



**Bass Coast Shire Council
Minutes for Special Meeting
Wednesday, 26 April 2017
Council Chamber, Bass Coast Civic Centre,
Baillieu Street East,
Wonthaggi
5.00pm**

- 1. These minutes are due to be confirmed on 17 May 2017**
- 2. Any decision included in these minutes is subject to change resulting from a rescission motion passed by Council.**

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Meeting commenced

The meeting commenced at 5.02pm

Acknowledgement: Cr Ellis read the acknowledgement.

Statement: Cr Brown read the Councillor Statement.

A Present and Apologies

Councillors: Cr Pamela Rothfield, Island Ward (Mayor)
Cr Brett Tessari, Bunurong Ward (Deputy Mayor)
Cr Julian Brown, Bunurong Ward
Cr Les Larke, Bunurong Ward
Cr Stephen Fullarton, Island Ward
Cr Michael Whelan, Island Ward
Cr Geoff Ellis, Western Port Ward
Cr Bruce Kent, Western Port Ward

Officers in Attendance:

Mr Paul Buckley, Chief Executive Officer
Mr Mark Brady, General Manager Finance and Organisation
Development
Mr David Elder, General Manager Healthy Communities and
Governance
Ms Felicity Sist, General Manager Infrastructure
Ms Allison Jones, General Manager Sustainable Development and
Growth
Mrs Lee-Anne Harmer, Governance Officer

Apologies: Cr Clare Le Serve, Western Port Ward

B Declarations of Interest

There were no Declarations of Interest

Reports Requiring Council Decision

C Reports Requiring Council Decision

C.1 Draft Council Plan and Municipal Public Health and Wellbeing Plan 2017 - 2021 and Draft 2017/2018 Budget

File No:	CMI7/105
Department:	Healthy Communities and Governance
Council Plan Strategic Objective:	Good Governance
	We will manage our resources effectively, keep the community engaged, listen to our communities' concerns to create positive outcomes.

Declaration

The author has no direct or indirect interests in relation to this report.

Summary

Council is required to prepare a Council Plan and Budget by 31 August 2017, and a Municipal Public Health and Wellbeing Plan by 29 October 2017. A proposed Council Plan (incorporating a proposed Municipal Public Health and Wellbeing Plan), titled 'Shaping a better Bass Coast – Responding to what we heard' has been prepared and is presented for consideration. It is recommended that the proposed Council Plan be released for public consultation.

The proposed 2017/2018 Annual Budget has been compiled and is presented to Council for consideration. It is recommended that the proposed budget be released for community consultation. The proposed budget provides for an average increase in general rates of 2% consistent with the State Government imposed rate cap for 2017/18. The budget retains alignment with the Long Term Financial Plan and continues the refocusing of finances from the delivery of day to day services to investing in the future of the Shire through capital upgrades and renewal of its existing infrastructure base.

This report requests that Council releases the proposed Council Plan (incorporating the proposed Municipal Public Health and Wellbeing Plan) and the proposed 2017/2018 Annual Budget for community consultation.

Introduction

The proposed Council Plan 2017-21 (incorporating the proposed Municipal Public Health and Wellbeing Plan) sets out Council's plan for the next four years and outlines how Council will address the priorities identified through community engagement conducted earlier in 2017.

The proposed Plan includes high priority areas identified by the community, strategic outcomes to be achieved; strategic indicators which enable progress to be measured and existing strategies that will contribute to achieving the outcomes identified.

The proposed Plan also includes a four-year Strategic Resource Plan which describes the financial and non-financial resources (including human resources) that will be required to deliver the plan.

The proposed 2017/2018 Budget articulates how the Council Plan will be funded in year one, but also incorporates the Strategic Resource Plan as outlined in the Council Plan.

The Municipal Public Health and Wellbeing Plan has been incorporated in the proposed Council Plan and outlines how Council will align responsibilities and relationships to improve health outcomes for our community that are consistent with our partners in the region.

The Council Plan 2017-2021 (incorporating the Municipal Public Health and Wellbeing Plan) is a four year strategic document. Council may review the Council Plan annually. The proposed Plan is titled '*Shaping a better Bass Coast – Responding to what we heard*'.

The proposed 2017/2018 Budget provides the authorisation for the delivery of all services, includes performance measures and intended borrowings, and sets the rates and charges for the year. The proposed Budget also identifies the Capital Works projects that are planned to be commenced and/or delivered during 2017/18.

The key objectives included in the proposed Council Plan are:

- Advocacy
- Economic Development
- Environment
- Governance
- Health and Wellbeing
- Liveability
- Our Character

The proposed Budget provides for:

- | | |
|----------------------------------|-------------------------|
| • Total Expenditure (Cash Basis) | \$83.527 million |
| ○ Operations | \$58.997 million |
| ○ Capital Works | \$18.572 million |
| ○ Debt Servicing | \$ 1.964 million |
| ○ Transfer to Reserves | \$ 3.994 million |
| • Funded by: | |
| ○ Rates and Charges | \$54.873 million |
| ○ Grants & Subsidies | \$11.942 million |
| ○ Fees & Charges | \$ 6.914 million |
| ○ Borrowings | \$ 4.321 million |
| ○ Contributions | \$ 1.085 million |
| ○ Asset Sales | \$ 0.444 million |
| ○ Interest | \$ 0.767 million |

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- Other \$ 0.363 million
 - Transfers from Reserves \$ 2.818 million
 - Average General Rate increase of 2%;
 - Capital Works Program of \$18.572 million
 - Community Facilities Funding
 - Wonthaggi Shared Highball Facility – provision for Council contribution of \$1.5 million transferred to Reserve
 - Cape Paterson Surf Lifesaving Club – provision for Council contribution of \$600,000 (over two years)
 - Operational Cost increases (excluding provision for Cape Paterson Lifesaving Facilities and Wonthaggi Highball) have been contained to less than 2% from 2016/17 budget
 - Employee Cost increases have been contained to 2.15% from 2016/17 budget

Some of the highlights in this budget include the continuation of the Inverloch Transfer Station and an ongoing commitment to the development of skate parks across the municipality.

The draft budget continues to support our agricultural community with a rating differential of 80% plus the opportunity to apply for the Rural Land Management Program which returns approximately \$602,555 in environmental value to the rural community.

Our investment in capital works continues to be a priority with proposed funding of \$18.572 million. The key projects proposed to be funded include:

- New floodlighting for two soccer pitches at Newhaven Reserve
- Redevelopment of change rooms at Dalyston Recreation Reserve
- Development of the Cowes Transit Hub
- Contribution to Wonthaggi CBD Traffic Lights
- Extension of Surf Parade shared path to Veronica St, Inverloch
- Refurbishment of Wonthaggi Union Community Arts Centre
- Construction of a new landfill cell at Grantville Landfill
- Bass Coast Rail Trail Bourne Creek Pedestrian Bridge Renewal
- Resurfacing of Netball Courts at Dalyston Recreation Reserve
- Replacement of footpath on Anchorage Rd, Ventnor between Ventnor Road and Pall Mall
- Nyora St Helier Road Upgrade – Nation Building Blackspot Program
- Kerb Renewal – Jenner Avenue, Cowes
- Wonthaggi Recreation Reserve Gymnasium Building Renewal Works
- South Dudley Road Upgrade – Nation Building Blackspot Program
- Phillip Island Nature Parks commercial office development

- Pioneer Bay Drainage Improvements

Strategic Basis

The proposed Council Plan sets the framework for strategic decision making for Council, whilst the proposed Budget provides the authorising environment and funding to deliver year one of the Council Plan. They are the primary strategic planning documents of Council.

To drive the development of the proposed Council Plan and Budget, a community engagement campaign called 'Help shape a better Bass Coast' was undertaken seeking feedback from the community on a range of questions:

- What would make living, visiting or investing in Bass Coast better?
- What would you like to see retained or improved?
- What health and wellbeing issues are you concerned about?
- What would you like the Council to achieve in the next four years?

The engagement ran through the month of January 2017 and was the largest engagement ever attempted by Council. No consultants were used in the development or running of this engagement campaign.

Council followed the International Association Public Participation (IAP2) Best Practice Guide for the appropriate type of engagement to be used and was committed to work in a collaborative way where ever possible. This was to ensure Council worked with the community to reflect their aspirations and feedback and incorporate their input into the proposed Council Plan.

Council engaged with the community through a number of methods:

- Pop-ups at local events
- Community engagement workshop sessions
- Distribution of posters
- Adverts in local newspapers
- Emails
- On-line and printed surveys
- Radio shows
- Council's website
- Extensive social media – Facebook, Twitter and Instagram

Engagement Participation Numbers

- Over 820 people engaged directly through workshops, pop-ups and Councillor catch-ups
- Over 850 surveys were completed
- Over 52,400 people were reached on Facebook (inc. 4,200 during the Live Q and A session)
- Over 10,800 people were reached on Twitter
- Over 850 people were reached on Instagram

- Over 2,600 website page views
- Over 3,000 emails sent

A full copy of the Council Plan Community Engagement Summary is attached to this report (AT-1).

Finances

As outlined in the Comprehensive Income Statement at Section 11 of the Budget document, the proposed budget for 2017/18 provides for total operating income of \$75.969 million and total operating expenditure of \$72.080 million – a budgeted surplus of \$3.89 million (underlying surplus of \$1.064 million).

On a cash basis, as outlined in the Funding Statement at Section 18 of the Budget document and earlier in this report, total budgeted expenditure is \$83.527 million, funded through Rates and Charges \$54.908 million; Grants and Subsidies \$11.942 million; Fees, Charges and Contributions \$7.999 million; Borrowings \$4.321 million; Reserves \$2.783 million; and other income \$1.574 million.

Total Equity is budgeted to increase from a forecast \$577.602 million at 30 June 2017 to \$581.491 million at 30 June 2018.

Total Full Time Equivalent (FTE) staffing continues to reduce from a budgeted 334.76 in 2014/15 to a budgeted 314.6 in 2017/18 (-20.16 FTE or 6%) – including a decrease in management positions of 6.5 FTE or 29.5% over the same period.

Stakeholders

All residents, ratepayers, visitors, businesses and other government agencies have an interest in the proposed Council Plan and Budget.

A community consultation program will be undertaken during May to provide stakeholders with the opportunity to discuss the proposed Council Plan and Budget. The proposed Council Plan and Budget will be available on Council's website at www.basscoast.vic.gov.au/abetterbasscoast or at any of our Customer Service Centres.

We will be holding drop in sessions where people can come along and have a chat about the proposed documents. Sessions will be held at:

- **Cowes** – Monday, 15 May, Cowes Cultural Centre Hall, 91-97 Thompson Ave from 6.30pm to 7.30pm
- **Grantville** – Tuesday, 16 May at Grantville Hall, 1470 Bass Hwy from 6.30pm to 7.30pm
- **Inverloch** – Monday, 22 May at Inverloch Community Hub, 16 A'Beckett St from 6.30pm to 7.30pm
- **Facebook** – Tuesday, 23 May at www.facebook.com/basscoastshire from 6.30pm to 8.00pm

Statutory Requirements/Codes/Standards/Policies

Council is required to prepare a Council Plan in accordance with section 125 of the *Local Government Act 1989*.

The Council Plan sets the framework for strategic decision making for Council. It is the primary strategic planning document of the Council. In accordance with Section 125 of the *Local Government Act 1989* the Council Plan must include:

- The Strategic Objectives of Council
- Strategies for achieving the Strategic Objectives
- Strategic Indicators for monitoring the achievement of the Objectives
- Strategic Resource Plan (A Strategic Resource Plan is a plan of the resources required to achieve the strategic objectives including financial, non-financial and human resources).

The proposed Council Plan and Budget will be available for inspection and members of the public have the right to make a submission under Section 223 of the *Local Government Act 1989*. The proposed Council Plan and Budget will be open for submissions from 2 May 2017 until 5.00 p.m. 30 May, 2017. Council will hear any submissions upon request on 7 June 2017.

Division 3, Section 26 of the *Public Health and Wellbeing Act 2008* states that:

- (1) Unless section 27 applies, a Council must, in consultation with the Secretary, prepare a municipal public health and wellbeing plan within the period of 12 months after each general election of the Council.
- (2) A municipal public health and wellbeing plan must—
 - (a) include an examination of data about health status and health determinants in the municipal district;
 - (b) identify goals and strategies based on available evidence for creating a local community in which people can achieve maximum health and wellbeing;
 - (c) provide for the involvement of people in the local community in the development, implementation and evaluation of the public health and wellbeing plan;
 - (d) specify how the Council will work in partnership with the Department and other agencies undertaking public health initiatives, projects and programs to accomplish the goals and strategies identified in the public health and wellbeing plan;
 - (e) be consistent with—
 - (i) the Council Plan prepared under section 125 of the *Local Government Act 1989*; and
 - (ii) the municipal strategic statement prepared under section 12A of the *Planning and Environment Act 1987*.

The provisions of sections 127, 158 and 161 of the *Local Government Act 1989* apply to the budget process. Clauses 8 and 9 of the *Local Government (Planning and Reporting) Regulations 2014* also apply.

Other Options

Both the *Local Government Act 1989* and the *Public Health and Wellbeing Act 2008* require Council to prepare a four year plan and an Annual Budget. Council could choose not to approve the proposed Council Plan and Budget for community consultation but it would be in breach of both Acts.

Officer's Comments/Conclusion

Council has worked with the community to ensure their aspirations and feedback have been considered in the proposed Council Plan and Budget.

The proposed Council Plan outlines how Council will meet the priorities identified through the community engagement process. The proposed Budget identifies how the priorities will be funded. They are both important tools for measuring the performance of Council and determine where Council's financial resources will be directed. They are also used in association with other plans and strategies to provide direction to Council in decision making.

The draft Municipal Public Health and Wellbeing Plan has been incorporated in the proposed Council Plan and outlines the goals and objectives of how Council will align our responsibilities and relationships to improve health outcomes for our community that are consistent with our partners in the region (AT-3).

A copy of the draft Council Plan, '*Shaping a better Bass Coast – Responding to what we heard*' is attached to this report (AT-2).

A copy of the proposed 2017/2018 Annual Budget is attached to this report (AT-4).

Recommendation

That Council

1. **Approves the proposed 2017-2021 Council Plan (incorporating the proposed Municipal Public Health and Wellbeing Plan) annexed to this resolution as the proposed Council Plan (incorporating the proposed Municipal Public Health and Wellbeing Plan) prepared by the Council pursuant to section 125 of the *Local Government Act 1989*.**
2. **Authorises the Chief Executive Officer to:**
 - a. **Give public notice of the proposed 2017-2021 Council Plan (incorporating the proposed Municipal Public Health and Wellbeing Plan) in accordance with section 125(3A) of the *Local Government Act 1989*.**
 - b. **Make available for public inspection a copy of the proposed 2017-2021 Council Plan (incorporating the proposed Municipal Public Health and Wellbeing Plan) in accordance with section 125(3A) of the *Local Government Act 1989*.**

3. **Calls for written submissions in accordance with section 223 of the *Local Government Act 1989* on the proposed 2017-2021 Council Plan (incorporating the proposed Municipal Public Health and Wellbeing Plan) – written submissions will be accepted until 5.00pm Tuesday, 30 May 2017.**
4. **Holds a Special Council meeting at 4.30pm on Wednesday, 7 June 2017 at the Bass Coast Civic Centre for the purpose of hearing any submissions received on the proposed 2017-2021 Council Plan (incorporating the proposed Municipal Public Health and Wellbeing Plan) and proposed 2017/18 Budget.**
5. **Considers any submissions received, and hears any person who wishes to be heard (either personally or by a person acting on their behalf) in support of a submission received, in relation to the proposed 2017-2021 Council Plan (incorporating the proposed Municipal Public Health and Wellbeing Plan) at a Special Council Meeting to be held at 4.30 pm on Wednesday, 7 June 2017 at the Bass Coast Civic Centre.**
6. **Approves the 2017-2018 proposed Budget annexed to this resolution as the proposed Budget prepared by the Council pursuant to section 127 of the *Local Government Act 1989*.**
7. **Authorises the Chief Executive Officer to:**
 - a. **Give public notice of the proposed Budget in accordance with section 129(1) of the *Local Government Act 1989*.**
 - b. **Make available for public inspection a copy of the proposed budget in accordance with section 129(3) of the *Local Government Act 1989*.**
8. **Calls for written submissions in accordance with section 223 of the *Local Government Act 1989* on the proposals contained in the proposed 2017-2018 Budget – written submissions will be accepted until 5.00pm Tuesday, 30 May 2017.**
9. **Considers any submissions received, and hears any person who wishes to be heard (either personally or by a person acting on their behalf) in support of a submission received, in relation to the proposed Budget at a Special Council Meeting to be held at 4.30 pm on Wednesday, 7 June 2017 at the Bass Coast Civic Centre.**

Attachments

AT-1	Council Plan Community Engagement Summary 2017	34 Pages
AT-2	Draft Council Plan 2017-21	30 Pages
AT-3	Draft Municipal Health and Wellbeing Plan incorporating Action Plan 2017/18	30 Pages
AT-4	Draft Annual Budget 2017/18	61 Pages

Council Decision

Moved: Cr. Michael Whelan / Seconded: Cr. Brett Tessari

That Council

- 1. Approves the proposed 2017-2021 Council Plan (incorporating the proposed Municipal Public Health and Wellbeing Plan) annexed to this resolution as the proposed Council Plan (incorporating the proposed Municipal Public Health and Wellbeing Plan) prepared by the Council pursuant to section 125 of the *Local Government Act 1989*.**
- 2. Authorises the Chief Executive Officer to:**
 - a. Give public notice of the proposed 2017-2021 Council Plan (incorporating the proposed Municipal Public Health and Wellbeing Plan) in accordance with section 125(3A) of the *Local Government Act 1989*.**
 - b. Make available for public inspection a copy of the proposed 2017-2021 Council Plan (incorporating the proposed Municipal Public Health and Wellbeing Plan) in accordance with section 125(3A) of the *Local Government Act 1989*.**
- 3. Calls for written submissions in accordance with section 223 of the *Local Government Act 1989* on the proposed 2017-2021 Council Plan (incorporating the proposed Municipal Public Health and Wellbeing Plan) – written submissions will be accepted until 5.00pm Tuesday, 30 May 2017.**
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- 5. Considers any submissions received, and hears any person who wishes to be heard (either personally or by a person acting on their behalf) in support of a submission received, in relation to the proposed 2017-2021 Council Plan (incorporating the proposed Municipal Public Health and Wellbeing Plan) at a Special Council Meeting to be held at 4.30 pm on Wednesday, 7 June 2017 at the Bass Coast Civic Centre.**
- 6. Approves the 2017-2018 proposed Budget annexed to this resolution as the proposed Budget prepared by the Council pursuant to section 127 of the *Local Government Act 1989*.**
- 7. Authorises the Chief Executive Officer to:**
 - a. Give public notice of the proposed Budget in accordance with section 129(1) of the *Local Government Act 1989*.**
 - b. Make available for public inspection a copy of the proposed budget in accordance with section 129(3) of the *Local Government Act 1989*.**

8. Calls for written submissions in accordance with section 223 of the Local Government Act 1989 on the proposals contained in the proposed 2017-2018 Budget – written submissions will be accepted until 5.00pm Tuesday, 30 May 2017.
9. Considers any submissions received, and hears any person who wishes to be heard (either personally or by a person acting on their behalf) in support of a submission received, in relation to the proposed Budget at a Special Council Meeting to be held at 4.30 pm on Wednesday, 7 June 2017 at the Bass Coast Civic Centre.

Cr Les Larke proposed an amendment to the recommendation.

7. Authorises the Chief Executive Officer to:
 - c. Consider (subsequent to giving public notice and public inspection availability as outlined in a. and b. above), further refinement of the Strategic Resource Plan and proposed budget through reduced expenditure in the following areas:
 - Organisational design
 - Cost of Governance
 - Discretionary expenses including consultancy costs

The Chair Cr Pamela Rothfield ruled the amendment not be received and advised the proposal could be considered as part of the submission process.

Cr Les Larke called a point of order. The Chair Cr Pamela Rothfield advised that the proposed amendment was above and outside the intent of the clause as it changed the recommendation significantly.

Cr Les Larke moved the Chair's ruling be dissented from.

The motion lapsed for want of a seconder.

The Chair's ruling was final.

That the original recommendation be adopted.

CARRIED UNANIMOUSLY

Meeting closed

The meeting closed at 5.17pm.