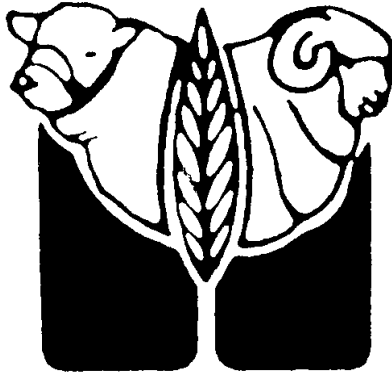


# MINUTES



SPECIAL MEETING  
HELD

THURSDAY, 11 FEBRUARY 2016  
COMMENCED AT 7.00PM

AT

SHIRE OF BOYUP BROOK  
ABEL STREET – BOYUP BROOK

# TABLE OF CONTENTS

1.	RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED .....	3
2.	PUBLIC QUESTION TIME .....	3
3.	APPLICATIONS FOR LEAVE OF ABSENCE .....	3
4.	MATTERS REQUIRING A DECISION .....	4
	4.1 Annual Report 2014/15.....	5
5.	MEETING CLOSED.....	7

## **1. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED**

### **1.1 Attendance**

Cr M Giles Shire President  
Cr G Aird Deputy Shire President  
Cr N Blackburn  
Cr J Imrie  
Cr P Kaltenrieder  
Cr K Moir  
Cr E Muncey  
Cr T Oversby  
Cr E Rear

STAFF: Mr Alan Lamb (Chief Executive Officer)  
Mr Stephen Carstairs (Director of Corporate Services)  
Ms Kerry Fisher (Manager of Finance)  
Mrs Maria Lane (Executive Assistant)

### **1.2 Apologies**

Cr Moir  
Cr Imrie

### **1.3 Leave of Absence**

## **2. PUBLIC QUESTION TIME**

### **2.1 Response to Previous Public Questions Taken on Notice**

### **2.2 Public Question Time**

## **3. APPLICATIONS FOR LEAVE OF ABSENCE**

#### 4. MATTERS REQUIRING A DECISION

4.1 Annual Report – 2014/15
-----------------------------

<b>Location:</b>	<b>Shire of Boyup Brook</b>
<b>Applicant:</b>	<b>Shire of Boyup Brook</b>
<b>File:</b>	<b>N/A</b>
<b>Disclosure of Officer Interest:</b>	<b>Nil</b>
<b>Date:</b>	<b>5 February 2016</b>
<b>Author:</b>	<b>Alan Lamb – Chief Executive Officer</b>
<b>Authorizing Officer:</b>	<b>Alan Lamb – Chief Executive Officer</b>
<b>Attachments:</b>	<b>Yes – Draft Annual Report 2014/15</b>

---

#### **SUMMARY**

The purpose of this report is to present to Council the Annual Report for the year 2014/15 for their acceptance.

#### **BACKGROUND**

The Local Government Act 1995 sets out the requirement for the preparation of Annual Reports and the information to be included:

- A report from the mayor or president;
- A report from the CEO;
- An overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year;
- The financial report for the financial year;
- Such information as may be prescribed in relation to the payments made to employees;
  - i) the number of employees of the local government entitled to an annual salary of \$100 000 or more;
  - ii) the number of employees with an annual salary entitlement that falls within each band of \$10 000 over \$100 000;
- the auditor's report for the financial year;
- a matter on which a report must be made under section 29(2) of the *Disability Services Act 1993*; and
- such other information as may be prescribed.

Council is required to accept the Annual Report when presented with or without modification:-

- (1) Subject to subsection (2), the annual report for a financial year is to be accepted\* by the local government no later than 31 December after that financial year.

\* *Absolute Majority required.*

- (2) If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

### **Local Government Act 1995 Section 5.27. Electors' general meetings**

- (1) A general meeting of the electors of a district is to be held once every financial year.
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.
- (3) The matters to be discussed at general electors' meetings are to be those prescribed.

### **Local Government Act 1995 Section 5.29. Convening electors' meetings**

- (1) The CEO is to convene an electors' meeting by giving —
  - (a) at least 14 days' local public notice; and
  - (b) each council member at least 14 days' notice, of the date, time, place and purpose of the meeting.
- (2) The local public notice referred to in subsection (1)(a) is to be treated as having commenced at the time of publication of the notice under section 1.7(1)(a) and is to continue by way of exhibition under section 1.7(1)(b) and (c) until the meeting has been held.

## **CONSULTATION**

Shire President, Director of Corporate Services and Director of Works & Services

## **STATUTORY OBLIGATIONS**

Local Government Act 1995 Sections 5.53 & 5.54 Annual Report, Sections 5.27 & 5.29 Electors Meeting

Local Government (Administration) Regulations 1996 Section 19B

The following sections are included for information:

### **5.29. Convening electors' meetings**

- (1) *The CEO is to convene an electors' meeting by giving —
  - (a) at least 14 days' local public notice; and
  - (b) each council member at least 14 days' notice,of the date, time, place and purpose of the meeting.*
- (2) *The local public notice referred to in subsection (1)(a) is to be treated as having commenced at the time of publication of the notice under section 1.7(1)(a) and is to continue by way of exhibition under section 1.7(1)(b) and (c) until the meeting has been held.*

### **5.30. Who presides at electors' meetings**

- (1) *The mayor or president is to preside at electors' meetings.*
- (2) *If the circumstances mentioned in section 5.34(a) or (b) apply the deputy mayor or deputy president may preside at an electors' meeting in accordance with that section.*
- (3) *If the circumstances mentioned in section 5.34(a) or (b) apply and —
  - (a) the office of deputy mayor or deputy president is vacant; or
  - (b) the deputy mayor or deputy president is not available or is unable or unwilling to perform the functions of mayor or president,*

*then the electors present are to choose one of the councillors present to preside at the meeting but if there is no councillor present, able and willing to preside, then the electors present are to choose one of themselves to preside.*

## **COMMENT**

The report presented has been prepared as it has in past formats and also in accordance with statutory requirements.

It is recommended that Council accept the report as presented.

## **POLICY IMPLICATIONS**

There are no specific policy items in relation to the Annual Report and or the Annual Electors Meetings.

## **BUDGET/FINANCIAL IMPLICATIONS**

The costs associated with producing the Annual Report and holding Annual Electors meeting are provided for in the current year's budget.

## **STRATEGIC IMPLICATIONS**

The Annual Report provides information about activities which occurred in the Shire for 2014/15, and the pursuit of items contained in the Council's adopted Plan for the Future.

## **SUSTAINABILITY IMPLICATIONS**

Nil

## **VOTING REQUIREMENTS**

Absolute Majority Item 1  
Simple Majority Item 2

## **COUNCIL DECISION & OFFICER RECOMMENDATION – Item 4.1**

**MOVED: Cr Muncey**

**SECONDED: Cr Blackburn**

- 1. That Council accepts the Annual Report as presented for the 2014/15 financial year.**
- 2. That the Annual meeting of Electors relating to the year 2014/15 be held in the Council Chambers on Thursday 18th February 2016 at 7.00pm.**

Carried 7/0

Res 01/16

## **5 CLOSURE OF MEETING**

There being no further business the Shire President thanked all for attending and declared the meeting closed at 7.07pm.