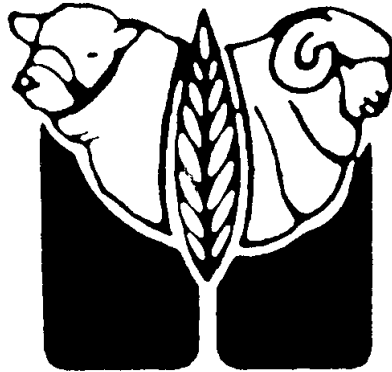


MINUTES



SPECIAL MEETING
HELD

THURSDAY, 31 AUGUST 2017
COMMENCED AT 8.00PM

AT

SHIRE OF BOYUP BROOK
ABEL STREET – BOYUP BROOK

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

1.1 Attendance

Cr G Aird - Shire President
Cr K Moir - Deputy Shire President
Cr J Imrie
Cr P Kaltenrieder
Cr E Muncey
Cr T Oversby
Cr E Rear

STAFF: Mr Alan Lamb (Chief Executive Officer)
Mr Stephen Carstairs (Director of Corporate Services)
Mr Rob Staniforth-Smith (Director of Works & Services)
Kerry Fisher (Finance Manager)
Mrs Maria Lane (Executive Assistant)

1.2 Apologies

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

Nil

4. MATTERS REQUIRING A DECISION

4.1 Adoption of the 2017-18 Shire of Boyup Brook Annual Budget

Location:	<i>Boyup Brook</i>
Applicant:	<i>Not Applicable</i>
File:	
Disclosure of Interest:	<i>None Applicable</i>
Date:	<i>24 August 2017</i>
Author:	<i>Alan Lamb - Chief Executive Officer</i>
Attachment:	<i>Yes</i>

SUMMARY

It is recommended that Council adopt the Budget proposals and supporting documents along with the rates parameters and associated fees and charges for the 2017-18 financial year.

BACKGROUND

Council needs to adopt its annual budget before rate notices are issued, and before capital works are commenced.

It is a statutory requirement that a Council's budget shall be adopted before the end of August, unless Ministerial permission has been obtained for a later date of adoption (s. 6.2.(1) *Local Government to prepare annual budget* as seen in the Local Government Act 1995, absolute majority required).

At its 20 July 2017 ordinary meeting Council dealt with: the 2017-18 Schedule of Fees and Charges (and see Res 89/17); and Annual Fees and Allowances for Election Members and resolved as follows:

- 1. Retain in 2017-18 the annual attendance fee method of payment of Councillor and President meeting attendance fees, rather than the 'per meeting basis' method.***
 - 2. Set in 2017-18 Councillor meeting attendance fees, the President's annual attendance fee and annual allowance, the Deputy President's annual allowance, and ICT allowances as follows:***
 - Annual Attendance Fee for Council Members is to be \$7,190;***
 - Annual Attendance Fee for Shire President is to be \$13,825;***
 - Annual President's Allowance is to be \$7,159;***
 - Provision of an Annual Deputy President Allowance to an amount 25% of the amount determined for the Annual President's Allowance i.e. \$1,798.75; and***
 - Annual Information and Communications Technology Allowance is to be \$1,210.***
- CARRIED BY ABSOLUTE MAJORITY 5/1*** ***Res 96/17***

Further, at the July 2017 meeting Council resolved that the General Rates and Minimum Rate Payments to be levied in 2017-18 would be as follows:

- 1. Acknowledge 2 submissions McMahon Mining Title Service Pty Ltd and Mr AJR Doust received by the Chief Executive Officer (CEO), as they relate to the proposed differential rates to be levied in 2017-18, and determine to not change the proposed rates as a consequence of their submissions.***

2. **Direct the CEO to correspond to McMahon Mining Title Services Pty Ltd and Mr AJR Doust Council's decision to not change the proposed 2017-18 rates as a consequence of their submissions.**
3. **Direct the CEO to seek approval from the Minister to levy differential rates and minimum charges in 2017-18 where the Mining UV rate will be more than twice as much as the lowest (Rural UV) differential rate a follows:**

Rate Classes	2017-18 Rate in \$	Minimum \$
GRV	0.128775	897.00
UV - Rural	0.007268	824.00
UV – Mining	0.093845	851.00

4. **Direct the CEO to include in the 2017-18 Adopted Budget the reasons for levying rates which are at variance with those advertised for submissions.**

CARRIED 6/0

Res 91/17

On 17 August 2017 the Department of Local Government, Sport and Culture Industries advised officers that the Minister had approved Council's proposal to impose UV-Mining rates (9.3845 cents in the \$) such that they were more than twice the lowest differential general rate (0.7268 cents).

COMMENTS

When considering a new budget, perhaps the most important item within the budget document is the Rate Setting Statement, and this is on page 4 of the attached 2017-18 Draft Annual Budget.

CONSULTATION

The Department of Local Government, Sport and Culture Industries.

Council's (Draft) Corporate Business Plan

Both the Long Term Road Construction and Plant Replacement programs have been before Council.

Council have workshopped components of the 2017-18 Annual Budget as follows:

- Community Grants/Donations;
- Reserve Funds;
- Capital Acquisitions; and
- the Operating Budget.

STATUTORY ENVIRONMENT

Statutory implications associated with this item include: the *Local Government Act 1995* Section 6.2; and the *Local Government (Financial Management) Regulations 1996* Part 3, which prescribes the requirements of the annual budget. The final budget document (attached) complies with those formats, and includes relevant additional notes/ appendices.

POLICY IMPLICATIONS

There are no new Policy implications associated with the adoption of this budget.

FINANCIAL IMPLICATIONS

As presented in the budget document.

STRATEGIC IMPLICATIONS

This budget commences a more structured approach to the provision of services, and their associated assets, and these will be further refined over the next 6-9 months.

VOTING REQUIREMENTS

Absolute majority.

COUNCIL DECISION & OFFICER RECOMMENDATION – Item 4.1

MOVED: Cr Kaltenrieder

SECONDED: Cr Rear

1. Council adopt the 2017-18 Budget as set out in the papers attached.
2. **Minimum Rates Payment**
That in 2017-18 Council sets the Minimum Rates Payment at:
 - Gross Rental Value (GRV) Rate - \$897.00
 - Unimproved Value (UV) Rural and Urban Rural - \$824.00
 - Unimproved Value (UV) Mining - \$851.00.
3. **Rates in the Dollar**
That in 2017-18 Council sets the Rates in the dollar at:
 - Gross Rental Value (GRV) Rate – 0.128775 cents
 - Unimproved Value (UV) Rural and Urban Rural Rate – 0.007268 cents
 - Unimproved Value (UV) Mining Rate – 0.093845 cents.
4. **Waste Collection Rate and Kerbside Waste and Recycling Receptacle Charge**
That in 2017-18 Council sets Waste Rates and Receptacle Charges as follows:
 - Waste Collection Rate per property in the district – 0.0003 cents;
 - Minimum Waste Collection Rates Payment per property - \$21.00;
 - the 1 x 240 litre Waste Receptacle (bin) per week, commercial and residential, collection charge - \$218.00 per annum;
 - additional 240 litre Waste Receptacles (bin) per week, commercial and residential, collection charge - \$218.00 per annum each;
 - the 1 x 240 litre Recycling Receptacle (bin) per fortnight, commercial and residential, collection charge - \$109.00 per annum; and
 - additional 240 litre Recycling Receptacle (bin) per fortnight, commercial and residential, collection charge - \$109.00 per annum.
 - All owners of property assessments not serviced by a waste collection service be given free of charge 20 token Transfer Station vouchers.
5. **Due Date for Payment of Rates & Charges**
That Council in accordance with the Local Government Financial Management Regulations 1996 – Clause 64 (1) set the due date for the single payment of a rate and charges for the 2017-18 financial year to be 11 October 2017.
6. **Due Date for Payments of Rate Installments**
That Council in accordance with the Local Government Financial Management Regulations 1996 – Clause 64 (2) set the due date for the payment of rate installments

for the 2017-18 financial year as follows:

First Instalment	11 October 2017
Second Instalment	13 December 2017
Third Instalment	14 February 2018
Fourth Instalment	11 April 2018.

7. **Administration Charge on Instalments**
That Council in accordance with Section 6.45 (3) of the Local Government Act 1995 and the Local Government Financial Management Regulations 1996 – Clause 67 set an administration charge of \$13.50 per rate instalment notice for the 2017-18 financial year where the instalment plan is selected.
8. **Interest on Rate Instalments**
That Council in accordance with Section 6.45 (3) of the Local Government Act 1995 and the Local Government Financial Management Regulations 1996 – Clause 68 sets an additional charge by the way of Interest where the instalment plan is selected, an interest rate of 5.5% for the 2017-18 financial year.
9. **Late Payment Interest Charge**
That Council in accordance with Sections 6.13 and 6.51 (1) of the Local Government Act 1995 and Regulation 70 of the Local Government (Financial Management) Regulations 1996, set an interest rate of 11% for the 2017-18 financial year as penalty interest for the late payment of:
 - property rates;
 - waste collection rates; and
 - waste and recycling receptable (bin) charges.
10. **Reserve Funds**
That Council in accordance with Section 6.11 of the Local Government Act 1995 allocate funds to and from the Reserve Funds for the financial year ending 30 June 2017 as specified in the 2017-18 budget document.
11. **Trust Fund Budget**
That Council adopt the Trust Fund Budget for the financial year ending 30 June 2018 as per the budget document.
12. That the Significant Accounting Policies, as presented in the statutory Budget document, be adopted for the 2017-18 year.
13. **Rate Concessions**
That in 2016-17 Council provide a 50% Rate concession to the owners of Crown Grants 11859 (A15129), 12087 (A3270) and 4522 (A12300) subject to the Shire of Donnybrook-Balingup also providing these landowners with a 50% Rate concession.
14. **Administration Charge on Special Payment Agreements**
That Council set a \$33.00 (GST inclusive) administration set up fee for rate payers entering into special payment agreements.

15. **Variance Thresholds in Financial Activity Statements**

As per Council Policy, in 2017-18 variance thresholds in Financial Activity Statements above which explanations from the administration will be required are as follows:

- (a) For YTD budgets up to \$30,000, the (material) variance value will be \$3,600.
- (b) For YTD budgets in the range \$30,001 to \$100,000, the (material) variance value will be 12% or \$10,000, whichever is the lesser amount.
- (c) For YTD budgets in the range \$100,001 to \$500,000, the (material) variance value will be 10% or \$33,675, whichever is the lesser amount.
- (d) For YTD budgets greater than \$500,000, the (material) variance value will be 6.75% or \$54,580, whichever is the lesser amount.

16. **Fees and Charges**

Adopt the 2017-18 Schedule of Fees and Charges as presented.

CARRIED BY ABSOLUTE MAJORITY 7/0

Res

5 CLOSURE OF MEETING

There be no further business the Shire President, Cr Aird thanked all for attending and declared the meeting closed at 8.26pm.