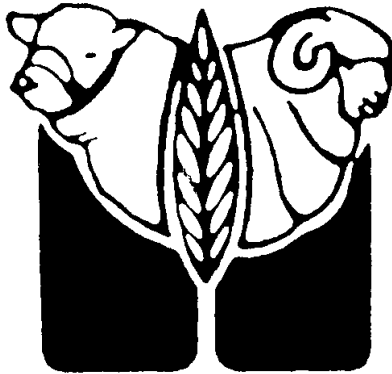


# AGENDA

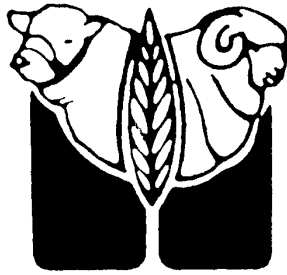


SPECIAL MEETING  
TO BE HELD

THURSDAY, 22 AUGUST 2019  
COMMENCING AT 7.00PM

AT

SHIRE OF BOYUP BROOK  
ABEL STREET – BOYUP BROOK



**SHIRE OF BOYUP BROOK**

**NOTICE OF SPECIAL COUNCIL**

**MEETING**

To:-

Cr G Aird- Shire President  
Cr R Walker-Deputy Shire President  
Cr A Alexander  
Cr P Kaltenrieder  
Cr K Moir  
Cr E Muncey  
Cr T Oversby  
Cr H O'Connell  
Cr E Rear

A Special Council Meeting of the Shire of Boyup Brook will be held on Thursday 22 August 2019 in the Council Chambers, Shire of Boyup Brook, Abel Street, Boyup Brook – commencing at 7.00pm for the purposes of dealing with the Annual Budget 2019-20.

Stephen Carstairs  
Acting CEO

Date: 18 August 2019

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

1.1 **Attendance**

Cr G Aird- Shire President  
Cr R Walker-Deputy Shire President  
Cr A Alexander  
Cr P Kaltenrieder  
Cr K Moir  
Cr E Muncey  
Cr H O'Connell  
Cr T Oversby  
Cr E Rear

STAFF: Mr Stephen Carstairs (Acting CEO)  
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**

**4. MATTERS REQUIRING A DECISION**

**4.2 Adoption of the 2019-20 Shire of Boyup Brook Annual Budget**

<b>Location:</b>	<i>Boyup Brook</i>
<b>Applicant:</b>	<i>Not Applicable</i>
<b>File:</b>	
<b>Disclosure of Interest:</b>	<i>None Applicable</i>
<b>Date:</b>	<i>18 August 2019</i>
<b>Author:</b>	<i>Stephen Carstairs – Acting CEO and Darren Long- Consultant</i>
<b>Authorising Officer:</b>	<i>Stephen Carstairs – Acting CEO</i>
<b>Attachment:</b>	<i>Yes</i>

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**SUMMARY**

It is for Council to consider and adopt the Annual Budget proposals and supporting documents along with the rates parameters and associated fees and charges for the 2019-20 financial year.

**BACKGROUND**

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

In accord with Section 6.2.(1) *Local Government to prepare annual budget* of the Local Government Act 1995 (the Act), Council's budget shall be adopted before the end of August as follows:

**Division 2 — Annual budget**

**6.2. Local government to prepare annual budget**

- (1) During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt\*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.

*\* Absolute majority required.*

At its 20 June 2019 ordinary meeting Council dealt with both the 2019-20 Schedule of Fees and Charges (and refer Res 143/19), and Annual Fees and Allowances for Election Members and resolved (Res 144/19) as follows:

**MOVED: Cr Kaltenrieder**

**SECONDED: Cr Walker**

That Council:

1. Retain in 2018-19 the annual attendance fee method of payment of Councillor and President meeting attendance fees, rather than the 'per meeting basis' method.
2. Set in 2018-19 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 \$7,615;
  - Annual Attendance Fee for Shire President is to be \$14,640;
  - Annual President's Allowance is to be \$10,280;
  - Provision of an Annual Deputy President Allowance to an amount 25% of the amount determined for the Annual President's Allowance i.e. \$2,570; and
  - Annual Information and Communications Technology Allowance is to be \$1,280.

**CARRIED BY ABSOLUTE MAJORITY 7/2**

**Res 144/19**

Given Res 144/19 should have read as follows:

*That Council:*

1. *Retain in 2019-20 the annual attendance fee method ... ; and*
2. *Set in 2019-20 Councillor attendance fees ... ,*

these matters will need to be re-addressed by Council.

Further, at its 22 August 2019 ordinary meeting Council is to resolve that the General Rates and Minimum Rate Payments to be levied in 2019-20 would be as follows:

**OFFICER RECOMMENDATION - ITEM 9.2.1**

That Council endorses for *2019-20 Annual Budget* preparation purposes the following proposed general rates and minimum payments to be applied from 1 July 2019 for the 2019-20 financial year:

Rate Classes	2019-20 Rate in \$	Min S's
GRV	13.1509	973
UV	0.7482	900
Or		
GRV	13.3700	995
UV	0.7900	900

**COMMENTS**

When considering a new annual budget, perhaps the most important item within the budget document is the Rate Setting Statement, and this is on page 7 of the attached 2019-20 Draft Annual Budget.

**CONSULTATION**

Council's 2017–2027 Long Term Financial Plan and its Corporate Business Plan. Both the Long Term Road Construction and Plant Replacement programs have been before Council, as has the Early Learning Center's Service Delivery Plan and Medical Services (Draft) 2019-20 Operating Budget, and Levying Rates in 2019-20 has been before Council on two (2) occasions.

Proposed 2019-20 Community Grants were considered by the Community Grants Committee, and also by Council at its 22 August 2019 ordinary meeting.

Council have workshopped components of the 2019-20 Annual Budget as follows:

- CEO and Corporate Services staffing requirements, salaries and wages;
- Works and Services staffing requirements, salaries and wages;
- Capital Acquisitions and Plant Disposals;
- Transfers to and from Reserve Accounts;
- Levying rates in 2019-20 was work shopped on 2 occasions; and
- Most elements of the proposed 2019-20 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**

Both policies A.20 *Staff Establishment Levels* and F.07 *Material Variance in Financial Activity Statement Reporting* have relevance to this report.

### **FINANCIAL IMPLICATIONS**

As presented in the 2019-20 Annual 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 months leading to the annual budget review.

### **VOTING REQUIREMENTS**

Absolute majority.

### **OFFICER RECOMMENDATION – Item 4.1**

1. That subject to the following amendments:

- a) xxxx;
- b) xxxx,

Council adopt the 2019-20 Budget as set out in the papers attached.

NOTE. This part of the recommendation is included to provide for any amendments Council may wish to make. If no amendments are made, this part of the resolution would read as follows:

That Council adopt the 2019-20 Budget as set out in the papers attached.

2. Minimum Rates Payment

That in 2019-20 Council sets the Minimum Rates Payment at:

- Gross Rental Value (GRV) Rate - \$995.00
- Unimproved Value (UV) Rate - \$900.00

3. Rates in the Dollar

That in 2019-20 Council sets the Rates in the dollar at:

- Gross Rental Value (GRV) Rate – 0.133700 cents
- Unimproved Value (UV) Rural and Urban Rural Rate – 0.007900 cents

4. Waste Collection Rate and Kerbside Waste and Recycling Receptacle Charge

That in 2019-20 Council sets Waste Rates and Receptacle Charges as follows:

- Waste Collection Rate per property in the district – 0.000002 cents;
- Minimum Waste Collection Rates Payment per property - \$23.00;
- the 1 x 240 litre Waste Receptacle (bin) per week, commercial and residential, collection charge - \$231.30 per annum;
- additional 240 litre Waste Receptacles (bin) per week, commercial and residential, collection charge - \$231.30 per annum each;
- the 1 x 240 litre Recycling Receptacle (bin) per fortnight, commercial and residential, collection charge - \$115.60 per annum; and
- additional 240 litre Recycling Receptacle (bin) per fortnight, commercial and residential, collection charge - \$115.60 per annum.



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 2019-20 financial year to be 01 October 2019.
  
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 2018-19 financial year as follows:  

First Instalment	01 October 2019
Second Instalment	03 December 2019
Third Instalment	04 February 2020
Fourth Instalment	01 April 2020.
  
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 \$14.30 per rate instalment notice for the 2019-20 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 2019-20 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 2019-20 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 2020 as specified in the 2019-20 budget document.
  
11. Trust Fund Budget  
That Council adopt the Trust Fund Budget for the financial year ending 30 June 2020 as per the budget document.
  
12. Significant Accounting Policies  
That the Significant Accounting Policies as presented in the statutory Budget document, be adopted for the 2019-20 year.
  
13. Administration Charge on Special Payment Agreements  
That Council set a \$35.00 (GST inclusive) administration set up fee for rate payers entering into special payment agreements.

14. Variance Thresholds in Financial Activity Statements

As per Council Policy, in 2019-20 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.

15. Fees and Charges

Adopt the 2019-20 Schedule of Fees and Charges as presented.

16. Councillor Annual Attendance Fee, and Fees and Allowances

- (a) Retain in 2019-20 the annual attendance fee method of payment of Councillor and President meeting attendance fees, rather than the 'per meeting basis' method.
- (b) Set in 2019-20 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 \$7,615;
  - Annual Attendance Fee for Shire President is to be \$14,640;
  - Annual President's Allowance is to be \$10,280;
  - Provision of an Annual Deputy President Allowance to an amount 25% of the amount determined for the Annual President's Allowance i.e. \$2,570; and
  - Annual Information and Communications Technology Allowance is to be \$1,280.

17. Donations to Community Organisations for 2019-20

<b>Organisation</b>	<b>Purpose/project</b>	<b>Amount</b>
Boyup Brook Tourism Association Inc	Annual Contribution (3 year MOU) for Operating assistance	\$25,000
Boyup Brook Tourism Association Inc School	Power outlet enhancement to the Information Centre	\$740
Mayanup Horse and Pony Club Inc	Cross Country Upgrade	\$500
Community Mental Health Action Team (CoMHAT)	Boyup Brook Mental Health Week Fair	\$4,000
Wilga Progress Association	Wilga Horse Endurance Ride	\$850
Tonebridge Country Club	Annual contribution for Operating Costs of the Country Club	\$850
Country Music Club of Boyup Brook WA Inc	Boyup Brook Country Music Festival	\$12,500
Boyup Brook District Pioneers Museum	Contribution for Operating Assistance	\$5,000
Southwest Group of Affiliated Agricultural Assoc	Annual Contribution (3 year MOU) to Southwest District Display at Perth Royal Show	\$250
Blackwood Valley Wine Industry Assoc Inc.	WA Single Vineyard & boutique Show	\$250
Lions Club Boyup Brook	2020 Pumpkin Festival	\$500
Harvey Dickson Rodeo	Contribution towards managing waste	\$3,000
Extraordinary Donation Requests up to \$200.00 in cash, or \$700.00 in-kind	As per the Donations Policy – provision for cash donations.	\$1,000
Total		\$54,440

**5 CLOSURE OF MEETING**