



Special Council Meeting Minutes

Monday, 24 June 2013

TABLE OF CONTENTS

1.	ATTENDANCES AND APOLOGIES (including Leave of Absence):	3
1.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE:	3
2.	PUBLIC QUESTION TIME:	3
3.	PUBLIC STATEMENT TIME:	3
4.	PETITIONS AND DEPUTATIONS:	3
5.	DECLARATION OF COUNCILLORS AND OFFICERS INTEREST:	3
6.	RECEIPTS OF MINUTES OR REPORTS AND CONSIDERATION FOR RECOMMENDATIONS:	3
7.	MOTIONS OF WHICH NOTICE HAS BEEN GIVEN:	4
	SCM009/06/13 Corporate Business Plan (SJ940)	4
	SCM010/06/13 Long Term Financial Plan 2013-2023 (SJ1278)	8
	SCM011/06/13 Asset Management Plan (SJ369)	10
	SCM012/06/13 Forward Capital Works Plan 2013/2014 to 2022/2023 (SJ1279)	12
	SCM013/06/13 Adoption of 2013/2014 Statutory Budget (SJ1219)	15
8.	URGENT BUSINESS:	22
9.	CLOSURE:	22

NOTE: a) **Declaration of Councillors and Officers Interest is made at the time the item is discussed.**

Minutes of the Special Council Meeting held in the Council Chambers, Civic Centre, 6 Paterson Street, Mundijong on Monday, 24 June 2013. The Shire President declared the meeting open at 5.25pm and welcomed Councillors, staff and members of the gallery.

1. ATTENDANCES AND APOLOGIES (including Leave of Absence):

In Attendance:

COUNCILLORS: B Moore Presiding Member
D Atwell
J Kirkpatrick
S Piipponen
B Urban
G Wilson

OFFICERS: Mr R Gorbunow Chief Executive Officer
Mr A Hart Director Corporate Services/Strategic Community Planning
Mr B Gleeson..... Director Development Services
Ms C Mihovilovich.....Executive Manager Finance Service
Ms Linda JonesExecutive Assistant to Chief Executive Officer

APOLOGY: Mr U Striepe Acting Director Engineering

OBSERVERS: Nil

Members of the Public - Nil
Member of the Press - 1

1. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE:

Nil

2. PUBLIC QUESTION TIME:

Nil

3. PUBLIC STATEMENT TIME:

Nil

4. PETITIONS AND DEPUTATIONS:

Nil

5. DECLARATION OF COUNCILLORS AND OFFICERS INTEREST:

Nil

6. RECEIPTS OF MINUTES OR REPORTS AND CONSIDERATION FOR RECOMMENDATIONS:

Nil

7. MOTIONS OF WHICH NOTICE HAS BEEN GIVEN:

SCM009/06/13	Corporate Business Plan (SJ940)
Author:	Richard Gorbunow – Chief Executive Officer
Date of Report:	17 June 2013
Disclosure of Officers Interest:	No officer involved in the preparation of this report is required to declare an interest in accordance with the provisions of the <i>Local Government Act</i>

Executive Summary

The State Government requires all local governments to prepare a plan for the future under the *Local Government Act*. The minimum requirement to meet the intent for the plan for the future is to prepare a Strategic Community Plan and Corporate Business Plan.

The preparation of these plans follows the process as outlined in the Integrated Planning Framework and guidelines. The framework follows a nationally consistent approach to integrated planning as expressed at the Council of Australian Government's Local Governments Planning Ministers' Council. It provides as a process to:

- Ensure community input is explicitly and reliably generated;
- Provide the capacity for location specific planning where appropriate;
- Update long term objectives with these inputs;
- Identify the resourcing required to deliver long term objectives, and
- Clearly convey long term financial implications and strategies.

Council appointed Pollen Strategy to consult with the community and develop the Strategic Community Plan (SCP) and Corporate Business Plan (CBP). Council has recently adopted the Shire of Serpentine Jarrahdale SCP 2013-2022. The SCP is supported by a number of informing documents to guide decision making over the next decade.

It is recommended that Council adopt the Corporate Business Plan 2013 – 2017.

Relevant Previous Decision of Council

- OCM202/05/13 – Council adopted the Strategic Community Plan 2013-2022
- OCM180/04/13 – Council adopted the Workforce Management Plan 2013-2018

Community/Stakeholder Consultation

During February and March 2013 Pollen Strategy, in consultation with Shire staff, delivered a comprehensive consultation campaign across the community. The consultation phase included:

- Community round table workshops held in four locations, designed to understand the key aspirations, challenges, opportunities and priorities for the Shire over the next ten years.
- Surveys developed for key target audiences including all residents, seniors, youth and senior service providers. Surveys were available online and in hardcopy and availability of the surveys was promoted via the Shire's website, through advertisements and on noticeboard posters displayed throughout the community.

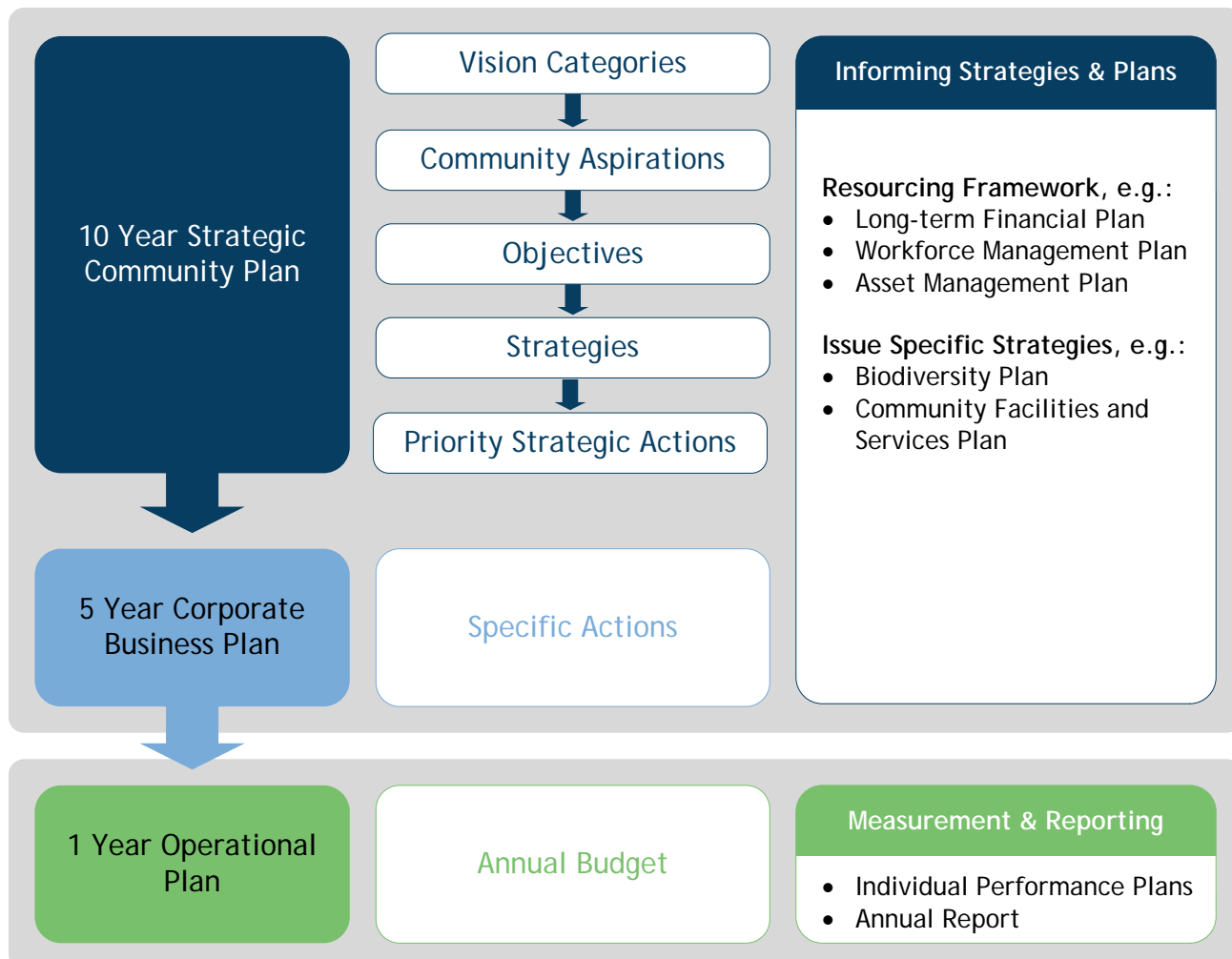
- Local primary schools were also invited to participate in creating a ‘bird’s eye map’ for the future Serpentine Jarrahdale, with Serpentine Jarrahdale Grammar School participating.

At the completion of the consultation phase, the resident survey attracted 220 responses, the seniors’ survey received 74 responses, there were five responses from senior providers and 17 youth responses. Pollen Strategy also delivered focus sessions with Councillors and staff to clarify their vision and aspirations for the future of the Shire of Serpentine Jarrahdale. Staff have also been consulted on the CBP.

Report

Council’s SCP will guide Council’s decision making through to 2022. It outlines the challenges and opportunities which face Council through to 2022, in addition to objectives and priority actions across the six vision categories:

- Governance and Leadership
- Financial Sustainability
- Built Environment
- Local Economy
- Natural Environment
- Community Wellbeing



Corporate Business Plan 2013 - 2017

The CBP has a five year timeframe and activates Council's SCP by identifying services, operations and projects that will be undertaken. It also outlines the method for delivering these and the associated costs. The CBP integrates other plans for specific outcomes and references the following informing strategies:

- Workforce plan;
- Asset Management plan; and
- Long term financial plan.

The document meets the requirements of the Integrated Planning Framework Advisory Standard. A CBP must meet the following standards:

1. *Is for a minimum of 4 years.*
2. *Identifies the services, operations and projects the council will undertake in response to the objectives in the SCP, the method for delivering these and the associated cost.*
3. *The local government has the following in place and references them in the CBP:*
 - *Workforce plan;*
 - *Asset management plan and key performance indicators;*
 - *Long term financial plan;*
 - *Review of benchmark plans;*
 - *Development of CBP template*
 - *Alignment with financial plans*
 - *Delivery of CBP*

The CBP will guide the allocation of resources in the annual budget and preparation of annual operational plans in the following business units:

1. Members of Council and Directors
2. Human Resources
3. Communications and Executive Services
4. Finance
5. Customer Relations
6. Emergency Services
7. Infrastructure, Design and Asset Management
8. Operations and Parks
9. Water Sensitive Urban Design and Natural Reserves
10. Environmental Services
11. Community Services
12. Library Services
13. Information Services
14. Statutory Planning and Building
15. Health, Rangers and Compliance
16. Strategic Planning

Asset Management Plan 2013 – 2017

A comprehensive Asset Management Plan for the Shire over the next ten years has been prepared.

Forward Capital Works Plan 2013 – 2023

A ten year forward capital works plan has also been prepared.

Conclusion

Endorsement of the various strategic and financial documents will ensure Council meets its obligations under the *Local Government Act* for adoption of the plans by 30 June 2013. The Department of Local Government will then be notified of Council's decision.

Attachment

- [SCM009.1/06/13](#) - Corporate Business Plan 2013 – 2017 (E13/2393)

Alignment with our Strategic Community Plan

The 'Governance and Leadership' vision category places a focus on leadership and specifically Council and Leadership Team drive strategy and policy development. The Shire is currently the fastest growing local government in the nation. These plans ensure that the Shire grows sustainably whilst nurturing our community and developing quality services through a period of rapid change.

Statutory Environment

Local Government Act 1995

Financial Implications

Adoption of the various plans and strategies will ensure Council's SCP can be implemented and budgeted for over future years.

Voting Requirements

Absolute Majority

SCM009/06/13 COUNCIL DECISION / Officer Recommendation

Moved Cr Wilson, seconded Cr Kirkpatrick
That Council adopt the Corporate Business Plan 2013 – 2017, as per attachment
SCM009.1/06/13.

CARRIED by Absolute Majority 6/0

Council Note:

Councillors commended officers for their hard work in the production of the plans presented to this Special Council Meeting.

SCM010/06/13	Long Term Financial Plan 2013-2023 (SJ1278)
Author:	Casey Mihovilovich - Executive Manager Finance Services
Senior Officer:	Alan Hart - Director Corporate Services / Strategic Community Planning
Date of Report:	19 June 2013
Disclosure of Officers Interest	No officer involved in the preparation of this report is required to declare an interest in accordance with the provisions of the <i>Local Government Act</i>

Executive Summary

In accordance with section 5.56 of the *Local Government Act 1995* Council is required to plan for the future of the district. Apart of the integrated planning framework set out by the Department of Local Government, the Long Term Financial Plan must include outcomes from the Strategic Community Plan, Corporate Business Plan, Workforce Plan, and Asset Management Plan.

Relevant Previous Decision of Council

There is no previous Council decision relating to this issue.

Community / Stakeholder Consultation

No community consultation was required.

Report

The *Local Government Act 1995* and the Department of Local Government have introduced the Integrated Planning Framework which outlines strategic documents that local governments must have in place by 30 June 2013. The Long Term Financial Plan is a ten year plan that uses the 2013/2014 proposed budget and applies assumptions to this data, which is detailed in the Plan. The Long Term Financial Plan should be used as a guide, however Council can change assumptions in the Long Term Financial Plan when considering the next financial year's budget. Section 5.56(2) of the *Local Government Act 1995* states that in "*preparation of the annual budget, the local government is to have regard to the contents of the plan for the future of the district*".

The Long Term Financial Plan summarises what is in the Forward Capital Works Plan. A detailed list of capital projects projected can be found in the Forward Capital Works Plan.

Attachment

- [SCM010.1/06/13](#) - Long Term Financial Plan (E13/2382)

Alignment with our Strategic Community Plan

Council's Long Term Financial Plan has placed an emphasis on being realistic about the capacity to deliver and acting in the best interests of the community.

Statutory Environment

Section 5.56 of the *Local Government Act 1995*

Financial Implications

The Shire's Long Term Financial Plan has used assumptions to project out to ten years using the baseline data from the draft 2013/2014 budget. There are no financial implications to Council and the Long Term Financial Plan will be used as a guide when considering the budget for the next financial year.

Voting Requirements

Simple Majority

SCM010/06/13 COUNCIL DECISION / Officer Recommendation**Moved Cr Urban, seconded Cr Piipponen****That Council adopt the Long Term Financial Plan 2013/2014 to 2022/2023, as per attachment SCM010.1/06/13.****CARRIED 6/0**

SCM011/06/13 Asset Management Plan (SJ369)	
Author:	Alan Hart, Director Corporate Services/Strategic Community Planning
Senior Officer:	Richard Gorbunow, Chief Executive Officer
Date of Report:	19 June 2013
Disclosure of Officers Interest	No officer involved in the preparation of this report is required to declare an interest in accordance with the provisions of the <i>Local Government Act</i>

Executive Summary

The Asset Management Plan is designed to provide Council, the community and Shire officers with a list of all infrastructure items the Council own and reports on the necessary condition, maintenance and life of the assets. The Asset Management Plan has been incorporated into the Long Term Financial Plan. The Asset Management Plan is also a requirement by the Department of Local Government as part of the Integrated Planning Framework.

Relevant Previous Decisions of Council

There is no previous Council decision relation to this issue.

Community / Stakeholder Consultation

No community consultation was required.

Report

The Asset Management Plan has been incorporated into the Long Term Financial Plan. The Asset Management Plan will be a supplementary document that supports the Long Term Financial Plan. The Asset Management Plan may be subject to change due to a change in Council priorities, cost escalations and/or community needs.

Attachment

- [SCM011.1/06/13](#) - Asset Management Plan (E13/2391)

Alignment with our Strategic Community Plan

The Asset Management Plan emphasises all the vision categories in the Council's Plan for the Future. In particular the infrastructure items identified in the Forward Capital Works Plan aims to:

1. Plan and facilitate the provision of a range of facilities and services that meet community needs.
2. Strive to create a unique employment environment.
3. Plan for the creation and preservation of iconic buildings and places that add to our sense of identity.
4. Ensure asset management plans extend to whole of life costings of assets and reflect the level of service determined by Council.

5. Develop and adequately fund a functional road network and bridges based on the level of service set by Council.

Statutory Environment

There are no statutory requirements for the adoption of the Asset Management Plan.

Financial Implications

There are financial implications to Council related to this plan and will be considered at budget deliberations each financial year.

Voting Requirements

Simple Majority

SCM011/06/16 COUNCIL DECISION / Officer Recommendation

Moved Cr Kirkpatrick, seconded Cr Urban

That Council adopt the Asset Management Plan, as per attachment SCM011.1/06/13.

CARRIED 6/0

SCM012/06/13	Forward Capital Works Plan 2013/2014 to 2022/2023 (SJ1279)
Author:	Casey Mihovilovich, Executive Manager Finance Services
Senior Officer:	Alan Hart, Director Corporate Services/Strategic Community Planning
Date of Report:	19 June 2013
Disclosure of Officers Interest	No officer involved in the preparation of this report is required to declare an interest in accordance with the provisions of the <i>Local Government Act</i>

Executive Summary

The Forward Capital Works Plan is designed to provide Council, the community and Shire officers with a list of infrastructure items that will be constructed in each respective financial year. The Forward Capital Works Plan has been included in the Long Term Financial Plan. The Forward Capital Works Plan is also a requirement by the Department of Regional Development and Lands when assessing eligible Royalties for Regions Country Local Government Fund (CLGF) projects. Under the Royalties for Regions Country Local Government Fund guidelines the Forward Capital Works Plan must address the following:

1. Infrastructure items only, not plant and equipment.
2. Infrastructure should be owned by the Council.
3. Expenditure for five years.
4. Plan must be approved by Council.

The following documents were used as references when the plan was prepared:

1. Community Facilities and Services Plan (CFSP).
2. Engineering Services Priority Roads Report.
3. Asset Management Plan.

Relevant Previous Decisions of Council

- OCM041/09/12 - Council adopted the Forward Capital Works Plan for the financial years 2012-2013 to 2021-2022.

Community / Stakeholder Consultation

No community consultation was required.

Report

The following components are included in the Forward Capital Works Plan:

1. Opening statement, which includes an overview of the Shire.
2. Financial Tables which includes:
 - a) Grouping of infrastructure into asset categories.
 - b) Details on whether it is a creation or renewal of asset.
 - c) Whole of life costing, annual expenditure and revenue sources.
 - d) Municipal funding gap on all projects.
3. Project information which includes:
 - a) Background of infrastructure item.

- b) Risk assessment addressing scenarios where one or more funding sources for a project is cancelled, postponed, or reduced.
- c) Alignment with the Plan for the Future (Councils Strategic Community Plan).

The Forward Capital Works Plan has been incorporated into the Long Term Financial Plan. The Forward Capital Works Plan will be a supplementary document that supports the Long Term Financial Plan.

The projects outlined in the plan may be subject to change due to a change in Council priorities, cost escalations and/or community needs. A review of the Forward Capital Works Plan will take place once every two years in line with the Long term Financial Plan.

Attachment

- [SCM012.1/06/13](#) - Forward Capital Works Plan (E13/2388)

Alignment with our Strategic Community Plan

The Forward Capital Works Plan emphasises all the vision categories in the Council's Plan for the Future. In particular the infrastructure items identified in the Forward Capital Works Plan aims to:

1. Plan and facilitate the provision of a range of facilities and services that meet community needs.
2. Strive to create a unique employment environment.
3. Plan for the creation and preservation of iconic buildings and places that add to our sense of identity.
4. Ensure asset management plans extend to whole of life costings of assets and reflect the level of service determined by Council.
5. Develop and adequately fund a functional road network and bridges based on the level of service set by Council.

Statutory Environment

There are no statutory requirements for the adoption of the Forward Capital Works Plan; however there are statutory requirements for the Long Term Financial Plan, the Corporate Business Plan and the Strategic Community Plan.

Financial Implications

There are financial implications to Council related to this plan. Part Two of the report outlines the projects that municipal funds will be used to either fully fund or part fund. All the projects have been incorporated into the Long term Financial Plan and are subject to change at budget deliberations each financial year.

Voting Requirements

Simple Majority

SCM012/06/13 COUNCIL DECISION / Officer Recommendation

Moved Cr Wilson, seconded Cr Urban

That Council adopt the Forward Capital Works Plan 2013/2014 to 2022/2023, as per attachment SCM012.1/06/13.

CARRIED 6/0

SCM013/06/13	Adoption of 2013/2014 Statutory Budget (SJ1219)
Author:	Casey Mihovilovich, Executive Manager Finance Services
Senior Officer:	Alan Hart, Director Corporate Services / Strategic Community Planning
Date of Report:	19 June 2013
Disclosure of Officers Interest:	No officer involved in the preparation of this report is required to declare an interest in accordance with the provisions of the <i>Local Government Act</i>

Executive Summary

Section 6.2 of the *Local Government Act 1995* requires local governments to prepare an annual budget not later than 31 August in each financial year. The local government is to prepare and adopt the budget in the form and manner prescribed and by absolute majority.

In the preparation of the budget the local government is to have regard to the contents of the plan for the future/forward financial plan accepted under section 5.58 and is to prepare a detailed estimate for the current year of:

1. The expenditure by the local government;
2. The revenue and income, independent of general rates; and
3. The amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue.

The budget is to incorporate:

1. Particulars of the estimated expenditure to be incurred by the local government;
2. Detailed information relating to the rate and service charges which will apply to land within the district, including the estimated amount to be yielded by the rate and the rate of interest to be charged by the local government on unpaid rates and service charges;
3. The fees and charges proposed to be imposed;
4. The particulars of borrowings and other financial accommodation proposed;
5. Details of the amounts to be set aside in, or used from, reserve accounts and the purpose for which they are to be used;
6. Particulars of proposed land transactions and trading undertakings; and
7. Such other matters as prescribed.

Relevant Previous Decisions of Council

There is no previous Council decision relating to this issue.

Community / Stakeholder Consultation

Differential Rate Submissions

A twenty-one (21) day community consultation period was undertaken on the proposed differential rate strategy to be imposed for the 2013/2014 rating year. The advertising period for submissions relating to the Differential Rating Strategy closed on 18 June 2013.

No comments were received during the period.

Report

At the Ordinary Council Meeting held on 27 May 2013, Council resolved to advertise its intention to increase differential rates by 7%. Section 6.36(1) of the *Local Government Act 1995*, states that the local government is to give local public notice of its intention to impose rates. The submission period closed on 18 June 2013.

The Budget document will be published on the Shire's website after it has been adopted by Council and hard copies will be available from the Shire Office. Included with the rates notice will be an information brochure which will provide a brief snapshot of the 2013/2014 Annual Budget.

To encourage ratepayers to pay their rates on or before the due date, it is recommended that Council have a rate payment incentive draw. If the payment of rates is made in full by the due date, the ratepayer will go into the draw to win two prizes:

1. First Prize - \$1,000 plus two tickets to the Strauss and Ravel WASO concert.
2. Second Prize – two tickets to the Strauss and Ravel WASO concert.

Note: Eligibility will be confirmed by ensuring that a valid payment has been made (not dishonoured or rejected) by the specified time. Councillors and staff will be ineligible for the draw.

The 2013/2014 draft budget aims to maintain current service levels and deliver an essential capital expenditure program. New projects include:

- \$4.66 million of infrastructure upgrade
- \$120K towards the locality funding project
- Sale of L196 Atkins Street, Jarrahdale
- Refurbishment of Corporate Services and Administration Building
- Jarrahdale Skate Park
- Shade Sails for Kalimna Oval
- Completion of Clem Kentish Oval turf and reticulation upgrade
- Completion of Mundijong Oval turf and reticulation upgrade
- Hopeland School restoration work – re-screw roof and replace
- Jarrahdale Old Post Office restoration work
- Briggs Park Lower Oval sports reserve upgrade
- Replace veranda at Briggs Park Hall
- Demolish Bunning's Mill Office, Jarrahdale
- Bruno Gianatti Hall Public Toilet upgrade
- Completion of Byford Central Oval Ablution/Storage and Briggs Park Storage Facility
- Asbestos removal at Hopeland School and Bunning's Mill Office, Jarrahdale
- Harris Place, Jarrahdale drainage works
- Paterson Street path construction – Richardson Street to Keirnan Street
- Whitby Falls – Manjedal Brook project
- Byford Beautification Project
- Landgate valuations for GRV and UV review of all properties in the Shire
- Fair value and insurance valuations for land and buildings owned by the Shire as per statutory requirements
- Election of Council
- Lobbying
- Stakeholder events
- Business continuity plan and risk assessment
- Community survey

- Tourism and Small Business Centre contribution
- Feasibility studies for finalising Briggs Park Master Plan, regional sporting precinct and St John's Ambulance
- Planning projects for Mundijong Structure Plan implementation, Local Planning Strategy, Byford Town Centre implementation, Population Projections program, Serpentine District Structure Plan implementation, Mundijong West Industrial area and Rural Strategy revision
- Increase in expenditure in road and reserve maintenance

A media release will be issued once the budget is adopted to inform stakeholders of the projects outlined in 2013/2014. The media release will promote that the minimum rates from 2012/2013 financial year for each category have not increased and specified area rates will no longer apply and have not been raised in 2013/2014.

It is recommended that the 2013/2014 Annual Budget be adopted by Council.

Attachments

- [SCM013.1/06/13](#) - Draft 2013/2014 Budget (E13/2246)
- [SCM013.2/06/13](#) - 2013/2014 Schedule of Fees and Charges (E13/2087)

Alignment with our Strategic Community Plan

Councils Strategic Community Plan focuses on achieving sustainability, strategic direction, and leadership. The budget and its programs assist in contributing to achieving or making progress towards implementing all the vision categories focus areas.

Statutory Environment

Section 6.2 of the *Local Government Act 1995* requires local governments to adopt a balanced budget prior to 31 August each financial year.

Financial Implications

The proposed budget is presented as a balanced budget. The rates increase provides the minimum requirement from the community to fund all of the services provided within the document.

Voting Requirements

Absolute Majority

SCM013/06/13 COUNCIL DECISION / Officer Recommendation

Moved Cr Wilson, seconded Cr Urban
That Council:

1. In accordance with Sections 6.32 and 6.33 of the *Local Government Act 1995* imposes differential rates for the 2013/2014 financial year.
2. In accordance with Sections 6.32, 6.35 and 6.36 of the *Local Government Act 1995*, and subject to Ministerial approval being granted, imposes the following differential rates in the 2012/2013 statutory budget:

Differential Rating 2013/2014			
Categories	UV Rate in Cents	GRV Rate in Cents	Minimum Rate
Residential		9.2055	\$1,000
Residential Vacant		13.6285	\$1,050
Commercial		9.6085	\$1,105
Industrial		10.0000	\$1,105
Rural	0.2986		\$1,105
Rural Living	0.3632		\$1,105
Intensive Farming	0.9297		\$1,105

3. In accordance with Section 6.47 of the *Local Government Act 1995* provide the following concessions:

- 31% off the rural rate in the cents for properties that meet the Farmland Concession eligibility criteria set out in Council Policy SEG01.
- 50% off the rural rate in the cents for properties that meet the Conservation Concession eligibility criteria.
- 19% off the residential improved minimum rate for properties in the Rowley Road Units. Minimum rate set for these Rowley Road Units will be \$809.

4. Sitting Fees, President and Deputy President Allowance

In accordance with the provisions of Section 5.98 of the *Local Government Act 1995* and Section 7B of the *Salaries and Allowances Act 1995*, Council make payments for:

- a) Councillor Sitting Fees - \$15,500 per year for annual meeting attendance fees (excluding the President).
- b) President Sitting Fees - \$24,000 per year for annual meeting attendance fee.
- c) Presidents Allowance – 0.002 of the local government’s operating revenue for 2012/2013 financial year, up to \$35,000, which is the maximum annual local government allowance as per Band 3 as prescribed by Section 7B of the *Salaries and Allowances Act 1975*.
- d) Deputy Presidents Allowance - 25% of the Presidents allowance.

5. Payment Incentives

In accordance with the provisions of Section 6.46 of the *Local Government Act 1995*, offer the following incentive for the payment of rates and charges:

Full Payment:

Full payment of all current and arrears of rates, domestic refuse charge, private swimming pool inspection fees (inclusive of GST), Special Area Rate (if applicable) and Emergency Services Levy (ESL) by 13 August 2013 (thirty five days after the issue date on the annual rate notice).

To be eligible and to enter the draw to win a first prize of \$1,000 and a double pass to the Western Australian Symphony Orchestra, or a second prize of a double pass to the Western Australian Symphony Orchestra, the payment of rates must be made in full by the due date.

6. Payment Options

In accordance with Section 6.45 of the *Local Government Act 1995*, offer the following instalment options for the payment of rates:

a) One instalment

- Payment in full by 13 August 2013.

b) Two instalments

- The first instalment of 50% of the total current rates, domestic refuse charge, private swimming pool inspection fees (inclusive of GST), Special Area Rate (if applicable) and Emergency Services Levy (ESL) and instalment charge, plus the total outstanding arrears payable by 13 August 2013.
- The second instalment of 50% of the total current rates, domestic refuse charge, private swimming pool inspection fees (inclusive of GST), Special Area Rate (if applicable) and Emergency Services Levy (ESL) and instalment charge, plus the total outstanding arrears payable by 14 October 2013.

c) Four instalments

- The first instalment of 25% of the total current rates, domestic refuse charge, private swimming pool inspection fees (inclusive of GST), Special Area Rate (if applicable) and Emergency Services Levy (ESL) and instalment charge, plus the total outstanding arrears payable by 13 August 2013.
- The second, third and fourth instalments each of 25% of the total current rates, domestic refuse charge, private swimming pool inspection fees (inclusive of GST), Special Area Rate (if applicable) and Emergency Services Levy (ESL) and instalment charge, payable as follows:
 - Second instalment due 14 October 2013
 - Third instalment due 16 December 2013
 - Fourth instalment due 17 February 2014

7. Late Payment Interest

In accordance with the provisions of Section 6.13 and 6.51 of the *Local Government Act 1995*, impose interest on all arrears and current charges in respect of general rates, domestic refuse charges and private swimming pool inspection fees (including GST where applicable), Special Area Rate (if applicable) and Emergency Services Levy (ESL) at a rate of 11% per annum, calculated on a simple interest basis on arrears amounts that remain unpaid and current amounts that remain unpaid after 13 August 2013, or the due date of the instalment and continues until the instalment is paid in full.

Excluded are deferred rates, instalment current amounts not yet due under the four (4) instalment payment option, registered pensioner portions and current government pensioner rebate amounts.

8. Instalment and arrangement Administration fees and interest charges

In accordance with the provisions of Section 6.45 of the *Local Government Act 1995*, for the 2013/2014 financial year, impose the following administration fees and charges for payment of rates, domestic refuse charges and private swimming pool inspection fees (inclusive of GST), Special Area Rate (if applicable) and Emergency Services Levy (ESL):

a) Two instalment option

An administration fee of \$10 for instalment two (2), together with an interest charge of 5.5% per annum, calculated on a simple interest basis on 50% of the total current rates, domestic refuse charge, private swimming pool inspection fees (inclusive of GST) calculated thirty five (35) days from the date of issue of the annual rate notice to the due date of the second instalment.

b) Four instalment option

An administration fee of \$10 for each of instalments two (2), three (3) and four (4), together with an interest charge of 5.5% per annum, calculated on a simple interest basis on:

- 75% of the total current rates, domestic refuse charge, private swimming pool inspection fees (inclusive of GST), Special Area Rate (if applicable) and Emergency Services Levy (ESL) calculated thirty-five (35) days from the date of issue of the annual rate notice to the due date of the second instalment;
- 50% of the total current rates, domestic refuse charge, private swimming pool inspection fees (inclusive of GST), Special Area Rate (if applicable) and Emergency Services Levy (ESL) calculated from the due date of the second instalment to the due date of the third instalment;
- 25% of the total current rates, domestic refuse charge, private swimming pool inspection fees (inclusive of GST), Special Area Rate (if applicable) and Emergency Services Levy (ESL) calculated from the due date of the third instalment to the due date of the fourth instalment.

9. Accrual of interest on overdue rates

Apply a penalty interest of 11% per annum to overdue rates in the 2013/2014 rating year.

10. Accrual of interest on outstanding debtors

Apply a penalty interest of 11% per annum to overdue debtors in the 2013/2014 rating year.

11. 2013/2014 Municipal Fund Budget

Adopt the 2013/2014 Municipal Budget, in the form of the Operating Statement, Cash Flow Statement, Rate Setting Statement and notes as presented.

12. Authority to call tenders

Delegate authority to the Chief Executive Officer to invite tenders for works and services in the 2013/2014 Statutory Budget, where required, in accordance with the provisions of the Local Government Act 1995.

13. Fees and Charges

Adopt the Schedule of Fees and Charges for 2013/2014, as presented.

14. Domestic Refuse Charges

Impose the following charges for the collection of refuse services for the 2013/2014 financial year:

Rubbish Collection Service	Annual Fee
1st service and subsequent services 140L rubbish and 240L recycle	\$350
1st service and subsequent service 240L rubbish and 240L recycle	\$412
1st service and subsequent service – upgrade of one existing 140L to 240L rubbish	\$63
2nd service 2 x 140L rubbish only	\$287
2nd service 2 x 240L rubbish only	\$412
2nd service 2 x 240L recycle	\$412
2nd service 1 x 140L rubbish only	\$144
2nd service 1 x 240L rubbish only	\$207
2nd service 1 x 240L recycle only	\$207
Rowley Road Units (140L rubbish and 240L recycle)	\$131
Domestic refuse charge to be transferred into the Waste reserve (per service)	\$30

15. Any additional carried forward surplus from savings from the 2012/2013 financial year over and above the amount included in the 2013/2014 budget will reduce the proposed loan borrowing of loan 121 Road Construction 2013/2014.

16. Monthly Financial Report

- a) In accordance with Section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, resolve to receive the Monthly Financial Report by Business Unit.
- b) In accordance with Section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, adopt the material variance of 10% or greater.
- c) Applies the 10% or greater material variance to total revenue and expenditure of each Directorate in the statement of financial activity, forming part of the monthly financial report.

17. Workers Compensation Premium Reserve

Adopt a Workers Compensation Premium reserve for the purpose of “transferring any surplus funds returned to the Shire as a result of good performance from the workers compensation insurer to assist in funding possible future compensation claims that exceed the 2.2% of employee costs allocated in the budget”.

18. Gravel Pit Reserve

Close the Gravel Pit reserve and transfer the funds from this reserve to the Administration Building reserve.

19. Chestnuts Drainage Reserve

Close the Chestnuts Drainage reserve and transfer the funds to the Asset Management reserve to be used to commence works on Harris Place, Jarrahdale.

CARRIED by Absolute Majority 6/0

8. URGENT BUSINESS:

Nil

9. CLOSURE:

There being no further business the Presiding Member declared the meeting closed at 5.37pm.

I certify that these minutes were confirmed at the
Ordinary Council Meeting held on 8 July 2013.

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Presiding Member

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Date