



Special Council Meeting Minutes

**Monday, 25 July 2016
6.15pm**

TABLE OF CONTENTS

1.	Attendances and apologies (including leave of absence):	3
2.	Public Question Time:	3
3.	Public Statement Time:	4
4.	Petitions and Deputations:.....	5
5.	Declaration of Councillors and Officers Interest:	5
6.	Receipts of Minutes or Reports and Consideration for Recommendations:	6
	SCM011/07/16.... Adoption of the 2016/2017 Statutory Budget (SJ514-07)	6
7.	Motions of Which Notice has been Given:	18
8.	Urgent Business:	18
9.	Closure:	18

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, 6 Paterson Street, Mundijong on Monday 25 July 2016. The Shire President declared the meeting open at 6.15pm and welcomed Councillors, staff and members of the gallery and acknowledged that the meeting was being held on the traditional land of the Gnaala Karla Booja and paid his respects to their Elders past and present.

1. Attendances and apologies (including leave of absence):

In Attendance:

Councillors: J ErrenPresiding Member
S Piipponen
D Atwell
K Ellis
D Gossage
S Hawkins
J See
M Rich
B Urban

Officers: Mr G ClarkActing Chief Executive Officer
Mr A Schonfeldt Director Planning
Mr D ForsterActing Director Engineering
Ms M HodgsonAccountant
Ms K PeddieExecutive Assistant to the CEO (Minute Taker)

Leave of Absence: Nil

Apologies: Mr A Hart – Director Corporate and Community

Observers: Ms K Cornish – Governance Advisor
Ms K Bartley – Manager Corporate Services

Members of the Public – 11

Members of the Press – 1

2. Public Question Time:

Public question and statement time commenced at 6.19pm

Mr WJ Kirkpatrick, 77 Mead Street, Byford, WA, 6122

Question 1

A sum of money was allocated in the budget 2015/2016 for a study into the feasibility of traffic calming in Masters Road. Has this money been spent, if not will it be carried over into the current year?

Response:

The budget allocation for this project was \$30,000. June 2016 numbers are still being finalised, however the project cost is expected to be under budget.

Question 2

A sum of money was allocated for a disabled toilet in Percies Park in the 2015/2016 budget this has not been completed yet, will the money for this project be carried over to this years budget?

Response:

It currently is not included as a specific item in the 2016/17 capital budget as at the time of budget preparation it was forecast that this project would be complete in the 2015/16

year. Once the June 2016 financial statements are finalised, any unspent budget funds for 2015/16 that are required to complete this project will be carried forward.

Question 3

Has enough money been allocated to complete the upgrade of Abernethy Road in this financial year? If not, when will it be completed?

Response:

The Abernethy Road project is expected to span a couple of financial years. The 2015/16 budget allocation is based on the scope of works at the time of budget preparation and is mostly funded by developer contributions.

3. Public Statement Time:

Mr WJ Kirkpatrick, 77 Mead Street, Byford, WA, 6122

It would appear that this Council does not follow the correct procedures or processes for the good governance of this Shire.

The Council seems to adjust policies for spending Ratepayers money just at the whim of a Councillor. A number of the items do not come to Council, but just happen.

There are many examples where items for financial consideration have not come through the right channels in that they have not been on the forward financial plan but suddenly become an item on the budget.

This then entails the adjustment of the budget to cater for the new item and something that has followed the correct procedure is just removed to find the money, much to the disappointment of the ratepayers concerned that have been led to believe that a certain project will proceed but suddenly find it has been shelved.

I can understand there may be occasions when an emergency occurs and money has to be found, but I am talking about things that are just on the wish list of a Councillor and it jumps the gun.

I am talking about things like the \$300,000 for the BMX track that was just removed from consideration not by a Council decision, but by the decision of an officer and then was reinstated following public concern and headlines in the Examiner Newspaper.

Mr M Parkin, Bolinda Vale Farm, South Western Highway, Keysbrook, WA, 6126

I must register my dismay and concerns that my recent submission to Council about differentiated rates was dismissed and not considered by Council officers and Councillors.

No legal, or moral, basis for such decision and actions have been identified by myself or by those to whom I consulted.

These decisions have established a disturbing precedent that must be addressed, redressed and not repeated.

The actions of Council are undemocratic, have disenfranchised myself and others and have summarily dismissed the valid and appropriate concerns of local landowners, ratepayers and residents.

I and my family are long-standing residents and substantial ratepayers of the Serpentine Jarrahdale Shire. Our rights and entitlements extend to all aspects of Council policies, decisions and actions.

A primary concern of myself and my family is the proposed 5% increase in rates. The quantum of the proposed increases exceeds two important and pertinent ratios being:

- Local Government Index – calculated and concluded by the office of this local Government Minister 0.7%
- Consumer Price Index – 1.9%

It reflects poorly on Council that such imposts can be so readily identified as excessive. As long-established and experienced rural producers we are sensitive to and competitively penalised by the imposition of the Metropolitan Region Plan contributions.

Recent and continuing summer-drought conditions have necessitated increased expenditure on fertiliser and hay, exceeding \$50,000 per annum.

It is in the long term interest of Council, its ratepayers and local residents to retain existing, and to attract new, rural producers to the municipality. Accordingly, it is imperative that rate increases be contained, farmland and concessions be extended and by subject to index increases and that the interest, expressions, contributions and submissions of myself and other be recognised, respected and responded to.

Public question and statement time concluded at 6.25pm

4. Petitions and Deputations:

Nil

5. Declaration of Councillors and Officers Interest:

Nil

6. Receipts of Minutes or Reports and Consideration for Recommendations:

SCM011/07/16 Adoption of the 2016/2017 Statutory Budget (SJ514-07)	
Author:	Megan Hodgson, Accountant
Senior Officer/s:	Alan Hart, Director Corporate & Community
Date of Report:	18 July 2016
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 Local Government Act

Introduction

The purpose of the report is to request Council is requested to adopt the statutory budget for the 2016/2017 financial year, including supporting reports, imposition of rates and minimum payments, adoption of fees and charges, setting of elected members fees for the year and other matters arising from the budget report.

Background:

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 (Integrated Planning Framework) under Section 5.56 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:

The Shire uses Differential Rating to even out the cost of rates so they are as equitable as possible for everyone in the Shire and there are 6 categories: Residential Improved, Residential Vacant, Commercial/Industrial, Rural, Rural Living and Intensive Farming. In accordance with Section 6.36 of the Local Government Act, the Shire advertised its Differential Rating Strategy and invited public submissions which closed on the 3 June 2016.

As a result of Council advertising the Differential Rating Strategy, Council received a total of 394 submissions. Of this amount, there were 11 individual submissions and 2 different submissions which were in the form of a statement with a total of 383 signatures on them.

Council held a Special Council meeting on 9 June 2016 and resolved to consider the submissions and the responses to the submissions and to formally request that the minister approve the differential rating strategy without modification.

Once Council adopt the 2016/17 Annual Budget, Council will communicate to the community through a variety of media channels, the projects and strategic outcomes that will be achieved as a result of this Budget.

Comment:

The preparation of the Annual Budget is based on the Shire's Long Term Financial Plan (2013-2023) and Long Term Capital Works Plan (2013-2023) which was adopted by Council in June 2013 as part of the Integrated Planning Framework.

This documents were prepared, after extensive community consultation in the 2012/2013 financial year, identifying the Shire's strategic priorities, as detailed in the Shire's Strategic Community plan (2013-2022) and Corporate Business Plan (2013-2017). These documents identified the communities aspirations and in conjunction with the Long Term Financial Plan and Long Term Capital Works Plan were costed and detailed in each year of action in the Corporate Business Plan.

Each year the Shire prepares an Annual Budget based on the communities aspirations detailed on the above documents and is the detailed implementation plan for the 2016/17 financial year.

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 2016/2017 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 received (cleared funds) in full by the due date, the ratepayer will go into the draw to win one of two prizes of \$1,000, and a double pass to the West Australian Symphony Orchestra (WASO). Councillors and staff will be ineligible for the draw.

The 2016/2017 draft budget aims to maintain current service levels, increase financial reserves and deliver an essential capital expenditure program.

New capital projects include:

Major Road Construction

Abernethy Road Upgrade	\$6,750,118
Lowlands Road Resurfacing	\$109,000
Rowley Road Resurfacing	\$848,784
Abernethy Road - Soldiers Road to South West Hwy - Resurfacing	\$382,481
Elliot Road Rehabilitation	\$366,000
Kargotich Road Resurfacing	\$365,079
Gravel Road Resheeting - Renewal Expenditure	\$345,208
Wright Road Resurfacing	\$331,965
Gossage Road Rehabilitation	\$251,000
Benalla Crescent	\$195,998
Summerfield Road Rehabilitation	\$150,000

Road Shoulders - Renewal Expenditure	\$139,050
Thomas Road Design	\$134,011
Masters Road Resurfacing	\$120,490
Sealed Roads Resurfacing - Renewal Expenditure	\$112,386
Footpaths - Renewal Expenditure	\$100,000
Linton Street Resurfacing	\$85,000
Kiln Road Resurfacing	\$73,000
Medulla Road Resurfacing	\$72,000
Soldiers Road Bicycle Path - Design	\$30,000
Richardson Street, Tonkin Street, Hardey Road Intersection	\$18,500
Serpentine Primary School Childrens Crossing	\$12,300

Community Projects

Briggs Park Youth Precinct Facilities - Skate Park	\$200,000
Serpentine Polocrosse - Inground reticulation	\$75,000
Water Storage Tank - Hopeland Community Hall	\$55,000
Jarrahdale Recreational Vehicle Site	\$49,657
Byford Dog Park	\$35,000
Recreation Centre - Upgrade Flooring	\$33,523
Upgrade Animal Pound Facility	\$18,400
Byford Tennis Courts Resurfacing	\$15,000

Other Community Projects and significant items of operating expenditure

Youth Services Program	\$401,000
Tourism and Small Business Contribution	\$40,000
Switch Your Thinking Membership	\$34,000
Community Funding Program	\$20,000
Locality Funding Program	\$180,000
Community Events	\$120,000
Library Activities and Community Outreach Program	\$24,000
Community Groups Insurance	\$16,000
Routine Road Maintenance	\$3,232,000
Natural & Sporting Reserves Maintenance	\$2,414,994
Planning Projects - Local Planning Strategy, Byford District Structure Plan, Community Developers Contribution Strategy, Regional Sporting Facility/Community Hub – Planning Study, Economic and Tourism Strategy, Population Projections program, West Mundijong Industrial precinct, Public Open Space Strategy, Rural Strategy, Byford Developer Contribution Plan, Mundijong Whitby Developer Contribution Plan, Serpentine Developer Contribution Plan, Cardup Business Park Developer Contribution Plan, West Mundijong Industrial Area Developer Contribution Plan	\$1,003,000

It is recommended that the 2016/2017 Annual Budget be adopted by Council.

Attachments:

- [SCM011.1/07/16](#) – Statutory Budget 2016/2017 (E16/5989)
- [SCM011.2/07/16](#) – Schedule of Fees and Charges 2016/17 (E16/5988)
- [SCM011.3/07/16](#) – 2016/17 Differential Rating Strategy (E16/3188)
- [SCM011.4/07/16](#) – SCM Minutes and attachments of Council meeting 9 June 2016 (E16/5990)

- [SCM011.5/07/16](#) – 2016/2017 Rates Information Guide (OC16/13947)
- [SCM011.6/07/16](#) – 2016/2017 Differential Rates Brochure (OC16/13948)

Alignment with our Strategic Community Plan:

Objective 1.1	Strong Leadership
Key Action 1.1.1	Drive a continuous improvement, 'can-do' and creative work culture.

Objective 1.2	Progressive Organisation
Key Action 1.2.4	Provide robust reporting that is relevant, transparent and easily accessible by staff and the community.
Key Action 1.2.6	Comply with all legislative and statutory requirements.

Objective 2.1	Responsible Management
Key Action 2.1.1	Undertake best practice financial and asset management.

Objective 2.4	Business Efficiency
Key Action 2.4.1	Ensure projects and goals are realistic and resourced, and that full costs are known before decisions are made.
Key Action 2.4.2	Critically examine service delivery to ensure efficiency and effectiveness.

Statutory Environment:

Section 6.2 of the *Local Government Act 1995* requires that not later than 31 August in each 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 next following 30 June.

Divisions 5 and 6 of Part 6 of the *Local Government Act 1995* refer to the setting of budgets and raising of rates and charges. the *Local Government (Financial Management) Regulations 1996* details the form and content of the budget. The draft 2016/2017 budget as presented is considered to meet statutory requirements.

Financial Implications:

The proposed budget estimates a surplus of \$40,882. The rates increase provides the minimum requirement from the community to fund all of the services provided within the document.

Voting Requirements: Absolute Majority

COUNCIL DECISION

Moved Cr Hawkins, seconded Cr Piipponen

That Standing Orders 9.5, 9.6, 10.7 and 10.13 be suspended at 6.27pm in order to further discuss item SCM011/07/16.

CARRIED UNANIMOUSLY

COUNCIL DECISION

Moved Cr Piipponen, seconded Cr Hawkins

That Standing Orders be reinstated at 6.42pm

CARRIED UNANIMOUSLY

**Officer Recommendation:
That Council:**

1. In accordance with Sections 6.32 to 6.36 of the *Local Government Act 1995* imposes the following differential rates in the 2016/2017 statutory budget:

Differential Rating 2016/2017			
Categories	UV Rate in Cents	GRV Rate in Cents	Minimum Rate
Residential		9.1413	\$1,102
Residential Vacant		15.0615	\$1,160
Commercial/Industrial		8.6906	\$1,301
Rural	0.3480		\$1,301
Rural Living	0.3480		\$1,301
Intensive Farming	1.1117		\$1,301

2. 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.
3. **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 - \$16,205 per year for annual meeting attendance fees (excluding the President).
 - b) President Sitting Fees - \$25,091 per year for annual meeting attendance fee.
 - c) Presidents Allowance - 0.002 of the local government's operating revenue for 2015/2016 financial year, up to \$36,591, 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.
 - e) Information and Communication Technology (ICT) Allowance - \$3,500 per year per Councillor.
4. **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), and Emergency Services Levy (ESL) by 7 September 2016 (thirty five days after the issue date on the annual rate notice).

To be eligible and to enter the draw to win one of two prizes of \$1,000, and a double pass to the West Australian Symphony Orchestra (WASO). By paying on time, you will automatically go into the draw to win.

5. 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 7 September 2016.

b) Two instalments

- The first instalment of 50% of the total current rates, domestic refuse charge, private swimming pool inspection fees (inclusive of GST), and Emergency Services Levy (ESL) and instalment charge, plus the total outstanding arrears payable by 7 September 2016.
- The second instalment of 50% of the total current rates, domestic refuse charge, private swimming pool inspection fees (inclusive of GST), and Emergency Services Levy (ESL) and instalment charge, plus the total outstanding arrears payable by 9 November 2016.

c) Four instalments

- The first instalment of 25% of the total current rates, domestic refuse charge, private swimming pool inspection fees (inclusive of GST), and Emergency Services Levy (ESL) and instalment charge, plus the total outstanding arrears payable by 7 September 2016.
- 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), and Emergency Services Levy (ESL) and instalment charge, payable as follows:
 - Second instalment due 9 November 2016
 - Third instalment due 9 January 2017
 - Fourth instalment due 9 March 2017

6. 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), 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 7 September 2016, 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.

7. 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 2016/2017 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), 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), 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), 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), and Emergency Services Levy (ESL) calculated from the due date of the third instalment to the due date of the fourth instalment.

8. Accrual Of Interest On Overdue Rates

Apply a penalty interest of 11% per annum to overdue rates in the 2016/2017 rating year.

9. Accrual Of Interest On Outstanding Debtors

Apply a penalty interest of 11% per annum to overdue debtors in the 2016/2017 rating year.

10. 2016/2017 Municipal Fund Budget

Adopt the 2016/2017 Municipal Budget, in the form of the Operating Statement, Cash Flow Statement, Rate Setting Statement and notes as presented.

11. Authority To Call Tenders

Delegate authority to the Chief Executive Officer to invite tenders for works and services in the 2016/2017 Statutory Budget, where required, in accordance with the provisions of the *Local Government Act 1995*.

12. Fees and Charges

Adopt the Schedule of Fees and Charges for 2016/2017, as presented.

13. Domestic Refuse Charges

Pursuant to Section 67 of the *Waste Avoidance and Resources Recovery Act 2007*, Council impose the following charges for the removal and deposit of domestic waste for the 2016/2017 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	\$65
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)	\$32

14. Swimming Pool Charges

Council adopts a swimming pool inspection fee of \$55 inclusive of GST for the 2016/2017 financial year.

15. Monthly Financial Report

- 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 for 2015/16 by Business Unit.
- 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.
- 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.

16. Reserves

Council creates the following new Reserves:

- Mundijong Whitby - To provide for the Shire contribution required towards infrastructure projects to be developed by the Mundijong Whitby Developer Contribution Plan. \$100,000 to be transferred into this reserve in 2016/17.
- Briggs Park Reserve - To provide for the future Briggs park development as per the Briggs Park Master Plan. \$100,000 to be transferred into this reserve in 2016/17.
- Roads Asset Management Reserve - To provide for asset renewal expenditure for assets that have reached the end of their useful life. \$1,170,000 to be transferred into this reserve in 2016/17.
- Footpaths Asset Management Reserve - To provide for asset renewal expenditure for assets that have reached the end of their useful life. \$125,000 to be transferred into this reserve in 2016/17.
- Parks & Gardens Asset Management Reserve - To provide for asset renewal expenditure for assets that have reached the end of their useful life. \$105,000 to be transferred into this reserve in 2016/17.

Council also renames Asset Management Reserve to Buildings Asset Management Reserve. The purpose of this reserve has not changed, it is to be used for the refurbishment of assets (building) when they have reached the end of their useful life and require extensive work to restore them back to original condition.

SCM011/07/16 COUNCIL DECISION / Alternate Motion:

Moved Cr Rich, seconded Cr Piipponen

That Council:

- In accordance with Sections 6.32 to 6.36 of the *Local Government Act 1995* imposes the following differential rates in the 2016/2017 statutory budget:

Differential Rating 2016/2017			
Categories	UV Rate in Cents	GRV Rate in Cents	Minimum Rate
Residential		9.1413	\$1,102
Residential Vacant		15.0615	\$1,160
Commercial/Industrial		8.6906	\$1,301
Rural	0.3480		\$1,301
Rural Living	0.3480		\$1,301
Intensive Farming	1.1117		\$1,301

2. 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.
3. **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 - \$16,205 per year for annual meeting attendance fees (excluding the President).
 - b) President Sitting Fees - \$25,091 per year for annual meeting attendance fee.
 - c) Presidents Allowance - 0.002 of the local government's operating revenue for 2015/2016 financial year, up to \$36,591, 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.
 - e) Information and Communication Technology (ICT) Allowance - \$3,500 per year per Councillor.
4. **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), and Emergency Services Levy (ESL) by 7 September 2016 (thirty five days after the issue date on the annual rate notice).

To be eligible and to enter the draw to win one of two prizes of \$1,000, and a double pass to the West Australian Symphony Orchestra (WASO). By paying on time, you will automatically go into the draw to win.
5. **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 7 September 2016.
 - b) Two instalments

- The first instalment of 50% of the total current rates, domestic refuse charge, private swimming pool inspection fees (inclusive of GST), and Emergency Services Levy (ESL) and instalment charge, plus the total outstanding arrears payable by 7 September 2016.
- The second instalment of 50% of the total current rates, domestic refuse charge, private swimming pool inspection fees (inclusive of GST), and Emergency Services Levy (ESL) and instalment charge, plus the total outstanding arrears payable by 9 November 2016.
- c) Four instalments
 - The first instalment of 25% of the total current rates, domestic refuse charge, private swimming pool inspection fees (inclusive of GST), and Emergency Services Levy (ESL) and instalment charge, plus the total outstanding arrears payable by 7 September 2016.
 - 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), and Emergency Services Levy (ESL) and instalment charge, payable as follows:
 - Second instalment due 9 November 2016
 - Third instalment due 9 January 2017
 - Fourth instalment due 9 March 2017

6. 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), 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 7 September 2016, 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.

7. 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 2016/2017 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), 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), 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), 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), and Emergency Services Levy (ESL) calculated from the due date of the third instalment to the due date of the fourth instalment.

8. Accrual Of Interest On Overdue Rates

Apply a penalty interest of 11% per annum to overdue rates in the 2016/2017 rating year.

9. Accrual Of Interest On Outstanding Debtors

Apply a penalty interest of 11% per annum to overdue debtors in the 2016/2017 rating year.

10. 2016/2017 Municipal Fund Budget

Adopt the 2016/2017 Municipal Budget, in the form of the Operating Statement, Cash Flow Statement, Rate Setting Statement and notes as presented.

11. Authority To Call Tenders

Delegate authority to the Chief Executive Officer to invite tenders for works and services in the 2016/2017 Statutory Budget, where required, in accordance with the provisions of the *Local Government Act 1995*.

12. Fees and Charges

Adopt the Schedule of Fees and Charges for 2016/2017, as presented.

13. Domestic Refuse Charges

Pursuant to Section 67 of the *Waste Avoidance and Resources Recovery Act 2007*, Council impose the following charges for the removal and deposit of domestic waste for the 2016/2017 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	\$65
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)	\$32

14. Swimming Pool Charges

Council adopts a swimming pool inspection fee of \$55 inclusive of GST for the 2016/2017 financial year.

15. 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 for 2015/16 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.

16. Reserves

Council creates the following new Reserves:

- a) Mundijong Whitby - To provide for the Shire contribution required towards infrastructure projects to be developed by the Mundijong Whitby Developer Contribution Plan. \$100,000 to be transferred into this reserve in 2016/17.
- b) Briggs Park Reserve - To provide for the future Briggs park development as per the Briggs Park Master Plan. \$100,000 to be transferred into this reserve in 2016/17.
- c) Roads Asset Management Reserve - To provide for asset renewal expenditure for assets that have reached the end of their useful life. \$1,170,000 to be transferred into this reserve in 2016/17.
- d) Footpaths Asset Management Reserve - To provide for asset renewal expenditure for assets that have reached the end of their useful life. \$125,000 to be transferred into this reserve in 2016/17.
- e) Parks & Gardens Asset Management Reserve - To provide for asset renewal expenditure for assets that have reached the end of their useful life. \$105,000 to be transferred into this reserve in 2016/17.

Council also renames Asset Management Reserve to Buildings Asset Management Reserve. The purpose of this reserve has not changed, it is to be used for the refurbishment of assets (building) when they have reached the end of their useful life and require extensive work to restore them back to original condition.

17. Business cases be approved by Council for the following projects prior to commencement

Briggs Park Youth Precinct Facilities - Skate Park	\$200,000
Serpentine Polocrosse - Inground reticulation	\$75,000
Water Storage Tank - Hopeland Community Hall	\$55,000
Jarrahdale Recreational Vehicle Site	\$49,657
Byford Dog Park	\$35,000
Recreation Centre - Upgrade Flooring	\$33,523
Upgrade Animal Pound Facility	\$18,400
Byford Tennis Courts Resurfacing	\$15,000

CARRIED 8/1

Council Note: Condition 17 was added to the officers recommendation to ensure that the stated projects are fully funded prior to commencement.

7. Motions of Which Notice has been Given:

Nil

8. Urgent Business:

Nil

9. Closure:

There being no further business the Presiding Member declared the meeting closed at 6.46pm.

I certify that these minutes were confirmed at the
Ordinary Council Meeting held on 22 August 2016

.....
Presiding Member

.....
Date