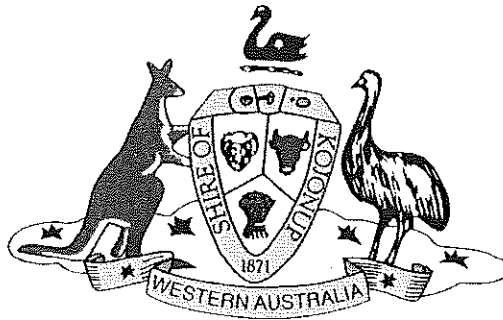


SHIRE OF KOJONUP



Council Agenda

19th July 2011

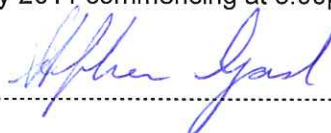
SHIRE OF KOJONUP**AGENDA FOR THE COUNCIL MEETING TO BE HELD ON 19th July 2011****TABLE OF CONTENTS**

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SHIRE OF KOJONUP**MEETING NOTICE AND AGENDA – 19th July 2011****TO: THE SHIRE PRESIDENT AND COUNCILLORS**

NOTICE is given that a meeting of the Council will be held in Council Chambers, Administration Building Albany Highway, Kojonup on Tuesday 19th July 2011 commencing at 3:00pm.

Your attendance is respectfully requested.



**STEPHEN GASH
CHIEF EXECUTIVE OFFICER**

15 July 2011

AGENDA**1 DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS**

The Shire President shall declare the meeting open and alert the meeting of the procedures for emergencies including evacuation, designated exits and muster points and draw the meetings attention to the disclaimer below:

Disclaimer

No person should rely on or act on the basis of any advice or information provided by a Member or Officer, or on the content of any discussion occurring, during the course of the meeting.

The Shire of Kojonup expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any advice or information provided by a member or officer, or the content of any discussion occurring, during the course of the meeting.

Where an application for an approval, a license or the like is discussed or determined during the meeting, the Shire warns that neither the applicant, nor any other person or body, should rely upon that discussion or determination until written notice of either an approval and the conditions which relate to it, or the refusal of the application has been issued by the Shire.

2 ATTENDANCE, APOLOGIES & LEAVE OF ABSENCE

Cr Jill Mathwin
Cr Ian Pedler
Cr Frank Pritchard
Cr John Benn
Cr Greg Marsh
Cr Rosemary Hewson
Cr Michael Baulch

Mr Stephen Gash	Chief Executive Officer
Mr Kim Dolzadelli	Manager of Corporate Services
Mr Mort Wignall	Manager of Regulatory and Community Services
Mr Craig McVee	Works Manager
Mrs Heather Marland	Senior Finance Officer

APOLOGIES

Cr Jane Trethowan Granted Leave of Absence at Meeting 21 June 2011

3 **PUBLIC QUESTION TIME**

4 **SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE**

5 **APPLICATIONS FOR LEAVE OF ABSENCE**

6 **CONFIRMATION OF MINUTES**

ORDINARY MEETING 21st June 2011

Corrections:

COUNCIL DECISION

/11 MOVED Cr seconded Cr that the Minutes of the Ordinary Meeting of Council held on 21st June 2011 be confirmed as a true record.

CARRIED/LOST /

7 **ANNOUNCEMENTS** by the Presiding Member without discussion

8 **PETITIONS, DEPUTATIONS & PRESENTATIONS**

9 **DECLARATIONS OF INTEREST**

10 FINANCE REPORTS

10.1 FINANCIAL MANAGEMENT – MATERIAL VARIANCES

AUTHOR: Kim Dolzadelli - Manager Corporate Services
DATE: Thursday, 14 July 2011
FILE NO: FM.POL.1
ATTACHMENT: Nil

DECLARATION OF INTEREST

Nil

SUMMARY

Council is being asked to adopt a percentage or value to be used in Statements of Financial Activity for reporting material variances for the 2011/12 financial year.

BACKGROUND

Financial Management Regulation 34 (5) states:

“Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS 5, to be used in Statements of Financial Activity for reporting material variances.”

The material variance is calculated by comparing budget estimates to the end of the month to actual amounts of expenditure, revenue and income to the end of the month to which the statement relates.

A further requirement is that a detailed budget review must be carried out at the close of the half - year.

Last year Council adopted a “Material” Variance figure of either \$1,000 or 8%, whichever is the greater, for each individual account. It is a requirement for Council to formally adopt its desired level of variance each year.

COMMENT

It is proposed that Council adopt a “Material” Variance figure of either \$1,000 or 8%, whichever is the greater, for each individual account for the 2011/12 financial year – the same level as last year.

CONSULTATION

None necessary.

STATUTORY ENVIRONMENT

Financial Management Regulation 34 contains provisions setting out the basic information, which must now be included in the monthly reports to Council.

POLICY IMPLICATIONS

None applicable.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS - SIMPLE MAJORITY

OFFICER RECOMMENDATION

That Council set a level of above 8%, or a minimum of \$1,000, as its adopted level of Material Variance to be used for its statements of financial activity for the 2011/12 financial year.

COUNCIL DECISION

/11 MOVED Cr

seconded Cr

CARRIED/LOST

/

10.2 MONTHLY PAYMENTS LISTING

AUTHOR: Kim Dolzadelli – Manager Corporate Services
DATE: Thursday, 14 July 2011
FILE NO: FM.AUT.1
ATTACHMENT: 10.2 Monthly Payment Listing

DECLARATION OF INTEREST

Nil

SUMMARY

To receive the list of payments that were made from 1st June 2011 to 30th June 2011.

BACKGROUND

Not applicable.

COMMENT

The attached list of payments is submitted for receipt by the Council.

CONSULTATION

No consultation was required.

STATUTORY ENVIRONMENT

Regulation 12(1)(a) of the Local Government (Financial Management) Regulations 1996 provides that payment may only be made from the municipal fund or trust fund if the Local Government has delegated the function to the Chief Executive Officer.

The Chief Executive Officer has delegated authority to authorise payments. Relevant staff have also been issued with delegated authority to issue orders for the supply of goods and services subject to budget limitations.

Regulation 13 of the Local Government (Financial Management) Regulations 1996 provides that if the function of authorising payments is delegated to the Chief Executive Officer then a list of payments is to be presented to the Council at the next ordinary meeting and recorded in the minutes.

POLICY IMPLICATIONS

Council's Policy F3 provides authorities and restrictions relative to purchasing commitments.

FINANCIAL IMPLICATIONS

All payments made are for items where Council has provided a budget authority.

STRATEGIC IMPLICATIONS

There are no strategic implications involved with presentation of the list of payments.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That in accordance with Regulation 13 (1) of the Local Government (Financial Management) Regulations 1996, the list of payments made under delegated authority from 01/06/2011 to 30/06/2011 comprising of Municipal Cheques 11712 to 11794, EFT's 7170 to 7338 and Internal Payment Vouchers 2704 to 2736 totalling \$924,619.22 and as attached to this agenda, be received.

COUNCIL DECISION

/11 MOVED Cr

seconded Cr

CARRIED/LOST

/

10.3 **FINANCIAL MANAGEMENT – 2011/2012 BUDGET ADOPTION**

AUTHOR: Mr Kim Dolzadelli – Manager of Corporate Services

DATE: Thursday, 14 July 2011

FILE NO: FM.BUD.2

ATTACHMENT: Shire of Kojonup 2011/2012 Draft Annual Financial Budget

DECLARATION OF INTEREST

Nil

SUMMARY

To consider and adopt Council's 2011/2012 Budget and to set the rates, minimums, discounts and fees and charges.

BACKGROUND

The Local Government Act, 1995, requires each Local Government to prepare a budget for its municipal fund for each financial year. The form, manner and content of the budget are prescribed in the Act and the Financial Management Regulations.

Council must adopt its budget by an Absolute Majority no later than 31st August in the budget year unless the Minister for Local Government has granted an extension.

COMMENT

Council has met previously in workshop forums to consider a draft budget, which has formed the basis of the final document. The draft annual budget for 2011/12 has been prepared in accordance with the Local Government Act 1995 and is attached for consideration and final adoption.

Balances shown in this draft annual budget as 2010/11 Actual are as forecast at the time of budget preparation and are subject to final adjustments.

The proposed increase in 2011/12 rates is 3.6%. Shire of Kojonup rates revenue for 2011/12 has been based on total property values as at 30th June 2011 with an increase of 3.6% applied.

All Unimproved Values have been revalued by the Valuer Generals Office in accordance with relevant statutory legislation. There was an overall reduction in total Unimproved Valuation for the Shire.

Gross Rental Values for "vacant land" properties have also been revalued based upon the change from these values previously being calculated as 5% of Unimproved Capital value to now being calculated as 3% of Unimproved Capital. This has led to minimal change as the majority of these vacant land properties were already attracting the minimum land rate.

Although the UV and GRV rates in the dollar have been altered accordingly the impact on individual properties will vary based on the degree to which the new value of the property moves against the average for the Shire.

CONSULTATION

Council has been consulted during budget workshops to assess the priorities of proposed capital works, plant replacement, abnormal operating items, community grant process, reserve transfers and rate increase levels.

The community grants process is in its sixth year, as such conditions are known by all applicants. It was advertised and open to community groups to fund projects or programs of public benefit.

STATUTORY ENVIRONMENT

Section 6.2 Local Government Act 1995

Regulations 22-33 Local Government (Financial Management Regulations) 1996

Section 6.2(1) of the Local Government Act 1995 requires that prior to 31st August 2011, Council adopt a budget for its municipal fund for the year ending 30th June 2012.

The annual budget is to incorporate:

- a) particulars of the estimated expenditure proposed to be incurred by the local government;
- b) detailed information relating to the rates and service charges which will apply to land within the district including:
 - i. the amount it is estimated will be yielded by the general rate; and
 - ii. the rate of interest (if any) to be charged by the local government on unpaid rates and service charges.
- c) the fees and charges proposed to be imposed by the local government;
- d) the particulars of borrowings and other financial accommodation proposed to be entered into by the local government;
- e) details of the amounts to be set aside in, or used from, reserve accounts and of the purpose for which they are to be set aside or used;
- f) particulars of proposed land transactions and trading undertakings (as those terms are defined in and for the purpose of section 3.59) of the local government; and such other matters as are prescribed.

POLICY IMPLICATIONS

Applicable policies have been considered in the preparation of the Budget.

FINANCIAL IMPLICATIONS

The Budget is the instrument by which Council sets the financial priorities and is the basis of all financial decisions made by Council and Officers during the budget year.

STRATEGIC IMPLICATIONS

The Budget is the key annual financial document that provides the resources for achieving Council objectives.

VOTING REQUIREMENTS – ABSOLUTE MAJORITY

(Except where otherwise indicated)

OFFICER RECOMMENDATION

- 1 That the proposed budget as attached (or as amended, by Council where deemed appropriate) be adopted for the 2011/2012 year and the levels of income and expenditures be authorised.**
- 2 That the following rate levels be adopted for the 2011/2012 year:**
 - a) For all rateable properties where Gross Rental Valuations are applied a rate of 13.0011 cents in the dollar with a Minimum Rate of \$570 to apply.**

b) For all rateable properties where Unimproved Valuations are applied, a rate of 0.7446 cents in the dollar with a Minimum Rate of \$570 to apply.

- 3 That where payments are received after the due date, penalty interest at a rate of eleven (11%) per centum per annum, to be calculated on a daily basis will be imposed on all outstanding Rates and Service Charges.

Pensioners who are registered in accordance with the Rates Rebates and Deferments Act 1993 are exempt from this provision.

- 4 That for those ratepayers who pay all their rates and charges and arrears in full within 14 days (5th August 2011) of the date of rate notice issue (22nd July 2011) they be offered a discount of 2.5% on the amount of their current rate charge for the 2011/2012 year.

- 5 That the following Rates Instalment payment Options be adopted:

Option 1 Payment in full

Total amount of rates and charges included on the rate notice to be paid in full by 26th August 2011.

Full payments received on or before 5th August 2011 are eligible for a discount of 2.5% on the amount of their current rate charge for the 2011/2012 year.

Option 2 Payments to be made by two (2) instalments as will be detailed on the Rates Notices with the following dates:

First Instalment	26 th August 2011
Second Instalment	4 th January 2012

Option 3 Payments to be made by four (4) instalments, as will be detailed on the Rate Notices with the following dates:

First Instalment	26 th August 2011
Second Instalment	25 th October 2011
Third Instalment	4 th January 2012
Fourth Instalment	6 th March 2012

- 6 That where payments are made by instalment, an administration charge of \$9 for each instalment after the first instalment shall apply. Interest on instalments shall be 5.5% p.a calculated daily from the date the first instalment is due to the date of each subsequent instalment is due.

- 7 That the following Rubbish/Recycling charges be imposed for the 2011/2012 year:

- a) For 240 litre bin collection, Rubbish weekly and Recycling fortnightly a charge of \$285 per combined service per annum. In the case that the ratepayer is a registered eligible Pensioner, as determined by the Rates Rebates and Deferments Act 1993, the charge will be \$230.
- b) That the transfers/movements to and from Reserve Accounts as detailed in Note 6 of the budget document and in accordance with Council's adopted policies, be authorised.
- c) That the Fees and Charges as listed in Appendix G of the budget document, be imposed for the 2011/2012 year.

COUNCIL DECISION

/11 MOVED Cr seconded Cr

CARRIED/LOST

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11 **ENGINEERING & WORKS REPORTS**

12 **ECONOMIC & ENVIRONMENTAL DEVELOPMENT REPORTS**

13 **CORPORATE & COMMUNITY SERVICES REPORTS**

14 **COMMITTEES OF COUNCIL**

15 **MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

16 **NEW BUSINESS**
of an urgent nature, introduced by a decision of the meeting

17 **CONFIDENTIAL REPORTS**

17.1 CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW

Confidential item attached under separate cover to consider the CEO's annual performance review.

18 **NEXT MEETING**

Tuesday, 16th August 2011 commencing at 3:00pm.

19 **CLOSURE**

There being no further business to discuss, the President thanked the members for their attendance and declared the meeting closed at pm.

20 **APPENDICES AND TABLED DOCUMENTS**

21 **ATTACHMENTS**

Item 10.2	Monthly Payment Listing 1 st June 2011 to 30 th June 2011
Item 10.3	Shire of Kojonup 2011/2012 Draft Annual Financial Budget
Item 17.1	Confidential Report – CEO Performance Review