



**SPECIAL MEETING OF  
COUNCIL  
(BUDGET MEETING)**

**MONDAY 7 JULY 2014**

**MINUTES**

**SHIRE OF WONGAN-BALLIDU**

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# **SHIRE OF WONGAN-BALLIDU**

## **SPECIAL MEETING OF COUNCIL**

### **(BUDGET MEETING)**

Held in the Council Chamber, Cnr Quinlan Street and Elphin  
Crescent, Wongan Hills  
on Monday 7 July 2014, commencing at 4.00pm

#### **1. OFFICIAL OPENING**

The Shire President Councillor Peter Macnamara declared the meeting opened at 4.00pm

#### **2. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE PREVIOUSLY GRANTED**

Cr Peter Macnamara  
Cr Hugh Barrett-Lennard  
Cr Tracey deGrussa  
Cr Alfreda Lyon  
Cr Brad West  
Cr Michael Godfrey  
Cr Richard Morgan  
Cr Sandra Hartley

#### **STAFF:**

Mr Stuart Taylor            Chief Executive Officer  
Mr David Taylor            Deputy Chief Executive Officer

#### **APOLOGIES:**

Cr David Armstrong

#### **3. DECLARATION OF INTEREST**

Nil

#### **4. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

Nil

## 5. 2013/14 ANNUAL BUDGET - ADOPTION

### 5.1 ANNUAL BUDGET – ADOPTION

FILE REFERENCE:	F1.2.1
REPORT DATE:	30 June 2014
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Stuart Taylor – Chief Executive Officer
ATTACHMENTS:	Nil

#### PURPOSE OF REPORT:

To consider and adopt the 2014/2015 Annual Budget.

#### BACKGROUND:

A final draft of the 2014/15 Annual Budget has been prepared for consideration based on the discussions and comments raised at Committee Meetings during June. In particular, the budget has been prepared on the basis of:

- (i) A 5% increase in the total rate yield;
- (ii) Councillor sitting fees have been increased from \$88.00 to \$100.00 for ordinary council meetings. Shire President sitting fees increased from \$100.00 to \$120.00. Committee sitting fees remain at \$44.00;
- (iii) Shire President annual allowance increased from \$880.00 to \$1,000.00.

#### COMMENT:

The Annual Budget has been prepared in accordance with the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996. It also complies with all of the relevant Australian Accounting Standards.

#### POLICY/LEGISLATIVE REQUIREMENTS:

Pursuant to Section 6.2 of the Local Government Act 1995, the Budget for the Municipal Fund must be prepared and adopted by an absolute majority of Council by the 31<sup>st</sup> August each year.

#### SUSTAINABILITY IMPLICATIONS:

##### Ø Environment

Many of the projects/activities contained in the Budget will have an environmental impact. The extent of any impact on the environment is assessed on an individual basis. The Shire does possess an environmental awareness and any adverse effect on the environment resulting from Shire activities is kept to a minimum.

##### Ø Economic

With an approximate budget of \$10m, the Shire is a significant contributor to the economic base of the district. In conjunction with the Plan for the Future, the Budget provides an annual financial framework for meeting the longer-term objectives of improving physical and social infrastructure in the Shire.

##### Ø Social

The Budget is consistent with the social objective of improving the “liveability” of the district by improving amenities, services and facilities.

## FINANCIAL IMPLICATIONS:

The Annual Budget determines how funds will be allocated for the forthcoming financial year. The early adoption of the budget provides the following advantages:

- Improves cash flow by providing for the early issue of rate notices. This will avoid a drain on Shire funds during the first two months of the financial year.
- Allows the Shire to maximise the investment of surplus funds as rates income is received earlier rather than later.
- Allows the Shire to proceed with Capital Works earlier in the financial year, enabling a better clearance of capital projects by year-end.

## STAFF RECOMMENDATION:

That Council adopt the 2014/2015 Budget inclusive of the following rating and charging information:

### 1. Rates

The following Rates in the Dollar and Minimum Rates apply for the 2014/2015 financial year:

Land Category	Rate in the Dollar	Minimum Rate
Gross Rental Values (GRV) – Wongan Hills	10.1291	573
Gross Rental Values (GRV) – Ballidu & Cadoux	10.1291	276
Unimproved Values (UV) - Mining	1.3062	276
Unimproved Values (UV) - Rural	1.3062	276

### 2. Discounts and Concessions

A two (2) percent discount will be granted on rates if they are paid in full within 21 days from the issue of the rates notice.

### 3. Penalty Interest

Penalty interest of eleven (11) percent per annum, calculated daily by simple interest, will accrue on all rates that remain unpaid after they are due and payable.

### 4. Due Dates for Rates and Instalment Plans

The following payment option plan is prescribed:

Option 1 – One Payment (with early payment discount) due by:  
21 days from issue of rates notice.

Option 2 - One Payment due by:  
35 days from issue of rates notice.

Option 3 - Four Payments (includes instalment interest and administration fee) due by:  
35 Days from issue of rates notice  
95 Days from issue of rates notice  
155 Days from issue of rates notice  
215 Days from issue of rates notice

An administration fee of \$10.00 per instalment applies. Instalment interest of 5.5% also applies. If an instalment option has been elected, penalty interest of 11% will apply from the due date of the instalment until the date the instalment is paid in full.

### 5. Alternative Methods of Payment

Ratepayers may elect to pay rates and charges by instalments other than those prescribed. Such an agreement will be subject to a \$20.00 administration fee. Outstanding rates will be subject to penalty interest.

6. Rubbish and Recycling Charges

In accordance with Sections 41 and 106 of the Health Act 1911, annual rubbish and recycling charge is imposed on the townsites of Ballidu and Wongan Hills as follows:

- Ø Once weekly removal of domestic rubbish and twice monthly removal of recyclables - \$230.00 per annum for 2 x 240 Lt Bin.
- Ø Once weekly removal of commercial rubbish and twice monthly removal of recyclables - \$230 per annum for 2 x 240 Lt bin.

7. TV and Radio Retransmission Service Charge in pursuant with Section 6.38 of the Local Government Act 1995 and Section 54 (a) of the Local Government (Financial Management) Regulations 1996 on the residents within the town site of Wongan Hills of \$60 per rateable property.

8. Pursuant to Section 6.16 of the Local Government Act 1995 (as amended) and Local Government (Financial Management) Regulations 1996 (as amended) Council resolves to adopt the fees and charges detailed in the ;Schedule of Fees and Charges' incorporated in the 2014/2015 Annual Budget.

ABSOLUTE MAJORITY REQUIRED

**MOTION: Moved Cr Morgan/Cr Hartley**

**That Council adopt the 2014/2015 Budget inclusive of the following rating and charging information:**

**1. Rates**

**The following Rates in the Dollar and Minimum Rates apply for the 2014/2015 financial year:**

<b>Land Category</b>	<b>Rate in the Dollar</b>	<b>Minimum Rate</b>
<b>Gross Rental Values (GRV) – Wongan Hills</b>	<b>10.1291</b>	<b>573</b>
<b>Gross Rental Values (GRV) – Ballidu &amp; Cadoux</b>	<b>10.1291</b>	<b>276</b>
<b>Unimproved Values (UV) - Mining</b>	<b>1.3062</b>	<b>276</b>
<b>Unimproved Values (UV) - Rural</b>	<b>1.3062</b>	<b>276</b>

**2. Discounts and Concessions**

**A two (2) percent discount will be granted on rates if they are paid in full within 21 days from the issue of the rates notice.**

**3. Penalty Interest**

**Penalty interest of eleven (11) percent per annum, calculated daily by simple interest, will accrue on all rates that remain unpaid after they are due and payable.**

**4. Due Dates for Rates and Instalment Plans**

**The following payment option plan is prescribed:**

**Option 1 – One Payment (with early payment discount) due by:**

**21 days from issue of rates notice.**

**Option 2 - One Payment due by:**

**35 days from issue of rates notice.**

**Option 3 - Four Payments (includes instalment interest and administration fee) due by:**

**35 Days from issue of rates notice**

**95 Days from issue of rates notice**

**155 Days from issue of rates notice**

**215 Days from issue of rates notice**

**An administration fee of \$10.00 per instalment applies. Instalment interest of 5.5% also applies. If an instalment option has been elected, penalty interest of 11% will apply from the due date of the instalment until the date the instalment is paid in full.**

**5. Alternative Methods of Payment**

Ratepayers may elect to pay rates and charges by instalments other than those prescribed. Such an agreement will be subject to a \$20.00 administration fee. Outstanding rates will be subject to penalty interest.

**6. Rubbish and Recycling Charges**

In accordance with Sections 41 and 106 of the Health Act 1911, annual rubbish and recycling charge is imposed on the townsites of Ballidu and Wongan Hills as follows:

- Ø Once weekly removal of domestic rubbish and twice monthly removal of recyclables - \$230.00 per annum for 2 x 240 Lt Bin.
- Ø Once weekly removal of commercial rubbish and twice monthly removal of recyclables - \$230 per annum for 2 x 240 Lt bin.

**7. TV and Radio Retransmission Service Charge in pursuant with Section 6.38 of the Local Government Act 1995 and Section 54 (a) of the Local Government (Financial Management) Regulations 1996 on the residents within the town site of Wongan Hills of \$60 per rateable property.**

**8. Pursuant to Section 6.16 of the Local Government Act 1995 (as amended) and Local Government (Financial Management) Regulations 1996 (as amended) Council resolves to adopt the fees and charges detailed in the ;Schedule of Fees and Charges' incorporated in the 2014/2015 Annual Budget.**

**CARRIED BY AN ABSOLUTE MAJORITY: 8/0**

### 5.3 ADOPTION OF MATERIAL VARIANCE ACCOUNTING REPORTING POLICY

FILE REFERENCE:	F 1.3
REPORT DATE:	30 June 2014
APPLICANT/PROPONENT:	
OFFICER DISCLOSURE OF INTEREST	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Stuart Taylor – Chief Executive Officer
ATTACHMENTS:	

#### **PURPOSE OF REPORT:**

To confirm the adoption of the material variance accounting reporting policy for the 2014/2015 financial year.

#### **BACKGROUND:**

Under the Local Government (Financial Management) Regulations (FMR) 1996 the Council is to prepare a number of different financial reports outlining the financial operations at the previous month end date.

Regulation 34(5) - each financial year a Local government is also to adopt a percentage or value, calculated in accordance with AAS5, to be used in reporting material variances. These variances will be applied at comparative COA (Chart of Accounts and or 'Job') level.

#### **COMMENT:**

Nil

#### **POLICY REQUIREMENTS:**

Accounting Policy

#### **LEGISLATIVE REQUIREMENTS:**

Regulation 34(5) - each financial year a Local government is also to adopt a percentage or value, calculated in accordance with AAS5, to be used in reporting material variances. These variances will be applied at comparative COA (Chart of Accounts and or 'Job') level.

#### **STRATEGIC IMPLICATIONS:**

There are no known strategic requirements in relation to this item.

#### **SUSTAINABILITY IMPLICATIONS:**

##### **Ø Environment**

There are no known environmental implications associated with this item.

##### **Ø Economic**

There are no known economic implications associated with this proposal.

##### **Ø Social**

There are no known social implications associated with this proposal.



**FINANCIAL IMPLICATIONS:**

There are financial implications in relation to this item.

**VOTING REQUIREMENTS:**

**ABSOLUTE MAJORITY REQUIRED: No**

**STAFF RECOMMENDATION:**

That Council, pursuant to Regulation 34 (5) of the Local Government (Financial Management) Regulations 1996, adopt the following material variance accounting reporting policy for 2014/2015 financial year;

That the material variance threshold be set at 10% as per FM 34(1)(d).

A comments column in the Councils monthly financial reports be included highlighting material variance as follows:

- i. Operating Income operating expenditure and capital income and capital expenditure less than or exceeds the budget YTD by  $\geq 10\%$ .

**MOTION: Moved Cr Lyon/Cr West**

**That Council, pursuant to Regulation 34 (5) of the Local Government (Financial Management) Regulations 1996, adopt the following material variance accounting reporting policy for 2014/2015 financial year;**

**That the material variance threshold be set at 10% as per FM 34(1)(d).**

**A comments column in the Councils monthly financial reports be included highlighting material variance as follows:**

- ii. **Operating Income operating expenditure and capital income and capital expenditure less than or exceeds the budget YTD by  $\geq 10\%$ .**

**CARRIED: 8/0**

## 5.4 RATE EXEMPTIONS YEAR ENDED 30<sup>TH</sup> JUNE 2015

FILE REFERENCE:	R3.7
REPORT DATE:	30 June 2014
APPLICANT/PROPONENT:	
OFFICER DISCLOSURE OF INTEREST	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Stuart Taylor – Chief Executive Officer
ATTACHMENTS:	

### **PURPOSE OF REPORT:**

To confirm the rating exemptions that will apply for the Financial Year ended 30<sup>th</sup> June 2015.

### **BACKGROUND:**

Council wishes to assist Not for Profit associations occupying Council land in meeting their objectives.

### **COMMENT:**

The Minister for Local Government approval will be necessary for exempting the Sports Council owned land.

The result will be that land is treated the same whether it be for charitable purposes or Not for Profit sporting and cultural purposes.

### **POLICY REQUIREMENTS:**

Recreational, Sporting and Not For Profit Associations – Rate Rebate.

### **LEGISLATIVE REQUIREMENTS:**

Section 6.26 of the Act stipulates that all land within a district is rateable land, except in certain circumstances, including:

*(2) (d) land used or held exclusively by a religious body as a place of public worship or in relation to that worship, a place of residence of a minister of religion, a convent, nunnery or monastery, or occupied exclusively by a religious brotherhood or sisterhood;*

*(e) land used exclusively by a religious body as a school for the religious instruction of children;*

*(g) land used exclusively for charitable purposes;*

*(6) Land does not cease to be used exclusively for a purpose mentioned in subsection (2) merely because it is used occasionally for another purpose which is of a charitable, benevolent, religious or public nature.*

### **STRATEGIC IMPLICATIONS:**

There are no known strategic requirements in relation to this item.

### **SUSTAINABILITY IMPLICATIONS:**

#### **Ø Environment**

There are no known environmental implications associated with this item.

#### **Ø Economic**

There are no known economic implications associated with this proposal.

Ø **Social**

There are no known social implications associated with this proposal.

**FINANCIAL IMPLICATIONS:**

The cost of the Rating Exemptions is approximately \$11,100.00.

This will impact upon the annual budget & financials for the financial year ended 30/06/15.

**VOTING REQUIREMENTS:**

**ABSOLUTE MAJORITY REQUIRED: No**

**STAFF RECOMMENDATION:**

That Council confirm the following rate exemptions will apply for the financial year ended 30<sup>th</sup> June 2015:

- A1134 Ballidu Contemporary Arts Society
- A1135 Ballidu Contemporary Arts Society Gallery
- A1140 Playgroup, Ballidu
- A1332 CWA Land, Kondut
- A266 Kondut Sports Council Hall
- A434 St Johns Ambulance
- A470 Wongan-Ballidu Aged Persons Homes – Units
- A440 Wongan-Ballidu Aged Persons Homes – Units
- A421 Wongan-Ballidu Aged Persons Homes – Units
- A409 Scout Association – former Scout Hall, Hospital Road vacant land
- Ballidu Sports Council buildings, recreation assets and farm land (on Council reserve)
- Kondut Sports Council cropping land (Rates pa Nil)
- A1359 Cadoux Sports Council farm land (Rates pa Nil)
- A1351 Cadoux Sports Council vacant land (Rates pa Nil)
- A1279 Wongan Hills Sports Council farm land (Rates pa Nil)
- A82 Wongan Hills Sports Council farm land (Rates pa Nil)
- A336 Wongan Hills Sports Council farm land (Rates pa Nil)
- A801 Kanyana – Shop (S6.26 (g) LGA) (Rates pa Nil)
- Cadoux Sportsgrounds and facilities
- Wongan Hills Sportsgrounds and facilities
- A813 Cubby House Child Care Building, Stickland Street, Wongan Hills
- A713 Masonic Lodge

**MOTION: Moved Cr Lyon/Cr deGrussa**

**That Council confirm the following rate exemptions will apply for the financial year ended 30<sup>th</sup> June 2015:**

- A1134 Ballidu Contemporary Arts Society**
- A1135 Ballidu Contemporary Arts Society Gallery**
- A1140 Playgroup, Ballidu**
- A1332 CWA Land, Kondut**
- A266 Kondut Sports Council Hall**
- A434 St Johns Ambulance**
- A470 Wongan-Ballidu Aged Persons Homes – Units**
- A440 Wongan-Ballidu Aged Persons Homes – Units**
- A421 Wongan-Ballidu Aged Persons Homes – Units**
- A409 Scout Association – former Scout Hall, Hospital Road vacant land**
- Ballidu Sports Council buildings, recreation assets and farm land (on Council reserve)**
- Kondut Sports Council cropping land (Rates pa Nil)**

**A1359 Cadoux Sports Council farm land (Rates pa Nil)**  
**A1351 Cadoux Sports Council vacant land (Rates pa Nil)**  
**A1279 Wongan Hills Sports Council farm land (Rates pa Nil)**  
**A82 Wongan Hills Sports Council farm land (Rates pa Nil)**  
**A336 Wongan Hills Sports Council farm land (Rates pa Nil)**  
**A801 Kanyana – Shop (S6.26 (g) LGA) (Rates pa Nil)**  
**Cadoux Sportsgrounds and facilities**  
**Wongan Hills Sportsgrounds and facilities**  
**A813 Cubby House Child Care Building, Stickland Street, Wongan Hills**  
**A713 Masonic Lodge**

**CARRIED: 8/0**

**6. MEETING CLOSURE**

There being no further business, the Shire President declared the meeting closed at 4.39pm.

These minutes were confirmed at a meeting on 23 July 2014.

Signed

President