



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Agenda

Special Council Meeting

31 July 2017



NOTICE PAPER


Ordinary Council Meeting

31 July 2017

President and Councillors

I inform you that a Special Council meeting will be held in the Council Chambers, located at 395 Fitzgerald Street, Northam on Monday 31 July 2017 at 5:30pm.

Yours faithfully



Jason Whiteaker
Chief Executive Officer

DISCLAIMER

This agenda has yet to be dealt with by the Council. The Recommendations shown at the foot of each item have yet to be considered by the Council and are not to be interpreted as being the position of the Council. The minutes of the meeting held to discuss this agenda should be read to ascertain the decision of the Council.

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1. DECLARATION OF OPENING

2. ATTENDANCE

REMOVE ANY NAME WHERE THERE IS AN APOLOGY OR APPROVED LEAVE OF ABSENCE.

Council:

Deputy Shire President
Councillors

T M Little
D G Beresford
J E Williams
J Proud
C L Davidson
U Rumjantsev
C R Antonio
D A Hughes

Staff:

Chief Executive Officer
Executive Manager Development Services
Executive Manager Corporate Services
Payroll Officer

J B Whiteaker
C B Hunt
C Young
J L White

2.1 APOLOGIES

Executive Manager Community Services R Rayson
Executive Manager Engineering Services C D Kleynhans

2.2 APPROVED LEAVE OF ABSENCE

Cr S B Pollard has been granted leave of absence from 1st July 2017 to 31st July 2017 inclusive

Cr R W Tinetti has been granted leave of absence from 12th July 2017 to 31st July 2017 inclusive.

3. DISCLOSURE OF INTERESTS

Item Name	Item No.	Name	Type of Interest	Nature of Interest



4. ANNOUNCEMENT BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

Nil.

5. PUBLIC QUESTION/STATEMENT TIME

5.1 PUBLIC QUESTIONS

5.2 PUBLIC STATEMENTS

6. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

7. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

7.1 PETITIONS

Nil

7.2 PRESENTATIONS

Nil

7.3 DEPUTATIONS

Nil

8. APPLICATION FOR LEAVE OF ABSENCE

Nil

9. CONFIRMATION OF MINUTES

Nil.

10. ITEMS BROUGHT FORWARD FOR THE CONVENIENCE OF THOSE IN THE PUBLIC GALLERY

11. REPORTS OF COMMITTEE MEETINGS

Nil

12. SPECIAL ITEMS

12.1 ANNUAL BUDGET ADOPTION

Address:	Shire of Northam
Owner:	Shire of Northam
File Reference:	8.2.8.1
Reporting Officer:	Colin Young Executive Manager Corporate Service
Responsible Officer:	Colin Young Executive Manager Corporate Service
Voting Requirement	Absolute Majority vote required (Some Parts)

BRIEF

To consider and adopt the Shire of Northam Budget for the 2017/18 financial year together with supporting schedules, including striking of the municipal fund rates, establishment of new reserve funds, setting of the rubbish and recycling fees, setting of elected members fees for the year and other consequential matters arising from the budget papers.

ATTACHMENTS

Attachment 1: Draft Budget (supplied separate).

BACKGROUND / DETAILS

The draft 2017/18 budget has been provided as a separate attachment to this agenda/minutes and has been compiled based on the parameters established in the Council integrated planning documents including long term financial plan, corporate business plan and strategic community plan.

Council gave consideration to the detail within the budget via a series of workshops and a budget meeting held on June 29, 2017. At this meeting Council endorsed a draft budget and requested the Chief Executive Officer to give local public notice of the differential rating requirements required to fund the budget, based on a 3.51% increase in rates levied.

The proposed differential rates have subsequently been advertised for public comment and at the time of publishing this agenda no comments had been received. The submissions close at 3.00pm on July 27, 2017 consequently any comments received between the publishing date of this agenda and the budget adoption meeting will be fully disclosed and responded to by staff.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Objective G2: Improve organisational capability and capacity.

Strategy G2.3: Operate in a financially sustainable manner.

Financial / Resource Implications

Refer to Attachment 1.

Legislative Compliance

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, (Absolute Majority required) in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the next day following 30 June.

Divisions 5 and 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 2017/18 budget as presented is considered to meet statutory requirements.

Policy Implications

Nil.

Stake Holder Engagement / Consultation

Consultation with Councillors, Staff, in addition the differential rate has been advertised for comment.

Risk Implications

Nil.

OFFICER'S COMMENT

The budget has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards. The main features of the draft budget include:

Rate Increase

The budget provides an average 3.51% increase in rates collected, this excludes any newly rated properties created through subdivisions. The rate in the dollar has increased from 9.2983 to 9.6004 for the residential GRV, with the differential GRV increasing from 10.2850 to 10.5800 to achieve the average 3.51% increase, however there will be variances greater and lesser than the average increase.

Last year saw the change of methodology of approximately 1,000 UV rated properties to the GRV rating method, Council resolved on the 18 July 2016 to phase in the new valuation over three years and is calculated as follows;

2016/17 Financial Year – 2/3 Unimproved Valuation and 1/3 Gross Rental Valuation

2017/18 Financial Year – 1/3 Unimproved Valuation and 2/3 Gross Rental Valuation

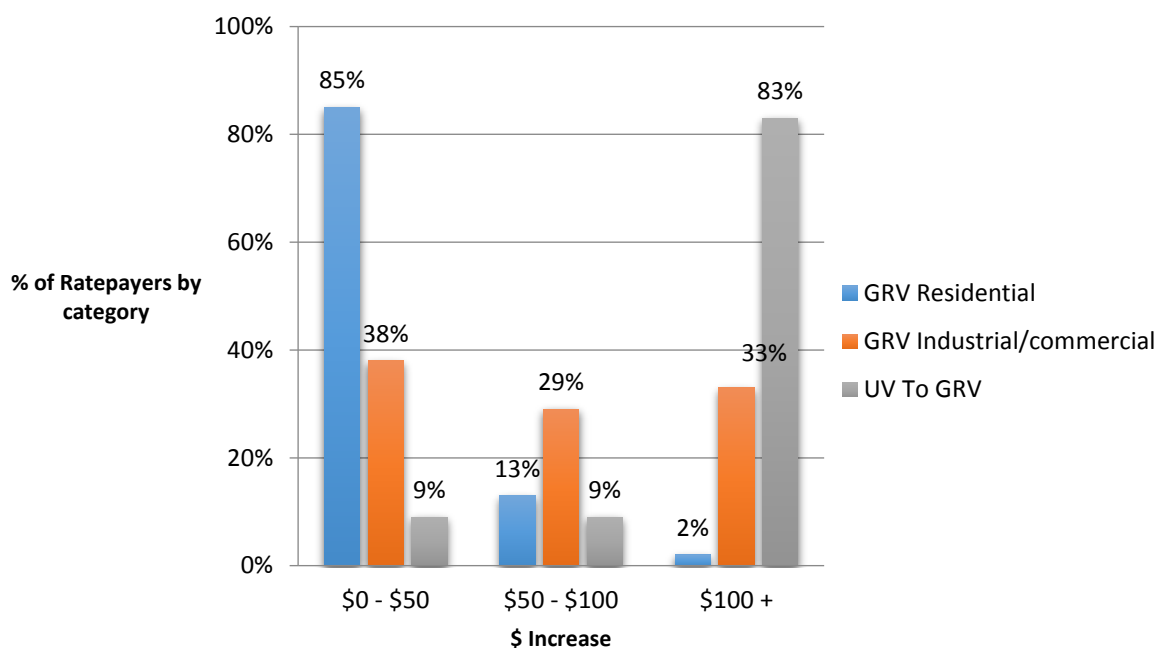
2018/19 Financial Year – 100% Gross Rental Value

Example 2017/18 Financial Year

Unimproved Value - \$900 divided 3 times 1 =	\$300
Gross Rental Value - \$1,200 divided 3 times 2 =	\$800
Total Rates Payable	\$1,200

The graph below as presented has the majority of ratepayers receiving increases not greater than \$100 for, GRV Residential 98%, GRV Industrial/Commercial 67%. The UV to GRV has 83% showing increases greater than \$100 due to the impact of the methodology change. The increases as presented include subdivisions and developments that in general would have increases at the greater end of the scale (greater than \$100).

Figure 1 - Rates Increases by Rating Category



The Unimproved Valuations (UV) were completed 1 August 2016 and effective from 30 June 2017. The overall change in valuations was negligible. Although this is the case, there will also be variances greater or less than the 3.51% average. Comments from the District Valuer were;

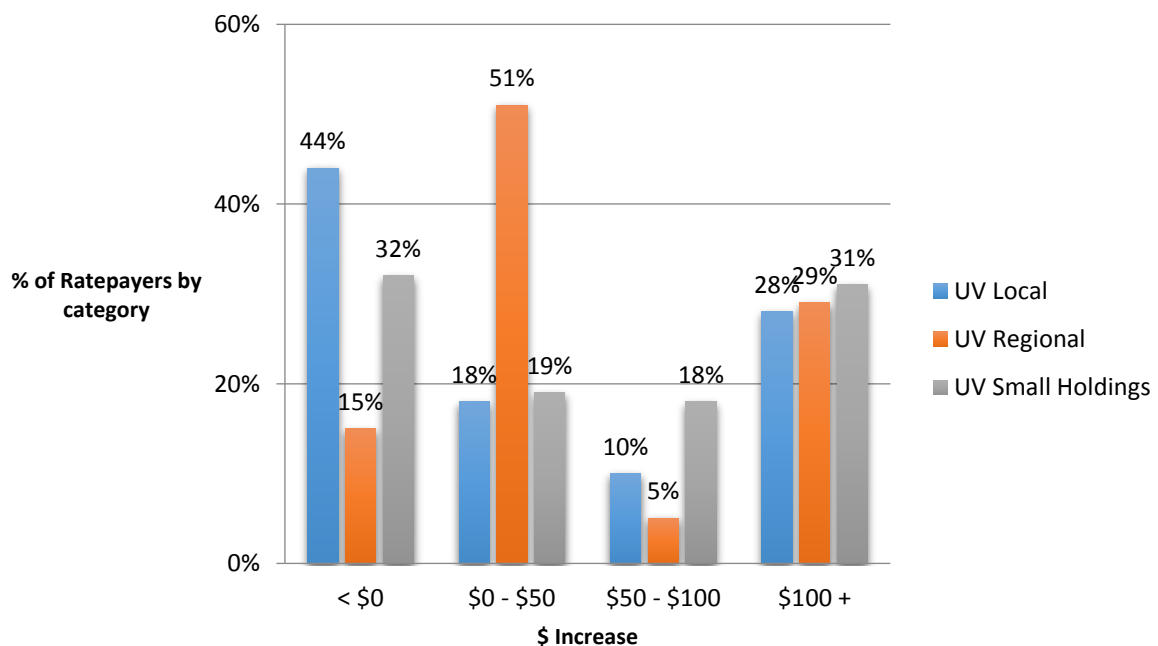
“There has been no significant change to the overall total of unimproved values effective 30 June 2017. However there have been changes in different sectors of the market which have tended to balance each other. Broadly smaller lots in the lifestyle or smallholding markets have declined in value while broad area farms have shown some increase. We have also modified our approach to accounting for waste or unproductive land to reflect what we believe are changing buyer attitudes and this has varying impacts across all property sizes.

Some changes to individual assessments may have occurred either as a product of the mass valuation process or where records have been amended or corrected for more up to date information about soil types etc.”

It is noted that property owners have the right to appeal against the valuation of their property. This appeal is made to Landgate the agency responsible for conducting the valuation service

The graph below as presented has the majority of ratepayers receiving increases not greater than \$100, UV Local 72%, UV Regional 71% and UV Small Holdings 69%.

Figure 1 - Rates Increases by Rating Category



The minimum rates are proposed to be increased from \$890 to \$905.

Rubbish and Recycling Fees

Management are recommending that the Waste Charges increase by the Perth CPI of 1.0% on average from the 2016/17 financial year which is a rate not greater than that required to cover the running costs of Councils waste facilities. The table below shows both the 2016/17 and the proposed 2017/18 Rubbish and Recycling Fees;

Service	2016/17 charge	2017/18 charge
Residential and Commercial rubbish collection	\$161.00	\$163.00
Residential and Commercial recycling levy	\$86.00	\$87.00
Pensioner recycling	\$66.00	\$66.00
1500L Commercial bin weekly	\$994.00	\$1,000.00
1500L commercial bin fortnightly	\$497.00	\$500.00
3000L Commercial bin weekly	\$1,983.00	\$2,000.00
3000L commercial bin fortnightly	\$994.00	\$1,000.00
1500L commercial recycling bin fortnightly	\$1,083.00	\$1,100.00
3000L commercial recycling bin fortnightly	\$2,165.00	\$2,200.00
4500L commercial recycling bin fortnightly	\$3,250.00	\$3,300.00
4500L Commercial bin weekly	\$2,984.00	\$3,000.00
4500L commercial bin fortnightly	\$1,435.00	\$1,500.00

End of year position

The 2016/17 end of year position is summarised below;

	2016/17 Actual	
NET CURRENT ASSETS		
Composition of Estimated Net Current Asset Position		
CURRENT ASSETS		
Cash - Unrestricted	2,913,177	
Cash - Restricted	8,787,369	
Receivables	2,489,027	
Inventories	10,000	
	<u>14,199,573</u>	
LESS: CURRENT LIABILITIES		
Payables and Provisions	<u>(2,805,789)</u>	
NET CURRENT ASSET POSITION	11,393,784	
Less: Cash - Restricted	(5,442,720)	
Add: Current Loan Liability	209,879	
Add: Leave Liability Reserve	453,025	
Add: Budgeted Leave	250,000	
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD		<u><u>6,863,968</u></u>

Surplus Carried Forwards Budget 2017/18		
-		
	<u>Grants</u>	
03023023	FAG General Purpose	\$1,337,191
03023033	FAG Roads	\$418,714
12373063	RTR Grants	\$282,453
05063063	BFB ESL Grant	\$37,639
05083003	SES ESL Grant	\$10,477
2054	King Creek Drainage	\$824,040
3451	Carlin Valley/Koojeda Hills	\$202,043
11359004	Replace Sewer Line Library	\$14,300
6431	Bridge Crossing Fixings	\$10,000
1904	Bert Hawke Pavilion Upgrade	\$40,000
6430	Upgrade Bernard Park Reticulation	\$37,578
1017	Assessment for Accessible Toilets Library	\$9,500
6417	BMX Lighting	\$20,000
6419	Bert Hawke - Drainage	\$40,000
6421	Bert Hawke - Lighting	\$20,000
04059034	Intra Maps	\$9,352
10317204	Cemetery Public Rest Room	\$53,972
1625	Cemetery Lot Development	\$28,600
6425	Playground POS Improvements	\$65,017
3414	Mitchell Ave Footpath	\$145,087
3758	O'Neill Road	\$177,292
3765	Chidlow/Hawes	\$88,061
3766	Coates Road	\$140,000
3670	Spencers Brook Road	\$26,149
3800	Mitchell Ave	\$96,247
3760	Mt Ommaney	\$9,578
3763	Thomas Street	\$20,069
3669	Werribee Rd	\$24,889
7012	Chinganning	\$42,000
3768	Queen	\$3,000
3076	GEH (BS Contribution)	\$64,500
3751	Newman Road	\$116,258
3077	Bedford Street	\$109,280
3080	Trimmer Road	\$77,018
4216	Upgrade Riverbank Fencing	\$30,318
1500	Waste Management Cell Development	\$100,000
1034	AEIC	\$574,676
1025	Old Railway Station	\$50,000
12379044 (3513)	GEH Deproclamation	\$55,870
08189014	Fluffy Ducks Building Extension	\$232,954
13499104	Bakers Hill Water Project - Easement	\$25,000
12379094	Laneway Acquisition	\$57,000
13459124	Signage - Tower GEH / Mitchell Ave C/F	\$10,000
13499064	Waste Water Pump Station Upgrade	\$201,181

12429014	Airport Gate <u>Operation</u>	\$20,000
1961	Northam Depot	\$10,000
4042132	Business Case Development CBD	\$60,000
4042132	Strategic Community Plan	\$20,000
4042132	Staff Perceptions Survey	\$10,000
4042132	Reconciliation Action Plan	\$5,000
4042132	Community Plans	\$10,000
04042132	Urban renewal Planning	\$30,000
11342522	Demolition Jubilee Pavilion	\$40,000
5491	Kids Sport	\$13,478
11342032	Lock and Light Program`	\$19,880
5535	Fire Mitigation Report works	\$28,000
Salary	NRM Grant Expenditure	\$75,000
05072112	Cat Sterilisation Grant Expense	\$10,000
05062112	Bakers Hill Fire Shed Concrete Apron	\$6,700
10302112	Heritage Inventory	\$15,000
Untied Surplus	Allocate AEIC	\$195,363
	Allocate Plant Reserve	\$35,000
	Allocate Stormwater and Drainage Projects Reserve	\$100,000
	Allocate Recreation & Community Facilities Reserve	\$223,245
	Total	\$6,863,968.75

The result of the final surplus calculations are that Council has an end of year untied surplus of \$358,245. It is recommended that this is transferred to the Plant & Equipment Reserve, \$35,000, Stormwater Drainage Projects Reserve, \$100,000 and the Recreation & Community Facilities Reserve, \$223,245, with the aim of utilising for one of Councils major projects when required. After the additional transfer the Recreation and Community Facilities Reserve will have a closing balance of \$1,017,566 as of the 30 June 2018. An additional amount of untied surplus was allocated to the AEIC, \$195,363, and is included in the budget as presented – as per a previous direction/resolution of Council.

Annual fees and reimbursement of costs

The recommendations include the setting of annual sitting fees and allowances for members. This includes the Presidents allowance of \$45,000 the Deputy President's allowance \$11,250 and members annual sitting fees of \$19,750 and \$23,600 for the President. A \$3,500 allowance is included for each member to provide for costs associated with information and communication

technology expenses incurred by members in carrying out their functions on behalf of the Shire. Other claims such as travelling will need to be submitted quarterly or more frequently should a member so require. All payments may be made direct to Members designated bank accounts. These fees and allowances are in accordance with Sec 5.98, 5.98A, 5.99 and 5.99A of the Local Government Act and the Local Government (Administration) Regulations.

These fees are within the determinations for Band 2 as set by the Salaries and Allowances Tribunal 12 April 2017. These annual fees & Allowances remain unchanged from the 2016/17 financial year.

PART A – ELECTED MEMBER'S FEES AND ALLOWANCES FOR 2017/18

RECOMMENDATION / COUNCIL DECISION

1. That Council, pursuant to section 5.99 of the *Local Government Act 1995*, and within the range determined by the Salaries and Allowances Tribunal, adopts the following annual fees for payment of elected members in lieu of individual meeting attendance fees:

President	\$23,600
Councillors	\$19,750

2. That Council, pursuant to section 5.99A of the *Local Government Act 1995* and within the range determined by the Salaries and Allowances Tribunal, adopts the following annual Information & Communication Technology (ICT) expenses allowance for elected members:

ICT Expenses Allowance	\$3,500
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3. That Council, pursuant to section 5.98(5) of the *Local Government Act 1995* and within the range determined by the Salaries and Allowances Tribunal, adopts the following annual local government allowance to be paid in addition to the annual meeting allowance:

President	\$45,000
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4. That Council, pursuant to section 5.98A of the *Local Government Act 1995* and within the range determined by the Salaries and Allowances Tribunal, adopts the following annual local government allowance to be paid in addition of the annual meeting allowance:

Deputy President	\$11,250
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ABSOLUTE MAJORITY REQUIRED

PART B – RUBBISH AND RECYCLING FEES FOR 2017/18

RECOMMENDATION / COUNCIL DECISION

That Council adopts the following Rubbish and Recycling Fees for the 2017/18 financial year:

- Residential and commercial rubbish collection Charge \$163.00
- Residential and commercial recycling levy \$87.00
- Pensioner recycling levy \$66.00
- 1500L commercial bin weekly \$1,000.00
- 1500L commercial bin fortnightly \$500.00
- 3000L commercial bin weekly \$2,000.00
- 3000L commercial bin fortnightly \$1,000.00
- 4500L commercial bin weekly \$3,000.00
- 4500L commercial bin fortnightly \$1,500.00
- 1500L commercial recycling bin fortnightly \$1,100.00
- 3000L commercial recycling bin fortnightly \$2,200.00
- 4500L commercial recycling bin fortnightly \$3,300.00

ABSOLUTE MAJORITY REQUIRED

PART C – GENERAL AND MINIMUM RATES, INSTALMENT PAYMENT ARRANGEMENTS

RECOMMENDATION / COUNCIL DECISION

1. That Council, for the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Part A above, council pursuant to sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995* impose the following differential general and minimum rates on Gross Rental and Unimproved Values for the 2017/18 financial year.

1.1 Differential General Rates

- | | |
|---------------------------------|-----------------------------|
| • Residential (GRV) | 9.6004cents in the dollar |
| • Commercial / Industrial (GRV) | 10.5800 cents in the dollar |
| • Agriculture Local (UV) | 0.5949 cents in the dollar |
| • Agriculture Regional (UV) | 0.5210 cents in the dollar |
| • Rural Small Holdings (UV) | 0.7404cents in the dollar |

1.2 Minimum Rates

- | | |
|---------------------------------|-------|
| • Residential (GRV) | \$905 |
| • Commercial / Industrial (GRV) | \$905 |
| • Agriculture Local (UV) | \$905 |
| • Agriculture Regional (UV) | \$905 |
| • Rural Small Holdings (UV) | \$905 |

2. That Council, pursuant to section 6.45 of the *Local Government Act 1995* and regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, offers a one, two and four instalment payment option, and nominates the following due dates for the payment in full by instalments:

- | | |
|---|-------------------|
| • Full payment & 1 st instalment due date | 14 September 2017 |
| • 2 nd half instalment due date | 14 November 2017 |
| • 2 nd quarterly instalment due date | 14 November 2017 |
| • 3 rd quarterly instalment due date | 15 January 2018 |
| • 4 th & final quarterly instalment due date | 15 March 2018 |

4. That Council, pursuant to section 6.45 of the *Local Government Act 1995* and regulation 67 of the *Local Government (Financial Management) Regulations 1996*, council adopts an instalment administration charge where the owner has elected to pay rates (and charges) through an instalment option of \$10 for each instalment after the initial instalment is paid.

5. That Council, pursuant to section 6.45 of the *Local Government Act 1995* and regulation 68 of the *Local Government (Financial Management) Regulations 1996*, council adopts an interest rate of 5.5% where the owner has elected to pay rates and charges through an instalment option.
6. That Council, pursuant to section 6.51(1) and subject to section 6.51(4) of the *Local Government Act 1995* and regulation 70 of the *Local Government (Financial Management) Regulations 1996*, council adopts an interest rate of 11% for rates (and charges) and costs of proceedings to recover such charges that remains unpaid after becoming due and payable.

ABSOLUTE MAJORITY REQUIRED

PART D – MUNICIPAL FUND BUDGET FOR 2017/18

RECOMMENDATION / COUNCIL DECISION

1. That Council;
 - a. Allocate \$35,000 of the untied surplus to the Plant & Equipment Reserve
 - b. Allocate \$100,000 of the untied surplus to the Stormwater Drainage Projects Reserve.
 - c. Allocate \$223,245 of the untied surplus to the Recreation & Community Facilities Reserve.

2. That Council, Pursuant to the provisions of section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, adopt the Municipal Fund Budget as contained in the Attachment of this agenda and the minutes, for the Shire of Northam for the 2017/18 financial year as prepared and presented.

ABSOLUTE MAJORITY REQUIRED

PART E – MATERIAL VARIANCE REPORTING FOR 2017/18

RECOMMENDATION / COUNCIL DECISION

That Council, In accordance with regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, and AASB 1031 Materiality, the level to be used in statements of financial activity in 2017/18 for reporting material variances shall be a percentage of ten (10) or a minimum of \$20,000, whichever is greater.

SIMPLE MAJORITY REQUIRED

13. MATTERS BEHIND CLOSED DOORS

Nil

14. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

15. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION

Nil.

16. DECLARATION OF CLOSURE