

**MINUTES
JULY 2019**

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1. DECLARATION OF OPENING & ANNOUNCEMENT OF VISITORS

The Chair Person, Shire President Cr Alan Smith, declared the meeting opened at 5.45pm.

2. RECORD OF ATTENDANCE/APOLOGIES & APPROVED LEAVE OF ABSENCE**Members**

Cr AL Smith	Shire President
Cr GM Collins	Deputy Shire President
Cr SR Crosby	Member
Cr JN Germain	Member
Cr BC Bamess	Member
Cr KR Stephens	Member
Cr TD Borgward	Member
Cr KV Johnston	Member

Staff

RJ Miller	Chief Executive Officer
M Bamess	Deputy Chief Executive Officer
GD Mathewson	Works Manager

Members of the Public

Nil

Apologies**3. DECLARATION OF INTERESTS:**

- **Financial Interest:**
Nil
- **Members Impartiality Interest**
Nil
- **Proximity Interest:**
Nil

4. PUBLIC QUESTION TIME:

Nil

5. APPLICATION FOR MEMBERS FOR LEAVE OF ABSENCE:

1920/051 - COUNCIL RESOLUTION (Officer Recommendation)

MOVED Cr KR Stephens / Cr TD Borgward

That Leave of Absence be granted to Cr AL Smith for the 21 August 2019 Council Meeting.

**CARRIED 7/0
By Simple Majority**

6. CONFIRMATION and RECEIVING OF MINUTES/BUSINESS ARISING:**6.1 Ordinary Meeting of Council held on Wednesday 19 June, 2019**

That the minutes of the Ordinary Meeting of the Shire of Kent held on Wednesday 19 June, in the Shire of Kent Council Chambers be confirmed as a true and accurate record of proceedings and duly signed.

1920/052 - COUNCIL RESOLUTION (Officer Recommendation)

MOVED Cr JN Germain / Cr TD Borgward

That the minutes of the Ordinary Meeting of the Shire of Kent held on Wednesday 19 June, 2019 in the Shire of Kent Council Chambers be confirmed as a true and accurate record of proceedings and duly signed.

**CARRIED 8/0
By Simple Majority**

7. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION:

Nil

8. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS:

Nil

9. OFFICERS REPORTS:**9.1.1 MONTHLY FINANCIAL REPORTS TO 30 JUNE 2019**

PROPOSED MEETING DATE:	23 July 2019
PROPONENT:	N/A
LOCATION:	N/A
AUTHOR:	Michelle Bamess –Deputy Chief Executive Officer
REPORTING OFFICER:	Michelle Bamess –Deputy Chief Executive Officer
FILE NO:	FIN30.20
ASSESSMENT NO:	N/A
ATTACHMENTS:	<ul style="list-style-type: none"> • Monthly Financial Reports to 30 June 2019 (including Statement of Financial Activities, Notes 3-11 and Budget Variances to 30 June 2019)

PURPOSE

In accordance with the Local Government (Financial Management) Regulations 1996, to follow is the presentation of the Monthly Financial Reports to Council.

BACKGROUND

Monthly Financial Reports are to be presented to Council and are to be received by Council resolution.

COMMENT

The Monthly Financial Reports as presented indicate that Council continues to be in a sound financial position.

STATUTORY IMPLICATIONS

Local Government Act 1995 – Section 6.4

Local Government (Financial Management) Regulations 1996 – Clause 34 and 35

POLICY IMPLICATIONS

Policy 4.1 Accounting Policies

Objective: To provide the basis for Council's accounting concepts and reporting guidelines.
To maintain accounting reporting procedures which comply with Statutory Requirements and to demonstrate Council's financial position.

FINANCIAL IMPLICATIONS

Ongoing management of Council funds

STRATEGIC IMPLICATIONS

Community Strategic Plan 2017-2027

Civic Leadership Objective - Continually enhance the Shire's organisational capacity to service the needs our community

Outcome 4.1 An efficient and effective organisation

4.1.1 Continually improve operational efficiencies and provide effective services.

4.1.2 Continue to enhance communication and transparency.

RISK IMPLICATIONS

N/A

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council receive the following Monthly Financial Reports as presented:

- **Monthly Financial Reports to 30 June 2019**

1920/053 - COUNCIL RESOLUTION (Officer Recommendation)

MOVED Cr KR Stephens / Cr SR Crosby

That Council receive the following Monthly Financial Reports as presented:

- **Monthly Financial Reports to 30 June 2019**

**CARRIED 8/0
By Simple Majority**

9.1.2 SCHEDULE OF ACCOUNTS PAID TO 30 JUNE 2019

PROPOSED MEETING DATE:	23 July 2019
PROPONENT:	N/A
LOCATION:	N/A
AUTHOR:	Michelle Bamess –Deputy Chief Executive Officer
REPORTING OFFICER:	Michelle Bamess –Deputy Chief Executive Officer
FILE NO:	N/A
ASSESSMENT NO:	N/A
ATTACHMENTS:	Schedule of Accounts submitted 23 July 2019

PURPOSE

Council endorsement of payment to Creditors under CEO Delegated Authority 2.1.2.

BACKGROUND

Details payments made to creditors since last Council Meeting.

COMMENT

The Schedule of Accounts Reports as presented, indicate that Council continues to be in a sound financial position.

STATUTORY IMPLICATIONS

Local Government Act 1995 – Section 6.4

Local Government (Financial Management) Regulations 1996 – Part 2 – Regulation 11 & 12

POLICY IMPLICATIONS

Policy 4.1 Accounting Policies

Objective: To provide the basis for Council's accounting concepts and reporting guidelines.
To maintain accounting reporting procedures which comply with Statutory Requirements and to demonstrate Council's financial position.

FINANCIAL IMPLICATIONS

Ongoing management of Council funds

STRATEGIC IMPLICATIONS

Community Strategic Plan 2017-2027

Civic Leadership Objective - Continually enhance the Shire's organisational capacity to service the needs our community

Outcome 4.1 An efficient and effective organisation

4.1.1 Continually improve operational efficiencies and provide effective services.

4.1.2 Continue to enhance communication and transparency.

RISK IMPLICATIONS

N/A

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council endorse the payments from the Municipal Fund and Trust Fund:

Municipal Fund	\$480,970.87
Trust Fund	\$64.00
Direct Debits	<u>\$134,236.41</u>
TOTAL	<u>\$615,271.28</u>

1920/054 - COUNCIL RESOLUTION (Officer Recommendation)

MOVED Cr BC Bamess / Cr KV Johnston

That Council endorse the payments from the Municipal Fund and Trust Fund:

Municipal Fund	\$480,970.87
Trust Fund	\$64.00
Direct Debits	<u>\$134,236.41</u>
TOTAL	\$615,271.28

**CARRIED 8/0
By Simple Majority**

9.1.3 STATUS OF COUNCIL DECISIONS –JUNE 2019

PROPOSED MEETING DATE:	23 July 2019
PROPONENT:	N/A
LOCATION:	N/A
AUTHOR:	Rick Miller – Chief Executive Officer
REPORTING OFFICER:	Rick Miller – Chief Executive Officer
FILE NO:	041.1.1
ASSESSMENT NO:	N/A
ATTACHMENTS:	1. Council Resolution Register

PURPOSE

To inform Council of the actions taken in relation to Council decisions.

BACKGROUND

By providing this report to Council as an agenda item on a monthly basis will keep Council informed on the progress of decisions made.

COMMENT

The status of Council decisions/resolutions is included as an attachment and updated monthly.

It is requested that action items be reviewed at each Council meeting.

STATUTORY IMPLICATIONS

Local Government Act (1995), Section 5.41

The CEO's functions are to:-

c) Cause Council decisions to be implemented

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS**Community Strategic Plan 2017-2027**

Civic Leadership Objective - Continually enhance the Shire's organisational capacity to service the needs our community

Outcome 4.1 An efficient and effective organisation

4.1.1 Continually improve operational efficiencies and provide effective services.

4.1.2 Continue to enhance communication and transparency.

RISK IMPLICATIONS

N/A

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council receive the Council Resolutions Register for the month of June 2019.

1920/055 - COUNCIL RESOLUTION (Officer Recommendation)

MOVED Cr JN Germain / Cr KV Johnston

That Council receive the Council Resolutions Register for the month of June 2019.

**CARRIED 8/0
By Simple Majority**

9.1.4 STAFF-PROVIDED HOUSING ALLOWANCE POLICY

PROPOSED MEETING DATE:	23 July 2019
PROPONENT:	N/A
LOCATION:	N/A
AUTHOR:	Michelle Bamess –Deputy Chief Executive Officer
REPORTING OFFICER:	Rick Miller – Chief Executive Officer
FILE NO:	ADM45.10
ASSESSMENT NO:	N/A
ATTACHMENTS:	Staff-Provided Housing Allowance Policy

PURPOSE

Council are to review and adopt the Staff-Provided Housing Allowance Policy.

BACKGROUND

Following a request from a member of staff that Council review and update its current weekly Housing Allowance paid to staff residing in their own houses, the following resolution was passed at the June 2019 Ordinary Meeting of Council.

1920/049 - COUNCIL RESOLUTION (AMENDED)

MOVED Cr Sr Crosby / Cr KR Stephens

That Council amend the recommendation to:

1. Approve Housing Allowance Option 4 as detailed in this report;
2. Approves payment of allowances following adoption of policy;
3. Direct staff to develop Housing Allowance For Non-Shire Accommodation Policy with the following objectives and criteria in Table 1a:

TABLE 1a	
OBJECTIVE	
1.	To acknowledge the provision of staff housing to attract/retain employees and to provide a benefit to employees that live in non-shire housing.
2.	To encourage and support staff that wish to rent privately or live in their own home.
3.	To provide assistance to employees that live in non-subsidised housing.

CRITERIA	
1.	Shire staff employed on Full time or Part time basis.
2.	Applies to employees who reside within Shire of Kent boundaries.
3.	Applies to an individual household only (ie if 2 or more employees lived together that qualify, only 1 allowance is payable)
4.	For consideration, an application to CEO in writing is required.

**CARRIED 5/2, 1 Abstained
By Simple Majority
Against – Cr AL Smith, Cr GM Collins**

COMMENT

As there is currently no Policy for a staff housing allowance a new policy has been prepared for inclusion in the Shire of Kent Policy Manual based on the recommendations contained within the resolution as outlined above.

STATUTORY IMPLICATIONS

N/A

POLICY IMPLICATIONS

There is currently no policy relating to a Housing Allowance for staff residing in their own homes or private rentals.

FINANCIAL IMPLICATIONS

An increase in the Housing Allowance will be included in the 2019/2020 Budget.

STRATEGIC IMPLICATIONS

Community Strategic Plan 2017-2027

Economic Objective - Support growth and progress, locally and regionally.

Outcome 1.1 Growth in business opportunities

1.1.1 Attract new industry, business, investment and encourage diversity whilst encouraging growth of local business.

1.1.2 Promote the Shire of Kent and the Region in general.

Civil leadership Objective – Continually enhance the Shire's organisational capacity to service the needs of the community.

Outcome 4.2 An employer of choice

4.2.1 Provide a positive, desirable workplace.

Workforce Plan

Strategies to Meet Future Workforce Needs - Recruitment & Selection

Objective: Attract and engage appropriately qualified and skilled personnel

Strategy:

- Clear HR policy guidelines relating to recruitment and retention strategies in particular focusing on attracting appropriately qualified staff.
- Key elements to include:
 - Clearly defined incentives
 - Housing strategy and upgrade policy

RISK IMPLICATIONS

N/A

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION**That the Council:****Adopt the Staff-Provided Housing Allowance Policy as attached.****1920/056 - COUNCIL RESOLUTION (Officer Recommendation)****MOVED Cr KR Stephens / Cr SR Crosby****That Council adopt the Staff-Provided Housing Allowance Policy as attached.****CARRIED 8/0
By Simple Majority****9.1.5 MINUTES OF AUDIT COMMITTEE – FINANCIAL MANAGEMENT REVIEW REPORT JUNE 2019**

PROPOSED MEETING DATE:	23 July 2019
PROPONENT:	N/A
LOCATION:	N/A
AUTHOR:	Michelle Bamess – Deputy Chief Executive Officer
REPORTING OFFICER:	Rick Miller – Chief Executive Officer
FILE NO:	FIN5.15
ASSESSMENT NO:	N/A
ATTACHMENTS:	Audit Committee Meeting Minutes; and Shire of Kent Financial Management Review Report 2019

PURPOSE

That Council receive the minutes of the Shire of Kent Audit Committee for the Financial Management Review dated June 2019 and the recommendations contained within the report.

BACKGROUND

Regulations 5(2)(c) of the Local Government (Financial Management) Regulations 1996 requires the Chief Executive Officer to undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every four financial years) and report to the local government the results of those reviews. The last review was undertaken in May 2015.

Council's Auditors, Byfields, conducted a review of the Council's financial management policies and procedures in accordance with the requirements of the Local Government Act and associated regulations in May of 2019.

COMMENT

The Financial Management Review Report June 2019 was submitted for consideration of review by the Audit Committee and is now presented to Council for adoption. The Auditors have produced a report which provides an analysis of the systems and procedures of the shire and makes recommendations where appropriate. The Auditor's review of the Financial

Management Systems and Procedures developed by the Shire of Kent indicated that, except for the matters identified within their report the organisation is operating effectively and are deemed adequate for the council's needs and in particular for the size of the shire.

STATUTORY IMPLICATIONS

Pursuant to Regulation 5(1) of the Local Government (Financial Management) Regulations 1996, efficient systems and procedures are to be established by the Chief Executive Officer of a local government for:

- (a) The proper collection of all money owing to the local government;
- (b) The safe custody and security of all money collected or held by the local government;
- (c) The proper maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process);
- (d) Ensuring the proper accounting for municipal or trust-
 - (i.) Revenue received or receivable;
 - (ii.) Expenses paid or payable; and
 - (iii.) Assets and liabilities;
- (e) Ensuring the proper authorisation for the incurring of liabilities and the making of payments;
- (f) The maintenance of payroll, stock control and costing records; and
- (g) Assisting in the preparation of budgets, budget reviews, accounts and reports required by the Act or regulations.

In addition, Regulation 5(2) requires the Chief Executive Officer of a local government to-

- (a) Ensure that the resources of the local government are effectively and efficiently managed;
- (b) Assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and
- (c) Undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government (and not less than once in every 4 financial years) and report to the local government the results of those reviews.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

N/A

STRATEGIC IMPLICATIONS

This item relates to the following component from the Shire of Kent Strategic Community Plan 2017 – 2027:

Civic Leadership – Continually enhance the Shire's organisational capacity to service the needs of our community

Outcome 4.1

- 4.1.1 Continually improve operational efficiencies and provide effective services.
- 4.1.2 Continue to enhance communication and transparency

RISK IMPLICATIONS

N/A

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council:

Receives the minutes of the Audit Committee dated 23 July 2019 and the recommendations contained within the report.

1920/057 - COUNCIL RESOLUTION (Officer Recommendation)

MOVED Cr JN Germain / Cr KR Stephens

That Council receives the minutes of the Audit Committee dated 23 July 2019 and the recommendations contained within the report.

**CARRIED 8/0
By Simple Majority**

10. ELECTED MEMBERS MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

11. NEW BUSINESS OF AN URGENT NATURE AGREED TO BY RESOLUTION OF COUNCIL

1920/058 - COUNCIL RESOLUTION

MOVED Cr GM Collins / Cr KR Stephens

That the council:

Consider the new business of urgent nature as presented.

CARRIED 8/0

11.1.1 ADOPTION OF 2019/2020 BUDGET

PROPOSED MEETING DATE:	23 July 2019
PROPONENT:	N/A
LOCATION:	Whole of the Shire
AUTHOR:	Christie Smith – Executive Support / Project Officer
REPORTING OFFICER:	Rick Miller – Chief Executive Officer
FILE NO:	042.6.3
ASSESSMENT NO:	N/A
ATTACHMENTS:	2019/20 Statutory Budget including the Draft work papers.

PURPOSE

To consider and adopt the Municipal Fund Budget for the 2019/20 financial year together with supporting schedules, including imposition of rates and minimum payments, adoption of fees and charges, reserve transactions setting of elected members fees for the year and other consequential matters arising from the budget papers.

BACKGROUND

The draft 2019/20 budget has been compiled based on the principles contained in the Community Strategic Plan. The 2019/20 draft budget has been prepared in accordance with the presentations made to councillors at the budget workshops held in June 2019.

Financial budget requests for submissions from the community were advertised in April/May 2019, three minor submissions were received from Nyabing Playgroup, A Smart Start and Nyabing St John Ambulance.

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:

- The budget has been prepared with a 2% rate increase.
- Minimal changes to Fees and Charges
- The recurrent operating budget includes an overall increase in estimated expenditure of 2.5% (although individual line items may vary from this based on specific factors affecting each of these). There is no plan to increase numbers of staff in the outside workforce; an additional 0.2fte (1 day per week) has been budgeted for the office to provide corporate support.
- A capital works program of \$6,149,242 for investment in infrastructure, land and buildings, plant and equipment and furniture and equipment is planned. \$2,164,038 for road expenditure and \$2.2mil as part of the Great Southern Housing Initiative project.
- An estimated surplus of \$4mil is anticipated to be bought forward from 30 June 2019. However, this is unaudited and may change. Any change will be addressed as part of a future budget review.
- Principal additional grant funding for the year is estimated from:
 - Regional Road Group Funding \$410,000
 - Roads to Recovery Funding \$464,737
 - Black Spot Funding \$34,000
 - Great Southern Housing Initiative Funding \$1,100,000

STATUTORY IMPLICATIONS

Local Government Act 1995 s6.2 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 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 2019/20 budget as presented is considered to meet statutory requirements.

POLICY IMPLICATIONS

There is no policy on discount on rates, this is determined annually throughout the budget process.

FINANCIAL IMPLICATIONS

The setting of the Shire's Annual Budget is a key decision made by Council on an annual basis. It is imperative that all Councillors fully understand the Budget and recognise the implications of decisions that have been made regarding resource allocation for the following 12 months as a result of the adoption of the Budget.

STRATEGIC IMPLICATIONS

The Shire of Kent Community Strategic Plan identifies a number of key objectives and strategies based upon a sustainable future.

The 2019/20 Budget as presented is in keeping with Council's Strategic direction.

Community Strategic Plan 2017-2027

- Economic Objective - Support growth and progress, locally and regionally.
- Social Objective – To provide community facilities and promote social interaction.
- Environment Objective – Conserve, protect and enhance our natural sand built environment.
- Civic Leadership – Continually enhance the Shire's organisational capacity to service the needs of our community.

RISK IMPLICATIONS

N/A

VOTING REQUIREMENT

Absolute Majority

RECOMMENDATION 1 - GENERAL AND STATUTORY FEES AND CHARGES

That the Fees and Charges and Rental Charges included within the budget document and the following Service Charges be adopted in accordance with the provisions of the Local Government Act 1995 and the Health Act 1911.

Local Government Act 1995 – Service Charges 2019/20

Recycling charges

Recycling Nyabing and Pingrup Townsites \$126 per service

Health Act 1911

Refuse Removal Charges

Residential	\$235.00 per 240 litre bin (Pensioners \$118.00) per 240 litre bin
Commercial	\$235.00 per 240 litre bin

Sewerage Charges

Nyabing Residential Sewerage	\$0.0567cents in the dollar minimum charge \$365.00
Nyabing Commercial Sewerage	\$0.0567 cents in the dollar minimum charge \$810.00
Nyabing Vacant lot Sewerage	\$251.00 per property
Pingrup Residential Sewerage	\$0.0672 cents in the dollar minimum charge \$365.00
Pingrup Commercial Sewerage	\$0.0672 cents in the dollar minimum charge \$810.00
Pingrup Vacant Lot Sewerage	\$251.00 per property
Minor fixture charge (first)	\$249.00
Major fixture charge (first)	\$810.00
Additional fixtures	\$101.00

1920/059 - COUNCIL RESOLUTION**MOVED Cr BC Bamess / Cr KV Johnston****RECOMMENDATION 1- GENERAL AND STATUTORY FEES AND CHARGES**

That the Fees and Charges and Rental Charges included within the budget document and the following Service Charges be adopted in accordance with the provisions of the Local Government Act 1995 and the Health Act 1911.

Local Government Act 1995 – Service Charges 2019/20**Recycling charges**

Recycling Nyabing and Pingrup Townsites \$126 per service

Health Act 1911**Refuse Removal Charges**

Residential	\$235.00 per 240 litre bin (Pensioners \$118.00) per 240 litre bin
Commercial	\$235.00 per 240 litre bin

Sewerage Charges

Nyabing Residential Sewerage	\$0.0567cents in the dollar minimum charge \$365.00
Nyabing Commercial Sewerage	\$0.0567 cents in the dollar minimum charge \$810.00
Nyabing Vacant lot Sewerage	\$251.00 per property
Pingrup Residential Sewerage	\$0.0672 cents in the dollar minimum charge \$365.00
Pingrup Commercial Sewerage	\$0.0672 cents in the dollar minimum charge \$810.00
Pingrup Vacant Lot Sewerage	\$251.00 per property
Minor fixture charge (first)	\$249.00
Major fixture charge (first)	\$810.00
Additional fixtures	\$101.00

CARRIED 8/0
By Absolute Majority

RECOMMENDATION 2 – GENERAL AND MINIMUM RATES

That the following General Rates for 2019/20 be adopted in accordance with the requirements of Section 6.32 of the Local Government Act 1995:

Rates

	Cents in \$	Minimum Rate
Unimproved Valuations (Rural/Mining)	0.010841	\$505.00
Gross Rental Valuations (Townsites)	0.105300	\$505.00

Discount

No early settlement discount or rates incentive prizes to be offered in the 2019/20 Budget.

1920/060 - COUNCIL RESOLUTION

MOVED Cr SR Crosby / Cr JN Germain**RECOMMENDATION 2 – GENERAL AND MINIMUM RATES**

That the following General Rates for 2019/20 be adopted in accordance with the requirements of Section 6.32 of the Local Government Act 1995:

Rates	Cents in \$	Minimum Rate
Unimproved Valuations (Rural/Mining)	0.010841	\$505.00
Gross Rental Valuations (Townsites)	0.105300	\$505.00

Discount

No early settlement discount or rates incentive prizes to be offered in the 2019/20 Budget.

CARRIED 8/0
By Absolute Majority

RECOMMENDATION 3 – INSTALMENT PAYMENT ARRANGEMENTS

That the following payment options be offered with respect to the payment of rates/rubbish charges for 2019/20:

Rate Payment Options**Option 1**

Payment in full by one Instalment only, payment is to be received by 4:30pm Friday 6 September 2019.

Option 2

Payment by two instalments only

1 st Instalment due date	4:30pm Friday 6 September 2019
2 nd Instalment due date	4:30pm Friday 10 January 2020

(A \$15.00 administration fee is applicable)

Option 3*

Payment by four instalments only

1 st Instalment due date	4:30pm Friday 6 September 2019
2 nd Instalment due date	4:30pm Friday 8 November 2019
3 rd Instalment due date	4.30pm Friday 10 January 2020
4 th Instalment due date	4.30pm Friday 13 March 2020

(A \$30.00 administration fee is applicable)

A charge of 5.5% per annum, calculated daily at 0.01507% by simple interest will apply in accordance with regulation 68 of the Local Government (Financial Management) Regulations 1996, will apply to assessments where the owner has elected to pay rates and service charges by instalment.

Late Payment Penalty – Rates and Rubbish Charges

A charge of 11.0% per annum, calculated daily at 0.03014% by simple interest will apply as follows:

If NO instalment option taken – Interest shall begin to accrue on rates and/or rubbish charges that remain unpaid after 6 September 2019
Eligible pensioners are exempt.

Instalment options taken - Interest shall begin to accrue daily on any rates/rubbish instalments payments that remain unpaid after the due date of the instalment, and continue to accrue until such time as the instalment is paid. Eligible pensioners are exempt.

Interest on Rates and/or Rubbish Charges Arrears will accrue on a daily basis until the arrears are paid.

1920/061 - COUNCIL RESOLUTION
MOVED Cr SR Crosby / Cr TD Borgward**RECOMMENDATION 3 – INSTALMENT PAYMENT ARRANGEMENTS**

That the following payment options be offered with respect to the payment of rates/rubbish charges for 2019/20:

Rate Payment Options

Option 1

Payment in full by one Instalment only, payment is to be received by 4:30pm Friday 6 September 2019.

Option 2

Payment by two instalments only

1 st Instalment due date	4:30pm Friday 6 September 2019
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(A \$15.00 administration fee is applicable)

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(A \$30.00 administration fee is applicable)

A charge of 5.5% per annum, calculated daily at 0.01507% by simple interest will apply in accordance with regulation 68 of the Local Government (Financial Management) Regulations 1996, will apply to assessments where the owner has elected to pay rates and service charges by instalment.

Late Payment Penalty – Rates and Rubbish Charges

A charge of 11.0% per annum, calculated daily at 0.03014% by simple interest will apply as follows:

If NO instalment option taken – Interest shall begin to accrue on rates and/or rubbish charges that remain unpaid after 6 September 2019
Eligible pensioners are exempt.

Instalment options taken - Interest shall begin to accrue daily on any rates/rubbish instalments payments that remain unpaid after the due date of the instalment, and continue to accrue until such time as the instalment is paid. Eligible pensioners are exempt.

Interest on Rates and/or Rubbish Charges Arrears will accrue on a daily basis until the arrears are paid.

CARRIED 8/0
By Absolute Majority

RECOMMENDATION 4 – MUNICIPAL FUND BUDGET FOR 2019/20

That the Council adopts the Budget under the Local Government Act 1995 Section 6.2 for the Shire of Kent for the year ending 30 June 2020, incorporating:

- Operating Statement
- Statement of Cash Flows
- Statement of Non Operating Incomes and Expenditures
- Rate Setting Statement

- Statement of Rating Information
- Other supporting documents and schedules
- (Including the 10 Year Plant Replacement Program, 2019/20 Road Program)

1920/062 - COUNCIL RESOLUTION

MOVED Cr GM Collins / Cr JN Germain

RECOMMENDATION 4 – MUNICIPAL FUND BUDGET FOR 2019/20

That the Council adopts the Budget under the Local Government Act 1995 Section 6.2 for the Shire of Kent for the year ending 30 June 2020, incorporating:

- Operating Statement
- Statement of Cash Flows
- Statement of Non Operating Incomes and Expenditures
- Rate Setting Statement
- Statement of Rating Information
- Other supporting documents and schedules
- (Including the 10 Year Plant Replacement Program, 2019/20 Road Program)

**CARRIED 8/0
By Absolute Majority**

RECOMMENDATION 5 – MATERIAL VARIANCE REPORTING FOR 2019/20

In accordance with regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, the level to be used in statements of financial activity in 2019/20 for reporting material variances shall be 10% or \$10,000 whichever is greater.

1920/062 - COUNCIL RESOLUTION

MOVED Cr GM Collins / Cr JN Germain

RECOMMENDATION 5 – MATERIAL VARIANCE REPORTING FOR 2019/20

In accordance with regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, the level to be used in statements of financial activity in 2019/20 for reporting material variances shall be 10% or \$10,000 whichever is greater.

**CARRIED 8/0
By Absolute Majority**

RECOMMENDATION 6 – ELECTED MEMBERS' FEES AND ALLOWANCES FOR 2019/20

1. Pursuant to Section 5.99 of the *Local Government Act 1995* and regulation 34 of the *Local Government (Administration) Regulations 1996*, council adopts the following annual fees for payment of elected members in lieu of individual meeting attendance fees:

President	\$8,000 per annum
Councillors	\$8,000 per annum

2. Pursuant to Section 5.99A of the *Local Government Act 1995* and regulations 34A and 34AA of the *Local Government (Administration) Regulations 1996*, council adopts the following annual allowances for elected members:

Communications Allowance	\$1,000 per annum
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3. Pursuant to Section 5.98(5) the Local Government Act 1995 and regulations 33 and 34AA of the Local Government (Administration) Regulations 1996, council adopts the following annual local government allowance to be paid in addition of the annual meeting allowance:

President	\$8,000 per annum
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1920/063 - COUNCIL RESOLUTION

MOVED Cr SR Crosby / Cr TB Borgward

RECOMMENDATION 6 – ELECTED MEMBERS’ FEES AND ALLOWANCES FOR 2019/20

4. Pursuant to Section 5.99 of the *Local Government Act 1995* and regulation 34 of the *Local Government (Administration) Regulations 1996*, council adopts the following annual fees for payment of elected members in lieu of individual meeting attendance fees:

President	\$8,000 per annum
Councillors	\$8,000 per annum

5. Pursuant to Section 5.99A of the *Local Government Act 1995* and regulations 34A and 34AA of the *Local Government (Administration) Regulations 1996*, council adopts the following annual allowances for elected members:

Communications Allowance	\$1,000 per annum
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6. Pursuant to Section 5.98(5) the Local Government Act 1995 and regulations 33 and 34AA of the Local Government (Administration) Regulations 1996, council adopts the following annual local government allowance to be paid in addition of the annual meeting allowance:

President	\$8,000 per annum
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**CARRIED 8/0
By Absolute Majority**

12. MATTERS BEHIND CLOSED DOORS

That the meeting be closed to the public in accordance with section 5.23 Local Government Act 1995, 5.5.23(2))

- Matters affecting employee(s)
- Personal affairs of any person(s), including financial and/or commercial Contracts
- Commercial Confidentiality
- Legal advice/matters
- Public safety/security matters where public knowledge may be prejudicial.

13. MEETING CLOSED

There being no further business the Shire President Cr Alan Smith, closed the meeting at 6.14pm.