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Minutes of the Special Meeting of Council held in the Council Chambers on Thursday 30 August 2018, commencing at 5.30pm, called for the purpose of Adopting the 2018/19 Budget.

The Presiding Member opened the Meeting at 5.30pm

Acknowledgment of Country – Presiding Member
On behalf of the Councillors, staff and gallery, I acknowledge the Noongar People, the Traditional Owners of the Land on which we are gathered, and pay my respects to their Elders both past and present.

Attendance, Apologies and Leave of Absence
President  - Cr A Pratico
Councillors  - J Bookless
- J Boyle
- D Mackman
- J Moore
- J Nicholas
- P Scallan
- A Wilson
In Attendance  - T Clyanch, CEO
- M Larkworthy, Executive Manager Corporate Services
- E Denniss, Executive Manager Community Services
- T Lockley, Executive Assistant
Apology  - Cr C Wallace

Attendance of Gallery
K Garde, L Roberts

Public Question Time - Nil

Petitions/Deputations/Presentations - Nil

Comments on Agenda Items by Parties with an Interest - Nil

Notification of Disclosures of Interest
Section 5.65 or 5.70 of the Local Government Act requires a Member or Officer who has an interest in any matter to be discussed at a Committee/Council Meeting that will be attended by the Member or Officer must disclose the nature of the interest in a written notice given to the Chief Executive Officer before the meeting; or at the meeting before the matter is discussed.
A Member who makes a disclosure under Section 5.65 or 5.70 must not preside at the part of the meeting relating to the matter; or participate in; or be present during, any discussion or decision making procedure relating to the matter, unless allowed by the Committee/Council. If Committee/Council allow a Member to speak, the extent of the interest must also be stated.

Nil

Business Items

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<td>Council</td>
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<tr>
<td>OFFICER</td>
<td>Chief Executive Officer and Executive Manager Corporate Services</td>
<td></td>
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<tr>
<td>DATE OF REPORT</td>
<td>21 August 2018</td>
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Attachment 1 Draft 2018/19 Budget

OFFICER RECOMMENDATION

1. That in the 2018/19 financial year, Council impose the following rates in the dollar and minimum rates in the district:

<table>
<thead>
<tr>
<th>Category</th>
<th>Rate in $</th>
<th>Minimum Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross Rental Value (GRV) Properties</td>
<td>9.0434 cents</td>
<td>$897.00</td>
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<td>0.6222 cents</td>
<td>$1,112.00</td>
</tr>
<tr>
<td>Mining Unimproved Value (UV) Properties</td>
<td>7.8450 cents</td>
<td>$534.00</td>
</tr>
</tbody>
</table>

[Absolute Majority Required]

2. That in the 2018/19 financial year, Council imposes Rubbish Collection Charges as follows:

- $79.00 per annum per 120 litre or 140 litre rubbish bin (noting a 240 litre rubbish bin represents two 120 litre services); and
- $71.00 per annum per 240 litre recycling bin.

and that these charges be included in the 2018/19 Schedule of Fees & Charges.  

[Absolute Majority Required]

3. That in the 2018/19 financial year, Council, under Section 66 of the Waste Avoidance and Recovery Act 2007, imposes a Landfill Site Maintenance Rate for the purpose of funding all its waste services other than kerbside rubbish and recycling collection services. Furthermore Council sets the following rates in the dollar for the Landfill Site Maintenance Rate however noting that under Section 6.35 of the Local Government Act and Regulation 52A of the Local Government (Financial Management) Regulations all rateable properties will be charged the minimum rate only:
4. That for the Landfill Site Maintenance Rate the following concessions will be applicable:

“Where more than one assessment is held in identical name or names, no more than one charge will apply, except in the following situations:

(i) A habitable dwelling house or commercial rented premises is situated on the additional property; or
(ii) The additional properties are separated by more than 10 kilometres as measured cadastrally on an appropriate map”.

5. That a concession of 15% of the rates raised be granted to properties previously rated in the ‘UV Urban Farmland’ differential rating category. This concession is in recognition of the higher values applied to properties within the townsite as opposed to land outside of the townsite. The concession be granted to the following rate assessments:

A29624
A39009
A41717

6. That in the 2018/19 financial year, Council nominate due dates for the payment of rates and service charges as follows:

<table>
<thead>
<tr>
<th>Payment in Full</th>
<th>Payment in Instalments</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 October 2018</td>
<td>12 October 2018</td>
</tr>
<tr>
<td></td>
<td>12 December 2018</td>
</tr>
<tr>
<td></td>
<td>12 February 2019</td>
</tr>
<tr>
<td></td>
<td>12 April 2019</td>
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</tbody>
</table>

7. That in the 2018/19 financial year, Council impose penalty interest at 11% per annum, calculated daily, on rates and service charges remaining unpaid (excluding eligible pensioners opting to defer the payment of their rates), after the due dates identified in Part 5 above.

8. That in the 2018/19 financial year, Council impose instalment plan administrative fees and interest for the payment of rates and service charges as follows:

- $8.35 per instalment (not including the first instalment); and
- 5.5%.

[Absolute Majority Required]
9. That Council note that pursuant to Section 6.16 of the Local Government Act 1995, it has already adopted at its May 2018 meeting the Fees and Charges included in the draft 2018/19 Budget document.  
[Absolute Majority Required]

10. That for the financial year ending 30 June 2019, Council transfer funds to and from the Reserve Funds, as is specified in the 2018/19 Draft Budget.

11. That the following new Reserve Funds be created:

   Reserve Name: Prepaid Rates Reserve
   Purpose of Reserve: To ensure funding is available in 2019/20 to offset derecognition of prepaid rates as revenue due to the introduction of Accounting Standard AASB1058.

   Reserve Name: Blackspot Works Reserve
   Purpose of Reserve: To provide a funding mechanism for Blackspot grants that require a matched funding component.

[Absolute Majority Required]

12. That the MGB Reserve be amalgamated with the Sanitation Reserve with the latter to remain the name of the Reserve Fund.
[Absolute Majority Required]

13. That the purpose of the Recreation Centre Floor Reserve be amended to include the funding of solar equipment replacement and the name of the reserve be amended to “Recreation Centre Floor and Solar Reserve”.  
[Absolute Majority Required]

14. That the purpose of the SBS Tower Replacement Reserve be amended to include the funding of all infrastructure related to SBS retransmission and the name of the reserve be amended to “SBS Tower and Infrastructure Replacement Reserve”.  
[Absolute Majority Required]

15. That for the financial year ending 30 June 2019, Council transfer funds to and from the Trust Account, as is specified in the 2018/19 Draft Budget.

16. That Council adopt the balanced 2018/19 Draft (Statutory) Annual Budget, including the Rate Setting Statement which indicates that $4,539,351 in rates is to be raised, as presented.
[Absolute Majority Required]

17. That in accordance with Policy F7 (Reporting Forecast Budget Variations Policy), for the financial year ending 30 June 2019 Council adopt a percentage of plus or minus 10% up to $50,000 at sub-program level, and 5% over $50,000, at sub-program level, to be used for reporting material variances of actual revenue and expenditure in the monthly reports of financial activity. The exception being that material variances of $1,000 or less are non-reportable.
18. That Council approves the following incentive program for the early payment of rates in full by the due date of 12 October 2018:

1st Prize: $600 Community Cash Vouchers
2nd Prize: Weekend accommodation package at Quality Hotel Ambassador Perth (valued at $560)
3rd Prize 1 Double pass to Asher Fisch Conducts Strauss & Bruckner Concert (double pass valued at $182)
4th Prize 1 Double pass to Asher Fisch Conducts Strauss & Bruckner Concert (double pass valued at $182)

[Absolute Majority Required]

Summary/Purpose
Local Governments must prepare annual budgets in the format as prescribed in the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996. This report is for Council to consider:

- Adopting the 2018/19 Annual Budget;
- Confirming its current policy for setting a level of reporting material variances so as to satisfy Council that the annual budget is being implemented satisfactorily;
- Setting fees for kerbside rubbish collection and kerbside recycling collection services.
- Setting the Landfill Site Maintenance Rate under the Waste Avoidance and Resource Recovery Act 2007
- Setting due dates for payment of rates and service charges, either in full or by instalments;
- Setting interest rates for outstanding rates after the due date and for rates paid by instalments and the administrative fee for setting up an instalment plan.
- Transfer of reserve account funds.
- Transfer of trust funds.

Background
The 2018/19 budget process commenced in October 2017 with the public advertising of the application process for new community grants in 2018/19 and service agreement applications for up to 3 years from 2018/19. The applications were determined by Council at its meeting held on 31 May 2018.

In 2016/17 Council conducted comprehensive reviews of its Strategic Community Plan and Corporate Business Plan with both being adopted by Council at its meeting on 29 June 2017. An annual review of the Corporate Business Plan was undertaken in May 2018 with an updated Corporate Business Plan being adopted by Council at its meeting on 28 June 2018.

Council’s Corporate Business Plan is the key informing document for the annual budget. The Corporate Business Plan is an internal business planning tool that translates Council priorities into operations within the resources available. The plan details the services, operations and projects a local government will deliver within a defined period. It also includes the processes for delivering these.
The Corporate Business Plan contains forecasts of funding, additional operating activities/expenditure (over and above current operating activities) and capital program expenditure. The forecasts for Year 1 of the Corporate Business Plan have been fed directly into the draft 2018/19 budget.

A Council budget workshop was held on 17 May 2018 where in addition to progressing the annual review of the Corporate Business Plan and 10 Year Strategic Works Program the following matters were considered:

- Progressing the annual review of the Corporate Business Plan
- Annual review of 10 Year Strategic Works Program
- Annual review of 10 Year Plant Replacement and Light Fleet Replacement Plans.
- Consideration of 10 Year Equipment Replacement and Furniture & Equipment Programs
- Review of fees and charges
- Councillor requests/proposals
- 2018/19 rating strategy

At the workshop a rate increase of 3.5% was generally agreed for preparation of the draft budget.

**Officer Comment**

The draft budget is a balanced budget with a 3.5% rate increase.

The graphs below provide an analysis of various funding sources and expenditure areas as contained in the draft 2018/19 budget.

Rates make up 31.6% of budgeted revenue with operating grants (10.9%), capital grants (11.1%), transfers from reserve accounts (15.2%) and revenue from fees and charges (11.8%) also being significant funding sources.
The largest expenditure areas by percentage are employee costs, depreciation (non-cash), materials & contracts and capital infrastructure works.

Excluding capital grants, transfers from reserve accounts, borrowings and asset sales the graph below shows the source of operating income contained in the draft 2018/19 budget.
The table below shows where the budgeted rate revenue of $4,539,351 is to be expended with the largest program areas of expenditure being recreation & culture and transport.

Set out below is a summary of funding for some of the key features of the draft budget and other related subjects.
1. Rates in the Dollar

In accordance with Section 6.36 of the Local Government Act 1995 (the Act) Council was required to establish the differential rates it will advertise prior to considering and adopting the budget. Accordingly at its ordinary meeting held on 14 June 2018 Council resolved to:

That Council:

1. After consideration of its strategic community plan and annual review of the corporate business plan fund the estimated budget deficiency of $4.53m by applying differential rates when drafting the 2018/19 Annual Budget.

2. In accordance with section 6.36 of the Local Government Act 1995 endorses the advertising for public submissions on the proposed differential rates as set out in the table below, and makes available to the public Attachment 1 to this report setting out the objects and reasons for the differential rates:

<table>
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</thead>
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</tr>
</tbody>
</table>

3. Direct the CEO to:
   • report back to Council any public submissions in relation to the proposed differential rates;
   • seek the approval of the Minister to impose in 2018/19 a differential Mining UV rate which is more than twice the lowest general differential UV rate.

4. Incorporate into the 2018/19 Budget a concession of 15% of the rate raised for properties previously rated in the ‘UV Urban Farmland’ differential rating category. Further, this concession be reduced by 5% in each subsequent budget commencing in 2019/20.

Advertising of the Notice of Intention to Levy Differential Rates for 2018/19 occurred in the Manjimup Bridgetown Times on 20 June 2018. The submission period closed on 20 July 2018 and one submission was received. At its July 2018 meeting Council considered the submission but resolved (Resolution C.10/0718) to retain the rate in the dollar and minimum payment as advertised and (Resolution C.10/0718a) to make application to the Minister for Local Government, Sport and Cultural Industries to impose in 2018/19 a differential Mining UV rate which is more than twice the lowest general differential UV rate.

Approval was obtained from the Minister on 15 August 2018 for the imposition of a differential Mining UV rate which is more than twice the lowest differential UV rate.

The increases in minimum rates from 2017/18 to 2018/19 are $30.00 for GRV properties, $38.00 for Rural UV properties. However for Mining UV properties a reduction of $226.00 will occur from 2017/18 to 2018/19 to ensure compliance with the minimum rating provision of the Local Government Act 1995.
2. Community Grants and Service Agreements
At its ordinary meeting held on 31 May 2018 Council resolved to allocate $155,951 in the 2018/19 budget for community donations as follows:

- $5,896 New service agreements
- $69,447 Existing service agreements to be carried forward
- $28,291 New community group grants
- $2,500 Chief Executive Officer donations
- $4,000 Chief Executive Officer hall hire donations
- $680 Rubbish and recycling collection for community events
- $200 Rubbish and recycling collection for Shire leased facilities
- $41,822 Landcare Officer
- $500 South West Academy of Sport Sponsorship
- $250 Agricultural Society School Art Prize Sponsorship
- $1,000 Manjimup Airfield Contribution
- $1,000 Greenbushes Australia Day Breakfast Event
- $365 High School Awards

The $28,291 of new community grants is made up of:

- Blackwood Biosecurity Inc. – fox hunt breakfast - $500
- Bridgetown-Greenbushes Business & Tourism Assoc. – Puzzle Town event - $4,200
- Bridgetown Golf Club – sprinklers - $1,179
- Bridgetown Historical Society – furniture and software - $912
- Greenbushes Belles CWA – building refurbishment - $2,000
- Blues at Bridgetown – street party - $19,500

New and continuing service agreements are made up of:

- Blackwood Youth Action Group – Year 1 of 3 - $1,651 – rubbish collection, internet and promotion costs
- Grow Greenbushes Inc. – Year 1 of 3 - $2,745 – marquee hire for Greenbushes Fun Run event
- WA Volunteer Bush Fire Brigades Historical Group – Year 1 of 3 - $1,500 – contribution to rental costs
- Bridgetown Equine – Year 2 of 3 - $3,850 – traffic management plan for event
- Bridgetown Historical Society – Year 2 of 3 - $2,735 – administration costs
- Bridgetown Scouts – Year 2 of 3 - $1,580 – building operations
- Geegeelup Village Inc. – Year 2 of 3 - $25,000 – contribution towards rates
- Blackwood Country Gardens – Year 3 of 3 – administration and promotional costs of festival - $2,000
- Bridgetown Child Health Inc. - Year 3 of 3 – child health services - $6,000
- Bridgetown Family & Community Centre - Year 3 of 3 – Shire rates and insurance costs - $8,000
- Bridgetown Lawn Tennis Club - Year 3 of 3 – assistance for running costs of annual Easter tennis tournament - $2,000
- Bridgetown Masonic Lodge - Year 3 of 3 – Contribution to Rates - $750
- Greenbushes Community Resource Centre - Year 3 of 3 – community bus hire - $700
- Greenbushes Golf Club - Year 3 of 3 – contribution towards insurances - $1,500
3. **Road Works**

The draft budget provides for construction works on the following roads:

- Winnejup Road (progressive reconstruction)
- Glentulloch Road (reconstruct 1.22km section)
- Tweed Road (reconstruct 1.61km section)
- Blackwood Park Road (upgrade drainage and gravel resheet)
- Nelson Street (asphalt overlay)
- Brockman Highway (reconstruct 3 curves)
- Mockerdillup Road (survey and design)

An amount of $1,035,000 is included for the reconstruction and widening of Maranup Ford Road from the mine entrance to the Greenbushes town boundary. $150,000 of this amount is Shire funds, $250,000 State Government Commodities Route Funding and $635,000 contribution from Talison Lithium Pty Ltd.

Also bridge works to the value of $450,561 will occur on two bridges located on Blackbutt Road, one on Fletchers Road, one on Maranup Ford Road, one on Catterick Road and one on Hester Cascades Road.

4. **Footpaths**

No new footpath projects are scheduled for 2018/19 other than a $5,000 allocation for disability access improvements.

5. **Drainage**

The budget provides for the following drainage projects:

- Palmers Road
- Four Seasons Estate
- Barlee Street laneway
- Dusting Drive
- Forrest Street
- Clare Ash Rise
- Moulton Street
- Cleanout and repairs to Geegelup Brook behind shops

6. **Plant and Fleet Replacement**

The budget provides for the following plant and fleet items for replacement in 2018/19:

**Plant**

- 2010 Caterpillar tracked loader
- 2007 John Deere Tractor (carry-forward from 2017/18)
- 2009 Mitsubishi 5T Tipper Truck (carry-forward from 2017/18)
**Light Fleet**
Nissan Pathfinder – B0010 (Executive Manager Works & Services)
Nissan Pathfinder – B0111 (Senior Engineering Technical Officer)
Nissan Pathfinder – B16525 (Manager Environmental Health)
Holden Colorado 7 – B16117 (Principal Building Surveyor)
Holden Colorado Space Cab – B8880 (Rangers)
Ford Ranger Space Cab – B16367 (Depot General Hand)
Ford Ranger Super Cab – B15439 (Building Maintenance)

7. Recreation
- Staged replacement of exercise equipment in Somme Creek Parklands.
- Commencement of construction of the proposed regional bridle trail. Note the Shire of Bridgetown-Greenbushes is project managing this project on behalf of the Warren Blackwood Alliance of Councils hence all income (grants) and expenditure for the project is shown in the Shire’s budget.
- Reconstruction of the boardwalk below the caravan park.
- A parkland improvement strategy is to be prepared and this will guide future development and expenditures for parkland.
- Funding for completion of investigations into the suitability and capacity of a new water source for the Bridgetown Sportsground.
- Approval has been obtained from the Public Transport Authority to allow landscaping of the area between the railway line and the railway car park and subject to final approval of the selected species this landscaping is scheduled to occur.

- ESL operating grant (FESA) for bush fire brigades increased from 2017/18 by 4.4% to $164,699 of which the 1st quarter (25%) was paid prior to 30 June 2018 therefore only 75% of this amount (being $123,524) is shown in the 2018/19 budget.
- ESL operating grant (FESA) for the Bridgetown SES Brigade of $16,070 of which the 1st quarter (25%) was paid prior to 30 June 2018 therefore only 75% of this amount is shown in the 2018/19 budget.
- A new heavy tanker (valued at $350,000), which had been proposed for delivery in June 2018 but has been delayed due to backlog of ESL funded vehicles being manufactured under auspice of DFES.
- Replacement of the Shire owned bush fire support vehicle (non-ESL funded).
- 2018/19 is the 2nd year of funding under the State Government’s Mitigation Activity Fund with funding of $129,220 to be received for mitigation activities on Shire controlled land.

9. Community Services
- Funding for implementation of the Age Friendly Community Plan, Youth Friendly Community Plan and Access and Inclusion Plan via various programs, events and initiatives.
- Funding for the continuation of the summer evening outdoor film festival.
- Develop new ACROD parking bays in CBD to replace existing on-street infirm parking bays.
- Delivery of the Bridgetown Art Trail.
10. Governance and Administration

- The 2018/19 Financial Assistance Grants (Commonwealth Government) has been budgeted to be the same as 2017/18 as the actual amount won't be announced until late August or early September. The Commonwealth Government did provide an advance payment of 50% (based on the 2017/18 grant) therefore the budget only shows income for the remaining 50% over 4 quarterly payments. The 50% payment received towards the end of 2017/18 is contained in the carry-forward surplus from 2017/18 to 2018/19.

- Councillor allowances have been frozen for the fourth consecutive year as determined by Council at its May 2018 meeting.

- Compilation of councillor honour boards for the Council Chambers (funding carried forward from 2017/18).

- A new archive storage facility is to be constructed at the Shire Depot to ensure the Shire meets its record keeping legislative responsibilities.

- An allocation of $90,000 has been set aside for implementation of the Workforce Plan. Any expenditure of these funds will require a Council resolution.

- The total budgeted wages for 2018/19 is $4,147,411 which is 2.31% greater than that allocated in the 2017/18 budget. The majority of this increase ($90,000 out of $93,731) is an allocation for implementation of the review of the Workforce Plan (which includes a review of the organisational structure). The $4,147,411 of budgeted wages in 2018/19 equates to 91.37% of the total to be raised by rates in 2018/19, well within the target of 100% set by Council’s current Workforce Plan.

11. Major Building Improvements

Significant works include:

- Shire Administration Centre – Commencement of progressive program to repair and renovate external walls of the building, repairs to lead light glass, roof repairs, replace air conditioner in server room, sub-soil drainage works, installation of LED lights in toilets
- Greenbushes Hall – sub-floor and floor repairs, roof repairs, electrical repairs, complete kitchen reconfiguration
- Greenbushes Office – electrical repairs
- Greenbushes Pool – replace solar lights, treat deck woodwork, replace toilet cisterns and paint floors
- Greenbushes Golf Club – electrical repairs, repairs to floors in club rooms, roof repairs, replace double doors
- Shire Depot – electrical and roof repairs
- Library – treat exterior timbers, repair roof leaks, repairs to deck and removal of the green roof vegetation
- 144 and 146 Hampton Street - ex Police Quarters – staged repairs including roof repairs
- Hampton Street ablution block – improve ventilation and general repairs
- Bridgetown Leisure Centre (Recreation Centre) – replace all court lighting, annual reseal of courts, replace exit lights, replace external and mezzanine lighting, repair and remount scoreboards, paint gym and repair cracked panels, replace cisterns, hot water units and heat pump, repair shade sail poles
- Bridgetown Leisure Centre (Swimming Pool) – oil timber shelters and fence, improve ventilation in plant room
- Greenbushes Cricket Pavilion – electrical repairs and minor toilet upgrade
- Greenbushes Sportsground Kiosk – replace servery doors
- Yornup School (office of Bridgetown Historical Society) – roof and window repairs
- Catterick Hall – replace water tank lid
- Bridgetown Civic Centre – internal painting, floor repairs, door repairs and various renewal works
- Sunnyside Shelter – general repairs
- Settlers Rest – remove drinking fountain and upgrade of slab seating
- Bridgetown Sportsground Ablutions – roof repairs
- Bridgetown Sportsground trot buildings – reconstruct stables, electrical repairs
- Thomson Park Ablutions – replace damaged sheeting
- River Park Ablutions – electrical repairs, paint doors and external timbers
- Public Ablution Blocks – schedule a chemical treatment for drains and commercial floor clean twice per annum
- General allocation for asbestos treatment and removal for Shire buildings
- General allocation for termite prevention/management for Shire buildings
- General allocation for integrated height safety assessment for applicable Shire buildings
- General allocation for septic tank pump outs
- Bridgetown Cemetery – construct toilet facility

12. Waste Management
For many years Council has adopted the principle that waste management should be funded on a cost recovery basis. This means that all the expenses associated with waste management are funded by the kerbside rubbish collection charge, kerbside recycling collection charge, the Landfill Site Maintenance Charge plus other waste income such as recycling subsidies and tipping fees.

Council charges on all rateable properties a landfill rate under Section 66 of the Waste Avoidance and Resource Recovery Act 2007. This section of the Act allows a local government to impose on rateable land within its district, and cause to be collected, an annual rate for the purpose of providing for the proper performance of all or any of the waste services it provides.

The annual rate must not exceed —

(a) 12 cents in the dollar on the gross rental value; or

(b) where the system of valuation on the basis of the unimproved value is adopted, 3 cents in the dollar on the unimproved value of the land in fee simple.

The following rates in the dollar have been set for this charge:

- GRV - $0.00020641
- UV - $0.00006213

Section 6.35 of the Local Government Act and Regulation 52A of the Local government (Financial Management) Regulations allow Council to have more than 50% of rateable properties on the minimum payment if the minimum is less than $200. On this basis all rateable properties will be charged a minimum rate of $193.00 with concessions for multiple properties applicable as per previous years. This minimum rate is an increase of $20 from 2017/18.
New capital works in waste management funded in the 2018/19 budget are development of an extension to the existing waste cell (budgeted cost $100,000 + $30,000 for emergency pumping system) and construction of a new liquid waste disposal facility (budgeted cost $225,750). As well, completion of the new inert waste area adjacent to the existing waste site will occur, utilising funds carried forward from 2017/18.

Rehabilitation of the former Greenbushes liquid waste facility is to occur in 2018/19.

The Kerbside rubbish and recycling collection service areas remain unchanged (last review was undertaken in 2015/16) and the relevant charges for households receiving these services are:

- Rubbish Collection Charge - $79.00 (decrease of $3 from 2017/18)
- Recycling Collection Charge - $71.00 (increase of $5 from 2017/18)

Additional revenue is budgeted with the introduction of fees for disposal of inert waste at the new inert waste area. To contribute towards the significant costs of constructing a new liquid waste facility at the Bridgetown waste site a substantial increase in liquid waste disposal charges has been approved and reflects an increased revenue stream in 2018/19.

The Shire of Bridgetown-Greenbushes is continuing to partner with the other 11 local governments of the south-west region in investigating potential regional waste initiatives. Contributions are being made by each local government based on a ratio linked to rates revenue and this contribution has been provided in the budget.

13. Other

- Funds of $15,000 (including $11,500 carried forward from 2017/18) have been set aside for surveying of the proposed realignment of the Nelson Street/Hampton Street intersection and partial closure of Hester Street adjacent to the Repertory Theatre.
- Continuation as a member of the Warren Blackwood Alliance of Councils and funding of regional trails website and events website.
- Funding of $30,800 for the establishment of a Local Tourism Organisation.
- Allocations of wages, plant operating costs, overheads and materials for work carried out by the Parks and Gardens team have been based on the results of the preliminary service level review for this area completed earlier this year. A number of new job numbers for parks and gardens have been created so that the expenditure can be better tracked.
- Continuation of funding of the Community Landcare Officer administered by the Blackwood Environment Society.
- To complete the new Local Planning Strategy funding has been allocated for appointment of a consultant to assist the Manager Planning complete this project in 2018/19.
- Funding for progressive acquisition of land adjacent to Geegelup Brook.
- Funding has been allocated to progress the design and land acquisition for car parking proposals in the Bridgetown and Greenbushes town centres.
- Review directional signage to car parking.
- Upgrade of the northern information bays in Bridgetown.
An electrical capacity assessment of the Bridgetown Sportsground Precinct (encompassing sportsground buildings & infrastructure, Shire Depot and Incident Control Centre) is to be carried out in 2018/19 in order to determine capacity for additional electrical connections and/or development within the Precinct.

Funding has been set aside for the celebrations to continue the commemoration of the 150 year anniversary of Bridgetown up to the end of December 2018.

An allocation of $5,000 has been allowed as Council’s contribution towards preparation of an infrastructure plan to address the essential or desirable upgrades to infrastructure necessary to accommodate the future permanent workforce associated with the Talison Lithium expansion project.

14. Loans
Two new loans are proposed in the budget for 2018/19, being a loan of $100,000 to fund the construction of a new liquid waste facility (second loan taken out for this project as cost of the project is greater than originally estimated) and a loan of $100,000 for construction of an extension to the current waste cell at the Bridgetown Waste Disposal Site.

As at 1 July 2018 the Shire’s loan liability was $2,131,615 and under the 2018/19 budget this liability will decrease to $2,063,581 at 30 June 2019.

Two loans taken out in 2017/18 were unspent, being $17,800 for the development of the inert waste facility and $65,750 for the construction of a new liquid waste pit. This expenditure has been carried forward into the 2018/19 budget together with the funds from the loans.

15. Reserve and Trust Account Transfers
The budget proposes to transfer $680,899 into reserve, including $265,550 into Plant Replacement Reserve, $94,830 into Light Fleet Vehicle Reserve, $35,767 into the Assets & GRV Valuations Reserve, $10,000 into the Strategic Projects Reserve, $5,000 into the Refuse Site Post Closure Reserve, $10,000 into the Matched Grants Reserve, $10,000 into the Drainage Reserve and $5,000 into the Bush Fire Reserve. Estimated annual interest of $79,530 is to be distributed across all the specific reserve accounts.

In the budget an amount of $2,186,536 is to be transferred from reserves, including:

- $1,130,503 from Unspent Grants Reserve (grants received in 2017/18 and earlier but unspent before 30 June 2018).
- $418,435 from Plant Reserve for changeover of plant and fleet in accordance with the Plant/Fleet Replacement Plan.
- $45,326 from Land and Buildings Reserve for purchase of land adjacent to Geegelup Brook and a contribution towards the acquisition of land in Greenbushes for car parking.
- $98,000 from the Maranup Ford Road Maintenance Reserve as part of council’s contribution to the upgrade of this road from the mine entrance to the Greenbushes townsite.
- $13,000 from the Refuse Site Post Closure Reserve for costs of rehabilitating the former Greenbushes liquid waste site.
- $5,000 from the Strategic Projects Reserve to partly fund the costs of installing new ACROD parking bays in Bridgetown.
- $8,800 from the Bridgetown Leisure Centre Reserve for installation of shade sails over the alfresco area.
- $67,500 from the Assets & GRV Valuations Reserve to fund the costs of the GRV revaluation and also for obtaining some updated equipment and infrastructure fair values.

Two new reserve funds are being created in the 2018/19 budget, being:

- Prepaid Rates Reserve
  Purpose of Reserve: To ensure funding is available in 2019/20 to offset derecognition (accounting term) of prepaid rates as revenue due to the introduction of Accounting Standard AASB1058. An amount of $30,000 has been included in this new reserve.

- Blackspot Works Reserve
  Purpose of Reserve: To provide a funding mechanism for blackspot grants that requires a matched funding component. Council’s 10 Year Strategic Works Plan proposes the transfer of $10,000 per annum into this reserve so that applications for blackspot grants can be submitted knowing that funds are contained in a reserve to meet council’s proportional matched contribution.

The MGB (Mobile Garbage Bin) Reserve that was in the former budget has been discontinued with its balance ($74,222) transferred to the Sanitation Reserve as a dedicated reserve account for funding replacement of mobile garbage bins was seen as superfluous. Council does budget an amount each year for replacement of a set number of mobile garbage bins or purchase of bins for new services and it is unlikely that a full replacement of all bins in any one year would be required. Therefore the funds in this reserve have been transferred to the Sanitation Reserve to be available for funding any future waste management services or facilities.

The title of the Recreation Centre Floor Reserve has been amended to be the Recreation Centre Floor and Solar Reserve so that future replacement/renewal of the solar heating infrastructure located on the roof of the building can be funded from this reserve account.

The title of the SBS Tower Replacement Reserve has been amended to the SBS Tower and Infrastructure Replacement Reserve so that other SBS equipment (not just the tower) can be funded from this reserve account.

16. Early Payment of Rates Incentive Prizes

Once again it is proposed to offer incentives for the early payment of rates. Property owners that pay their rates in full by the due date are able to lodge an entry into a draw. The draw will be conducted by the Shire President after the closing date for early payment.

Prizes to be offered this year are:

1st Prize: $600 Community Cash Vouchers
2nd Prize: Weekend accommodation package at Quality Hotel Ambassador Perth (valued at $560)
3rd Prize  1 Double pass to Asher Fisch Conducts Strauss & Bruckner Concert (double pass valued at $182)

4th Prize  1 Double pass to Asher Fisch Conducts Strauss & Bruckner Concert (double pass valued at $182)

Note the 2nd prize has been kindly donated by the Quality Hotel Ambassador Perth and the 3rd & 4th prizes donated by the Western Australian Symphony Orchestra.

Statutory Environment
Sections 6.2 Local Government Act 1995 - Local Government to Prepare Annual Budget

During the period from 1 June in a financial year to 31 August in the next 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 30 June next following that 31 August.

*Absolute Majority required

(1) In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of –

(a) the expenditure by the local government; and

(b) the revenue and income, independent of general rates, of the local government; and

(c) the amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.

Other Sections of Local Government Act 1995 and Regulations:

- 6.47 Local Government Act - Concessions.
  - Clauses 64 of the Local Government (Financial Management) Regulations 1996 – Set the due date(s) for the payment of rates.
  - Section 6.11 of the Local Government Act 1995 – Create Reserve Funds.
  - Sections 6.16 to 6.19 of the Local Government Act 1995 – Setting of fees and charges. Fees imposed as part of the budget adoption process do not require public notice to be given.
  - Section 6.47 of the Local Government Act – Concessions (applicable to the Landfill Site Maintenance Rate).
- Regulation 34(5) of the Local Government (Financial Management) Regulations requires a local government, each financial year, to adopt a percentage or value, calculated in accordance with the Australian Accounting Standards, to be used in statements of financial activity for reporting material variances.

Section 66 of the Waste Avoidance and Resource Recovery Act 2007 allows a local government to impose on rateable land within its district, and cause to be collected, an annual rate for the purpose of providing for the proper performance of all or any of the waste services it provides.

Section 67 of the Waste Avoidance and Resource Recovery Act 2007 allows a local government to impose a receptacle charge such as for a kerbside rubbish collection service and/or a kerbside recycling collection service.

**Integrated Planning**
- **Strategic Community Plan**
  - **Objective 5.1** - Our community actively participates in civic life
  - **Strategy 5.1.4** - People receive Shire information, services and opportunities according to their needs
  - **Objective 5.2** - We maintain high standards of governance, accountability and transparency
  - **Strategy 5.2.3** - Ensure organisational capability
  - **Strategy 5.2.6** - Ensure the future financial sustainability of the organisation
  - **Strategy 5.2.8** - Ensure all legislative responsibilities and requirements are met
  - **Objective 5.3** - We operate within the Integrated Planning Framework
  - **Strategy 5.3.1** - Implement the Shire’s Integrated Planning Review Cycle
  - **Strategy 5.3.2** - Apply best practice asset management principles

- **Corporate Business Plan**
The preparation of the annual budget is structured around the Corporate Business Plan which is reviewed annually. Where actions of the Corporate Business Plan identified for implementation in 2018/19 required specific funding this funding has been included in the draft budget.

- **Long Term Financial Plan**
The contents of the Long Term Financial Plan were a determinant in developing the 2018/19 budget.

- **Asset Management Plans**
The principles outlined in Council’s various asset management plans have been referred to when developing the budget.
➢ Workforce Plan
The Workforce Plan is currently being reviewed including a review of the Shire’s organisational structure. An allocation has been included in the budget for implementation of the workforce Plan with any expenditure from that allocation requiring a Council resolution.

➢ Other Integrated Planning
The 10 year Strategic Works Program, 10 Year Plant/Fleet Replacement Plan, 10 Year Furniture & Equipment plans and 4 year building Capital and Maintenance Plan are major informing documents in the development of the annual budget.

Policy
Council Policy F.7 – ‘Reporting Forecast Budget Variations’ sets out the level of material variances to the budget that must be reported to Council. Although Council has adopted this policy, Regulation 34(5) of the Local Government (Financial Management) Regulations requires Council to annually adopt a percentage or value for reporting of budget variations, hence this matter has been included in the officer recommendation.

Budget Implications
The annual budget identifies how funds will be sourced and allocated in the forthcoming year, and allows for the imposition of rates which is a primary income stream from which services and upcoming projects may be funded.

Fiscal Equity
Whilst the budget contains a number of projects that have an impact on individuals and groups, this item concerns the adoption of the budget and the allocation of funds towards a large number of activities, functions and projects of the Council.

Whole of Life Accounting
The budget proposes the allocation of funds towards a large number of activities, functions and projects of the Council. Where required for specific projects the concept of whole of life accounting will be investigated and if necessary reported on to the Council.

Social Equity
Whilst the budget contains a number of projects that have an impact on the social fabric of the community, this item concerns the adoption of the budget and the allocation of funds towards a large number of activities, functions and projects of the Council.

Ecological Equity
Whilst the budget contains a number of projects that have an impact on the environment, this item concerns the adoption of the budget and the allocation of funds towards a large number of activities, functions and projects of the Council.

Cultural Equity – Not Applicable

Risk Management – Not Applicable
Continuous Improvement
The budget will provide funds for a number of tasks or projects that will result in improvements to the functions and processes of the Shire.

Delegated Authority - Nil

Voting Requirements
Simple Majority other when requirement for Absolute Majority is noted for specific recommendations.

**Council Decision** Moved Cr Scallan, Seconded Cr Nicholas
SpC.01/0818 That in the 2018/19 financial year, Council impose the following rates in the dollar and minimum rates in the district:

<table>
<thead>
<tr>
<th>Category</th>
<th>Rate in $</th>
<th>Minimum Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross Rental Value (GRV) Properties</td>
<td>9.0434 cents</td>
<td>$897.00</td>
</tr>
<tr>
<td>Rural Unimproved Value (UV) Properties</td>
<td>0.6222 cents</td>
<td>$1,112.00</td>
</tr>
<tr>
<td>Mining Unimproved Value (UV) Properties</td>
<td>7.8450 cents</td>
<td>$534.00</td>
</tr>
</tbody>
</table>

Absolute Majority 8/0

**Council Decision** Moved Cr Wilson, Seconded Cr Moore
SpC.01/0818a That in the 2018/19 financial year, Council imposes Rubbish Collection Charges as follows:

- $79.00 per annum per 120 litre or 140 litre rubbish bin (noting a 240 litre rubbish bin represents two 120 litre services); and
- $71.00 per annum per 240 litre recycling bin.

and that these charges be included in the 2018/19 Schedule of Fees & Charges.

Absolute Majority 8/0

**Council Decision** Moved Cr Mackman, Seconded Cr Wilson
SpC.01/0818b That in the 2018/19 financial year, Council, under Section 66 of the Waste Avoidance and Recovery Act 2007, imposes a Landfill Site Maintenance Rate (for the purpose of funding all its waste services other than kerbside rubbish and recycling collection services). Furthermore Council sets the following rates in the dollar for the Landfill Site Maintenance Rate however noting that under Section 6.35 of the Local Government Act and Regulation 52A of the Local Government (Financial Management) Regulations all rateable properties will be charged the minimum rate only:

- GRV - $0.00020641
- UV - $0.00006213
- Minimum Rate - $193.00

Absolute Majority 8/0
Council Decision  Moved Cr Scallan, Seconded Cr Bookless
SpC.01/0818c That for the Landfill Site Maintenance Rate the following concessions will be applicable:

“Where more than one assessment is held in identical name or names, no more than one charge will apply, except in the following situations:

(i) A habitable dwelling house or commercial rented premises is situated on the additional property; or
(ii) The additional properties are separated by more than 10 kilometres as measured cadastrally on an appropriate map”.

Absolute Majority 8/0

Council Decision  Moved Cr Mackman, Seconded Cr Wilson
SpC.01/0818d That a concession of 15% of the rates raised be granted to properties previously rated in the ‘UV Urban Farmland’ differential rating category. This concession is in recognition of the higher values applied to properties within the townsite as opposed to land outside of the townsite. The concession be granted to the following rate assessments:

A29624
A39009
A41717

Absolute Majority 8/0

Council Decision  Moved Cr Boyle, Seconded Cr Mackman
SpC.01/0818e That in the 2018/19 financial year, Council nominate due dates for the payment of rates and service charges as follows:

<table>
<thead>
<tr>
<th>Payment in Full</th>
<th>Payment in Instalments</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 October 2018</td>
<td>12 October 2018</td>
</tr>
<tr>
<td></td>
<td>12 December 2018</td>
</tr>
<tr>
<td></td>
<td>12 February 2019</td>
</tr>
<tr>
<td></td>
<td>12 April 2019</td>
</tr>
</tbody>
</table>

Carried 8/0

Council Decision  Moved Cr Wilson, Seconded Cr Bookless
SpC.01/0818f That in the 2018/19 financial year, Council impose penalty interest at 11% per annum, calculated daily, on rates and service charges remaining unpaid (excluding eligible pensioners opting to defer the payment of their rates), after the due dates identified in Part 5 above.

Absolute Majority 8/0

5.40pm – Cr Nicholas vacated the Meeting
Council Decision  Moved Cr Mackman, Seconded Cr Boyle  
SpC.01/0818g  That in the 2018/19 financial year, Council impose instalment plan administrative fees and interest for the payment of rates and service charges as follows:

- $8.35 per instalment (not including the first instalment); and
- 5.5%.

Absolute Majority 7/0

Council Decision  Moved Cr Boyle, Seconded Cr Moore  
SpC.01/0818h  That Council note that pursuant to Section 6.16 of the Local Government Act 1995, it has already adopted at its May 2018 meeting the Fees and Charges included in the draft 2018/19 Budget document.

Absolute Majority 7/0

5.42pm - Cr Nicholas returned to the Meeting

Council Decision  Moved Cr Scallan, Seconded Cr Moore  
SpC.01/0818i  That for the financial year ending 30 June 2019, Council transfer funds to and from the Reserve Funds, as is specified in the 2018/19 Draft Budget.

Carried 8/0

Council Decision  Moved Cr Wilson, Seconded Cr Boyle  
SpC.01/0818j  That the following new Reserve Funds be created:

Reserve Name: Prepaid Rates Reserve  
Purpose of Reserve: To ensure funding is available in 2019/20 to offset derecognition of prepaid rates as revenue due to the introduction of Accounting Standard AASB1058.

Reserve Name: Blackspot Works Reserve  
Purpose of Reserve: To provide a funding mechanism for Blackspot grants that require a matched funding component.

Absolute Majority 8/0

Council Decision  Moved Cr Scallan, Seconded Cr Boyle  
SpC.01/0818k  That the MGB Reserve be amalgamated with the Sanitation Reserve with the latter to remain the name of the Reserve Fund.

Absolute Majority 8/0

Council Decision  Moved Cr Boyle, Seconded Cr Mackman  
SpC.01/0818l  That the purpose of the Recreation Centre Floor Reserve be amended to include the funding of solar equipment replacement and the name of the reserve be amended to “Recreation Centre Floor and Solar Reserve”.

Absolute Majority 8/0
**Council Decision**  Moved Cr Mackman, Seconded Cr Nicholas
SpC.01/0818m  That the purpose of the SBS Tower Replacement Reserve be amended to include the funding of all infrastructure related to SBS retransmission and the name of the reserve be amended to “SBS Tower and Infrastructure Replacement Reserve”.

Absolute Majority 8/0

**Council Decision**  Moved Cr Wilson, Seconded Cr Moore
SpC.01/0818n  That for the financial year ending 30 June 2019, Council transfer funds to and from the Trust Account, as is specified in the 2018/19 Draft Budget.

Carried 8/0

**Council Decision**  Moved Cr Scallan, Seconded Cr Bookless
SpC.01/0818o  That Council adopt the balanced 2018/19 Draft (Statutory) Annual Budget, including the Rate Setting Statement which indicates that $4,539,351 in rates is to be raised, as presented.

Absolute Majority 8/0

**Council Decision**  Moved Cr Boyle, Seconded Cr Mackman
SpC.01/0818p  That in accordance with Policy F7 (Reporting Forecast Budget Variations Policy), for the financial year ending 30 June 2019 Council adopt a percentage of plus or minus 10% up to $50,000 at sub-program level, and 5% over $50,000, at sub-program level, to be used for reporting material variances of actual revenue and expenditure in the monthly reports of financial activity. The exception being that material variances of $1,000 or less are non-reportable.

Carried 8/0

**Council Decision**  Moved Cr Bookless, Seconded Cr Moore
SpC.01/0818q  That Council approves the following incentive program for the early payment of rates in full by the due date of 12 October 2018:

1st Prize:  $600 Community Cash Vouchers
2nd Prize:  Weekend accommodation package at Quality Hotel Ambassador Perth (valued at $560)
3rd Prize:  1 Double pass to Asher Fisch Conducts Strauss & Bruckner Concert (double pass valued at $182)
4th Prize:  1 Double pass to Asher Fisch Conducts Strauss & Bruckner Concert (double pass valued at $182)

Absolute Majority 8/0

**Closure**

The President closed the Meeting at 5.49pm
### List of Attachments

<table>
<thead>
<tr>
<th>Attachment</th>
<th>Item No.</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SpC.01/0818</td>
<td>Draft 2018/19 Budget</td>
</tr>
</tbody>
</table>

Minutes checked and authorised by CEO, Mr T P Clynch  

| 31.8.18 |

**CERTIFICATION OF MINUTES**

As Presiding Member, I certify that the Minutes of the Special Council Meeting held 30 August 2018 were confirmed as a true and correct record of the proceedings of that meeting at the Ordinary Meeting of Council held on 27 September 2018

27 September 2018