SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

MINUTES
of the
Special Council Meeting

held on

Tuesday 20 August 2024

at

6.00pm

in the

Shire of Irwin Council Chambers

11-13 Waldeck Street, Dongara

The purpose of the meeting being for Council to adopt the 2024-25 Annual Budget

I certify that this copy of the Minutes is a true and correct record of the meeting held on:

Tuesday, 20 August 2024

Signed: .....
Presiding Elected Member

Date: 28 August 2024

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SPECIAL COUNCIL MEETING

Tuesday 20 August 2024

MINUTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Shire President declared the Meeting open at 6.00pm and welcomed Councillors, Staff and the Gallery Member.

2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Members

Councillor M Leonard	President
Councillor B Wyse	Deputy President
Councillor I Scott	
Councillor E Tunbridge	
Councillor A Gillam	
Councillor P Summers	
Councillor J Melsom	

Staff

Mr S D Ivers	Chief Executive Officer
Miss P Machaka	Manager Finance
Mr M Connell	Manager Development
Ms F Boksmati	Acting Manager Community Services
Mr M Jones	Manager Operations
Ms S Mearns	Executive Assistant

Apologies

Mr S Stubbs	Community Emergency Services Manager

Approved Leave of Absence

Nil

3. DECLARATION OF PURPOSE OF MEETING

The purpose of the meeting is for Council to adopt the 2024-25 Annual Budget.

4. DECLARATIONS OF INTEREST

Nil

5. PUBLIC QUESTION TIME

Nil

6. REPORTS

6.1 Officer Reports

OFFICE OF CEO	CEO01-08/24
Subject:	**CEO01-08/24 Shire of Irwin 2024/25 Annual Budget**
Author:	**P Machaka, Manager Finance**
Responsible Officer:	**S Ivers, Chief Executive Officer**
File Reference:	**3.0200**
Voting Requirements:	**Absolute Majority**

Council Role:

☐	**Advocacy**	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
☒	**Executive**	The substantial direction setting and oversight role of the Council e.g., performance of the Local Government's function under law, administration of Local Laws, adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
☐	**Legislative**	Includes adopting local laws and local planning schemes.
☐	**Review**	When Council reviews decisions made by Officers.
☐	**Quasi-judicial**	When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice e.g., local planning applications, building permits, other permits/licences (e.g. under the Health Act, Dog Act or local laws) and other decisions that may be appealable to the State Administrative Tribunal (SAT).

Report Purpose:
For Council to consider and adopt the Shire of Irwin Annual Budget for the 2024/25 financial year together with supporting schedules, including imposition of rates and minimum payments, adoption of fees and charges, setting of elected members fees for the year and other consequential matters arising from the budget papers.

Background:
The Shire of Irwin 2024/25 Budget has been compiled based on the principles contained in the Strategic Community Plan 2021/2031 and the Shire of Irwin Strategic Resource Plan 2024/2039. The 2024/25 budget is in alignment with the Council budget workshops held on 14 May 2024 and 9 July 2024.

The proposed differential general rates were approved by Council on 28 May 2024 and advertised for public comment from 31 May 2024 to 26 June 2024. There were no submissions received.

At the 16 July 2024 Special Council Meeting, Council resolved to make an application to the Minister for Local Government to seek approval under s.6.33(3) of the *Local Government Act 1995* to impose a differential rate for UV Mining properties at more than twice the rate of UV Rural properties. Ministerial approval was received on 13 August 2024.

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 Shire continues to face the challenge of balancing the budget while delivering improved services to the community.

The Net Current Assets opening position as at 1 July 2024 is an estimated deficit of $159,000, which includes an advance receipt of the 2024/25 Financial Assistance grant totalling $695,000. The 2024/25 Net Current Assets closing position is an estimated surplus of $4,700.

The main features of the 2024/25 Budget include:

- A 5% increase on rate revenue which applies to all differential general rate categories.

- A decrease in the GRV rate in the dollar from 12.137 in 2023/24 to 9.825. This decrease considers the increase in the GRV Landgate Valuations which were up by an average of 33.97% since the last valuations were undertaken by the Valuer General in 2019/20.

- The 2024/25 UV Rural rate in the dollar also decreased to 1.0891 from 1.3019 while the UV rate in the dollar increased from 21.361 to 21.147.

- Similar to the prior financial year, penalty interest is set at 7% and instalment interest at 5.5%.

- Household waste charges and charges for depositing refuse at the Shire of Irwin Transfer Station are proposed to increase to annual amount of $422, an increase of 11.9%. This is itemised in the 2024/25 Budget Schedule of Fees and Charges.

- The operating budget includes an overall increase in estimated expenditure of approximately 3% compared to 2023/24 original budget (although individual line items may vary from this based on specific factors affecting each of these)

- A capital works program totalling $8,400,000 for investment in infrastructure, land and buildings, plant and equipment and furniture and equipment is planned. Noteworthy projects include:
    - $5,000,000 for the Foreshore development works
    - $872,000 for Point Leander Road
    - $664,000 Mount Adams Road
    - $350,000 for Milo Crossing
    - $333,000 for Water Supply Road
    - $256,000 for Dongara Public Town Hall

- Budgeted transfers to Reserves include:
    - $7,284 to the Staff Entitlement Reserve.
    - $57 to the Sanitation Reserve
    - $1,409 to the Strategic Land Use Planning Reserve
    - $45,226 to the Asset Management Reserve
    - $1,110 to the Tourism Reserve

- Budgeted transfers from Reserves include:
    - $300,000 from the Asset Management Reserve
    - $50,000 from the Strategic Land Use Planning Reserve

- Principal new grant funding for the year is estimated to be received from:
    - Lotterywest and Growing Regions - $3,500,000
    - Roads to Recovery - $278,000

- New borrowings for 2024/25 amount to $1,500,000 and will fund the Foreshore Capital Works Project

Consultation:
Internal consultation with all departments, followed by officer meetings at various times since April 2024.

Two budget workshops with elected members were held on 14 May 2024 and 9 July 2024.

Statutory Environment:
Local Government Act 1995
- Section 6.2(1) Local government to prepare annual budget
- Section 6.12(1) Power to defer, grant discounts, waive or write off debts
- Section 6.16 Imposition of fees and charges
- Section 6.32 Rates and service charges
- Section 6.45(3) Options for payments of rates or service charges
- Section 6.50 Rates or service charges due and payable
- Section 6.51 Accrual of interest on overdue rates or service charges

Local Government (Financial Management) Regulations 1996
- Regulation 68 Maximum interest component prescribed
- Regulation 70 Maximum rate of interest prescribed (Act s. 6.51)

Policy Implications:
Strategic Community Plan 'Our Brilliant Future' 2021-2031
Shire of Irwin Strategic Resource Plan 2022-2037

Financial/Resource Implications:
Specific financial implications are outlined in the Officer's Comment section of this report and are itemised in the Shire of Irwin 2024/25 Budget presented to Council for adoption.

Strategic Implications:
Strategic Community Plan 2021 - 2031
Strategy 4.2.1 Ensure compliance whilst embracing innovation and better practice principles
Strategy 4.3.2 Adopt and follow better practice processes

Attachments:
Attachment Booklet – 2024/25 Annual Budget – August 2024
CEO01-08/24 Attachment 1: Shire of Irwin 2024/25 Annual Budget
CEO01-08/24 Attachment 2: Schedule of Capital Works

COUNCIL DECISION	**010824**

MOVED: Cr Scott **SECONDED: Cr Summers**

PART A – MUNICIPAL FUND BUDGET FOR 2024/25

That Council, by Absolute Majority and 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*, adopts the Shire of Irwin 2024/25 Annual Budget, as presented in Attachment Booklet – 2024/25 Budget – August 2024.

VOTING DETAILS **CARRIED: 7/0**

For: **Cr Leonard, Cr Wyse, Cr Scott, Cr Gillam, Cr Summers, Cr Tunbridge, Cr Melsom**

Against: **Nil**

COUNCIL DECISION **020824**

MOVED: Cr Scott **SECONDED: Cr Summers**

PART B – GENERAL AND MINIMUM RATES, INSTALMENT PAYMENT ARRANGEMENTS

That Council, by Absolute Majority;

1. **For the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Part A above and pursuant to sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995,* imposes the following differential general rates and minimum payments on Gross Rental and Unimproved Values:**

   1.1 General Rates

• Residential (GRV)	9.825 cents in the dollar
• Commercial / Industrial (GRV)	9.825 cents in the dollar
• Rural (UV)	1.0891 cents in the dollar
• Mining (UV)	21.147 cents in the dollar

   1.2 Minimum Payments

• Residential (GRV)	$1,050
• Commercial / Industrial (GRV)	$1,050
• Rural (UV)	$1,050
• Mining (UV)	$1,050

2. **Pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, nominates the following due dates for payment in full or by instalments:**

   - **Issue Date** **26 August 2024**
   - **Option 1 – to pay in full by the due date:** **30 September 2024**
   - **Option 2 – to pay in two instalments**
     1st half instalment due date: **30 September 2024**
     2nd half instalment due date: **29 November 2024**
   - **Option 3 – to pay in four instalments**
     1st quarterly instalment due date: **30 September 2024**
     2nd quarterly instalment due date: **29 November 2024**
     3rd quarterly instalment due date: **31 January 2025**
     4th quarterly instalment due date: **4 April 2025**

3. **Pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 67 of the *Local Government (Financial Management) Regulations 1996*, adopts an instalment administration charge where the owner has elected to pay rates (and service charges) through an instalment option of $5 for each instalment after the initial instalment is paid (i.e. 3 x instalments = $15.00).**

4. **Pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 68 of the *Local Government (Financial Management) Regulations 1996*, adopts an interest rate of 5.5% where the owner has elected to pay rates and service charges through an instalment option.**

5. **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*, adopts an interest rate of 7% for rates (and service charges) and costs of proceedings to recover such charges that remain unpaid after becoming due and payable.**

VOTING DETAILS **CARRIED: 7/0**

For: **Cr Leonard, Cr Wyse, Cr Scott, Cr Gillam, Cr Summers, Cr Tunbridge, Cr Melsom**

Against: **Nil**

COUNCIL DECISION **030824**

MOVED: Cr Scott **SECONDED: Cr Summers**

PART C – FEES AND CHARGES FOR 2024/25

That Council, by Absolute Majority and pursuant to Section 6.16 of the *Local Government Act 1995*, adopts the Schedule of Fees and Charges as provided in the Shire of Irwin 2024/25 Annual Budget, presented in Attachment Booklet – 2024/25 Annual Budget – August 2024.

VOTING DETAILS **CARRIED: 7/0**

For: **Cr Leonard, Cr Wyse, Cr Scott, Cr Gillam, Cr Summers, Cr Tunbridge, Cr Melsom**

Against: **Nil**

COUNCIL DECISION **040824**

MOVED: Cr Scott **SECONDED: Cr Summers**

PART D – RESERVES FOR 2024/25

That Council, by Absolute Majority and pursuant to Section 6.11 of the *Local Government Act 1995:*

- **Adopts the change in purpose of use of the Asset Management Reserve and enable the transfer of $300,000 from the Asset Management Reserve to fund the establishment of the new Enterprise Resource Planning system.**
- **Adopts the removal of the Port Denison Foreshore Development and the Recreation Centre Equipment Reserves and transfer cash balances of these reserves to the Asset Management Reserve.**
- **Adopts the change in use of the Coastal Management Reserve and rename the reserve to Strategic Land Use Planning. The Purpose of the Strategic Land Use Planning reserve is to fund future land planning.**

VOTING DETAILS **CARRIED: 7/0**

For: **Cr Leonard, Cr Wyse, Cr Scott, Cr Gillam, Cr Summers, Cr Tunbridge, Cr Melsom**

Against: **Nil**

COUNCIL DECISION **050824**

MOVED: Cr Scott **SECONDED: Cr Summers**

PART E – ELECTED MEMBERS' FEES AND ALLOWANCES FOR 2024/25

That Council, by Absolute Majority;

1. **Pursuant to Section 5.99 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Administration) Regulations 1996*, adopts the following annual fees for payment of elected members in lieu of individual meeting attendance fees:**
   - **Shire President $10,000**
   - **Councillors $ 7,688**
2. **Pursuant to Section 5.98(5) of the *Local Government Act 1995* and Regulation 33 of the *Local***

***Government (Administration) Regulations 1996*, adopts the following annual local government allowance to be paid in addition to the annual meeting allowance:**

- **Shire President $20,000**

3. Pursuant to Section 5.98A of the *Local Government Act 1995* and Regulation 33A of the *Local Government (Administration) Regulations 1996*, adopts the following annual local government allowance to be paid in addition to the annual meeting allowance:

- **Deputy Shire President $5,000**

VOTING DETAILS **CARRIED: 7/0**

For: **Cr Leonard, Cr Wyse, Cr Scott, Cr Gillam, Cr Summers, Cr Tunbridge, Cr Melsom**

Against: **Nil**

COUNCIL DECISION **060824**

MOVED: Cr Scott **SECONDED: Cr Summers**

PART F – MATERIAL VARIANCE REPORTING FOR 2024/25

That Council, by Absolute Majority and in accordance with Regulation 34(5) of the *Local Government (Financial Management) Regulations 1996* and *AASB 1031 Materiality*, adopts the level to be used in statements of financial activity in 2024/25 for reporting material variances, to be 10% or $10,000, whichever is the greater.

VOTING DETAILS **CARRIED: 7/0**

For: **Cr Leonard, Cr Wyse, Cr Scott, Cr Gillam, Cr Summers, Cr Tunbridge, Cr Melsom**

Against: **Nil**

7. MATTERS FOR WHICH THE MEETING IS CLOSED TO THE PUBLIC

Nil

8. CLOSURE

There being no further business, the Shire President closed the meeting at 6.02pm.