



SPECIAL MINUTES

A SPECIAL Meeting of the Council was held:

DATE: Tuesday, 10 July 2018

TIME: 5:00pm

VENUE: Council Chambers, Lowood
Road, Mount Barker WA 6324

Rob Stewart
CHIEF EXECUTIVE OFFICER

SPECIAL BUSINESS

To consider and adopt: the Municipal Fund Budget 2018/2019; General Fees and Charges 2018/2019; Other Statutory Fees 2018/2019; charges for the deposit of domestic and commercial waste; Waste Rate 2018/2019; and adopt General and Minimum Rates for the 2018/2019 Financial year.

MEMBERSHIP – Quorum (5)

Members:

Cr C Pavlovich Shire President
Cr B Bell
Cr S Etherington JP
Cr L Handasyde
Cr B Lang
Cr K Clements
Cr J Moir
Cr M O'Dea
Cr J Oldfield Deputy Shire President

Information and recommendations are included in the reports to assist the Council in the decision making process and may not constitute the Council's decision until considered by the Council.

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1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

5.00pm The Presiding Member declared the meeting open.

Members Present:

Cr C Pavlovich	Shire President
Cr B Bell	Councillor
Cr K Clements	Councillor
Cr S Etherington	Councillor
Cr L Handasyde	Councillor
Cr B Lang	Councillor
Cr J Moir	Councillor
Cr M O'Dea	Councillor
Cr J Oldfield	Deputy Shire President

In Attendance:

Mr Rob Stewart	Chief Executive Officer
Mr John Fathers	Deputy Chief Executive Officer
Mr David Lynch	Manager Works and Services
Ms Fiona Pengel	Manager Community Services
Mr Vincent Jenkins	Acting Manager Development Services
Ms Nolene Wake	Executive Officer

Apologies:

Nil

Members of the Public Present:

There were two members of the public present and one media representative

Previously Approved Leave of Absence:

Nil

Emergency Evacuation Procedures/Disclaimer:

Working to Occupational Safety and Health Best Practices, Mr Rob Stewart - Chief Executive Officer, read aloud the emergency evacuation procedures for Councillors, staff and members of the public present in the Council Chambers.

Mr Stewart then read aloud the following disclaimer:

'No responsibility whatsoever is implied or accepted by the Shire of Plantagenet for any act, omission or statement or intimation occurring during Council / Committee meetings or during formal / informal conversations with staff.

The Shire of Plantagenet disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission, or statement of intimation occurring during Council / Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation or approval made by a member or officer of the Shire of Plantagenet during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Plantagenet. The Shire of Plantagenet warns that anyone who has an application with the Shire of Plantagenet must obtain and should only rely on WRITTEN CONFIRMATION of the outcome of the application, and any conditions attaching to the decision made by the Shire of Plantagenet in respect of the application.'

2 PUBLIC QUESTION TIME (RELATING TO SPECIAL BUSINESS ONLY)

Section 5.24 Local Government Act 1995

Nil

3 PETITIONS / DEPUTATIONS / PRESENTATIONS (RELATING TO SPECIAL BUSINESS ONLY)

Nil

4 DISCLOSURE OF INTEREST

Part 5 Division 6 Local Government Act 1995

Cr M O'Dea

Item: 5.1 – Part B
Type: Code of Conduct
Nature: Co-ordinator for Wine show of WA – a recipient of Financial Assistance Grant funding.
Extent: Not required

5 SPECIAL BUSINESS

5.1 ADOPTION OF 2018/2019 BUDGET

File Ref:	N45799
Responsible Officer:	Rob Stewart Chief Executive Officer
Author:	John Fathers Deputy Chief Executive Officer
Proposed Meeting Date:	10 July 2018

PURPOSE

The purpose of this report is to recommend the adoption of the annual budget and fees and charges for the 2018/2019 financial year.

BACKGROUND

The 2018/2019 budget has been prepared as a balanced budget with significant input from staff and elected members. The Council considered the list of fees and charges for the 2018/2019 financial year as part of its budget workshop process.

STATUTORY ENVIRONMENT

Section 6.2 of the Local Government Act 1995 requires a local government to prepare and adopt, by absolute majority, an annual budget prior to 31 August in each year. Sections 6.15 to 6.19 of the Local Government Act 1995 relate to the imposition of fees and charges for a local government.

EXTERNAL CONSULTATION

Consultation has occurred with elected members, staff and the community throughout the budget preparation process. The draft budget was advertised and a public briefing session held. Several members of the public attended that meeting. The draft budget has been compiled based on the principles contained in the Strategic Community Plan and Corporate Business Plan.

FINANCIAL IMPLICATIONS

The adoption of the budget enables the operations of the Council to continue effectively and issue rates in a timely manner to assist with income generation and cash flow.

POLICY IMPLICATIONS

The budget was framed in line with Council Policy F/FM/12 – Budget Preparation.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2017-2026 provides at Outcome 4.6 (Effective and Efficient Corporate and Administrative Services) the following Strategy 4.6.1:

'Provide a full range of financial services to support Shire's operations and to meet planning, reporting and accountability requirements.'

Further, the adoption of the budget is a primary mechanism in enabling the goals and outcomes set out in the Strategic Community Plan to be achieved.

OFFICER COMMENT

The draft 2018/2019 budget continues to deliver on other strategies adopted by the Council and maintains service levels across all programs. The budget maintains a focus on road renewal as well as on renewing other assets at sustainable levels.

Major items include the continued refurbishment of Frost Park Pavilion, funds for the demolition of Kamballup Hall and toilet block, replacement of timber windows at Mitchell House, replacement of veranda posts and beams and new concrete floor at Mount Barker Tennis Club and removal of damage to the Lesser Hall dining area caused by termites.

The budget includes the imposition of a new Waste Rate under the Waste Avoidance and Resource Recovery Act 2007. Using the minimum rate provisions of the Local Government Act 1995, all ratepayers would be charged the same minimum rate of \$50.00 per rates assessment.

VOTING REQUIREMENTS

See individual recommendations.

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr J Moir, seconded Cr B Lang:

PART A – MUNICIPAL FUND BUDGET FOR 2018/2019

That 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, the Municipal Fund Budget as attached for the 2018/2019 financial year which includes the following:

- a) Statement of Comprehensive Income by Nature and Type on page 1;
- b) Statement of Comprehensive Income by Program on page 2 to 3;
- c) Statement of Cash Flows on page 4;
- d) Rate Setting Statement on page 5;
- e) Detailed Capital Programs on pages 6 to 16;
- f) Significant Accounting Policies for the Budget on pages 17 to 24;
- g) Other notes to and forming part of the Budget, including Transfers to and from Reserve Accounts, on pages 24 to 43, excluding financial assistance grants to community groups detailed in Part B;
- h) Rates waivers and non-rateable / exempt properties in accordance with Section 6.26 of the Local Government Act 1995 and Council Policy A/PA/14 - 'Sporting and Community Organisations using Council and Vested Land – Rateability' as detailed on page 41;
- i) Budget Program Schedules as detailed in pages 44 to 67;

be adopted.

CARRIED (8/1)

NO. 125/18

Absolute Majority

Cr Clements voted against the motion

MOTION TO ADJOURN THE MEETING**Moved Cr M O'Dea, seconded Cr L Handasyde:****5.25pm That the meeting be adjourned until 5.30pm.****CARRIED (9/0)****NO. 126/18****RESUMPTION****5.30pm The meeting resumed.****Attendance**

Cr C Pavlovich	Shire President
Cr B Bell	Councillor
Cr K Clements	Councillor
Cr S Etherington	Councillor
Cr L Handasyde	Councillor
Cr B Lang	Councillor
Cr J Moir	Councillor
Cr M O'Dea	Councillor
Cr J Oldfield	Deputy Shire President
Mr Rob Stewart	Chief Executive Officer
Mr John Fathers	Deputy Chief Executive Officer
Mr David Lynch	Manager Works and Services
Ms Fiona Pengel	Manager Community Services
Mr Vincent Jenkins	Acting Manager Development Services
Ms Nolene Wake	Executive Officer

Two members of the public present and one media representative.

PART B – FINANCIAL ASSISTANCE GRANTS FOR 2018/2019

Moved Cr L Handasyde, seconded Cr B Bell:

That the following financial assistance grants be made to community groups and organisations, as further detailed on page 40 of the attached 2018/2019 Budget:

a) ArtSouth WA Inc	\$1,000.00
b) Denmark Tourism Inc	\$4,000.00
c) Feral Pig Committee	\$4,800.00
d) Friends of the Porongurup Range	\$3,000.00
e) Mount Barker Tourist Bureau	\$1,000.00
f) Mount Barker Wildflower Photo Committee	\$1,000.00
g) Mount Barker Wine Producers Association	\$7,500.00
h) Plantagenet Men's Shed (Carried Forward)	\$5,000.00
i) Plantagenet Sporting Club	\$10,000.00
j) Plantagenet Historical Society	\$14,000.00
k) Plantagenet Village Homes	\$25,289.00
l) Porongurup Promotions Association	\$2,000.00
m) Qantas Wine Show of WA	\$5,000.00
n) Riding for the Disabled	\$500.00
o) Rotary Club of Mount Barker	\$700.00
p) Smart Start Regional Committee	3,900.00
q) Ulysses Club – Great Southern Branch	\$875.00
r) Youthcare Mount Barker	\$5,000.00

CARRIED (9/0)

NO. 127/18

Absolute Majority

PART C – GENERAL FEES AND CHARGES FOR 2018/2019

Moved Cr M O'Dea, seconded Cr J Oldfield:

That pursuant to section 6.16 of the Local Government Act 1995, the Fees and Charges included at pages 68 to 89 inclusive of the attached 2018/2019 Budget be adopted.

CARRIED (9/0)

NO. 128/18

Absolute Majority

PART D – RESERVE FUNDS

Moved Cr B Bell, seconded Cr J Moir:

That pursuant to section 6.11 of the Local Government Act 1995, the following Reserve Accounts be established for the 2018/2019 budget, incorporating the following names and purposes of reserve accounts:

- a) **Name: Employee Entitlements Reserve**
Purpose: To fund sick, annual and long service leave entitlements for former staff and unplanned payments of annual leave and long service leave
- b) **Name: Plant Replacement Reserve**
Purpose: To fund the purchase of vehicles, plant and machinery
- c) **Name: Drainage and Water Management Reserve**
Purpose: To fund the purchase of land for drainage purposes
- d) **Name: Hockey Ground Carpet Replacement**
Purpose: To contribute towards the planned replacement of carpet at the Sounness Park Hockey Ground
- e) **Name: Waste Management Reserve**
Purpose: To fund the closure of the current O'Neill Road landfill cell and the construction of a new cell and the implementation of infrastructure and major items of associated plant and equipment
- f) **Name: Computer Software and Hardware Upgrade Reserve**
Purpose: To fund the upgrade of business system hardware and software with additional functionality
- g) **Name: Building Renewal Reserve**
Reserve to be cancelled, with balance to be transferred to Major Projects and Renewals Reserve
- h) **Name: Outstanding Land Resumptions Reserve**
Purpose: To fund old/outstanding obligations for land resumptions associated with road realignments and the like
- i) **Name: Natural Disaster Reserve**
Purpose: To fund the Council's proportion of natural disaster events in the Shire of Plantagenet
- j) **Name: Mount Barker Regional Saleyards Capital Improvements Reserve**
Purpose: To fund capital works and purchases at the Mount Barker Regional Saleyards
- k) **Name: Mount Barker Regional Saleyards Operating Loss Reserve**

Purpose: To retain a proportion of Saleyards operating surpluses to fund operating deficits

l) Name: Plantagenet Medical Centre Reserve

Purpose: To fund renewal, refurbishments and improvements to the Plantagenet Medical Centre

m) Name: Spring Road Roadworks Reserve

Purpose: To fund roadworks in Spring Road, Porongurup as required by the relevant subdivision condition

n) Name: Mount Barker Memorial Swimming Pool Reserve

Purpose: To fund planning and capital works associated with the revitalisation of the Mount Barker Memorial Swimming Pool

o) Name: Community Resource Centre Building Reserve

Purpose: To contribute to the maintenance, renewal, refurbishment and improvements to the Mount Barker Community Resource Centre

p) Museum Complex Shingle Roof Reserve

Purpose: To fund the renewal of shingle roofs on buildings at the Mount Barker historical museum complex

q) Standpipe Reserve

Purpose: To fund the repair, renewal and upgrade of water standpipes.

r) Paths and Trails Reserve

Purpose: To fund the development of new pathways, cycleway infrastructure and trails

s) Major Projects and Renewals Reserve

Purpose: To fund new, improvements or refurbishments to existing Shire buildings and / or infrastructure and planned major building renewal projects

CARRIED (9/0)

NO. 129/18

Absolute Majority

PART E – OTHER STATUTORY FEES AND RATES FOR 2018/2019

Moved Cr J Moir, seconded Cr B Lang:

That pursuant to:

- 1. Section 53 of the Cemeteries Act 1986, the fees and charges for Shire of Plantagenet cemeteries shown on pages 77 to 78 of the attached 2018/2019 Budget;**

2. Section 53(2) of the Building Regulations 2012, a swimming pool inspection fee of \$56.00 (including GST); and
3. Section 67 of the Waste Avoidance and Resources Recovery Act 2007, the charges for the removal of domestic and commercial waste (and domestic recycling) included at page 72 of the attached 2018/2019 Budget;

be adopted.

CARRIED (9/0)

NO. 130/18

Moved Cr B Bell, seconded Cr J Moir:

That pursuant to section 67 of the Waste Avoidance and Resources Recovery Act 2007, and section 6.16 of the Local Government Act 1995 the charges for the deposit of domestic and commercial waste included at pages 72 to 73 inclusive of the attached 2018/2019 Budget be adopted.

CARRIED (9/0)

NO. 131/18

Absolute Majority

Moved Cr L Handasyde, seconded Cr M O'Dea:

That:

1. Pursuant to Sections 66(1)-(3) of the Waste Avoidance and Resources Recovery Act 2007, the provisions of the Local Government Act 1995 relating to the making, payment and recovery of general rates, Section 6.35 of the Local Government Act 1995 relating to minimum payments and Section 53 of the Local Government (Financial Management) Regulations 1996 relating to the amount prescribed for minimum payment, a 'Waste Rate' be imposed for 2018/2019; and
2. In respect to the Waste Rate, the following general and minimum rates apply on Gross Rental and Unimproved Values:
 - 2.1 General Rate

a) Rural Townsites (GRV)	0.01 cents in the dollar
b) Rural (GRV)	0.01 cents in the dollar
c) Mount Barker Townsite (GRV)	0.01 cents in the dollar
d) Strata Titles (GRV)	0.01 cents in the dollar
e) Rural (UV)	0.0009 cents in the dollar
 - 2.2 Minimum Rate

a) Rural Townsites (GRV)	\$50.00
b) Rural (GRV)	\$50.00
c) Mount Barker Townsite (GRV)	\$50.00
d) Strata Titles (GRV)	\$50.00
e) Rural (UV)	\$50.00

CARRIED (9/0)

NO. 131/18

Absolute Majority

PART F – ELECTED MEMBERS’ FEES AND ALLOWANCES FOR 2018/2019

Moved Cr B Bell, seconded Cr J Oldfield:

That:

1. Pursuant to section 5.99 of the Local Government Act 1995 and regulation 34 of the Local Government (Administration) Regulations 1996, the following annual fees for payment of elected members in lieu of individual meeting attendance fees be adopted:
 - a) Shire President \$15,250.00; and
 - b) Councillors \$8,140.00.
2. Pursuant to section 5.99A of the Local Government Act 1995 and regulations 34A and 34AA of the Local Government (Administration) Regulations 1996, a Telecommunications Allowance of \$2,000.00 for elected members be adopted.
3. Pursuant to section 5.98(5) of the Local Government Act 1995 and regulation 33 of the Local Government (Administration) Regulations 1996, an annual local government allowance of \$6,700.00 be paid to the Shire President in addition to the annual meeting allowance.
4. Pursuant to section 5.98A of the Local Government Act 1995 and regulations 33A of the Local Government (Administration) Regulations 1996, an annual local government allowance of \$1,675.00 be paid to the Deputy Shire President in addition of the annual meeting allowance.

CARRIED (9/0)

NO. 132/18

Absolute Majority

5.2 PROPERTY RATES - 2018/2019

File Ref:	N45800
Responsible Officer:	Rob Stewart Chief Executive Officer
Author:	John Fathers Deputy Chief Executive Officer
Proposed Meeting Date:	10 July 2018

PURPOSE

The purpose of this report is to set the property rates, establish an early payment incentive, payment instalment options and fees and set the interest rates for overdue and late payments in readiness for the adoption of the 2018/2019 budget.

BACKGROUND

Level of Rates

As part of the 2018/2019 budget workshop process, the Council established that property rates should be set at a 1.5% increase on total rate revenue raised in 2017/2018. The general minimum rate has been increased from \$890.00 to \$900.00.

The budget also includes the imposition of a new Waste Rate under the Waste Avoidance and Resource Recovery Act 2007. The Waste Rate will be \$50.00 per rates assessment, using the minimum rate provisions of the Local Government Act 1995. This is equivalent to an additional 2.57% increase in rates.

Discount

Section 6.12 (1)(a) permits a local government to grant a discount or incentive for the early payment of money which is owed to the Council. As in previous years, it is recommended that a discount not be offered and no allowance has been made for any early payment discount to reflect this.

Incentive

The Council has previously offered incentive prizes to encourage the early payment of rates. Only ratepayers who have paid their rates in full and by 20 August 2018 will be entered into the draw.

For the 2018/2019 year, the following prizes are on offer:

First Prize - \$500.00 bank account with the Bendigo Community Bank.

Second prize - A two night weekend stay for two people including full buffet breakfast each morning, at the Perth Ambassador Hotel in a premium deluxe room.

Third Prize - One carton of mixed wine donated by Mount Barker Wine Producers' Association at a retail value of \$200.00.

Instalments

It is recommended that the following three payment options be offered as in previous years.

- (1) To pay the total rates and charges included on the rate notice in full by the 35th day after the date of issue of the rates notice; or

- (2) Two equal instalments. The first instalment will be due on the 35th day after the date of issue of the rates notice and the second instalment four calendar months after this date.
- (3) Four equal instalments. The first instalment will be due on the 35th day after the date of issue of the rates notice and the remainder at two calendar month intervals after this date.

Instalment Fee

It is recommended that an instalment fee of \$7.50 be charged for each instalment reminder issued after the first instalment is paid. A special payment arrangement administration charge of \$25.00 (excluding pensioners) will again apply, for those people who wish to pay rates through an instalment plan, but do not qualify for a standard instalment plan, due to late payment or other circumstances. This is the same as that charged in 2017/2018.

Interest on Instalments

It is recommended that the maximum interest rate of 5.5% per annum be applied to instalment payments. Again, this is consistent with the previous year's charge and statutory requirements.

Late Payment Penalty Interest

It is recommended that late payment penalty interest be charged at 9% per annum, the same as that charged in 2017/2018.

It is proposed that the late payment penalty interest will apply to rates that remain unpaid where no election was made to pay the rate by instalments and on overdue instalment payments where an election was made to pay by instalments.

An interest rate of 11% will continue to apply to outstanding Emergency Services Levies, in line with State Government guidance.

STATUTORY ENVIRONMENT

Section 6.25 to 6.82 of the Local Government Act 1995 and Sections 52 to 78 of the Local Government (Financial Management) Regulations relate to property rating requirements and procedures.

FINANCIAL IMPLICATIONS

The property rates proposed have been established on the basis of delivering a balanced budget with a 1.5% increase on the 2017/2018 rate revenue.

POLICY IMPLICATIONS

Policy A/PA/8 Rating – Rate Incentive Prize applies.

Policy F/FM/12 Budget Preparation applies.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2017-2026 provides at Outcome 4.6 (Effective and efficient corporate and administrative services) the following Strategy 4.6.3:

'Maintain, develop and monitor rating and property strategies.'

Accordingly, the recommended outcome for this report aligns with the Strategic Community Plan.

OFFICER COMMENT

A revaluation of the unimproved value rates base has been carried by the Valuer General's Office out for the 2018/2019 financial year. In line with Council Policy F/FM/12, a ratio has been used to determine the proportion of rates raised between property valuation categories, regardless of re-valuations. The revaluation has resulted in the rates in the dollar being adjusted as follows:

- Unimproved Value – 0.85458 to 0.86947 (Increase of 1.74%).
- Gross Rental Value – 11.3622 to 11.4970 (Increase of 1.19%).

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr L Handasyde, seconded Cr M O'Dea:

That:

1. For the purpose of yielding the deficiency disclosed by the 2018/2019 Municipal Fund Budget, pursuant to sections 6.32, 6.33, 6.34 and 6.35 of the Local Government Act 1995, the following general and minimum rates be imposed on Gross Rental and Unimproved Values.

1.1 General Rates

a)	Rural Townsites (GRV)	11.4970 cents in the dollar
b)	Rural (GRV)	11.4970 cents in the dollar
c)	Mount Barker Townsite (GRV)	11.4970 cents in the dollar
d)	Strata Titles (GRV)	11.4970 cents in the dollar
e)	Rural (UV)	0.86947 cents in the dollar
f)	Mining (UV)	0.86947 cents in the dollar

1.2 Minimum Rates

a)	Rural Townsites (GRV)	\$900.00
b)	Rural (GRV)	\$900.00
c)	Mount Barker Townsite (GRV)	\$900.00
d)	Strata Titles (GRV)	\$900.00
e)	Rural (UV)	\$900.00
f)	Mining (UV)	\$900.00

2. Pursuant to section 6.45 of the Local Government Act 1995 and regulation 64(2) of the Local Government (Financial Management) Regulations 1996, the following due dates be nominated for the payment in full by instalments:

- a) Full payment and 1st instalment due date 20 August 2018;
- b) 2nd half instalment due date 7 January 2019;
- c) 2nd quarterly instalment due date 22 October 2018;
- d) 3rd quarterly instalment due date 7 January 2019;
- e) 4th and final quarterly instalment due date 11 March 2019.

3. No discount be offered for the early payment of property rates.
4. Incentive prizes for the payment of property rates in full by the due date be offered as follows:
 - a) First prize – Bank Account to the value of \$500.00, donated by the Bendigo Community Bank;
 - b) Second prize - A two night weekend stay for two people including full buffet breakfast each morning, at the Perth Ambassador Hotel in a premium deluxe room.
 - c) Third prize – One carton of wine with a retail value of in excess of \$200.00 donated by the Mount Barker Wine Producers' Association.
5. Pursuant to section 6.45 of the Local Government Act 1995 and regulation 67 of the Local Government (Financial Management) Regulations 1996, an instalment administration charge of \$7.50 be adopted where the owner has elected to pay rates through an instalment option for each instalment after the initial instalment is paid.
6. Pursuant to section 6.16(2) of the Local Government Act 1995, a special payment arrangement administration charge of \$25.00 be adopted (excluding pensioners) where the owner wishes to pay rates through an instalment plan, but does not qualify for a standard instalment plan, as detailed in Clause 5 above.
7. Pursuant to section 6.45 of the Local Government Act 1995 and regulation 68 of the Local Government (Financial Management) Regulations 1996, an interest rate of 5.5% be adopted where the owner has elected to pay rates through an instalment option.
8. 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, an interest rate of 9% be adopted for general rates, Waste Rates and costs of proceedings to recover such charges that remains unpaid after becoming due and payable.
9. That pursuant to section 6.13 of the Local Government Act 1995, an interest rate of 9% be adopted for rubbish collection charges that remain unpaid after becoming due and payable.

CARRIED (8/1)

NO. 133/18

Absolute Majority

Cr Clements voted against the motion

6 CLOSURE OF MEETING

5.32pm The Presiding Member declared the meeting closed.

CONFIRMED: CHAIRPERSON _____ **DATE:** ____ / ____ / ____