



**MINUTES  
SPECIAL COUNCIL MEETING**

held on

**Wednesday 28 July 2021**

Commenced at 5.15pm

Shire of Boyup Brook Council Chambers, Boyup Brook

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**Dale Putland**  
Chief Executive Officer

29 July 2021

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**1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

We acknowledge and pay our respects to the traditional custodians of the land on which we meet and work.

**2 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED**

PRESENT:	Shire President	Richard F Walker
	Deputy Shire President	Helen C O'Connell
	Councillor	Sarah E G Alexander
		Steele Alexander
		Philippe Kaltenrieder
		Darren E King
		Kevin J Moir
		Adrian Price
	Chief Executive Officer	Dale Putland
	Manager of Works & Services	Wayne Butler
	Carolyn Mallett	Senior Finance Officer
	Executive Assistant	Maria Lane
APOLOGIES:	Finance Manager	Ben Robinson

**3 PUBLIC QUESTION TIME**

Nil

**4 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

## 5 REPORTS

### 5.1 Annual Report – 2019/2020

<b>Location:</b>	<i>Shire of Boyup Brook</i>
<b>Applicant:</b>	<i>Shire of Boyup Brook</i>
<b>File:</b>	<i>N/A</i>
<b>Disclosure of Officer Interest:</b>	<i>Nil</i>
<b>Date:</b>	<i>27 July 2021</i>
<b>Author:</b>	<i>Dale Putland, Chief Executive Officer</i>
<b>Attachments:</b>	<i>Yes – Draft Annual Report 2019/20 Financial Report for the Year Ended 30th June 2020</i>

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#### **SUMMARY**

The purpose of this report is to present to Council the Annual Report for the year 2019-20 for their acceptance, and to set the date for the annual elector's meeting.

#### **BACKGROUND**

The *Local Government Act 1995* sets out the requirement for the preparation of Annual Reports and the information to be included:

- A report from the mayor or president;
- A report from the CEO;
- An overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year;
- The financial report for the financial year;
- Such information as may be prescribed in relation to the payments made to employees;
- i) the number of employees of the local government entitled to an annual salary of \$100 000 or more;
- ii) the number of employees with an annual salary entitlement that falls within each band of \$10 000 over \$100 000;
- the auditor's report for the financial year;
- a matter on which a report must be made under section 29(2) of the *Disability Services Act 1993*;
- details of entries made under section 5.121 during the financial year in the register of complaints; and
- such other information as may be prescribed.

Council is required to accept the Annual Report when presented, with or without modification:-

- (1) Subject to subsection (2), the annual report for a financial year is to be accepted\* by the local government no later than 31 December after that financial year.  
*\* Absolute Majority required.*
- (2) If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

Local Government Act 1995 Section 5.27. Electors' general meetings

- (1) A general meeting of the electors of a district is to be held once every financial year.
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.
- (3) The matters to be discussed at general electors' meetings are to be those prescribed.

Local Government Act 1995 Section 5.29. Convening electors' meetings

- (1) The CEO is to convene an electors' meeting by giving —
  - (a) at least 14 days' local public notice; and
  - (b) each council member at least 14 days' notice, of the date, time, place and purpose of the meeting.
- (2) The local public notice referred to in subsection (1)(a) is to be treated as having commenced at the time of publication of the notice under section 1.7(1)(a) and is to continue by way of exhibition under section 1.7(1)(b) and (c) until the meeting has been held.

**CONSULTATION**

Shire President

**STATUTORY OBLIGATIONS**

*Local Government Act 1995* Sections 5.53 & 5.54 Annual Report, Sections 5.27 & 5.29 Electors Meeting.

*Local Government (Administration) Regulations 1996* Section 19B

**COMMENT**

The report presented has been prepared as it has in past formats, and also in accordance with statutory requirements.

It is recommended that Council accept the report as presented.

**POLICY IMPLICATIONS**

There are no specific policy items in relation to the Annual Report and or the Annual Electors Meetings.

**BUDGET/FINANCIAL IMPLICATIONS**

The costs associated with producing the Annual Report are provided for in the current year's budget.

**STRATEGIC IMPLICATIONS**

The Annual Report provides information about activities which occurred in the Shire for 2019-20, and the pursuit of items contained in the Council's adopted Plan for the Future.

**SUSTAINABILITY IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Absolute Majority Item 1 below.

Simple Majority Item 2 below.

**COUNCIL DECISION & OFFICER RECOMMENDATION - Item 4.1**

**MOVED: Cr Helen C O'Connell**

**SECONDED: Cr Steele Alexander**

- 1. That allowing for non-significant changes for presentation or contextual purposes, Council accepts the Annual Report for the 2019-20 financial year, as presented.**
- 2. That the Annual meeting of Electors relating to the year 2019-20 be held in the Council Chambers on Wednesday, 11<sup>th</sup> August 2021 at 7pm.**

**CARRIED 8/0**

**Res 21/7/88**

**6 CLOSURE OF MEETING**

There being no further business the Presiding Member thanked all for their attendance and declared the meeting closed at 5.18pm.