



SHIRE OF

Chapman Valley

Love the rural life!

SPECIAL COUNCIL MEETING

Notice is hereby given that a Special Meeting
of Council will be held on 26 July 2018
at the Council Chambers, Nabawa, commencing at 4:00pm.

Maurice Battilana
CHIEF EXECUTIVE OFFICER

CONFIRMED MINUTES

26 JULY 2018

Shire's Vision

'A thriving community, making the most of our coastline, ranges and rural settings to support us to grow and prosper'

DISCLAIMER



No responsibility whatsoever is implied or accepted by the Shire of Chapman Valley for any act, omission or statement or intimation occurring during Council Meeting. The Shire of Chapman Valley 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 or intimation occurring during Council or Committee Meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council Meeting does so at that person's or legal entity's own risk.

The Shire of Chapman Valley warns that anyone who has any application or request with the Shire of Chapman Valley must obtain and should rely on WRITTEN CONFIRMATION of the outcome of the application or request of the decision made by the Shire of Chapman Valley.



Maurice Battilana
CHIEF EXECUTIVE OFFICER

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1.0 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS

The President, Cr Farrell, welcomed Elected Members & Staff and declared the meeting open at 4.00pm

2.0 ANNOUNCEMENTS FROM THE PRESIDING MEMBER

Nil

3.0 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

(Note: Quorum = 4 Elected Members; Absolute Majority = 5 Votes For)

3.1 Present

a. Councillors

Member
Cr Anthony Farrell – President
Cr Kirrilee Warr – Deputy President
Cr Nicole Batten
Cr Pauline Forrester
Cr Darrell Forth
Cr Peter Humphrey
Cr Trevor Royce
Cr Ian Maluish

b. Staff

Officer	Position
Mr Maurice Battilana	Chief Executive Officer
Mrs Dianne Raymond	Manager of Finance & Corporate Services
Mr Esky Kelly	Manger of Works & Services
Mr Anthony Abbott	Building Surveyor / Projects Officer
Mrs Karen McKay	Executive Assistant (Minute Taker)

c. Visitors

Name	
Jim Dillon	Midwest Financial Services

3.2 Apologies

Name	
Mr Simon Lancaster	Deputy CEO

4.0 PUBLIC QUESTION TIME

4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4.2 PUBLIC QUESTION TIME

Nil

5.0 DISCLOSURE OF INTEREST - NIL

Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.

Section 5.60A:

*"a person has a **financial interest** in a matter if it is reasonable to expect that the matter will, if dealt with by the local government, or an employee or committee of the local government or member of the council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person."*

Section 5.60B:

*"a person has a **proximity interest** in a matter if the matter concerns –
(a) a proposed change to a planning scheme affecting land that adjoins the person's land; or
(b) a proposed change to the zoning or use of land that adjoins the person's land; or
(c) a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land."*

Regulation 34C (Impartiality):

*"**interest** means an interest that could, or could reasonably be perceived to, adversely affect the **impartiality** of the person having the interest and includes an interest arising from kinship, friendship or membership of an association."*

Item No.	Member/Officers	Type of Interest	Nature of Interest

6.0 PETITIONS/DEPUTATIONS/PRESENTATIONS

6.1	PETITIONS	NIL
6.2	PRESENTATIONS	NIL
6.3	DEPUTATIONS	NIL

7.0 ITEMS TO BE DEALT WITH EN BLOC

Nil

8.0 OFFICERS REPORTS

8.1 FORMAL ADOPTION OF 2018/2019 ANNUAL BUDGET

AGENDA ITEM:	8.1
SUBJECT:	FORMAL ADOPTION OF 2018/2019 ANNUAL BUDGET
PROPONENT:	SHIRE OF CHAPMAN VALLEY
SITE:	SHIRE OF CHAPMAN VALLEY
FILE REFERENCE:	306.08
PREVIOUS REFERENCE:	NIL
DATE:	26TH JULY 2018
AUTHOR:	DIANNE RAYMOND, MANAGER FINANCE & CORPORATE SERVICES

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
Attachment 1	Statutory Budget		√
Attachment 2	Working Budget by Program		√
Attachment 3	Additional Information		√

DISCLOSURE OF INTEREST

Nil

BACKGROUND

This report seeks Council adoption of the Shire of Chapman Valley 2018/2019 Annual Budget, which has been compiled with regard to the principles contained in the Integrated Planning Report documents below:

- Shire of Chapman Valley Strategic Community Plan 2017-2027
- Shire of Chapman Valley Corporate Business Plan 2017-2021
- Shire of Chapman Valley Long Term Financial Plan 2017-2027
- Shire of Chapman Valley Asset Management Plan 2017; and
- Shire of Chapman Valley Workforce Plan 2013 – 2017 (Updated 2015)

The Draft 2018/2019 Annual Budget was presented to Councillors at a Budget Workshop on 28th June 2018. The attached 2018/2019 Annual Budget has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards. All amendments from the Workshop are included in the final 2018/2019 Annual Budget.

(1) Amendments to the draft Budget document

All changes as directed by Council at the Budget Workshop on the 28th June 2018 have been incorporated into the final budget document as presented. (Please refer to Draft 2018/2019 Annual Budget working documents submitted under a separate cover).

(2) Monthly Reporting Variances

Each financial year Council is required to adopt a value or percentage, calculated in accordance with Australian Accounting Standard (AAS) 5, to be used in the statements of financial activity for reporting material variances between the budget allocations and the actual revenue and expenditure incurred for the month under review. A reporting variance with an amount of \$10,000 or 10% whichever is the greater is recommended for the 2018/2019 financial year.

(3) Rates

At the Ordinary Council Meeting of the 16 May 2018 Item 10.2.2 Council agreed to advertise differential rates incorporating 5.0% rate revenue increase as per the Long Term Financial Plan. The proposed differential rates were advertised 1st June 2018 with no submissions received when the public comment period closed. The Final draft of the Annual 2018/2019 Budget presented incorporates a 5.0% rate revenue increase as directed at the Budget Workshop 28th June 2018. Rate in the dollars are slightly less than the advertised for both Gross Rental Values and Unimproved Values due changes to land valuations effective for 1 July 2018.

(4) Schedule of Fees & Charges

A Draft 2018/2019 Schedule of Fees and Charges were presented at the Ordinary Council Meeting 16th May 2018 with no changes, however further discussion at the Draft Budget Workshop resulted in amendments to hire fee and rental charges within the schedule. The final 2018/2019 Schedule of Fees & Charges is attached for effect 1 July 2018 with amendments as below:

- Venue Hire - Additional line item for All Community Centers Local Community Member fee \$50 Inc GST (Upon supply of proof to evidence either a ratepayer or resident).
- Venue Hire – Remove all hire charges relating to Gazebo and BBQ areas.
- Amend Residential Housing Rental Lot 23 Chapman Valley Rd Yuna effective 17/01/2019 from \$185 to \$200 per week.

(5) Elected Members Remuneration

Council endorsed Elected Member Remunerations as resolved at the Ordinary Council Meeting 18th April 2018 (Minute Reference 04/18-8):

	<i>Annual Attendance fees in lieu of Council meeting fees</i>	<i>Annual Allowance (President)</i>	<i>Annual Allowance (Deputy President) - 25% of Pres.</i>	<i>Telecom Annual Allowance</i>	<i>Annual Travel Reimb.</i>
<i>President</i>	<i>Maximum set by WASAT</i>	<i>\$10,000</i>		<i>\$500</i>	<i>\$50</i>
<i>Deputy President</i>		<i>NA</i>	<i>\$2,500</i>	<i>\$500</i>	<i>\$50</i>
<i>Other Elected Members</i>		<i>NA</i>		<i>\$500</i>	<i>\$50</i>

Note: That payments be made six monthly in arrears (December and June)

COMMENT

Shire staff has prepared a balanced Draft 2018/2019 Annual Budget for consideration by Council for formal adoption.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

POLICY/PROCEDURE IMPLICATIONS

Corporate Business Plan
Strategic Community Plan
Long Term Financial Plan
Asset Management Plan
Workforce Plan

FINANCIAL IMPLICATIONS

The Shire of Chapman Valley 2018/2019 Annual Budget

- **Long Term Financial Plan (LTFP):**

LTFP has been taken into consideration.

STRATEGIC IMPLICATIONS

- **Strategic Community Plan/Corporate Business Plan:**

All Integrated Strategic Plans have been taken into consideration with the current Corporate Business Plan

CONSULTATION

While no specific community consultation has occurred on the Draft 2018/2019 Budget, community consultation and engagement has previously occurred during development of the Building Capital Works Program and Strategic Community Plan from which the Corporate Business Plan has been formulated.

In accordance with the requirements of section 6.36 of the Local Government Act 1995, a statement of intended differential rates and minimum payments was advertised seeking public submissions, and a statement of objects and reasons for the intended rates and minimum payments was made available from the Shire website, with hardcopies provided at the administration office. Submissions closed 25th June 2018 with no public comment received.

Councillors have been actively engaged in formulation of the 2018/2019 Budget through an invitation extended to submit items for budget consideration and the Draft Budget Workshop conducted in June 2018, enabling consideration of revenue and expenditure requirements, with wide-ranging discussion on efficiency measures throughout the budget options.

Extensive internal consultation has occurred across the organisation.

RISK ASSESSMENT

There is an associated low-level risk should council not comply with legislation and adopt the Budget prior to the 31st August.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response

VOTING REQUIREMENTS

- Absolute Majority Vote Required - Recommendations 1 to 13

COUNCIL RESOLUTION

MOVED: CR ROYCE

SECONDED: CR FORTH

That Standing Orders be suspended.

**VOTING 8/0
CARRIED**

SC Minute Reference: 07/18-2

COUNCIL RESOLUTION

MOVED: CR FORRESTER

SECONDED: CR MALUISH

That Standing Orders be reinstated.

**VOTING 8/0
CARRIED**

SC Minute Reference: 07/18-3

COUNCIL RESOLUTION / STAFF RECOMMENDATION

MOVED: CR ROYCE

SECONDED: CR BATTEN

That recommendations 1-13 be moved en-bloc.

Recommendation 1:

That Council adopt the Statutory Budget for the Shire of Chapman Valley for the financial year ending 30th June 2018 pursuant to Section 6.2 of the Local Government Act 1995 and relevant prescribed Local Government Financial Management Regulations and incorporating the following:

1. *Statement of Comprehensive Income by Nature or Type;*
2. *Basis of Preparation*
3. *Statement of Comprehensive Income by Program;*
4. *Statement of Cash Flow;*

5. *Rate Setting Statement;*
6. *Notes to and Forming Part of the Budget including:*
 - a. *Rates and Service Charges;*
 - b. *Net Current Assets;*
 - c. *Reconciliation of Cash*
 - d. *Fixed Assets;*
 - e. *Asset Depreciation;*
 - f. *Information on Borrowings;*
 - g. *Cash Backed Reserves;*
 - h. *Reserve Fund Statement;*
 - i. *Grant Revenue;*
 - j. *Other Information;*
 - k. *Trust Information*
 - l. *Significant Accounting Policies – Other*

7 *Schedule of Fees and Charges*

Recommendation 2:

That Council, in accordance with Section 6.32, 6.33, 6.34, 6.35, 6.36 and 6.37 of the Local Government Act 1995, imposes the following general & differential rates and minimum rates within the Shire of Chapman Valley boundaries in respect of the 2018/2019 financial year based upon current valuations:

Rating Category	Rate in the Dollar C: \$	Minimum Rate \$
Gross Rental Value	7.6430	600
Unimproved Value		
UV Rural General	1.1105	400
UV Oakajee Industrial Estate	2.1740	400

Recommendation 3:

INSTALMENT PLAN INTEREST RATE

- *That as prescribed under the Local Government Act council impose an interest rate of 5.5% on rates paid by instalments (pensioner rates excluded);*

Recommendation 4:

LATE PAYMENT INTEREST RATE

- That as prescribed under the Financial Management Regulation clause 70 and section 6.51 of the Local Government Act 1995 council impose an interest rate of 11% per annum calculated by simple interest method and be applied where the instalment option is not in place, (35 days after the date of issue of the rate notice), to all overdue rates and charges (pensioner rates excluded);

Recommendation 5:

INSTALMENT PLAN ADMINISTRATION CHARGE

- That an administration charge of \$9.00 per instalment be levied, excluding the first instalment payment (required within 35 days from the date of issue of the rates notice);

Recommendation 6:

INSTALMENT PLAN DATES

- That council provide the option for ratepayers to pay their rates as a single payment or by 2 or 4 equal instalments in accordance with section 6.45(1) of the Act;
- The due date for instalments of rates payments be set as follows:
(Date of issue – 2nd August 2018)

Two Instalment Option

1 st Instalment due	6 th September 2018
2 nd Instalment due	5 th November 2018

Four Instalment Option

1 st Instalment due	6 th September 2018
2 nd Instalment due	5 th November 2018
3 rd Instalment due	4 th January 2019
4 th Instalment due	5 th March 2019

Recommendation 7:

WAIVER OF RATES

That Council grants a waiver of shire rates for 2018/2019 financial year to the following non-profit organisations holding property within the Shire of Chapman Valley. (NB: These properties will still be required to pay the Emergency Services Levy)

(a) The Yuna CWA

Recommendation 8:

ADOPTION OF 2018/2019 SCHEDULE OF FEES AND CHARGES

- That Council confirm the adoption of the 2018/2019 Schedule of Fees and Charges effective 1 July 2017 as per Minute Reference 05/818-11 with the following amendments:
 - Venue Hire - Additional line item for All Community Centers Local Community Member fee \$50 Inc GST (Upon supply of proof to evidence either a ratepayer or resident)
 - Venue Hire – Remove all hire charges relating to Gazebo and BBQ areas
 - Residential Housing Rental – Amend weekly rental charges effective 17/01/2019 from \$185 to \$200 per week

Recommendation 9:

ADOPTION OF 2018/2019 RUBBISH REMOVAL SERVICE CHARGES

- i. That Council adopt the 2018/2019 Domestic Rubbish Removal Service Charges

\$347.00* for a weekly service 240 Litre MGB
*indicates GST free service
- ii. That Council adopt the 2018/2019 Commercial Rubbish Removal Service Charges

\$368.50 for a weekly service of 1 - 5 240 Litre MGB
\$308.00 for a weekly service of 6 - 15 240 Litre MGB
\$275.00 for a weekly service of 15 or more 240 Litre MGB

Recommendation 10:

Endorse the rates set by FESA for Category 5 regions for 2018/2019 and apply these rates against valuations from Landgate on all rateable assessments;

Recommendation 11:

As per Council Resolution Min Ref 04/17-23 the following Elected Members allowances are adopted for inclusion into the 2018/2019 Budget:

	Annual Attendance fees in lieu of Council meeting fees	Annual Allowance (President)	Annual Allowance (Deputy President) - 25% of Pres.	Telecom Annual Allowance	Annual Travel Reimb.
President	Maximum set by WASAT	\$10,000		\$500	\$50
Deputy President		NA	\$2,500	\$500	\$50
Other Elected Members		NA		\$500	\$50

Recommendation 12:

That Council adopt the Revenue and Expenditure as detailed in the 2018/2019 Annual Budget.

Recommendation 13:

ADOPT LEVELS OF MATERIALITY 2018/2019

In accordance with Clause 34A(5) of the Local Government (Financial Management) Regulations, 1996 Council adopt its levels of material variances that need to be reported on amounts of \$10,000 or 10% whichever is the greater.

**VOTING 8/0
CARRIED
SC Minute Reference: 07/18-4**

9.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

10.0 CLOSURE

The Chairman thanked the Manager of Finance & Corporate Services for her time and effort in the budget process and Elected Members and Staff for their attendance and closed the meeting at 4.56pm.