



Annual Report

*For the year ended
30 June 2011*



Shire of
Chapman Valley
Love the Rural Life



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ELECTED MEMBERS

NORTH EAST WARD



**Cr John Collingwood
(President)**
RMB 572
Yetna WA 6532
☎ (08) 9923 3224
Term Expiry 2013



**Cr Peter Batten
(Deputy President)**
PO Box 3403
Bluff Point WA 6530
☎ (08) 9923 0695
Term Expiry 2013



Cr Anthony Farrell
308 Wandana Road
Yuna WA 6532
☎ (08) 9931 1030
Term Expiry 2015



Cr Pauline Forrester
PMB 24
Yuna WA 6532
☎ (08) 9920 1063
Term Expiry 2015



Cr Beverley Davidson
Lot 69 Waterfront Circle
Drummond Cove WA 6530
☎ (08) 9938 2559
Term Expiry 2013



Cr Trevor Royce
PO Box 866
Geraldton WA 6531
☎ (08) 9925 1026
Expiry 2015

SOUTH WEST WARD



Cr Peter Humphrey
12 Whittenoorn Circle
White Peak WA 6532
☎ (08) 9938 3430
Term Expiry 2015



Cr David Bell
PO Box 3177
Bluff Point WA 6530
☎ (08) 9938 2524
Term Expiry 2013

COUNCIL EXECUTIVE STAFF

Murray Brown
Acting Chief Executive Officer



Simon Lancaster
Manager for Planning



Debby Barndon
Administration Manager



Ken Barndon
Works Supervisor

MINUTES OF PREVIOUS ELECTORS MEETING

SHIRE OF CHAPMAN VALLEY MINUTES OF THE ANNUAL GENERAL MEETING OF ELECTORS

**HELD IN THE COUNCIL CHAMBERS, NABAWA ON WEDNESDAY 15th December 2010
COMMENCING AT 6.03pm**

DISCLAIMER:

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

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 committee meetings or discussions. Any person or legal identity that 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 application, proposal or submission, any statement or limitation or approval made by a member or officer of the Shire of Chapman Valley during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Chapman Valley. The Shire of Chapman Valley warns that anyone who has an application, proposal or submission lodged with the Shire of Chapman Valley must obtain and should only rely on WRITTEN CONFIRMATION of the outcome of the application, proposal or submission and any conditions attaching to the decision made by the Shire of Chapman Valley in respect of the application.

Murray Brown
ACTING CHIEF EXECUTIVE OFFICER

1.0 DECLARATION OF OPENING

The Presiding Member, Cr J Collingwood – (President) declared the meeting open at 6.03pm.

2.0 ATTENDANCE

Elected Members:

Cr J Collingwood	(President)	North East Ward
Cr P Batten	(Deputy President)	North East Ward
Cr T Royce		North East Ward
Cr P Forrester		North East Ward
Cr B Davidson		North East Ward
Cr P Cole		North East Ward

Cr A Bell		South West Ward
Cr D Bell		South West Ward

Staff:

Mr D Sellenger	Chief Executive Officer
Mr R Foulkes-Taylor	Chief Executive Officer
Mrs M Lingius	Administration Manager
Mrs K Williams	Accountant
Mr S Lancaster	Manager of Planning

Ratepayers/Residents:

Mr Barry Stokes
Mrs Gail Patterson
Mr Danny Williamson
Mr Neil Kupsch
Mr George Barnettson

3.0 APOLOGIES

Nil

4.0 CONFIRMATION OF MINUTES FROM PREVIOUS ANNUAL ELECTORS MEETING HELD ON WEDNESDAY 17TH MARCH 2010

Moved Cr A Bell seconded Cr Cole

That the Minutes of the Annual General Meeting of Electors held on Wednesday 17th March 2010 be confirmed subject to the addition of Mr Robbie Foulkes-Taylor being added to the list of staff in attendance.

CARRIED

5.0 2009 / 2010 AUDIT REPORT

Moved Cr Forrester seconded Cr Davidson

That the 2009/2010 Audit Report be received.

CARRIED

6.0 2009 / 2010 ANNUAL FINANCIAL STATEMENTS

Moved Cr A Bell seconded Cr Cole

That the 2009/2010 Annual Financial Statements be received.

CARRIED

7.0 PRESIDENT & CHIEF EXECUTIVE OFFICER REPORTS

Cr Collingwood and Mr D Sellenger thanked inside and outside staff for their hard work during the past 12 months.

Moved Cr Davidson seconded Cr Forrester

That the President's and Chief Executive Officer Reports be received

CARRIED

8.0 GENERAL BUSINESS

- Gail Patterson asked what had been budgeted for in the way of drainage works for Green Drive, Robbie Foulkes Taylor outlined the drainage works that would be undertaken in the coming months in Indialla and Green Drive.
- Cr Collingwood thanked Gail Patterson for her contribution to the amalgamation / boundary change debate.
- Gail Patterson asked why Nabawa did not have a playground and suggested the football ground is the suitable location. Kristy Williams advised that a grant application was being prepared for a camp ground and playground development at this location. Cr Collingwood expressed a hope that a Nabawa community group might be formed similar to the Yuna, Nanson and Parkfalls groups to formulate projects and assist in preparing community grants.
- Gail Patterson expressed dissatisfaction at the increase in her rates and queried what additional services she received. Cr Collingwood advised that the previously applied townsite rates subsidy had been reduced and that the increased rates was to make them more comparable to rates paid by other landowners who did not receive a concession. Kristy Williams outlined the townsite subsidies history and the level of concession and the staged redirection of this over several years. Cr Collingwood advised that the value of land was established by the Valuer Generals Office.

- Kristy Williams advised that the subject lots were still minimum rated & subject to concession.
Neil Kupsch commented on his rates increase and acknowledged that it went on road construction and equipment.
- Barry Stokes queried whether the Water Plan would be made available for public comment as there would be alternative ground water locations that he was aware of not included in the Plan.
Cr Collingwood outlined the Water Plans progress and advised he would speak to Mr Stokes directly on this matter.
Mr Robbie Foulkes-Taylor provided further information on the information collation process for the Water Plan.
Cr Collingwood advised that he would liaise with the consultants preparing the Water Plan directly and expressed appreciation for Mr Stokes input.
Neil Kupsch advised of the other water sources in the district.

9.0 CLOSURE

The Presiding Member thanked members, ratepayers, visitors and staff for attending and declared the electors meeting closed at 6.40pm inviting those present to join Council for light refreshments.

Reports

PRESIDENTS ANNUAL REPORT TO ELECTORS



Cr John Collingwood

INTRODUCTION

This report mainly covers the 2010/2011 financial year which has again been a very busy time for the Councillors and staff.

The continued interest in Oakajee for the development of a deep water port and associated rail infrastructure has resulted in the Shire maintaining a strong focus and playing an important role in the planning for this most important and significant project. I believe that we have developed a sound relationship with Oakajee Port and Rail, Landcorp and other proponents to progress a project of great benefit to the region.

Council has also continued to develop the Shire in many other areas and has strived for improvements in its operations, a few of which I will touch on in this report.

AMALGAMATION OF RURAL LOCAL GOVERNMENT AUTHORITIES

All residents and ratepayers will be aware that in December 2010 the Local Government Advisory Board announced that the Shire of Chapman Valley would not be included in the process of amalgamation involving the Shire of Mullewa and the then City of Geraldton Greenough.

I personally thank everyone for attending the public meeting held to discuss this matter and I also thank the many interested residents that prepared and submitted submissions to the Local Government Advisory Board at that time. There is no doubt that the Chapman Valley community played an important role in achieving the result that this Shire should remain as it is.

The Minister for Local Government has recently set up a committee to examine the boundaries of all metropolitan local government authorities. While this review is taking place, the focus on rural amalgamations has diminished considerably. With a State Election due in early 2013 it appears likely that this matter will be deferred until after that election.

OAKAJEE INDUSTRIAL ESTATE & DEEP WATER PORT DEVELOPMENTS

Firstly, the development of the proposed Oakajee industrial site and deep water port always remain high on Council's agenda. Council has continued to meet regularly with Oakajee Port and Rail following their appointment by the state government, and is confident the local Chapman Valley community will receive considerable benefit from the port and rail projects proceeding.

LONG TERM PLANNING ISSUES

Council's Town Planning staff have continued to work on a range of projects and plans as the Shire moves to manage and guide increasing development in light of the continuing growth in the region's housing and resource sectors, and the development of the port at Oakajee.

The investment in planning will ensure that this Shire develops in an orderly manner and will make our area continue to be an attractive location in which to live and invest.

TOWNSCAPE FACILITIES

The Council has developed playground facilities at Yuna and Nanson and has recently submitted a grant application to lotterywest to upgrade the playground facilities at Nabawa. A bus shelter has been constructed at Nanson and a mural has recently been painted on this bus shelter by local artist Marina Baker.

Maintenance of the grassed sporting facilities at Nabawa continues to be of a high standard.

A Parkfalls Streetscape Plan has been developed and some funding has been provided in the current Council Budget for works on this project. Work in this locality will be ongoing.

PLANT & EQUIPMENT

In accordance with the ten year plant replacement programme Council has continued to update items of plant and equipment in the 2010/2011 financial year to achieve greater efficiencies and minimise maintenance costs. This has seen the acquisition of the following plant items:-

Caterpillar 140 Grader (2007 model)
Caterpillar Skid Steer Loader
Caterpillar 950 Wheel Loader

Council has a Plant Replacement program through to 2015/2016.

CONSTRUCTION OF MAJOR ROADS

Council continues to have an extensive road works program each year and works were carried out on various roads including the following roads:-

Dartmoor Road
Durawah Road
Naralling East Road
Nolba Road
Indialla Road
Cannon- Wheelara Road

In the 2010/11 year Council spent a total of \$1,087,526 on road construction and \$965,910 on road maintenance.

FLOOD DAMAGE TO ROADS

Many of our roads suffered considerable damage due to unseasonal weather conditions. This has resulted in Council claiming "Flood Damage" to help re instate our road network. This work is being carried out by contractors.

COMMUNITY SERVICES

In May 2010 Mrs Chelsea Stanich was appointed to the part time position of Community Development Officer. Besides assisting with a number of major projects, Chelsea has been preparing and distributing a Shire of Chapman Valley "E- News". This is a publication on Council activities and is distributed by Email. Residents and ratepayers who have an email address and are not on our Email mailing list can register with Chelsea by emailing her at community@chapmanvalley.wa.gov.au

NANSON MUSEUM

During 2010/2011 Council, with financial assistance from the Mid West Development Commission and the Royalties for Regions Regional Grants Scheme arrangements were made for the purchase and relocation of the "Clarrie Milne" collection to the Nanson Museum. Building extension works were carried out by Council and the relocation and setting up was completed by various committee members and community volunteers. There was an official opening of this collection on 26th March 2011 by Hon Grant Woodhams MLA.

The Clarrie Milne collection reflects farming and rural life in the Mid West region. Some 190 items make up this collection. The Chapman Valley Museum is a valuable community facility and is well worth a visit.

FIG TREE CROSSING CAMPING AREA.

Considerable development work has been carried out at the Fig Tree Crossing Camping Area with shade shelters and ablutions being provided. This facility is proving popular with visitors and overnight camping is allowed. A limit of a one night stopover is permitted with a charge of \$5.50 per vehicle.

VOLUNTEER BUSH FIRE BRIGADES

The work of the local bush fire brigades continues to provide the community with an assurance that active and well trained units are available to assist in cases of emergency. These volunteers continue to do an excellent job and I commend them all for their efforts over the past and previous years.

COUNCIL MEMBERSHIPS

Council elections were held in October 2011 resulting in the election of two new Councillors, being Cr Anthony Farrell and Cr Peter Humphrey.

The make up of the Council is now:-

North East Ward

Cr John Collingwood (President)
Cr Peter Batten (Deputy President)
Cr Pauline Forrester
Cr Bev Davidson
Cr Trevor Royce
Cr Anthony Farrell

South West Ward

Cr David Bell
Cr Peter Humphrey

I acknowledge the efforts of Cr Peter Cole who did not seek re election and thank Cr Anne Bell for her contribution to Council.

I wish to extend my sincere appreciation to Councillor Peter Batten for his contribution and support as the Deputy President and to all other Councillors, both past and present, for their valued contribution throughout the year and trust the ongoing good natured and amiable working relationship will continue for the betterment of the community for many years to come.

STAFF

It was disappointing to note that during 2010/11 staff turnover increased, compared to the very low level we have experienced in recent years. This higher level of staff turnover has effected indoor and outside works operations.

Council's Chief Executive Officer has moved to the Shire of Upper Gascoyne, Works Manager Robbie Foulkes Taylor to private enterprise and Accountant Kristy Williams is working from home for a private enterprise.

We welcome Mr Stuart Billingham as our new Chief Executive Officer. Stuart commences with us on the 30th of January 2012.

Mr Ken Barnden is now our Works Manager and Mrs Debby Barndon our Manager of Finance and Administration.

I thank all staff for their dedication and loyalty.

CONCLUSION

I take this opportunity to thank Councillors and all staff for their excellent contribution to the operations of the Shire of Chapman Valley throughout the 2010/2011 year.

Finally, I extend my appreciation to those members of the community who have co-operated with Council in the areas of supplying road building material, water, land resumption, contribution toward works, volunteer labour for community projects etc, as co-operation is invaluable for Council to maintain and upgrade roads to a more desirable standard for the ever increasing heavy haulage traffic we have on our roads today.

John Collingwood
SHIRE PRESIDENT

CHIEF EXECUTIVE OFFICER'S REPORT 2010/2011

Murray Brown
Acting Chief Executive Officer

INTRODUCTION

It is a pleasure to present various information to the Ratepayers and Electors of the Shire of Chapman Valley and to reflect on some activities from the 2010/2011 financial year.

I continue to appreciate the dedication and loyalty of our staff particularly as the Shire moves forward to meet the many challenges ahead, including development at Oakajee Port and Industrial Estate, continued growth in the south-west (Park Falls Region), and the improved seasonal conditions for farmers in 2011.

My thanks to the Shire President and Councillors for their cooperation, assistance and on going support throughout the last twelve months.

I thank Ken and the team for the excellent work on the roads, Simon and Kat for their great work in providing our town planning services, Anthony for our building services, Debby and her staff for the finance and administration, Jim and Nicole for their work on various land care and environmental issues. All staff aim to provide a quality service to our community and striving to make the Shire of Chapman Valley a better place to live.

ROAD WORKS

Road work remains Council's most significant area of expenditure and allocation of resources. Council has a forward plan for both road works and Plant Replacement.

PUBLIC INTEREST DISCLOSURE ACT 2003

In the year under review, Council received no reports under the *Public Interest Disclosure Act 2003*.

TOWN PLANNING SCHEME NO. 2 & BULLER ENVIRONMENTAL REVIEW

The Minister for Planning has granted consent to advertise Shire of Chapman Valley Local Planning Scheme No.2 and this will commence shortly. The Minister for Environment has required that the proposed change in zoning from 'General Farming' to 'Development' in the western section of the Buller locality be subject to Environmental Review. thus delaying the finalisation of the draft Scheme.

This will be advertised concurrently with the Scheme No 2.

REGIONAL CO OPERATION

Council Town Planning staff provide a town planning service to the Shire of Coorow and more recently a similar service to the Shire of Northampton. This service is provided on a full cost recovery basis.

Council uses the services of the Environmental Health Officer from the Shire of Northampton when the services of this officer is required.

REPORT ON THE SHIRE OF CHAPMAN VALLEY STRATEGIC PLAN – SECTION 5.53(E) OF THE LOCAL GOVERNMENT ACT 1995

In June 2007 Council adopted the Strategic Plan for the future direction of the Shire for the period 2007/2008 to 2012/2013. It is expected the Council will undertake a review of this plan when greater certainty is provided on the progression of Oakajee.

One of the requirements to receive Royalties for Regions grants is that Council must prepare a Forward Capital Works Plan for at least five years from 2010/11. This plan must comply with the guidelines set down by the Department of Regional Development.

PAYMENTS TO EMPLOYEES (SECTION 5.53(2)(g) LOCAL GOVERNMENT ACT 1995)

In accordance with section 5.53(2)(g) of the *Local Government Act* 1995 and Clause 19B of the *Local Government (Administration) Regulations* 1996, employee's payments equal to, or in excess of \$100,000.00 (cash component) are required to be recognised in the Shire's Annual Report.

The Shire of Chapman Valley had the one employee who's payment exceeded \$100,000 in the 2010/2011 financial year. This being the Chief Executive Officer, Mr Dirk Sellenger.

NATIONAL COMPETITION POLICY

Clause 7 Statement - LR3

The Shire of Chapman Valley completed the full review of all Local Laws during 2007/2008 financial year and adopted the new local laws, which now all comply with the requirements of the National Competition Policy.

Clause 7 Statement – Competitive Neutrality

As none of the Shire of Chapman Valley activities derived an annual income in excess of \$200,000, it has not been necessary for Council to implement the Competitive Neutrality Principles of the National Competition Policy.

DISABILITY SERVICES

In accordance with the *Disability Service Act* 1993, it is a requirement for the Shire of Chapman Valley to report on outcome based activities highlighted in the Disability Service Plan (now known as the Disability Access and Inclusion Plan-DAIP) in this report.

Council undertook a full review of its Disability Service Plan in 2006 and adopted its new plan in 2007, and is now proceeding with implementation of the identified actions which includes:

- an upgrade of the Shire website through a \$15,000 grant application was completed in the second half of the 2009/2010 financial year;
- Disability awareness information as a part of staff induction, and regular information bulletins;
- Provision of council documents and information in alternate formats when requested; &
- The construction of disabled toilet facilities at Nanson.
- The construction of disabled toilet facilities at Yuna through funding obtained from the Disability Services Commission.

Under the *Disability Services Act 1993*, and as a part of the DAIP, each Local Government Authority has an annual reporting responsibility. The following progress report was presented to the Disability Services Commission:

1 Please indicate for each outcome areas in your DAIP:

- The number of strategies that were planned and subsequently completed or partially completed by your organisation;
- The number of current contracts that are working towards DAIP outcomes.

	Total number of planned strategies	Number of strategies completed	Number of strategies partially completed	Number of contractors undertaking DAIP activity
Outcome 1	4	2	1	1
Outcome 2	2,7	2		1
Outcome 3				
Outcome 4				
Outcome 5				
Outcome 6	1		1	

- 2 Please indicate the number of your agents and contractors undertaking DAIP activities and the total number of agents and contractors providing a service to the public;

Number of contractors providing a service to the public consistent with DAIP	1
Total number of contractors providing a service to the public	0

- 3 How have you informed agents and contractors of your DAIP;

Provided a copy of your DAIP directly to agents and contractors upon awarding contract (including as a result of a contract variation)	0
Identified your DAIP in tender and contract documents as an important document in terms of providing services to the public	0
Provided a hyper-link in tendering documentation to DAIP	1
Provided correspondence to the agent or contractor about your DAIP	0

STATE RECORDS ACT 2001 - STANDARD 2/PRINCIPAL 6

In accordance with the requirements of Standard 2, Principal 6 of the State Records Act, I hereby report on how the Shire of Chapman Valley employees are complying with the Shire's Records Keeping Plan:

Item 6.1 - Staff Training, Information Sessions, Publications.

Activities to ensure staff awareness and compliance are being implemented in accordance with Council's endorsed Record Keeping Plan and will be an ongoing requirement of the organisation.

Item 6.2 – Performance Indicators in place

The following performance indicators have been developed to measure the efficiency and effectiveness of the Shire of Chapman Valley's record keeping system:-

A register is to be maintained by the Administration staff responsible for filing all records of:-
 Records that cannot be located
 Files that are missing and unable to be located

Item 6.3 – Agency Evaluation

The Shire of Chapman Valley's record keeping system will be continually reviewed and improved where possible in order to pursue best practise for the organisation. The current record keeping systems are assessed as being efficient and effective for the requirements of the organisation.

A new electronic filing system was acquired and installed at the end of the 2007/2008 financial year. I am pleased to report that administration staff will receive further training on the efficient use of this system.

FINANCES /AUDIT REPORT

The Shire of Chapman Valley received another good Audit Report for the 2010/11 financial year. I thank all the finance and administration team for their positive contributions in this regard.

The financial position of this Shire continues to be sound, with a low loan debt level and an aim to increase reserve funds.

CONCLUSION

As previously mentioned in my report, the Shire of Chapman Valley is a growth Shire (one of very few in this State) and is currently going through “growing pains” in regards to service demand and the ability for Council’s existing resources to provide these services.

Exciting times are ahead we look forward to the next 12 months at Chapman Valley.

Murray Brown

ACTING CHIEF EXECUTIVE OFFICER

INDEPENDENT AUDIT REPORT



INDEPENDENT AUDITOR'S REPORT TO THE ELECTORS OF THE SHIRE OF CHAPMAN VALLEY

Report on the Financial Report

We have audited the accompanying financial report of the Shire of Chapman Valley, which comprises the statement of financial position as at 30 June 2011, statement of comprehensive income by nature or type, statement of comprehensive income by program, statement of changes in equity, statement of cash flows and the rate setting statement for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information and the statement by Chief Executive Officer.

Management's Responsibility for the Financial Report

Management is responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards, the Local Government Act 1995 (as amended) and the Local Government (Financial Management) Regulations 1996 (as amended) and for such internal control as management determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance about whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of the financial report that gives a true and fair view in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by Council, as well as evaluating the overall presentation of the financial report.

We believe the audit evidence we obtained is sufficient and appropriate to provide a basis for our audit opinion.

Auditor's Opinion

In our opinion, the financial report of the Shire of Chapman Valley is in accordance with the Local Government Act 1995 (as amended) and the Local Government (Financial Management) Regulations 1996 (as amended), including:

- a giving a true and fair view of the Shire's financial position as at 30 June 2011 and of its performance for the year ended on that date; and
- b complying with Australian Accounting Standards, the Local Government Act 1995 (as amended) and the Local Government (Financial Management) Regulations 1996 (as amended).

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**INDEPENDENT AUDITOR'S REPORT
TO THE ELECTORS OF THE SHIRE OF CHAPMAN VALLEY (Continued)**

Report on Other Legal and Regulatory Requirements

During the course of the audit, we become aware of the following instance where the Council did not comply with the Local Government Act 1995 (as amended).

Fees and charges – Camping Fees

The requirement to give local public notice for changes to camping fees for 2010/11 after the annual budget had been adopted was not done as required by section 6.19 (1) and (2) of the Local Government Act 1995.

In accordance with the Local Government (Audit) Regulations 1996, we also report that:

- a) There are no matters that in our opinion indicate significant adverse trends in the financial position or the financial management practices of the Shire.
- b) Except as detailed above, no other matters indicating non-compliance with Part 6 of the Local Government Act 1995 (as amended), the Local Government (Financial Management) Regulations 1996 (as amended) or applicable financial controls of any other written law were noted during the course of our audit.
- c) All necessary information and explanations were obtained by us.
- d) All audit procedures were satisfactorily completed in conducting our audit.

UHY HAINES NORTON
CHARTERED ACCOUNTANTS


GREG GODWIN
PARTNER

Date: 31 January 2012
Perth, WA

AUDITED FINANCIAL REPORTS