

# SPECIAL COUNCIL MEETING

## Minutes

### Budget Adoption

Meeting Date Wednesday 9 August 2023

Meeting Time 9:00 am

Held at Chapman Valley Administration Office, 3270 Chapman Valley Road,  
Nabawa WA 6532, Council Chambers.

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



SHIRE OF

**Chapman Valley**

*love the rural life!*

**Jamie Criddle**  
Chief Executive Officer

## ACKNOWLEDGEMENT OF COUNTRY

The Shire of Chapman Valley would like to respectfully acknowledge the Naaguja peoples who are the traditional owners and first people of the land on which we stand.

We would like to pay our respect to the elders past, present and emerging for they hold the memories, the traditions, the culture and hopes of the Naaguja peoples.

## 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.

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## **1 Declaration of Opening & Announcements of Visitors**

The Deputy President welcomed elected members, staff and visitors to the council meeting and declaring the meeting open at 9:02 am.

The Shire acknowledged the traditional landowners through the reading of our Acknowledgement of Country.

*“The Shire of Chapman Valley would like to respectfully acknowledge the Naaguja peoples who are the traditional owners and first people of the land on which we stand.*

*We would like to pay our respect to the elders past, present and emerging for they hold the memories, the traditions, the culture and hopes of the Naaguja peoples.”*

## **2 Announcements from the Presiding Member**

### **3 Record of Attendance**

#### **3.1 Attendees**

The following attended the council meeting:

##### **Elected Members**

Cr Kirrilee Warr (President)  
Cr Darrell Forth (Deputy President)  
Cr Nicole Batten  
Cr Beverley Davidson  
Cr Elizabeth Elliott-Lockhart  
Cr Catherine Low  
Cr Trevor Royce

##### **Officers**

Jamie Criddle, Chief Executive Officer  
Simon Lancaster, Deputy Chief Executive Officer  
Dianne Raymond, Manager Finance & Corporate Services  
Beau Raymond, Minute Taker

##### **Visitors**

Nil

#### **3.2 Apologies**

Cr Peter Humphrey

#### **3.3 Previously Approved Leave of Absence (By Resolution of Council)**

Nil

## **4 Public Question Time**

#### **4.1 Response to Previous Public Questions on Notice**

Nil

#### **4.2 Public Question Time**

Nil

### **5 Applications for Leave of Absence**

Nil

### **6 Disclosure of Interest**

Nil

### **7 Presentations**

#### **7.1 Petitions**

Nil

#### **7.2 Presentations**

#### **7.3 Deputations**

### **8 Confirmation of Minutes from Previous Meetings**

Nil

### **9 Items to be dealt with En Bloc**

## 10 Officer Reports

### 10.1 Manager of Finance & Corporate Services

<b>10.1.1</b>	<b>Formal Adoption of 2023/2024 Annual Budget</b>
<b>Department</b>	Finance, Governance & Corporate Services Finance
<b>Author</b>	Dianne Raymond
<b>Reference(s)</b>	306.08
<b>Attachment(s)</b>	1. 2023-2024 Statutory Budget - Shire of Chapman Valley [10.1.1.1 - 44 pages]

### Voting Requirements

Absolute Majority

### Staff Recommendation

#### Recommendation 1:

That Council adopt the Statutory Budget for the Shire of Chapman Valley for the financial year ending 30th June 2024 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. Statement of Cash Flow;
3. Statement of Financial Activity
4. Notes to the Budget
5. Schedule of Fees and Charges

#### Recommendation 2:

That Council, in accordance with Section 6.32, 6.33, 6.34, 6.35, 6.36, 6.37 of the Local Government Act 1995 impose the following general & differential rates and minimum rates within the Shire of Chapman Valley boundaries in respect of the 2023/2024 financial year based upon current valuations:

Rating Category	Rate in the Dollar C:\$	Minimum Rate \$
Gross Rental Value	9.9526	724.50
Unimproved Value		
UV Rural General	0.7847	414

UV Oakajee Industrial Estate	1.4801	414
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**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 of the Local Government Act 1995 and set the due dates as follows:

Full Payment and 1st Instalment Due Date 20 September 2023

Two Instalment Option

1st Instalment due 20 September 2023

2nd Instalment due 20 November 2023

Four Instalment Option

1st Instalment due 20 September 2023

2nd Instalment due 20 November 2023

3rd Instalment due 22 January 2024

4th Instalment due 22 March 2024

**Recommendation 7:**

**WAIVER OF RATES**

That Council grant a waiver of shire rates for 2023/2024 financial year to the following non-profit organisation holding property within the Shire of Chapman Valley. (NB: This property will still be required to pay the Emergency Services Levy) and rubbish charges applicable:

- (a) The Yuna CWA

**Recommendation 8:**

**ADOPTION OF 2023/2024 SCHEDULE OF FEES AND CHARGES**

That Council, in accordance with section 6.16 of the Local Government Act 1995 confirm the adoption of the 2023/2024 Schedule of Fees and Charges effective 1 July 2023 as attached.

**Recommendation 9:**

**ADOPTION OF 2023/2024 RUBBISH REMOVAL CHARGES**

That Council, in accordance with section 6.16 of the Local Government Act 1995, impose the following charges for the removal of waste:

Domestic Rubbish Removal Charges \$467.00\* for a weekly service 240ltr bin

(\*Indicates GST free service)

Commercial Rubbish Removal Charges

\$483.00 for a weekly service of 1 - 5 240ltr bin

\$405.00 for a weekly service of 6 - 15 240ltr bin

\$356.00 for a weekly service of 15 or more 240ltr bin

**Recommendation 10:**

That Council endorse the 2023/2024 Emergency Services Levy fixed rate set for Category 5 regions. The interest rate to be charged for the late payment of Emergency Services Levy by property owners for 2023/2024 has been declared at 11% per annum.

**Recommendation 11:**

**ELECTED MEMBERS FEES AND ALLOWANCES FOR 2023/2024**

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

**Recommendation 12:**

That Council adopt the Revenue and Expenditure as detailed in the 2023/2024 Annual Budget.

**Recommendation 13:**

**MATERIAL VARIANCE REPORTING 2023/2024**



In accordance with Clause 34A(5) of the Local Government (Financial Management) Regulations, 1996 that Council adopt a reporting variance of \$10,000 or 10% whichever is the greater.

## Disclosure of Interest

No officer declared an interest under the Local Government Act 1995, Subdivision 1 (LGA 1995) in the preparation of this report.

## Background

Between 1st June and 31st August each year, the Shire is required to adopt an annual budget for its municipal fund in accordance with Section 6.2 of the Local Government Act 1995 and the associated regulations.

## Comment

This report seeks Council adoption of the Shire of Chapman Valley 2023/2024 Annual Budget, which has been compiled with regard to the principles contained in the Integrated Planning & Reporting documents. The development of the annual budget has been challenging given the current economic environment. Shire revenue and expenditure and the ability to service the community expectations are based on sound financial principles which underpin the Long-Term Financial Plan (LTFP) and 4 Year Corporate Business Plan (CBP).

The Draft 2023/2024 Annual Budget was presented to Councillors at Budget Workshops in June & July 2023. The attached 2023/2024 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 changes as directed by Council at the Budget Workshops have been incorporated into the final budget document.

### Municipal Budget 2023/2024

## Rates

At the Ordinary Council Meeting held on the 8 May 2023 Council agreed to advertise differential Unimproved Rates incorporating a 3.50% rate revenue increase. The proposed differential rates were advertised for 21 days as required by s6.36 (1) of the Local Government Act 1995, with no submissions received during the public comment period. The Statement of Objects and Reasons for proposed differential rates are attached to this report and available on the Shire website. The final draft of the 2023/2024 Annual Budget presented has been rate modelled on a 3.56% increase to rate revenue from the 2022/2023 financial year with an amendment to the rate in the dollar for the differential rating categories made to reflect the current rate book. It must be understood some ratepayers; however, may still pay more rates and others less dependent on the implications of their individual revaluations.

The minimum rates rate amount for both the Gross Rental Value and Unimproved Value category has increased, the first increase since budget adoption July 2019.

Rate in the dollars to be adopted are:

Rating Category	Rate in the Dollar C:\$	Minimum Rate \$
Gross Rental Value	9.9526	724.50

Unimproved Value		
UV Rural General	0.7847	414
UV Oakajee Industrial Estate	1.4801	414

### Schedule of Fees & Charges

The Draft 2023/2024 Schedule of Fees and charges were first presented at the Ordinary meeting of Council for May 2023 and ongoing discussions have occurred resulting the attached Schedule of Fees and Charges for 2023/2024.

### Domestic Rubbish Collection Service Fees & Charges

The 2023/2024 Schedule of Fees and charges have no increase to ratepayers for the collection of domestic rubbish from properties given the new agreement with contractors indicate this charge is sufficient to recover costs of collections for 2023/2024.

### Borrowings

Prior to the 2023/2024 budget the shire did not have any outstanding loans. It is proposed to apply for various loans from the Western Australian Treasury Commission, at an estimated interest rate of 5% per annum. The loans will be applied to upgrade of council properties and the purchase of a new loader in the plant replacement program. The major project in the 2023/2024 budget includes the redevelopment of the Nabawa Recreation Centre to provide better capacity to assist in future disaster recovery with ability to evacuate, care for displaced persons and reduce the impact of major disasters in the region. This facility will provide a far-reaching asset into the future, and a reasonable expectation being for future ratepayers to offset the expense in forward budgets.

### Reserve Accounts

It is proposed the Plant & Light Vehicle Reserve will supplement the acquisition of large plant in the 2023/2024 Plant Replacement Program for road work operations and an amount of \$387,250 will be transferred from the Plant Reserve to the municipal account on 30 June 2024.

### 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.

### Statutory Environment

The report complies with the requirements of the:  
 Local Government Act 1995  
 Local Government (Financial Management) Regulations 1996

### Policy/Procedure Implications

All Policies and Corporate Management Procedures impacting the budget are considered.

## Financial Implications

Specific financial implications are as outlined in the Draft 2023/2034 Annual Budget as attached for adoption. The Long-Term Financial Plan has been taken into consideration.

## Strategic Implications

### Strategic Community Plan/Corporate Business Plan Implications

#### **GOVERNANCE & ACCOUNTABILITY**

5.3 Make informed decisions within resources and areas of responsibility.

5.3.1 Council and Shire process formally incorporate integrated plans as references.

5.3.2 Regular and relevant briefings to Elected Members.

## Consultation

Community consultation and engagement has occurred during the committee process to develop informing documents for the 5 Year Building Maintenance & Capital Works Program.

Councillors have been actively engaged in formulation of the Draft 2023/2024 Annual Budget through an invitation extended to submit items for budget consideration, the Draft Budget Workshops conducted in June & July 2023 enabling consideration of revenue and expenditure requirements, with wide-ranging discussion on efficiency measures throughout the budget options.

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. No submissions were received by the closure date.

Extensive internal consultation has occurred across the organisation during the budget process.

## Risk Assessment

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

A Minor Compliance Risk of Level 2 - Which will likely result in some temporary non-compliance.

### Council Resolution

**Moved:** Cr Nicole Batten    **Seconded:** Cr Katie Low

9:05 am, That as per part 17.1 of the Shire of Chapman Valley Standing Order Local Laws 2016, Council suspend the operation of the following clauses to allow sufficient discussion of item 10.1.1:

8.5 Priority when speaking,  
8.7 Relevance,  
8.8 Speaking twice,  
8.9 Duration of speeches

**For** Cr Katie Low, Cr Beverley Davidson, Cr Elizabeth Elliott-Lockhart, Cr Darrell Forth, Cr Nicole Batten, Cr Trevor Royce and Cr Kirrilee Warr

**Against** Nil

7 / 0

**CARRIED UNANIMOUSLY**  
**Minute Reference SCM 2023/08-1**

Discussion was undertaken on the item.

### **Council Resolution**

**Moved:** Cr Nicole Batten    **Seconded:** Cr Katie Low

9:14 am, That as per part 17.1 of the Shire of Chapman Valley Standing Order Local Laws 2016, Council reinstate the operation of the following clauses to allow sufficient discussion of item 10.1.1:

- 8.5 Priority when speaking,
- 8.7 Relevance,
- 8.8 Speaking twice,
- 8.9 Duration of speeches

**For** Cr Katie Low, Cr Beverley Davidson, Cr Elizabeth Elliott-Lockhart, Cr Darrell Forth, Cr Nicole Batten, Cr Trevor Royce and Cr Kirrilee Warr

**Against** Nil

7 / 0

**CARRIED UNANIMOUSLY**  
**Minute Reference SCM 2023/08-2**

### **Council Resolution**

**Moved:** Cr Elizabeth Elliott-Lockhart    **Seconded:** Cr Beverley Davidson

#### **Recommendation 1:**

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**MATERIAL VARIANCE REPORTING 2023/2024**

In accordance with Clause 34A(5) of the Local Government (Financial Management) Regulations, 1996 that Council adopt a reporting variance of \$10,000 or 10% whichever is the greater.

**For** Cr Katie Low, Cr Beverley Davidson, Cr Elizabeth Elliott-Lockhart, Cr Darrell Forth, Cr Nicole Batten, Cr Trevor Royce and Cr Kirrilee Warr

**Against** Nil

**7 / 0**

**CARRIED UNANIMOUSLY  
Minute Reference SCM 2023/08-3**

**Borrowing Note:**

As per note 7(a) within the Statutory Budget documentation, execution of loan numbers 101 & 102 are conditional on the receipt of external grant funding in addition to further approval from council by reference of ordinary resolution.

## **11 Elected Members Motions**

The Council did not received any notice of motion from an elected member.

## **12 New Business of an Urgent Nature Introduced by Decision of the Meeting**

Nil

## **13 Announcements by Presiding Member Without Discussion**

No announcements were made by the Presiding Member throughout the course of the meeting.

## **14 Matters for which Meeting to be Closed to Members of the Public**

The Council has no confidential items for consideration.

## **15 Closure**

The Shire Deputy President thanked Elected Members and Staff for their attendance and closed the Special Council Meeting 9 August 2023 at 9:17 am.