



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 28th July 2016
at the Council Chambers, Nabawa, commencing at 9:00am.

Maurice Battilana
CHIEF EXECUTIVE OFFICER

UNCONFIRMED MINUTES

28 JULY 2016

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.

A handwritten signature in black ink, appearing to read 'M. Battilana', is written over a large, stylized, looping flourish.

Maurice Battilana
CHIEF EXECUTIVE OFFICER

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4.0 PUBLIC QUESTION TIME

5.0 DISCLOSURE OF INTEREST

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."*

6.0 PETITIONS/DEPUTATIONS/PRESENTATIONS

7.0 OFFICERS REPORT

7.1 Formal Adoption of 2016/2017 Annual Budget

8.0 CLOSURE

ORDER OF BUSINESS:

1.0 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS

The Chairman, Cr Collinwood welcomed Elected Members and Staff and declared the meeting open at 9.01am.

2.0 LOYAL TOAST

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

3.1 Present

a. Councillors

Member	Ward
Cr John Collingwood (President)	North East Ward
Cr Anthony Farrell (Deputy President)	North East Ward
Cr Pauline Forrester	North East Ward
Cr Trevor Royce	North East Ward (from 9.07am)
Cr Peter Humphrey	South West Ward
Cr Veronica Wood	South West Ward
Cr Ian Maluish	South West Ward

b. Staff

Officer	Position
Mr Maurice Battilana	Chief Executive Officer
Mr Simon Lancaster	Manager of Planning
Mrs Dianne Raymond	Manager of Finance & Corporate Services
Mr Esky Kelly	Manager of Works & Services
Mrs Karen McKay	Executive Assistant (Minute Taker)

c. Visitors

Name	
Nil	

3.2 Apologies

Name	
Cr Kirrilee Warr	North East Ward

4.0 PUBLIC QUESTION TIME

4.1 Questions On Notice

Nil

4.2 Questions Without Notice

Nil

5.0 DISCLOSURE OF INTEREST

Nil

6.0 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

7.0 OFFICERS REPORTS

AGENDA ITEM:	7.1
SUBJECT:	FORMAL ADOPTION OF 2016/2017 ANNUAL BUDGET
PROPONENT:	CHIEF EXECUTIVE OFFICER
SITE:	SHIRE OF CHAPMAN VALLEY
FILE REFERENCE:	306.08
PREVIOUS REFERENCE:	NIL
DATE:	20th JULY 2016
AUTHOR:	DIANNE RAYMOND

DISCLOSURE OF INTEREST

Nil

BACKGROUND

This report seeks Council adoption of the Shire of Chapman Valley 2016-2017 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 2016 - 2026
- Shire of Chapman Valley Corporate Business Plan 2016 - 2019
- Shire of Chapman Valley Long Term Financial Plan 2013 – 2023 (Updated 2015)
- Shire of Chapman Valley Asset Management Plan 2013; and
- Shire of Chapman Valley Workforce Plan 2013 – 2017 (Updated 2015)

The Draft 2016/2017 Annual Budget was presented to councillors at a Budget Workshop on 1 July 2016. The attached 2016/2017 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 as from the workshop are included in the final 2016/2017 Annual Budget.

(1) Amendments to the draft Budget document

All changes as directed by Council at the Budget Workshop on the 1 July 2016 have been incorporated into the final budget document as presented. (Please refer to Draft 2016/2017 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 2016/2017 financial year.

(3) Rates

At the Ordinary Council Meeting of the 18 May 2016 Item 9.2.3 Council agreed to advertise differential rates incorporating 6.50% rate revenue increase as per the Long Term Financial Plan. The proposed differential rates were advertised 24th May 2016 with no submissions received when the public comment period closed. The Final draft of the Annual 2016/2017 Budget presented incorporates a lesser 5.50% rate revenue increase as directed at the Budget Workshop 1 July 2016.

(4) Schedule of Fees & Charges

A Draft 2016/2017 Schedule of Fees and Charges were presented at the Ordinary Council Meeting 15 June 2016 with no changes to the final 2016/2017 Schedule of Fees & Charges for effect 1 July 2016.

(5) Elected Members Remuneration

Council endorsed Elected Member Remunerations as resolved at the May 2016 OCM (Minute Reference: 05/16-26) i.e.

	<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>Telcom Annual Allowance</i>	<i>Annual Travel Reimb.</i>	<i>Totals (per Elected Member)</i>	<i>Grand Total</i>
	<i>Max</i>	<i>Max</i>	<i>Max</i>				
<i>President</i>	\$9,410	\$10,000		\$500	\$50	\$19,960	\$19,960
<i>Deputy President</i>	\$9,410		\$2,500	\$500	\$50	\$12,460	\$12,460
<i>Other Elected Members</i>	\$9,410			\$500	\$50	\$9,960	\$59,760
							\$92,180

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

COMMENT

Shire staff has prepared a balanced Draft 2016/2017 Annual Budget for consideration by Council for formal adoption.

STATUTORY ENVIRONMENT

Local Government Act 1995
Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

The Shire of Chapman Valley 2016/2017 Annual Budget

STRATEGIC IMPLICATIONS

All of Council's Integrated Planning documents have been considered as part of the process for the development of the Draft 2016/2017 Annual Budget.

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

LTFP has been taken into consideration.

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

All Integrated Strategic Plans have been taken into consideration.

CONSULTATION

While no specific community consultation has occurred on the Draft 2016/2017 Budget, community consultation and engagement has previously occurred during development of the Community Strategic Plan from which the Corporate Business Plan has been developed.

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 17 June 2016 with no public comment received.

Councillors have been actively engaged in formulation of the 2016-2017 Budget through an invitation extended to submit items for budget consideration and the Draft Budget Workshop conducted in June 2016, 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 a low risk of Council not complying with legislation if the Budget is not adopted prior to the 31st August.

VOTING REQUIREMENTS

- Absolute Majority Vote Required - Recommendations 1 to 13

COUNCIL RESOLUTION / STAFF RECOMMENDATION

MOVED: CR FORRESTER

SECONDED: CR FARRELL

The meeting adjourned at 10.06am

The meeting recommenced at 10.20am

Recommendation 1:

That Council adopt the budget for the Shire of Chapman Valley for the financial year ending 30th June 2017 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 Comprehensive Income by Program;
- 3 Statement of Cash Flow;
- 4 Rate Setting Statement;
- 5 Notes to and Forming Part of the Budget including
 - a. Significant Accounting Policies;
 - b. Revenue and Expenses;
 - c. Acquisition of Assets;
 - d. Disposal of Assets;
 - e. Statement of Borrowings;
 - f. Rating Activity Information
 - g. Reserve Fund and Restricted Cash Fund Statement;
 - h. Trust Fund Statement;
 - i. Major Land Transactions and Major Trading Activity;
- 6 Schedule of Fees and Charges

with the following variation to the funding allocations for the Bill Hemsley Park Project:

BHP Project			
	Expenditure COA 2834 Job:CHEM	Income	Funding Source
Nature Playground	\$120,000	\$100,000	Lotterywest Grant
		\$20,000	PRA Trust Funds
Building Component	\$462,300	\$132,200	SoCV Build Res - Office Component COA GL 1315
		\$100,000	SoCV - Municipal Fund C/Fwd
		\$230,100	PRA Trust Funds
Drafting & Design Teakle & Lalor c/fwd	\$17,490	\$17,490	PRA Trust Funds
Associated components - As listed in MWDC Grant Application (i.e. Headworks Contingency, Road Surface, Carpark, Plants, Furnishings, Garden Design & species supply, Entrance Wall, Audits, etc.)	\$210,440	\$10,440	PRA Trust Funds
		\$200,000	Loan/Grant Funds & In- Kind
Totals	\$810,230	\$810,230	

Contribution Summary	
Lotterywest Grant	\$100,000
PRA Trust	\$278,030
Loan/Grants/In-Kind	\$200,000
Shire (Municipal \$100,000/Building Res. \$132,200)	\$ 232,200
Total	\$810,230

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 2016/2017 financial year based upon current valuations:

Rating Category	Rate in the Dollar C:\$	Minimum Rate \$
Gross Rental Value	7.1835	560
Unimproved Value		
UV Rural General	10.0570	350
UV Oakajee Industrial Estate	2.0110	350

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 - 5th August 2016)

Two Instalment Option

1 st Instalment due	12 th September 2016
2 nd Instalment due	14 th November 2016

Four Instalment Option

1 st Instalment due	12 th September 2016
2 nd Instalment due	14 th November 2016
3 rd Instalment due	13 th January 2017
4 th Instalment due	14 th March 2017

Recommendation 7:

WAIVER OF RATES

That Council grants a waiver of shire rates for 2016/2017 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)

- The Yuna CWA

Recommendation 8:

ADOPTION OF 2016/2017 SCHEDULE OF FEES AND CHARGES

- That Council adopt the 2016/2017 Schedule of Fees and Charges effective 1 July 2016.

Recommendation 9:

ADOPTION OF 2016/2017 RUBBISH REMOVAL SERVICE CHARGES

- That Council adopt the 2016/2017 Domestic Rubbish Removal Service Charges

\$335.00* for a weekly service 240 Litre MGB

*indicates GST free

Recommendation 10:

ENDORSE the rates set by FESA for Category 5 regions for 2016/2017 and apply these rates against valuations from Landgate on all rateable assessments;

Recommendation 11:

As per Council Resolution 05/16-26 the following Elected Members allowances are adopted for inclusion into the 2016/2017 Budget:

	<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>Telcom Annual Allowance</i>	<i>Annual Travel Reimb.</i>	<i>Totals (per Elected Member)</i>	<i>Grand Total</i>
	Max	Max	Max				
President	\$9,410	\$10,000		\$500	\$50	\$19,960	\$19,960
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Other Elected Members	\$9,410			\$500	\$50	\$9,960	\$59,760
							\$92,180

Recommendation 12:

That Council adopt the Revenue and Expenditure as detailed in the 2016/2017 Annual Budget.

Recommendation 13:

ADOPT LEVELS OF MATERIALITY 2016/2017

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 7/0
CARRIED (BY ABSOLUTE MAJORITY)
SC Minute Reference: 07/16-1**

8.0 CLOSURE

The Chairman thanked the Elected Members and Staff for their attendance and staff for the time and effort put into the budget and closed the meeting at 10.42am.