

Agenda



SPECIAL MEETING OF COUNCIL

For the purpose of adopting the 2018/19 Annual Budget.

TO BE HELD IN THE COUNCIL CHAMBERS,
953 SOUTH COAST HIGHWAY, DENMARK
ON TUESDAY, 31 JULY 2018, COMMENCING AT 4.00PM.

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1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE****MEMBERS:**

Cr Ceinwen Gearon (Shire President)
 Cr Peter Caron (Deputy Shire President)
 Cr Mark Allen
 Cr Kingsley Gibson
 Cr Jan Lewis
 Cr Ian Osborne
 Cr Janine Phillips
 Cr Roger Seeney
 Cr Rob Whooley

STAFF:

Mr Bill Parker (Chief Executive Officer)
 Mr Gilbert Arlandoo (Director Infrastructure and Assets)
 Mr Cary Green (Director Corporate and Community Services)
 Mrs Annette Harbron (Director Sustainable Development)
 Ms Noni Entwisle (Assistant Accountant)

APOLOGIES:**ON LEAVE OF ABSENCE:**

Nil

ABSENT:**VISITORS:****DECLARATIONS OF INTEREST:**

Name	Item No	Interest	Nature

3. ANNOUNCEMENT BY THE PERSON PRESIDING**4. PUBLIC QUESTION TIME****4.1 PUBLIC QUESTIONS**

In accordance with Section 5.24 of the Local Government Act 1995, Council conducts a public question time to enable members of the public to address Council or ask questions of Council.

For a Special Meeting of Council, such as this, they must however relate to the item(s) on the Agenda.

Questions from the public are invited and welcomed at this point of the Agenda.

Should you wish to address Council please note that the Presiding Person (the Shire President) may have to limit the time of individual speakers in order to allow sufficient time for all speakers present at the meeting to address Council. The rules of this process and the time allocated will be determined by the Presiding Person at the Meeting dependent upon the indicative number of speakers.

Questions from the Public

5. REPORTS OF OFFICERS

5.1 ADOPTION OF 2018/19 ANNUAL BUDGET

File Ref:	FIN.1
Applicant / Proponent:	Not applicable
Subject Land / Locality:	Not applicable
Disclosure of Officer Interest:	Nil
Date:	24 July 2018
Author:	Cary Green, Director Community and Corporate Services
Authorising Officer:	Bill Parker, Chief Executive Officer
Attachments:	5.1a - 2018/19 Annual Budget 5.1b - 2018/19 Schedule of Fees and Charges 5.1c - Table of submissions to Differential Rates 2018/19

Summary:

Council is requested to consider adoption of the Annual Budget for the 2018/19 financial year.

Other items required to be adopted include:

- a material variance financial reporting threshold for the year,
- Elected members fees and allowances
- Schedule of Fees and Charges

Background:

The 2018/19 draft budget has been prepared in accordance with the presentations made to Councillors at the budget workshops held between April and July 2018

The advertising of the Community Financial Assistance & Cultural Development Fund 2018/19, together with a call for general Budget submissions for consideration was undertaken in the following manner:

Denmark Bulletin

Thursday, 29 March 2018

Thursday, 12 April 2018

Thursday, 26 April 2018

Walpole Weekly

Wednesday, 14 March 2018

Wednesday, 11 April 2018

Wednesday, 25 April 2018

Representatives from the Shire community organisations directory were also contacted advising details of the grant schemes available and general Budget submission guidelines, in addition to advertising placed on the Shire of Denmark website.

The attached Budget documents have been prepared after consultation with relevant stakeholders and a comprehensive budget workshop process involving Councillors and senior staff, which examined in detail the various budget issues. The consensus decisions made at those workshops is reflected in the attached Budget document.

The process outlined above was adopted to maximise the input into the Annual Budget by Councillors, the community and staff to promote a greater understanding of the budget document itself and to ensure it accurately reflects the priorities of the Council.

The budget has been prepared to include information required by the Local Government Act 1995, Local Government (Financial Management) Regulations 1996 and Australian Accounting Standards. The main features of the draft budget include:

1. The budget has been prepared with a proposed increase of 4% to the rate in the \$, for each of the differential rate categories.
2. There is no change to the intention of "Objects and Reasons" determined in the 2018/2019 Annual Budget with respect to the application of Differential Rating
3. Fees and charges are proposed to increase on average by 2%, and are itemised in the draft budget
4. Household and commercial waste charges are proposed to increase by 4%, to cover significant cost increases in the waste management area.
5. The 2018/19 Annual Budget has been prepared on the principle of a balanced budget.
6. A capital works program totalling \$7.1m, for investment in infrastructure, land and buildings, and plant & equipment is proposed. Expenditure on road infrastructure is the major component of this (\$4.25m) which is in line with council's strategy to increase investment in the road preservation and renewal of that asset class.
7. There are no new loan borrowings proposed in the budget.
8. An estimated surplus of \$956k is anticipated to be brought forward from the year ended 30 June 2018, however this is unaudited and is subject to change. Any adjustment will be addressed as part of the 2018/19 mid-year budget review. The estimated surplus is the result of a number of factors including
 - Advanced payment of the Financial Assistance Grant Funding (FAGS) of \$563,854.
 - Two Infrastructure projects make up a significant component of the additional \$392K estimated surplus position. These are the Plane Tree Precinct project which shows an underspend to budget of \$210K after allowing for grant funding and the McLeod Road works which show an underspend to budget of \$122K. Both of these projects are included in the 2018/2019 budget for completion with associated grant funding claims.
 - The remaining \$60K reflects the combination of various under and over expenditures and revenues to budget for the year
9. Principal additional grant funding for the year is estimated from

• Regional Road Group	-	\$1,076,000
• Roads to Recovery	-	\$ 753,000
• Sport and Recreation	-	\$ 320,000
• WANDRA (Federal Grants)	-	\$1,000,000

Comment:

The 2018/19 Annual Budget, as presented, is a balanced budget in that total income equals expenditure, after allowing for the surplus brought forward.

This position has been developed over a number of months with significant input from staff, management and councillors. A full review of all budget submissions and projects has been conducted and the budget is based on recommended project inclusions/omissions.

The purpose of this meeting of Council is to formally adopt the 2018/19 Annual Budget, in the format required by the Local Government Act 1995 (as amended). The Local Government Act 1995, section 6.2 (1) requires that the Annual Budget be adopted by 31 August of each year.

The advertised Differential Rating proposal was based on an increase of 4%; the draft Annual Budget presented to Council for consideration is based on the differential rating proposal as advertised.

The attached Annual Budget is presented in the complete statutory format and consists of the following Statements, Notes and Appendices:

- Statement of Comprehensive Income by Nature or Type
- Statement of Comprehensive Income by Program
- Statement of Cash Flows
- Rate Setting Statement
- Notes to and Forming Part of the Budget
- Appendix A Detailed Statement of Comprehensive Income
- Appendix B Capital Expenditure by Program (including Funding Sources)
- Appendix C Capital Expenditure by Nature and Type
- Appendix D Plant Replacement Program
- Appendix E Schedule of Grant Revenue

It also includes a schedule of Contributions/Donations and Subscriptions/Memberships for reference and information and the Schedule of Fees and Charges.

Consultation:

Councillors, Staff, community organisations and the general public have been invited to submit projects for consideration in the 2018/19 Annual Budget.

A Notice of Intention to Levy Differential Rates 2018/2019 was advertised for public comment on 20 June 2018 in the Denmark Bulletin, in addition to public notice boards and the Shire of Denmark website. Advertisements were also placed in the Walpole Weekly, Albany Advertiser and the Shire of Denmark Facebook page for the benefit of a wider readership. Submissions closed on 12 July 2018 and five submissions were received. (see attachment C)

The differential rates were advertised for public comment with a proposed increase of 4% to the rate in the \$, for each of the differential rate categories

Statutory Obligations:

Local Government Act 1995.

Local Government (Financial Management) Regulations 1996.

Each year prior to 31 August, Council must adopt an Annual Budget for the financial year, as such

Policy Implications:

There are a number of policies which relate which relate to items listed in the budget documentation.

Budget / Financial Implications:

The adoption of the 2018/19 Annual Budget determines the financial operations of the Shire of Denmark for the 2018/19 financial year.

The rates imposed will result in revenue of approximately \$6,475,590 being raised at rates billing.

Strategic Implications:

The draft 2018/19 budget has been developed based on strategic planning documents adopted by the council.

Sustainability Implications:➤ **Environmental:**

The draft 2018/19 budget supports key environmental strategies and initiatives adopted by the council.

➤ **Economic:**

The draft 2018/19 budget has been developed based on sound financial management and accountability principles and is considered to deliver a sustainable economic outcome for Council and the community

➤ **Social:**

The draft 2018/19 budget delivers social outcomes identified in various planning and community supporting strategies that have previously been adopted by the council.

The budget has been developed based on sound financial management and accountability principles and is considered to deliver a sustainable economic outcome for council and the community.

Voting Requirements:

Absolute Majority.

OFFICER RECOMMENDATION		ITEM 5.1 (a)
That Council,		
1. <u>Differential Rates</u>		
Adopts the following differential rating categories, rates in the dollar and minimum payments for the 2018/19 financial year.		
Differential General Rate Category	Rate in \$ (cents/\$ of valuation)	Minimum Payment
Gross Rental Value Land		
1. GRV Residential Developed	10.1995	1,065
2. GRV Business/ Commercial Developed	10.9458	1,185
3. GRV Lifestyle Developed	10.2319	1,092
4. GRV Rural Developed	10.9782	1,092
5. GRV Holiday Use Developed	11.4108	1,173
6. GRV Residential Vacant	20.3340	968
7. GRV Business/ Commercial Vacant	14.4285	1,076
8. GRV Rural Vacant	15.4669	1,076
9. GRV Lifestyle Vacant	19.2525	990
Unimproved Value Land		
10. UV Base	0.5138	1,303
11. UV Additional Use 1	0.5651	1,434
12. UV Additional Use 2	0.6165	1,564
13. UV Additional Use 3	0.6679	1,694
14. UV Additional Use 4	0.7193	1,824
2. <u>Instalment Administration Fee and Interest Charge</u>		
Imposes a rate payment instalment fee of \$12.00 per instalment in accordance with section 6.45 (3) of the Local Government Act 1995.		
Imposes an interest rate of 5.5% per annum on rates paid by instalments in accordance with section 6.45 (3) of the Local Government Act 1995.		
3. <u>Penalty Interest</u>		
Imposes an interest rate of 11% per annum on all outstanding rates in accordance with section 6.51 (1) of the Local Government Act 1995.		

An interest rate of 11% per annum on all sundry debtors that remain outstanding longer than 35 days after the due date in accordance with section 6.13 (6) of the Local Government Act 1995.

4. Payment Options

In accordance with regulation 64(2) of the Local Government (Financial Management) Regulations 1996, adopts the following Instalment options:

- Option 1 - Payment in full by a single instalment (within 35 days of the issue date of the annual rates notice) with each payment due no later than
1st - 10 September 2018
- Option 2 - Payment in full by two instalments with each payment due no later than
1st - 10 September 2018
2nd - 12 November 2018
- Option 3 - Payment in full by four instalments with each payment due no later than
1st - 10 September 2018
2nd - 12 November 2018
3rd - 14 January 2019
4th - 18 March 2019

* *Absolute majority required.*

OFFICER RECOMMENDATION

ITEM 5.1 (b)

That Council;

1. 2018/19 Annual Budget

Adopt the 2018/19 Annual Budget as presented in accordance with section 6.2 (1) of the Local Government Act 1995.

2. Material Variance Reporting for 2018/19

For the purposes of Local Government (Financial Management) Regulation 34 regarding levels of variances for financial reporting, adopt a variance of 10% or greater of the annual budget for each program area in the budget, as a level that requires an explanation or report, with a minimum dollar variance of \$10,000;

3. Councillors Fees and Charges

Councillor Annual Sitting Fee	\$10,100
Shire President's Sitting Fee	\$10,100
Shire President's Allowance	\$11,110
Deputy Shire President's Allowance	\$2,778
Councillor Telecommunications and Information Technology Allowance	\$2,424

4. Schedule of Fees and Charges

Adopts the 2018/19 Schedule of Fees and Charges included in Attachment b.

* *Absolute majority required.*

OFFICER RECOMMENDATION

ITEM 5.1 (c)

That Council;

Resolve to waive 100% of the 2018/2019 local government rate charge, including any and all future interim adjustments to the aforesaid charge, for the following property assessments in accordance with section 6.47 of the Local Government Act 1995, noting that the herein listed amounts totalling \$50,684 are subject to final confirmation during the 2018/2019 rate billing process:

Denmark Boating & Angling Club

A5585 - Lease of Part Lots 304 and 307 Parry Road, Parryville 1,434.00
- Boating and angling shed and land at Parry Beach

Denmark Boating & Angling Club, and Denmark Sea Rescue Group

A5587 - 891B (Lease of Part Lot 556) Ocean Beach Road, Ocean Beach 1,434.00
- Ocean Beach sea rescue, boating, and angling hall and sheds

Denmark Clay Target Club

A3565 - Lease of Whole Lot 7399, Sunny Glen Road, Hay 1,434.00
- Clay target shooting range, leased from Department of Parks and Wildlife

Denmark Cottage Crafts Inc.

A5584 - Lease of Part Lot 41 Mitchell Street, Denmark 1,185.00
- Craft Hall and Denmark Family Centre Church building

Denmark Country Club Inc.

A3088 - 925 (Lease of Whole Lots 154, 155, 156, 157, 158, 159, 1072, and 1073) South Coast Highway, Hay 3,723.00
- Denmark Golf Course and tennis courts and facilities

Denmark Environment Centre Incorporated

A2622 - 1/35 (Strata Lot 1) Strickland Street, Denmark 1,185.00
A3747 - 4/35 (Strata Lot 4) Strickland Street, Denmark 2,704.00
- Environment Centre shop and administration centre

Denmark Machinery Restoration Group Inc.

A5599 - 2 (Lease of Part Lot 952) Inlet Drive, Denmark 1,185.00
- Machinery restoration shed and displays in heritage precinct

Denmark Occasional Day Care Centre Inc. and Denmark Playgroup

A3179 - 81 (Lease of Whole Lot 500) South Coast Highway, Denmark 1,185.00
- Day care and playgroup building next to Denmark Visitor Centre

Denmark Pistol Club

A3167 - 223 (Lease of Whole Lot 7441) Churchill Road, Scotsdale 1,434.00
- Pistol shooting range

Denmark Equestrian Club Inc.

A3189 - 73 (Lease of Whole Lot 1004) Beveridge Road, Denmark 1,185.00
- Horse racing track and facilities

Denmark Riverside Club

A5601 - Lease of Part Lot 1002 Bambrey Road, Denmark 1,185.00
A3069 - 3 (Lease of Whole Lot 1110) Morgan Road, Denmark 2,299.00
- Denmark bowling green, and canoeing, kayaking, and dragon boating launching site and facilities

Denmark Surf Lifesaving Club

A5588	– 891A (Lease of Part Lot 556) Ocean Beach Road, Ocean Beach - Denmark Surf Lifesaving Clubrooms and facilities at Ocean Beach	1,434.00
Denmark Tourism Incorporated		
A3186	– 73 (Lease of Lot 501) South Coast Hwy, Denmark - Denmark Visitor Centre	6,294.00
Green Skills Inc.		
A5590	– 46 (Lease of Part Lot 326) McIntosh Road, Hay - Green Skills Recycling Centre and Tip Shop at McIntosh Road Transfer Station	1,434.00
Kentdale Community Hall Committee Inc.		
A5593	– 518 (Lease of Part Lot 300) Parker Road, Kentdale - Kentdale Hall	1,434.00
Lions Club of Denmark Inc.		
A5600	– 2 (Lease of Part Lot 952) Inlet Drive, Denmark - Lions Lair at Denmark Heritage Railway Precinct	1,185.00
Nornalup Residents and Ratepayers Association		
A5591	– 3 (Lease of Part Lot 2368) Riverside Drive, Nornalup - Nornalup Community Hall, west end	1,185.00
Parry's Beach Voluntary Management Group Inc.		
A5592	– 2830 (Lease of Part Lot 5393) South Coast Highway, William Bay - Parryville Hall	1,434.00
Peaceful Bay Progress Association Inc.		
A5615	– 30 (Lease of Whole Site 300) First Avenue, Peaceful Bay	1,185.00
A5616	– 3 (Lease of Whole Site 302) West Avenue, Peaceful Bay - Peaceful Bay Community Hall and Les Carpenter Fire Station (former fire shed)	1,185.00
Peaceful Bay Returned Services League (RSL) Sub Branch		
A5596	– 28 (Lease of Whole Site 400) First Avenue, Peaceful Bay - RSL Clubrooms in Peaceful Bay	1,185.00
Peaceful Bay Sea Rescue Group Inc.		
A5595	– Lease of Whole Lots 401 and 402 Old Peaceful Bay Road, Peaceful Bay - Peaceful Bay Sea Rescue facilities	1,185.00
Scout Association of Australia		
A5597	– 53 (Lease of Part Lot 1087) Brazier Street, Denmark - McLean Park Scout Hall and facilities - Denmark Historical Museum	1,185.00
The Returned & Services League of Australia WA Branch Incorporated		
A3097	– 54 (Lease of Whole Lot 40) Strickland Street, Denmark - RSL Hall in Denmark	1,185.00
Tingledale Hall Committee Inc.		
A5594	– 976 (Lease of Part Lot 2381) Valley of the Giants Road, Tingledale - Tingledale Hall and Community Centre	1,434.00
Trustees: Richard John Marshall and Richard William Mumford and Eric Rose		
A3041	– 891 (Lot 583) Scotsdale Road, Scotsdale - Scotsdale Hall and tennis courts	1,434.00
Denmark Community Resource Centre Inc.		
A5729	– 2 (Lease of Part Lot 228) Strickland Street, Denmark	1,185.00

- Morgan Richards Community Centre		
Denmark Over 50s Association Inc.		
A5730 – 2 (Lease of Part Lot 228) Strickland Street, Denmark		1,185.00
- Morgan Richards Community Centre		
Denmark Arts Council Inc.		
A5731 – 2 (Lease of Part Lots 228 and 1093) Strickland Street, Denmark		1,185.00
- former Frail Aged Lodge		
Denmark Historical Society Inc.		
A3256 – 16 (Lease of Whole Lot 1021) Mitchell Street, Denmark		1,185.00
- Denmark Historical Museum		
	Total	<u>50,684.00</u>

* Absolute majority required.

6. CLOSURE OF MEETING