



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

ORDINARY COUNCIL MEETING

Agenda

**Meeting Date Thursday 21 March
2024**

Meeting Time 2:00 pm

**To be held at Chapman Valley
Administration Office, 3270 Chapman
Valley Road, Nabawa WA 6532,
Council Chambers.**

**Jamie Criddle
Chief Executive Officer**



SHIRE OF
Chapman Valley
love the rural life!

Strategic Community Plan 2022-2032



Snapshot

OUR VISION

"A thriving and diverse community, embracing our coastline, ranges and rural settings to support growth and prosperity, while enjoying our peaceful and quiet lifestyle."

OUR VALUES

Ethical, Honest, Integrity,
Leadership, Respectful, Trustful



COMMUNITY, HEALTH & LIFESTYLE

- 1.1 Nurture the sense of community and unity across the Shire, while supporting towns and their volunteers in local issues
- 1.2 Address identified ageing population issues
- 1.3 Strengthen our role in regional partnerships and advocacy for continuity of local services/ facilities
- 1.4 Maintain and enhance safety and security in the Shire
- 1.5 Maximise health and lifestyle outcomes through environmental and public health strategies



ECONOMY & POPULATION

- 2.1 Build population and business activity through targeted strategies
Provide support for business development and local employment
- 2.2 Embrace local tourism and regional strategies and trails
- 2.3 Ensure town planning compliments economic and business development, population retention and growth strategies
- 2.4 Develop marketing plan to promote Chapman Valley as place to live, invest, work or visit



ENVIRONMENT & SUSTAINABILITY

- 3.1 Preserve and protect the natural environment and address environmental risks as they arise
- 3.2 Maintain the rural identity of the Shire
- 3.3 Build the green canopy of the Shire's town areas
- 3.4 Address weed and vermin control
- 3.5 Fire mitigation and control



PHYSICAL & DIGITAL INFRASTRUCTURE

- 4.1 Develop, manage, and maintain built infrastructure
- 4.2 Manage and maintain roads, drainage, and other essential infrastructure assets
- 4.3 Aspire to robust communication and digital infrastructure in the Shire through strong partnerships and alliances
- 4.4 Advocate for improved power networks
- 4.5 Advocate for improved water security within the Shire



GOVERNANCE & ACCOUNTABILITY

- 5.1 Ensure governance and administration systems, policies and processes are current and relevant
- 5.2 Be accountable and transparent while managing human and physical resources effectively
- 5.3 Make informed decisions within resources and areas of responsibility
- 5.4 Ensure robust processes and guidelines for development

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 President will welcome elected members, staff and visitors to the council meeting and declaring the meeting open.

“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 are anticipated to attend the council meeting:

Elected Members

Cr Kirrilee Warr (President)

Cr Nicole Batten (Deputy President)

Cr Philip Blakeway

Cr Elizabeth Elliott-Lockhart

Cr Emma Rodney

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

3.2 Apologies

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

Cr Katie Low has been approved by resolution to take a leave of absence for the meeting held on March 2024.

4 Public Question Time

4.1 Response to Previous Public Questions on Notice

15 February 2024 Ordinary Council Meeting

Peter Humphrey, 12 Wittenoom Circle, White Peak

Question – Who is responsible for maintenance of dividing fencing between property and bridle path?

The Dividing Fences Guide published by the Building Commission and the Department of Mines, Industry Regulation and Safety provides information relating to the *Dividing Fences Act 1961*. The Guide notes that “*The Act does not apply to the Crown (government) or to land used for public purposes such as roads and paths under the control of local governments. This means that if your property adjoins such land you have to pay the full cost of the dividing fence.*”

4.2 Public Question Time

Local Government Act 1995
SHIRE OF CHAPMAN VALLEY
Standing Orders Local Law 2016
Part 6 - Public participation

6.6 Procedures for question time for the public

Procedures for question time for the public are dealt with in the Regulations.

6.7 Other procedures for question time for the public

- (1) A member of the public who raises a question during question time, is to state his or her name and address.
- (2) A question may be taken on notice by the Council for later response.
- (3) When a question is taken on notice the CEO is to ensure that:
 - (a) a response is given to the member of the public in writing; and
 - (b) a summary of the response is included in the agenda of the next meeting of the Council.
- (4) Where a question relating to a matter in which a relevant person has an interest is directed to the relevant person, the relevant person is to:
 - (a) declare that he or she has an interest in the matter; and
 - (b) allow another person to respond to the question.

- (5) Each member of the public with a question is entitled to ask up to 2 questions before other members of the public will be invited to ask their questions.
- (6) Where a member of the public provides written questions then the Presiding Member may elect for the questions to be responded to as normal business correspondence.
- (7) The Presiding Member may decide that a public question shall not be responded to where:
- (a) the same or similar question was asked at a previous meeting, a response was provided and the member of the public is directed to the minutes of the meeting at which the response was provided;
 - (b) the member of the public uses public question time to make a statement, provided that the Presiding Member has taken all reasonable steps to assist the member of the public to phrase the statement as a question; or
 - (c) the member of the public asks a question that is offensive or defamatory in nature, provided that the Presiding Member has taken all reasonable steps to assist the member of the public to phrase the question in a manner that is not offensive or defamatory.
- (8) A member of the public shall have two minutes to submit a question.
- (9) The Council, by resolution, may agree to extend public question time.
- (10) Where an answer to a question is given at a meeting, a summary of the question and the answer is to be included in the minutes.

5 Applications for Leave of Absence

6 Disclosure of Interest

Local Government Act 1995

Administration Part 5

Disclosure of financial interests and gifts Division 6

s. 5.59

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."

7 Presentations

**Local Government Act 1995
SHIRE OF CHAPMAN VALLEY
Standing Orders Local Law 2016
Part 6 - Public participation**

6.9 Deputations

- (1) Any person or group wishing to be received as a deputation by the Council is to either:
 - (a) apply, before the meeting, to the CEO for approval; or
 - (b) with the approval of the Presiding Member, at the meeting, address the Council.
- (2) The CEO may either:
 - (a) approve the request and invite the deputation to attend a meeting of the Council; or
 - (b) refer the request to the Council to decide by simple majority whether or not to receive the deputation.
- (3) Unless the council resolves otherwise, a deputation invited to attend a Council meeting:
 - (a) is not to exceed 5 persons, only 2 of whom may address the Council, although others may respond to specific questions from Members;
 - (b) is not to address the Council for a period exceeding 10 minutes without the agreement of the Council; and,
 - (c) additional members of the deputation may be allowed to speak with the leave of the Presiding Member.
- (4) Any matter which is the subject of a deputation to the Council is not to be decided by the Council until the deputation has completed its presentation.

6.10 Petitions

- (1) A petition is to -
 - (a) be addressed to the President;
 - (b) be made by electors of the district;
 - (c) state the request on each page of the petition;
 - (d) contain the name, address and signature of each elector making the request, and the date each elector signed;

- (e) contain a summary of the reasons for the request; and
- (f) state the name of the person to whom, and an address at which, notice to the petitioners can be given.
- (2) Upon receiving a petition, the local government is to submit the petition to the relevant officer to be included in his or her deliberations and report on the matter that is the subject of the petition, subject to subclause (3).
- (3) At any meeting, the Council is not to vote on any matter that is the subject of a petition presented to that meeting, unless:
 - (a) the matter is the subject of a report included in the agenda; and
 - (b) the Council has considered the issues raised in the petition.

6.11 Presentations

- (1) In this clause, a presentation means the acceptance of a gift or an award by the Council on behalf of the local government or the community.
- (2) A presentation may be made to the Council at a meeting only with the prior approval of the CEO.

7.1 Petitions

The Council has not received any petitions at the time of writing this report.

7.2 Presentations

The Council does not anticipate any presentations at the time of writing this report.

7.3 Deputations

The Council has not received any deputations at the time of writing this report.

8 Confirmation of Minutes from Previous Meetings

Recommendation

That the Minutes of the Ordinary Council Meeting held on 15 February 2024 be confirmed as true and accurate.

ORDINARY COUNCIL MEETING Minutes

Meeting Date Thursday 15 February 2024

Meeting Time 9:00 am

Held at Bill Hemsley Park Community Centre, Redcliffe Concourse, White Peak WA
6532, Meeting Room.



SHIRE OF
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love the rural life!

Jamie Criddle
Chief Executive Officer

Strategic Community Plan 2022-2032



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1 Declaration of Opening & Announcements of Visitors

The President welcomed elected members, staff and visitors to the council meeting and declaring the meeting open at 9:01 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 Kirilee Warr (President)
Cr Nicole Batten (Deputy President)
Cr Philip Blakeway
Cr Elizabeth Elliott-Lockhart
Cr Catherine Low
Cr Emma Rodney
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

Shirley Mincherton
Peter Humphrey
John Collingwood
David Oliver
Rhonda Oliver
Liam Treacy
Erica Payne
Sarah Hinton

Ordinary Council Meeting 15 February 2024 - Minutes

3.2 Apologies

Nil

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

14 December 2023 Ordinary Council Meeting

Peter Humphrey, 12 Wittenoom Circle, White Peak

Question 1 – Can the Shire remove the padlocks on the bridle path entrance chains?

The padlocks are to remain in place at the bridle path entrances and are able to be unlocked by Shire, Shire contractor and emergency personnel. Wider general vehicle entry to bridle paths has been restricted to assist in pedestrian and horse rider safety and reduce potential for nuisance that unrestricted vehicle movement along the bridle paths may cause for adjoining landowners.

In the event that a landowner adjoining a bridle path wished to gain access to the bridle path to be able to undertake volunteer mowing works within the bridle path they could install a gate at their own expense in their fence, after first obtaining consent from the Shire and undertaking the necessary volunteer induction process.

Question 2 – Can the Shire tighten up firebreak compliance such as reducing time allowed to rectify non-compliance?

The Shire annually undertakes actions relating to its fire notice where non-compliance is identified. Enforcement actions are required to follow statutory processes and can involve timeframes that are established by the court system rather than the local government.

Question 3 – What is the Shire doing regarding sea containers?

The Shire has adopted a Sea Containers Local Planning Policy and continues to work with landowners in its observance.

Question 4 – What is the Shire doing regarding AirBnB's?

The State Government has advised that legislation introducing state-wide reforms to the short-term rental accommodation sector is anticipated to be implemented in 2024. The new

Ordinary Council Meeting 15 February 2024 - Minutes

legislation is proposed to introduce a registration requirement for short term rental accommodation properties. The reforms are expected to introduce exemption from the need for hosted accommodation to make application to local government, and potentially also introduce exemptions for unhosted accommodation where short-term accommodation is limited to less than 90 nights within a 12 month period.

All local governments and short-term rental accommodation operators will be governed by the new legislation following its implementation.

4.2 Public Question Time

Name Peter Humphrey

Question

Who is responsible for the maintenance and replacement of dividing fencing between property and bridle path?

Response

Taken on Notice by Council as per Standing Orders Local Law 2016 Part 6, Section 6.7 Subsection 2(a)

Name David Oliver

Question

Why do we need to contact Shire of Northampton for septic application works of new buildings? Does the Shire employ an Environmental Health Officer?

Response

The Shire contracts the Environmental Health Officer from the Shire of Northampton. The Shire of Chapman Valley does not have enough work to justify the employment of its own Environmental Health Officer. This is common practice amongst smaller Local Governments as it is both a logistical and financial benefit between the member Councils.

5 Applications for Leave of Absence

Council Resolution

Moved: Cr Trevor Royce **Seconded:** Cr Elizabeth Elliott-Lockhart

That Cr Katie Low be approved for a leave of absence for the Ordinary Meeting of Council March 2024.

That Cr Kirrilee Warr be approved for a leave of absence for the Ordinary Meeting of Council June and July 2024.

That Cr Nicole Batten be approved for a leave of absence for the Ordinary Meeting of Council July 2024.

For Cr Emma Rodney, Cr Katie Low, Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart, Cr Nicole Batten, Cr Trevor Royce and Cr Kirrilee Warr

Ordinary Council Meeting 15 February 2024 - Minutes

Against Nil**7 / 0****CARRIED UNANIMOUSLY**
Minute Reference OCM 2024/02-1

6 Disclosure of Interest

Meeting Details:	Person	Type of Interest	Agenda Item
Ordinary Council Meeting 15 February 2024	Cr Kirrilee Warr	Impartiality	10.1.5 - Member of CVAS and Committee
Ordinary Council Meeting 15 February 2024	Cr Kirrilee Warr	Impartiality	10.3.1 - Financial member of FabCV, CABY and CVAS

7 Presentations

7.1 Petitions

The council has not received any petitions.

7.2 Presentations

Ric Payne - Frontier Services introduced herself and explained her role as a Bush Chaplain by lending a sympathetic ear and can refer people to other service providers as appropriate. Providing practical, pastoral and spiritual support to those in need, particularly in the aftermath of Cyclone Seroja, covering the Shires of Northampton & Chapman Valley and some other Councils in the North Midlands.

The Shire President thanked Ric Payne for her presentation and invited her to stay for morning tea.

7.3 Deputations

The council did not receive any deputations in the course of the meeting

Ordinary Council Meeting 15 February 2024 - Minutes

8 Confirmation of Minutes from Previous Meetings

Council Resolution

Moved: Cr Nicole Batten **Seconded:** Cr Philip Blakeway

That the Minutes of the Ordinary Council Meeting held on 14 December 2023 be confirmed as true and accurate.

For Cr Emma Rodney, Cr Katie Low, Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart, Cr Nicole Batten, Cr Trevor Royce and Cr Kirrilee Warr

Against Nil

7 / 0

CARRIED UNANIMOUSLY
Minute Reference OCM 2024/02-2

9 Items to be dealt with En Bloc

Council Resolution

Moved: Cr Nicole Batten **Seconded:** Cr Elizabeth Elliott-Lockhart

Council resolves to move the following items En Bloc:
10.1.2, 10.1.4 & 10.2.2.

For Cr Emma Rodney, Cr Katie Low, Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart, Cr Nicole Batten, Cr Trevor Royce and Cr Kirrilee Warr

Against Nil

7 / 0

CARRIED UNANIMOUSLY
Minute Reference OCM 2024/02-3

Ordinary Council Meeting 15 February 2024 - Minutes

10 Officer Reports

10.1 Deputy Chief Executive Officer

10.1.1	Proposed Outbuilding, 27 Richards Road, Buller
Department	Development Service Planning
Author	Simon Lancaster
Reference(s)	A1869
Attachment(s)	<ol style="list-style-type: none"> 1. Richards Road Outbuilding application [10.1.1.1 - 7 pages] 2. Richards Road Outbuilding received submissions [10.1.1.2 - 3 pages] 3. Richards Road Outbuilding applicant response [10.1.1.3 - 1 page]

Voting Requirements

Simply Majority

Staff Recommendation

That Council grant formal planning approval for an outbuilding with habitable compartment upon 27 (Lot 115) Richards Road, Buller subject to the following conditions:

- 1 Development shall be in accordance with the plans provided as Attachment 10.1.1.1 and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government.
- 2 The development must not be used for commercial or industrial purposes.
- 3 The walls and roof of the development are to be of materials, finish and colours that are complementary to the existing residence upon the property to the satisfaction of the local government.
- 4 The installation and maintenance of landscaping upon the property for the purpose of reducing the visual impact of the development to the satisfaction of the local government.
- 5 All stormwater must be contained and disposed of on-site to the satisfaction of the local government.
- 6 Any soils disturbed or deposited on site shall be stabilised to the satisfaction of the local government.
- 7 If the development/land use, the subject of this approval, is not substantially commenced within a period of two years after the date of determination, the approval shall lapse and be of no further effect.

Notes:

- (a) Where an approval has so lapsed, no development/land use shall be carried out without the further approval of the local government having first been sought and obtained.
- (b) If an applicant is aggrieved by this determination there is a right (pursuant to the *Planning and Development Act 2005*) to have the decision reviewed by the State Administrative Tribunal. Such application must be lodged within 28 days from the date of determination.

Council Resolution

Moved: Cr Nicole Batten **Seconded:** Cr Elizabeth Elliott-Lockhart

Ordinary Council Meeting 15 February 2024 - Minutes

That Council grant formal planning approval for an outbuilding with habitable compartment upon 27 (Lot 115) Richards Road, Buller subject to the following conditions:

- 1 Development shall be in accordance with the plans provided as Attachment 10.1.1.1 and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government.
- 2 The development must not be used for commercial or industrial purposes.
- 3 The walls and roof of the development are to be of materials, finish and colours that are complementary to the existing residence upon the property to the satisfaction of the local government.
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For Cr Emma Rodney, Cr Katie Low, Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart, Cr Nicole Batten, Cr Trevor Royce and Cr Kirrilee Warr

Against Nil

7 / 0

CARRIED UNANIMOUSLY
Minute Reference OCM 2024/02-4

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

Council received an initial application for an outbuilding upon 27 (Lot 115) Richards Road, Buller that was refused at the 19 October 2023 meeting. A revised outbuilding application was subsequently submitted that has been re-advertised for comment and 2 supporting submissions were received and 1 objection. This report recommends approval of the outbuilding.

Comment

Lot 115 is a 4,008m² property on the western side of Richards Road in the Wokarena Heights Estate that contains a single storey brick walled, colorbond roof residence. The property slopes down from the 51.5m contour in the north-eastern corner to the 47.5m contour in the south-western corner.

Figure 10.1.1.1 – Location Plan for 27 (Lot 115) Richards Road, Buller**Figure 10.1.1.2 – Aerial Photo of 27 (Lot 115) Richards Road, Buller**

The original application (as originally lodged and subsequently advertised) was for a 228.36m² outbuilding with a proposed wall height of 3.5m and a proposed total height of 6.28m which exceeded the maximum 180m² floor area requirement, and maximum 4m wall height/5m total height requirements of the Shire of Chapman Valley Outbuildings Local Planning Policy for the 'Residential R2.5' zone.

The original outbuilding application was also proposed to be sited 7.5m from the rear (western) boundary and 1.5m from the side (northern) boundary which is a variation to the R-Codes recommendation of a setback distance of 7.5m from (non-front) boundaries in the 'Residential R2.5' zone.

The original application was advertised for comment in September 2023, during which time 5 submissions were received, with 3 submissions in support of the application, and 2 in objection, with both of these objections relating to the proposed height of the outbuilding. No

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objections were received relating to the floor area, boundary setback or materials/colours aspects of the proposed outbuilding.

Following advertising of the original application, the applicant was provided with redacted copies of the submissions and the opportunity to respond to the issues raised. In response the applicant advised that they wished to modify their proposed outbuilding by reducing the overall height by 0.78m in response to the concerns raised in the advertising period. The modified outbuilding would have a wall height of 3.9m and overall height of 5.5m instead of the previous 3.5m wall height and 6.28m overall height.

This matter was then presented to the 19 October 2023 Council meeting where it was refused and the minutes from this meeting that provide further background can be viewed at the following link to the Shire website:

<https://www.chapmanvalley.wa.gov.au/documents/863/confirmed-ordinary-meeting-of-council-october-2023>

The applicant has now submitted a further revised outbuilding application that has reduced the total (i.e. top of gable) height of the outbuilding from the original 6.28m to a new proposed total height of 5.3m.

As with the previous application it is proposed that the outbuilding would be set in cut and fill earthworks. The north-eastern corner of the outbuilding would be approximately 0.5m below natural ground level, resulting in the outbuilding presenting as having a lesser height of 4.8m when viewed from the uphill/eastern side.

The floor level of the outbuilding would be set on fill with a height of approximately 0.25m above natural ground level at its highest point in the south-western corner, resulting in the 3.943m wall height being 4.193m above natural ground level in the south-western corner.

The Shire of Chapman Valley Outbuildings Local Planning Policy zone sets a maximum 4m wall height/5m total height requirement for the 'Residential R2.5', and on this basis the application was re-advertised for comment.

The floor area of the revised outbuilding application remains unchanged from the previous application, being 228.36m² in area (comprising 175.32m² enclosed area and 53.03m² lean-to area).

As the proposed floor area exceeds the maximum 180m² floor area requirement of the Shire of Chapman Valley Outbuildings Local Planning Policy for the 'Residential R2.5' zone this aspect was also re-advertised for comment.

The proposed outbuilding is again proposed to be sited 7.5m from the rear (western) boundary and 1.5m from the side (northern) boundary. State Planning Policy 7.3 - Residential Design Codes of Western Australia ('R-Codes') recommends a setback distance of 7.5m from (non-front) boundaries in the 'Residential R2.5' zone.

The outbuilding is also proposed to contain a 59.02m² habitable compartment comprising 2 bedrooms, living room/kitchen and bathroom/toilet.

A copy of the revised outbuilding application and the applicant's supporting correspondence has been provided as **separate Attachment 10.1.1.1**.

Due to the application proposing variation to the area and height requirements of the Outbuildings Policy and the side boundary setback requirements of the R-Codes, the Shire again wrote to the surrounding landowners inviting comment prior to this application being

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re-presented to a meeting Council for determination. 3 submissions were received, 2 in support of the application and 1 in objection, and copies of the submissions are provided as separate **Attachment 10.1.1.2**.

The objection related to the proposed height of the building and the assumption that the outbuilding would be used for industrial purposes. No objecting comments were received in regards to other aspects of the proposal such as boundary setbacks, materials or colours. Further detail on the advertising period is provided in the Consultation section of this report.

The applicant was again provided with redacted copies of the submissions and the opportunity to respond to the issues raised. The applicant has submitted correspondence, provided as **separate Attachment 10.1.1.3** advising that:

"In revising the plan for this building project and reducing the overall height to 5.3m (in line with other sheds approved and built on neighbouring properties), we have taken into consideration previous responses regarding concern about the height of the building and the impact the height would have on the views. We believe this is evidenced by a previous objection response now expressing support for the project at the reduced height.

With regards to the comment regarding our business operation; we have no plans to operate our business from this proposed shed, we have a commercial property in Geraldton for this purpose. The shed will be used as a granny flat, home workshop, storage for camper/caravan and storage for personal work vehicle on return home from work; the lean-to section will be used for undercover parking of a personal work vehicle and trailer on return home from work to avoid un-hitching/re-hitching on a daily basis."

Figure 10.1.1.3 – View looking west at Lot 115 from Richards Road



**Figure 10.1.1.4 – View looking south-west towards Lot 115
(across Lot 114) from Richards Road**



**Figure 10.1.1.5 – View looking north towards Lot 115
(across Lot 116) from Hilltop Loop**



Figure 10.1.1.6 – View looking east towards Lot 115 (across Lot 119) from Dune Vista



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It is considered that the outbuilding application can be supported on the following basis:

- the outbuilding would not be a typical metal walled/metal roofed shed with elevations containing just blank sheeting, but instead a brick walled/colorbond roofed structure with architectural features on every elevation;
- the outbuilding would be clad in materials designed to match in with the existing house;
- whilst the outbuilding, being 228.36m² in area would exceed the 180m² policy requirement, it is noted that 175.32m² of the structure would be enclosed and the additional area would be a 53.03m² open-sided lean-to that would have a lesser visual impact;
- the outbuilding would be set in cut and fill earthworks so that the north-eastern corner of the outbuilding would be approximately 0.5m below natural ground level and the floor level of the structure would be approximately 0.25m above natural ground level at its highest point in the south-western corner. This would result in the 5.3m gable/ridge height of the outbuilding meeting the overall 5m height policy requirement for the eastern portion of the floor area and the western end only would exceed the overall height requirement;
- the 3.943m wall height of the outbuilding would meet the 4m maximum wall height policy requirement for much of the floor area being set at a floor level 0.5m below natural ground level in the north-eastern corner, and would only exceed the 4m wall height requirement by 0.193m at its highest point in the south-western corner where it would be sited on 0.25m fill;
- when the application was advertised for comment to surrounding landowners no objections were raised regarding the proposed variations to the boundary setback requirements;
- when the application was originally advertised for comment it was the issue of the height of the outbuilding that gave rise to objections and the applicant has given regard to this issue by submitting a re-design that reduces the outbuilding height by 0.98m;
- when the application was re-advertised for comment, no objections were received from the immediately adjoining neighbors to the sides, rear, or on the opposite side of the road from the subject property, the received objection was from a landowner whose residence is sited approximately 120m away and set at a floor height approximately 5m above the proposed outbuilding location;
- the outbuilding would enable items to be stored securely and out of the elements which would be of benefit to the applicant, but also result in them being stored out-of-sight which would be an amenity benefit for the neighbours;
- Council has the ability to apply a condition of approval to address the raised concern that the outbuilding might be used for purposes other than domestic storage/granny flat;
- the reduced 1.5m side boundary setback would be on the open-sided lean-to side of the outbuilding which may be considered as less visually impactful than were it to be an enclosed wall;
- the combining of the 59.02m² granny flat with the 169.34m² shed into a single 228.36m² structure would create a lesser overall visual impact than were the applicant to instead construct 2 separate structures totalling 340m², due to the policy requirements allowing for up to 160m² granny flat and 180m² shed;
- the reduction in the side boundary setback R-Code requirements would not be out of character with the surrounding area where a number of buildings have been approved with a reduced setback in the Wokarena Heights Estate as illustrated in Figure 10.1.1.7;
- the approval of the application would not be out of character with the surrounding area where a number of outbuildings have been approved at heights above the policy requirement of 5m above natural ground level in the R2.5 zone due to the sloping nature of the land and the need for cut and fill earthworks to achieve a levelled building site and address drainage aspects as illustrated in Figure 10.1.1.8.

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- 2 *The development is considered contrary to Clause 67 of the deemed provisions of the Planning and Development (Local Planning Schemes) Regulations 2015.*
- 3 *The development is considered contrary to the objectives and requirements of the Shire of Chapman Valley Local Planning Policy 1.4 – Outbuildings.*
- 4 *The development is considered contrary to the objectives and requirements of the Shire of Chapman Valley Local Planning Policy 1.1 – Ancillary Dwellings.*
- 5 *Approval of this application may well set an undesirable precedent for future variation to the Shire's statutory and strategic planning requirements.*

Advice Note:

- (a) *If an applicant is aggrieved by this determination there is a right (pursuant to the Planning and Development Act 2005) to have the decision reviewed by the State Administrative Tribunal. Such application must be lodged within 28 days from the date of determination.*
- (b) *Council issue delegated authority to the Shire CEO to approve a modified outbuilding application (in the event that such an application is received) that proposed the 1.5m side boundary setback variation but was modified so that the outbuilding was not greater than the 180m² floor area, and 4m wall height/5m total height requirements of the Shire of Chapman Valley Outbuildings Local Planning Policy for the 'Residential R2.5' zone."*

Statutory Environment

The report complies with the requirements of the:
 Shire of Chapman Valley Local Planning Policy
 Shire of Chapman Valley Local Planning Scheme No.3
 Planning & Development (Local Planning Schemes) Regulations 2015

27 (Lot 115) Richards Road, Buller is zoned 'Residential R2.5' under Shire of Chapman Valley Local Planning Scheme No.3 ('the Scheme').

Table 2 of the Scheme lists the objectives of the 'Residential' zone as being:

- *To provide for a range of housing and a choice of residential densities to meet the needs of the community.*
- *To facilitate and encourage high quality design, built form and streetscapes throughout residential areas.*
- *To provide for a range of non-residential uses, which are compatible with and complementary to residential development."*

The proposed development whilst bearing many of the design features of a shed in that it would be used for storage of items and built (in part) to a Class 10 (non-habitable) standard can not be entirely deemed as such as it does not meet the definition for an Outbuilding provided by the R-Codes:

"An enclosed non-habitable structure that is detached from any dwelling."

Similarly given that the majority of the floor area for the proposed development would be constructed to a Class 10 (non-habitable) standard, and that many of the design features of the development would be that of a shed (e.g. 4 large roller doors) the application can not be considered entirely to meet the definition of an Ancillary Dwelling, which is defined by the R-Codes as being:

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“Self-contained dwelling on the same lot as a single house which may be attached to, integrated with or detached from the single house.”

On this basis the application can be assessed as an ‘Outbuilding with Habitable Compartment’ under Schedule 1 Part 3 Clause 18(4)(b) of the *Planning and Development (Local Planning Schemes) Regulations 2015*:

- “(4) The local government may, in respect of a use that is not specifically referred to in the zoning table and that cannot reasonably be determined as falling within a use class referred to in the zoning table —
- (a) determine that the use is consistent with the objectives of a particular zone and is therefore a use that may be permitted in the zone subject to conditions imposed by the local government; or
 - (b) determine that the use may be consistent with the objectives of a particular zone and advertise under clause 64 of the deemed provisions before considering an application for development approval for the use of the land; or
 - (c) determine that the use is not consistent with the objectives of a particular zone and is therefore not permitted in the zone.

Clause 67 of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* lists the following relevant matters to be considered by Council in considering a development application:

- “(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;...
- ...(c) any approved State planning policy;...
- ...(g) any local planning policy for the Scheme area;
- (h) any structure plan or local development plan that relates to the development;...
- ...(m) the compatibility of the development with its setting including -
 - (i) the compatibility of the development with the desired future character of its setting; and
 - (ii) the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;
- (n) the amenity of the locality including the following —
 - (i) environmental impacts of the development;
 - (ii) the character of the locality;
 - (iii) social impacts of the development;...
- ...(p) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;...
- ...(s) the adequacy of —
 - (i) the proposed means of access to and egress from the site; and
 - (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles;
- (t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;...
- ...(w) the history of the site where the development is to be located;
- (x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;
- (y) any submissions received on the application;...

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...(zb) *any other planning consideration the local government considers appropriate."*

The applicant is seeking to site the development 1.5m from the side property boundary. Section 5.1.3.C3.1 and Table 1 of the R-Codes recommend a 7.5m side boundary setback for R2.5 zoned properties.

Section 4.2.1 of the Explanatory Guidelines for the R-Codes make the following relevant observations:

"Exceptions to basic setback provisions

Consideration of setbacks should have regard to the natural ground level, shape, development and orientation of adjoining lots.

A reduction to the R-Codes deemed-to-comply setback requirements should only be considered where it can be demonstrated this is preferable for practical or aesthetic reasons, and will not be to the detriment of the amenity of adjoining properties, particularly where the reduced setback may result in increased overshadowing, overlooking or lack of privacy. In these situations the building design would need to address the design principles of clause 5.1.3."

Policy/Procedure Implications

A Policy or Procedure is affected:

Planning and Development Policy & Procedures

Part 2 of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* provides for the Council to prepare a Local Planning Policy in respect of any matter related to the planning and development of the Scheme area.

A Local Planning Policy does not bind the local government in respect of any application for planning approval but the local government is to have due regard to the provisions of the policy and the objectives which the policy is designed to achieve before making its determination.

In most circumstances the Council will adhere to the standards prescribed in a Local Planning Policy, however, the Council is not bound by the policy provisions and has the right to vary the standards and approve development where it is satisfied that sufficient justification warrants a concession and the variation granted will not set an undesirable precedent for future development.

The Shire of Chapman Valley Outbuildings Local Planning Policy has the following objectives:

- "3.1 To allow for a regional variation to Section 5.4.3 of State Planning Policy 3.1 - Residential Design Codes.*
- 3.2 To provide a clear definition of what constitutes an "outbuilding".*
- 3.3 To ensure that outbuildings are not used for habitation, commercial or industrial purposes by controlling building size and location.*
- 3.4 To limit the visual impact of outbuildings.*
- 3.5 To encourage the use of outbuilding materials and colours that complement the landscape and amenity of the surrounding areas.*
- 3.6 To ensure that the outbuilding remains an ancillary use to the main dwelling or the principle land use on the property."*

Section 6.2 of the Outbuildings Policy sets the following size criteria for the R2.5 zone.

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Zone	Standard	Maximum
Residential (R5 and lower density)	Area (total aggregate)	180m ²
	Wall Height	4m*
	Overall Height (single story)	5m*

* heights are to be measured from natural ground level

The proposed outbuilding, being 228.36m² in area (comprising 175.32m² enclosed area and 53.03m² lean-to area) does not comply with the requirements of the Outbuildings Policy which establishes a 180m² maximum area for the Residential R2.5 zone.

The proposed outbuilding with its 5.3m gable height would exceed the 5m maximum overall height set by the Outbuildings Policy. The outbuilding would comply with the outbuilding height requirement at its eastern end as it would be set in cut earthworks approximately 0.5m below natural ground level (i.e. the shed ridgeline would be approximately 4.8m above natural ground level) but at its south-western corner would be set upon approximately 0.25m fill earthworks, making the ridgeline approximately 5.55m as measured from natural ground level at the western end of the outbuilding.

The proposed outbuilding with its 3.943m wall height would comply with the 4m maximum wall height set by the Outbuildings Policy for the majority of the site, except for the south-western corner where it would be set upon approximately 0.25m fill earthwork, making the wall height approximately 4.193m above natural ground level at this point.

Section 6.7.b of Council's Outbuildings Policy allows for a side boundary setback of 5m in the R2.5 zoned rather than the 7.5m prescribed by the R-Codes:

"For 'Residential' lots zoned R2.5 and lower density the outbuilding is to be setback in accordance with the Residential Design Codes, or if applicable located within a defined building envelope (Variation to a 5m side and/or rear boundary setback for Outbuildings may be considered subject to prior consultation being undertaken as per Section 7.4 of this policy)."

A copy of the Outbuildings Local Planning Policy can be viewed at the following link:
[SoCV_LPP_1_4_Outbuildings.pdf \(chapmanvalley.wa.gov.au\)](https://chapmanvalley.wa.gov.au/SoCV_LPP_1_4_Outbuildings.pdf)

The Shire of Chapman Valley Ancillary Dwellings Local Planning Policy has the following objectives:

- 3.1 To alter the deemed to comply provisions of the R-Codes for Ancillary Dwellings.
- 3.2 To provide a clear definition of what constitutes an 'Ancillary Dwelling'.
- 3.3 To ensure that an Ancillary Dwelling is provided, constructed and located in such a way so as to minimise their impact on the amenity of the locality by controlling building size, materials and location.
- 3.4 To ensure that ancillary dwelling is 'ancillary' or 'secondary' to the main house upon the property."

Section 6.2 of the Ancillary Dwellings Policy sets the following size criteria for the R2.5 zone.

Zone	Maximum Habitable Floor Area	Maximum total roof area
Residential (R5 and lower density)	80m ²	160m ²

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The development would comply with this requirement in that the Class 1a (deemed habitable under the Building Code of Australia) component would be 59.02m², however, the total 228.36m² floor area would be over the 160m² policy requirement.

A copy of the Ancillary Dwellings Local Planning Policy can be viewed at the following link:

[SoCV_LPP_1_1_Ancillary_Dwellings.pdf \(chapmanvalley.wa.gov.au\)](#)

Council might consider that the design of the building, being a brick walled structure with design features on each elevation such as windows, doors and lean-to, warrants some consideration with regard for both the Outbuildings and Ancillary Dwellings policies.

Section 6.9 of the Outbuildings Policy and Section 6.6 of the Ancillary Dwellings Policy contain the following policy statements of relevance in this regard:

“Should Ancillary Accommodation be proposed to be constructed within a Class 10 Outbuilding (i.e. a box or rectangular shaped structure constructed of coated or uncoated metal sheeting which does not include additional features such as eaves, verandahs, windows and other ‘house’ like features) the Ancillary Accommodation will be considered to be included within the total outbuilding area of a property. However, should the Ancillary Accommodation structure be purposely constructed as a Class 1A building and incorporate design features such as eaves, verandahs, windows and other ‘house’ like features the building would not be considered within the aggregate outbuilding area permitted upon a property.”

It may be considered that approving the combined 228.36m² structure (comprising a 59.02m² granny flat with the 169.34m² shed) would create a lesser overall visual impact than the building of 2 separate structures totalling 340m² which under the policy requirements can be up to a 160m² granny flat and 180m² shed each.

Financial Implications

No Financial Implications Identified.

The Shire of Chapman Valley Long Term Financial Plan was endorsed by Council at its 19 June 2019 meeting. It is not considered that determination of this application would have impact in relation to the Long Term Financial Plan.

Strategic Implications

Lot 115 is located within the Wokarena Heights Structure Plan which is a 142.79ha area located 8km north of the Geraldton CBD. The subject land is bounded by the North West Coastal Highway to the west, rural residential lots to the north, the former Geraldton-Northampton railway alignment and beyond this rural residential lots to the east, and low density residential lots to the south. At time of the Structure Plan's preparation the Wokarena Heights area consisted of 11 individually owned lots (8 of which contained a residence) the majority of which were square in shape, 12ha in size and contained rural lifestyle uses.

The Wokarena Heights Structure Plan was originally adopted by Council at its 19/9/12 meeting, and an updated version was adopted by Council at its 21/8/13 meeting. The Structure Plan was endorsed by the WAPC on 22/10/12 and again on 9/10/13.

The Wokarena Heights Structure Plan allows for the eventual creation of 253 x 4,000m² residential lots, with 54 of these now having been created.

Strategic Community Plan/Corporate Business Plan Implications

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The Shire of Chapman Valley Strategic Community Plan was endorsed by Council at its 15 November 2017 meeting. It is not considered that determination of this application would have impact in relation to the Strategic Community Plan.

COMMUNITY HEALTH & LIFESTYLE

1.2 Address identified ageing population issues.

1.2.1 Advocate for current and future services and housing needs.

ENVIRONMENT & SUSTAINABILITY

3.2 Maintain the rural identity of the Shire.

3.2.1 Develop western peri-urban environment in context to rural lifestyle.

Consultation

Sections 6.7.b, 7.2 & 7.4 of the Shire's Outbuildings Local Planning Policy notes that applications seeking variation require consultation by means of the Shire writing directly to the surrounding landowners inviting comment.

Section 7.0 of the Shire's Ancillary Dwellings Local Planning Policy notes that applications seeking variation require consultation by means of the Shire writing directly to the surrounding landowners inviting comment.

Section 4.1 of the R-Codes also notes that where there may be a possible impact on the amenity of adjoining landowners the local government may advertise the proposal and have regard to any expressed views prior to making its determination.

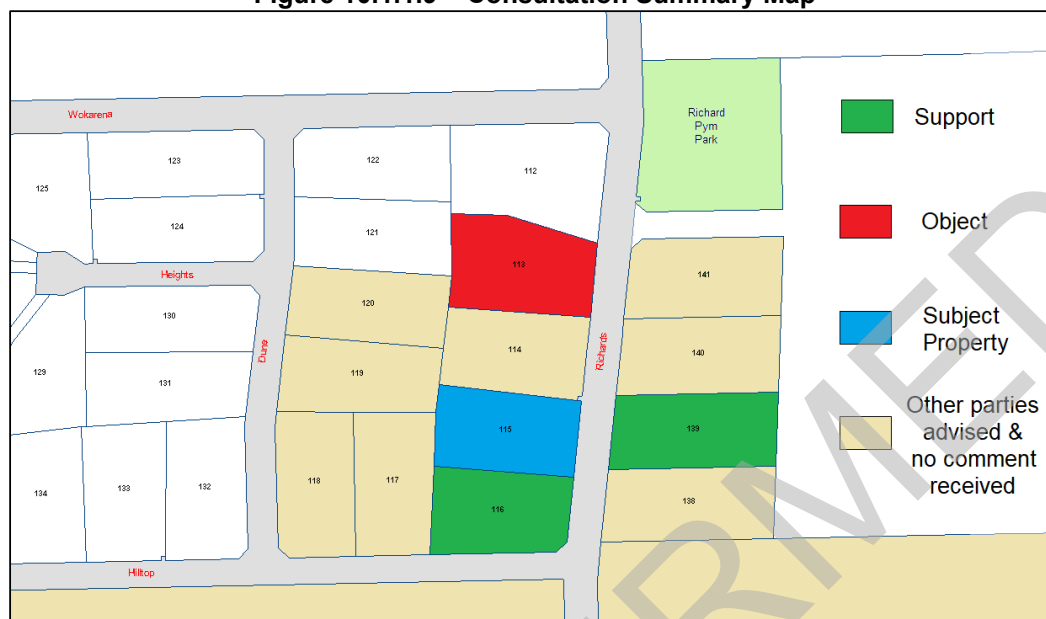
The application was re-advertised for comment pursuant to Schedule 1 Part 3 Clause 18(4)(b) and Schedule 2 Part 8 Clause 64 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

The Shire again wrote to the 13 surrounding landowners on 1/12/23 providing details of the application and inviting comment upon the proposal prior to 22/12/23, a sign was also erected on-site to advise of the received application and the opportunity for comment, and a copy of the application and background explanatory information was displayed on the Shire website.

At the conclusion of the advertising period 3 submissions had been received, 2 in support of the application and 1 in objection, and copies of these have been provided as **separate Attachment 10.1.1.2**.

The applicant was provided with redacted copies of the submissions and the opportunity to respond to the issues raised, and their received response has been provided as **separate Attachment 10.1.1.3**.

Figure 10.1.1.9 – Consultation Summary Map



Risk Assessment

No Risks have been Identified.

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10.1.2	Proposed Building Envelope Alteration, 33 Patten Place, White Peak
Department	Development Service Planning
Author	Simon Lancaster
Reference(s)	A1816
Attachment(s)	1. Patten Place Outbuilding application [10.1.2.1 - 5 pages]

Voting Requirements

Simply Majority

Staff Recommendation

That Council grant formal planning approval for the alteration of the building envelope to accommodate the proposed outbuilding upon 33 (Lot 306) Patten Place, White Peak subject to compliance with the following conditions:

- 1 Development shall be in accordance with the approved plan(s) as contained within Attachment 10.1.2 and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government.
- 2 Any additions to or change of use of any part of the buildings or land (not the subject of this consent/approval) considered by the local government Chief Executive Officer to represent significant variation from the approved development plan requires further application and planning approval for that use/addition.
- 3 The development shall be of materials, finish and colours that are non-reflective (i.e. not zincalume) and complementary to the natural landscape features to the satisfaction of the local government.
- 4 Landscaping is required to be installed and maintained by the landowner between the development and the eastern side property boundary for the purpose of assisting in privacy for the adjoining side landowner and reducing the visual impact of the outbuilding to the satisfaction of the local government.
- 5 All stormwater must be contained and disposed of on-site to the satisfaction of the local government.
- 6 Any soils disturbed or deposited on site shall be stabilised to the satisfaction of the local government.
- 7 The development must not be used for habitation, commercial or industrial purposes.
- 8 If the development/land use, the subject of this approval, is not substantially commenced within a period of two years after the date of determination, the approval shall lapse and be of no further effect.

Notes:

- (a) Where an approval has so lapsed, no development/land use shall be carried out without the further approval of the local government having first been sought and obtained.
- (b) If an applicant is aggrieved by this determination there is a right pursuant to the *Planning and Development Act 2005* to have the decision reviewed by the State Administrative Tribunal. Such application must be lodged within 28 days from the date of determination.

Council En Bloc Resolution - Minute Reference OCM 2024/02-3

That Council grant formal planning approval for the alteration of the building envelope to accommodate the proposed outbuilding upon 33 (Lot 306) Patten Place, White Peak subject to compliance with the following conditions:

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- 1 Development shall be in accordance with the approved plan(s) as contained within Attachment 10.1.2 and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government.
- 2 Any additions to or change of use of any part of the buildings or land (not the subject of this consent/approval) considered by the local government Chief Executive Officer to represent significant variation from the approved development plan requires further application and planning approval for that use/addition.
- 3 The development shall be of materials, finish and colours that are non-reflective (i.e. not zincalume) and complementary to the natural landscape features to the satisfaction of the local government.
- 4 Landscaping is required to be installed and maintained by the landowner between the development and the eastern side property boundary for the purpose of assisting in privacy for the adjoining side landowner and reducing the visual impact of the outbuilding to the satisfaction of the local government.
- 5 All stormwater must be contained and disposed of on-site to the satisfaction of the local government.
- 6 Any soils disturbed or deposited on site shall be stabilised to the satisfaction of the local government.
- 7 The development must not be used for habitation, commercial or industrial purposes.
- 8 If the development/land use, the subject of this approval, is not substantially commenced within a period of two years after the date of determination, the approval shall lapse and be of no further effect.

Notes:

- (a) Where an approval has so lapsed, no development/land use shall be carried out without the further approval of the local government having first been sought and obtained.
- (b) If an applicant is aggrieved by this determination there is a right pursuant to the *Planning and Development Act 2005* to have the decision reviewed by the State Administrative Tribunal. Such application must be lodged within 28 days from the date of determination.

Disclosure of Interest

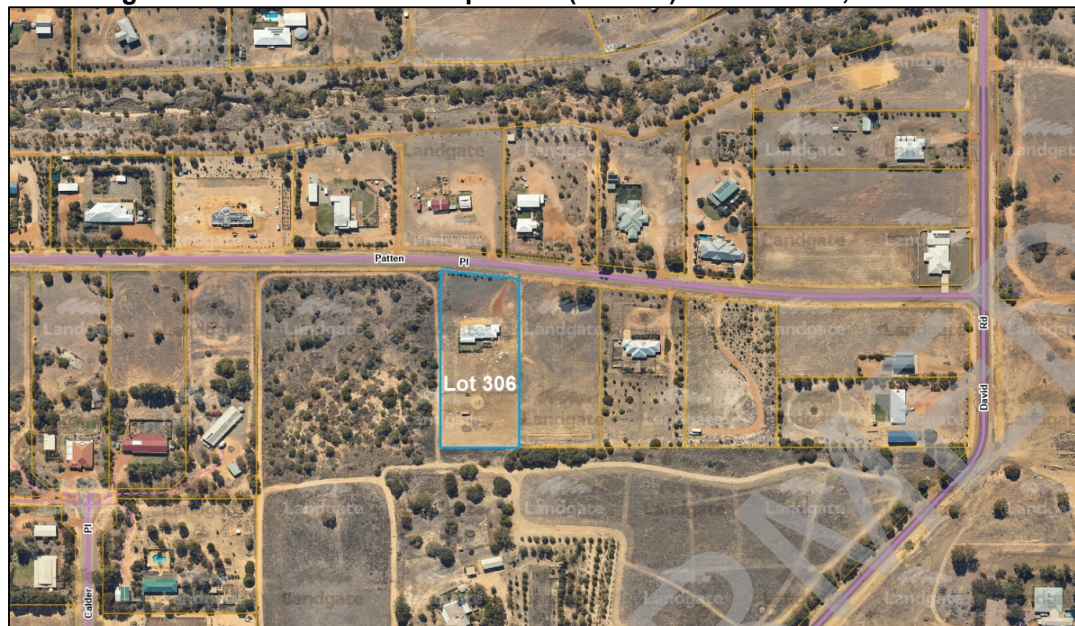
No officer declared an interest under the *Local Government Act 1995*, Subdivision 1 (LGA 1995) in the preparation of this report.

Background

Council is in receipt of an application to construct a shed outside of the building envelope upon 33 (Lot 306) Patten Place, White Peak. The application has been advertised for comment and no objections were received. This report recommends approval of the application.

Comment

Lot 306 is an 8,082m² cleared property on the southern side of Patten Place. The lot is oblong in shape, sloping downwards along its 146m length from the 78m contour in the rear, south-eastern corner to the 71m contour in the front, north-western corner.

Figure 10.1.2.1 – Location Map for 33 (Lot 306) Patten Place, White Peak

The property contains a single storey 4 bedroom, 2 bathroom brick walled and colorbond roof residence built for a previous landowner in 2018.

The applicant is seeking approval for a 20m x 9m (180m²) outbuilding that would be sited 17m to the rear of the residence and clad in Surfmist colorbond to complement the colour of the residence.

The outbuilding would have a wall height of 3.3m and a total gable height of 4.17m. Due to the sloping nature of the property the shed would be set into cut earthworks so that the floor level of the shed at the rear would be -1.05m below natural ground level, resulting in the rear elevation of the shed presenting as 2.25m above natural ground level when viewed from the south/rear. The front of the shed would have a finished floor level set at -0.65m below natural ground level, so that the top of the front elevation of the shed would present as 2.65m above natural ground when viewed from the north/front.

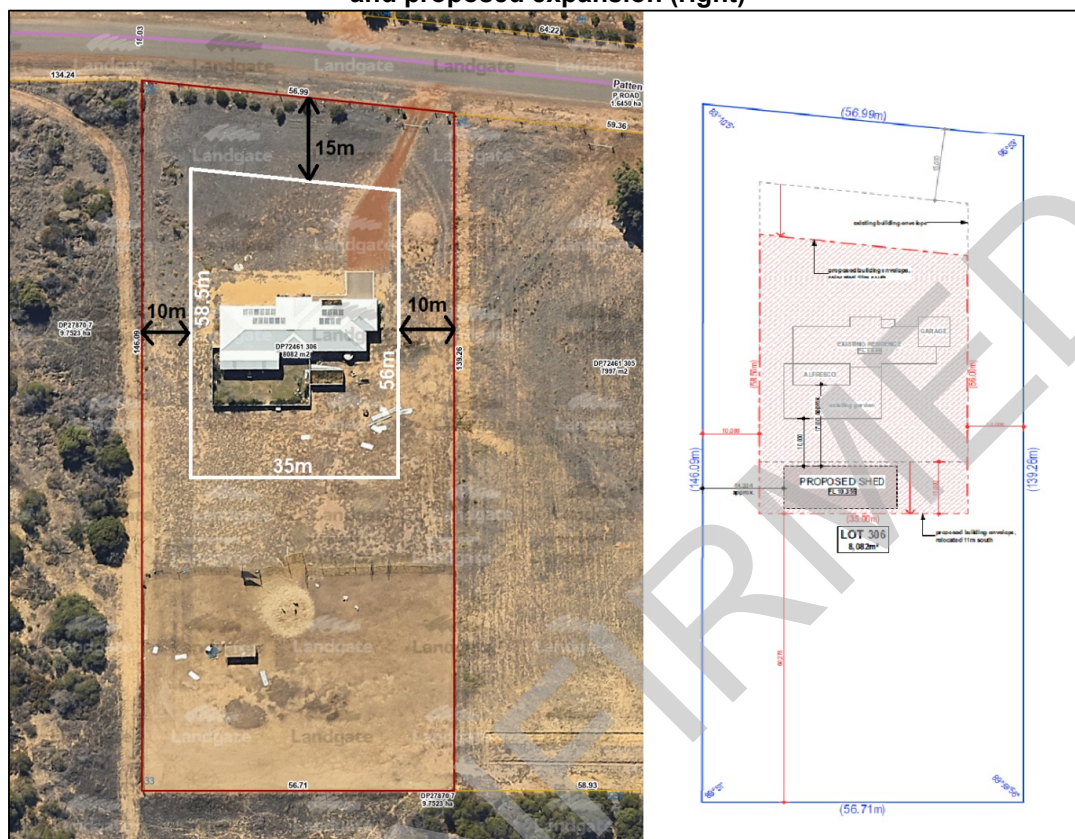
The proposed shed complies with all floor area, height, boundary setback, residence separation and cladding material and colour requirements of the Shire of Chapman Valley Outbuildings Local Planning Policy.

The reason for this application being presented to Council for determination is that the outbuilding is proposed to be sited to the immediate rear of the building envelope that is in place for Lot 306 i.e. the 9m depth of the shed would be outside the building envelope.

Council adopted the Dolby Creek Estate Structure Plan at its 20 October 2010 meeting that designated a 2,000m² building envelope for Lot 306.

A copy of the application, including site, floor and elevation plans and the applicant's supporting correspondence and also the Dolby Creek Estate building envelope plan have been provided as **separate Attachment 10.1.2.**

Figure 10.1.2.2 – Plan illustrating building envelope for Lot 306 (left) and proposed expansion (right)



As per the requirements of the Shire of Chapman Valley Building Envelope Local Planning Policy the application has been advertised for comment to surrounding landowners, during which time no objections were received and 1 submission in support of the application was received.

Council may consider that the application could be supported based upon the following:

- the shed would be set in cut earthworks of -1.05m to -0.65m to reduce its visual impact as viewed from the road and neighbouring properties;
- the shed would have a wall height of 3.3m and a total gable height of 4.17m (that would be further reduced by the shed being set into cut earthworks) and this is significantly less than the maximum 4.5m wall height and 5.5m overall height permitted in this zone;
- the shed would have a floor area of 180m² and this is significantly less than the maximum 360m² (240m² enclosed and 120m² unenclosed) area permitted in this zone;
- the shed would be sited behind the residence, at a floor level 0.355m higher than the floor level of the residence, but with a lower overall height, thereby reducing its visual impact from Patten Place;
- the shed would be clad in Surfmist colorbond designed to complement the existing residence;
- the shed would be sited 17m from the residence and 10m from the fenced garden area giving it the appearance of being clustered with the existing development, particularly when considered against the 8,082m² scale of the property, and to site the shed closer than this would present issues with vehicle manoeuvring into the shed (the shed

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orientation is to avoid having the vehicle openings facing the prevailing wind direction to the south and east);

- the siting of the existing residence by a previous landowner to the rear of the building envelope has complicated matters for this subsequent landowner/applicant, and to construct the residence within the building envelope may require the shed to be sited forward of the house which would present a poorer visual outcome as viewed from Patten Place;
- the shed would be setback 14.334m from the closest/western side boundary, 21m from the other/eastern side boundary, and 61m from the rear/southern boundary assisting in reducing its visual impact for immediately adjoining landowners;
- there is the ability for Council to apply condition of approval requiring the installation and ongoing maintenance of screening landscaping along the eastern side boundary to protect both the applicant's and the neighbours' privacy and reduce the visual impact of the outbuilding;
- the outbuilding location would not require clearing of any vegetation;
- the outbuilding will be used to meet the landowner's domestic storage requirements and will not be used for residential, commercial or industrial purposes;
- the application was advertised for comment to the 10 surrounding landowners and no objections were received, and 1 supporting submission from the western-side/southern-rear neighbour was received, this could be considered to indicate a level of support and/or indifference to the proposal;
- the outbuilding is not considered to reduce privacy or unduly impact the views of neighbouring landowners;
- the applicant is seeking to modify the existing building envelope for the 9m depth of the shed rather than entirely relocate the building envelope upon the property;
- the primary purpose for establishing building envelopes upon the Dolby Creek Estate Structure Plan was to set a recommended finished floor level and ensure that habitable development was located away from the Dolby Creek watercourse to reduce potential risk from flooding and away from the associated riparian vegetation to reduce fire risk. Given this application is on the opposite/southern side of Patten Place from Dolby Creek the requested modification of the building envelope does not have adverse impact in regards to this key issue.

Figure 10.1.2.3 – View of Lot 306 looking south-east from Patten Place



Figure 10.1.2.4 – View of proposed outbuilding site upon Lot 306 looking south-west



Figure 10.1.2.5 – View of Lot 306 looking north-west from rear



Figure 10.1.2.6 – View of proposed outbuilding location upon Lot 306 looking west



In the event that Council considers the application should be refused it may consider the following wording appropriate:

“That Council refuse the application for the expansion of the building envelope upon 33 (Lot 306) Patten Place, White Peak for the following reasons:

- 1 The development is not considered to satisfy Sections 40 and Schedule 5 of the Shire of Chapman Valley Local Planning Scheme No.3.*
- 2 The development is not considered to satisfy Clause 67 of the deemed provisions of the Planning and Development (Local Planning Schemes) Regulations 2015.*

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- 3 Council is not satisfied that sufficient justification has been provided to warrant a concession being granted in this instance to the requirements under Section 6 of the Shire of Chapman Valley Local Planning Policy 'Building Envelopes'.
- 4 The proposed outbuilding location is outside of the building envelope as identified on the Dolby Creek Estate Subdivision Guide Plan.
- 5 Council considers that the building envelopes assigned for the lots on the southern side of Patten Place have created a built form designed with regard to privacy and view protection and the approval of this application will have negative impacts on the privacy of the adjoining side neighbours and future view outlooks.
- 5 Approval of this application may well set an undesirable precedent for future variation to the Shire's statutory and policy requirements, which in time could prove to be detrimental to the visual amenity, natural landscape character, privacy and amenity of residents of the surrounding locality.

Note:

If an applicant is aggrieved by this determination there is a right pursuant to the Planning and Development Act 2005 to have the decision reviewed by the State Administrative Tribunal. Such application must be lodged within 28 days from the date of determination."

Statutory Environment

The report complies with the requirements of the:
Shire of Chapman Valley Local Planning Policy
Shire of Chapman Valley Local Planning Scheme No.3
Planning & Development (Local Planning Schemes) Regulations 2015

33 (Lot 306) Patten Place, White Peak is zoned 'Rural Residential 1' under Shire of Chapman Valley Local Planning Scheme No.3 ('the Scheme').

Table 2 of the Scheme lists the objectives of the 'Rural Residential' zone as being:

- To provide for lot sizes in the range of 1 ha to 4 ha.
- To provide opportunities for a range of limited rural and related ancillary pursuits on rural-residential lots where those activities will be consistent with the amenity of the locality and the conservation and landscape attributes of the land.
- To set aside areas for the retention of vegetation and landform or other features which distinguish the land."

The Scheme notes the following of relevance to this application:

"40 Building envelopes

- (1) Where a building envelope is identified on a structure or fire management plan, all development shall be contained within the designated envelope area.
- (2) No development of any structures shall occur within any area/s identified as 'Development Exclusion Area', 'Re-vegetation Area', 'Remnant Vegetation' or similar on the structure or fire management plan;
- (3) Notwithstanding the requirements of Clause 62 of the deemed provisions, where a building envelope exists on a particular lot an application for development approval to change or relocate the building envelope shall be accompanied by relevant building plans

and information addressing visual amenity, privacy and screening, vegetation loss, access, and proximity to natural features.

- (4) In considering an application to relax the requirements of subclause (2) and (3), the local government shall, in addition to the general matters set out in Clause 67 of the deemed provisions, give particular consideration to:
- (a) unacceptable visual clutter, especially in elevated areas of high landscape quality or visually exposed locations; and
 - (b) unnecessary clearing of remnant native vegetation; and
 - (c) visual obtrusiveness and/or impact on an adjoining property by way of privacy, noise, odour or light spill; and
 - (d) suitability for landscape screening using effective screening vegetation; and
 - (e) compliance with the land-use, setback, building height, development exclusion, vegetation protection, bushfire requirements and other pertinent provisions of the Scheme and relevant local planning policy.”

“Schedule 5 - Rural Residential

(1) Structure Plan

- (a) Subdivision, development and land use shall generally be in accordance with a structure plan as adopted by the local government and the Western Australian Planning Commission in accordance with Part 4 of the deemed provisions;
- (b) Subdivision, development and land-use shall generally be in accordance with any other matters outlined on the structure plan;...

...(2) Buildings

- (a) All buildings shall be sited in accordance with the setback requirements specified in the Scheme except where building envelopes are shown on a structure plan or local development plan. Where building envelopes are shown, all buildings and effluent disposal systems shall be located within that envelope.
- (b) All buildings constructed on the land shall be sympathetic to existing landscape features, predominantly landform, vegetation and amenity in terms of their design, height, location, material and cladding colours.”

Clause 67 of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2023* lists the following relevant matters to be considered by Council in considering a development application:

- “(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;...
- ...(g) any local planning policy for the Scheme area;
- (h) any structure plan or local development plan that relates to the development;...
- ...(m) the compatibility of the development with its setting including:
 - (i) the compatibility of the development with the desired future character of its setting; and
 - (ii) relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;
- (n) the amenity of the locality including the following —
 - (i) environmental impacts of the development;

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- (ii) *the character of the locality;*
- (iii) *social impacts of the development;...*
- ...(p) *whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;*
- (q) *the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk;...*
- ...(w) *the history of the site where the development is to be located;*
- (x) *the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;*
- (y) *any submissions received on the application;...*
- ...(zb) *any other planning consideration the local government considers appropriate."*

The Dolby Creek Estate Subdivision Guide Plan was adopted by Council at its 20 October 2010 meeting and is considered to form a Structure Plan as per Part 9 Regulation 79 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Policy/Procedure Implications

A Policy or Procedure is affected:

Planning and Development Policy & Procedures

Schedule 2 Part 2 Division 2 Clauses 3-6 of the *Planning and Development (Local Planning Schemes) Regulations 2023* provides for Council to prepare a Local Planning Policy in respect of any matter related to the planning and development of the Scheme area.

Shire of Chapman Valley Local Planning Policy 5.1 – Building Envelopes provides guidance on the assessment of applications of this nature and a copy of this policy can be viewed at the following link:

[SoCV LPP 5 1 Building Envelopes.pdf \(chapmanvalley.wa.gov.au\)](https://chapmanvalley.wa.gov.au/SoCV_LPP_5_1_Building_Envelopes.pdf)

A Local Planning Policy does not bind the local government in respect of any application for planning approval but the local government is to have due regard to the provisions of the policy and the objectives which the policy is designed to achieve before making its determination.

In most circumstances the Council will adhere to the standards prescribed in a Local Planning Policy, however, the Council is not bound by the policy provisions and has the right to vary the standards and approve development where it is satisfied that sufficient justification warrants a concession and the variation granted will not set an undesirable precedent for future development.

The Shire of Chapman Valley Local Planning Policy 5.1 – Building Envelopes contains the following objectives:

- “3.1 *To provide guidance with respect to the amendment of a building envelope (relocation, expansion) that will not lead to unacceptable impacts on surrounding properties.*
- 3.2 *To provide criteria by which the amendment of a building envelope should be considered to assist in protecting the integrity of the application of building envelopes.*
- 3.3 *To provide guidance in relation to the information required to be submitted as part of an application for the amendment of a building envelope."*

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Policy 5.1 also sets the following Policy Statement:

- “6.1 In considering an application to relax the development standards pursuant to Section 40 of its Local Planning Scheme, the Local Government will give particular consideration to:*
- 6.1.a justification for the proposed amendment.*
 - 6.1.b the secondary nature of the development should the application be to site a building/s outside of the envelope (e.g. horse stables, bore sheds).*
 - 6.1.c unacceptable visual clutter, especially in elevated areas of high landscape quality or visually exposed locations, such as the edge of hill or mesa tops within prominent parts of the Moresby Range.*
 - 6.1.d unnecessary clearing of remnant native vegetation.*
 - 6.1.e visual obtrusiveness and/or impact on an adjoining property by way overlooking, noise, odour or light spill.*
 - 6.1.f suitability for landscape screening using effective screening vegetation and the availability of a proven water supply for this purpose.*
 - 6.1.g use of materials and colours to assist in softening any perceived visual impact.*
 - 6.1.h compliance with the land-use, setback, building height, development exclusion, vegetation protection, bushfire requirements and other pertinent provisions of the Local Planning Scheme and associated Planning Policies.*
- 6.2 Building envelopes are generally imposed at the time of rezoning or subdivision to provide an area in which buildings upon a property will be clustered and provides an understanding for surrounding landowners of the potential location of future built form. Whilst this Policy provides guidelines for an application to be submitted to amend a building envelope it should not be construed that approval will be granted with each application assessed on its individual merits.”*

Financial Implications

No Financial Implications Identified.

The Shire of Chapman Valley Long Term Financial Plan was endorsed by Council at its 19 June 2019 meeting. It is not considered that the determination of this application would have impact in relation to the Long Term Financial Plan.

Strategic Implications

Council has previously granted approval for 3 structures to be partially located outside of the building envelopes identified on the Dolby Creek Estate Structure Plan. These have generally been for relatively minor encroachments where only a portion of the building was located outside of the envelope as follows:

- Council approved an outbuilding upon 2 (Lot 316) Patten Place, White Peak that extended 2.1m outside of the building envelope at its 16 December 2015 meeting due to the narrow rectangular shape of the lot;
- Council approved the siting of a shed upon 31 (Lot 321) Westlake Place, White Peak that extended 3m outside of the building envelope at its 12 December 2018 meeting, due to the irregular shape of the building envelope and the lot, the landowner later reduced the shed size and the final shed was located within the building envelope;
- Council approved an ancillary dwelling upon 1 (Lot 320) Westlake Place, White Peak that extended 5m outside of the building envelope at its 17 June 2020 meeting to provide a greater setback from the historic cottage on the lot.

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Council has previously approved 2 applications for development that were entirely outside of the building envelopes as shown upon the Dolby Creek Estate Structure Plan. These being:

- Council approved a shed 18m outside of the building envelope upon 30 (Lot 330) Westlake Place, White Peak at its 16 December 2023 meeting. This application sought to elongate the building envelope (rather than entirely relocate it) and the agenda report noted the irregular triangular shape of the lot and curving street frontage as basis for consideration, and that the proposed location for the shed was at a lesser contour and therefore less likely to interfere with neighbours' views than were it to be located upon the higher contour as contained within the building envelope. Whilst that application sought to site the shed outside the building envelope, the nearby clustered residence would still be contained within it, and no objection was received in that instance from surrounding landowners when the application was advertised for comment;
- Council approved a shed 5m outside of the building envelope upon 22 (Lot 314) Patten Place, White Peak at its 17 November 2021 meeting. The outbuilding in that instance was considered minor in nature (being 88m² in area and having a 3.5m wall height and 4.72m total height) and was screened from the road by the existing residence, fencing and established landscaping. Again, whilst that application sought to site the shed outside the building envelope, the nearby clustered residence was still contained within it, and no objections were received in that instance from surrounding landowners when the application was advertised for comment.

Council has previously refused 2 applications seeking to amend building envelopes as shown upon the Dolby Creek Estate Structure Plan. These being:

- Council refused an application that sought to relocate entirely a building envelope at 29 (Lot 305) Patten Place, White Peak at its 16 December 2020 meeting. In that particular instance the applicant was seeking to relocate the entire building envelope 70m further back on the property, from the lower ground at the front of the property to the higher ground at the rear of the property, and this was objected to by neighbouring parties;
- Council refused an application that sought to relocate the building envelope upon 15 (Lot 303) Patten Place, White Peak at its 20 October 2022 meeting. The applicant was seeking to move the building envelope 25m back on the property to be able to develop a residence where only a very minor portion of the residence would have been sited within the original building envelope and the accompanying outbuilding to the rear would have been entirely outside of the original building envelope. An objection to the proposed development was received in that instance.

It is considered that the current application bears more in common with the building envelope adjustment applications that were supported by Council than the more significant building envelope relocation applications that were refused by Council.

Strategic Community Plan/Corporate Business Plan Implications

COMMUNITY HEALTH & LIFESTYLE

1.1 Nurture the sense of community and unity across the Shire, while supporting towns and their volunteers in local issues.

1.1.1 Development of plans and strategies relevant to emerging population needs.

ENVIRONMENT & SUSTAINABILITY

3.2 Maintain the rural identity of the Shire.

3.2.1 Develop western peri-urban environment in context to rural lifestyle.

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Consultation

Section 7.0 of Shire of Chapman Valley Local Planning Policy 5.1 – Building Envelopes states that *“an application for the relocation, removal or expansion of a building envelope may be advertised to surrounding landowners prior to being placed before a meeting of Council for consideration”*.

The application was advertised from 23 November 2023 until 15 December 2023 with the Shire writing to the 10 surrounding landowners inviting comment. An advisory sign was placed on-site and the application was also placed on the Shire website and made available for viewing at the Shire office.

At the conclusion of the advertising period, 1 submission had been received, this being from the landowner bordering Lot 306 to the south and west, and expressing support for the proposed development as follows:

“Fully support. Help the amenity of the area.”

No submissions expressing objection were received.

Risk Assessment

No Risks have been Identified.

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10.1.3	Proposed Hosted Accommodation, 28 Cargeeg Bend, White Peak
Department	Development Service Planning
Author	Simon Lancaster
Reference(s)	A1634
Attachment(s)	1. Cargeeg Bend Short Stay application [10.1.3.1 - 3 pages]

Voting Requirements

Simply Majority

Staff Recommendation

That Council grant formal planning approval for hosted short-term rental accommodation to be operated from the existing ancillary dwelling at 28 (Lot 259) Cargeeg Bend, White Peak subject to the following conditions:

- 1 Development shall be in accordance with the plans and management statement provided as separate Attachment 10.1.3 and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans and management statement shall not be modified or altered without the prior written approval of the local government.
- 2 The approval is issued only to the applicant/landowner making initial application and is not transferable to any other person or to any other land parcel. Should there be a change of land ownership in respect of which this planning approval is issued this approval shall no longer be valid (and separate application would be required to be made).
- 3 The development must have an on-site manager in the main residence, and the approval is not for a 'Holiday House' development where there is no on-site manager.
- 4 The use hereby permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason of the emission of smoke, dust, fumes, odour, noise, vibration, waste product, vehicle parking and manoeuvring or otherwise.
- 5 All parking of vehicles (and trailers) associated with the guests shall be provided for within the property boundary, and the street verge area shall be kept free of such vehicles.
- 6 The installation and subsequent maintenance of any signage shall be to the approval of the local government.
- 7 Should any cooked food be prepared on the premises for guests an application to register a kitchen is required to be lodged with, and approved by, the Shire in accordance with the *Food Act 2008*.
- 8 The installation and subsequent maintenance of a fire blanket and/or a fire extinguisher in immediate vicinity to the area where guests are able to cook in the premises.
- 9 The landowner is to implement and maintain reporting mechanisms for complaints concerning the operation of the development. In the event of a substantiated complaint being received the landowner is required to demonstrate mitigation response(s) to the approval of the local government. Such response(s) will be treated as conditions of approval/required modifications to the management statement,

Notes

- (a) With regard to condition 7, if the landowner/host is preparing a cooked breakfast for the guests then they will need to register with the Shire under the *Food Act 2008*, however, if the landowner/host is providing an uncooked breakfast i.e. tea, coffee, cereal, milk, fruit etc. for guests, or no breakfast, then this would not incur such a requirement.

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- (b) With regard to conditions 4 & 9, in the event that a written, author-identified complaint is not adequately managed by the landowner to the satisfaction of the local government, then the Shire Chief Executive Officer may refer the matter to a meeting of Council for its further consideration and determination.
- (c) The applicant is advised that this planning approval does not negate the requirement for any additional approvals which may be required under separate legislation including but not limited to the following where required, Building Code of Australia, *Building Regulations 2012* and *Health Act 1911*. It is the applicant's/landowner's responsibility to obtain any additional approvals required before the development/use lawfully commences.
- (d) Should the applicant be aggrieved by the decision of the Council (in part or whole) there is a right pursuant to the *Planning and Development Act 2005* to have the decision reviewed by the State Administrative Tribunal. Such application must be lodged within 28 days from the date of determination.

Council Resolution

Moved: Cr Nicole Batten **Seconded:** Cr Elizabeth Elliott-Lockhart

That Council grant formal planning approval for hosted short-term rental accommodation to be operated from the existing ancillary dwelling at 28 (Lot 259) Cargeeg Bend, White Peak subject to the following conditions:

- 1 Development shall be in accordance with the plans and management statement provided as separate Attachment 10.1.3 and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans and management statement shall not be modified or altered without the prior written approval of the local government.
- 2 The approval is issued only to the applicant/landowner making initial application and is not transferable to any other person or to any other land parcel. Should there be a change of land ownership in respect of which this planning approval is issued this approval shall no longer be valid (and separate application would be required to be made).
- 3 The development must have an on-site manager in the main residence, and the approval is not for a 'Holiday House' development where there is no on-site manager.
- 4 The use hereby permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason of the emission of smoke, dust, fumes, odour, noise, vibration, waste product, vehicle parking and manoeuvring or otherwise.
- 5 All parking of vehicles (and trailers) associated with the guests shall be provided for within the property boundary, and the street verge area shall be kept free of such vehicles.
- 6 The installation and subsequent maintenance of any signage shall be to the approval of the local government.
- 7 Should any cooked food be prepared on the premises for guests an application to register a kitchen is required to be lodged with, and approved by, the Shire in accordance with the *Food Act 2008*.
- 8 The installation and subsequent maintenance of a fire blanket and/or a fire extinguisher in immediate vicinity to the area where guests are able to cook in the premises.
- 9 The landowner is to implement and maintain reporting mechanisms for complaints concerning the operation of the development. In the event of a substantiated complaint being received by the Shire the landowner is required to demonstrate mitigation response(s) to the approval of the local government. Such response(s) will be treated as conditions of approval/required modifications to the management statement,

Notes

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- (a) With regard to condition 7, if the landowner/host is preparing a cooked breakfast for the guests then they will need to register with the Shire under the *Food Act 2008*, however, if the landowner/host is providing an uncooked breakfast i.e. tea, coffee, cereal, milk, fruit etc. for guests, or no breakfast, then this would not incur such a requirement.
- (b) With regard to conditions 4 & 9, in the event that a written, author-identified complaint is not adequately managed by the landowner to the satisfaction of the local government, then the Shire Chief Executive Officer may refer the matter to a meeting of Council for its further consideration and determination.
- (c) The applicant is advised that this planning approval does not negate the requirement for any additional approvals which may be required under separate legislation including but not limited to the following where required, Building Code of Australia, *Building Regulations 2012* and *Health Act 1911*. It is the applicant's/landowner's responsibility to obtain any additional approvals required before the development/use lawfully commences.
- (d) Should the applicant be aggrieved by the decision of the Council (in part or whole) there is a right pursuant to the *Planning and Development Act 2005* to have the decision reviewed by the State Administrative Tribunal. Such application must be lodged within 28 days from the date of determination.

For Cr Emma Rodney, Cr Katie Low, Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart, Cr Nicole Batten, Cr Trevor Royce and Cr Kirrilee Warr

Against Nil

7 / 0

CARRIED UNANIMOUSLY
Minute Reference OCM 2024/02-5

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

Council is in receipt of an application to operate hosted accommodation from the existing granny flat at 28 (Lot 259) Cargeeg Bend, White Peak. The application has been advertised for comment and no objections were received. This report recommends approval of the application.

Comment

Lot 259 is a 3.7257ha property, with a 75.2m long battleaxe access leg onto Cargeeg Bend. The previously cleared property is relatively flat, sloping downward from the 65m contour at its north-eastern corner, to the 60m contour in the south-western corner.

Figure 10.1.3.1 – Location Plan for 28 (Lot 259) Cargeeg Bend, White Peak

Lot 259 contains the following development clustered at the eastern end of the property:

- 4 bedroom, 2 bathroom single storey main residence;
- 1 bedroom, 1 bathroom single storey ancillary dwelling (more commonly known as a 'granny flat');
- shed;
- swimming pool.

The applicant is seeking approval to use the 1 bedroom granny flat for short stay accommodation purposes.

A copy of the submitted application, including a management statement has been included as **separate Attachment 10.1.3**.

Figure 10.1.3.2 – Aerial Photograph of 28 (Lot 259) Cargeeg Bend, White Peak

It is considered that the application should be supported based on the following:

- the use is primarily 'residential' in nature (i.e. it occurs within a building designed and approved for habitation);
- the development would not cause an inconsistency in the existing streetscape as the use of the building for short stay accommodation will not require any changes to the external appearance of the residence;
- such developments are generally considered to meet the objectives and requirements of the 'Rural Residential' zone;
- the application is for Hosted Accommodation with the on-site manager living in the main residence in immediate vicinity to the granny flat, meaning that the development would be 'self-policing', it is generally considered that it is more Unhosted/Holiday House applications where visitors stay in an otherwise empty house that tend to give rise to complaints when people in a holiday-mode can have conflicting behavior patterns to surrounding residents in a work-routine;
- given that the granny flat is a 1 bedroom building the level of occupancy and associated number of visitor vehicles would be low;
- the property has sufficient area to accommodate all visitor car parking off-street;
- the building is not located within an area identified as bushfire prone upon the Department of Fire & Emergency Service State Map of Bushfire Prone Areas;
- the property is in an area serviced by a sealed road network, reticulated water, power and fire hydrants;
- there is the ability for issues that may arise with such developments (e.g. noise, nuisance and visitor traffic/parking) to be addressed by a condition of approval whereby Council retains the right to review its approval in the event of complaint being received concerning the operation of the development.

Figure 10.1.3.3 – View of shed and granny flat building upon Lot 259 from bridle path running along northern boundary of property (shed on neighbouring property to the east visible in left of photo)



Statutory Environment

The report complies with the requirements of the:
Shire of Chapman Valley Local Planning Policy
Shire of Chapman Valley Local Planning Scheme No.3
Planning & Development (Local Planning Schemes) Regulations 2015

28 (Lot 259) Cargeeg Bend, White Peak is zoned 'Rural Residential 1' under the Shire of Chapman Valley Local Planning Scheme No.3 ('the Scheme') the objectives for which are listed in Table 1 as being:

- “ • To provide for lot sizes in the range of 1 ha to 4 ha.
- To provide opportunities for a range of limited rural and related ancillary pursuits on rural-residential lots where those activities will be consistent with the amenity of the locality and the conservation and landscape attributes of the land.
- To set aside areas for the retention of vegetation and landform or other features which distinguish the land.”

The rapid emergence of short stay accommodation offered through on-line booking platforms is an issue that local governments have been required to address in the absence of overarching state government legislation. This has resulted in a mixture of approved and unapproved operations of varying standards and limited regulation (e.g. to verify whether basic requirements such as hard wired smoke alarms are installed) and short stay accommodation being provided in residential buildings and neighbourhoods that have not been designed to accommodate or provide these services.

The advantageous economic return that short stay accommodation provides to owners also impacts the longer term rental market which carries a wider social cost, with this impact being felt not just in larger cities and tourism destinations where it is becoming a major concern but also in the regional and rural setting.

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In its response to this issue the State Government's Parliamentary Standing Committee on Economics and Industry held an enquiry 2019 into short stay accommodation.

The Parliamentary Inquiry found that short-term rentals are a genuine income source for some people and are increasingly used by guests, however, there was often inconsistent regulatory requirements and numerous examples of adverse impacts on neighbours and local communities. Planning legislation has not kept pace with this rapid growth, and in the absence of state government guidance about how to manage this issue it has resulted in an inconsistent approach across the state which has led to many local governments regulating short stay accommodation through their local planning framework and the *Local Government Act 1995*.

The Standing Committee explored a practical framework for emerging forms of short stay accommodation such as Airbnb, Stayz etc. and their impact on the tourism industry and links between short stay accommodation and rental affordability. The Committee received over 350 submissions from a range of stakeholders, including industry providers, representative bodies and local governments amongst others most of whom supported greater regulation of short stay accommodation and accompanying streamlining of the process (i.e. establishing criteria whereby certain types of low-key short stay accommodation would not require application to be made, and other forms more likely to give rise to land use conflict would be regulated).

The Standing Committee's final report into short stay accommodation '*Levelling the Playing Field – Managing the impact of the rapid increase of Short-Term Rental in Western Australia*' included the following recommendations:

- implement a mandatory state-wide registration scheme;
- require online platforms to display a valid registration number for short term rentals;
- ensure that online platforms be required to provide data on all short-term rental properties listed in Western Australia to the government agency with primary responsibility for the registration scheme;
- establish an information sharing mechanism between state and local government;
- set and impose penalties for non-compliance;
- manage complaints about short term rentals;
- enforce compliance with local government control.

The Department for Planning, Lands and Heritage (DPLH) have released the following documents advising of the reforms that will be implemented in 2024:

[Planning Bulletin 115 - to assist with Local Government implementation](#)
[Position Statement - Planning for Tourism 2023 \(www.wa.gov.au\)](#)
[Planning for Tourism and Short-Term Rental Accommodation Guidelines](#)
[STRA Fact Sheet](#)
[STRA Information Graphic](#)

Currently 'air bnb' style short stay accommodation requires an approval from the Shire and generally falls under 1 of 2 categories, 'Hosted' or 'Unhosted' accommodation:

- 'Hosted' accommodation is where the owner lives on-site and generally tend to be low-key in nature as the operation is largely 'self-policed' by the owner for issues that may arise e.g. noise, nuisance and parking.
- 'Unhosted' accommodation is where guests obtain a key from the off-site owner/manager or via a coded lock-box, and can have potential for greater impact as it does not have an on-site manager and complaints may arise when people in a holiday-mode can have conflicting behaviour patterns to surrounding residents in a work/retirement routine.

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Hosted Accommodation might be considered most closely aligned with the current Shire of Chapman Valley Local Planning Scheme definition of a 'bed and breakfast' which is listed as an 'A' use in the 'Rural Residential' zone, that is a use that must be advertised for comment prior to determination.

"bed and breakfast means a dwelling –

- (a) used by a resident of the dwelling to provide short-term accommodation, including breakfast, on a commercial basis for not more than 4 adult persons or one family; and*
- (b) containing not more than 2 guest bedrooms"*

Unhosted Accommodation would correspond more closely with the 'holiday house' definition which is also listed under the Scheme in the 'Rural Residential' zone as a use that must be advertised inviting comment prior to determination.

"holiday house means a single dwelling on one lot used to provide short-term accommodation but does not include a bed and breakfast"

The 2024 state reforms propose that Hosted Accommodation would be exempted from the need to make application to local government where it does not exceed a maximum of 4 adult persons (or 1 family) and a maximum of 2 guest bedrooms. This would mean that, following implementation of the legislative reforms, applications of the type now before Council would not require development approval state-wide.

The 2024 state reforms propose that Unhosted Accommodation would be exempted from the need to make application to local governments in the metropolitan area where it is let for no more than 90 days per calendar year (which does give rise to queries on how this legislative monitoring and compliance burden on local government would be funded and administered). Outside the metropolitan area the most recent Planning Bulletin notes that:

- “• Housing and STRA issues vary considerably across regional areas, as does the need to provide for local tourism markets.*
- Regional local governments will have the flexibility to designate STRA as they see fit within each planning scheme zone, depending on local context.*
- Notwithstanding, STRA should still be listed in the zoning table using applicable model use classes.”*

The 2024 state reforms proposed the introduction of a 'Short-Term Rental Accommodation' (STRA) land use definition into the *Planning and Development (Local Planning Schemes) Regulations*.

Once the Regulations amendments occur in 2024 the Shire, along with all other local governments, will be required to amend their Local Planning Schemes to introduce the new 'Short-Term Rental Accommodation' land use definition and remove the superseded versions, and consider the level of permissibility class for its various zones.

The DPLH have advised they will be releasing model scheme amendment documents and model local planning policy documents that can be used by local governments to progress amendments to align their local planning schemes with the Regulations and the Position Statement.

Ultimately the state and local government level legislative reforms will lead to a state-wide Short-Term Rental Accommodation Register with the DPLH advising that:

"The state-wide STRA Register will operate alongside the planning changes and will launch in mid-2024, with registration being mandatory by 1 January 2025. All types of STRA are required to register prior to operation – regardless of whether they are 'hosted' or 'unhosted', or whether they qualify for a development approval exemption. Importantly, STRA operators will need to ensure they are compliant with any planning requirements prior to registering. The STRA Register will be administered by DMIRS, with its head of power being the Short-Term Rental Accommodation Act. This Act will also repeal any existing STRA local laws currently in effect, to ensure legal continuity across Western Australia."

The DPLH's 'Position Statement: Planning for Tourism and Short Term Rental Accommodation' notes the following in relation to applications of this type:

"5.4.2.1 Hosted short-term rental accommodation

Hosted accommodation is considered a low-scale form of short-term rental accommodation because the host resides on the site and can manage any issues that may arise with respect to amenity, noise and other impacts. It may also be contended that the short-term rental accommodation use of the property is incidental to the permanent residential use. It is intended that hosted accommodation, where the owner or occupier of the dwelling is present when guests are staying overnight, should not require a development approval, and should be represented as such in the zoning table."

Schedule 2 Part 9 Clause 67(2) of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* lists the following relevant matters in considering this development application:

- "(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;...*
- ...(c) any approved State planning policy;...*
- ...(fa) any local planning strategy for this Scheme endorsed by the Commission;*
- (g) any local planning policy for the Scheme area;...*
- ...(m) the compatibility of the development with its setting including:*
 - (i) the compatibility of the development with the desired future character of its setting; and*
 - (ii) relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;*
- (n) the amenity of the locality including the following —*
 - (i) environmental impacts of the development;*
 - (ii) the character of the locality;*
 - (iii) social impacts of the development;...*
- ...(p) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;...*
- ...(s) the adequacy of —*
 - (i) the proposed means of access to and egress from the site; and*
 - (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles;*

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- (t) *the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;...*
- (u) *the availability and adequacy for the development of the following –*
 - (i) *public transport services;*
 - (ii) *public utility services;*
 - (iii) *storage, management and collection of waste;*
 - (iv) *access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities);*
 - (v) *access by older people and people with disability;...*
 - ...(w) *the history of the site where the development is to be located;*
 - (x) *the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;*
 - (y) *any submissions received on the application...*
 - ...(zb) *any other planning consideration the local government considers appropriate."*

The Shire has required of previous similar applications that if the owner is preparing a cooked breakfast for the guests then they must register the premises with the Shire under the *Food Act 2008*. However, if the owner provides an uncooked breakfast i.e. tea, coffee, cereal, milk, fruit etc. for the guests, or no breakfast, then this would not incur such a requirement. The Shire has also required that if there is a facility for guests to cook in the premises then a fire blanket and/or a fire extinguisher needs to be provided.

Policy/Procedure Implications

A Policy or Procedure is affected:

Planning and Development Policy & Procedures

Schedule 2 Part 2 Division 2 Clauses 3-6 of the *Planning and Development (Local Planning Schemes) Regulations 2015* provides for Council to prepare a Local Planning Policy in respect of any matter related to the planning and development of the Scheme area.

Council has prepared Shire of Chapman Valley Local Planning Policy 2.3 – Rural Tourism to guide assessment of applications and a copy of the policy can be viewed at the following link:

https://www.chapmanvalley.wa.gov.au/Profiles/chapmanvalley/Assets/ClientData/Document-Centre/planning/policies/SoCV_LPP_2_3_Rural_Tourism.pdf

Policy 2.3 contains the following objectives:

- *To provide for a range of low impact accommodation and other low impact tourist related uses in the rural and rural lifestyle areas of the Shire in a manner that is complementary and sensitive to the agricultural and environmental fabric of the municipality.*
- *To set out the circumstances under which the Local Government may approve low impact tourist development in the rural and rural lifestyle areas of the municipality as provided in the Scheme."*

It is considered that the proposed application meets with the Policy Statement requirements, as it fronts a sealed road, has access to reticulated water supply, has sufficient area to accommodate all car parking off-street, will have management upon the same property, and has sufficient bathrooms provided, and can therefore be supported.

Financial Implications

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No Financial Implications Identified.

The Shire of Chapman Valley Long Term Financial Plan was endorsed by Council at its 19 June 2019 meeting. It is not considered that the determination of this application would have impact in relation to the Long Term Financial Plan.

Strategic Implications

The Shire of Chapman Valley Local Planning Strategy identifies the subject area as being located within 'Precinct 7 – South West' the vision for which is:

"The planned expansion of the south west area of the Shire, whilst taking into consideration the plans and policies of other local and regional government authorities."

The Strategy states that the land use of 'Tourism (low to medium-key)' is considered appropriate for this precinct area and also identifies the following economic objective:

"7.2.2 Promote tourist related uses/development and encourage agricultural diversification in appropriate areas where there will be no detrimental impact to the surrounding land and existing uses."

Strategic Community Plan/Corporate Business Plan Implications**COMMUNITY HEALTH & LIFESTYLE**

1.1 Nurture the sense of community and unity across the Shire, while supporting towns and their volunteers in local issues.

1.1.1 Development of plans and strategies relevant to emerging population needs.

ECONOMY & POPULATION

2.1 Build population and business activity with targeted strategies.

2.1.1 Support business development, lifestyle changes and short/ term accommodation.

ECONOMY & POPULATION

2.2 Provide support for business development and local employment.

2.2.2 Consider business start-up incentives.

ECONOMY & POPULATION

2.3 Embrace local tourism & regional strategies and trails.

2.3.1 Research a local tourism plan/initiatives & integrate with regional tourism plans.

2.3.2 Explore support needed by local tourism industries.

ECONOMY & POPULATION

2.4 Ensure town planning scheme allows for economic development / population retention / growth.

2.4.1 Town Planning review for residential land, aged care facilities or business / industrial development opportunities.

ENVIRONMENT & SUSTAINABILITY

3.2 Maintain the rural identity of the Shire.

3.2.1 Develop western peri-urban environment in context to rural lifestyle.

GOVERNANCE & ACCOUNTABILITY

5.4 Ensure robust process for economic and infrastructure development.

5.4.1 Town Planning Review / Initiatives.

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Consultation

The proposed land use is listed under the Shire of Chapman Valley Local Planning Scheme as a development that must be advertised for comment.

The Shire therefore wrote to the 9 surrounding landowners on 1 December 2023 providing details of the application and inviting comment upon the proposal prior to 22 December 2023. A sign was also erected on-site advising of the received application and the opportunity for comment and a copy of the application was also placed on the Shire website for viewing.

At the conclusion of the advertising period no submissions had been received, and this is considered to indicate a level of support and/or indifference to the proposed development.

Although no objections were received, there is ability for Council to address issues that may arise in future in regards to the proposed development through the application of conditions of approval that ensure appropriate controls are in place to provide mechanisms for compliance and enforcement. Short stay accommodation is becoming increasingly commonplace across WA within established residential and rural-residential areas and it is important that they are managed well and provide an opportunity for alternative accommodation whilst maintaining the integrity and amenity of surrounding areas.

Risk Assessment

An Insignificant Compliance Risk of Level 1 - Which will likely result in no noticeable regulatory or statutory impact.

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10.1.4	Proposed Grazing Lease, Cogley Road, Dindiloa
Department	Development Service Planning
Author	Simon Lancaster
Reference(s)	A1805
Attachment(s)	1. draft Reserve 8349 grazing lease [10.1.4.1 - 4 pages]

Voting Requirements

Simply Majority

Staff Recommendation

That Council issue delegated authority to the Shire Chief Executive Officer to enter into a grazing lease agreement with the adjoining landowner for use of Crown Reserve 8349 Cogley Road, Dindiloa, pursuant to Section 3.54 of the *Local Government Act 1995*, as generally outlined in Attachment 10.1.4, upon finalisation of the management order by the Department of Planning, Lands & Heritage.

Council En Bloc Resolution - Minute Reference OCM 2024/02-3

That Council issue delegated authority to the Shire Chief Executive Officer to enter into a grazing lease agreement with the adjoining landowner for use of Crown Reserve 8349 Cogley Road, Dindiloa, pursuant to Section 3.54 of the *Local Government Act 1995*, as generally outlined in Attachment 10.1.4, upon finalisation of the management order by the Department of Planning, Lands & Heritage.

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

The Shire has applied to the Department of Planning, Lands & Heritage (DPLH) for a management order with power to lease for Reserve 8349 Cogley Road, Dindiloa. This report recommends that upon finalisation of the management order that the Shire issue a grazing lease to the neighbouring farmer.

Comment

Reserve 8349 is a 66.0377ha vacant parcel of Crown Land, located 4km north-east of the Nabawa townsite. Reserve 8349 was created on 26 February 1904 and vested with the Shire in 1917 for 'Camping & Public Utility'.

Reserve 8349 did have some strategic value in linking Chapman River and the Geraldton-Naraling railway (which opened in 1910, with further extension opening to Yuna in 1913) and the site contained a 9 hole golf course at one time, but with the closing of the railway line (and the Dindiloa siding) in 1956 the site's community role diminished.

The Shire has used Reserve 8349 in the past for extraction of road materials but in 2003 advised the DPLH that it no longer required the land and on 19 September 2008 the vesting order was revoked and the reserve's management purpose amended to 'Government Requirements'.

After that time Reserve 8349 was leased for the purposes of grazing by DPLH to the landowner of 153 (Lot 2950) Cogley Road which adjoins Reserve 8349 to the south. When

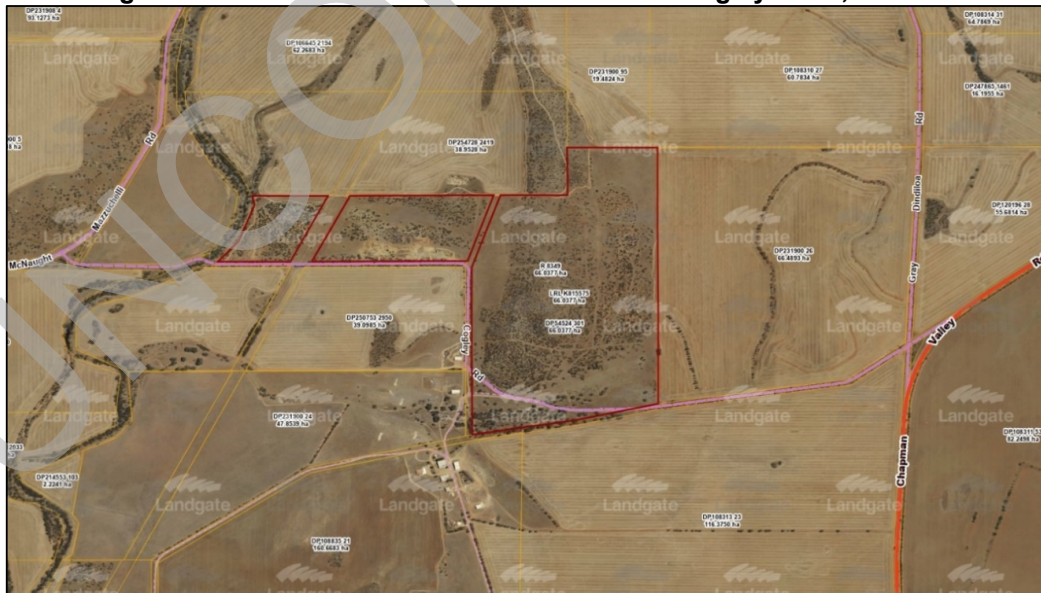
the lessee of Reserve 8349/landowner of Lot 2950 passed away in 2022, the executor of the will advised DPLH that they did not wish to continue the lease arrangement. Lot 2950 was subsequently sold and acquired by the landowner of the larger farm to the south (Yunga Springs Pty Ltd as trustee for Gould Family Trust).

The DPLH then wrote to the Shire enquiring whether it would be interested in managing Reserve 8439.

Figure 10.1.4.1 – Location Plan for Reserve 8349 Cogley Road, Dindiloa



Figure 10.1.4.2 – Aerial Photo of Reserve 8349 Cogley Road, Dindiloa



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The Shire has in recent years pushed up gravel at 2 sites within Reserve 8349 for use on McNaught-Mazzuchelli Road and whilst it has not been of the highest quality it has found pre-screened material from the site serviceable. Shire staff therefore considered that it would be of benefit to assume a management order for Reserve 8349 for the purpose of 'Gravel and Grazing' and also seek the power to lease the land to the adjoining farmer for grazing purposes so that the fuel load could be managed and fences maintained by a lessee.

Council generally discussed the DPLH enquiry at its 20 October 2022 Concept Forum with the view being that the Shire would be interested in accepting the management order for Reserve 8349, and that in the event that the DPLH were willing to grant a management order this matter should be presented to a future meeting of Council for consideration of a potential grazing lease being entered into with the adjoining farmer for the portion of Reserve 8349 surplus to Shire requirements.

DPLH advised on 20 January 2023 that it was in agreeance to issuing a Management Order for Reserve 8349 to the Shire for the purpose of 'Gravel & Grazing' with associated power to lease for the purpose of grazing. DPLH subsequently advised on 2 January 2024 that documentation to finalise this matter had been lodged at Landgate on 14 December 2023 (Dealing Numbers P821271-P821273).

Upon receipt of this advice Shire staff drafted a grazing lease agreement for Reserve 8349 in accordance with DPLH requirements and based upon similar grazing lease documents the Shire has with other landowners in the district for parcels of Crown Land.

The draft lease contains the standard Shire/DPLH clauses whereby the lessee can graze/crop the land subject to them being responsible for maintenance relating to matters such as fire breaks and fencing. A clause was also included in the draft lease document relating to the ability for the Shire to access the land in the event that it needs to source gravel for local road works.

A 5 year term is suggested in the draft agreement (this being similar to other grazing leases the Shire has issued) and with ability for the Shire (and also the lessee) to be able to terminate the agreement at any time, subject to 3 months' notice, should it require the land for some unforeseen purpose.

The lease agreement has been drafted with the suggestion that it be on an annual fee of '\$1 on demand' (i.e. the old 'peppercorn' style of lease). This nil fee arrangement has been suggested as appropriate in recognition of the community service that the landowner to the south/potential lessee of Reserve 8349 provides by permitting the Shire's telecommunications mast (which is used for emergency communications and also wider internet connection) to be sited upon their Lot 20 Gould Road, Nabawa, for which they do not charge the Shire a fee.

A copy of the draft grazing lease agreement for Reserve 8349 has been provided as **separate Attachment 10.1.4.**

The draft grazing lease agreement was provided to the adjoining landowner (Matthew Gould) on 3 January 2024 inviting feedback, but also advising the document was a draft only (and not a final version) that Shire staff had prepared and that this matter would need to be presented to Council for consideration.

The adjoining landowner advised on 4 January 2024 that they were satisfied with the draft grazing lease agreement.

Figure 10.1.4.3 – Landowners surrounding Reserve 8349 Cogley Road, Dindiloa

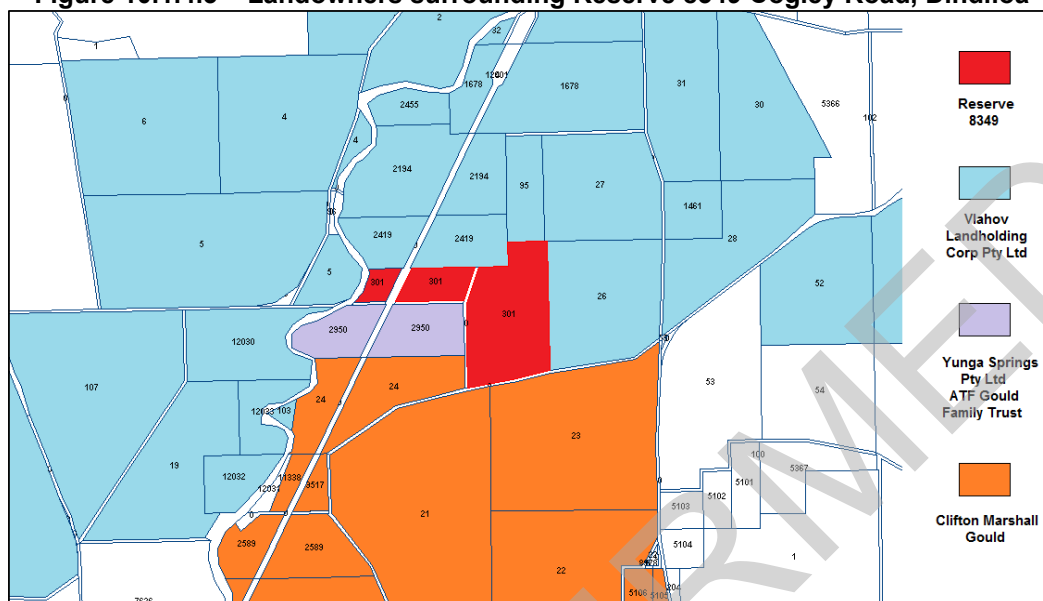


Figure 10.1.4.4 – Reserve 8349 looking east at central Shire road material area



Figure 10.1.4.5 – Reserve 8349 looking north at western Shire road material area



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Statutory Environment

The report complies with the requirements of the:
Local Government Act 1995

Council may under Section 3.54 of the *Local Government Act 1995* issue a licence for the private use of Crown land under its control in the interest of controlling and managing that land.

Reserve 8796 is zoned 'Public Open Space' under the Shire of Chapman Valley Local Planning Scheme No.3. Table 1 of the Scheme lists the objectives for this zone as being:

- “• To set aside areas for public open space, particularly those established under the *Planning and Development Act 2005* s.152.
- To provide for a range of active and passive recreation uses such as recreation buildings and courts and associated car parking and drainage.”

DPLH is in the process of issuing a management order for Reserve 8796 to the Shire for the purposes of 'Gravel & Grazing' with the power to lease for grazing.

Policy/Procedure Implications

No Policy or Management Procedure affected.

Financial Implications

No Financial Implications Identified.

Council has generally maintained a supportive position to leasing Crown Reserves, where they are not identified for its own immediate requirement, as otherwise the Shire would be required to undertake maintenance upon them (e.g. firebreaks, slashing/mowing, weed control, fencing and general maintenance) which would require mobilising of staff, equipment and financial resources. It has been previously considered by Council that these resources could be better utilised elsewhere and that leasing the property is a more appropriate means of management. Although the reserves have only been leased at relatively low rates (typically \$200 per annum) it has been considered that these leases have reduced costs to Council.

It is recommended in this instance, however, that the Shire not impose an annual lease fee in recognition that the adjoining landowner/proposed lessee does not charge an annual fee to the Shire for it to be able to maintain a telecommunications mast elsewhere within their overall farm landholding, upon Lot 20 Gould Road.

The Shire of Chapman Valley Long Term Financial Plan was endorsed by Council at its 19 July 2017 meeting. It is considered that the Shire entering into a grazing lease with the adjoining farmer for Reserve 8349 would be in keeping with the Long Term Financial Plan as it would reduce maintenance and liability issues to Council and assist in meeting a required Level of Service in the most cost effective manner for present and future community.

Strategic Implications

Strategic Community Plan/Corporate Business Plan Implications **PHYSICAL & DIGITAL INFRASTRUCTURE**

4.1 Develop, manage, and maintain built infrastructure.

4.1.1 Asset Management Plan.

GOVERNANCE & ACCOUNTABILITY

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5.2 Be accountable and transparent while managing human and physical resources effectively

5.2.1 Asset Management.

Consultation

The Shire has been communicating with DPLH in regards to the issuing of a management order and associated power to lease for Reserve 8349 and has also consulted with the adjoining landowner to the south/proposed lessee in the drafting of the grazing lease agreement

Risk Assessment

An Insignificant Property Risk of Level 1 - Likely resulting in inconsequential or no damage.

UNCONFIRMED

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10.1.5	LRCIP Funding
Department	Development Service Planning
Author	Simon Lancaster
Reference(s)	A2040
Attachment(s)	Nil

Voting Requirements

Simply Majority

Staff Recommendation

That Council endorse the following projects as being suitable for the LRCIP funding and delegate to the Shire CEO to enter into discussions with the funding provider to lodge these projects:

- Bill Hemsley Park Gardener Shed;
- Nabawa Refuse Site Caretaker Building;
- Entry Statements;
- Coronation Beach Toilet;
- Nanson Showground Dump Point;
- Nanson Showground Exhibition Hall Reroofing & Insulation;

(Reserve project in event there are unspent funds or a listed project is deemed ineligible by funding provider)

- Nabawa Community Centre Toilets Refurbishment.

Council Resolution

Moved: Cr Trevor Royce **Seconded:** Cr Nicole Batten

That Council endorse the following projects as being suitable for the LRCIP funding and delegate to the Shire CEO to enter into discussions with the funding provider to lodge these projects:

- Bill Hemsley Park Gardener Shed;
- Nabawa Refuse Site Caretaker Building;
- Entry Statements;
- Coronation Beach Toilet;
- Nanson Showground Dump Point;
- Nanson Showground Exhibition Hall Reroofing & Insulation;

(Reserve project in event there are unspent funds or a listed project is deemed ineligible by funding provider)

- Nabawa Community Centre Toilets Refurbishment.

For Cr Philip Blakeway and Cr Trevor Royce

Against Cr Emma Rodney, Cr Katie Low, Cr Elizabeth Elliott-Lockhart, Cr Nicole Batten and Cr Kirilee Warr

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LOST

Minute Reference OCM 2024/02-8

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Council Resolution (Foreshadowed)**Moved:** Cr Nicole Batten **Seconded:** Cr Elizabeth Elliott-Lockhart

That Council endorse the following projects as being suitable for the LRCIP funding and delegate to the Shire CEO to enter into discussions with the funding provider to lodge these projects:

- Bill Hemsley Park Gardener Shed;
- Nabawa Refuse Site Caretaker Building;
- Entry Statements;
- Coronation Beach Toilet;
- Nanson Showground Dump Point;
- Nanson Showground Exhibition Hall Reroofing & Insulation;

(Reserve project in event there are unspent funds or a listed project is deemed ineligible by funding provider)

- Nabawa Community Centre Toilets Refurbishment;
- Replace Nabawa & Yuna Shade Structure.

For Cr Emma Rodney, Cr Katie Low, Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart, Cr Nicole Batten, Cr Trevor Royce and Cr Kirrilee Warr

Against Nil

7 / 0

CARRIED UNANIMOUSLY**Minute Reference OCM 2024/02-9****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

The Shire has received Local Roads & Community Infrastructure Program (LRCIP) Phase 3-extension external funding and this report makes recommendation in regards to local projects that Council may wish to undertake. Alternative projects are also provided in this report for Council's consideration should it wish to vary the recommended projects.

Comment

Council had originally considered that the LRCIP funding should be utilised for the Bill Hemsley Park (BHP) Oval project. The oval project has an estimated cost of \$852,691 GST ex and the LRCIP funding is to the value of \$365,437.

On this basis the 23/24 budget was adopted by Council with the LRCIP funds allocated towards the BHP Oval project but notation that the balance funds would need to be sourced from external grants. Shire staff have lodged grant applications with external agencies including the Community Sporting & Recreation Facilities Fund (CSRFF) which is administered by the Department of Local Government, Sport & Cultural Industries (DLGSCI) and the Community Water Supplies Partnership Program administered by the Department of Water & Environmental Regulations (DWER).

Unfortunately, DLGSCI have advised that the Shire's application for funding for the BHP Oval project was unsuccessful as follows:

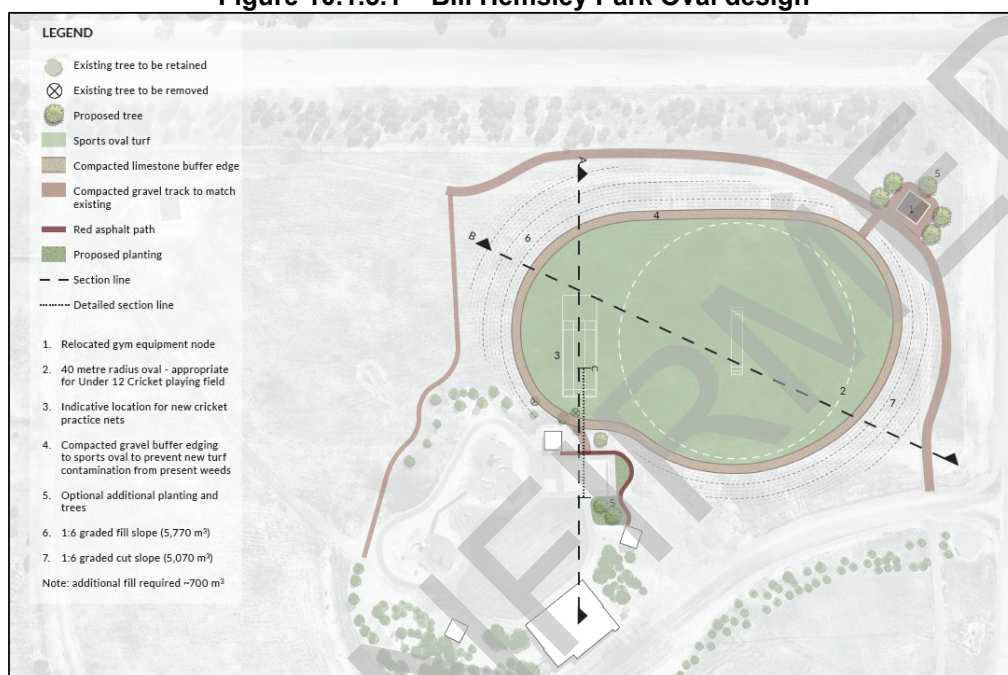
For the 2023-24 CSRFF July Small Grants Round, the Department of Local Government, Sport and Cultural Industries (DLGSCI) received 30 funding applications requesting \$2,704,384, which far exceeds the amount available for

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allocation in this round. As such, the DLGSC is unable to support a number of very worthwhile community projects. I regret to advise that your application for CSRFF support has been unsuccessful on this occasion.

There are a number of reasons why a project may not have been funded. In this instance, your application has not been successful as there were higher priorities in the funding round."

Figure 10.1.5.1 – Bill Hemsley Park Oval design



For the BHP Oval project to proceed in the 23/24 financial year it would require Council as part of its February budget review to fund the balance of the project through own resources, and this would necessitate either taking out of a loan, or increasing the 24/25 rates to accommodate the (by then commenced) BHP Oval project, or not proceeding with a number of other Shire own resource projects contained in the 23/24 budget year. None of these options are recommended by Shire staff.

Given that the LRCIP funds must be expended by 30 June 2024, and the BHP Oval project is unable to commence on-ground prior to this date, then Council must now select an alternative project, or projects, to undertake.

The projects that are presented in this report have been selected on the basis that they can be commenced quickly through placement of purchase orders and receipt of invoices to assist in the acquittal process given the projects would need to be completed by 30 June 2024 (although if substantially commenced then Council may be able to seek an extension to the acquittal date). The projects are required to meet the LRCIP eligibility criteria by being Shire projects that have not already been identified in the current budget. The suggested projects have also been made with consideration to spreading them geographically throughout the Shire and varying their type to ideally spread community benefit.

It must be noted that Council's re-allocation of the LRCIP funding from the BHP Oval project to other projects does not represent an abandoning of the BHP Oval project, but rather a delay in the project's commencement, until it becomes more financially prudent. The 23/24

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budget was adopted in the knowledge a series of grant applications would need to be successful to fund such a large infrastructure project and in the event this could not be achieved the project may have to be delayed. Council may wish to consider, as part of future budget formulations, setting aside funds over time in a reserve account that would ultimately fund the BHP Oval project and also during that time investigate further external funding options.

RECOMMENDED PROJECTS:

Bill Hemsley Park Gardener Shed - \$25,000

The Council adopted Bill Hemsley Park Masterplan identified a gardener's shed 40m to the south-east of the community centre. The shed would enable the storage of items such as ride-on mower, high pressure cleaner, reticulation repair equipment etc. The storage of a mower would make operations more efficient and prevent transportation of weed species from coastal to inland and vice versa.

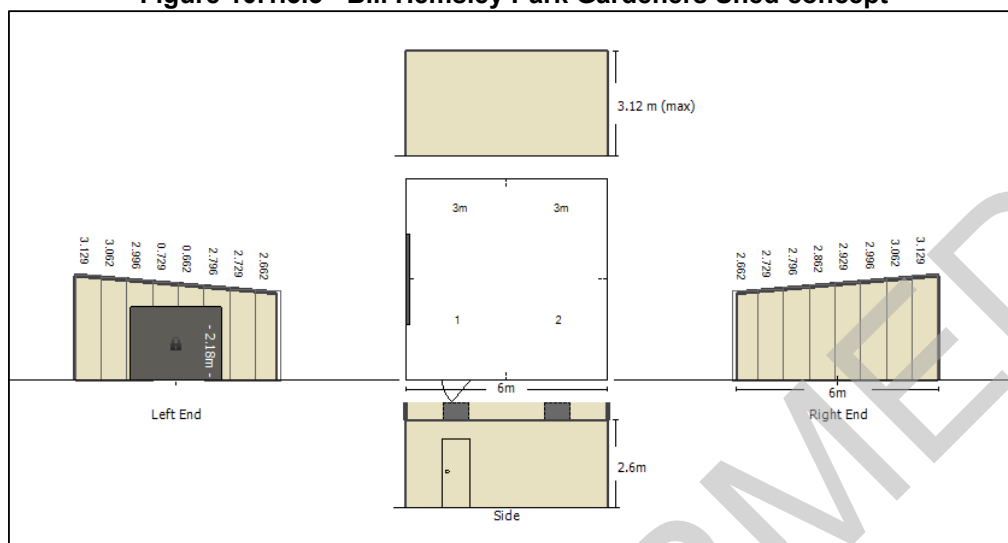
Figure 10.1.5.2 - Bill Hemsley Park Masterplan extract - Gardeners Shed location



Shire staff recommend a skillion roof shed to keep the profile of the building low and for it to be clad in matching colorbond to the community centre. A 6m x 6m footprint would enable storage of items and also allow for an internal cage to secure items.

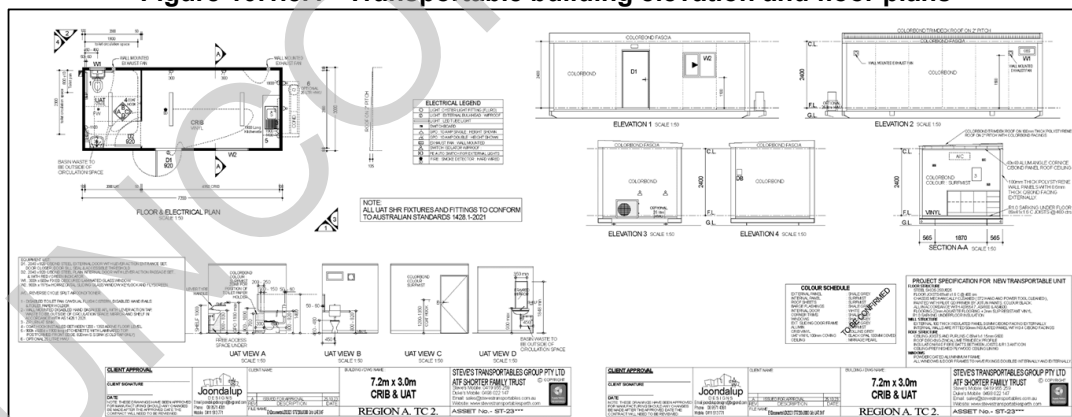
Given the shed would be overlooked by surrounding residences, and there is only one way in and out of the park for vehicles, and there is ability to setup CCTV, it is anticipated that the shed would be relatively safe from attempted theft.

Quotes for a shed kit are \$10,700 and a total project cost of \$25,000 is estimated to allow for site works, concrete slab and labour, and also for installation of items such as solar trickle charger for the mower battery and solar powered CCTV.

Figure 10.1.5.3 - Bill Hemsley Park Gardeners Shed concept**Nabawa Refuse Site Caretaker Building - \$90,000**

Council have been exploring the manning of the Nabawa Refuse Site to improve service levels and better manage the facility. This would require the installation of amenities for an employee.

Shire staff have sought quotes from several suppliers for a transportable building with a floor plan consisting of a unisex disabled toilet and office/kitchenette. The cost of this building, air conditioner unit inclusive (as shown in the following figure) is \$56,500 GST ex.

Figure 10.1.5.4 - Transportable building elevation and floor plans

Shire staff have investigated various second-hand options that might be available from a range starting at \$32,000 GST ex but these are not disability compliant.

In addition to the purchase of the transportable building, allowance would also need to be made for a further \$29,000 for the following:

- septic system (can be reduced system as its to service 1 toilet and kitchen sink **only**) purchase, Shire resources to install, contract plumber to connect, approx. \$7,000;

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- disabled access ramp (limestone blocks and concrete ramp) materials purchase, Shire resources to install, contract concreter to pour ramp, approx. \$6,000;
- generator, 7kva single phase diesel, electrician to wire in, approx. \$4,500;
- carport to side; purchase kit, Shire resources to install, approx. \$5,000;
- water tank; 10,000L supply & deliver, approx. \$3,000;
- concrete footing and tie down chains etc. approx. \$3,500.

Entry Statements - \$112,854

Another project that Council has been investigating is the installation of entry statements at various locations around the Shire.

2 sets of draft entry statement designs that were discussed at the 4/12/23 Tourism & Events Advisory Group (TEAG) meeting. The TEAG preferred one set of the designs, subject to some modifications, and also recommended that upon updating of the designs that they be presented to a future Concept Forum for further discussion. The TEAG meeting minutes and its contained recommendations were subsequently endorsed at the 14/12/23 Council meeting.

The requested changes have been made and the updated entry statement (front facing) designs are shown in the below figure.

Figure 10.1.5.5 - Preliminary concept designs for entry statements



The entry statements could be sited at the following 16 key locations in the Shire:

- Nabawa x3 (Chapman Valley Road south, Chapman Valley Road east, Nabawa-Northampton Road);
- Nanson x2 (Chapman Valley Road south, Chapman Valley Road north);
- Coronation Beach Road x1;
- Yuna x2 (Chapman Valley Road west, Chapman Valley Road east);
- White Peak x2 (Eliza Shaw Drive, David Road);
- General entry points to the Shire x6 (Morrell Road x1, Chapman Valley Road, Waggrakine x1, North West Coastal Highway x2, Nabawa-Northampton Road x1 and Yuna-Tenindewa Road x1).

The cost of the 3.5m wide, 2.3m high entry statements would be \$16,122 GST ex per sign.

The majority of the entry statements are designed to have reflective anti-graffiti vinyl coating (so they are visible to night-time traffic) and be non-frangible. These would be used for lower

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speed areas such as Shire managed roads and speed restricted approaches to townsites (e.g. Yuna and Nabawa) and where sufficient street setback from a State controlled road can be achieved for non-speed restricted townsites (e.g. Nanson).

However, a second quote for frangible signs (i.e. where couplings/bolts will break cleanly on impact and are a smaller 2.655m wide and 2.02m high dimension) would be \$13,715 GST ex per sign.

This form of sign would be required where sufficient setback could not be achieved on non-speed restricted locations and State managed roads (e.g. North West Coastal Highway x2, Chapman Valley Road @ Waggrakine x1, Nabawa-Northampton Road x1 and Yuna-Tenindewa Road x1).

It is suggested that the entry statement project be rolled out over a number of financial years, with the sites for initial, and subsequent, installation at Council discretion.

It is recommended that the LRCIP funds be utilised to install 7 entry statements signs at the following locations (as Stage 1 of an overall later program):

- White Peak x2 (Eliza Shaw Drive, David Road) - \$32,244;
 - Nabawa x3 (Chapman Valley Road south, Chapman Valley Road east, Nabawa-Northampton Road) - \$48,366;
 - Yuna x2 (Chapman Valley Road west, Chapman Valley Road east) - \$32,244
- Total \$112,854

Note: Should Council wish to include the entry statement signs at Nanson into Stage 1 then the additional \$32, 244 GST ex cost would be added to make the total figure \$145,098 GST ex.

Coronation Beach Toilet - \$45,000

The Coronation Beach toilets were originally located to cater for the patterns of use associated with the campground and windsurfers. Since that time kitesurfing has become increasingly popular and kitesurfers launch from the northern end of the beach and in this area there are no toilets.

During larger events at Coronation Beach it has also become noticeable that there are insufficient toilets. The installation of another toilet would assist in catering for this. The new toilet would be constructed to a unisex disabled access standard towards the northern end of the reserve in a style to match the existing toilets.

Figure 10.1.5.6 - Existing toilet design at Coronation Beach



Figure 10.1.5.7 - Coronation Beach toilets

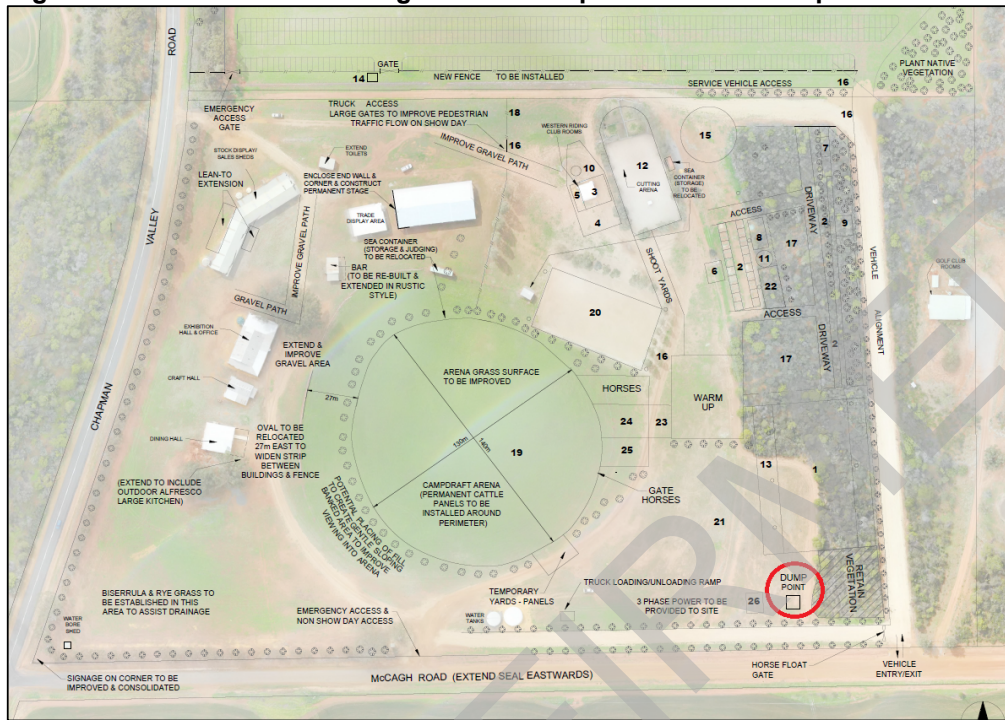


Nanson Showground Dump Point - \$16,000

The Shire currently has a dump point at Coronation Beach and Fig Tree Crossing and one planned for Yuna. With the increasing number of events being held at Nanson Showground this site has also been discussed recently as another suitable location for a dump point.

The Nanson Showground Masterplan that was developed in partnership with the user groups identified a dump point in the south-east corner of the site.

Figure 10.1.5.8 – Nanson Showground Masterplan extract – Dump Point location



Nanson Showground Exhibition Hall Reroofing & Insulation - \$70,000

The Exhibition Hall has been identified as requiring reroofing due to deterioration of the current aged structure. It is suggested that as part of this project it should also be insulated to make the building more comfortable for occupants and broaden the length of time that it might be available for community use.

Figure 10.1.5.9 – Nanson Showground Exhibition Hall



The total cost for the above projects would be \$358,854. It is suggested that with prices rises in materials and labour becoming commonplace and more frequent that the balance \$6,583 may be required to account for variations. However, in the event that there is a surplus it is

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suggested that this amount be put towards upgrading the Nabawa Community Centre toilets (i.e. part works of project identified in following 'Alternative Projects' section).

ALTERNATIVE PROJECTS:

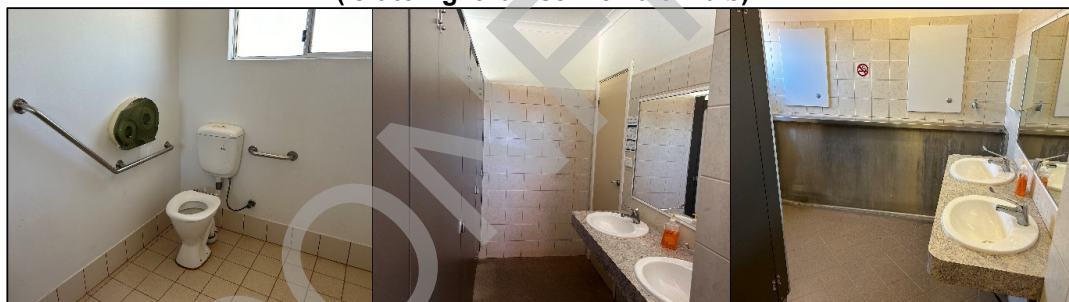
Nabawa Community Centre Toilets Refurbishment - \$40,000

The Nabawa Community Centre toilets provide the all-hours public toilets for the townsite and also for specific events such as functions in the community centre, football home games, cricket, school sports carnivals, gravel bike race etc.

The toilets require some upgrading works including ceiling repairs, replacement of the urinal and some basin and cistern replacements. It is considered that complete renovation would be approximately \$40,000, however, gradual upgrades can be undertaken for lesser amounts over time. Even in the event that the new football clubroom project proceeds the community centre toilets should still be upgraded as they will serve as the only public toilets during the construction period and also will still be required once the new clubrooms are completed.

It is suggested that any surplus funds on the previously listed recommended projects be utilised for the upgrading of the community centre toilets, and that the remainder of any renovation works could be completed at a later date.

Figure 10.1.5.10 – Nabawa Community Centre Toilets
(left to right: unisex/female/male)



Coronation Beach Caretaker Transportable Building - \$90,000

The installation of a transportable building to improve the caretaker facility is suggested as another project and the costings are based on the comparable scope of works suggested previously for the Nabawa Refuse Site project.

A transportable building would be preferable to a permanent structure in the event that climate change impacts were to require the relocation of the facility, or if the Coronation Beach Masterplan were to identify an alternative location at some future time.

Nabawa Tennis Courts Lighting Upgrade - \$49,000

The installation of LED lights at the tennis courts is another project the Shire may wish to consider. Initial quotes are for \$49,000, however, the final figure required to be accessed from the LRCIP would likely be less than this as the insurance payment for the cyclone damage to the tennis court lights would partially cover the total cost.

Similarly the Football Oval lighting might also be considered for upgrade.

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Various other projects (e.g. the Nanson Showground Stage) were also considered, however these projects were not included, as they are at concept stage only and unlikely to be able to be advanced to the point where designs were finalised, purchase orders issued, works completed and invoices received prior to 30 June 2024.

Council has also utilised previous stages of LRCIP funding for reseal projects for roads that would be ineligible for funding through other external mechanisms (i.e. roads requiring reseal that are along recognised freight routes may instead be eligible for Main Roads WA funding). Further resealing projects are not suggested at this time as the next identified priorities are on recognised freight routes and would be funded by other means.

Statutory Environment

This report has no statutory environment requirements.

The proposed projects are contained upon either Shire owned land or Shire managed Crown Reserves.

Policy/Procedure Implications

No Policy or Management Procedure affected.

Financial Implications

No Financial Implications Identified.

This report does not require amendment to the 23/24 Shire budget amount as this is based upon the \$365,437 LRCIP funding amount. This report confines itself to the selection of alternative projects to the value of the already budgeted \$364,437 amount.

However, the 23/24 budget does contain notations relating to the LRCIP funds based upon the BHP Oval project and the requirement for sourcing by additional grant income to enable this project to have commenced. With these additional grant applications being unsuccessful this does require the 23/24 budget to have some notation changes and these are addressed in the separate 23/24 budget review report later in this agenda as follows:

Account 2803 – Grants & Other Income Received – the \$365,437 figure remains unchanged but *'LRCIP(3) - extension grants allocated to SoCV potential project Bill Hemsley Park Oval - C concept Forum May 2023'* now requires deletion from the comments section and replaced with *'LRCIP(3) projects as endorsed by Council at Feb 24 OCM'*.

Account 2834 – Land & Building Purchases – the following text requires deletion from the comments section *'Job: 1079 - Bill Hemsley Park Oval Project subject to fully grant funded Concept Forum May 2023 - Total project costs (pending tender submissions) for BHPCC oval partially grant funded by LRCIP(3b) \$365,437 shortfall to be grant funded - this project is subject to being fully grant funded not own resource funded'* and replaced with *'Job 1079: LRCIP(3) projects as endorsed by Council at Feb 24 OCM'*.

7275 – Loan Funds Received – this amount should now be shown as \$0 instead of \$185,000 as the DLGSCI grant application was unsuccessful and the corresponding 23/24 budget comments section *'99-Loan funds required additional to grant funds LRCIP(3) BHP Oval Project'* can be deleted.

Long Term Financial Plan (LTFP):

The Shire of Chapman Valley Long Term Financial Plan was endorsed by Council at its 19 July 2017 meeting. It is not considered that the determination of this matter would have impact in relation to the Long Term Financial Plan other than to assist in its delivery.

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Strategic Implications

Strategic Community Plan/Corporate Business Plan Implications

COMMUNITY HEALTH & LIFESTYLE

1.1 Nurture the sense of community and unity across the Shire, while supporting towns and their volunteers in local issues.

1.1.2 Determine a whole of Shire community integration approach.

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.

Consultation

The proposed projects are either identified in Council adopted masterplans and/or strategic community plans that have been subject to prior consultation processes.

Risk Assessment

No Risks have been Identified.

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10.2 Manager of Finance & Corporate Services

10.2.1	Financial Management Report
Department	Finance, Governance & Corporate Services Finance
Author	Dianne Raymond
Reference(s)	307.00
Attachment(s)	1. Financial Management Report November 2023 [10.2.1.1 - 31 pages] 2. Financial Management Report December 2023 [10.2.1.2 - 35 pages]

Voting Requirements

Simply Majority

Staff Recommendation

That Council receives the Monthly Financial Management report supplied under separate cover for November 2023 and December 2023 including the following:

Statement of Financial Activities by Nature or Type
Budget by Program
Summary of Payments
Credit Card Statement
Bank Reconciliation

Council Resolution**Moved:** Cr Nicole Batten **Seconded:** Cr Trevor Royce

That Council receives the Monthly Financial Management report supplied under separate cover for November 2023 and December 2023 including the following:

Statement of Financial Activities by Nature or Type
Budget by Program
Summary of Payments
Credit Card Statement
Bank Reconciliation

For Cr Emma Rodney, Cr Katie Low, Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart, Cr Nicole Batten, Cr Trevor Royce and Cr Kirilee Warr

Against Nil**7 / 0****CARRIED UNANIMOUSLY**
Minute Reference OCM 2024/02-10

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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

Local Government (Financial Management) Regulations require monthly statements of financial activity to be reported and presented to Council.

Comment

The financial position at the end of December 2023 is detailed in the monthly management report provided as a separate attachment for Council's review.

Statutory Environment

The report follows the requirements of the:
Local Government Act 1995 Section 6.4
Local Government (Financial Management) Regulations 1996 Section 34

Policy/Procedure Implications

No Policy or Management Procedure affected.

Financial Implications

No Financial Implications Identified.

Strategic Implications

Strategic Community Plan/Corporate Business Plan Implications

GOVERNANCE & ACCOUNTABILITY

5.3 Make informed decisions within resources and areas of responsibility.
5.3.2 Regular and relevant briefings to Elected Members.

Consultation

Not applicable

Risk Assessment

An Insignificant Financial Impact Risk of Level 1 - Which will likely be less than \$1,000.

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10.2.2**Venue Hire Waiver of Fees and Charges****Department**Finance, Governance & Corporate Services
Finance**Author**

Dianne Raymond

Reference(s)

Nil

Attachment(s)

1. Application for venue hire and fee reduction [10.2.2.1 - 4 pages]

Voting Requirements

Absolute Majority

Staff Recommendation

That Council advise Creative Therapy Solutions of the following regarding their venue hire application to waive fees and charges relevant to the hire of Nabawa Community Centre for three half day venue hire 11 March 2024, 18 March 2024, 25 March 2024:

1. Full waiver of fees and charges for the venue hire is not agreed
2. A reduced fee equivalent to the hire of one venue hire date is to be paid, yet all three dates can be accessed
3. The full bond equivalent to the one venue, as set by the Shire's adopted budget is to be paid, yet the bond will be relevant to all three venue hire dates.

Council En Bloc Resolution - Minute Reference OCM 2024/02-3

That Council advise Creative Therapy Solutions of the following regarding their venue hire application to waive fees and charges relevant to the hire of Nabawa Community Centre for three half day venue hire 11 March 2024, 18 March 2024, 25 March 2024:

1. Full waiver of fees and charges for the venue hire is not agreed
2. A reduced fee equivalent to the hire of one venue hire date is to be paid, yet all three dates can be accessed
3. The full bond equivalent to the one venue, as set by the Shire's adopted budget is to be paid, yet the bond will be relevant to all three venue hire dates.

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

Naomi Wilson from Creative Therapy Solutions has completed a Waiver of Fees and Charges application which is attached to this agenda item seeking a reduction in the hire fees for the Nabawa Community Centre. The Creative Therapy Solutions Art Therapy activity is a joint project with Ngala. The project will offer an art therapy group session free of charge to local women across three dates in March

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Comment

The officer's recommendation reflects the thought process that it is beneficial to community to remove barriers for group activities and advocate fostering inclusivity, promoting engagement, and enhancing the overall well-being of our community.

Promoting engagement: by removing the financial burden, we encourage increased involvement, leading to a more vibrant and connected community. This engagement, in turn strengthens social bonds and fosters a sense of belonging across all our community. Enhancing well-being with group activities we enable individuals to access valuable resources, opportunities, and recreational activities that contribute to their physical, mental, and emotional health. This support aligns with our shared goal of promoting a thriving and resilient community.

It is essential to strike a balance between providing access to all while maintaining fairness and equity. The second consideration is the long-term financial impacts of reduced revenue for the waiving fees & charges against ongoing building maintenance, electricity, water, cleaning costs etc. Therefore, striking a compromise allows the community local access to a project they might otherwise not have the ability to attend.

Statutory Environment

The report complies with the requirements of the:
Local Government Act 1995

Council has a legal process to follow regarding waiving fees and charges: All waivers of Fees & Charges are to be reported in the Annual Financial Report.

Local Government Act, 1995 – Section 6.12 – Power to Defer, Grant Discount, Waive or Write off Debts

- (1) Subject to subsection (2) and any other written law, a local government may —*
- (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or*
 - (b) waive or grant concessions in relation to any amount of money; or*
 - (c) write off any amount of money,*
which is owed to the local government.

** Absolute majority required.*

- (2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.*
- (3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.*
- (4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.*

Policy/Procedure Implications

A Policy or Procedure is affected:

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Finance Policy & Procedures

Corporate Management Procedure CMP-066 Waiver of Fees & Charges

Financial Implications

Budgetary Implications

The budget will be affected in the following ways:

Loss of revenue for venue hire of \$318

Strategic Implications

Strategic Community Plan/Corporate Business Plan Implications

COMMUNITY HEALTH & LIFESTYLE

1.1 Nurture the sense of community and unity across the Shire, while supporting towns and their volunteers in local issues.

1.1.2 Determine a whole of Shire community integration approach.

GOVERNANCE & ACCOUNTABILITY

5.3 Make informed decisions within resources and areas of responsibility.

5.3.2 Regular and relevant briefings to Elected Members.

Consultation

Consultation has been with the applicant.

Risk Assessment

An Insignificant Financial Impact Risk of Level 1 - Which will likely be less than \$1,000.

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10.2.3**Annual Budget Review**

Department	Finance, Governance & Corporate Services Finance
Author	Dianne Raymond
Reference(s)	306.13
Attachment(s)	1. 2023-2024 Annual Budget Review [10.2.3.1 - 7 pages]

Voting Requirements

Absolute Majority

Staff Recommendation

That Council adopt the 2023/2024 Statutory Budget Review, which includes all amendments listed in the Annual Budget Review Report attached.

Council Resolution

Moved: Cr Nicole Batten **Seconded:** Cr Trevor Royce

That Council adopt the 2023/2024 Statutory Budget Review, which includes all amendments listed in the Annual Budget Review Report attached.

For Cr Emma Rodney, Cr Katie Low, Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart, Cr Nicole Batten, Cr Trevor Royce and Cr Kirilee Warr

Against Nil

7 / 0

CARRIED UNANIMOUSLY
Minute Reference OCM 2024/02-11

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

The Local Government Act and Regulations require a local government to review its annual budget between 1st January and 31st March in each year. Regulation 33A of the Local Government (Financial Management) Regulations 1996 states:

“33A Review of budget

- (1) *Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.*
- (2) *Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the Council.*

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(3) *A Council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*

** Absolute Majority required*

(4) *Within 30 days after a Council has made a determination, a copy of the review and determination is to be provided to the Department."*

Comment

Prudent management of the Shire's Annual Budget includes a mid-year review of the Shire's progress for the financial year. This review process has been undertaken having regard for:

- actual revenues and expenditures for the first six (6) months of the budget year,
- forecast revenue and expenditure levels for the remaining six (6) months of the year, the more significant (in dollar terms) variances to budget rather than the minor 'under & over's' which as a rule balance over the full period.

Council's adopted budget, at times will need variations made, to reflect changes which occur after the original budget has been adopted. There are several amendments identified in the review document which accommodate the reallocation in revenue and expenditure since the Original Budget was adopted. The items of relating to the Local Roads & Community Infrastructure project funding are of note due to the reduction in capital expenditure and offset of capital revenue no longer required. Financial Assistance Grants final payment adjustments have also been noted in the review.

The Budget Review Report provides information on the identified revenue and expenditure expectations for the full year and is based on the review period 1 July 2023 to 31 December 2023. The supplementary additional information report identifies amendments and provides explanations for these variances. The Annual Budget Review Report has identified variations required to the Annual Budget yet having a zero overall effect on the 2023/2024 Adopted Budget. The financial statements are provided as a guidance to reflect a general revised full year budget based on the proposed amendments being adopted with no further changes to the budget for the remaining year.

Statutory Environment

The report complies with the requirements of the:

Local Government Act 1995 Section 6.4

Local Government (Financial Management) Regulations 1996 Section 34

Policy/Procedure Implications

No Policy or Management Procedure affected.

Financial Implications

No Financial Implications annual review has a zero effect on the overall budget.

Strategic Implications

Strategic Community Plan/Corporate Business Plan Implications

GOVERNANCE & ACCOUNTABILITY

5.1 Ensure governance and administration systems, policies and processes are current and relevant.

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5.1.1 Review policy categories and set ongoing accountability for review processes.

Consultation

Senior Staff have been consulted to determine the various proposed budget amendments requested

Risk Assessment

An Insignificant Service Disruption Risk of Level 1 - Which will likely resulting in no material service disruption.

UNCONFIRMED

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10.3 Chief Executive Officer

10.3.1	DFES - Seroja Local Government Resilience Fund and Community Benefit Fund
Department	Development Service Community Development
Author	Jamie Criddle
Reference(s)	205.13
Attachment(s)	<ol style="list-style-type: none"> 1. Community Benefit Fund Application Form Revised [10.3.1.1 - 7 pages] 2. LG Resilience Fund Application Form [10.3.1.2 - 7 pages] 3. DRAFT Chapman Valley and Northampton Local Recovery Plan [10.3.1.3 - 4 pages]

Voting Requirements

Simply Majority

Staff Recommendation

That Council:

1. Endorse the application to the Community Benefit Fund for additional resources revolving around community development, connecting community, community events, projects that assist volunteer drain, the removal of cyclone waste (including asbestos & abandoned buildings) and community plans in the Economic & Tourism Development sphere with delegation to the CEO to adjust projects as necessary (within scope).
2. Endorse the application to the Local Government Resilience Fund to assist in the redevelopment of the Nabawa Recreation Centre that will also act as a recovery centre in Shire.

Council Resolution**Moved:** Cr Elizabeth Elliott-Lockhart **Seconded:** Cr Emma Rodney

That Council:

1. Endorse the application to the Community Benefit Fund for additional resources revolving around community development, connecting community, community events, projects that assist volunteer drain, the removal of cyclone waste (including asbestos & abandoned buildings) and community plans in the Economic & Tourism Development sphere with delegation to the CEO to adjust projects as necessary (within scope).
2. Endorse the application to the Local Government Resilience Fund to assist in the redevelopment of the Nabawa Recreation Centre that will also act as a recovery centre in Shire.

For Cr Emma Rodney, Cr Katie Low, Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart, Cr

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Nicole Batten, Cr Trevor Royce and Cr Kirrilee Warr

Against Nil

7 / 0

CARRIED UNANIMOUSLY
Minute Reference OCM 2024/02-12

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

On 13 June 2023 the State Recovery Controller – Cyclone Seroja wrote to the Shire of Chapman Valley to advise eligibility for two funding programs as a result of Cyclone Seroja recovery.

The first program is the **Community Benefit Fund** which allocates up to \$200,000 to the Shire to deliver local led recovery programs. No timeframe on expenditure applies. The second program is the Local Government **Resilience Fund** which allocates up to \$500,000 to the Shire to improve the resilience of evacuation facilities and other community infrastructure, or to improve the resilience within the community. The timeframe on expenditure is two years with a possible time extension upon application. The deadline for applications for both programs is 30 September 2023. Discussion regarding the two programs was held between June and November 2023 (Council Forums) for both programs with the following projects supplied:

Community Benefit Fund

The Proposal for the Community Benefit Fund is for the Shire to provide a focus on several aspects within the Local Operational Recovery Plan (LORP). Revolving around community development, connecting community, community events, projects that assist volunteer drain, the removal of cyclone waste (including asbestos & abandoned buildings) and community plans in the Economic & Tourism Development sphere.

Through the development of this Local Operational Recovery Plan, activities were identified that form the foundation of long-term recovery for the Shire of Chapman Valley and Shire of Northampton.

These projects require significant collaboration, resourcing and expertise beyond the current capacity of local governments and community. The Shire of Chapman Valley have highlighted the following projects that relate back the LORP Plan:

Natural Environment

N1 Finalise the removal and safe disposal of remaining cyclone waste, including asbestos and other hazardous waste and ongoing road verge clean-ups if required.

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Action: Council have identified 2 properties within the townsites of Nanson & Nabawa which due to lack of insurance have been all but abandoned and requested assistance with demolition as they contain asbestos. While there are other abandoned houses throughout the Shire, the two in the townsites provide a visual reminder of the cyclone and has been a topic of community feedback surveys post Seroja. **Cost is estimated at \$45,000.**

N2 *Facilitate community tree planting initiatives for public areas which also support community engagement.*

Action: In the first two Seroja anniversary dates, the Council provided the community with the opportunity to replace/restore the shire tree canopy with a tree seedling offering as well as an everlasting seed packet offering to beautify the landscape and commemorate the anniversary date. **Cost is estimated at \$5,000.**

Built Environment

B1 *Coordinate an approach to recovery for abandoned properties.*

Action: See N1

B2 *Connect under or un-insured owners with appropriate and relevant supports.*

Action: See N1

Social Environment

S3 Funding made available to community organisations and groups to assist with delivery of activities with social value.

Action: Post Seroja, the Council has identified volunteer drain as a major inhibitor that is affecting psychological & wellbeing as well as social connection. Local suicide rates have increased with the Council wishing to ease the burden on community groups. Funding community functions and community events such as Show Day, Quiz night & Rainmakers Ball will assist community fatigue.

Funding local workshops within the various regions of the shire to assist in volunteer drain, the mental health space and emergency preparedness.

We would also like to fund some community initiatives such as Yuna community coffee shop/trailer so that the cost burden is reduced on community functions due to Yuna's distance from CBD. This community suffered the most during & post Seroja and recent community workshops/debriefings have identified regular coffee-based community catch ups as a key to fast tracking the recovery process.

As Yuna does not have a shop or any retail within 75km, a coffee trailer which is mobile would serve as a great tool to "Talk to a Mate". The barista & other courses would help with the community connection and be used as an 'ice breaker'. This would also be use to spread the work with other community groups (CV Ag Society, CVFC, FABCV, CABY)

Cost is estimated at \$40,000.

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Economic Environment**Priority 5: Economic and Community Development Coordination**

Action: As part of the Recovery Plan discussion & implementation, support for local businesses was high on the list of priorities, ensuring that lost businesses have the ability to rebuild, existing businesses have the ability to expand and thrive and new businesses have the ability to get off the ground. The implementation of a comprehensive Economic Development Strategy to include:

- the role of local government, and the Shire of Chapman Valley specifically, in economic development. This includes major Shire-led initiatives;
- Chapman Valley's economic profile;
- Chapman Valley's competitive advantages and challenges; and
- The Shire of Chapman Valley's economic development vision, desired outcomes, and programs. **Cost is estimated at \$40,000**

In addition to the Economic Strategy in the pursuit of maximising the economic, social and cultural growth of our visitor economy, we have wish to develop a strategic and comprehensive 10+ year road map for sustainable tourism development within the Chapman Valley region, concentrating on Our Guiding Principle and Signature Experiences:

- • Agri-tourism, and food and beverage,
- • Eco, nature-based and soft adventure tourism,
- • Destination and niche events,
- • Aboriginal and European heritage tourism; and
- • Art and culture.

Cost is estimated at \$35,000

E1 Continue the provision of support programs and funding for businesses that want to restart or increase their capacity, to sustain economic recovery.

Action: As a result of the Economic Development & Tourism Strategies there will be a number of support programs highlighted which will require seed/implementation funding such as destination tourism guides, brochures and signage.

Cost is estimated at \$25,000

E2 Support hospitality businesses to coordinate opening times, days and holidays to ensure visitors can access food and beverage.

Action: In order to act upon a request of the community post Seroja to enable the Council website and associated Social Media information to display various additional Community information such as an interactive community calendar, 'whats on' as many local start up businesses do not have the resources nor ability to promote. Market Creations (IT provider) can revamp Website to add various community information. This will be reinforced via Economic Development & Tourism Strategies.

Cost is estimated at \$10,000

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Total estimated cost is \$200,000**Resilience Fund**

The Nabawa Recreation Centre Facility Redevelopment is a significant capital project that would deliver 21st century infrastructure to the Chapman Valley community. The project would increase the Shire's capacity to respond during times of disaster, something that was severely limited by a lack of local infrastructure in the recovery period post the impact of Severe Tropical Cyclone (STC) Seroja which devastated the Mid-West region in April 2021.

This project would directly strengthen preparedness of future natural disasters and provide better capacity to evacuate and care for displaced people and would reduce the impact of disaster hazards on the Chapman Valley community.

The redevelopment would include a new commercial kitchen/ canteen facility, function room, dedicated men's and women's change rooms and toilets, essential disability access and disability facilities, umpires facilities and medical rooms. Significant electrical and plumbing works would be undertaken as a part of the redevelopment.

Total estimated cost is \$500,000**Comment**

Following the November Council Forum discussion, a proposal was raised to increase the scope and time of the Community Development Officer to assist some of the volunteer community groups, providing the candidate had the right skill set. It was agreed to increase the CDO position to a full-time role to assist local community groups, continue the existing role and co-ordinate the Community & Economic Development aspects suggested in the DFES application.

Asbestos clean-up	\$45,000
Tree planting	\$5,000
Coffee/food trailer	\$25,000
Showgrounds Stage	\$15,000
CDO Wage	\$20,000
Economic Strategy	\$20,000
Economic Develop Wage	\$20,000
Tourism Strategy	\$15,000
Seed Funding TBA	\$25,000
Website upgrades	\$10,000

It is recommended that Council consider the options provided, or propose any alternate options, to enable minor variations to be made to the Community Benefit Fund and the Local Government Resilience Fund. The CEO will now discuss with the Community Benefit Fund projects with the respective groups and progress these project and report back to Council on a periodic basis.

Statutory Environment

This report has no statutory environment requirements.

Policy/Procedure Implications

No Policy or Management Procedure affected.

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It is considered that both funding programs can assist communities across the Shire recover and move forward from Cyclone Seroja. Providing additional human resources to focus on communities and replacing lost infrastructure will assist in achieving this.

Financial Implications

No Financial Implications Identified.

Strategic Implications

Strategic Community Plan/Corporate Business Plan Implications

COMMUNITY HEALTH & LIFESTYLE

1.1 Nurture the sense of community and unity across the Shire, while supporting towns and their volunteers in local issues.

1.1.3 Identify all volunteers and determine their support needs.

ECONOMY & POPULATION

2.2 Provide support for business development and local employment.

2.2.2 Consider business start-up incentives.

2.2.3 Build on digital network development in the Valley.

ECONOMY & POPULATION

2.3 Embrace local tourism & regional strategies and trails.

2.3.2 Explore support needed by local tourism industries.

ENVIRONMENT & SUSTAINABILITY

3.3 Build the green canopy of the Shires towns public facilities and rural areas.

3.3.1 To increase the green canopy in building applications, facility development or upgrades, and incentive schemes to get more trees planted.

Consultation

Council Forums

Community Groups

Risk Assessment

No Risks have been Identified.

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11 Elected Members Motions

Nil

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

Nil

13 Delegates Reports

That council receive the following Delegates Reports.

Delegate	Details
Cr Kirrilee Warr (President)	Howatharra Bushfire response
	Howatharra Bushfire Debrief
	SoCV Australia Day Event
	WALGA Honours Panel subcommittee meeting
	CVAS AGM and committee meeting
	Nabawa Rec centre committee meeting
	WALGA State Council Info Forum
	CABY AGM
	SoCV Rabbit Baiting Workshop
Cr Nicole Batten (Deputy President)	FabCV AGM
	SoCV Australia Day Event
Cr Philip Blakeway	SoCV Australia Day Event
Cr Elizabeth Elliott-Lockhart	Staff & Elected Members End of Year Function

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	SoCV Australia Day Event
	FabCV Fundraising Meeting
	CVAS AGM
Cr Catherine Low	Bushfire Education Session
	FabCV AGM
Cr Emma Rodney	No Reports Submitted
Cr Trevor Royce	No Reports Submitted

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14 Announcements by Presiding Member Without Discussion**15 Matters for which Meeting to be Closed to Members of the Public****Council Resolution****Moved:** Cr Nicole Batten **Seconded:** Cr Philip Blakeway

That Council close the meeting to the public for Item 15.1 in accordance with the Local Government Act 1995,
Section 5.23(2)(b) - item dealt with the personal affairs of a person(s);
Section 5.23(2)(c) - item relates to contracts entered into, or which may be entered into, by the local government and which relates to matters to be discussed at the meeting;
Section 5.23(2)(e) - item relates to a matter that if disclosed, would reveal information that has a commercial value to a person or information about the business, commercial or financial affairs of a person.

For Cr Emma Rodney, Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart, Cr Nicole Batten, Cr Trevor Royce and Cr Kirrilee Warr
Against Cr Katie Low

6 / 1**CARRIED****Minute Reference OCM 2024/02-13****10:11am - Meeting closed to the public****Council Resolution****Moved:** Cr Elizabeth Elliott-Lockhart **Seconded:** Cr Trevor Royce

Council open the meeting to the public.

For Cr Emma Rodney, Cr Katie Low, Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart, Cr Nicole Batten, Cr Trevor Royce and Cr Kirrilee Warr
Against Nil

7 / 0**CARRIED UNANIMOUSLY****Minute Reference OCM 2024/02-14****10:12am - Meeting open to the public****Council Resolution****Moved:** Cr Katie Low **Seconded:** Cr Trevor Royce

That Council adjourn the meeting.

For Cr Emma Rodney, Cr Katie Low, Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart, Cr Nicole Batten, Cr Trevor Royce and Cr Kirrilee Warr
Against Nil

7 / 0

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CARRIED UNANIMOUSLY
Minute Reference OCM 2024/02-15
10:12am - Meeting adjourned

Council Resolution

Moved: Cr Trevor Royce **Seconded:** Cr Emma Rodney

Council reopen the meeting.

For Cr Emma Rodney, Cr Katie Low, Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart, Cr Nicole Batten, Cr Trevor Royce and Cr Kirrilee Warr

Against Nil

7 / 0

CARRIED UNANIMOUSLY
Minute Reference OCM 2024/02-16

10:47am - Meeting open

Council Resolution

Moved: Cr Philip Blakeway **Seconded:** Cr Katie Low

That Council close the meeting to the public for Item 15.1 in accordance with the Local Government Act 1995,
Section 5.23(2)(b) - item dealt with the personal affairs of a person(s);
Section 5.23(2)(c) - item relates to contracts entered into, or which may be entered into, by the local government and which relates to matters to be discussed at the meeting;
Section 5.23(2)(e) - item relates to a matter that if disclosed, would reveal information that has a commercial value to a person or information about the business, commercial or financial affairs of a person.

For Cr Emma Rodney, Cr Katie Low, Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart, Cr Nicole Batten, Cr Trevor Royce and Cr Kirrilee Warr

Against Nil

7 / 0

CARRIED UNANIMOUSLY
Minute Reference OCM 2024/02-17

10:47am - Meeting closed to public

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15.1 Manager Works & Services - Renewal of Employment Contract**Department** Finance, Governance & Corporate Services
Chief Executive Officer**Author** Jamie Criddle**Reason for Confidentiality****CONFIDENTIAL REPORT**Reason for confidentiality - *Local Government Act 1995, Section 5.23(a) - A matter affecting an employee or employees.***CONFIDENTIAL ATTACHMENT**Reason for confidentiality - *Local Government Act 1995, Section 5.23(a) - A matter affecting an employee or employees.*

Beau Raymond, Dianne Raymond & Simon Lancaster left the meeting at 10:48am.

Staff Recommendation**Moved:** Cr Trevor Royce **Seconded:** Cr Emma RodneyThat Council endorse the contract for the extension of employment of Erskine (Esky) Kelly to the position of Manager of Works & Services for the Shire of Chapman Valley for the period of five years commencing on the 21st October 2023 in accordance with section 5.37 and 5.39 of the *Local Government Act 1995*.**Amendment**

Change the word "the" to "a" and add the text "with an increase of up to 5% to the existing contract"

Amended Council Resolution**Moved:** Cr Nicole Batten **Seconded:** Cr Trevor RoyceThat Council endorse a contract for the extension of employment of Erskine (Esky) Kelly to the position of Manager of Works & Services for the Shire of Chapman Valley for the period of five years commencing on the 21st October 2023 with an increase of up to 5% to the existing contract in accordance with section 5.37 and 5.39 of the *Local Government Act 1995*.**For** Cr Emma Rodney, Cr Katie Low, Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart, Cr Nicole Batten, Cr Trevor Royce and Cr Kirrilee Warr**Against** Nil**7 / 0****CARRIED UNANIMOUSLY**
Minute Reference OCM 2024/02-18

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The Amendment became the Substantive Motion and was put.

For Cr Emma Rodney, Cr Katie Low, Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart, Cr Nicole Batten, Cr Trevor Royce and Cr Kirrilee Warr

Against Nil

7 / 0
CARRIED UNANIMOUSLY
Minute Reference OCM 2024/02-19

16 Closure

The Shire President thanked Elected Members and Staff for their attendance and closed the Ordinary Council Meeting 15 February 2024 at 11:42 pm.

9 Items to be dealt with En Bloc

10 Officer Reports

10.1 Deputy Chief Executive Officer

Nil

10.2 Manager of Finance & Corporate Services

10.2.1	Financial Management Report
Department	Finance, Governance & Corporate Services Finance
Author	Dianne Raymond
Reference(s)	307.00
Attachment(s)	1. Financial Management Report [10.2.1.1 - 38 pages]

Voting Requirements

Simply Majority

Staff Recommendation

That Council receives the Monthly Financial Management report supplied under separate cover for January 2024 including the following:

Statement of Financial Activities by Nature or Type

Statement of Financial Activity Information & Notes

Summary of Accounts Paid

Bank Reconciliation

Credit Card Statement

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

Local Government (Financial Management) Regulations require monthly statements of financial activity to be reported and presented to Council.

Comment

The financial position at the end of January 2024 is detailed in the monthly management report provided as a separate attachment for Council's review.

Statutory Environment

The report complies with the requirements of the:

Local Government Act 1995 Section 6.4

Local Government (Financial Management) Regulations 1996 Section 34

Policy/Procedure Implications

No Policy or Management Procedure affected.

Financial Implications

No Financial Implications Identified.

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

Not applicable

Risk Assessment

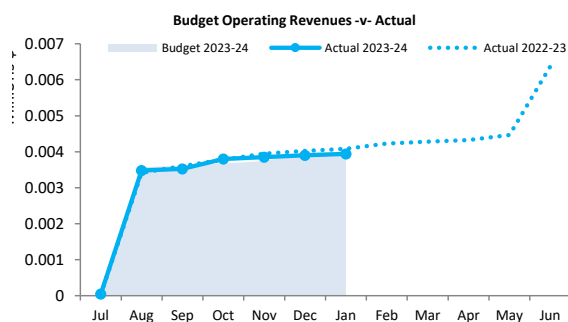
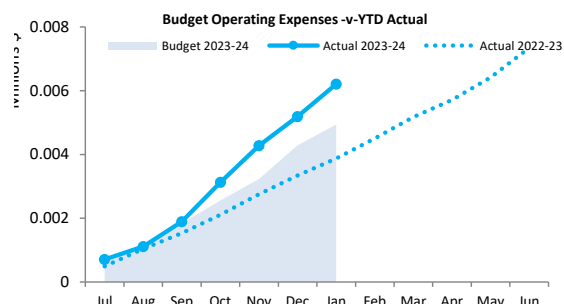
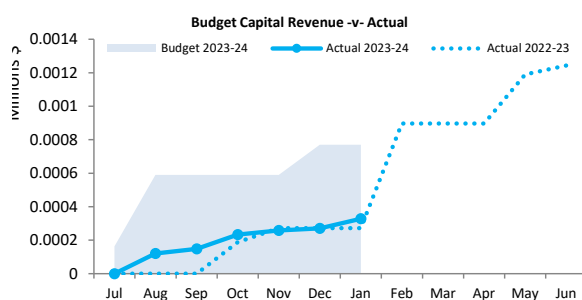
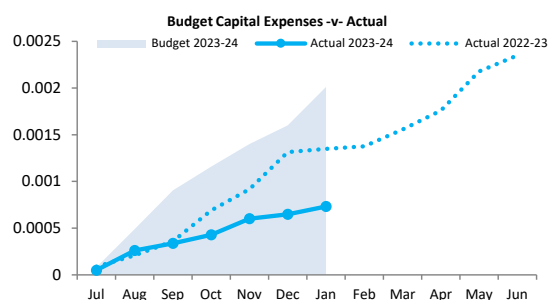
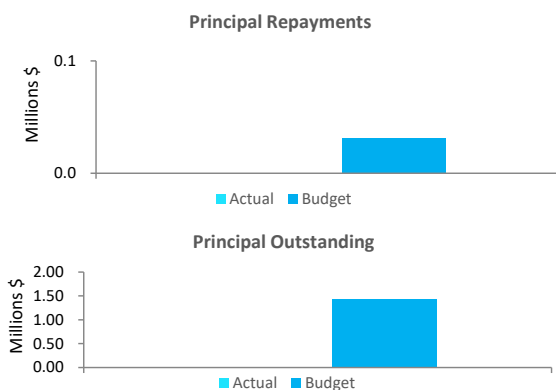
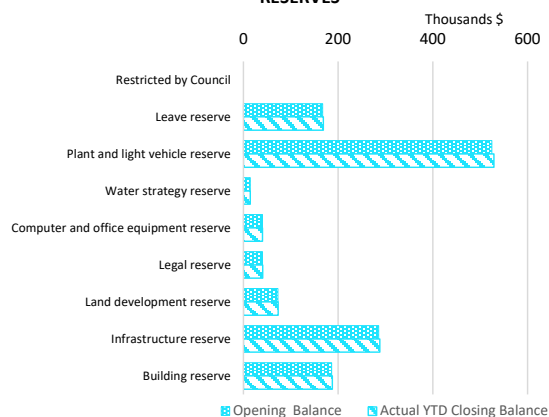
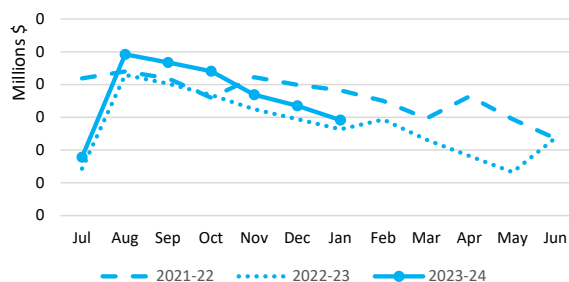
An Insignificant Financial Impact Risk of Level 1 - Which will likely be less than \$1,000.

SHIRE OF CHAPMAN VALLEY
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 31 January 2024

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JANUARY 2024****SUMMARY INFORMATION - GRAPHS****OPERATING ACTIVITIES****OPERATING REVENUE****OPERATING EXPENSES****INVESTING ACTIVITIES****CAPITAL REVENUE****CAPITAL EXPENSES****FINANCING ACTIVITIES****BORROWINGS****RESERVES****Closing funding surplus / (deficit)**

This information is to be read in conjunction with the accompanying Financial Statements and Notes.

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JANUARY 2024****EXECUTIVE SUMMARY****Funding surplus / (deficit) Components**

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$2.30 M	\$2.30 M	\$2.30 M	\$0.00 M
Closing	\$0.00 M	\$3.45 M	\$2.92 M	(\$0.54 M)
Refer to Statement of Financial Activity				

Cash and cash equivalents		
	\$4.91 M	% of total
Unrestricted Cash	\$3.57 M	72.7%
Restricted Cash	\$1.34 M	27.3%
Refer to Note 2 - Cash and Financial Assets		

Payables		
	\$0.29 M	% Outstanding
Trade Payables	\$0.04 M	
0 to 30 Days		99.5%
Over 30 Days		0.4%
Over 90 Days		0%
Refer to Note 5 - Payables		

Receivables		
	\$0.46 M	% Collected
Rates Receivable	\$0.42 M	87.5%
Trade Receivable	\$0.46 M	% Outstanding
Over 30 Days		1.2%
Over 90 Days		1.2%
Refer to Note 3 - Receivables		

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$2.56 M)	\$0.37 M	\$1.04 M	\$0.67 M
Refer to Statement of Financial Activity			

Rates Revenue		
YTD Actual	\$3.16 M	% Variance
YTD Budget	\$3.16 M	0.2%
Refer to Statement of Financial Activity		

Operating Grants and Contributions		
YTD Actual	\$0.35 M	% Variance
YTD Budget	\$0.49 M	(28.9%)
Refer to Note 12 - Operating Grants and Contributions		

Fees and Charges		
YTD Actual	\$0.36 M	% Variance
YTD Budget	\$0.31 M	16.9%
Refer to Statement of Financial Activity		

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.73 M)	(\$1.24 M)	(\$0.40 M)	\$0.84 M
Refer to Statement of Financial Activity			

Proceeds on sale		
YTD Actual	\$0.01 M	%
Adopted Budget	\$0.16 M	(95.0%)
Refer to Note 6 - Disposal of Assets		

Asset Acquisition		
YTD Actual	\$0.73 M	% Spent
Adopted Budget	\$5.26 M	(86.1%)
Refer to Note 7 - Capital Acquisitions		
	0.0%	

Capital Grants		
YTD Actual	\$0.32 M	% Received
Adopted Budget	\$3.37 M	(90.5%)
Refer to Note 7 - Capital Acquisitions		

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$2.00 M	\$2.03 M	(\$0.02 M)	(\$2.04 M)
Refer to Statement of Financial Activity			

Borrowings	
Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal due	\$0.00 M
Refer to Note 8 - Borrowings	

Reserves	
Reserves balance	\$1.34 M
Interest earned	\$0.01 M
Refer to Note 10 - Cash Reserves	

Lease Liability	
Principal repayments	\$0.01 M
Interest expense	\$0.00 M
Principal due	\$0.04 M
Refer to Note 9 - Lease Liabilities	

This information is to be read in conjunction with the accompanying Financial Statements and notes.

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 JANUARY 2024****REVENUE****RATES**

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Excludes administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, and other fees and charges.

SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. *Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges.

INTEREST EARNINGS

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates, reimbursements etc.

PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

NATURE OR TYPE DESCRIPTIONS**EXPENSES****EMPLOYEE COSTS**

All costs associated with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL

Shortfall between the value of assets received over the net book value for assets on their disposal.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets. Excluding Land.

INTEREST EXPENSES

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024****BY NATURE OR TYPE**

	Ref Note	Adopted Budget (a)	YTD Budget (b)	YTD Actual (c)	Variance \$ (c) - (b)	Variance % ((c) - (b))/(b)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	2,295,113	2,295,113	2,296,947	1,834	0.08%	▲
Revenue from operating activities							
Rates		3,158,236	3,158,236	3,164,758	6,522	0.21%	▲
Operating grants, subsidies and contributions	12	1,090,299	486,606	346,070	(140,536)	(28.88%)	▼
Fees and charges		371,929	309,328	361,532	52,204	16.88%	▲
Interest earnings		34,615	24,194	52,258	28,064	116.00%	▲
Other revenue		21,375	11,722	11,277	(445)	(3.80%)	▼
Profit on disposal of assets	6	20,000	0	6,082	6,082	0.00%	▲
		4,696,454	3,990,086	3,941,977	(48,109)	(1.21%)	
Expenditure from operating activities							
Employee costs		(3,020,842)	(1,587,726)	(1,216,880)	370,846	23.36%	▲
Materials and contracts		(3,727,073)	(1,629,205)	(1,440,936)	188,269	11.56%	▲
Utility charges		(56,907)	(36,803)	(27,157)	9,646	26.21%	▲
Depreciation on non-current assets		(2,422,606)	(1,413,223)	(3,182,176)	(1,768,953)	(125.17%)	▼
Interest expenses		(9,356)	(1,428)	(700)	728	50.98%	▲
Insurance expenses		(198,552)	(197,778)	(282,664)	(84,886)	(42.92%)	▼
Other expenditure		(134,326)	(74,147)	(59,309)	14,838	20.01%	▲
Loss on disposal of assets	6	(20,000)	0	0	0	0.00%	
		(9,589,662)	(4,940,310)	(6,209,822)	(1,269,512)	25.70%	
Non-cash amounts excluded from operating activities	1(a)	2,329,377	1,319,994	3,306,578	1,986,584	150.50%	▲
Amount attributable to operating activities		(2,563,831)	369,770	1,038,733	668,963	180.91%	
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	13	3,372,849	607,200	320,526	(286,674)	(47.21%)	▼
Proceeds from disposal of assets	6	163,000	163,000	8,182	(154,818)	(94.98%)	▼
Payments for property, plant and equipment and infrastructure	7	(5,263,697)	(2,012,234)	(732,271)	1,279,963	63.61%	▲
Amount attributable to investing activities		(1,727,848)	(1,242,034)	(403,563)	838,471	(67.51%)	
Financing Activities							
Proceeds from new debentures	8	1,462,024	1,462,024	0	(1,462,024)	0.00%	▼
Transfer from reserves	10	573,543	573,543	0	(573,543)	(100.00%)	▼
Payments for principal portion of lease liabilities	9	(7,886)	(7,886)	(5,369)	2,517	31.92%	▲
Repayment of debentures	8	(31,000)	0	0	0	0.00%	
Transfer to reserves	10	(115)	(115)	(11,550)	(11,435)	(9943.48%)	▼
Amount attributable to financing activities		1,996,566	2,027,566	(16,919)	(2,044,485)	(100.83%)	
Closing funding surplus / (deficit)	1(c)	0	3,450,415	2,915,198	(535,217)		

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

Refer to Note 15 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JANUARY 2024****BASIS OF PREPARATION****BASIS OF PREPARATION**

The financial report has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying Regulations.

The *Local Government Act 1995* and accompanying Regulations take precedence over Australian Accounting Standards where they are inconsistent.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 14 to these financial statements.

SIGNIFICANT ACCOUNTING POLICIES**CRITICAL ACCOUNTING ESTIMATES**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimation of fair values of certain financial assets
- estimation of fair values of fixed assets shown at fair value
- impairment of financial assets

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

ROUNDING OFF FIGURES

All figures shown in this statement are rounded to the nearest dollar.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 January 2024

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024****NOTE 1
STATEMENT OF FINANCIAL ACTIVITY INFORMATION****(a) Non-cash items excluded from operating activities**

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	6	(20,000)	0	(6,082)
Movement in employee benefit provisions		(98,462)	(98,462)	0
Movement in contract liabilities (non-current)		0	0	130,484
Non-cash movement in employee provisions (non-current)		5,233	5,233	0
Add: Loss on asset disposals	6	20,000	0	0
Rounding		0	0	0
Add: Depreciation on assets		2,422,606	1,413,223	3,182,176
Total non-cash items excluded from operating activities		2,329,377	1,319,994	3,306,578

(b) Adjustments to net current assets in the Statement of Financial Activity

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

		Adopted Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 31 January 2024
Adjustments to net current assets				
Less: Reserves - restricted cash	10	(1,331,477)	(1,331,477)	(1,343,027)
Add: Borrowings	8	0	0	0
Add: Provisions employee related provisions	11	448,462	497,342	497,342
Add: Lease liabilities	9	8,088	8,088	8,087
Total adjustments to net current assets		(874,927)	(826,047)	(837,598)

(c) Net current assets used in the Statement of Financial Activity

Current assets				
Cash and cash equivalents	2	4,080,340	4,080,340	4,913,144
Rates receivables	3	200,113	179,272	416,377
Receivables	3	5,931	20,841	456,080
Other current assets	4	10,908	16,839	36,932
Less: Current liabilities				
Payables	5	(670,702)	(668,868)	(287,634)
Contract liabilities	11	0	0	(1,276,674)
Lease liabilities	9	(8,088)	(8,088)	(8,087)
Provisions	11	(448,462)	(497,342)	(497,342)
Less: Total adjustments to net current assets	1(b)	(874,927)	(826,047)	(837,598)
Closing funding surplus / (deficit)		2,295,113	2,296,947	2,915,198

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution
		\$	\$	\$	\$	
Cash on hand						
Municipal Account	Cash and cash equivalents	893,954	0	893,954		Westpac Banking Corporation
Petty Cash	Cash and cash equivalents	700	0	700		Westpac Banking Corporation
Municipal Investment Account	Cash and cash equivalents	2,675,463	0	2,675,463		Westpac Banking Corporation
Leave Reserve	Cash and cash equivalents	0	168,879	168,879		Westpac Banking Corporation
Water Strategy Reserve	Cash and cash equivalents	0	14,517	14,517		Westpac Banking Corporation
Plant/Light Vehicle Reserve	Cash and cash equivalents	0	529,160	529,160		Westpac Banking Corporation
Computer & Office Equipment Reserve	Cash and cash equivalents	0	40,526	40,526		Westpac Banking Corporation
Legal Reserve	Cash and cash equivalents	0	40,803	40,803		Westpac Banking Corporation
Land Development Reserve	Cash and cash equivalents	0	73,478	73,478		Westpac Banking Corporation
Infrastructure Reserve	Cash and cash equivalents	0	287,947	287,947		Westpac Banking Corporation
Building Reserve	Cash and cash equivalents	0	187,717	187,717		Westpac Banking Corporation
Trust Account	Cash and cash equivalents	0	0	0	157,327	Westpac Banking Corporation
Total		3,570,117	1,343,027	4,913,144	157,327	
Comprising						
Cash and cash equivalents		3,570,117	1,343,027	4,913,144	157,327	
		3,570,117	1,343,027	4,913,144	157,327	

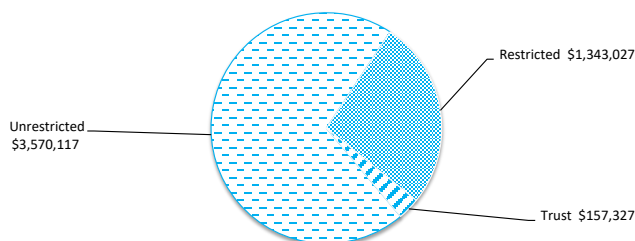
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

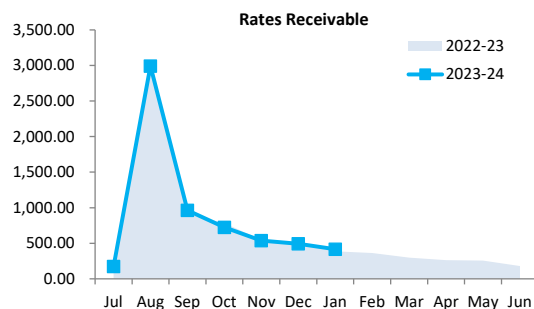
- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024****OPERATING ACTIVITIES
NOTE 3
RECEIVABLES**

Rates receivable	30 June 2023	31 Jan 2024
	\$	\$
Opening arrears previous years	97,209	179,366
Levied this year	3,051,734	3,164,758
Less - collections to date	(2,969,577)	(2,927,747)
Gross rates collectable	179,366	416,377
Net rates collectable	179,366	416,377
% Collected	94.3%	87.5%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(369)	450,618	147	0	5,684	456,080
Percentage	(0.1%)	98.8%	0%	0%	1.2%	
Balance per trial balance						
Sundry receivable						456,080
GST receivable						0
Total receivables general outstanding						456,080

Amounts shown above include GST (where applicable)

KEY INFORMATION

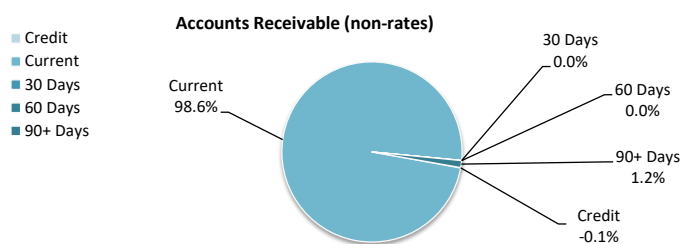
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024**

**OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS**

	Opening Balance 1 July 2023	Asset Increase	Asset Reduction	Closing Balance 31 January 2024
Other current assets	\$	\$	\$	\$
Inventory				
Fuel	5,931	0	(355)	5,576
Other Assets				
Prepayments	10,908	20,448	0	31,356
Total other current assets	16,839	20,448	(355)	36,932
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

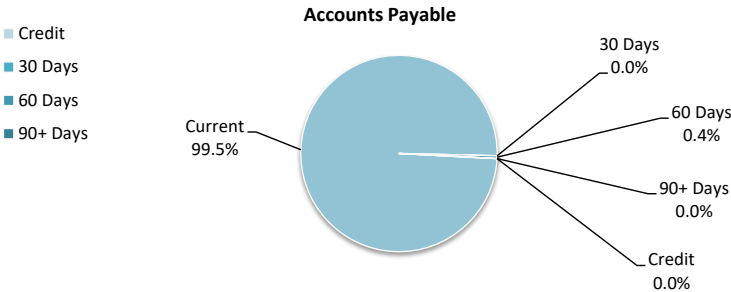
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024

OPERATING ACTIVITIES
NOTE 5
PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	44,278	0	198	5	44,481
Percentage	0%	99.5%	0%	0.4%	0%	
Balance per trial balance						
Sundry creditors						44,481
ATO liabilities						38,298
Receipts in advance						37,174
Bonds and deposits						131,343
ESL Payable						36,338
Total payables general outstanding						287,634
Amounts shown above include GST (where applicable)						

KEY INFORMATION

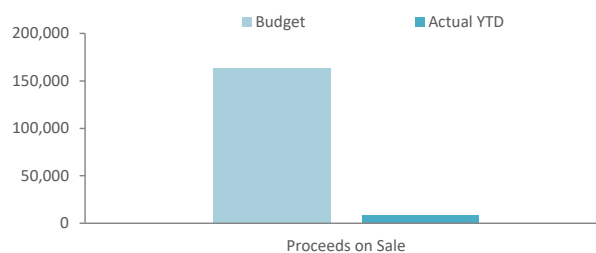
Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024**

**OPERATING ACTIVITIES
NOTE 6
DISPOSAL OF ASSETS**

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Transport								
	P26 Caterpillar 950H Wheel Loader	100,000	100,000	0	0	0	0	0	0
	P35 Caterpillar Primemover	40,000	40,000	0	0	0	0	0	0
	P55 Mitsubishi Triton	13,000	13,000	0	0	2,100	8,182	6,082	0
	P61 Toyota Hilux	10,000	10,000	0	0	0	0	0	0
	P65 Ford Ranger XLT	0	0	0	0	0	0	0	0
		163,000	163,000	0	0	2,100	8,182	6,082	0



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024****INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS**

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land and buildings	3,214,575	33,112	44,279	11,167
Plant and equipment	874,000	804,000	59,608	(744,392)
Infrastructure - roads	1,175,123	1,175,122	628,385	(546,737)
Payments for Capital Acquisitions	5,263,697	2,012,234	732,271	(1,279,963)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	3,372,849	607,200	320,526	(286,674)
Borrowings	1,462,024	1,462,024	0	(1,462,024)
Other (disposals & C/Fwd)	163,000	163,000	8,182	(154,818)
Cash backed reserves				
Leave reserve	(17,601)	0	0	0
Plant and light vehicle reserve	(393,785)	0	0	0
Water strategy reserve	0	0	0	0
Computer and office equipment reserve	0	0	0	0
Legal reserve	0	0	0	0
Land development reserve	(62,157)	0	0	0
Infrastructure reserve	0	0	0	0
Building reserve	(100,000)	0	0	0
Contribution - operations	839,367	(219,990)	403,563	623,553
Capital funding total	5,263,697	2,012,234	732,271	(1,279,963)

SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

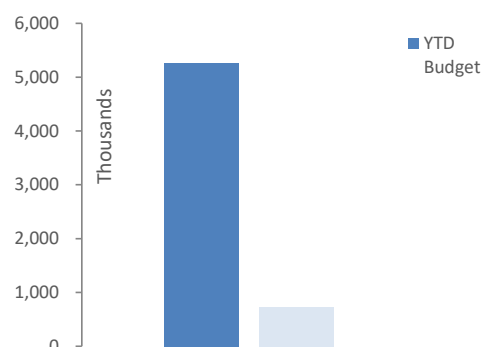
Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

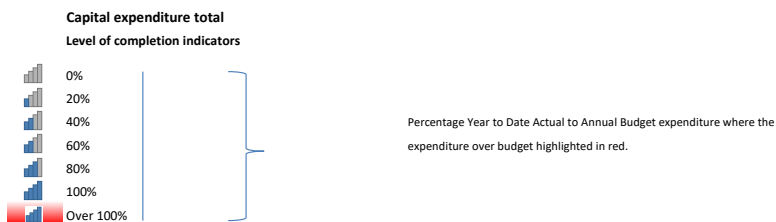
Initial recognition and measurement for assets held at cost

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Payments for Capital Acquisitions

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS (CONTINUED)

Level of completion indicator, please see table at the end of this note for further detail.

Ledger#	Program	Job#	Account Description	Adopted		YTD Actual	Variance (Under)/Over
				Budget	YTD Budget		
				\$	\$	\$	\$
0454	Governance		Council Chamber Improvements (NCA)	10,000	0	0	-
2264	Community Amenities		Land Development (NCA)	306,463	0	0	-
3104	Community Amenities	1067	Nabawa Townsite Electronic Display Sign	0	0	4,740	4,740
1304	Recreation And Culture		Plant & Equipment Purchases (NCA)	30,000	0	0	-
2644	Recreation And Culture	1037	Yuna Golf Club	15,000	0	0	-
2644	Recreation And Culture	1066	Nanson Showgrounds Capital	88,112	33,112	21,111	(12,001)
2644	Recreation And Culture	1077	Dump Point Yuna Hall	10,000	0	0	-
2644	Recreation And Culture	1081	Disaster Recovery Centre Nabawa	2,000,000	0	21,617	21,617
2834	Recreation And Culture	1079	Lrcip Phase 3 (B)	500,000	0	0	-
7074	Recreation And Culture	1074	Coronation Beach Fixed Electronic Display Sign	15,000	15,000	3,406	(11,594)
7074	Recreation And Culture	1174	Coronation Beach Campgrounds Ticket Machine	10,000	10,000	9,294	(706)
3264	Transport		Depot Construction (NCA)	285,000	0	1,551	1,551
3554	Transport		Plant & Equipment Purchases (NCA)	819,000	779,000	42,167	(736,833)
3114	Transport		Capital Roadworks Program Purchases (Incl Grant Funded Jobs) (NCA)	1,175,123	1,175,122	628,385	(546,737)
				5,263,697	2,012,234	732,271	(1,279,963)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024****FINANCING ACTIVITIES****NOTE 8****BORROWINGS****Repayments - borrowings**

Information on borrowings		1 July 2023	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Recreation and culture										
BHP Oval	101	0	0	185,000	0	0	0	185,000	0	0
Disaster Recovery Centre	102	0	0	600,000	0	0	0	600,000	0	0
Transport										
Depot Building	99	0	0	267,024	0	0	0	267,024	0	0
Road Plant Capex	100	0	0	410,000	0	(31,000)	0	379,000	0	(6,900)
						0				
Total		0	0	1,462,024	0	(31,000)	0	1,431,024	0	(6,900)
Current borrowings		0						0		
Non-current borrowings		0						0		
		0						0		

All debenture repayments were financed by general purpose revenue.

New borrowings 2023-24

Particulars	Amount Borrowed	Amount Borrowed	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
	\$	\$				\$	%	\$	\$	\$
Depot Building - Loan 99	0	267,024	WATC	Fixed Rate	10	53,131	4.05	0	267,024	0
Road Plant Capex - Loan 100	0	410,000	WATC	Fixed Rate	5	47,036	4.05	0	410,000	0
BHP Oval - Loan 101	0	185,000	WATC	Fixed Rate	30	63,660	4.05	0	185,000	0
Disaster Recovery Centre - Loan 102	0	600,000	WATC	Fixed Rate	30	206,464	4.05	0	600,000	0
	0	1,462,024				370,291		0	1,462,024	0

The Shire has no unspent debenture funds as at 30th June 2023, nor is it expected to have unspent funds as at 30th June 2024.

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024****FINANCING ACTIVITIES****NOTE 9****LEASE LIABILITIES****Movement in carrying amounts**

Information on leases		1 July 2023	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Lease No.		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Community amenities										
Nabawa Fuel Station	LE01	42,609	0	0	(5,369)	(7,886)	37,240	34,723	(692)	(1,206)
Total		42,609	0	0	(5,369)	(7,886)	37,240	34,723	(692)	(1,206)
Current lease liabilities		8,087					2,718			
Non-current lease liabilities		34,521					34,521			
		42,608					37,239			

KEY INFORMATION

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is or contains a lease, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024****OPERATING ACTIVITIES
NOTE 10
RESERVE ACCOUNTS****Reserve accounts**

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council									
Leave reserve	167,427	10	1,452	0	0	(17,601)	0	149,836	168,879
Plant and light vehicle reserve	524,609	50	4,551	0	0	(393,785)	0	130,874	529,160
Water strategy reserve	14,392	5	125	0	0	0	0	14,397	14,517
Computer and office equipment reserve	40,177	5	349	0	0	0	0	40,182	40,526
Legal reserve	40,452	5	351	0	0	0	0	40,457	40,803
Land development reserve	72,846	5	632	0	0	(62,157)	0	10,694	73,478
Infrastructure reserve	285,471	15	2,476	0	0	0	0	285,486	287,947
Building reserve	186,103	20	1,614	0	0	(100,000)	0	86,123	187,717
	1,331,477	115	11,550	0	0	(573,543)	0	758,049	1,343,027

In accordance with Council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Reserve name	Purpose of the reserve
Leave reserve	To be used to fund annual and long service leave requirements.
Plant and light vehicle reserve	To be used for the purchase of and/or major repair of major plant and light vehicles.
Water strategy reserve	To be used for the construction and operational costs of facilities for fire fighting purposes.
Computer and office equipment reserve	To be used to replace Information and Communications Technology equipment.
Legal reserve	To be used to fund legal expenses incurred as a result of tribunals, hearings, litigation etc.
Land development reserve	To be used for further subdivisional development in the Shire of Chapman Valley.
Infrastructure reserve	To be used to fund road and building infrastructure projects, including yet not limited to, natural disasters upfront or insurance excess costs, annual roadworks maintenance and construction works.
Building reserve	To be used for the construction of shire buildings or capital upgrades of existing buildings, including yet not limited to, covering insurance excess component of claims for repair/replace buildings.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024OPERATING ACTIVITIES
NOTE 11
OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2023	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 January 2024
Other current liabilities		\$		\$	\$	\$
Other liabilities						
- Contract liabilities		0	0	1,943,270	(666,596)	1,276,674
Total other liabilities		0	0	1,943,270	(666,596)	1,276,674
Employee Related Provisions						
Annual leave		270,457	0	0	0	270,457
Long service leave		226,885	0	0	0	226,885
Total Employee Related Provisions		497,342	0	0	0	497,342
Total other current assets		497,342	0	1,943,270	(666,596)	1,774,016
Amounts shown above include GST (where applicable)						

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 12

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled. The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024NOTE 12
OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability 1 July 2023	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Jan 2024	Current Liability 31 Jan 2024	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies								
General purpose funding								
Financial Assistance Grants (Local Roads Funding)	0	16,229	(16,229)	0	0	0	0	16,229
Financial Assistance Grants (General Purpose)	0	13,409	(13,409)	0	0	0	0	13,409
Law, order, public safety								
DFES Grant Income	0	26,520	(26,520)	0	0	23,500	15,666	26,520
Trainee Ranger Grant Income	0	38,000	(38,000)	0	0	38,000	0	38,000
DFES Community Benefit Fund	0	200,000	0	200,000	0	200,000	200,000	0
Community amenities								
Backroads Gravel Event	0	50,000	(50,000)	0	0	50,000	50,000	50,000
Tourism WA Regional Event Scheme	0	0	0	0	0	15,000	15,000	0
Recreation and culture								
LRCIP Phase 3	0	0	0	0	0	180,000	0	0
Transport								
Main Roads WA Direct Grant	0	0	0	0	0	162,442	162,442	0
	0	344,158	(144,158)	200,000	0	668,942	443,108	144,158
Operating contributions								
Governance								
Long Service Leave Reimbursements	0	5,234	(5,234)	0	0	0	0	5,234
General purpose funding								
Ex Gratia Rates	0	11,038	(11,038)	0	0	11,000	11,000	11,038
Community amenities								
Developer Contributions	0	0	0	0	0	150,357	0	0
Expense Reimbursements	0	0	0	0	0	1,500	0	0
Recreation and culture								
Contributions Various	0	0	0	0	0	55,000	0	0
Insurance Claim Reimbursements - LGIS	0	2,933	(2,933)	0	0	0	0	2,933
Transport								
Hudson Resources Contribution (Dartmoor Rd)	0	19,255	(19,255)	0	0	12,500	12,500	19,255
Other property and services								
Diesel Fuel Rebate	0	29,702	(29,702)	0	0	40,000	19,998	29,702
Insurance Claim Reimbursements - LGIS	0	133,750	(133,750)	0	0	151,000	0	133,750
	0	201,912	(201,912)	0	0	421,357	43,498	201,912
TOTALS	0	546,070	(346,070)	200,000	0	1,090,299	486,606	346,070

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024

NOTE 13
NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Non operating grants, subsidies and contributions revenue		
	Liability 1 July 2023	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Jan 2024	Current Liability 31 Jan 2024	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies								
Recreation and culture								
LRCIP Phase 3	0	0	0	0	0	365,437	0	0
DFES Disaster Ready Fund	0	450,000	0	450,000	0	900,000	0	0
Local Government Resilience Fund	0	500,000	0	500,000		500,000	0	0
Stronger Communities Grant	0	20,000	0	20,000	20,000	0	0	0
Transport								
Main Roads WA Regional Road Group Funding	0	427,200	(320,526)	106,674	106,674	1,068,000	607,200	320,526
Roads to Recovery Funding	0	0	0	0	0	328,620	0	0
LRCIP Phase 4	0	0	0	0	0	210,792	0	0
TOTALS	0	1,397,200	(320,526)	1,076,674	126,674	3,372,849	607,200	320,526

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024****NOTE 14
TRUST FUND**

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening Balance 1 July 2023	Amount Received	Amount Paid	Closing Balance 31 Jan 2024
	\$	\$	\$	\$
Contributions from Sub Divider	150,357	0	0	150,357
CTF Levy	1,835	4,173	(2,397)	3,611
Building Commission	1,366	3,303	(2,010)	2,659
Unclaimed Monies	0	237	(237)	0
Nomination Deposits	0	700	0	700
	153,558	8,413	(4,644)	157,327

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 JANUARY 2024

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.

The material variance adopted by Council for the 2023-24 year is \$10,000 or 10.00% whichever is the greater.

Nature or type	Var. \$	Var. %	Explanation of variances	
			Timing	Permanent
	\$	%		
Revenue from operating activities				
Operating grants, subsidies and contributions	(140,536)	(28.88%)	▼ Timing	
Fees and charges	52,204	16.88%	▲ Timing	
Interest earnings	28,064	116.00%	▲	Permanent
Expenditure from operating activities				
Employee costs	370,846	23.36%	▲ Timing	
Materials and contracts	188,269	11.56%	▲ Timing	
Utility charges	9,646	26.21%	▲ Timing	
Depreciation on non-current assets	(1,768,953)	(125.17%)	▼	Permanent
Interest expenses	728	50.98%	▲ Timing	
Insurance expenses	(84,886)	(42.92%)	▼ Timing	
Other expenditure	14,838	20.01%	▲ Timing	
Non-cash amounts excluded from operating activities	1,986,584	150.50%	▲	Permanent
Investing activities				
Proceeds from non-operating grants, subsidies and contributions	(286,674)	(47.21%)	▼ Timing	
Proceeds from disposal of assets	(154,818)	(94.98%)	▼ Timing	
Payments for property, plant and equipment and infrastructure	1,279,963	63.61%	▲ Timing	
Financing activities				
Proceeds from new debentures	(1,462,024)	0.00%	▼ Timing	
Transfer from reserves	(573,543)	(100.00%)	▼ Timing	
Payments for principal portion of lease liabilities	2,517	31.92%	▲ Timing	
Transfer to reserves	(11,435)	(9943.48%)	▼	Permanent

List of Accounts Paid - January 2024				
Chq/EFT	Date	Name	Description	Amount
EFT28520	17/01/2024	Synergy	Electricity charges	-390.98
EFT28521	17/01/2024	Telstra Limited	Telephone Charges and TIMS SMS Messaging	-2395.25
EFT28522	17/01/2024	AFGRl	P57 - Parts	-28.08
EFT28523	17/01/2024	Australia Post	Postage Expenses	-90.32
EFT28524	17/01/2024	BDP Distribution Pty Ltd t/as McDonalds Wholesalers	Disaster Recovery Centre Nabawa - Supply & install; Overhead Rangehood at Nabawa Stadium Kitchen including additional ducting	-13578.40
EFT28525	17/01/2024	Baba Marda Road Services	M131 Traffic Management for verge pruning; M34 Place 60km/h signs to mitigate traffic risks with fire maintenance	-18154.64
EFT28526	17/01/2024	Batavia Concrete	RV02 Supply 6m3 of concrete for culvert repair	-2425.50
EFT28527	17/01/2024	BlazeAid	Minute Reference OCM 2023/12-6 Delegated Authority \$5,000 toward establishing a BlazeAid camp for bushfire recovery event	-5000.00
EFT28528	17/01/2024	Bridgestone Tyre Centre	P71 - New Tyres; P47 - Replacement tyre	-2601.00
EFT28529	17/01/2024	Bunnings Group Limited	Materials for timber ramp maintenance; 1x 9kg exchange gas & 1x 12v BBQ battery for Fig Tree Campground; 2x 9kg Gas Bottle Exchange for Coronation Beach Campgrounds; New power board for solar power at Coronation Beach	-607.09
EFT28530	17/01/2024	CJD Equipment Pty Ltd	P63 - Parts	-281.95
EFT28531	17/01/2024	Chapman Valley Menshed Inc	Open and close Nabawa tip gates	-400.00
EFT28532	17/01/2024	Cleanaway Co Pty Ltd (Commercial)	Commercial Waste Clearance	-7636.07
EFT28533	17/01/2024	Complete Office Supplies	Office supplies and amenities; Toilet Roll for Coronation Beach & Fig Tree Campgrounds;	-499.24
EFT28534	17/01/2024	Finishing WA	Binding of Council Minutes	-242.00
EFT28535	17/01/2024	GG Pumps And Electrical Pty Ltd	Yuna Multipurpose Community Centre - Supply and install irrigation pump; Nabawa Oval - Retic sprinklers	-2685.26
EFT28536	17/01/2024	GNC Building & Construction Group WA Pty Ltd	RV02 2 Custom Double Headwalls to suit 600mm dia concrete pipe double including delivery	-18403.00
EFT28537	17/01/2024	Geraldton Toyota	P51 - Parts	-945.82
EFT28538	17/01/2024	Glenfield Fresh IGA	Staff amenities and janitorial supplies	-3.99
EFT28539	17/01/2024	Goodyear & Dunlop Tyres (Aust) Pty Ltd	P67 - New Tyres; P62 - Tyre Repair	-2171.84
EFT28540	17/01/2024	Great Northern Rural Services	Nabawa Oval - Beetle Spray; Couplings for retic system	-443.47
EFT28541	17/01/2024	Helene Pty Ltd t/as LO-GO Appointments	Payroll Officer Maternity Leave Coverage	-1209.79
EFT28542	17/01/2024	Independent Rural Pty Ltd	Firearms Awareness Test for Trainee Ranger to be added to Corporate Firearms Licence	-70.00
EFT28543	17/01/2024	Integrated ICT	Managed Service Agreement & Shared Services Agreement; Starlink Data Plan; Microsoft 365 Licensing; Managed Service Agreement and Management Monitoring Tool; Managed Endpoint Protection, Advanced Email Filtering, System Information & Event Management, Single Sign On Identity Management; One Off Setup Costs - Managed Endpoint Protection, Advanced Email Filtering, Password Management System, SIEM Solution and Hardware	-9326.47
EFT28544	17/01/2024	Intellife Group Ltd	RV02 Vergeside vegetation clearing	-16544.00
EFT28545	17/01/2024	JA Diesel Pty Ltd	P62 - Service, parts, repairs; P72 - Wash, parts, repairs, test	-4268.00
EFT28546	17/01/2024	Jameon Criddle	P82 - Employee Reimbursement for Diesel Fuel CV1	-100.00
EFT28547	17/01/2024	Jungles Newsagency	Annual Newspaper	-17.10
EFT28548	17/01/2024	Kennards Hire Pty Limited	RC131 Hire of 5T Excavator and rock breaker; Hire of Fencing at Nabawa Rubbish Tip	-2970.00
EFT28549	17/01/2024	Kruize Asphalt & Contracting	M131 Provide water cart for road works	-9064.00
EFT28550	17/01/2024	Logic IT Solutions Pty Ltd	Network Management for CCTV Cameras	-627.00
EFT28551	17/01/2024	ML Communications	M126 Replace battery on security CCTV	-2337.74
EFT28552	17/01/2024	McIntosh Holdings Pty Ltd t/as Purcher International (W.A.)	P62 - Service Kit; P72 - Parts	-610.24
EFT28553	17/01/2024	Midwest Financial	Accountant declaration Growing Regions Program grant funding application	-110.00
EFT28554	17/01/2024	Mooreview Plants & Trees	Nabawa Oval, Tennis Area & Surrounds - Plants for garden beds	-50.00
EFT28555	17/01/2024	Node1Internet	Wireless Internet Services AT Nabawa Office & Library, Coronation Beach and Yuna Multipurpose Community Centre	-516.95
EFT28556	17/01/2024	Polstar Holdings Pty Ltd t/as Localworks Geraldton	21x shelf racks for building envelopes, return incorrect units; Parks & Gardens General Maintenance - 0-30VDC/5A LED DISP W/BLIGHT	-1053.09
EFT28557	17/01/2024	QHSE INTEGRATED SOLUTIONS PTY LTD t/as Skytrust Intelligence	Skytrust Intelligence System Tier 2 - Core Monthly Subscription and Online Induction & Training	-493.90
EFT28558	17/01/2024	QuikTrak	P42 - GPS Tracking	-228.00
EFT28559	17/01/2024	Refuel Australia	Purchase of fuel for Shire Operations	-26600.12
EFT28560	17/01/2024	Seek Ltd	Advert Senior Finance Officer January 2024	-368.50
EFT28561	17/01/2024	Services Australia	Payroll deductions	-150.25
EFT28562	17/01/2024	Statewide Bearings	P72 - Parts	-528.57
EFT28563	17/01/2024	Stewart & Heaton Clothing Co Pty Ltd.	Fire Fighting PPE for Bushfire Brigade Officers	-209.15
EFT28564	17/01/2024	Team Global Express Pty Ltd	Freight for: Nabawa, Yetna, Yuna, Durawah / Valentine, Howatharra Brigades Bushfire PPE; Water Samples	-74.91
EFT28565	17/01/2024	Think Water Geraldton	Install new float valves & revise tank fill inlets at Nanson Showgrounds; P918 - Parts	-822.70
EFT28566	17/01/2024	Totally Work Wear	PPE for outside crew	-258.65
EFT28567	17/01/2024	Western Australian Electoral Commission	Local Government Ordinary Election held 21 October 2023 conducted by WAEC	-15767.17
EFT28568	17/01/2024	Westrac Pty Ltd	Cutting Edges for P57, P26, P88 and P76; P35 - Parts; P99 - Various filters for various plant	-5930.00
EFT28569	17/01/2024	Winc Australia Pty Limited	Box 250 - Winc Envelope Kraft Pocket peel-n-seal Gold 380x255mm	-63.28
EFT28570	17/01/2024	Woodlake Holdings Pty Ltd t/as Geraldton Parts	P7589 - Parts	-1320.63
EFT28572	22/01/2024	Australian Taxation Office	BAS DEC'23	-36181.00
EFT28573	22/01/2024	Anthony Abbott	Purchase of black metal bookends for completion of Building Packet racks	-13.50
EFT28574	22/01/2024	Chapman Valley Agricultural Society Inc	Community Growth Fund Grant 2022-23 - Entry Banners	-5000.00
EFT28575	22/01/2024	Christopher John Thomas t/as CJ Vases	Repair damaged war grave at Nabawa Cemetery	-990.00
EFT28577	22/01/2024	Five Star Business Solutions & Innovation	Monthly printing charges	-713.80
EFT28578	22/01/2024	Inner Wheel Club of Geraldton	Donation for production of Midwest Seniors' Directory	-500.00
EFT28579	22/01/2024	MOD Designs	Provision of Gardening Services at White Peak and Cleaning of various Shire Buildings	-1510.00
EFT28580	22/01/2024	Midwest Auto Group	P77 - Service	-605.00
EFT28581	22/01/2024	Moore Australia (WA) Pty Ltd	2024 Budget Workshop - 1 March Livestream Attendance	-1320.00
EFT28582	22/01/2024	Option Refrigeration & Air Conditioning	Service Air Conditioners at Nabawa Office; Yuna Community Centre and Yuna Library	-846.12
EFT28583	22/01/2024	Philip Joseph Blakeway	Elected Member Payment	-2573.00
EFT28584	22/01/2024	Services Australia	Payroll deductions	-107.40
EFT28585	22/01/2024	Terrence Andrew Noden	Timber deck & rail maintenance at Nabawa Library	-1440.00
EFT28586	31/01/2024	Geraldton Regional Aboriginal Medical Service	VENUE HIRE BOND REFUND PART RETAINED FOR CLEANING	-455.00
EFT28587	31/01/2024	Kathleen Marcia McQuade	BOND REFUND - FOX / CAT TRAP	-59.00
EFT28588	31/01/2024	Bolts R Us	P72 - Parts	-53.69

List of Accounts Paid - January 2024				
Chq/EFT	Date	Name	Description	Amount
EFT28589	31/01/2024	Chapman Valley Menshed Inc	Open and close Nabawa tip gates	-400.00
EFT28590	31/01/2024	Cleanaway Co Pty Ltd (Domestic)	Domestic Waste Clearances	-13882.68
EFT28591	31/01/2024	Dianne Raymond	Front Office Wall Decor Reimbursement	-88.00
EFT28592	31/01/2024	Eco Building & Design	Sea Container Construction example F concept design	-825.00
EFT28593	31/01/2024	Freemans Liquid Waste	Pump out toilets and dump point at Coronation Beach Campgrounds	-1860.00
EFT28594	31/01/2024	Geraldton Trophy Centre	Australia Day 2024 - 3x Award Trophies CT1755 - Price includes engraving	-266.55
EFT28595	31/01/2024	Glenfield Fresh IGA	Meetings and refreshments	-11.98
EFT28596	31/01/2024	Helene Pty Ltd t/as LO-GO Appointments	Payroll Officer Maternity Leave Coverage	-559.76
EFT28597	31/01/2024	JA Diesel Pty Ltd	P76 - Test, repairs & parts; P60 - Repairs & parts; P72 - Repairs & Parts; P51 - Repairs & parts; P7589 - Repairs & parts	-3366.00
EFT28598	31/01/2024	Kruize Asphalt & Contracting	C01 Supply labour, bobcat, emulsion trailer and truck; M149 Repair blowout	-6710.00
EFT28599	31/01/2024	ML Communications	RC131 Hire of drone for road survey or design	-4400.00
EFT28600	31/01/2024	MOD Designs	Standing order for cleaning various Shire buildings	-785.00
EFT28601	31/01/2024	Mel Forrester Nominees Pty Ltd	RC131 Gravel Royalties	-16500.00
EFT28602	31/01/2024	Pest A Kill WA	Spray treatment internal & external for spiders at Museum; Yuna Multipurpose Community Centre; Yuna Hall	-550.00
EFT28603	31/01/2024	Queens Supa IGA Supermarket	Staff amenities and janitorial supplies	-52.72
EFT28604	31/01/2024	Searange Holdings Pty Ltd	Fuel Bowser Lease - Refer lease agreement LE01	-833.35
EFT28605	31/01/2024	Shire of Chapman Valley	BOND VENUE HIRE RETAINED FOR CLEANING SERVICES	-75.00
EFT28606	31/01/2024	Team Global Express Pty Ltd	Freight costs for Water Samples	-39.92
EFT28607	31/01/2024	TeletacNavman Australia	Teletac navman subscription for various vehicles	-769.45
EFT28608	31/01/2024	Terrence Andrew Noden	Replace int. signage at front area, maintenance on WC door locks at Coronation Beach Campgrounds; Complete framing & line ext at new rangehood at Disaster Recovery Centre Nabawa; Maintenance; window reveals & seal ext, door closers, portal frame closer panels at Howatharra Fire Shed	-3600.00
EFT28609	31/01/2024	Woolworths Group	Staff amenities and janitorial supplies	-132.80
EFT28610	03/01/2024	Westpac Geraldton	Credit Card Transactions: Refreshments for: WALGA Zone Meeting; Midwest Development Committee and Development WA Meeting; Refreshments for Volunteers at Bushfire Event; OCM Lunch for Councillors, Staff and Invited Guests; EOY Function Food & Bar; Aspire Learning Resources - eBook for Trainee Ranger, Galvins Plumbing Supplies - Nabawa Oval Sprinklers	-6380.31
DD18254.1	02/01/2024	Aware Super Pty Ltd	Superannuation contributions and Payroll Deduction	-8586.35
DD18254.2	02/01/2024	Rest Superannuation	Superannuation contributions and Payroll Deduction	-1107.54
DD18254.3	02/01/2024	Mercer Super Trust	Superannuation contributions and Payroll Deduction	-431.60
DD18254.4	02/01/2024	Wealth Personal Superannuation and Pension Fund	Superannuation contributions and Payroll Deduction	-596.27
DD18254.5	02/01/2024	OnePath Custodians Pty Limited	Superannuation contributions	-309.38
DD18254.6	02/01/2024	Hostplus Superannuation	Superannuation contributions	-53.86
DD18254.7	02/01/2024	Cbus Superannuation	Superannuation contributions	-74.05
DD18254.8	02/01/2024	Prime Super	Superannuation contributions	-301.14
DD18254.9	02/01/2024	ANZ Smart Choice Super	Superannuation contributions	-323.75
DD18263.1	16/01/2024	Aware Super Pty Ltd	Superannuation contributions and Payroll Deduction	-8625.07
DD18263.2	16/01/2024	Rest Superannuation	Superannuation contributions and Payroll Deduction	-1114.15
DD18263.3	16/01/2024	Mercer Super Trust	Superannuation contributions and Payroll Deduction	-435.98
DD18263.4	16/01/2024	Wealth Personal Superannuation and Pension Fund	Superannuation contributions and Payroll Deduction	-596.27
DD18263.5	16/01/2024	OnePath Custodians Pty Limited	Superannuation contributions	-291.22
DD18263.6	16/01/2024	Hostplus Superannuation	Superannuation contributions	-71.23
DD18263.7	16/01/2024	Cbus Superannuation	Superannuation contributions	-150.35
DD18263.8	16/01/2024	Prime Super	Superannuation contributions	-301.14
DD18263.9	16/01/2024	ANZ Smart Choice Super	Superannuation contributions	-323.75
DD18281.1	30/01/2024	Aware Super Pty Ltd	Superannuation contributions and Payroll Deduction	-9555.10
DD18281.2	30/01/2024	Rest Superannuation	Superannuation contributions and Payroll Deduction	-1149.67
DD18281.3	30/01/2024	Mercer Super Trust	Superannuation contributions and Payroll Deduction	-409.37
DD18281.4	30/01/2024	Wealth Personal Superannuation and Pension Fund	Superannuation contributions and Payroll Deduction	-596.27
DD18281.5	30/01/2024	OnePath Custodians Pty Limited	Superannuation contributions	-296.40
DD18281.6	30/01/2024	Hostplus Superannuation	Superannuation contributions	-130.31
DD18281.7	30/01/2024	Cbus Superannuation	Superannuation contributions	-22.44
DD18281.8	30/01/2024	Prime Super	Superannuation contributions	-301.14
DD18281.9	30/01/2024	ANZ Smart Choice Super	Superannuation contributions	-323.75
TOTAL				-\$ 331,607.69

List of Purchasing Card Transactions - January 2024					
Card Type	Cardholder	Date	Name	Description	Amount
Westpac Credit Card	Jamie Criddle	27/11/2023	Mingenew Bakery	Meetings & Refreshments - WALGA Zone Meeting	\$ 14.00
	Jamie Criddle	04/12/2024	Piper Lane Café	Meetings & Refreshments - Midwest Development Committee and Development WA Meeting	\$ 30.36
	Jamie Criddle	10/12/2024	Woolworths Geraldton	Refreshments for Bushfire Brigade Volunteers at Nabawa Bushfire Event 10/12/2023	\$ 83.50
	Jamie Criddle	10/12/2024	Subway Geraldton	Refreshments for Bushfire Brigade Volunteers at Nabawa Bushfire Event 10/12/2023	\$ 276.00
	Jamie Criddle	11/12/2024	IGA Glenfield	Refreshments for Bushfire Brigade Volunteers at Nabawa Bushfire Event 10/12/2023	\$ 41.25
	Jamie Criddle	10/12/2024	Bunnings	Refreshments for Bushfire Brigade Volunteers at Nabawa Bushfire Event 10/12/2023	\$ 288.00
	Jamie Criddle	10/12/2024	Cellarbrations Central Geraldton	Refreshments for Bushfire Brigade Volunteers at Nabawa Bushfire Event 10/12/2023	\$ 75.50
	Jamie Criddle	12/12/2024	IGA Glenfield	Refreshments for Bushfire Brigade Volunteers at Nabawa Bushfire Event 10/12/2023	\$ 64.65
	Jamie Criddle	13/12/2024	Coles	Refreshments for Bushfire Brigade Volunteers at Nabawa Bushfire Event 10/12/2023	\$ 126.15
	Jamie Criddle	13/12/2024	IGA Glenfield	Refreshments for Bushfire Brigade Volunteers at Nabawa Bushfire Event 10/12/2023	\$ 22.50
	Jamie Criddle	13/12/2024	Coles	Refreshments for Bushfire Brigade Volunteers at Nabawa Bushfire Event 10/12/2023	\$ 39.00
	Jamie Criddle	13/12/2024	IGA Glenfield	Refreshments for Bushfire Brigade Volunteers at Nabawa Bushfire Event 10/12/2023	\$ 47.87
	Jamie Criddle	13/12/2024	Liquor Barons Glenfield	Refreshments for Bushfire Brigade Volunteers at Nabawa Bushfire Event 10/12/2023	\$ 441.54
	Jamie Criddle	14/12/2024	Searange Holdings	Meetings & Refreshments - OCM Lunch 14/12/2023	\$ 490.00
	Jamie Criddle	14/12/2024	Searange Holdings	Meetings & Refreshments - EOY Function - Food	\$ 1,575.00
	Jamie Criddle	15/12/2024	Searange Holdings	Meetings & Refreshments - EOY Function - Bar tab	\$ 2,379.00
	Simon Lancaster	13/12/2024	Aspire Learning Resources	Trainee Ranger eBook	\$ 16.50
	Simon Lancaster	14/12/2024	Galvins Plumbing Supplies	Nabawa Oval Sprinklers	\$ 369.49
				TOTAL	\$ 6,380.31
Bunnings Trade Card	Anthony Abbott	12/01/2024	Bunnings	Water filters, no gaps for admin building	\$ 138.70
	Anthony Abbott	22/01/2024	Bunnings	BBQ utensils, WC brushes	\$ 88.94
	Anthony Abbott	23/01/2024	Bunnings	Locks, closers for WC door maintenance	\$ 247.14
	Anthony Abbott	24/01/2024	Bunnings	Materials for maint. window reveals, seal frames at Howatharra Fire Shed	\$ 321.65
	Anthony Abbott	30/01/2024	Bunnings	2x BBQ Batteries; Spray bottle for repointing foundations, cleaning cloths; insecticide for ant infestation; spray paint for ORBB foundation maintenance	\$ 298.08
				TOTAL	\$ 1,094.51
IGA Account Card	Beau Raymond	03/01/2024	Glenfield IGA	Meetings and refreshments incl. milk	\$ 11.98
		29/01/2024	Glenfield IGA	Meetings and refreshments incl. milk	\$ 12.20
				TOTAL	\$ 24.18

BANK RECONCILIATION - Muni Accounts
As at 31st of January 2024

SYNERGY

Balance as per Cash at Bank Account GL 160000	893,744.14
Balance as per Cash at Bank Account GL 170000	2,675,462.66
Balance as per Interfund Transfer A/c GL 161100	-
Plus Income on Bank Stmt not in ledgers	(961.20)
Less Expenditure on Bank Stmt not in ledgers	40.00
	\$3,568,205.60

BANK

Muni Bank Account (Account No 000040)	901,226.59
Investment Account (Account No 305784)	<u>2,675,462.66</u>
	<u>3,576,689.25</u>
Less Outstanding Payments	12,784.45
Plus Outstanding Deposits	4,738.60
Plus Tfer from Trust to Muni or [Tfer to Trust from Muni]	(437.80)
	\$3,568,205.60

Difference Check 0.00

Completed by:



Beau Raymond - Financial Services Officer

19/02/2024

Date

Reviewed by:



Dianne Raymond - Manager of Finance & Corporate Services

19.02.2024

Date



Corporate Card Statement

31 JAN 2024



SHIRE OF CHAPMAN VALLEY
THE SHIRE CLERK
ADMINISTRATION
C/- POST OFFICE
NABAWA WA 6532

FILE	310.00
RECORD	FN241486

Facility Number

00018023 20000001

Payment Due Date

31 January 2024

Closing Balance

\$0.00

This amount will be swept
from a nominated account.

For enquiries please call 1300 650 107 (8am - 8pm, Monday to Friday). Lost or stolen cards service available 24 hours a day, 7 days a week.

Any statement entries for purchases or cash advances made in a foreign currency include the following: (1) the foreign currency transaction amount converted into Australian dollars by the applicable credit card scheme and (2) the Westpac Foreign Transaction Fee (FX Fee), being the applicable Westpac Processing Fee and the applicable Westpac On-Charged Scheme Fee.

Company Name		Number of Cards		Cash Advance Annual % Rate	
Shire Of Chapman Valley		2		15.65%	
Contact Name		Facility Number		Facility Credit Limit	
The Shire Clerk		00018023 20000001		10,000	
Statement From	Statement To	Payment Due Date	Opening Balance	Closing Balance	Available Credit
21 Dec 2023	21 Jan 2024	31 Jan 2024	6,380.31	0.00	10,000.00

Payment will be automatically debited on the agreed payment date as recorded in your facility application.

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions		
6,380.31	6,380.31 -	0.00	0.00	0.00	0.00	0.00	0.00

Remember, if you have a card, always keep your passcode (PIN) secret - don't tell anyone or let them see it. Never write your passcode on your card or on anything that could be lost or stolen. If you do need to record a reminder, you must make every effort to disguise it. You may be liable for losses if you don't protect your passcode. To learn more about how you can protect your card against unauthorised transactions, or for information about disputed transactions, call us at 1300 650 107 during business hours.

Complaints

If you have a complaint, contact our dedicated Customer Solutions team on 132 032 or write to us at Westpac Customer Solutions, Reply Paid 5265, Sydney NSW 2001. If an issue has not been resolved to your satisfaction, you can lodge a complaint with the Australian Financial Complaints Authority (AFCA). AFCA provides fair and independent financial services complaint resolution that is free to consumers.

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Phone 1800 931 678

Mail: Australian Financial Complaints Authority GPO Box 3 Melbourne VIC 3001



S001255 / M000453 / 020 / CN1VP4P1



Corporate Card Statement

SHIRE OF CHAPMAN VALLEY
THE SHIRE CLERK
ADMINISTRATION
C/- POST OFFICE
NABAWA W A WA 6532

CARDHOLDER TRANSACTION DETAILS

Cardholder Name	Card Number	Credit Limit	Available Credit
Jameon Criddle	5163 2531 0145 4541	6,000	6,000.00

For enquiries please call 1300 650 107 (8am - 8pm, Monday to Friday). Lost or stolen cards service available 24 hours a day, 7 days a week.

Corporate Card Transactions			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
02 JAN	Payments AUTOMATIC PAYMENT	5,994.32-	
	Sub Total:	5,994.32-	

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions		
5,994.32	5,994.32 -	0.00	0.00	0.00	0.00	0.00	0.00

I have checked the above details and verify that they are correct.

Cardholder Signature _____

Date

17/2/24

Transactions examined and approved.

Manager/Supervisor Signature _____

Date

13.02.2024

Remember, if you have a card, always keep your passcode (PIN) secret - don't tell anyone or let them see it. Never write your passcode on your card or on anything that could be lost or stolen. If you do need to record a reminder, you must make every effort to disguise it. You may be liable for losses if you don't protect your passcode. To learn more about how you can protect your card against unauthorised transactions, or for information about disputed transactions, call us at 1300 650 107 during business hours.

Corporate Card Statement

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Corporate Card Statement

SHIRE OF CHAPMAN VALLEY
THE SHIRE CLERK
ADMINISTRATION
C/- POST OFFICE
NABAWA WA 6532

CARDHOLDER TRANSACTION DETAILS

Cardholder Name	Card Number	Credit Limit	Available Credit
Simon Lancaster	5163 2531 0083 4453	4,000	4,000.00

For enquiries please call 1300 650 107 (8am - 8pm, Monday to Friday). Lost or stolen cards service available 24 hours a day, 7 days a week.

Corporate Card Transactions			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
02 JAN	Payments AUTOMATIC PAYMENT	385.99-	
	Sub Total:	385.99-	

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions		
385.99	385.99 -	0.00	0.00	0.00	0.00	0.00	0.00

I have checked the above details and verify that they are correct.

Cardholder Signature 

Date 13/2/24

Transactions examined and approved.

Manager/Supervisor Signature 

Date 13.02.2024

Remember, if you have a card, always keep your passcode (PIN) secret - don't tell anyone or let them see it. Never write your passcode on your card or on anything that could be lost or stolen. If you do need to record a reminder, you must make every effort to disguise it. You may be liable for losses if you don't protect your passcode. To learn more about how you can protect your card against unauthorised transactions, or for information about disputed transactions, call us at 1300 650 107 during business hours.

S001256 / M000453 / 020 / CN1VP4P1

Corporate Card Statement

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Corporate Card Statement



SHIRE OF CHAPMAN VALLEY
THE SHIRE CLERK
ADMINISTRATION
C/- POST OFFICE
NABAWA W A WA 6532

04 JAN 2024

DATE	
FILE	Facility Number <u>304.01.</u> 00018023 20000001
RECORD	Payment Due Date 02 January 2024
	Closing Balance <u>CR 23,244</u> \$6,380.31

This amount will be swept
from a nominated account.

For enquiries please call 1300 650 107 (8am - 8pm, Monday to Friday). Lost or stolen cards service available 24 hours a day, 7 days a week.

Any statement entries for purchases or cash advances made in a foreign currency include the following: (1) the foreign currency transaction amount converted into Australian dollars by the applicable credit card scheme and (2) the Westpac Foreign Transaction Fee (FX Fee), being the applicable Westpac Processing Fee and the applicable Westpac On-Charged Scheme Fee.

Company Name Shire Of Chapman Valley		Number of Cards 2	Cash Advance Annual % Rate 15.65%
Contact Name The Shire Clerk		Facility Number 00018023 20000001	Facility Credit Limit 10,000
Statement From 21 Nov 2023	Statement To 20 Dec 2023	Payment Due Date 02 Jan 2024	Opening Balance 1,211.44
			Closing Balance 6,380.31
			Available Credit 3,619.69

Payment will be automatically debited on the agreed payment date as recorded in your facility application.

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions		
1,211.44	1,211.44 -	6,380.31	0.00	0.00	0.00	6,380.31	0.00

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S000733 / M000251 / 355 / CN1VP4P1



Corporate Card Statement

SHIRE OF CHAPMAN VALLEY
THE SHIRE CLERK
ADMINISTRATION
C/- POST OFFICE
NABAWA WA 6532

CARDHOLDER TRANSACTION DETAILS

Cardholder Name	Card Number	Credit Limit	Available Credit
Jameon Criddle	5163 2531 0145 4541	6,000	5.68

For enquiries please call 1300 650 107 (8am - 8pm, Monday to Friday). Lost or stolen cards service available 24 hours a day, 7 days a week.

Corporate Card Transactions			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
04 DEC	Payments AUTOMATIC PAYMENT	1,193.19-	
	Sub Total:	1,193.19-	
27 NOV	Purchases MINGENEW BAKERY MINGENEW AUS	14.00 -	0462 → WALGA ZONE
04 DEC	BAKERIES SQ *PIPER LANE CAFE Geraldton AUS	30.36 -	0462
10 DEC	FAST FOOD RESTAURANTS WOOLWORTHS 4328 GERALDTON AUS	83.50 ✓	MINDX + DEV WA
10 DEC	GROCERY STORES, SUPERMARKETS Subway Geraldton 21267 Geraldton AUS	276.00 ✓	
11 DEC	FAST FOOD RESTAURANTS IGA GLENFIELD L0496 GLENFIELD AUS	41.25 ✓	
10 DEC	GROCERY STORES, SUPERMARKETS BUNNINGS 308000 GERALDTON AUS	288.00 ✓	NABAW Bushfire Evict 10/12/23
10 DEC	HOME SUPPLY WAREHOUSE STORES CELLARBRATIONS CENTRAL GERALDTON AUS	75.50 ✓	
12 DEC	PACKAGE STORES - BEER, LIQUO IGA GLENFIELD L0496 GLENFIELD AUS	64.85 ✓	
13 DEC	GROCERY STORES, SUPERMARKETS COLES 0350 GERALDTON AUS	126.15 ✓	NABAW/155/610
13 DEC	GROCERY STORES, SUPERMARKETS IGA GLENFIELD L0496 GLENFIELD AUS	22.50 ✓	
13 DEC	GROCERY STORES, SUPERMARKETS COLES 0350 GERALDTON AUS	39.00 ✓	
13 DEC	GROCERY STORES, SUPERMARKETS IGA GLENFIELD L0496 GLENFIELD AUS	47.87 ✓	
13 DEC	GROCERY STORES, SUPERMARKETS LIQUOR BARONS L0522 GLENFIELD AUS	441.54 ✓	
14 DEC	PACKAGE STORES - BEER, LIQUO SEARANGE HOLDINGS PL GERALDTON AUS	490.00 ✓	0462
	EATING PLACES, RESTAURANTS OCM LUNCH		

S000735 / M000251 / 355 / CN1VP4P1

CSF VP4

Corporate Card Statement

Corporate Card Transactions			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
14 DEC	SEARANGE HOLDINGS PL GERALDTON AUS EATING PLACES, RESTAURANTS Sub Total:	3,954.00✓ 5,994.32	104620.02 FOOD \$1575.00 BAR \$2379.00

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions		
1,193.19	1,193.19 -	5,994.32	0.00	0.00	0.00	5,994.32	0.00

I have checked the above details and verify that they are correct.

Cardholder Signature _____

Date 30/1/24

Transactions examined and approved. _____

Date 30/1/24

Manager/Supervisor Signature _____

Date 30/1/24

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S000735 / M000251 / 355 / CN1VP4P1



Corporate Card Statement

SHIRE OF CHAPMAN VALLEY
THE SHIRE CLERK
ADMINISTRATION
C/- POST OFFICE
NABAWA W A WA 6532

CARDHOLDER TRANSACTION DETAILS

Cardholder Name	Card Number	Credit Limit	Available Credit
Simon Lancaster	5163 2531 0083 4453	4,000	3,614.01

For enquiries please call 1300 650 107 (8am - 8pm, Monday to Friday). Lost or stolen cards service available 24 hours a day, 7 days a week.

Corporate Card Transactions			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
04 DEC	Payments AUTOMATIC PAYMENT	18.25-	
	Sub Total:	18.25-	
13 DEC	Purchases PAYPAL *MYCONNECT ASPI 4029357733 AUS	16.50	107720.52
	ELEMENTARY & SECONDARY SCHOO		TRAINEE RANGER EBOOK.
14 DEC	GALVINS PLUMBING SUPPL WEBBERTON AUS	369.49	1055/039/566
	HEATING, PLUMBING, AIR CONDI		NABAWA DVAL SPRINKLERS
	Sub Total:	385.99	

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions		
18.25	18.25 -	385.99	0.00	0.00	0.00	385.99	0.00

I have checked the above details and verify that they are correct.

Cardholder Signature _____ Date 20/1/24

Transactions examined and approved.

Manager/Supervisor Signature _____ Date 19/1/2024

Corporate Card Statement

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10.3 Chief Executive Officer

10.3.1	Compliance Audit Return
Department	Finance, Governance & Corporate Services Chief Executive Officer Finance
Author	Jamie Criddle
Reference(s)	305.00 & 403.05
Attachment(s)	1. Compliance Audit Return 2023 [10.3.1.1 - 12 pages]

Voting Requirements

Simply Majority

Staff Recommendation

That Council receives the 2023 Compliance Audit Return and is to be signed by CEO and Shire President prior to lodging with the Department of Local Government, Sport and Cultural Industries

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

The completed annual Compliance Audit Return for calendar year 2023 is presented to the Council for consideration. It is a requirement of all Local Governments to complete the Annual Compliance Audit Return as part of its regulatory obligations to the Department of Local Government, Sport and Cultural Industries.

Comment

The Compliance Audit Return has been completed for the 2023 calendar year and is submitted for review. There are no issues of non-compliance identified for further attention. As per the Local Government (Audit) Regulations, this item was presented to the Finance Audit & Risk Management Committee Meeting, held on Thursday 22nd February 2024 and recommended for endorsement by Council. The Return has been recommended to Council by Officers and it attached.

Statutory Environment

The report complies with the requirements of the:
Local Government Act 1995

The following statutory provisions apply:

Local Government (Audit) Regulations – Regulation 14 – Compliance audit return to be reviewed by Audit Committee and report made to Council.

Local Government (Audit) Regulations – Regulation 15 – once considered by Council, the return is to be signed by President and CEO and lodged with the Department by 31 March.

Policy/Procedure Implications

No Policy or Management Procedure affected.

Financial Implications

No Financial Implications Identified.

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

Relevant staff have been consulted as part of the process to complete the Compliance Audit Report.

Risk Assessment

A Moderate Compliance Risk of Level 3 - Which will likely result in short term non-compliance but with significant regulatory requirements imposed.

A Minor Reputational Risk of Level 2 - Which will likely result in substantiated, low impact, low news item.

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - Chapman Valley



Department of
**Local Government, Sport
and Cultural Industries**

Chapman Valley – Compliance Audit Return

Commercial Enterprises by Local Governments				
No	Reference	Question	Response	Comments
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2023?	N/A	
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2023?	N/A	
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2023?	N/A	
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2023?	N/A	
5	s3.59(5)	During 2022, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A	

Delegation of Power/Duty				
No	Reference	Question	Response	Comments
1	s5.16 (1)	Were all delegations to committees resolved by absolute majority?	N/A	
2	s5.16 (2)	Were all delegations to committees in writing?	N/A	
3	s5.17	Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995?	N/A	
4	s5.18	Were all delegations to committees recorded in a register of delegations?	N/A	
5	s5.18	Has council reviewed delegations to its committees in the 2022/2023 financial year?	Yes	

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - Chapman Valley



Department of
**Local Government, Sport
and Cultural Industries**

6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995?	Yes	
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	Yes	
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2022/2023 financial year?	Yes	
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?	Yes	

Disclosure of Interest				
No	Reference	Question	Response	Comments
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes	
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?	Yes	
3	s5.73	Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?	Yes	
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes	
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2022?	Yes	

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - Chapman Valley



Department of
**Local Government, Sport
and Cultural Industries**

6	s5.77	On receipt of a primary or annual return, did the CEO, or the Mayor/President, give written acknowledgment of having received the return?	Yes	
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995?	Yes	
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?	Yes	
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person?	Yes	
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A?	Yes	
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	
13	s5.89A(6)	When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the Local Government Act 1995, did the CEO remove from the register all records relating to those people?	Yes	
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) of the Local Government Act 1995 been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	
15	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - Chapman Valley



Department of
**Local Government, Sport
and Cultural Industries**

16	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A	
17	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under section 5.71B(6) of the Local Government Act 1995, recorded in the minutes of the council meeting at which the decision was considered?	N/A	
18	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members candidates that incorporates the model code of conduct?	Yes	
19	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the Local Government Act 1995?	Yes	
20	s5.104(7)	Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?	Yes	
21	s5.51A(1) & (3)	Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government? If yes, has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	Yes	

Disposal of Property				
No	Reference	Question	Response	Comments
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)?	Yes	
2	s3.58(4)	Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	N/A	

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - Chapman Valley



Department of
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Elections				
No	Reference	Question	Response	Comments
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997?	Yes	
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?	Yes	
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?	Yes	

Finance				
No	Reference	Question	Response	Comments
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Local Government Act 1995?	Yes	
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Local Government Act 1995, did it do so by absolute majority?	N/A	
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2023 received by the local government by 31 December 2023?	No	Approval was sought & granted by the Minister

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4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	N/A	
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A	
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website?	N/A	
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June 2023 received by the local government within 30 days of completion of the audit?	Yes	

Local Government Employees				
No	Reference	Question	Response	Comments
1	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?	N/A	
2	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A	
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995?	N/A	
4	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A	
5	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A	

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Official Conduct				
No	Reference	Question	Response	Comments
1	s5.120	Has the local government designated an employee to be its complaints officer?	Yes	
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the Local Government Act 1995?	Yes	
3	S5.121(2)	Does the complaints register include all information required by section 5.121(2) of the Local Government Act 1995?	Yes	
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes	

Tenders for Providing Goods and Services				
No	Reference	Question	Response	Comments
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes	
2	s3.57 F&G Reg 11	Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?	Yes	
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 of the Local Government Functions and General) Regulations 1996, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?	Yes	

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4	F&G Reg 12	Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	N/A	
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents, or each acceptable tenderer notice of the variation?	N/A	
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?	Yes	
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes	
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	N/A	
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes	
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes	
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?	Yes	
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A	
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	Yes	

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14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?	Yes	
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions & General) Regulations 1996 regulations 24AD(4) and 24AE?	Yes	
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A	
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	Yes	
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?	Yes	
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A	
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	Yes	
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	Yes	
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?	N/A	

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Integrated Planning and Reporting				
No	Reference	Question	Response	Comments
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	18/08/2022
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	21/12/2023
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?	Yes	

Optional Questions				
No	Reference	Question	Response	Comments
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the Local Government (Financial Management) Regulations 1996 regulations 5(2)(c) within the three financial years prior to 31 December 2023? If yes, please provide the date of council's resolution to accept the report.	No	The process was started prior to 31/12/23 but not completed by contractor until Jan/Feb 2024. Report to be adopted at February Audit Committee meeting
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2023? If yes, please provide date of council's resolution to accept the report.	No	The process was started prior to 31/12/23 but not completed by contractor until Jan/Feb 2024. Report to be adopted at February Audit Committee meeting
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B of the Local Government Act 1995, were the disclosures made within 10 days after receipt	Yes	

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		of the gift? Did the disclosure include the information required by section 5.87C of the Act?		
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?	Yes	
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?	Yes	
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2022/2023 financial year and publish it on the local government's official website by 31 July 2023?	Yes	
8	s6.4(3)	By 30 September 2023, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2023?	No	Council Requested & Received an extension from the Minister.
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes	

Chief Executive Officer

Date

Mayor/President

Date

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10.3.2	Review of Delegations
Department	Finance, Governance & Corporate Services Administration & Governance Chief Executive Officer
Author	Jamie Criddle
Reference(s)	411.03
Attachment(s)	1. Delegation Reg Review 2024 [10.3.2.1 - 104 pages]

Voting Requirements

Section 5.46 (2) states Council must review the Delegation Register annually, however, if no amendments are made to the existing register a simple majority may accept it without amendment.

Section 5.42 (1) states that any decision to amend or revoke a delegation by a Local Government is to be by an Absolute Majority.

Absolute Majority

Staff Recommendation

That Council endorse the current Delegations Register as presented.

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

Section 5.42 of the Local Government Act 1995 provides for a local government to delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under —

- a. this Act other than those referred to in section 5.43; or
- b. the Planning and Development Act 2005 section 214(2), (3) or (5).

The application of delegated authority is intended to improve the efficiency, effectiveness and timeliness of decision making and is consistent with the Shire's Strategic Community Plan and commitment to a strong customer service focus.

The use of delegated and sub delegated authority does not 'undermine' the roles and responsibilities of elected members constituting the Council as the peak local decision-making body of the community. Rather it should free up the Council from some matters to better able to deal with high level strategic matters and in the knowledge that decision making on the former will be made by employees consistent with Council Policy and precedents.

Comment

Council is required to review its Delegations Register at least once a year and as the existing delegations appear to be working satisfactorily the Staff Recommendation is to endorse the current Delegations Register as presented. It is also advised that Delegations, as well as Policies can be amended at any time deemed necessary and may be required once the effect of the New Local Government Act 1995 amendments are known.

Statutory Environment

The report complies with the requirements of the:
Local Government Act 1995

s5.42 Delegation of some powers and duties to CEO

s5.43 Limits on delegations to CEO

s5.44 CEO may delegate powers and duties to other employees

s5.45 Other matters relevant to delegations under this Division

s5.46 Register of, and records relevant to, delegations to CEO and employees

Policy/Procedure Implications

No Policy or Management Procedure affected.

Financial Implications

No Financial Implications Identified.

Strategic Implications

Strategic Community Plan/Corporate Business Plan Implications

GOVERNANCE & ACCOUNTABILITY

5.1 Ensure governance and administration systems, policies and processes are current and relevant.

5.1.1 Review policy categories and set ongoing accountability for review processes.

Consultation

The legislative process to review the Delegation Register requires discussion and consultation at a Council and Staff level, which is the basis of this Agenda Item.

Risk Assessment

A Moderate Compliance Risk of Level 3 - Which will likely result in short term non-compliance but with significant regulatory requirements imposed.

An Insignificant Reputational Risk of Level 1 - Which will likely result in unsubstantiated, low impact, low profile or 'no news' item.



Shire of Chapman Valley

Delegations Register

Last Full Review – March 2022
(Minute Reference 03/22-3)

Introduction

Purpose of Delegated Authority

The aim of delegated authority is to assist with the efficiency of the local government by way of quicker decisions. This is consistent with the Shire of Chapman Valley's ***Strategic Community Plan***. This delegated authority register will be reviewed on an annual basis in accordance with the Local Government Act 1995 requirements.

The Local Government Act 1995 provides the power to delegate certain functions to the Chief Executive Officer. Furthermore, the Act allows for the Chief Executive Officer to sub delegate to another employee (Section 5.44 (1). This must be done in writing (Section 5.44 (2). The Act allows for the Chief Executive Officer to place conditions on any sub-delegations, if desired (Section 5.44 (4)).

Other Acts administered by local government also provide the power to delegate or appoint and references within each delegation subject provide information on the respective head of power.

Review Requirements

In accordance with the requirements of Section 5.46(2) of the ***Local Government Act 1995***, the Delegations Register must be reviewed at least once every financial year.

FULL REVIEW

Date	Council Resolution
19 May 2010	OCM 05/10-27
18 May 2011	OCM 05/11-11
28 June 2012	OCM 06/12-9
19 June 2013	OCM 06/13-18
21 May 2014	OCM 05/14-13
20 May 2015	OCM 05/15-7
18 May 2016	OCM 05/16-27
17 May 2017	OCM 05/18-13
16 May 2018	OCM 05/18-13
17 April 2019	OCM 04/19-9
18 March 2020	OCM 03/20-7
17 March 2021	OCM 03/21-03
16 March 2022	OCM 03/22-03
16 March 2023	OCM 2023/03-3

(Note: Amendments to specific Delegations/Appointments/Sub-Delegations are noted at individual Delegation page)

INDEX

DELEGATIONS COUNCIL TO CHIEF EXECUTIVE OFFICER

1000 ADMINISTRATION

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Conferences, Seminars & Training Courses	1002
Legal Advice	1003
Liquor, Sale of from Council Property	1004
Street Appeals	1005
Enforcement and Legal Proceedings	1006
Lease of Council Buildings	1007
Annual Leave Clearance	1008
Policy on Legal Representation – Cost Indemnification	1009
Common Seal	1010
Impounding of Goods Including Abandoned Vehicles	1011
Acting Chief Executive Officer	1012
Authorisation of Officers	1013
Transfer of Land Documentation	1014
Execution of Contracts	1015
Notices Requiring Certain Things to be Done by Owner or Occupier of land and Additional Powers When Notice is Given	1018
Conferences, Seminars, Meetings and Training Courses – Reimbursement of Councillor Expenses	1019

2000 WORKS

DETAILS	REFERENCE
Vehicles, Use of	2001
Regulatory Signs, i.e. Stop, Give-Way, Speed etc.	2002
Road Closures, Temporary	2003
Disposal pf Surplus equipment / Materials / Tools etc	2004
License to Deposit Materials on or Excavate Adjacent to a Street	2005
Events on Roads	2006
Exercising Powers of the Local Government	2007
Private Works	2008
Damage to Roads, Kerbing, Footpaths etc	2009
Street Signs	2010
Gates & Pipes Across Thoroughfares	2011
Heavy Haulage (RAV) Vehicles	2012

3000 FINANCE

DETAILS	REFERENCE
Payment of Accounts	3001

Rate Book	3002
Investment of Surplus Funds	3003
Council Purchasing Authority	3004
Donations & Grants	3005
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4000 FIRE CONTROL

DETAILS	REFERENCE
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Burning, Prohibited Times (Variations)	4003
Removal of Hazards	4004
Offences – Bush Fire Act & Regulations	4005

5000 PLANNING

DETAILS	REFERENCE
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Subdivision Applications	5002
Local Planning Scheme Amendments	5003
Responding to Appeals and Requests for Reconsideration	5004
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6000 HEALTH/BUILDING

DETAILS	REFERENCE
Building Act 2011	6001 a-g
Caravan Park and Camping Grounds	6002
Treatment of Sewage and Disposal of Effluent and Liquid Waste	6003
Public Health Act 2016	6004

7000 ANIMAL CONTROL

DETAILS	REFERENCE
Dog Control – Enforcement of Dog Act & Local Laws	7001
Dog Registrations	7002
Dog Act Infringement	7003
Cat Control – Administration and Enforcement of Cat Act 2011 & Associated Subsidiary Legislation	7004

8000 LANDCARE

DETAILS	REFERENCE
Landcare	8001

DELEGATIONS

APPOINTMENTS

&

SUB-DELEGATIONS

COUNCIL DELEGATIONS/APPOINTMENTS TO CHIEF EXECUTIVE OFFICER		
APPOINTMENTS		
	- Bush Fire Administration Officer	
	- Equal Employment Opportunities Grievance Officer	
	- Authorised Person & Registration Officer (Dog Act 1976)	
	- Pension Rates Review Officer	
	- Litter Control Officer	
	- Administrator of all Council Local Laws	
	- Returning Officer (Council Elections)	
	- Principal Accounting Officer	
DELEGATIONS		
DEL NO.	AUTHORITY (Section 5.42)	CEO's SUB-DELEGATION TO STAFF
1001	Disputes, Arbitration & Industrial	
1002	Conferences, Seminars & Training Courses	
1003	Legal Advice	Deputy Chief Executive Officer (for planning issues)
1004	Liquor, Sale of from Council Property	Deputy Chief Executive Officer & Manager Finance & Corporate Services (in the absence of the CEO only)
1005	Street Appeals	Deputy Chief Executive Officer & Manager Finance & Corporate Services (in the absence of the CEO only)
1006	Enforcement and Legal Proceedings	
1007	Lease of Council Buildings	Deputy Chief Executive Officer & Manager Finance & Corporate Services (in the absence of the CEO only)
1008	Annual Leave Clearance	
1009	Policy on Legal Representation – Cost Indemnification	
1010	Common Seal	
1011	Impounding of Goods Including Abandoned Vehicles	
1012	Acting Chief Executive Officer	
1013	Authorisation of Officers	Various. Refer to detailed Sub-Delegations to specific Staff
1014	Transfer of Land Documentation	
1015	Execution of Contracts	

DEL NO.	AUTHORITY (Section 5.42)	CEO's SUB-DELEGATION TO STAFF
1018	Notices Requiring Certain Things to be Done by Owner or Occupier of land and Additional Powers When Notice is Given	
1019	Conferences, Seminars, Meetings and Training Courses – Reimbursement of Councillor Expenses	
2001	Vehicles, Use of	
2002	Regulatory Signs	
2003	Road Closures, Temporary	Manager of Works & Services (in consultation with CEO, or the DCEO in the absence of the CEO)
2004	Disposal of Surplus Equipment, Materials, Tools, etc.	
2005	Licence to Deposit Materials on or Excavate Adjacent to a Street	
2006	Events on Roads	
2007	Exercising Powers of the Local Government	
2008	Private Works	Manager of Works & Services
2009	Damage to Roads, Kerbing, Footpaths etc	Manager of Works & Services
2010	Street Signs	Manager of Works & Services
2011	Gates & Pipes Across Thoroughfares	
2012	Heavy Haulage (RAV) Vehicles	Manager of Works & Services (in consultation with CEO)
3001	Payment of Accounts	Manager Finance & Corporate Services
3002	Rate Book	Manager Finance & Corporate Services
3003	Investment of Surplus Funds	Manager Finance & Corporate Services
3004	Council Purchasing Authority	Various Staff – Refer to Council's Purchasing Policy CP-024
3005	Donations & Grants	
3006	Master Lending Agreement	
3007	Interest & Legal Fees to be Written Off	
3008	Financial Assistance	
3009	Tenders for Providing Goods & Services	
3010	Acceptance of Tenders	
3011	Budget Expenditure	
4001	Firebreak Order, Variation to	Chief Bush Fire Control Officer & Senior Ranger (in consultation with CEO)

DEL NO.	AUTHORITY (Section 5.42)	CEO's SUB-DELEGATION TO STAFF
4002	Burning of Roadsides	Chief Bush Fire Control Officer (in consultation with CEO)
4003	Burning, Prohibited Times (Variations)	Chief Bush Fire Control Officer (in consultation with CEO)
4004	Removal of Hazards	Manager Works & Services (in CEOs absence) & Chief Bush Fire Control Officer (in consultation with CEO)
4005	Offences – Bush Fire Act & Regulations	Deputy Chief Executive Officer (in CEOs absence)
5001	Development Applications	Deputy Chief Executive Officer
5002	Subdivision Applications	Deputy Chief Executive Officer
5003	Town Planning Scheme Amendments	Deputy Chief Executive Officer
5004	Responding to Appeals and Requests for Reconsideration	Deputy Chief Executive Officer
5005	Road Names – Policy	Deputy Chief Executive Officer
6001	Building Act 2001	Building Surveyor
6001a	Building and Demolition Permits – Building Act 2011	Building Surveyor
6001b	Occupancy Permits and Building Approval Certificates – Building Act 2011	Building Surveyor
6001c	Building Orders – Building Act 2011	Building Surveyor
6001d	Building Information – Building Act 2011	Building Surveyor
6001e	Swimming Pool – Building Act 2011	Building Surveyor
6001f	Smoke Alarms – Building Act 2011	Building Surveyor
6001g	Transitional Provisions relating to Local Government – Building Act 2011	Building Surveyor
6002	Caravan Park & Camping Grounds	E.H.O, Building Surveyor/Projects Officer, Senior Ranger
6003	Treatment of Sewage and Disposal of Liquid Waste	E.H.O/Building Surveyor/Projects Officer
6004	Public Health Act 2016	E.H.O
7001	Enforcement of Dog Act and Local Laws	Senior Ranger
7002	Dog Registration	Senior Ranger
7003	Dog Act Infringement	Senior Ranger
7004	Cat Act 2011	Senior Ranger
8001	Landcare	

CEO'S DELEGATIONS/APPOINTMENTS - DEPUTY CHIEF EXECUTIVE OFFICER

DEL NO.	AUTHORITY (Section 5.42)	COMMENTS
1013	Shire of Chapman Valley Town Planning Schemes	
1013	Dog Act 1976 & Regulations	
1013	Authorised Person & Registration Officer (Dog Act 1976 for Licensing Purposes)	
1013	Litter Act 1979 & Regulations	
1013	Caravan Parks & Camping Grounds Act 1995 & Regulations	
1013	Cat Act 2011 & Regulations	
1003	Legal Advice	
1004	Liquor, Sale of from Council Property	In the absence of the CEO only
1005	Street Appeals	In the absence of the CEO only
1007	Leasing of Council Buildings	In the absence of the CEO only
1011	Impounding of Goods Including Abandoned Vehicles	
3001	Payment of Accounts	
4005	Offences – Bush Fire Act & Regulation	In the absence of the CEO only
3004	Council Purchasing Authority	
5001	Development Applications	
5002	Subdivision Applications	
5003	Town Planning Scheme Amendments	
5004	Responding to Appeals and Requests for Reconsideration	
5005	Road Names	

CEO'S DELEGATIONS/APPOINTMENTS - MANAGER FINANCE & CORPORATE SERVICES

DEL NO.	AUTHORITY (Section 5.42)	COMMENTS
1013	Authorised Person and Registration Officer (Dog Act 1976 and Cat Act 2011 for Licensing Purposes)	
1013	Cemeteries Act 1986 & Regulations	
-	Freedom of Information Co-ordinator	
1004	Liquor, Sales of from Council	In the absence of the CEO only
1005	Street Appeals	In the absence of the CEO only
1007	Leasing of Council Buildings	In the absence of the CEO only
3001	Payment of Accounts	
3002	Rate Book	
3003	Investment of Surplus Funds	
3004	Council Purchasing Authority	

CEO'S DELEGATIONS/APPOINTMENTS - MANAGER OF WORKS & SERVICES

DEL NO.	AUTHORITY (Section 5.42)	COMMENTS
1013	Litter Control Officer (Litter Act 1979)	
1013	Dog Control Officer (1976)	
1013	Cat Act 2011 & Regulations	
1013	Litter Act 1979 & Regulations	
2003	Road Closures, Temporary	In consultation with CEO, or the DCEO in the absence of the CEO.
2008	Private Works	
2009	Damage to Roads, Kerbing, Footpaths etc	
2010	Street Signs	
2012	Heavy Haulage (RAV) Vehicles	In consultation with CEO.
3004	Council Purchasing Authority	
4004	Removal of Hazards	

CEO'S DELEGATIONS/APPOINTMENTS - BUILDING SURVEYOR / PROJECTS OFFICER

DEL NO.	AUTHORITY (Section 5.42)	COMMENTS
1013	Building Act 2011 & Regulations	
1013	Caravan Parks & Camping Grounds Act 1995 & Regulations	
3004	Council Purchasing Authority	
6001	Building Act 2001	
6001a	Building and Demolition Permits – Building Act 2011	
6001b	Occupancy Permits and Building Approval Certificates – Building Act 2011	
6001c	Building Orders – Building Act 2011	
6001d	Building Information – Building Act 2011	
6001e	Swimming Pool – Building Act 2011	
6001f	Smoke Alarms – Building Act 2011	
6001g	Transitional Provisions relating to Local Government – Building Act 2011	
6002	Caravan Parks & Camping Grounds	
6003	Treatment of Sewerage and Disposal of Effluent and Liquid Waste	

CEO'S DELEGATIONS/APPOINTMENTS - ENVIRONMENTAL & HEALTH OFFICER

DEL NO.	AUTHORITY (Section 5.42)	COMMENTS
1013	Health (Miscellaneous Provisions) Act 1911	
1013	Food Act 2008	
6002	Caravan Park & Camping Grounds	
6003	Treatment of Sewage and Disposal of Liquid Waste	
6004	Demolition Licenses	

CEO'S DELEGATIONS/APPOINTMENTS - SENIOR RANGER

DEL NO.	AUTHORITY (Section 5.42)	COMMENTS
1013	Litter Control Officer (Litter Act 1979)	
1013	Dog Control Officer (1976)	
1013	Cat Act 2011 & Regulations	
1013	Control of Vehicles (Off Road Areas) Act 1978 & Regulations	
1013	Caravan Parks & Camping Grounds Act 1995 & Regulations	
1013	Fire Prevention Officer	
1013	Fire Training Officer	
-	RSPCA Welfare Officer	
3004	Council Purchasing Authority	
4001	Firebreak Order, Variation to	In consultation with the CEO & CBFCO
6001e	Swimming Pool Inspections	
6002	Caravan Parks & Camping Grounds	
7001	Enforcement of Dog Act & Local Laws	
7002	Dog Registration	
7003	Dog Act Infringements	
7004	Administration & Enforcement of Cat Act 2011 & associated subsidiary legislation	

CEO'S DELEGATIONS/APPOINTMENTS - EXECUTIVE SERVICES ADMINISTRATOR

DEL NO.	AUTHORITY (Section 5.42)	COMMENTS
1013	Authorised Person & Registration Officer (Dog Act 1976 and Cat Act 2011 for Licensing Purposes)	
3004	Council Purchasing Authority	

CEO'S DELEGATIONS/APPOINTMENTS - PLANT OPERATOR – CONSTRUCTION & MAINTENANCE

DEL NO.	AUTHORITY (Section 5.42)	COMMENTS
3004	Council Purchasing Authority	

CEO'S DELEGATIONS/APPOINTMENTS - SENIOR FINANCE OFFICER

DEL NO.	AUTHORITY (Section 5.42)	COMMENTS
1013	Authorised Person & Registration Officer (Dog Act 1976 and Cat Act 2011 for Licensing Purposes)	
3004	Council Purchasing Authority	

CEO'S DELEGATIONS/APPOINTMENTS - ADMINISTRATION STAFF

DEL NO.	AUTHORITY (Section 5.42)	COMMENTS
1013	Authorised Person & Registration Officer (Dog Act 1976 and Cat Act 2011 for Licensing Purposes)	

COUNCIL DELEGATIONS/APPOINTMENTS - BUSHFIRE CONTROL

DEL NO.	AUTHORITY (Section 5.42)		COMMENTS
	Chief Fire Control Officer (CBFCO)	A Vlahov	
	Deputy Chief Bush Fire Control Officer	J Stokes	
	B.F.C.O. - Yuna	S Earl	
	B.F.C.O. - Naraling	C Mincherton	
	B.F.C.O. - Nabawa	N Kupsch	
	B.F.C.O. - Howatharra	C Royce	
	B.F.C.O. - Durawah/Valentine	Vacant	
	B.F.C.O. - Yetna	J Stokes	
	Training Officer - Town	E O'Donnell	
	Fire Prevention	E O'Donnell	
	Group Administration Officer	CEO	
	Fire Weather Officer	A Vlahov	
	Deputy Fire Weather Officer	J Stokes	
	Noxious Weed & Clover Permit Officer	A Vlahov	
4001	Fire Breaks Order, Variation to		CBFCO in consultation with CEO
4002	Burning of Roadsides		CBFCO in consultation with CEO
4003	Burning, Prohibited & Restricted Times (Variations)		CBFCO in consultation with CEO
4004	Removal of Hazards		CBFCO in consultation with CEO

DELEGATIONS COUNCIL to CHIEF EXECUTIVE OFFICER

1000

ADMINISTRATION

DELEGATION NUMBER - 1001

LEGISLATIVE POWER	-	Local Government Act 1995
DELEGATION SUBJECT	-	Disputes, Arbitration and Industrial
DELEGATE	-	Chief Executive Officer
RELEVANT POLICY/PROCEDURE		Nil

The Chief Executive Officer is delegated authority to provide the Western Australian Local Government Association (WALGA) with consent to act on the Council's behalf in any matter regarding disputes with employees of Council.

DELEGATION NUMBER - 1002

LEGISLATIVE POWER - Local Government Act 1995

DELEGATION SUBJECT - Conferences, Seminars & Training Courses

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The Chief Executive Officer is delegated authority to approve the attendance by Council staff at conferences, seminars and training courses where attendance will enhance the professional development of the officer, provide benefits to the Council, is relevant to the duties and responsibilities of the officer and is within Budgetary constraints.

DELEGATION NUMBER - 1003

LEGISLATIVE POWER - Local Government Act 1995

DELEGATION SUBJECT - Legal Advice

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE CP-004

Subject to provision being made in the budget for legal expenses, the Chief Executive Officer is delegated authority to obtain from an appropriate solicitor, such legal advice, assistance and opinions as the Chief Executive Officer deems necessary in the exercise of the management of the Local Government.

Refer to relevant Policy/Procedure when exercising this delegation.

DELEGATION NUMBER - 1004

LEGISLATIVE POWER - Liquor Control Act, 1988

DELEGATION SUBJECT - Liquor, Sale of from Council Property

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The Chief Executive Officer is delegated authority to approve applications for the sale of liquor from property under the care, control and management of the Council and to approve applications to consume liquor on property under the care, control and management of Council.

The CEO is delegated authority to issue certificates of compliance under Sections 39 (certificate of local government as to whether premises comply with laws) and Section 40 (certificate of planning authority as to whether use of premises complies with planning laws) of the Liquor Control Act 1988.

DELEGATION NUMBER - 1005

LEGISLATIVE POWER - Local Government Act 1995

DELEGATION SUBJECT - Street Appeals

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The Chief Executive Officer is delegated authority to determine all applications for street appeals.

The Chief Executive Officer shall have regard to any Council Policy relating to street appeals.

DELEGATION NUMBER - 1006

LEGISLATIVE POWER - Planning & Development Act 2005; Building Regulations; Health Act; Local Government Act 1995, Litter Act 1979, Bushfire Act 1954, Dog Act 1976, Cat Act 2011, Control of Vehicles (Off Road Areas) Act 1978, Caravan Parks & Camping Grounds Act 1995 and any other relevant legislation as determined by the CEO

DELEGATION SUBJECT - Enforcement and Legal Proceedings

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The Chief Executive Officer is delegated authority to appoint persons to initiate prosecutions on behalf of Council under the Local Government Act 1995 (Section 9.10) and Council's Local Laws.

Further, the Chief Executive Officer is delegated authority to appoint persons or classes of persons to be authorised for the purposes of performing particular functions as specified by the Chief Executive Officer. The appointments being those referred to in Section 9.10 of the Local Government Act 1995.

All such appointments must be within budgetary constraints unless funding is otherwise authorised by Council.

Reviewed - Minute Reference 03/21-03

DELEGATION NUMBER	-	1007
LEGISLATIVE POWER	-	Local Government Act 1995
DELEGATION SUBJECT	-	Lease of Council Buildings
DELEGATE	-	CHIEF EXECUTIVE OFFICER
RELEVANT POLICY/PROCEDURE		Nil

The Chief Executive Officer is authorised to lease out Council Buildings (i.e., houses, halls, community centre, etc.) in accordance with Council determined rates and charges.

(Reviewed - Minute Reference 02/14-36)

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DELEGATION NUMBER - 1008

LEGISLATIVE POWER - Local Government Act (1995)

DELEGATION SUBJECT - Annual Leave Clearance

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE CMP-042

The Chief Executive Officer is to be delegated authority to approve requests for deferment of Annual Leave.

Refer to relevant Policy/Procedure when exercising this delegation.

DELEGATION NUMBER - 1009

LEGISLATIVE POWER - Local Government Act (1995)

DELEGATION SUBJECT - Policy on Legal Representation – Cost Indemnification

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE CP-004

Council has adopted a policy Legal Representation and Cost Indemnification.

The Chief Executive Officer is delegated authority in accordance with Clause 2(e) of the policy as follows: -

“Where there is a need for the provision of urgent legal services before an application can be considered by Council, the Chief Executive Officer may give an authorisation to the value of \$5,000”

Refer to relevant Policy/Procedure when exercising this delegation.

Reviewed - Minute Reference 06/02-6

DELEGATION NUMBER - 1010

LEGISLATIVE POWER - Local Government Act (1995)

DELEGATION SUBJECT - Common Seal

DELEGATE - CHIEF EXECUTIVE OFFICER
RELEVANT POLICY/PROCEDURE Nil

The CEO is delegated authority to prepare the necessary documentation taking into account any specific or policy requirements of Council and arrange for execution of contract documents including affixing of the Seal without further reference to Council, where:

- (a) Council has authorised entering into a formal contract; or
 - (b) A formal contract is authorised under a delegated authority from Council; or
 - (c) A formal contract is considered necessary by the Chief Executive Officer as part of the day-to-day operations of the Council.
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DELEGATION NUMBER - 1011

LEGISLATIVE POWER - Local Government Act 1995 –
Division 3/Subdivision 4

DELEGATION SUBJECT - Impounding of Goods Including Abandoned
Vehicles

DELEGATE - CHIEF EXECUTIVE OFFICER
RELEVANT POLICY/PROCEDURE CMP-027

The CEO is delegated authority to impound any goods, vehicles or other items in
accordance with Sections 3.37 to 3.48 of the Local Government Act 1995.

Refer to relevant Policy/Procedure when exercising this delegation.

DELEGATION NUMBER - 1012

LEGISLATIVE POWER - Local Government Act 1995 –

DELEGATION SUBJECT - Acting Chief Executive Officer

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The CEO is delegated authority to appoint an Executive Manager as Acting CEO when the CEO is on periods of annual leave or long service leave of duration no greater than 35 consecutive working days in length. Appointment of an Acting CEO for a period greater than 35 consecutive working days will require a Council decision.

Where the CEO is on sick leave for a period which in the opinion of the CEO requires appointment of an Acting CEO, the CEO is delegated authority to appoint an Executive Manager as Acting CEO for a period of up to 35 consecutive working days.

DELEGATION NUMBER	-	1013
LEGISLATIVE POWER	-	Various
DELEGATION SUBJECT	-	Authorisation of Officers
DELEGATE	-	CHIEF EXECUTIVE OFFICER
RELEVANT POLICY/PROCEDURE		Nil

The CEO is delegated authority to appoint authorised persons to carry out functions of authorised persons under the following Acts/Legislation:

- Local Government Act 1995 & Associated Regulations
 - Local Government (Miscellaneous Provisions) Act 1960
 - Dog Act 1976 & Regulations
 - Control of Vehicles (Off Road Areas) Act 1978 & Regulations
 - Litter Act 1979 & Regulations
 - Bush Fires Act 1954 & Regulations
 - Caravan Parks & Camping Grounds Act 1995 & Regulations
 - Cemeteries Act 1986 & Regulations
 - Local Government Local Laws
 - Shire of Chapman Valley Town Planning Schemes
 - Environmental Protection Act 1986 – Noise
 - Cat Act 2011 & Regulations
 - Building Act 2011 & Regulations
 - Food Act 2008
 - Public Health Act 2016
 - Health (Miscellaneous Provisions) Act 1911
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DELEGATION NUMBER - 1014

LEGISLATIVE POWER - Land Administration Act

DELEGATION SUBJECT - Transfer of Land Documentation

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

Where a Council resolution has occurred for the purchase or sale of land, the CEO is authorised to endorse transfer of land documentation.

DELEGATION NUMBER - 1015

LEGISLATIVE POWER - Local Government Act 1995

DELEGATION SUBJECT - Execution of Contracts

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The CEO is delegated authority to prepare the necessary documentation taking into account any specific or policy requirements of Council and arrange for execution of contract documents including affixing of the Seal without further reference to Council, where:

- (a) Council has authorised entering into a formal contract; or
 - (b) A formal contract is authorised under a delegated authority from Council; or
 - (c) A formal contract is considered necessary by the Chief Executive Officer as part of the day-to-day operations of the Shire.
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DELEGATION NUMBER - 1018

LEGISLATIVE POWER	Local Government Act 1995 (Sections 3.25, 3.26 and 3.27)
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DELEGATION SUBJECT	Notices Requiring Certain Things to be Done by Owner or Occupier of land and Additional Powers When Notice is Given
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DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The CEO is delegated authority to exercise and discharge the duties of the local government under Sections 3.25, 3.26 and 3.27 of the Local Government Act 1995, specifically to give notice to a person who is the owner or occupier of land requiring them to take any action specified in Schedule 3.1 and/or Schedule 3.2 of the Local Government Act 1995

In the event that such notice isn't complied with the CEO is also delegated authority to:

- Take such legislative action as to achieve, as far as practicable, the purpose for which the notice is given; and
- Recover the costs of any action taken in this regard as a debt from the party that failed to comply with the notice.

DELEGATION NUMBER - 1019

LEGISLATIVE POWER

Local Government Act 1995 (Sections 5.42 and 5.44)

Local Government (Administration) Regulations
1996 (Regulation 32)

DELEGATION SUBJECT

Conferences, Seminars, Meetings and Training Courses – Reimbursement of Councillor Expenses

DELEGATE

- CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE

CMP-030; CMP-035; CP-006

The CEO is delegated authority to reimburse all reasonable expenses to councillors incurred whilst attending authorised conferences, seminars, meetings and training courses.

Reimbursements to occur in accordance with Local Government Act 1995 (Sections 5.42 and 5.44), Local Government (Administration) Regulations 1996 (Regulation 32).

Refer to relevant Policy/Procedure when exercising this delegation.

2000 WORKS

DELEGATION NUMBER - 2001

LEGISLATIVE POWER - Local Government Act 1995 (Section 5.42)

DELEGATION SUBJECT - Vehicles, Use of

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE CMP-044

The Chief Executive Officer is delegated the authority to make all appropriate private use arrangements with all staff having use of a Council vehicle, bearing in mind Legislative requirement of Fringe Benefit etc.

Refer to relevant Policy/Procedure when exercising this delegation.

DELEGATION NUMBER - 2002

LEGISLATIVE POWER - Road Traffic Act, 1974

DELEGATION SUBJECT - Regulatory Signs, i.e. Stop, Give-Way, Speed, etc.

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The Chief Executive Officer is delegated authority to make applications to the Main Roads WA for the installation of regulatory signs and markings at such places as the Chief Executive Officer considers warranted.

DELEGATION NUMBER - 2003

LEGISLATIVE POWER - Local Government Act 1995

DELEGATION SUBJECT - Road Closures, Temporary

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The Chief Executive Officer is delegated authority to temporarily close a thoroughfare or a portion of a street for a period not exceeding 28 days (without providing local public notice) of the opinion that by reason of heavy rain a street is likely to be damaged by the passage of traffic generally or traffic of any particular class.

The Chief Executive Officer is delegated authority to close a thoroughfare for a period in excess of 28 days by providing local public notice in accordance with Section 3.50 of the Local Government Act 1995.

DELEGATION NUMBER	-	2004
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Disposal of Surplus Equipment, Materials, Tools, etc
DELEGATE	-	CHIEF EXECUTIVE OFFICER
RELEVANT POLICY/PROCEDURE		CMP-070

The Chief Executive Officer is delegated authority to sell, by calling for expressions of interest, holding of a surplus goods sale at Council's Depot, or any other fair means, items of surplus equipment, materials, tools, etc which are no longer required, or are outmoded, or are no longer serviceable.

Refer to relevant Policy/Procedure when exercising this delegation.

DELEGATION NUMBER - 2005

LEGISLATIVE POWER - Local Government Act 1995 & Activities in Thoroughfares and Public Places and Trading Local Law 2016

DELEGATION SUBJECT - Licence to Deposit Materials on or Excavate Adjacent to a Street

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The Chief Executive Officer is delegated the authority to issue licences to deposit materials on a street, way or other public place and to excavate on land abutting or adjoining a street, way or other public place pursuant to Local Government Act 1995 & Activities in Thoroughfares and Public Places and Trading Local Law 2016.

The Chief Executive Officer should first obtain confirmation from the Environmental Health Officer/Building Surveyor and the Works Supervisor that the proposed activity will not create undue interference with the operation of the street, way or public place.

Licences are to be issued subject to the conditions detailed in Local Government Act 1995 & Activities in Thoroughfares and Public Places and Trading Local Law 2016 and such other conditions as considered relevant by the Chief Executive Officer.

DELEGATION NUMBER - 2006

LEGISLATIVE POWER - Road Traffic (Events on Roads) Regulations 1991
(Regulation 4)

DELEGATION SUBJECT - Events on Roads

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The Chief Executive Officer is delegated authority to determine applications for the temporary closure of roads for the purpose of conducting events in accordance with the Road Traffic (Events on Roads) Regulations 1991.

The Chief Executive Officer shall have regard to Section 3.50 of the Local Government Act 1995.

DELEGATION NUMBER - 2007

LEGISLATIVE POWER - Local Government Act, 1995

DELEGATION SUBJECT - Exercising Powers of the Local Government

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The CEO is expressly authorised to exercise powers of the Local Government under the provisions of the Local Government Act 1995 (and its associated Regulations), the Local Government (Miscellaneous Provisions) Act, all other Acts under which a local government may exercise its power, and all Shire of Chapman Valley Local Laws under which the local government is to or may exercise a power.

DELEGATION NUMBER - 2008

LEGISLATIVE POWER - Local Government Act 1995

DELEGATION SUBJECT - Private Works

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE IMP-019

The Chief Executive Officer is authorised to approve all Private Works application in accordance with rates and charges set by Council and always bearing in mind Council Policy.

Refer to relevant Policy/Procedure when exercising this delegation.

DELEGATION NUMBER - 2009

LEGISLATIVE POWER - Local Government (Miscellaneous Provisions) Act 1960 Act 1995 & Activities in Thoroughfares and Public Places and Trading Local Law 2016

DELEGATION SUBJECT - Damage to Roads, Kerbing, Footpaths etc.

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The Chief Executive Officer is authorised to issue accounts for repairs to damage caused to roads, kerbing and footpaths.

Where payment of the accounts is not received, the Chief Executive Officer is authorised to take legal action to recover the cost. Council is to be advised of the proposed legal action prior

DELEGATION NUMBER - 2010

LEGISLATIVE POWER - Local Government Act (1995)

DELEGATION SUBJECT - Street Signs

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The Chief Executive Officer is authorised to proceed with the provision and erection of new street nameplates and the replacement of damaged nameplates as he considers necessary within the limits of the budget.

DELEGATION NUMBER - 2011

LEGISLATIVE POWER - Local Government Act (1995) &
Local Government (Uniform Local Provisions)
Regulations 1996

DELEGATION SUBJECT - Gates and Pipes across Thoroughfares

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE IMP-011; IMP-012

The Chief Executive Officer is delegated authority to approve the installation of gates across, or pipes under, Council controlled thoroughfares with Council Policy, with a register of gates and pipes being kept in accordance with the requirements of the Local Government 1995

Refer to relevant Policy/Procedure when exercising this delegation.

DELEGATION NUMBER - 2012

LEGISLATIVE POWER - Local Government Act (1995) Section 5.42)

DELEGATION SUBJECT - Heavy Haulage Routes

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE IMP-022

The Chief Executive Officer is delegated the authority to endorse the Heavy Haulage Vehicle Permits Applications in accordance with Management Procedure (IMP-022) for the determination of variations to the RAV Network within the Shire of Chapman Valley subject to this delegation being restricted to RAV7 level. Any applications beyond this RAV level are to be put to Council for consideration.

Refer to relevant Policy/Procedure when exercising this delegation

Reviewed - Minute Reference 03/19-11

3000

FINANCE

DELEGATION NUMBER - 3001

LEGISLATIVE POWER - Local Government Act 1995 &
Local Government (Financial Management)
Regulation 1996 (Clause 12)

DELEGATION SUBJECT - Payment of Accounts

DELEGATE CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The Chief Executive Officer be delegated authority to make payments on behalf of Council from the Municipal Fund, Reserve or Trust Fund either with Cheques or Electronic Banking Facilities jointly with the Manager Finance & Corporate Services or the Deputy Chief Executive Officer for the payment of budgeted items of expenditure.

DELEGATION NUMBER - 3002

LEGISLATIVE POWER - Local Government Act 1995

DELEGATION SUBJECT - Rates & Service/Rate Book

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The Chief Executive Officer is hereby delegated the performance of the following functions of the Council.

1. Section 6.39(1) -The discharge of the obligations specified in the Local Government Act 1995.
2. Section 6.41(1) - The service of Notices of Valuation and Rates referred to in the Local Government Act 1995 (as amended).
3. Section 6.50(2) -The time allowed for the payment of the rate before it becomes in arrears.
4. Section 6.40 -The powers conferred in the Local Government Act 1995.
5. Section 6.56 (1) - Implementation of Council's "Rate Recovery Policy" and/or the recovery of rates by complaint or action pursuant to the provisions of the Local Government Act 1995.
6. Section 6.60(2) - Requiring a lessee to pay rent to the Council in satisfaction of rates or service charges due and payable in accordance with the Local Government Act 1995.
7. Sections 6.39(2) – Amending the rate record to ensure the information is current and correct including amending the rate record for the 5 years preceding the current financial year.
8. Section 6.40 – Amending the rate record as a result in a change in rateable value, rateability of or the rate imposed on land.
9. Section 6.49 – Entering into an agreement with a person for payment of rates and service charges.
10. Section 6.50(1) – Determining the time allowed for the payment of a rate before it is deemed to be in arrears.
11. Section 6.56 – Recovering unpaid rates in a court of competent jurisdiction.
12. Section 6.60(2) – Requiring a lessee to pay rent in satisfaction of rates or service charges that are due.
13. Section 6.76(4) – Granting an extension of time for a person seeking to make an objection to the rate record.

14. Section 6.76(5) – Considering any objection to the rate record and either disallow it or allow it, wholly or in part.
 15. Section 6.76(6) – Serving written notice of any decision made under Section 6.76(5).
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DELEGATION NUMBER - 3003

LEGISLATIVE POWER	Local Government Act 1995 (Section 6.14) and Local Government (Financial Management) Regulations 1996 (Regulation 19)
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DELEGATION SUBJECT - Investment of Surplus Funds

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE CP-021

The Chief Executive Officer is delegated authority and power to invest money held in the Municipal (including funds held in Reserve Accounts) or Trust Funds, that is not required for the time being for any purpose, in accordance with Part III of the Trustees Act 1962, or in an investment approved by the Minister, subject to the following conditions-

1. The establishment of documented internal control procedures to be followed to ensure control over the investments;
2. Compliance with Regulation 19(2) of the Financial Management Regulations.

Refer to relevant Policy/Procedure when exercising this delegation.

DELEGATION NUMBER - 3004

LEGISLATIVE POWER - Local Government Act 1995

DELEGATION SUBJECT - Council Purchasing Authority

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE CP-024; CMP-021

The Chief Executive Officer is authorised to carry out “authorised purchasing” on behalf of Council and within budgetary constraints.

CEO's SUB DELEGATIONS to STAFF

The following thresholds for delegated & sub-delegated authorised purchasing are:

	POSITION	LIMIT
EXECUTIVE		
1	CHIEF EXECUTIVE OFFICER	NO LIMIT (within legislated tender threshold limits)
SENIOR STAFF		
2	DEPUTY CHIEF EXECUTIVE OFFICER	\$50,000
3	MANAGER WORKS & SERVICES	\$50,000
4	MANAGER FINANCE & CORPORATE SERVICES	\$50,000
5	BUILDING SURVEYOR / PROJECT OFFICER	\$15,000
AUTHORISED OFFICERS – NON-SENIOR		
6	SENIOR RANGER	\$2,500
7	SENIOR FINANCE OFFICER	\$2,500
8	PLANT OPERATOR (CONSTRUCTION & MAINTENANCE)	\$2,500

Note: All figures mentioned are to be considered as GST Exclusive

Note: Sole Source Suppliers – Local Government (Functions & General) Regulation – 11(2)(f):

In the situation of any purchases above the legislated tender threshold amount from sole source providers the Chief Executive Officer is to present these to Council for endorsement, with evidence of due diligence as proof of there being a sole source provider situation, prior to progressing with the purchase.

Refer to relevant Policy/Procedure when exercising this delegation.

Reviewed 18 November 2015 - Minute Reference 11/15-15

Reviewed 15 August 2018 - Minute Reference: 08/18-5

Reviewed 18 March 2020 - Minute Reference: 03/20-7

Reviewed 20 May 2020 - Minute Reference: 05/20-16

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DELEGATION NUMBER - 3005

LEGISLATIVE POWER - Local Government Act 1995 (Section 5.42)

DELEGATION SUBJECT - Donations & Grants

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE CMP-065

The Chief Executive Officer be delegated authority to authorise donations within budget limitations, up to a maximum of \$1,000 cash or in-kind per application in accordance with Corporate Management Policy CMP-065.

This delegation is to be in accordance with Council's policy in regard to "Local Nature".

All other donation requests in excess of this amount and the miscellaneous budget allocation are to be brought back to Council for consideration in accordance with policy.

Refer to relevant Policy/Procedure when exercising this delegation.

Amended: Minute Reference: 07/21-03

DELEGATION NUMBER	-	3006
LEGISLATIVE POWER	-	Local Government Act 1995
DELEGATION SUBJECT	-	Master Lending Agreement
DELEGATE	-	CHIEF EXECUTIVE OFFICER
RELEVANT POLICY/PROCEDURE		Nil

That the Chief Executive Officer, Agent or any one of the Senior Employees of the Shire of Chapman Valley authorised by the Chief Executive Officer from time to time is authorised to sign schedule documents under the Master Lending Agreement and or to give instructions there under on behalf of the Shire of Chapman Valley.

Reviewed Minute Reference 05/14-6

DELEGATION NUMBER - 3007

LEGISLATIVE POWER - Local Government Act 1995

DELEGATION SUBJECT - Rates Interest & Legal Fees to be Written Off

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The Chief Executive Officer be authorised to write off interest or legal fees owing on unpaid rates for values up to and including one hundred dollars (\$100.00)

Reviewed Minute Reference 06/15-18

DELEGATION NUMBER - 3008

LEGISLATIVE POWER - Local Government Act 1995 & Local Government (Functions & General) Regulation, 1996

DELEGATION SUBJECT - Financial Assistance (Write Off Debts)

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE CMP-064

The exercise of powers and the discharge of duties under section 6.12 of the Local Government Act 1995 to waive or grant concessions (excluding rate concessions) and to write off debts not exceeding \$1000. In cases where the request for Fee Waivers exceed \$1,000 a report needs to be submitted to an Ordinary Council Meeting for Council's consideration and approval.

Refer to relevant Policy/Procedure when exercising this delegation.

Reviewed Minute Reference 06/15-18

DELEGATION NUMBER - 3009

LEGISLATIVE POWER	-	Local Government Act 1995 & Local Government (Functions & General) Regulation, 1996
DELEGATION SUBJECT	-	Tenders for Providing Goods & Services
DELEGATE	-	CHIEF EXECUTIVE OFFICER
RELEVANT POLICY/PROCEDURE		Nil

In respect to Part 4 of the Local Government (Functions and General) Regulations 1996, the CEO is delegated authority to perform the following:

1. Publicly invite tenders for the supply of goods and services expected to be worth more than the amount legislated. (*Reference: Regulations 11(1), 12 and 13*).
2. Determine, in writing, the criteria for deciding which tenders should be accepted and give Statewide public notice in accordance with Regulation 14.
3. Give each tenderer notice in writing containing particulars of the successful tender or advising that no tender was accepted. (*Reference: Regulation 19*).
4. Council delegate authority to the Chief Executive Officer, in accordance with Section 5.43(b) of the Local Government Act, 1995, to accept a preferential list of compliant suppliers for road building materials (e.g. gravel pushing, bitumen and aggregate) from tenders received, under the condition the actual expenditures to be incurred by Council does not exceed the contract & materials amounts authorised in the adopted Budget for the road works program.
All other decision to select a successful tender is still one for Council to determine unless otherwise resolved by Council.
5. Sole Source Suppliers (Local Government (Functions & General) Regulation – 11(2)(f)). In the situation of any purchases above the legislated tender threshold amount from sole source providers the Chief Executive Officer is to present these to Council for endorsement, with evidence of due diligence as proof of there being a sole source provider situation, prior to progressing with the purchase.

NB: The decision to select a successful tender is still one for Council to determine unless otherwise resolved by Council.

Amended – Minute Reference 07/20-15

DELEGATION NUMBER - 3010

LEGISLATIVE POWER - Local Government Act 1995 & Local Government
(Functions & General) Regulation, 1996

DELEGATION SUBJECT - Acceptance of Tenders

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

Unless otherwise specified, the CEO is delegated authority to accept a tender when the consideration involved does not exceed the legislated threshold provided appropriate provision is made in Council's Budget.

Reviewed - Minute Reference 03/21-03

DELEGATION NUMBER - 3011

LEGISLATIVE POWER - Local Government Act 1995

DELEGATION SUBJECT - Budget Expenditure

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The CEO is delegated authority to approve expenditure on goods and/or services and programs/projects for which funds have been provided in the Annual Budget without further reference to Council. In exercising this delegated authority, the CEO shall:

1. Provide for appropriate internal control over all expenditure.
 2. Ensure all statutory requirements are met.
 3. Ensure all Council policies are observed.
 4. Ensure adequate budgetary provisions relate.
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FIRE CONTROL

DELEGATION NUMBER - 4001

LEGISLATIVE POWER - Bush Fires Act, 1954

DELEGATION SUBJECT - Firebreak Order, Variation to

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

NOTE: The Chief Executive Officer in exercising this delegation is to liaise with the Chief Bush Fire Control Officer on each specific variation request.

That pursuant to the provisions of Council's Firebreak Order, the Chief Executive Officer be delegated authority to:

1. approve or refuse applications to provide firebreaks in alternative positions
 2. to approve or refuse applications to take alternative action to abate fire hazards.
-

DELEGATION NUMBER - 4002

LEGISLATIVE POWER - Bush Fires Act

DELEGATION SUBJECT - Burning of Roadsides

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

That the Chief Executive Officer be delegated authority to approve applications submitted by the relevant Fire Control Officer to burn a road verge vested in the care, control and management of the Shire of Chapman Valley.

DELEGATION NUMBER - 4003

LEGISLATIVE POWER - Bush Fires Act

DELEGATION SUBJECT Burning, Prohibited & Restricted Times
(Variations)

DELEGATES - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

That pursuant to Section 17 (10) of the Bush Fires Act, the Chief Executive Officer be delegated (in consultation with the Chief Bush Fire Control Officer) the powers and duties under Section 17 (7) and 17 (8) of the Bush Fires Act in respect to varying the prohibited and restricted burning times.

DELEGATION NUMBER - 4004

LEGISLATIVE POWER - Bush Fires Act 1954

DELEGATION SUBJECT - Removal of Hazards

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The Chief Executive Officer is delegated authority to issue individual orders under the Bush Fires Act Section 33 for the removal of hazards wherever a recommendation is made to him/her by the Fire Control Officer and in his/her discretion he/she considers it necessary, instruct Bush Fire Brigades to do the work necessary, or employ Council staff to do the work if necessary, or employ contractors to do the work if necessary, at the cost of the owners/occupiers.

DELEGATION NUMBER - 4005

LEGISLATIVE POWER - Bush Fires Act 1954

DELEGATION SUBJECT - Offences – Bush Fire Act & Regulations

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The Chief Executive Officer is delegated general authority to consider allegations of offences alleged to have been committed against the Bush Fires Act within the district, and if the Chief Executive Officer thinks fit, to institute and carry out proceedings in the name of the Shire against any person alleged to have committed any of those offences. This delegation extends to the issue and withdrawal of infringement notices in accordance with the provisions of Section 59A of the Act.

5000

PLANNING

DELEGATION NUMBER - 5001

LEGISLATIVE POWER - Local Government Act 1995 (Section 5.42) and Planning and Development Act 2005

DELEGATION SUBJECT - Development Applications

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

1.1 Pursuant to Section 5.42 of the Local Government Act 1995 (as amended), delegation of authority to approve or refuse applications for planning consent, with or without conditions, is extended to the Chief Executive Officer, subject to compliance with the Shire of Chapman Valley Local Planning Scheme No. 2, the Residential Design Codes of Western Australia, Local Planning Policies and the additional conditions set out below.

1.1.1 Applications for the following types of land-use or development (as defined by Schedule 1 of the Scheme) cannot be determined under delegated authority and all such applications shall be referred to Council for consideration;

- a) Abattoir
- b) Animal Establishment
- c) Animal Husbandry - Intensive.
- d) Caravan Park.
- e) Fast Food Outlet
- f) Hospital.
- g) Hotel.
- h) Industry - Extractive
- i) Industry – Hazardous.
- j) Industry – Noxious.
- k) Lodging House/Guest House
- l) Night Club
- m) Park Home Park.
- n) Reception Centre.
- o) Restaurant.
- p) Service Station
- q) Short Stay Accommodation
- r) Tavern.
- s) Temporary Workforce Accommodation
- t) Wind, Solar or Tidal Energy Facility

1.1.2 Applications for planning approval that must be assessed under the provisions of Clause 4.4.2 of the Scheme shall be referred to Council for consideration.

1.1.3 The provisions of 1.1.1, and 1.1.2 above shall not apply to renewals of planning approval, minor works, extensions and/or expansions associated with existing lawful land-uses, wherein the application may be approved, with or without conditions, under delegated authority.

1.1.4 All uses listed as 'P' or D in the Zoning Table may be approved under delegated authority, with or without conditions, unless, in the opinion of the delegated officer,

approval of the application would detrimentally impact upon the amenity and proper planning of the locality, wherein the application shall be referred to Council for consideration.

1.1.5 Where an application has been advertised pursuant to section 9.4 of the Scheme and:

- a) No written, author-identified submissions were received, then the delegated officer may assess the application on its merits and approve the application, with or without conditions, under delegated authority.
- b) Written, author-identified submissions objecting to and/or raising concerns about the proposal were received, but, in the opinion of the delegated officer, the points raised in the submission are of a non-substantive nature and/or can be satisfactorily addressed via condition/s, then the delegated officer shall liaise with the applicant and the person/s who lodged the submission prior to determining the application. If either party requires, the application shall be referred to Council for consideration.
- c) Written, author-identified submissions objecting to and/or raising concerns about the proposal were received, and, in the opinion of the delegated officer, the points raised in the submission are of a substantive nature and/or cannot be satisfactorily addressed via condition/s, then the application shall be referred to Council for consideration.

1.1.6 Where an application has been refused or a conditional approval issued under delegated authority, and the applicant feels aggrieved by the decision, the applicant may require that the application be referred to Council for reconsideration. In such cases the applicant shall provide a written statement outlining the basis of their request for consideration. Unless otherwise agreed to by the delegated officer, such written statement shall be provided a minimum of 10 working days prior to the meeting at which the applicant wishes the application to be reconsidered.

1.1.7 MANAGER OF WORKS & SERVICES

Notwithstanding the above, any application may be referred to Council for consideration where, in the opinion of the delegated officer, it is considered appropriate.

1.2 A summary of planning approvals for the preceding calendar month shall be provided in the Information Report presented to Council each month.. For each application determined during the preceding calendar month/s, the summary shall identify; the application number, the name/s of the applicant/s and owners, the particulars of the affected property, the dates of application and determination, whether the application was approved or refused and whether the decision was made under a sub-delegation.

1.3 These delegations shall be reviewed on an annual basis.

DELEGATION NUMBER - 5002

LEGISLATIVE POWER - Local Government Act 1995 (Section 5.42) and Planning and Development Act 2005

DELEGATION SUBJECT - Subdivision Applications

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

1.1 Pursuant to Section 5.42 of the Local Government Act 1995 (as amended), delegation of authority to advise the Western Australian Planning Commission with regards to applications referred to the Shire, is extended to the Chief Executive Officer subject to consistency with the Shire of Chapman Valley Local Planning Scheme No. 2, the Residential Design Codes of Western Australia, the Shire of Chapman Valley Local Planning Strategy, Local Planning Policies and any other strategies or policies adopted by Council in respect of the affected land and only in the circumstances set out below. All other applications referred by the Western Australian Planning Commission shall be referred to Council for consideration.

1.1.1 Applications proposing the amalgamation of existing lots without any other changes to the boundaries of any of the lots affected by the application.

1.1.2 Applications affecting 'Residential' zoned land.

1.1.3 Applications for boundary adjustments on other than 'Residential' zoned land where the total number of lots within the area affected by the application will not increase, the size of the smallest lot within the application area will not decrease by greater than 10%, there will be no increase in the number of lots below 100 hectares in size and the proposal represents a rationalisation of boundaries to ensure greater consistency with physical and/or cadastral boundaries.

1.1.4 Applications consistent with an endorsed Subdivision Guide Plan or Structure Plan.

1.1.5 Applications involving the creation of lots for the purposes of public or servicing authorities, where the application does not involve the creation of any new roads.

1.1.6 Amended plans for applications that have been considered by Council within the last two years and the amendments are of a minor nature.

1.1.7 Applications previously determined by Council where the Western Australian Planning Commission period of approval has expired (or will imminently expire) and a new application has been required to be lodged.

1.2 Pursuant to Section 5.42 of the Local Government Act 1995 (as amended), delegation of authority to advise the Western Australian Planning Commission with regards to the clearance of conditions determined by the Commission and for which the Local Government is nominated as a clearance agency, is extended to the Chief Executive Officer subject to consistency with the Shire of Chapman Valley Local Planning

Scheme No. 2, the Residential Design Codes of Western Australia, the Shire of Chapman Valley Local Planning Strategy, Local Planning Policies and any other strategies or policies adopted by Council in respect of the affected land and the additional conditions set out below.

- 1.2.1** Where the Western Australian Planning Commission has not been advised in respect of any particular application pursuant to the delegations outlined in Clause 1.1 above, Council may, when giving consideration to the application identify any of the recommended conditions as being conditions that need to be referred to Council for consideration prior to clearing.
- 1.2.2** Where clearance of conditions is to be determined pursuant to this clause and the applicant feels aggrieved by any decision of the delegated officer, the applicant may require that the matter be referred to Council for reconsideration. In such cases the applicant shall provide a written statement outlining the basis of their request for reconsideration. Unless otherwise agreed to by the delegated officer, such written statement shall be provided a minimum of 10 working days prior to the meeting at which the applicant wishes the matter to be reconsidered.
- 1.3** Notwithstanding the above, any matter may be referred to Council for consideration where, in the opinion of the delegated officer, it is considered appropriate.
- 1.4** A summary of decisions made pursuant to Clauses 1.1 & 1.2 shall be provided in the Information Report presented to Council. For each decision made during the preceding calendar month/s, the summary shall identify; the WAPC reference number, the name/s of the proponents and owners, the particulars of the affected property, a short description of the proposal, the date of determination, whether the decision was made pursuant to Clause 1.1 or 1.2 and if the decision was made under a sub-delegation.
- 1.5** These delegations shall be reviewed on an annual basis..
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DELEGATION NUMBER - 5003

LEGISLATIVE POWER - Local Government Act 1995 (Section 5.42) and Planning & Development Act 2005

DELEGATION SUBJECT - Local Planning Scheme Amendments

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

- 1.1** Pursuant to Section 5.42 of the Local Government Act 1995 (as amended), delegation of authority is extended to the Chief Executive Officer to determine that Council proceed with Local Planning Scheme amendment proposals without modification after advertising where no written, author-identified objections have been received during the advertising period; and in such cases to organise for the due execution of the amending documents (signatures of Shire President and Chief Executive Officer, affixing of common seal) and their forwarding to the Department of Planning seeking the endorsement of the Western Australian Planning Commission and Hon. Minister for Planning's endorsement for final approval and gazettal of the amendment.
- 1.2** Pursuant to Section 5.42 of the Local Government Act 1995 (as amended), delegation of authority is extended to the Chief Executive Officer to determine Council's advice to both applicants and the Western Australian Planning Commission where the Commission gives formal advice that it does not fully support Council's recommendation on a Local Planning Scheme amendment proposal after advertising and the Commission's advice differs from Council's recommendation in a technical, non-substantive manner only.
- 1.3** Notwithstanding the above, any matter may be referred to Council for consideration where, in the opinion of the delegated officer, it is considered appropriate.
- 1.4** A summary of decisions made pursuant to Clauses 1.1 & 1.2 shall be provided in the Information Report presented to Council. For each decision made during the preceding calendar month/s, the summary shall identify; the amendment number, the name/s of the proponents and owners, the particulars of the affected property, a short description of the amendment proposal, a schedule of submissions, the date of determination, whether the decision was made pursuant to Clause 1.1 or 1.2 and if the decision was made under a sub-delegation.
- 1.5** These delegations shall be reviewed on an annual basis.

DELEGATION NUMBER - 5004

LEGISLATIVE POWER - Local Government Act 1995 (Section 5.42) and Town Planning & Development Act 1928

DELEGATION SUBJECT - Responding to Appeals and Requests for reconsideration.

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The Chief Executive Officer is delegated authority to respond to:

- Any appeal to the State Administrative Tribunal against a discretionary decision of Council; and
- Any appeal or Request for Reconsideration against a decision of the Western Australian Planning Commission.

On Council's behalf and in accordance with Council's decision on the matter to which the appeal or request for reconsideration relates.

Such delegated authority shall not extend to making deputations to a Court of Law or the State Administrative Tribunal (or similar), unless specifically approved by the Chief Executive Officer.

DELEGATION NUMBER - 5005

LEGISLATIVE POWER - Local Government Act 1995 (Section 5.42)

DELEGATION SUBJECT - Road Names

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The Chief Executive Officer is delegated authority to implement road names pursuant to Policy 15.210 'Road Names'.

6000

HEALTH/BUILDING

DELEGATION NUMBER - 6001

LEGISLATIVE POWER - Local Government Act 1995 (Section 5.42)

DELEGATION SUBJECT - Building Act 2011

REFERENCE: Sections 96, 99 Building Act 2011

POWER OF DELEGATION Section 127 Building Act 2011

DELEGATE - Chief Executive Officer

RELEVANT POLICY/PROCEDURE Nil

Power/Duty

The Chief Executive Officer is delegated the authority to designate persons employed by the local government under the Local Government Act 1995 section 5.36, as an authorised person for the purposes of the Building Act 2011 and Building Regulations 2012.

Conditions

- (a) Appointments are to be in writing and an appropriate identity card in accordance with Section 92 of the Building Act 2011 is to be issued.
- (b) Consideration will be given to the qualifications or experience of a person prior to appointment.

Authorised Persons

The persons in the positions identified are authorised persons for the purposes of the Building Act 2011 and associated subsidiary legislation generally, and in relation to buildings and incidental structures located or proposed to be located in the district of Shire of Chapman Valley.

Building Surveyor / Project Officer

Notwithstanding that a person or position is not named above does not limit delegates ability to appoint other persons as Authorised Persons, subject to the conditions specified.

Power, Duty, Conditions and Limitations

The duties, powers, limitations or conditions placed on Authorised Person are specified in Delegations 6001a to 6001g inclusive.

Record Keeping

Records of appointments are to be recorded as required by the Act or Regulations or as determined by the Chief Executive Officer from time to time.

Compliance Links

- ☐ Building Act 2011
- ☐ Building Regulations 2012
- ☐ Building Code of Australia

Review

Appointments are to be reviewed annually by the Chief Executive Officer.

DELEGATION NUMBER	-	6001a
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT		Building and Demolition Permits - Building Act 2011
REFERENCE:		Sections 18, 20, 21, 27 Building Act 2011 Regulations 23, 24, 26 Building Regulations 2012
POWER OF DELEGATION	-	Section 127 Building Act 2011
DELEGATE	-	Authorised Persons – Reference Delegation 6001
RELEVANT POLICY/PROCEDURE		CMP-004

Power/Duty

The authorised persons (as detailed) functions and duties under the Building Act 2011 and Building Regulations 2012, are – Building Surveyor / Projects Officer

1. Refer an uncertified application to a building surveyor [in circumstances set out in .17(1)].
2. Require the applicant to provide any document or information that it requires to determine the application and to verify the information by statutory declaration [s.18(1)].
3. Refuse to consider an application [s.18(2)].
4. Grant a building permit [ss.20 and 23].
5. Refuse to grant a building permit [ss.20 and 23, including in the circumstances in ss.22(1) and (2)].
6. Grant a demolition permit [ss.21 and 23].
7. Refuse to grant a demolition permit [ss.20 and 23, including in the circumstances in ss.22(1) and (2)].
8. Refund the fee that accompanied an application to the applicant if no decision is made within the time mentioned in ss.23(1) and (2) [ss.23 (4)].
9. Record the grounds on which a decision to refuse to grant a building permit or demolition permit is based on and the reasons for the decision and give to the person to whom the decision relates written notice of the decision together with those grounds and reasons and the person's right of review [s.24].
10. Impose conditions on the grant of a permit in addition to any provided for in the Regulations, including specifying the way in which an outward facing side of a particular close wall must be finished [ss.27(1) and 88(3)].

11. Add, vary or revoke conditions imposed on a permit before the building work or demolition work is completed [ss.27(3)].
12. Refuse to accept an application to extend the time during which a permit has effect made after the expiry day for the permit [r.23(3)].
13. Extend the time during which a permit has effect and impose conditions on the extended permits [s.32, rr.24(1) and (2)].
14. Refuse to extend the time during which a permit has effect [r.24(1)].

Building Surveyor / Projects Officer

1. Refund the fee that accompanied an application to the applicant if no decision is made within the time mentioned in ss.23(1) and (2) [ss.23 (4)].
2. Record the grounds on which a decision to refuse to grant a building permit or demolition permit is based on and the reasons for the decision and give to the person to whom the decision relates written notice of the decision together with those grounds and reasons and the person's right of review [s.24].
3. Approve a new person to be named as the builder on the building permit and amend the details set out in the permit accordingly [r.26(3) and (4)].
4. Approve a new person to be named as the demolition contractor on the demolition permit and amend the details set out in the permit accordingly [r.26 (3) and (4)].
5. Grant a building permit [ss.20 and 23].
6. Grant a demolition permit [ss.21 and 23].

Conditions

Nil

Record Keeping

Records of the delegations enacted are to be recorded as required by the Act or Regulation or as determined by the Chief Executive Officer from time to time.

Compliance Links

- ☐ Building Act 2011
- ☐ Building Regulations 2012
- ☐ Building Code of Australia

Refer to relevant Policy/Procedure when exercising this delegation.

Reviewed 19.06.2013

DELEGATION NUMBER - 6001b

LEGISLATIVE POWER - Local Government Act 1995 (Section 5.42)

DELEGATION SUBJECT *Occupancy Permits and Building Approval Certificates – Building Act 2011*REFERENCE: *Sections 55, 58, 62, 65 Building Act 2011
Regulation 40 Building Regulations 2012*

POWER OF DELEGATION Section 127 Building Act 2011

DELEGATE - Authorised Persons – Reference Delegation 6001

RELEVANT POLICY/PROCEDURE CMP-003

Power/Duty

The authorised persons (as detailed) functions and duties under the Building Act 2011 and Building Regulations 2012, are –Building Surveyor / Project Surveyor

1. Require the applicant of an occupancy permit or building approval certificate to provide any document or information that it requires to determine the application and to verify the information by statutory declaration [s.55(1)].
2. Refuse to consider an application [s.55(2)].
3. Grant or modify the occupancy permit or grant the building approval certificate [22.58(1) and 59].
4. Refuse to grant or modify the occupancy permit or grant the building approval certificate [including in the circumstances set out in ss.58 (2) and (3)].
5. Record the grounds on which a decision to refuse to grant or modify an occupancy permit or grant a building approval certificate is based, and the reasons for the decision and give the person to whom the decision relates written notice of the decision together with those grounds and reasons and the person's right to review [s.60].
6. Impose conditions on the occupancy permit or modification or building approval certificate in addition to any provided for in the Regulations [s.62.(1)]
7. Add, vary or revoke conditions while the occupancy permit or building approval certificate has effect [s.62(3)].
8. Give written notice of the addition, variation or revocation of a condition and ensure that the notice informs the person of the person's right of review [s.62 (4) and (5)].
9. Extend the period in which the occupancy permit or modification or the building approval certificate has effect [s.65 (4)].

10. Refuse to extend the time during which an occupancy permit or a building approval certificate has effect or extend the permit or certificate for shorter period than requested by the applicant and, if so, record the grounds on which a decision is based and the reasons for the decision, and give written notice of the decision together with those grounds and reasons, and the person's right of review [s.65, r.40 (5)].
11. Refuse to accept an application to extend the time during which an occupancy permit or a building approval certificate has effect [r.40 (2)].

Conditions

Nil

Record Keeping

Records of the delegations enacted are to be recorded as required by the Actor Regulation or as determined by the Chief Executive Officer from time to time.

Compliance Links

- ☐ Building Act 2011
- ☐ Building Regulations 2012
- ☐ Building Code of Australia

Refer to relevant Policy/Procedure when exercising this delegation.

Reviewed 19.06.2013

DELEGATION NUMBER - 6001c

LEGISLATIVE POWER - Local Government Act 1995 (Section 5.42)

DELEGATION SUBJECT Building Orders – *Building Act 2011*REFERENCE: *Sections 110, 117, 118 Building Act 2011*

POWER OF DELEGATION Section 127 Building Act 2011

DELEGATE - Authorised Persons – Reference Delegation 6001

RELEVANT POLICY/PROCEDURE CMP-003; CMP-004

Power/Duty

The authorised persons (as detailed) functions and duties under the Building Act 2011 and Building Regulations 2012, are – Building Surveyor/Projects Officer

1. Make an order in respect of one or more of the following –
 - (a) particular building work;
 - (b) particular demolition work;
 - (c) a particular building or incidental structure, whether completed before or after commencement day [s.110(1)].
2. Specify the way in which an outward facing side of a particular close wall must be finished [s.88(3)].
3. Before making a building order, give each person to whom the order is proposed to be directed written notice of the terms of the proposed order and reasons for it and advise each person of time in which they may make submissions and consider each submission received [s.111(1)].
4. Serve a copy of the order on each person to whom the order is directed in accordance with s.76 if the Interpretation Act 1994 [s.114(1)].
5. Revoke a building order at any time [s.1147(1)].
6. Decide on whether the building order has been fully complied with and either revoke the building order or inform each person to whom the order is directed that the building order remains in effect, within 28 days of receiving a notification under s.112(3)(c) [s.117(2)].
7. Cause an authorised person to –
 - (a) take any action specified in the order; or
 - (b) to commence or complete any work specified in the order; or
 - (c) if any specified action was required by the order to cease, to take such steps as are reasonable in the circumstances to cause the action to cease [s.118(2)].

8. Recover as a debt from a person who has been served with a copy of a building order the reasonable costs and expenses incurred in doing anything under s.118(2) [s.118(3)].

Conditions

Nil

Record Keeping

Records of the delegations enacted are to be recorded as required by the Act or Regulation or as determined by the Chief Executive Officer from time to time.

Compliance Links

- ☐ Building Act 2011
- ☐ Building Regulations 2012
- ☐ Building Code of Australia

Refer to relevant Policy/Procedure when exercising this delegation.

Reviewed 19.06.2013

DELEGATION NUMBER - 6001d

LEGISLATIVE POWER - Local Government Act 1995 (Section 5.42)

DELEGATION SUBJECT Building Information – Building Act 2011

REFERENCE: Section 131 Building Act 2011 Regulation 14
Building Regulations 2012

POWER OF DELEGATION Section 127 Building Act 2011

DELEGATE - Authorised Persons – Reference Delegation 6001

RELEVANT POLICY/PROCEDURE CMP-003; CMP-004

Power/Duty

The authorised persons (as detailed) functions and duties under the Building Act 2011 and Building Regulations 2012, are – Building Surveyor/Projects Officer

1. Keep a register of all building permits, demolition permits, occupancy permits and building approval certificates granted by it, and all building orders made by it, in an approved manner and form [s.128(1), (2)].
2. Amend the register to reflect the variation or revocation of a condition of, or any other change reflecting to that effect of, a building permit, a demolition permit, an occupancy permit, a building approval certificate of a building order resulting from a decision of the permit authority or information given to the permit authority [s.128(3)].
3. Make the register available for inspection by members of the public during normal office hours [s.128(3)].
4. On application by any person and on payment of the prescribed fee, if any, provide to the person a copy of a building permit, a demolition permit, an occupancy permit, a building approval certificate or a building order that is kept in the register [s.129(2)].
5. Keep in the manner and for the prescribed period such of the prescribed documents that comprise, accompany, are provided for in, are issued as a result of, or otherwise relate to the building or incidental structure that is the subject of –
 - a. an application for a building permit or demolition permit; or
 - b. an application of a kind mentioned in Part 4 Division 2; or
 - c. an inspection of a prescribed kind [d.130].
6. Allow an interested person to inspect the building record and provide to the interested person a copy of the building record [s.131(2)].

Building Surveyor/Projects Officer

7. Give the Building Commissioner prescribed information for inclusion in the annual report submitted under the Financial Management Act 2006 Part 5 by the accountable authority [s.132(1)] and provide a record or information requested by the Building Commissioner [s.132(3), r.14]

Conditions

Nil

Record Keeping

Records of the delegations enacted are to be recorded as required by the Act or Regulation or as determined by the Chief Executive Officer from time to time.

Compliance Links

- ☐ Building Act 2011
- ☐ Building Regulations 2012
- ☐ Building Code of Australia

Refer to relevant Policy/Procedure when exercising this delegation.

Reviewed 19.06.2013

DELEGATION NUMBER - 6001e

LEGISLATIVE POWER - Local Government Act 1995 (Section 5.42)

DELEGATION SUBJECT Swimming Pools – Building Act 2011

REFERENCE: Section 131 Building Act 2011 Regulation 14
Building Regulations 2012

POWER OF DELEGATION Section 127 Building Act 2011

DELEGATE - Authorised Persons – Reference Delegation 6001

RELEVANT POLICY/PROCEDURE CMP-003; CMP-004

Power/Duty

The authorised persons (as detailed) functions and duties under the Building Act 2011 and Building Regulations 2012, are –

Building Surveyor/Projects Officer and Senior Ranger

1. Approve alternative requirements to r.50(4)(b) if satisfied that the alternative requirements will restrict access by yond children to the swimming pool as effectively as if there were compliance with Australian Standards AS 1926.1 [r.51(2)].
2. Approve a door for the purposes of r.50(4)(c)(ii) if the door is in accordance with the requirements of Australian Standard AS 1926.1 and the conditions in r.51(3) are satisfied [r.51(3)].
3. Arrange for an authorised person to inspect the enclosures of private swimming pools in the district at intervals of no more than 4 years for the purpose of monitoring whether the provisions in rr.50 and 52 the Regulations are complied with [rr.50, 52 and 53(1)].

Building Surveyor/Projects Officer and Senior Ranger or other Authorised Person appointed under Section 5.36 of the Local Government Act 1995.

1. Conduct inspection of the enclosures of private swimming pools in the district at intervals of no more than 4 years for the purpose of monitoring whether the provisions in rr.50 and 52 the Regulations are complied with [rr.50, 52 and 53(1)].

Conditions

Nil

Record Keeping

Records of the delegations enacted are to be recorded as required by the Act or Regulation or as determined by the Chief Executive Officer from time to time.

Compliance Links

- ☐ Building Act 2011
- ☐ Building Regulations 2012
- ☐ Building Code of Australia

Refer to relevant Policy/Procedure when exercising this delegation.

Reviewed 19.06.2013

DELEGATION NUMBER - 6001f

LEGISLATIVE POWER - Local Government Act 1995 (Section 5.42)

DELEGATION SUBJECT Smoke Alarms – *Building Act 2011*REFERENCE: *Regulation 60 Building Regulations 2012*

POWER OF DELEGATION Section 127 Building Act 2011

DELEGATE - Authorised Persons – Reference Delegation 6001

RELEVANT POLICY/PROCEDURE CMP-003; CMP-004

Power/Duty

The authorised persons (as detailed) functions and duties under the Building Act 2011 and Building Regulations 2012, are – Building Surveyor/Projects Officer

1. Approve of the use, in a dwelling or in part of the dwelling, of a battery powered smoke alarm and to give approval in relation to an alarm that was installed before the approval is to be given [r.60(1) and (2)].

Conditions

Nil

Record Keeping

Records of the delegations enacted are to be recorded as required by the Act or Regulation or as determined by the Chief Executive Officer from time to time.

Compliance Links

- ☐ Building Act 2011
- ☐ Building Regulations 2012
- ☐ Building Code of Australia

Refer to relevant Policy/Procedure when exercising this delegation.

Reviewed 19.06.2013

DELEGATION NUMBER	-	6001g
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT		Transitional Provisions Relating to Local Government – <i>Building Act 2011</i>
REFERENCE:		<i>Regulation 64, 65, 66 and 67 Building Regulations 2012</i>
POWER OF DELEGATION		Section 127 Building Act 2011
DELEGATE	-	Authorised Persons – Reference Delegation 6001
RELEVANT POLICY/PROCEDURE		CMP-003; CMP-004

Power/Duty

The authorised persons (as detailed) functions and duties under the Building Act 2011 and Building Regulations 2012, are – Building Surveyor/Projects Officer

1. Grant a licence for the deposition of materials on streets, subject to such conditions as reasonably required [r.64(3)].
2. Charge a licence fee [r.64(4)].
3. Require the applicant of a licence to deposit a sum sufficient to cover the cost of repairing damage caused by the licensee to the street, footpath or kerb [r.64(5)].
4. Undertake repair work and deduct the cost from the deposit if the repair work or, if the deposit is insufficient to meet the cost, apply the deposit in part payment of the cost, and recover the balance in a court of competent jurisdiction [r.64(6)].
5. Fill in an excavation on land abutting or adjoining a street, way or other public place unless the excavation is securely fenced off [r.65(e)].
6. Pull down hoarding, fence, scaffold or enclosure erected otherwise than as permitted by licence [r.65(f)].
7. Remove materials comprising a hoarding, fence, scaffold or enclosure or any stone, bricks, mortar, lime, or other building materials contained within the enclosure or deposited in or on the street, way or other public place other than as permitted by a licence and deposit the materials in such place as the local government thinks fit [r.65(g)].
8. Serve a written notice on a person to pay the expenses incurred under r.65(e)-(g) and recover the expenses in a court of competent jurisdiction [r.65(h)].
9. Cause repairs, and reinstatements to be done to a footpath, roadway, kerb, water-table or drain damaged under r.66(1) [r.66(2)(a)].

10. Serve a written notice on a person to pay the local government the expenses incurred under r.66(2)(a) and recover the expenses costs and charges in a court of competent jurisdiction [r.66(2)(b)].

11. Serve a written notice requiring a person to cover a footpath to prevent inconvenience to the public or danger from falling materials during periods set out in r.67[r.67(1)].

Conditions

Nil

Record Keeping

Records of the delegations enacted are to be recorded as required by the Act or Regulation or as determined by the Chief Executive Officer from time to time.

Compliance Links

- ☐ Building Act 2011
- ☐ Building Regulations 2012
- ☐ Building Code of Australia

Refer to relevant Policy/Procedure when exercising this delegation.

Reviewed 19.06.2013

DELEGATION NUMBER - 6002

LEGISLATIVE POWER - Local Government Act 1995 (Section 5.42)

DELEGATION SUBJECT - Caravan Park and Camping Grounds

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE CMP-019

The Chief Executive Officer is authorised to carry out the provisions of the Caravan Park and Camping Grounds Act and associated Regulations.

SUB DELEGATION (Section 5.44):

- ENVIRONMENTAL HEALTH OFFICER

- BUILDING SURVEYOR

-

- SENIOR RANGER

Refer to relevant Policy/Procedure when exercising this delegation.

DELEGATION NUMBER - 6003

LEGISLATIVE POWER - Local Government Act 1995 (Section 5.42)

DELEGATION SUBJECT - Treatment of Sewage and Disposal of Effluent and Liquid Waste.

DELEGATE - Chief Executive Officer

RELEVANT POLICY/PROCEDURE Nil

The Chief Executive Officer is authorised to carry out the provisions of the Treatment of Sewage and Disposal of Effluent and Liquid Waste Regulations 1974.

SUB DELEGATION (Section 5.44):*- ENVIRONMENTAL HEALTH OFFICER**- BUILDING SURVEYOR / PROJECT OFFICER*

DELEGATION NUMBER - 6004

LEGISLATIVE POWER - Public Health Act 2016

DELEGATION SUBJECT - Public Health Act 2016

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

Council pursuant to Section 21(1)(b)(i) Part 2 of the Public Health Act 2016 resolves to delegate all the powers and duties conferred or imposed on the Shire of Chapman Valley by the Public Health Act 2016 to the Chief Executive Officer.

SUB DELEGATION (Section 5.44)*ENVIRONMENTAL HEALTH OFFICER*

Reviewed Minute Reference: 12/16-17

7000

ANIMAL CONTROL

DELEGATION NUMBER - 7001

LEGISLATIVE POWER - Local Government Act (1995) and Dog Act (1976)

DELEGATION SUBJECT - Enforcement of Dog Act and Local Laws

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

Enforcement of the provisions of the Dog Act and Local-Laws is to be under the control of the Chief Executive Officer.

Court proceedings will be instituted administratively, with the provision that legal advice be obtained if necessary.

The Chief Executive Officer to make such arrangements as is considered necessary for staff, temporary, part-time or otherwise, to effectively administer the Dog Act, within the limitations of the Budget.

DELEGATION NUMBER - 7002

LEGISLATIVE POWER - Local Government Act (1995) and Dog Act (1976)

DELEGATION SUBJECT - Dog Registration

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

A person who keeps any dog which is not registered pursuant to the provision of the Dog Act or does not renew the registration on or before October 30 in each year, shall be considered to have committed an offence against the Act and the Chief Executive Officer is hereby authorised to initiate prosecution action against the owner of such dog for breach of provisions of the Dog Act without further reference to the Council.

DELEGATION NUMBER - 7003

LEGISLATIVE POWER - Local Government Act (1995) and Dog Act (1976)

DELEGATION SUBJECT - Dog Act Infringement

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The Chief Executive Officer is authorised to instruct Council's solicitors to commence proceedings against a person who is reported to have –

- (a) Unlawfully rescued or released, or attempted to rescue or release, cattle or dogs lawfully impounded or seized for the purpose of being impounded;
- (b) Damaged a Municipal Pound, or
- (c) Committed Pound breach by reason of which cattle or dogs may escape from a Municipal Pound.

NOTE: In all cases that the Chief Executive Officer instructs Council's solicitors to commence proceedings, he shall report particulars to the next succeeding Council meeting.

DELEGATION NUMBER - 7004

LEGISLATIVE POWER - Local Government Act (1995) and Cat Act (2011)

DELEGATION SUBJECT Administration and enforcement of Cat Act 2011 and associated subsidiary legislation

ACT REFERENCE Section 44 -Cat Act 2011

DELEGATE - Chief Executive Officer

RELEVANT POLICY/PROCEDURE Nil

Power/Duty

To appoint employees to be authorised persons and to generally administer, enforce and determine applications, permits, registrations, serve cat control or other notices, infringements, issue certificates, warrants or commence a prosecution in a Court under the Cat Act 2011 and associated subsidiary legislation in the district.

Conditions

1. The appointment of authorised persons shall be in writing and a certificate of appointment is to be issued. Appointments may be general or for the purposes of performing particular functions under the Act.

Statutory Framework

Council is exercising its power of delegation under Section 44 of the Cat Act 2011.

Exceptions

This delegation does not include the provisions contained in section 79 of the Cat Act 2011.

References

Cat Act 2011 – Section 44

Reviewed 19.06.2013

8000

LANDCARE

DELEGATION NUMBER	-	8001
LEGISLATIVE POWER	-	Local Government Act 1995
DELEGATION SUBJECT	-	Landcare
DELEGATE	-	CHIEF EXECUTIVE OFFICER
RELEVANT POLICY/PROCEDURE		Nil

To apply for grant funding from third party sources to finance appropriate projects within the Shire of Chapman Valley:

- a) Delegate authority to the Chief Executive Officer to endorse grant applications/projects if funding resources are available within the Council's adopted budget;
- b) If funding resources are not available within the adopted Council Budget for specific grant applications/projects, present the application to Council for endorsement, if possible, prior to the closure dates for the grant funding programs. Otherwise retrospective Council endorsement to commit funding resources will be required.

All applications submitted, which require Council endorsement for additional funding resources, will be subject Council endorsement (i.e. the Committee does not have delegated authority to commit Council funding resources)."

- c) Provide advice and assistance to the Chief Executive Officer and Shire staff in the managing of the Landcare Grant funds.
 - d) Provide recommendations to Council on any Landcare Contracts and Consultancy agreements.
 - e) Provide a Draft Annual Budget for Landcare to Council for consideration as part of the Annual Budget process.
-

Reviewed Minute Reference 02/14-18

10.3.3 Building & Disability Services Committee Meeting	
Department	Development Service Building
Author	Jamie Criddle
Reference(s)	801.00
Attachment(s)	<ol style="list-style-type: none"> 1. Unconfirmed Minutes BDSC - March 2024 [10.3.3.1 - 14 pages] 2. Draft Operating Capital Building Programs 2024/25 [10.3.3.2 - 8 pages] 3. Disability Access Inclusion Plan (Desktop Review March 2021) [10.3.3.3 - 27 pages]

Voting Requirements

Simply Majority

Staff Recommendation

That Council receive the Minutes of the Building & Disability Services Committee and endorse the recommendations within i.e.

1. Minute Reference: BDSC 2024/03-1

The Committee recommends Council consider the draft “*Operating & Capital Building Programs*” **Attachment Draft Operating Capital Building Programs 2024/25** as presented with the following amendments and this be used as a basis to develop the Draft 2024/2025 Budget

2. Minute Reference: BDSC 2024/03-2

That Council request staff undertake an in-house, desk-top review of the Plan and if necessary, recommending any amendments to Council for consideration.

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

The Shire of Chapman Valley Building & Disability Services Committee met on the 9th March 2023 to review:

- Buildings Capital Works Program;
- Buildings Maintenance Works Program; and
- Disability Access & Inclusion Plan

The Unconfirmed Minutes of the meeting have been provided under separate cover for Council reference and information (see ***Attachment Unconfirmed Building Committee Minutes***).

Comment

The Minutes and recommendations from the Building & Disability Services Committee meeting are presented for Council consideration.

Rather than repeat the content of the Committee Meeting in this report I refer Councillors to the Committee Minutes and welcome any comments/questions.

Statutory Environment

The report complies with the requirements of the:
Local Government Act 1995

Policy/Procedure Implications

A Policy or Procedure is affected:
Building & Projects Policy & Procedures

Financial Implications

Long Term Financial Plan

Recommendations from the Committee are presented to Council for consideration for allocation into the forthcoming and future draft budgets. Not all cost estimates have been undertaken at time of writing this report.

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

The *Five Year Building Program* will have an effect on the Shire's Integrated Planning and Reporting, which sets Councils future long term direction and planning.

Strategic Implications

Strategic Community Plan/Corporate Business Plan Implications

PHYSICAL & DIGITAL INFRASTRUCTURE

4.1 Develop, manage, and maintain built infrastructure.

4.1.1 Asset Management Plan.

Consultation

Council staff continually monitors buildings and facilities owned/controlled by the Shire. Staff also continually liaises with users of these facilities.

Risk Assessment

An Insignificant Service Disruption Risk of Level 1 - Which will likely resulting in no material service disruption.

A Minor Property Risk of Level 2 - Likely resulting in localised damage rectified by routine internal procedures.



BUILDING AND DISABILITY SERVICES COMMITTEE

Minutes



Meeting Date Friday 8 March 2024

Meeting Time 1:00 pm

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

Building and Disability Services Committee 8 March 2024 - Minutes

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 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 of 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.

Building and Disability Services Committee 8 March 2024 - Minutes

COMMITTEE PURPOSE & DELEGATIONS

Will meet at least annually to inspect all Shire Buildings/Properties and then subsequently to:

- Review preliminary costings for proposed works for consideration in draft Council Budget;
- Review the Capital & Building Works Program;
- Disability Access & Inclusion Plan; and
- Any other building/property items referred to the Committee by Council
- Delegations – Nil

The Building and Disability Services Committee is comprised of:

Cr Royce

Cr Blakeway

Cr Elliott-Lockhart

Cr Warr

CEO

Building Surveyor/Projects

Building and Disability Services Committee 8 March 2024 - Minutes

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Building and Disability Services Committee 8 March 2024 - Minutes

1 Declaration of Opening & Announcements of Visitors

The Presiding Member welcomed elected members, staff and visitors to the council meeting and declaring the meeting open at 1:42pm.

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

Nil

3 Record of Attendance

3.1 Attendees

The following attended the committee meeting:

Elected Members

Cr Trevor Royce
Cr Philip Blakeway
Cr Elizabeth Elliott-Lockhart
Cr Kirrilee Warr (President)

Officers

Jamie Criddle, Chief Executive Officer
Dianne Raymond, Manager Finance & Corporate Services
Anthony Abbott, Building Survey/Projects

Visitors

Nil

3.2 Apologies

Nil

Building and Disability Services Committee 8 March 2024 - Minutes

4 Disclosure of Interest

Nil

5 Petitions/Deputations/Presentations

5.1 Petitions

The council has not received any petitions.

5.2 Presentations

The council did not accept any presentations in the course of the meeting.

5.3 Deputations

The council did not receive any deputations in the course of the meeting

6 Confirmation of Minutes from previous meetings

Nil

7 Items to be dealt with En Bloc

Nil

Building and Disability Services Committee 8 March 2024 - Minutes

8 Officers Reports

8.1 Review of Operating & Capital Building Programs	
Department	Development Service Building
Author	Jamie Criddle
Reference(s)	403.02
Attachment(s)	<ol style="list-style-type: none"> 1. C R 2425278 - R E_ Annual Building Inspection [8.1.1 - 2 pages] 2. CV Golf Club [8.1.2 - 2 pages] 3. Letter to CV Shire 2024 Annual Maintenance List [8.1.3 - 1 page] 4. Draft Operating Capital Building Programs 2024/25 [8.1.4 - 8 pages]

Voting Requirements

Simply Majority

Staff Recommendation

That the Committee recommends Council consider the draft “*Operating & Capital Building Programs*” as presented with the following amendments and this be used as a basis to develop the Draft 2024/2025 Budget:

Location	Amendments & New Items for Consideration

Council Resolution**Moved:** Cr Trevor Royce **Seconded:** Cr Elizabeth Elliott-Lockhart

That the Committee recommends Council consider the draft “*Operating & Capital Building Programs*” as presented with the following amendments and this be used as a basis to develop the Draft 2024/2025 Budget:

Building and Disability Services Committee 8 March 2024 - Minutes

For Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart, Cr Trevor Royce and Cr Kirilee Warr
Against Nil

4 / 0

CARRIED UNANIMOUSLY
Minute Reference BDSC 2024/03-1

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

The purpose of this Agenda Item is for the Committee to discuss the items to be specifically added to the Operating & Capital Building Programs for future budgets.

Council resolved the following at the March 2023 OCM:

BDS COMMITTEE/STAFF RECOMMENDATION

The Committee recommends Council consider the draft "*Operating & Capital Building Programs*" as presented and this be used as a basis to develop the Draft 2023/2024 Budget:

For Cr Darrell Forth, Cr Nicole Batten and Cr Peter Humphrey

Against Nil

3 / 0

CARRIED UNANIMOUSLY
Minute Reference BDSC 2023/03-4

The above resolution was the basis of forming the Draft 2023/2024 Budget for Council consideration at Budget Workshops. However; it must be understood there may have been variations to the above resolution by the time Council finally adopted the current year Budget.

Council adopted the 2023/2024 Budget at a Special Meeting in August 2023 where the Building Operating & Capital items were finalised and included in the Adopted Budget (***Minute Reference:SCM 2023/08-3***)

Comment

Discussion on items identified by Councillors, staff, tenants and users of Council owned/controlled building is designed to determine future budget items for staff to cost.

The Draft Operating & Capital Building Program is provided under separate cover at ***Draft Operating & Capital Building Programs*** for Committee information.

Building and Disability Services Committee 8 March 2024 - Minutes

Councillors should also refer to the “*List of Additional Requests for Consideration*” at **List of Additional Requests for Consideration** for items requested for consideration.

Correspondence from the CV Historical Society is provided at **CV Historical Society Correspondence and Chapman Valley Golf Club**

Statutory Environment

No Financial Implications Identified.

Policy/Procedure Implications

A Policy or Procedure is affected:

Building & Projects Policy & Procedures

Financial Implications

No Financial Implications Identified.

Strategic Implications**Strategic Community Plan/Corporate Business Plan Implications****PHYSICAL & DIGITAL INFRASTRUCTURE**

4.1 Develop, manage, and maintain built infrastructure.

4.1.2 Development Projects.

Consultation

Council staff continually monitors buildings and facilities owned/controlled by the Shire. Staff also continually liaises with tenants/users of these facilities. Correspondence was sent out to tenants/user groups of Council owned/controlled buildings in late January 2024, requesting feedback by 24 February 2022. Responses are listed at **List of Additional Requests for Consideration**.

Risk Assessment

An Insignificant Financial Impact Risk of Level 1 - Which will likely be less than \$1,000.

An Insignificant Service Disruption Risk of Level 1 - Which will likely resulting in no material service disruption.

An Insignificant Reputational Risk of Level 1 - Which will likely result in unsubstantiated, low impact, low profile or ‘no news’ item.

Building and Disability Services Committee 8 March 2024 - Minutes

8.2	Review of Disability Access & Inclusion Plan
Department	Development Service Building
Author	Jamie Criddle
Reference(s)	403.02
Attachment(s)	1. Disability Access Inclusion Plan [8.2.1 - 27 pages]

Voting Requirements

Simply Majority

Staff Recommendation

That Council request staff undertake an in-house, desk-top review of the Plan and if necessary, recommending any amendments to Council for consideration.

Council Resolution

Moved: Cr Trevor Royce **Seconded:** Cr Philip Blakeway

That Council request staff undertake an in-house, desk-top review of the Plan and if necessary, recommend any amendments to Council for consideration.

For Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart, Cr Trevor Royce and Cr Kirilee Warr
Against Nil

4 / 0
CARRIED UNANIMOUSLY
Minute Reference BDSC 2024/03-2

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

A review of the Shire's Disability Access Inclusion Plan (DAIP) forms part of the annual Building & Disability Services Committee (Committee) agenda for consideration and recommendation to Council. This review is a legislative requirement in accordance with Disability Services Act (1993).

Building and Disability Services Committee 8 March 2024 - Minutes

Council reviewed the DAIP as part of the 2023 Building Committee process with the following being resolved at the March 2023 OCM:

Minute Reference: BDSC 2023/03-5

That Council initiate a full review of the Disability Access & Inclusion Plan in 2023 and budget accordingly in the 2023/24 financial year.

Comment

In accordance with Section 28(7) of the *Disability Services Act (1993)* a full review of the DAIP must occur at least every 5 years i.e.

28. *Disability access and inclusion plans*

(5) A public authority may review its disability access and inclusion plan at any time.

(6) After reviewing its disability access and inclusion plan, a public authority must lodge a report of the review with the Commission in accordance with subsection (7).

(7) Not more than 5 years is to elapse —

(a) between the day on which a public authority first lodges its disability access and inclusion plan with the Commission and the day it lodges a report of a review of the plan with the Commission; or

(b) between the lodgement of the report of one review of a plan and the lodgement of the report of another review of the plan.

The purpose of this Agenda Item is for the Committee to recommend staff undertake a review (in-house/desk-top or full review) of the Plan and recommend any amendments to Council for consideration.

A full review was conducted and adopted in April 2021, so it is suggested that Council recommend to conduct a Desktop during the 2024/25 financial year.

A copy of the current DAIP is provided under separate cover at ***Disability Access Inclusion Plan*** for Committee information and review.

Statutory Environment

No Financial Implications Identified.

Disability Services Act (1993).

28. *Disability access and inclusion plans*

(1) Each public authority must have a disability access and inclusion plan to ensure that in so far as its functions involve dealings with the general public, the performance of

Building and Disability Services Committee 8 March 2024 - Minutes

those functions furthers the principles in Schedule 1 and meets the objectives in Schedule 2.

- (2) A disability access and inclusion plan must meet any prescribed standards.*
- (3) A public authority must lodge its disability access and inclusion plan with the Commission —*
 - (a) if the authority was established before the commencement of the Disability Services Amendment Act 2004, without delay;*
 - (b) if the authority is established after the commencement of the Disability Services Amendment Act 2004, within 12 months after the day on which it is established.*
- (4) A public authority may amend its disability access and inclusion plan at any time.*
- (5) A public authority may review its disability access and inclusion plan at any time.*
- (6) After reviewing its disability access and inclusion plan, a public authority must lodge a report of the review with the Commission in accordance with subsection (7).*
- (7) Not more than 5 years is to elapse —*
 - (a) between the day on which a public authority first lodges its disability access and inclusion plan with the Commission and the day it lodges a report of a review of the plan with the Commission; or*
 - (b) between the lodgement of the report of one review of a plan and the lodgement of the report of another review of the plan.*
- (8) After reviewing its disability access and inclusion plan, a public authority may amend the plan or prepare a new plan.*
- (9) If at any time a public authority amends its disability access and inclusion plan or prepares a new plan, whether after a review or not, it must lodge the amended or new plan with the Commission as soon as practicable after doing so.*
- (10) A public authority must undertake public consultation in accordance with the procedure specified in the regulations when preparing, reviewing or amending a disability access and inclusion plan.*

Disability Services Regulation 2004

10. Procedure for public consultation by authorities (s. 28)

- (1) For the purposes of section 28(10) of the Act, a public authority is to undertake consultation in relation to its disability access and inclusion plan by calling for submissions either generally or specifically —*
 - (a) by notice in a newspaper circulating throughout the State or, in the case of a local government, the district of that local government under the Local Government Act 1995; and*
 - (b) on any website maintained by or on behalf of the public authority.*

Building and Disability Services Committee 8 March 2024 - Minutes

- (2) *Nothing in subregulation (1) prevents a public authority from also undertaking any other consultation.*

Policy/Procedure Implications

A Policy or Procedure is affected:

Building & Projects Policy & Procedures

The DAIP become a statutory policy required by Council in accordance with the Disability Services Act (1993) which is reported on annually.

Financial Implications

No Financial Implications Identified.

Strategic Implications

Strategic Community Plan/Corporate Business Plan Implications

COMMUNITY HEALTH & LIFESTYLE

1.1 Nurture the sense of community and unity across the Shire, while supporting towns and their volunteers in local issues.

1.1.1 Development of plans and strategies relevant to emerging population needs.

Consultation

There is a consultation process Council need to adhere to in accordance with the Disability Services Act (1993) which will be implemented as part of the DAIP review.

Risk Assessment

An Insignificant Health Risk of Level 1 - Which could result in negligible injuries.

An Insignificant Compliance Risk of Level 1 - Which will likely result in no noticeable regulatory or statutory impact.

Building and Disability Services Committee 8 March 2024 - Minutes

9 Urgent Business Approved by the Presiding Member or by a Decision of the Committee

Council Resolution

Moved: Cr Elizabeth Elliott-Lockhart **Seconded:** Cr Philip Blakeway

Move to reassess the current Shire Shade Policy (if any) for our public open space.

For Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart, Cr Trevor Royce and Cr Kirrilee Warr
Against Nil

4 / 0
CARRIED UNANIMOUSLY
Minute Reference BDSC 2024/03-3

10 Closure

The Shire President thanked Elected Members and Staff for their attendance and closed the Building and Disability Services Committee 8 March 2024 at 3:23pm.

SHIRE OF CHAPMAN VALLEY																															
				PROPOSED - FIVE YEAR MAINTENANCE BUILDING WORKS PROGRAM						Mtce 5 Year Building Program																					
				Endorsd 5 Year Building																											
COA GL	Job #	IE Code	Sub Prog		LOCATION	CONSTRUCTION			2023/2024		2024/2025			2024/2025		2025/2026		2026/2027		2027/2028		2028/2029		2029/2030							
						Walls	Roof	Other	Cost	Description	Cost	Description	Comments	Cost	Description	Cost	Description	Cost	Description	Cost	Description	Cost	Description	Cost	Description						
Endorsd 5 Year Building Program Min Ref 03/22-03 & SCM SCM 07/22-xx																															
				NABAWA																											
0473		02	05	Administration Building Repairs & Maintenance	Lot 7 Nabawa	Brick	Tile		\$5,500	General Mtce	\$5,500	General Mtce		\$5,500	General Mtce	\$5,500	General Mtce	\$5,500	General Mtce	\$5,500	General Mtce	\$5,500	General Mtce	\$5,500	General Mtce						
0473		22		Administration Building Repairs & Maintenance					\$15,000	Contract cleaner cost,	\$20,000	Cleaner		\$20,000	Contracts/Cleaner	\$20,000	Contracts/Cleaner	\$20,000	Contracts/Cleaner	\$20,000	Contracts/Cleaner	\$20,000	Contracts/Cleaner	\$20,000	Contracts/Cleaner						
0473		22		Administration Building Repairs & Maintenance																											
0422	LOFF		05	Administration Building Surrounds	Lot 7 Nabawa	Brick	Tile																								
0272		02		Council Chambers Repairs & Maintenance					\$4,500	General Mtce	\$4,500	General Mtce		\$4,500	General Mtce	\$4,500	General Mtce	\$4,500	General Mtce	\$4,500	General Mtce	\$4,500	General Mtce	\$4,500	General Mtce						
0272		22		Council Chambers Repairs & Maintenance						See Cap X for All doors																					
0272		22		Council Chambers Repairs & Maintenance																											
0272		99		Council Chambers Repairs & Maintenance																											
3502	DEP1	02	38	Depot Includes: Transportable Workshop Garage Large Shed Small Generator Shed	Part Lot 7, Nabawa			Various	\$3,500	General Mtce	\$5,000	General Mtce		\$5,000	General Mtce	\$5,000	General Mtce	\$5,000	General Mtce	\$5,000	General Mtce	\$5,000	General Mtce	\$5,000	General Mtce						
	DEP1	02		Gardener's Shed	Lot 14, Nabawa	Iron	Iron		\$1,000	General Mtce	\$1,000	General Mtce		\$1,000	General Mtce	\$1,000	General Mtce	\$1,000	General Mtce	\$1,000	General Mtce	\$1,000	General Mtce	\$1,000	General Mtce						
1722	NABAWA	02	06	Bush Fire Two Bay Shed	Part Lot 7, Nabawa	Iron	Iron		\$500	General Mtce	\$1,500	General Mtce		\$1,500	General Mtce	\$1,500	General Mtce	\$1,500	General Mtce	\$1,500	General Mtce	\$1,500	General Mtce	\$1,500	General Mtce						
2722	LHL1	22	32	Community Centre	Part Lot 2115, Nabawa	Brick	Steel		\$5,500	General Mtce	\$5,500	General Mtce		\$5,500	General Mtce	\$5,500	General Mtce	\$5,500	General Mtce	\$5,500	General Mtce	\$5,500	General Mtce	\$5,500	General Mtce						
2722	LHL1	22	32	Community Centre	Part Lot 2115, Nabawa	Brick	Steel			To be completed 22-23	\$6,500	Cleaner		\$6,500	Contracts/Cleaner	\$6,500	Contracts/Cleaner	\$6,500	Contracts/Cleaner	\$6,500	Contracts/Cleaner	\$6,500	Contracts/Cleaner	\$6,500	Contracts/Cleaner						
2722	LHL1	02		Community Centre	Part Lot 2115, Nabawa	Brick	Steel																								
2902	LIBN	02	09	Community Centre - Library	Part Lot 2115, Nabawa	Brick	Steel		\$2,000	General Mtce	\$2,000	General Mtce		\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce						
2902	LIBN	02	09	Community Centre - Pre Primary - NOW relocated Library	Part Lot 2115, Nabawa	Brick	Steel																								
2902	LIBN	02	09	Community Centre - Pre Primary - NOW relocated Library	Part Lot 2115, Nabawa	Brick	Steel																								
2903	LIBN	22	09	Community Centre - Pre Primary - NOW relocated Library	Part Lot 2115, Nabawa	Brick	Steel																								
2702	LIC	02	34	Sports Pavilion & Basketball Stadium (Nabawa Recreation Centre)	Part Lot 3 Greater Sports	Brick/Metal	Metal/Asb		\$5,700	General Mtce	\$6,000	General Mtce		\$6,000	General Mtce	\$6,000	General Mtce	\$6,000	General Mtce	\$6,000	General Mtce	\$6,000	General Mtce	\$6,000	General Mtce						
2702	LIC		34	Sports Pavilion & Basketball Stadium (Nabawa Recreation Centre)	Part Lot 3 Greater Sports	Brick/Metal	Metal/Asb																								
2703	LIC	*22	35	Sports Pavilion & Basketball Stadium (Nabawa Recreation Centre)	Part Lot 3 Greater Sports	Brick/Metal	Metal/Asb				\$6,000	Contracts		\$6,000	Contracts/Cleaner	\$6,000	Contracts/Cleaner	\$6,000	Contracts/Cleaner	\$6,000	Contracts/Cleaner	\$6,000	Contracts/Cleaner	\$6,000	Contracts/Cleaner						
1482	1055	02	34	Nabawa Oval includes: Reticulation, water tank, fencing, lighting, seating, scoreboard etc	Nabawa Oval Lots 3&14			Plastic/PVC	\$15,000	General Mtce	\$15,000	General Mtce		\$15,000	General Mtce	\$15,000	General Mtce	\$15,000	General Mtce	\$15,000	General Mtce	\$15,000	General Mtce	\$15,000	General Mtce						
1482	1055	02	34	Nabawa Oval Turf renovations (verticut, sweep, top dress & fertilise)	Nabawa Oval Lots 3&14			Plastic/PVC	\$15,000	General Mtce	\$15,000	General Mtce		\$15,000	General Mtce	\$15,000	General Mtce	\$15,000	General Mtce	\$15,000	General Mtce	\$15,000	General Mtce	\$15,000	General Mtce						
1482	LSG	02		Toilet Block - Nabawa Oval/Tennis Club	Nabawa Oval Lots 3&14	Brick	Iron		\$1,000	General Mtce	\$2,000	General Mtce		\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce						
1482	LSG	22		Toilet Block - Nabawa Oval/Tennis Club	Nabawa Oval Lots 3&14	Brick	Iron				\$500	Contracts/Cleaner		\$500	Contracts/Cleaner	\$500	Contracts/Cleaner	\$500	Contracts/Cleaner	\$500	Contracts/Cleaner	\$500	Contracts/Cleaner	\$500	Contracts/Cleaner						
1482	LSG	02		Roller Shed	6961 Chapman Valley Road	Iron	Iron		\$250	General Mtce	\$250	General Mtce		\$250	General Mtce	\$250	General Mtce	\$250	General Mtce	\$250	General Mtce	\$250	General Mtce	\$250	General Mtce						
1482	LSG	02		Playground Equipment					\$350	General Mtce	\$350	General Mtce		\$350	General Mtce	\$350	General Mtce	\$350	General Mtce	\$350	General Mtce	\$350	General Mtce	\$350	General Mtce						
1482	LSG	02		Additional > shade sail annual maintenance					\$1,500	General Mtce	\$1,500	General Mtce		\$1,500	General Mtce	\$1,500	General Mtce	\$1,500	General Mtce	\$1,500	General Mtce	\$1,500	General Mtce	\$1,500	General Mtce						

SHIRE OF CHAPMAN VALLEY																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																				
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SHIRE OF CHAPMAN VALLEY																															
				PROPOSED - FIVE YEAR MAINTENANCE BUILDING WORKS PROGRAM						Mtce 5 Year Building Program																					
				Endorsd 5 Year Building																											
COA GL	Job #	IE Code	Sub Prog		LOCATION	CONSTRUCTION			2023/2024		2024/2025			2024/2025		2025/2026		2026/2027		2027/2028		2028/2029		2029/2030							
						Walls	Roof	Other	Cost	Description	Cost	Description	Comments	Cost	Description	Cost	Description	Cost	Description	Cost	Description	Cost	Description	Cost	Description						
Endorsd 5 Year Building Program Min Ref 03/22-03 & SCM SCM 07/22-xx																															
				NANSON																											
2722	LSHG	02	32	Showgrounds CCTV	Res A7935	Iron	Iron		\$300	General Mtce	\$300	General Mtce		\$300	General Mtce	\$300	General Mtce	\$300	General Mtce	\$300	General Mtce	\$300	General Mtce	\$300	General Mtce						
2722	LSHG	02	32	Showgrounds includes: Exhibition Buildings, Livestock Shelters, Storage Shed, Ag Society Hall, Sheds, Water Tanks, Ticket Box, Fencing,	Res A7935	Iron	Iron		\$4,500	General Mtce	\$4,500	General Mtce		\$4,500	General Mtce	\$4,500	General Mtce	\$4,500	General Mtce	\$4,500	General Mtce	\$4,500	General Mtce	\$4,500	General Mtce						
3626		02	36	CV Museum Road Board Old Road Board Office	Nanson	Brick	Iron		\$500	General Mtce	\$1,500	General Mtce		\$1,500	General Mtce	\$1,500	General Mtce	\$1,500	General Mtce	\$1,500	General Mtce	\$1,500	General Mtce	\$1,500	General Mtce						
3626		22	36	CV Museum & Road Board Including Old Road Board Office	Nanson	Brick	Iron																								
3626		02	36	CV Museum Precinct & Road Board Including Old Road Board Office Toilet Block Display Cottage Machinery Shelter New Plant Display Shed All Surrounds	Nanson	Iron	Iron		\$3,500	General Mtce	\$7,000	General Mtce		\$7,000	General Mtce	\$7,000	General Mtce	\$7,000	General Mtce	\$7,000	General Mtce	\$7,000	General Mtce	\$7,000	General Mtce						
3626		22	36	CV Museum Precinct & Road Board Including Old Road Board Office Toilet Block Display Cottage Machinery Shelter	Nanson	Iron	Iron		\$3,500	General Mtce	\$3,500	Contracts/Cleaner		\$3,500	Contracts/Cleaner	\$3,500	Contracts/Cleaner	\$3,500	Contracts/Cleaner	\$3,500	Contracts/Cleaner	\$3,500	Contracts/Cleaner	\$3,500	Contracts/Cleaner						
2642	NAN	02	34	Nanson Playground includes Playground Equipment, Basketball Courts & Backboard, Picnic Table, Fencing, Shade Sails	Nanson			Steel/Plastic	\$1,500	General Mtce	\$1,500	General Mtce		\$1,500	General Mtce	\$1,500	General Mtce	\$1,500	General Mtce	\$1,500	General Mtce	\$1,500	General Mtce	\$1,500	General Mtce						
2643	NAN	22	34	Nanson Playground includes Playground Equipment, Basketball Courts & Backboard, Picnic Table, Fencing, Shade Sails	Nanson			Steel/Plastic	\$1,500	General Mtce	\$4,000	Contract/Sails	Contract/ Sails	\$4,000	Contract/Sails	\$4,000	Contract/Sails	\$4,000	Contract/Sails	\$4,000	Contract/Sails	\$4,000	Contract/Sails	\$4,000	Contract/Sails						
				CORONATION BEACH																											
3412		02	33	Public WiFi Communications CCTV & Solar Panels	Coronation				\$600	General Mtce	\$2,000	General Mtce	Communication	\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce						
3412		02	33	Campsite Area	Coronation				\$5,000	General Mtce	\$5,000	General Mtce		\$5,000	General Mtce	\$5,000	General Mtce	\$5,000	General Mtce	\$5,000	General Mtce	\$5,000	General Mtce	\$5,000	General Mtce						
3412		22	33	Toilet Blocks x 3 Dump Station	Coronation	Timber	Iron		\$20,000	Pump Out & Services	\$27,000	Pump Out & Services		\$27,000	Pump Out & Services	\$27,000	Pump Out & Services	\$27,000	Pump Out & Services	\$27,000	Pump Out & Services	\$27,000	Pump Out & Services	\$27,000	Pump Out & Services						
3412		02	33	Board Walk & Lookout	Coronation	Timber			\$3,500	General Mtce	\$14,000	General Mtce	boardwalk mtce	\$14,000	General Mtce	\$10,000	General Mtce	\$10,000	General Mtce	\$14,000	General Mtce	\$10,000	General Mtce	\$10,000	General Mtce						
3412		02	33	Camping and Recreation Reserve - Gazebo x 4 Shelters x 5 Picnic Table Fencing Platform	Coronation	Timber	Iron		\$1,500	General Mtce	\$1,500	General Mtce		\$1,500	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce						
				HOWATHARRA																											
1722	HOWA	02	06	Bush Fire Two Bay Shed	Lot 125 Nanson Howatharra	Iron	Iron		\$800	General Mtce	\$1,800	General Mtce		\$1,800	General Mtce	\$1,800	General Mtce	\$1,800	General Mtce	\$1,800	General Mtce	\$1,800	General Mtce	\$1,800	General Mtce						
				NARALING																											
2722	LHL3	02	32	Naraling Hall	Chapman Valley Road	Brick	Iron		\$7,500	General Mtce	\$1,000	General Mtce	See Capex	\$10,000	General Mtce	\$10,000	General Mtce	\$10,000	General Mtce	\$10,000	General Mtce	\$10,000	General Mtce	\$10,000	General Mtce						

SHIRE OF CHAPMAN VALLEY																													
				PROPOSED - FIVE YEAR MAINTENANCE BUILDING WORKS PROGRAM						Mtce 5 Year Building Program																			
				Endorsd 5 Year Building																									
COA GL	Job #	IE Code	Sub Prog		LOCATION	CONSTRUCTION			2023/2024		2024/2025			2024/2025		2025/2026		2026/2027		2027/2028		2028/2029		2029/2030					
						Walls	Roof	Other	Cost	Description	Cost	Description	Comments	Cost	Description	Cost	Description	Cost	Description	Cost	Description	Cost	Description	Cost	Description				
Endorsed 5 Year Building Program Min Ref 03/22-03 & SCM SCM 07/22-xx																													
				WESTERN REGIONS																									
2722	1013	02		Bill Hemsley Park Community Centre & Precinct	As determined by Endorsd Plan & Funding		To be Determined	\$2,500	General Mtce	\$4,000	General Mtce		\$4,000	General Mtce	\$4,000	General Mtce	\$4,000	General Mtce	\$4,000	General Mtce	\$4,000	General Mtce	\$4,000	General Mtce	\$4,000	General Mtce			
2722	Job # 1013	22		Bill Hemsley Park Community Centre & Precinct				\$8,000	Ext contractor	\$16,000	Cleaner		\$16,000	Cleaner	\$16,000	Cleaner	\$16,000	Cleaner	\$16,000	Cleaner	\$16,000	Cleaner	\$16,000	Cleaner	\$16,000	Cleaner			
2722	Job # 1013	22		Bill Hemsley Park Community Centre & Precinct																									
2722	Job # 1013	22		Bill Hemsley Park Community Centre & Precinct																									
2722	Job # 1013			Bill Hemsley Park Community Centre & Precinct																									
2722	Job # 1013			Bill Hemsley Park Community Centre & Precinct																									
2722	Job # 1013			Bill Hemsley Park Community Centre & Precinct																									
2722	Job # 1013			Bill Hemsley Park Community Centre & Precinct																									
				YETNA																									
2642	FIG	02	34	Fig Tree Crossing Campground	Chapman Valley Road, Yetna	Timber	Iron	\$2,000	General Mtce	\$2,000	General Mtce		\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce			
2642	FIG	22	34	Fig Tree Crossing Campground CCTV	Chapman Valley Road, Yetna	Timber	Iron	\$300	General Mtce	\$300	General Mtce		\$300	General Mtce	\$300	General Mtce	\$300	General Mtce	\$300	General Mtce	\$300	General Mtce	\$300	General Mtce	\$300	General Mtce			
2642	MILL	02	34	Mills Lookout CCTV				\$800	General Mtce	\$800	General Mtce		\$800	General Mtce	\$800	General Mtce	\$800	General Mtce	\$800	General Mtce	\$800	General Mtce	\$800	General Mtce	\$800	General Mtce			
				MISCELLANEOUS																									

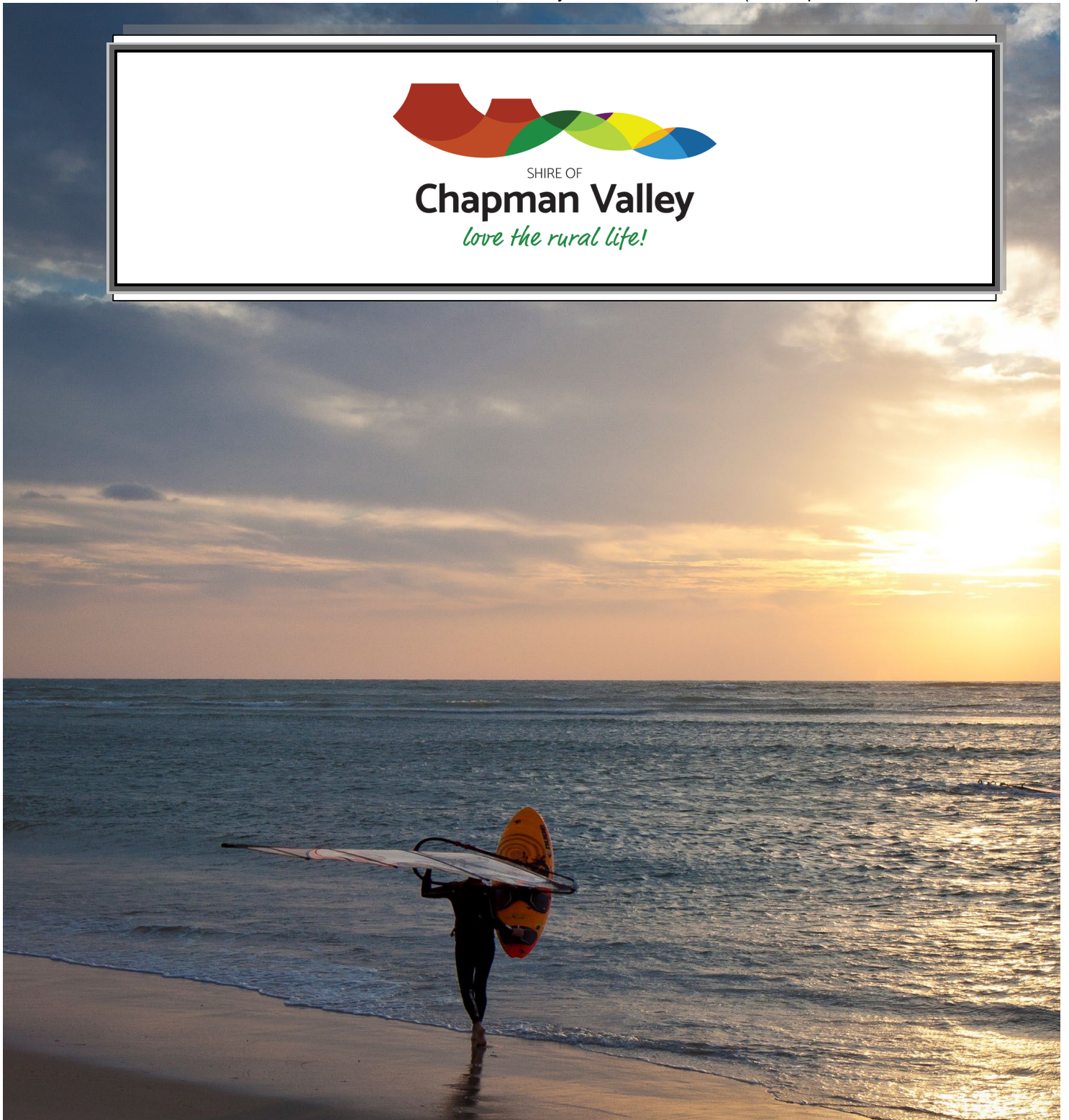
				SHIRE OF CHAPMAN VALLEY PROPOSED - FIVE YEAR CAPITAL BUILDING WORKS PROGRAM																					
	COA GL	Job #	IE Code		2021/2022		2022/2023		2023/2024		2024/2025		2025/2026		2026/2027		2027/2028		2028/2029		202292030				
IE Code 99					Cost	Description	Cost	Description	Cost	Description	Cost	Description	Cost	Description	Cost	Description	Cost	Description	Cost	Description	Cost	Description			
				Endorsed 5 Year Building Program																					
				NABAWA																					
\$ 57,700	0564		99	Shire Office	\$ 17,500.00	Convert old library to office space	\$17,500	Carry over project to be completed 22-23 full project costs approx \$25k contractor costs increased	\$10,000	Replace Chambers timber doors with All swing doors & security screens			\$50,000	Front Counter Upgrades											
	0564		99	Shire Office	\$ 17,500.00	Convert old library to office space	\$30,000	\$30,000 Shelving for building permits in recessed wall outside CEO office																	
	0564		99	Shire Office			\$4,000	\$4,000 Replace existing windows in male and female toilets with modern windows so they are better sealed thereby avoiding the aftermath we had from both the dust storm and the																	
	0564		99	Shire Office			\$1,200	\$1,200 Refit old server room with modular shelving																	
	0564		99	Shire Office			\$5,000	\$5,000 Rollover Fireproofing to Strong Room for Record Keeping Plan																	
	0564		99	Shire Office							\$5,000	Upgrade power pole & box to office													
\$ 191,000	3264		99	Nabawa Depot Buildings	\$21,000	Install Truck Concrete Hardstand Area	\$8,000	\$8,000- Remove water tank gantry and extend concrete hardstand towards main shed	\$120,000	Est- east construct dog pound facility															
	3264		99	Nabawa Depot Buildings			\$175,000	Works Depot Office/Crib/Toilets (Loan Funded) - may require additional funds - refer to Ant	\$30,000	Add. Works for install of transportable building, ret. Wall. septic	\$205,000	Works Depot Office/Crib/Toilets (Loan Funded) - Add. Works for													
	3264		99	Nabawa Depot Buildings			\$8,000	WHS - Compliant Pit in workshop																	
				Bush Fire Two Bay Shed																					
	2644	1075	99	Community Centre - Land					\$9,000	Dump Point – Adjacent to Nabawa Tavern			\$30,000	EV Charger											
\$ 25,287	2644	1061	99	Community Centre - Building			\$25,287	LRCIP (3) Nabawa CC Lessor Hall upgrades																	
\$ 20,000	2834	1076		Sports Pavilion & Basketball Stadium (Recreation Centre)			\$20,000	Stadium Downstairs Kitchen/Canteen improvements			\$4,000,000	Recreation Centre Upgrades	\$180,000	Oval Light Upgrade/solar panels											
				Nabawa Oval					\$30,000	1/ 120KL water tank & new fence	\$5,000	Replace damaged Shade Structure (Seroja) Insurance shortfall				\$50,000	Oval Reticulation Upgrade	\$50,000	Tennis Court Light Upgrade						
				Town Entry Statements							\$113,000	Various Town Entry Statements													
		1764	99	Nabawa Rubbish Tip							\$90,000	Refuse Site Caretakers Building													
				YUNA																					
	1762			Yuna Refuse Site																					
		3624	99	Yuna Park Shade Structure							\$30,000	Replace damaged Shade Structure (Seroja) Insurance shortfall													
			99	Yuna Multipurpose Community Centre										\$50,000	Tennis Court Light Upgrade										
	2644		99	Yuna Golf Club Site	\$10,000	Install CCTV Security Cameras (LRCIP (3)			\$15,000	Rebid 2/ switch brds & connect shed with power & lights															
\$ 9,000	2644	1077	99	Public Hall and Toilets			\$9,000	Dump point adjacent to Yuna Hall	\$10,000	Dump point at Yuna Hall															
	Capital P&E Program 11 SP 34	1304		Yuna - Rockwell Bore	\$109,444	Carry Over project Expenditure 20/21 \$2,616 Rollover Budget \$109444																			
				NANSON																					
\$ 20,000	2644	1066	99	Nanson Showgrounds Precinct	\$10,000	Install CCTV Security Cameras (Own Resource Funds)	\$20,000	Additional power upgrades own resource funds	\$25,000	Replace roof sheeting subject to external and/or grant funding	\$70,000	Replace roof sheeting subject to external and/or grant funding													
	2644	1066	99	Nanson Showgrounds Precinct							\$16,000	Install sullage Dump Point													
	2644	1066	99	Nanson Showgrounds Precinct						Add. Power upgrades	\$20,000	Add. Power upgrades	\$20,000	Power Upgrades	\$10,000	Power Upgrades									
				Western Riding Club Facilities																					
	3626		"22	Chapman Valley Museum & Old Road Board Precinct	\$3,000	Allocation for Electrical Design & Cost estimates to determine power upgrade																			
				Nanson Playground & Playground Equipment																					

				SHIRE OF CHAPMAN VALLEY PROPOSED - FIVE YEAR CAPITAL BUILDING WORKS PROGRAM																	
	COA GL	Job #	IE Code		2021/2022	2022/2023		2023/2024		2024/2025		2025/2026		2026/2027		2027/2028		2028/2029		20229/2030	
IE Code 99					Cost	Description	Cost	Description	Cost	Description	Cost	Description	Cost	Description	Cost	Description	Cost	Description	Cost	Description	
Endorsed 5 Year Building Program																					
	NARALLING																				
			99	Naralling Hall							\$10,000	Kitchen Upgrades/power changeover	\$5,000	Toilet Upgrade							
	CORONATION BEACH																				
	7164	1008	99	Nature Based Campground Area					\$20,000	Ablution block at north end of campgrounds	\$45,000	Ablution block at north end of campgrounds									
	HOWATHARRA																				
				Bush Fire Two Bay Shed																	
	WESTERN REGIONS																				
	2834		99	Bill Hemsley Park Precinct Parkfalls Estate - Bill Hemsley Park Developments							\$25,000	Storage Shed	\$15,000	Gazebo & Pad							
	YETNA																				
				Fig Tree Camp Ground Area	\$11,900	install CCTV Security Cameras (1 RCIP /3)															
	MISCELLANEOUS																				
0744				Bushfire Radio Mast, Repeater & Shed Base Set, 2 Way							\$30,000	redo footings to mast tower * TBA									
					\$165,344		\$322,987		\$259,000		\$4,664,000		\$305,000		\$60,000		\$50,000		\$50,000	\$0	

Cyclone Seroja Shire Assets Damage Listing								
May 21 Concept Forum discussions Draft budget include an appropriate amount for activation of the repairs to damaged assets with view to claim from insurance policy. Consider amending building reserve purpose as part of budget consideration process to allow for major/emergency related repairs	COA GL	Job #	IE Code	These are repairs NOT upgrades	Damaged Yes or No	Estimated Repair Costs	Repairs completed 2023/2024 Y / N	Damage Reported
Nabawa	3502	DEP1	22	Workshop/Garage	✓	\$ 6,300.00		Truck Shed - Roof whirly vents damaged x 12, replacement Depot perimeter cyclone fence; North side; 3/ panels damaged; West side; 4/ panels & gate;
Nabawa	1482	LSG	22	Gardener's Shed (Roller Shed)	✓	\$ 7,000.00		Gardeners / Pitch Roller shed damaged; Repair & re-sheet west wall, replace damaged flashings & roller door
Nabawa	2732	LHL1	22	Community Centre	✓	\$ 7,000.00		Comm. Centre Office - Split system air conditioner, damaged to be replaced Female public toilet - Roof & ceiling damage, repair & re-paint Minor Hall - Smashed window glass panel
Nabawa	2702	LIC	22	Sports Pavilion & Basketball Stadium	✓	\$ 41,000.00		Basketball court ridge cap damaged y Basketball court timber floor water damage, sand & reseal (recently re-sealed approx.. 2015) n
Nabawa	1482	LSG	22	Nabawa Oval - Lighting	✓	\$ 25,000.00	Quote received, awaiting completion	Oval Floodlight Tower; 12m steel tower with 2/ floodlights destroyed
Nabawa	2712	LNTC	22	Tennis Pavilion	✓	\$ 20,000.00		Tennis Club; Shade dome destroyed; 8m x 8m
Nabawa	2712	LNTC	22	Nabawa Tennis Centre - Fencing	✓	\$ 1,200.00		Aluminium fence panels x 5
Nabawa	1482	LSG	22	Toilet Block	✓	\$ 5,700.00		Windows x 2 destroyed 1/ male toilet pan smashed
NANSON	2642	NAN	22	Golf Clubhouse	✓	\$ 50,000.00	Carry over, received quote for ACM removal, await re-clad quote \$	Damaged wall & fascia sheets - 3/ asbestos wall & fascia sheets damaged & on the ground, remove asbestos from site & dispose of correctly, install several sheets of corrugated steel sheeting & re-seal building
NANSON - CV Museum Precinct	3626		22	Museum Shed at Nanson	✓	\$ 17,300.00		Grain lifters - Blown to ground, footings & mounts to be replaced, crane required to re-instate, new footings Signage - Timber post & sign next to grain lifters Fencing around perimeter - North side, Hardifence, 5/ panels; East side, jarrah bush pole timber post & beam, 5/ panels, include termite treatment Main display Shed - 2/ solar roof sheets New display shed - Large roller door to north destroyed Historic Weigh bridge tropical roof - Secondary tropical roof ripped off, existing curved sheets salvaged for reuse, requires jarrah timber framing to be rebuilt, steel stub columns repaired & sheets replaced
NANSON	2722	LSHG	22	Exhibition Buildings (Pavilion and Office)	✓	\$ 4,600.00		Pavillion Hall - Damaged roof sheeting x 4, flashings & timber barge boards Sheep Shed - Solar roof sheets damaged x 3 Switchboard - At south boundary, damaged door ripped off, replace switchboard

Cyclone Seroja Shire Assets Damage Listing							
May 21 Concept Forum discussions Draft budget include an appropriate amount for activation of the repairs to damaged assets with view to claim from insurance policy. Consider amending building reserve purpose as part of budget consideration process to allow for major/emergency related repairs	COA GL	Job #	IE Code	These are repairs NOT upgrades	Damaged Yes or No	Estimated Repair Costs	Repairs completed 2023/2024 Y / N Damage Reported
NANSON	2722	LSHG	22	Dining Hall	✓	\$ 2,100.00	Window damaged, louvers & timber frame on west wall damaged Damaged patio steel column & concrete footing to be replace
NANSON	2722	LSHG	22	Show Ground Toilets	✓	\$ 15,000.00	Roof completely destroyed, to be replaced
NARALING	2722	LHL3	22	Naraling Hall	✓	\$ 130,250.00	yes Roof damaged 25% deroofed Ceiling collapsed 60%, replace & repaint Entry timber doors & frame damaged, to be reconstructed from existing materials Gable end panels destroyed, replace & repaint Facility & floor clean
YUNA	2722	LHL2	22	Public Hall	✓	\$ 2,500.00	Collapsed ceiling in minor hall & facility clean
YUNA	2642	LYPK	22	Yuna Park - Shade Dome x2 over Playground Equipment	✓	\$ 70,000.00	Await quote for shade dome replacement, under insured Shade dome structure destroyed approx. 30m x20m
YUNA	2722	1006	22	Yuna Multipurpose Community Centre	✓	\$ 2,450.00	External fan destroyed x 5
						\$ 407,400.00	Total costs estimated
					less completed	\$ 71,150.00	
						\$ 336,250.00	Expense line items 2022-2023

Program 11	COA Income	2683	\$ 307,400.00	claim to be done when works is above the excess \$100k
	COA Expenditure	various jobs across programs	\$ 336,250.00	final figure to be determined by actual contractor costs 2022/23
	Transfer from Building Reserve	7385	-100000	total cost to shire is \$100k excess
			\$ 307,400.00	total cost to be claimed \$352k less \$100k excess



Disability Access & Inclusion Plan

2021-2025

Full Reviewed 21 March 2018 (Minute Reference: 03/18-4)
Desktop Internal Review – April 2019, March 2020, March 2021



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1.0 Responsibility of the Disability Access and Inclusion Plan

The responsibility for the Disability Access Inclusion Plan is the Chief Executive Officer.

2.0 Background

2.1 The Shire of Chapman Valley

The Shire of Chapman Valley is located northeast of Geraldton in the Mid West of Western Australia and covers an area of approximately 4,000km². It is bounded by the Indian Ocean and the Shire of Northampton and City of Greater Geraldton.

The Shire has a population of 1,500 (2016 Census), with the greatest concentration in the south-western section. The largest urban centre is 42km from Geraldton at Nabawa with approximately 90 residents and where the Shire administration is located along with community and sporting facilities. Yuna, a further 40km north-east has a population of approximately 20. At Yuna the Shire maintains sporting facilities, library, assists the community swimming pool and has one employee based there. Nanson 7km south of Nabawa now has a population of approximately 45 but was once the location of the Shire's administration. A community centre with satellite office facility is located in the south-western peri-urban area of the Shire.

The Shire's economy is reliant on a range of agricultural pursuits including intensive farming, grain production and wool growing. The southern section of the Shire has become popular for rural lifestyle living and includes the scenic Chapman Valley, which is a popular weekend destination for residents of Geraldton and travellers to the region.

A number of small tourist and cottage industry ventures have been established and are proving popular with visitors. Many visitors and campers are drawn to Coronation Beach, which is a world-renowned wind and kite surfing location on the Shire's 17km of coastline. The Shire maintains basic camping facilities at the beach but is currently restricted in the facilities it can provide by the lack of fresh water and power supplies.

2.2 Functions, facilities and services provided by the Shire of Chapman Valley

The Shire of Chapman Valley provides;

Services to properties including-

- Construction and maintenance of Shire owned roads, buildings, footpaths, cycle facilities, walking and bridle trails and boardwalks, rubbish collection and disposal (Nabawa, Nanson townsites, south-western peri-urban area and key arterial roads only) caring for trees, street lighting, and bushfire control.

Services to community include-

- Provision and maintenance of recreation grounds, playing areas, and reserves, management of three (3) community centres and stadium, two (2) libraries and information services,, coastal management, management of specific roadside tourist areas.

Regulatory services include-

- Planning, building and ranger services. Planning of roads and subdivisions in accordance with the town planning scheme, building approvals for construction, additions and alterations. Ranger services, including enforcement of legislation for dogs, cats, litter and pools/spas inspections. Environmental health services are provided by the Shire through external contracting.

General Administration including-

- The provision of general information to the public, rates notices, vehicle licensing and postal support.

Process of Government including-

- Ordinary and special council meetings, committee meetings, electors meetings and election of Councillors.



There is a small estimate of people with disability living within the Shire. The Australia Bureau of Statistics (ABS) figures were inconclusive concerning the number of people with disability in the Shire, however the officers, council, and community are aware there are people with disability who live in the community. The expansion of urban development in the south-western corner of the Shire will increase this number, and visitors with disability to the region must be considered.

2.4 Planning for better access

The *Western Australian Disability Services Act 1993* requires all Local Governments to develop and implement a Disability Access and Inclusion Plan (DAIP) to ensure that people with disability have equal access to facilities and services.

Other legislation underpinning access and inclusion includes the *Western Australia Equal Opportunity Act 1984* and the *Commonwealth Disability Discrimination Act 1992*, both of which make discrimination on the basis of a person's disability.

2.5 Progress since 1995

The Shire of Chapman Valley is committed to facilitating the inclusion of people with disability through the improvement of access to its facilities and services. Towards this goal the Shire adopted its first Disability Service Plan in 1996 and then reviewed the Plan to address the barriers within the community for people with disability. The Disability Services Plan addressed both its statutory requirements under the *WA Disability Services Act 1993* and its obligations under the *Commonwealth Disability Discrimination Act 1992* and has undertaken the following reviews:

Year	Review Type
2001	Full Review with Community, Councillor & Senior Staff Consultation
2007	Full Review with Community, Councillor & Senior Staff Consultation
2016	Internal Desktop Review with Councillor & Senior Consultation
2017	Full Review with Community, Councillor & Senior Staff Consultation
2018	Full Review with Community, Councillor & Senior Staff Consultation
2019	Internal Desktop Review with Councillor & Senior Staff Consultation
2020	Internal Desktop Review with Councillor & Senior Staff Consultation
2021	Internal Desktop Review with Councillor & Senior Staff Consultation



Since the adoption of the initial Disability Services Plan, the Shire has implemented many initiatives and made significant progress towards better access within the Shire of Chapman Valley, these are as follows;

Improvement of existing functions, facilities and services to meet the needs of people with disability

- Talking books positioned in a clearly designated and easily accessible section of the library.
- Building surveyors and planners have assisted in increasing disability access awareness of developers, and the introduction of disabled access to all newly constructed or altered public buildings, including playground and recreational areas.
- Satellite Office at the Bill Hemsley Park Community Centre with disabled access to reach out to the community, rather than to expect people to travel to Nabawa for services (e.g. building, planning applications).
- Major renovations to the Nabawa Shire Officers and Chambers to accommodate people with disabilities (e.g. widened access doors and passageways, new disabled ablution facilities)

Improved access to community buildings and facilities

- Unisex disabled accessible toilet block was centrally constructed in the Chapman Valley Community Centre and the Yuna Townsite.
- Footpath installed from the school to residential areas of Nabawa.
- Footpath installed from the school to the Shire Office in Nabawa.
- Access ramp installed at Yuna Library.
- ACROD car parking installed at Yuna Community Centre, Shire Administration office and Bill Hemsley Park Community Centre.
- Access ramp to Nanson Road Board Office & Ted Porter Cottage
- Disabled access Toilet to Nanson Showgrounds
- Ramp and door widening to new Library at Nabawa Community Centre
- New Ramp to Dining room building at Nanson Showgrounds

Opportunities provided for people with disability to participate in public consultations, grievance mechanisms and decision making processes are provided.

- Council services, functions and facilities are available on request in large print, and alternative formats.
- Council ensures that voting for municipal elections takes place in accessible buildings and that alternative voting arrangement (e.g. Postal Voting system) is available where required.



3.0 Access and Inclusion Policy Statement

The Shire of Chapman Valley is committed to ensuring that the community is an accessible community for people with disability, their families and carers, via the following;

- The Shire of Chapman Valley believes that people with disability, their families and carers who live in country areas should be supported to remain in the community of their choice.
- The Shire of Chapman Valley is committed to consulting with people with disability, their families and carers and, where required, disability organisations to ensure that barriers to access are addressed appropriately.
- The Shire of Chapman Valley is committed to ensuring that its agents and contractors work towards the desired outcomes in the Disability Access and Inclusion Plan.

The Shire is also committed to achieving the seven standards of its disability access and inclusion plan which are as follows;

1. Provide a means of ensuring that people with disability have the same opportunities as others to access the services of, and any event organised by the Shire of Chapman Valley.
2. Provide a means of ensuring that people with disability have the same opportunities as others to access buildings and other facilities of the Shire of Chapman Valley.
3. Provide a means of ensuring that people with disability receive information from the Shire in a format that will enable them to access information as readily as others are able to.
4. Provide a means of ensuring that people with disability receive the same level and quality of service from the staff of the Shire of Chapman Valley
5. Provide a means of ensuring that people with disability have the same opportunities as others to give feedback to the Shire of Chapman Valley.
6. Provide a means of ensuring that people with disability have the same opportunities as others to participate in any public consultation with the Shire of Chapman Valley.
7. Provide a means of ensuring that people with disability have the same opportunities as other people to obtain and maintain employment with the Shire of Chapman Valley.



4.0 Strategies to Improve Access and Inclusion

The Shire of Chapman Valley is committed to achieving the following outcomes.

Timeliness of these outcomes is addressed in the implementation table in section five (5) of this DAIP document.

Outcome 1

People with disability have the same opportunities as other people to access the services of, and any events organised by a public authority.

Strategies
Ensure people with disability are provided with an opportunity to comment on access to services. This Strategy is directly linked to the Shire's <i>Community Communication Management Procedure</i> .
Make library technology as accessible as possible.
Council will ensure that any events are organised so that they are accessible to people with disability.
Council will ensure that all policies and practices that govern the operation of Council facilities, functions, and services are consistent with Council Policy regarding access. This Strategy is directly linked to the Shire's <i>Community Communication Management Procedure</i> .

Outcome 2

People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.

Strategies
Ensure all buildings and facilities are physically accessible to people with disability.
Ensure that all new or redevelopment works provide access to people with disability, where practicable.
Ensure adequate ACROD parking to meet the demand of people with disability in terms of quantity, quality, and location.
Ensure that parks and reserves are accessible.
Increase the number of accessible playgrounds.
Improve access to beaches and the sea for people with disability.
Ensure that public toilets meet the associated accessibility standards.

Outcome 3

People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.

Strategies
Improve community awareness that Council information can be made available in alternative formats upon request, such as large print, and audio. This Strategy is directly linked to the Shire's <i>Community Communication Management Procedure</i> .
Improve staff awareness of accessible information needs and how to obtain information in other formats. This Strategy is directly linked to the Shire's <i>Community Communication Management Procedure</i> .
Ensure that the Shires website meets contemporary and universal design practices.

Outcome 4

People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.

Strategies
Improve staff awareness of disability and access issues and improve skills to provide good service to people with disability.
Improve the awareness of new staff and new Councillors about disability and access issues.
When required, Council will seek expert advice from the disability field on how to meet the access needs of people with disability.

Outcome 5

People with disability have the same opportunities as other people to make complaints to a public authority.

Strategies
Council will ensure that current grievance mechanisms are accessible for people with disability and are acted upon.

Outcome 6

People with disability have the same opportunities as other people to participate in any public consultation by a public authority.

Strategies
Improve community awareness about the consultation process in place.
Improve access for people with disability to the established consultative process of Council. This Strategy is directly linked to the Shire's <i>Community Communication Management Procedure</i> .
Seek broad range of views on disability and access issues from the local community.
Commit to ongoing monitoring of the DAIP to ensure implementation and satisfactory outcomes.

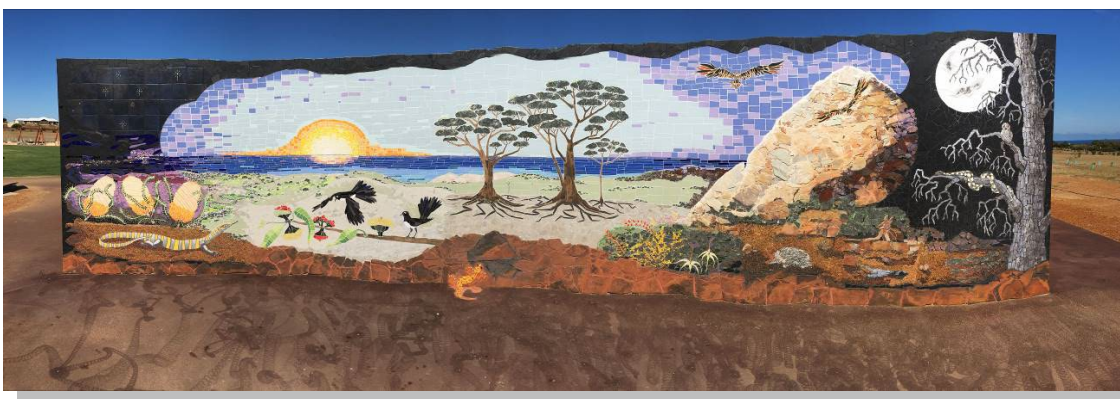
Outcome 7

People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

Strategies

Provide for the needs of people with disability to obtain and maintain employment.

Advocate to the community to provide the needs of people with disability to obtain and maintain employment.



5.0 Development of the Disability Access and Inclusion Plan

5.1 Responsibility for the planning process

A Building and Disability Services Committee of council was established comprising of elected members of council and council officers to oversee the development and implementation, review and evaluation of the plan and efforts have been made to include the participation of a person with a disability.

5.2 Community consultation

In 2018, the Shire of Chapman Valley undertook the latest full community consultative review of its Disability Services Plan and advertised for public comment/submissions to draft a new Disability Access and Inclusion Plan to guide further improvements for access and inclusion.

The process included:

- Examination of the initial Disability Services Plan and review to see what has been achieved and what still needs work
- Examination of other Council documents and strategies
- Investigation of current good practice in access and inclusion
- Consultation with key staff; and
- Consultation with the community

The community was informed through the Shire Website and Geraldton Guardian Council was reviewing its current Disability Access and Inclusion Plan to address the barriers that people with disability and their families experience in accessing council functions, facilities and services. The community was advised they could provide input into the development of the plan. The community was invited to contact Shire officers to discuss and submit comments on the draft DAIP. No submissions were received through the public consultation process. The Disability Access and Inclusion Plan was adopted at the March 2018 Council meeting, subject to submissions being received, of which there were none.

In 2019 and 2020 Council undertake a *Desktop* review of the Plan with only significant amendment be to make specific reference to the Shire's *Community Communication Management Procedure*.

5.3 Findings of the consultation

While the review and consultation noted a level of achievement in improving access it also identified a range of barriers that requires redress. These include:

- Processes of Council may not be as accessible as possible.
- Events may not always be held in a manner and location that best facilitates the participation of people with disability.
- Staff may be uninformed or lacking in confidence to adequately provide the same level of service to people with disability.

The identification of these barriers informed the development of strategies in the Disability Access and Inclusion Plan. The barriers have been prioritised in order of importance, which assists setting timeframes for the completion of strategies to overcome these access barriers.

5.4 Responsibility for implementing the DAIP

Implementation of the DAIP is the responsibility of all areas of the Shire of Chapman Valley. The Disability Services Act (1993) requires all public authorities to take all practical measures to ensure that the DAIP is implemented by its officers, employees, agents and contractors.

5.5 Communication of the plan to staff and people with disability

The community has been advised through the local media that copies of the plan are available to the community through the Shire website, upon direct request of Shire officers, and is available in alternative formats if required.

As plans are amended, Shire employees and the community will be advised of the availability of updated plans, using the above methods.

Council has adopted a *Community Communications Management Procedure*, which includes:

- Sharing information required by law to be publicly available.
- Sharing information, which is of interest and benefit to the Community.
- Promoting Shire of Chapman Valley events and services.
- Promoting Public Notices and community consultation/ engagement opportunities.

5.6 Review and evaluation mechanisms

The *Disability Services Act 1993* requires that DAIP's be reviewed at least every 5 years. The DAIP Implementation Plan can be amended more frequently to reflect advancements of access and inclusion issues. Whenever the DAIP is amended, a copy of the amended plan must be lodged with the Disability Services Commission.

Monitoring and reviewing

The DAIP will be reviewed annually as a Desktop exercise for progress and implementation with all progress and recommended changes reported to council.

Evaluation

A full evaluation will occur periodically as part of the review of the DAIP. Community, staff and elected members will be consulted as part of the full evaluation and Implementation Plans will be amended based on the feedback received. Copies of the amended Implementation Plan, once endorsed by council, will be available to the community in alternative formats.

5.7 Reporting of DAIP

The *Disability Services Act 1993* requires the Shire to report on the implementation of its DAIP in its annual report outlining:

- Progress towards the desired outcomes of its DAIP.
- Progress of its agents and contractors towards meeting the seven desired outcomes.
- The strategies used to inform agents and contractors of its DAIP.



6.0 Implementation Plan

The Implementation Plan details the task, timelines and responsibilities for each strategy to be implemented to progress the strategies of the DAIP.

It is intended that the Implementation Plan will be updated annually through Council's operations, to progress the achievements of all the strategies over the duration of the five (5) Year Plan.



Outcome 1

People with disability have the same opportunities as other people to access the services of, and any events organised by a public authority.

Strategy	Task	Timeline	Responsibility
Ensure people with disability are provided with an opportunity to comment on access to services.	<ul style="list-style-type: none"> Shire's Disability Services Coordinator will liaise with contractors, who are developing and implementing the Shire evaluation activities, to increase their awareness of the importance of getting comments on services by people with disability. Develop feedback mechanism for use of all disability services provider to by the Shire. Establish a <i>Community Communication Management Procedure</i>. 	Implemented/ ongoing	Disability Services Coordinator, CEO, DCEO and all Managers
Make library technology as accessible as possible.	<ul style="list-style-type: none"> Make library technology as accessible as possible 	Implemented/ ongoing	MFCS
Council will ensure that any events are organised so that they are accessible to people with disability.	<ul style="list-style-type: none"> Ensure the needs of people with disability are planned for and provided by using the checklist provided through the access resource kit as provided by DSC. Request Agricultural Society to set aside parking spaces for easy access parking. 	Implemented/ ongoing Completed	DCEO, Community Development Officer, and CEO

<p>Council will ensure all policies and practices that govern the operation of Council facilities, functions, and services are consistent with Council Policy regarding access.</p>	<ul style="list-style-type: none"> • Ensure all buildings, facilities and services are accessible to people with disability through ongoing review and evaluation using devised checklists and annual audits. Through these audits a report will be generated that clearly identifies improvements to ensure the inclusion and accessibility for everyone. <p>Again, using the guide and checklist provided through the access resource kit developed by the DSC.</p>	<p>Implemented/ ongoing</p>	<p>Disability Services Coordinator, CEO, DCEO and all Managers Council representatives</p>
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Outcome 2

People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.

Strategies	Task	Timeline	Responsibility
Demonstrate a willingness to ensure all buildings and facilities are accessible where practicable, to meet the access standards and any additional need in consideration of people with disability.	<ul style="list-style-type: none"> Audit and collate information on facilities. Generate an improvement report. Complete improvements from report where possible 	Implemented/ ongoing	CEO, DCEO, Building Surveyor, Council Representatives
Ensure that all new or redevelopment works provide access to people with disability, where practicable.	<ul style="list-style-type: none"> All facilities allow for access for people with physical, cognitive, sensory and psychiatric disability through the application of specific building and planning codes. This includes ramped elevations, rails, and appropriate signage, line marking and raised footholds at intersections where practicable. 	Annually/ Ongoing	CEO, DCEO, Building Surveyor, Building Committee
Ensure adequate ACROD parking to meet the demand of people with disability in terms of quantity, quality, and location.	<ul style="list-style-type: none"> Undertake an audit of ACROD bays and implement a program to rectify non-compliance. (Checklist, from ART) 	Implemented/ ongoing	CEO, DCEO, Administration Manager, Building Surveyor, Building Committee

Ensure that parks and reserves are accessible.	<ul style="list-style-type: none"> All parks and reserves allow for access for people with physical, cognitive, sensory and psychiatric disability. This includes ramped elevations, rails, and appropriate signage, line marking and raised footholds at intersections where practicable. Increase the amount of seating throughout each townsite (Nanson, Yuna, Nabawa) and White Peak peri-urban area. 	Completed	CEO, DCEO Community Development Officer, Council Representatives
Increase the number of accessible playgrounds.	<ul style="list-style-type: none"> Implement accessible play areas to existing and new facilities through careful planning and advice from experts. 	Ongoing Part of Planning procedures	CEO, DCEO, Community Development Officer
Improve access to beaches and the sea for people with disability.	<ul style="list-style-type: none"> Where practicable allow access to beach areas within the Shire through investigation of methods that provide maximum opportunity for inclusion and access. 	Completed	CEO, DCEO, Building Surveyor
Ensure that public toilets meet the associated accessibility standards.	<ul style="list-style-type: none"> Provision of Unisex disabled toilet/s for wheelchair persons visiting the Shires facilities are considered and planned for. These toilet facilities will be identified through the annual building inspection and planned for through the function of this committee. Facilities currently highlighted as in need of accessible toilet/s include the Nanson Showgrounds, Nanson 	Implemented/ongoing	Disability Services Coordinator, CEO, DCEO and all Managers Council representatives

	Museum grounds, Yuna Townsite, and Nabawa Cemetery.		
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Outcome 3

People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.

Strategies	Task	Timeline	Responsibility
Improve community awareness that Council information can be made available in alternative formats upon request, such as large print, and audio.	<ul style="list-style-type: none"> • Ensure all documents carry a notation regarding availability in alternative formats • Advise the community via local newspaper, radio, newsletters that other formats are available via electronic and audible formats. • Establish a <i>Community Communication Management Procedure</i>. 	Implemented/ ongoing	All managers
Improve staff awareness of accessible information needs and how to obtain information in other formats.	<ul style="list-style-type: none"> • Make accessible information guidelines available on the internet • Develop an accessible information policy • Conduct accessible information training and include as part of the induction of new staff. • Establish a <i>Community Communication Management Procedure</i>. 	Implemented/ ongoing	MFCS
Ensure that the Shires website meets contemporary and universal design practices.	Redevelop website according to the W3C guidelines as outlined by the state government access guidelines *	Implemented/ ongoing	MFCS

- W3C standards define an **Open Web Platform** for application development that has the unprecedented potential to enable developers to build rich interactive experiences, powered by vast data stores, that are available on any device. Although the boundaries of the platform continue to evolve, industry leaders speak nearly in unison about how HTML5 will be the cornerstone for this platform. But the full strength of the platform relies on many more technologies that W3C and its partners are creating, including CSS, SVG, WOFF, the Semantic Web stack, XML, and a variety of APIs.

Outcome 4

People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.

Strategies	Task	Timeline	Responsibility
Improve staff awareness of disability and access issues and improve skills to provide good service to people with disability.	<ul style="list-style-type: none"> Advise staff of minimum requirements Conduct a survey of all staff to determine training needs-completed 	Implemented/ ongoing	All Managers, Community Development Officer
Improve the awareness of new staff and new Councilors about disability and access issues.	<ul style="list-style-type: none"> Provide information and establish training in the induction for new staff and Councillors 	Implemented/ ongoing	All Managers
When required, Council will seek expert advice from the disability field on how to meet the access needs of people with disability.	<ul style="list-style-type: none"> Keep an updated database on people who can be called upon to ask advice 	Implemented/ ongoing	Community Development Officer and Administration Officers

Outcome 5

People with disability have the same opportunities as other people to make complaints to a public authority.

Strategies	Task	Timeline	Responsibility
Council will ensure that current grievance mechanisms are accessible for people with disability and are acted upon.	<ul style="list-style-type: none"> Review current mechanisms for access. Consult with people with disability and expert advice. Develop other methods of making complaints, such as web based forms, access to interpreters, advocacy services, and alternative arrangements such as carers, parents, and guardians acting as advocates. Promote accessible complaints mechanisms to the community. Establish a <i>Community Communication Management Procedure</i>. 	Implemented/ ongoing	CEO, MFCS

Outcome 6

People with disability have the same opportunities as other people to participate in any public consultation by a public authority.

Strategies	Task	Timeline	Responsibility
Improve community awareness about the consultation process in place.	<ul style="list-style-type: none"> Promote the existence and role/purpose of the DAIP to the community. Shire representatives to meet regularly to discuss and review DAIP and processes used to develop DAI policies, and make improvements where possible. Establish a <i>Community Communication Management Procedure</i>. 	Implemented/ongoing	CEO, Community Development Officer, Building Committee
Improve access for people with disability to the established consultative process of Council.	<ul style="list-style-type: none"> Consult with people with disability using a range of mediums, including survey, focus groups, and interviews, on a regular basis. 	Implemented/ongoing	Community Development Officer, Building and Disability Services Committee
Seek broad range of views on disability and access issues from the local community.	<ul style="list-style-type: none"> Include appropriate questions about access and inclusion in general Shire surveys and consultative events. Actively pursue ideas and thoughts from people with disability. 	Implemented/ongoing	Community Development Officer, Building and Disability Services Committee
Commit to ongoing monitoring of the DAIP to ensure implementation and satisfactory outcomes.	<ul style="list-style-type: none"> The Shire will regularly monitor the progress of the plan and be involved in the annual reviews. 	Implemented/ongoing	Community Development Officer, DCEO, Building and Disability Services Committee

Outcome 7

People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

Strategies	Implementation	Timeline	Responsibility
Provide for the needs of people with disability to obtain and maintain employment.	Encourage and promote access processes for the needs of people with disability in obtaining employment.	Ongoing	CEO
	Encourage and promote access processes for the needs of staff with disability to be supported in their employment.	Ongoing	CEO
Advocate to the community to provide the needs of people with disability to obtain and maintain employment.	Encourage best practice information to the community for the needs of people with disability to obtain and maintain employment.	Ongoing	CEO



7.0 Conclusion

The Shire of Chapman Valley is committed to ensuring that people with disability and their carer's have the opportunity to fully participate in community life.

10.3.4 Nabawa Recreation Centre Precinct Upgrade	
Department	Development Service Community Development Finance, Governance & Corporate Services Chief Executive Officer
Author	Jamie Criddle
Reference(s)	801.00 - A1327
Attachment(s)	<ol style="list-style-type: none"> 1. 1 Nabawa Recreation Centre Summary Doc Urbis [10.3.4.1 - 8 pages] 2. 2 Business Case Nabawa Recreation Centre [10.3.4.2 - 64 pages] 3. 3 Cost Benefit Analysis Nabawa Recreation Centre [10.3.4.3 - 31 pages] 4. 4 Management Plan - Nabawa Recreation Centre [10.3.4.4 - 8 pages] 5. 5 Nabawa Community Recreation Precinct Map [10.3.4.5 - 1 page] 6. Rec Centre Overall Modified Plan March 24 [10.3.4.6 - 1 page] 7. NRCUG MINUTES 6 Feb 2024 [10.3.4.7 - 4 pages] 8. NRCUG MINUTES 5 March 2024 [10.3.4.8 - 4 pages]

Voting Requirements

Simply Majority

Staff Recommendation

That Council endorses the associated documents below, prepared by staff in conjunction with applications to various funding bodies to progress the Nabawa Recreation Centre Precinct Upgrades

1. Nabawa Recreation Centre Summary Doc Urbis
2. Business Case Nabawa Recreation Centre
3. Cost Benefit Analysis Nabawa Recreation Centre
4. Management Plan Nabawa Recreation Centre
5. Nabawa Community Recreation Precinct Map
6. Rec Centre Overall Modified Plan March 24
7. NRCUG Minutes 6 February 2024
8. NRCUG Minutes 5 March 2024

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

The purpose of this report is to give Councillors an update as to the progress of the Nabawa Recreation Centre Precinct Upgrades.

As Councillors will be aware, a funding opportunity arose as part of the Disaster Ready Fund (DRF) to improve Australia's resilience to natural hazards. Council applied and were successful in obtaining funds to the tune of \$900,000 to assist in the redevelopment of the Nabawa Recreation Facility to incorporate a Disaster Recovery Centre.

Originally opened on 1st June 1968, the Nabawa Recreation Centre has a unique two (2) storey design comprising of a downstairs brick facilities encompassing kitchen facilities, home and away changerooms and umpire/ground managers room. The upstairs function room while providing a great vantage point to watch the football/cricket, it did not cater for people with access issues/disabilities as it is only accessible via stairs and has no access to disabled/ambulant toilet facilities.

The downstairs facilities have had a number of upgrades/additions over the years, more notably in 1984 when a new home changeroom was built with the existing changeroom configuration being modified to increase the size of the away rooms. Due to the weight bearing structure above, the reconfiguration unfortunately turned the changeroom facilities into a "Rabbit Warren" and totally impractical and unworkable. There is one toilet and two urinals to service both home & away teams, this includes the female participants on gameday.

Whilst upgrades have been made to the clubhouse over the years, the facility no longer meets current standards, expectations and the needs of a rapidly growing community.

This current concept would see the facility being able to meet current and future needs of sporting groups, provide modern inclusive fit outs which meet current building codes and cater for individual access needs of disabled and ambulant community members, as well as provision of appropriate hygienic amenities with a layout that offers privacy, space and a safe environment for sports participants to shower and get changed.

This project will provide the Shire with a modern infrastructure asset where the community can gather for large events and be proud to have visitors come to the area and enjoy the facilities and enjoy the surrounding vistas of Nabawa and the Chapman Valley.

As part of the initial Business Case for the Nabawa Community & Recreation Precinct, the following considerations were made:

- Due consideration should be given to current industry trends in the sport and recreation area, particularly the need to cater for growing numbers of females in cricket and football.
- Multi-use facilities and co-location are considered advantageous.
- Design considerations for new sporting club facilities should include dividable areas and spectator shelter.
- Developments should be prioritised, and their implementation should be planned and budgeted for as triggers arise.
- Future funding
- End of life of existing Recreation Centre
- Shire approval
- Community desire

In the development of this business case, three options were considered. This project will see Option 3 as the preferred development, which encompasses demolishing the existing facilities and replace them with a purpose-based facility for the junior and senior football clubs, junior and senior cricket clubs and basketball association users to meet their existing and future growth needs. This option is estimated to cost \$3.0m (ex GST) and will provide the Shire of Chapman Valley with the following:

- A large main club room (22,000 x 10,820) with access to, and windows facing, the sports oval;
- Commercial kitchen with servery to the outside of the clubhouse (under cover) and inside to the main club room;
- Undercover Clubhouse Verandah with terraced seating;
- Shaded breakout space;
- Full bar facilities with cool room storage and openings to the main club room and social room;
- Community amenities consisting of male and female toilets, including ambulant accessible facilities and two unisex accessible (disabled) toilets

Two changerooms (total 568m²) specifically for the use of sporting clubs with each changeroom comprising:

- Two separate shower and accessible (disabled) toilets for umpires, one dedicated accessible (disabled) shower and toilet, two additional toilets and three showers, two vanity basins and hand drier;
- Racks, benches and lockers for changing and storage of personal belongings;
- A treatment area for rubdowns, massages and strapping Main foyer;
- Storage areas

Comment

Following the events of Cyclone Seroja in April 2021 and subsequent building assessments performed by Insurance assessors, Council's Building Surveyor/Project Officer and the Chapman Valley Football Club Executive, Council consulted with industry specialists (Teakle & Laylor) to ascertain if the Recreation Centre could be upgraded and expanded to meet the community's growing and changing needs.

Key points of the consultation:

BUILDING

The existing Recreation Centre facilities, particularly the downstairs areas are reaching the end of its useful life. Due to its ad hoc nature of construction and improvement over the past fifty years, there is considerable concern over several safety aspects including partially completed double brick construction, severe brick cracking and fretting. Provision of water and electrical services through internal walls (changerooms).

Changerooms

Previous to the 2023 season, the women's League game was played as the last game which meant that they had sole use of the changerooms and the male competitors (Colts, Reserves & League) were all after each other. Now, with the playing order changed by the GNFL to the Colts, Reserves, Women's, then Men's League, the club cannot guarantee the privacy of the female competitors with males playing before and after the women's game. Guards are required to be stationed at the doors to ensure that the women players can shower and get changed without League players unintentionally roaming through the changerooms for treatment or to use the toilets. There are also several floor levels throughout the building which make accessibility impossible for people with disabilities & injuries.

There is also only one (1) toilet in the downstairs changeroom facility which caters for both home and away teams. This also opens to the home showers which creates privacy issues amongst male and female participants.

Kitchen

The ad hoc nature of previous developments/improvements to the Nabawa Recreation Centre has identified that the kitchen facilities located on the bottom floor of the centre are extremely inadequate, not fit for purpose and do not meet current Food Act 2008 & Regulations, Food standards Code and Safe Food Australia Guidelines.

There are also distinct design & fit out flaws including hand washing facilities, floor, walls and ceiling surfaces, fixtures, fittings and equipment, ventilation, lighting which deem the facility near on impossible to license in its current state with minor improvement having to occur to allow the facility to operate.

Function room

While the upstairs function area has been a great area for the local sporting clubs to view the various sporting games, there are too many limitations placed on the facility in terms of the facilities ability to cater for people with disabilities or mobility issues. The only access to the Function centre is via three (3) large staircases with no access to a lift making it near on impossible to access the upstairs function area in a dignified manner. There is also NO accessible (AS1428.1-2009) toilets in the upstairs function area with the doorway entrance to the toilets limited to 600mm width making them non-compliant with existing standards.

There are no kitchen facilities upstairs, which makes catering for functions extremely hard and impractical as well as potential non-compliance with Health Act requirements.

Whilst requirements under the BCA and the Australian (Disability) Standards are only mandatory for new builds and refurbishment of existing buildings, the failure to meet these standards and codes at the current Nabawa Recreation Centre demonstrates the inadequacy of this facility and that it is not an inclusive community space. Given this is the only such facility in the area, its lack of accessibility is of particular concern.

Non-compliant items include:

- The internal and external toilet facilities are not accessible. (one toilet for both changerooms)
- No accessible parking bays.
- Paths and the threshold of the entrance doors to the hall are not accessible due to steps.
- Upstairs Function Area not accessible (stairs)
- Upstairs Function area toilets not accessible (No Disabled)
- Non-compliant internal stairs
- Kitchen not to commercial standards, lack of ventilation

To date, the following Funding Contributions/commitments have secured for the project

Funding Contributions/Commitments

\$900,000	Disaster Ready Fund – Federal - NEMA) COMMITTED
\$500,000	Local Government Resilience Fund (State – DFES) COMMITTED
\$1,000,000	Community Sport & Recreational Fund (CSRFF) COMMITTED
\$ 500,000	Shire of Chapman Valley (Loan Funds) COMMITTED 2023/24 Budget
<u>\$1,100,000</u>	Growing Regions Program (DITRDCA) SEEKING – 31/3/2024
<u>\$4,000,000</u>	

With the recent CSRFF funding announcement, Council now have \$3,000,000 committed to the project with a further \$1.1 million to be announced at the end of March 2024.

Further applications to Lotterywest and Community Energy Upgrades Fund (CEUF) will be submitted in the coming weeks which will assist in furniture & Fit out, Solar energy generation and Electric Vehicle (EV) charging stations.

To give Council an indication of the resources required to apply for such a project, a copy of the associated documents are attached for your perusal:

- Nabawa Recreation Centre Summary Doc Urbis
- Business Case Nabawa Recreation Centre
- Cost Benefit Analysis Nabawa Recreation Centre
- Management Plan Nabawa Recreation Centre
- Nabawa Community Recreation Precinct Map
- Rec Centre Overall Modified Plan March 24

Statutory Environment

The report complies with the requirements of the:
Local Government Act 1995

Policy/Procedure Implications

No Policy or Management Procedure affected.

Financial Implications

Budgetary Implications

The budget will be affected in the following ways:

\$ 900,000	Disaster Ready Fund – Federal - NEMA) COMMITTED
\$ 500,000	Local Government Resilience Fund (State – DFES) COMMITTED
\$1,000,000	Community Sport & Recreational Fund (CSRFF) COMMITTED
\$ 500,000	Shire of Chapman Valley (Loan Funds) COMMITTED 2023/24 Budget
\$1,100,000	Growing Regions Program (DITRDCA) SEEKING – 31/3/2024
<u>\$4,000,000</u>	

Strategic Implications

Strategic Community Plan/Corporate Business Plan Implications

COMMUNITY HEALTH & LIFESTYLE

1.1 Nurture the sense of community and unity across the Shire, while supporting towns and their volunteers in local issues.

1.1.1 Development of plans and strategies relevant to emerging population needs.

COMMUNITY HEALTH & LIFESTYLE

1.3 Strengthen our role in regional partnerships and advocacy for continuity of local services/facilities.

1.3.2 Engage in conversations related to the provision of essential and desired services for Chapman Valley residents and visitors.

COMMUNITY HEALTH & LIFESTYLE

1.4 Maintain and enhance community safety and security.

1.4.2 Enhance community and property security.

PHYSICAL & DIGITAL INFRASTRUCTURE

4.1 Develop, manage, and maintain built infrastructure.

4.1.1 Asset Management Plan.

GOVERNANCE & ACCOUNTABILITY

5.2 Be accountable and transparent while managing human and physical resources effectively

5.2.1 Asset Management.

Consultation

To enable the project to progress at the pace that it is, targeted consultation through a User Group (NRCUG) has occurred with a copy of the minutes of the February & March meetings attached.

Once the plans are finalised, Council and the group will consult with the wider community, prior to going to tender.

Risk Assessment

A Moderate Financial Impact Risk of Level 3 - Which will likely be between \$10,001 to \$50,000.

A Moderate Service Disruption Risk of Level 3 - Which will likely result in medium term temporary interruptions with backlogs cleared in less than one week.



NABAWA RECREATION CENTRE

"The dedicated use of the Nabawa Recreation Centre facility as a disaster recovery location would alleviate many of the issues raised in the immediate aftermath of the Natural Disaster presented by STC Seroja, as well as present a modern and inclusive community hub for the residents."



NABAWA RECREATION CENTRE

Nabawa Recreation Centre is located within the Shire of Chapman Valley in the Mid-West region of Western Australia. The Shire is approximately 35 minutes from Geraldton and five hours from Perth.

The Shire is home to 1,556 residents and an active sporting community.

The Nabawa Recreation Centre is the hub for sport and recreation in the Shire, with four sporting codes utilising the facility: AFL, basketball, cricket and roller derby.

GERALDTON

NABAWA

SHIRE OF
CHAPMAN
VALLEY

400km to
Perth

CONTEXT



1,556
Population¹



4
Sporting Codes



875
Club sport
participants in 2023



39%
increase in
participation
since 2017

LOCAL CONTEXT

The Shire covers an area of approximately 4,007 square kilometres. The economy is reliant on a range of agricultural pursuits including intensive farming, grain production and wool growing.

Much of the Shire is bushfire and flood prone, with Severe Tropical Cyclone (STC) Seroja the most recent disaster event to affect the region in April 2021. This event highlighted the limited capacity of the Shire to provide a disaster recovery location, with residents being relocated to Geraldton.

PROJECT OVERVIEW

The Nabawa Recreation Centre Facility Redevelopment is a significant capital project that would deliver 21st century community infrastructure to the Chapman Valley community.

The project would increase the Shire's capacity to respond during times of disaster, something that was severely limited by a lack of local infrastructure in the recovery period post the impact of STC Seroja.

Additionally, the facility would bring first class facilities to sport and recreation users, including:

- Female friendly changerooms
- Officials changerooms
- Medical facilities

The development is guided by eight principles:

1. Connected and accessible
2. Active day and night
3. Quality and amenity
4. Multipurpose and flexible
5. Celebrating community
6. Unique and authentic experiences
7. Supporting healthy living
8. Emergency management

This project would directly strengthen preparedness for future natural disasters and provide better capacity to evacuate and care for displaced people and would reduce the impact of disaster hazards on the Chapman Valley community.

The project redevelops the entire downstairs brick wing of the current recreation centre, built in 1972. Ad-hoc additions occurred in the 1980's and while this building has delivered necessary amenities for many decades it is now lacking in its current day to day purpose and was unable to be utilised to its full potential during the STC Seroja disaster and recovery period which has been ongoing since early 2021.

The redevelopment would include a new:

- commercial kitchen/ canteen facility;
- dedicated men's and women's change rooms and toilets;
- essential disability access and disability facilities;
- umpires/officials facilities;
- electrical and plumbing upgrades; and
- medical rooms.

The multi-use opportunity for the redeveloped facility as both a disaster recovery location and inclusive community sporting hub will bring a raft of benefits to the local community.

“A thriving and diverse community, embracing our coastline, ranges and rural settings to support growth and prosperity, while enjoying our peaceful and quiet lifestyle.”

RECREATION CENTRE REDEVELOPMENT

This 3 million dollar project will support community sport and recreation for the Shire's residents and, importantly, also function as a disaster recovery location in an emergency situation. The facility will be a hub for the community that can adapt to the needs of the day.

KEY DEVELOPMENT FEATURES

- 01 Commercial Kitchen / Canteen Facility**
- 02 Dedicated Men's and Women's change rooms and toilets**
- 03 Essential Disability access and disability Facilities**
- 04 Umpires / Officials facilities**
- 05 Medical Rooms**
- 06 Significant electrical and plumbing upgrades**





Commercial kitchen / canteen facility supporting community activities and events	Dedicated men's and women's changerooms and toilets facilitating the growing number of women's teams participating in sport at the venue	Essential disability access and disability facilities bringing facilities up to contemporary standards to ensure universal accessibility for the whole community	Umpires / officials facilities supporting the needs of the growing number of competitive sports teams in the Shire	Medical rooms offering appropriate facilities for care of injured sports participants	Significant electrical and plumbing upgrades enhancing the sustainability and operating efficiency of the facility
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PROJECT HIGHLIGHTS



Disaster Preparedness

This project will directly increase resilience, adaptive capacity and preparedness of the Shire of Chapman Valley during disaster situations.

Chapman Valley residents did not have a 'fit for purpose' facility to assist its local community members during the STC Seroja natural disaster in 2021. Residents had to travel to into Geraldton for support, information and access to services following the disaster.

The redevelopment of the recreation centre to a multi use facility will deliver a suitable site for the community and emergency responders.

The site is appropriate as it lies outside the Bushfire Prone Area and Flood Prone Area that cover large parts of the Shire.



Sustainable Design

The redevelopment project includes environmentally conscious upgrades to old plumbing and electricity elements of the existing facility.

These works include the introduction of solar panels. The upgrades will improve the energy efficiency and water usage of the recreation centre.



Health Community

Supporting the health of the community is core to the strategic intent of the Shire.

The Shire sets out its goals to encourage community participation in recreational activities and support public health strategies in the Public Health & Wellbeing Plan 2023-2027 and Strategic Community Plan 2022-2032.

As the central facility for sport and recreation in the Shire, the redevelopment of the Nabawa Recreation Centre is a key element of fulfilling this commitment.



Inclusive participation

New and improved features at the facility will create an inclusive and accessible facility.

These features include dedicated women's changerooms and universal accessibility. These works will make the facility a welcoming environment for the whole community to improve their health and wellbeing through sport and recreation.

In particular, the Shire's sports clubs have seen a increase in the number of women's teams in recent years, who will benefit from dedicated facilities.

“

“The redevelopment will bring construction jobs to the region and support ongoing employment at local clubs.”

COMMUNITY AND ECONOMIC BENEFITS

During the Construction Phase:



\$3.4M

MILLION OUTPUT

net present value (for
entire masterplan at 7%
discount rate)



5.6

FTE JOBS

direct and indirect



\$1.1M

MILLION

gross valued added
direct and indirect

During the Operational Phase:



1.0M

OUTPUT

direct and indirect



7

FTE JOBS

direct and indirect



\$605k

gross valued added
direct and indirect

PROJECT COSTING & FUNDING

The current
design is
costed at
\$3M and
currently
has \$1.4M
committed.

**\$1.4M COMMITTED
FUNDING**

**\$3M DESIGN
COSTING**

\$900,000 – Disaster Ready
Fund – Federal - NEMA)

\$500,000 - Local Government
Resilience Fund (State – DFES)



For more information please contact:

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Mailing Address PO Box 1 | Chapman Valley Road | Nabawa | WA | 6532

www.chapmanvalley.wa.gov.au

email community@chapmanvalley.wa.gov.au





Shire of Chapman Valley

Nabawa Recreation Centre

Business Case





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1. EXECUTIVE SUMMARY

The Shire of Chapman Valley is situated amongst one of the most picturesque areas of the Midwest of Western Australia, offering a unique and diverse country lifestyle only thirty minutes from the centre of Geraldton. Located on the Batavia coast and hinterland, the main localities in the Shire include Nabawa, Nanson, White Peak and Yuna.

The Shire covers an area of 4,007km² and is home to over 1560 residents¹. In the last ten years, the population of Chapman Valley has increased by an astounding 32% over the 2011 - 2021 period.

With the rapid population growth in the area, there has been a corresponding growth in demand for provision of social infrastructure and services. In identifying this rapid growth, the Shire of Chapman Valley are actively planning for this growth by delivering a state-of-the-art Community Centre in the Western Region of the Shire in the White Peak (delivered in 2018) area and similarly in the eastern region in Yuna (delivered in 2015), leaving the central hub of Nabawa (the administration centre of the Shire) as the last and most important piece of the infrastructure puzzle. The proposed project, the Nabawa Recreation Centre Redevelopment seeks to meet this demand via provision of a larger, more architecturally flexible Recreation Centre, which meets current social infrastructure standards and needs.

The need for this project is centred around:

“The Existing Nabawa Recreation Centre does not meet current or forecast Population Needs.”

The only current community/recreation facility in Nabawa is reaching its end of life (2035) and is at the end of its “useful life”:

- Kitchen cupboards and flooring are not compliant for a commercial kitchen. Food preparation is limited to tea/coffee and pre-cooked items.
- The internal and external toilet facilities are not accessible.
- The function area is located on the first floor and is not accessible for people with disabilities or sporting injuries.
- External upstairs balcony raises safety/liability risks to the Council.
- Flights of stairs are the only means to access upstairs function area.
- No accessible parking bays.
- Paths and the thresholds of the entrance doors to the facility are not accessible due to multiple steps and minimal doorway width.

Whilst requirements under the BCA and the Australian (Disability) Standards are only mandatory for new builds and refurbishment of existing buildings, the failure to meet these standards and codes at the current Nabawa Recreation Centre demonstrates the inadequacy of this facility and that it is not an inclusive community space. Given this is the only such facility in the area, its lack of accessibility is of particular concern. In order not to duplicate facilities in the outlying towns of White Peak and Yuna, Community Centres were built and not Recreational Centres to encourage the social and physical meeting point to be in Nabawa, the central most town in the Shire.

The presence of a high-quality regional-level facility will encourage residents to undertake more exercise and participate in additional social events than they would otherwise if the facility was not constructed.

¹ Source: ABS Census 2011, 2021

This is expected to support the following benefits:

- ▫ Avoided health costs;
- ▫ Stronger social capital;
- ▫ The Value of Volunteering; and
- Local Expenditure

Health and Wellbeing

Nabawa's geographical proximity as the central most township in the Shire, located 35km east of the White Peak area and 28km west of the Yuna area makes it the ideal location for the major recreation hub for the Shire of Chapman Valley limiting the need to travel outside of the locality or Shire. According to research, there is a high correlation between physical activity participation and close proximity of facilities, meaning that the further an individual has to travel to attend a fitness class the less likely they are to attend by not having access to local recreational infrastructure and services, the population of Nabawa and Yuna, in particular is less likely to participate in physical activity and exercise.⁵ People who do not undertake sufficient physical activity have a greater risk of cardiovascular disease, type 2 diabetes and osteoporosis and cost the Australian economy an estimated \$13.8 billion per year.⁶ The key results from the [Chapman Valley Public Health Plan](#) developed in 2022 highlighted the need to upgrade the Recreation facilities, particularly the Stadium/Rec Centre (pg 7) as well as having a suitable facility that would cater for more community events for residents.

The Value of a Community Football Club study undertaken by La Trobe University found that for every \$1 spent to run a community football club, there is at least a \$4.40 return in social value.

This "social value" is measured in terms of increased social connectedness, wellbeing and mental health status, employment outcomes, physical health and support of other community groups.

The Study identified that the reach of a community club is significant; "for every 1 player, football clubs reach 10 people in their community." [AFL PREFERRED FACILITY GUIDELINES \(pg 5\)](#)

Social Capital

The benefits of sport and recreation facilities expand beyond the personal health and wellbeing benefits resulting from participation in physical exercise and associated social programs. Sport and recreation facilities are focal points for engagement and connection to society. They are positively associated with creating social capital as they encourage involvement in community activities and support local enterprise, values and identity.

The proposed project is expected to provide a range of opportunities for community engagement and participation in social activities and therefore deliver positive outcomes that could contribute to improved social capital.

Additionally, the proposed project is expected to provide better social and community service for different age cohorts and a range of opportunities for further social networking, employment opportunities and sense of pride and ownership hence create stronger association for community members and residents.

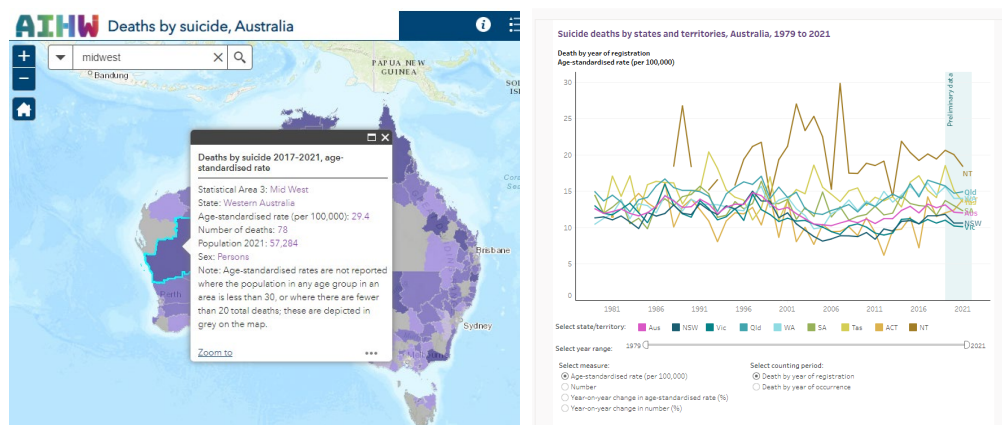
Positive community attributes include those that stimulate social cohesion and facilitate economic security by enabling access to social, sporting and recreational amenities, ensuring access to health and other essential services, increasing employment opportunities and supporting the provision of safe neighbourhoods. [Midwest Blueprint \(pg 102\)](#)

⁵ <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC1557534/>
⁶ https://www.medibank.com.au/content/dam/client/documents/pdfs/The_Cost_Of_Physical_Inactivity_08.pdf

The existing Recreation Centre does not meet current community standards. This means that the community is less likely to use the space and anecdotally will, if they have access to transport, travel to nearby City of Greater Geraldton to avail themselves of the facilities there. Travelling away from the Shire to access facilities elsewhere results in less opportunities for the local community to come together and dilutes or prevents the formation of social capital, leading to individuals feeling more isolated. This has become more evident during 2023 with low winter rainfall resulting in poor season in the northern & eastern parts of the Shire. The 2023 GNFL season has been a welcome distraction for many farmers facing a difficult harvest following low rainfall across the Shire. Being able to “get off farm” and talk to other member of the community, ‘talk to a mate’ has defused a number of the psychological issues faced in the region.

The Midwest’s rapid increase in the suicide between the period of 2017-2021 has been quite alarming as the second highest regional rate of 29.4 in Australia (age-standardised rate per 100,000 people, a total of 78 deaths), second to the Kimberly with 31.9. The WA average sits at 14 and the National average sits at 12.

This is over twice the Western Australian average and two and a half times the National rate.



<https://www.aihw.gov.au/suicide-self-harm-monitoring/data/geography/suicide-by-local-areas>

Midwest Blueprint CHALLENGE: Hinterland communities have particular human capital constraints creating added pressures for local governments to deliver community infrastructure and services.

Midwest Blueprint (pg 92)

Volunteering

Volunteering WA commissioned the Institute of Project Management to undertake a research study to quantify and present a comprehensive analysis of the economic, social and cultural value of volunteering to Western Australia. The study applied a model of value creation to locate the discrete values of volunteering activity in Western Australia and, for the first time, illustrate the dynamic ways in which they interact. The findings depicted how individuals, businesses and all levels of government use their time, resources and money to enable volunteering across the State and how this alters individual and community states of physical, human, social and symbolic capital.

The research findings⁷ place volunteering front and centre as one of Western Australia's largest industries, annually contributing \$39bn in benefits to the community. It also showed that volunteering offers a significant return on investment, with \$4.50 returned for every dollar invested, with each hour of volunteering costing the community \$6.15.

⁷ https://www.volunteeringwa.org.au/assets/downloads/vwa-report-book_web.pdf

It noted that volunteering is both essential to the wellbeing of Western Australians, impacting positively upon the welfare of society and a key driver of economic growth influencing fiscal growth across a range of other sectors.

The various Chapman Valley Sporting clubs that operate out of the current facilities (including junior cricket, Junior football, senior football, senior cricket, tennis, roller derby) are essentially all run as volunteer operations, and they deliver not only an essential service to the Nabawa and Shire of Chapman Valley community, but also provide a significant contribution to the local and State economy based on the research undertaken by Volunteering WA. This was analysed through the cost benefit analysis, which showed that the various clubs undertook 12,645 volunteer hours over the last year, which equates to the Chapman Valley Sporting Clubs providing \$948,375 in value to the Shire of Chapman Valley community and the Western Australia economy each year through these volunteering hours.

Local Expenditure

Small rural towns rely heavily on local sporting events and local facilities to attract future investment in operations as well as encouraging visitation from persons based outside the Shire of Chapman Valley.

Already located on a regional tourist route, as promoted through the Coral Coast (Tourism Western Australia), the Chapman Valley – Northampton- Kalbarri scenic drive offers a gastronomical eating experience like no other.

“The agricultural lands, rolling hills and rivers of Chapman Valley make for a beautiful scenic drive, especially in the winter months, with fields of golden wheat and canola, carpets of Everlastings and bush flowers galore.” [Australia's Coral Coast website](#).

This visitation will, as per literature, have broader economic impacts on local economies, with visitors spending more at local shops and businesses than they would otherwise ⁸.

Events such as the Backroads Gravel Bike Race, Chapman Valley Show, Chapman Valley Rodeo are expected to draw over 10,000 new visitors to the region. All events will directly benefit from the improved facilities.

Based on visitation expenditure surveys, the redevelopment project is expected to support increased expenditure of approximately \$200,000 per annum in the Shire of Chapman Valley's economy over the assessment period. This level of expenditure is expected to support 0.9 full-time equivalent positions (largely in the retail sector). Moreover, major events hosted (as above) at the Nabawa Recreation Centre will further support visitation expenditure.

⁸ Bergstrom J. et al. (1990) *Economic Impacts of Recreational Spending on Rural Areas: A Case Study*, *Economic Development Quarterly*, Volume 4, Issue 1

Cost Benefit Analysis

The CBA results reveal that the project is expected to provides significant ongoing benefits.

At the adopted discount rate of 7%, the net benefit is estimated to be approximately \$15.4 million.

The potential economic and social impacts were assessed through impact pathways development, describing the process by which value is created through the Project. The identified impacts are then monetised using the 'benefit transfer' method – drawing values from high-quality studies and applying them to the context in question. Due to the nature of the benefits associated with the Recreational Precinct, only certain benefits can be successfully expressed in monetary value, therefore the total benefits of the project are expected to be higher than those quantified. The project is expected to generate the following economic benefits. This analysis excludes benefits that could not be reliably monetised (e.g. major events visitor expenditure) or were not considered to be direct effects from the project. Indirect costs and benefits would include those costs and benefits obtained through multiplier effects (e.g. those indirect impacts associated with visitor expenditure).

This cost benefit analysis included the following inputs (as noted in the previous section):

- Additional Tourism Expenditure;
- Hiring Income
- Co-location cost Savings; and
- Retained residential Expenditure.

The Shire of Chapman Valley in conjunction with URBIS Consulting and Teakle & Lalor Design consultants have undertaken the development of a business case, cost benefit analysis, funding strategy and application for a grant from the State Government's Community Sporting and Recreation Facilities Fund (CSRFF). These documents are also suitable to be used in association with other grant submissions, funding strategies, loan applications and third-party development interest.

The project is a partnership between the Nabawa Recreation Centre Users Group (NRCUG) and the Shire of Chapman Valley, which will see the development of a new modern and compliant clubhouse facility and changerooms to meet the ever grown needs of the local sporting and community clubs in the greater Chapman Valley area. This project will be delivering critical community infrastructure that will increase sporting participation and physical activity (with particular emphasis on female involvement), build social capital and expand regional capacity as well as assist in the Shire's ability to respond during times of disaster and provide better capacity to evacuate and care for displaced people and will reduce the impact of hazards on the community, something that was severely limited by a lack of local infrastructure in the recovery period post the impact of Severe Tropical Cyclone (STC) Seroja which devastated the Mid-West region in April 2021..

This project will further develop the partnerships between the Shire of Chapman Valley and the NRCUG's, which comprises of the Chapman Valley Football Clubs, Chapman Valley Cricket Clubs, Chapman Valley Basketball Club, Geraldton Roller Derby Club and Chapman Valley Primary School.

The current facilities at the Nabawa Recreation Centre are considered inadequate; outlined within community surveys, Community Strategic Plan 2022-2026, undertaken as part of this project and wider community feedback, suggesting that respondents believe the facilities are unsatisfactory or in poor condition. The needs analysis concluded that there are significant inadequacies in the existing facilities.

These include:

- inability to meet the growth needs of the sporting community;
- not addressing the specific needs of the female sporting sector (especially in the area of privacy);
- not needing building codes and safety standards; (particularly the upstairs function room does not cater for disability access and toilet facilities)
- inadequate provision of changerooms which meet current guidelines regarding size and number, treatment room and umpires room.

On overview of case studies of neighbouring facilities and like-sized communities were also undertaken and these learnings also shaped the business case. This allowed the user group to identify any obstacles and issues faced so they could be considered and factored into the project design, masterplan and implementation strategy. Upon the completion of the consultation process, three options were identified:

- Option 1 - upgrade the existing facilities to meet standard building codes and the basic needs of the current sporting cohort. This option presented significant issues and difficulties, not the least being an insufficient (and difficult to expand without compromising other existing infrastructure) building footprint to cater for the growing needs of the community and sporting fraternity. Estimated build cost is \$1.8M **As a result, this option was deemed unsuitable.**
- Option 2 - demolish the existing facilities and replace them with a purpose-based facility for the junior and senior football clubs, junior and senior cricket clubs and basketball association users to meet their existing and future growth needs. **This option was ultimately deemed as suitable and preferred and was analysed further to develop this Business Case, CBA, funding strategy and grant applications for the project.**

Facility designs were developed, in consultation with the NRCUG's, for Option 2 and costed accordingly. A QS estimate of \$2.769m (which included a regional overhead of 10%) was sourced. After a detailed analysis and consideration of this estimate, provision of contingencies and the prevailing building market conditions, an estimate of \$3m has been derived as the most likely cost of the project.

A range of funding scenarios and strategies have been provided which show that this project is viable if contributions are made by the Shire, NRCUG s and Growing Regions grant. With \$1.9m already being secured through the Disaster Ready Fund \$900,000 and \$500,000 through the WA Local Government Resilience Fund and a commitment of \$500,000 from the Shire of Chapman Valley.



The Project plans developed have been tested against State, Regional (Midwest Blueprint 2015) and Local Government Plans (Community Strategic Plan 2022-2026) to ensure adherence to the objectives and strategies contained within.

An in-depth CBA has been developed demonstrating a positive CBA ratio of 3.33:1 for every dollar invested over a 20-year period. This CBA was developed using the QS of \$3.0m as a conservative measure. This would mean that even without taking into consideration the significant social benefits, that the Shire could proceed with the investment with confidence in its economic return.

A detailed project schedule and implementation strategy has also been developed to guide the project management team in undertaking the planning, design, procurement, construction, fit out and handover elements of the project. An in-depth risk management plan and associated mitigation strategies has been tailored to assist the Shire to ensure a streamlined implementation.

This business case has established a significant need for a new sports facility at the Nabawa oval which, with a positive cost benefit ratio, is justifiable, affordable and sustainable and will provide significant community, social and associated health benefits well into the future.



2. PROJECT SCOPE AND EVALUATION

2.1 PROJECT NEEDS ASSESSMENT

2.1.1. BACKGROUND

Known as one of the “Jewels in the Crown” of the Midwest, the Shire of Chapman Valley is situated amongst one of the most picturesque landscapes of the Midwest of Western Australia, offering a unique and diverse country lifestyle only thirty minutes from the centre of Geraldton. *“The agricultural lands, rolling hills and rivers of Chapman Valley make for a beautiful scenic drive, especially in the winter months, with fields of golden wheat and canola, carpets of Everlastings and bush flowers galore.”* [Australia’s Coral Coast website](#). Located on the Batavia coast and hinterland, the main localities in the Shire include, Nabawa, Nanson, White Peak, and Yuna.

The Shire covers an area of 4,007km² and is home to over 1560 residents¹. In the last ten years, the population of Chapman Valley has increased by an astounding 32% over the 2011 - 2021 period.

The Department of Planning Lands & Heritage (DPLH) have indicated that if growth trends for the Shire of Chapman Valley are set to continue, Estimated Residential Population (ERP) for 2031 are set to be as high as 1,900; that is an increase of over 22% from 2021. With increased land subdivision proposals on the horizon, it is not unreasonable to expect that growth may exceed the 2031 forecast.

Current and forecast population growth in Chapman Valley is largely driven by its peri-urban location, job opportunities, amenity of living and accessibility. A number of significant infrastructure developments are strongly influencing this population migration and growth trend:

➤ Oakajee Strategic Industrial Area (SIA) - Renewable Hydrogen Hub Opportunity

The Oakajee SIA is located approximately 435 kilometres north of Perth and 23 kilometres north of Geraldton in the Shire of Chapman Valley and is recognised for its world class wind and solar energy potential to develop into a globally competitive, multi-product renewable hydrogen industrial precinct.

The Oakajee Project comprises a 6,400ha greenfields area which has significant potential to service and support many existing and future industries in the Mid West region, including export-orientated activities such as magnetite iron ore, downstream processing industries and renewable hydrogen through the future 1,000ha Oakajee Port and 1,134ha Strategic Industrial Area.

In addition to the 1,134ha Strategic Industrial Area, the Oakajee SIA includes a 4,070ha buffer and 196ha of planned general industrial areas which may be used for activities that do not compromise the intended use of the Oakajee SIA.

The Department of Jobs, Tourism, Science and Innovation (JTSI) is the lead agency for the development of the Oakajee Project and DevelopmentWA is the land owner and development manager.

The State Government's Industrial Lands Panel has now approved Oakajee Strategic Industrial Area (SIA) land allocation in the latest move to make the greenfield site a globally competitive, multi-product renewable hydrogen industrial precinct.

The six proponents are:

1. BP
2. Fortescue Future Industries (FFI)
3. Copenhagen Infrastructure Partners (CIP)
4. Green LOHC
5. Kinara Power and
6. Blue Diamond Australia

The companies, which produce green ammonia, a derivative of hydrogen and ammonium nitrate, are two of six proponents allocated space in the renewable hydrogen industrial precinct.

Once operational, it's anticipated the Oakajee SIA will generate significant investment, employment and value production for not only the Mid-West region but the whole of Western Australia.

https://itsi.wa.gov.au/docs/default-source/default-document-library/oakajee-eoi-document-we.pdf?sfvrsn=43f1761c_0

➤ **Oakajee -Narngulu Industrial Corridor (ONIC)**

The 34-kilometre-long strategic corridor is proposed to facilitate regionally significant road, rail and utility services connections between the Narngulu Industrial Estate and the proposed Oakajee port and industrial estate; and more broadly with the existing Geraldton Port.

Main Roads Department has prepared a draft Alignment Definition Report for the Oakajee Narngulu Infrastructure Corridor, in order to define a preferred alignment for the corridor.

The ONIC forms a component of the broader Oakajee Mid West Development Project that is being led by the Department of State Development. This project proposes to establish an integrated deepwater port with supporting rail infrastructure and an industrial estate to facilitate the development of the resources sector in the MidWest.

The Department has prepared a draft Alignment Definition Report for the Oakajee Narngulu Infrastructure Corridor (ONIC), which collates existing information; identifies opportunities and constraints; sets out design criteria and standards; informs consultation with stakeholders; and defines a preferred alignment.

The ONIC is one component of the broader Oakajee MidWest Development Project which is coordinated by the Department of State Development, with the aim to establish an integrated port and industrial estate at Oakajee; supporting rail and infrastructure corridors to facilitate the development of the resources sector in the MidWest; and ensure the long-term prosperity of the region.

The need for a multi-use corridor linking the proposed Oakajee Port and Industrial Estate to existing infrastructure in the greater Geraldton area has been identified in various planning strategies and studies since the 1990s, which built upon work undertaken for a rail route dating back to the 1970s.

The key planning objective for the ONIC is to co-locate road and rail infrastructure within one corridor between Oakajee and Narngulu to minimise impacts on landowners. It would also be advantageous to provide capacity within the corridor to accommodate utilities infrastructure.

Through the draft Alignment Definition Report it is proposed that the ONIC will be approximately 34 kilometres in length, providing strategic linkages between Oakajee (proposed port and industrial estate), Narngulu, Geraldton Port and iron ore mines. To accommodate road, rail and services utilities infrastructure the ONIC is required to be at least 230 metres wide, however, it may be wider in some locations to accommodate engineering requirements of the road and rail alignments.

<https://www.wa.gov.au/government/publications/oakajee-narngulu-infrastructure-corridor-planning>

➤ **Dongara-Geraldton-Northampton Bypass (DGN)**

Brand Highway and North West Coastal Highway currently form the coastal freight route between Perth and the North West of Western Australia, linking the major population centres of Perth, Geraldton, Carnarvon and Karratha.

As the MidWest region and Geraldton grows, traffic volumes will increase and safety will continue to be a focus for future roads.

This planning study aims to identify a nominal 500 metre route corridor alignment for a future route between Dongara, Geraldton and Northampton.

Taking into account the outcomes of further consultation and more detailed planning investigations, this corridor will eventually be reduced to a nominal 100 metre road reserve. This will deliver a future, long-term solution for the safe movement of people and freight as the MidWest region continues to economically develop and evolve.

It will also contribute to greater mining and freight efficiency by enabling triple road trains to travel between Carnarvon and Muchea.

<https://www.mainroads.wa.gov.au/globalassets/projects-initiatives/projects/regional/dongara-to-northampton/dgn-ps-update-aug-23.pdf?v=4a3582>

<https://www.mainroads.wa.gov.au/globalassets/projects-initiatives/projects/regional/dongara-to-northampton/dgn-ad-fact-sheet-aug-23.pdf?v=4a26b7>

<https://www.mainroads.wa.gov.au/projects-initiatives/all-projects/regional/dongara/>

➤ **Recovery during/post Natural Disasters**

The redevelopment of the Nabawa Recreation Centre would increase the Shire's capacity to respond during times of disaster, something that was severely limited by a lack of local infrastructure in the recovery period post the impact of Severe Tropical Cyclone (STC) Seroja which devastated the Mid-West region in April 2021.

This project would directly strengthen preparedness of future natural disasters and provide better capacity to evacuate and care for displaced people and would reduce the impact of disaster hazards on the Chapman Valley community.

The dedicated use of the Nabawa Recreation Centre facility as a disaster recovery location would alleviate many of the issues raised in the immediate aftermath of the Natural Disaster presented by STC Seroja. The community lacked a dedicated disaster recovery centre and displaced residents were not able to be located within the Shire. Emergency personnel were not able to be located within the Shire. Disaster recovery experts and support staff were not able to be located within the Shire. There was no specific data centre following STC Seroja established in Chapman Valley, or north neighbouring Shires. These gaps were felt on the ground during the disaster and disaster- recovery period.

The Army was dispatched to the Mid-West region after STC Seroja as a part of the disaster recovery, however they were accommodated in the neighbouring City of Greater Geraldton. Much of the defence force had to travel more than 40-100kms to provide support to affected properties. Having the ability to host and establish coordination centres for the defence forces and emergency personnel closer to the impact site would have been a more efficient use of time and support to impacted residents.

The additional hazard of accommodation resources became significant during the immediate recovery period, as those displaced residents from Chapman Valley couldn't access accommodation services in Geraldton, due to all accommodation being booked out with emergency personnel. This added significant stress and mental health challenges to those requiring emergency accommodation.

“Having the ability to host defence and emergency personnel in Chapman Valley would have had a direct positive impact on the ground in Chapman Valley. The Nabawa Recreation Centre Redevelopment project presents an opportunity to mitigate these accommodation and distance hazards by creating a dedicated emergency management response location within Chapman Valley itself”.

The redevelopment project will certainly enable the Shire of Chapman Valley to adapt during and after future disasters. Local Government has an opportunity to increase its capacity support for emergency services during times of disaster. One of the biggest flaws in the cyclone recovery process was the lack of immediate ‘on ground’ assistance within Chapman Valley which would have alleviated the need for at risk members of the community to leave the district, some of which have still not returned 18 months on.

<https://nema.gov.au/stories/tropical-cyclone-seroja-support>

It is an opportunity for local government to move forward in the partnerships that can be provided to all disaster response agencies. Having a dedicated disaster response facility that can house displaced residents, emergency services personnel and data centre resources would significantly reduce the pressure on these agencies already stretched during times of crisis. The Shire of Chapman Valley strongly believes that developing disaster ready facilities will strengthen the preparedness for future disasters and emergencies and grassroots accessibility to recovery services which in turn would aid a devastated community in coping and processing the long-term impacts of a natural disaster, as has been felt with STC Seroja.

Within the Chapman Valley shire, two thirds of the shire exists in a Bush Fire Prone Area (BPA), which are areas that have been identified as being subject, or likely to be subject, to bushfire attack. BPAs are land designated as bush fire prone by the Fire and Emergency Services Commissioner under section 18P of the Fire and Emergency Services Act 1998 (Ref: WA Emergency and Risk Management). It is imperative that the Shire delivers a robust way forward for future climate and disaster impacts on the community. Bushfire risks are increased due to the nature of the Shire’s location and as climate related disasters continue to ravage parts of Australia, the Shire will continue to strive to deliver the best facilities it can to support emergency preparedness in the face of a large-scale bushfire attack.

The town of Nabawa and nearby Nanson sit in a Flood Prone area. The main flood risk is within the Nabawa townsite where three small creeks join the Chapman River. These creeks have deceptively large catchments and can bring significant volumes of water down the banks and up across town. Flooding of houses in Nabawa occurred as recently as 1996 and 1999, however, the highest levels achieved was in 1971, which by measurement from local knowledge, was 600 mm above the 1999 flood. Most of the town was subjected to the flood fringe but some of the lower dwellings were within the floodway.

The Nabawa Recreation/Recovery Centre is fortunate being located outside both the Bushfire Prone Area and Flood Prone area.

Shire of Chapman Valley – Local Planning Strategy 5.7.2 Flooding, page 25

Minimal maladaptation would be expected with this redevelopment project, as the Shire of Chapman Valley has experienced a natural disaster less than 24 months ago and at the forefront Council’s actions moving forward is achieving best practice for emergency preparedness and recovery into the future. Chapman Valley is not dealing with decades old experiences or outdated emergency management concepts of natural disasters, but an ongoing recovery where knowledge and experience can be considered current.

Expanding the use of the Nabawa Recreation Facility to a multi user, emergency management provider is a key example of reducing exposure during emergencies. Co locating users in one facility minimises the infrastructure footprint in the Shire. And also increases the diversity of use for one building. Positive social impacts will be delivered to the Chapman Valley community with this redevelopment project. During times of non- disaster, the facility is a community sporting facility which is reaching the end of its useful life, even though sporting participation numbers continue to grow. There are significant social-economic benefits to delivering new community facilities to regional areas including enhanced community connectedness, improved community identity, elevated community development opportunities. Dedicated male and female changerooms and facilities is a 21st century requirement that strongly contributes to improved female participation across a range of sporting activities.

The significance of these developments cannot be understated as they will create major opportunities for freight and logistic operators, importers, exporters and manufacturers and drive future investment and job growth in the area over the coming decades. As businesses establish in the Oakajee Strategic Industrial Area, many of the workers will likely seek to live close to where they work, which will translate to a further increase in population for the Shire of Chapman Valley.

How we got here? - Project Development

Demand for provision of social infrastructure and services within the Shire of Chapman Valley has been a key priority of the Council since identifying significant population growth during the mid 2010's. In identifying this rapid growth, the Shire of Chapman Valley are actively planning for this growth by delivering a state-of-the-art Community Centre in the Western Region of the Shire in the White Peak (delivered in 2018) area and similarly in the eastern region in Yuna (delivered in 2015), leaving the central hub of Nabawa (the administration centre of the Shire) as the last and most important piece of the infrastructure puzzle. The proposed project, the Nabawa Recreation Centre Redevelopment seeks to meet this demand via provision of a larger, more architecturally flexible Recreation Centre, which meets current social infrastructure standards and needs.

In 2011, the Shire of Chapman Valley completed its first Strategic Community Plan (SCP) in a first of a series of plans within the Shire's Integrated Planning Framework. The SCP determines the Shire's future direction in responding to local community service needs and was developed with community input in the form of surveys and representative community workshops. The 2011 Chapman Valley SCP included the specific actions of:

- Improving and increasing sporting, recreational and social facilities within the Shire
- Strengthen preparedness of future natural disasters and care for displaced people in the Chapman Valley community.

<https://www.chapmanvalley.wa.gov.au/documents/787/2022-2032-chapman-valley-strategic-community-plan>

This prompted the delivery of the community centres in White Peak and Yuna. Considered as the easiest of the construction builds as they were delivered on greenfield sites and utilising Federal stimulus payments, leaving the Nabawa Recreation Centre as the more difficult build as it was an existing facility with a number of complex challenges with its age, lack of function and accessibility.

⁷ <https://www.abs.gov.au/census/find-census-data/quickstats/2021/LGA51680>

⁸ <https://app.remplan.com.au/wheatbeltregion/community>

⁹ <https://www.mainroads.wa.gov.au/projects-initiatives/all-projects/regional/dongara/>

By 2019, the GNFL Women's competition had entered its second season and the Chapman Valley Senior Football Club had already indicated the Recreation Centres lack of suitable facilities, particularly around the lack of toilet facilities (one for both home & away teams), open showers directly facing outside doors and with limited privacy to male participants from both clubs. Correspondence was received in February 2019 regarding this and a number of other issues around accessibility. Privacy screens were added in 2020 with AFL funding to assist, but did not resolve all issues.

Constant communication and correspondence between the Chapman Valley Football Club and Council administration has occurred since mid-2017 in relation to the facilities inability to cater for the changing demands of modern football, particularly since the inception of the senior women's competition in 2018 and junior girls in 2020. The facilities inability to ensure the safety and privacy of the female competitors has become a real issue particularly since the Great Northern Football League (GNFL) altered the format of the game day operations.

Following the devastation of Severe Tropical Cyclone (STC) Seroja which devastated the Chapman Valley area in April 2021, expanding the use of the Nabawa Recreation Facility to a multiuser, emergency management provider is a key example of reducing exposure during emergencies which has become a priority of Council. Co-locating users in one facility minimises the infrastructure footprint in the Shire and also increases the diversity of use for one building.

Post Cyclone, as part of the Recovery process, the Department of Fire & Emergency Services (DFES) instigated a Local Recovery Coordination Group comprising of the following members:

- Shire of Chapman Valley
- Shire of Northampton
- Industry / local businesses
- Community members / groups
- Department of Fire and Emergency Services
- St John Ambulance
- Australian Red Cross
- Department of Communities
- Department of Education
- WA Police
- Tourism WA
- WA Country Health Service

Its purpose was focused on supporting community recovery from the impact of STC Seroja in the Shires of Chapman Valley and Northampton from the perspective of **Built, Natural, Social and Economic Environments**. From this a Local Operational Recovery Plan (LORP) was prepared and identified five key priorities as well as numerous recovery tasks or objectives. The five key priorities included:

1. Affordable Housing
2. Kalbarri Foreshore Revitalization
3. **Multipurpose Community Centres**
4. Individual and Community Support
5. Economic & Community Development Coordination

Priority 3 involved securing funding for the development of a multi-purpose centre in Kalbarri and upgrade existing facilities in Nabawa that meets the requirements for an all-hazards evacuation centre and secure place for continuance of service delivery in an emergency.

In early 2022, following on from the initial planning, Council engaged Marg Hemsley of LG People to prepare the latest Strategic Community Plan (2022 – 2023) with over 40 people attending community

meetings and 150 survey responses on varying issue around the Shire. This, along with the outcomes of the Local Operational Recovery Plan (LORP) highlighted the need for a major Redevelopment of the Nabawa Recreation Centre to meet the ongoing obligations to the community in relation to Sport & Recreation and Disaster Recover needs.

This prompted the Shire of Chapman Valley to instigate preliminary planning to seek funding for the Redevelopment.

At the February 2022 Ordinary Council Meeting, Council resolved to commit to and seek funding to redevelop the Nabawa Recreational Centre and instructed the appropriate preliminary construction plans, construction costings as well as an overall Masterplan for the project.

The CEO then met with various user groups and presented the various plans and invited discussion and feedback which has ultimately lead to the updated facility plans.

Presentations to the Chapman Valley Junior Football Club (9th March 2023) Chapman Valley Senior Football Club (15th March 2023) were made at committee level with a presentation to the Chapman Valley Northampton Cricket Club Senior Executive (18th April 2023).

Constant communication between the Shire of Chapman Valley and the Nabawa Recreation Centre User Group (NRCUG's), which comprises of the Chapman Valley Football Clubs, Chapman Valley Cricket Clubs, Chapman Valley Basketball Club, Geraldton Roller Derby Club and Chapman Valley Primary School has enabled the development process to occur with the necessary feedback on design and operation to occur.

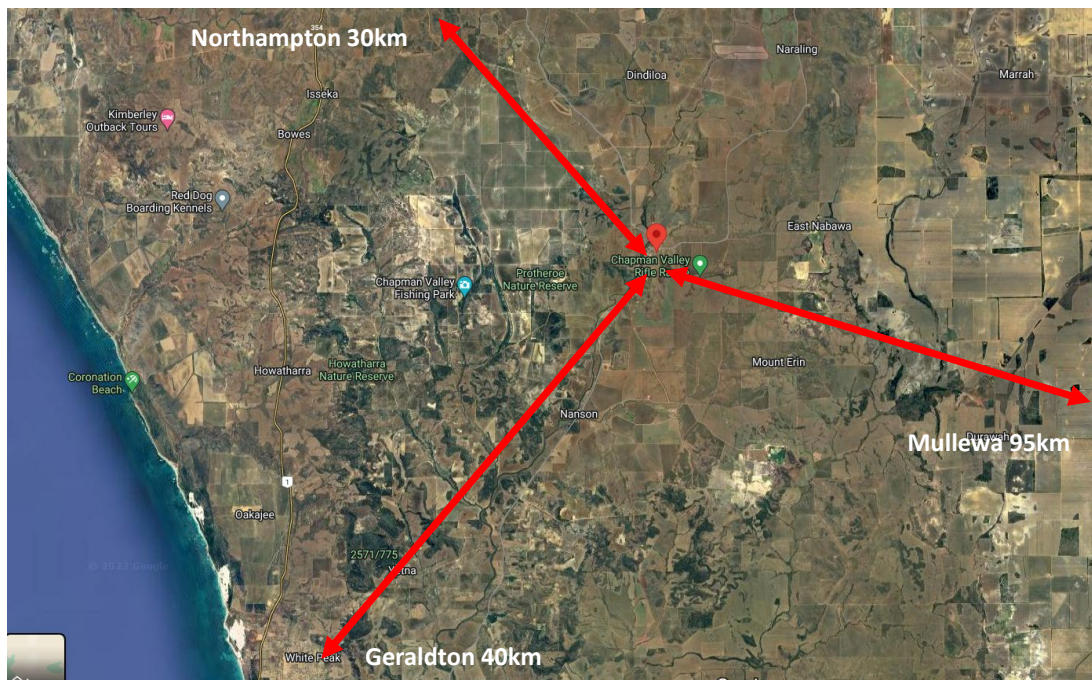


<https://www.chapmanvalley.wa.gov.au/documents/470/disability-access-inclusion-plan>

https://www.health.wa.gov.au/Articles/S_T/Starting-a-food-business-in-WA

2.2 PROJECT DESCRIPTION

The Nabawa Community & Recreational Precinct is situated at 3320 (lot 3) Chapman Valley Road, Nabawa in the Shire of Chapman Valley and is approximately four and a half hours drive from Perth and thirty minutes from Geraldton. In addition to the sporting oval, which has an excellent surface, two turfed cricket wickets, the precinct boasts a timber sprung indoor basketball court with lights. There is also a playground, basketball halfcourt and BBQ and 24 hour camping facilities. There are currently no cricket training facilities nor adequate oval lighting.



Locality Plan (Source: Google Maps)

Originally opened on 1st June 1968, the Nabawa Recreation Centre has a unique two (2) storey design comprising of a downstairs brick facilities encompassing kitchen facilities, home and away changerooms and umpire/ground managers room. The upstairs function room while providing a great vantage point to watch the football/cricket, it did not cater for people with access issues/disabilities as it is only accessible via stairs and has no access to disabled/ambulant toilet facilities.

The downstairs facilities have had a number of upgrades/additions over the years, more notably in 1984 when a new home changeroom was built with the existing changeroom configuration being modified to increase the size of the away rooms. Due to the weight bearing structure above, the reconfiguration unfortunately turned the changeroom facilities into a “Rabbit Warren” and totally impractical and unworkable. There is one toilet and two urinals to service both home & away teams, this includes the female participants on gameday.

Whilst upgrades have been made to the clubhouse over the years, the facility no longer meets current standards, expectations and the needs of a rapidly growing community. Refer to Section 2.2 of this business case for the comprehensive needs analysis undertaken.

The land, on which Nabawa Recreation Centre and Oval sits, is owned by the Shire of Chapman Valley, with the lease of the facility being based on annual user agreements. Following completion of the new clubhouse and change rooms the Shire and NRCUGs will look to establish a committee of management (CoM), which would incorporate management responsibilities of all parties in relation

to the usage and upkeep of the facility.

In the development of this business case, three options were considered (see Section 5). This project will see Option 3 as the preferred development, which encompasses demolishing the existing facilities and replace them with a purpose-based facility for the junior and senior football clubs, junior and senior cricket clubs and basketball association users to meet their existing and future growth needs. This option is estimated to cost \$3.0m (ex GST) and will provide the Shire of Chapman Valley with the following:

- A large main club room (22,000 x 10,820) with access to, and windows facing, the sports oval;
- Commercial kitchen with servery to the outside of the clubhouse (under cover) and inside to the main club room;
- Undercover Clubhouse Verandah with terraced seating;
- Shaded breakout space;
- Full bar facilities with cool room storage and openings to the main club room and social room;
- Community amenities consisting of male and female toilets, including ambulant accessible facilities and two unisex accessible (disabled) toilets

Two changerooms (total 568m²) specifically for the use of sporting clubs with each changeroom comprising:

- Two separate shower and accessible (disabled) toilets for umpires, one dedicated accessible (disabled) shower and toilet, two additional toilets and three showers, two vanity basins and hand drier;
- Racks, benches and lockers for changing and storage of personal belongings;
- A treatment area for rubdowns, massages and strapping Main foyer;
- Storage areas

This current concept would see the facility being able to meet current and future needs of sporting groups, provide modern inclusive fitouts which meet current building codes and cater for individual access needs of disabled and ambulant community members, as well as provision of appropriate hygienic amenities with a layout that offers privacy, space and a safe environment for sports participants to shower and get changed.

This project will provide the Shire with a modern infrastructure asset where the community can gather for large events and be proud to have visitors come to the area and enjoy the facilities and enjoy the surrounding vistas of Nabawa and the Chapman Valley. The following conceptual drawings and layouts describe the development intentions of the Shire of Chapman Valley and NCRUGs.

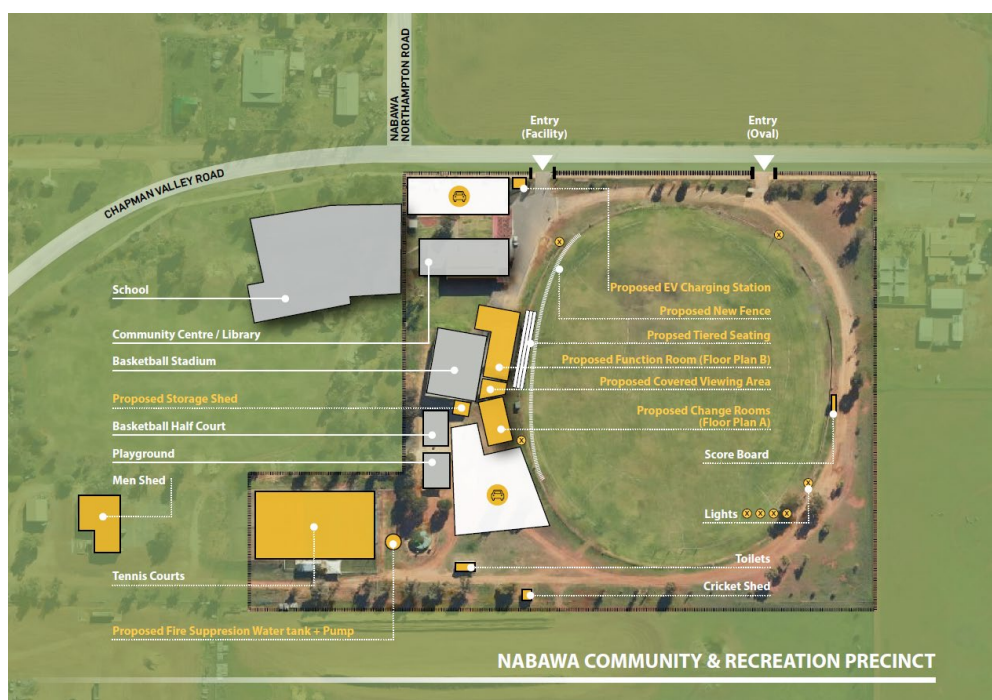
A high-level Master Planning exercise was carried out for the Nabawa Community & Recreation Precinct. It was based on the NRCUGs vision of a new sporting club facility on the site, but also took into account information gathered from literature reviews, case studies, stakeholder engagement and reviews of existing facilities. The following considerations were made:

- Due consideration should be given to current industry trends in the sport and recreation area, particularly the need to cater for growing numbers of females in cricket and football.
- Multi-use facilities and co-location are considered advantageous.
- Design considerations for new sporting club facilities should include dividable areas and spectator shelter.
- Developments should be prioritised, and their implementation should be planned and budgeted for as triggers arise.
- Future funding
- End of life of existing Recreation Centre
- Shire approval
- Community desire



Nabawa Recreation Centre Concept Drawing

The Master Plan diagram below shows a one stage infrastructure development. The current design allows for the commencement of the Changeroom facility immediately, without interruption to the current sporting operations. This will allow the construction of the Function area and demolition of the existing Nabawa Recreation Centre to occur at a more convenient time.



Master Plan (Source: Urbis)

2.2.1 NEEDS ANALYSIS

The purpose of this project is twofold. Firstly, to redevelop the change rooms to provide inclusivity to accommodate male, female and non-binary players, and also accommodate players from other diverse cultures who require more privacy, improve the building accessibility to allow for wheelchair users and ensure the facilities are accessible for all. This will allow users with impaired mobility to use the facility with ease and confidence. Secondly, to increase the shires capacity to respond during times of disaster, something that was severely limited by the lack of local infrastructure in the recovery period post the impact of STC Seroja.

NABAWA RECREATION CENTRE – CURRENT STATE OF PLAY

Originally opened on 1st June 1968, the Nabawa Recreation Centre has a unique two (2) storey design comprising of a downstairs brick facilities encompassing kitchen facilities, home and away changerooms and umpire/ground managers room. The upstairs function room while providing a great vantage point to watch the football/cricket, it did not cater for people with access issues/disabilities as it is only accessible via stairs and has no access to disabled/ambulant toilet facilities.

The downstairs facilities have had a number of upgrades/additions over the years, more notably in 1984 when a new home changeroom was built with the existing changeroom configuration being modified to increase the size of the away rooms. Due to the weight bearing structure above, the reconfiguration unfortunately turned the changeroom facilities into a “Rabbit Warren” and totally impractical and unworkable. There is one toilet and two urinals to service both home & away teams, this includes the female participants on gameday.

The Nabawa Sporting Precinct provides the following community facilities:

- An upstairs Clubhouse Function room with bar facilities. Function area (less bar area) totals approximately 130sqm. Two Male & Female toilets, no disabled (accessible) toilets.
- Upstairs external viewing area.
- Two changerooms, each changeroom includes three showers and one hand basin. Bench space is provided along two walls with no lockers, hooks are available. There is one window in each change room providing a direct view in and out of the room. Each change room is approximately 35sqm.
- One toilet is shared between both changerooms.
- Small, 30sqm kitchen with a servery facing out to the main oval.
- Four public female toilets and two male toilets plus a urinal can be accessed via the nearby Community Centre. This houses the only disabled access toilet facilities, there are no disabled shower facilities.
- No provision for storage
- Basketball Stadium with 1 indoor court
- Full size oval
- Centre cricket wicket (grassed)
- Floodlighting
- 2 x sports shelters
- Picnic tables
- Playground
- Outdoor half court
- 4 x Tennis courts
- Tennis clubhouse

The facilities have had a number of upgrades over time, including:

- Resurfacing of Basketball courts (timber)
- Addition of Home Changerooms (reconfigure existing changerooms)
- Renewal of septic system
- Storage shed for cricket curator
- Sufficient water storage to water oval
- Carpark upgrades to courts and oval side parking
- Upgrade bar facilities to upstairs function room
- Re-enforce upstairs outside viewing area
- Minor upgrades to kitchen

These upgrades have been necessary to be able to cater for the growing number of community members, in particular sporting groups, and the increased wear and tear of the facilities due to the substantial and increased amount of usage.

The facility, including the Basketball Stadium sustained significant damage during Cyclone Seroja in April 2021, with Council recently completing the insurance repairs. Internal concerns have been raised as to the unknown damage that was sustained but not visible post cyclone.



Existing Facility Photo

FUTURE FACILITY REQUIREMENTS

The redevelopment would include a new a multipurpose function room facility on the ground floor that would provide adequate function facilities, commercial kitchen/ canteen facility, dedicated men's and women's change rooms and toilets, essential disability access and disability facilities, umpires facilities and medical rooms.

Expanding the use of the Nabawa Recreation Facility to a multi user, emergency management provider is a key example of reducing exposure during emergencies. Co locating users in one facility minimises the infrastructure footprint in the Shire. And also increases the diversity of use for one building. Positive social impacts will be delivered to the Chapman Valley community with this redevelopment project. During times of non- disaster, the facility is a community sporting facility which is reaching the end of its useful life, even though sporting participation numbers continue to grow. There are significant social-economic benefits to delivering new community facilities to regional areas including

enhanced community connectedness, improved community identity, elevated community development opportunities. Dedicated male and female changerooms and facilities is a 21st century requirement that strongly contributes to improved female participation across a range of sporting activities.

<https://nema.gov.au/stories/tropical-cyclone-seroja-support>

Following the events of Cyclone Seroja in April 2021 and subsequent building assessments performed by Insurance assessors, Council's Building Surveyor/Project Officer and the Chapman Valley Football Club Executive, Council consulted with industry specialists (Teakle & Laylor) to ascertain if the Recreation Centre could be upgraded and expanded to meet the community's growing and changing needs.



Key points of the consultation:

BUILDING

The existing Recreation Centre facilities, particularly the downstairs areas are reaching the end of its useful life. Due to its ad hoc nature of construction and improvement over the past fifty years, there is considerable concern over several safety aspects including partially completed double brick construction, severe brick cracking and fretting. Provision of water and electrical services through internal walls (changerooms).

Changerooms

Previous to the 2023 season, the women's League game was played as the last game which meant that they had sole use of the changerooms and the male competitors (Colts, Reserves & League) were all after each other. Now, with the playing order changed by the GNFL to the Colts, Reserves, Women's, then Men's League, the club cannot guarantee the privacy of the female competitors with males

playing before and after the women's game. Guards are required to be stationed at the doors to ensure that the women players can shower and get changed without League players unintentionally roaming through the changerooms for treatment or to use the toilets. There are also several floor levels throughout the building which make accessibility impossible for people with disabilities & injuries.

There is also only one (1) toilet in the downstairs changeroom facility which caters for both home and away teams. This also opens to the home showers which creates privacy issues amongst male and female participants.



Kitchen

The ad hoc nature of previous developments/improvements to the Nabawa Recreation Centre has identified that the kitchen facilities located on the bottom floor of the centre are extremely inadequate, not fit for purpose and do not meet current Food Act 2008 & Regulations, Food standards Code and Safe Food Australia Guidelines.

There are also distinct design & fit out flaws including hand washing facilities, floor, walls and ceiling surfaces, fixtures, fittings and equipment, ventilation, lighting which deem the facility near on impossible to license in its current state with minor improvement having to occur to allow the facility to operate.

Function room

While the upstairs function area has been a great area for the local sporting clubs to view the various sporting games, there are too many limitations placed on the facility in terms of the facilities ability to cater for people with disabilities or mobility issues. The only access to the Function centre is via three (3) large staircases with no access to a lift making it near on impossible to access the upstairs function area in a dignified manner. There is also NO accessible (AS1428.1-2009) toilets in the upstairs function area with the doorway entrance to the toilets limited to 600mm width making them non-compliant with existing standards.

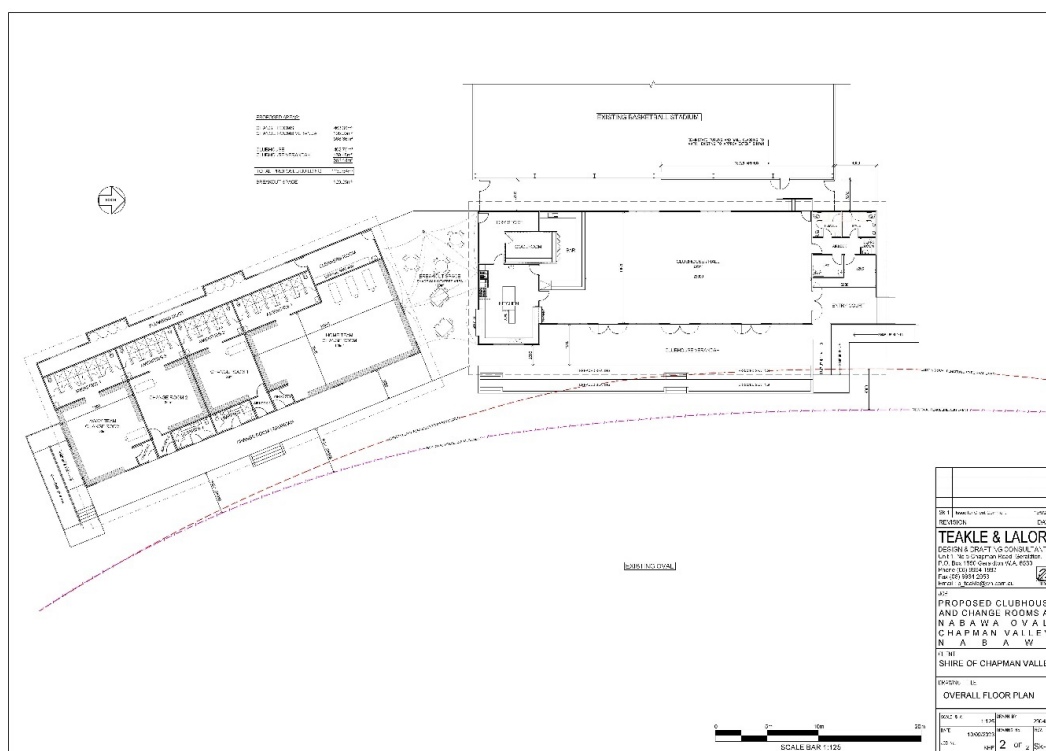
There are no kitchen facilities upstairs, which makes catering for functions extremely hard and impractical as well as potential non-compliance with Health Act requirements.

Whilst requirements under the BCA and the Australian (Disability) Standards are only mandatory for new builds and refurbishment of existing buildings, the failure to meet these standards and codes at the current Nabawa Recreation Centre demonstrates the inadequacy of this facility and that it is not

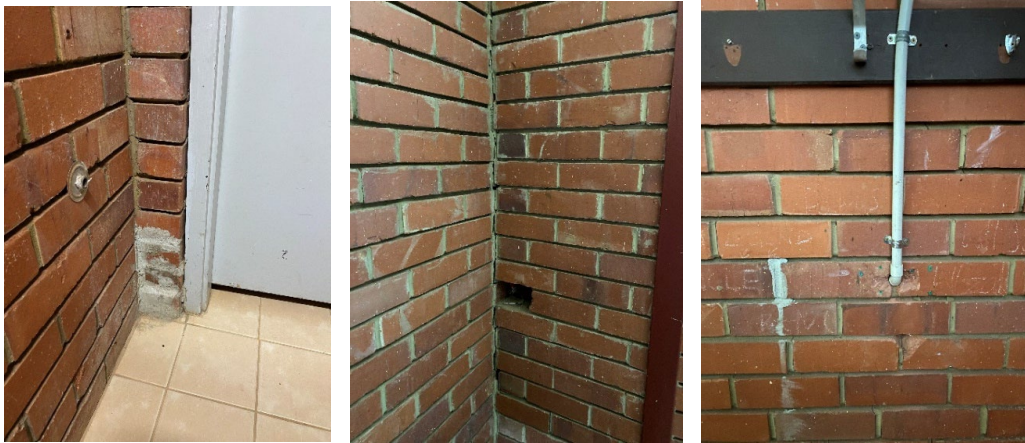
an inclusive community space. Given this is the only such facility in the area, its lack of accessibility is of particular concern.

Non-compliant items include:

- The internal and external toilet facilities are not accessible. (one toilet for both changerooms)
- No accessible parking bays.
- Paths and the threshold holds of the entrance doors to the hall are not accessible due to steps.
- Upstairs Function Area not accessible (stairs)
- Upstairs Function area toilets not accessible (No Disabled)
- Non-compliant internal stairs
- Kitchen not to commercial standards, lack of ventilation



Photographical evidence (Below):



Fretting brickwork, poor brickwork, electrical wiring from changeroom through to kitchen



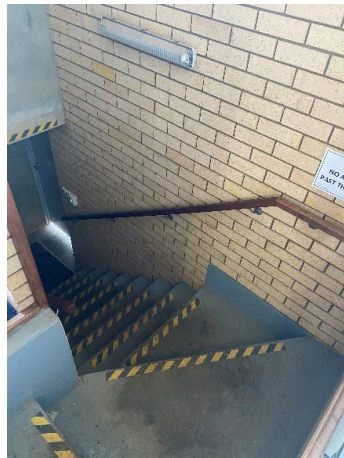
Incomplete double brick work



Mortar repairs, brick movement



Internal stairs (lack of accessibility)



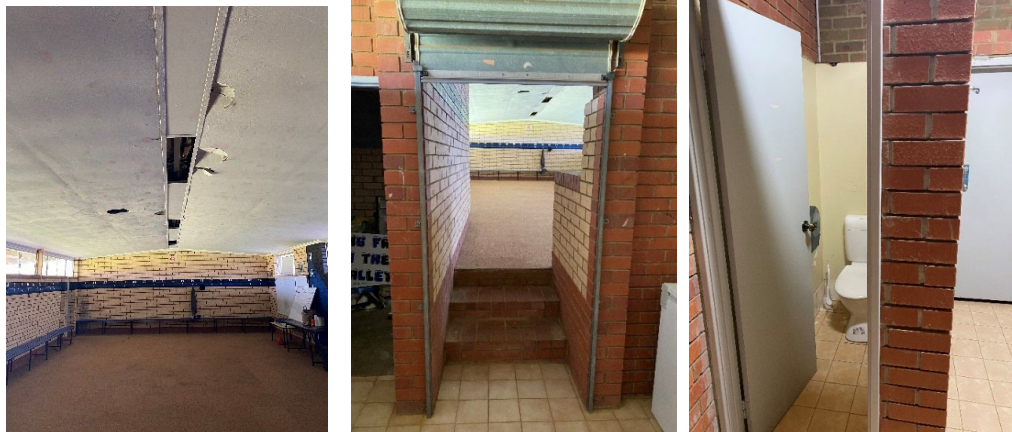
Basketball stadium stairs



External stairs (lack of accessibility) poor visibility at night



Narrow airlock (600mm) to upstairs function room toilets, No accessible facilities



Home Changerooms, Stairs to access home changeroom, only toilet servicing both home/away



Home showers, visible to outside

Away showers,

only toilet in away ch/room



Current non-compliant kitchen facilities





Recreation Centre facilities look west



Looking south



Looking north



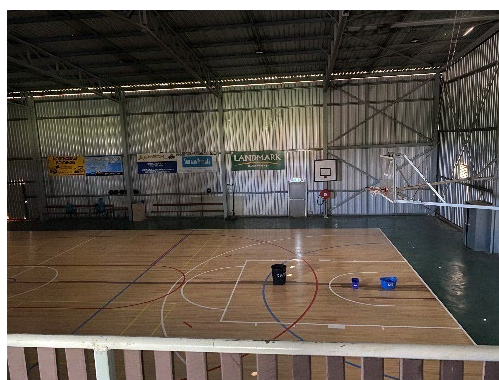
1st floor balcony viewing area



Ground floor changerooms



Ground floor kitchen facilities



First floor view of Basketball stadium

INCREASED FEMALE SPORTING PARTICIPATION

In 2018 the current Western Australian Government acknowledged (via the creation of a special annual fund) the need for sporting facilities to provide more female friendly amenities with the decline of female sport participation after age of 11 being partly blamed on the lack of suitable facilities.

WA Sport and Recreation Minister Mick Murray in 2018 stated:

"For too long, women and girls have been treated as second class citizens when it comes to wanting to pull the boots on and play social sport."

"Having a decent place to change clothes and prepare for a match should be a basic right for anyone playing sport. It is not acceptable for women to be told to get changed in the car or wait until they get home to have a shower."

"Having a dedicated space to prepare for a match together is important for the camaraderie and friendship that people get from social sport, and work needs to be done to make sure decent facilities are in place."⁸

In 2017 Plan International Australia released a national survey of girls aged 10 to 17- years old. The survey found that girls feel unequal treatment is most profound in sports⁹. Good Sports, in addressing the survey, suggested a good place to start looking at improving participation rates would be to consider the current facilities:

"Have a think about your change-rooms, toilets and the club in general - are they spaces where a girl would feel comfortable? If not, it's probably time to make your club environment more inclusive!"¹⁰

The current Nabawa Facility is not a female inclusive environment, there is no privacy offered in the changerooms with windows allowing full visibility of anyone changing. Previous to the 2023 season, the women's League game was played as the last game which meant that they had sole use of the changerooms and the male competitors (Colts, Reserves & League) were all after each other. Now, with the playing order changed by the GNFL to the Colts, Reserves, Women's, then Men's League, the club cannot guarantee the privacy of the female competitors with males playing before and after the women's game. Guards are required to be stationed at the doors to ensure that the women players can shower and get changed without League players unintentionally roaming through the changerooms for treatment or to use the toilets. There is also only one (1) toilet in the downstairs changeroom facility which caters for both home and away teams. This also opens to the home showers which creates privacy issues amongst male and female participants.



The Great Northern Junior Football League (GNJFL) have recently advised all member clubs that it will be adding additional age group side to the 2024 season by splitting the under 14's into year 7 and year 8 competitions. this will allow current girls to continue to play in their age groups until reaching the junior girls division, with will in turn keep girls in football and hopefully add future underage divisions.

Current trends in female sports participation shows that the anticipated increase in girl's teams by the GNJFL is well warranted. In 2017 Roy Morgan reported that women's participation in AFL had increased "a stunning 30.3% from four years ago and up 23% from a year ago when the AFLW was first launched"¹¹. One of the key highlights of the National Cricket Census conducted in 2017-18 was the revelation that 30% of cricket's participant base are now females, translating to six in every 10 new participants¹².

The anticipated increase in female sporting participation levels in the Chapman Valley area are in addition to the forecast population growth. To accommodate and achieve such projected increases, however, it is absolutely critical for the Shire of Chapman Valley to provide facilities that are female inclusive in size, layout, feel and structure.

ACCESSIBILITY

The main inhibitor in relation to functionality surrounding the Nabawa Recreation Centre is its lack of disability access to both stories of the building as well as the general limit to toilet facilities, particularly accessible toilets.

Disability access legislative requirements come in the form of Disability Access Inclusion Plans for statutory authorities, local governments, government departments, Acts and other policy guiding documents such as:

- Disability Discrimination Act,
- Equal Opportunity Act
- Australian Standards (in particular AS1428) and Australian Building Codes
- Universal Design Principles
- United Nations Convention for the Rights of People with Disability
- WACOSS Outcomes Measurement Framework
- State Disability Plan (currently under development)

Some common themes that are recurrent across access and inclusion committees are:

- Provide pathways and railings on ramps
- Non-slip, tactile concrete surfaces. Avoid loose surfaces - slip and trip hazard Provide seating with arm/back rests, benches at multiple heights
- Wider doorways and aisles for prams, wheelchairs or trolleys
- Easy open toilet doors. Mix of ambulant, ambulant with wider doors and universal accessible
- Install a Changing Place Facility Desks/benches/reception are at a multi-level height
- Having ACRQD car parking bays, and consider locations level to pathways Having an all ability playground and equipment
- Kerbs low or slanted
- Have charging points for gophers and power assist wheelchairs Have water stations for people and guide dogs/assistance dogs Signage with braille and mindful of colour contrasting

8 www.dsr.wa.gov.au/news-and-events/news/news-articles/2018/08/14/mcgowan-government-levels-the-playing-field-for-women-s-sport

9 [www.plan.org.au/~media/Plan/Documents/Reports/IDG%202017/The%20Dream%20Gap Final](http://www.plan.org.au/~media/Plan/Documents/Reports/IDG%202017/The%20Dream%20Gap%20Final)

10 <https://goodsports.com.au/supporting-girls/>

11 <http://www.roymorgan.com/findings/7539-women-in-football-december-2017-201803230556>

12 <https://www.cricket.com.au/news/cricket-australia-national-cricket-census-participation>

There are NO existing unisex accessible (disabled) toilets or showers within the existing Recreation Centre facility. Users are forced to use a separate facility over 100 metres away from the existing facility.

Section 23 of the Discrimination Disability Act, 1992 (DDA) requires non-discriminatory access to premises which the public or a section of the public is entitled or allowed to use and is applicable to existing as well as new buildings.

Under the Building Code of Australia (BCA) and in accordance with the Australian (Disability) Standards (Australian Standards (in particular AS1428) for community buildings, an ambulant accessible facility must now be provided for people with ambulant disabilities. An ambulant disability refers to a disability that affects the person's ability to freely move around, it includes people using a walking frame, suffering from arthritis, multiple sclerosis, being vision impaired or even those with a temporary injury which require the use of crutches.



An ambulant accessible facility is constructed in accordance with specific design requirements that provide more room, grab rails, wider door openings and clear signage (including braille)

The Australian Bureau of Statistics' Survey of Disability, Ageing and Carers 2003, showed that 405,500 Western Australians (20.6 per cent) reported having a disability.

According to the Western Australian State Disability Strategy 2020- 2030, there are around 411,500 people in WA with disability²⁰. The 2021 Census showed that 10.2% of the Shire of Chapman Valley population (over age 15) provided unpaid assistance to a person with a disability, health condition or due to old age; on par with the WA rate of 10.7% ¹⁴. This indicates that proportionally the Shire of Chapman Valley have more people with a disability and more people with caring responsibility for them, indicating that universal access is an even more relevant issue to the Chapman Valley community.

People with a disability consistently report that they do not have the same opportunities as others to participate in community life. They face daily barriers such as being unable to hear what is said, see print, climb stairs or understand signage ¹⁵.

The Chapman Valley Junior & Senior Football Clubs are strong supporters of the Stronger Through Sport Program (STS) funded through the Alcohol and Drug Foundation designed to reduce the prevalence of offending and other anti-social behaviours in young people aged between 14 and 20 years old. It will do this by increasing vulnerable young people's connection to their community, by helping them overcome the financial and planning challenges that come with playing sport.

Specifically, the pilot program will connect organisations that support young people with local sporting clubs, so they can easily support young people who are interested in playing sport to join the club. The key project activities include:

- ▪ Building relationships between sporting clubs and youth organisations to facilitation young people joining community sport;
- ▪ Building the capacity of community sporting clubs to increase the engagement and retention of young people in sport; and
- ▪ Helping young people join a sporting club in their local community.

Most barriers experienced by people with disability in relation to information, services and facilities can be avoided through informed planning and management. Good access and inclusion also benefit

other members of the community, including the family, friends and carers of people with disability, parents with prams, seniors and people with a temporary disability through accident or illness.

The Nabawa Recreation Centre barely meets the requirements of both the DDA and the BCA and the Australian (Disability) Standards. Whilst these requirements are only mandatory for new builds and refurbishment of existing buildings the failure to meet these standards and codes at Nabawa Recreation Centre further demonstrates the inadequacy of this facility and that it is not an inclusive community space.

POPULATION GROWTH

Community Recreation Centres are recognised as essential infrastructure in planning and developing regional centres and towns and accordingly have been included in the 2020 Parks and Leisure Australia, Western Australia (PLAWA) Guidelines for Community Infrastructure.

The Shire of Chapman Valley has a blend of attractive peri-urban area that offers a semi-rural lifestyle close to the city, rural town developments and large scale broad acre farming enterprises. Recent and prospective infrastructure developments in the Shire have seen the population increase by over 32% in the last 10 years. This growth is expected to continue throughout the shire with its peri-urban location, job opportunities, amenity of living and accessibility. A number of significant infrastructure developments in and around the Oakajee (SIA) which are strongly influencing this population migration and growth trend.

This significant population migration and growth trend, along with community and strategic considerations are relevant to determining the need to redevelop the Recreation Centre in Nabawa.

The central location of the proposed redevelopment of the Nabawa Recreation Centre makes it highly accessible to the population of White Peak, Nanson, Nabawa & Yuna. This increased accessibility means a larger direct catchment area for the Recreation Centre and the number of residents it will serve. The Recreation Centre will likely, with its proposed size and amenity, also be attractive to user groups within the entire Shire as well as beyond, and as such attaining the status of being a Regional Facility.

Another consideration in looking at population growth is that the provision of adequate facilities and amenities make a place more attractive to live and work in. As set out in the Shire's 2020 Planning Precinct Strategy:

“Provide for multi-use sporting and recreational facilities to meet the needs of the broader Chapman Valley community with some rationalisation to be considered to achieve this” [Shire of Chapman Valley Local Planning Strategy page 43](#)

Thus, via providing the Nabawa Recreation Centre with modern amenities, the Shire will not only meet current and growing community needs but also increase the liveability of the Shire and thereby attract more residents.

[Chapman Valley Population Growth \(Source narvis.com.au/shire_profile/shire-of-chapman-valley/\)](https://narvis.com.au/shire_profile/shire-of-chapman-valley/)

13 Source: The State Government Access Guidelines for Information, Services and Facilities

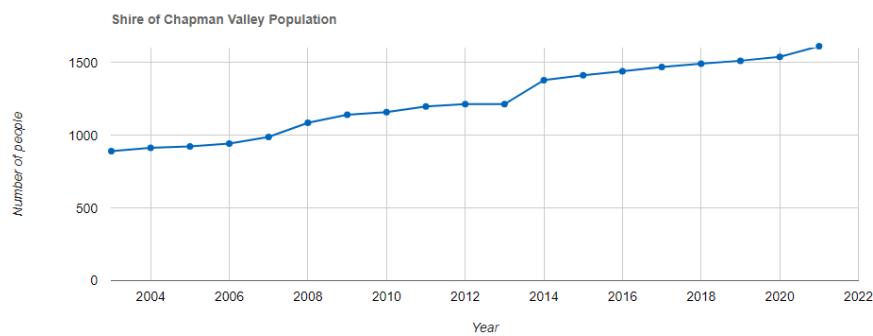
14 <https://abs.gov.au/census/find-census-data/quickstats/2021/LGA51610>

15 Source: The State Government Access Guidelines for Information, Services and Facilities

<https://www.parksleisure.com.au/Site/emails/email-wa/newsletters/cfg-released.aspx>

<https://www.wa.gov.au/government/document-collections/western-australia-tomorrow-population-forecasts>

[Shire of Chapman Valley Local Planning Strategy page 43](#)



Estimates of the resident populations as at 30 June are released annually for Local Government Areas (LGAs) in Australia by the Australian Bureau of Statistics. The estimates are generally revised 12 months later and final estimates are available after the following census. Visit the [ABS website](#) for further details.

HEALTH AND WELLBEING

Nabawa's geographical proximity as the central most township in the Shire, located 35km east of the White Peak area and 28km west of the Yuna area makes it the ideal location for the major recreation hub for the Shire of Chapman Valley limiting the need to travel outside of the locality or Shire. According to research, there is a high correlation between physical activity participation and close proximity of facilities, meaning that the further an individual has to travel to attend a fitness class the less likely they are to attend by not having access to local recreational infrastructure and services, the population of Nabawa and Yuna, in particular is less likely to participate in physical activity and exercise.⁵ People who do not undertake sufficient physical activity have a greater risk of cardiovascular disease, type 2 diabetes and osteoporosis and cost the Australian economy an estimated \$13.8 billion per year⁶. The key results from the *Chapman Valley Public Health Plan* developed in 2022 highlighted the need to upgrade the Recreation facilities, particularly the Stadium/Rec Centre (pg 7) as well as having a suitable facility that would cater for more community events for residents.⁷

The Value of a Community Football Club study undertaken by La Trobe University found that for every \$1 spent to run a community football club, there is at least a \$4.40 return in social value.

This "social value" is measured in terms of increased social connectedness, wellbeing and mental health status, employment outcomes, physical health and support of other community groups.

***The Study identified that the reach of a community club is significant; "for every 1 player, football clubs reach 10 people in their community."* AFL PREFERRED FACILITY GUIDELINES (pg 5)**

SOCIAL CONNECTION

The benefits of sport and recreation facilities expand beyond the personal health and wellbeing benefits resulting from participation in physical exercise and associated social programs. Sport and recreation facilities are focal points for engagement and connection to society. They are positively associated with creating social capital as they encourage involvement in community activities and support local enterprise, values and identity.

The proposed project is expected to provide a range of opportunities for community engagement and participation in social activities and therefore deliver positive outcomes that could contribute to improved social capital.

Additionally, the proposed project is expected to provide better social and community service for different age cohorts and a range of opportunities for further social networking, employment

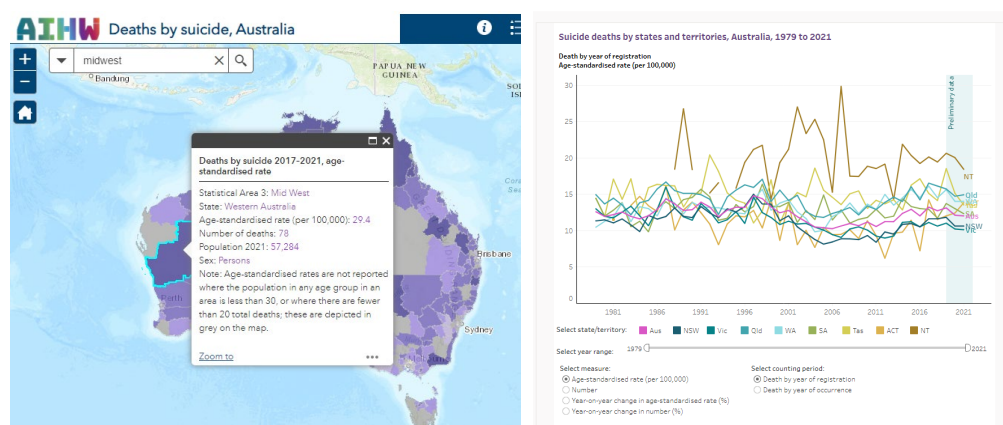
opportunities and sense of pride and ownership hence create stronger association for community members and residents.

Positive community attributes include those that stimulate social cohesion and facilitate economic security by enabling access to social, sporting and recreational amenities, ensuring access to health and other essential services, increasing employment opportunities and supporting the provision of safe neighbourhoods. *Midwest Blueprint* (pg 102)

The existing Recreation Centre does not meet current community standards. This means that the community is less likely to use the space and anecdotally will, if they have access to transport, travel to nearby City of Greater Geraldton to avail themselves of the facilities there. Travelling away from the Shire to access facilities elsewhere results in less opportunities for the local community to come together and dilutes or prevents the formation of social capital, leading to individuals feeling more isolated. This has become more evident during 2023 with low winter rainfall resulting in poor season in the northern & eastern parts of the Shire. The 2023 GNFL season has been a welcome distraction for many farmers facing a difficult harvest following low rainfall across the Shire. Being able to “get off farm” and talk to other member of the community, ‘talk to a mate’ has defused a number of the psychological issues faced in the region.

The Midwest’s rapid increase in the suicide between the period of 2017-2021 has been quite alarming as the second highest regional rate of 29.4 in Australia (age-standardised rate per 100,000 people, a total of 78 deaths), second to the Kimberly with 31.9. The WA average sits at 14 and the National average sits at 12. Th

This is over twice the Western Australian average and two and a half times the National rate.



<https://www.aihw.gov.au/suicide-self-harm-monitoring/data/geography/suicide-by-local-areas>

Midwest Blueprint CHALLENGE: Hinterland communities have particular human capital constraints creating added pressures for local governments to deliver community infrastructure and services. *Midwest Blueprint* (pg 92)

5 <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC1557534/>
6 https://www.medibank.com.au/content/dam/client/documents/pdfs/The_Cost_Of_Physical_Inactivity_08.pdf

VOLUNTEERING

Volunteering WA commissioned the Institute of Project Management to undertake a research study to quantify and present a comprehensive analysis of the economic, social and cultural value of volunteering to Western Australia. The study applied a model of value creation to locate the discrete values of volunteering activity in Western Australia and, for the first time, illustrate the dynamic ways in which they interact. The findings depicted how individuals, businesses and all levels of government use their time, resources and money to enable volunteering across the State and how this alters individual and community states of physical, human, social and symbolic capital.

UNDERSTANDING SOCIAL INCLUSION

Why is social inclusion important?

Social inclusion not only benefits us as individuals, but also the wider community. When we are included, we allow ourselves to connect through our similarities rather than our differences. We connect through passions and skills, and although we may have many differences, this allows us to develop a richer, more diverse community.

Benefits to individuals:

- Improved physical & mental health
- Development of social & support networks
- Obtaining a sense of purpose
- Increase in connectivity to community
- Development of new skills & confidence

Benefits to sporting clubs and community groups:

- Increased membership
- Increased volunteerism
- Better retention of members
- Improved club culture
- Diverse skills & ideas
- Increased community profile
- Increase in connectivity to the wider community

Benefits to the community and society:

- Reduction in crime rates, greater safety levels
- Reduced dependency on government systems (health, welfare etc)
- Improved community cohesion
- Increased participation rates
- Increase in connectivity and social networks

The research findings¹⁶ place volunteering front and centre as one of Western Australia's largest industries, annually contributing \$39bn in benefits to the community. It also showed that volunteering offers a significant return on investment, with \$4.50 returned for every dollar invested, with each hour of volunteering costing the community \$6.15. It noted that volunteering is both essential to the wellbeing of Western Australians, impacting positively upon the welfare of society and a key driver of economic growth influencing fiscal growth across a range of other sectors.

The various Chapman Valley Sporting clubs that operate out of the current facilities (including junior cricket, Junior football, senior football, senior cricket, tennis, roller derby) are essentially all run as volunteer operations, and they deliver not only an essential service to the Nabawa and Shire of Chapman Valley community, but also provide a significant contribution to the local and State economy based on the research undertaken by Volunteering WA. This was analysed through the cost benefit analysis, which showed that the various clubs undertook 12,645 volunteer hours over the last year, which equates to the Chapman Valley Sporting Clubs providing \$948,375 in value to the Shire of Chapman Valley community and the Western Australia economy each year through these volunteering hours.

¹⁶ https://www.volunteeringwa.org.au/assets/downloads/vwa-report-book_web.pdf

LOCAL EXPENDITURE

Small rural towns rely heavily on local sporting events and local facilities to attract future investment in operations as well as encouraging visitation from persons based outside the Shire of Chapman Valley.

Already located on a regional tourist route, as promoted through the Coral Coast (Tourism Western Australia), the Chapman Valley – Northampton- Kalbarri scenic drive offers a gastronomical eating experience like no other.

“The agricultural lands, rolling hills and rivers of Chapman Valley make for a beautiful scenic drive, especially in the winter months, with fields of golden wheat and canola, carpets of Everlastings and bush flowers galore.” [Australia's Coral Coast website](#).

This visitation will, as per literature, have broader economic impacts on local economies, with visitors spending more at local shops and businesses than they would otherwise ¹.

Events such as the Backroads Gravel Bike Race, Chapman Valley Show, Chapman Valley Rodeo are expected to draw over 10,000 new visitors to the region. All events will directly benefit from the improved facilities.

Based on visitation expenditure surveys, the redevelopment project is expected to support increased expenditure of approximately \$200,000 per annum in the Shire of Chapman Valley's economy over the assessment period. This level of expenditure is expected to support 0.9 full-time equivalent positions (largely in the retail sector). Moreover, major events hosted (as above) at the Nabawa Recreation Centre will further support visitation expenditure.

¹ Bergstrom J. et al. (1990) *Economic Impacts of Recreational Spending on Rural Areas: A Case Study*, *Economic Development Quarterly*, Volume 4, Issue 1



2.2.2 PROJECT DELIVERABLES

The project will deliver the below measurable outputs and outcomes.

	Outputs	Performance Measure	Performance Measure Method
1	A redeveloped Recreational Centre in Nabawa	Completed in accordance with specifications, timeframes, budget, building codes and regulations.	Project Management Team: conduct regular reviews during construction phase against budget, timing of events and periodic and final construction review. Shire's Works Supervisor to certify that quantity and quality of works comply with the Council and provision of Certificate of Practical Completion
2	User Licence Agreements	User Licence Agreements for all relevant users agreed	User Licence Agreements between the Shire of Chapman Valley and all Users are signed off.
	Outcomes	Performance Measures	Performance Measure method
1	Contribution to improved community health and well being	Increased sporting participation	Membership and team numbers for both clubs Oval training/game schedule
2	Increased female and disabled person sports participation	Increase in the number of female players and players with a disability within 12 months of project completion. Female, non-binary members and people with a disability feel more welcome in the new facilities	Female membership and team numbers for both clubs. Number of members with a disability. Number of individual training sessions/games being held with female members.
3	Increase in paid employment opportunities.	Creation of new jobs during construction period	Contractor/sub-contractor statistics provided by the successful contractor and the Shire.
4	Increase in community connectivity	At least one new regional event at the new facility in the 12 months following project completion	Statistics maintained by the Shire and through booking sheets.
5	Multi-purpose function/meeting facilities for use by other not for profits, local businesses and community	Increase in groups, clubs and/or businesses, who have not previously used the Nabawa Recreation Centre, will use the new facility in the first 12 months following project completion	Number of commercial ventures using facility to conduct business. Rate of hire and revenue raised resulting from venue hire.
6	Contribution to local economy	Value of project budget spent on WA based businesses	Project financial records

2.3 POLICY AND STRATEGIC FRAMEWORK

The Nabawa Recreation Centre Redevelopment project was identified as a key initiative to fill a gap in the provision of sport and recreation facilities within the Shire and to cater for the Shire's expected population growth over the next few decades.

The recreation precinct importantly will support and form a key implementation measure for a range of national, state and local government objectives, ensuring the delivery of important infrastructure that meets community needs provided adequate State and Federal government support can be secured.

This project is in direct alignment with Federal, State, Regional and Local policies and strategic frameworks.

2.3.1 AUSTRALIAN GOVERNMENT

Australia's Regions: Investing in their Future. - White Paper for Regional Australia

A third of Australians live, work and raise their families in regional, rural and remote Australia. They are an essential ingredient in the rich tapestry of Australia's history and culture. They also contribute to significant national economic outcomes - with around 60 per cent of Australia's export earnings coming from regional industries such as agriculture, tourism, retail, services and manufacturing. What most regional Australians ask for is a fair go and to have a say in their own futures, including on national policies and programs that affect them in quite different ways to those who are based in our cities.

Investing in regional Australia through Regional Deals and regional funding programs, along with the promotion of targeted investment and endogenous growth, can have catalytic effects for our regions now and into the future. The future of Australia is changing with an increase in automation, growing significance of international markets, demand for cleaner energy and demand for higher education. The Commonwealth should put policies and mechanisms in place to support and ready our regions for the future.

National Preventative Health Strategy 2021 – 2030

The National Preventative Health Strategy provides the overarching, long-term approach to prevention in Australia by building systemic change to ensure the best outcomes for all Australians. It identifies areas of focus for the next 10 years and outlines the key achievements Australia should be striving for by 2030. The Framework for Action (the Framework) forms the foundation of this Strategy with this project being particularly aligned with the 'boosting action in focus areas – increasing physical activity'.

The Strategy states that: ***"opportunities for physical activity must also be accessible and the environments in which we live, work, play, and age need to support us to be more active more regularly. The benefits of this would be widespread, with substantial health and other co-benefits experienced by different sectors within society"*** (pg. 57).

The 2030 aim of increasing physical activity through ***"Communities are encouraged and supported to deliver locally designed programs that support physical activity, which are inclusive and promote social connection through physical activity"*** (pg. 57), will be furthered by delivery of this project.

<https://www.infrastructure.gov.au/sites/default/files/migrated/regional/publications/files/australias-regions-investing-their-future-expert-panel-report.pdf>

https://www.health.gov.au/sites/default/files/documents/2021/12/national-preventive-health-strategy-2021-2030_1.pdf

Australia's Disability Strategy 2021 – 2031

Australia's Disability Strategy 2021–2031 (the Strategy) is Australia's national disability policy framework. It sets out a plan for continuing to improve the lives of people with disability in Australia over the next ten years. The Strategy's vision is for an inclusive Australian society that ensures people with disability can fulfil their potential, as equal members of the community.

This project is strongly aligned to Outcome two: Inclusive Homes and Communities of the Strategy, in particular Policy Priority 3:

“People with disability are able to fully participate in social, recreational, sporting, religious and cultural life” (pg. 17)

The current Nabawa Recreation Centre does not provide accessible toilets, ramps and doorways. The closest accessible toilets are located offsite some 120m from the Recreation facilities and no ability to access to upstairs function room. Parking and walkways are basic gravel and of insufficient quality and dimensions to meet facility access requirements. The proposed redevelopment will ensure compliance with the requirements under the BCA and the Australian (Disability) Standards and help fulfill the requirement under the Strategy that:

“People with disability should be supported to live more accessible and connected lives within their communities, including being able to fully participate in social, recreational, sporting, religious and cultural life. This requires accessibility to be an integral part of the design of services and systems to avoid barriers arising” (pg. 17).

User groups are currently embarrassed with the lack of facilities and the fact that it limits the type of functions/activities that can hosted.

2.3.2 WA STATE GOVERNMENT AND STATE BODIES**•State Planning Strategy (SPS) 205047**

The Western Australian Planning Commission's SPS 2050 has a vision of sustained growth and prosperity in the face of expected challenges for Western Australian communities. The Strategy divides WA into three sectors, with the South West Sector encompassing Perth, the Wheatbelt and southern surrounds. According to the SPS 2050, the ***“South West Sector with its diverse economic base will continue to house the majority of the State's population and have the highest level and greatest range of health and education services, cultural activities and employment.”*** This recognition of population concentration and matching range of services closely aligns with the Shire of Chapman Valley's plans for development.

The Strategy identifies a set of interrelated and interdependent strategic issues of key importance to Western Australia's sustained growth and prosperity, with planning for social infrastructure being directly relevant to this project:

Social Infrastructure**Objective**

To enable liveable, inclusive and diverse communities.

Social infrastructure improves liveability, encourages social inclusion, diversifies the economy by building social capital and is an essential ingredient for creating sustainable

communities” (pg. 90).

The following strategic approaches to planning for Social Infrastructure are directly aligned with and will be delivered by the proposed project:

Approach Table 14 - A strategic approach to planning for spaces and places			
ELEMENT	2050 OUTCOMES	MEASUREMENT	ASPIRATIONS
Liveability	Spaces and places are attractive, active and comfortable	Liveability of spaces and places	<ul style="list-style-type: none"> Substantial and coordinated investment into soft infrastructure Vibrant and attractive public spaces and places continue to encourage active living and social interactions
Social inclusion	Spaces and places encourage social interaction and social activities	Design excellence of community places and spaces	<ul style="list-style-type: none"> Community interactions are enhanced through a variety of meeting spaces and places A range of recreational activities for different age and social groups continue to be accommodated by a variety of spaces and places

Table 16 - A strategic approach to planning for health and wellbeing			
ELEMENT	2050 OUTCOMES	MEASUREMENT	ASPIRATIONS
Active living	Increase in active lifestyles across the state	Population weight averages and level of physical activity	There is direct and safe access to health facilities, cultural events, social support networks, sport and recreation activities and public open spaces
Community services	Developments promote the health of communities and their environment	Community and environmental health levels and development impacts	Ongoing investment into community, sport and recreation and culture and the arts facilities
The built environment	Built environments provide opportunities for social interaction and participation and promote health and active living	Rates of social interaction and participation	<ul style="list-style-type: none"> The built environment is designed to encourage health and active living, through alignment with established design criteria Public spaces and places encourage participation, social cohesion and a sense of place Access to housing, services and facilities are designed for all user groups

STATE PUBLIC HEALTH PLAN FOR WESTERN AUSTRALIA – OBJECTIVES AND POLICY PRIORITIES FOR 2019 - 2024

AFL PREFERRED FACILITY GUIDELINES

State, Regional, Local, School and Remote Facilities (2019)

Close to 3,000 grounds are currently used for Australian football. This number is increasing each year due to the strong participation growth being experienced in our game in all corners of our nation.

Our need for facilities continues to expand to support participation growth and the changing profile of participation.

Increasing the capacity of grounds and pavilions and the development of facilities that welcome all participants and umpires has never been more important.

The industry is heavily focused on developing the right plans in collaboration with Councils, clubs and all other stakeholders in each project. When done well, this maximises any returns on investment through increased participation levels, club sustainability and community wellbeing.

More than Winning (DLGSC)

Sport and recreation is part of the fabric of Australian life. Take a look around our wonderful beaches and waterways, our parks, reserves and sportsgrounds, and it is obvious sport is a passion.

From cycling or walking our high-quality recreational trails, playing kick-to-kick in the schoolyard, to the Test arena of the WACA, sport binds and builds communities, empowers, inspires and motivates individuals, provides work-life balance and helps shape our national character.

While we recognise the contribution sport makes to the building of national pride, and the value of recreation in community health, we may have overlooked the additional benefits these activities bring to society.

Sport plays an important role in society and contributes to our lives in many ways we often don't realise. This document outlines the not-so-obvious benefits that sport and recreation provides.

Strategic Priorities for Western Australian Sport

The purpose of the Sport and Recreation Industry Priorities project is to:

- document evidence-based industry priorities
- provide a snapshot of what is important to the industry
- guide resource allocation
- inform the review and/or development of initiatives that are delivered by the department to support the industry
- inform industry and sector strategic planning process.

Midwest Regional Blueprint.

The Mid West exports the majority of what it produces. The Blueprint acknowledges that the Mid West essentially 'faces outwards', recognising the critical importance of its trade relationships for future growth and development. However, the Blueprint also maintains that any future growth and development from industry and trade growth must benefit all Mid West communities in a variety of meaningful ways. The Blueprint's vision for the Mid West, therefore, focuses both outward and inward.

The Midwest Regional Investment Blueprint (the Blueprint) articulates a vision and growth targets for the Region and provides a framework to guide future growth. There are several challenges that hinder this growth including:

CHALLENGE: Recurrent funding is a major constraint for the provision of regional sport and recreation. This is particularly so in remote communities or with programs that have limited capacity to generate income (small membership), specific user groups (such as people with disabilities) or activities that support people experiencing disadvantage.

Strategic Directions: 2020-2023 (DLGSC)

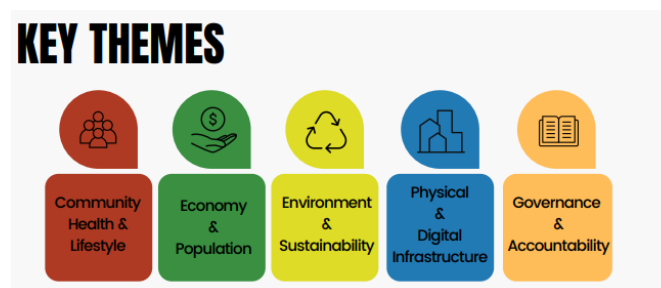
The DLGSC works with partners across government and within its diverse sectors to enliven the Western Australian community and economy through support for and provision of sporting, recreational, cultural and artistic policy, programs and activities for locals and visitors to the State by:

- Contribute to the wellbeing of the community
- Improve capability and outcomes across the local government, sport and recreation and culture and arts sectors
- Enable equitable participation of CaLD communities across all aspects of society, and promote, support and celebrate the State's cultural diversity
- Encourage and enable understanding the history of WA, including Aboriginal cultures, as context for contemporary society
- Facilitate public engagement with highly valued sporting, cultural and recreational spaces and places

2.3.3 SHIRE OF CHAPMAN VALLEY RESOURCES

Strategic Community Plan 2022-2032

The Strategic Community Plan (SCP) focuses on five areas against which the Shire aims to achieve key outcomes for the community.



Relevant to this project are the following two areas and associated outcomes:

1. Community, Health & Lifestyle

- 1.1 Nurture the sense of community and unity across the Shire, while supporting towns and their volunteers in local issues
- 1.2 Address identified ageing population issues
- 1.3 Strengthen our role in regional partnerships and advocacy for continuity of local services/ facilities
- 1.4 Maintain and enhance safety and security in the Shire
- 1.5 Maximise health and lifestyle outcomes through environmental and public health strategies

4. Physical & Digital Infrastructure

- 4.1 Develop, manage, and maintain built infrastructure
- 4.2 Manage and maintain roads, drainage, and other essential infrastructure assets
- 4.3 Aspire to robust communication and digital infrastructure in the Shire through strong partnerships and alliances
- 4.4 Advocate for improved power networks
- 4.5 Advocate for improved water security within the Shire

Delivery of the project is in alignment with the strategies in the SCP that will achieve the agreed outcomes. These include:

- Social hubs to bring the community together

- Events and groups to bring the community together and assist connections
- Provision of community facilities to allow sport and recreation participation

This includes a reduction in the number of deaths resulting from low physical activity, and provides benefits key Australian national health priorities.

Provide Sport and Recreation Opportunities for the Growing Population

The Precinct will deliver on aligned State and Local government goals of developing a regional sporting facility within the Shire, specifically outlined in the Shire's **Local Planning Strategy**. It will provide critically needed access to sport in recreation facilities, a goal identified in the **Midwest Regional Blueprint**. It will provide dedicated facilities for females and increase local participation. It will also fulfill key objectives of the **DLGSC's Strategic Directions: 2020-2023** to promote participation and achievement in sport, in particular to build sustainability and capacity for women in sport and leadership.

Boost Shire Tourism Attractions

Elements of the Recreational Precinct will be of a high enough standard to attract people from the wider Geraldton and Midwest area, the State and Nationally to train and compete in regional, State and National competitions. This will support an increase in the short stay tourism accommodation aspired to in the **Strategic Community Plan**, and will deliver events that will attract people to the area (**Backroads Gravel Bikerace**), a key component of the **Shire's Tourism Strategy**.

Support and Grow the Local Economy and Employment

Development of the recreation precinct will assist small towns who rely heavily on local sporting events and local facilities to attract future investment in operations as well as encouraging visitation from persons based outside the Shire of Chapman Valley as outline in the **Midwest Regional Blueprint**.

Already located on a regional tourist route, as promoted through the **Coral Coast (Tourism Western Australia)**, the Chapman Valley – Northampton- Kalbarri scenic drive offers a gastronomical eating experience like no other.

"The agricultural lands, rolling hills and rivers of Chapman Valley make for a beautiful scenic drive, especially in the winter months, with fields of golden wheat and canola, carpets of Everlastings and bush flowers galore." **Australia's Coral Coast website**.

This visitation will, as per literature, have broader economic impacts on local economies, with visitors spending more at local shops and businesses than they would otherwise.

Events such as the Backroads Gravel Bike Race, Chapman Valley Show, Chapman Valley Rodeo are expected to draw over 10,000 new visitors to the region. All events will directly benefit from the improved facilities.

The Precinct will provide significant construction phase and ongoing employment benefits. Commencing the development of the Precinct is a goal identified to improve the Shire's prosperity in the **Corporate Business Plan**.

Improve Physical and Mental Health and Wellbeing

The Precinct will be a key means of delivering on the goals of the Shire's **Public Health Plan** to increase opportunities for active lifestyles as the population grows. Participation in sport has been identified in DLGSC's **More Than Winning** policy as a key means to improving physical and psychological wellbeing of individuals, and there the community.

2.4 STAKEHOLDER ENGAGEMENT AND CONSULTATION

Stakeholder consultation for this project has been extensive. It commenced as part of the Shire Strategic Community Plan completed by consultant Marg Hemsley of LG People. In early 2022, following on from the initial planning, Council engaged Marg Hemsley of LG People to prepare the latest Strategic Community Plan (2022 – 2023) with over 40 people attending community meetings and 150 survey responses on varying issues around the Shire.

This, along with the outcomes of the Local Operational Recovery Plan (LORP) highlighted the need for a major Redevelopment of the Nabawa Recreation Centre to meet the ongoing obligations to the community in relation to Sport & Recreation and Disaster Recovery needs.

Since this time, all community consultation and engagement has been in line with the Shire's Community Engagement Framework.

Along with the progression of the Nabawa Community & Recreational Precinct Plan and Concept design drawings engagement & consultation has centred around the user group participants (NRCUG) in order to have concept plans to a workable and cost effective level.

Social Media posts have allowed the Council to effectively communicate with the community, considering the time constraints placed on Council with various successful funding applications.

In summary, while this project has been simmering for several years and has now recently gained significant momentum, the redevelopment has been closely examined, researched and submitted to the community and other stakeholders for feedback and comment over the course of its development. Featuring in all the Shire's strategic, community plans, this project has been developed in conjunction with and for the community whose needs it will meet, both now and in the future.



Posted 01 February 2022

[Have your say! Strategic Community Plan Review](#)

Strategic Community Plan Review

[Read More](#)



Community meetings in White Peak, Nabawa & Yuna

2.5 ECONOMIC AND FINANCIAL ANALYSIS**2.5.1 PROJECT COST**

The total project cost is estimated to be \$ 3,000,000 based on the QS estimates obtained and provided at Attachment A. Ongoing maintenance and operational costs are estimated at \$38,000 per year (Attachment D).

2.5.2 COST BENEFIT ANALYSIS

A Cost Benefit Analysis (CBA) of the project was completed identifying a range of direct financial, economic and social benefits. The benefits able to be quantified for this project are summarised below:

Benefit	Description	Method of Calculation
Construction Supply Chain Benefit	Benefits to the WA and regional construction industry of the non-residential capital investment.	First round GVA economic multiplier of the capital expenditure of the project. Based on Wheatbelt specific regionalised input/output transaction table. Estimated at 13.2% of the capital cost in the year incurred.
Community Visitation Benefit	Value of the leisure, recreation and enjoyment benefits accrued to local residents' individuals that visit the hall for different activities and uses.	Leisure time valued at 40% of the average weekly earnings in line with ATAP guidelines (estimated at \$19.24 per person per hour in 2022).
Non-User Willingness to Pay	Value to non-users/local visitors of the hall of the existence of the upgraded and expanded hall offering. Reflects the recognition of second round impacts of facility benefits including community and economic from the project. Also includes intangible elements like increased town/community pride.	Valued in line with general community facility WTP estimates from national case studies of \$7.40. Applied to residential population in the Shire of Chittering aged 15+.
Volunteer Value of Time	Value of increased volunteering associated with hall activities and uses facilitated by the Project.	Volunteer time estimated by applying a 20% weighting to local/regional visitor hours to the hall. Valued at \$47 per hour in line with average weekly age and salary earnings as a proxy for labour availability.
Value of Events	The contribution to the Shire and regional economy from expenditure associated with non-local resident participants and attendees at sporting events facilitated by the event capacity.	Event participation calculated based on Council estimate of event calendar. Assumes 25 non-resident visitors per event. Valued based on TRA day trip expenditure with 50% weighting to adjust for GVA).
Community and Business Organisation Use GVA	Value of increased club participation and volunteering associated with sporting activity facilitated by the additional court capacity.	Valued using per hour worker productivity (GVA per worker) using Social Assistance sector in WA as a proxy. Applied to 3 workers per 3 hours ALOS. Assumes 8 visits per year for 10% of Chittering businesses.

TABLE 3: BENEFITS STATEMENT, NABAWA RECREATION CENTRE PROJECT

The CBA found that the project will yield \$19.3 million in benefits under a 3% discount rate or \$10.7 million under the 7% discount rate, with the largest contributor to these benefits being Community





Value for Money

Cost-benefit analysis assesses the value for money of the project in relation to the development expenditure associated with the project. The project Benefit Cost Ratio (BCR) is estimated to be 3.33, with a Net Present value estimated at \$11 million. For every dollar invested in the Project there is approximately \$3.33 of social and economic benefits generated for the regional community, making it an appropriate investment for the Federal Government.

Total Present Value Benefits	\$15,400,000
Total Present Value Costs	\$4,618,000
Net Present Value	\$10,782,000
Benefit Cost Ratio	3.33




Economic Benefits

The potential economic and social impacts were assessed through impact pathways development, describing the process by which value is created through the Project. The identified impacts are then monetised using the 'benefit transfer' method – drawing values from high-quality studies and applying them to the context in question. Due to the nature of the benefits associated with the Recreational Precinct, only certain benefits can be successfully expressed in monetary value, therefore the total benefits of the project are expected to be higher than those quantified. The project is expected to generate the following economic benefits²:

Economic Benefits		Present Value
	Additional tourism expenditure	\$3,351,600
	Hiring income	\$240,000
	Co-location cost savings	\$395,000
	Retained residential expenditure	\$10,098,332
Total Economic Benefits		\$14,084,932

Social Benefits

The Project is expected to generate the following social benefits³, resulting from increased liveability:

Social Benefits		Present Value
	Town vibrancy and liveability	Qualitative
	Volunteering benefits	\$1,309,000
	Future employment development	Qualitative
Total Social Benefits		\$1,309,000

The full CBA report can be found at Attachment B – Cost Benefit Analysis Report.

2.6 ASSESSMENT OF OPTIONS

The Shire of Chapman Valley has considered the below options in the development of this project.

Option 1 – Do Nothing

If no action was to be taken the Nabawa Recreation Centre building and internal facilities would continue to deteriorate with increasing maintenance costs to the Shire of Chapman Valley. None of the benefits set out in this proposal would materialise and the overall Nabawa Community & Recreational Masterplan would be stalled.

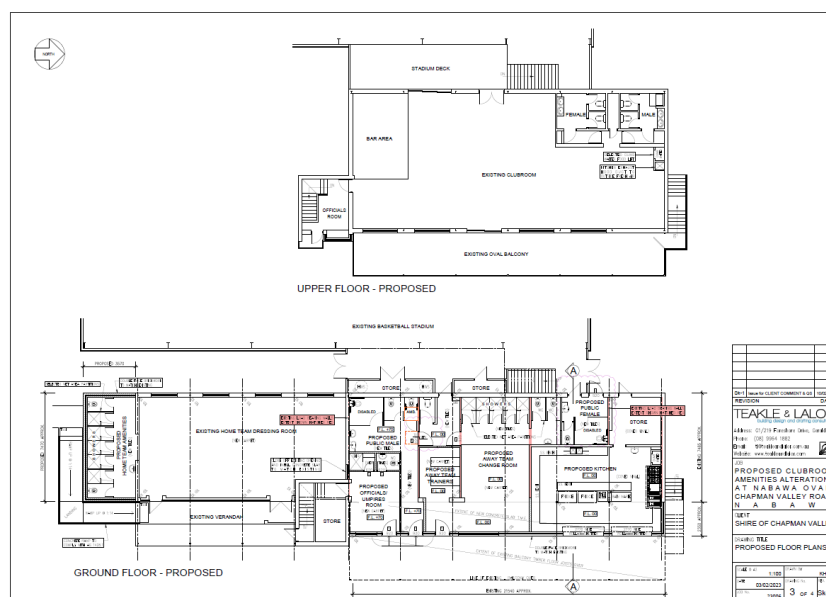
The “Do Nothing” option would lead to further community dissatisfactions with the lack of social infrastructure in Nabawa as the consultation and planning period thus far has extended over several years without a tangible outcome. This option will also not address any non-compliance issues and accessibility issues that exist and fail to provide suitable premises where the community can gather for larger events. This is not beneficial to Shire operations, Shire maintenance staff or the users of the Centre, in the short, medium or long term. ***This option is therefore not recommended.***

Option 2: Upgrade Existing Facility

This option consists of the Shire upgrading and maintaining the existing Nabawa Recreation Centre to meet standard building codes, accessibility requirements and basic needs of the current user groups and community. Costs are in the vicinity of \$1.2 - \$1.8M.

While upgrading the current Hall to enable larger gatherings and provide an inclusive accessible community space would be fraught with problems. The upstairs function centre provides a number of accessibility issues with the retrofitting of service elevators and food service dumbwaiter, requiring considerable ongoing expense. Even with spending this amount of money on the cost of preparing the applications, it is unlikely approval would be granted.

Given that the applications to enable upgrades to the current Hall are costly, highly likely to be rejected and would cause further delays and associated community dissatisfaction – all for a building that is nearing its end of life - it is considered more rational and prudent to undertake a new replacement Centre. ***This option is therefore not recommended.***

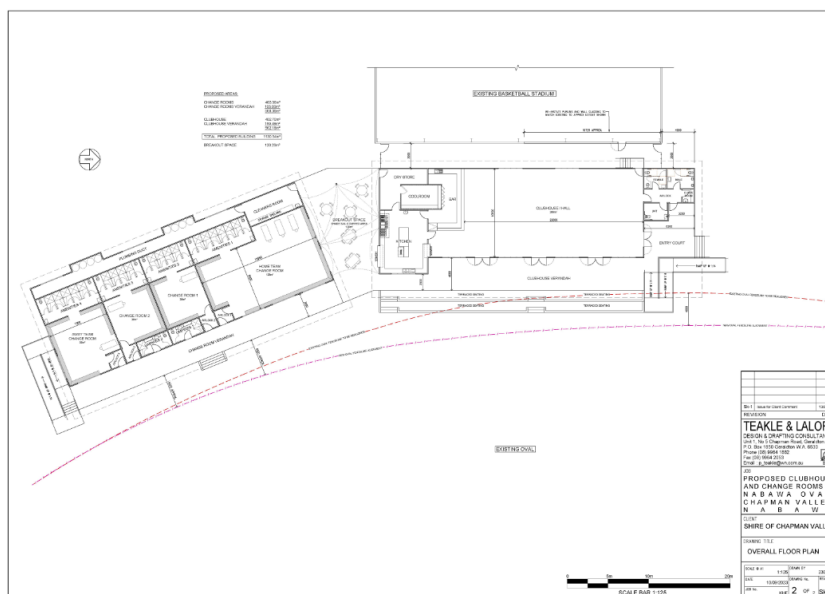


Upgrade existing facility (Option 2)

Option 3 – Replace Existing Facility with New Facility

This Option involves demolishing the existing facilities and replace with a purpose-based facility for the junior and senior football clubs, junior and senior cricket clubs and basketball association users to meet their existing and future growth needs. The facility will also increase the shires capacity to respond during times of disaster, something that was severely limited by the lack of local infrastructure in the recovery period post the impact of STC Seroja.

This option was ultimately deemed as suitable and preferred and was analysed further to develop this Business Case, CBA, funding strategy and grant applications for the project, at a total cost \$3,000,000.



Replace existing facility (option 3)



Artist image of Option 3

2.7 FUNDING STRATEGY**2.7.1 PROJECT BUDGET**

A schematic design cost plan has been undertaken by a Quantity Surveyor based on the current architectural drawing and consultants' reports provided by Teakle & Laylor. While the project is projected to be completed in one stage, there is the ability to commence the changeroom facility prior to the function centre. The total estimated cost is \$3,000,000.

Funding for the project will be provided by **APPROVED allocations totalling \$1,400,000 (Disaster Ready Fund \$900,000, Dept Fire & Emergency Services WA \$500,000)**, a commitment from the Shire of Chapman Valley (\$500,000), committed in 2023/24 Annual Budget and \$1,100,000, which is sought through this proposal.

The Schematic Design cost plan has made the following contingency allowances:

- Design contingency of 5%
- Construction contingency of 5%
- Allowance for escalation (12 months) of 7%

A detailed budget, providing the breakdown of the cost of works, is provided at Attachment A.

Item of Expenditure	Budget (\$)	Source of Funds
Recreation Centre		
Building 1 - changing room	726,754	The Shire will fund this project via APPROVED allocations totalling \$1,400,000 DRF \$900,000, DFES WA \$500,000 Shire of Chapman Valley has committed \$500,000 (loan funds) in 2023/24 Annual Budget and \$1,100,000, which is the subject of this Business Case
Building 2 - community centre	1,207,260	
Breakout & viewing area	184,045	
External services	239,280	
Total estimated construction cost	2,357,339	
Furniture	65,361	
Design contingency	94,300	
Construction contingency	117,900	
Allowance for escalation	165,100	
Professional fees	200,000	
Total estimated project cost	3,000,000	
Total Budget	3,000,000	

2.7.2 FACILITY MANAGEMENT PLAN

An Asset Management Plan has been undertaken for the Nabawa Recreation Centre. This Plan describes the medium to long term (10 years) planned asset management activities for the Hall. The Plan is provided at Attachment D.

2.7.3 LIFE CYCLE COST ANALYSIS**Management Model**

The Nabawa Recreational Centre will be managed under a centralised model, being owned, and managed by the Shire. The Shire will be responsible for all operational, maintenance and capital costs and works. The facility will then be hired to a number of community groups, as well as private individuals.

Operation & Maintenance (OPEX) Plan

The building will be managed through a mixture of planned and reactive practices. That is, many tasks will be performed on a cyclical basis to minimise reactive maintenance events and associated costs. The Shire is currently working on the development of an operation and maintenance (OPEX) works schedule. The schedule will outline the annual tasks that are expected to occur, their timing and estimated costs. By implementing this planned approach, the Shire will be able to ensure the funding needs of the building are linked to annual budgets.

Renewal Plan

As the building will be new, it is not anticipated that major renewal works will be required in the short to medium term. To ensure that funding is available in the future, as and when works are identified, the Works Plan in Appendix A has included 'sinking funds.' These allow for the average annual cost of component depreciation to be set aside to fund future renewal works.

The Shire's renewal works program is detailed in Appendix A of the Asset Management Plan provided at Attachment D.

Financial Plan

The financial plan is provided below and in the Asset Management Plan at Attachment D. It details the funding requirements for the Lower Chittering Community Centre over the Plan's timeframe (10 years). All costs are aggregated from the Works Plan and are in future dollars.

Year	Operation & Maintenance	Renewal	Upgrade & New	Total
2024/25	\$0	\$3,000,000	\$0	\$3,000,000
2025/26	\$30,260	\$49,550	\$0	\$79,810
2026/27	\$33,273	\$52,028	\$0	\$85,301
2027/28	\$33,362	\$54,629	\$0	\$87,991
2028/29	\$40,580	\$57,360	\$0	\$97,940
2029/30	\$41,644	\$60,228	\$0	\$101,872
2030/31	\$43,624	\$63,240	\$0	\$106,864
2031/32	\$40,555	\$66,402	\$0	\$106,957
2032/33	\$49,433	\$69,722	\$0	\$119,115
2033/34	\$44,713	\$73,208	\$0	\$117,921

2.7.4 PROJECTED INCOME AND EXPENDITURE FOR THE FIRST 3 YEARS OF OPERATION

The Shire has estimated how much income will be generated in the building's first full year of operation based on the total level of usage likely to be expected at the Recreation Centre. Sporting Users are controlled under a Management Licence for the use of the Recreation Centre and currently currently pay a set fee per annum based on the average hours they use the Centre. The Corporate rate is currently under review and likely to increase. The estimated annual income for the Centre is detailed below and is based on current user rates.

Table 8 below shows the projected income and expenditure for the first 3 years after the project is completed.

NABAWA RECREATION CENTRE INCOME FORECAST

Income Activity	Hours Per Week	2024/25	2025/26	2026/27
User Groups				
Chapman Valley Senior Football Club	12	2,500	2,625	2,750
Chapman Valley Junior Football Club	24	1,800	1,890	2,000
Chapman Valley Senior Cricket Club	8	500	525	550
Chapman Valley Junior Cricket Club	6	500	525	550
Chapman Valley Primary School	12	800	840	880
Chapman Valley Basketball Club	5	500	525	550
Geraldton Roller Derby Club	4	500	525	550
Events				
Private Hire	5	1,256	1,500	2,000
PAYG Fitness Groups	5	1,000	1,200	1,400
Total Income	73	9,356	10,155	11,230

NABAWA RECREATION CENTRE EXPENDITURE FORECAST

Expenditure Activity	Applied Inflation	2024/25	2025/26	2026/27
Operations				
Rubbish Collection	5	1,702	1,787	1,876
Electrical testing and tagging	5	315	331	347
Fire Extinguishers and blankets servicing	5	500	506	512
Pest Control	5	1,103	1,158	1,216
CCTV	5	1,260	1,323	1,389
Water Filter and UV Treatment Servicing	5	2,400	2,520	2,646
Various: Cleaning, Audits, Materials	5	5,341	5,627	5,929
Total		12,610	13,252	13,915

Maintenance	%	\$	\$	\$
Building Maintenance & Cleaning – Shire Staff Costs	5	9,500	9,975	10,474
Door and Window Repairs and Servicing	5	1,500	1,575	1,654
Plumbing Maintenance	5	750	840	882
Electrical Maintenance	5	800	788	827
General Maintenance Contractor Works	5	5,100	5,355	5,623
Total		17,650	20,033	19,459

Renewal Works	%	\$	\$	\$
Sinking Fund	5	49,625	52,106	54,712
Total		49,625	52,106	54,712

Grand Total		\$79,796	\$85,361	\$87,975
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TABLE 8: NABAWA RECREATION CENTRE THREE YEAR INCOME AND EXPENDITURE (POST COMPLETION)



ETC Seroja damage April 2021

2.7.5 SUSTAINABILITY AND ONGOING VIABILITY

Estimated operational and maintenance costs over the three-year period following project completion totals \$96,895. This is lower than the previous three year's costs for operating and maintaining the current Nabawa Recreation Centre which totalled \$156,016. This amount reflects the increasing costs associated with improvements and maintenance required for the current Recreation Centre to be able to service the community (i.e. upgrades to kitchen & change room facilities).

Current income generated by fees for using the Recreation Centre is insufficient to cover costs, with the Shire being responsible for paying the balance.

Implementation of this project will slightly decrease operational and maintenance costs of the Nabawa Recreation Centre despite it being a new build it will have additional service, audit and works requirements because of new features and increased floor space. Projected income based on current rates is not sufficient to cover these costs. The estimated deficit in the first year of operation is \$68,800 (including cost of renewal). Whilst it is likely that the projected income is on the conservative side, it is not regarded probable that it will increase to the extent that it will cover operational, maintenance and renewal costs of the new facility.

The operational deficit of the new Nabawa Recreation Centre, like the current facility, has been factored into the Shire's budget and forms part of the social service that the Shire provides to the community.

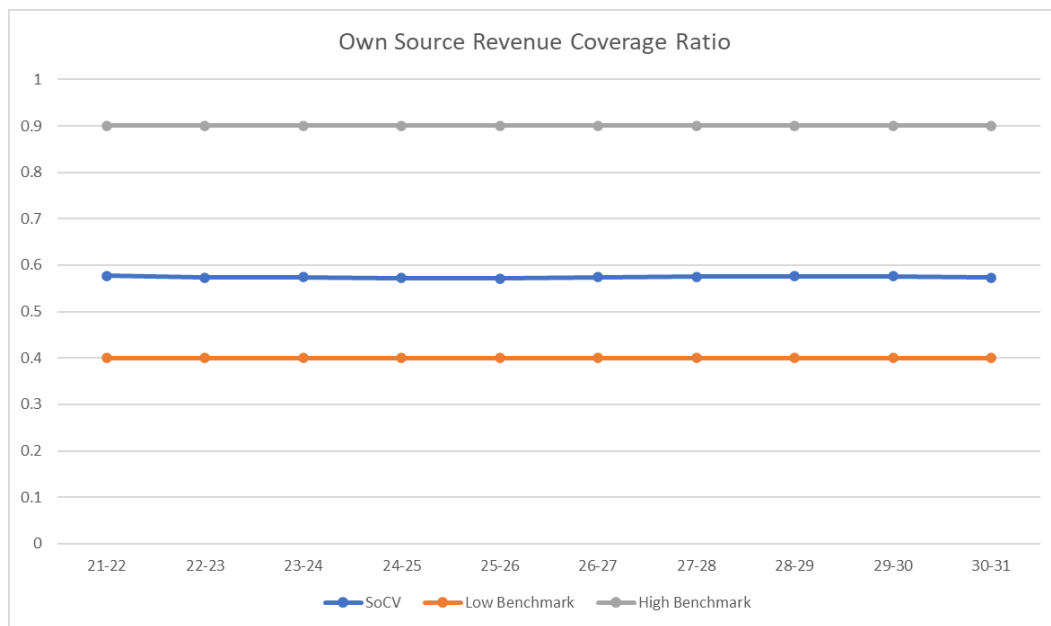
The ability of the Shire to meet operating and renewal costs are evidenced in the Shire's Long Term Financial Plan where financial modelling has been used to forecast a Base, Best and Worst case scenario on various financial health ratios. Relevant to this project are the following scenarios which provides further confidence in the sustainability and ongoing viability of the Nabawa Recreation Centre:

OWN SOURCE REVENUE COVERAGE RATIO

This is an indicator of a Local Governments ability to cover its costs through its own tax revenue effort. It's measured as:

$$\frac{\text{Own Source Revenue}}{\text{Total Expenses}}$$

	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31
SoCV	58%	57%	57%	57%	57%	57%	58%	58%	58%	57%
Low Benchmark	40%	40%	40%	40%	40%	40%	40%	40%	40%	40%
High Benchmark	90%	90%	90%	90%	90%	90%	90%	90%	90%	90%

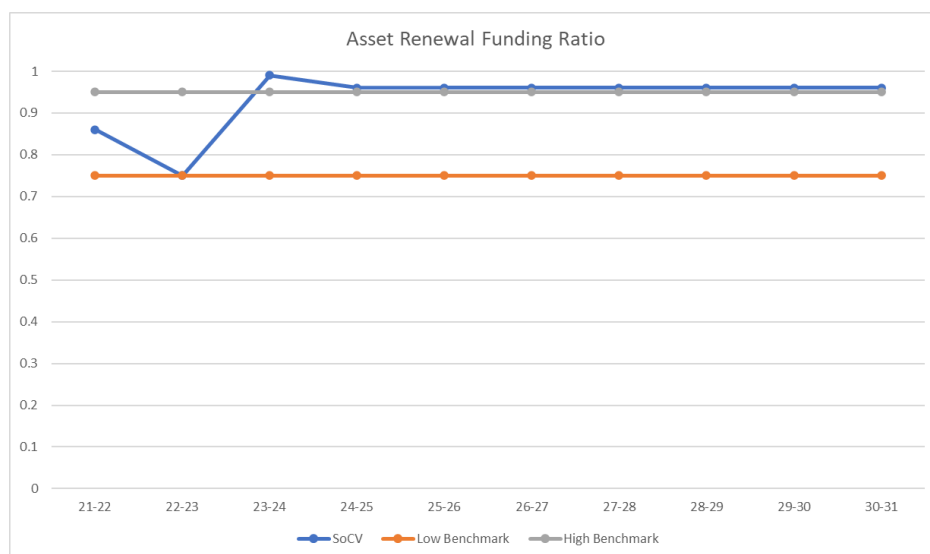


ASSET RENEWAL FUNDING RATIO

This ratio indicates whether the Local Government has the financial capacity to fund asset renewal at continued existing service levels. It is measured as:

$$\frac{\text{Net Present Value of Planned Renewal Expenditure}}{\text{Net Present Value of Asset Management Plan Projections}}$$

	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31
SoCV	86%	75%	99%	96%	96%	96%	96%	96%	96%	96%
Low Benchmark	75%	75%	75%	75%	75%	75%	75%	75%	75%	75%
High Benchmark	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%



Source: <https://www.chapmanvalley.wa.gov.au/documents/482/long-term-financial-plan>

2.8 RISK ANALYSIS

The purpose of this risk analysis is to ensure that levels of risk and uncertainty are properly managed for the Nabawa Recreation Centre project. The Shire of Chapman Valley Project Manager will monitor and manage these risks in a structured way, so any potential threat to the delivery of outputs (level of resourcing, time, cost and quality) and the realisation of outcomes/benefits are appropriately managed to ensure the project is completed successfully.

At the completion of the project the new Nabawa Recreation Centre will continue to be managed in line with the current Risk Management Plan which is compliant with AS 4360 (2014). The below risk matrix has been used to assess the risks associated with this project.

	CONSEQUENCE				
LIKELIHOOD	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Extreme (5)
Rare (1)	Low	Low	Low	Low	Low
Unlikely (2)	Low	Low	Low	Medium	Medium
Possible (3)	Low	Low	Medium	Medium	Medium
Likely (4)	Low	Medium	Medium	High	High
Almost certain (5)	Low	Medium	Medium	High	Extreme

Risk	Likelihood	Consequence	Risk Score	Mitigation
Grant funding not secured	Possible	Extreme	Medium	<ul style="list-style-type: none"> Project may need to be re-scoped to reduce costs, thereby reducing benefits. Maintain open communication with funding bodies. Complete project business case to enable other funding applications to be made and sponsorship sought.
Cost overruns	Possible	Moderate	Medium	<ul style="list-style-type: none"> Contingency allowance is in place Ensure Tender Contract is comprehensive Investigate construction cost savings Seek in-kind contributions Seek additional funding from Council or other sponsorship Investigate options to reduce scope
Construction contractor discovers adverse site conditions	Unlikely	Major	Medium	<ul style="list-style-type: none"> Contingency allowance in place Ensure Tender Contract is comprehensive Geotechnical Investigation undertaken as part of the detailed design phase Seek in-kind contributions Seek additional funding from the Shire's community donations or other sponsorship

Risk	Likelihood	Consequence	Risk Score	Mitigation
Builder bankruptcy	Unlikely	Major	Medium	<ul style="list-style-type: none"> Obtain bank guarantees from builder Conduct due diligence on financial status of builder prior to contract award Ensure all insurances are kept up to date
Significant delays due to weather	Possible	Minor	Low	<ul style="list-style-type: none"> Ensure sufficient contingency in construction schedule Schedule external works during spring/summer period Investigate options to increase staff or rearrange construction schedule to accommodate weather Ensure all insurances are kept up to date
Contractors not adhering to safety standards	Unlikely	Major	Medium	<ul style="list-style-type: none"> Ensure WSH guidelines are in place Complete reference and due diligence checks prior to contract award Project Manager regularly completing inspections Project Manager to maintain and update Risk Register Complete site risk assessments/inspect contractors risk assessment records Ensure contract specifies default notice processes
Quality of work is unacceptable	Unlikely	Moderate	Low	<ul style="list-style-type: none"> Ensure Tender Contract is comprehensive and clearly details expectations Complete reference and due diligence checks prior to contract award Project Manager regularly completing inspections Ensure bank guarantees and insurances are in place
Maintenance cost of new Nabawa Recreation Centre is higher than expected	Unlikely	Minor	Low	<ul style="list-style-type: none"> Ensure accurate costings during detailed design phase Investigate options to reduce cost of maintenance Increase Shire commitment to Infrastructure maintenance

Risk	Likelihood	Consequence	Risk Score	Mitigation
Public liability matters	Unlikely	Moderate	Low	<ul style="list-style-type: none"> • Ensure all insurances are kept up to date • Ensure all contractors are inducted in Shire requirements, procedures and policies • Ensure OSH practices are followed
Unable to source sufficient materials/equipment	Unlikely	Moderate	Low	<ul style="list-style-type: none"> • Ensure open communication with contractor • Investigate alternate options to source materials/equipment with the contractor • Investigate options to rearrange construction schedule to reduce impact of delay in materials
Site security issues/vandalism	Unlikely	Minor	Low	<ul style="list-style-type: none"> • Ensure necessary site security is required of contractor and in place • Ensure insurances are maintained by contractor
Fire or other natural disaster	Rare	Extreme	Low	<ul style="list-style-type: none"> • Ensure adequate insurances are in place

Project risk assessment

3 IMPLEMENTATION STRATEGY**3.1 PROJECT TIMEFRAME AND KEY MILESTONES**

The below timeframes assume funding for the project is secured by 1 February 2024.

Main Activities / Milestone	Milestone Date	Responsibility
Funding Approval	1 February 2024	Funding Body
Funding Agreement Executed	28 February 2024	Funding Body and Shire
Construction Tender Advertised	31 March 2024	Project Manager
Building Contractor (successful applicant) Engaged	01 July 2024	Project Manager
Licenses and Applications Approved	31 October 2024	Project Manager
Preliminaries Completed	31 December 2024	Building Contractor
Construction 50% complete	31 May 2025	Building Contractor
Construction and fit-out complete	31 October 2025	Building Contractor
Opening Event	01 December 2025	Project Manager
Projection Completion; incl. Acquittal	28 February 2026	Project Manager

TABLE 10 – KEY MILESTONES

3.2 COMMUNICATION PLAN

Section 2.4 Stakeholder Engagement and Consultation details the communications undertaken in the development of the project to date. The communication management approach and the communications requirements for the implementation of this project are detailed in the tables below.

Stakeholder	Level of Interest	Level of Influence	Comments
Shire Council and Management	H	H	Make policy and funding decisions and have the ultimate authority over the project
Project Team	H	H	Responsible for the day-to-day management of the project. Bring expertise in specialist areas. Contact point for all project queries.
NRC Reference Group (formally NRCUG)	H	M	Influence on Plans during design stage.
Facility potential user groups	H	M	May have specific project requirements to enable use.
Shire of Chapman Valley community incl current user groups	M	M	Need to be informed of the project and its progress
Funding bodies	H	H	Major stakeholder. Specific grant requirements need to be met.

Stakeholders

The key communication types and frequency proposed for each stakeholder is detailed in the table below.

Communication Type	Description	Frequency	Format	Stakeholders	Responsibility
Project Status Report	Report detailing the status of the project	Weekly	Email	Shire Council and Management, Project Team	Project Manager
Project Team Meeting	Meeting to discuss project actions, review status report	Weekly (may be more frequent)	In person	Project Team	Project Manager
Council Meetings	Project Status Report	Monthly	Written report – maybe presented in person. Will be captured in meeting minutes and available for public to read	Council Meetings	Project Manager
Community Forums	Project update	Quarterly	PowerPoint presentation – in person	Nabawa community potential User Groups and visitors	Project Manager
Project Status Report	Report detailing the status of the project	As per funding body/ies requirements	Emailed reports	Funding Body	Project Manager
Social Media updates	Short project updates	Monthly	Social Media platforms	Shire of Chapman Valley community	Project Manager
Shire of Chapman Valley Website project updates		At Milestone intervals		Potential User Groups and visitors	
Shire Newsletter 'Valley Vibes'	Short project updates within the broader Shire newsletter	Monthly	Online and local newspaper	Shire of Chapman Valley Community Potential User Groups	Project Manager

Communications plan

3.3 PROJECT MANAGEMENT

Management of the project will be handled by Jamie Criddle, Chief Executive Officer on the Shire of Chapman Valley who has 29 year's experience in Local Government management, with 12 years as Chief Executive Officer. The CEO has also completed a Diploma in Project Management with Central TAFE.

Shire staff will manage the redevelopment site plans, approvals, licenses, Water Corporation and Western Power correspondence and all financial elements of this project.

Key Shire of Chapman Valley staff working on the project include: Chief Executive Officer, Deputy CEO/ Manager of Planning, Community Development Officer, Building Surveyor, Works Manager and Finance Manager. Together they have qualifications and skills in project management, building surveying, planning, finance, governance and risk management.

The Shire will also engage the services of Teakle & Laylor to assist with the Project Management Team.

All goods and services will be procured in line with approved Western Australian Local Government policies and procedures.

The land required for the Nabawa Recreation Facility Redevelopment project is a freehold site, owned by the Shire of Chapman Valley, therefore the site remains an asset of the Shire of Chapman Valley with ongoing management responsibility into the future.

The Shire is committed to maintaining the infrastructure associated with this project into the future. The Shire already maintains large scale infrastructure at multiple council owned or managed buildings and sporting facilities and will continue to include the Nabawa Recreation Facility's infrastructure in its maintenance schedule once the project is complete.

Funding for asset maintenance is approved successfully in the Shire's budget each financial year. The Shire will manage the whole of life costs for the project.

When scoping the project, it has been assessed that operating costs for the redeveloped facility are estimated to be on par with the existing facilities, and in fact could potentially be reduced as more efficient electrical and plumbing systems are installed to the site.

The Shire of Chapman Valley most recently delivered in 2018, a \$1.1million community centre project in the Western Regions of the shire. The Bill Hemsley Park project included a new community centre, nature playground, native gardens, large grassed zone, and half playing court. The successful delivery and management of this project is an example of the Shire's strong project management record.

3.4 PROJECT GOVERNANCE

The Shire of Chapman Valley has significant experience in delivering a variety of projects of a range of sizes, scope and complexity, including projects that utilise significant portions of grant funding. With excellent internal controls and best practice approaches in place, the Shire is confident it possesses the staff skills and resources to deliver the proposed project in a timely manner. Recent projects involving grant funding which the Shire has successfully delivered include:

- **Bill Hemsley Community Centre** - The project involves building a new multipurpose community building that can be used by all community groups in Western Regions of the Shire. The project cost was in the vicinity of \$1,100,000 with funding of \$100,000 under Lotterywest's Community Spaces was provided, \$42,000 via MWDC (R4R)
- **Yuna Community Centre** - The project involves building a multipurpose community building that can be used by all community groups in Yuna, amalgamating facilities. Project cost was in the vicinity of \$850,000 with funding of \$200,000 under Lotterywest's Community Spaces was provided, \$150,000 from CSRFF and \$250,000 via MWDC (R4R)
- **Rockwell-Yuna Pipeline Rejuvenation** - The Shire of Chapman Valley received a \$100,000 grant through the program to upgrade a 30-year-old pump and pipe infrastructure from the Rockwell bore to improve supply of non-potable water to the Yuna townsite. A total 12 kilometres of new pipework have been laid from Rockwell bore to the town of Yuna with the bore also fitted with a new submersible pump. Additional solar panels were installed to help increase the pumping capacity of the bore to deliver more water to the town.

The Shire of Chapman Valley has consistently ensured that project budgets, timelines and delivery have been managed effectively and efficiently and with significant experience in grant reporting and acquittals the Shire has never been rejected funding due to a breach of a grant agreement.

The Shire of Chapman Valley Chief Executive Officer, Jamie Criddle, with 29 years experience in Local Government Management and well-respected local government executive leader the CEO has also completed a Diploma in Project Management with Central TAFE.,

The current Nabawa Recreation Centre Users Group (NRCUG) will transition into a steering committee function to support the roll out of this project. Consisting of current user group representatives and as well as nominated Council members, the role of the Steering Committee will be to be a sounding board, an advisory group, and a bank of community recreation practice wisdom for the project.

The Project Manager will meet with the Steering Committee on a monthly basis to discuss project progress, planning and issues. In this way, the project team remains accountable to its primary stakeholders.

3.5 PROCUREMENT STRATEGY

This project will be managed in accordance with the Shire of Chapman Valley's Purchasing Policy. This policy is in place to:

- Ensure compliance with all relevant legislation including the Local Government Act 1995 and the Local Government (Functions and General) Regulations 1996
- Ensure all purchasing activities are recorded in compliance with the State Records Act 2000 and internal record management practices of the Shire of Chapman Valley
- Demonstrate that best value for money is attained for the Shire
- Mitigate probity risk, by establishing processes that promote openness, transparency, fairness and equity to all potential suppliers
- Ensure that sustainable benefits such as environmental, social and local economic factors are considered in the overall value for money assessment; and
- Ensure all purchasing activities are conducted in a consistent and efficient manner organisational-wide, and that ethical decision making is demonstrated.

The Shire will also apply its Regional Price Preference Policy to the procurement for this project. This Policy is in place to maximise the use of competitive local business in the procurement of goods and services, supporting local business and industry and to encourage employment of local people, thereby generating economic growth within the Shire.

Upon securing all project funding, the Shire will release a public Request for Tender for the construction works, in line with the Shire's standard tendering processes.

3.6 SUPPORTING DOCUMENTS

The below supporting documents are attached to this business case.

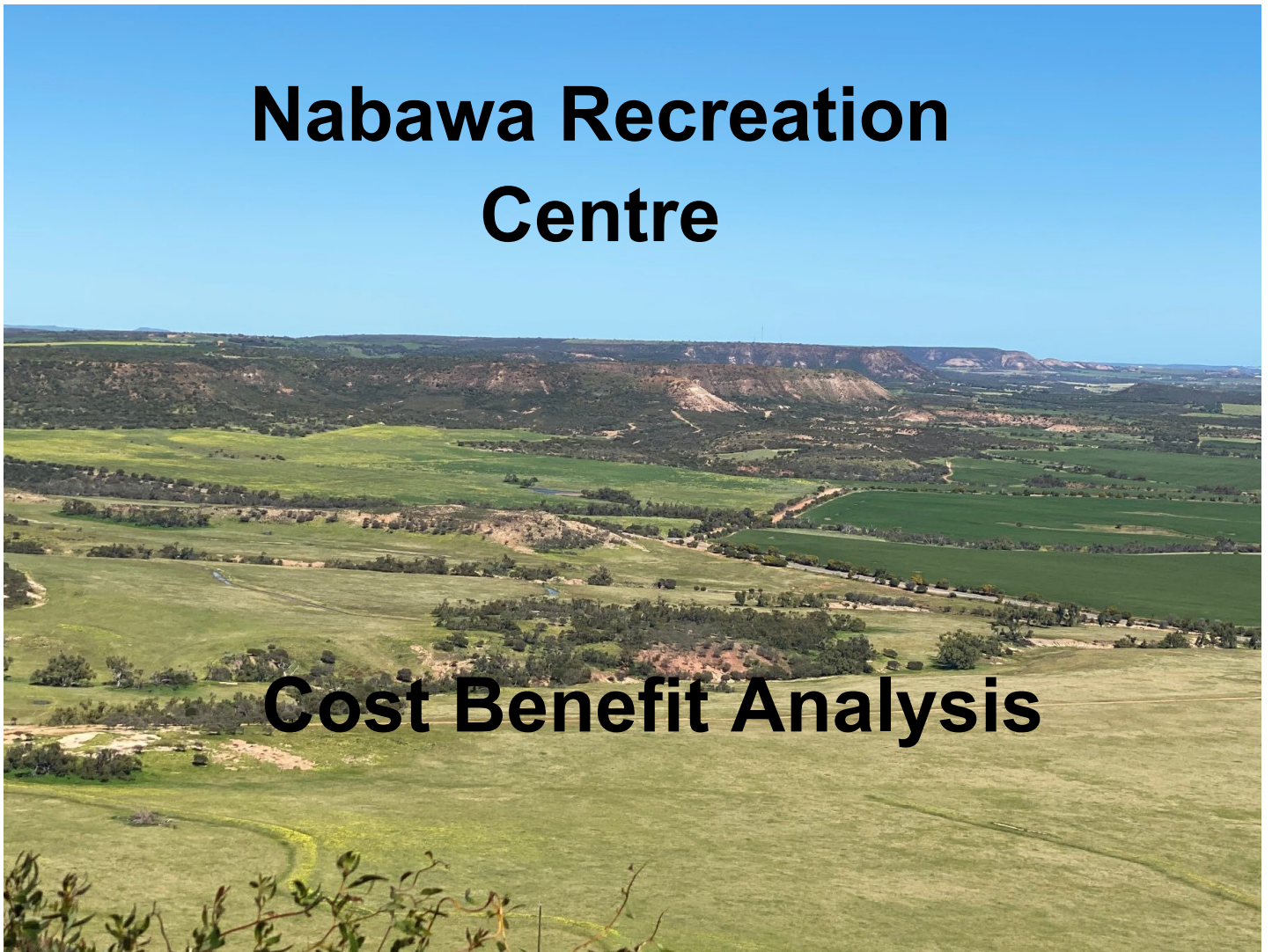
- Attachment A: Schematic Design Report incl. QS Estimate
- Attachment B: Cost Benefit Analysis
- Attachment C: Asset Management Plan & Appendix A: Renewal Works Program



Shire of Chapman Valley

Nabawa Recreation Centre

Cost Benefit Analysis





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1 EXECUTIVE SUMMARY

This cost-benefit analysis has been prepared for the Shire of Chapman Valley to identify and quantify (where possible) the likely economic and social impacts of undertaking the Nabawa Recreation Centre project within the Nabawa Recreation Precinct (the Project). The report is intended to provide an evidence-based justification for the capital expenditure required for the project and to underpin the development of a Community Sport & Recreation Facility Fund (CSRFF) grant submission.

The potential benefits of the project are assessed against the base case, under which a 'do-nothing' approach is taken, and the redevelopment does not occur.

1.1 Need for the Project

The Shire of Chapman Valley faces many challenges with a reliance on farming employment that has waned in recent years with corporate expansion and El Nino drought conditions looming. Several agricultural industries dominate the region with a focus on crop growing and livestock farming. Given the Shires reliance on the boom or bust agricultural industry and the potential for climate change to further aggravate the drought conditions, it is important to engender a more resilient community by diversifying the local economy and improving the liveability of the Chapman Valley town centre.



The essential need of this project is twofold. Firstly, to redevelop the change rooms to provide inclusivity to accommodate male, female and non-binary players, and also accommodate players from other diverse cultures who require more privacy, improve the building accessibility to allow for wheelchair users and ensure the facilities are accessible for all. This will allow users with impaired mobility to use the facility with ease and confidence. Secondly, to increase the shires capacity to respond during times of disaster, something that was severely limited by the lack of local infrastructure in the recovery period post the impact of STC Seroja.

The Project has been designed with the following objectives in mind:

- Expanding the use of the Nabawa Recreation Facility to a multi user, emergency management provider is a key example of reducing exposure during emergencies;
- Dedicated male and female changerooms and facilities is a 21st century requirement that strongly contributes to improved female participation across a range of sporting activities;
- Revitalisation of the Chapman Valley town centre to provide a more attractive place for residents and tourists;
- Promotion of long-term sustainability of the precinct.

These objectives are intended to:

- Improve the town's liveability and vibrancy that will aid in retaining residential population;
- Provide an increased 'sporting experience'; and
- Attract additional visitors generating the driver for growth in the tourism industry

The projects can be a catalyst for regenerating the town and securing its future sustainability.

1.2 Employment

Construction Phase Employment

The Project will inject \$3.0 million into the local economy over an estimated twelve month period, creating 5.6 Full-Time Equivalent (FTE) direct jobs each year and indirectly stimulating up to 7 jobs in the broader economy. The project is not specifically aimed at employing Indigenous people, however, since 4.8% of the Shire's residents are Indigenous, it is likely that at least 0.27 direct FTE and 0.34 indirect FTE employment opportunities will be Indigenous.

People and population

People All people	Chapman Valley	%	Western Australia	%	Australia	%
Male	806	51.8	1,322,855	49.7	12,545,154	49.3
Female	750	48.2	1,337,171	50.3	12,877,635	50.7

More information on [Sex \(SEXP\)](#), [Place of usual residence \(PURP\)](#)
Table based on place of usual residence

Indigenous status All people	Chapman Valley	%	Western Australia	%	Australia	%
Aboriginal and/or Torres Strait Islander	74	4.8	88,693	3.3	812,728	3.2
Non-Indigenous	1,280	82.3	2,431,204	91.4	23,375,949	91.9
Indigenous status not stated	203	13.0	140,128	5.3	1,234,112	4.9

More information on [Indigenous status \(INGP\)](#)
Table based on place of usual residence



Direct Employment

5.6 FTEs

Incl. 0.27 Indigenous

Indirect Employment

7 FTEs

Incl. 0.34 Indigenous

Operating Phase Employment

Additional employment opportunities arising from the retained population will result in 5.6 direct long-term employment opportunities in the town. It is estimated that in at least 0.27 long term employment opportunities will be Indigenous. Indirect employment in the broader economy is estimated to be 7 FTE in the long-term, of which 0.34 FTE are expected to be for Indigenous people.



Direct Employment

5.6 FTEs

Incl. 0.27 Indigenous





Indirect Employment

7 FTEs

Incl. 0.34 Indigenous




1.3 Economic Benefits

The potential economic and social impacts were assessed through impact pathways development, describing the process by which value is created through the Project. The identified impacts are then monetised using the 'benefit transfer' method – drawing values from high-quality studies and applying them to the context in question. Due to the nature of the benefits associated with the Recreational Precinct, only certain benefits can be successfully expressed in monetary value, therefore the total benefits of the project are expected to be higher than those quantified. The project is expected to generate the following economic benefits²:

Economic Benefits		Present Value
	Additional tourism expenditure	\$3,351,600
	Hiring income	\$240,000
	Co-location cost savings	\$395,000
	Retained residential expenditure	\$10,098,332
Total Economic Benefits		\$14,084,932

1.4 Social Benefits

The Project is expected to generate the following social benefits³, resulting from increased liveability:

Social Benefits		Present Value
	Town vibrancy and liveability	Qualitative
	Volunteering benefits	\$1,309,000
	Future employment development	Qualitative
Total Social Benefits		\$1,309,000

1.5 Project Value for Money

Cost-benefit analysis assesses the value for money of the project in relation to the development expenditure associated with the project. The project Benefit Cost Ratio (BCR) is estimated to be 3.33, with a Net Present value estimated at \$11 million. For every dollar invested in the Project there is approximately \$3.33 of social and economic benefits generated for the regional community, making it an appropriate investment for the Federal Government.

Total Present Value Benefits	\$15,400,000
Total Present Value Costs	\$4,618,000
Net Present Value	\$10,782,000
Benefit Cost Ratio	3.33

2, 3 For details please see section 7 Valuing ongoing impacts

2 INTRODUCTION

This cost-benefit analysis (CBA) report has been prepared for the Shire of Chapman Valley for the purpose of identifying and quantifying the likely economic and social benefits of the Chapman Valley Community & Recreation Precinct project (the Project). This report is intended to underpin the case for applying for a Community Sport Recreation Facilities Fund (CSRFF) grant and provide an evidence base for the economic and social benefits the project is expected to create.

2.1 Project Context

The Shire of Chapman Valley (the Shire) is one of seventeen (17) Local Government Authorities (LGA) located within the Midwest region, notionally divided into three sub-regions namely the Batavia Coast, Murchison and North Midlands sub-regions and is home to a total population of around 58 000. The Shire is located , and 450 km north of Perth and to the north-east of the regional centre of Geraldton.

In 1839, when explorer Sir George Grey discovered the Chapman River during his trek south after being ship wrecked at Gantheaume Bay, at Kalbarri, he recorded positive impressions of this region. His words beautifully describe the Moresby Ranges. “A lofty chain of mountains, flat-topped, so irregular in their shape and outline that they seemed rather the work of art than of nature”. Grey named the district the “Province of Victoria”. The region would grow into a rich agricultural area that would also include economic development through the mining of copper and lead, and a limestone quarry which provided stone for the harbour works and buildings in Geraldton. The regions agriculture and resource industries together with the introduction of the railway line in 1910, saw an increase in population and further expansion to the area.

The Mid West region is WA’s most diverse regional economy built around mining, agriculture, fishing and tourism. With its wide open spaces, stunning landscapes, abundant natural resources, key strategic infrastructure and institutions, the Mid West is well placed for further growth and prosperity.

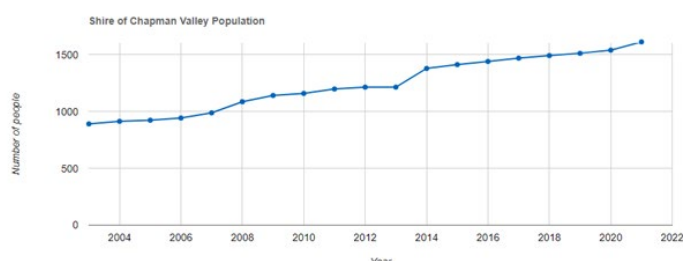
Figure 1. Shire of Chapman Valley Location Source: Midwest Development Commission



The town of Nabawa is at the heart of the Shire, surrounded by three settlements – Nanson, White Peak, and Yuna. The main industries are concentrated around wheat, sheep, and cattle farming.

The Shire of Chapman Valley has a blend of attractive peri-urban area that offers a semi-rural lifestyle close to the city, rural town developments and large scale broad acre farming enterprises. Recent and prospective infrastructure developments in the Shire have seen the population increase by over 32% in the last 10 years.

Figure 2. Population Change



Estimates of the resident populations as at 30 June are released annually for Local Government Areas (LGAs) in Australia by the Australian Bureau of Statistics. The estimates are generally revised 12 months later and final estimates are available after the following census. Visit the [ABS website](#) for further details.

Source: narvis.com.au/shire_profile/shire-of-chapman-valley/

This growth is expected to continue throughout the shire with its peri-urban location, job opportunities, amenity of living and accessibility. A number of significant infrastructure developments in and around the Oakajee (SIA) which are strongly influencing this population migration and growth trend.

This significant population migration and growth trend, along with community and strategic considerations are relevant to determining the need to redevelop the Recreation Centre in Nabawa. The central location of the proposed redevelopment of the Nabawa Recreation Centre makes it highly accessible to the population of White Peak, Nanson, Nabawa & Yuna. This increased accessibility means a larger direct catchment area for the Recreation Centre and the number of residents it will serve. The Recreation Centre will likely, with its proposed size and amenity, also be attractive to user groups within the entire Shire as well as beyond, and as such attaining the status of being a Regional Facility.

Another consideration in looking at population growth is that the provision of adequate facilities and amenities make a place more attractive to live and work in. As set out in the Shire's **2020 Planning Precinct Strategy**:

"Provide for multi-use sporting and recreational facilities to meet the needs of the broader Chapman Valley community with some rationalisation to be considered to achieve this" Shire of Chapman Valley [Local Planning Strategy page 43](#)

Thus, via providing the Nabawa Recreation Centre with modern amenities, the Shire will not only meet current and growing community needs but also increase the liveability of the Shire and thereby attract more residents.

Tourism is another important component of economic activity in the Shire. Situated within access to the North-West Coastal Highway, the Shire forms part of the Batavia & Coral Coast tourist regions. Already located on a regional tourist route, as promoted through the Coral Coast (Tourism Western Australia), the Chapman Valley – Northampton- Kalbarri scenic drive offers a gastronomical eating experience like no other.

"The agricultural lands, rolling hills and rivers of Chapman Valley make for a beautiful scenic drive, especially in the winter months, with fields of golden wheat and canola, carpets of Everlastings and bush flowers galore." [Australia's Coral Coast website](#).

This visitation will, as per literature, have broader economic impacts on local economies, with visitors spending more at local shops and businesses than they would otherwise.

Events such as the Backroads Gravel Bike Race, Chapman Valley Show, Chapman Valley Rodeo are expected to draw over 10,000 new visitors to the region. All events will directly benefit from the improved facilities.

Like many small regional towns, Nabawa faces challenges in retaining residential population due to limited amenities and the volatile nature of employment. Diversifying the economy and generating permanent residential population growth is a challenge for the Shire. To retain and potentially attract population, the Shire must balance the growth and diversification of the local economy with the needs of current and future population.



¹ Bergstrom J. et al. (1990) Economic Impacts of Recreational Spending on Rural Areas: A Case Study, Economic Development Quarterly, Volume 4, Issue 1

2.2 Project Overview

Demand for provision of social infrastructure and services within the Shire of Chapman Valley has been a key priority of the Council since identifying significant population growth during the mid 2010's. In identifying this rapid growth, the Shire of Chapman Valley are actively planning for this growth by delivering a state-of-the-art Community Centre in the Western Region of the Shire in the White Peak (delivered in 2018) area and similarly in the eastern region in Yuna (delivered in 2015), leaving the central hub of Nabawa (the administration centre of the Shire) as the last and most important piece of the infrastructure puzzle. The proposed project, the Nabawa Recreation Centre Redevelopment seeks to meet this demand via provision of a larger, more architecturally flexible Recreation Centre, which meets current social infrastructure standards and needs.

In 2011, the Shire of Chapman Valley completed its first Strategic Community Plan (SCP) in a first of a series of plans within the Shire's Integrated Planning Framework. The SCP determines the Shire's future direction in responding to local community service needs and was developed with community input in the form of surveys and representative community workshops. The 2011 Chapman Valley SCP included the specific actions of:

- Improving and increasing sporting, recreational and social facilities within the Shire
- Strengthen preparedness of future natural disasters and care for displaced people in the Chapman Valley community.

This prompted the delivery of the community centres in White Peak and Yuna. Considered as the easiest of the construction builds as they were delivered on greenfield sites and utilising Federal stimulus payments, leaving the Nabawa Recreation Centre as the more difficult build as it was an existing facility with a number of complex challenges with its age, lack of function and accessibility.

By 2019, the GNFL Women's competition had entered its second season and the Chapman Valley Senior Football Club had already indicated the Recreation Centres lack of suitable facilities, particularly around the lack of toilet facilities (one for both home & away teams), open showers directly facing outside doors and with limited privacy to male participants from both clubs. Correspondence was received in February 2019 regarding this and a number of other issues around accessibility. Privacy screens were added in 2020 with AFL funding to assist, but did not resolve all issues.



Constant communication and correspondence between the Chapman Valley Football Club and Council administration has occurred since mid-2017 in relation to the facilities inability to cater for the changing demands of modern football, particularly since the inception of the senior women's competition in 2018 and junior girls in 2020. The facilities inability to ensure the safety and privacy of the female competitors has become a real issue particularly since the Great Northern Football League (GNFL) altered the format of the game day operations.

Following the devastation of Severe Tropical Cyclone (STC) Seroja which devastated the Chapman Valley area in April 2021, expanding the use of the Nabawa Recreation Facility to a multiuser, emergency management provider is a key example of reducing exposure during emergencies which has become a priority of Council. Co-locating users in one facility minimises the infrastructure footprint in the Shire and also increases the diversity of use for one building.

Post Cyclone, as part of the Recovery process, the Department of Fire & Emergency Services (DFES) instigated a Local Recovery Coordination Group comprising of the following members:

- Shire of Chapman Valley
- Shire of Northampton
- Industry / local businesses
- Community members / groups
- Department of Fire and Emergency Services
- St John Ambulance
- Australian Red Cross
- Department of Communities
- Department of Education
- WA Police
- Tourism WA
- WA Country Health Service

Its purpose was focused on supporting community recovery from the impact of STC Seroja in the Shires of Chapman Valley and Northampton from the perspective of Built, Natural, Social and Economic Environments. From this a Local Operational Recovery Plan (LORP) was prepared and identified five key priorities as well as numerous recovery tasks or objectives. The five key priorities included:

1. Affordable Housing
2. Kalbarri Foreshore Revitalization
3. Multipurpose Community Centres
4. Individual and Community Support
5. Economic & Community Development Coordination

Priority 3 involved securing funding for the development of a multi-purpose centre in Kalbarri and upgrade existing facilities in Nabawa that meets the requirements for an all-hazards evacuation centre and secure place for continuance of service delivery in an emergency.

In early 2022, following on from the initial planning, Council engaged Marg Hemsley of LG People to prepare the latest Strategic Community Plan (2022 – 2023) with over 40 people attending community meetings and 150 survey responses on varying issue around the Shire. This, along with the outcomes of the Local Operational Recovery Plan (LORP) highlighted the need for a major Redevelopment of the Nabawa Recreation Centre to meet the ongoing obligations to the community in relation to Sport & Recreation and Disaster Recover needs.

This prompted the Shire of Chapman Valley to instigate preliminary planning to seek funding for the Redevelopment.

At the February 2022 Ordinary Council Meeting, Council resolved to commit to and seek funding to redevelop the Nabawa Recreational Centre and instructed the appropriate preliminary construction plans, construction costings as well as an overall Masterplan for the project.

The CEO then met with various user groups and presented the various plans and invited discussion and feedback which has ultimately lead to the updated facility plans.

Presentations to the Chapman Valley Junior Football Club (9th March 2023) Chapman Valley Senior Football Club (15th March 2023) were made at committee level with a presentation to the Chapman Valley Northampton Cricket Club Senior Executive (18th April 2023).

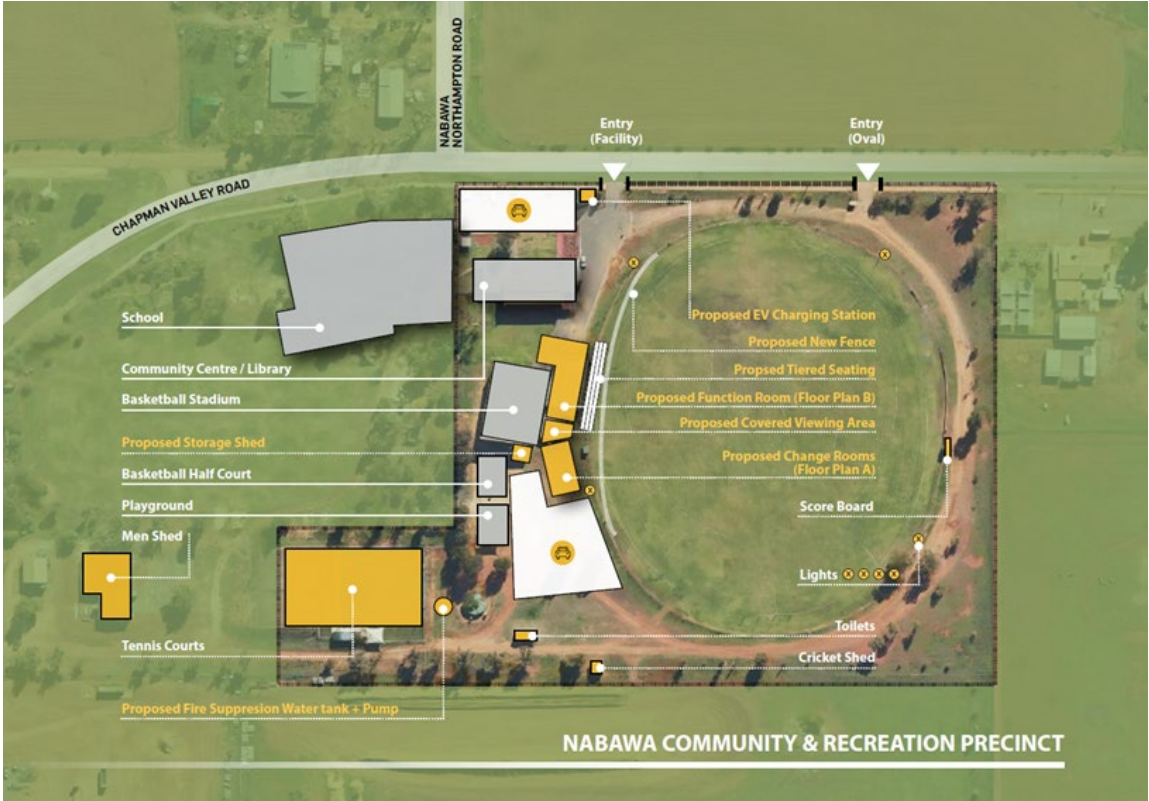
Constant communication between the Shire of Chapman Valley and the Nabawa Recreation Centre User Group (NRCUG's), which comprises of the Chapman Valley Football Clubs, Chapman Valley Cricket Clubs, Chapman Valley Basketball Club, Geraldton Roller Derby Club and Chapman Valley Primary School has enabled the development process to occur with the necessary feedback on design and operation to occur.

⁸ Master Reference 5: Chapman Valley Community Resource Centre 2013, *Proposal for a Chapman Valley Cultural Precinct*

⁹ Master Reference 6: Goldfields-Esperance Development Commission 2012, *2011-2021 Strategic Development Plan*

The current Community & Recreational Precinct situated in the heart of the town makes it the perfect site to establish the precinct, naturally enhancing the town centre and increasing usage by residents and tourists.

Figure 3. Project Location



Source: Urbis Nabawa Community & Recreation Precinct

The project involves the following elements (Figure 4).

Figure 4. Project Elements

Function centre (inc kitchen, bar, amenities)	Redeveloped expansion
Multi-purpose changeroom facilities (M/F)	Redeveloped expansion
Breakout Alfresco area	New
Covered viewing area	Redeveloped expansion
Terraced seating	New
EV Charging point	Relocation and expansion
Fire suppression tank & Pump	New
Camping Dump point	New

3 PROJECT NEED

Known as one of the “Jewels in the Crown” of the Midwest, the Shire of Chapman Valley is situated amongst one of the most picturesque landscapes of the Midwest of Western Australia, offering a unique and diverse country lifestyle only thirty minutes from the centre of Geraldton. ***“The agricultural lands, rolling hills and rivers of Chapman Valley make for a beautiful scenic drive, especially in the winter months, with fields of golden wheat and canola, carpets of Everlastings and bush flowers galore.”*** [Australia’s Coral Coast website](#). Located on the Batavia coast and hinterland, the main localities in the Shire include, Nabawa, Nanson, White Peak, and Yuna.

Changing climate conditions have become more evident during 2023 with low winter rainfall resulting in poor season in the northern & eastern parts of the shire, it is important to engender a more resilient community by diversifying the local economy and improving the liveability of the Nabawa town centre.

3.1 Tourism Opportunity

The Shire covers an area of 4,007km² and is home to over 1560 residents. In the last ten years, the population of Chapman Valley has increased by an astounding 32% over the 2011 - 2021 period.

The Department of Planning Lands & Heritage (DPLH) have indicated that if growth trends for the Shire of Chapman Valley are set to continue, Estimated Residential Population (ERP) for 2031 are set to be as high as 1,900; that is an increase of over 22% from 2021. With increased land subdivision proposals on the horizon, it is not unreasonable to expect that growth may exceed the 2031 forecast.

Current and forecast population growth in Chapman Valley is largely driven by its peri-urban location, job opportunities, amenity of living and accessibility. A number of significant infrastructure developments are strongly influencing this population migration and growth trend such as the industries in and associated with the **Oakajee Strategic Industrial Area (SIA) - Renewable Hydrogen Hub Opportunity**.

Mid West Region

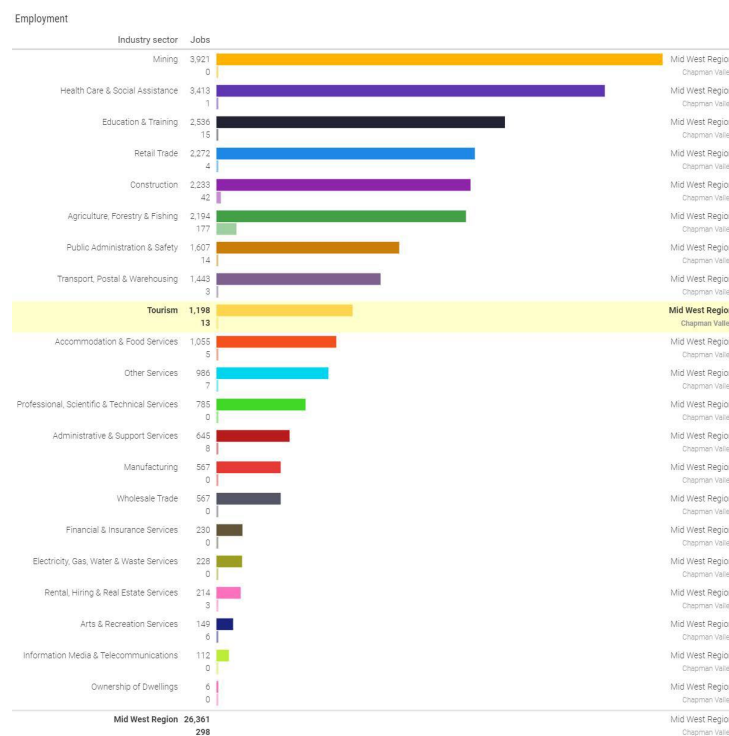


Figure 5 Tourism Employment Source: REMPLAN economics MWDC

Mid West Region

Industry sector	Mid West Region	Chapman Valley
Mining	3,921	0
Health Care & Social Assistance	3,413	1
Education & Training	2,536	15
Retail Trade	2,272	4
Construction	2,233	42
Agriculture, Forestry & Fishing	2,194	177
Public Administration & Safety	1,607	14
Transport, Postal & Warehousing	1,443	3
Tourism	1,198	13
Accommodation & Food Services	1,055	5
Other Services	986	7
Professional, Scientific & Technical Services	785	0
Administrative & Support Services	645	8
Manufacturing	567	0
Wholesale Trade	567	0
Financial & Insurance Services	230	0
Electricity, Gas, Water & Waste Services	228	0
Rental, Hiring & Real Estate Services	214	3
Arts & Recreation Services	149	6
Information Media & Telecommunications	112	0
Ownership of Dwellings	6	0
Total	26,361	298

Figure 5 Tourism Employment Source: REMPLAN economics MWDC

The future economic viability of the Shire depends on retaining and supporting current economic opportunities while creating avenues for employment generation. In the Shire of Chapman Valley Strategic Community Plan¹², diverse economic and employment options are highlighted as key to retaining current residents and attracting more people. The tourism industry is one of the key future economic development avenues.

Tourism is an important component of economic activity in the Shire and has the potential to grow. The pristine coast, vast beaches and sheltered camping areas attract artists, photographers and more adventure/nature orientated travellers. Some of the unique attractions of the region include:

- Coronation Beach is a premier camping, windsurfing & kitesurfing destination.;
- Fast becoming the 'Events Capital' of the Midwest with events such as the Backroads Gravel Bike Race, Chapman Valley Show, Chapman Valley Rodeo are expected to draw over 10,000 new visitors to the region;
- Food trails through the 'Valley' provide a gastronomical eating experience like no other.
- The region is renowned for its native wildflower and scenic route tourist drives through the 'Valley'.

Tourism can provide a valuable source of additional income, additional employment opportunities and act as a driver for population growth/retention, which brings its own additional expenditure and flow-on effects, such as increased need for education, health and community services.

Acknowledging this important economic opportunity, the Shire is committed to optimising tourism infrastructure investment and improving the quality and experience of existing products. The new Recreation Centre Precinct, located in the heart of the town, will provide a full range of services including RVs

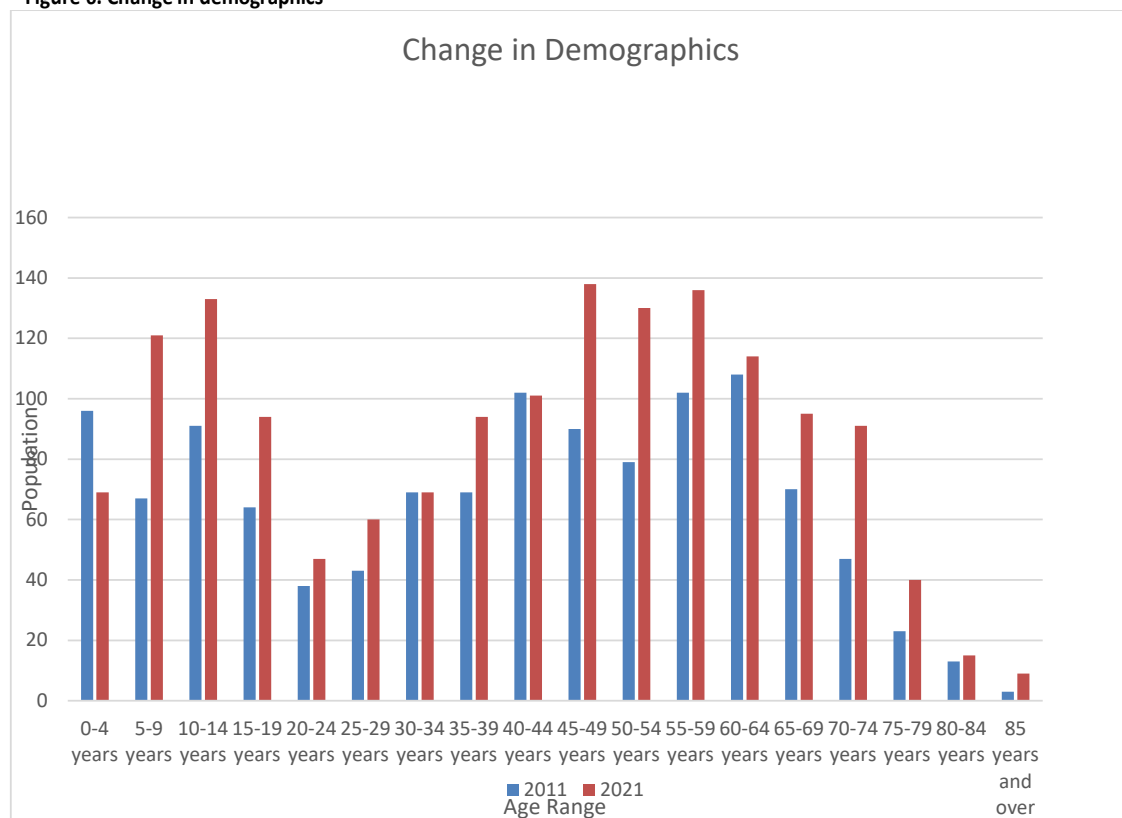
and Caravan stops, dump point, information on accommodation, local attractions and historical walk trails. The centre is targeted towards increasing the number of visitors that stop in town and increasing the length of stay of current visitors, creating a driver for expanded business investment and employment growth.

3.2 Liveability Challenge

Like many regional towns in Western Australia, Chapman Valley faces demographic challenges of an ageing population and youth migration. Although the population of Chapman Valley has increased by an astounding 32% over the 2011 - 2021 period, there has been an extensive increase in the over 65 population from 12.9% of the population in 2011 to 22% in 2021.

With the rapid population growth in the area, there has been a corresponding growth in demand for provision of social infrastructure and services. In identifying this rapid growth, the Shire of Chapman Valley are actively planning for this growth by delivering a state-of-the-art Community Centre in the Western Region of the Shire in the White Peak (delivered in 2018) area and similarly in the eastern region in Yuna (delivered in 2015), leaving the central hub of Nabawa (the administration centre of the Shire) as the last and most important piece of the infrastructure puzzle. The proposed project, the Nabawa Recreation Centre Redevelopment seeks to meet this demand via provision of a larger, more architecturally flexible Recreation Centre, which meets current social infrastructure standards and needs.

Figure 6. Change in demographics



Source: ABS Census 2011, 2021

¹² Master Reference 8: Shire of Chapman Valley, Strategic Community Plan 2014 - 2024

On the other hand, retention and potential growth in working age population and their families will depend not only on available employment opportunities but also on enhancing liveability and improving their quality of life. High quality community infrastructure and services are critical. Currently community buildings are outdated and do not have capacity to adapt and improve their services.

The Shire has very little infrastructure or activities for young people. The research shows that there is a need for more outdoor spaces and indoor facilities that are easily accessible and support affordable unstructured activities for young people in Chapman Valley. The major barriers to participation in both structured and unstructured activities are the limited options on offer and difficulty accessing existing activities. Strategically located outdoor and indoor spaces will help to address these constraints.

Sense of community is particularly important in the Shire where 22.5% of the population are volunteers responsible for operating the many clubs and groups that exist in the region. The project will create the following community infrastructure, each addressing an important challenge within the town.

Multipurpose Recreation/Sporting Precinct

The redevelopment would include a new a multipurpose function room facility on the ground floor that would provide adequate function facilities, commercial kitchen/ canteen facility, multiple dedicated men’s and women’s change rooms and toilets, undercover viewing area, terraced seating, covered break out alfresco area, essential disability access and disability facilities, umpires facilities and medical rooms.



Emergency Recovery Centre

Expanding the use of the Nabawa Recreation Facility to a multi user, emergency management provider is a key example of reducing exposure during emergencies. It will allow the Shire to build social capital and expand regional capacity as well as assist in the Shire's ability to respond during times of disaster and provide better capacity to evacuate and care for displaced people and will reduce the impact of hazards on the community, something that was severely limited by a lack of local infrastructure in the recovery period post the impact of Severe Tropical Cyclone (STC) Seroja which devastated the Mid-West region in April 2021. Co locating users in one facility minimises the infrastructure footprint in the Shire. And also increases the diversity of use for one building. Positive social impacts will be delivered to the Chapman Valley community with this redevelopment project.

Carpark with RV and Caravan Spaces, EV Charger

The project will also incorporate a new carpark next to the Recreation Centre building. This space will give RVs and Caravans the opportunity to stop and use the Dump Point and EV Charger. The new carpark will be the starting point for the proposed circular walk trail extending around the town for one kilometre, encouraging greater activation of the town.

Conference and Meeting Rooms

The facility will have the ability to have conference and meeting rooms will be available for hire, with interest already existing from a range of local community and business groups. Rooms will also be available for hire by firms to provide a variety of services. Co-location of active community groups will assist with sharing resources and ideas strengthening the community and securing sustainable outcomes for the future.



4 PROJECT COSTS

4.1 Construction Costs

The Shire of Chapman Valley has had a Quantity Surveyor prepare a detailed costing based on the Recreation Centre design. It is estimated that the redevelopment will occur during 2024, with an overall capital expenditure of **\$3,000,000**.

Figure 7. Project Cost

Expenditure Item	Cost (\$ - ex GST)
Building 1 - changing room	726,754
Building 2 - community centre	1,207,260
Breakout & viewing area	184,045
External services	239,280
Total estimated construction cost	2,357,339
Furniture	65,361
Design contingency	94,300
Construction contingency	117,900
Allowance for escalation	165,100
Professional fees	200,000
TOTAL	\$3,000,000

4.2 Operation Costs

The new facility will be managed and maintained by the Shire. As many of the project elements already exist under the Shire's management, and there are cost savings associated with the co-location of facilities, it is expected that total operating and maintenance costs will be reduced as discussed in Section 7.4 – Co-location Benefits.

5 CONSTRUCTION PHASE IMPACT

The construction impact of developing the project has been assessed using ABS National Input-Output tables at an Input-Output Industry Group (IOIG)¹⁵ level. The methodology involves estimating the total direct and indirect employment and output arising from the Project.

5.1 Input-Output Tables Methodology

Input-Output tables provide information about the supply and disposition of commodities in the Australian economy as well as the structure and inter-relationships between industries.¹⁶ The National Input-Output tables were used to derive total multipliers, which consider the total supply-chain of goods and services for the activity in question. Impact multipliers were calculated for employment and output. The obtained multipliers were then combined with annual construction expenditure data to estimate the direct and indirect economic effect of the project on the economy. It is noted that this method has been applied for the quantification of indirect impacts only, and does not affect the Project BCR.

Assumptions and Limitations

The following assumptions and limitations apply to the model:

- Results of the model represent the gross impacts in the absence of capacity constraints;
- National Input-Output table approximates the actual patterns of linkages between industries in the regional economy;
- Analysis assumes that the industrial structure of the economy is fixed. Considering the scale of the project, it is likely that this assumption stays true;
- Estimates the employment impact based on the average output per Full Time Equivalent (FTE) employee. It is likely a significant component of the impact will result in an increase in the number of hours worked by existing employees, with some additional employment created.

5.2 Construction Output Impact

The construction phase economic impact was calculated based on the estimated cost of \$3.0 million. This expenditure was applied to the appropriate industry sector based on the breakdown of costs by construction activity (Figure 8).

Figure 8. Construction Type and Corresponding Industry

Construction Activity	Industry
Recreation Centre Function Room	Non-Residential Building Construction
Recreation Centre Change room	Non-Residential Building Construction
External Works	Heavy and Civil Engineering Construction
Preliminaries	Construction Services
Professional Fees	Professional, Scientific and Technical Services

The costs are concentrated over a twelve month period with the construction directly injecting approximately \$3.0 million into the local economy. This will lead to an estimated \$15 million in total output for the broader economy. This large multiplying effect on total output is indicative of the significant amount of industry-to-industry inputs within the construction sector e.g. purchasing of materials that must be manufactured within Australia.

¹⁶ Master Reference 12: ABS, 2021, *Australian National Accounts: Introduction to Input-Output Multipliers*, Information paper, pg.v.

5.3 Construction Employment Impact

Employment generation associated with the project has been estimated through national average output per Full-Time Equivalent (FTE) estimates in relevant industries (Figure 9).

Figure 9. Number of FTE Employees over Construction Period



The project is expected to create 5.6 direct FTE employment opportunities per year of construction in the local area. The total impact of the construction phase is estimated to be 7 FTEs in the broader economy, with 7 indirect FTEs.

The Shire of Chapman Valley provides opportunities to be employed to people from range of different cultures including people with Aboriginal heritage. The project is not specifically aimed at employing Indigenous people, however, since approximately 4.8% of the Shire residents are Indigenous, it is likely that at least 0.27 direct FTE and 0.34 indirect FTE employment opportunities will be Indigenous.¹⁸



¹⁸ Master Reference 7: ABS Census, 2021, *Place of Usual Residence: Counting Persons*

6 ONGOING IMPACT PATHWAYS

6.1 Methodology Overview

Impact Pathways are central to the economic and social impact assessment. Impact Pathways are a method of summarising the process by which value is created through a Project (Figure 10).

Figure 10. Impact Pathways Approach



Source: SROI Network International's Guide to Social Return on Investment 2015

The identified impacts are then monetised by using the 'benefit transfer' method – drawing values (through financial proxies) from high-quality studies and applying them to the context in question. The consistent quantification of metrics allows the direct comparison of project costs and benefits, summarised in the Benefit Cost Ratio (BCR).

6.2 Critical Assumptions

Costs and Timeframe

The capital and operating costs are as per the Section 4 Project Costs. It is assumed that the project will progress as per the project plan with construction occurring over twelve months, spanning mid-2024 to mid-2025.

Additional Costs and Benefits

For the purposes of the analysis, only the additional costs and benefits that would not have occurred but for the project were evaluated. This means that only the benefits for additional tourists (above the projected business-as-usual level) and additional impacts on current and future residents were included in the report.

Discount Rate and Present Value

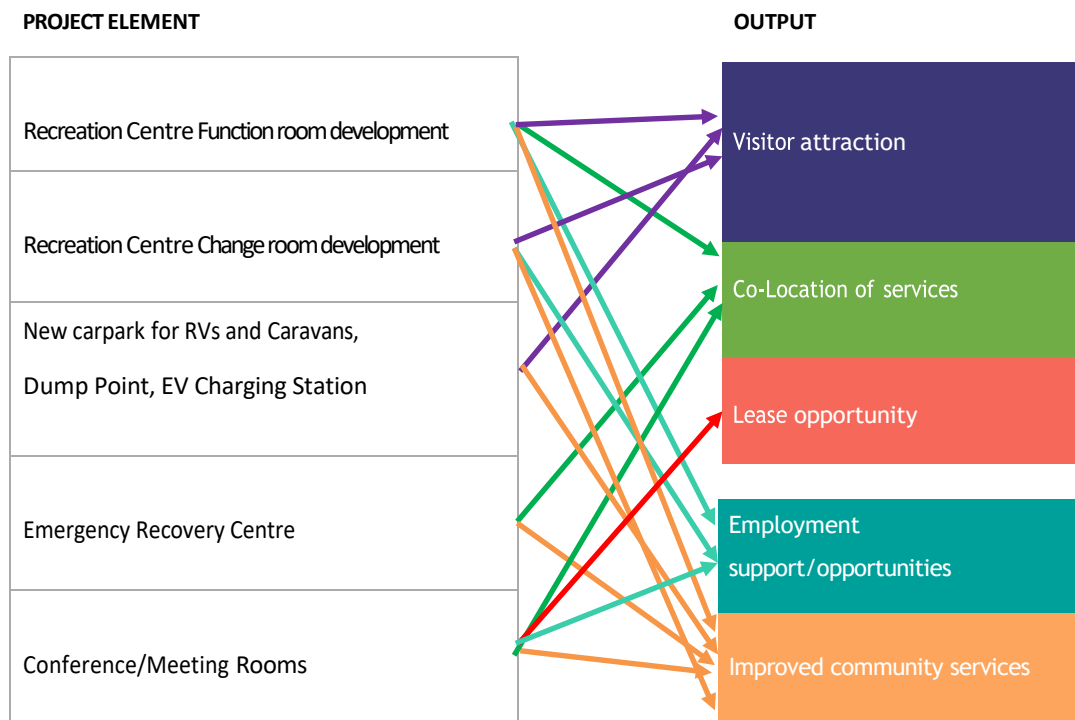
For monetised flows to be directly comparable in a CBA, future costs and benefits need to be discounted back to current dollar terms. This reflects society's preferences, which place greater weight on consumption occurring closer to the present, and the opportunity cost of the investment. In the analysis, all future costs and benefits are discounted to obtain the present value of benefits and costs. A standard 20-year timeframe was set for this analysis; after 20-years, present value costs and benefits become very minor.

The rate that converts future values into present values is known as the discount rate. The office of Best Practice Regulation (2016) requires the calculation of present values at an annual real discount rate of seven percent (7%). This is consistent with NSW Treasury (2007) and USOMB (2003). As with any uncertain variable, sensitivity analysis was conducted, so in addition to the 7% 'central' discount rate, the net present values were also calculated with real discount rates of 3% and 10%.

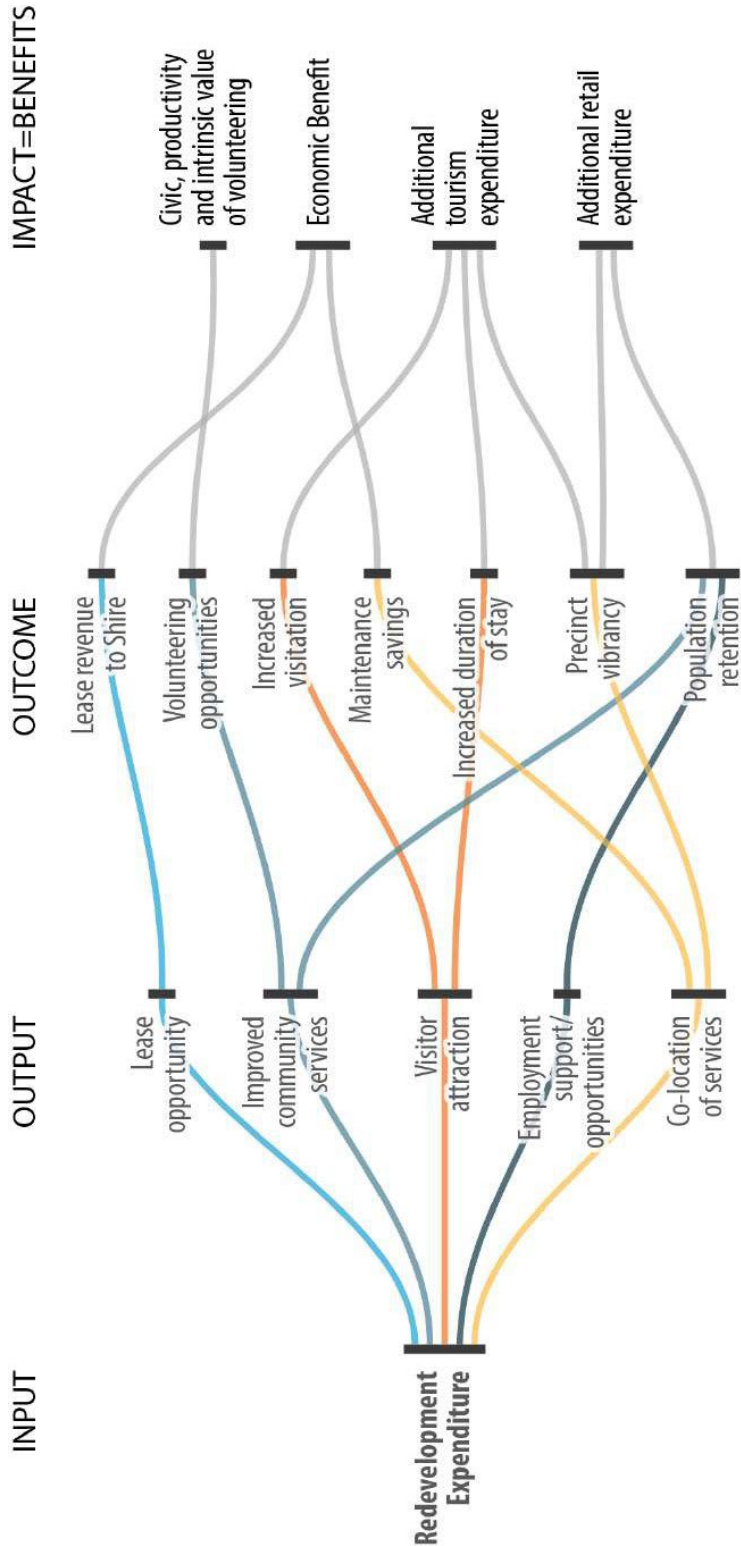
6.3 Impact Pathways

The direct investment in each element of the Project allows for a number of outputs to be created that in turn trigger positive changes (outcomes) within the Shire.

Each element of the project has a potential to create specific outputs that address the needs of the residents and tourists. Overall the project will create an activity hub that support the following outputs.



Each project output is associated with specific positive changes in the community. The process through which specific outcomes are achieved is mapped over-page.



7 VALUING ONGOING IMPACTS

This section of the report aims to discuss and quantify, where possible, the impacts (benefits) associated with each outcome identified in Section 6. Ongoing Impact Pathways.

Due to the nature of the benefits associated with the Nabawa Community & Recreation Precinct, only certain benefits can be successfully expressed in monetary value, therefore the total benefits of the project are expected to be higher than those quantified. All benefits were assessed over a 20-years period using a 7% discount rate to determine the present value of future benefits.

7.1 Town Vibrancy and Liveability

There is an opportunity to revitalise the town centre and provide a more attractive and liveable place for local residents that can also entice tourists and passing trade to interact with the town. Creating a strong sense of amenity and safety is an important catalyst for regeneration, making the town attractive to private investment and visitors. The co-location of recreational, community and tourism facilities will deliver a concentrated community hub that can attract greater commercial activity from tourists and make the town more liveable.

Public realm improvements can naturally aid the prevention of crime. As per the 'broken window theory'¹⁹, lower quality urban environments are directly related to the increase of anti-social behaviour, such as vandalism and other crime that increases the feeling of insecurity in residents. The project will contribute to a greater feeling of safety in the town centre through creating an active space that is activated.

The project is expected to stimulate the local economy and activation due to the increased visitor levels and concentration of footfall in one area. This in turn creates a more attractive and hence profitable commercial environment while also increasing the opportunity for social transactions and contributing to a greater sense of community in the town centre.

The increased activation, greater sense of community and improved safety all contribute to enhancing the liveability of the town. Liveability is a key factor in assisting regional towns in attracting and retaining population.

7.2 Additional Tourism Expenditure

Chapman Valley Tourist Visitation

The Shire has reported a rapid increase in visitor numbers over the past three years and while numbers are difficult to ascertain due to the vast spread to tourist destinations and diverse culinary tourism destinations throughout the Shire, visitation numbers at Shire owned and operated accommodation sites has increased by 30% during this period.

During this time events such as:

- Backroads Gravel Bike Race (350 competitors to 650 with over 1,000 in attendance);
- Chapman Valley Show (6,500 to 10,000 in attendance);
- Chapman Valley Rodeo (1,500 – inaugural event);
- Chapman Valley (formally Nambung) Country Music Festival (600 – inaugural event)

are expected to draw over 6,500 new visitors to the region.

The average annual grow rate in the last five years (incorporating diverse culinary tourism destinations) was around 25%. It is likely that majority of these visitors are WA residents stopping over in the Shire. It was conservatively assumed that the number of visitors will continue to grow at the same rate as the WA population.

WA Tomorrow has forecasted that West Australian population will grow at an annualised rate of 1.80% in the decade between 2021 and 2031. This growth has been applied to the current visitor numbers to estimate the future visitation. It is therefore calculated that by 2025 when the new centre is operational around 7,000 people will visit the area.

¹⁹ Broken window theory suggests that a neglected urban environment may encourage vandalism and crimes' escalation. Master Reference 14: Walkonomics, 2012, *How Walkable Streets Can Reduce Crime*

Additional Tourism ExpenditureAdditional nights

Based on historical strong growth in tourists in the Shire and State population projections, it is expected that the number of visitors will continue to grow at around 1.8% per annum.²³ This means that in 2025 around 7,000 people would visit the Chapman Valley area. Based on the Tourism Research Australia study discussed above, it is estimated that 21% of (or 1,470) visitors would increase their length of stay by two nights.

Additional expenditure

Applying the average spend per overnight visitor in Western Australia of \$114²⁴, additional visitors will spend an additional \$335,000 in the first year. This number will grow in accordance with the estimated increase in the State population.

Applied over a twenty-year period, the present value of additional tourism expenditure is estimated at **\$3.6 million** in present value terms.

Tourism – Employment Opportunities

The additional tourism expenditure will support employment opportunities in retail, food and beverage and accommodation industries. The ABS National Input Output tables provide estimates of the Output per Full Time Equivalent employee (FTE) for different industries. The related tourism industries have an average Output per FTE of approximately \$161,000.²⁵ The annual tourism expenditure will support approximately two additional FTE long term employment opportunities.

7.3 Population Retention

The project will provide additional amenity, services and opportunity to participate in activities, each of which improves the liveability of the Shire and contributes to attracting and retaining population. A number of elements of the project will contribute to improved liveability:

- The improved town centre;
- Additional employment opportunities associated with tourism;
- Additional high-quality community services;
- Additional volunteering opportunities;
- Increased physical activities;
- Training opportunities.

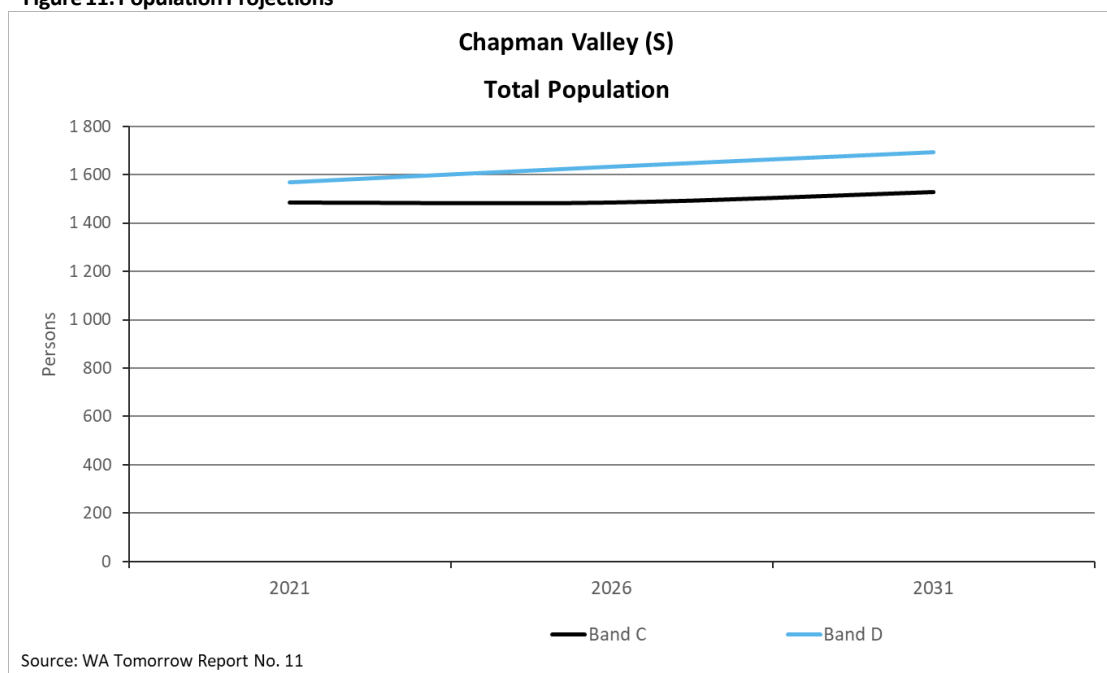
The analysis conservatively assumes that the improved liveability will increase/sustain the rate of population which is the idea in the long-term. By 2031, it is projected that the Shire's population will increase to 1,900 persons under a medium-high growth scenario (WA Tomorrow Band D).²⁶

²¹ Master Reference 17: Tourism Research Australia, 2015, *The influence of Western Australian Visitor Centres on Tourist Behavior Summary*, pg. 5.

²² Master Reference 17: Tourism Research Australia, 2015, *The influence of Western Australian Visitor Centres on Tourist Behavior Summary*, pg. 4.

²³ Master Reference 18: WA Tomorrow, State Population Projection

²⁴ Master Reference 19: Tourism WA, *Domestic Visitation – Fast Facts 2018*, pg. 5.

Figure 11. Population Projections

Source: Department of Planning, Lands and Heritage 2023

Achieving the 2031 Band D projection equates to a total addition of approximately 165 residents (16.5 people per annum) from 2021 to 2031. Retaining existing population and essentially increasing at the projected 10% rate as currently predicted will the population potentially increase to 1900 in the Shire will lead to a retention of spend at local businesses. This spend can be critical to supporting business particularly those reliant on tourism as it generates steady business activity, even in low seasons.

Of total household expenditure, retail expenditure is the most likely to be spent locally. Based on the Household Expenditure Survey, the average weekly household retail expenditure is around \$424 per week (\$2016)²⁸. That is \$22,642 (\$2021) per year per household. The present value of additional residents is estimated at **\$10 million** over 20 years.

Retained population – Employment Opportunities

The retained population will contribute to retaining jobs in the Shire that would otherwise be lost. A number of industries are population driven and require a certain concentration of population. This includes key services such as allied health, education and aged care. Everyday goods and services are also impacted through retained expenditure; this analysis estimates the impact of retained expenditure on retail employment opportunities. The ABS National Input Output tables provide estimates of the Output per Full Time Equivalent employee (FTE) for different industries. The retail industry has an Output per FTE of approximately \$140,000.²⁹ The retained population will generate approximately **\$2.9 million** in retail expenditure per annum in the long term (by 2031). This level of expenditure will support approximately 25 FTE long term retail employment opportunities in the Shire.

²⁵ Master Reference 11: ABS National Accounts, Input-Output Tables (Table 5 and Table 20)

²⁶ Master Reference 18: Department of Planning, Lands and Heritage 2019, WA Tomorrow Population Projections

²⁸ Master Reference 20: ABS, 2021, *Household Expenditure Survey, Australia: Summary of Results, 2015-16*.

²⁹ Master Reference 11: ABS National Accounts, Input-Output Tables (Table 5 and Table 20)

7.4 Co-Location Benefits

The new facility will be managed and maintained by the Shire. As many of the project elements already exist under the Shire's management, and there are cost savings associated with the co-location of facilities, it is expected that total operating and maintenance costs will be reduced. The Shire has estimated the following operation cost and renovation cost savings.

Figure 12. Operation and Renovation Cost Savings

Maintenance Activities	Cost Savings
Ongoing Activity	
Changerooms	\$20,000 per year starting 2025
Kitchen	\$9,000 per year starting 2025
Function room	\$20,000 per starting 2025
Vacant land	\$2,400 per year starting 2025
Public toilets	\$4,800 per year starting 2025
Playground	\$7,000 per year starting 2025
One off Expenditure	
Function Centre Upgrades (painting, window repairs, carpets, electrical works, toilets replaced) (Evac centre)	\$28,500 in 2024
Kitchen and toilet upgrade (Evac Centre0	\$45,000 in 2023
Changeroom structural works (Evac Centre)	\$80,000 over 3 years starting 2024

Source: Shire of Chapman Valley

Over a 20 year period, the Shire will save around **\$395,000** in present value.

7.5 Hiring Income

The proposed facility will provide the Shire with additional capacity to hire out spaces to local community groups and private corporations. This additional income will increase the ability of the Shire to provide services to the local community. Research has identified that money spent by Local Governments can lead to significant social and economic benefits, with a potential return of up to \$26.5 per dollar of Local Government investment.³⁰ This analysis takes a conservative approach and assumes the benefit of the additional spending capacity of the Shire is equal to the additional income. Based on the unmet demand for hiring facilities currently experienced by the Shire it is estimated that the new facility will generate an additional 12% in annual hiring revenue. This equates to an increase of \$12,000 in hiring revenue in the first full year of operation.³¹ Applied over a twenty-year period the present value for additional income is estimated to be **\$240,000**.

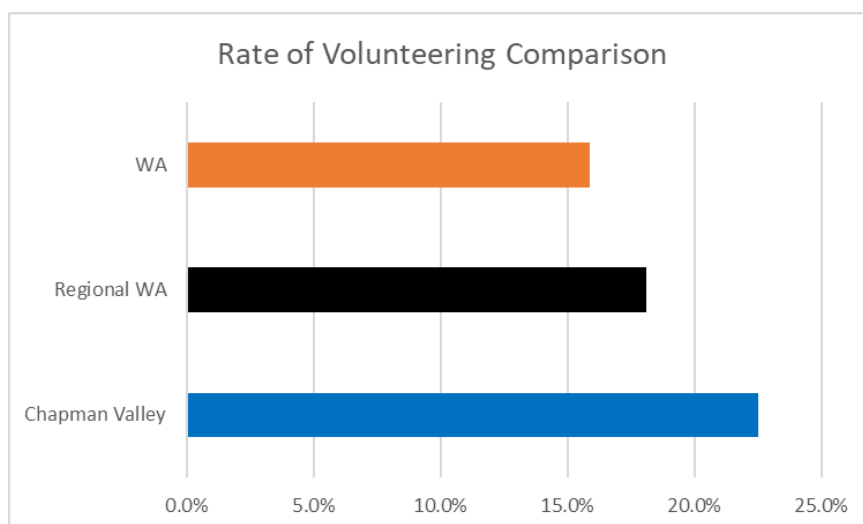
³⁰ Master Reference 21: NEF Consulting, Catalysts for Community Action and Investment 2010.

³¹ Master Reference 22: Shire of Chapman Valley income Projections

7.6 Volunteering Benefits

Volunteering is an important part of the Chapman Valley community. The rate of volunteering in the Shires is almost 30% higher than the State average (Figure 13).³²

Figure 13. Rate of Volunteering Comparison



Source: ABS Census 2021

The project will play an important role in increasing volunteering in areas where there is currently a gap. These areas include:

- Provision of services to support the youth of the district – The facility will provide a meeting centre of youth programs, not able with the existing setup. This will increase both Community Development services and volunteer hours.
- A new centre will allow for specific health & welfare programs (both commercial and community health) and create new volunteering opportunities.

Maintaining and encouraging the high levels of participation in the community will be important to maintain volunteer participation with the projected increase in population by 2031. The volunteering opportunities created by community centres has been found to contribute to building social capital. Volunteering is a form of civic participation that builds bridging capital, connecting people from different backgrounds.³³ Volunteering contributes to reducing the negative effects of disadvantage and is important in linking people with higher paying careers paths. Volunteering also contributes to improving community life through developing skills that allow people to problem solve in a collaborative manner.

This project will increase the opportunity for volunteering, particularly with the projected population in the Shire increase over time. This analysis assumes that the population which the community facility will help retain will contribute to retaining volunteers in the Shire. Applying the average volunteering rate of the Shire to the retained population, there will be approximately 37 retained volunteers by 2031. Volunteering provides productivity, civic and individual benefits to the society. Volunteering WA has estimated the value associated with each component of volunteering³⁴:

³² Master Reference 23: ABS Census 2021, Place of Usual Residence – Counting Population

³³ Master Reference 24: Australian Volunteering 2015, Key Statistics about Australian Volunteering. f

³⁴ Master Reference 25: Volunteering WA, 2015, *The Economic, Social and Cultural Value of Volunteering to Western Australian*, pg.108.

- Productivity benefit (benefits which consumers of volunteering receive, enabling them to be more effective and efficient in their chosen employment) - \$24 per hour spent volunteering in 2014 dollars;
- Civic benefit (the cost of replacing volunteers to provide the same community-wide standard of living) - \$48 per hour spent volunteering in 2014 dollars;
- Individual benefit (benefits of well-being and satisfaction) – \$25 per hour spent volunteering in 2014 dollars.

Values have been adjusted to \$2023 and the average number of volunteering hours per annum were used to estimate total value of retained volunteers. Applied over a twenty-year period, the present value of volunteering is estimated to be:

- productivity benefit - \$326,000
- civic benefit - \$654,000
- Individual benefit – \$329,000

7.7 Future Employment Development

The Shire will be able to provide work experience opportunities to children from the local high school through community development and social programs. They currently do not have the capacity to offer work experience programs, having to turn down requests. Work experience programs can lead to a number of positive outcomes for students including higher likelihood of upper school completion and improved employment transitions.³⁵ The advantage provided by such programs stems from skills development, real world experience and mentorship/networking. ³⁶ Research has found that companies believe pre-collegiate internships provide students with an advantage when entering the work force, with 70% saying that they would very likely or completely likely to provide such a student with an internship.

The Shire would offer an Administration/Community Development traineeship position each year. Traineeships can be particularly effective in helping Aboriginal persons to enter into the work force with a 42% higher likelihood of being employed. This is designed to retain corporate knowledge and reduce the current issues with attracting and recruiting staff due to Nabawa's proximity to Geraldton. The training program will also be integrated with the work experience program, with student participants being encouraged to enter into the traineeship program. This approach is designed keep young people in the community and reduce families leaving the community.

The additional capacity to provide work experience and traineeship opportunities will support the local population in accessing employment and becoming productive members of the community. It is planned in such a way that it will also contribute to retaining population.

7.8 Aboriginal Employment Opportunities

The Shire provides opportunities to be employed to people from range of different cultures including people with Aboriginal heritage. The project is not specifically aimed at employing Indigenous people, however, since 4.8% of the Shire town residents are Indigenous, it is likely that at least 1 FTE long term employment opportunities will be available to Indigenous persons.³⁷ This will likely be realised through additional hours of work available to current employees. Indigenous employment opportunities realised through the project could increase as younger Indigenous persons have the opportunity to participate in the trainee programs, leading to a higher likelihood they will find employment.

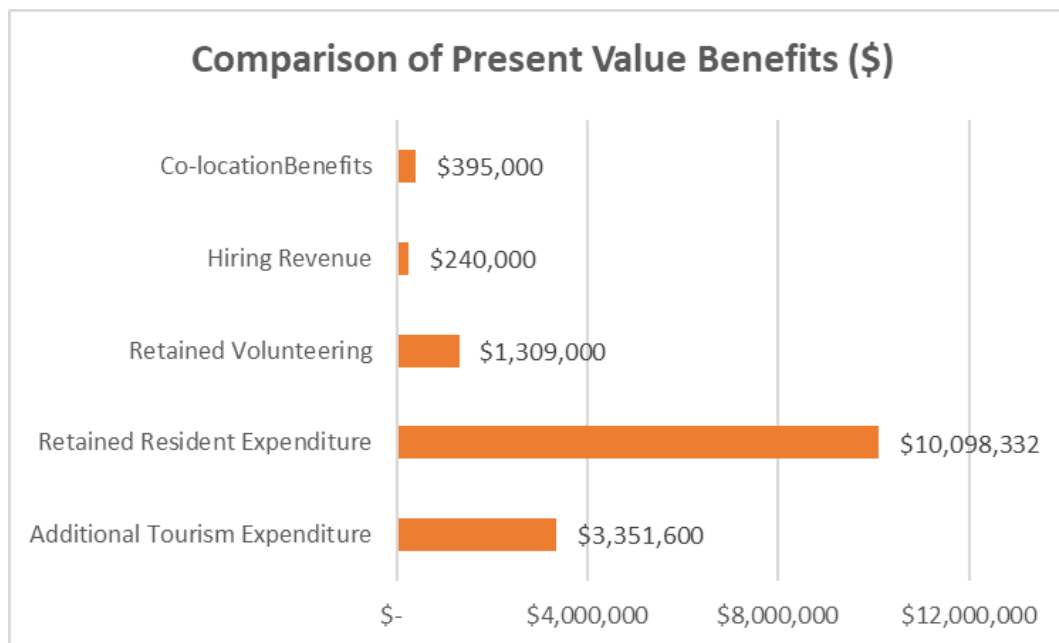
7.9 Present Value Benefits Summary

The project has the potential to bring significant benefits to the regional community with tourism and residents retained retail expenditure benefits being the most substantial (Figure 14). In the figure below, economic benefits are highlighted in orange and social benefits in blue.

³⁵ Master Reference 26: Science Direct 2019, *Economics of Education Review*

³⁶ Master Reference 27: Kudoswall 2019, *The Importance of Internships for High School Students*

Figure 14. Comparison of Present Value Benefits (\$)



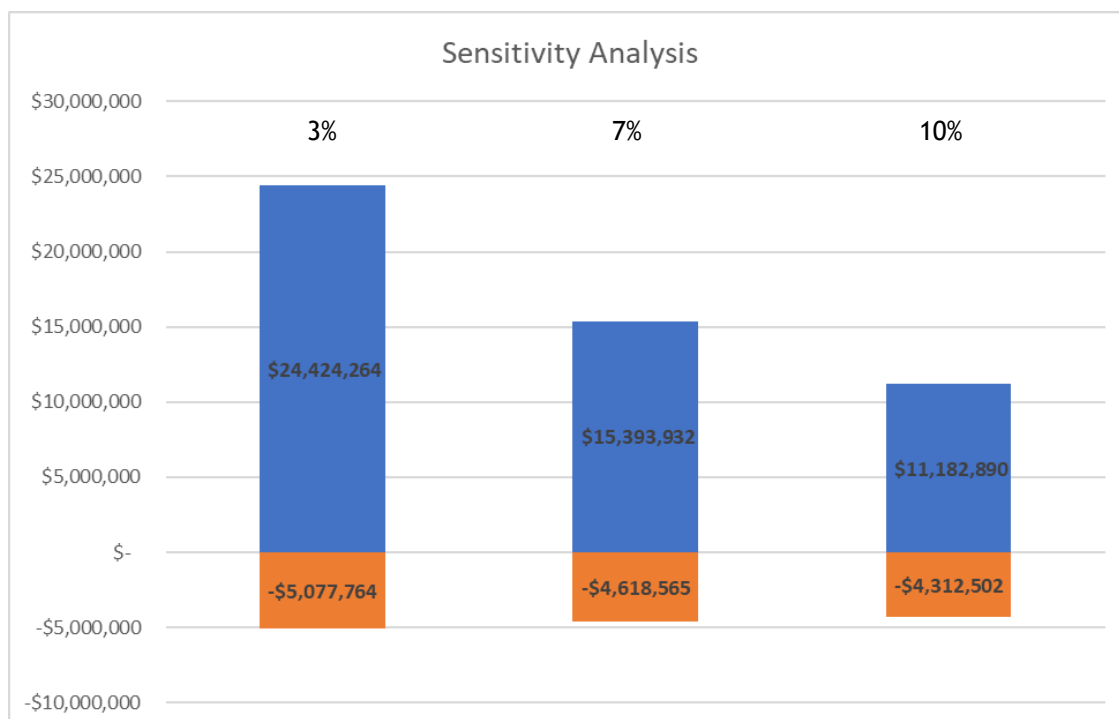
³⁷ Master Reference 1: ABS Quick State Chapman Valley 2021

8 COST BENEFIT ANALYSIS

The present value of total costs has been compared to the present value of total benefits over a 20-year period to calculate the Net Present Value (NPV) of the project. As recommended by the Office of Best Practice Regulations (2016), present values are calculated at an annual real discount rate of 7%.

Sensitivity analysis was conducted to account for uncertainty using real discount rates of three and 10% (Figure 15). The project is likely to provide significant long-term benefits with an NPV of approximately \$11.2 million.

Figure 15. Sensitivity Analysis



Even at a 10% discount rate which represents a higher risk of not achieving the estimated benefits, the project delivers present value benefits higher than the estimated present value costs. The Benefit Cost Ratio (BCR) was calculated based on the ratio of present value benefits to present value costs (Figure 16).

Figure 16. BCR

	Discount Rate		
	3%	7%	10%
NPV (\$)	19,346,500	10,775,367	6,870,388
BCR Ratio	4.81	3.33	2.59

The analysis estimated a BCR of 3.33 for the project, indicating that for every dollar invested there is approximately \$3.33 of benefits generated for the regional community. There was a BCR of 2.59 even when a discount rate of 10% was applied, indicating that there is a relatively high level of certainty that the project will achieve a positive benefit outcome compared to costs.

9 CONCLUSION

The Chapman Valley Community & Recreational Precinct project intends to actively renew and redevelop an aging piece of community infrastructure that is well past its 'useful life' and rapidly reaching its end of life (2035), while in turn reducing operational expenditure. The Project will deliver an attractive and functional recreation centre that will activate the area and attract visitors and residents. The Project represents a flagship initiative for the Shire that has a potential to provide a catalyst for population retention and economic development through tourism.

There are clear social and economic benefits resulting from the project with an NPV of \$11 million, including the generation of 5.6 FTE positions in the construction phase (short term) and 7 FTE positions in the long term. A BCR of 3.33 indicates that the investment provides good value for money.

In summary, this is an entirely appropriate investment for the Federal Government, with a significant commitment already made by the local community.



Shire of Chapman Valley

Nabawa Recreation Centre



Facility Management Plan

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Nabawa Recreation Centre - Facility Management Plan

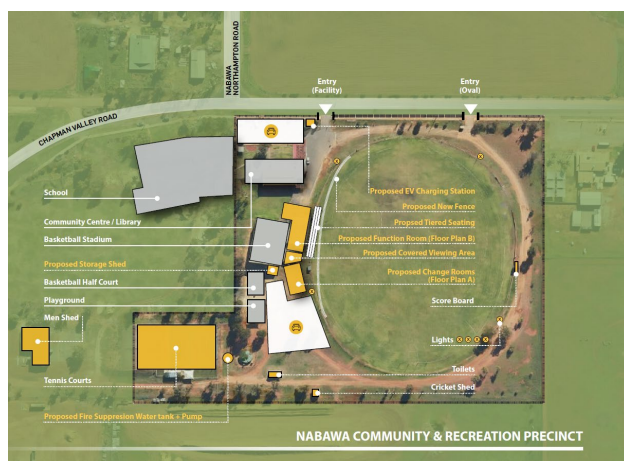
Purpose

The purpose of this document (the Plan) is to describe the short to medium term (10 years) planned asset management activities for the proposed new Recreation Centre in the town of Nabawa. The plan is primarily based upon inputs from the Shire's August 2023 Schematic Design Report.

This Plan is a 'live' document and should contain all latest available information.

Focus

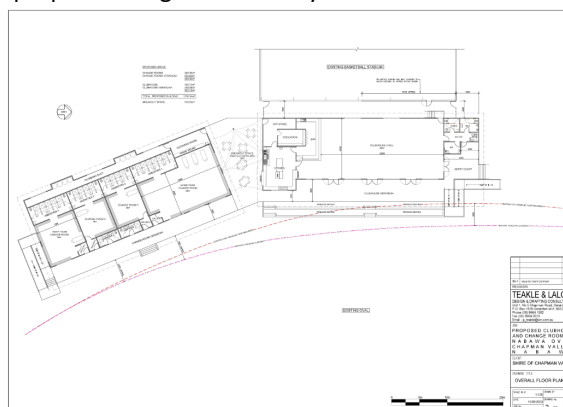
The Plan focuses solely on the proposed Nabawa Recreation Centre, to be built at 3320 Chapman Valley Road, Nabawa, WA. The construction project aims to deliver a new recreation centre for the locality of Nabawa. This building will replace the services currently supported by the existing Nabawa Recreation Centre. Although the recreation centre will be part of a broader community space, the focus of this plan is limited to the building structure and its internal components.



Facility

Overview

The Recreation Centre will have an approximate footprint of 1130m² and be split into two main wings that each comprise of a function centre and a change room amenity. Each wing accommodates the community and social aspects of the centre, including the main function room on the north side and the multi-purpose changeroom facility on the south side.



The main entry point is through the entry court in the core of the building, from which the function room including kitchen/bar facilities can be accessed. The function room facilities are 402m² in area with verandah space of 160m². The two buildings are separated by a 120m² breakout area with a multi-purpose changeroom facility to the south of the breakout area which is 463m² in area with verandah space of 105m².

Overall, the building will feature:

- Function rooms
- storerooms
- toilets
- Commercial kitchen
- bar area
- undercover viewing area
- terraced seating
- covered break out alfresco area
- Multiple home & away changerooms
- Disability access to ALL areas.

Nabawa Recreation Centre - Facility Management Plan

Value

An estimate of building costs was last calculated in August 2023. The element construction costs are as follows.

Element	Amount
Preliminaries	\$547,817
Substructure	\$149,734
Superstructure	\$575,199
Finishes	\$318,989
Fittings	\$188,480
Services	\$446,592
External Services	\$429,491
Contingency	\$343,698
Total	\$3,000,000

Performance

Understanding the potential performance of the building is important. This can enable strategic decisions to be made to ensure that the physical infrastructure supports good service outcomes, at a sustainable cost. In support of this, a number of performance metrics are reported here in the Plan.

Physical Condition

When managing infrastructure, it is important to periodically undertake inspections to determine the physical condition of components. The results from inspections can then be used for outputs such as:

- Developing and refining planned operation and maintenance programs;
- Identifying defects that require repair;
- Predicting when building components will reach the end of their lives and allowing for renewal works to be planned;
- .

Future inspections will be used to summarise components' condition ratings within the following table:

Component	Condition
Substructure	Not Applicable
Superstructure	Not Applicable
Finishes	Not Applicable
Fittings	Not Applicable
Services	Not Applicable
External Services	Not Applicable



Usage

The Shire has produced an estimate of the total level of usage likely to be expected at the Recreation Centre. This excludes Shire staff usage. This will be monitored after construction so that the Shire is able to ensure the building provides an adequate service to users, as well as being able to calculate a cost/usage performance metric.

Nabawa Recreation Centre - Facility Management Plan

User	Annual Hours
CV Senior Football Club	210
CV Junior Football Club	420
CVNorthampton Senior Cricket Club	166
CVN Junior Cricket Club	112
Geraldton Roller Derby	156
Chapman Valley Primary School	252
CV Basketball Club	104
PAYG Fitness groups (Pilates, Yoga)	104
Private Hire	260
Total	1,784

Cost per Hour

Based upon the estimated 2024/25 OPEX and CAPEX, and the forecast usage levels, the following table shows the average cost per hour of usage. In future, this metric will transition to using actual annual levels of usage and costs.

Year	Cost Per Hour
2024/25	\$33.32



Annual Costs

The following table outlines the total amount of money estimated to be spent on running the building for each of its first three full financial years. Costs have been split. OPEX consists of operation and maintenance expenditure, and CAPEX of renewal, upgrade, and new works expenditure.

Looking forward, this metric will transition to using historical expenditure so that trends can be monitored.

Year	OPEX	CAPEX
2025/26	\$30,260	\$49,550
2026/27	\$33,273	\$52,028
2027/28	\$33,362	\$54,629
	\$96,895	\$156,207

Annual Income

The Shire has estimated how much income will be generated in the building's first full year of operation, as shown in the table below. In future, this metric will transition to using actual annual levels of income.

Year	Income
2024/25	\$9,356

Summary

The Shire expects the Community Centre to be used for approximately 34 hours per week. In return, this is likely to generate approximately \$9,356 of income over the year. However, annual costs of \$68,800 are forecast, meaning that the Shire will have to subsidise the building by around \$59,444 per annum on a lifecycle cost basis.

Nabawa Recreation Centre - Facility Management Plan

Lifecycle Management

Management Model

The building will be managed under a centralised model, being owned, and managed by the Shire. The Shire will be responsible for all operation, maintenance and capital costs and works. The facility will then be hired to a number of community groups, as well as private individuals.

Operation & Maintenance Plan

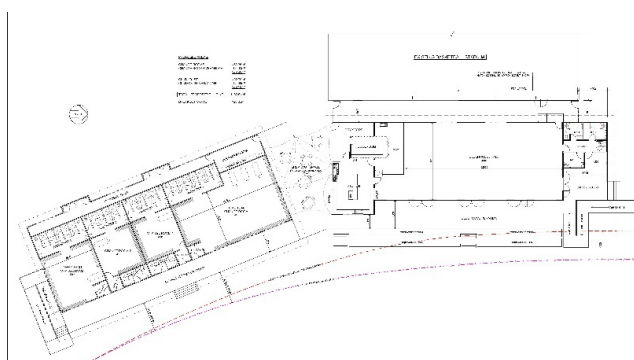
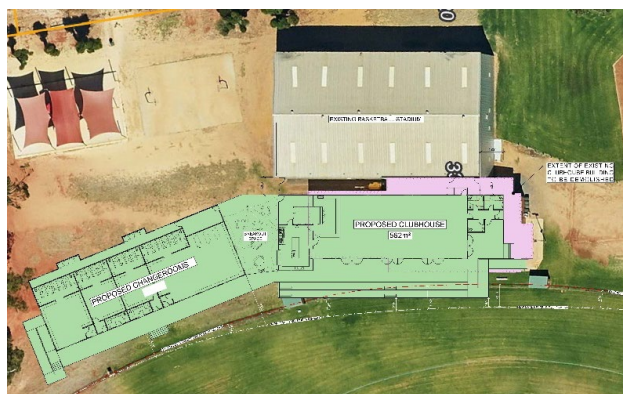
The building will be managed through a mixture of planned and reactive practices. That is, many tasks will be performed on a cyclical basis (as outlined in Appendix A), to minimise reactive maintenance events and associated costs. By implementing this planned approach, the Shire will be able to balance the needs of the building against available funding.

Renewal Plan

As the building will be new, it is not anticipated that major renewal works will be required in the short to medium term. To ensure that funding is available in the future, as and when works are identified, the Works Plan in Appendix A has included 'sinking funds.' These allow for the average annual cost of component depreciation to be set aside to fund future renewal works.

Upgrade Plan

The need for new and/or upgraded components (e.g. an extension to meet a service deficiency) may be identified from a number of potential sources. If identified, potential projects are investigated and considered by the Shire. Where valid, projects are prioritised against other projects. Approved projects are then listed onto the works plan.



Nabawa Recreation Centre - Facility Management Plan

Financial Plan

The financial plan details the funding requirements for the building over the Plan's timeframe (10 years). All costs are aggregated from the plan in Appendix A, and are in future dollars.

Expenditure Requirements

Year	Operation & Maintenance	Renewal	Upgrade & New	Total
2024/25	\$0	\$3,000,000	\$0	\$3,000,000
2025/26	\$30,260	\$49,550	\$0	\$79,810
2026/27	\$33,273	\$52,028	\$0	\$85,301
2027/28	\$33,362	\$54,629	\$0	\$87,991
2028/29	\$40,580	\$57,360	\$0	\$97,940
2029/30	\$41,644	\$60,228	\$0	\$101,872
2030/31	\$43,624	\$63,240	\$0	\$106,864
2031/32	\$40,555	\$66,402	\$0	\$106,957
2032/33	\$49,433	\$69,722	\$0	\$119,115
2033/34	\$44,713	\$73,208	\$0	\$117,921

Improvements

The following actions have been identified as improvement actions. The development and implementation of these actions will improve the management of the building.

No.	Action
1	Monitor KPI metrics after building has been completed.
2	Refine the Works Programme with known actual costs.

Nabawa Recreation Centre - Facility Management Plan

Apendix A - Works Plan

Works Plan

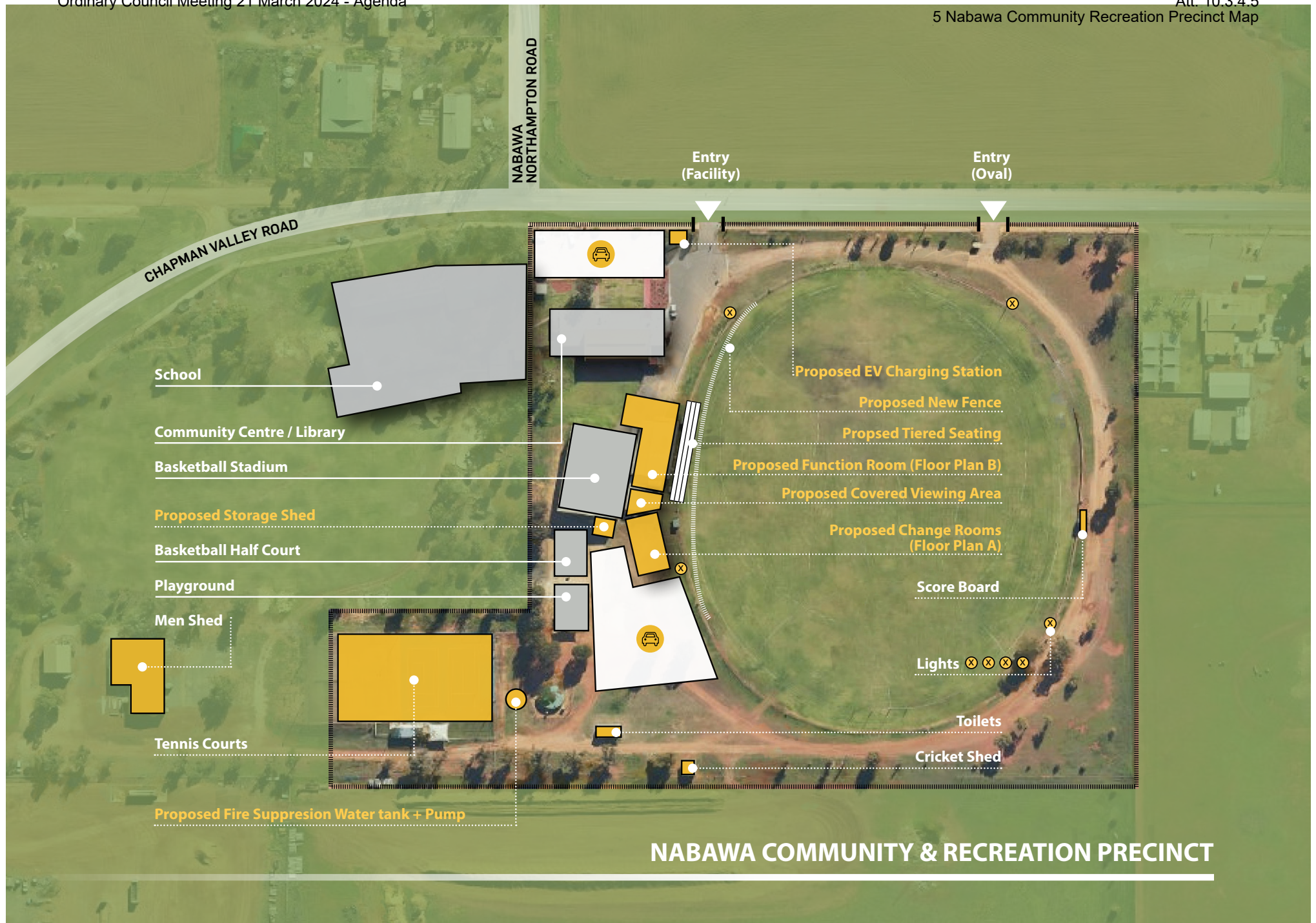
	Applied Inflation	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
Operation Costs / Works											
Blinds Cleaning	5.00%		600	630	662	695	729	766	804	844	886
CCTV	5.00%		1,260	1,323	1,389	1,459	1,532	1,608	1,689	1,773	1,862
Cleaning Contractor	5.00%		-	-	-	-	-	-	-	-	-
Cleaning Materials	5.00%		800	840	882	926	972	1,021	1,072	1,126	1,182
Disability Access Audit	5.00%		-	-	-	-	-	-	-	-	-
Electrical Testing & Tagging	5.00%		300	315	331	347	365	383	402	422	443
Emergency Lighting	5.00%		500	525	551	579	608	638	670	704	739
Fire Equipment Servicing	5.00%		250	263	276	289	304	319	335	352	369
Gas Refills	5.00%		350	368	386	405	425	447	469	492	517
Grease Trap Cleaning	5.00%		600	630	662	695	729	766	804	844	886
Gutter and Solar Cell Cleaning	5.00%		550	578	606	637	669	702	737	774	813
HVAC Servicing	5.00%		600	630	662	695	729	766	804	844	886
Insurance	5.00%		-	-	-	-	-	-	-	-	-
Pest Control	5.00%		1,100	1,155	1,213	1,273	2,700	1,408	1,478	1,552	1,630
RCD and Smoke Detectors	5.00%		400	420	441	463	486	511	536	563	591
Roof Safety System Audit	5.00%		750	788	827	868	912	957	1,005	1,055	1,108
Rubbish Collection	5.00%		1,700	1,785	1,874	1,968	2,066	2,170	2,278	2,392	2,512
Sanitary Disposal	5.00%		450	473	496	521	547	574	603	633	665
Telecommunications	5.00%		-	-	-	-	-	-	-	-	-
Water Filter & UV Treatment System Servicing	5.00%		2,400	2,520	2,646	2,778	2,917	3,063	3,216	3,377	3,546
Maintenance Costs / Works											
Septic	5.00%		-	-	-	3,500	-	-	-	4,000	-
Building Maintenance & Cleaning - Shire Staff Costs	5.00%		9,500	9,975	10,474	10,997	11,547	12,125	12,731	13,367	14,036
Building Painting (internal & external)	5.00%		-	-	-	-	-	-	-	-	-
Defibrillator Batteries	5.00%		-	-	-	300	-	-	-	350	-
Door & Window Repairs & Servicing	5.00%		1,500	1,575	1,654	1,736	1,823	1,914	2,010	2,111	2,216
Electrical Maintenance	5.00%		750	788	827	868	912	957	1,005	1,055	1,108
Fire Extinguisher & Blanket Overhaul and/or Replacement	5.00%		-	-	-	-	500	-	-	-	-
Floor Tiles - Deep Clean	5.00%		-	-	-	-	2,000	-	-	-	-
Floor Carpet & Mats - Deep Clean	5.00%		-	1,500	-	1,750	-	2,000	-	2,500	-
Floor Vinyl - Strip and Seal	5.00%		-	-	-	-	1,000	-	-	-	-
General Maintenance Contractor Works	5.00%		5,100	5,355	5,623	5,904	6,199	6,509	6,834	7,176	7,535
Plumbing Maintenance	5.00%		800	840	882	926	972	1,021	1,072	1,126	1,182
Water Tanks	5.00%		-	-	-	-	-	3,000	-	-	-
Renewal Works											
New Community Centre Sinking Fund - Preliminaries, Substructure, Superstructure	5.00%		15,900	16,695	17,530	18,406	19,327	20,293	21,308	22,373	23,492
New Community Centre Sinking Fund - Finishes	5.00%		10,200	10,710	11,246	11,808	12,398	13,018	13,669	14,352	15,070
New Community Centre Sinking Fund - Fittings	5.00%		12,200	12,810	13,451	14,123	14,829	15,571	16,349	17,167	18,025
New Community Centre Sinking Fund - Services	5.00%		5,700	5,985	6,284	6,598	6,928	7,275	7,639	8,020	8,421
New Community Centre Sinking Fund - External Services	5.00%		5,550	5,828	6,119	6,425	6,746	7,083	7,438	7,809	8,200
Construction of new Recreation Centre	5.00%	3,000,000									
Upgrade Works											
		-	-	-	-	-	-	-	-	-	-
New Works											
		-	-	-	-	-	-	-	-	-	-
Disposal											
		-	-	-	-	-	-	-	-	-	-

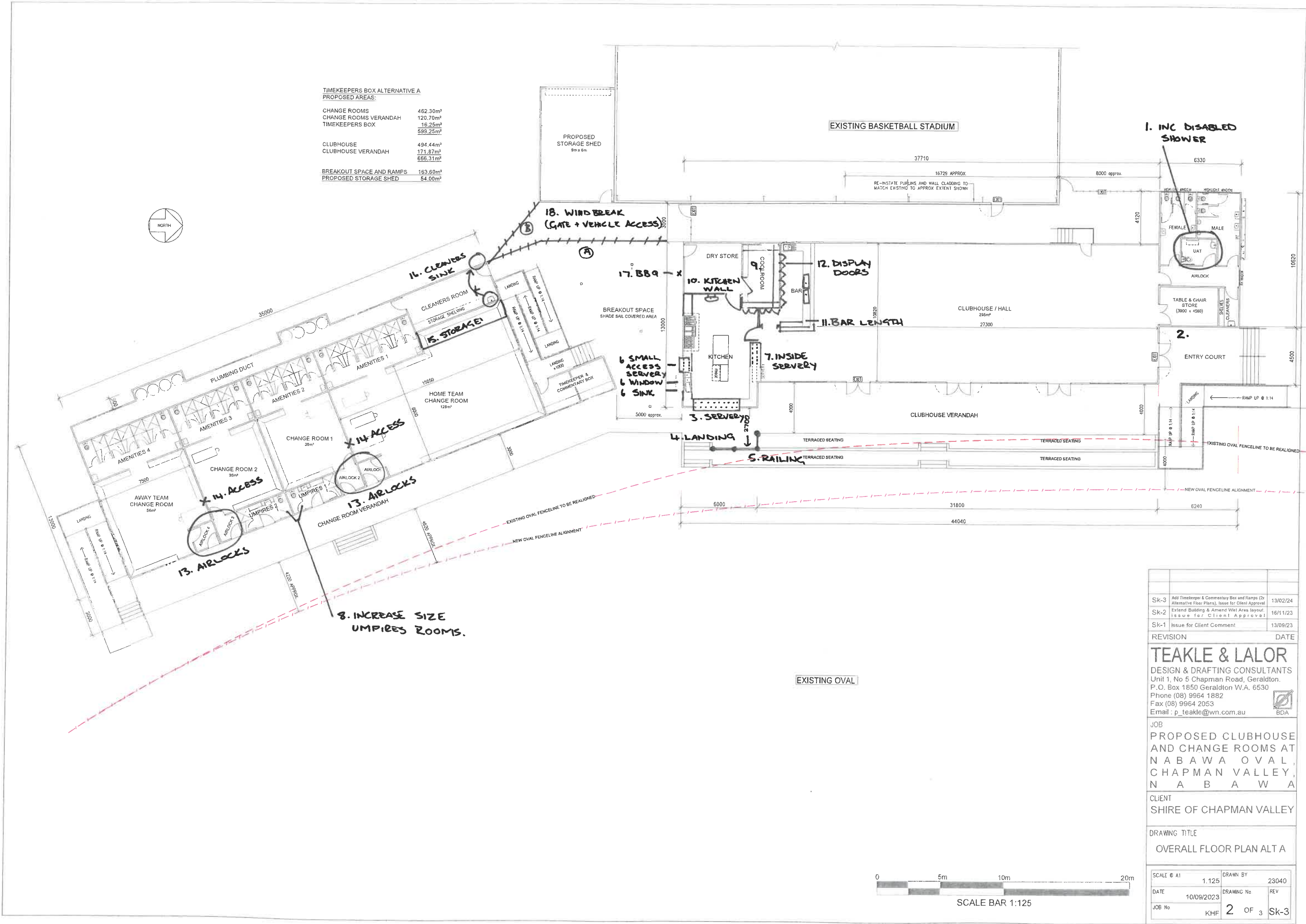
Annual Facility Cost	3,000,000	79,810	85,301	87,991	97,940	101,872	106,864	106,957	119,155	117,921
Sinking Funds Balance		49,550	52,028	54,629	57,360	60,228	63,240	66,402	69,722	73,208

Total 10 Year Financial Cost
Average Annual Property Portfolio Financial Needs

Operation (OPEX)	-	12,610	13,241	13,903	14,598	16,690	16,098	16,903	17,748	18,636
Maintenance (OPEX)	-	17,650	20,033	19,459	25,982	24,954	27,526	23,653	31,685	26,077
Renewal (CAPEX)	3,000,000	49,550	52,028	54,629	57,360	60,228	63,240	66,402	69,722	73,208
Upgrade, New & Disposal (CAPEX)	-	-	-	-	-	-	-	-	-	-
Total	3,000,000	79,810	85,301	87,991	97,940	101,872	106,864	106,957	119,155	117,921

Assumption & Basis
Annual clean and minor repairs
Charges and maintenance
Assumed inhouse Shire service
New building presumed to be fully compliant
Every 6 months
Every 6 months
Every 6 months
Assumed -90kg p/a, but will require monitoring
Assumed annual clean
Annual
Annual
Presumed accounted centrally, but worthwhile distributing to asset
Perimeter Spray every 5 years in addition to normal annual activity
Annual
Annual
Assumed no service requirement
Pump out every 4 years
BMO, Apprentice & Cleaner
Every four years
Including PV system
Every 5 years
Every 5 years
Every 2 years
Every 5 years
Tank clean every 6 years
Proposed Redevelopment Cost - QS







SHIRE OF
Chapman Valley
love the rural life!

**NABAWA RECREATION CENTRE USER GROUP
Minutes**

**TUESDAY, 6 FEBRUARY 2024
@ 6PM**

Held at

**NABAWA COMMUNITY CENTRE
3320 CHAPMAN VALLEY ROAD, NABAWA WA 6532**

1. DECLARATION OF OPENING OF MEETING

The CEO opened the meeting at 6.22pm with a site meeting /discussion at the Recreation Centre occurring from 6.04pm.

1.1 ANNOUNCEMENTS OF VISITORS

Nil

1.2 SITE VISIT

Prior to the opening of the meeting, the group visited the proposed site to get a feel of the scale of the project.

1.3 ELECTION OF CHAIR

By the decision of the meeting it was agreed that Cr Emma Rodney would chair all future NRCUG meetings

2. RECORD OF ATTENDANCE / APOLOGIES**2.1 MEMBERSHIP**

Membership of the Recreation Centre User Group consist of:

- Two elected representatives appointed to the Nabawa Recreation Centre User Group (NRCUG)
- Project Manager (CEO);
- 4 representatives of the existing Nabawa Recreation Centre User Group –
1 (Cricket) 1 (Football) 1 (Community) 1 (School); and
- Other intermittent stakeholders as determined and invited by the Project Manager.

2.2 Attendance

The following members were present:

Members:	Cr Emma Rodney	Council Delegate (Chairperson)
	Cr Kirrilee Warr	Council Delegate
	Jamie Criddle	Project Manager (CEO)
	Nigel Routledge	Cricket representative
	Aaron Thomas	Football representative
	Christine Philippa	Community representative
	Renaë Hough	School representative

Minute taker: Jamie Criddle

Invited guests: Nil

2.3 Apologies

Anthony Abbott

Building Surveyor/Project Officer

3. DISCLOSURE OF INTEREST

It is noted that the club representatives of Chapman Valley Football, Chapman Valley Cricket, Chapman Valley Primary School have an inherent interest in this project as existing users of this facility.

4. ANNOUNCEMENTS WITHOUT DISCUSSION

Nil.

5. TERMS OF REFERENCE

All members revisited the terms of reference.

6. INTRODUCTIONS

The Chairperson advised that as this was the inaugural meeting that all members introduce themselves and advise of their position in the group and who they represent.

7. CHANNELS OF COMMUNICATION

It was advised that all channels of communication between the Architect and Reference Group members is to be directed through Jamie Criddle as the Project Manager. All correspondence to also be cc'd to the Community Development Officer as the administrative officer for the group.

8. TIMELINES FOR EXPECTED MILESTONES

The CEO (project manager) advised that timelines were very difficult to predict at this stage as the project is still in its infancy stages with two (2) grant requests still pending. Once there is a decision made on the pending grants, Council will then need to accept the funding and approve the project based on a number of factors including cost, affordability, value for dollar and project suitability.

Once this is determined and tenders are sort, timelines and milestones will be easier to judge. For now, the group will need to plan as if the project is going ahead and expect final plans ready for tender by the start of June 2024.

9. ARCHITECT REQUIREMENTS OF REFERENCE GROUP

Existing Recreation Centre user groups members were asked to provide responses to briefing questions from Site Architecture.

The modifications were specifically directed around the "bricks & mortar" and not fittings at this stage:

Function room:

1. Can the UAT toilet in the function room be altered to include a disabled shower.
2. Community information board in entry Court.

Canteen / kitchen facilities:

There were obvious issues with the general layout of the kitchen and its functionality. The main points were:

3. Outside servery – needs to face the oval. Increase size to 3-3.5m.
4. Servery modifications would mean the landing would need to increase in size (terrace).
5. Possible railing to new server landing.
6. Servery modifications would mean the sink position & servery & window would change.
7. Inside server is too small. Options as area could end up at a pinch point with kitchen/bar traffic. CEO to draw modifications and distribute to the committee.

Umpire rooms:

8. Increase the size of the umpires rooms

Bar area:

9. In relation to modifications to the kitchen, the orientation of the cool room would need to rotate 90 degrees & push against the western wall
10. The rear wall in the kitchen to the dry store would need to move to accommodate the cool room move.
11. The length of the bar would reduce slightly to allow flow to new kitchen access.
12. Increased display doors in bar and access to display to kitchen.

Change rooms:

13. Are the airlocks necessary, could they be minimalized or reduced.
14. Ability to have access to both 'home' & both 'away' changerooms (via roller door)
15. Can there be lockable internal storage in the home changeroom where the trainer benches are?
16. Can the sink in the cleaner's room be located outside?

Connectivity to all playing area:

17. The Breakout space will require modification with the addition of the 'media room' Community BBQ on south-western wall of dry store
18. Wind break (permanent or semi-permanent) between buildings on western section breakout space.

10. SCHEDULE FOR FUTURE REFERENCE GROUP MEETINGS

Information will be distributed via email when required with the schedule of meeting to be the first Tuesday of the month.

11. NEXT MEETING

The next meeting of the Nabawa Recreation Centre User Group is to be advised.

12. CLOSURE

The Chairperson declared the meeting closed at 8.33pm.



**NABAWA RECREATION CENTRE USER GROUP
Minutes**

**TUESDAY, 5 MARCH 2024
@ 6PM**

Held at

**SHIRE ADMINISTRATION- COUNCIL CHAMBERS
3270 CHAPMAN VALLEY ROAD, NABAWA WA 6532**

1. DECLARATION OF OPENING OF MEETING & ACKNOWLEDGEMENT OF COUNTRY

The Cr Rodney opened the meeting at 6.09pm and wished 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.

1.1 ANNOUNCEMENTS OF VISITORS

Nil

1.2 SITE VISIT

Nil

2. RECORD OF ATTENDANCE / APOLOGIES

2.1 MEMBERSHIP

Membership of the Recreation Centre User Group consist of:

- Two elected representatives appointed to the Nabawa Recreation Centre User Group (NRCUG)
- Project Manager (CEO);
- 4 representatives of the existing Nabawa Recreation Centre User Group –
1 (Cricket) 1 (Football) 1 (Community) 1 (School); and
- Other intermittent stakeholders as determined and invited by the Project Manager.

2.2 Attendance

The following members were present:

Members:	Cr Emma Rodney	Council Delegate (Chairperson)
	Cr Kirrilee Warr	Council Delegate
	Jamie Criddle	Project Manager (CEO)
	Christine Philippa	Community representative
	Renae Hough	School representative

Minute taker: Jamie Criddle

Invited guests: Nil

2.3 Apologies

Anthony Abbott	Building Surveyor/Project Officer
Nigel Routledge	Cricket representative
Aaron Thomas	Football representative

3. DISCLOSURE OF INTEREST

It is noted that the club representatives of Chapman Valley Football, Chapman Valley Cricket, Chapman Valley Primary School have an inherent interest in this project as existing users of this facility.

4. ANNOUNCEMENTS WITHOUT DISCUSSION

Nil.

5. TERMS OF REFERENCE

All members revisited the terms of reference.

6. CHANNELS OF COMMUNICATION

It was advised that all channels of communication between the Architect and Reference Group members is to be directed through Jamie Criddle as the Project Manager. All correspondence to also be cc'd to the Community Development Officer as the administrative officer for the group.

7. TIMELINES FOR EXPECTED MILESTONES

The CEO (project manager) advised that timelines were very difficult to predict at this stage as the project is still in its infancy stages with two (2) grant requests still pending.

It was hoped that a decision on the CSRFF funding would be made in February but that has not happened thus far. This to a degree, puts our timelines at the mercy to the Grant funders, so once there is a decision made on the pending grants, Council will then need to accept the funding and approve the project based on a number of factors including cost, affordability, value for dollar and project suitability.

Once this is determined and tenders are sort, timelines and milestones will be easier to judge. For now, the group will need to plan as if the project is going ahead and expect final plans ready for tender by the start of June 2024.

To note, Council, at its February meeting confirmed the funding allocation from DFES for \$500,000 to go towards the Nabawa Recreation Centre project.

8. ARCHITECT REQUIREMENTS OF REFERENCE GROUP

The CEO (project manager) requested existing Recreation Centre user groups members to provide responses to specific areas of the Recreation Centre Building that were discussed at the February meeting.

These responses were included onto a revised site plan (attached) for discussion and approval to go back to the architects for final concepts. It was noted that the committee preferred the media centre to be attached to the northern end of the building and not as part of the home changerooms.

The modifications were specifically directed around the "bricks & mortar" and not fittings at this stage:

Function room:

1. Can the UAT toilet in the function room be altered to include a disabled shower.
2. Community information board in entry Court.

Canteen / kitchen facilities:

There were obvious issues with the general layout of the kitchen and its functionality. The main points were:

3. Outside servery – needs to face the oval. Increase size to 3-3.5m.
4. Servery modifications would mean the landing would need to increase in size (terrace).
5. Possible railing to new server landing.

6. Servery modifications would mean the sink position & servery & window would change.
7. Inside server is too small. Options as area could end up at a pinch point with kitchen/bar traffic.
CEO to draw modifications and distribute to the committee.

Umpire rooms:

8. Increase the size of the umpires rooms

Bar area:

9. In relation to modifications to the kitchen, the orientation of the cool room would need to rotate 90 degrees & push against the western wall
10. The rear wall in the kitchen to the dry store would need to move to accommodate the cool room move.
11. The length of the bar would reduce slightly to allow flow to new kitchen access.
12. Increased display doors in bar and access to display to kitchen.

Change rooms:

13. Are the airlocks necessary, could they be minimalized or reduced.
14. Ability to have access to both 'home' & both 'away' changerooms (via roller door)
15. Can there be lockable internal storage in the home changeroom where the trainer benches are?
16. Can the sink in the cleaner's room be located outside?

Connectivity to all playing area:

17. The Breakout space will require modification with the addition of the 'media room' Community BBQ on south-western wall of dry store
18. Wind break (permanent or semi-permanent) between buildings on western section breakout space.

Note: The committee were happy with the plans submitted by the CEO (with minor modifications) highlighted in points 1-18 above. Requested that these plans be forwarded to the Architects for finalisation.

Moved C Philippa, seconded R Hough

That the documents provided for the current CSRFF application be presented to the next Ordinary Meeting of Council for discussion and endorsement:

1. Nabawa Recreation Centre Summary Doc Urbis
2. Business Case Nabawa Recreation Centre
3. Cost Benefit Analysis Nabawa Recreation Centre
4. Management Plan - Nabawa Recreation Centre
5. Nabawa Community Recreation Precinct Map

Carried 5/0

9. SCHEDULE FOR FUTURE REFERENCE GROUP MEETINGS

Information will be distributed via email when required with the schedule of meeting to be the first Tuesday of the month.

10. NEXT MEETING

The next meeting will coincide with future funding announcements and the receival of the revised concept plans (4-6 weeks)

11. CLOSURE

The Chairperson declared the meeting closed at 8.33pm.

11 Elected Members Motions

Local Government Act 1995
SHIRE OF CHAPMAN VALLEY
Standing Orders Local Law 2016

Part 5 - Business of a meeting

5.3 Motions of which previous notice has been given

- (1) Unless the Act, Regulations or this local law otherwise provide, a Member may raise at a meeting such business as he or she considers appropriate, in the form of a motion, of which notice has been given in writing to the CEO and which has been included on the agenda.
- (2) A notice of motion under subclause (1) is to be given at least 10 clear working days before the meeting at which the motion is moved.
- (3) A notice of motion is to relate to the good governance of the district.
- (4) The CEO -
- (a) may, with the concurrence of the President, may exclude from the notice paper any notice of motion deemed to be, or likely to involve, a breach of any of this local law or any other written law;
- (b) will inform Members on each occasion that a notice has been excluded and the reasons for that exclusion;
- (c) may, after consultation with the Member where this is practicable, make such amendments to the form but not the substance as will bring the notice of motion into due form; and
- (d) may provide to the Council relevant and material facts and circumstances pertaining to the notice of motion on such matters as policy, budget and law.
- (5) A motion of which notice has been given is to lapse unless:
- (a) the Member who gave notice of it, or some other Member authorised by the originating Member in writing, moves the motion when called on; or
- (b) the Council on a motion agrees to defer consideration of the motion to a later stage or date.
- (6) If a notice of motion is given and lapses under subclause (5), notice of a motion in the same terms or to the same effect is not to be given again for at least 3 months from the date of such lapse.

The Council has not received any notice of motion from an elected member at the time of writing this report.

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

Local Government Act 1995
SHIRE OF CHAPMAN VALLEY
Standing Orders Local Law 2016

Part 5 - Business of a meeting

5.4 New business of an urgent nature

- (1) In cases of extreme urgency or other special circumstances, matters may, on a motion

by the Presiding Member that is carried by the meeting, be raised without notice and decided by the meeting.

(2) In subclause (1), 'cases of extreme urgency or other special circumstances' means matters that have arisen after the preparation of the agenda that are considered by the Presiding Member to be of such importance and urgency that they are unable to be dealt with administratively by the local government and must be considered and dealt with by the Council before the next meeting.

13 Delegates Reports

Delegate	Details
Cr Kirrilee Warr (President)	SoCV Southwest tour
	SoCV Rabbit Baiting Workshop BHP
	SoCV Exit Audit Meeting
	WALGA State Council Finance Committee
	GERI social impacts consultants meeting
	WALGA State Council
	SoCV East Shire tour
	Building Committee Meeting
	BROC Women on Council coffee catch up
	MWCRG meeting Main Roads
	Yuna Primary School Swimming pool stakeholder meeting
Cr Nicole Batten (Deputy President)	FARM Meeting
	Road & Building Inspection
	FabCV Meeting

	Reinvigorating Regional WA workshop – Perenjori
	Roads Committee Meeting
	Annual Electors Meeting
Cr Philip Blakeway	Road & Building Inspection
	Special Council Meeting
	Building Committee Meeting
Cr Elizabeth Elliott-Lockhart	FARM Meeting
	Special Council Meeting
	Building Committee Meeting
Cr Catherine Low	Road & Building Inspection
	Special Council Meeting
Cr Emma Rodney	FARM Meeting
	Road & Building Inspection
	Special Council Meeting
Cr Trevor Royce	Road & Building Inspection
	Building Committee Meeting

14 Announcements by Presiding Member Without Discussion

15 Matters for which Meeting to be Closed to Members of the Public

<p style="text-align: center;">Local Government Act 1995 Administration Part 5 Council meetings, committees and their meetings and electors' meetings Division 2 s. 5.23</p> <p>The council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —</p>

- (a) a matter affecting an employee or employees; and
 - (b) the personal affairs of any person; and
 - (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
 - (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and
 - (e) a matter that if disclosed, would reveal —
 - (i) a trade secret; or
 - (ii) information that has a commercial value to a person; or
 - (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government; and
 - (f) a matter that if disclosed, could be reasonably expected to —
 - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or
 - (ii) endanger the security of the local government's property; or
 - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety; and
 - (g) information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1971; and
 - (h) such other matters as may be prescribed.
- (3) A decision to close a meeting or part of a meeting and the reason for.

15.1

Tender 02-2023/2024 Depot Office/Crib Room

Department

Development Service
Building

Finance, Governance & Corporate Services
Chief Executive Officer

Author

Jamie Criddle

Reason for Confidentiality

CONFIDENTIAL REPORT

Reason for confidentiality - Local Government Act 1995, Section 5.23(c) - A contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

CONFIDENTIAL ATTACHMENT

Reason for confidentiality - Local Government Act 1995, Section 5.23(c) - A contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed

at the meeting.

16 Closure