

ORDINARY COUNCIL MEETING

Minutes

Meeting Date Thursday 16 April 2026

Meeting Time 9:00 am

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

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



SHIRE OF

Chapman Valley

love the rural life!

Jamie Criddle
Chief Executive Officer

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.

AUDIO RECORDING OF MEETING

In accordance with Regulation 14(l) of the Local Government (Administration) Regulations 1996, Band 3 & 4 Local Governments are required to make and retain audio recordings of all Council meetings.

All Council meetings are electronically recorded for minute taking purposes, including when Council resolves to close a meeting to the public, in accordance with s 5.23 of the Local Government Act 1995, and 'Proceed behind Closed Doors'.

Recordings of open proceedings will be published on the local government's website within 14 days of the meeting taking place. All recordings are retained as part of the Shire's records in accordance with the State Records Act 2000, Local Government Act 1995 & Administration Regulations.

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

Nil

3 Record of Attendance

3.1 Attendees

The following attended the council meeting:

Elected Members

Cr Nicole Batten(President)
Cr Trevor Royce (Deputy President)
Cr Philip Blakeway
Cr Peter Humphrey
Cr Catherine Low
Cr Emma Rodney

Officers

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

Visitors

Wayne Oliver

3.2 Apologies

Nil

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

Cr Elizabeth Elliott-Lockhart has been approved by resolution to take a leave of absence for the April 2026 meeting.

4 Public Question Time

4.1 Response to Previous Public Questions on Notice

Nil

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

Council Resolution

Moved: Cr Emma Rodney **Seconded:** Cr Philip Blakeway

That Cr Katie Low be approved for a leave of absence for the Ordinary Meeting of Council May 2026.

For Cr Nicole Batten, Cr Philip Blakeway, Cr Peter Humphrey, Cr Katie Low, Cr Emma Rodney and Cr Trevor Royce

Against Nil

6 / 0

CARRIED UNANIMOUSLY

Minute Reference OCM 2026/04-1

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

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

Council Resolution

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

That the Minutes of the Ordinary Council Meeting held on 19 March 2026 be confirmed as true and accurate.

For Cr Nicole Batten, Cr Philip Blakeway, Cr Peter Humphrey, Cr Katie Low, Cr Emma Rodney and Cr Trevor Royce

Against Nil

6 / 0

CARRIED UNANIMOUSLY
Minute Reference OCM 2026/04-2

9 Items to be dealt with En Bloc

Nil

10 Officer Reports

10.1 Deputy Chief Executive Officer

10.1.1	Proposed Building Envelope Alteration, Patten Place, White Peak
Department	Development Service Planning
Author	Simon Lancaster
Reference(s)	A1820
Attachment(s)	1. application and background information [10.1.1.1 - 8 pages] 2. received objection [10.1.1.2 - 1 page] 3. landowner response to objection [10.1.1.3 - 1 page]

Voting Requirements

Simply Majority

Staff Recommendation

That Council:

- 1 Refuse the application for the relocation of the building envelope 8m westwards upon 50 (Lot 310) Patten Place, White Peak, and associated construction of an outbuilding with a western/side boundary setback of 2m, for the following reasons:
 - (a) The development is not considered to satisfy Section 40 and Schedule 5 of the Shire of Chapman Valley Local Planning Scheme No.3.
 - (b) The development is not considered to satisfy Clause 67 of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
 - (c) 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'.
 - (d) 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.

Advice 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.

- 2 Grant formal planning approval for the relocation of the building envelope 5m westwards upon 50 (Lot 310) Patten Place, White Peak, and associated construction of an outbuilding with a western/side boundary setback of 5m subject to compliance with the following conditions:
 - (a) Development shall be in accordance with the approved plan(s) as contained within Attachment 10.1.2.1, subject to the amendment of the side boundary setback from 2m to 5m, and any other 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.
 - (b) 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.

- (c) The future development within the building envelope shall be of materials, finish and colours that are non-reflective (i.e. not zincalume) and complementary to the existing residence and the natural landscape features to the satisfaction of the local government.
- (d) The outbuilding is only to be used for general storage purposes associated with the predominant use of the land and must not be used for habitation, commercial or industrial purposes.
- (e) Landscaping and vegetation about the development must be maintained in accordance with the Asset Protection Zone requirements as contained in the Department for Planning, Lands and Heritage's Guidelines for Planning in Bushfire Prone Areas (document and appendices), with particular regard for the areas between the outbuilding and western/side property boundary, and the outbuilding and the residence.
- (f) The floor level of the outbuilding must be raised to a height of 0.5m above natural ground level.
- (g) All electrical installations must be a minimum of 0.75m above the natural surface level and suitably insulated to increase resilience to major flooding.
- (h) Any soils disturbed or deposited on site must be stabilised to the satisfaction of the local government.
- (i) All stormwater must be contained and disposed of on-site to the satisfaction of the local government.
- (j) 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.

Advice Notes:

- (i) 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.
- (ii) 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 Peter Humphrey **Seconded:** Cr Trevor Royce

As per part 10.15 of the Shire of Chapman Valley Standing Orders Council grants the withdrawal of the original motion Moved by Cr Humphrey and Seconded by Cr Royce due to the mover misunderstanding the intent of the motion.

WITHDRAWN

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

That Council:

- 1 Refuse the application for the relocation of the building envelope 8m westwards upon 50 (Lot 310) Patten Place, White Peak, and associated construction of an outbuilding with a western/side boundary setback of 2m, for the following reasons:
 - (a) The development is not considered to satisfy Section 40 and Schedule 5 of the Shire of Chapman Valley Local Planning Scheme No.3.

- (b) The development is not considered to satisfy Clause 67 of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
- (c) 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'.
- (d) 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.

Advice 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.

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- (b) 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.
- (c) The future development within the building envelope shall be of materials, finish and colours that are non-reflective (i.e. not zinalume) and complementary to the existing residence and the natural landscape features to the satisfaction of the local government.
- (d) The outbuilding is only to be used for general storage purposes associated with the predominant use of the land and must not be used for habitation, commercial or industrial purposes.
- (e) Landscaping and vegetation about the development must be maintained in accordance with the Asset Protection Zone requirements as contained in the Department for Planning, Lands and Heritage's Guidelines for Planning in Bushfire Prone Areas (document and appendices), with particular regard for the areas between the outbuilding and western/side property boundary, and the outbuilding and the residence.
- (f) The floor level of the outbuilding must be raised to a height of 0.5m above natural ground level.
- (g) All electrical installations must be a minimum of 0.75m above the natural surface level and suitably insulated to increase resilience to major flooding.
- (h) Any soils disturbed or deposited on site must be stabilised to the satisfaction of the local government.
- (i) All stormwater must be contained and disposed of on-site to the satisfaction of the local government.
- (j) 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.

Advice Notes:

- (i) 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.
- (ii) 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.

For Cr Nicole Batten, Cr Philip Blakeway, Cr Katie Low, Cr Emma Rodney and Cr Trevor Royce

Against Cr Peter Humphrey

5 / 1

CARRIED

Minute Reference OCM 2026/04-3

9:09 am - Cr Katie Low left the meeting.

9:09 am - Cr Katie Low returned to the meeting.

9:14 am - Simon Lancaster and Wayne Oliver left the meeting.

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 seeking to amend the building envelope upon 50 (Lot 310) Patten Place, White Peak to allow for the construction of an outbuilding 2m off the side property boundary. The application has been made available for comment and an objection was received. This report recommends approval of a modified side boundary setback distance of 5m.

Comment

Lot 310 is a 6,806m² property, that backs onto Dolby Creek on its northern boundary and has a 87.48m frontage onto Patten Place along its southern boundary. Lot 310 contains an existing 4 bedroom, 2 bathroom single storey residence

Figure 10.1.2.1 – Location Map for 50 (Lot 310) Patten Place, White Peak



Council adopted the Dolby Creek Estate Subdivision Guide Plan at its 20 October 2010 meeting that designated a 2,000m² building envelope for Lot 310.

The primary purpose for establishing the building envelopes upon the Dolby Creek Estate Subdivision Guide 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.

The building envelope for Lot 310 is sited towards the southern half of the property and is setback 10m off the side (eastern and western) boundaries and 15 from the front (southern) boundary. The applicant is seeking approval to relocate the building envelope 8m further west to enable the proposed shed to be sited 2m off the western side boundary.

In support of their application the proponent has advised that they are seeking to site the shed with a reduced side boundary setback due to the location of their septic tanks and leach drains that are sited to the west of their residence. Siting the shed in the proposed location would provide separation between the shed and septic system and better enable vehicles to manoeuvre without the need to drive over the septic system.

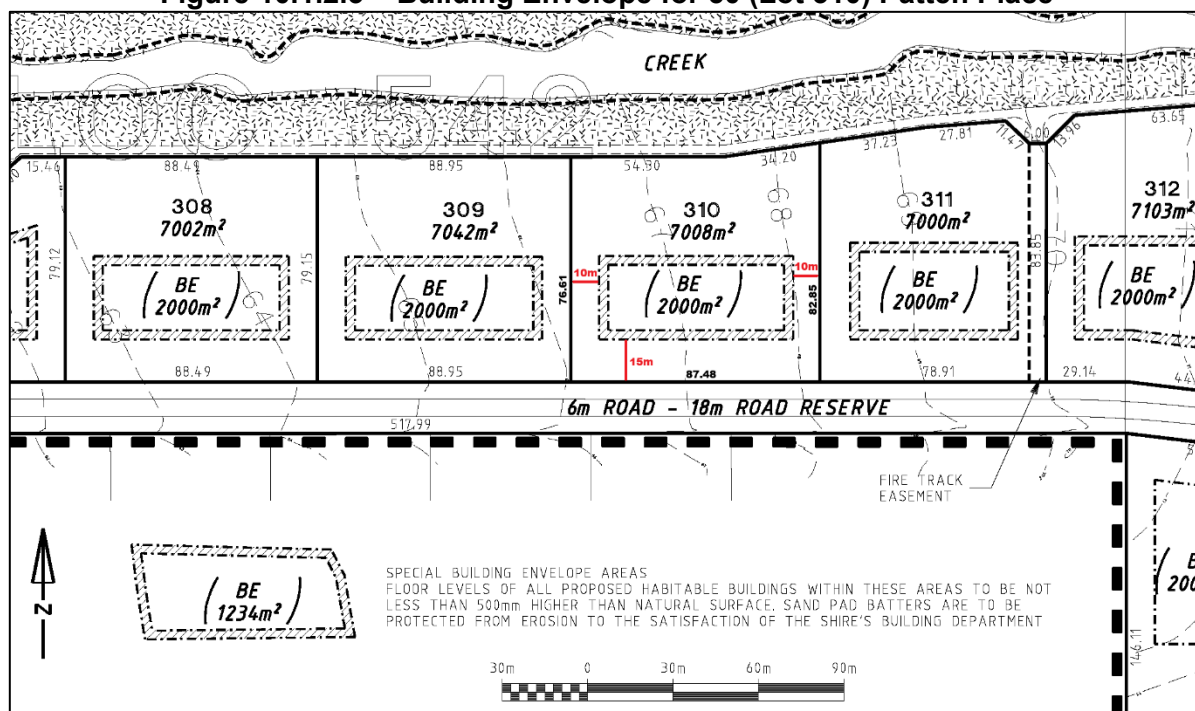
The shed would be clad in colorbond and measure 10m x 24m (240m²) with a wall height of 4m and gable height of 4.97m. This would comply with the Shire of Chapman Valley Outbuildings Local Planning Policy which sets a maximum floor area of 240m² (enclosed) and 120m² (unenclosed/lean-to), and maximum 4.5m wall height, and maximum 5.5m gable height in the 'Rural Residential zone'.

A copy of the application along with background information including site photos and the Dolby Creek Subdivision Guide Plan has been provided as **Attachment 10.1.1.1**.

Figure 10.1.2.2 – Aerial Photo of 50 (Lot 310) Patten Place, White Peak



Figure 10.1.2.3 – Building Envelope for 50 (Lot 310) Patten Place



As per the requirements of the Building Envelope Local Planning Policy the application was advertised for comment to the neighbouring landowner who would be impacted by this reduced side boundary setback.

An objection was received and a copy of this is provided as **Attachment 10.1.1.2**.

The primary issue with the proposed relocation of the building envelope westwards relates to its impact upon the neighbouring landowner.

It is not considered that the relocation of the building envelope and siting of the shed as proposed would have a negative or positive difference in terms of bushfire risk.

A Bushfire Management Statement was required to be prepared at the time of application for the residence, due to Lot 310 being in a bushfire prone area, and it identified the property as being uniformly Bushfire Attack Level Assessment 12.5 rating. The proposed structure is non-habitable and so long as the outbuilding is not closer than 6m to the residence, then the shed would meet the bushfire requirements, subject to any approval conditioning the maintenance of ongoing management measures in the Asset Protection Zone. The shed would need to be sited further than 12.5985m off the side boundary before the ability to maintain a 6m separation distance was impinged upon.

To address bushfire risk the following condition is recommended to be applied to any approval of a shed upon Lot 310 to ensure the landowner maintains a reduced fuel-load/slashed area on the lot between the shed and residence and the side boundary and riparian vegetation.

“Landscaping and vegetation about the development must be maintained in accordance with the Asset Protection Zone requirements as contained in the Department for Planning, Lands and Heritage’s Guidelines for Planning in Bushfire Prone Areas (document and appendices).”

It is also not considered that the relocation of the building envelope and siting of the shed would have a negative or positive difference in terms of flood risk.

The Shire has liaised with the Department of Water & Environmental Regulation (DWER) in relation to applications along Patten Place with the advice generally being that habitable building should have a finished floor level at 500mm-750mm above natural ground level to provide adequate flood protection against 1 in 100 Annual Exceedance Probability flooding into the future. DWER have previously noted that in the absence of formal floodplain mapping for Dolby Creek at this location, that its general observations from a major flood in 2008 suggest the general area may be affected by shallow flooding (<0.25m deep) during major flood events. DWER advice has been that non-habitable developments (such as the proposed shed) may not require such a high level of flood protection, but where development is considered acceptable below its recommended finished floor level, all electrical installations should be located above the recommended minimum and suitably insulated to increase resilience to major flooding.

To address flood risk the following conditions are recommended to be applied to any approval of a shed upon Lot 310:

“The floor level of the outbuilding must be raised to a height of 0.5m above natural ground level.”

“All electrical installations must be a minimum of 0.75m above the natural surface level and suitably insulated to increase resilience to major flooding”.

Figure 10.1.2.4 – View looking north at proposed shed location from Patten Place



Figure 10.1.2.5 – Panorama view looking south-west at proposed shed location



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

50 (Lot 310) 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.”*

In the absence of a building envelope as referenced in Schedule 5(2)(a) of the Scheme, then the minimum side boundary setback would be specified by Schedule 3 of the Scheme, and this is ordinarily 5m in the ‘Rural Residential’ zone.

Schedule 2, Part 9, Clause 67 of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2033* 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;*
 - (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 2033* 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 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.”*

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.”*

Shire of Chapman Valley Local Planning Policy 1.4 Outbuildings also provides guidance on the assessment of shed applications and this policy can be viewed at the following link:
[SoCV LPP 1 4 Outbuildings.pdf](#)

The Outbuildings Policy sets a maximum floor area of 240m² (enclosed) and 120m² (unenclosed/lean-to), and maximum 4.5m wall height, and maximum 5.5m gable height in the ‘Rural Residential zone. The proposed shed is 240m² with a wall height of 4m and gable height of 4.97m and meets with the area/height requirements of the Outbuildings Policy.

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 5 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 very narrow 42.18m frontage rectangular shape of the lot (2.9m from the closest side boundary).
- 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 (12.5m from the closest side boundary), 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 (30m from the closest side boundary).
- Council approved an outbuilding upon 33 (Lot 306) Patten Place, White Peak that extended 9m outside of the building envelope at its 15 February 2024 meeting, noting that the shed would be sited in cut earthworks on the sloping lot (14.334m from the closest side boundary).
- Council approved the relocation of a building envelope upon 80 (Lot 307) Patten Place, White Peak at its 19 July 2024 meeting, enabling the future siting of an outbuilding 20m outside of the original building envelope to allow for it to be sited further away from the neighbour (9m from the closest (rear) boundary).

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 2015 meeting (15m from the closest/rear boundary). 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 (8m from the closest side boundary). 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 seeking to relocate the building envelope 8m westwards on a relatively flat property bears more in common with the building envelope adjustment applications that were supported by Council rather than the more significant building envelope relocation applications that were refused by Council (that sought to maximise views on sloping blocks and in doing so impacting the view and/or privacy of neighbouring lots).

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.

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 6 March 2026 until 27 March 2026 by means of the Shire writing to the neighbouring landowner who would be most impacted by the proposed reduced side boundary setback inviting comment.

An objection was received, a copy of which is provided as **Attachment 10.1.1.2**. The issues raised in the submission concern the potential for noise emissions from the shed, and its siting at a reduced setback being unsightly and reducing cooling wind flow.

A copy of the received submission (with contact details of the respondent redacted as per standard Shire practice) was provided to the applicant to provide opportunity to respond to the issues raised during the consultation period.

At time of writing the applicant had not provided a response, however, in the event a response is received prior to the 16 April 2026 Council meeting this will be provided to Councillors.

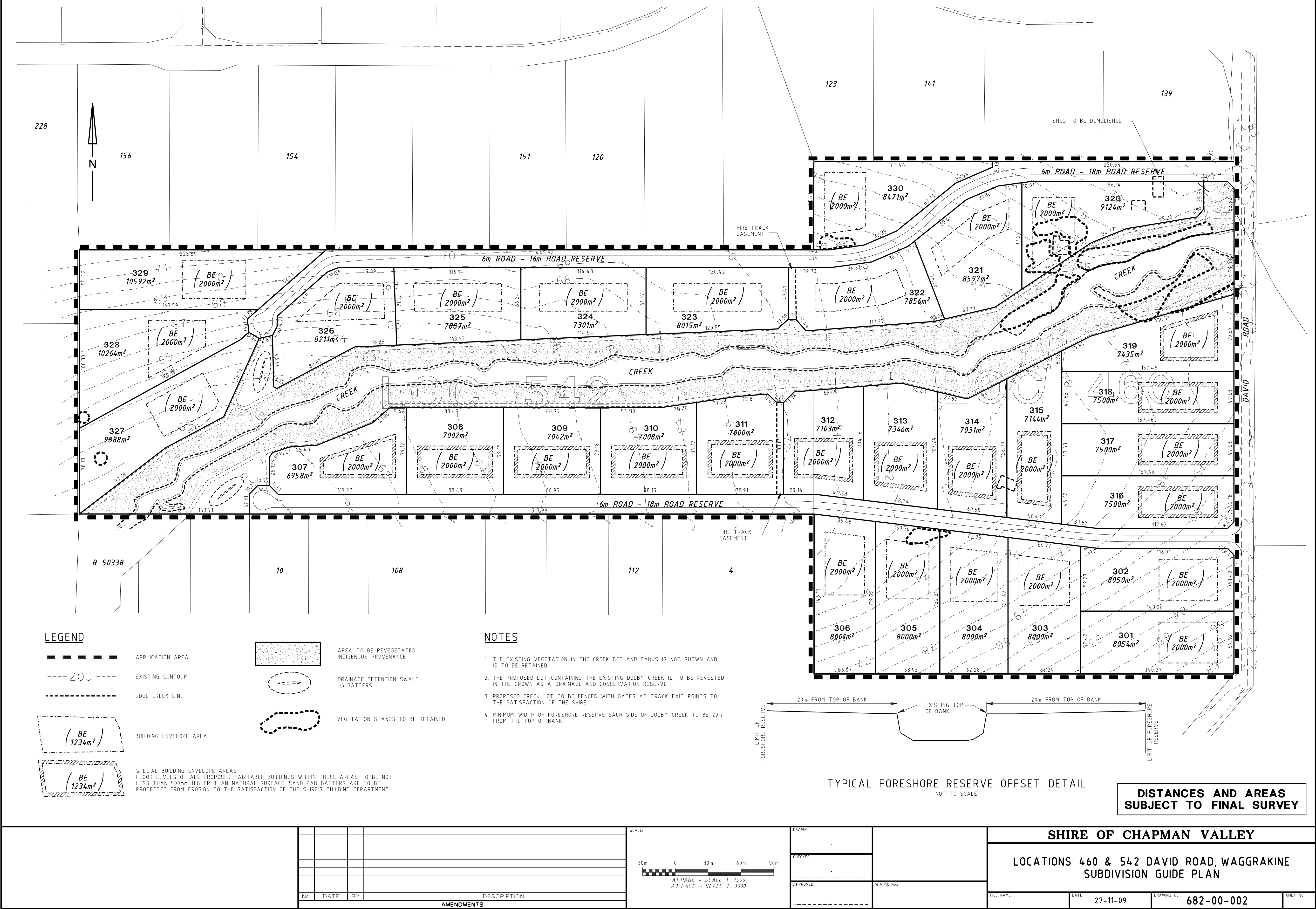
*Additional Information – The applicant has provided a response to the issues raised in objection to their application and a copy is provided as **Attachment 10.1.1.3**.*

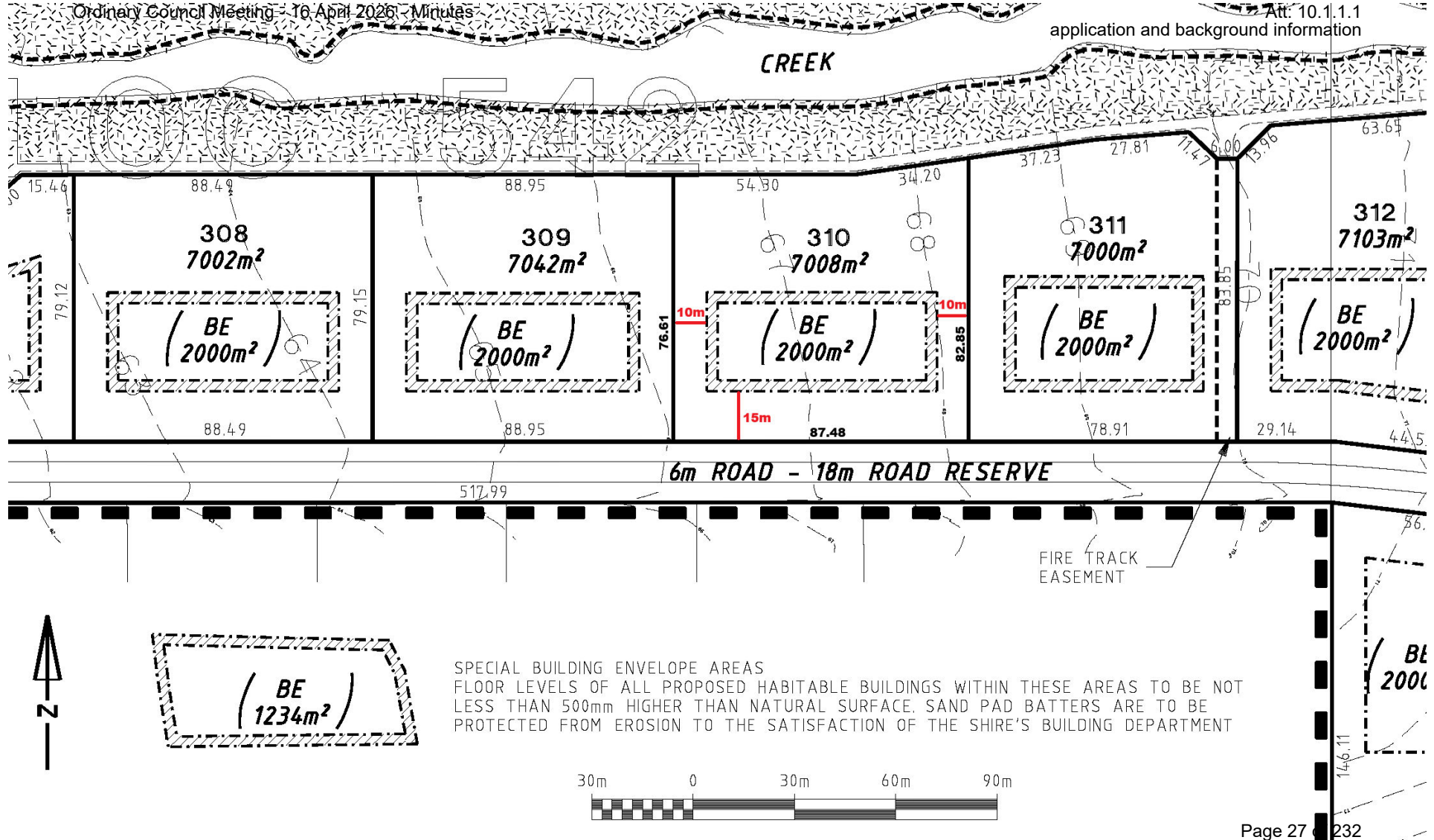
Risk Assessment

A Minor Property Risk of Level 2 - Likely resulting in localised damage rectified by routine internal procedures.

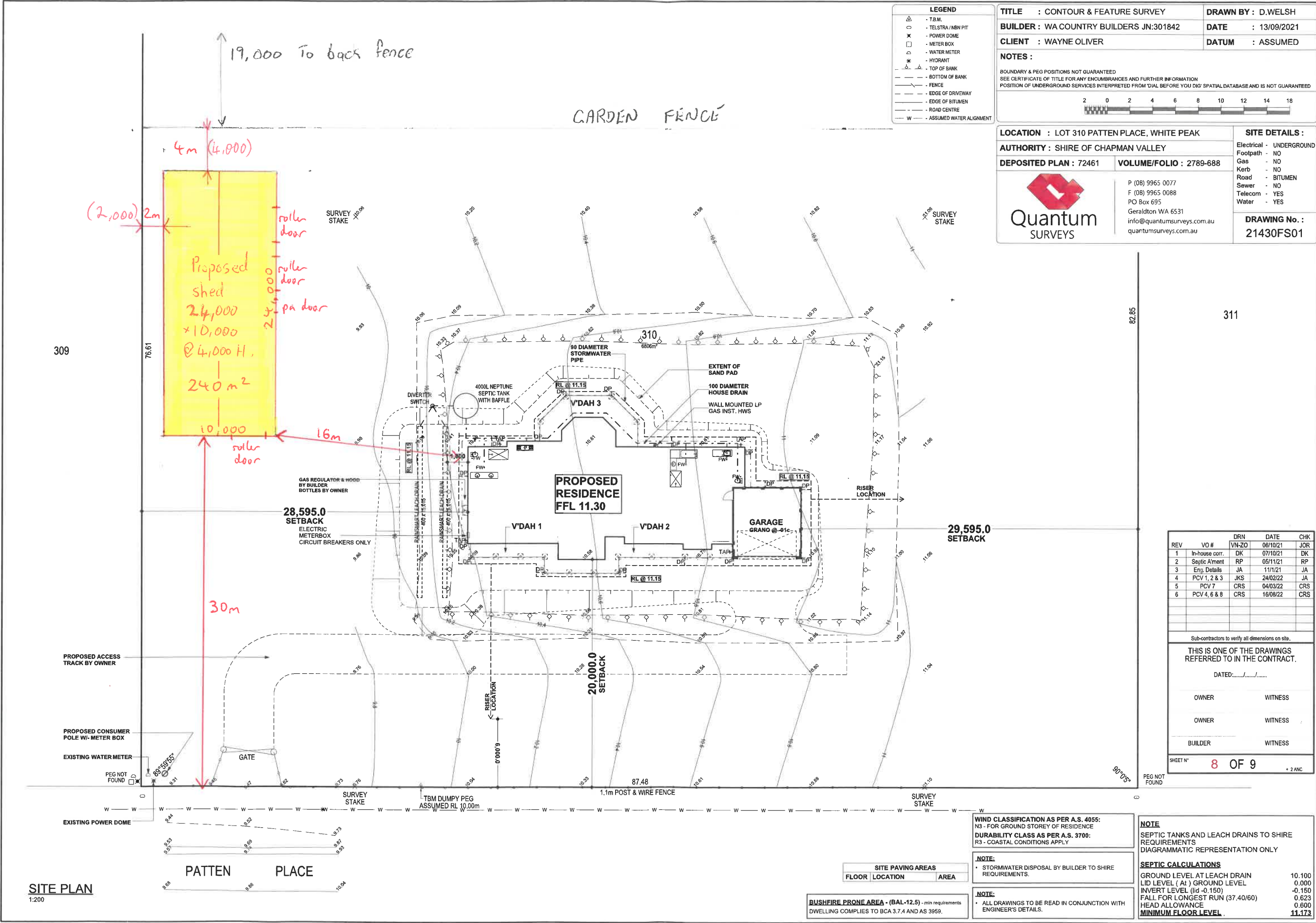
A Minor Environmental Risk of Level 2 - Which will likely result in contained, reversible impact managed by internal response.







SPECIAL BUILDING ENVELOPE AREAS
FLOOR LEVELS OF ALL PROPOSED HABITABLE BUILDINGS WITHIN THESE AREAS TO BE NOT LESS THAN 500mm HIGHER THAN NATURAL SURFACE. SAND PAD BATTERS ARE TO BE PROTECTED FROM EROSION TO THE SATISFACTION OF THE SHIRE'S BUILDING DEPARTMENT



QUOTATION

601574

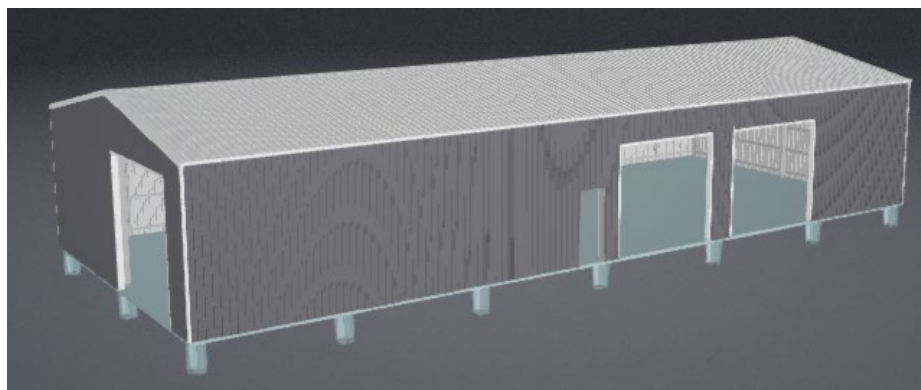
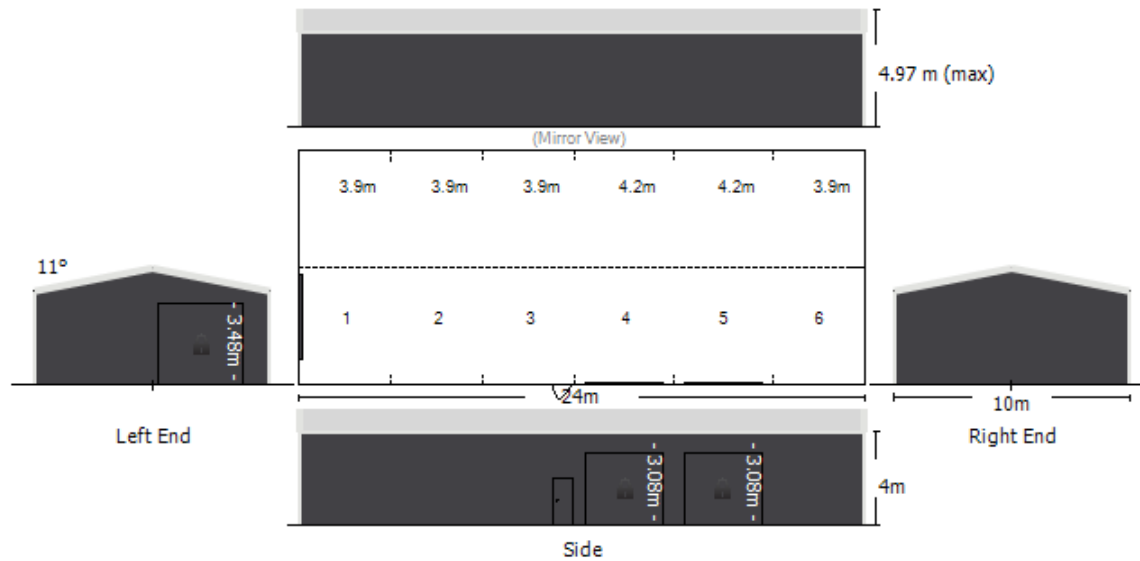
Quote Valid for 30 Days

17/02/2026

Page 3 of 4



YOUR DESIGN



QUOTE issued by Norwest Building Group (NBG) - BC14129 ABN: 24 161 727 724. NBG is owned and operated by Aussie Sheds Group.

AUSSIE SHEDS GROUP

P: 1300 300 022 E: sales@aussiesheds.com.au

www.aussiesheds.com.au



Colorbond®



Below: View looking north at proposed shed location from Patten Place



Below: View looking north-west at proposed shed location from Patten Place



Below: View looking south-west at proposed shed location



Shire File Ref: A1820



DEVELOPMENT APPLICATION SUBMISSION FORM

Proposed Outbuilding - 50 (Lot 310) Patten Place, White Peak

Name: [REDACTED]

Postal Address: [REDACTED]

Phone Number: [REDACTED]

SUBMISSION: ☐ Support ☒ Object ☐ Indifferent

Give in full your comments and any arguments supporting your comments (if insufficient space, please attach additional sheets) -

We do not support the building of such a large shed within 2m of our boundary, we are concerned about loud noise so
Close to our bedrooms and living areas including music, tools and machinery. This placement will also be unsightly to
Our property and we are concerned about goods being stored up against and around the shed. Our main concern however
Is noise issues. We regularly hear noise coming from 50 patten including music and tools
however this currently isn't an issue for us due to the distance between the property's. If this is moved to the shed
It will be far too close to our dwellings and could impact the peace of us and our newborn baby. Last concern is the
Shed blocking wind and breeze coming into our property which is key for cooling it down.

Signature: [REDACTED] Date: 6/03/2026

Please return to: Chief Executive Officer or cso@chapmanvalley.wa.gov.au
Shire of Chapman Valley
PO Box 1 or (fax) 9920 5155
NABAWA WA 6532

Note: *The local government in determining the application will take into account the submissions received but is not obliged to support those views.*

Submissions Close: 4:00pm Friday 27th March 2026

To the Chapman Valley shire,

I am writing in response to the objections raised for the proposed building permit of a shed on 50 Patten place.

The need for this shed is to store a vehicle, all my tooling and materials that are currently in storage at my parents' property, and plan to install a car hoist for my personal vehicle maintenance.

Firstly, I have chosen this location as there is limited other areas for it as I have already done establishments around the property of fruit tree gardens and other gardens prior to the house being built, and trying not to block our views of the back garden and reserve. Also still trying to maintain access to be able to drive around the property. And allow access to the proposed roller doors.

The need for 2m setback is due to the changes from the builder when the leach system was installed, the original plan allowed more distance from the western boundary fence and the house, but had to change the location and design of the leach due to regulations by my knowledge. So, with the size of shed and location, This is why I've asked for a 2m setback as to not impeded the leach system and still allows myself to maintain that area for weed control. I do not intend to store items there as I wish to maintain cleanliness there as I have mentioned. I continually maintain my property from weeds and rubbish to keep the property clean as you would see if you wish to view. I currently have materials from an old garage stored in the middle of the leaches which I intend to use for a chook pen in the near future.

As with the issues raised from the neighbors on my western side that I'm surprised as I had previously spoken to the male partner prior to submitting the building permit, he was all for it and had no issues, so unsure why now they are objecting.

In response to the concerned raised, there will be no excess music from there as we have just finished a patio for any entertaining, and noise from tools and machinery, that only takes place during the day, and not every day only when needed and no different to anyone else trying to do work on their property. If I was not able to do the work myself, it would be a contractor doing the work anyway. The location should not be unsightly to them as we have chosen to build it in color bond to match our house, and they have limited views of it due to their house location and approximately 1.8m privacy screen panels around their yard, on this I would have thought it would help with privacy and the easterly wind, and I am sure they will still get a breeze going through. The distance from the proposed shed and their property is still going to be a large distance as we have been at that house with the previous owners, and also know that the living area and main bedroom is on the other side of the house, furthest away from us.

In concluding, I should be able to change the 2m setback to 3m if that helps. I only asked for the 2m for clear distance to be able to drive between the shed and leach system but it won't be too much of a hassle going another meter as some kind of negotiations.

Thank you and hope this helps resolve any issues.

Wayne Oliver.

10.2 Manager of Finance & Corporate Services

10.2.1	Elected Members Draft Budget Submissions
Department	Finance, Governance & Corporate Services Finance
Author	Dianne Raymond
Reference(s)	306.00
Attachment(s)	1. Elected Members Draft Budget Submissions [10.2.1.1 - 7 pages]

Voting Requirements

Simply Majority

Council Recommendation

That Council receives the items submitted by Elected Members for consideration as part of the development of the 2026/2027 Draft Budget, including potential inclusion subject to review and prioritisation. This does not constitute endorsement, approval, or a commitment to fund any item.

Procedural Motion

That Item 10.2.1 Elected Members Draft Budget Submissions lay on the table to be discussed at a Concept Forum.

Procedural Resolution

Moved: Cr Peter Humphrey **Seconded:** Cr Emma Rodney

That Item 10.2.1 Elected Members Draft Budget Submissions lay on the table to be discussed at a Concept Forum.

For Cr Nicole Batten, Cr Philip Blakeway, Cr Peter Humphrey, Cr Katie Low, Cr Emma Rodney and Cr Trevor Royce

Against Nil

6 / 0

CARRIED UNANIMOUSLY
Minute Reference OCM 2026/04-4

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

As part of the annual budget development process, Elected Members are invited each April to submit proposed initiatives and funding requests for consideration in the preparation of the forthcoming Draft Budget.

Comment

Budget requests for the 2026/2027 budget cycle have been received from Cr Eliot-Lockhart, Cr Humphrey and Cr Batten. The submissions are provided for Elected Members' information as part of the Draft Budget development process and are not listed in any order of priority. Inclusion of an item in this report does not constitute endorsement, approval or a commitment to fund, and does not confirm inclusion in the final adopted budget.

At this stage, the items have been noted against the Shire's Integrated Planning and Reporting (IPR) framework. Several submissions align with the Strategic Community Plan and Corporate Business Plan 2022–2025 themes, including community facilities and events, economic and tourism development, asset management, and governance. Where an item is not currently reflected in the Corporate Business Plan, it may require consideration through future reviews of the IPR documents to ensure appropriate linkage between planning, resourcing and reporting. Further assessment (including quotations/costing, operating and forward-estimate impacts, and organisational capacity) would be undertaken through the Shire's budget-setting process and relevant Committee and workshop considerations.

Community Facilities, Events and Heritage

- Chapman Valley Community War Memorial (Item 1), Naraling Hall 100-year legacy mural and event (Items 5 and 6), and Nanson Showgrounds infrastructure (Items 2 and 3) align with Strategic Community Plan Objective 1.1, "Nurture the sense of community throughout the Shire".

Community Events and Sponsorship

- Events sponsorship/financial support line item (Item 4) aligns with Strategic Objective 1.1 (Community, Health & Lifestyle for supporting volunteers and community groups) and Objective 2.3 (Economy & Population for embracing local tourism and regional strategies and trails). The item would provide administrative and community development support to volunteers and community groups and assist the delivery of local events. Transportable ablution block upgrades at the Nanson Showgrounds (Item 2) align with Community, Health & Lifestyle Objective 1.5 and Economy & Population Objective 2.3 by improving essential amenities at a key venue for large-scale events and tourism-related activity.

Tourism and Trails

- Permanent stage at Nanson Showgrounds (Item 3) and reinstatement of bridle trails (Item 10) align with the Tourism and Trails focus under the Economy & Population theme, particularly Objective 2.3 to "embrace local tourism and regional strategies and trails". The items also align with Corporate Business Plan actions to embrace local tourism and regional

strategies and trails, support tourism operators, and seek additional recreational trails within the Shire.

Roads and Infrastructure

- Road profiling of Eliza Shaw Drive (Item 9) aligns with the Roads and Infrastructure focus, and with Corporate Business Plan Objectives 4.1 and 4.2 to “develop, manage and maintain built infrastructure” and “manage and maintain roads, drainage and other essential infrastructure”. The item supports planning and prioritisation through the Road Hierarchy review and the 10-Year Road Works Program.

Governance, Compliance and Resourcing

- Dedicated Ranger (Item 7) and Compliance Officer (Item 8) align with the Governance, Compliance and Resourcing focus and with Corporate Business Plan Governance & Accountability Objectives 5.1 and 5.2 (ensuring governance and administration systems, policies and processes are current and relevant, and managing human and physical resources effectively). These positions would support the Shire’s capacity to meet legislative and policy compliance requirements, support consistent enforcement, and increase resourcing to meet regulatory expectations.

Elected Members Submissions Received

1	Establishment of a Chapman Valley Community War Memorial	Budget request for money to be put aside for the establishment of a Chapman Valley Community War Memorial that is located in an easily accessible area of Chapman Valley for special services ie. Anzac Day, Remembrance Day. The current memorial is located at the Nabawa Cemetery. To simplify this process, my suggestion and preference would be to simply replicate the existing memorial. This build is a symbolic gesture. Obviously plans and contractors etc. would need to be determined by staff and council if approved. In addition a preferred location would need to be determined by council for easy community access. Some suggestions are Nanson Historical Society, Nanson; Centennial Park, Nabawa or in front of the flag poles at the Shire offices. This money is to ensure that this project actually starts, so it's	Contractor	Budget value \$30,000
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		essentially 'seed funding'.		
2	Transportable' ablution block upgrades at the Nanson Showgrounds	Shire contribution to the 'transportable' ablution block upgrades at the Nanson Showgrounds – should the RED Regional Economic Development Grant not be granted. Currently the Shire have a RED grant in with the Mid West Development Commission that was done with CVAS to improve the toilet facilities at the Nanson Showgrounds . The total costings were estimated in January at around \$150,000. It is for 2 blocks of 6 toilets and 1 shower at the northern and southern end of the Nanson Showgrounds. Currently any organisation that runs an event at the Showgrounds has an estimated \$10,000 cost of toilet facilities for their one – 3 day event. CVAS have committed \$75,000 towards the project with a grant request of \$75,000 from the MWDC. The Shire had to make the application as it was Shire property. There was no committed funding from the Shire in the actual grant application. I would like the Shire to put \$50,000 towards the project should the grant NOT be forth coming. The CVAS will then be able to ask for other monies from interested parties towards this project. (ie YFIG). This benefits any large scale use of the Nanson Showgrounds. The shire have a large regional area close to the City of Greate Geraldton that can be used for a variety of purposes. Caravan and camping shows, festivals, events, Agricultural demonstrations. It does need investment to build its potential.	Contractor	Budget value \$50,000
3	Permanent stage solution at the Nanson	Towards a permanent stage solution at the Nanson Showgrounds. Again following on from above – there will	Contractor	Budget value \$10,000

	Showgrounds.	be a request for the Shire to do an Arts & Culture Infrastructure grant in September through Lotterywest (this is a specific 3 year A&C program). A simple stage comprising of 2 sea containers (one is already there) and a large shade dome. The stage component would be volunteer build with terraforce blocks, infilled and a concrete floor. This can used by various organisations – Please see attached ideal location – CVAS, CVCMF, CVWRC, BackRoads and the CV Men’s Shed for outdoor movie nights to name a few. It can centralised the entertainment area of the Showgrounds. For any grant application it does look good if there is already money allocated towards a project. A permanent stage would greatly assist volunteer hours in set up and pack up of events. The sea containers can also act as storage facilities for community groups. This stage area allows for all undercover areas to be in viewing distance of the stage.		
4	Events Sponsorship Financial Support	We know that the Shire contributes to large scale events in a variety of ways – in kind, road preparation, grounds prep/maintenance etc. however for large scale events/organisations is it possible for a line item of ‘Sponsorship/Financial Support’ instead of going through the ‘grant’ process and having them rethinking and typing the same thing each year, or creating new projects to justify a grant. An alternative might be to create an application for continued funding/sponsorship over a time period – ie. a 3 year program – as long as the event/program goes ahead, with a review process. Hosting large scale events is big	Muni Funds	Budget value \$10,000 - \$20,000

		business ie. Traffic management, toilets, rubbish removal, insurance, lighting, entertainment. Most large scale events would be between \$120,000 - \$150,000 that are currently held in our area. In order to qualify for a large scale event – you would have to provide budget & expenses details and estimated numbers of attendance. ie. Gravel Roads, Chapman Valley Show, Windsurfing competition, Music Festival. If this was an option, I would recommend that it make the organisation illegible for a CV grant. One question that is often asked in grant writing is ‘have you alternative money ie. Grant/sponsorship’. This would assist community organisations in their endeavours with other grant applications as they have the security of a certain amount of money that they have		
5	Naraling Hall 100 Year legacy project	Naraling Hall 100-year legacy project – Mural Phil Doncan quote \$4100 and further signs/artwork approx. \$10,000	Contractor	Budget value \$14,000
6	Naraling Hall 100 Year Celebration event	Equipment hires Party Hire quote \$2300, catering \$4000	Contractor	Budget value \$6,000
7	Dedicated Ranger	Dedicated Ranger for areas west of the Morsby Ranges to deal with all aspects of ranger duties in line with residential requirements.	Contractor or Own Resource	Budget value \$70,000
8	Compliance Officer	Compliance Officer to deal with issues relating to the legal requirements of Acts and Regulations within the Shires in areas associated with Rural residential areas. Issues specifically and not confined to Building Compliance, Stocking Rates, Policy Compliance, Environmental Act, and others	Contractor or Own Resource	Budget value \$30,000
9	Road Profiling of Eliza Shaw Drive	Road Profiling of Eliza Shaw Drive to widen the road to an acceptable	Contractor	Budget value

		standard strengthening the edges which will also make the road safer.		\$150,000
10	Reinstate Bridle Trails	Reinstate Bridle Trails to an acceptable and safe conditions as per previous submission in 2023 including regular spraying with a selective herbicide called Monopoly specifically to control Walkaway burr	Contractor	Budget value \$50,000

Statutory Environment

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

Policy/Procedure Implications

No Policy or Management Procedure affected.

Financial Implications

Budgetary Implications

The items outlined in this report have been received from Elected Members and are provided for consideration as part of the development of the 2026/2027 Draft Budget. Budget allocations will be determined through Council's budget-setting process, including relevant Council resolutions, budget workshops and consideration of the final Budget for adoption. Inclusion of an item in this report does not constitute endorsement, approval or a commitment to fund, and does not confirm inclusion in the final adopted budget. At this stage, staff have not obtained quotations, prepared cost estimates or assessed ongoing or future-year financial impacts for the items.

Strategic Implications

The requested items are submitted for consideration as part of the 2026/2027 budget development process. Each item would be considered in the context of the Shire's Strategic Community Plan and Corporate Business Plan, including implications for agreed priorities, service levels and organisational capacity. Where an item is not currently reflected in the Shire's adopted plans, it may require consideration through the Integrated Planning and Reporting (IPR) framework to ensure appropriate linkage between planning, resourcing and reporting. Should any items be approved, associated operating and forward-estimate impacts would be considered through the forward estimates and Long-Term Financial Plan.

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.

1.4.1 Maintain safe roads and infrastructure.

1.4.2 Enhance community and property security.

COMMUNITY HEALTH & LIFESTYLE

1.5 To maximise health and lifestyle outcomes through environment and public health strategies.

1.5.1 To adopt an integrated approach to the provision of services to address the wider health and wellbeing of the community.

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

2.3 Embrace local tourism & regional strategies and trails.

2.3.3 Seek opportunities to establish more recreational trails in the Shire for local population and visitors.

PHYSICAL & DIGITAL INFRASTRUCTURE

4.1 Develop, manage, and maintain built infrastructure.

4.1.1 Asset Management Plan.

PHYSICAL & DIGITAL INFRASTRUCTURE

4.2 Manage and maintain roads, drainage, and other essential infrastructure.

4.2.1 Capital Road Works Programs.

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.

GOVERNANCE & ACCOUNTABILITY

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

5.2.1 Asset Management.

5.2.2 Long Term Financial Management .

5.2.3 Workforce Planning.

Consultation

The budget development process includes Committee consideration and consultation with Elected Members and relevant staff to inform preparation of the Draft Budget for Council consideration. The process also includes review of the Shire's Integrated Planning and

Reporting (IPR) documents to support alignment with adopted priorities, existing commitments and any proposed changes to longer-term planning. Where proposed initiatives are not currently identified in the Corporate Business Plan, they may require consideration through the IPR framework and subsequent reporting through the annual financial reporting process.

Risk Assessment

The items submitted by Elected Members are at an early stage of consideration and have not yet been fully scoped or costed. Key risks relevant to consideration of the items include:

- Financial and budget risk (e.g., unconfirmed capital and operating costs, including whole-of-life and maintenance impacts) if items are progressed without detailed estimates and funding sources.
- Operational and capacity risk if delivery timeframes exceed available staff resourcing or compete with existing priorities and commitments.
- Procurement and compliance risk if quotations, approvals and contracting are not undertaken in accordance with the Local Government Act 1995, Local Government (Functions and General) Regulations 1996, and the Shire's procurement requirements.
- Stakeholder and reputational risk where community expectations are created prior to Council decisions, or where items are not progressed following consultation and assessment.
- Safety and liability risk for any works, events or facility upgrades, including requirements for risk management planning, insurance coverage, and compliance with applicable standards and approvals.
- Grant and third-party dependency risk for items contingent on external funding or partner contributions, including timing and conditions that may affect delivery.

These risks would be managed through the Shire's budget development and project governance processes, including scope definition, costing, prioritisation, procurement planning, and Council/Committee consideration prior to any commitment.

	DRAFT Annual Budget Councillor Requests	
Description of Works	Estimated Costs	
I would like to submit a budget request for money to be put aside for the establishment of a Chapman Valley Community War Memorial that is located in an easily accessible area of Chapman Valley for special services ie. Anzac Day, Remembrance Day. The current memorial is located at the Nabawa Cemetery. To simplify this process, my suggestion and preference would be to simply replicate the existing memorial. This build is a symbolic gesture. Obviously plans and contractors etc. would need to be determined by staff and council if approved. In addition a preferred location would need to be determined by council for easy community access. Some suggestions are Nanson Historical Society, Nanson; Centennial Park, Nabawa or in front of the flag poles at the Shire offices. This money is to ensure that this project actually starts, so it's essentially 'seed funding'.	\$30,000	
Requested By: Cr Elliott-Lockhart _____		
OFFICE USE ONLY Officer Assigned To: _____ Costing Confirmed: Y / N Account/ Job # Allocated Against: _____		
Please Return to Dianne.raymond@chapmanvalley.wa.gov.au		

 DRAFT Annual Budget Councillor Requests	
Description of Works	Estimated Costs
Shire contribution to the 'transportable' ablution block upgrades at the Nanson Showgrounds – should the RED Regional Economic Development Grant not be granted. Currently the Shire have a RED grant in with the Mid West Development Commission that was done with CVAS to improve the toilet facilities at the Nanson Showgrounds . The total costings were estimated in January at around \$150,000. It is for 2 blocks of 6 toilets and 1 shower at the northern and southern end of the Nanson Showgrounds. Currently any organisation that runs an event at the Showgrounds has an estimated \$10,000 cost of toilet facilities for their one – 3 day event. CVAS have committed \$75,000 towards the project with a grant request of \$75,000 from the MWDC. The Shire had to make the application as it was Shire property. There was no committed funding from the Shire in the actual grant application. I would like the Shire to put \$50,000 towards the project should the grant NOT be forth coming. The CVAS will then be able to ask for other monies from interested parties towards this project. (ie YFIG). This benefits any large scale use of the Nanson Showgrounds. The shire have a large regional area close to the City of Greate Geraldton that can be used for a variety of purposes. Caravan and camping shows, festivals, events, Agricultural demonstrations. It does need investment to build its potential.	\$50,000
Towards a permanent stage solution at the Nanson Showgrounds. Again following on from above – there will be a request for the Shire to do an Arts & Culture Infrastructure grant in September through Lotterywest (this is a specific 3 year A&C program). A simple stage comprising of 2 sea containers (one is already there) and a large shade dome. The stage component would be volunteer build with terraforce blocks, infilled and a concrete floor. This can used by various organisations – Please see attached ideal location – CVAS, CVCMF, CVWRC, BackRoads and the CV Men's Shed for outdoor movie nights to name a few. It can centralised the entertainment area of the Showgrounds. For any grant application it does look good if there is already money allocated towards a project. A permanent stage would greatly assist volunteer hours in set up and pack up of events. The sea containers can also act as storage facilities for community groups. This stage area allows for all undercover areas to be in viewing distance of the stage.	\$10,000
We know that the Shire contributes to large scale events in a variety of ways – in kind, road preparation, grounds prep/maintenance etc. however for large scale events/organisations is it possible fora line item of 'Sponsorship/Financial Support' instead of going through the 'grant' process and having them rethinking and typing the same thing each year, or creating new projects to justify a grant.	\$10,000-\$20,000

An alternative might be to create an application for continued funding/sponsorship over a time period – ie. a 3 year program – as long as the event/program goes ahead, with a review process. Hosting large scale events is big business ie. Traffic management, toilets, rubbish removal, insurance, lighting, entertainment. Most large scale events would be between \$120,000 - \$150,000 that are currently held in our area. In order to qualify for a large scale event – you would have to provide budget & expenses details and estimated numbers of attendance. Ie. GravelRoads, Chapman Valley Show, Windsurfing competition, Music Festival. If this was an option, I would recommend that it make the organisation illegible for a CV grant. One question that is often asked in grant writing is 'have you alternative money ie. Grant/sponsorship'. This would assist community organisations in their endeavours with other grant applications as they have the security of a certain amount of money that they have access to.	
Requested By: Cr ___Liz Elliott-Lockhart_____ OFFICE USE ONLY Officer Assigned To: _____ Costing Confirmed: Y / N Account/ Job # Allocated Against: _____ <i>Please Return to Dianne.raymond@chapmanvalley.wa.gov.au</i>	



Ordinary Council Meeting - 16 April 2026
ected Members Draft Budget Submissions

New Toilets at
the Shower & ablutions
at North and South locations
South location will have an
accessible toilet as well



Requested By: Cr Batten

Officer Assigned To: _____
 Costing Confirmed: Y / N
 Account/ Job # Allocated Against: _____

Please Return to Di Raymond by 10 April

From: [Cr Peter Humphrey](#)
To: [Dianne Raymond](#)
Subject: Councillor budget submissions
Sent: 8/04/2026 4:51:52 PM

1. Dedicated Ranger for areas west of the Morsby Rangers to deal with all aspects of ranger duties in line with residential requirements. \$70,000
2. Compliance Officer to deal with issues relating to the legal requirements of Acts and Regulations within the Shires in areas associated with Rural residential areas.. Issues specifically and not confined to Building Compliance, Stocking Rates, Policy Compliance, Environmental Act, and others. \$30,000
3. Road Profiling of Eliza Shaw Drive to widen the road to an acceptable standard strengthening the edges which will also make the road safer. \$150,000
4. Reinstate Bridle Trails to an acceptable and safe conditions as per previous submission in 2023 including regular spraying with a selective herbicide called Monopoly specifically to control Walkaway burr. \$50,000

Thanks Di

Regards

Cr Peter Humphrey | COUNCILLOR



SHIRE OF

Chapman Valley

love the rural life!

Street Address: 3270 Chapman Valley Road | Nabawa | WA | 6532

Mailing Address: PO Box 1 | Nabawa | WA | 6532

Website: www.chapmanvalley.wa.gov.au | Email: crhumphrey@chapmanvalley.wa.gov.au

Phone: (08) 9920 5011

Snap Send Solve

Disclaimer by the Shire of Chapman Valley - This email is private and confidential. If you are not the intended recipient, please advise us by return email immediately, and delete the email and any attachments without using or disclosing the contents in any way. The views expressed in this email are those of the author, and do not represent those of the Shire of Chapman Valley unless this is clearly indicated.



Please consider the environment before printing this email.

10.2.2

Financial Management Report

Department

Finance, Governance & Corporate Services
Finance

Author

Dianne Raymond

Reference(s)

306.00

Attachment(s)

1. March 2026 Financial Management Report [10.2.2.1 - 31 pages]

Voting Requirements

Simply Majority

Staff Recommendation

That Council receives the Monthly Financial Management Report supplied under separate cover for March 2026 including the following:

Statement of Financial Activities by Nature of Type
Statement of Financial Activity Information and Notes
Summary of Accounts Paid
Bank Reconciliation
Credit Card Statement

Council Resolution

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

That Council receives the Monthly Financial Management Report supplied under separate cover for March 2026 including the following:

Statement of Financial Activities by Nature of Type
Statement of Financial Activity Information and Notes
Summary of Accounts Paid
Bank Reconciliation
Credit Card Statement

For Cr Nicole Batten, Cr Philip Blakeway, Cr Peter Humphrey, Cr Katie Low, Cr Emma Rodney and Cr Trevor Royce

Against Nil

6 / 0

CARRIED UNANIMOUSLY
Minute Reference OCM 2026/04-5

9:16 am - Simon Lancaster returned to the meeting.

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 monthly financial management reports summarise the financial positions for the period 31 March including capital project activities notes for council. The supplementary information is designed as an additional resource to keep elected members informed and ensure they remain up to date on ongoing activities.

Statutory Environment

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

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
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SHIRE OF CHAPMAN VALLEY

MONTHLY FINANCIAL REPORT

**(Containing the required statement of financial activity and statement of financial position)
For the period ended 31 March 2026**

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

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SHIRE OF CHAPMAN VALLEY
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2026

Note	Amended Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b) \$	Variance* % ((c) - (b))/(b) %	Var.
OPERATING ACTIVITIES						
Revenue from operating activities						
General rates	3,339,774	3,338,143	3,343,562	5,419	0.16%	
Rates excluding general rates	273,000	273,000	273,000	0	0.00%	
Grants, subsidies and contributions	1,590,747	1,227,237	1,120,785	(106,452)	(8.67%)	
Fees and charges	483,700	416,298	424,620	8,322	2.00%	
Interest revenue	65,230	48,924	49,623	699	1.43%	
Other revenue	21,125	15,853	13,288	(2,565)	(16.18%)	
Profit on asset disposals	100,537	75,402	0	(75,402)	(100.00%)	▼
	5,874,113	5,394,857	5,224,878	(169,979)	(3.15%)	
Expenditure from operating activities						
Employee costs	(2,813,303)	(1,917,267)	(1,691,057)	226,210	11.80%	▲
Materials and contracts	(3,415,692)	(2,522,569)	(1,943,340)	579,229	22.96%	▲
Utility charges	(58,957)	(48,399)	(45,648)	2,751	5.68%	
Depreciation	(6,942,901)	(5,207,184)	(5,171,541)	35,643	0.68%	
Finance costs	(28,469)	(15,317)	(15,334)	(17)	(0.11%)	
Insurance	(230,645)	(217,221)	(197,268)	19,953	9.19%	
Other expenditure	(160,508)	(91,803)	(77,228)	14,575	15.88%	▲
Loss on asset disposals	(9,900)	(7,425)	(5,950)	1,475	19.87%	
	(13,660,375)	(10,027,185)	(9,147,366)	879,819	8.77%	
Non cash amounts excluded from operating activities	2(c) 6,865,098	5,146,645	5,184,929	38,284	0.74%	
Amount attributable to operating activities	(921,164)	514,317	1,262,441	748,124	145.46%	
INVESTING ACTIVITIES						
Inflows from investing activities						
Proceeds from capital grants, subsidies and contributions	3,605,537	1,580,491	584,884	(995,607)	(62.99%)	▼
Proceeds from disposal of assets	199,873	12,773	12,773	0	0.00%	
	3,805,410	1,593,264	597,657	(995,607)	(62.49%)	
Outflows from investing activities						
Payments for property, plant and equipment	(4,596,246)	(889,984)	(528,733)	361,251	40.59%	▲
Payments for construction of infrastructure	(1,042,019)	(985,172)	(719,833)	265,339	26.93%	▲
	(5,638,265)	(1,875,156)	(1,248,567)	626,589	33.42%	
Amount attributable to investing activities	(1,832,855)	(281,892)	(650,910)	(369,018)	(130.91%)	
FINANCING ACTIVITIES						
Inflows from financing activities						
Proceeds from new borrowings	500,000	0	0	0	0.00%	
Transfer from reserves	845,308	0	0	0	0.00%	
	1,345,308	0	0	0	0.00%	
Outflows from financing activities						
Payments for principal portion of lease liabilities	(8,301)	(6,228)	(6,367)	(139)	(2.23%)	
Repayment of borrowings	(100,479)	(49,657)	(49,657)	0	0.00%	
Transfer to reserves	(323,730)	0	(31,963)	(31,963)	0.00%	
	(432,510)	(55,885)	(87,987)	(32,102)	(57.44%)	
Amount attributable to financing activities	912,798	(55,885)	(87,987)	(32,102)	(57.44%)	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	2(a) 1,841,221	1,841,221	1,841,221	0	0.00%	
Amount attributable to operating activities	(921,164)	514,317	1,262,441	748,124	145.46%	▲
Amount attributable to investing activities	(1,832,855)	(281,892)	(650,910)	(369,018)	(130.91%)	▼
Amount attributable to financing activities	912,798	(55,885)	(87,987)	(32,102)	(57.44%)	▼
Surplus or deficit after imposition of general rates	0	2,017,761	2,364,765	347,004	17.20%	▲

KEY INFORMATION

- ▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data outside the adopted materiality threshold.
 - ▲ Indicates a variance with a positive impact on the financial position.
 - ▼ Indicates a variance with a negative impact on the financial position.
- Refer to Note 3 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF CHAPMAN VALLEY
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 MARCH 2026

	Actual 30 June 2025	Actual as at 31 March 2026
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	5,207,092	5,368,172
Trade and other receivables	301,635	355,566
Inventories	4,019	12,393
Other assets	54,752	29,406
TOTAL CURRENT ASSETS	5,567,498	5,765,537
NON-CURRENT ASSETS		
Trade and other receivables	8,342	8,342
Other financial assets	59,715	59,715
Property, plant and equipment	20,003,278	19,193,226
Infrastructure	182,837,731	178,463,600
Right-of-use assets	24,236	18,156
TOTAL NON-CURRENT ASSETS	202,933,302	197,743,039
TOTAL ASSETS	208,500,800	203,508,576
CURRENT LIABILITIES		
Trade and other payables	1,065,789	346,860
Other liabilities	1,043,711	1,405,172
Lease liabilities	8,517	8,517
Borrowings	100,478	100,478
Employee related provisions	563,638	563,638
TOTAL CURRENT LIABILITIES	2,782,133	2,424,665
NON-CURRENT LIABILITIES		
Other liabilities	289,999	297,437
Lease liabilities	17,703	17,703
Borrowings	480,614	480,614
Employee related provisions	33,528	33,528
TOTAL NON-CURRENT LIABILITIES	821,844	829,282
TOTAL LIABILITIES	3,603,977	3,253,947
NET ASSETS	204,896,823	200,254,629
EQUITY		
Retained surplus	25,193,578	20,519,421
Reserve accounts	1,616,777	1,648,740
Revaluation surplus	178,086,468	178,086,468
TOTAL EQUITY	204,896,823	200,254,629

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF CHAPMAN VALLEY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2026

1 BASIS OF PREPARATION AND MATERIAL ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

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.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supplementary information does not form part of the financial report.

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.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 March 2026

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.

MATERIAL ACCOUNTING POLICIES

Material accounting policies utilised in the preparation of these statements are as described within the 2024-25 Annual Budget. Please refer to the adopted budget document for details of these policies.

Critical accounting estimates and judgements

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 that are not readily apparent from other sources. Actual results may differ from these estimates.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:

- Fair value measurement of assets carried at reportable value including:
 - Property, plant and equipment
 - Infrastructure
- Impairment losses of non-financial assets
- Expected credit losses on financial assets
- Assets held for sale
- Investment property
- Estimated useful life of intangible assets
- Measurement of employee benefits
- Measurement of provisions
- Estimation uncertainties and judgements made in relation to lease

SHIRE OF CHAPMAN VALLEY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2026

2 NET CURRENT ASSETS INFORMATION

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

	Amended Budget Opening 1 July 2025	Actual as at 30 June 2025	Actual as at 31 March 2026
Note	\$	\$	\$
Current assets			
Cash and cash equivalents	5,207,092	5,207,092	5,368,172
Trade and other receivables	301,635	301,635	355,566
Inventories	4,019	4,019	12,393
Other assets	54,752	54,752	29,406
	<u>5,567,498</u>	<u>5,567,498</u>	<u>5,765,537</u>
Less: current liabilities			
Trade and other payables	(1,065,789)	(1,065,789)	(346,860)
Other liabilities	(1,043,711)	(1,043,711)	(1,405,172)
Lease liabilities	(8,517)	(8,517)	(8,517)
Borrowings	(100,478)	(100,478)	(100,478)
Employee related provisions	(563,638)	(563,638)	(563,638)
	<u>(2,782,133)</u>	<u>(2,782,133)</u>	<u>(2,424,665)</u>
Net current assets	2,785,365	2,785,365	3,340,872
Less: Total adjustments to net current assets	2(b) (944,144)	(944,144)	(976,107)
Closing funding surplus / (deficit)	1,841,221	1,841,221	2,364,765

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets			
Less: Reserve accounts	(1,616,777)	(1,616,777)	(1,648,740)
Add: Current liabilities not expected to be cleared at the end of the year			
- Current portion of lease liabilities	8,517	8,517	8,517
- Current portion of borrowings	100,478	100,478	100,478
- Current portion of employee benefit provision held in reserve	171,817	171,817	172,141
- Current portion of employee benefit provision held in muni	391,821	391,821	391,497
Total adjustments to net current assets	2(a) (944,144)	(944,144)	(976,107)

(c) Non-cash amounts excluded from operating activities

	Amended Budget Estimates 30 June 2026	YTD Budget Estimates 31 March 2026	YTD Actual 31 March 2026
	\$	\$	\$
Adjustments to operating activities			
Less: Profit on asset disposals	(100,537)	(75,402)	0
Add: Loss on asset disposals	9,900	7,425	5,950
Add: Depreciation	6,942,901	5,207,184	5,171,541
Movement in current employee provisions associated with restricted cash	12 (103,638)	0	0
Non-cash movements in non-current assets and liabilities:			
- Employee provisions	12 (17,528)	0	0
- Contract liabilities	134,000	7,438	7,438
Total non-cash amounts excluded from operating activities	6,865,098	5,146,645	5,184,929

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 local governments' operational cycle.

SHIRE OF CHAPMAN VALLEY NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 MARCH 2026

3 EXPLANATION OF MATERIAL VARIANCES

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 2025-26 year is \$10,000 and 10.00% whichever is the greater.

Description	Var. \$ \$	Var. % %	
Revenue from operating activities			
Profit on asset disposals	(75,402)	(100.00%)	▼
Timing of plant replacement schedule		Timing	
Expenditure from operating activities			
Employee costs	226,210	11.80%	▲
Timing of payroll expenditure.		Timing	
Materials and contracts	579,229	22.96%	▲
Timing of budgeted expenditure		Timing	
Other expenditure	14,575	15.88%	▲
Timing of elected member payments & Community Growth Fund Payments		Timing	
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(995,607)	(62.99%)	▼
Timing of budgeted capital expenditure, reducing grant revenue recognition. (Community Centre Redevelopment)		Timing	
Outflows from investing activities			
Payments for property, plant and equipment	361,251	40.59%	▲
Timing of plant replacement program		Timing	
Payments for construction of infrastructure	265,339	26.93%	▲
Timing of road infrastructure program		Timing	

SHIRE OF CHAPMAN VALLEY

SUPPLEMENTARY INFORMATION

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BASIS OF PREPARATION - SUPPLEMENTARY INFORMATION

Supplementary information is presented for information purposes. The information does not comply with the disclosure requirements of the Australian Accounting Standards.

**SHIRE OF CHAPMAN VALLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2026**

1 KEY INFORMATION

Funding Surplus or Deficit Components

	Funding surplus / (deficit)			
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$1.84 M	\$1.84 M	\$1.84 M	\$0.00 M
Closing	\$0.00 M	\$2.02 M	\$2.36 M	\$0.35 M

Refer to Statement of Financial Activity

Cash and cash equivalents			Payables		Receivables	
	\$	% of total		% Outstanding		% Collected
Unrestricted Cash	\$5.37 M		Trade Payables	\$0.35 M	Rates Receivable	\$0.03 M
Restricted Cash	\$3.72 M	69.3%	0 to 30 Days	\$0.19 M	Trade Receivable	\$0.33 M
	\$1.65 M	30.7%	Over 30 Days		Over 30 Days	90.8%
			Over 90 Days	94.5%	Over 90 Days	99.2%
				5.5%		5.6%

Refer to 3 - Cash and Financial Assets

Refer to 9 - Payables

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities				Rates Revenue			Grants and Contributions			Fees and Charges		
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	YTD Actual	% Variance		YTD Actual	% Variance		YTD Actual	% Variance	
(\$0.92 M)	\$0.51 M	\$1.26 M	\$0.75 M	\$3.34 M	0.2%		\$1.12 M	(8.7%)		\$0.42 M	2.0%	
				YTD Budget			YTD Budget			YTD Budget		

Refer to Statement of Financial Activity

Refer to 13 - Grants and Contributions

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities				Proceeds on sale			Asset Acquisition			Capital Grants		
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	YTD Actual	%		YTD Actual	% Spent		YTD Actual	% Received	
(\$1.83 M)	(\$0.28 M)	(\$0.65 M)	(\$0.37 M)	\$0.01 M	(93.6%)		\$0.72 M	(30.9%)		\$0.58 M	(83.8%)	
				Amended Budget			Amended Budget			Amended Budget		

Refer to Statement of Financial Activity

Refer to 6 - Disposal of Assets

Refer to 5 - Capital Acquisitions

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities				Borrowings			Reserves		Lease Liability	
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Principal repayments			Reserves balance		Principal repayments	
\$0.91 M	(\$0.06 M)	(\$0.09 M)	(\$0.03 M)	Interest expense	(\$0.01 M)		Net Movement	\$0.03 M	Interest expense	(\$0.00 M)
				Principal due	\$0.53 M				Principal due	\$0.02 M

Refer to Statement of Financial Activity

Refer to 10 - Borrowings

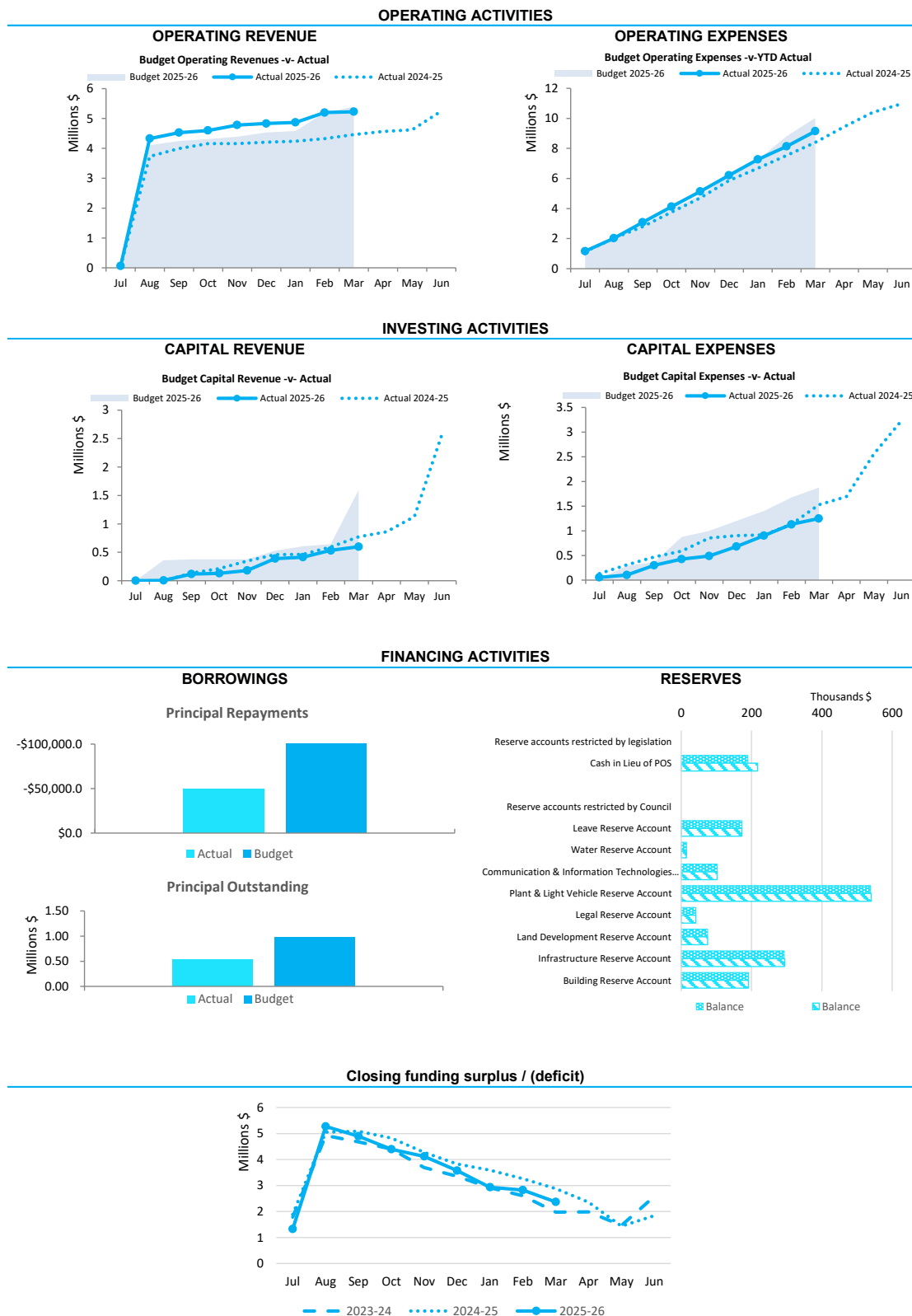
Refer to 4 - Cash Reserves

Refer to Note 11 - Lease Liabilities

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

**SHIRE OF CHAPMAN VALLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2026**

2 KEY INFORMATION - GRAPHICAL



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

SHIRE OF CHAPMAN VALLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2026

3 CASH AND FINANCIAL ASSETS AT AMORTISED COST

Description	Classification	Unrestricted	Reserve Accounts	Total	Trust	Institution
		\$	\$	\$	\$	
Cash on hand	Cash and cash equivalents	700	0	700		
Municipal Account	Cash and cash equivalents	1,393,269	0	1,393,269		Westpac Banking Corporation
Municipal Investment Account	Cash and cash equivalents	2,325,463	0	2,325,463		Westpac Banking Corporation
Trust Account	Cash and cash equivalents	0	0	0	4,891	Westpac Banking Corporation
Leave Reserve	Cash and cash equivalents	0	172,141	172,141		Westpac Banking Corporation
Water Reserve	Cash and cash equivalents	0	14,793	14,793		Westpac Banking Corporation
Communication & Information Technologies Reserve	Cash and cash equivalents	0	102,131	102,131		Westpac Banking Corporation
Plant & Light Vehicle Reserve	Cash and cash equivalents	0	540,574	540,574		Westpac Banking Corporation
Legal Reserve	Cash and cash equivalents	0	41,579	41,579		Westpac Banking Corporation
Land Development Reserve	Cash and cash equivalents	0	74,897	74,897		Westpac Banking Corporation
Infrastructure Reserve	Cash and cash equivalents	0	294,158	294,158		Westpac Banking Corporation
Building Reserve	Cash and cash equivalents	0	191,343	191,343		Westpac Banking Corporation
Cash in Lieu of POS Reserve	Cash and cash equivalents	0	217,124	217,124		Westpac Banking Corporation
Total		3,719,432	1,648,740	5,368,172	4,891	
Comprising						
Cash and cash equivalents		3,719,432	1,648,740	5,368,172	4,891	
		3,719,432	1,648,740	5,368,172	4,891	

KEY INFORMATION

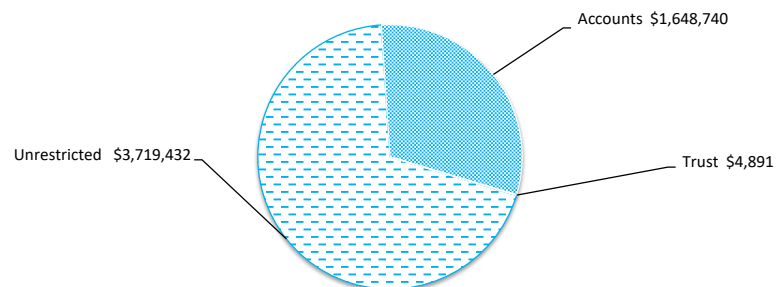
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of 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 8 - Other assets.



SHIRE OF CHAPMAN VALLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2026

4 RESERVE ACCOUNTS

Reserve account name	Budget				Actual			
	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Reserve accounts restricted by legislation								
Cash in Lieu of POS	189,678	28,250	(217,000)	928	189,678	27,446	0	217,124
Reserve accounts restricted by Council								
Leave Reserve Account	171,817	1,000	0	172,817	171,817	324	0	172,141
Water Reserve Account	14,770	80	0	14,850	14,770	23	0	14,793
Communication & Information Technologies Rese	101,939	400	(65,000)	37,339	101,939	192	0	102,131
Plant & Light Vehicle Reserve Account	538,365	290,500	(493,308)	335,557	538,365	2,209	0	540,574
Legal Reserve Account	41,513	250	0	41,763	41,513	66	0	41,579
Land Development Reserve Account	74,756	250	(70,000)	5,006	74,756	141	0	74,897
Infrastructure Reserve Account	292,956	2,000	0	294,956	292,956	1,202	0	294,158
Building Reserve Account	190,983	1,000	0	191,983	190,983	360	0	191,343
	1,616,777	323,730	(845,308)	1,095,199	1,616,777	31,963	0	1,648,740

**SHIRE OF CHAPMAN VALLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2026**

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS

Capital acquisitions	Amended		YTD Actual	YTD Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land - freehold land	526,012	0	0	0
Buildings - specialised	3,336,234	394,234	175,090	(219,144)
Plant and equipment	711,000	495,750	353,643	(142,107)
Tools and equipment	23,000	0	0	0
Acquisition of property, plant and equipment	4,596,246	889,984	528,733	(361,251)
Infrastructure - roads	1,042,019	985,172	719,833	(265,339)
Acquisition of infrastructure	1,042,019	985,172	719,833	(265,339)
Total of PPE and Infrastructure.	5,638,265	1,875,156	1,248,567	(626,589)
Total capital acquisitions	5,638,265	1,875,156	1,248,567	(626,589)
Capital Acquisitions Funded By:				
Capital grants and contributions	3,605,537	1,580,491	584,884	(995,607)
Borrowings	500,000	0	0	0
Other (disposals & C/Fwd)	199,873	12,773	12,773	0
Reserve accounts				
Cash in Lieu of POS	217,000	0	0	0
Communication & Information Technologies Reserve Account	65,000	0	0	0
Plant & Light Vehicle Reserve Account	493,308	0	0	0
Land Development Reserve Account	70,000	0	0	0
Contribution - operations	487,547	281,892	650,910	369,018
Capital funding total	5,638,265	1,875,156	1,248,567	(626,589)

KEY INFORMATION

Initial recognition

An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the 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. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

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 *Local Government (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.

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the Shire's revaluation policy, are recognised at cost and disclosed as being at reportable value.

Measurement after recognition

Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2)*. Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses being their reportable value.

Reportable Value

In accordance with *Local Government (Financial Management) Regulation 17A(2)*, the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

Reportable value is for the purpose of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

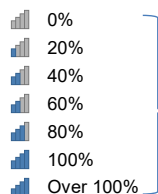
SHIRE OF CHAPMAN VALLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2026

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Capital expenditure total

Level of completion indicators



Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

Ledger/Job	Account Description	Amended		YTD Actual	Variance (Under)/Over
		Budget	YTD Budget		
		\$	\$	\$	\$
2264	Purchase Land - Lot 1 Richards Road for Public Open Space	526,012	0	0	(526,012)
2644/1038	Nanson Showgrounds Capital Renewal	20,000	20,000	0	(20,000)
2644/1072	Bill Hemsley Park Precinct	80,000	80,000	0	(80,000)
2644/1081	Disaster Recovery Centre Nabawa	2,875,000	0	36,970	(2,838,030)
2834/1003	Yuna Community Center Solar Hws	10,000	10,000	7,901	(2,099)
2834/1004	Yuna Community Centre Water Cooler	5,000	0	3,620	(1,380)
2834/1005	Nabawa Oval	35,000	0	0	(35,000)
2834/1087	Nabawa Oval Electronic Scoreboard	16,000	16,000	13,068	(2,932)
2834/1112	Nabawa Recreation Centre Water Cooler	5,000	0	3,620	(1,380)
2834/1113	Nanson Golf Club	10,000	0	8,519	(1,481)
2844	Hydraulic Platform	12,000	0	0	(12,000)
3114/C01	Durawah Road	574,313	539,570	200,654	(373,659)
3114/C10	Nanson Howatharra Rd Reseal - Capital Renewal	0	0	30,750	30,750
3114/C82	Nabawa Yetna Road	467,706	445,602	488,429	20,723
3264	Depot Construction	268,234	268,234	101,392	(166,842)
3554	Plant Replacement Program*	661,000	495,750	353,643	(307,357)
3584	Depot Equipment	11,000	0	0	(11,000)
3604/1054	Chapman Valley Museum Precinct	12,000	0	0	0
7074/1184	Coronation Beach Road Standpipe	50,000	0	0	0
		5,638,265	1,875,156	1,248,567	(4,327,698)

*Plant Replacement Schedule - Breakdown

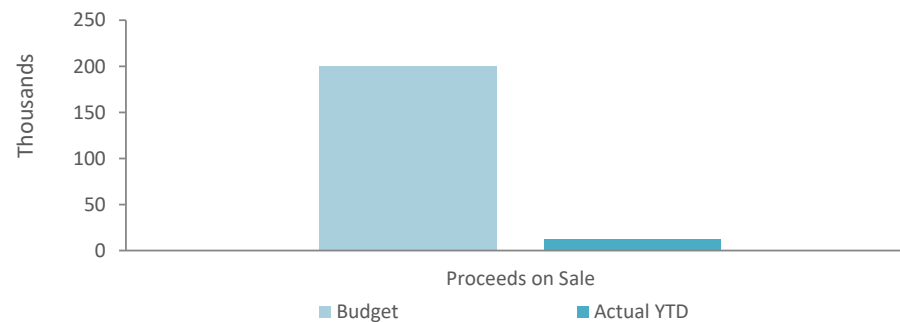
Asset Code	Plant Description	Status	Budget	Actual	Variance (Under)/Over
			\$	\$	\$
MV46	Toyota RAV4 SXE (Manager of Finance & Corporate Services)	Complete	45,000	44,291	(709)
MV47	Toyota Landcruiser GXL (Chief Executive Officer)	Complete	100,000	98,500	(1,500)
MV48	Toyota Hilux SR5 (Deputy Chief Executive Officer)	Complete	58,000	57,580	(420)
TBC	Replacement Tipper Truck (Works Services)		110,000	0	(110,000)
TBC	Replacement Multi Tyred Roller (Works Services)	WIP	70,000	21,844	(48,156)
TBC	Replacement Side Tipping Trailer (Works Services)		150,000	0	(150,000)
MV49	Replacement 4x4 Ute (Works Services)	Complete	64,000	65,714	1,714
MV50	Replacement 4x4 Ute (Works Supervisor)	Complete	64,000	65,714	1,714
			661,000	353,643	(307,357)

**SHIRE OF CHAPMAN VALLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2026**

OPERATING ACTIVITIES

6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
		Value				Value			
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
MV13	2015 Isuzu 450 Tipper Truck	4,300	35,000	30,700	0	0	0	0	0
51	1976 Multi Tyred Roller	163	1,100	937	0	0	0	0	0
343	2008 Howard Porter Side Tipping Trailer	2,600	30,000	27,400	0	0	0	0	0
MV12	2015 Toyota Hilux	2,200	10,000	7,800	0	0	0	0	0
MV25	2020 Toyota Hilux SR	14,500	28,000	13,500	0	0	0	0	0
MV29	2020 Toyota Prado GXL	33,950	30,000	0	(3,950)	0	0	0	0
MV30	Ford Ranger (2020) XLT 3.2L	29,000	32,000	3,000	0	0	0	0	0
MV24	2020 Ford Ranger 4x4 Duel Cab	18,723	12,773	0	(5,950)	18,723	12,773	0	(5,950)
MV14	2016 Ford PX Ranger Dual Cab	3,800	21,000	17,200	0	0	0	0	0
		109,236	199,873	100,537	(9,900)	18,723	12,773	0	(5,950)

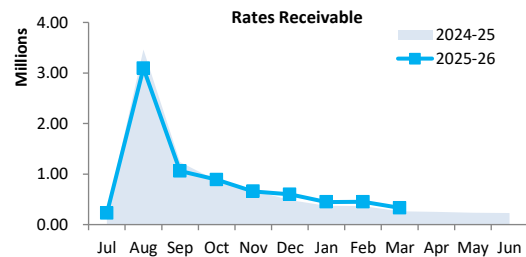


SHIRE OF CHAPMAN VALLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2026

OPERATING ACTIVITIES

7 RECEIVABLES

Rates receivable	30 June 2025	31 Mar 2026
	\$	\$
Opening arrears previous year	179,273	227,287
Levied this year	3,181,495	3,343,562
Less - collections to date	(3,133,481)	(3,242,390)
Net rates collectable	227,287	328,459
% Collected	93.2%	90.8%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(1)	217	25,379	0	1,512	27,107
Percentage	0.0%	0.8%	93.6%	0.0%	5.6%	
Balance per trial balance						
Trade receivables						27,107
GST receivable						0
Total receivables general outstanding						27,107

Amounts shown above include GST (where applicable)

KEY INFORMATION

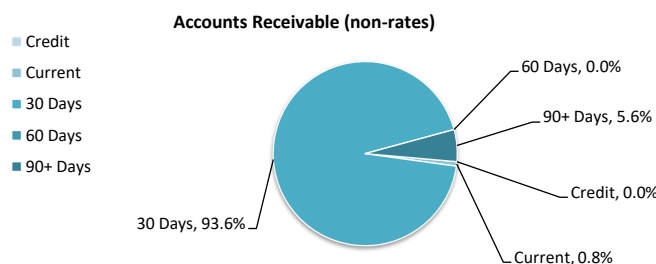
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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.



**SHIRE OF CHAPMAN VALLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2026**

OPERATING ACTIVITIES

8 OTHER CURRENT ASSETS

	Opening Balance 1 July 2025	Asset Increase	Asset Reduction	Closing Balance 31 March 2026
	\$	\$	\$	\$
Other current assets				
Inventory				
Inventories - Diesel fuel	4,019	17,032	(8,658)	12,393
Other assets				
Prepayments	54,752	19,604	(44,950)	29,406
Total other current assets	58,771	36,636	(53,608)	41,799
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.

**SHIRE OF CHAPMAN VALLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2026**

OPERATING ACTIVITIES

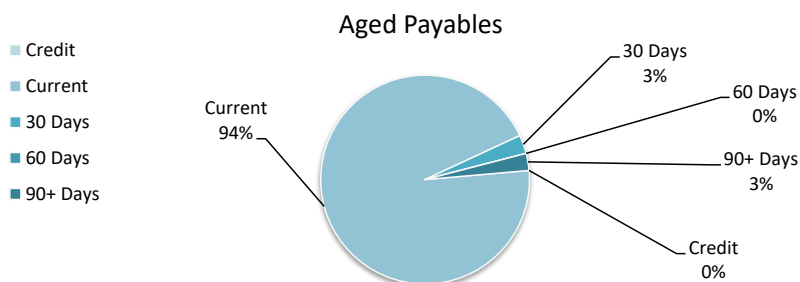
9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	176,268	5,371	0	4,928	186,567
Percentage	0.0%	94.5%	2.9%	0.0%	2.6%	
Balance per trial balance						
Sundry creditors						186,567
ATO liabilities						4,242
Receipts in advance						54,585
Bonds and deposits held						101,466
Total payables general outstanding						346,860

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.



SHIRE OF CHAPMAN VALLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2026

FINANCING ACTIVITIES

10 BORROWINGS

Repayments - borrowings

Information on borrowings

Particulars	Loan No.	1 July 2025	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Depot Building	99	245,786	0	0	(11,013)	(22,298)	234,773	223,488	(6,528)	(11,848)
Road Plant Capital	100	335,306	0	0	(38,644)	(78,181)	296,662	257,125	(8,322)	(14,581)
Disaster Recovery Centre	101	0	0	500,000	0	0	0	500,000	0	0
Total		581,092	0	500,000	(49,657)	(100,479)	531,435	980,613	(14,850)	(26,429)
Current borrowings		100,479					100,478			
Non-current borrowings		480,613					430,957			
		581,092					531,435			

All debenture repayments were financed by general purpose revenue.

New borrowings 2025-26

Particulars	Amount Borrowed		Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
	\$	\$				\$	%	\$	\$	\$
Disaster Recovery Centre	0	500,000	WATC	Fixed Rate	10	129,715	4.61	0	0	0
	0	500,000				129,715		0	0	0

KEY INFORMATION

The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

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.

SHIRE OF CHAPMAN VALLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2026

FINANCING ACTIVITIES

11 LEASE LIABILITIES

Movement in carrying amounts

Information on leases Particulars	Lease No.	1 July 2025	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Nabawa Fuel Station	LE01	26,220	0	0	(6,367)	(6,228)	19,853	19,992	(452)	(585)
Total		26,220	0	0	(6,367)	(6,228)	19,853	19,992	(452)	(585)
Current lease liabilities		8,517					8,517			
Non-current lease liabilities		17,703					17,703			
		26,220					26,220			

All lease repayments were financed by general purpose revenue.

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.

SHIRE OF CHAPMAN VALLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2026

OPERATING ACTIVITIES

12 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2025 \$	Liability transferred from/(to) non current \$	Liability Increase \$	Liability Reduction \$	Closing Balance 31 March 2026 \$
Other current liabilities						
Other liabilities						
Grants/contributions liability		1,043,711	0	2,067,130	(1,705,669)	1,405,172
Total other liabilities		1,043,711	0	2,067,130	(1,705,669)	1,405,172
Employee Related Provisions						
Provision for annual leave		307,127	0	0	0	307,127
Provision for long service leave		256,511	0	0	0	256,511
Total Provisions		563,638	0	0	0	563,638
Total other current liabilities		1,607,349	0	2,067,130	(1,705,669)	1,968,810

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 14

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.

SHIRE OF CHAPMAN VALLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2026

OPERATING ACTIVITIES

13 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability	Increase in	Decrease in	Liability	Current	Amended	YTD	YTD
	1 July 2025	Liability	Liability	31 Mar 2026	Liability	Budget	Budget	Revenue
	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies								
#0233 - Financial Assistance Grants (Local Road Funding)	0	262,971	(262,971)	0	0	350,627	262,971	262,971
#0253 - Financial Assistance Grants (General Purpose)	0	189,145	(189,145)	0	0	252,193	189,144	189,145
#0733 - DFES Grant Income	0	28,950	(28,950)	0	0	38,500	25,664	28,950
#0743 - Western Power Bushfire Volunteers Grant	929	0	0	929	929	0	0	0
#2983 - LBW Trust Library Grant	0	2,500	(2,500)	0	0	0	0	2,500
#3103 - DFES Community Benefit Fund	92,782	0	(47,036)	45,746	45,746	92,782	92,782	47,036
#3103 - Backroads Gravel Bike Race	0	50,000	(50,000)	0	0	50,000	50,000	50,000
#3103 - Streets Alive	0	0	0	0	0	5,000	5,000	0
#3103 - Thank a Volunteer	0	1,000	0	1,000	1,000	1,000	1,000	0
#3103 - FRRR - In a Good Place Grant	0	14,286	0	14,286	14,286	0	0	0
#3143 - Mainroads WA Direct Grant	0	193,980	(193,980)	0	0	193,980	193,980	193,980
#3163 - Regional Road Funding	0	240,000	(240,000)	0	0	465,734	310,488	240,000
	93,711	982,832	(1,014,582)	61,961	61,961	1,449,816	1,131,029	1,014,582
Contributions								
#0061 - Ex Gratia Rates	0	10,343	(10,343)	0	0	10,294	10,294	10,343
#0244 - POS Contributions	0	27,054	(27,054)	0	0	27,500	27,500	27,054
#0343 - Developer Contributions	0	2,500	(2,500)	0	0	24,637	0	2,500
#2683 - Reimbursement of Insurance Claims	0	1,076	(1,076)	0	0	0	0	1,076
#2883 - CV Football Club Electronic Scoreboard	0	9,000	(9,000)	0	0	9,000	6,750	9,000
#2923 - Dolby Creek Management Plan Contribution	0	0	0	0	0	1,500	0	0
#3393 - Hudson Resources Contribution	0	23,072	(23,072)	0	0	19,000	19,000	23,072
#4513 - Diesel Fuel Rebate	0	32,204	(32,204)	0	0	49,000	32,664	32,204
#5043 - Reimbursement of Insurance Claims	0	954	(954)	0	0	0	0	954
	0	106,203	(106,203)	0	0	140,931	96,208	106,203
TOTALS	93,711	1,089,035	(1,120,785)	61,961	61,961	1,590,747	1,227,237	1,120,785

**SHIRE OF CHAPMAN VALLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2026**

INVESTING ACTIVITIES

14 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability	Increase in	Decrease in	Liability	Current	Amended	YTD	YTD
	1 July 2025	Liability	Liability	31 Mar 2026	Liability	Budget	Budget	Revenue
	\$	\$	(As revenue)	\$	\$	\$	\$	\$
Capital grants and subsidies								
#2803 - LRCIP Phase 1 & 2	0	64,884	(64,884)	0	0	0	0	64,884
#2803 - LRCIP Phase 4A	0	0	0	0	0	19,699	19,699	0
#3153 - LRCIP Phase 4B	0	0	0	0	0	210,792	210,792	0
#3173 - Regional Road Funding	0	753,211	(360,000)	393,211	393,211	600,000	450,000	360,000
#3193 - Roads to Recovery Funding	0	160,000	(160,000)	0	0	360,046	0	160,000
#3423 - DFES Local Government Resilience Fund	500,000	0	0	500,000	500,000	500,000	0	0
#3423 - DFES Disaster Ready Fund	450,000	0	0	450,000	450,000	900,000	900,000	0
#3423 - Community Sporting & Recreation Facilities Fund	0	0	0	0	0	925,000	0	0
#3423 - WA Football Commission	0	0	0	0	0	50,000	0	0
#3433 - Water Supply Grant Funding	0	0	0	0	0	25,000	0	0
#4764 - Water Supply Grant Funding	0	0	0	0	0	15,000	0	0
	950,000	978,095	(584,884)	1,343,211	1,343,211	3,605,537	1,580,491	584,884

**SHIRE OF CHAPMAN VALLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2026**

15 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 2025	Amount Received	Amount Paid	Closing Balance 31 March 2026
	\$	\$	\$	\$
CTF Levies	3,653	9,557	(10,827)	2,383
Building Commission Levies	3,647	12,539	(14,098)	2,088
Unclaimed Monies	50	838	(468)	420
	7,350	23,534	(25,993)	4,891

List of Accounts Paid - March 2026				
Chq/EFT	Date	Name	Description	Amount
EFT31142	06/03/2026	Catherine Mary Low	Elected Member Superannuation Contribution	-\$ 855.00
EFT31143	06/03/2026	Nicole Julie Batten	Elected Member Superannuation Contribution	-\$ 2,167.80
EFT31144	06/03/2026	Peter John Humphrey	Elected Member Superannuation Contribution	-\$ 337.25
EFT31145	06/03/2026	Philip Joseph Blakeway	Elected Member Superannuation Contribution	-\$ 855.00
EFT31146	09/03/2026	Westpac Geraldton	Credit Card Transactions - Printix - Business Plan - Monthly Subscription for cloud-based print management solution; Super Cheap Auto - P115 CV1 - Parts; BP Thomsons Lake - P115 CV1 - Diesel; Ampol Nabawa - P115 CV1 - Diesel; Master Lock - Monthly Configurable Temp Code Subscription for Bill Hemsley Park Community Centre; EG Group - P115 CV1 - Diesel; Westpac - Card Fee	-\$ 700.40
EFT31150	18/03/2026	City of Greater Geraldton	Transfer station disposal charges Meru	-\$ 2,345.87
EFT31151	18/03/2026	Synergy	Electricity charges	-\$ 1,092.84
EFT31152	18/03/2026	Western Power	Design Fee for Power Upgrade for Changeroom Upgrade at Nabawa Stadium	-\$ 3,300.00
EFT31153	18/03/2026	Sarah Kingdon	Bond Venue Hire Refund	-\$ 530.00
EFT31154	18/03/2026	AFGRI	P57 - Parts; OILS - Grader Oils and HY-GARD 205L	-\$ 5,274.49
EFT31155	18/03/2026	Atom Supply	Tools & Consumables - Jack Truck 40T-20T Air/Hydraulic 2 Stage Lifttech; WKPE - Safety Glasses	-\$ 4,494.73
EFT31156	18/03/2026	Australia Post	Postage Expenses	-\$ 439.25
EFT31157	18/03/2026	B.F BUNTER & G BUNTER	M67 Hickety Road - Repair damaged fencing	-\$ 3,842.00
EFT31158	18/03/2026	Blackwoods	PPE - Mask and Filter for Spraying Herbicide and Pesticide Chemicals for Rangers	-\$ 158.18
EFT31159	18/03/2026	Bridgestone Tyre Centre	P1925 - Tyres; P93 - Repairs	-\$ 187.00
EFT31160	18/03/2026	Bullivants Pty Ltd	P999 - Inspect and repair lifting chains	-\$ 824.78
EFT31161	18/03/2026	Bunnings Group Limited	Cleaning supplies, Blinds and Bathroom Parafix for Nabawa Refuse Site Office; C01 - Silicon; Road Sign Expense - Drill, Screws, Drill and drive set; RV01 - Bags of asphalt for pothole repairs; Gas exchange, Padlock, Pegs, Tool container and Battery tester for Coronation Beach Campgrounds, Gas exchange for Bill Hemsley Park Community Centre; Gas exchange for Fig Tree Campgrounds; P93 - Parts; Cleaning supplies and Batteries for Nabawa Depot	-\$ 1,927.30
EFT31162	18/03/2026	C.P GRIMSTON & J.L GRIMSTON tas Grimston Fabrications	P110 - Repairs	-\$ 3,670.46
EFT31163	18/03/2026	CJD Equipment Pty Ltd	Cutting edges; P75; P73 - Parts	-\$ 3,406.75
EFT31164	18/03/2026	Chem-Dry Power Carpet and Upholstery Cleaning	Carpet cleaning at Bill Hemsley Park Community Centre	-\$ 457.00
EFT31165	18/03/2026	Cleanaway Co Pty Ltd (Commercial)	Commercial Waste Clearance	-\$ 5,951.45
EFT31166	18/03/2026	Cleanaway Co Pty Ltd (Domestic)	Domestic Waste Clearances	-\$ 9,404.70
EFT31167	18/03/2026	Data3 Limited	Microsoft Subscriptions	-\$ 1,479.76
EFT31168	18/03/2026	EFTSURE PTY LTD	EFTSure Subscription	-\$ 9,900.00
EFT31169	18/03/2026	GNC Building & Construction Group WA Pty Ltd	C01 Durawah Road - Concrete pipes for various culverts	-\$ 34,210.00
EFT31170	18/03/2026	Geraldton Ag Services	P78 - Parts	-\$ 2,300.00
EFT31171	18/03/2026	Geraldton Toyota	P113 - Parts	-\$ 24.86
EFT31172	18/03/2026	Great Northern Rural Services	Insecticide for Coronation Beach Campgrounds; 1055 Sports Ground - Replacement air tank for bore pump; M67 Hickety Road - Materials to replace fence	-\$ 3,998.26
EFT31173	18/03/2026	Hersey's Safety Pty Ltd	RC19 Balla Whelarra Road - Delineators, Guide posts, Marking paint; WKPE - Water bottle, Gloves, Chemical respirator, Dust masks; Tools & Consumables - Tech bit, Driver bit, Reciprocal saw blades; P999; P000 - Parts	-\$ 5,042.54
EFT31174	18/03/2026	Hosexpress	P46 - Repairs; P88 - Parts	-\$ 1,771.63
EFT31175	18/03/2026	Incite Security Pty Ltd	Service visit to investigate system issues at Bill Hemsley Park Community Centre	-\$ 165.00
EFT31176	18/03/2026	Instant Weighing	P73; P110; P105 - Service	-\$ 5,803.02
EFT31177	18/03/2026	Integrated ICT	Starlink Data Plan	-\$ 180.00
EFT31178	18/03/2026	JA Diesel Pty Ltd	P81; P117; P51; P73; P105; P75; P85; P118; P918 - Repairs; P113; P104 - Service; P75 - Parts and Repairs	-\$ 8,427.10
EFT31179	18/03/2026	Kruize Asphalt & Contracting	RV02 - Clearing of culverts on various roads; Cleaning of culverts and removal of vegetation on Bella Vista Road and Bunter Way, Bobcat and Truck hire, Labour hire; M10 Nanson-Howatharra Road - Culvert works at erupting mud site	-\$ 7,920.00
EFT31180	18/03/2026	M2 Technology Group	M2 On Hold Agreement	-\$ 231.00
EFT31181	18/03/2026	MI Global Construction Pty Ltd	Progress Payment 10 - Supply and install modular transportable depot office and crib room; Cabinet Variation - Supply and install modular transportable depot office and crib room	-\$ 23,690.84
EFT31182	18/03/2026	ML Communications	RC19 Balla Whelarra Road - Survey Pegs; P999 - Service of small plant	-\$ 6,057.99
EFT31183	18/03/2026	MOD Designs	Gardening services	-\$ 1,740.00
EFT31184	18/03/2026	MODESCO Pty Ltd t/as Design Catering	Supply Meeting Refreshments	-\$ 357.50
EFT31185	18/03/2026	Mach 1 Autoparts & Accessories	P113; P93; P999 - Parts	-\$ 857.85
EFT31186	18/03/2026	MaxiPARTS Operations Pty Ltd	P104; P918 - Parts	-\$ 428.49
EFT31187	18/03/2026	Midwest Diverse Contracting Pty Ltd	Excavate, form and pour signpost footings for Nabawa Oval Electronic Scoreboard	-\$ 14,374.36

List of Accounts Paid - March 2026				
Chq/EFT	Date	Name	Description	Amount
EFT31188	18/03/2026	Miralec	Install 15 amp inlet and a single phase change-over switch at Howatharra Fire Shed	-\$ 759.00
EFT31189	18/03/2026	Mitchell & Brown	Monitors, cables and keyboards for Nabawa Library	-\$ 468.00
EFT31190	18/03/2026	Moody L&K PTY LTD T/A Geraldton Lock & Key	Combination key for Nabawa Depot, Fire gates and Nabawa Refuse Site	-\$ 33.00
EFT31191	18/03/2026	NAPA - Cows Parts Pty Ltd	P61; P98; P88; P79; P2570; P999 - Parts	-\$ 3,288.88
EFT31192	18/03/2026	Option Refrigeration & Air Conditioning	Supply and install 2x air conditioners at Nanson Golf Club	-\$ 9,371.22
EFT31193	18/03/2026	Paywise Pty Ltd	Employee Novated Lease Arrangements	-\$ 2,382.28
EFT31194	18/03/2026	Peak Consultants Pty Ltd	50% Claim of Preparation of design and tender documentation including layout and detail drawings for Electrical Services - Preparation of Budget Estimates, Preparation of J7 Compliance Report and Tender evaluation and recommendations for Changeroom Upgrade at Nabawa Oval; Variation - Prepare and Lodge Western Power Application including fee	-\$ 5,274.50
EFT31195	18/03/2026	Pest A Kill WA	Annual Exterra termite station contract at Bill Hemsley Park Playground	-\$ 770.00
EFT31196	18/03/2026	Polstar Holdings Pty Ltd t/as Localworks Geraldton	Building envelope organisation racks	-\$ 337.70
EFT31197	18/03/2026	QHSE INTEGRATED SOLUTIONS PTY LTD t/as Skytrust Intelligence System	Skytrust Intelligence System Tier 2 - Core Monthly Subscription and Online Induction & Training	-\$ 493.90
EFT31198	18/03/2026	Reece Pty Ltd	Chains for gas bottle restraints at Nabawa Stadium; Part for water fountain at Bill Hemsley Park Community Centre	-\$ 174.19
EFT31199	18/03/2026	Refuel Australia	Purchase of fuel, oils and grease for Shire Operations	-\$ 36,892.11
EFT31200	18/03/2026	Reino International Pty Ltd	Monthly PEMS and Gateway Fees for Coronation Beach Ticket Machine	-\$ 214.21
EFT31201	18/03/2026	Searange Holdings Pty Ltd	Fuel Bowser Lease - Refer Lease Agreement LE01	-\$ 1,666.70
EFT31202	18/03/2026	Services Australia	Payroll deductions	-\$ 153.63
EFT31203	18/03/2026	Shire of Chapman Valley	P109 - Transfer fee & Vehicle Licence Duty	-\$ 19.35
EFT31204	18/03/2026	Statewide Bearings	P000 - Parts	-\$ 137.50
EFT31205	18/03/2026	TKPH Pty Ltd t/as OTR Tyres	P85; P47; P104; P1927; P88 - Tyres	-\$ 10,145.85
EFT31206	18/03/2026	Team Global Express Pty Ltd	Freight	-\$ 44.85
EFT31207	18/03/2026	The Trustee for Prout Family Trust tas Geraldton Roofing	Repair roof at Nabawa Depot	-\$ 2,750.00
EFT31208	18/03/2026	The Trustee for The Pinel Family Trust tas Asphalt In A Bag	RV01 - Supply pothole mix for road maintenance	-\$ 3,575.00
EFT31209	18/03/2026	Totally Work Wear	PPE for Refuse Site Attendant	-\$ 79.57
EFT31210	18/03/2026	Truck Centre (WA) Pty Ltd	P104 - Parts	-\$ 1,420.49
EFT31211	18/03/2026	ULTI-MECH PTY LTD tas Daimler Trucks Geraldton	P85 - Parts	-\$ 1,301.85
EFT31212	18/03/2026	Western Australian Electoral Commission	Local Government Ordinary Election Held 18th October 2025 conducted by Western Australian Electoral Commission	-\$ 18,844.33
EFT31213	18/03/2026	Western Australian Land Information Authority (Landgate)	GRV Interim Valuation	-\$ 198.75
EFT31214	18/03/2026	Westrac Pty Ltd	Cuttings edges	-\$ 4,381.74
EFT31215	18/03/2026	Wilby Investments Pty Ltd t/as Miles Glass and Flyscreens	Supply and Install Alugard screens to change rooms; Reinstall broken pane in cleaners room and male toilets at Nabawa Stadium	-\$ 2,901.77
EFT31216	18/03/2026	Woolworths Group	Staff amenities and janitorial supplies; Meetings and refreshments	-\$ 218.75
EFT31217	18/03/2026	Yuna Primary School Parents & Citizens Association	Donation for Spare Parts Puppet Theatre "Pillow Fight" performance	-\$ 525.00
EFT31218	24/03/2026	Australian Taxation Office	BAS FEB'26	-\$ 22,953.00
EFT31219	31/03/2026	City of Greater Geraldton	Transfer station disposal charges Meru	-\$ 4,601.51
EFT31220	31/03/2026	Synergy	Electricity charges	-\$ 193.09
EFT31221	31/03/2026	Telstra Limited	Telephone Charges and TIMS SMS Messaging	-\$ 1,323.68
EFT31222	31/03/2026	BDP Distribution Pty Ltd T/AS Cleanpak Total Solutions	Ablution paper for Coronation Beach Campgrounds and Fig Tree Campgrounds	-\$ 245.45
EFT31223	31/03/2026	Battery Mart	NTIP - Replacement battery for CCTV	-\$ 367.40
EFT31224	31/03/2026	Bunnings Group Limited	Materials to repair wall after pipe repair at Nabawa Administration Office	-\$ 39.59
EFT31225	31/03/2026	Dulux Australia	M130 Chapman Valley Road - Anti graffiti paint for Mills Point Lookout rails	-\$ 505.76
EFT31226	31/03/2026	Erskine Michael Kelly	Employee Reimbursement	-\$ 295.00
EFT31227	31/03/2026	Freemans Liquid Waste	Effluent Removal at Coronation Beach Camp Grounds	-\$ 1,548.00
EFT31228	31/03/2026	G & KL WRIGHT PTY LTD tas Rip-It Security Shredding	Supply, collection, exchange and processing of secure document bin	-\$ 76.00
EFT31229	31/03/2026	Geraldton Toyota	P116 - Service	-\$ 305.00
EFT31230	31/03/2026	Ingham Way Pty Ltd T/A Novus Autoglass Midwest & Tint-A-Car Geraldton	P88 - Parts and Repairs	-\$ 1,764.50
EFT31231	31/03/2026	JA Diesel Pty Ltd	P88; P918; P000; P72 - Repairs; P81; P71; P85 - Service and Repairs; P104; P81; P111; P7725; P74; P86; P63; P7723 - Service; P72 - Parts and Repairs	-\$ 6,176.50
EFT31232	31/03/2026	Kruize Asphalt & Contracting	C01 Durawah Road - Assist with culverts	-\$ 14,520.00
EFT31233	31/03/2026	Landwest Urban And Rural Planning Consultants	Preparation and lodgement of Wells Road subdivision application with WAPC and WAPC Application Fee	-\$ 9,659.00
EFT31234	31/03/2026	ML Communications	Install new cameras to Nabawa Refuse Site Office - \$6,507.83 inc GST; P113 - Repairs; C82 Nabawa Yetna Road - Survey marks and materials	-\$ 11,146.80
EFT31235	31/03/2026	Midwest Mowers and Can-Am	P84 - Parts	-\$ 489.95
EFT31236	31/03/2026	Paywise Pty Ltd	Employee Novated Lease Arrangements	-\$ 1,191.14

List of Accounts Paid - March 2026				
Chq/EFT	Date	Name	Description	Amount
EFT31237	31/03/2026	RGI Signworks WA Pty Ltd	Replacement and creation of various signs for Nabawa Refuse Site	-\$ 2,838.00
EFT31238	31/03/2026	Seek Ltd	Advertisement for Revenue Officer and Community Development Officer	-\$ 1,100.00
EFT31239	31/03/2026	Services Australia	Payroll deductions	-\$ 153.63
EFT31240	31/03/2026	Shire of Perenjori	WALGA CEO Performance Review Training for Elected Members	-\$ 1,070.76
EFT31241	31/03/2026	Southern Cross Broadband Pty Ltd	Wireless Internet Services at Bill Hemsley Park Community Centre, Nabawa Community Centre and Nabawa Recreation Centre	-\$ 330.00
EFT31242	31/03/2026	Sun City Plumbing	Diagnose and repair leak at Nabawa Administration Building	-\$ 677.05
EFT31243	31/03/2026	Team Global Express Pty Ltd	Freight	-\$ 1,275.71
EFT31244	31/03/2026	TeletracNavman Australia	Teletrac Navman subscription for various vehicles	-\$ 1,571.90
EFT31245	31/03/2026	The Trustee for The AN & LJ CLARKE FAMILY Trust t/as Solahart Geraldton	Replace hot water system at Yuna Multipurpose Community Centre	-\$ 8,691.00
EFT31246	31/03/2026	Think Water - Geraldton	P008 - Parts	-\$ 645.75
EFT31247	31/03/2026	ULTI-MECH PTY LTD tas Daimler Trucks Geraldton	P72 - Parts	-\$ 245.67
EFT31248	31/03/2026	Western Australian Land Information Authority (Landgate)	GRV Interim Valuation	-\$ 66.25
EFT31249	31/03/2026	Westrac Pty Ltd	Cuttings edges	-\$ 429.66
EFT31250	31/03/2026	Woolworths Group	Staff amenities and janitorial supplies; Meetings and refreshments	-\$ 151.05
DD19116.1	10/03/2026	Aware Super Pty Ltd	Superannuation contributions and payroll deductions	-\$ 9,110.92
DD19116.2	10/03/2026	Rest Superannuation	Superannuation contributions and payroll deductions	-\$ 1,013.17
DD19116.3	10/03/2026	Mercer Super Trust	Superannuation contributions and payroll deductions	-\$ 575.03
DD19116.4	10/03/2026	Wealth Personal Superannuation and Pension Fund	Superannuation contributions and payroll deductions	-\$ 1,037.18
DD19116.5	10/03/2026	OnePath Custodians Pty Limited	Superannuation contributions	-\$ 401.50
DD19116.6	10/03/2026	Hostplus Superannuation	Superannuation contributions	-\$ 127.78
DD19116.7	10/03/2026	Prime Super	Superannuation contributions	-\$ 671.98
DD19116.8	10/03/2026	Cbus Superannuation	Superannuation contributions	-\$ 365.48
DD19116.9	10/03/2026	ANZ Smart Choice Super	Superannuation contributions	-\$ 379.61
DD19131.1	24/03/2026	Aware Super Pty Ltd	Superannuation contributions and payroll deductions	-\$ 9,101.49
DD19131.2	24/03/2026	Rest Superannuation	Superannuation contributions and payroll deductions	-\$ 890.59
EFT31148	18/03/2026	Department Local Government, Industry Regulation and Safety (LGIRS)	Buildings Services Levies Forwarded	-\$ 3,168.34
EFT31149	18/03/2026	Shire of Chapman Valley	CTF and Building Services Levies Commissions	-\$ 41.50
			Total	-\$ 419,122.44

Purchasing Cards - March 2026					
Card Type	Cardholder	Date	Name	Description	Amount
Westpac Credit Card	Jamie Criddle	25/02/2026	Ampol Wonthella	93.63 Litres of Premium Diesel at 1.739/L for CEO vehicle	\$ 162.82
		02/03/2026	OTR Como Convenience	40.09 Litres of Diesel at 1.899/L for CEO vehicle	\$ 76.13
		02/03/2026	OTR Como Convenience	62.07 Litres of Diesel at 1.899/L for CEO vehicle	\$ 117.87
		06/03/2026	Chally Bridge Farm	Bouquet of flowers for departing Administration Officer	\$ 40.00
		09/03/2026	Caltex Sunset Beach	93.69 Litres of Premium Diesel at 2.028/L for CEO vehicle	\$ 190.01
		09/03/2026	Mcdonalds Homemaker Centre	Large Coffees for CEO and Shire President to attend WALGA meeting	\$ 12.65
		17/03/2026	Printix	Business Plan - Monthly Subscription for cloud-based print management solution \$US35.53	\$ 52.42
		18/03/2026	Master Lock	Monthly Configurable Temp Code Subscription \$US3.00	\$ 4.43
				Total CEO	\$ 656.33
				TOTAL	\$ 656.33
Bunnings	Anthony Abbott	04/03/2026	PO 13426	Balustrade repair materials for Bill Hemsley Park Community Centre	\$ 37.77
		06/03/2026	PO 13421	Balustrade repair materials and small ladder for Bill Hemsley Park Community Centre	\$ 135.86
		12/03/2026	PO 13448	Cleaning products for Nabawa Administration Office	\$ 43.13
		13/03/2026	PO 13463	Materials to erect Oval Goal Post Nets; Materials for timber structure maintenance at Coronation Beach Campgrounds	\$ 1,453.39
		18/03/2026	PO 13475	Timber maintenance equipment for Coronation Beach Campgrounds structures; Cleaning materials for Bill Hemsley Park Community Centre and Nabawa Administration Office	\$ 191.95
		19/03/2026	PO 13476	Timber and screws for Coronation Beach Campgrounds Ablution Block maintenance	\$ 115.42
		24/03/2026	PO 13490	Materials for Handrail at Nabawa Refuse Site Office	\$ 265.54
		26/03/2026	PO 13500	Rafter brackets for timber maintenance at Coronation Beach Campgrounds	\$ 47.00
				Sub Total	\$ 2,290.06
	Esky Kelly	06/03/2026	PO 13416	1055 Sports Ground - Nabawa Oval - Marker paint	\$ 415.56
		09/03/2026	PO 13418	4532 Tools & Consumables - Rolling utility seat, Driving combo set, Paint spray gun, Pruner	\$ 805.48
		13/03/2026	PO 13437	Cleaning supplies for Nabawa Refuse Site Office maintenance	\$ 80.83
		13/03/2026	PO 13436	4532 Tools & Consumables - Tool bag, Ratchets, Tape measures, Nuts, Bolts, Hammer; P117 - Storage containers, Cargo net, Plastic basin, Tie down straps	\$ 615.01
		19/03/2026	PO 13469	4532 Tools & Consumables - Soldering iron, Paint mixer; P999 - Cable ties and tape	\$ 185.59
				Sub Total	\$ 2,102.47
	Dianne Raymond	26/03/2026	PO 13257	Rubbish collection tool for Rangers	\$ 42.79
				Sub Total	\$ 42.79
				TOTAL	\$ 4,435.32
Purchasing Cards Grand Total					\$ 5,091.65

Purchasing Cards - Fuel - March 2026

Card#: 70566434	Vehicle Registration: CV1	Vehicle Description: P115/MV47 Toyota Landcruiser GXL (2025)	Department: CEO
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Date	Time	Fuel Type	Litres	Location	Amount
		Star Card Fee			\$ 6.38
16/03/2026	12:23 PM	PREMIUM DIESE	84.75	AMPOL SUNSET BEACH S/STN	\$ 235.44
24/03/2026	8:34 AM	PREMIUM DIESE	68.86	AMPOL FOODARY WONHELLA	\$ 205.82
24/03/2026	5:44 PM	UNLEADED PETR	46.53	AMPOL GERALDTON DEPOT	\$ 118.33
27/03/2026	9:10 AM	PREMIUM DIESE	39.16	AMPOL FOODARY WONHELLA	\$ 122.92
Total for Card 70566434					\$ 688.89

Card#: 94158457	Vehicle Registration: CV542	Vehicle Description: P116/MV48 Toyota Hilux SR5 (2025)	Department: DCEO
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Date	Time	Fuel Type	Litres	Location	Amount
		Star Card Fee			\$ 6.38
Total for Card 94158457					\$ 6.38

Card#: 4862	Vehicle Registration: CV542	Vehicle Description: P116/MV48 Toyota Hilux SR5 (2025)	Department: Deputy CEO
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Date	Time	Fuel Type	Litres	Location	Amount
06/03/2026	7:09 AM	DIESEL	51.56	Flores Depot (1060)	\$ 92.86
17/03/2026	3:35 PM	DIESEL	50.51	Flores Depot (1060)	\$ 136.93
20/03/2026	8:35 AM	DIESEL	27.96	Nabawa (1064)	\$ 83.07
24/03/2026	9:15 AM	DIESEL	26.99	Nabawa (1064)	\$ 83.16
26/03/2026	10:46 AM	DIESEL	26.55	Nabawa (1064)	\$ 84.99
Total for Card 4862					\$ 481.01

Card#: 95762489	Vehicle Registration: CV595	Vehicle Description: P113/MV45 Toyota Hilux SR5 2025	Department: Works Manager
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Date	Time	Fuel Type	Litres	Location	Amount
		Star Card Fee			\$ 6.38
01/03/2026	9:17 AM	PREMIUM DIESE	64.84	AMPOL SUNSET BEACH S/STN	\$ 116.58
03/03/2026	1:55 PM	PREMIUM DIESE	111.53	AMPOL SUNSET BEACH S/STN	\$ 200.53
10/03/2026	3:19 PM	PREMIUM DIESE	44.74	AMPOL SUNSET BEACH S/STN	\$ 105.94
Total for Card 95762489					\$ 429.43

Card#: 8343	Vehicle Registration: CV595	Vehicle Description: P113/MV45 Toyota Hilux SR5 2025	Department: Works Manager
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Date	Time	Fuel Type	Litres	Location	Amount
08/03/2026	9:49 AM	DIESEL	112.35	Northampton (1062)	\$ 224.81
16/03/2026	12:46 PM	DIESEL	84.89	Nabawa (1064)	\$ 230.99
23/03/2026	10:12 PM	PREMIUM DIESE	153.36	Sunset Service Station (1030)	\$ 462.84
26/03/2026	1:18 PM	DIESEL	91.82	Nabawa (1064)	\$ 293.92
Total for Card 8343					\$ 1,212.56

Card#: 94158432	Vehicle Registration: CV596	Vehicle Description: P114/MV46 Toyota RAV4 SXE	Department: Manager Finance & Corporate Services
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Date	Time	Fuel Type	Litres	Location	Amount
		Star Card Fee			\$ 6.38
Total for Card 94158432					\$ 6.38

Card#: 7477	Vehicle Registration: CV596	Vehicle Description: P114/MV46 Toyota RAV4 SXE	Department: Manager Finance & Corporate Services
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Date	Time	Fuel Type	Litres	Location	Amount
05/03/2026	5:47 PM	PREMIUM 98 A	42.24	Flores Depot (1060)	\$ 81.65
14/03/2026	5:09 PM	PREMIUM 98 A	34.86	Flores Depot (1060)	\$ 86.91
22/03/2026	6:08 PM	PREMIUM 98 A	27.69	Flores Depot (1060)	\$ 74.02
26/03/2026	5:39 PM	PREMIUM 98 A	25.16	Flores Depot (1060)	\$ 70.52
Total for Card 7477					\$ 313.10

Card#: 03050984	Vehicle Registration: CV3141	Vehicle Description: P99/MV36 Ford Ranger XLT Dual Cab Ute (2023)	Department: Building & Projects Officer
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Date	Time	Fuel Type	Litres	Location	Amount
		Star Card Fee			\$ 6.38
Total for Card 03050984					\$ 6.38

Card#: 9633	Vehicle Registration: CV3141	Vehicle Description: P99/MV36 Ford Ranger XLT Dual Cab Ute (2023)	Department: Building & Projects Officer
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Date	Time	Fuel Type	Litres	Location	Amount
09/03/2026	5:29 PM	DIESEL	69.97	Flores Depot (1060)	\$ 148.41
13/03/2026	10:01 AM	DIESEL	33.84	Flores Depot (1060)	\$ 88.02
18/03/2026	10:56 AM	DIESEL	45.68	Flores Depot (1060)	\$ 123.84
20/03/2026	12:33 PM	DIESEL	52.75	Nabawa (1064)	\$ 156.72
25/03/2026	6:00 PM	DIESEL	44.77	Flores Depot (1060)	\$ 138.83
26/03/2026	3:53 PM	DIESEL	20.64	Nabawa (1064)	\$ 66.07
27/03/2026	2:32 PM	DIESEL	15.11	Flores Depot (1060)	\$ 46.86
Total for Card 9633					\$ 768.75

Card#:	Vehicle Registration:	Vehicle Description:	Department:
9002	CV2843	P61/MV19 UTILITY, TOYOTA HILUX (2016) 4X4, 2.4LT DSL	Senior Ranger

Date	Time	Fuel Type	Litres	Location	Amount
06/03/2026	8:01 AM	UNLEADED PETR	7.71	Nabawa (1064)	\$ 13.90
Total for Card 9002					\$ 13.90

Card#:	Vehicle Registration:	Vehicle Description:	Department:
3561	CV3159	P103/MV38 Mitsubishi Triton GLX (2023)	Gardening

Date	Time	Fuel Type	Litres	Location	Amount
01/03/2026	5:52 PM	DIESEL	24.51	Nabawa (1064)	\$ 43.65
04/03/2026	11:35 AM	DIESEL	60.99	Nabawa (1064)	\$ 111.06
11/03/2026	4:32 PM	DIESEL	55.64	Nabawa (1064)	\$ 136.37
18/03/2026	11:03 AM	DIESEL	49.1	Nabawa (1064)	\$ 136.06
25/03/2026	6:41 AM	DIESEL	61.77	Nabawa (1064)	\$ 190.31
31/03/2026	8:05 AM	DIESEL	47.55	Nabawa (1064)	\$ 156.01
31/03/2026	8:08 AM	UNLEADED PETR	11.37	Nabawa (1064)	\$ 29.37
Total for Card 3561					\$ 802.83

Card#:	Vehicle Registration:	Vehicle Description:	Department:
3563	CV3089	P97/MV34 Mazda BT-50 (2022)	Gardening

Date	Time	Fuel Type	Litres	Location	Amount
04/03/2026	9:24 AM	UNLEADED PETR	43.12	Nabawa (1064)	\$ 73.86
05/03/2026	8:49 AM	UNLEADED PETR	30.76	Nabawa (1064)	\$ 54.23
06/03/2026	1:01 PM	DIESEL	49.17	Nabawa (1064)	\$ 98.88
Total for Card 3563					\$ 226.97

Card#:	Vehicle Registration:	Vehicle Description:	Department:
3562	CV2859	P60/MV18 Crew Cab Truck Isuzu, FRR 110-260	Works

Date	Time	Fuel Type	Litres	Location	Amount
10/03/2026	10:54 AM	DIESEL	106.3	Nabawa (1064)	\$ 246.72
Total for Card 3562					\$ 246.72

Card#:	Vehicle Registration:	Vehicle Description:	Department:
3565	CV2726	P72/MV23 Freightliner Coronado 122SD Prime Mover (2013)	Works

Date	Time	Fuel Type	Litres	Location	Amount
20/03/2026	8:09 AM	DIESEL	379.8	Nabawa (1064)	\$ 1,128.39
Total for Card 3565					\$ 1,128.39

Card#:	Vehicle Registration:	Vehicle Description:	Department:
3566	CV04	P104/MV39 Mack ANA 6x4 Prime Mover (2024)	Works

Date	Time	Fuel Type	Litres	Location	Amount
03/03/2026	8:37 AM	DIESEL	436.41	Nabawa (1064)	\$ 777.25
05/03/2026	8:18 AM	DIESEL	471.45	Nabawa (1064)	\$ 891.51
09/03/2026	7:59 AM	DIESEL	442.74	Nabawa (1064)	\$ 890.35
11/03/2026	8:10 AM	DIESEL	511.99	Nabawa (1064)	\$ 1,254.89
16/03/2026	8:17 AM	DIESEL	419.11	Nabawa (1064)	\$ 1,140.40
17/03/2026	8:15 AM	DIESEL	242.86	Nabawa (1064)	\$ 672.97
19/03/2026	8:08 AM	DIESEL	340.83	Nabawa (1064)	\$ 992.16
25/03/2026	8:06 AM	DIESEL	202.93	Nabawa (1064)	\$ 649.58
30/03/2026	9:10 AM	DIESEL	475.37	Nabawa (1064)	\$ 1,521.66
Total for Card 3566					\$ 8,790.77

Card#:	Vehicle Registration:	Vehicle Description:	Department:
3567	CV147	P918/364 IVECO POWERSTAR TIP TRUCK (2008)	Works

Date	Time	Fuel Type	Litres	Location	Amount
31/03/2026	8:42 AM	DIESEL	298.69	Nabawa (1064)	\$ 980.00
Total for Card 3567					\$ 980.00

Card#:	Vehicle Registration:	Vehicle Description:	Department:
4761	CV3245	P118/MV50 Toyota Hilux SR (2025)	Works

Date	Time	Fuel Type	Litres	Location	Amount
11/03/2026	6:32 AM	DIESEL	57.92	Nabawa (1064)	\$ 134.43
20/03/2026	6:38 AM	DIESEL	64.74	Nabawa (1064)	\$ 188.46
24/03/2026	10:02 AM	DIESEL	360.17	Flores Depot (1060)	\$ 1,088.07
30/03/2026	9:34 AM	DIESEL	27.69	Nabawa (1064)	\$ 88.64
Total for Card 4761					\$ 1,499.60

Card#:	Vehicle Registration:	Vehicle Description:	Department:
5103	CV2806	P52/MV13 TRUCK ISUZU NQR 450 TIPPER (2015)	Works

Date	Time	Fuel Type	Litres	Location	Amount
03/03/2026	2:24 PM	DIESEL	91.61	Nabawa (1064)	\$ 163.16
26/03/2026	11:14 AM	DIESEL	74.61	Flores Depot (1060)	\$ 231.37
Total for Card 5103					\$ 394.53

Card#:	6627	Vehicle Registration:	CV3172	Vehicle Description:	P98/M35 Mazda BT-50 (2022)	Department:	Works
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Date	Time	Fuel Type	Litres	Location	Amount
11/03/2026	7:37 AM	DIESEL	21.41	Nabawa (1064)	\$ 49.69
26/03/2026	8:30 AM	DIESEL	53.90	Nabawa (1064)	\$ 172.53
Total for Card 6627					\$ 222.22

Card#:	7563	Vehicle Registration:	CV2952	Vehicle Description:	P79/MV26 Mitsubishi Triton (2020) GLX 4x4	Department:	Works
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Date	Time	Fuel Type	Litres	Location	Amount
31/03/2026	12:06 PM	DIESEL	48.85	Nabawa (1064)	\$ 160.28
Total for Card 7563					\$ 160.28

Card#:	7763	Vehicle Registration:	CV2890	Vehicle Description:	P71/MV22 Toyota Landcruiser Workmate, 2010, 4.5L Diesel	Department:	Works
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Date	Time	Fuel Type	Litres	Location	Amount
03/03/2026	7:41 AM	DIESEL	98.79	Nabawa (1064)	\$ 175.94
06/03/2026	4:21 PM	DIESEL	91.77	Nabawa (1064)	\$ 184.55
12/03/2026	4:28 PM	DIESEL	104.98	Nabawa (1064)	\$ 273.05
19/03/2026	4:29 PM	DIESEL	132.59	Nabawa (1064)	\$ 385.97
23/03/2026	4:48 PM	DIESEL	99.17	Nabawa (1064)	\$ 294.63
26/03/2026	6:45 AM	DIESEL	81.67	Nabawa (1064)	\$ 261.43
Total for Card 7763					\$ 1,575.57

Card#:	7764	Vehicle Registration:	CV3034	Vehicle Description:	FD Storage on ute (P71) - P88/MV33	Department:	Works
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Date	Time	Fuel Type	Litres	Location	Amount
03/03/2026	4:15 PM	DIESEL	248.73	Nabawa (1064)	\$ 442.99
05/03/2026	4:19 PM	DIESEL	241.3	Nabawa (1064)	\$ 456.30
06/03/2026	4:16 PM	DIESEL	198.76	Nabawa (1064)	\$ 399.71
12/03/2026	4:23 PM	DIESEL	148.82	Nabawa (1064)	\$ 387.08
16/03/2026	4:26 PM	DIESEL	199.77	Nabawa (1064)	\$ 543.57
17/03/2026	4:09 PM	DIESEL	80.27	Nabawa (1064)	\$ 222.43
19/03/2026	4:34 PM	DIESEL	194.75	Nabawa (1064)	\$ 566.92
20/03/2026	4:17 PM	DIESEL	233.88	Nabawa (1064)	\$ 694.86
23/03/2026	4:44 PM	DIESEL	189.28	Nabawa (1064)	\$ 562.35
24/03/2026	4:25 PM	DIESEL	113.38	Nabawa (1064)	\$ 349.32
26/03/2026	6:50 AM	DIESEL	172.47	Nabawa (1064)	\$ 552.08
31/03/2026	4:12 PM	DIESEL	214.32	Nabawa (1064)	\$ 703.18
Total for Card 7764					\$ 5,880.79

Card#:	8489	Vehicle Registration:	CV2962	Vehicle Description:	P85/MV31 Freightliner Coronado Prime Mover (2021)	Department:	Works
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Date	Time	Fuel Type	Litres	Location	Amount
06/03/2026	8:08 AM	DIESEL	257.91	Nabawa (1064)	\$ 518.66
09/03/2026	7:48 AM	DIESEL	224.44	Nabawa (1064)	\$ 451.35
09/03/2026	3:45 PM	DIESEL	271.56	Nabawa (1064)	\$ 600.42
11/03/2026	7:57 AM	DIESEL	300.59	Nabawa (1064)	\$ 697.67
12/03/2026	7:45 AM	DIESEL	255.51	Nabawa (1064)	\$ 626.26
16/03/2026	8:03 AM	DIESEL	281.25	Nabawa (1064)	\$ 765.28
17/03/2026	7:49 AM	DIESEL	137.03	Nabawa (1064)	\$ 372.86
17/03/2026	7:53 AM	DIESEL	83.81	Nabawa (1064)	\$ 228.05
25/03/2026	8:01 AM	DIESEL	335.16	Nabawa (1064)	\$ 1,072.85
31/03/2026	7:57 AM	DIESEL	269.57	Nabawa (1064)	\$ 862.89
Total for Card 8489					\$ 6,196.29

Card#:	8629	Vehicle Registration:	CV3244	Vehicle Description:	P117/MV49 Toyota Hilux SR (2025)	Department:	Works
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Date	Time	Fuel Type	Litres	Location	Amount
12/03/2026	6:26 AM	DIESEL	63.47	Nabawa (1064)	\$ 155.56
20/03/2026	6:21 AM	DIESEL	56.15	Nabawa (1064)	\$ 163.45
25/03/2026	6:29 AM	DIESEL	51.14	Nabawa (1064)	\$ 157.56
27/03/2026	2:56 PM	DIESEL	31.01	Flores Depot (1060)	\$ 96.16
Total for Card 8629					\$ 572.73

Card#:	9856	Vehicle Registration:	FD	Vehicle Description:	General Card	Department:	Works
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Date	Time	Fuel Type	Litres	Location	Amount
03/03/2026	7:27 AM	DIESEL	360.06	Nabawa (1064)	\$ 641.27
06/03/2026	7:26 AM	DIESEL	450.02	Nabawa (1064)	\$ 850.99
11/03/2026	7:34 AM	DIESEL	278.33	Nabawa (1064)	\$ 646.00
16/03/2026	7:32 AM	DIESEL	334.89	Nabawa (1064)	\$ 911.24
18/03/2026	6:28 AM	UNLEADED PETR	20.00	Nabawa (1064)	\$ 47.86

20/03/2026	6:35 AM DIESEL	360.01 Nabawa (1064)	\$ 1,047.99
20/03/2026	7:35 AM DIESEL	355.11 Nabawa (1064)	\$ 1,033.73
23/03/2026	7:17 AM DIESEL	180.01 Nabawa (1064)	\$ 534.81
24/03/2026	7:26 AM DIESEL	357.99 Nabawa (1064)	\$ 1,063.59
24/03/2026	7:36 AM DIESEL	450.02 Nabawa (1064)	\$ 1,337.01
26/03/2026	8:38 AM DIESEL	319.48 Nabawa (1064)	\$ 1,022.66
26/03/2026	2:25 PM DIESEL	370.00 Nabawa (1064)	\$ 1,184.37
Total for Card 9856			\$ 10,321.52

GRAND TOTAL FOR ALL FUEL CARDS \$ 42,925.99

10.3 Chief Executive Officer

10.3.1 Delegations Review 2026

Department	Finance, Governance & Corporate Services Chief Executive Officer
Author	Jamie Criddle
Reference(s)	411.03
Attachment(s)	1. Delegation Reg Review 2026 [10.3.1.1 - 104 pages]

Voting Requirements

Absolute Majority

Staff Recommendation

That Council endorse the current Delegations Register as presented.

Council Resolution

Moved: Cr Trevor Royce **Seconded:** Cr Philip Blakeway

That Council endorse the current Delegations Register as presented.

For Cr Nicole Batten, Cr Philip Blakeway, Cr Peter Humphrey, Cr Katie Low, Cr Emma Rodney and Cr Trevor Royce

Against Nil

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CARRIED UNANIMOUSLY
Minute Reference OCM 2026/04-6

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

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



Shire of Chapman Valley

Delegations Register

Last Full Review – April 2026
(Minute Reference OCM 2026/04____)

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
21 March 2024	OCM 2024/03-4
28 April 2025	OCM 2025/04.02
16 April 2026	OCM 2026/04.

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

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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
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3000 FINANCE

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Treatment of Sewage and Disposal of Effluent and Liquid Waste	6003
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7000 ANIMAL CONTROL

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8000 LANDCARE

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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	B Ley	
	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)

DELEGATION SUBJECT Notices Requiring Certain Things to be Done by Owner or Occupier of land and Additional Powers When Notice is Given

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

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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 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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4000

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 – <i>Building Act 2011</i>
REFERENCE:		<i>Sections 110, 117, 118 Building Act 2011</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. 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

10.3.2	Council, Committee Member and Candidate Code of Conduct
Department	Finance, Governance & Corporate Services Chief Executive Officer
Author	Jamie Criddle
Reference(s)	411.01
Attachment(s)	1. C P-005 Code of Conduct for Council Members, Committee Members and Candidates [10.3.2.1 - 15 pages] 2. Local Government (Model Code of Conduct) Regulations 2021 [10.3.2.2 - 21 pages]

Voting Requirements

Absolute Majority

Staff Recommendation

That, with respect to the Code of Conduct for Council Members, Committee Members, and Candidates, the Council:

- 1) Approves the amended the Shire of Chapman Valley Code of Conduct for Council Members, Committee Members and Candidates, in accordance with section 5.104(2) of the Local Government Act 1995;
- 2) Instructs the Chief Executive Officer to distribute the amended Code of Conduct to all Council Members, Committee Members, Candidates for signing;
- 3) Endorses the Complaint about Alleged Breach Form;
- 4) Notes the Behaviour Breaches Register; and
- 5) Instruct the Chief Executive Officer to publish the amended Code of Conduct on the Shire website as soon as practicable.

Council Resolution

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

That, with respect to the Code of Conduct for Council Members, Committee Members, and Candidates, the Council:

- 1) Approves the amended the Shire of Chapman Valley Code of Conduct for Council Members, Committee Members and Candidates, in accordance with section 5.104(2) of the Local Government Act 1995;
- 2) Instructs the Chief Executive Officer to distribute the amended Code of Conduct to all Council Members, Committee Members, Candidates for signing;
- 3) Endorses the Complaint about Alleged Breach Form;
- 4) Notes the Behaviour Breaches Register; and
- 5) Instruct the Chief Executive Officer to publish the amended Code of Conduct on the Shire website as soon as practicable.

For Cr Nicole Batten, Cr Philip Blakeway, Cr Peter Humphrey, Cr Katie Low, Cr Emma Rodney and Cr Trevor Royce

Against Nil

6 / 0

CARRIED UNANIMOUSLY

Minute Reference OCM 2026/04-7

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 required to review the updated Code of Conduct for Council Members, Committee Members and Candidates, revised to align with Schedule 1 of the Local Government (Model Code of Conduct) Regulations 2021, as amended and in force from 1 January 2026. Section 5.104 of the Local Government Act 1995 requires Local Governments to adopt a Code of Conduct consistent with the Model Code of Conduct prescribed by regulation. Local Governments have until 1 April 2026 to amend their Codes of Conduct for council members.

Comment

The Shire last adopted its Code of Conduct in February 2021. Subsequent amendments to the Model Code commenced on 1 January 2026, requiring additional procedural provisions to be reflected in the local Codes of Conduct following the appointment of the Local Government Inspector.

The amendments are legislative in nature and reflect mandatory requirements of the Model Code of Conduct. A marked-up version of the amended Code of Conduct showing all proposed amendments (in Red) is attached to this report along with the proposed complaint about Alleged Breach form and a blank Behaviour Breaches Register. The original Minor Breaches Register is currently listed on the Shire Website in the Compliance Hub. These will be updated once adopted by Council.

Statutory Environment

The report complies with the requirements of the:

Local Government Act 1995

Local Government (Administration) Amendment Regulations 2021

Local Government (Model Code of Conduct) Regulations 2021.

Policy/Procedure Implications

A Policy or Procedure is affected:

Elected Member Governance Policy & Procedures

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.

GOVERNANCE & ACCOUNTABILITY

5.3 Make informed decisions within resources and areas of responsibility.

5.3.2 Regular and relevant briefings to Elected Members.

Consultation

The following consultation took place;

WALGA

WA Local Governments

Risk Assessment

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

A Moderate Reputational Risk of Level 3 - Which will likely result in substantiated, public embarrassment, moderate impact, moderate news profile.

CP-005 - Code of Conduct for Council Members, Committee Members and Candidates.

POLICY NO	CP-005
POLICY	CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES.
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	9.80
LEGISLATION	LOCAL GOVERNMENT (MODEL CODE OF CONDUCT) REGULATIONS 2021

Division 1 — Preliminary provisions

1. Citation

This is the *Shire of Chapman Valley Code of Conduct for Council Members, Committee Members and Candidates*.

2. Terms used

(1) In this code —

Act means the *Local Government Act 1995*;

candidate means a candidate for election as a council member;

complaint means a complaint made under clause 11(1);

publish includes to publish on a social media platform.

(2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 — General principles

3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

4. Personal integrity

(1) A council member, committee member or candidate should —

- (a) act with reasonable care and diligence; and
- (b) act with honesty and integrity; and
- (c) act lawfully; and
- (d) identify and appropriately manage any conflict of interest; and
- (e) avoid damage to the reputation of the local government.

(2) A council member or committee member should —

- (a) act in accordance with the trust placed in council members and committee members; and
- (b) participate in decision-making in an honest, fair, impartial and timely manner; and
- (c) actively seek out and engage in training and development opportunities to

improve the performance of their role; and

- (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

5. Relationship with others

- (1) A council member, committee member or candidate should —
 - (a) treat others with respect, courtesy and fairness; and
 - (b) respect and value diversity in the community.
- (2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

6. Accountability

A council member or committee member should —

- (a) base decisions on relevant and factually correct information; and
- (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
- (c) read all agenda papers given to them in relation to council or committee meetings; and
- (d) be open and accountable to, and represent, the community in the district.

Division 3 — Behaviour

7. Overview of Division

This Division sets out —

- (a) requirements relating to the behaviour of council members, committee members and candidates; and
- (b) the mechanism for dealing with alleged breaches of those requirements.

8. Personal integrity

- (1) A council member, committee member or candidate —
 - (a) must ensure that their use of social media and other forms of communication complies with this code; and
 - (b) must only publish material that is factually correct.
- (2) A council member or committee member —
 - (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
 - (b) must comply with all policies, procedures and resolutions of the local government.

9. Relationship with others

A council member, committee member or candidate —

- (a) must not bully or harass another person in any way; and
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (c) must not use offensive or derogatory language when referring to another person; and
- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- (e) must not impute dishonest or unethical motives to another council member,

committee member or candidate or a local government employee in connection with the performance of their official duties.

10. Council or committee meetings

When attending a council or committee meeting, a council member, committee member or candidate —

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

11. Complaint about alleged breach

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made —
 - (a) in writing in the form approved by the local government; and
 - (b) to a person authorised under subclause (3); and
 - (c) within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

(4) A complaint must be dealt with under clauses 12 to 15 unless —

- (a) the complaint is referred to the Inspector in accordance with subclause (5); and
- (b) the Inspector refers the complaint to be dealt with under Part 8A Division 5 of the Act.

Note for this subclause:

See section 5.105(1) of the Act.

(5) If the *Local Government (Model Code of Conduct) Regulations 2021* regulation 3A applies to a complaint, a person authorised under subclause (3) must refer the complaint to the Inspector under section 5.105(3) of the Act.

(6) A complaint must also be dealt with under clauses 12 to 15 if the Inspector refers the complaint to the local government under the *Local Government (Local Government Inspector) Regulations 2025* regulation 6.

[Clause 11 amended: SL 2025/208 r. 43.]

12. Dealing with complaint

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.

Note for this subclause:

See also clause 14A in relation to the appointment of a monitor to assist the local government to deal with matters raised by a complaint.

- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- (4) If the local government makes a finding that the alleged breach has occurred, the local government may —
 - (a) take no further action; or
 - (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
 - (a) engage in mediation;
 - (b) undertake counselling;
 - (c) undertake training;
 - (d) take other action the local government considers appropriate.
- (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
 - (a) its finding and the reasons for its finding; and
 - (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

[Clause 12 amended: SL 2025/208 r. 44.]

13. Dismissal of complaint

- (1) The local government must dismiss a complaint if it is satisfied that —
 - (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
 - (b) either —
 - (i) the behaviour was dealt with by the person presiding at the meeting; or
 - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

14. Withdrawal of complaint

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be —

- (a) in writing; and
- (b) given to a person authorised under clause 11(3).

14A. Appointment of monitor

- (1) The Inspector may appoint a monitor for the local government to assist the local government to deal with matters raised by a complaint.
 - (2) If the Inspector appoints a monitor —
 - (a) the Inspector may direct the local government to defer further dealing with the complaint until the monitor reports to the Inspector on the outcome of the monitoring assignment; and
 - (b) the local government must comply with the direction.
- [Clause 14A inserted: SL 2025/208 r. 45.]*

14B. Performance of local government's functions under cl. 12 and 13

- (1) The local government's functions under clauses 12 and 13 must be performed by the council.
- (2) Despite subclause (1), the council may, by resolution carried with an absolute majority of the council, authorise a committee of the council comprising council members only to perform a function for and on behalf of the local government.
- (3) Despite subclause (1), the council may, by resolution carried with an absolute majority of the council, authorise a person who is none of the following to perform a function for and on behalf of the local government —
 - (a) a member of the council of any local government;
 - (b) a member of the governing body of any regional subsidiary;
 - (c) an employee of any local government or regional subsidiary;
 - (d) an employee of WALGA or the Local Government Professionals Australia (WA);
 - (e) a member of the governing body of, or an employee of, a body corporate the activities of which are, wholly or partly, advocating or otherwise acting for, or on behalf of, 1 or more of the following —
 - (i) local governments;
 - (ii) members of councils;
 - (iii) employees of local governments.
- (4) A resolution made under subclause (3) must include the following —
 - (a) a statement to the effect that the council is satisfied that the person being authorised is suitably qualified and experienced to perform the function;
 - (b) an explanation as to why the council is satisfied as referred to in paragraph (a);
 - (c) a statement to the effect that the council is satisfied that the person being authorised is impartial and has no close association with any member of the council or any employee of the local government.
- (5) Nothing in this clause prevents an employee of the local government from providing, in relation to the performance of a function, any advice or other assistance to the council, a committee authorised under subclause (2) or a person authorised under subclause (3).

[Clause 14B inserted: SL 2025/208 r. 45.]

15. Other provisions about complaints

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

(3) Clauses 14A and 14B do not apply in relation to a complaint made before 1 January 2026.

Note for this clause:

See also section 5.105(4) and (5) of the Act for restrictions on the activities of a person who makes a complaint or who is alleged to have breached a requirement set out in this Division.

[Clause 15 amended: SL 2025/208 r. 46.]

Division 4 — Rules of conduct

Notes for this Division:

1. Under section 8A.3(1) of the Act, a council member commits a conduct breach if the council member contravenes a rule of conduct. Section 8A.3(2) of the Act extends this to the contravention of a rule of conduct that occurred when the council member was a candidate.
2. A conduct breach is dealt with under Part 8A Division 5 of the Act.

[Notes inserted: SL 2025/208 r. 47.]

16. Overview of Division

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

17. Misuse of local government resources

- (1) In this clause —
electoral purpose means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;
resources of a local government includes —
 - (a) local government property; and
 - (b) services provided, or paid for, by a local government.
- (2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

18. Securing personal advantage or disadvantaging others

- (1) A council member must not make improper use of their office —
 - (a) to gain, directly or indirectly, an advantage for the council member or any other person; or
 - (b) to cause detriment to the local government or any other person.
- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

19. Prohibition against involvement in administration

- (1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
- (2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

20. Relationship with local government employees

- (1) In this clause —
local government employee means a person —
 - (a) employed by a local government under section 5.36(1) of the Act; or
 - (b) engaged by a local government under a contract for services.
- (2) A council member or candidate must not —
 - (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
 - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
 - (c) act in an abusive or threatening manner towards a local government employee.
- (3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —
 - (a) make a statement that a local government employee is incompetent or dishonest; or
 - (b) use an offensive or objectionable expression when referring to a local government employee.
- (5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

21. Disclosure of information

- (1) In this clause —
closed meeting —
 - (a) means a part of a council or committee meeting that is closed to members of the public under section 5.23(2), (3) or (4) of the Act; and
 - (b) includes a council or committee meeting held before 1 January 2026, or a part of a council or committee meeting held before 1 January 2026, that was closed to members of the public under section 5.23(2) of the Act as in force before 1 January 2026;

confidential document means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;

document includes a part of a document;

non-confidential document means a document that is not a confidential document.

- (2) A council member must not disclose information that the council member —
 - (a) derived from a confidential document; or
 - (b) acquired at a closed meeting other than information derived from a non-confidential document.
- (3) Subclause (2) does not prevent a council member from disclosing information —
 - (a) at a closed meeting; or
 - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
 - (c) that is already in the public domain; or
 - (d) to an officer of the Department; or
 - (e) to the Minister; or
 - (f) to a legal practitioner for the purpose of obtaining legal advice; or
 - (g) if the disclosure is required or permitted by law.

[Clause 21 amended: SL 2025/208 r. 48.]

22. Disclosure of interests

- (1) In this clause —
 - interest** —
 - (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
 - (b) includes an interest arising from kinship, friendship or membership of an association.
- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest
 - (a) in a written notice given to the CEO before the meeting; or
 - (b) at the meeting immediately before the matter is discussed.
- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
 - (a) that they had an interest in the matter; or
 - (b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
 - (a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
 - (b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.
- (6) Subclause (7) applies in relation to an interest if —
 - (a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
 - (b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.

(7) The nature of the interest must be recorded in the minutes of the meeting.

23. Compliance with plan requirement

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.

ADDITIONAL EXPLANATORY NOTES:



TEAM VALUES AND BEHAVIOURS

Values: RESPECT, TRUST, HONESTY, INTEGRITY & ETHICAL		
	Acceptable/Expected Behaviours	Unacceptable Behaviours
1	<i>Address the issue rather than holding grudges.</i>	<i>Holding a grudge can carry this mindset into future deliberations and impair good decision-making.</i>
2	<i>Remove misinformation.</i>	<i>Basing decisions on rumor, innuendo or ill-informed comments is detrimental to good decision-making.</i>
3	<i>Seek to know what you don't know.</i>	<i>Not making an effort to uncover what you don't know and basing your opinion only on what you know at the time.</i>
4	<i>Ensuring decisions are made based on full involvement & not manipulating the process to ensure a collective consensus of an outcome is achieved.</i>	<i>Manipulating the decision-making process (e.g. timing, absenteeism, misinformation) to achieve your own desired outcome.</i>
5	<i>Listen to all sides of the issue before making a decision. Listen to all of the debate</i>	<i>Not listening and make assumptions or predetermined decisions. Refuse to listen to different sides of the issue for the sake of exchanging opinions and making up your mind before you have heard the whole of the debate.</i>
6	<i>Agree to disagree without malice.</i>	<i>Being precious about your own position being the only outcome and not accepting alternative opinions.</i>
7	<i>Agree on ground rules and adhering to these (e.g. Code of Conduct, Values, Behaviours, Standing Orders, etc.)</i>	<i>Endorsing ground rules and boundaries as a token gesture only and not adhering to these. Only exercising the need for adhering to ground rules & boundaries when it suits you. Collapsing into our Lower State.</i>
8	<i>Consider the use of a mediator on occasions when needed to assist with issues.</i>	<i>Not supporting the need for a mediator and when a mediator is introduced not participating or communicating at the time of mediation and letting issues continue.</i>
9	<i>Speak positively about the Council, Staff, Community and all decision made by the Majority, irrespective of if the decision is contrary to your individual position.</i>	<i>Talking down the Council, Staff, Community and any decision made by the majority which may not be your individual position.</i>



TEAM VALUES AND BEHAVIOURS

Values: RESPECT, TRUST, HONESTY, INTEGRITY & ETHICAL		
	Acceptable/Expected Behaviours	Unacceptable Behaviours
10	<i>Step back and view the big picture.</i>	<i>Advocate and promote a path based on a limited view only.</i>
11	<i>Address the issue rather than letting things fester.</i>	<i>Letting things fester and allowing the problem to continue and explode later.</i>
12	<i>Have an open-minded approach.</i>	<i>Not willing to listen to new ideas and opinions, to learn new things and consider alternate approach to problem solving.</i>
13	<i>Listen to and understand other points of view.</i>	<i>By not listening you show lack of empathy, understanding, appreciation and respect.</i>
14	<i>Remain focused on the issue rather than getting personal.</i>	<i>Tackling the person not the issue</i>
15	<i>Debate constructively/legitimately.</i>	<i>Becoming personal, argumentative & irrational during the debate.</i>
16	<i>Retaining confidentiality within the Team when required.</i>	<i>Divulging confidential and personal information to promote yourself or your personal position.</i>
17	<i>Being loyal to the absent. Avoid saying something about someone unless you would say it in the person's presence.</i>	<i>Talking behind each other's back.</i>
18	<i>Telling the truth at all times and challenging matters when truth is not being told</i>	<i>Avoiding the truth and ignoring/condoning untruths.</i>
19	<i>Adhering to my roles and responsibilities within the organisation.</i>	<i>Encroaching into area, roles and responsibilities of the organisation, which is outside my jurisdiction and role.</i>



Elected Member Declaration

I acknowledge that I have read and understood the Shire of Chapman Valley Code of Conduct for Council, Committee Members and Candidates, and agree to abide by its terms.

Councillor Name:

Councillor Signature:

Date:



Complaint About Alleged Breach Form - Code of conduct for council members, committee members and candidates

Schedule 1, Division 3 of the *Local Government (Model Code of Conduct) Regulations 2021*

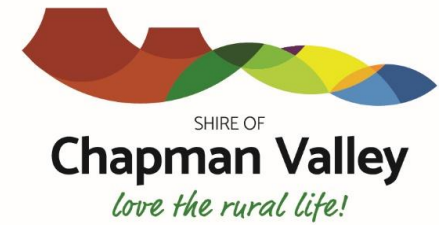
NOTE: A complaint about an alleged breach must be made —
(a) in writing in the form approved by the local government
(b) to an authorised person
(c) within one month after the occurrence of the alleged breach.

Name of person who is making the complaint:
Name: _____ <u>Given Name(s)</u><u>Family Name</u>

Contact details of person making the complaint:
Address: _____ Email: _____ Contact number: _____

Name of the local government (city, town, shire) concerned:

Name of council member, committee member, candidate alleged to have committed the breach:



Behavioural Breaches Register

Pursuant to Section 5.96C, Division 9, Part 8A of the Local Government Act 1995 and Regulation 29E of the Local Government (Administration) Regulations 1996

Date of Complaint	Council Member, CEO or Employee about whom the complaint is made	Name of Person who made the complaint	Code of Conduct Breach	Date and Findings



Western Australia

Local Government (Model Code of Conduct) Regulations 2021

Compare between:

[17 Dec 2025, 00-b0-00] and [01 Jan 2026, 00-c0-00]

Local Government Act 1995

Local Government (Model Code of Conduct) Regulations 2021

Part 1 — Preliminary

1. Citation

These regulations are the *Local Government (Model Code of Conduct) Regulations 2021*.

2. Commencement

These regulations come into operation as follows —

- (a) Part 1 — on the day on which these regulations are published in the *Gazette*;
- (b) the rest of the regulations — on the day on which the *Local Government Legislation Amendment Act 2019* sections 48 to 51 come into operation.

Local Government (Model Code of Conduct) Regulations 2021

Part 2 Model code of conduct

r. 3

Part 2 — Model code of conduct

3. Model code of conduct (Act s. 5.103(1))

The model code of conduct for council members, committee members and candidates is set out in Schedule 1.

3A. Referral of complaint to Inspector (Act s. 5.105(3))

For the purposes of section 5.105(3) of the Act, a complaint must be referred to the Inspector if the person who is the subject of the complaint has, on at least 2 previous occasions, been found under a local government's adopted code of conduct (as defined in section 8A.2(1) of the Act) to have committed, on or after 1 January 2026, a behavioural breach.

[Regulation 3A inserted: SL 2025/208 r. 42.]

Local Government (Model Code of Conduct) Regulations 2021
Repeal and consequential amendments **Part 3**
Repeal **Division 1**
r. 4

Part 3 — Repeal and consequential amendments

Division 1 — Repeal

**4. *Local Government (Rules of Conduct) Regulations 2007*
 repealed**

The *Local Government (Rules of Conduct) Regulations 2007* are repealed.

Division 2 — Other regulations amended

**5. *Local Government (Administration) Regulations 1996*
 amended**

- (1) This regulation amends the *Local Government (Administration) Regulations 1996*.
- (2) After regulation 34C insert:

Part 9A — Minor breaches by council members

**34D. *Contravention of local law as to conduct*
 (Act s. 5.105(1)(b))**

- (1) In this regulation —
 local law as to conduct means a local law relating to the conduct of people at council or committee meetings.
- (2) The contravention of a local law as to conduct is a minor breach for the purposes of section 5.105(1)(b) of the Act.

Local Government (Model Code of Conduct) Regulations 2021

Part 3 Repeal and consequential amendments

Division 2 Other regulations amended

r. 6

6. Local Government (Audit) Regulations 1996 amended

- (1) This regulation amends the *Local Government (Audit) Regulations 1996*.
- (2) In regulation 13 in the Table:
 - (a) under the heading “**Local Government Act 1995**” delete “s. 5.103” and insert:

s. 5.104

- (b) delete:

Local Government (Rules of Conduct) Regulations 2007		
r. 11		

7. Local Government (Constitution) Regulations 1998 amended

- (1) This regulation amends the *Local Government (Constitution) Regulations 1998*.
- (2) In Schedule 1 Form 7 delete “*Local Government (Rules of Conduct) Regulations 2007*.” and insert:

code of conduct adopted by the ³ under section 5.104 of the *Local Government Act 1995*.

Local Government (Model Code of Conduct) Regulations 2021

Model code of conduct **Schedule 1**

Preliminary provisions **Division 1**

cl. 1

Schedule 1 — Model code of conduct

[r. 3]

Division 1 — Preliminary provisions

1. Citation

This is the *[insert name of local government] Code of Conduct for Council Members, Committee Members and Candidates*.

2. Terms used

- (1) In this code —

Act means the *Local Government Act 1995*;

candidate means a candidate for election as a council member;

complaint means a complaint made under clause 11(1);

publish includes to publish on a social media platform.

- (2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 — General principles

3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

4. Personal integrity

- (1) A council member, committee member or candidate should —

- (a) act with reasonable care and diligence; and
- (b) act with honesty and integrity; and
- (c) act lawfully; and
- (d) identify and appropriately manage any conflict of interest; and
- (e) avoid damage to the reputation of the local government.

Local Government (Model Code of Conduct) Regulations 2021

Schedule 1 Model code of conduct

Division 2 General principles

cl. 5

- (2) A council member or committee member should —
- (a) act in accordance with the trust placed in council members and committee members; and
 - (b) participate in decision-making in an honest, fair, impartial and timely manner; and
 - (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
 - (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

5. Relationship with others

- (1) A council member, committee member or candidate should —
- (a) treat others with respect, courtesy and fairness; and
 - (b) respect and value diversity in the community.
- (2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

6. Accountability

- A council member or committee member should —
- (a) base decisions on relevant and factually correct information; and
 - (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
 - (c) read all agenda papers given to them in relation to council or committee meetings; and
 - (d) be open and accountable to, and represent, the community in the district.

Local Government (Model Code of Conduct) Regulations 2021

Model code of conduct **Schedule 1**
Behaviour **Division 3**
 cl. 7

Division 3 — Behaviour

7. Overview of Division

This Division sets out —

- (a) requirements relating to the behaviour of council members, committee members and candidates; and
- (b) the mechanism for dealing with alleged breaches of those requirements.

8. Personal integrity

- (1) A council member, committee member or candidate —
 - (a) must ensure that their use of social media and other forms of communication complies with this code; and
 - (b) must only publish material that is factually correct.
- (2) A council member or committee member —
 - (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
 - (b) must comply with all policies, procedures and resolutions of the local government.

9. Relationship with others

A council member, committee member or candidate —

- (a) must not bully or harass another person in any way; and
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (c) must not use offensive or derogatory language when referring to another person; and
- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local

Local Government (Model Code of Conduct) Regulations 2021

Schedule 1 Model code of conduct

Division 3 Behaviour

cl. 10

government employee in connection with the performance of their official duties.

10. Council or committee meetings

When attending a council or committee meeting, a council member, committee member or candidate —

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

11. Complaint about alleged breach

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made —
 - (a) in writing in the form approved by the local government; and
 - (b) to a person authorised under subclause (3); and
 - (c) within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

(4) A complaint must be dealt with under clauses 12 to 15 unless —

- (a) the complaint is referred to the Inspector in accordance with subclause (5); and

Local Government (Model Code of Conduct) Regulations 2021

Model code of conduct **Schedule 1**
Behaviour **Division 3**
 cl. 12

(b) the Inspector refers the complaint to be dealt with under Part 8A Division 5 of the Act.

Note for this subclause:

See section 5.105(1) of the Act.

(5) If the *Local Government (Model Code of Conduct) Regulations 2021* regulation 3A applies to a complaint, a person authorised under subclause (3) must refer the complaint to the Inspector under section 5.105(3) of the Act.

(6) A complaint must also be dealt with under clauses 12 to 15 if the Inspector refers the complaint to the local government under the *Local Government (Local Government Inspector) Regulations 2025* regulation 6.

[Clause 11 amended: SL 2025/208 r. 43.]

12. Dealing with complaint

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.

Note for this subclause:

See also clause 14A in relation to the appointment of a monitor to assist the local government to deal with matters raised by a complaint.

- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- (4) If the local government makes a finding that the alleged breach has occurred, the local government may —
- (a) take no further action; or
 - (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.

Local Government (Model Code of Conduct) Regulations 2021

Schedule 1 Model code of conduct

Division 3 Behaviour

cl. 12

- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
 - (a) engage in mediation;
 - (b) undertake counselling;
 - (c) undertake training;
 - (d) take other action the local government considers appropriate.
- (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
 - (a) its finding and the reasons for its finding; and
 - (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

[\[Clause 12 amended: SL 2025/208 r. 44.\]](#)

Local Government (Model Code of Conduct) Regulations 2021

Model code of conduct **Schedule 1**
Behaviour **Division 3**
 cl. 13

13. Dismissal of complaint

- (1) The local government must dismiss a complaint if it is satisfied that —
 - (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
 - (b) either —
 - (i) the behaviour was dealt with by the person presiding at the meeting; or
 - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

14. Withdrawal of complaint

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be —
 - (a) in writing; and
 - (b) given to a person authorised under clause 11(3).

14A. Appointment of monitor

- (1) The Inspector may appoint a monitor for the local government to assist the local government to deal with matters raised by a complaint.
- (2) If the Inspector appoints a monitor —
 - (a) the Inspector may direct the local government to defer further dealing with the complaint until the monitor reports to the Inspector on the outcome of the monitoring assignment; and
 - (b) the local government must comply with the direction.

[Clause 14A inserted: SL 2025/208 r. 45.]

Local Government (Model Code of Conduct) Regulations 2021

Schedule 1 Model code of conduct

Division 3 Behaviour

cl. 14B

14B. Performance of local government's functions under cl. 12 and 13

- (1) The local government's functions under clauses 12 and 13 must be performed by the council.
- (2) Despite subclause (1), the council may, by resolution carried with an absolute majority of the council, authorise a committee of the council comprising council members only to perform a function for and on behalf of the local government.
- (3) Despite subclause (1), the council may, by resolution carried with an absolute majority of the council, authorise a person who is none of the following to perform a function for and on behalf of the local government —
 - (a) a member of the council of any local government;
 - (b) a member of the governing body of any regional subsidiary;
 - (c) an employee of any local government or regional subsidiary;
 - (d) an employee of WALGA or the Local Government Professionals Australia (WA);
 - (e) a member of the governing body of, or an employee of, a body corporate the activities of which are, wholly or partly, advocating or otherwise acting for, or on behalf of, 1 or more of the following —
 - (i) local governments;
 - (ii) members of councils;
 - (iii) employees of local governments.
- (4) A resolution made under subclause (3) must include the following —
 - (a) a statement to the effect that the council is satisfied that the person being authorised is suitably qualified and experienced to perform the function;
 - (b) an explanation as to why the council is satisfied as referred to in paragraph (a);
 - (c) a statement to the effect that the council is satisfied that the person being authorised is impartial and has no close association with any member of the council or any employee of the local government.

Local Government (Model Code of Conduct) Regulations 2021

Model code of conduct **Schedule 1**
Rules of conduct **Division 4**
 cl. 15

- (5) Nothing in this clause prevents an employee of the local government from providing, in relation to the performance of a function, any advice or other assistance to the council, a committee authorised under subclause (2) or a person authorised under subclause (3).

[Clause 14B inserted: SL 2025/208 r. 45.]

15. Other provisions about complaints

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

- (3) Clauses 14A and 14B do not apply in relation to a complaint made before 1 January 2026.

Note for this clause:

See also section 5.105(4) and (5) of the Act for restrictions on the activities of a person who makes a complaint or who is alleged to have breached a requirement set out in this Division.

[Clause 15 amended: SL 2025/208 r. 46.]

Division 4 — Rules of conduct

Notes for this Division:

1. Under section ~~5.105~~8A.3(1) of the Act, a council member commits a ~~minor~~conduct breach if the council member contravenes a rule of conduct. ~~This~~Section 8A.3(2) of the Act extends this to the contravention of a rule of conduct that occurred when the council member was a candidate.
2. A ~~minor~~conduct breach is dealt with ~~by a standards panel~~ under ~~section~~Part 8A Division 5.110 of the Act.

[Notes inserted: SL 2025/208 r. 47.]

16. Overview of Division

- (1) This Division sets out rules of conduct for council members and candidates.

Local Government (Model Code of Conduct) Regulations 2021

Schedule 1 Model code of conduct

Division 4 Rules of conduct

cl. 17

- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

17. Misuse of local government resources

- (1) In this clause —

electoral purpose means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;

resources of a local government includes —

- (a) local government property; and
 - (b) services provided, or paid for, by a local government.
- (2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

18. Securing personal advantage or disadvantaging others

- (1) A council member must not make improper use of their office —

- (a) to gain, directly or indirectly, an advantage for the council member or any other person; or
- (b) to cause detriment to the local government or any other person.

- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

19. Prohibition against involvement in administration

- (1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
- (2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

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Rules of conduct **Division 4**
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20. Relationship with local government employees

- (1) In this clause —
local government employee means a person —
- (a) employed by a local government under section 5.36(1) of the Act; or
 - (b) engaged by a local government under a contract for services.
- (2) A council member or candidate must not —
- (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
 - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
 - (c) act in an abusive or threatening manner towards a local government employee.
- (3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —
- (a) make a statement that a local government employee is incompetent or dishonest; or
 - (b) use an offensive or objectionable expression when referring to a local government employee.
- (5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

21. Disclosure of information

- (1) In this clause —
closed meeting —

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cl. 21

(a) means a ~~council or committee meeting, or a~~ part of a council or committee meeting, that is closed to members of the public under section 5.23(2), (3) or (4) of the Act; and

(b) includes a council or committee meeting held before 1 January 2026, or a part of a council or committee meeting held before 1 January 2026, that was closed to members of the public under section 5.23(2) of the Act as in force before 1 January 2026;

confidential document means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;

document includes a part of a document;

non-confidential document means a document that is not a confidential document.

- (2) A council member must not disclose information that the council member —
- (a) derived from a confidential document; or
 - (b) acquired at a closed meeting other than information derived from a non-confidential document.
- (3) Subclause (2) does not prevent a council member from disclosing information —
- (a) at a closed meeting; or
 - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
 - (c) that is already in the public domain; or
 - (d) to an officer of the Department; or
 - (e) to the Minister; or
 - (f) to a legal practitioner for the purpose of obtaining legal advice; or
 - (g) if the disclosure is required or permitted by law.

[Clause 21 amended; SL 2025/208 r. 48.]

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 cl. 22

22. Disclosure of interests

- (1) In this clause —
interest —
- (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
 - (b) includes an interest arising from kinship, friendship or membership of an association.
- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —
- (a) in a written notice given to the CEO before the meeting; or
 - (b) at the meeting immediately before the matter is discussed.
- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
- (a) that they had an interest in the matter; or
 - (b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
- (a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
 - (b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.
- (6) Subclause (7) applies in relation to an interest if —
- (a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or

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cl. 23

(b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.

(7) The nature of the interest must be recorded in the minutes of the meeting.

23. Compliance with plan requirement

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.

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Local Government (Model Code of Conduct) Regulations 2021

Compilation table

Notes

Notes

This is a compilation of the *Local Government (Model Code of Conduct) Regulations 2021*, and includes amendments made by other written laws. For provisions that have come into operation see the compilation table. For provisions that have not yet come into operation see the uncommenced provisions table.

Compilation table

Citation	Published	Commencement
<i>Local Government (Model Code of Conduct) Regulations 2021</i>	SL 2021/15 2 Feb 2021	Pt. 1: 2 Feb 2021 (see r. 2(a)); Regulations other than Pt. 1: 3 Feb 2021 (see r. 2(b) and SL 2021/13 cl. 2)

Uncommenced provisions table

To view the text of the uncommenced provisions see *Subsidiary legislation as made on the WA Legislation website*.

Citation	Published	Commencement
<i>Local Government Regulations Amendment (Local Government Amendment Act- 2024) Regulations- 2025 Pt. 6</i>	SL 2025/208 17 Dec 2025	1 Jan 2026 (see r. 2(c))

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By Authority: ROGER JACOBS, Acting Government Printer

11 Elected Members Motions

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 Announcements by Presiding Member Without Discussion

The President wished to thank the Shire team and supporting organisations, including DFES and Volunteer Bushfire Brigades, for their coordination and preparation ahead of Cyclone Narelle. A great deal of work took place behind the scenes, with staff focused on protecting infrastructure, supporting our community, and ensuring clear communication and preparedness throughout.

The level of planning, coordination, and readiness demonstrated—both in preparation and recovery—was exceptional. It reflects the significant effort invested by all involved.

I believe we have learned a great deal since Cyclone Seroja, particularly over the past four years, and that experience was clearly evident in our response. While the cyclone ultimately did not impact us as expected, the situation effectively served as a real-time test of our preparedness, and it showed that our systems and processes are working well.

The President then read a letter sent from Yuna resident, Bridgitte Brooks:

"I just wanted to formally thank the whole Shire team for such an excellent coordination of information and services in the lead up to Cyclone Narelle. I appreciate that a significant amount of time and effort went into ensuring our community was prepared and safe for the incoming cyclone by the Shire and it was sorted that staff went above and beyond their job role in this time to look after our wonderful community. The communication was excellent

and the sense of looking out for one another was strong. It is a privilege to truly experience what it feels like to be part of a wonderful community. Thanks very much to yourself, Jamie and the Shire team for the excellent support during that time. If there is capacity to present this feedback at your next council meeting, I would be more than happy for it to be shared."

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

Local Government Act 1995

Administration Part 5

Council meetings, committees and their meetings and electors'

meetings Division 2

s. 5.23

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 —

- (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.

The Council has no confidential items for consideration.

15 Closure

The Shire President thanked Elected Members and Staff for their attendance and closed the Ordinary Council Meeting - 16 April 2026 at 9:40 am.