



Shire of  
**Chapman Valley**  
*Love the Rural Life*

## ORDINARY COUNCIL MEETING

Notice is hereby given that an Ordinary Meeting  
of Council will be held on Wednesday 16 April 2014  
at the Council Chambers, Nabawa, commencing at 9:00am.

Maurice Battilana  
CHIEF EXECUTIVE OFFICER

# AGENDA

## APRIL 2014

## DISCLAIMER



No responsibility whatsoever is implied or accepted by the Shire of Chapman Valley for any act, omission or statement or intimation occurring during Council Meeting. The Shire of Chapman Valley disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee Meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council Meeting does so at that person's or legal entity's own risk.

The Shire of Chapman Valley warns that anyone who has any application or request with the Shire of Chapman Valley must obtain and should rely on

### **WRITTEN CONFIRMATION**

of the outcome of the application or request of the decision made by the Shire of Chapman Valley.

A handwritten signature in black ink, appearing to read 'M. Battilana', is written over a large, faint, circular watermark or background mark.

Maurice Battilana  
**CHIEF EXECUTIVE OFFICER**

# INDEX

- 1.0 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS
- 2.0 LOYAL TOAST
- 3.0 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED)
- 4.0 PUBLIC QUESTION TIME
- 5.0 APPLICATIONS FOR LEAVE OF ABSENCE
- 6.0 DISCLOSURE OF INTEREST

Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.

Section 5.60A:

*"a person has a **financial interest** in a matter if it is reasonable to expect that the matter will, if dealt with by the local government, or an employee or committee of the local government or member of the council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person."*

Section 5.60B:

*"a person has a **proximity interest** in a matter if the matter concerns –  
(a) a proposed change to a planning scheme affecting land that adjoins the person's land; or  
(b) a proposed change to the zoning or use of land that adjoins the person's land; or  
(c) a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land."*

Regulation 34C (Impartiality):

*"**interest** means an interest that could, or could reasonably be perceived to, adversely affect the **impartiality** of the person having the interest and includes an interest arising from kinship, friendship or membership of an association."*

- 7.0 PETITIONS/DEPUTATIONS/PRESENTATIONS
- 8.0 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS
  - 8.1 Ordinary Meeting of Council – 19 March 2014  
(Previously provided under separate cover)

	PAGE NO.
9.0 OFFICERS REPORTS	
9.1 MANAGER OF PLANNING	6
9.1.1 Keeping of Horses - Waggrakine	
9.1.2 Buller Development Zone Structure Plan	
9.1.3 Proposed Subdivision, Nabawa	
9.1.4 Yuna Tennis Club Demolition	
9.2 FINANCE	43
9.2.1 Financial Reports for March 2014	
9.2.2 Write off Outstanding Debt	

**9.3 CHIEF EXECUTIVE OFFICER**

**102**

- 9.3.1 Annual Roads Inspection Minutes
- 9.3.2 Building & Disability Services Committee Minutes
- 9.3.3 Local Emergency Management Committee & Local Emergency Management Arrangements
- 9.3.4 Occupational Health & Safety Committee
- 9.3.5 Chapman Valley Bushfire Brigades Group Management Advisory Committee Meeting
- 9.3.6 Honour Awards

**10.0 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

**11.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

**12.0 URGENT BUSINESS APPROVED BY THE PRESIDING MEMBER OR BY A DECISION OF THE COUNCIL**

**13.0 MATTERS FOR WHICH MEETING TO BE CLOSED TO MEMBERS OF THE PUBLIC**

- 13.1 Disposal of Landcare Vehicle (Ford Ranger 4x4)

**14.0 CLOSURE**

## **ORDER OF BUSINESS:**

### **1.0 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS**

### **2.0 LOYAL TOAST**

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

3.1 Present

3.2 Apologies

3.3 Approved Leave of Absence

### **4.0 PUBLIC QUESTION TIME**

4.1 Questions On Notice

4.2 Questions Without Notice

### **5.0 APPLICATIONS FOR LEAVE OF ABSENCE**

### **6.0 DISCLOSURE OF INTEREST**

### **7.0 PETITIONS/DEPUTATIONS/PRESENTATIONS**

### **8.0 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS**

8.1 Ordinary Meeting of Council held on Wednesday 19 March 2014

That the minutes of the Ordinary Meeting of Council held Wednesday 19 March 2014 be confirmed as a true and accurate record.

### **9.0 OFFICERS REPORTS**

# **9.1 Manager of Planning April 2014**

---

## **Contents**

### **9.1 AGENDA ITEMS**

- 9.1.1 Keeping of Horses - Waggrakine
- 9.1.2 Buller Development Zone Structure Plan
- 9.1.3 Proposed Subdivision, Nabawa
- 9.1.4 Yuna Tennis Club Demolition

<b>AGENDA ITEM:</b>	<b>9.1.1</b>
<b>SUBJECT:</b>	<b>KEEPING OF HORSES – WAGGRAKINE</b>
<b>PROPONENT:</b>	<b>D. BADDELEY</b>
<b>SITE:</b>	<b>LOTS 167 &amp; 172 DOLBYS DRIVE, WAGGRAKINE</b>
<b>FILE REFERENCE:</b>	<b>A1220 &amp; A17</b>
<b>PREVIOUS REFERENCE:</b>	<b>8/13-2</b>
<b>DATE:</b>	<b>7 APRIL 2014</b>
<b>AUTHOR:</b>	<b>SIMON LANCASTER</b>

**DISCLOSURE OF INTEREST**

Nil

**BACKGROUND**

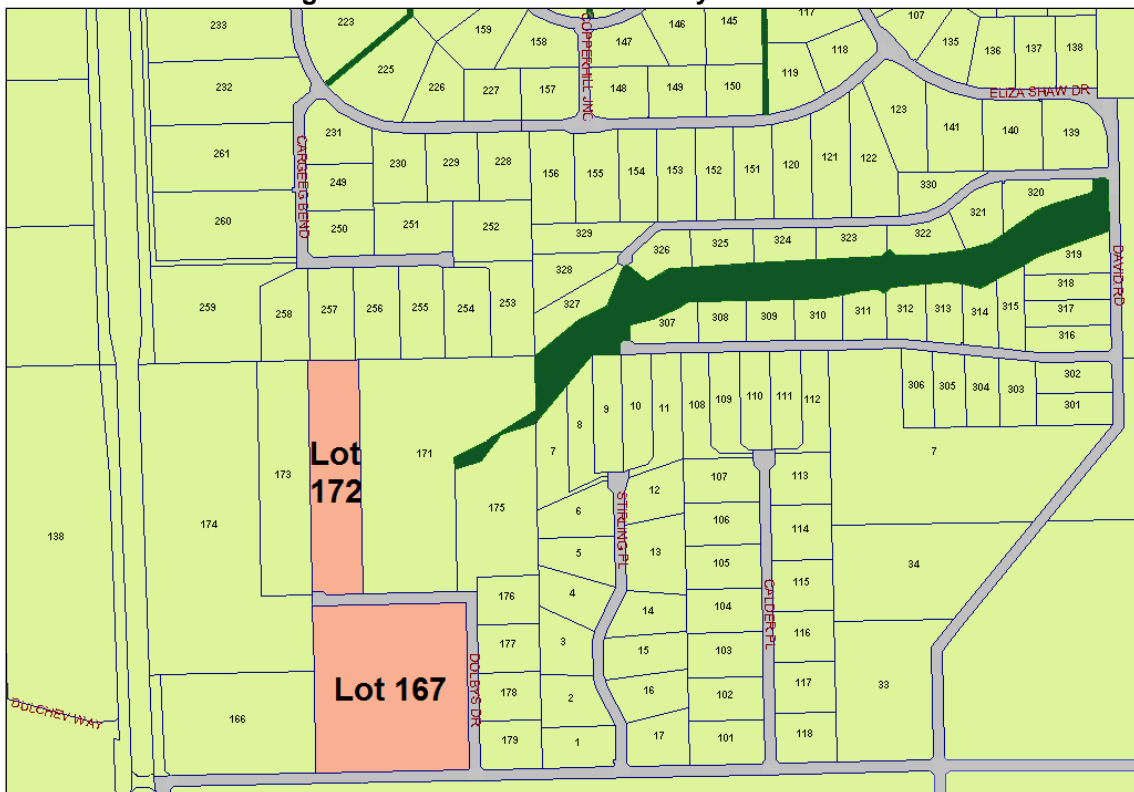
Council is advised that the trial period for the keeping of additional stock upon Lots 167 & 172 Dolbys Drive, Waggrakine has concluded and this matter now requires further deliberation.

**COMMENT**

Council resolved at its 21 August 2013 meeting as follows:

*“That Council approve the temporary keeping of 4 horses and 2 sheep upon Lot 172 Dolby’s Drive (1 horse per ha) and 5 horses upon Lot 167 Dolby’s Drive (1 horse per 1.72244ha) for a trial period of 6 months, subject to the management of the land being undertaken in accordance with the applicant’s correspondence dated 27 July 2013, at the conclusion of which the matter is to be returned to the March 2014 meeting of Council for its further consideration.”*

**Figure 1 – Location Plan for Dolbys Drive area**



At the conclusion of the trial period the Shire received a verbal complaint concerning the amount of stock being kept upon Lot 172 Dolbys Drive, an inspection of the property indicated 3 horses and 1 sheep upon Lot 172, 3 horses upon Lot 167 and 1 horse upon Lot 177 Dolbys Drive. This level of stocking was compliant in the case of Lot 167 but not Lots 172 & 177.

On 14 March 2014 the Shire wrote to the applicant to advise of the conclusion of the trial period and seeking their confirmation that they either intended to reduce the number of stock or seek

Council's consideration for a more permanent increase in the permitted amount of stock based on the results of the trial period.

The Shire also wrote to the surrounding Dolbys Drive landowners inviting any comment they may wish to make in relation to the operation of the trial period.

Councillors also inspected Dolbys Drive during the annual road inspection held on 14 March 2014.

**Figure 2 – Aerial Photograph of Lots 167 & 172 Dolbys Drive, Waggrakine**



The applicant advised on 21 March 2014 as follows:

*"I would like to continue the temporary arrangement of stocking rates on Lot 167 and 172 Dolbys Drive Waggrakine.*

*I have upheld all requirements in the past 6 months as required by the Council.*

*As discussed at the Council meeting on 21st August 2013, my stocking rate was at a maximum as I had purchased special bloodlines for My breeding program and other mares were pregnant and ready to foal so I was unable to move them on.*

*Now the foals are born and weaning is about to proceed I have sold three of the 8 horses that I own.*

*I also bred three foals in October/November 2013 of which one has sold and will leave at the end of April once he is weaned.*

*A mare that was leased has also been returned to her owner which leaves Me with three brood mares, My stallion, two of the foals born 2013 (as one has been sold) and one youngster (1 1/2 years old) who is growing and will be put under saddle to sell in 12 months.*



*The four horses that have been sold have had deposits taken and the first is scheduled to leave on 30th March 2014. The next one is heading to the Eastern States on 10th April 2014 and the other two will be gone by the end of April 2014.*

*I have only 1 foal due this year in July.*

*My 2 foals born in October/November 2013 are being weaned and will be for sale.*

*So in the near future I am looking at four horses most of the time with a foal per year, for a period of 6 months until weaned. This is a big decrease of 11 horses I maintained in 2013.*

*I am still maintaining My cropping and using My day yards and stables to minimize degrading of soil. Manure is used wisely on the property and no build up has occurred.*

*Also I am looking at planting part of My property with perennials this year so if we are fortunate to have rain in summer there will be re-growth.*

*Also I am at present in the process of sub-dividing My property. If successful I will be selling both lots and this will finance a larger property to use for My breeding program.*

*As no problems occurred with My initial six month trail I ask I be given another six month trail to fulfill My plans.*

*I will endeavor to make it to the meeting on 16th April 2014 at 9.00 am to answer any questions you might like answered."*

Two responses were received from surrounding landowners, with the first being in support:

*"We have no objection to the current Stocking rates. We believe Dana is managing the property properly."*

The other response made the following objection (the below content has been modified to retain the respondent's anonymity, however, a copy of the complete submission can be provided to Councillors upon request):

*██████ and I approve of Lot 172 Dolby Place keeping 4 horses and 2 sheep.*

*Me ████████ do not consider it fair for Lot 172 being allowed to keep 5 horses on Lot 167. It seems to me that Dana is being given special consideration to enable her to continue with her horse stud business. I realise these horses are not on her property, and at times I have counted more than 5 horses (including foals) on Lot 167.*

*I feel she should abide by the rules. She is only allowed 4 horses and 2 sheep on her own property. Why should she be allowed to keep more than her allocated amount of horses, (even though they are not on her property?) I would feel extremely upset if she was allowed to continue to keep 5 horses on Lot 167. To be fair to all the landowners on Dolby Place she should only be allowed to keep her allotted livestock, be it on her property, or a neighbour's property.*

*It appears to me that there is one rule for one owner and another rule for another owner.*

*I know she is always the first person to complain to Council if she deems any other neighbour doing the "wrong" thing.*

*I will be interested to see the outcome of this meeting. Thank you."*

**Figure 3 – southern paddock of Lot 172 viewed from Dolbys Drive**



**Figure 4 – northern paddock of Lot 172 Dolbys Drive**



This matter first arose when the Shire received a written complaint on 12 June 2013 concerning the number of horses being kept by the owner of Lot 172 Dolbys Drive.

Shire staff inspected Dolbys Drive on 13 June 2013 and confirmed that 1 horse and 2 sheep were being kept upon the 4.001ha Lot 172 Dolbys Drive, 5 horses were being kept upon the 8.6122ha Lot 167 Dolbys Drive (1 horse per 1.72244ha) and 2 horses were being kept upon the 1.0026ha Lot 177 Dolbys Drive (1 horse per 5013m<sup>2</sup>).

The (then) Shire of Chapman Valley Town Planning Scheme No.1 required that the keeping of animals shall accord with a series of animal based stocking rates with the maximum stocking rate for horses in the Dolbys Drive area listed as being 1 horse per 2 hectares.

The Shire therefore wrote to the landowner of Lot 167 Dolbys Drive on 14 June 2013 advising that they were in excess of the maximum stocking rate and were required to reduce the amount of horses to no more than 4 within 30 days. The Shire also wrote on 14 June 2013 to the landowner of Lot 177 Dolbys Drive advising that they were in excess of the maximum stocking rate and were required to reduce the amount of horses to no more than 1 within 30 days. The Shire also wrote on 14 June 2013 to the landowner of Lot 172 Dolbys Drive, being the owner of

the horses, advising them that the Shire had written to the landowners of Lots 167 and 177 and the content of the correspondence.

The landowner of Lot 172 Dolbys Drive responded to the Shire on 4 July 2013 advising that:

*“Just getting back to you about the letter dated 14th June about my ponies.*

*I have moved the two ponies on Lot 177 and will be keeping them on Mick Tozer's 10 acres (Lot 170).*

*The five ponies on Lot 167 are still there and I am asking if I can have it put to Council that they remain as is. These five are pregnant mares and moving them away from the herd can at times stress them leading to aborting the foal. As these animals are expensive and breeding helps me maintain our property and my animals I would be very against moving them.*

*I am only asking to keep them, as is, until the end of September as they will all be within a safe period to move. (i.e. if the mare aborted the foal is developed enough to pull through)*

*My other positive is that I maintained this paddock throughout summer, with 6 ponies on there and with no degrading of paddock at all.*

*Am not sure if this would go in my favour but it is worth a try. During winter it will be so much easier.*

*I also am not sure if you are aware but there are two horses and three ponies (although one pony is heavily pregnant and would go over the 250kg mark) in Lot 167 and I believe that would make it quite within the stocking rate.*

*I am at present sourcing other paddocks to use in the future.”*

Shire staff inspected Dolbys Drive on 22 July 2013 and met with the landowner of Lot 172 Dolbys Drive onsite and confirmed that 4 horses and 2 sheep were being kept upon Lot 172 Dolbys Drive (1 horse per ha) and 5 horses were being kept upon Lot 167 Dolbys Drive (1 horse per 1.72244ha).

The Shire wrote to the landowner of Lot 172 Dolbys Drive on 23 July 2013 advising that their 4 July 2013 request to keep the current level of horses exceeded the delegated authority of staff and this matter was therefore required to be placed before the meeting of Council to be held on 21 August 2013.

The landowner of Lot 172 Dolbys Drive submitted additional information on 27 July 2013 seeking Council support for a 6 month trial period and this was included as Attachment 1 to the 21 August 2013 Council meeting agenda. The correspondence detailed the land management practices undertaken by the applicant, including supplementary feeding, fence maintenance, stabling, and rotation of horses to maintain pasture.

The complainant again wrote to the Shire on 29 July 2013 noting that the number of horses had not been reduced upon Lots 167 and 177 and the Shire advised the complainant on 31 July 2013 that the matter would be deliberated at the 21 August 2013 Council meeting, where it was resolved to conduct a trial period for 6 months to enable an assessment of the land management practices over the summer period.

Following the trial period it can be concluded that animal welfare has not been an issue, with all animals appearing healthy and supplementary feeding and provision of water in evidence at all times. The agisted areas do display evidence of wear, however it could be argued that this is not to a level that is uncommon for ground occupied by horses, and the trial period was conducted over a summer period in which negligible rainfall was experienced (November 2013: 0.4mm, December 2013: 2.8mm, January 2014: 1.0mm, February 2014: 4.4mm, March 2014: 3.0mm; source Bureau Of Meteorology, Geraldton data).

## STATUTORY ENVIRONMENT

Lots 167 & 172 Dolbys Drive, Waggrakine are zoned 'Rural Residential 1' under Shire of Chapman Valley Local Planning Scheme No.2 ('the Scheme').

The subject area was originally rezoned from 'General Farming' to 'Special Rural 12' by Scheme Amendment No.24 to prior Scheme No.1 that was gazetted on 2 June 2000. Appendix 6 of Scheme No.1 required for the 'Special Rural 12' zone that:

*"5 Stocking Rates*

- (a) *The keeping of animals (other than domestic pets) shall accord with the following maximum stocking rates;*  
5 sheep / 1 hectare  
1 horse / 2 hectares  
1 pony / 1.6 hectares  
1 milking cow / 2 hectares  
1 heifer / 1.6 hectares  
1 dairy goat / 0.4 hectares  
5 cashmere goats / 1 hectare  
1 deer / 0.3 hectares
- (b) *Application for approval for an increased stocking rate above the minimum prescribed is to be submitted to and determined by the Shire of Chapman Valley. The Shire in determining an application for an increase in the stocking rate may consult with Agriculture Western Australia and affected surrounding land owners on desirable rates and applicable pasture type; and*
- (c) *Where the keeping of animals other than (other than domestic pets) result in problems due to land degradation, nutrient enrichment/leaching, animal welfare or public nuisance, the Shire of Chapman Valley may require approved stocking rates to be suitably reduced to a level that minimises such problems."*

Scheme No.2 was gazetted on 20 November 2013 and Schedule 11 of the Scheme sets the stocking rates for the 'Rural Residential 1' as follows:

- "6 With the objective of maintaining sustainable land use practices, and preventing land degradation through wind and water erosion, the keeping of animals is permitted in accordance with the following or such density as approved by the local government following consultation with the Department of Agriculture and Food, with conditions if appropriate:*
- 5 sheep / 1ha of agistment area  
1 horse / 2ha of agistment area  
1.6 pony / 2ha of agistment area  
1 milking cow / 2ha of agistment area  
1.6 heifer / 2ha of agistment area  
5 goats / 1ha of agistment area  
Only one stock option as specified above will be permitted or a combination equivalent of one option.*
- 7 Notwithstanding the above, the Local Government may reduce or vary the limit on stocking or place any other conditions in light of prevailing seasonal conditions to prevent overstocking, erosion, or other practices detrimental to the environment or amenity of the neighbouring properties from those rates described in Clause (6) above."*

The owner of the horses originally sought Council's consent at the 21 August 2013 meeting to keep 9 horses (and foals) with 5 horses upon Lot 167 Dolbys Drive which equated to a stocking rate of 1 horse per 1.72244ha and up to 4 horses upon Lot 172 Dolbys Drive which equated to a maximum stocking rate of 1 horse per hectare.

The applicant has de-stocked 1 brood mare from the property, and is in the process of selling 3 of the foals and will be selling a 1½ year old in the next 12 months and now seeks to permanently keep 4 adult horses (1 stallion and 3 brood mares) with up to a foal per year for each brood mare (foals would be generally kept for a period of 6 months until weaned and sold).

There is approximately 3ha of agistment area upon Lot 172 and approximately 6ha of agistment area upon Lot 167, which would allow for the keeping of 4 horses, it may be considered that foals under 6 months might be excluded from this calculation similar to the manner in which puppies under 6 months are excluded from the Shire's restriction in relation to the keeping of the maximum number of dogs within rural-residential areas. However, any such interpretation should only be entertained where a management plan is being implemented to the Shire's ongoing satisfaction.

It should be noted that Lot 167 is currently being subdivided into 6 lots and the landowner of Lot 172 would need to obtain the approval of the future purchasers of the subdivided lots to continue to agist horses on this land. The applicant does acknowledge this in their correspondence making reference to their search for a larger lot for their breeding program.

The applicant has also rotated horses upon the 4 x 1ha lots that have been created to the east of the north-south section of Dolbys Drive, and again this agistment is subject to the consent of the landowner who undertook the subdivision of these lots, and ongoing use of this 4ha area would be subject to the approval of the purchasing landowners.

Section 1.6 sets out the aims of the Scheme, for which Council should have regard for, and this includes:

- “(a) Provide for a variety of lifestyle opportunities;*
- (b) Provide for appropriate diversification of agricultural and other economic activities;”*
- “(c) Protect, preserve and enhance the environment, natural and cultural heritage, and landscape and streetscape values;”*

The separate requirements concerning the keeping of keeping stock under the *Agriculture and Related Resources Protection Act 1976* must also be complied with even by rural-residential landowners.

## **POLICY IMPLICATIONS**

Nil, the issue of stocking rates is addressed by the Scheme.

## **FINANCIAL IMPLICATIONS**

- **Long Term Financial Plan:**

Nil

## **STRATEGIC IMPLICATIONS**

Many landowners who move into rural-residential areas do so seeking to pursue a semi-rural lifestyle and keep stock but given the smaller lot sizes involved in such areas it requires careful land management. It is not uncommon for issues to arise in rural-residential areas where animals are stocked at rates that neighbouring landowners feel cause undue odour or dust emissions, or stocked at rates higher than the land can sustain, leading to degradation such as soil erosion, water pollution and damage to vegetation. To manage these problems, many Schemes introduce at time of rezoning, provisions requiring that stocking rates in rural-residential zones be restricted.

Scheme No.1 specified a stocking rate per hectare and it was considered prudent during the Scheme review to instead specifically base the stocking rate on the agistment area, thereby removing land 'lost' to buildings, driveways and front gardens from being included within the stocking rate calculation.

Stocking rates are the numbers of stock, e.g. sheep, cows, goats, horses etc. that can consistently be kept on a piece of pasture all year round with minor additional feed and without causing environmental degradation. The stocking rate is generally associated with broad acre farming practices and thus gives a baseline value for the management of land on rural-

residential properties. Stocking rates are largely based on the amount of pasture that each particular type of animal will consume, but are also influenced by feeding patterns, animal weight, foot structure, soil type and activity.

The Department of Agriculture and Food recommends that the base stocking rate should:

- provide enough feed to maintain animals in good condition;
  - avoid soil erosion by providing enough pasture cover to protect the soil throughout the year (management such as stock rotation may be necessary); &
  - be sustainable through average years.
- **Strategic Community Plan:**

Nil

**Figure 5 – Lot 167 viewed from Dolbys Drive**



#### **VOTING REQUIREMENTS**

Simple majority of Council

#### **STAFF RECOMMENDATION**

That Council advise the landowners of Lot 172 & 167 Dolbys Drive, Waggrakine that:

- 1 The keeping of 4 horses (and up to 3 foals) across an agistment area of 8ha is considered to be in keeping with the stocking rates for the Rural Residential 1 zone as set by Schedule 11 of the Shire of Chapman Valley Local Planning Scheme No.2.
- 2 The continued keeping of stock is subject to the management of the land being undertaken in accordance with the applicant's correspondence dated 27 July 2013 and 21 March 2014.
- 3 It is noted that in the event that Lots 172 and/or 167 are subdivided the continued keeping of stock by the applicant upon the subdivided properties (and also Lots 176-179) is subject to the permission of the landowners of those subdivided lots, and to ensure that stocking rates do not exceed those prescribed by Schedule 11 of the Shire of Chapman Valley Local Planning Scheme No.2 the applicant will need to either maintain the agreeance to agist horses of those future landowners, or reduce the number of horses they own, or obtain access to alternative agistment area elsewhere.

<b>AGENDA ITEM:</b>	<b>9.1.2</b>
<b>SUBJECT:</b>	<b>BULLER DEVELOPMENT ZONE STRUCTURE PLAN</b>
<b>PROPONENT:</b>	<b>SHIRE OF CHAPMAN VALLEY</b>
<b>SITE:</b>	<b>LOTS 3, 7-12, 15-17, 154, 156 &amp; 1891 NWC HWY, BULLER</b>
<b>FILE REFERENCE:</b>	<b>204.06.03</b>
<b>PREVIOUS REFERENCE:</b>	<b>6/11-8 &amp; 9/11-5</b>
<b>DATE:</b>	<b>8 APRIL 2014</b>
<b>AUTHOR:</b>	<b>SIMON LANCASTER</b>

**DISCLOSURE OF INTEREST**

Nil

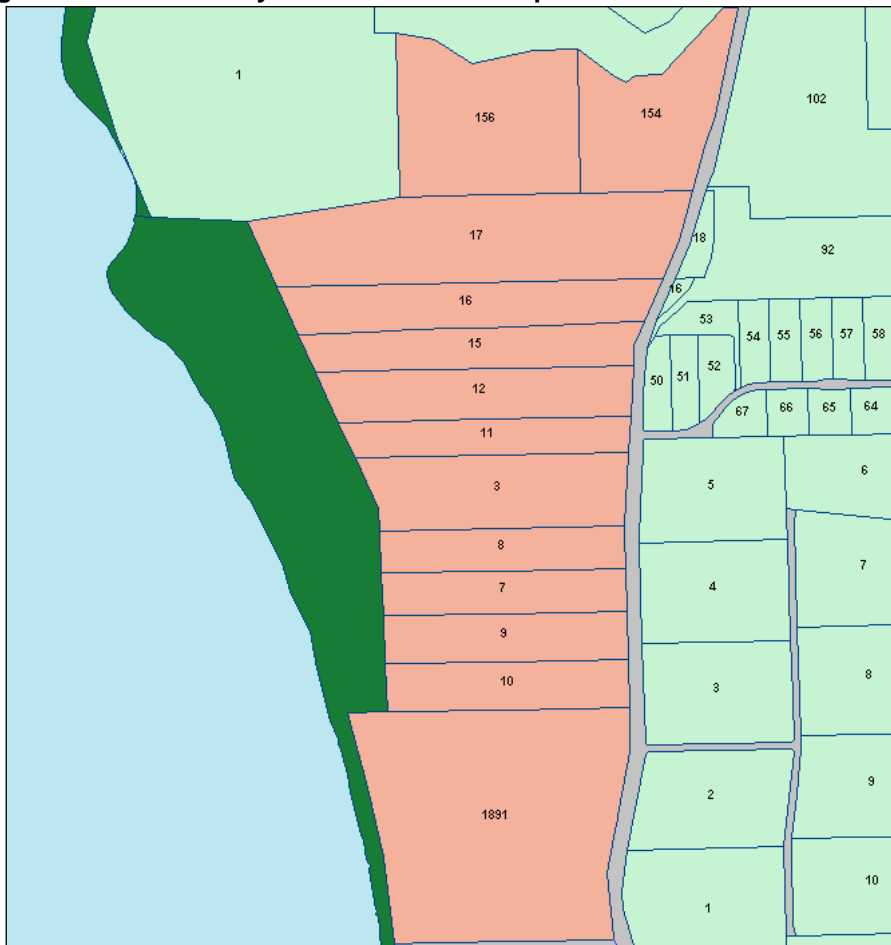
**BACKGROUND**

The draft Buller Development Zone Structure Plan has been prepared for Council’s consideration. This report recommends that the Structure Plan be forwarded to the Western Australian Planning Commission (‘WAPC’) seeking its comment and subsequently advertised.

**COMMENT**

The Buller ‘Development’ zone is located approximately 8km north of the Geraldton CBD and covers an area of 197.21ha bordered by the North West Coastal Highway to the east, Drummond Cove Road to the south and the Buller River to the north. The area presently consists of 13 lots owned by 11 landowners, and given the multiple ownership and narrow lot configuration the development of a Structure Plan without the Shire playing a leading role was considered unlikely to eventuate.

**Figure 1 – Cadastral layout for Buller Development Zone Structure Plan area**



Following calling for expressions of interest Council appointed GHD to undertake the Buller Development Zone Structure Plan at its 21 September 2011 meeting. GHD were instructed to limit the Structure Plan preparation to background analysis and initial discussion with government agencies pending the outcome of the Buller Public Environmental Review process

which had delayed the Shire of Chapman Valley Local Planning Scheme No.2 ('the Scheme') that sought to rezone the 13 Buller lots from the 'General Farming' zone to the 'Development' zone with an overlying 'Development Contribution Area 1'.

The decision of the Minister of Environment in relation to the Buller 'Development' zone Public Environmental Review on 4 June 2013 enabled approval of Scheme No.2 and progress on the Buller Development Zone Structure Plan could also resume and a landowner workshop was held on 25 July 2013.

A very preliminary draft of the Buller Development Zone Structure Plan was circulated to the landowners for comment from 27 September 2013 until 25 October 2013 (extended until 22 November 2013 at several landowners request). The draft structure plan was further refined based upon landowner feedback and the structure plan, and some of the draft text provisions, were circulated again to landowners over January inviting additional feedback. Following review of the further feedback of landowners and several government agencies the draft Buller Development Zone Structure Plan is now presented to Council for its consideration.

Updates in relation to the progress of the Buller Development Zone Structure Plan have previously been provided in the August, September and November 2013 and February 2014 Staff Information Reports and the item is also listed in the monthly status report presented to Council.

**Figure 2 – Aerial Photograph of Buller Development Zone Structure Plan area**



The purpose of a Structure Plan for the Buller 'Development' zone is to:

- guide and facilitate subdivision and development for the coastal growth corridor between the existing residential subdivision of Drummond Cove immediately to the south (that represents the current northern urban extremity of greater Geraldton) and the future employment hub of the Oakajee Industrial Estate to the north;
- coordinate subdivision and development across multiple lot ownership that is currently configured to make individual subdivision problematic;



- provide a planning tool for state government departments, service authorities, local government, landowners, the community, the development industry, investors, and private enterprise that will create certainty and a framework for future subdivision and development in the area and enable partnerships to eventuate, reduce instances of land use conflict, identify priorities for new infrastructure to meet future needs, and to inform further detailed planning for the area where required;
- Identify areas of native vegetation considered worthy of conservation and provide for a range of residential living and other complementary land uses whilst preserving the landscape amenity of the area.

The Buller Development Zone Structure Plan would ultimately create 54-640 lots with a total estimated resident population of 1,404-1,690 persons serviced by an internal subdivisional road network that would ultimately have connection onto the North West Coastal Highway at two locations, and one connection onto Drummond Cove Road. The structure plan area would be serviced by scheme water, underground power and fibre optic telecommunications, and the Local Water Management Strategy provided as Appendix B to the document provides guidance in coordinating drainage across the structure plan area. The structure plan identifies a base R-Coding of R5 (2,000m<sup>2</sup> lots) with the ability to permit lots at an R10 density (1,000m<sup>2</sup> lots) where land capability is demonstrated and providing there is an overall average density of 2,000m<sup>2</sup>. This density pattern is the most appropriate given that the topography of the structure plan area is not conducive to a more 'urban' development pattern, and the prevalence of undeveloped higher density residential land elsewhere in the northern section of Geraldton. The lower residential density also recognises the structure plan's location at the northern-most extent of the Geraldton urban growth corridor, with the Oakajee Industrial Estate buffer precluding further residential expansion north of the Buller River.

The Structure Plan has had to address the following site-specific issues, and to assist in delivering the structure plan it has been informed by a Flora and Fauna Survey undertaken across two spring periods in 2007 and 2008, an unmanned aerial vehicle flight to produce high resolution aerial photography and 1m contour data that was further validated by site survey of 4 of the structure plan area lots, and a Local Water Management Strategy.

#### *General*

- Scheme No.2 (particularly Sections 4.8, 5.22, 6.5, Table 1 and Schedule 10);
- Buller 'Development' Zone Public Environmental Review & Minister of Environment Statement No.937;
- Shire of Chapman Valley Coastal Management Strategy (particularly Section 3.3.1);
- relevant WAPC strategic documents including the Geraldton Region Plan (1999), Greater Geraldton Structure Plan (2011) and draft Northern Geraldton District Structure Plan (2005);
- relevant WAPC policy documents including the Structure Plan Preparation Guidelines (2012), Planning for Bush Fire Protection Guidelines Edition 2 (2010), State Planning Policy 3.6 Development Contributions for Infrastructure (2009), Liveable Neighbourhoods (2009) and Planning Bulletin 92 Urban Water Management (2008);
- other relevant state government policy documents including the Department of Health's draft Government Sewerage Policy (2012);
- Desired physical form, setting, character and scale of development; and
- Desired physical links and connections.

#### *Landform*

- the area's topography can broadly be described as having 'higher ground' immediately west of the Highway that is suited to residential development due to its ocean outlook and relatively simpler servicing issues but requires coordination of access and setback due to its interface with the highway. The structure plan area then contains a limestone ridge that includes a vegetation strip running north-south that has been identified as being regionally significant and requiring detailed area planning. The structure plan area then slopes down into a 'hollow' area situated behind (west of) the foreshore reserve dune system where subdivisional road connection to the south and north and conservation of *Frankenia pauciflora* is required;
- due to the subject area's topography it is recognised that a number of drainage solutions will be available to subdividers and a Local Stormwater Management Strategy has been prepared to assist in coordinating district drainage with a general principle of infiltration devices such as roadside swales and soakwells accounting for minor rainfall events and major events addressed through drainage basins integrated with public open space or drainage reserves identified at subdivision;

- the topography of the area and the requirement to identify *Frankenia pauciflora* ensures that public open space and district drainage locations will coincide with areas that are identified as having some potential for acid sulphate soils, and where lots are in proximity to these areas excavation would not be anticipated (and can be controlled through requirements at subdivision and development stage) in the course of standard residential development.

#### *Land Use*

- the structure plan has been designed to account for existing and approved development within the study area and it has been made clear to landowners that subdivision will only occur at their own behest and can be undertaken in stages if so wished;
- a land use structure/pattern has been provided for the structure plan area with the opportunity to develop a range of lifestyle opportunities to the higher density developments being provided closer to the Geraldton city centre;
- analysis of the catchment, the ultimate structure plan area population and its context within the surrounding district does not identify major retail/commercial uses as being viable within the structure plan area with the 440 Roadhouse node existing and capable of further expansion immediately to the south, the Glenfield Beach Activity Centre Mixed Use being proposed 4km to the south and the existing Sunset district commercial node beyond this. However, there is both the ability within the Zoning Table for the Development Zone and through amendment of the structure plan for further consideration to be given to smaller scale retail/commercial if deemed required, although it is considered that potential retail/commercial activities might be more likely to eventuate where associated with/incidental to tourism uses (with two examples of this form of development being the existing Drummond Cove Holiday Park shop and liquor outlet, and the approved Pearl Gallery development);
- the predominant identified land use is lower density residential but the structure plan does make provision for the development of tourism nodes where the landform or outlook might be considered conducive (if any deemed required);
- consultation with the Department of Education has determined that based on the future resident catchment and wider regional education site planning it has been confirmed that no educational site is required in the subject area.

#### *Movement Network*

- the structure plan identifies two subdivisional road network connections onto North West Coastal Highway and provides design direction for these (with the final intersection design and staging to be developed in consultation with Main Roads WA at a subdivisional stage) to prevent multiple access points onto the highway alignment;
- the structure plan identifies one subdivisional road network connection onto Drummond Cove Road (with the final intersection design to be developed in consultation with the City of Greater Geraldton at a subdivisional stage) to enable both access into the structure plan area and to better manage the current vehicle movement patterns accessing the beach at this location;
- the structure plan identifies a hierarchy of neighbourhood connector roads that would carry a total of up to 6,500 vehicles per day at ultimate subdivision and development of the area and disperse this movement to the three external connection points;
- an indicative cross section is provided within the structure plan to guide the construction of the movement network at subdivisional stage and provides for drainage swales and dual use (pedestrian/cycle) pathways (along neighbourhood connector roads) in addition to the sealed carriageway;
- whilst the road hierarchy and movement network has been designed in accordance with the principles of Liveable Neighbourhoods to maximise connectivity and permeability, the topography of the area does dictate that an exact grid pattern that would be utilised on a cleared, flat site is not feasible in this setting;
- the structure plan area borders the North West Coastal Highway to the east, and this alignment currently serves a heavy vehicle transport function, the future construction of the Oakajee-Narngulu Infrastructure Corridor as the Geraldton Outer Bypass will significantly decrease use of the current highway alignment by heavy vehicles, however, the structure plan makes no assumption on a timeframe for this and proposed that larger setback and/or other noise mitigation measures be utilised for lots abutting the highway alignment.

#### *Coastal Foreshore*

- the coastal foreshore reserve upon the structure plan has been guided by the conservative coastal setback used within the Buller Public Environmental Review and

where subdividers or developers seek to modify this alignment the structure plan requires the proponent to undertake a coastal setback analysis;

- the structure plan is in alignment with the recommendations of the Shire of Chapman Valley Coastal Management Strategy that identified potential recreational connection points from the Development Zone to the beach, these access points are non-vehicular;
- recreational development within the coastal reserve is recommended as being for passive recreation only recognising its conservation value; and
- the Liveable Neighbourhoods document notes that the WAPC does not generally include a foreshore reserve within the 10% public open space contribution and that foreshore reserves are not included in the gross subdivisional area calculation.

#### *Environment*

- the structure plan makes provision for retention of remnant vegetation deemed significant by Minister for Environment Statement No.937 either through public open space where the vegetation is located in broader remnant area, or through the requirement for detailed area planning to be undertaken where the vegetation is set amidst existing and approved development and where the disparate pockets of the vegetation, the steep topography and the multiple ownership result in public open space being an unsuitable mechanism and the use of detailed area planning and building envelopes upon larger lots will more provide a more effective conservation outcome;
- the structure plan identifies that whilst the Buller River is contained within land outside of the study area there is the ability to further widen the foreshore reserve on the southern bank to provide improved recreational and conservation outcome, that will be delivered through the requirement for detailed area planning in this area prior to subdivision;
- the structure plan has been informed by extensive on-ground flora and fauna assessment conducted by a qualified botanist and an environmental scientist and specifically commissioned high resolution aerial photography to map vegetation precisely.

#### *Heritage*

- Search of all relevant registers has confirmed that the structure plan area does not contain any European or Aboriginal heritage sites.

#### *Infrastructure and Servicing*

- the existing water main infrastructure would serve the current and expected development rate with previous Water Corporation planning making allowance for the Buller area being ultimately developed to a higher residential density;
- the structure plan area would be serviced by onsite effluent disposal systems, the Water Corporation have long term intention of developing a wastewater treatment facility within the Oakajee Buffer that would supersede the current Glenfield Beach facility and provide connection in vicinity to the structure plan area however this is very much a long term strategic proposal with no certain timeframe attached;
- provision of underground electricity supply will be undertaken at time of subdivision;
- the installation of the Geraldton to Port Hedland fibre optic cable along the eastern boundary of the structure plan area will allow for connection into the National Broadband Network;
- it is not anticipated that the structure plan would be serviced with reticulated gas as there are no gas mains in the immediate area.

#### *Recreation*

- the extent and distribution of public open space has been designed to service the future recreational requirements of the structure plan area, address conservation requirements and accommodate a complementary drainage role to ensure stormwater water reuse across the subject area;
- the structure plan makes recommendation that 15% of the study area be identified for public open space, Liveable Neighbourhoods notes that the WAPC considers 10% public open space to be the minimum contribution requirement, and the greater percentage in this instance has been necessary to address the conservation requirements set by Minister for Environment Statement No.937;
- the coordinated allocation of public open space throughout the structure plan area results in some landowners having less than 15% public open space identified on their lots, and other landowners being required to cede a greater area than 15%. Landowners ceding less than 15% of the gross subdivisional area for public open space are required to pay a 'cash-in-lieu' contribution for that shortfall. Sections 153 & 154 of the *Planning and Development Act 2005* requires that the 'cash-in-lieu' funds are held in separate trust account by the Shire. Landowners required to cede more than 15% land for public open

space are compensated through a payment from the trust at the time of their subdivision for any excess area of land ceded. The monetary contribution is based upon the unimproved valuation of the land prior to subdivision as established by Section 155 of the *Planning and Development Act 2005* which sets the method for determining the value of land in cash contributions;

- the structure plan provides guidance upon the subdivision of the area and it is likely that some minor localised area adjustments to the public open space calculations will occur as subdivision takes place.

#### *Fire Management*

- the structure plan area will be serviced by reticulated scheme water and fire hydrants;
- the structure plan has been designed to introduce a neighbourhood connector road to act as a 'hard' edge/enhanced fire break to the coastal vegetation and where the structure plan identifies cells alongside the coastal reserve there will be a requirement for fire management to be demonstrated at subdivision stage, typically this would be in the form of a 'hard edge' such as a 'lesser road' or dual use path and building envelope;
- fire management plans may be required as conditions of subdivision, or even to accompany subdivision applications in areas where vegetation and extreme slope are identified as having fire risk;
- ultimately the 'low ground' portion of the structure plan area will be served by a connection to the north, south and east into the greater road network to provide improved emergency fire access and egress.

A copy of the draft Buller Development Zone Structure Plan (April 2014) has been provided to Councillors as a separate document.

## **STATUTORY ENVIRONMENT**

The gazettal of the Scheme on 20 November 2013 rezoned the 13 lots bounded by the Buller River to the north, North West Coastal Highway to the east, Drummond Cove Road to the south and the Indian Ocean to the west from the 'General Farming' zone to the 'Development' zone with an overlying 'Development Contribution Area 1'.

Section 4.2.3 of the Scheme lists the objectives of the 'Development' zone as being to:

- “(a) Provide for the coordinated planning and development for urban, primarily residential, purposes of areas identified at the regional level as being required to meet future requirements for land for such purposes;*
- (b) Prevent the ad-hoc fragmentation of land or the development of land-uses that would be incompatible with the development of the land for urban purposes;*
- (c) Provide for appropriate transitional land-uses, or the development of land-uses that may be compatible with the future development of the land for urban purposes;*
- (d) Provide appropriate protection from incompatible development for existing land-uses;*
- (e) Protect the environmental and landscape values of the land, especially in the period prior to the coordinated development of the land for urban purposes.*
- (f) The Buller 'Development' zone is subject to the conditions as outlined in Schedule 10 – Environmental Conditions.”*

The Buller 'Development' zone aspect of the Scheme was made subject to Public Environmental Review by the Environmental Protection Authority ('EPA') and advertising of this took place from 23 November 2010 to 23 February 2011, at the conclusion of which the Shire and 7 of the 11 Buller landowners appealed against the 7 June 2011 recommendations of the EPA. The Minister of Environment made a determination in relation to the appeals with the release of Statement No.937 on 6 June 2013 that was required to be inserted into the Scheme under Schedule 10.

Schedule 10 of the Scheme requires that:

- “1 Development within the Buller “Development” zone in relation to the conservation areas shall be generally in accordance with concept 2A as outlined in the Shire of Chapman Valley Buller Development Zone Opportunities, Constraints and Concepts Study.*

- 2 *Any future structure plan shall identify future local scheme reserves for the purpose of conservation as outlined in concept 2A within the Shire of Chapman Valley Buller Development Zone Opportunities, Constraints and Concepts Study.*
- 3 *Any future structure plan shall identify R5-Low Density (minimum lot size 2000m<sup>2</sup>) residential areas as outlined in areas X and Y as depicted in Figure 1 of Minister for Environment Statement No.937 published on 6 June 2013.*
- 4 *Any future structure plan shall identify the areas of Frankenia pauciflora community on Lots 7 and 9 these areas would be subject to detailed area plans as outlined in the Western Australian Planning Commission's Liveable Neighbourhoods policy to address public open space, vegetation protection, future fences, building envelopes and setback of any future lots."*

The Constraints Analysis Study was by its nature a broader planning document and the subsequent structure planning process has now provided the greater level of detail required to plan for this area. The structure plan has identified public open space for the majority of the previously identified conservation areas, where the remnant vegetation is located in significant stands. Where the vegetation is located in smaller pockets, upon steep topography, spread across multiple ownership and set amidst existing and approved developments the designation of these areas as public open space has proved to be an unsuitable mechanism and the use of detailed area planning and building envelopes upon larger lots has been utilised to ensure a more effective conservation outcome. Detailed area plans for such areas can address not just conservation of remnant vegetation but also fire management, building envelope, invasive species management, and replanting, and a concept example of a Detailed Area Plan is provided in the structure plan document to guide future subdividers. This outcome also ensures that the structure plan pays heed to Section 4.9 of the Scheme (Non-Conforming Uses) and avoids the unwelcome scenario whereby areas of land currently used for development (including people's existing homes) are designated as entering into public ownership.

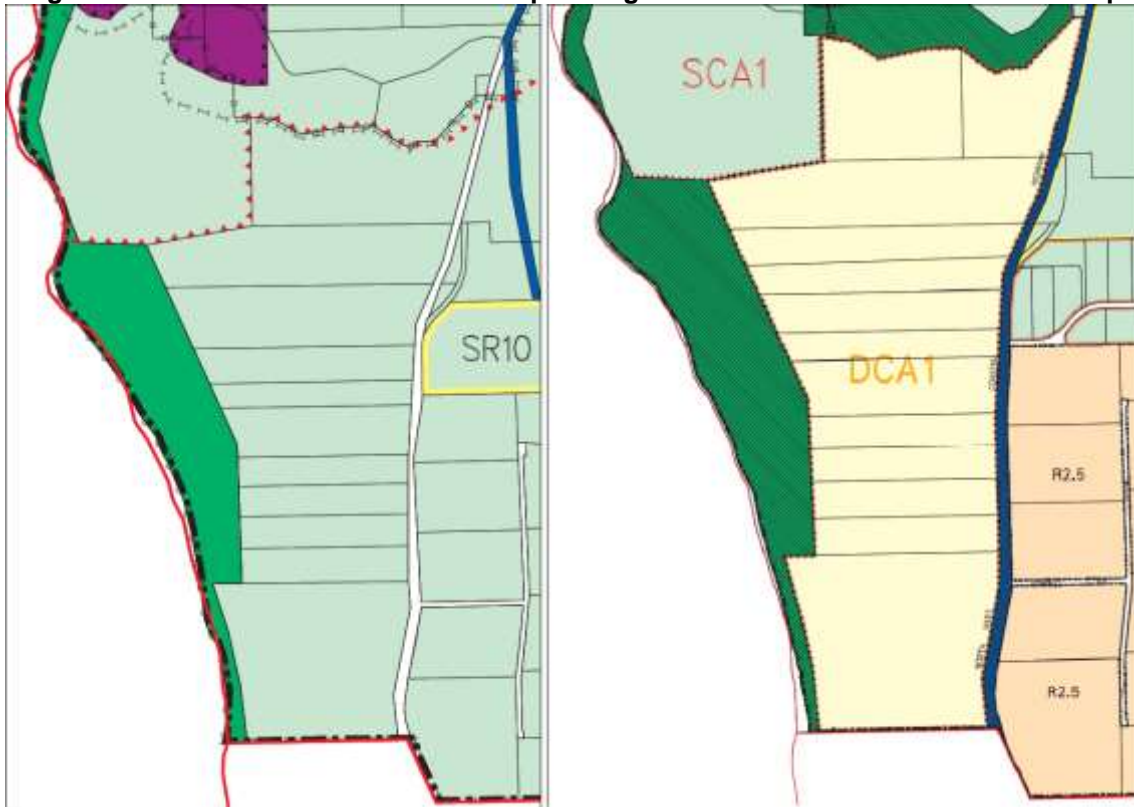
Section 5.22.6 of Scheme No.2 lists the requirements pertaining to the preparation of structure plans and the draft Buller Development Zone Structure Plan has been prepared in accordance with these and is now placed before Council for its consideration. Section 5.22.8 of the Scheme requires that a minimum 21 day period of public consultation be undertaken prior to the matter being returned to Council for further consideration of the structure plan and any received submissions. In the event that a structure plan is adopted by Council it is then forwarded to the WAPC for its endorsement.

Sections 5.22.9 & 5.22.10 require that the structure plan must be adopted by the Shire and endorsed by the WAPC to ensure that it is the basis for future development and subdivision assessment (and approval) in the subject area. On this basis it is suggested that the advice and comment of the WAPC in relation to the Buller Development Zone Structure Plan be sought to ensure that the document has been prepared to its satisfaction, and to enable any discussion over aspects of the structure plan to occur prior to commencing the advertising period.

It is also suggested that a 42 day advertising period be conducted rather than the required 21 day period to enable all parties a greater opportunity to review the content of the structure plan and make comment.

Figure 3 – extract from Scheme No.1 Map

Figure 4 – extract from Scheme No.2 Map



**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

The preparation of the Buller ‘Development’ zone Public Environmental Review document previously cost the Shire \$38,100 in the 2008/2009 financial year and \$5,000 in the 2009/2010 financial year. The preparation of the Level 2 Fauna Survey cost the Shire \$94,558.73 in the 2009/2010 financial year. The cost of the unmanned aerial vehicle flight over the Buller area to provide 1m contour data and high resolution aerial photography was \$6,850 in the 2012/2013 financial year. The cost of preparing the rezoning document in Scheme No.2, and the advertising of Scheme No.2 and the Buller ‘Development’ zone Public Environmental Review document were also borne by the Shire.

The Shire made application for the Buller Development Zone Structure Plan to be part funded through the Royalties for Regions (Northern Planning Program) Local Government Assistance Program, and on 16 October 2012 the Department of Planning advised that this application had been successful and the agreed grant funding equated to ⅓ of the accepted quote cost (\$62,543.25 GST exclusive).

Council resolved at its 17 August 2011 meeting to adopt the 2011/2012 Budget with this including an allocation of \$100,000 from the Land Development Reserve for the preparation of the Buller ‘Development’ zone Structure Plan. With work being unable to progress upon the structure plan process until the Minister of Environment made determination upon the Buller ‘Development’ zone Public Environmental Review, this allocation was twice carried forward with the adoption of the 2012/2013 and 2013/2014 budgets (Accounts 0163 and 7072).

WAPC Statement of Planning Policy 3.6 – Development Contributions for Infrastructure makes provision for the creation of legal agreements whereby landowners share the cost of common infrastructure (e.g. this can include water, sewer, power, road intersections, public open space, community facilities) associated with a structure plan, and Section 6.5 of the Scheme provides a mechanism for Council to apply such an arrangement. This aspect of cost sharing was explored as part of the structure plan preparation process but was not pursued as the uncertainty over the timeframe and pattern in which landowners may choose to pursue subdivision was considered to make such an arrangement an impediment rather than a tool for subdivision. Section 6.5 of the Scheme could make allowance for a Development Contributions Plan

whereby landowners are required to contribute at time of subdivision towards the cost of preparing the structure plan, thereby allowing Council to recoup some of its incurred costs. However, this was not pursued in this instance, given that the Wokarena Heights Structure Plan had not been subject to this requirement, and it was also felt that it was appropriate for the Shire to assume the responsibility for the coordination of the structure plan process, and that subdividing landowners who would benefit from the rezoning and structure planning being responsible for the drainage, road construction and servicing costs as is standard for subdivisional works.

- **Long Term Financial Plan:**

The Shire of Chapman Valley Long Term Financial Plan received by Council at its 18 September 2013 notes a key issue for the Shire is its ability to grow the revenue base so that sufficient operational revenue is collected to fund all operating expenses, but does also note that a growing population will place increasing demands on Council for services.

### **STRATEGIC IMPLICATIONS**

The Buller area is the northern most extent of the urban growth corridor for the greater Geraldton area and offers proximity to the future employment hub of the Oakajee Industrial Estate. The Buller area is a relatively easy commute along the highway to the Geraldton CBD, and boasts desirable coastal and river access and ocean outlook. The future development role established for the Buller area as the population of the region increases necessitated commencement of the structure planning process.

The Buller 'Development' zone is identified in the Greater Geraldton Structure Plan (2011) prepared by the WAPC as being 'Future Urban' with Section 3.1.1 of the accompanying report noting that:

*"An area of approximately 1700 ha is identified as 'future urban' in the Greater Geraldton Structure Plan 2011 to guide the direction of long-term urban expansion. The bulk of this area identified is located at Buller and around Cape Burney, which are at the extremities of the northern and southern coastal corridors respectively."*

- **Strategic Community Plan:**

The Shire of Chapman Valley Strategic Community Plan 2013-2023 adopted by Council at its 19 June 2013 meeting lists 'making the right land available to increase housing' as a Community Strategy to achieve the outcome of 'more people and families move into the Shire'.

### **VOTING REQUIREMENTS**

Simple majority of Council

### **STAFF RECOMMENDATION**

That Council:

- 1 Receive the draft Buller 'Development Zone' Structure Plan (April 2014).
- 2 Forward the draft Buller 'Development Zone' Structure Plan (April 2014) to the Western Australian Planning Commission seeking its comment and advice.
- 3 Delegate to the Chief Executive Officer to undertake minor modifications to the draft Buller 'Development Zone' Structure Plan that are not considered to affect or amend the intent of the Structure Plan as may be received in the comment and advice from the Western Australian Planning Commission prior to advertising being commenced.
- 4 Where the comment and advice of the Western Australian Planning Commission are considered by the Chief Executive Officer to affect or amend the intent of the Buller 'Development Zone' Structure Plan return the matter to a further meeting of Council for its consideration of these comments and advice.
- 5 Upon completion of the abovementioned actions (as required) advertise the draft Buller 'Development Zone' Structure Plan for a period of 42 days by placing a notice in a local

newspaper, displaying notice on-site, displaying notice on the Shire website, writing directly to all landowners within and surrounding the structure plan area, and writing directly to all relevant government agencies, and at the conclusion of the advertising period return the draft Buller 'Development Zone' Structure Plan and any received submissions to Council for its further consideration.



<b>AGENDA ITEM:</b>	<b>9.1.3</b>
<b>SUBJECT:</b>	<b>PROPOSED SUBDIVISION, NABAWA</b>
<b>PROPONENT:</b>	<b>HTD FOR D.McLEAN</b>
<b>SITE:</b>	<b>LOT 9 HICKETY ROAD, NABAWA</b>
<b>FILE REFERENCE:</b>	<b>A481</b>
<b>PREVIOUS REFERENCE:</b>	<b>10/98-11, 10/98-12 &amp; 06/03-5</b>
<b>DATE:</b>	<b>4 APRIL 2014</b>
<b>AUTHOR:</b>	<b>SIMON LANCASTER</b>

**DISCLOSURE OF INTEREST**

Nil

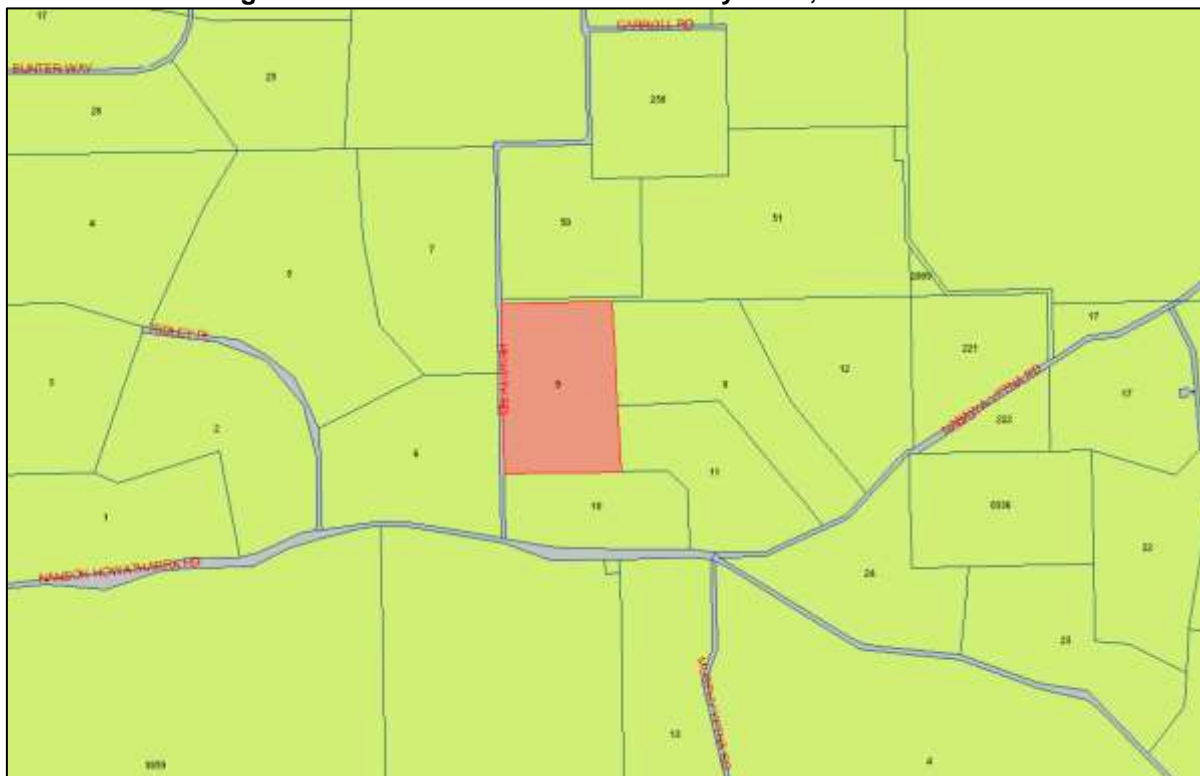
**BACKGROUND**

Council is in receipt of correspondence from the Western Australian Planning Commission ('WAPC') seeking its comment upon an application to subdivide Lot 9 Hickety Road, Nabawa. This report recommends conditional support for the subdivision application.

**COMMENT**

Lot 9 Hickety Road is a 37.92ha property located 300m north of the intersection with Nanson Howatharra Road. The application seeks to subdivide the property into 2 lots of 18.96ha each, with the proposed northern lot to contain the existing buildings, dams and horticultural uses, and the proposed southern lot being largely cleared and currently used for agistment. A copy of the subdivision plan and supporting correspondence from the applicant is included as **Attachment 1**.

**Figure 1 - Location Plan for Lot 9 Hickety Road, Nabawa**



The physical form of Lot 9 is generally at the 170m contour along its western frontage to Hickety Road before sloping down across a distance of 500m to the 155m contour at the eastern boundary of the property. A watercourse runs through west-east across the centre of the property and this would be the line of subdivision, with the boundary line proposed to run along the southern bank of the watercourse.

**Figure 2 – Aerial Photograph of Lot 9 Hickety Road, Nabawa**



**Figure 3 – View of proposed Lot 2 looking north-east from Hickety Road**



Council resolved at its 20 October 1998 meeting to approve an intensive agriculture (table grapes, mangoes, market vegetables) operation upon Lot 9 Hickety Road and also approved the relocation of the building envelope that had been established at the time of rezoning.

Council resolved at its 17 June 2003 meeting to approve added accommodation upon Lot 9 provided that the second residence was clustered with the main residence.

The subdivision proposes that lots of less than 20ha be created and this application cannot therefore be addressed under delegated authority by staff and requires the deliberation of Council. Shire staff recommend support of the subdivision application on the basis that:

- the proposed lots would only be marginally under the required 20ha minimum lot size;
- the proposed subdivision does not require the clearing of remnant vegetation;
- the proposed line of subdivision accords with an on-ground feature (being the watercourse);
- the subdivision would separate two areas that are used for different aspects (being horticulture in the north and agistment in the south);
- the application is consistent with the general objectives and requirements of the 'Rural Smallholding' zone of the Shire of Chapman Valley Local Planning Scheme No.2; &
- the application is consistent with the general visions and objectives for Precinct No.3- Chapman Valley of the Shire of Chapman Valley Local Planning Strategy.

## STATUTORY ENVIRONMENT

Lot 9 Hickety Road, Nabawa is zoned 'Rural Smallholding 1' under Shire of Chapman Valley Local Planning Scheme No.2 ('the Scheme').

The subject area was originally rezoned from 'General Farming' to 'Special Rural' by the Minister for Planning on 25 August 1996 under Scheme Amendment No.10 to prior Scheme No.1 with condition that the average lot size should be 37.5ha. This minimum lot size was reviewed through the Local Planning Strategy (2008) and was identified as being 'Rural Smallholding 20-40ha' and the Scheme Review subsequently reflected this strategic direction in Scheme No.2.

Section 4.2.5 of the Scheme states that:

*"The objectives of the Rural Smallholding Zone are to:*

- Provide for residential development within a low density environment and integrated with a variety of agricultural/rural activities, including agricultural/rural activities undertaken on a commercial basis;*
- Provide for other land-uses compatible with the predominant use of the land;*
- Prevent the establishment of land-uses more appropriately undertaken in commercial and/or industrial areas; and*
- Protect the environmental and landscape values of the land."*

Section 5.19.1 of the Scheme provides the following general requirements applicable to Rural Smallholding and Rural Residential zones:

### *5.19.1 Structure Plan*

- Subdivision, development and land use shall generally be in accordance with the structure plan as adopted by the Local Government and the Western Australian Planning Commission;*
- Subdivision, development and land-use shall generally be in accordance with any other matters outlined on the structure plan; and*
- In addition to such other provisions of the Scheme as may affect it, any land that is included in a Rural Residential Zone or Rural Smallholding Zone shall be subject to those provisions as may be specifically set out against it in Schedules 11 or 12.*

### *5.19.2 Dwellings*

*Only one dwelling is permitted on any lot within the Rural Residential and Rural Smallholding zone, although the Local Government may, at its discretion, also approve one ancillary accommodation unit.*

### *5.19.3 Vegetation*

- No clearing or destruction of any remnant vegetation or revegetation shall be permitted except for:*
  - Clearing to comply with the requirements of the Bush Fires Act 1954 (as amended), the Local Government's Bush Fire Notice and/or any fire management plan endorsed by the Local Government, and the Environmental Protection (Clearing of Native Vegetation) Regulations 2004;*
  - Clearing for vehicular access or fire breaks specifically identified on the subdivision guide or structure plan;*

- (iii) *Clearing as may reasonably be required to accommodate an approved building and curtilage, or vehicular access to an approved building or other land use approved by the Local Government; and/or*
- (iv) *Trees that are diseased or dangerous; and*
- (b) *Re-vegetation of identified degraded areas may be required on consideration of subdivision or development application.*

**5.19.4 Foreshores**

*At time of subdivision, the Local Government may request that the Western Australian Planning Commission impose condition/s requiring suitable arrangements to be made for the ceding of foreshore reserves or management and/or rehabilitation of foreshores retained in private ownership.*

**5.19.5 Fire Management**

- (a) *At time of subdivision, the Local Government may request that the Western Australian Planning Commission impose condition/s requiring the preparation of a fire management plan; and*
- (b) *At time of subdivision, the Local Government may request that the Western Australian Planning Commission impose condition/s requiring a contribution toward fire fighting facilities in the district*

**5.19.6 Vehicular Access**

- (a) *At time of subdivision, the Local Government may request that the Western Australian Planning Commission impose condition/s requiring the construction of any roads, battle-axe access legs, or shared access legs required to provide adequate vehicular access to the proposed lots; and*
- (b) *At time of subdivision, the Local Government may request that the Western Australian Planning Commission impose condition/s requiring a contribution to the upgrading of the local road system.*
- (c) *At time of development approval the Local Government may require a crossover to be constructed to the specifications of the Shire and/or Main Roads WA.*

**5.19.7 Fencing**

- (a) *At time of subdivision, the Local Government may request that the Western Australian Planning Commission impose condition/s requiring the installation of fencing around areas of remnant vegetation and/or re-vegetation. All such fences are to be maintained in good condition thereafter to the satisfaction of the Local Government; and*
- (b) *Prior to the stocking of any particular lot, all areas of remnant vegetation within or adjoining the lot shall be protected by stock proof fencing to the specification and satisfaction of the Local Government. All such fences are to be maintained in good condition thereafter to the satisfaction of the Local Government.*

**5.19.8 Advice to Prospective Purchasers**

*At time of subdivision, the Local Government may request that the Western Australian Planning Commission impose condition/s requiring the subdivider to advise prospective purchasers of the special provisions contained herein and any other provisions of the Scheme considered relevant by the Local Government."*

It is not considered that a foreshore reserve should be created in this instance (as per Section 5.19.4) as the retention of the watercourse under private management, subject to the controls of the Scheme, would lead to a better ongoing outcome than the land being contained within a foreshore reserve managed by the Shire.

It is not considered that a contribution be sought for the installation of a fire fighting facility in this instance (as per Section 5.19.5) as the original rezoning and subdivision of the land created led to the creation of a fire fighting facility upon Lot 10 to the immediate south of Lot 9, and it will

also be a requirement at time of development of a residence upon the subdivided Lot 2 that the landowner must install a minimum 92,000L rainwater storage facility.

It is considered that the subdivision should be amended so that the proposed boundary runs south of the vegetation line at the western end of the property to better accord with Sections 5.19.3 and 5.19.7 of the Scheme, and that notifications be placed upon the created titles as per Section 5.19.8.

Schedule 12 of the Scheme notes for the 'Rural Smallholding 1' zone as follows:

- "1 Subdivision*  
*Subdivision and land use shall be generally in accordance with a Structure Plan adopted by the Local Government and endorsed by the Western Australian Planning Commission.*
- 2 Building*  
*All dwellings shall be sited in accordance with the setback requirements specified in the Scheme for the Rural Smallholding Zone, except where for specific lots, building envelopes are shown on the Structure Plan. Where building envelopes are shown then all dwellings, associated structures and effluent disposal systems must be located within that envelope.*
- 3 Applications for Planning Consent*  
*In addition to the requirements of Part 9 of the Scheme all applications for planning consent are required to be accompanied by relevant plans and information that:*

  - (a) propose appropriate land management techniques to the satisfaction of the responsible authority to make good areas of degradation identified as such;*
  - (b) delineate areas of significant remnant vegetation, surface water and other water bodies and significant topographical features;*
  - (c) delineate areas of stock grazing and proposed stock numbers;*
  - (d) delineate the proposed location of building envelopes;*
  - (e) delineate the location of existing and proposed effluent disposal systems;*
  - (f) delineate location of existing tracks and fences and proposed location of fences and driveways; and*
  - (g) describe materials and colour of external cladding of all proposed buildings.*
- 4 Land use*

  - (a) When considering applications for development approval (planning consent), the local authority may refer the application to the Department of Environment and Conservation, the Department of Agriculture and Food, the Department of Water and any other responsible authority and relevant Government agency for comment and approval where appropriate;*
  - (b) Piggeries, feedlots, poultry farms and extractive industry are prohibited; and*
  - (c) The subdividing owner of the land shall make arrangements satisfactory to the local authority to ensure that prospective purchasers are advised that preliminary advice should be sought from the Department of Agriculture and Food regarding the establishment within the subject land any proposed use that falls under the use class 'intensive agriculture' as defined in Schedule 1.*
- 5 Stocking Rates*

  - (a) With the objective of maintaining sustainable landuse practices, and preventing land degradation through wind and water erosion, the keeping of animals is permitted in accordance with the following or such density as approved by the Local Government following consultation with the Department of Agriculture and Food, with conditions if appropriate:  
2.5 dry sheep equivalent / 1 hectare  
1 horse / 2 hectares*

1 pony / 1.6 hectares  
1 milking cow / 4 hectares  
1 heifer / 1.6 hectares  
1 dairy goat / 0.5 hectares  
5 cashmere goats / 1 hectare  
1 deer / 0.3 hectares

*Only one stock option will be permitted or a combination equivalent to one option is permitted.*

- (b) *Notwithstanding the above, the Local Government may reduce or vary the limit on stocking or place any other conditions in light of prevailing seasonal conditions to prevent overstocking, erosion, or other practices detrimental to the environment or amenity of the neighbouring properties from those rates described in Clause 5(a) above.*

6 *Water Resources*

- (a) *Where scheme water supply is unavailable a minimum 92,000L rainwater storage facility for each residence or evidence from the proponent which is satisfactory to the local authority than an adequate on-site potable water source exists shall be provided;*
- (b) *A licence from the Department of Water is required to draw groundwater from a well, bore, dam or any naturally occurring surface water body or watercourse;*
- (c) *Where the area has not been surveyed for hydrological resources, the prior advice of the Department of Water should be sought regarding the provision of a water supply for any proposed 'intensive agriculture' use and development;*
- (d) *All storm water from structures or paved surfaces is to be contained within each lot;*
- (e) *No development or land use activity shall impede in any way the natural water flow along any creek line or water course;*

7 *Clearing of Land*

*No removal of any remnant native vegetation (including any tree) is permitted without the prior approval of the local authority outside the building envelope;*

8 *Location, siting and appearance of buildings*

- (a) *All residential and ancillary buildings shall be located and constructed within an approved building envelope for each proposed lot;*
- (b) *Notwithstanding (a) above, where by reason of the nature of material to be stored in a building it is considered that it would be undesirable that the buildings be clustered, the buildings may be separated by such distance as determined by the local authority;*
- (c) *No building shall be constructed in such a manner or of such materials that it would in the opinion of the local authority, have a detrimental impact on the local amenity.*

9 *Effluent Disposal*

- (a) *No dwelling shall be constructed or approved for construction unless an approved method of on-site effluent disposal suitable for long-term usage has been incorporated into the approved plans, and is in a location, to the satisfaction of the local government in consultation with the Health Department of WA.*
- (b) *In considering applications for planning consent the Local Government shall ensure that the development proposed will not result in any net export of nutrients from the land to any wetland, watercourse or underground aquifer.*

10 *Fencing*

*Prior to any stocking of land, all areas of remnant native vegetation, including vegetation along streamlines, shall be fenced with stock proof fencing to the specification and satisfaction of the local authority. All fences are to be maintained in a stock proof condition by the landowner to the satisfaction of the local authority.*

- 11 *Landscaping*
- (a) *All buildings and structures within any lot shall be suitably screened to the satisfaction of the local authority;*
  - (b) *Prior to the commencement of any development on any lot, the local authority will require the preparation of a tree planting and maintenance program with the intent of rehabilitating and revegetating any areas of degraded land so identified but without restricting the operation of approved rural activities.*
- 13 *Fire Management*
- At the time of subdivision the following fire management controls will be imposed:*
- (a) *A strategic fire break for each lot will be installed in a manner acceptable to the local authority in consultation with FESA.*
  - (b) *Provision of a suitable permanent water supply for fire-fighting purposes to be established in consultation with the local authority and FESA.*
- 12 *Advice to purchasers of lots*
- As a condition of any subdivision approval granted, the subdividing owner of the land is to advise, to the specifications and requirements of the Local Government, prospective purchasers of any lot created within this location of all of the provisions contained herein."*

It is considered that building envelopes should be identified as a condition of subdivision to better meet the requirements of Parts 2, 6(e), 7, 8 and 9(b) of the Rural Smallholding 1 zone.

The western half of Lot 9 Hickety Road also falls within the 'Special Control Area 2 – Moresby Range Landscape Protection Area' zone and Section 6.3 of the Scheme requires that:

*"6.3.1 Special Control Area 2, as shown on the Scheme Maps, comprises the Moresby Ranges Landscape Protection Special Control Area.*

*6.3.2 The purpose of Special Control Area 2 is the protection of the Moresby Ranges and associated valleys from development and/or subdivision that will detrimentally affect the landscape values of the area, including preventing development that may lead to problems of erosion. In determining any application for planning approval on land within Special Control Area 2, the Local Government shall give consideration to the purpose of the Special Control Area.*

*6.3.3 Within Special Control Area 2 no clearing or destruction of any remnant native vegetation or re-vegetation shall be permitted except for:*

- (a) *Clearing to comply with the requirements of the Bush Fires Act 1954 (as amended), the Local Government's Bush Fire Notice and/or any fire management plan endorsed by the Local Government;*
- (b) *Clearing as may reasonably be required to accommodate an approved building and curtilage, or vehicular access to an approved building or other land use approved by the Local Government; and/or*
- (c) *Clearing as may be allowed under the Department of Environment and Conservation Land Clearing Regulations;*
- (d) *Trees that are diseased or dangerous.*

*6.3.4 In the determination of any application for planning approval within Special Control Area 2 the Local Government may, having regard to the purpose of the Special Control Area set out in Clause 6.3.2 and the assessment criteria detailed in the Moresby Ranges Management Strategy, require modification of development proposals, or impose conditions of approval regarding:*

- (a) *The siting of the proposed development;*
- (b) *The design and layout of the proposed development;*
- (c) *The materials and finishes to be used in the proposed development;*
- (d) *The protection of remnant native vegetation or re-vegetation located on the site;*

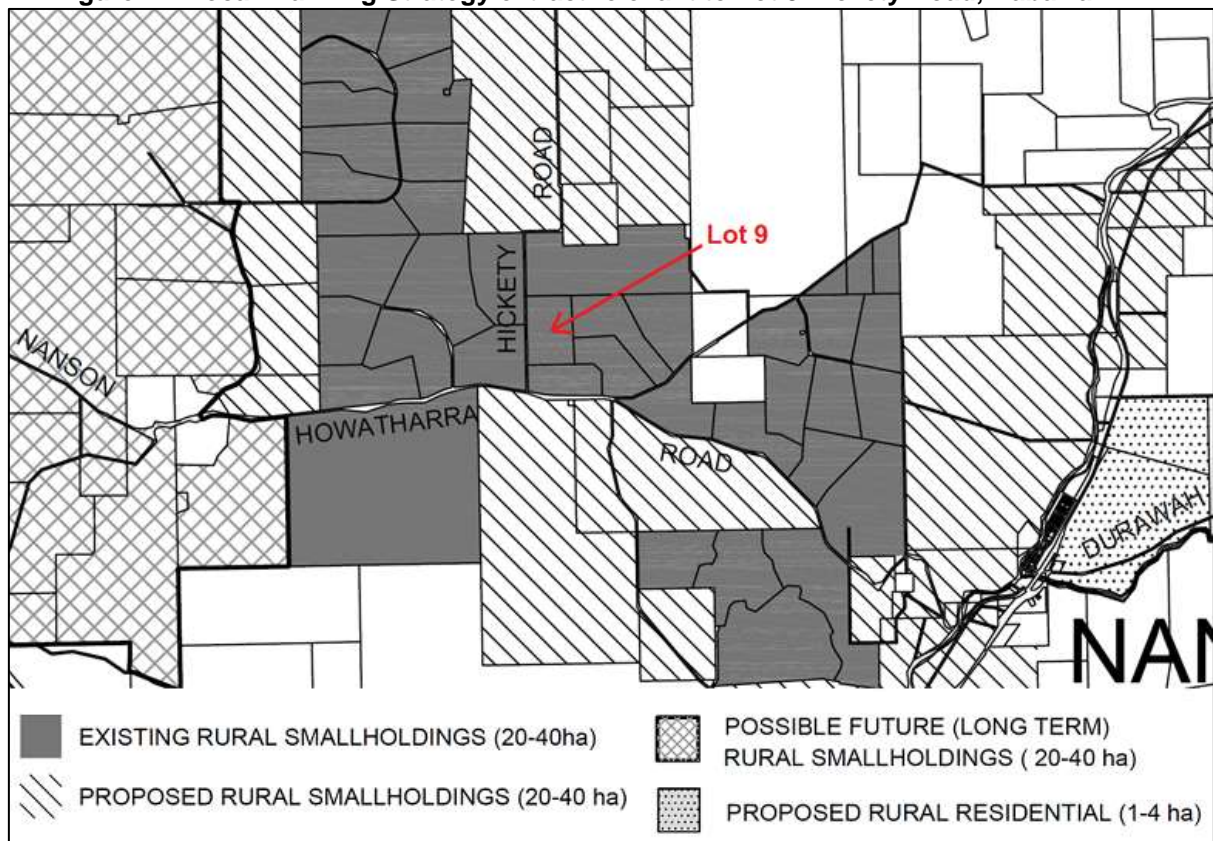
- (e) *The installation and maintenance of vegetation to provide for the visual screening of proposed development; and/or*
- (f) *The installation and maintenance of vegetation, retaining walls or other works to prevent erosion.”*

It is considered that the proposed subdivision is compatible with the requirements of the ‘Special Control Area 2 – Moresby Range Landscape Protection Area’ zone, and future development of the property would not detrimentally affect the landscape value of the area provided it is clustered within a building envelope.

**POLICY IMPLICATIONS**

Lot 9 Hickety Road, Nabawa is located within Precinct No.3 – ‘Chapman Valley’ of the Shire of Chapman Valley Local Planning Strategy (2008) which identifies Lot 9 as ‘Existing Rural Smallholdings (20-40ha)’.

**Figure 4 – Local Planning Strategy extract relevant to Lot 9 Hickety Road, Nabawa**



The stated Vision for Planning Precinct 3 is:

*“A diverse range of rural pursuits and incidental tourist developments that complement the sustainable use of agricultural resources.”*

The proposed subdivision can be considered to satisfactorily achieving the following objectives of Planning Precinct No.3:

- “3.1.1 Ensure that the rezoning and subdivision of rural land into Rural Smallholdings maximises and reflects the agricultural potential of the land, and can accommodate a range of agricultural pursuits coupled with lifestyle opportunity.*
- 3.2.1 Facilitate agricultural diversification in appropriate areas where there will be no detrimental impact to the surrounding land.*
- 3.3.1 Encourage re-vegetation and retention of existing vegetation in order to minimise soil erosion and salinity levels.*
- 3.3.2 Protect and enhance existing catchments, botanical linkages and vegetation/wildlife corridors.*



- 3.3.5 *Protect the rural amenity and character of the area from incompatible land use/development, again through the implementation of appropriate environmental and planning controls.*
- 3.3.7 *Encourage conservation of biodiversity and farm sustainability based on natural resource management practices.”*

The Local Planning Strategy does make reference to the following infrastructure objective 3.4.2, but it is not considered in this instance that the creation of one additional lot in the location should be basis for contribution to the sealing of the 800m gravel road frontage to Lot 9:

*“3.4.2 Ensure adequate levels of servicing and infrastructure, as determined by Council, exist or will be provided when supporting proposals for a change in land use, rezoning, development or subdivision, to avoid burden (financial or otherwise) on the Council’s resources.”*

## **FINANCIAL IMPLICATIONS**

- **Long Term Financial Plan:**

The Shire of Chapman Valley Long Term Financial Plan received by Council at its 18 September 2013 notes a key issue for the Shire is its ability to grow the revenue base so that sufficient operational revenue is collected to fund all operating expenses, but does also note that a growing population will place increasing demands on Council for services.

## **STRATEGIC IMPLICATIONS**

The Geraldton Region Plan (1999) seeks to provide a framework for the future management, protection and coordination of regional planning in the region. The Region Plan incorporates a Structure Plan updated in 2011 which noted in Section 3.2.1 that:

*“Some ‘rural living’ areas do exist beyond the Moresby Range in the Chapman Valley, however, these are zoned as ‘special rural’ in the local planning scheme and are generally intended for larger lots (>20ha).*

*Further, ‘future rural living’ has also been included in this area, consistent with areas identified in the Shire of Chapman Valley Local Planning Strategy (2008) for proposed and possible (long-term) rural residential and rural smallholdings.”*

Section 3.2.3 of the Greater Geraldton Structure Plan (2011) reports notes that:

*“It is acknowledged that a substantial area of rural land beyond the northern boundary of the structure plan has been identified for future rural living purposes in the endorsed local planning strategies for the Shires of Chapman Valley and Northampton. These areas are currently beyond the scope of the Greater Geraldton Structure Plan 2011 and will be considered through the proposed wider regional planning.*

*State Planning Policy 2.5 Agricultural and Rural Land Use Planning that outlines guiding principles for the planning and development of rural land is currently being revised. The revised policy may have implications for future rural land use within the Greater Geraldton Structure Plan area.”*

- **Strategic Community Plan:**

The Shire of Chapman Valley Strategic Community Plan 2013-2023 adopted by Council at its 19 June 2013 meeting lists ‘making the right land available to increase housing’ as a Community Strategy to achieve the outcome of ‘more people and families move into the Shire’.

## **VOTING REQUIREMENTS**

Simple majority of Council

## STAFF RECOMMENDATION

That Council advise the Western Australian Planning Commission that it supports the subdivision of Lot 9 Hickety Road, Nabawa subject to the following conditions and advice notes:

- 1 The subdivision being modified such that the 149.6m length at the western end of the proposed line of subdivision is superseded by a new alignment that runs to the south of the existing line of vegetation.
- 2 Property boundaries of all lots shall be fenced by the subdivider to an appropriate standard to the satisfaction of the Local Government.
- 3 A building envelope shall be identified on all lots to the satisfaction of the Local Government.
- 4 A Notification, pursuant to Section 165 of the *Planning and Development Act 2005* is to be placed on the Certificates of Title of all lots by the subdivider to ensure prospective purchasers of the lots are advised of the following:
  - (i) the provisions of the Shire of Chapman Valley Local Planning Scheme No.2 (Schedule 12 - Rural Smallholding 1 Zone) which relate to the use and management of the land; &
  - (ii) the existence of building envelopes upon the lots and that no development is to take place outside the defined building envelope unless otherwise approved by the Local Government.

Advice Note:

- a) In regards to condition 2, the fencing between proposed Lots 1 & 2 shall be installed at the subdivider's cost to a minimum standard of 6 strand ring lock to the satisfaction of the Local Government.

05814AS1-1-0



**EXPLANATORY NOTE**

THIS PLAN WAS PREPARED TO ACCOMPANY AN APPLICATION TO THE WESTERN AUSTRALIAN PLANNING COMMISSION FOR APPROVAL TO SUBDIVIDE THE LAND DESCRIBED IN THE PLAN AND IS NOT TO BE USED FOR ANY OTHER PURPOSES OR BY ANY OTHER PERSON. HILLE, THOMPSON & DELPOS ACCEPT NO RESPONSIBILITY FOR ANY LOSS OR DAMAGE CAUSED TO ANY PERSONS OR PROPERTY BY THE INFORMATION ON THIS PLAN FOR A PURPOSE FOR WHICH IT WAS NOT INTENDED.

THE SERVICES SHOWN ON THIS PLAN HAVE BEEN PLOTTED FROM THE RECORDS OF THE RELEVANT AUTHORITIES PRIOR TO ANY DEMOLITION, EXCAVATION OR CONSTRUCTION ON THE SITE. THE RELEVANT AUTHORITIES SHOULD BE CONTACTED.

AERIAL PHOTO AND CONTOURS WERE SOURCED FROM LANDSAT

- SUBJECT BOUNDARY
- ABUTTING BOUNDARY
- - - APPLICATION AREA
- OVERHEAD POWER

No. OF EXISTING LOTS : 1  
 LOT 9 : 37.92 ha

No. OF PROPOSED LOTS : 2  
 Rural Small Holdings - Min. LOT SIZE : 20 ha

DEPARTMENT OF PLANNING  
 GERALDTON OFFICE  
 27 FEB 2014  
 FILE 149582



**REVISIONS**

NO.	DATE	DESCRIPTION	BY
0	13/02/14	ORIGINAL	BT



SURVEYED BY:	SLD	06/02/14	AREA FILE	1573
DRAWN BY:	GT	13/02/14	CONT. INTVAL:	5m
CHECKED BY:	BC	17/02/14	V DATUM:	AHD
APPROVED BY:			H DATUM:	MGA84+250
			FIELD BK:	

**HTD**  
**SURVEYORS & PLANNERS**  
 HILLE, THOMPSON & DELPOS  
 PO Box 820, GERALDTON WA 6531  
 PHONE: (08) 9221 3111 FAX: (08) 9201 8272

CLIENT: C & D McLEAN  
 LOT 9 on PLAN 21887  
**PROPOSED SUBDIVISION**  
 HICKETY ROAD, NABAWA - SHIRE OF CHAPMAN VALLEY  
 SCALE 1 : 3,000  
 SHEET NO: A3  
 PLAN NO: 05814AS1-1-0



ISO 9001  
FS 520743



24 Durlacher Street, Geraldton  
PO Box 820, GERALDTON WA 6531  
Ph: (08) 9821 3111 Fax: (08) 9821 8072  
Email: htdsurveys@htds.com.au  
Website: www.htds.com.au

**Our Ref: 058/14**  
**Enquiries: Solene Le Bris**

2<sup>nd</sup> April 2014

Shire of Chapman Valley  
PO Box 1  
NABAWA WA 6532

**Attention: Simon Lancaster**

Dear Simon,

**PROPOSED SUBDIVISION: Lot 9 (#104) Hickety Road, Nabawa**  
**DETAILS OF SUBDIVISION PROPOSAL**

This letter intends to provide additional information prior to presentation of the subdivision application to the meeting of Council of the Shire of Chapman Valley, held on 16 April 2014.

**1.0 Introduction**

This office received a letter on 14 March 2014 from the Shire of Chapman Valley (**Shire**), advising that the proposed subdivision will be presented to the meeting of Council, on 16 April 2014. The proposal requires presentation to the Council due to its variation to the minimum lot size as outlined in the Shire's Town Planning Scheme.

This letter intends to detail the subdivision proposal and provide justification for the relatively minor variation to the minimum lot size required. I believe the information contained in this letter will aid in the deliberations over the subdivision application.

**2.0 Subdivision Proposal**

The subject site is located in Lot 9 (#104) Hickety Road in the locality of Nabawa. Nabawa is contained within the Shire of Chapman Valley. The application proposes to subdivide the subject site into two lots both being 18.96 ha.

The Shire of Chapman Valley Town Planning Scheme No.2 and the Shire of Chapman Valley Local Planning Strategy (2008) are the guidelines for the proposed subdivision.

### 3.0 Town Planning Scheme No.2

Under the Shire of Chapman Valley Town Planning Scheme No.2 (TPS2), the subject site is zoned 'Rural Smallholding 1' (RS1).

Under the TPS2, Section 5.19 outlines the general requirements applicable to 'Rural Smallholding' Zones. Additional requirements for RS1 are proposed in Schedule 12 of the TPS2. The subdivision proposal is compliant with the requirements of section 5.19 and schedule 12 of the TPS2.

The TPS2 does not propose any minimum lot size for subdivision within the 'Rural Smallholding' Zone.

### 4.0 Local Planning Strategy (2008)

#### 4.1 Minimum Lot Size for Subdivision

##### Part 7 - General Requirements

Under the Shire of Chapman Valley Local Planning Strategy (Strategy), Part 7 provides the general subdivision requirements within the Shire. In regards to Rural Residential and Rural Smallholding Lots, the section 7.5 states as follows:

*"The Local Planning Strategy allows for subdivision of land for rural residential (1 – 4 hectares) and rural smallholdings (**4 to 40 hectares**) based on a graduation of lot sizes around Nanson and Nabawa townsites".*

Therefore, Part 7 of the Strategy proposes a general size range for rural smallholdings lots from 4 to 40 hectares based on a graduation of lot sizes around the townsites. The Strategy does not provide any additional information regarding the distribution of the graduation. The subject lot is located approximately 6 km south west of the Nabawa Townsite.

##### Glossary - Definition

Under the 'Glossary of key terms' of the Strategy, Rural Smallholdings are defined as following:

##### **RURAL SMALLHOLDINGS**

*"Land used for minor rural pursuits, hobby farming, conservation and alternative residential lifestyle purposes where supplementary incomes from rural and ancillary activities may be achieved. This land use seeks to preserve and enhance landscape quality, environmental and conservation attributes. Lot sizes may range from **4 to 40 hectares**."*

In this section, the Strategy describes the size range for rural smallholdings lots from 4 to 40 hectares.

##### Precinct 3 – Chapman Valley

The subject site is contained within the 'Precinct 3 – Chapman Valley' of the Strategy. Under section 7.8 of the Strategy, the minimum lot size is not clearly defined. However, Rural

smallholdings are always referred as 'Rural Smallholdings (20 - 40 hectares)'. Consequently the minimum lot size suggested for the Precinct 3 is 20 hectares.

#### **4.2 Variation to the minimum lot size requirement**

This application proposes to subdivide the initial lot into two lots, both being 18.96ha. The size of the new lots is widely contained in the common strategy's size range of 4 to 40 hectares. However, the size of the new lots is slightly inferior to the minimum lot size suggested for the Precinct 3 being 20 ha (5.2% of variation).

In spite of the minor variation to the minimum lot size, the proposal meets the objectives of the Precinct 3 and the objectives of the Strategy in general. The proposed configuration seeks to maximise the use of the land and minimise the impact on the environment. The existing vegetation on the land naturally separates the initial lot in two different areas. The proposed boundary follows this natural separation including the topography, the existing vegetation and existing fences and then ensures that the agricultural potential of the land remains. The total area suitable for agriculture is not affected by the proposed subdivision. Also, the proposed boundary allows the existing improvements to be contained on one of the lots, giving many opportunities for the newly created lot. Consequently, the proposed subdivision does not have any impact on the land or on the vegetation.

As a result, the proposal meets the Community, Economic, Environmental and Infrastructures Objectives of the Precinct 3 – Chapman Valley including the following:

- *"3.1.1: Ensure that the rezoning and subdivision of rural land into Rural Smallholdings maximises and reflects the agriculture potential of the land, and can accommodate a range of agricultural pursuits coupled with lifestyle opportunity.*
- *3.2.1: Facilitate agricultural diversification in appropriate areas where there will be no detrimental impact to the surrounding land.*
- *3.3.1 Encourage revegetation and retention of existing vegetation in order to minimise soil erosion and salinity levels.*
- *3.3.3 Ensure development does not adversely impact on river systems, associated catchment areas and groundwater resources through the provision/submission of detailed/supporting research, information and analysis".*

#### **5.0 Conclusion**

As a result, the proposed subdivision is in compliance with the requirements outlined by the TPS2. The proposal is generally in accordance with the Strategy, with the exception of the suggested minimum lot size of 20ha for the Precinct 3 – Chapman Valley. In spite of the minor variation to the minimum lot size, I believe the subdivision meets the objectives of the Strategy and the Precinct 3 and should therefore, be considered by the Council.

If you (or any of the referral agencies) have any queries or require any further information please do not hesitate to contact this office.

Yours faithfully



Brad Collard

**Director**

brad@htds.com.au

<b>AGENDA ITEM:</b>	<b>9.1.4</b>
<b>SUBJECT:</b>	<b>YUNA TENNIS CLUB BUILDINGS DEMOLITION</b>
<b>PROPONENT:</b>	<b>SHIRE OF CHAPMAN VALLEY</b>
<b>SITE:</b>	<b>LOT 10404 BAWDEN LANE, YUNA</b>
<b>FILE REFERENCE:</b>	<b>A1796</b>
<b>PREVIOUS REFERENCE:</b>	<b>05/06-9, 04/11-28, 09/12-23, 03/13-11 &amp; 7/13-5</b>
<b>DATE:</b>	<b>9 APRIL 2014</b>
<b>AUTHOR:</b>	<b>ANTHONY ABBOTT / SIMON LANCASTER</b>

### DISCLOSURE OF INTEREST

Nil

### BACKGROUND

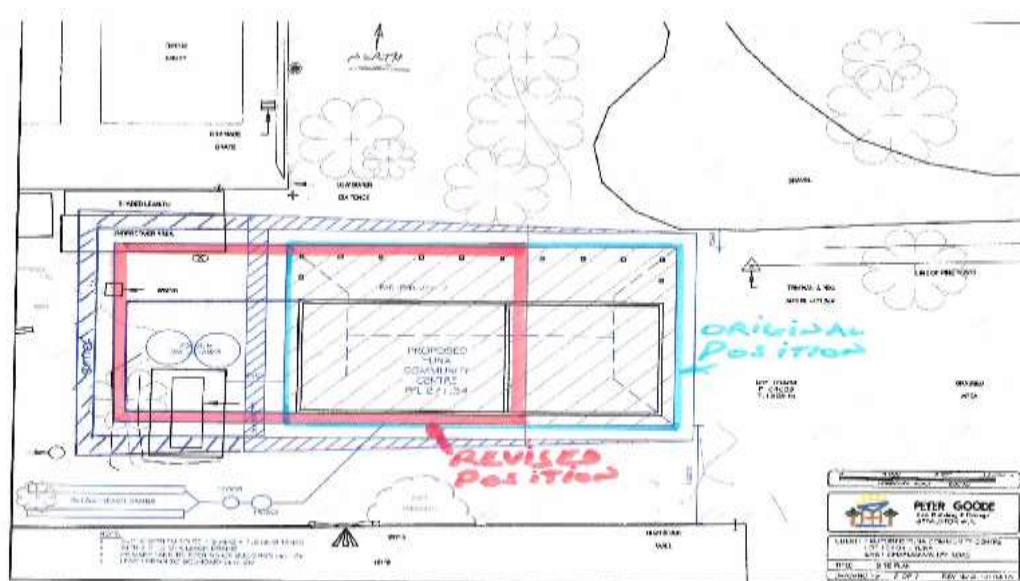
The Yuna Tennis Club & CABY has approached the Shire seeking approval for the demolition of the existing Yuna Tennis Club, shade shelter and toilet block buildings to enable the development of the Yuna Multi-Purpose Community Centre. This report recommends that Council:

- Endorse the revised location in principal and advise Council Officers to obtain confirmation from the Tennis Club Committee of the exact revised location of the proposed structure;
- If there are no significant variation to the site plan the Chief Executive Officer is to commission a revised drafted site plan indicating the exact location in accordance with budget allocation;
- Demolition Permit(s) for the existing Tennis Club, Ablution and Shade Shelter will not be issued by the Shire until the Chief Executive Officer is comfortable all funding agreements have been finalised, tender process has been completed and contract for the new building has been awarded.

### COMMENT

The revised location of the Proposed Community Centre will require the demolition of existing infrastructure mentioned above. The position as marked on site with the Yuna Tennis Club Committee members

**Figure 1 – Revised Yuna Multi-Purpose Community Centre Site Plan**



### STATUTORY ENVIRONMENT

A Demolition Permit is issued under Section 25 of the *Building Act 2011* and Regulations 4 & 22 of the *WA Building Regulations 2012* define demolition and includes regulations. Regulations 3.114 to 3.128 in Subdivision 7, Division 9 of Part 3 of the *Occupational Safety and Health*

*Regulations 1996* relate to demolition and define it as meaning the complete or partial demolition of a building or structure by pre-planned and controlled methods or procedures.

Demolition work is to be carried out in accordance with *AS 2601*, where the work is not covered by *AS 2601* the work must be done in a manner acceptable to the WorkSafe Western Australia Commissioner.

Council resolved at its 16 May 2006 meeting to accept the offer of the Yuna Hall Social Recreation Committee Inc. of Yuna to transfer ownership of Lot 10404 (containing the Yuna Hall, tennis courts and clubhouse, grassed play area and toilet blocks) to the Shire of Chapman Valley. The transfer of Lot 10404 to the Shire was completed on 10 October 2012.

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

Council resolved at its 20 April 2011 meeting to support in principle the Yuna Community and Creating a Better Yuna ('CABY') for a Multi-Purpose Community Centre to be established in Yuna, without committing financially, and accept the offer to be on a committee for the future planning of the centre.

Council resolved at its 19 September 2012 meeting to direct the Community Development Officer to prepare a Business Plan with attached construction costings for the proposed Yuna Multi-Purpose Community Centre. The Yuna Multi-Purpose Community Centre Business Plan was subsequently prepared and brought together all research, investigations, construction costs, building floor plan, stakeholders, funding strategy and a maintenance plan.

Council resolved at its 20 March 2013 meeting to endorse the Yuna Multipurpose Community Centre Business Plan and the final floor plan of the building, instructed Shire staff to obtain quotes and architect drawings using remaining funds allocated from Council's budget, and approve Shire staff to apply for funding for the Yuna Community Centre (noting that should Council matching funds be required, the matter will be brought back to Council for further consideration).

Given that some level of Shire financial contribution would be required towards the construction of the building for it to be successful in its grant applications, this matter was returned for further consideration to Council's 17 July 2013 meeting with it being resolved to list in the 2013/2014 budget an amount of \$100,000 as its financial contribution towards the Yuna Multi-Purpose Community Centre drawn from the Building Reserve Funds, and for this amount to be transferred into the Municipal Fund in the event that the applications for funding of the Yuna Multi-Purpose Community Centre are successful.

The initial indicative cost for the completion of the Yuna Multi-Purpose Community Centre was projected in the Business Plan to be \$750,000 (GST exclusive) which included plumbing, electrical work and fit-out of building. As the costings contained within the Business Plan were estimated in 2012, allowances were made for an increase in costs as well as contingencies and a draft project budget of \$835,000 was presented to the 17 July 2013 meeting of Council as provided below. The allocations contained within the draft project budget were based on prepared grant applications and discussion with government agencies at that time and were therefore not formally confirmed figures. The estimated figure of \$835,000 was used in the Shire of Chapman Valley Long Term Financial Plan.

<b>Item of Expenditure</b>	<b>Financial allocation</b>	<b>Source of Funds</b>	<b>Current Status</b>
Building construction	\$200,000	Lotterywest	Submission pending
Sporting elements of building construction	\$185,000	Department Sport & Recreation	Submission being developed
Building construction, Approvals, site survey, Building construction, landscaping,	\$100,000	Shire of Chapman Valley	Council endorsed



Item of Expenditure	Financial allocation	Source of Funds	Current Status
machinery and staff project management			
Building construction, sand, gravel, labour, landscaping	\$100,000	Creating A Better Yuna & Yuna Farm Improvement Group	Secured
Building construction	\$250,000	MWDC Investment Plan - Royalties For Regions	Pending
<b>Total Cost</b>	<b>\$835,000</b>		
(Additional sources of funding being explored)			
Rammed Earth & Solar	\$50,000	Department for Climate Change & Energy Efficiency	Contingency funds Waiting opening of funding round
Building construction	\$50,000	Department of Local Government	Contingency funds Funding or loan not yet secured

- **Long Term Financial Plan:**

The Shire of Chapman Valley Long Term Financial Plan received by Council at its 18 September 2013 meeting contains the Long Term Financial Plan Summary which notes that:

*“New community projects such as the Yuna Recreation Centre and projects at Parkfalls can only proceed if grant funds can be obtained to cover the majority of the project cost.”*

The Yuna Multi-Purpose Community Centre is listed as follows in the Major Project Table of the Long Term Financial Plan as follows:

Project Description	Year(s) Proposed	Total Cost \$Million	Project Explanation	Outline of risks and how these will be managed
New Yuna Multi-purpose Community Centre	2014/15	\$0.83m	Construct a new recreation centre to replace the existing facility. Project can only proceed if the majority of funds can be obtained from grants.	Scope, construction and funding risk. Do not proceed until all funding is secured and a firm contract price secured.

## STRATEGIC IMPLICATIONS

### **Strategic Community Plan:**

The Shire of Chapman Valley Strategic Community Plan 2013-2023 adopted by Council at its 19 June 2013 meeting lists the following Community Strategy to achieve a stronger, inclusive community outcome:

*“Develop community facilities to provide gathering places, including community centre, swimming pools.”*

The Shire of Chapman Valley Corporate Business Plan 2013-2017 adopted by Council at its 19 June 2013 meeting lists the following future priority for consideration:

*“Development of the Yuna Community Centre to consolidate and enhance the community facilities for the eastern section of the Shire.”*

## **VOTING REQUIREMENTS**

Normal Majority required

## **STAFF RECOMMENDATION**

That Council endorse:

- The revised location of the Yuna Multi-Purpose Community Centre in principal and seek confirmation on the exact location. Once confirmed, and subject to there being no significant variations to the current site plan provided, revised drawings be prepared.
- Demolition Permit(s) for the existing Tennis Club, Ablution and Shade Shelter will not be issued by the Shire until the Chief Executive Officer is comfortable all funding agreements have been finalised, tender process has been completed and contract awarded;

# **9.2**

## **Finance**

### **April 2014**

---

## **Contents**

### **9.2 AGENDA ITEMS**

- 9.2.1 Financial Reports for March 2014
- 9.2.2 Write off Outstanding Debt

<b>AGENDA ITEM:</b>	<b>9.2.1</b>
<b>SUBJECT:</b>	<b>FINANCIAL REPORTS FOR MARCH 2014</b>
<b>PROPONENT:</b>	<b>SHIRE OF CHAPMAN VALLEY</b>
<b>SITE:</b>	<b>SHIRE OF CHAPMAN VALLEY</b>
<b>FILE REFERENCE:</b>	<b>307.04</b>
<b>PREVIOUS REFERENCE:</b>	<b>N/A</b>
<b>DATE:</b>	<b>19 APRIL 2014</b>
<b>AUTHOR:</b>	<b>DIANNE RAYMOND &amp; KRISTY WILLIAMS</b>

#### **DISCLOSURE OF INTEREST**

Nil

#### **BACKGROUND**

Financial Regulations require a monthly statement of financial activity report to be presented to Council.

#### **COMMENT**

Attached to this report are the monthly financial statements for March 2014 for Council's review.

#### **STATUTORY ENVIRONMENT**

*Local Government Act 1995 Section 6.4*

*Local Government (Financial Management) Regulations 1996 Section 34*

#### **POLICY IMPLICATIONS**

Policy 5.70 Significant Accounting Policies

Extract:

##### *"2. Monthly Reporting*

*In accordance with Section 6.4 of the Local Government Act 1995 and Regulation 34 of the Financial Management Regulations 1996, monthly reporting will be provided as follows:*

- 1. Statement of Financial Activity*
  - 2. Balance Sheet and statement of changes in equity*
  - 3. Schedule of Investments*
  - 4. Operating Schedules 3 – 16*
  - 5. Acquisition of Assets*
  - 6. Trust Account*
  - 7. Reserve Account*
  - 8. Loan Repayments Schedule*
  - 9. Restricted Assets*
  - 10. Disposal of Assets*
- A value of 5 percent is set for reporting of all material variances."*

#### **FINANCIAL IMPLICATIONS**

As presented in March financial statements.

## **STRATEGIC IMPLICATIONS**

Nil

## **VOTING REQUIREMENTS**

Simple Majority

## **STAFF RECOMMENDATION**

That Council receive the financial report for the month of March 2014 comprising the following:

- Summary of Payments
- Summary of Financial Activity,
- Net Current Assets
- Detailed Statement of Financial Activity,
- Details of Cash and Investments,
- Statement of Significant Variations,
- Summary of Outstanding Debts
- Reserve Funds
- Information on Borrowings
- Disposal of Assets
- Acquisition of Assets
- Rating Information
- Trust Fund Reconciliations
- Bank Reconciliation
- Credit Card Statements



Shire of  
**Chapman Valley**  
*Love the Rural Life*

## FINANCIAL REPORTS FOR MARCH 2014

PREPARED BY: KRISTY WILLIAMS

---

REVIEWED BY: MAURICE BATTILANA - CHIEF EXECUTIVE OFFICER



---

DATED:

9 APRIL 2014

**SHIRE OF CHAPMAN VALLEY**  
**BANK RECONCILIATION**  
**As at 31 March 2014**

**SYNERGY**

<u>Balance as per Cash at Bank Account GL 160000</u>	56,170.49
<u>Balance as per Cash at Bank Account GL 170000</u>	1822557.86
Plus Outstanding Journals to Muni	0.00
Less Outstanding Journals from Muni	0.00
Less Expenditure on smt not in system	
	\$1,878,728.35

**BANK**

Business Account (Account No 000040)	\$ 47,402.39
Investment Accounts (Account No 305784)	\$ 1,822,557.86
	1,869,960.25

<i>Less Outstanding Payments</i>	60.50
<i>Plus Outstanding Deposits</i>	8,828.60
<i>Less Receipts Not Posted to GL</i>	
<i>Plus Transfer from Trust to Muni</i>	-

\$ 1,878,728.35

Difference Check 0.00

Date Completed:

3-Apr-14

Completed by: Dianne Raymond  
Office Manager

  
\_\_\_\_\_

Reviewed by: Maurice Battilana  
Chief Executive Officer

  
\_\_\_\_\_

## List of Accounts Paid - March 2014

Chq/EFT	Date	Name	Amount
<b>MUNICIPAL ACCOUNT</b>			
EFT16547	05/03/2014	AMP National Mutual	-186.44
EFT16548	05/03/2014	Rest Superannuation	-421.24
EFT16549	05/03/2014	Telstra	-1,871.94
EFT16551	06/03/2014	Northern Country Zone of WALGA	-2,220.00
EFT16552	06/03/2014	BATTILANA, MAURICE	-413.62
EFT16553	06/03/2014	BT Business Super	-181.44
EFT16554	06/03/2014	COLONIAL FIRST STATE SUPER	-1,300.73
EFT16555	06/03/2014	Courier Australia - Toll Ipec	-70.27
EFT16556	06/03/2014	GERALDTON REGIONAL CRICKET BOARD	-7,360.00
EFT16557	06/03/2014	LANDGATE	-161.70
EFT16558	06/03/2014	LGSP	-6,785.39
EFT16559	06/03/2014	SHIRE OF CV TRUST ACCOUNT	-100.00
EFT16560	06/03/2014	Shire of Chapman Valley - Muni Account	-100.38
EFT16561	06/03/2014	Western Australian Treasury Corporation	-1,912.70
EFT16562	06/03/2014	Westscheme	-181.44
EFT16564	13/03/2014	Absolute Aqua Bottled Water & Accessories	-369.00
EFT16565	13/03/2014	Courier Australia - Toll Ipec	-8.70
EFT16566	13/03/2014	Five Star Business Equipment and Communications	-1,623.57
EFT16567	13/03/2014	JR & A Hersey Pty Ltd	-370.11
EFT16568	13/03/2014	Option Refrigeration & Air Conditioning	-546.48
EFT16569	13/03/2014	Parkfalls Mowing Service	-1,265.00
EFT16570	13/03/2014	Pest a Kill WA	-121.00
EFT16571	13/03/2014	Simon Lancaster	-58.00
EFT16572	13/03/2014	UHY Haines Norton Chartered Accountants	-638.00
EFT16573	13/03/2014	Western Australian Local Government Association.	-1,113.49
EFT16574	12/03/2014	SHIRE OF CV TRUST ACCOUNT	-272,727.27
EFT16575	12/03/2014	Champion Bay Settlements	-166.00
EFT16577	18/03/2014	AMP National Mutual	-170.49
EFT16578	18/03/2014	City of Greater Geraldton	-200.00
EFT16579	18/03/2014	Rest Superannuation	-417.17
EFT16580	18/03/2014	Synergy	-5,868.75
EFT16582	20/03/2014	BT Business Super	-181.44
EFT16583	20/03/2014	COLONIAL FIRST STATE SUPER	-1,286.89
EFT16584	20/03/2014	Department of Fire and Emergency Services	-15,282.00
EFT16585	20/03/2014	Fletcher Communications	-192.45
EFT16586	20/03/2014	Geraldton Fuel	-28,196.87
EFT16587	20/03/2014	Investec Asset Finance & Leasing Pty Ltd	-1,538.79
EFT16588	20/03/2014	LGSP	-6,723.27
EFT16589	20/03/2014	Mid West Regional Council	-825.00
EFT16590	20/03/2014	O'Donnell, Earl	-119.85
EFT16591	20/03/2014	SHIRE OF CV TRUST ACCOUNT	-100.00
EFT16592	20/03/2014	Shire of Chapman Valley - Muni Account	-100.38
EFT16593	20/03/2014	State Law Publisher	-108.80
EFT16594	20/03/2014	Thurkles Dozing	-6,435.00
EFT16595	20/03/2014	Westscheme	-181.44
EFT16596	20/03/2014	Australian Taxation Office	-40,219.00
EFT16598	26/03/2014	Isolated Children's Parents' Association (ICPA) - Midwest Branch	-500.00
EFT16599	26/03/2014	Landmark	-1,857.33
EFT16600	26/03/2014	ML Communications	-2,520.65

G:\030 Finance Rates and General Purpose Income\310 Accounts Payable\List of Accounts for Meetings\09 - Mar14 List of Accounts Paid

Page 1 of 2



Chq/EFT	Date	Name	Amount
EFT16601	26/03/2014	NSA PTY LTD	-4,290.00
EFT16602	27/03/2014	McKay, Karen	-52.01
EFT16603	27/03/2014	Western Australian Treasury Corporation	-2,550.99
EFT16604	31/03/2014	Telstra	-1,928.43
EFT16608	31/03/2014	AFGRi(Waltons)	-421.43
EFT16609	31/03/2014	AMPAC Debt Recovery (WA) Pty Ltd	-90.75
EFT16610	31/03/2014	Australia Post	-249.18
EFT16611	31/03/2014	Battery Mart	-283.80
EFT16612	31/03/2014	Bridgestone Tyre Centre	-6,668.00
EFT16613	31/03/2014	Bunnings Group Limited	-691.76
EFT16614	31/03/2014	CJD Equipment PTY LTD	-8,888.96
EFT16615	31/03/2014	Central West Pump Service	-8,009.40
EFT16616	31/03/2014	Champion Bay Settlements	-1,451.80
EFT16617	31/03/2014	Courier Australia - Toll Ipec	-30.02
EFT16618	31/03/2014	Downer EDI Works Pty Ltd	-550.00
EFT16619	31/03/2014	GERALDTON LOCK AND KEY	-433.84
EFT16620	31/03/2014	Geraldton Ag Services	-542.90
EFT16621	31/03/2014	Geraldton Trophy Centre	-76.00
EFT16622	31/03/2014	Glenfield IGA	-47.13
EFT16623	31/03/2014	Great Northern Rural Services	-349.00
EFT16624	31/03/2014	Hoppys Parts R Us	-383.15
EFT16625	31/03/2014	Ian Kelly	-6,997.10
EFT16626	31/03/2014	LANDGATE	-120.00
EFT16627	31/03/2014	Leading Edge Computers	-540.00
EFT16628	31/03/2014	Midwest Chemical & Paper	-101.79
EFT16629	31/03/2014	Midwest Pest Management	-880.00
EFT16630	31/03/2014	NEVILL & CO PTY LTD	-833.35
EFT16631	31/03/2014	Purcher International	-2,382.16
EFT16632	31/03/2014	Reece Pty Ltd	-111.65
EFT16633	31/03/2014	STAPLES AUSTRALIA PTY LIMITED	-448.93
EFT16634	31/03/2014	Stewart & Heaton Clothing Co Pty Ltd.	-162.80
EFT16635	31/03/2014	TALIS CONSULTANTS PTY LTD	-2,420.00
EFT16636	31/03/2014	The West Australian	-193.31
EFT16637	31/03/2014	ThinkWater Geraldton	-896.00
EFT16638	31/03/2014	Totally Work Wear	-65.77
EFT16639	31/03/2014	Transwest Tyres	-71.50
EFT16640	31/03/2014	Tru Blu Hire Group Pty Ltd	-399.99
EFT16641	31/03/2014	UHY Haines Norton Chartered Accountants	-3,355.00
EFT16642	31/03/2014	Westrac Pty Ltd	-26,007.37
EFT16643	31/03/2014	Wonthella Supa IGA	-288.59
			<u>-499,563.34</u>

#### TRUST ACCOUNT

414	06/03/2014	MURRAY GORDON JAMES FRASER	-50.00
EFT16550	06/03/2014	Shire of Chapman Valley - Muni Account	-6,900.00
EFT16563	07/03/2014	Valley Tavern	-158.50
EFT16576	19/03/2014	Shire of Chapman Valley - Muni Account	-710.91
EFT16581	19/03/2014	Beske, Hans	-50.00
EFT16597	21/03/2014	Rose Flight Pty Ltd	-15,537.61
EFT16605	31/03/2014	Building Commission	-2,025.88
EFT16606	31/03/2014	Building and Construction Industry Training Fund	-3,392.61
EFT16607	31/03/2014	Shire of Chapman Valley - Muni Account	-179.36
			<u>-29,004.87</u>

	13/14 ACTUAL (YTD) 31-Mar-14 \$	13/14 BUDGET (YTD) 31-Mar-14 \$	13/14 BUDGET (Full Year) 30-Jun-14 \$	12/13 ACTUAL (Full Year) 30-Jun-14 \$	Variance Actual YTD as % of Budget YTD %
<b>OPERATING</b>					
<b>Operating Expenses (Applications)</b>					
General Purpose Funding	131,447	162,897	233,785	221,557	19.31%
Governance	238,299	290,248	415,126	446,618	17.90%
Law, Order, Public Safety	129,358	110,567	141,290	165,295	-16.99%
Education	613	945	1,275	2,127	35.11%
Health	12,915	19,224	25,664	21,904	32.82%
Housing	26,303	27,261	36,375	13,152	3.51%
Community Amenities	806,538	775,866	1,150,470	1,192,447	-3.95%
Recreation and Culture	293,832	348,300	464,862	401,623	18.51%
Transport	1,048,552	1,253,443	1,669,707	3,117,121	16.35%
Economic Services	124,572	140,031	186,783	191,286	11.04%
Other Property and Services	46,054	16,296	44,037	75,648	-182.61%
	<b>2,848,476</b>	<b>3,148,078</b>	<b>4,369,374</b>	<b>5,848,690</b>	
<b>Operating Revenues (Sources)</b>					
General Purpose Funding	(363,729)	(352,866)	(470,561)	(637,066)	-3.08%
Governance	(8,925)	(6,964)	(10,527)	(55,991)	-28.15%
Law, Order, Public Safety	(144,489)	(26,307)	(451,960)	(138,093)	-449.24%
Education	(7,149)	(7,100)	(7,100)	(6,948)	
Health	(6,047)	(3,600)	(4,820)	(5,862)	-67.98%
Housing	(220,759)	(21,615)	(25,517)	(24,565)	-921.32%
Community Amenities	(593,140)	(289,169)	(520,636)	(786,399)	-105.12%
Recreation and Culture	(103,284)	(104,483)	(125,089)	(2,045,514)	1.15%
Transport	(534,455)	(1,767,262)	(1,769,615)	(2,208,158)	69.76%
Economic Services	(21,734)	(4,428)	(21,550)	(110,598)	-390.83%
Other Property and Services	(35,954)	(51,723)	(68,961)	(196,139)	30.49%
	<b>(2,038,666)</b>	<b>(2,635,617)</b>	<b>(3,476,416)</b>	<b>(6,336,294)</b>	
<b>ADJUSTMENT FOR NON CASH ITEMS</b>					
Depreciation on Assets	793,177	796,129	1,061,505	1,157,518	
Loss from revaluation	-	-	-	830,541	
Movement in Deferred Pensioners (Non Current)	-	-	-	(2,025)	
Movement in Employee Benefits (Non Current)	-	-	-	96,315	
Movement in Excess Rates	-	-	-	-	
Recognition of Assets due to change in regulation	-	-	4	(1,951,890)	
(Profit)/Loss on Asset Disposals	(194,820)	-	-	41,578	
	<b>598,357</b>	<b>796,129</b>	<b>1,061,509</b>	<b>172,077</b>	
<b>CAPITAL EXPENDITURE &amp; REVENUE</b>					
Purchase Land held for Resale	-	-	-	-	
Purchase Land and Buildings	37,605	122,252	187,294	63,773	
Purchase Infrastructure Assets- Roads	1,098,230	2,143,151	2,926,988	1,342,842	
Purchase Infrastructure Assets- Footpaths	-	-	-	47,990	
Purchase Plant and Equipment	113,667	655,360	655,360	367,542	
Purchase Furniture and Equipment	8,721	-	-	4,245	
Purchase Tools & Equipment	-	-	9,000	3,747	
Purchase Parks & Infrastructure	-	-	-	-	
Proceeds from Disposal of Assets	(307,425)	(372,424)	(372,425)	(56,013)	
Repayment of Debentures	148,254	174,244	186,585	168,367	
Proceeds from New Debentures	(151,930)	(160,000)	(160,000)	-	
Transfers to Reserves (Restricted Assets)	22,009	32,854	43,805	90,284	
Transfers from Reserves (Restricted Assets)	(12,459)	(133,342)	(177,789)	(191,120)	
	<b>967,102</b>	<b>2,462,095</b>	<b>3,298,819</b>	<b>1,841,667</b>	
<b>ADD Net Current Assets July 1 B/Fwd</b>	<b>1</b>	<b>(1,085,018)</b>	<b>(1,085,019)</b>	<b>(375,166)</b>	
<b>LESS Net Current Assets Year to Date</b>	<b>1</b>	<b>(1,990,791)</b>	<b>(29,641)</b>	<b>(1,085,018)</b>	
<b>Amount Raised from Rates</b>	<b>2,073,326</b>	<b>1,120,150</b>	<b>2,074,850</b>	<b>1,892,828</b>	

**NOTE 1**  
**NET CURRENT ASSETS**  
**31 March 2014**

		Actual 31 March 2014		Actual 30 June 2013	
	£	£	£	£	£
<b>CURRENT ASSETS</b>					
<b>Cash at bank and on hand</b>					
6011	Petty Cash	700		700	
7000	Investments	1,822,656		1,071,770	
8000	Cash at Bank	56,170		127,569	
			1,879,426		1,200,039
<b>Reserves</b>					
8131	Leave Reserve Account	40,890		52,646	
8141	Plant Reserve Account				
8151	Water Reserve Account	13,403		13,204	
8181	Office & Equipment Reserve Account	17,517		12,646	
8191	Light Vehicle Reserve Account	103,354		101,821	
8201	Unspent Grants Reserve Account	606		606	
8211	Legal Reserve Account	27,535		27,127	
8511	Land Development Reserve Account	116,491		114,706	
8571	Landscape Reserve Account	82,271		80,958	
8521	Roadworks Reserve Account	108,114		107,485	
8551	Building Reserve Account	645,416	1,156,598	835,838	1,147,048
<b>Tax Accounts</b>					
8011	Dist Asset Account - (Ca)	10,854			
8711	Net Tax Account (Ca)	(10,335)	319	64,345	64,345
<b>Sundry Debtors</b>					
8101	Sundry Debtors	4,520		96,564	
8150	Bal Control Account (Cl)	4,394		2,414	
0185	Excess Rates (Ca)	(33,832)		0	
6061	Sundry Debtors Rates Legal Fees	6,050		6,263	
6041	Deft Pen Rates Interest Debtors				
7501	Sundry Debtors - Rubbish Collection	8,196		5,968	
6031	Sundry Debtors - Rates	156,675		78,172	
0122	Allowable Pensioner Rebates (Ca)	7,420			
			153,965		192,561
<b>Stock on Hand</b>					
8111	Stock On Hand	10,600	10,600	10,600	10,600
<b>Prepayments</b>					
6021	Prepaid Expenses				
	<b>Total Current Assets</b>		3,200,311		2,614,404
<b>LESS CURRENT LIABILITIES</b>					
<b>Creditors and Accruals</b>					
8130	Sundry Creditors	3	(22,083)		(310,704)
7640	Payroll Creditors				
8031	Bal Pension Rebate(Cl)		338		
8510	Bal Levies (Cl)		(4,824)		564
8110	Interfund Transfers (Cl)				(86,744)
8220	Accrued Salaries & Wages (Cl)				(6,773)
8140	Interest Accrued (Cl)				
8200	Acc Expenditure		(26,546)		(383,698)
<b>Tax Accounts</b>					
8900	Gen Liability Account - (Cl)		(1,119)		1,320
8900	Payg Liability Account		(26,255)		
8900	For Liability Account				
6700	Withholding Tax Control Account (Cl)		(26,373)		1,320
<b>Current Provision for Annual Leave/LSL</b>					
1805	(Cl) Prov For Annual Leave		(126,377)		(126,377)
1809	(Cl) Prov M For Ls Leave		(130,114)		(256,491)
<b>Current Interest Bearing Liabilities (Loans)</b>					
1810	(Cl) Loan Liability		(38,331)		(188,585)
	<b>Total Current Liabilities</b>		(347,745)		(825,414)
	<b>NET CURRENT ASSETS</b>		<b>2,852,566</b>		<b>1,788,990</b>
<b>ADD:</b>					
<b>Current Interest Bearing Liabilities (Loans)</b>					
1810	(Cl) Loan Liability	2	38,331	38,331	188,585
<b>Component of Employee Liability not required to be Funded</b>					
1805	(Cl) Prov For Annual Leave		126,377		126,377
1809	(Cl) Prov M For Ls Leave	1	130,114	256,491	256,491
	<b>Total to be added</b>		294,822		443,078
<b>LESS: Cash at Bank Restricted (Reserves)</b>					
8131	Leave Reserve Account		(40,890)		(52,646)
8141	Plant Reserve Account				
8151	Water Reserve Account		(13,403)		(13,204)
8181	Office & Equipment Reserve Account		(17,517)		(12,646)
8191	Light Vehicle Reserve Account		(103,354)		(101,821)
8571	Landscape Reserve Account		(82,271)		(80,958)
8201	Unspent Grants Reserve Account		(606)		(606)
8211	Legal Reserve Account		(27,535)		(27,127)
8511	Land Development Reserve Account		(116,491)		(114,706)
8521	Roadworks Reserve Account		(108,114)		(107,485)
8551	Building Reserve Account		(645,416)		(835,838)
	<b>Total to be deducted</b>		(1,156,598)		(1,147,048)
<b>LESS: Adjustment for Trust Transactions within Muni</b>					
1400	Trust Cash At Bank				
117	Trust Accounts				
<b>LESS: Committed Cash (Unspent Capital Grants)</b>					
6170	Committed Expenditure				
6210	Unspent Grant Funds				
	<b>Total to be deducted</b>				
	<b>NET CURRENT ASSET POSITION</b>		<b>1,695,791</b>		<b>1,085,018</b>

**SHIRE OF CHAPMAN VALLEY**  
**DETAIL OF FINANCIAL ACTIVITY**  
For the Period 1st July 2013 to 31st March 2014

	13/14 ACTUAL (YTD) 31-Mar-14 \$	13/14 BUDGET (YTD) 31-Mar-14 \$	13/14 BUDGET (Full Year) 30-Jun-14 \$	12/13 ACTUAL (Full Year) 30-Jun-14 \$	* Denotes Variance < \$10,000
<b>GENERAL PURPOSE FUNDING</b>					
<u>Rate Revenue</u>					
<b>Operating Expenses (Applications)</b>					
0022 Rates - Legal Expenses	1,553	4,500	6,000	5,973	
0032 Rates Stationary/Postage	0	1,692	2,259	1,734	
0132 Valuation Expenses	3,718	4,630	23,000	7,748	
0062 Sundry Expenses	180	2,097	2,800	2,991	
0082 Rates - Other Costs	290	1,278	1,710	0	
4732 Prior Period Write Offs.	0	0	0	0	
0352 Rates - Administration Allocati 1	125,715	147,008	196,016	203,112	*
	131,447	161,403	231,785	221,557	
<b>Operating Revenues (Sources)</b>					
0010 Rates Written Off	0	0	0	0	
0012 Legal Fees Gst Free	0	0	0	(3,981)	
0061 Ex Gratia Rates	(7,573)	(5,679)	(7,575)	(7,078)	
0113 Interest - Overdue Rates	(6,194)	(6,750)	(9,000)	(10,523)	
0123 Interest - Instalment Payments	(5,328)	(3,672)	(4,900)	(4,927)	
0133 Interest - Deferred Rates	0	0	0	(102)	
0143 Administration Charges	(3,472)	(2,097)	(2,800)	(2,826)	
0183 Account Enquiry Charges	(3,730)	(2,277)	(3,040)	(3,040)	
	(27,797)	(20,547)	(27,415)	(32,478)	
<u>Other General Purpose Income</u>					
<b>Operating Expenses (Applications)</b>					
8992 Interest & O/Draft Fees	0	1,494	2,000	0	
	0	1,494	2,000	0	
<b>Operating Revenues (Sources)</b>					
0201 Legal Reserve Income	(409)	(630)	(840)	(838)	
0204 Land Development Reserve Income	(1,784)	(3,375)	(4,500)	(4,682)	
0205 Building Reserve Income	(9,578)	(14,994)	(20,000)	(20,148)	
0206 Roadworks Reserve Income	(1,619)	(3,744)	(5,000)	(5,024)	
0233 Grants Commission - Road Fund	(172,386)	(173,310)	(231,061)	(469,287)	
0253 Grants Commission - Equalisation	(116,775)	(119,888)	(159,825)	(270,716)	
0263 Royalties For Regions	0	0	0	0	
0203 Leave Reserve Income	(704)	(1,350)	(1,800)	(1,840)	
0215 Unspent Grants Reserve Income	0	(369)	(500)	(4,155)	
0223 Water Strategy Reserve Income	(199)	(297)	(400)	(408)	
0506 Landcare Reserve Income	(1,312)	(819)	(1,100)	(1,129)	
0243 Office & Equipment Reserve Inco	(206)	(369)	(500)	(521)	
0273 Light Vehicle Reserve Income	(1,533)	(3,744)	(5,000)	(5,205)	
0283 Interest Received - Reserve Acco	0	0	0	(5,036)	
0453 Interest Received - Municipal / 2	(29,428)	(9,450)	(12,600)	(15,598)	*
0463 Ricip Income Received	0	0	0	0	
	(335,932)	(332,319)	(443,146)	(804,586)	
<b>Total General Purpose Income</b>	<b>(232,283)</b>	<b>(189,969)</b>	<b>(236,776)</b>	<b>(615,509)</b>	

**Notes:**

- Administration costs are below budget, it will follow that allocations across the programs are below budget.
- More than expected municipal interest received for the year than budgeted.

Notes	13/14 ACTUAL	13/14 BUDGET	13/14 BUDGET	12/13 ACTUAL	* Denotes Variance < \$10,000
	(YTD) 31-Mar-14 \$	(YTD) 31-Mar-14 \$	(Full Year) 30-Jun-14 \$	(Full Year) 30-Jun-14 \$	
<b>GOVERNANCE</b>					
<b>Members</b>					
Operating Expenses					
0112	9,660	9,360	12,500	0	
0182	15,895	16,430	16,430	21,452	
0192	16,898	14,997	19,996	8,109	
0202	12,161	12,165	12,165	11,777	
0212	8,660	8,847	11,800	1,792	
0232	414	3,753	5,000	3,905	
0242	3,376	0	33,052	16,590	
0252	1,795	0	20,000	14,088	
0262	2,258	0	15,625	12,592	
0272	75	2,079	2,189	301	
0332	0	747	1,000	0	
0412	(9)	0	0	397	
0442	134,782	157,599	210,137	217,761	*
0462	8,912	18,747	25,000	24,489	
1822	18,815	27,600	27,800	46,270	
3112	1,481	1,611	2,153	2,833	
7202	18	351	479	1,016	
	235,393	274,266	415,126	383,353	
Operating Revenues					
1213	0	(369)	(500)	(518)	
	0	(369)	(500)	(518)	
Capital Expenditure					
3594	0	0	0	14,572	
	0	0	0	14,572	
Capital Revenues					
7145	0	0	0	0	
	0	0	0	0	
	<b>235,393</b>	<b>273,917</b>	<b>414,626</b>	<b>397,406</b>	

**Notes**

1 Total administration costs are currently below budget which flows through to the allocation in various programs

Name	13/14 ACTUAL	13/14 BUDGET	13/14 BUDGET	12/13 ACTUAL	Devotes
	(YTD)	(YTD)	(Full Year)	(Full Year)	Variance
	31-Mar-14	31-Mar-14	30-Jan-14	30-Jun-14	< 010,000
	\$	\$	\$	\$	
<b>Administration General</b>					
<b>Operating Expenses</b>					
0222 Fringe Benefits Tax	0	15,000	22,020	15,253	*
0282 Administration - Sgc 5%	34,495	34,359	45,950	46,530	
0292 Admin Salaries Expense	250,615	289,895	518,222	529,195	*
0312 Admin - Max 3% Council Addition	5,526	5,022	7,542	8,721	
0294 Admin Staff Housing Allowance	11,020	11,250	15,020	14,997	
0362 Acc Annual Leave - Admin.	0	0	0	3,391	
0372 Admin Workers Compensation Ex	12,882	11,000	13,000	24,539	
0402 Insurance Expense	3,024	3,675	3,358	8,296	
0422 Office Gardens Expenses	13,801	21,627	28,989	25,036	
0432 Admin Building Operations	29,082	19,082	25,695	34,039	
0472 Office Expenses - General	4,485	10,764	14,390	16,788	
0473 Admin Building Repairs & Maintan	2,015	8,754	10,900	2,295	
0482 Office Telephone & Internet Exper	10,708	14,895	18,670	17,539	
0492 Advertising Expenses	7,153	8,750	8,000	8,854	
0502 Computer Hardware Service & Rep	18,658	20,287	33,178	28,620	
0512 Furniture & Equipment - (Expense	528	5,994	8,020	480	
0522 Freight & Postage Expense	1,854	3,375	4,500	4,083	
0542 Printing & Stationary Expense	22,020	20,514	35,380	31,430	
0552 Motor Vehicle Expenses	22,591	28,869	35,300	32,780	
0562 Administration Ltd Expense	0	0	0	21,395	
1412 Strategic Plan.	0	3,748	5,000	130,000	
0592 Admin Allocated To Programs	(719,802)	(941,508)	(1,122,088)	(1,162,033)	*
0622 Uniform Expense	2,122	2,897	4,000	2,122	
0632 Staff Training And Recruitment	18,888	28,272	38,500	18,992	*
0662 Public Liability Insurance	19,022	19,022	18,082	11,588	
0682 Consultancy Fees	50,208	70,250	98,000	48,797	*
0692 Forward Capital Works Plan	0	0	0	0	
0702 Bank Fees & Charges	3,208	3,748	5,000	6,888	
0712 Occupational Health & Safety	3,120	5,247	7,000	3,051	
0722 Accounting Software Operating Ex	22,082	22,295	22,295	24,556	
1042 Staff Housing Allocation	0	0	0	8,088	
7002 Admin Depreciation	52,485	50,832	67,775	98,622	
8002 Loss On Sale Of Assets.	0	0	0	2,095	
	7,906	15,262	9	62,288	
<b>Operating Revenues</b>					
0383 Minor Income Received - Other G	6512	(388)	(526)	(35,512)	
1233 Insurance Recoup	0	-	0	(7,285)	
1243 Ltd Reimbursement	0	-	0	(6,342)	
0384 Property Leasing Income	0	-	0	0	
0553 Grant Income - Admin	0	-	(3,296)	0	
0563 Reimb Telephone Expenses	(27)	-	0	0	
0573 Reimbursements & Contributions	(8,218)	(6,235)	(6,235)	(3,435)	
0623 Reimb Corporate Uniform	0	0	0	0	
	(8,225)	(6,526)	(10,027)	(55,675)	
<b>Capital Expenses</b>					
0394 Purchases - Admin Vehicles (P&E	0	-	0	55,938	
0560 Rip Rap Round 3 Grant - Water St	0	0	0	0	
0564 Building Improvements (L&B)	0	-	7,011	2,999	
0364 Office Furniture & Equipment (P&E	0	0	0	0	
0574 Furniture & Equipment (F&E)	8,721	-	0	4,245	
4730 Unspent Grants Account - Transfe	0	0	0	0	
4750 Leave Reserve - Transfer To	704	1,250	1,800	1,880	
4770 Office & Equipment Reserve - Tra	326	389	500	511	
4780 Transfer To Light Vehicle Reserve	1,522	3,784	5,000	(81,738)	
	11,294	5,483	14,311	3,502	
<b>Capital Revenues</b>					
0371 TrF From Office Eq Reserv	4,685	4,685	4,685	0	
0405 Proceeds From Disposal Of Asset	0	0	0	0	
0505 Proceeds From Sale Of Plant & E	0	0	0	0	
0361 TrF From Lt Vehicle Reser	0	0	0	0	
0381 TrF From Restricted Cash	0	0	0	0	
0391 TrF From Leave Reserve	0	0	0	(6,077)	
	4,685	4,685	4,685	(6,077)	
<b>Sub-total</b>	<b>9,010</b>	<b>19,495</b>	<b>8,959</b>	<b>4,367</b>	
<b>Total Governance</b>	<b>245,202</b>	<b>282,412</b>	<b>431,888</b>	<b>401,773</b>	

**Notes:**

- 1 - Trivial
- 2 - Expenses are below budget provision

**SHIRE OF CHAPMAN VALLEY**  
**DETAIL OF FINANCIAL ACTIVITY**  
For the Period 1st July 2013 to 31st March 2014

Notes	13/14 ACTUAL	13/14 BUDGET	13/14 BUDGET	12/13 ACTUAL	* Denotes Variance < \$10,000		
	(YTD) 31-Mar-14 \$	(YTD) 31-Mar-14 \$	(Full Year) 30-Jun-14 \$	(Full Year) 30-Jun-14 \$			
<b>LAW, ORDER &amp; PUBLIC SAFETY</b>							
<b>Fire Prevention</b>							
<b>Operating Expenses</b>							
	0602	Fire Control - Administration Expenses	17,558	20,529	27,378	28,368	
	0612	Burnt Fire Truck Income Reserved	0	0	0	0	
	0672	Fire Break Inspection Fees	1,341	1,872	2,500	3,502	
	0742	Communication Repairs & Maintenance	0	0	0	0	
	0752	Fesa - Shire Operating Expenses	291	0	0	8,168	
	0762	Ranger'S Allocation Expenses	6,558	7,146	9,529	12,539	
	0882	Fire Prevention Enforcement Expenses	4,782	5,625	7,500	0	
	0832	Esl - Shire Properties.	840	675	900	741	
	1722	Brigades Operating Expenses	47,293	36,614	42,636	29,123	*
	7012	Fire Control Depreciation	28,764	8,208	10,947	11,826	*
	1232	Fire Patrol Wages Expenses	0	0	0	0	
	0723	Fire Control - Other Charges	0	0	0	0	
	8012	Loss On Sale Of Assets.	0	0	0	31,723	
			107,427	80,669	101,390	125,989	
<b>Operating Revenues</b>							
	0703	Fines & Penalties	(1,000)	(1,872)	(2,500)	0	
	0713	Esl Administration Fees	(4,000)	(2,997)	(4,000)	(4,000)	
	0733	Fesa Grant Income	(22,394)	(19,800)	(26,400)	(23,375)	
	0743	Contributions & Reimbursements	0	0	0	(798)	
	0883	Fire Prevention Enforcement Income	0	0	0	0	
			(27,394)	(24,669)	(32,900)	(28,173)	
		<b>Sub-total</b>	<b>80,033</b>	<b>56,000</b>	<b>68,490</b>	<b>97,816</b>	
<b>Animal Control</b>							
<b>Operating Expenses</b>							
	0792	Animal Control - Admin Expenses	8,060	9,423	12,566	13,022	
	0822	Other Minor Expenditure	0	0	0	490	
	0842	Animal Control Expenses	705	4,851	6,475	965	
	0852	Rangers Allocation	3,424	3,726	4,976	6,548	
			12,189	18,000	24,017	21,025	
<b>Operating Revenues</b>							
	0843	Impoundment Fees	(165)	(144)	(200)	(220)	
	0853	Dog/Cat Registrations Income	(3,264)	(1,494)	(2,000)	(2,322)	
	0893	Cat Act Implementation Grant Income	0	0	0	0	
	0863	Fines & Penalties.	0	0	0	0	
			(3,429)	(1,638)	(2,200)	(2,542)	

**SHIRE OF CHAPMAN VALLEY**  
**DETAIL OF FINANCIAL ACTIVITY**  
For the Period 1st July 2013 to 31st March 2014

Notes	13/14 ACTUAL	13/14 BUDGET	13/14 BUDGET	12/13 ACTUAL	* Denotes Variance < \$10,000		
	(YTD) 31-Mar-14 \$	(YTD) 31-Mar-14 \$	(Full Year) 30-Jun-14 \$	(Full Year) 30-Jun-14 \$			
<b>Capital Expenses</b>							
0884	Purchase Plant & Equipment	3	113,667	416,860	416,860	109,158	*
			113,667	416,860	416,860	109,158	
<b>Capital Revenues</b>							
0915	Capital Grant - Fesa	3	(113,667)	(416,860)	(416,860)	(107,357)	*
			(113,667)	(416,860)	(416,860)	(107,357)	
	Sub-total		<b>8,760</b>	<b>16,362</b>	<b>21,817</b>	<b>20,284</b>	
<b>Other Law, Order, Public Safety</b>							
<b>Operating Expenses</b>							
0862	Crime Prevention Plan.		0	0	0	60	
0902	Rangers Allocation		9,472	10,323	13,764	18,112	
0962	Miscell. Expenses - Oth Law Order		270	369	500	20	
			9,742	10,692	14,264	18,192	
<b>Operating Revenues</b>							
0953	Contributions & Reimbursements		0	0	0	0	
0983	Fines & Penalties Levied.		0	0	0	(21)	
			0	0	0	(21)	
<b>Capital Expenses</b>							
0970	Tf To Unspent Grants/Loans Res.		0	0	0	0	
			0	0	0	0	
<b>Capital Revenues</b>							
0971	Tf From Unspent Grants/Loans Res		0	0	0	0	
			0	0	0	0	
	Sub-total		<b>9,742</b>	<b>10,692</b>	<b>14,264</b>	<b>18,171</b>	
<b>Rangers Expenses</b>							
<b>Operating Expenses</b>							
0872	Rangers Superannuation - Council		1,314	0	0	1,708	
0892	Rangers Wages Expense		41,968	46,422	61,901	57,784	
0912	Rangers Workers Compensation		0	0	0	1,534	
0922	Rangers Superannuation Sgc 9%		4,051	4,032	5,375	5,123	
0932	Conference & Training		0	1,125	1,500	0	
0952	Rangers Expenses Allocated		(47,991)	(52,299)	(69,737)	(91,769)	
0982	Rangers Expense		638	1,179	1,580	895	
1012	Tools & Equipment - Low Value		0	747	1,000	0	
3872	Acc Ann Leave - Rangers		0	0	0	2,475	
7232	Depn - Ranger'S Expenses		0	0	0	0	
			0	1,206	1,619	(0)	
	Sub-total		<b>0</b>	<b>1,206</b>	<b>1,619</b>	<b>(0)</b>	
	<b>Total Law, Order &amp; Public Safety</b>		<b>98,535</b>	<b>84,260</b>	<b>106,190</b>	<b>136,271</b>	

**Notes**

- 1 Includes plant recovery costs higher than budgeted
- 2 Depreciation is higher than expected, non-cash item
- 3 4.4 Broadacre Style Cab not yet purchased



**SHIRE OF CHAPMAN VALLEY**  
**DETAIL OF FINANCIAL ACTIVITY**  
For the Period 1st July 2013 to 31st March 2014

Notes	13/14 ACTUAL	13/14 BUDGET	13/14 BUDGET	12/13 ACTUAL	* Denotes Variance < \$10,000
	(YTD) 31-Mar-14 \$	(YTD) 31-Mar-14 \$	(Full Year) 30-Jun-14 \$	(Full Year) 30-Jun-14 \$	
<b>EDUCATION</b>					
<b>Pre-School</b>					
<b>Operating Expenses</b>					
0992	Pre-School Repairs & Maintenance	613	873	1,176	2,127
1052	Lot 19 - Family Day Care	0	0	0	0
1002	Pre-School Depreciation	0	0	0	0
		613	873	1,176	2,127
<b>Operating Revenues</b>					
0943	Rental Income Lot 19 Family Day Care	0	0	0	0
0933	Grant Income - Pre School	0	0	0	0
0963	Contr. & Reim.(Pre-Sch)	0	0	0	0
0993	Lease/Rental Income - Pre-School	(7,149)	(7,100)	(7,100)	(6,948)
		(7,149)	(7,100)	(7,100)	(6,948)
<b>Capital Expenditure</b>					
0994	Capital Exp. - Land & Bldgs.	0	0	0	0
		0	0	0	0
	<b>Sub-total</b>	<b>(6,536)</b>	<b>(6,227)</b>	<b>(5,924)</b>	<b>(4,820)</b>
<b>Other Education</b>					
<b>Operating Expenses</b>					
0972	Other Schools Expenditure	0	72	100	0
		0	72	100	0
	<b>Sub-total</b>	<b>0</b>	<b>72</b>	<b>100</b>	<b>0</b>
	<b>Total Education</b>	<b>(6,536)</b>	<b>(6,155)</b>	<b>(5,824)</b>	<b>(4,820)</b>

Notes

Notes	13/14 ACTUAL (YTD) 31-Mar-14 \$	13/14 BUDGET (YTD) 31-Mar-14 \$	13/14 BUDGET (Full Year) 30-Jun-14 \$	12/13 ACTUAL (Full Year) 30-Jun-14 \$	* Denotes Variance < \$10,000
<b>HEALTH</b>					
<b>Maternal And Infant Health</b>					
<b>Operating Expenses</b>					
1032 Infant Health Clinic Contribution.	0	0	0	0	
	0	0	0	0	
Sub-total	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Health Insp And Administration</b>					
<b>Operating Expenses</b>					
1292 Health Expenses General	2,517	3,411	4,553	4,816	
1282 Pool Inspections Expense	972	1,053	1,412	1,858	
1402 Health Expenses - Admin Allocatio	9,427	11,016	14,699	15,230	
1552 Group Scheme Inspections	0	0	0	0	
	12,915	15,480	20,664	21,904	
<b>Operating Revenues</b>					
1383 Swimming Pool Inspection Fees	(1,122)	(747)	(1,000)	(1,011)	
1573 Health Septic Fees	(2,198)	(1,125)	(1,500)	(2,157)	
1583 Health Administration Fees	(2,373)	(1,494)	(2,000)	(2,373)	
1393 Licences Income Received - Cara	(354)	(234)	(320)	(320)	
	(6,047)	(3,600)	(4,820)	(5,862)	
Sub-total	<b>6,868</b>	<b>11,880</b>	<b>15,844</b>	<b>16,042</b>	
<b>Other Health</b>					
<b>Operating Expenses</b>					
1812 Donations.	0	3,744	5,000	0	
	0	3,744	5,000	0	
Sub-total	<b>0</b>	<b>3,744</b>	<b>5,000</b>	<b>0</b>	
<b>Preventative Services - Pest Control</b>					
<b>Operating Expenses</b>					
1502 Mosquito Eradication.	0	0	0	0	
	0	0	0	0	
Sub-total	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Total Health</b>	<b>6,868</b>	<b>15,624</b>	<b>20,844</b>	<b>16,042</b>	
<b>Notes</b>					

Notes	13/14 ACTUAL (YTD) 31-Mar-14 \$	13/14 BUDGET (YTD) 31-Mar-14 \$	13/14 BUDGET (Full Year) 30-Jun-14 \$	12/13 ACTUAL (Full Year) 30-Jun-14 \$	* Denotes Variance < \$10,000
<b>HOUSING</b>					
<b>Council Staff</b>					
<b>Operating Expenses</b>					
2302 Staff Housing - Admin Allocation	7,412	8,667	11,559	11,887	
2402 Staff Housing Allocation	0	0	0	(42,684)	
2422 Rangers Allocation Expenses	3,254	3,546	4,729	6,223	
2522 Staff Housing Repairs & Maintenance	9,673	7,497	10,000	27,113	
2532 Staff Housing Insurance	2,227	1,701	2,268	0	
7172 Staff Housing Depreciation	2,246	2,052	2,746	2,992	
	<b>24,812</b>	<b>23,463</b>	<b>31,302</b>	<b>5,530</b>	
<b>Operating Revenues</b>					
2543 Rental Income - Staff Housing	(4,900)	(4,698)	(6,260)	(5,200)	
2533 Ins Claims Staff Housing	0	0	0	0	
2563 Staff Housing Income	(11,909)	(9,897)	(9,897)	125	
8023 Profit On Sale Of Asset	0	0	0	0	
	<b>(16,809)</b>	<b>(14,595)</b>	<b>(16,157)</b>	<b>(5,075)</b>	
<b>Capital Expenses</b>					
2544 Capital Expenditure - Housing (L&C)	0	7,293	29,173	10,939	
2550 Building Reserve - Transfer To	9,578	14,994	20,000	3,899	
	<b>9,578</b>	<b>22,287</b>	<b>49,173</b>	<b>14,838</b>	
<b>Capital Income</b>					
2555 Building Reserve - Transfer From	0	0	(17,729)	(4,245)	
0805 Proceeds From Disposal Of Asset	(307,425)	(307,424)	(307,425)	0	
	<b>(307,425)</b>	<b>(307,424)</b>	<b>(325,154)</b>	<b>(4,245)</b>	
<b>Sub-total</b>	<b>(289,843)</b>	<b>(276,269)</b>	<b>(260,836)</b>	<b>11,047</b>	
<b>Other Housing</b>					
<b>Operating Expenses</b>					
2512 Repairs & Maintenance - Non Employee	0	1,917	2,560	4,866	
2542 Housing Other Depreciation	1,491	1,881	2,513	2,756	
	<b>1,491</b>	<b>3,798</b>	<b>5,073</b>	<b>7,623</b>	
<b>Operating Revenue</b>					
2553 Rental Income - Non Employee Housing	(8,835)	(7,020)	(9,360)	(17,256)	
4713 Reimbursements Received	(296)	0	0	(2,234)	
8023 Profit On Sale Of Asset	(194,820)	0	0	0	
	<b>(203,950)</b>	<b>(7,020)</b>	<b>(9,360)</b>	<b>(19,490)</b>	
<b>Sub-total</b>	<b>(202,460)</b>	<b>(3,222)</b>	<b>(4,287)</b>	<b>(11,868)</b>	
<b>Total Housing</b>	<b>(492,303)</b>	<b>(279,491)</b>	<b>(266,123)</b>	<b>(821)</b>	
<b>Notes</b>					

**SHIRE OF CHAPMAN VALLEY  
DETAIL OF FINANCIAL ACTIVITY**  
For the Period 1st July 2013 to 31st March 2014

Notes	13/14 ACTUAL (YTD) 31-Mar-14 \$	13/14 BUDGET (YTD) 31-Mar-14 \$	13/14 BUDGET (Full Year) 30-Jun-14 \$	12/13 ACTUAL (Full Year) 30-Jun-14 \$	* Denotes Variance < \$10,000
<b>COMMUNITY AMENITIES</b>					
<b><u>Natural Resource Management</u></b>					
<b>Operating Expenses</b>					
2032 State Nrm Grant Expenditure	0	0	0	99,248	
3052 Nrm Expenses	0	0	0	103,858	
	0	0	0	203,106	
<b>Operating Revenues</b>					
2063 Nrm Salary Income.	0	0	0	(64,250)	
2123 State Nrm Community Grant	0	0	0	(114,915)	
3063 Vehicle Income - Nrm	0	0	0	0	
	0	0	0	(179,165)	
<b>Capital Expenses</b>					
0270 Reserve Account - Transfer To	0	0	0	0	
2044 Capital Expenditure - Plant & Equip	0	0	0	0	
2064 Principal Repaid - Nrm	0	0	0	0	
	0	0	0	0	
<b>Capital Revenues</b>					
2075 Proceeds From Disposal Of Asset	0	0	0	0	
	0	0	0	0	
	0	0	0	23,941	
<b><u>Sanitation-Household Refuse</u></b>					
<b>Operating Expenses</b>					
1762 Domestic Rubbish Collection & 3	53,395	90,072	135,000	126,513	*
1772 Sanitation Household Refuse Dep	3,009	2,754	3,679	4,008	
1792 Refuse Site Repairs & Mainte 1	6,546	31,005	41,351	8,735	*
2502 Domestic Rubbish - Admin Expen	18,494	21,627	28,837	29,968	
	81,444	145,458	208,867	169,225	
<b>Operating Revenues</b>					
1903 Domestic Rubbish Collection Fees	(75,900)	(72,900)	(72,900)	(53,500)	
1904 Additional Domestic Rubbish Colle	(10,125)	(10,330)	(10,350)	(10,157)	
2003 Contributions & Reimbursements	0	0	0	0	
	(86,025)	(83,230)	(83,250)	(63,657)	
<b>Capital Expenditure</b>					
1764 Rubbish Depot - Capital Expenses	0	0	0	0	
<b>Capital Income</b>					
1766 Rubbish Depot Capital Income Re	0	0	0	0	
Sub-total	<b>(4,581)</b>	<b>62,228</b>	<b>125,617</b>	<b>105,568</b>	

**SHIRE OF CHAPMAN VALLEY  
DETAIL OF FINANCIAL ACTIVITY**  
For the Period 1st July 2013 to 31st March 2014

Notes	13/14 ACTUAL (YTD) 31-Mar-14 \$	13/14 BUDGET (YTD) 31-Mar-14 \$	13/14 BUDGET (Full Year) 30-Jun-14 \$	12/13 ACTUAL (Full Year) 30-Jun-14 \$	* Denotes Variance < \$10,000		
<b>Other Sanitation</b>							
<b>Operating Expenses</b>							
1872	Street Rubbish Collection Expense	219	234	318	418		
1882	Parks & Gardens Rubbish Collect	8,324	12,933	17,287	10,625		
1892	Waste Management Facility Impr	4,200	10,223	40,890	0		
1912	Refuse Collection Expenses	2,595	3,744	5,000	0		
1922	Depn - Other Sanitation	0	0	0	0		
		15,338	27,134	63,495	11,043		
<b>Operating Revenues</b>							
1883	Waste Management Facility Impr	(8,178)	(10,223)	(40,890)	0		
		(8,178)	(10,223)	(40,890)	0		
<b>Capital Expenses</b>							
1884	Plant & Equipment Expenditure	0	0	0	0		
		0	0	0	0		
	<b>Sub-total</b>	<b>7,160</b>	<b>16,911</b>	<b>22,605</b>	<b>11,043</b>		
<b>Protection Of Environment</b>							
<b>Operating Expenses</b>							
1902	Grant Expenditure - Other	2	12,724	52,562	210,249	70,548	*
1942	Nacc (Other) Grants Expenditure		13,150	7,497	10,000	0	
2002	Project Management Fees		0	0	0	3,800	
2022	Landcare Expenditure	2	8,883	37,494	50,000	28,480	*
2040	Dolby Creek Expenditure		5,801	0	0	106,610	
2042	Declared Species Group Expe	2	7,010	75,060	75,060	42,625	*
2072	Rangers Allocation		559	603	812	1,068	
2301	Nacc Baiting Expenses		0	0	0	74,839	
2082	Nacc Investment Plan Exp.		0	0	0	0	
2922	Admin Alloc - Prot Enviro		0	0	0	0	
			48,127	173,216	346,121	327,970	
<b>Operating Revenues</b>							
2134	Interest Received		-	0	0	(9)	
2103	Envirofund Grant Income		0	0	0	0	
2203	Grant Income - Other	2	0	(47,850)	(191,400)	(59,273)	*
2213	Declared Species Grant Income		(20,545)	(23,000)	(23,000)	(41,553)	
2033	Nacc (Other) Grants Income.		(12,700)	(10,000)	(10,000)	(171,458)	
2923	Dolby Creek Management Plan In		(6,001)	0	0	0	
			(39,246)	(80,850)	(224,400)	(272,293)	
<b>Capital Expenses</b>							
2034	Plant & Equipment Purchase		0	0	0	4,632	
2080	Transfer To Landcare Reserve		1,312	819	1,100	51,198	
			1,312	819	1,100	55,830	
<b>Capital Revenues</b>							
2055	Transfer From Landcare Reserve		0	(50,060)	(50,060)	(4,500)	
			0	(50,060)	(50,060)	(4,500)	
	<b>Sub-total</b>		<b>10,193</b>	<b>43,125</b>	<b>72,761</b>	<b>107,007</b>	

**Notes**

- 1 Maintenance costs are below budget but they are all overhead allocations
- 2 Timing
- 3 Costs are below budget provision

		13/14 ACTUAL (YTD) 31-Mar-14 £	13/14 BUDGET (YTD) 31-Mar-14 £	13/14 BUDGET (Full Year) 30-Jun-14 £	12/13 ACTUAL (Full Year) 30-Jun-14 £	* Denotes Variance < \$10,000	
<b>Town Planning &amp; Reg Development</b>							
<b>Operating Expenses</b>							
	0162	Provision For Lsl	0	0	12,631		
	0942	Town Planning Depreciation	8,387	11,934	15,920	17,388	
	2102	Workers Compensation Insurance	3,286	2,529	3,374	3,087	
	2112	Salary Expense	134,272	145,845	194,455	173,944	*
	2122	Superannuation - Council Maximum Of 3%	2,412	2,313	3,084	3,028	
	2132	Superannuation - Sgc 8%	12,592	9,981	13,303	15,512	
	2142	Interest Expense - Loan 94 - Buller River	1,034	1,728	2,305	3,401	
	2152	Fringe Benefit Tax	0	0	0	0	
	2162	Acc Annual Leave - T/Plan	0	0	0	7,550	
	2182	Other Employee Expenses	5,039	5,085	6,800	4,298	
	2202	Town Planners Expenses	1,465	2,988	4,000	4,084	
	2222	Motor Vehicle Expenses	5,824	5,994	8,000	6,977	
	2232	Legal Expenses - Town Planners	4,492	7,497	10,000	11,545	
	2242	Engineering Expenses	9,920	11,250	15,000	13,404	
	2252	Advertising Expenses	8,475	7,497	10,000	1,491	
	2262	Local Answers Project	0	0	0	0	
	3012	Admin Allocation Expenses	47,854	55,962	74,616	77,315	
	3022	Staff Housing Allocation	0	0	0	3,137	
	7032	Strategic Planning Projects	0	0	0	35,784	
	7042	Local Planning Strat. Review	0	0	0	0	
	7052	Surveying & Land Expenses	20,291	29,997	40,000	18,229	
	7062	Reimbursements	272,727	0	0	0	*
	7072	Planning Projects - Expenses	120,106	54,999	55,000	60,188	*
			658,187	355,599	455,857	472,933	
<b>Operating Revenues</b>							
	0163	Town Planning Projects - Income	(276,727)	(31,266)	(41,696)	(38,159)	*
	0343	Contr & Reim Gst Free	(114,829)	0	0	0	*
	2153	Profit On Sale Of Assets	0	0	0	(1,773)	
	3603	Municipal Inventory Heritage Places	0	0	0	0	
	2233	Town Planning Fees Income - Gst Free	(28,854)	(24,003)	(32,000)	(20,526)	
	2243	Outsourced Planning Fees - Other Lgs	(35,605)	(45,000)	(45,000)	(44,668)	
	2253	Town Planning Statutory Fees - Gst	0	0	0	(765)	
	2263	Town Planning Fees Income - Gst Inc	(1,181)	(1,125)	(1,500)	(1,725)	
	9003	Planning Projects Income	0	0	0	(41,696)	
			(457,306)	(101,394)	(120,196)	(149,312)	

Notes	13/14 ACTUAL	13/14 BUDGET	13/14 BUDGET	12/13 ACTUAL	* Denotes Variance < \$10,000
	(YTD) 31-Mar-14 £	(YTD) 31-Mar-14 £	(Full Year) 30-Jun-14 £	(Full Year) 30-Jun-14 £	
<b>Capital Expenses</b>					
2294	10,408	15,840	21,120	19,933	
2274	0	0	0	44,056	
2284	0	0	0	0	
4742	0	0	0	0	
4801	1,784	3,375	4,500	4,682	
4820	409	630	840	838	
	12,600	19,845	26,460	69,512	
<b>Capital Revenues</b>					
0705	0	0	0	0	
4810	0	0	0	(36,917)	
0905	0	0	0	0	
4745	0	0	0	0	
	0	0	0	(36,917)	
<b>Sub-total</b>	<b>213,481</b>	<b>274,050</b>	<b>362,121</b>	<b>356,215</b>	
<b>Other Community Amenities</b>					
<b>Operating Expenses</b>					
3102	1,947	3,887	5,204	4,511	
3132	0	69,500	69,500	2,071	*
3212	1,488	1,062	1,426	1,588	
	3,435	74,459	76,130	8,171	
<b>Opera #</b>					
3103	0	0	0	(3,414)	
3633	0	(12,725)	(50,900)	(36,807)	*
3113	(2,385)	(747)	(1,000)	(1,500)	
	(2,385)	(13,472)	(51,900)	(41,721)	
<b>Capital Expenses</b>					
2414	0	0	0	28,220	
2415	2,672	0	7,000	10,405	
	2,672	0	7,000	38,625	
<b>Capital Revenues</b>					
3071	0	0	0	(252)	
	0	0	0	(252)	
<b>Sub-total</b>	<b>3,722</b>	<b>60,987</b>	<b>31,230</b>	<b>4,822</b>	
<b>Total Community Amenities</b>	<b>220,976</b>	<b>457,301</b>	<b>614,334</b>	<b>608,597</b>	

**Notes**

- 1 Accounts offset each other and are transferred to trust
- 2 Accounts offset each other and are transferred to trust
- 3 Mens Shed Project not commenced
- 4 Town planning salaries below budget

Notes	13/14 ACTUAL	13/14 BUDGET	13/14 BUDGET	12/13 ACTUAL	* Denotes Variance < \$10,000
	(YTD) 31-Mar-14 \$	(YTD) 31-Mar-14 \$	(Full Year) 30-Jun-14 \$	(Full Year) 30-Jun-14 \$	
<b>RECREATION &amp; CULTURE</b>					
<b>Public Halls, Civic Centres</b>					
Operating Expenses					
2602	Public Halls Depreciation	267	243	327	356
2722	Public Halls & Showgrounds Expe	15,431	23,283	31,103	22,923
2732	Nabawa Community Centre Ex 1	33,774	48,996	65,362	40,436 *
2742	Loan 89 Interest - Nabawa Stadium	2,640	3,375	4,512	3,958
3202	Public Halls Admin Allocation	14,320	16,740	22,330	23,136
		66,432	92,637	123,633	90,810
Operating Revenues					
2443	Yuna Hall Hire Income Received	0	(72)	(100)	(53)
2453	Showground/Halls Income Received	(1,396)	(738)	(990)	(1,064)
7370	Tf To Unspent Grants/Loans Res.	0	0	0	0
2683	Contr. & Reim. Public Hall	0	0	0	(1,436)
		(1,396)	(810)	(1,090)	(2,553)
Capital Expenses					
2644	Capital Exp. - Land & Bldgs 1	4,643	85,875	114,500	0 *
4925	Principal Repayment - Loan 89	6,545	6,174	8,243	6,167
		11,188	92,049	122,743	6,167
Capital Revenues					
7375	Loan Funds Received.	0	0	0	0
7371	T/F From Unspent Grants/Loans F	0	0	0	0
		0	0	0	0
	<b>Sub-total</b>	<b>76,223</b>	<b>183,876</b>	<b>245,286</b>	<b>94,418</b>
<b>Swimming Areas And Beaches</b>					
Operating Expenses					
3412	Coronation Beach Expenses	20,540	25,731	34,369	40,331
7082	Beaches Depreciation	6,344	5,814	7,756	8,451
3302	Swimming Pool Admin Allocations	14,392	16,830	22,440	23,252
		41,276	48,375	64,565	72,034
Operating Revenues					
3443	Coronation Beach Camping Fees	(51,622)	(52,497)	(70,000)	(88,165)
3444	Fig Tree Camping Fees	(5,059)	(5,022)	(6,700)	(8,683)
		(56,681)	(57,519)	(76,700)	(74,838)
Capital Expenses					
7164	Capital Exp. - Land & Build	0	0	0	0
7074	Capital Exp. - Plant & Equipment	0	0	0	0
		0	0	0	0
	<b>Sub-total</b>	<b>(15,405)</b>	<b>(9,144)</b>	<b>(12,135)</b>	<b>(2,804)</b>

Notes

1 Timing





Notes	13/14 ACTUAL	13/14 BUDGET	13/14 BUDGET	12/13 ACTUAL	* Denotes Variance < \$10,000
	(YTD) 31-Mar-14 \$	(YTD) 31-Mar-14 \$	(Full Year) 30-Jun-14 \$	(Full Year) 30-Jun-14 \$	
<b>Other Recreation And Sport</b>					
<b>Operating Expenses</b>					
1462	Mover Repairs & Maintenance	4,089	5,022	6,706	7,208
1472	Yuna Oval Expenses	555	1,080	1,450	861
1482	Sporting Clubs Expenses	51,168	56,349	75,194	49,030
2642	Parks, Gardens Expense	17,536	26,667	35,649	31,229
2702	Indoor Complex Expense	4,491	5,202	6,961	8,184
2712	Tennis Clubs Expenses	3,462	3,735	5,000	7,882
2752	Nabawa - Sport Complex Expense	4,818	8,478	11,319	12,503
2772	Minor Gardening Equipment.	0	0	0	46
2782	Insurance Plant & Equipment	0	0	0	0
3442	Rec & Sport Admin Allocations	28,640	33,489	44,655	46,273
7022	Parks & Gardens Depreciation	11,937	13,113	17,487	21,176
7092	Other Rec & Sports Depreciation	4,105	3,033	4,049	4,412
		130,790	156,168	208,471	188,798
<b>Operating Revenues</b>					
2743	Sports Club Hire Income	(4,095)	(3,366)	(4,490)	(4,095)
2783	Facility & Equipment Hire Income	0	0	0	0
2793	Interest - Ssl Reimbursed	0	0	0	0
2803	Grants & Other Income Received	0	0	0	(10,458)
2813	Golf Course And Showgrounds As	0	0	0	(1,951,890)
		(4,095)	(3,366)	(4,490)	(1,966,403)
<b>Capital Expenses</b>					
1304	Capital Expenditure Plant & Equip	0	0	0	12,504
2834	Land & Buildings - Capital Expens	0	0	0	4,734
3414	Capital Exp - Parks & Ovals.	0	0	0	0
2854	Tools & Equipment - Capital Expe	0	0	0	0
2864	Tfr To Restricted Cash Reserve	0	0	0	0
		0	0	0	17,238
<b>Capital Revenues</b>					
7285	Tfr From Restricted Cash	0	0	0	0
1305	Proceeds From Sale Of Plant & Ed	0	0	0	0
		0	0	0	0
	<b>Sub-total</b>	<b>126,694</b>	<b>152,802</b>	<b>203,981</b>	<b>(1,760,367)</b>

Notes

Notes	13/14 ACTUAL (YTD) 31-Mar-14 \$	13/14 BUDGET (YTD) 31-Mar-14 \$	13/14 BUDGET (Full Year) 30-Jun-14 \$	12/13 ACTUAL (Full Year) 30-Jun-14 \$	* Denotes Variance < \$10,000
<b>Libraries</b>					
2902 Library Expense	796	4,950	6,600	3,217	
2912 Honorarium Yuna Librarian	500	747	1,000	1,000	
3582 Libraries Admin Allocations	20,149	23,553	31,415	32,654	
6922 Libraries Depreciation	42	144	196	214	
	21,487	29,394	39,211	36,985	
<b>Operating Revenues</b>					
2983 Reimbursements & Contrib.	0	0	0	(1,714)	
	0	0	0	(1,714)	
<b>Capital Expenses</b>					
3684 Capital Exp. - Land & Buildings	0	0	0	0	
	0	0	0	0	
Sub-total	21,487	29,394	39,211	35,272	
<b>Other Culture</b>					
<b>Operating Expenses</b>					
3602 Historical Roads Board Building Ex	3,236	5,841	7,790	9,191	
3626 Museum & Clarrie Milne Collection	2,530	1,872	2,500	0	
3662 Community Heritage Programs	15,224	11,394	15,199	0	
3652 Other Culture Depreciation	2,857	2,619	3,493	3,806	
	23,847	21,726	28,982	12,997	
<b>Operating Revenues</b>					
3445 Grant Funding Received	(40,089)	(42,788)	(42,789)	0	
3623 Reimbursements & Contributions	(1,023)	0	0	0	
	(41,112)	(42,788)	(42,789)	0	
<b>Capital Expenses</b>					
3604 Capital Exp. - Land & Bldgs	30,290	27,590	27,590	0	
3605 Historical Signage - Nanson (L&B)	0	1,494	2,000	0	
3606 Land & Buildings	0	0	0	0	
3607 Post & Rail Fencing - Nanson (R4)	0	0	0	0	
3634 Equipment Purchases	0	0	0	0	
	30,290	29,084	29,590	0	
Sub-total	13,026	8,022	15,783	12,997	
Total Recreation & Culture	222,026	364,950	492,126	(1,620,485)	
<b>Notes</b>					

Notes	13/14 ACTUAL	13/14 BUDGET	13/14 BUDGET	12/13 ACTUAL	* Denotes Variance < \$10,000
	(YTD) 31-Mar-14 \$	(YTD) 31-Mar-14 \$	(Full Year) 30-Jun-14 \$	(Full Year) 30-Jun-14 \$	
<b>TRANSPORT</b>					
<b><u>Const. Sts,Rds,Bridges,Depots</u></b>					
Operating Expenses					
3702	Road Construction - Admin Allocat	40,730	47,628	63,505	65,805
		40,730	47,628	63,505	65,805
Operating Revenues					
3133	Income Received - Cons. Sts	0	0	0	(13,075)
3173	Mw Regional Road Funding 2	(221,866)	(554,666)	(554,666)	(112,400) *
3154	Main Roads - Black Spot Fund 2	0	(34,199)	(34,199)	(151,242) *
3183	R4R Grant Income 1	0	(867,365)	(867,365)	(1,089,901) *
3193	R2R (Construction) Income	(174,179)	(174,179)	(174,179)	(300,000)
3223	Midwest Regional Road Group	0	0	0	0
		(396,045)	(1,630,409)	(1,630,409)	(1,676,617)
Capital Expenses					
3124	Roads To Recovery (R2R) Expend	0	0	0	0
3125	Royalties For Regions (R4R) E 1	927,930	1,484,352	1,979,174	925,874 *
3126	Regional Road Group (Rrg) Ex 2	100,924	568,199	831,999	195,764 *
3184	Council Funded Roadworks Ex 5	0	15,000	15,000	107 *
3144	Parkfalls Streetscape Expense	0	0	0	19,039
3214	Footpath Construction.	0	0	0	4,710
3234	Blackspot Program Expenditure	63,376	75,600	100,815	245,337
3284	Tfr To Reserve	0	0	0	0
4840	Transfer To Roadworks Reserve	1,619	3,744	5,000	5,024
3170	Tf To Unspent Grants/Loans Res.	0	0	0	332,428
		1,099,850	2,146,895	2,931,988	1,728,264
Capital Revenue					
3171	T/F Fr Unspent Grants/Loans Res	0	0	0	(332,000)
3225	Tfr From Roadworks Reserve	0	0	0	(55,338)
		0	0	0	(387,338)
	<b>Sub-total</b>	<b>744,534</b>	<b>564,114</b>	<b>1,365,084</b>	<b>(269,866)</b>

or the Period 1st July 2013 to 31st March 2014

Notes	13/14 ACTUAL	13/14 BUDGET	13/14 BUDGET	12/13 ACTUAL	* Denotes Variance < \$10,000		
	(YTD) 31-Mar-14 £	(YTD) 31-Mar-14 £	(Full Year) 30-Jun-14 £	(Full Year) 31-Mar-14 £			
<b>TRANSPORT</b>							
<b>Mtce Sts,Rds,Bridges,Depots</b>							
Operating Expenses							
3372	Road Maintenance Expense	3	324,261	567,270	756,348	959,014	*
3382	Flood Damage Expense		0	0	0	0	
3392	Maintenance-Bridges		0	0	0	332,000	
3502	Depot Maintenance		18,220	16,533	22,048	35,257	
3512	Street Lighting Expense		6,632	7,182	9,585	9,190	
3522	Depot Building Depreciation		2,310	1,647	2,198	2,617	
3532	Street Trees		2,800	5,247	7,000	0	
3542	Roman Roads - User Group.		4,902	4,900	4,901	11	
3582	Road Sign Expense		0	0	0	0	
3802	Road Maintenance Admin Allocati		44,400	51,921	69,230	71,734	
3812	Loss On Revaluation		0	0	0	830,541	
6912	Roads Depreciation	4	547,216	482,625	643,511	701,146	*
			950,740	1,137,325	1,514,821	2,941,511	
Operating Revenues							
3123	R2R (Maintenance) Income		0	0	0	0	
3143	Mvva Direct Grant.		(91,440)	(91,440)	(91,440)	(84,502)	
3153	Other General Income		0	0	0	(18,182)	
3163	Grant Funding Received		0	0	0	0	
3803	Contributions - Flood Damage.		0	0	0	0	
3383	Grant Specific Funding - Main Roa		0	0	0	(332,000)	
3393	Hudson Resources - Dartmoor Ro		(38,367)	(38,366)	(38,366)	(84,625)	
			(129,807)	(129,806)	(129,806)	(519,309)	
*#							
Capital Expenditure							
3274	Improvements To Depot.		0	0	0	0	
3284	Capital Exp. - Depot Construction.		0	0	0	6,776	
			0	0	0	6,776	
<b>Sub-total</b>			<b>820,933</b>	<b>1,007,519</b>	<b>1,385,015</b>	<b>2,428,979</b>	

**Notes:**

- 1 CLGF funding has reduced by \$500,000 so there will be a corresponding reduction in capital expenditure
- 2 Timing
- 3 Currently under budget and expected savings
- 4 Depreciation above budget - non-cash item
- 5 Project not yet commenced

	Notes	13/14 ACTUAL (YTD) 31-Mar-14 \$	13/14 BUDGET (YTD) 31-Mar-14 \$	13/14 BUDGET (Full Year) 30-Jun-14 \$	12/13 ACTUAL (Full Year) 30-Jun-14 \$	* Denotes Variance < \$10,000
<b>Road Plant Purchases</b>						
<b>Operating Expenses</b>						
3580	Interest Expense - Loan 92	1,147	2,836	3,790	4,318	
3572	Interest Expense - Loan 93	3,896	5,337	7,121	9,504	
3576	Interest Expense - Loan 95	2,309	2,250	3,012	4,006	
1212	Acc. Interest-Transport	0	0	0	0	
3642	Loss On Sale Assets.	0	0	0	11,519	
		<b>7,352</b>	<b>10,422</b>	<b>13,923</b>	<b>29,348</b>	
<b>Operating Revenues</b>						
3543	Profit On Sale Of Assets	0	0	0	(2,986)	
		<b>0</b>	<b>0</b>	<b>0</b>	<b>(2,986)</b>	
<b>Capital Expenses</b>						
3554	Plant & Equipment Purchases	0	238,500	238,500	21,301	*
3584	Tools & Other Equipment.	0	0	0	3,747	
4740	Light Vehicle - Income Funds From Res.	0	0	0	0	
3581	Principal Repayments - Loan 92	43,267	65,788	65,788	41,001	*
3574	Principal Repayment - Loan 93	71,493	71,493	71,493	67,810	
3577	Principal Repayments - Loan 95	16,541	14,949	19,941	18,884	
7570	Tf To Unspent Grants/Loans Res.	0	0	0	0	
6225	Realisation On Disposal Of Assets	0	0	0	0	
		<b>131,301</b>	<b>390,730</b>	<b>395,722</b>	<b>152,743</b>	
<b>Capital Revenues</b>						
7135	Loan Funds Rec'D.	(151,500)	0	(160,000)	0	*
3581	T/F From PI Reserve-Plant	0	(10,000)	(10,000)	0	*
3575	Proceeds From Sale Of Plant & Equip	0	(65,000)	(65,000)	0	*
		<b>(151,500)</b>	<b>(75,000)</b>	<b>(235,000)</b>	<b>0</b>	<b>*</b>
	<b>Sub-total</b>	<b>(12,847)</b>	<b>326,152</b>	<b>174,645</b>	<b>179,104</b>	

Notes:

- 1 Timing
- 2 Timing - purchases not yet made and therefore reserve transfer not yet required

Notes	13/14 ACTUAL (YTD) 31-Mar-14 £	13/14 BUDGET (YTD) 31-Mar-14 £	13/14 BUDGET (Full Year) 30-Jun-14 £	12/13 ACTUAL (Full Year) 30-Jun-14 £	* Denotes Variance < \$10,000
<b>Traffic Control</b>					
<b>Operating Expenses</b>					
4102 Traffic Admin Allocation	46,270	54,108	72,147	74,757	
4572 Traffic Control Expense	0	0	0	0	
6502 Vehicle Examination Expense	3,460	3,591	4,811	5,410	
6512 Licensing Online Expense	0	0	0	8	
7542 Licensing Transactions - Out	0	0	0	0	
7572 Traffic Counters Expense	0	369	500	281	
	<b>49,731</b>	<b>58,068</b>	<b>77,458</b>	<b>80,467</b>	
<b>Operating Revenues</b>					
7513 Licensing Commission Income	(4,877)	(4,500)	(6,000)	(5,810)	
7523 Vehicle Examination Fees Received	(3,726)	(2,547)	(3,400)	(3,437)	
7533 Licensing Transactions - In	0	0	0	0	
7543 Contr. & Reim. (Traffic)	0	0	0	0	
	<b>(8,603)</b>	<b>(7,047)</b>	<b>(9,400)</b>	<b>(9,247)</b>	
<b>Capital Expenses</b>					
7574 Capital Exp. - Tools & Equip.	0	2,250	9,000	0	
	0	2,250	9,000	0	
<b>Capital Income</b>					
7685 Proceeds From Disposal Of Assets	0	0	0	0	
	0	0	0	0	
<b>Sub-total</b>	<b>41,128</b>	<b>53,271</b>	<b>77,058</b>	<b>71,210</b>	
<b>Total Transport</b>	<b>1,593,748</b>	<b>1,948,806</b>	<b>2,992,802</b>	<b>2,409,427</b>	

Notes	13/14 ACTUAL (YTD) 31-Mar-14 \$	13/14 BUDGET (YTD) 31-Mar-14 \$	13/14 BUDGET (Full Year) 30-Jun-14 \$	12/13 ACTUAL (Full Year) 30-Jun-14 \$	* Denotes Variance < \$10,000
<b>ECONOMIC SERVICES</b>					
<b>Rural Services</b>					
Operating Expenses					
4462 Rural Services Admin Allocation	3,238	3,789	5,053	5,232	
6722 Noxious Weeds & Pest Expense	2,986	1,872	2,500	3,456	
	<b>6,225</b>	<b>5,661</b>	<b>7,553</b>	<b>8,687</b>	
Capital Expenses					
4404 Capital Exp. - Plant & Eq.	0	0	0	0	
	0	0	0	0	
Sub-total	<b>6,225</b>	<b>5,661</b>	<b>7,553</b>	<b>8,687</b>	
<b>Tourism And Area Promotion</b>					
Operating Expenses					
3952 Tourism Signage Expense	0	747	1,000	120	
3982 Tourism Expense	1,554	3,411	4,559	4,500	
4282 Promotional Expense	0	900	1,200	1,131	
	<b>1,554</b>	<b>5,058</b>	<b>6,759</b>	<b>5,751</b>	
Operating Revenues					
3953 Area Promotion Income.	0	0	0	0	
3973 Contr. & Reim. (Tourism).	0	0	0	(80)	
	0	0	0	(80)	
Sub-total	<b>1,554</b>	<b>5,058</b>	<b>6,759</b>	<b>5,671</b>	
<b>Building Control</b>					
Operating Expenses					
4132 Building Surveyor Expenses	75,636	66,987	89,340	103,923	
4142 Reimbursement Expenditure	0	0	0	0	
4622 Building Admin Allocation	32,310	37,782	50,381	52,202	
	<b>107,946</b>	<b>104,769</b>	<b>139,721</b>	<b>156,125</b>	
Operating Revenues					
4153 Building Licenses Income	(16,636)	(11,250)	(15,000)	(15,066)	
4183 Builder'S Registration Board Fee	0	(225)	(300)	0	
4213 Building Commissions Received	(296)	(297)	(400)	(397)	
4173 Ctf Commissions Received	(216)	(108)	(150)	(155)	
	<b>(17,147)</b>	<b>(11,880)</b>	<b>(15,850)</b>	<b>(15,618)</b>	
Capital Expenses					
Sub-total	<b>90,799</b>	<b>92,889</b>	<b>123,871</b>	<b>140,507</b>	
Notes					

Notes	13/14 ACTUAL	13/14 BUDGET	13/14 BUDGET	12/13 ACTUAL	* Denotes Variance < \$10,000
	(YTD) 31-Mar-14 \$	(YTD) 31-Mar-14 \$	(Full Year) 30-Jun-14 \$	(Full Year) 30-Jun-14 \$	
<b>Other Economic Services</b>					
Operating Expenses					
4232	Water Supply Stand Pipes Expense	333	1,791	2,400	393
4242	Rehab. Gravel Pits Expense 1	0	14,994	20,000	13,568 *
4252	Purchase Of Stamps.	66	261	350	0
4272	Other Expenditure	8,448	7,497	10,000	6,763
		<b>8,847</b>	<b>24,543</b>	<b>32,750</b>	<b>20,723</b>
Operating Revenues					
4223	Commission Received Australia P	(3,412)	(2,619)	(3,500)	(3,861)
4243	Annual Post Office Box Fee	(36)	(819)	(1,100)	(1,118)
4253	Postage Stamp Income	(109)	(261)	(350)	(387)
4273	Standpipe Water Income	(136)	(144)	(200)	(179)
4333	Photocopying Income	(443)	(144)	(200)	(202)
4764	Grant Funding & Contributions Re	0	0	0	(88,864)
4913	Shire Reserve Income	(450)	(333)	(450)	(150)
4923	Contributions	0	0	0	0
		<b>(4,587)</b>	<b>(4,320)</b>	<b>(5,800)</b>	<b>(94,860)</b>
Capital Expenses					
4274	Plant & Equipment.	0	0	0	119,956
4780	Water Strategy Reserve - Transfe	199	297	400	408
		<b>199</b>	<b>297</b>	<b>400</b>	<b>120,364</b>
	<b>Sub-total</b>	<b>4,459</b>	<b>20,520</b>	<b>27,350</b>	<b>46,227</b>
	<b>Total Economic Services</b>	<b>103,037</b>	<b>124,128</b>	<b>165,533</b>	<b>201,092</b>

Notes

1 Timing



	Notes	13/14 ACTUAL (YTD) 31-Mar-14 \$	13/14 BUDGET (YTD) 31-Mar-14 \$	13/14 BUDGET (Full Year) 30-Jun-14 \$	12/13 ACTUAL (Full Year) 30-Jun-14 \$	* Denotes Variance < \$10,000
<b>Public Works Overheads</b>						
<b>Operating Expenses</b>						
0342	Provision For Lsl	1	12,459	0	0	28,333 *
1062	Staff Housing Allocated		0	0	0	30,492
1362	Acc Sals & Wages W/S Pivo		0	0	0	0
1372	Acc Sals & Wages-Pivo		0	0	0	0
4302	Fringe Benefits Tax (Pivo)		0	0	0	0
4312	Superannuation - Max 3% Works		4,916	3,294	4,384	6,412
4322	Superannuation Scg 9% - Works		3,600	4,662	6,228	6,523
4332	Superannuation Scg 9% Works St		41,858	40,113	53,492	49,740
4342	Salary Works Supervisor		57,314	49,401	65,871	72,515
4352	Superannuation Max 3% - Works		1,193	1,575	2,100	2,174
4372	Public Works Sundry Expense		42,672	34,776	46,400	37,668
4382	Works Supervisor - Conference A		0	0	0	0
4392	External Engineering Services		10,386	18,747	25,000	12,234
4402	Sick Leave	2	5,881	17,604	23,484	16,195 *
4412	Annual Leave	2	51,953	41,382	55,187	34,018 *
4422	Lsl Taken - Pivo		0	0	0	0
4432	Public Holiday Pay		13,184	17,604	23,484	22,083
4442	Occupational Health & Safety Exp		2,766	3,744	5,000	1,310
4452	Protective Uniform/ Minor Workve		1,600	3,375	4,500	4,462
4582	Acc Leave (Gang)		0	0	0	16,974
4612	Acc Annual Leave W/S		0	0	0	(9,277)
4632	Leave - Other		0	0	0	0
4642	Performance Based Bonuses		0	0	0	0
4652	Works Staff Housing Allowance		15,179	19,611	26,155	20,913
4662	Public Works Expense Recoverab		600	0	0	0
5202	Public Works Overheads - Admin		59,799	69,921	93,239	96,615
6782	Workers Compensation Insurance		12,719	9,765	13,031	16,870
7422	Less Pivo Allocated To W & S		(322,894)	(339,435)	(452,566)	(467,440)
			15,324	(3,861)	(5,000)	(1,195)
	<b>Sub-total</b>		<b>15,324</b>	<b>(3,861)</b>	<b>(5,000)</b>	<b>(1,195)</b>
<b>Notes</b>						
<b>Operating Revenue</b>						
0333	Contr. & Reim. (Pivo).		(810)	0	0	0
<b>Capital Revenue</b>						
7631	T/F From Leav Reserve-Pivo	1	(12,459)	0	0	0 *
<b>Notes</b>						
1	Long Service Leave Payout					
2	Below budget however it is not a saving as the cost will be allocated elsewhere					

		Notes	13/14 ACTUAL (YTD) 31-Mar-14 \$	13/14 BUDGET (YTD) 31-Mar-14 \$	13/14 BUDGET (Full Year) 30-Jun-14 \$	12/13 ACTUAL (Full Year) 30-Jun-14 \$		Denotes Variance < \$10,000
<b>OTHER PROPERTY &amp; SERVICES</b>								
<b>Plant Depreciation</b>								
Operating Expenses								
	5012	Plant Depreciation	2	120,211	202,500	270,000	275,165	82,269 *
	6890	Depn Posted To Jobs	2	(122,266)	(202,500)	(270,000)	(249,930)	(80,235) *
		Sub-total		(2,054)	0	0	25,235	
<b>Private Works</b>								
Operating Expenses								
	7302	Private Works Expense	1	17,510	35,109	46,840	41,368	17,599 *
				17,510	35,109	46,840	41,368	
Operating Revenues								
	7333	Private Works Income	1	(14,988)	(39,348)	(52,461)	(58,789)	(24,360) *
	4323	Chges - Other		0	0	0	0	0
				(14,988)	(39,348)	(52,461)	(58,789)	
		Sub-total		2,522	(4,239)	(5,621)	(17,421)	

Notes

- 1 Private Works yet to be charged out  
2 Plant depreciation is below budget

Notes	13/14 ACTUAL	13/14 BUDGET	13/14 BUDGET	12/13 ACTUAL	* Denotes Variance < \$10,000		
	(YTD) 31-Mar-14	(YTD) 31-Mar-14	(Full Year) 30-Jun-14	(Full Year) 30-Jun-14			
	\$	\$	\$	\$			
<b>Plant Operation Costs</b>							
<b>Operating Expenses</b>							
4472	In House Repairs & Maintenanc	2	56,471	15,300	20,420	5,222	*
4482	Tyre Purchase Expense		31,952	37,494	50,000	38,889	
4492	Parts & Outside Repairs Exper	1	131,952	183,645	244,894	222,168	*
4502	Plant Licences Expense		5,467	4,122	5,500	346	
4512	Less Poc Allocated To W & S	3	(513,446)	(595,161)	(793,551)	(696,870)	*
4532	Tools & Consumables		11,705	9,000	12,000	14,059	
4542	Fuel, Oil & Grease	1	190,931	220,176	330,000	288,569	*
4552	Cutting Edges & Tips		8,672	9,747	13,000	10,853	
4602	Training Expense		70	3,744	5,000	1,165	
5112	Plant Operator - Admin Allocation		46,055	53,856	71,809	74,409	
6772	Plant Insurance Expense		43,959	43,125	43,125	42,355	
			13,788	(14,952)	2,197	1,165	
<b>Operating Revenues</b>							
4503	Sale Of Scrap.		0	(1,125)	(1,500)	(2,913)	
4513	Diesel Fuel Rebate Received		(12,406)	(11,250)	(15,000)	(134,437)	
4983	Income Received		(376)	0	0	0	
			(12,782)	(12,375)	(16,500)	(137,350)	
	<b>Sub-total</b>		<b>1,006</b>	<b>(27,327)</b>	<b>(14,303)</b>	<b>(136,185)</b>	

**Notes**

- 1 Under budget to date
- 2 This will exceed budget however it is only an allocation of overheads, it does not include materials
- 3 Allocation is below budget because total costs of plant operating is below budget.



	Notes	13/14 ACTUAL (YTD) 31-Mar-14 a	13/14 BUDGET (YTD) 31-Mar-14 b	13/14 BUDGET (Full Year) 30-Jun-14 c	12/13 ACTUAL (Full Year) 30-Jun-14 d	* Denotes Variance < \$10,000
<b>Salaries And Wages</b>						
Operating Expenses						
4570	Salary & Wages Expense - Admin	669,664	660,863	859,122	951,019	
4580	Salary & Wages Expense - Works	547,998	604,665	806,223	675,798	*
4600	Less Salary & Wages Allocated	(1,217,443)	(1,265,528)	(1,665,344)	(1,626,813)	
4562	Rostered Days Off	0	0	0	0	
4592	Workers Compensation Paid	12,569	0	0	9,641	*
4982	Less Sals & Wages Reimbursed	0	0	0	0	
4382	Unallocated Wages	0	0	0	0	
Operating Revenues						
4613	Salaries & Wages Reimbursment R	(11,302)	0	0	(582)	*
					9,064	
Sub-total Salaries & Wages		1,486	-	0	9,064	
<b>Unclassified</b>						
Operating Expenses						
4002	Loss On Sale Asset	0	0	0	0	
4712	Reimbursements Paid	0	0	0	0	
					0	
Operating Revenues						
5023	Overpayments Received	(7,374)	0	0	0	
					0	
					0	
Sub-total Unclassified		(7,374)	0	0	0	
Total Other Property & Services		(2,559)	(35,427)	(24,924)	(120,502)	
<b>GRAND TOTAL</b>		1,765,911	2,777,439	4,282,777	1,411,065	

**NOTES**

- 1 Wages are below budget
- 2 Workers compensation accounts offset each other

**Shire of Chapman Valley**  
**MONTHLY FINANCIAL REPORT**  
**For the Period Ended 31st March 2014**

**TABLE OF CONTENTS**

Statement of Financial Activity
Note 1 Significant Accounting Policies
Note 2 Graphical Representation
Note 3 Net Current Funding Position
Note 4 Cash and Investments
Note 5 Major Variances
Note 6 Budget Amendments
Note 7 Receivables
Note 7a Rates
Note 8 Grants and Contributions
Note 9 Cash Backed Reserves
Note 10 Capital Disposals and Acquisitions
Note 11 Trust

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

**Shire of Chapman Valley**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Nature or Type)**  
**For the Period Ended 31st March 2014**

FM Reg 34(1)	Rate	FM Reg	FM Reg	FM Reg	FM Reg 34(1)(d) FM Reg 34(5)		
		34(1)(a)	34(1)(b)	34(1)(c)	Var. \$ (b) - (a)	Var. % (b) - (a) / (b)	
		Revised Annual Budget 4	VTD Budget (a)	VTD Actual (b)	3	3	
<b>Operating Revenues</b>							
34(3)(a)	8	932,997	600,397	545,659	(54,730)	(10.0%)	▼
FM Reg Sch 1	10	135,112	267,673	194,020	(72,653)	(37.4%)	▼
		386,221	323,394	306,675	(16,719)	(5.5%)	
		66,140	49,563	58,293	8,730	15.0%	
		1,000	738	2,474	1,736	70.2%	
		<b>Total (Excluding Rates)</b>	<b>1,521,470</b>	<b>1,107,921</b>	<b>(33,044)</b>		
<b>Operating Expense</b>							
		(1,239,837)	(929,511)	(845,886)	83,625	9.9%	
		(1,706,334)	(1,101,908)	(566,387)	613,521	107.9%	▼
		(63,860)	(47,844)	(44,483)	3,361	7.6%	
		(1,061,506)	(796,059)	(793,177)	2,882	0.4%	
		(22,740)	(17,019)	(11,017)	6,002	54.5%	
		(190,096)	(168,993)	(185,965)	(16,972)	(9.1%)	
	10	0	0	0	0		
		(5,000)	(3,744)	(17,617)	(13,073)	(70.7%)	▲
		<b>Total</b>	<b>(3,145,078)</b>	<b>(2,466,532)</b>	<b>678,546</b>		
<b>Funding Balance Adjustment</b>							
		1,061,505	796,059	793,177	(2,882)	(0.4%)	
	10	(135,112)	(267,673)	(194,020)	72,853	(37.4%)	
		0	0	0	0		
		<b>Net Operating (Ex. Rates)</b>	<b>(1,374,927)</b>	<b>(760,254)</b>	<b>614,673</b>		
<b>Capital Revenues</b>							
	8	2,090,058	1,661,495	549,801	(1,111,694)	(202.2%)	▼
	10	372,425	372,424	307,425	(64,999)	(21.1%)	▼
		160,000	160,000	151,500	(8,500)	(5.6%)	▼
	9	177,789	133,342	12,459	(120,883)	(970.2%)	▼
		<b>Total</b>	<b>2,800,272</b>	<b>1,021,185</b>	<b>(1,306,074)</b>		
<b>Capital Expenses</b>							
		(187,294)	(122,252)	(37,605)	84,647	225.1%	▼
	10	(655,360)	(655,360)	(113,667)	541,693	476.6%	▼
		0	0	(8,721)	(8,721)	(100.0%)	▼
	10	(9,000)	0	0	0		
	10	(2,926,980)	(2,143,151)	(3,096,230)	1,044,921	95.1%	▼
	10	(186,585)	(174,244)	(148,254)	25,990	17.5%	▼
	9	(43,005)	(32,854)	(22,009)	10,845	49.3%	▼
		<b>Total</b>	<b>(3,127,861)</b>	<b>(3,426,486)</b>	<b>1,699,375</b>		
		<b>Net Capital</b>	<b>(1,208,760)</b>	<b>(407,301)</b>	<b>393,299</b>		
		<b>Total Net Operating + Capital</b>	<b>(2,175,527)</b>	<b>(3,167,555)</b>	<b>1,007,972</b>		
		Rate Revenue	2,074,890	2,073,327	(1,563)	(0.1%)	
		Opening Funding Surplus(Deficit)	1,085,019	1,085,019	0	0.0%	
FM Reg 34(1)(e)	3	29,640	984,382	1,990,791	1,006,409		

**Shire of Chapman Valley**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 31st March 2014**

	FM Reg 24(1)(a)	FM Reg 24(1)(b)	FM Reg 24(1)(c)	FM Reg 24(1)(d)	FM Reg 24(1)(e)	
	Revised Annual Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Var.
	4	(a)	(b)	(c)-(a)	(c)-(a)/(b)	
FM Reg 34(1)	1	2	3	4	5	
<b>Operating Revenues</b>						
Governance	10,527	6,964	8,924	1,960	21.96%	
General Purpose Funding	470,561	352,866	261,729	(108,867)	(23.09%)	
Law, Order and Public Safety	451,960	26,207	144,489	(118,182)	(26.17%)	▲
Health	4,820	3,600	6,047	2,447	40.47%	
Education and Welfare	7,100	7,100	7,149	49	0.69%	
Housing	200,644	209,208	220,709	(8,529)	(4.25%)	▼
Community Amenities	520,636	209,169	211,856	(77,117)	(14.81%)	▼
Recreation and Culture	125,869	104,483	101,204	(1,199)	(1.15%)	
Transport	1,769,615	1,767,262	534,455	(1,233,807)	(69.80%)	▼
Economic Services	21,650	4,428	21,714	17,006	78.62%	▲
Other Property and Services	68,961	51,223	35,294	(18,429)	(26.59%)	▼
<b>Total (Excluding Rates)</b>	3,651,543	2,903,190	1,657,721	(1,243,469)	(42.43%)	
<b>Operating Expense</b>						
Governance	(415,127)	(290,248)	(238,299)	51,949	17.90%	▼
General Purpose Funding	(233,785)	(162,897)	(131,447)	31,450	19.30%	▼
Law, Order and Public Safety	(143,290)	(110,567)	(129,350)	(13,751)	(12.31%)	▲
Health	(25,664)	(19,224)	(12,915)	8,309	42.68%	
Education and Welfare	(1,276)	(945)	(643)	333	26.10%	
Housing	(16,375)	(27,241)	(26,301)	950	3.49%	
Community Amenities	(1,150,470)	(775,866)	(425,246)	350,610	30.40%	▼
Recreation and Culture	(464,862)	(346,500)	(283,832)	64,466	18.61%	▼
Transport	(1,709,722)	(1,253,443)	(1,048,352)	204,891	16.34%	▼
Economic Services	(186,783)	(140,031)	(124,572)	15,469	11.05%	▼
Other Property and Services	(44,837)	(16,296)	(45,394)	(29,056)	(64.80%)	▲
<b>Total</b>	(6,409,387)	(3,145,070)	(2,466,533)	878,547	(27.83%)	
<b>Funding Balance Adjustment</b>						
Add back Depreciation	1,061,505	796,129	790,177	(2,952)	(0.37%)	
Adjust (Profit)/Loss on Asset Disposal	(135,112)	(267,673)	(194,020)	73,653	(27.40%)	
Adjust Provisions and Accruals	0	0	0	0		
<b>Net Operating (Ex. Rates)</b>	166,549	266,568	(210,453)	(497,021)	(182.72%)	
<b>Capital Revenues</b>						
Proceeds from Disposal of Assets	372,425	372,424	307,425	(64,999)	(17.45%)	▼
Proceeds from New Debentures	160,000	160,000	151,500	(8,500)	(5.31%)	
Transfer from Reserves	377,789	133,242	12,459	(1,205,331)	(970.25%)	▼
<b>Total</b>	710,214	665,766	471,384	(194,382)	(29.28%)	
<b>Capital Expenses</b>						
Land and Buildings	(187,294)	(122,272)	(27,603)	94,647	77.37%	▼
Plant and Equipment	(655,360)	(655,360)	(113,667)	541,693	82.66%	▼
Furniture and Equipment	0	0	(6,721)	(6,721)		
Tools and Equipment	(9,000)	0	0	0		
Infrastructure Assets - Roads	(2,926,988)	(2,145,111)	(1,098,230)	1,044,921	48.68%	▼
Repayment of Debentures	(186,585)	(174,244)	(148,254)	25,930	14.88%	▼
Transfer to Reserves	(43,805)	(32,854)	(22,009)	10,845	24.37%	▼
<b>Total</b>	(4,008,032)	(3,127,861)	(1,428,486)	1,708,096	(41.88%)	
<b>Net Capital</b>	(3,290,818)	(2,462,093)	(957,102)	1,513,714	(46.29%)	
<b>Total Net Operating + Capital</b>	(3,130,269)	(2,175,827)	(1,567,555)	1,016,693	(32.91%)	
Rate Revenue	2,074,890	2,074,890	2,073,327	(1,563)	(0.08%)	
Opening Funding Surplus(Deficit)	1,085,019	1,085,019	1,085,019	0	0.00%	
<b>Closing Funding Surplus(Deficit)</b>	29,640	984,302	1,990,791	1,015,130	(103.13%)	

**Shire of Chapman Valley**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31st March 2014**

**1. SIGNIFICANT ACCOUNTING POLICIES**

The significant accounting policies which have been adopted in the preparation of this statement of financial activity are:

**(a) Basis of Accounting**

This statement is a special purpose financial report, prepared in accordance with applicable Australian Accounting Standards, other mandatory professional reporting requirements and the Local Government Act 1995 (as amended) and accompanying regulations (as amended).

**(b) The Local Government Reporting Entity**

All Funds through which the Council controls resources to carry on its functions have been included in this statement.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 11.

**(c) Rounding Off Figures**

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

**(d) Rates, Grants, Donations and Other Contributions**

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

**(e) Goods and Services Tax**

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables are stated inclusive of applicable GST.

**(f) Cash and Cash Equivalents**

Cash and cash equivalents comprise cash at bank and in hand and short-term deposits that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

For the purposes of the Cash Flow Statement, cash and cash equivalents consist of cash and cash equivalents as defined above, net of outstanding bank overdrafts. Bank overdrafts are included as short-term borrowings in current liabilities.

**(g) Trade and Other Receivables**

Trade receivables, which generally have 30 - 90 day terms, are recognised initially at fair value and subsequently measured at amortised cost using the effective interest rate method, less any allowance for uncollectible amounts.

Collectability of trade receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.



**Shire of Chapman Valley**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31st March 2014**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(h) Inventories**

**General**

Inventories are valued 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 of necessary to make the sale.

Inventories held from trading are classified as current even if not expected to be realised in the next 12 months.

**Land Held for Resale**

Land purchased for development and/or resale is valued at the lower of the cost and net realisable value. Cost includes the cost of acquisition, development and interest incurred on the financing of that land during its development. Interest and holding charges incurred after development is complete are recognised as expenses.

Revenue arising from the sale of property is recognised in the operating statement as at the time of signing a binding contract of sale.

Land held for resale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

**(i) Fixed Assets**

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

**(j) Depreciation of Non-Current Assets**

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation rates and periods are:

Buildings	2 - 3%
Furniture and Equipment	10-25%
Plant and Equipment	7 - 20%
Motor Vehicles	7 - 20%
Roads - Pavement	50 years
Roads - Seal	20 - 25 yrs
Gravel Roads	Pavement 12 yrs
	Gravel Sheet 12 years

**Shire of Chapman Valley**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31st March 2014**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(k) Trade and Other Payables**

Trade and other payables are carried at amortised cost. They represent liabilities for goods and services provided to the local government prior to the end of the financial year 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 and are usually paid within 30 days of recognition.

**(l) Employee Benefits**

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

**(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)**

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

**(ii) Annual Leave and Long Service Leave (Long-term Benefits)**

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

**(m) Interest-bearing Loans and Borrowings**

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

**Borrowing Costs**

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

**(n) Provisions**

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

**(o) 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. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

**Shire of Chapman Valley**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31st March 2014**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(p) Nature or Type Classifications**

**Rates**

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

**Operating Grants, Subsidies and Contributions**

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

**Non-Operating Grants, Subsidies and Contributions**

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

**Profit on Asset Disposal**

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

**Fees and Charges**

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

**Service Charges**

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity, neighbourhood surveillance services and water. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**Interest Earnings**

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

**Other Revenue / Income**

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

**Employee Costs**

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

**Materials and Contracts**

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

**Utilities (Gas, Electricity, Water, etc.)**

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

**Shire of Chapman Valley**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31st March 2014**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(q) Nature or Type Classifications (Continued)**

**Insurance**

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

**Loss on asset disposal**

Loss on the disposal of fixed assets.

**Depreciation on non-current assets**

Depreciation expense raised on all classes of assets.

**Interest expenses**

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

**Other expenditure**

Statutory fees, taxes, provision for bad debts, member's fees or levies including WA Fire Brigade Levy and State taxes. Donations and subsidies made to community groups.

**(r) Statement of Objectives**

In order to discharge its responsibilities to the community, the Council has developed a set of operational and financial objectives. These objectives have been established both on an overall basis and for each of its broad activities/programs.

Council operations as disclosed in this statement encompass the following service orientated activities/programs:

**GOVERNANCE**

Details of expenses related to Councils eight councillors, who normally meet the third Wednesday of each month, make policy decisions, review Councils operations, plan for current and future service provision requirements and undertake necessary appropriate training and attend conferences.

**GENERAL PURPOSE FUNDING**

Rates - the amount raised is determined by Councils budget "shortfall" that is known income and desired expenditure.

General purpose grants - are the grant amounts paid to the shire from Federal Government funding as determined by and via the Western Australian Local Government Grants Commission.

Interest - interest earned on monies invested or deposited by Council.

**LAW, ORDER, PUBLIC SAFETY**

Supervision of by-laws, fire prevention and animal control.  
Requirements that Council carries out by statute.

**HEALTH**

Food quality control, immunisation, contributions to medical, health and operation of the child health clinic.

Council is a member of a group health scheme North Eastern Wheatbelt Health Scheme. Monitors food quality and caters for health requirements for the broader community.

**Shire of Chapman Valley**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31st March 2014**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(r) STATEMENT OF OBJECTIVE (Continued)**

**EDUCATION AND WELFARE**

Assists in the provision of the Home and Community Care services, Seniors and Pensioner requirements.

**HOUSING**

Provides and maintains housing rented to staff and non-staff. Council is a major landlord, providing accommodation for aged, pensioner, single, married and Government Employees.

**COMMUNITY AMENITIES**

Operation and control of cemeteries, public conveniences and sanitation service. Provides public amenities. Owns and operates the town site deep sewerage service. Controls and maintains one rubbish disposal site.

**RECREATION AND CULTURE**

Maintenance of hall, the aquatic centre, library and various reserves.

**TRANSPORT**

Construction and maintenance of roads, footpaths, drainage works and cleaning of streets. Provision of infrastructure necessary to ensure adequate transport, communication, freight, social access routes and environmental enhancement within the shire.

**ECONOMIC SERVICES**

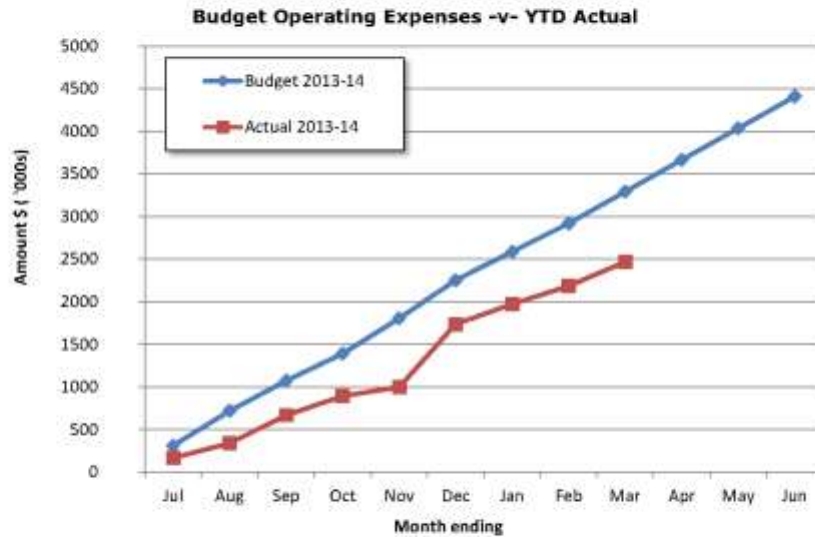
Tourism, pest control, building controls and natural resource management. Tourism facilities, information and directional signs. Weed and pest control services. Necessary building control services.

**OTHER PROPERTY & SERVICES**

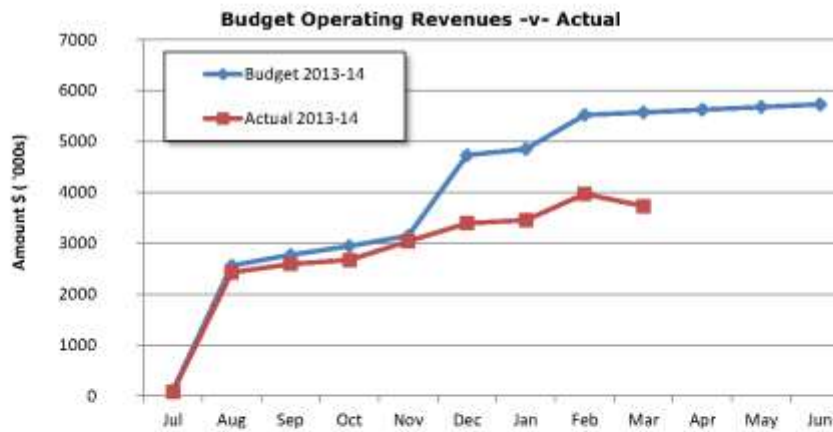
Private works carried out by council and indirect cost allocation pools. Public Works Overheads, plant operation and administrative costs are allocated to the various functions, works and services provided by Council.

**Shire of Chapman Valley**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31st March 2014**

FM Reg  
 34 (2)(c) **Note 2 - Graphical Representation - Source Statement of Financial Activity**



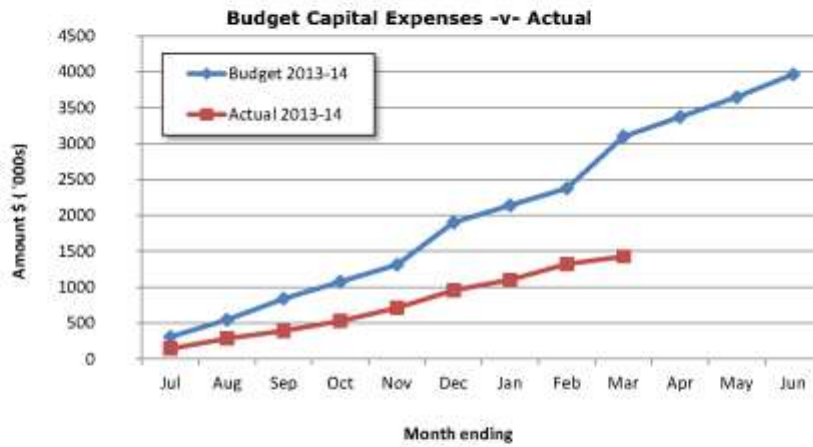
**Comments/Notes - Operating Expenses**



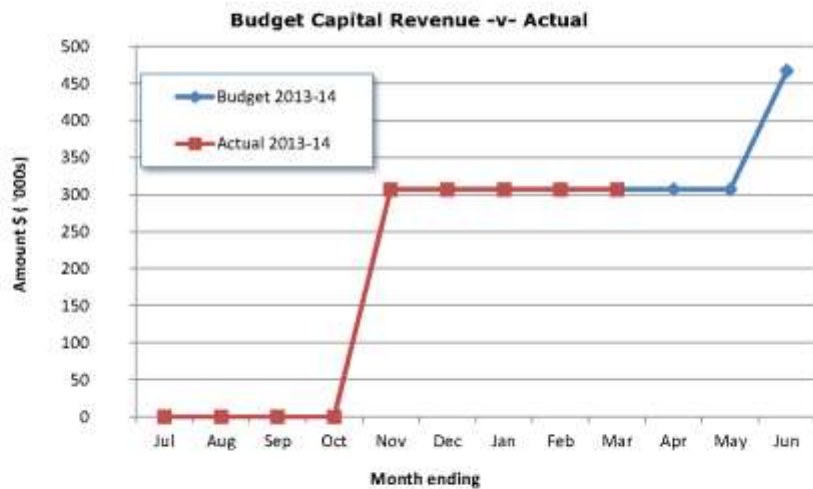
**Comments/Notes - Operating Revenues**

**Shire of Chapman Valley**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31st March 2014**

**Note 2 - Graphical Representation - Source Statement of Financial Activity**



**Comments/Notes - Capital Expenses**

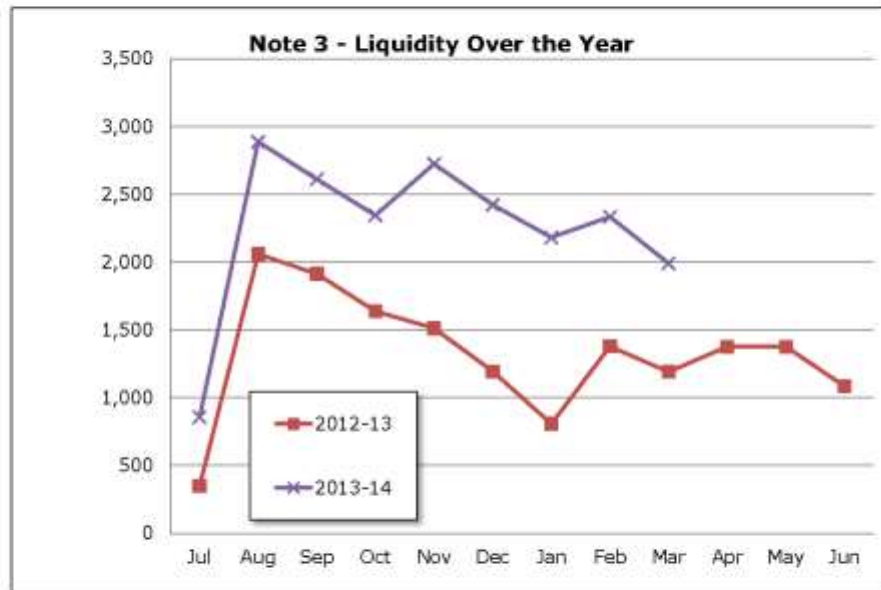


**Comments/Notes - Capital Revenues**

**Shire of Chapman Valley**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31st March 2014**

FM Reg  
 34 (2)(a) **Note 3: NET CURRENT FUNDING POSITION**

Note	Positive=Surplus (Negative=Deficit)		
	2013-14		
	This Period	Last Period	Same Period Last Year
	\$	\$	\$
<b>Current Assets</b>			
Cash Unrestricted	1,879,428	1,898,681	1,038,162
Cash Restricted	1,156,598	1,156,598	1,529,829
Receivables - Rates and Rubbish	144,359	216,604	125,668
Receivables -Other	4,520	315,359	113,989
Inventories	10,600	10,600	4,434
	<b>3,195,505</b>	<b>3,597,842</b>	<b>2,812,082</b>
<b>Less: Current Liabilities</b>			
Payables	(22,063)	(56,960)	(80,422)
GST Payable	(26,053)	(50,554)	(10,694)
Provisions	(256,491)	(256,491)	(168,966)
	<b>(304,607)</b>	<b>(364,005)</b>	<b>(260,082)</b>
Less: Cash Restricted	(1,156,598)	(1,156,598)	(1,529,829)
Less: Loan Liability not required to be funded	256,491	256,491	168,966
<b>Net Current Funding Position</b>	<b>1,990,791</b>	<b>2,333,730</b>	<b>1,191,137</b>



**Comments - Net Current Funding Position**



Shire of Chapman Valley  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
 For the Period Ended 31st March 2014

FM Reg  
 34 (2)(c) **Note 4: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) <b>Cash Deposits</b>							
At Call (000040)		56,870			56,870	WBC	Call
At Call (305794)		1,822,558			1,822,558	WBC	Call
At Call (000067)				183,011			
(b) <b>Term Deposits</b>							
TD 39-6911			40,890		40,890	WBC	
TD 39-6938			13,403		13,403	WBC	
TD 39-6903			17,517		17,517	WBC	
TD 39-2531			103,354		103,354	WBC	
TD 39-2582			27,535		27,535	WBC	
TD 39-6946			608		608	WBC	
TD 39-2574			116,491		116,491	WBC	
TD 39-2590			109,114		109,114	WBC	
TD 39-2582			82,271		82,271	WBC	
TD 39-2558			645,415		645,415	WBC	
TD 462763				272,727		WBC	
TD 454181				120,751		WBC	
TD 454202				108,556		WBC	
<b>Total</b>		<b>1,879,428</b>	<b>1,156,598</b>	<b>695,045</b>	<b>3,036,026</b>		

**Shire of Chapman Valley**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31st March 2014**

FM Reg  
 (2)(b)

**Note 5: MAJOR VARIANCES**

Comments/Reason for Variance	Variance	
	Timing	Permanent
<b>5.1 OPERATING REVENUE (EXCLUDING RATES)</b>		
<b>5.1.1 GRANTS, SUBSIDIES AND CONTRIBUTIONS</b>		
GL 2203 Landcare grant not yet received	■	
GL 3633 Mens Shed grant not yet received	■	
<b>5.1.2 PROFIT ON ASSET DISPOSAL</b>		
GL 0823 Profit on Sale of House different to budget		■
<b>5.1.3 FEES AND CHARGES</b>		
<b>5.1.4 INTEREST EARNINGS</b>		
<b>5.1.5 OTHER REVENUE</b>		
<b>5.2 OPERATING EXPENSES</b>		
<b>5.2.1 EMPLOYEE COSTS</b>		
<b>5.2.2 MATERIAL AND CONTRACTS</b>		
FBT has not been paid in instalments this year	■	
GL 0632 Staff training is currently budget	■	
GL 0632 Consultancy is currently budget	■	
GL 1762 Domestic rubbish collection below budget	■	
GL 1902 Landcare grant expenditure below budget	■	
GL 2022 Landcare expenditure below budget	■	
GL 2042 Declared species expenditure below budget	■	
GL 3132 Mens Shed project not commenced	■	
GL 3502 Depot maintenance below budget	■	
GL 4242 Gravel pit rehabilitation not commenced	■	
GL 4492 Parts and repairs below budget	■	
GL 4542 Fuel purchases below budget	■	
GL 7072 Planning project - Buller Development Zone Structural Plan not complete	■	
<b>5.2.3 UTILITY CHARGES</b>		
<b>5.2.4 DEPRECIATION (NON CURRENT ASSETS)</b>		
<b>5.2.5 INTEREST EXPENSES</b>		
<b>5.2.6 INSURANCE EXPENSES</b>		
<b>5.2.7 LOSS ON ASSET DISPOSAL</b>		
<b>5.2.8 OTHER EXPENDITURE</b>		
<b>5.3 CAPITAL REVENUE</b>		
<b>5.3.1 GRANTS, SUBSIDIES AND CONTRIBUTIONS</b>		
GL 0915 FESA grant for Nabawa vehicle not received		■
GL 3173 Midwest Regional Road Group funds not yet received		■
<b>5.3.2 PROCEEDS FROM DISPOSAL OF ASSETS</b>		
GL 3575 Sale of water tanker, side tipper and utility has not yet occurred		■
<b>5.3.3 PROCEEDS FROM NEW DEBENTURES</b>		

Shire of Chapman Valley  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
 For the Period Ended 31st March 2014

FM Reg  
 (2)(b)

**Note 5: MAJOR VARIANCES**

Comments/Reason for Variance	Variance	
	Timing	Permanent
5.3.4 PROCEEDS FROM SALE OF INVESTMENT		
5.3.5 PROCEEDS FROM ADVANCES		
5.3.6 SELF-SUPPORTING LOAN PRINCIPAL		
5.3.7 TRANSFER FROM RESERVES (RESTRICTED ASSETS)		
5.4 CAPITAL EXPENSES		
5.4.1 LAND HELD FOR RESALE		
5.4.2 LAND AND BUILDINGS		
5.4.3 PLANT AND EQUIPMENT		
5.4.4 FURNITURE AND EQUIPMENT		
5.4.5 INFRASTRUCTURE ASSETS - ROADS		
5.4.6 INFRASTRUCTURE ASSETS - OTHER		
5.4.7 PURCHASES OF INVESTMENT		
5.4.8 REPAYMENT OF DEBENTURES		
5.4.9 ADVANCES TO COMMUNITY GROUPS		
5.4.10 TRANSFER TO RESERVES (RESTRICTED ASSETS)		
5.4.11 TRANSFER FROM RESERVES (RESTRICTED ASSETS)		
5.5 OTHER ITEMS		
5.5.1 RATE REVENUE		
5.5.2 OPENING FUNDING SURPLUS(DEFICIT)		■

Shire of Chapman Valley  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31st March 2014

FM Reg

34 (2)(c) Note 6: BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

This note is not yet available and will be provided at a later date

Shire of Chapman Valley  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
 For the Period Ended 31st March 2014

FM Reg 34  
 (2)(c)

**Note 7- RECEIVABLES**

**Receivables - Rates and Rubbish**

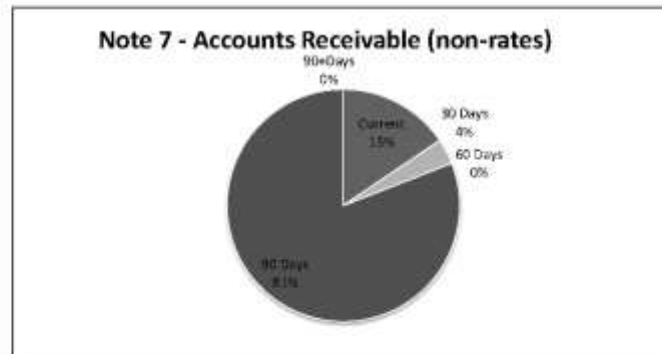
Opening Arrears Previous Years  
 Rates Levied this year  
 Less Collections to date  
 Equals Current Outstanding  
  
**Net Rates Collectable**  
 % Collected

Current 2013-14	Previous 2012-13
\$ 41	n/a
2,073	1,885,079
(1,970)	(1,759,411)
<b>144</b>	<b>125,668</b>
<b>144</b>	<b>125,668</b>
93.19%	n/a

**Receivables - General**

Current	30 Days	60 Days	90 Days	90+ Days
\$ 702	\$ 160	\$ 0	\$ 3,658	\$ 0
<b>Total Outstanding</b>				<b>4,520</b>

Amounts shown above include GST (where applicable)



**Shire of Chapman Valley**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31st March 2014**

**Note 7a: RATES**

<u>RATE TYPE</u>	Rate in \$	Number of Properties	Rateable Value \$	2013/14 Budgeted Rate Revenue \$	2013/14 Budgeted Interim Rates \$	2013/14 Budgeted Back Rates \$	2013/14 Budgeted Total Revenue \$	2012/13 Actual \$
<b>General Rate</b>								
GRV	10.4802	287	2,750,243	288,231	9,220	5	297,456	252,720
UV Rural	0.8729	398	173,986,482	1,518,728	343		1,519,071	1,422,727
UV Oakajee Industrial Estate	1.8399	3	8,974,000	165,113			165,113	154,359
<b>Sub-Totals</b>		688	185,710,725	1,972,072	9,563	5	1,981,640	1,829,806
	<b>Minimum \$</b>							
<b>Minimum Rates</b>								
GRV	650	141	609,335	91,650			91,650	103,950
UV Rural	320	19	95,625	6,080			6,080	6,600
UV Oakajee Industrial Estate	320	0	0	0			0	0
<b>Sub-Totals</b>		160	704,960	97,730	0	0	97,730	110,550
Less Concessions							2,079,370	1,940,356
Less Write-off allowance							0	0
Specified Area Rates							0	(\$2,900)
Movement in Excess Rates							0	0
Discounts							(\$6,044)	(\$63,782)
<b>Totals</b>							2,073,326	1,883,674

Shire of Chapman Valley  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31st March 2014

FM Reg  
34 (2)(c) **Note B: GRANTS AND CONTRIBUTIONS**

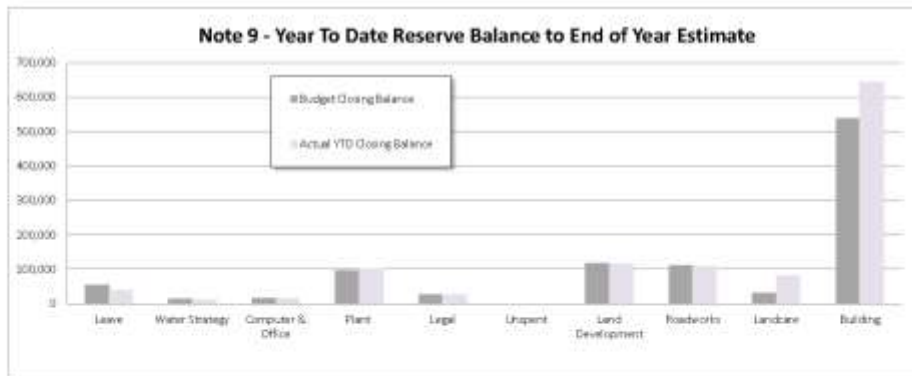
Comments - Grants and Contributions

This note is not yet available and will be provided at a later date

Shire of Chapman Valley  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
 For the Period Ended 31st March 2014

FM Reg  
 34 (2)(c) **Note 9: Cash Backed Reserve**

2013-14	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Budget Closing Balance	Actual YTD Closing Balance
Leave	\$ 52,646	\$ 1,800	\$ 704	0	0	0	0		\$ 54,446	\$ 40,891
Water Strategy	13,204	400	199	0	0	0	0		13,604	13,403
Computer & Office	12,646	500	206	4,665	4,665	0	0		17,811	17,517
Fleet	101,820	5,000	1,533	0	0	0	(10,000)		96,820	103,353
Legal	27,126	840	499	0	0	0	0		27,966	27,535
Unspent	608	0	0	0	0	0	0		608	608
Land Development	114,706	4,500	1,784	0	0	0	0		119,206	116,490
Roadworks	107,496	5,000	1,619	0	0	0	0		112,496	109,115
Landcare	80,958	1,100	1,312	0	0	0	(50,060)		31,998	82,270
Building	635,830	20,000	9,570	0	0	0	(117,729)		538,109	645,416
	<b>1,147,040</b>	<b>39,140</b>	<b>17,344</b>	<b>4,665</b>	<b>4,665</b>	<b>(177,789)</b>	<b>(12,459)</b>		<b>1,013,064</b>	<b>1,156,598</b>
				43,805	22,099					





**Shire of Chapman Valley**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31st March 2014**

FM Reg 34  
(2)(c)

**Note 10: CAPITAL DISPOSALS AND ACQUISITIONS**

Land and Buildings	Current Budget This Year			Variance (Under)Over	
	Full Year Budget	YTD Budget	Actual		
	\$	\$	\$	\$	
Staff Housing	29,173	7,293	0	(7,293)	▼
Admin Office	7,031	0	0	0	
Nabawa Cemetery	7,000	0	2,672	2,672	▲
Yuna Hall ramp	5,000		0	0	
Yuna Community Centre Proposal	109,500	85,875	4,643	(81,232)	▼
Conservation works at Old Roads					
Board Building	27,590	27,590	30,290	2,700	▲
Interpretive signage project	2,000	1,494	0	(1,494)	▼
<b>Capital Totals</b>	<b>187,294</b>	<b>122,252</b>	<b>37,605</b>	<b>(84,647)</b>	

Plant and Equipment	Current Budget This Year			Variance (Under)Over	
	Full Year Budget	YTD Budget	Actual		
	\$	\$	\$	\$	
4.4 Broadacre Style Cab - Nabawa	303,300	303,300	0	(303,300)	▼
Light Tanker - Yuna	113,560	113,560	113,667	107	▲
Water Tanker Trailer	110,000	110,000	0	(110,000)	▼
Side Tipper Trailer	90,000	90,000	0	(90,000)	▼
Dual Cab - Works Supervisor	38,500	38,500	0	(38,500)	▼
<b>Capital Totals</b>	<b>655,360</b>	<b>655,360</b>	<b>113,667</b>	<b>(541,693)</b>	

Furniture and Equipment	Current Budget This Year			Variance (Under)Over	
	Full Year Budget	YTD Budget	Actual		
	\$	\$	\$	\$	
ipads for Councillors	0	0	8,721	8,721	▲
<b>Capital Totals</b>	<b>0</b>	<b>0</b>	<b>8,721</b>	<b>8,721</b>	

Tools and Equipment	Current Budget This Year			Variance (Under)Over	
	Full Year Budget	YTD Budget	Actual		
	\$	\$	\$	\$	
Replacement of traffic classifiers	9,000	3,747	0	(3,747)	▼
<b>Capital Totals</b>	<b>9,000</b>	<b>3,747</b>	<b>0</b>	<b>(3,747)</b>	

Infrastructure Assets Roads	Current Budget This Year			Variance (Under)Over	
	Full Year Budget	YTD Budget	Actual		
	\$	\$	\$	\$	
East Bowes Road	1,979,174	1,484,352	927,930	(556,422)	▼
Dartmoor Road	294,964	0	0	0	
Yuna Temindewa Road	327,035	358,199	99,743	(258,456)	▼
East Nabawa Road	210,000	210,000	1,182	(208,818)	▼
Eliza Shaw Drive	15,000	15,000	0	(15,000)	▼
Chapman Valley Road	16,000	0	0	0	
Nabawa Yetna Road	84,815	75,600	69,375	(6,225)	▼
<b>Capital Totals</b>	<b>2,926,988</b>	<b>2,143,151</b>	<b>1,098,230</b>	<b>(1,044,921)</b>	

**Shire of Chapman Valley**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31st March 2014**

FM Reg 34

(2)(c) **Note 11: TRUST FUND**

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 1-Jul-13	Amount Received	Amount Paid	Closing Balance 30-Jun-14
	\$	\$	\$	\$
Bonds - Hall Hire		(2,000)	1,500	(500)
Nomination Deposits		(480)	480	0
Building Commission		(6,690)	6,412	(278)
CTF Levy		(12,206)	11,587	(619)
Yuna Swimming Pool Subsidy		0	0	0
Sale of Land		0	0	0
Social Club	(901.00)	(1,830)	159	(2,573)
Refundable Deposit		(100)	100	0
Contribution from Sub-divider	(168,218.00)	(562,641)	66,902	(663,956)
Post Office Deposit Income	(760.00)	(120)	0	(880)
Engineering Bond		0	0	0
Engineering Bond	(10,000.00)	0	0	(10,000)
Unclaimed Monies	(930.00)	930	0	(0)
Standpipe Card Bond Income	(100.00)	0	0	(100)
Wokarena Height Development	(6,138.00)	0	0	(6,138)
Bonds - Council Houses	(1,920.00)	0	1,920	0
	<b>(188,967)</b>	<b>(585,137)</b>	<b>89,060</b>	<b>(685,045)</b>



Corporate Card Statement

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

RECEIVED  
27 MAR 2014

BY:.....

Facility Number	00018023 20000001
Payment Due Date	31 March 2014
Closing Balance	\$78.00

This amount will be swept from a nominated account.

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

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

Company Name	Number of Cards	Annual % Rate			
Shire Of Chapman Valley	2	15.65%			
Contact Name	Facility Number	Credit Limit			
The Shire Clerk	00018023 20000001	10,000			
Statement From	Statement To	Payment Due Date	Opening Balance	Closing Balance	Available Credit
21 Feb 2014	20 Mar 2014	31 Mar 2014	655.58	78.00	9,922.00

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balance
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions		
655.58	655.58 -	78.00	0.00	0.00	0.00	78.00	0.00

GL 104620 Planning Meetings



<b>AGENDA ITEM:</b>	<b>9.2.2</b>
<b>SUBJECT:</b>	<b>WRITE OFF OUTSTANDING DEBT</b>
<b>PROPONENT:</b>	<b>NOT APPLICABLE</b>
<b>SITE:</b>	<b>SHIRE OF CHAPMAN VALLEY</b>
<b>FILE REFERENCE:</b>	<b>A1499</b>
<b>PREVIOUS REFERENCE:</b>	<b>NIL</b>
<b>DATE:</b>	<b>16 APRIL 2014</b>
<b>AUTHOR:</b>	<b>DIANNE RAYMOND</b>

## DISCLOSURE OF INTEREST

Nil

## BACKGROUND

Legal action to recover outstanding sundry debts commenced by previous management has been unsuccessful in its progression through the Local Magistrates Court.

## COMMENT

Legal action which commenced in June 2012 for non-compliance with the Shire's Firebreak Notice has now been discontinued with the Local Magistrates Court. Therefore the debt is no longer recoverable in any court of competent jurisdiction. Council is recommended to write off the debt of \$798.50 in accordance with section 6.12(1)(c) of the Local Government Act 1995.

The debt incurred is a combination of Infringement Notice for non-compliance with the Shire Fire Break Notice and cost for Council to hire the services of a contractor to implement fire breaks on private land.

## STATUTORY ENVIRONMENT

### 6.12. Power to defer, grant discounts, waive or write off debts

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

*\* Absolute majority required.*

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

## POLICY IMPLICATIONS

No Policy affected.

## **FINANCIAL IMPLICATIONS**

*While in the short term council will see a minor loss of revenue to write off small debts the cost of pursuing these types of debt through the courts always outweighs the debt itself.*

- **Long Term Financial Plan:**

Nil affect

## **STRATEGIC IMPLICATIONS**

Not applicable

- **Strategic Community Plan:**

Not applicable

## **VOTING REQUIREMENTS**

Absolute majority required

## **STAFF RECOMMENDATION**

That Council authorise the write off for the sundry debt amounting to \$798.50 for Mr. Troy Kennedy, which forms part of the outstanding Sundry Debtors Ledger, in accordance with section 6.12(1)(c) of the Local Government Act 1995.

# **9.3**

# **Chief Executive Officer**

# **April 2014**

---

## **Contents**

### **9.3 AGENDA ITEMS**

- 9.3.1 Annual Roads Inspection Minutes
- 9.3.2 Building & Disability Services Committee Minutes
- 9.3.3 Local Emergency Management Committee & Local Emergency Management Arrangements
- 9.3.4 Occupational Health & Safety Committee
- 9.3.5 Chapman Valley Bushfire Brigades Group Management Advisory Committee Meeting
- 9.3.6 Honour Awards

<b>AGENDA ITEM:</b>	<b>9.3.1</b>
<b>SUBJECT:</b>	<b>ANNUAL ROADS INSPECTION MINUTES</b>
<b>PROPONENT:</b>	<b>SHIRE OF CHAPMAN VALLEY</b>
<b>SITE:</b>	<b>N/A</b>
<b>FILE REFERENCE:</b>	<b>1021.00</b>
<b>PREVIOUS REFERENCE:</b>	
<b>DATE:</b>	<b>16 APRIL 2014</b>
<b>AUTHOR:</b>	<b>MAURICE BATTILANA</b>

#### **DISCLOSURE OF INTEREST**

Nil

#### **BACKGROUND**

The Shire of Chapman Valley Councillors met on Friday 14 March 2014 for the Annual Road Inspection followed by a meeting in the Council Chambers Nabawa. The notes of the meeting have been included as **Attachment 1**.

#### **COMMENT**

The notes from the meeting date 14 March 2014 are presented for Council consideration.

#### **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

#### **POLICY IMPLICATIONS**

Nil

#### **FINANCIAL IMPLICATIONS**

Nil

#### **STRATEGIC IMPLICATIONS**

Nil

#### **VOTING REQUIREMENTS**

Simple Majority

#### **STAFF RECOMMENDATION**

That Council receives the notes of the Roads Inspection meeting of 14 March 2014 and uses the information from these Notes for staff to develop a Roadwork's Program for the Draft 2014/2015 Budget.

**NOTES - ROAD INSPECTION: FRIDAY 14 MARCH 2014**

Road Inspection commenced at 7.45am

Attendees:

Cr Forrester, Cr Warr, Cr Wood, Cr Maluish, Cr Humphrey, Cr Royce, Maurice Battilana, Esky Kelly, Simon Lancaster, Karen McKay and Cr Farrell from 8.50am.

Apology: Cr Collingwood

**Nabawa – Yetna Road**

The Shire received State Black spot funding of \$65,000 for this road

Cr Forrester asked the cost of the guide posts including black and white chevron posts?

**Nabawa Refuse Site**

Oil dumping facility now being decommissioned – no signage for conditions of use.

Chains and poles need to be re-instated at the transfer station (OHS work order)

**Action:** Esky to repair and investigating barriers for replacement.

Rubbish tip sign to be re-instated on Nabawa-Yetna Road.

**Bella Vista Road**

Section of this road (approx. 1km) needs resheeting. Currently listed in 2018/19 for gravel sheeting and may need to be undertaken earlier.

**Oakajee Road**

Simon advised noise complaint received about dog kennels and 3 data loggers will be set up for noise monitoring.

**Wells Road**

This is not a gazetted road and the Shire has written to Main Roads WA to ask them to remove the sign or replace with Private road sign (as per a recent Council resolution).

**Buller River Access Road**

Need to check ownership of this road. Some thought part of the road may be a gazetted public road.

**Action:** Simon to investigate.

**Wokarena Road**

Power pole – bond currently held against the subdivider to repair road.

**Action:** Simon writes to the Minister to get Wester Power to remove power pole.



#### **Richards Road**

Currently listed on the 2014/15 draft road works program for a two coat seal – Northern Section only

Southern section could be undertaken by developer if/when this area is developed.

There are no grants available for this road.

#### **Dolby Place**

Listed on the 2014/15 Draft Road Budget for a two coat seal – money sitting in trust account

Cr Humphrey advised that Ken Barndon was looking at a new sealing compound from BORAL and that the suggestion was made that it could be used on this road.

**Action:** Esky to investigate what this sealing compound was and if it would be appropriate here.

#### **Eliza Shaw Drive & David Road Corner**

Received a quote from Glen Ivey to widen shoulder and seal.

Will try and align white line marking to tie in with the CGG Sutcliffe Road works.

**Action:** Esky to determine with the CGG when the white line marking on Sutcliffe road is to occur.

#### **Chapman Valley Road**

Look into lodging a MWRRG submission for 2015/16 budget to reconstruct shoulders and minor surface corrections along the section of the Chapman Valley Road under the control of the Shire.

#### **Narra-Tarra Road / Chapman Valley intersection**

Glen Ivey to carry out works – including more signage and widening gravel – Approx May 2014

#### **Morrell Rd - Proposed ONIC**

Looked at the proposed ONIC alignment.

#### **Murphy Norris Road**

March agenda item to waive fees to gravel road for Redhill Concert

#### **Nanson Showground**

Check owner/lessee of 9ha of land near showground.

Determine if changing parking for the 2014 Ag Show and if so need to have discussion with Landowner and Lessee prior to the cropping of this area.

**Action:** Simon to investigate

#### East Nabawa Road

Variation to RRG funds received and required to be spent by 30.6.2014

Realignment of road to remove curve - through George Barnetson's property

Culverts to be updated within next stage of this project and prior to further seal extensions.

#### Wicka Road

Possible close section of road to Smarts property

Action: Simon to investigate

#### Valentine Road

2014/15 own resources budget – 4.5km of gravel sheeting

Maintenance required mainly on the middle section

Apply for RRG funding in 2015/16 to seal from middle section back towards CGG boundary

#### Burton Williamson Road

Action: Esky to speak to Gerard Williamson regarding his concerns on this road.

#### Yuna Tenindewa Road

14/15 – 3km seal

15/16 – 3km seal (including realignment of the Wheeldon Hosken & Naraling East Yuna Rds junction)

Curve on Shire of Chapman Valley Road near the Wheeldon Hosken & Naraling East Yuna sections needs realigning as part of the widening project.

Action: Esky to have Engineers design and cost the realignment for Council consideration.

16/17 – 2 km seal (final stage of widening project).

#### Wheeldon Hosken & Naraling East Yuna & Shire of Chapman Valley Rds - Junction

Possibly close off section of Naraling East Yuna Rd and make T Junction at Wheeldon Hoskings & Shire of Chapman Valley Rd– bend needs to be removed (very dangerous)

Action: Esky to have Engineers design and cost the junction realignment for Council consideration.

#### Dartmoor Road

Hopefully completed by 30.6.2014, though this project may need to be carried over into 14/15.

Seal widen 4km immediately north of CBH facilities is scheduled for 2014/15.

**Yuna Tennis Club**

Decommissioning power when building removed – Builders will require power for new building

**Action:** Anthony Abbott to investigate

**Cannon Whelarra Road**

Gravel section near Cr Warr gate for approx. 1.2kms. Consider including in 14/15 at same time the gravel sheeting work on Nolba Rd is undertaken.

**Nolba & Nolba Stock Route Roads**

4.5km section needs gravel sheeting. Scheduled for 14/15.

**East Nabawa Road**

Safety issue here with line of sight at Shire of Chapman Valley Rd junction. May need to clear line of trees on Chapman Valley Road (Yuna) at T Junction

**Action:** Esky to speak to Main Roads WA.

**Nanson Howatharra Road**

Determine if white line marking required here.

**Action:** Esky to speak to Main Roads WA.

Returned to Shire at 3.45pm for brief discussions.

Proposed draft road works program below is to be provided to the Shire' Engineers for consideration to include into the Draft 14/15 Budget:

<b>DRAFT ROAD WORKS PROJECTS 2014/2015</b>		
<b>Works</b>		
<b>Road/Job</b>	<b>SLK</b>	<b>Type</b>
<b>14/15 Regional Road Group Projects</b>		
East Bowes Rd (Complete Gravel Reconstruction Stage)	10.17 - 12.20	Gravel Upgrade in readiness for seal
East Bowes Rd (Seal Stage)	0.00-12.20	Two Coat Seal (grant reliant)
Yuna Tenindewa Rd (14/15 RRG Project - Including realignment of Wheeldon Hoskings, Naraling East Yuna Rds)	11.30-14.30	Upgrade to 7m Seal
Dartmoor Rd (13/14 RRG Project - If not completed in 13/14)	53.50-60.00	Gravel Sheetting
Dartmoor Rd (14/15 RRG Project)	0.00-4.10	Upgrade to 7m Seal
East Nabawa Rd (14/15 Commodity Route Project)	1.74	Culvert Upgrades
<b>Council Own Resource Construction Projects</b>		
Valentine Rd	4.5km	Gravel Sheetting
Nolba Rd	4.5km	Gravel Sheetting
Cannon Whelarra Rd (0.00 to 1.20 slk)	1.20km	Gravel Sheetting
Richards Rd (Northern Section Only)	0.6km	Two Coat Seal
Dolby Rd	0.6km	Two Coat Seal
Bella Vista Rd	1.50km	Gravel Sheetting
Parkfalls Estate	1.0km	1.5m compacted gravel shoulder
<b>Council Own Resource Maintenance Period</b>		
Maintenance Days (predominantly during harvest)	10 Days	Various Maintenance
<b>15/16 Regional Road Group Projects</b>		
Yuna Tenindewa Rd (incl. realignment of Wheeldon Hoskings & Naraling East Yuna Rds if not done in 14/15)	14.30 - 16.30	Upgrade to 7m Seal
Chapman Valley Rd		Shoulder Reconstruction & Minor Surface corrections
Valentine Rd	3km	Reconstruct to 7m seal
Dartmoor Rd	4.10 - 8.10	Gravel Sheetting

**Action:** Esky meet with Engineers to commence draft 14/15 road works program.

**Binnu East Road – Excessive Sand Drift**

Meeting with Councillors and A Mazzuchelli to be convened to determine course of action to move sand from road

Action: CEO to get a legal opinion on rights prior to the meeting from Councils solicitors

Look at signage (Road closed – Local traffic only)

Action: Esky arrange additional signage.

Meeting closed at 4.35pm

<b>AGENDA ITEM:</b>	<b>9.3.2</b>
<b>SUBJECT:</b>	<b>BUILDING &amp; DISABILITY SERVICES COMMITTEE MINUTES</b>
<b>PROPONENT:</b>	<b>SHIRE OF CHAPMAN VALLEY</b>
<b>SITE:</b>	<b>N/A</b>
<b>FILE REFERENCE:</b>	<b>801.00</b>
<b>PREVIOUS REFERENCE:</b>	
<b>DATE:</b>	<b>25 MARCH 2014</b>
<b>AUTHOR:</b>	<b>MAURICE BATTILANA</b>

#### **DISCLOSURE OF INTEREST**

Nil

#### **BACKGROUND**

The Shire of Chapman Valley Building & Disability Services Committee met on Tuesday 25 March 2014 for the Annual Inspection of Councils buildings followed by the Committee meeting in the Council Chambers Nabawa. The minutes of the meeting have been included as **Attachment 1**.

#### **COMMENT**

The minutes and recommendations from the Building & Disability Services Committee meeting date 25 March 2014 are presented for Council consideration.

#### **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

#### **POLICY IMPLICATIONS**

Staff Housing Policy (Draft)  
Shire Policy Manual  
Shire of Chapman Valley Workforce Plan (Draft)

#### **FINANCIAL IMPLICATIONS**

2014/2015 Annual Budget

#### **STRATEGIC IMPLICATIONS**

Forward Capital Works Plan  
Long Term Financial Plan (Draft)

#### **VOTING REQUIREMENTS**

Simple Majority

#### **STAFF RECOMMENDATION**

That Council receives the minutes of the Building & Disability Services Committee meeting of 25 March 2014.

#### **COMMITTEE RECOMMENDATION**

The Building & Disability Services Committee recommends to Council;

That the amended draft five (5) year building program be presented to Council for 2014/2015 budget consideration with the Building Committee Minutes.



Shire of  
**Chapman Valley**  
*Love the Rural Life*

# UNCONFIRMED MINUTES

**BUILDING AND DISABILITY SERVICES COMMITTEE  
 TUESDAY 25 MARCH 2014  
 COUNCIL CHAMBERS NABAWA  
 3.30PM**

The Building and Disability Committee is comprised of:-

Cr Anthony Farrell  
 Cr Pauline Forrester  
 Cr Peter Humphrey  
 Cr Kirrilee Warr

Mr Maurice Battilana	Chief Executive Officer	(Observer)
Mr Anthony Abbott	Building/Project Officer	(Observer)
Mrs Karen McKay	Executive Assistant	(Minute Taker)

## DISCLAIMER



Shire of  
**Chapman Valley**  
*Love the Rural Life*

No responsibility whatsoever is implied or accepted by the Shire of Chapman Valley for any act, omission or statement or intimation occurring during Council Meeting. The Shire of Chapman Valley disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee Meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council Meeting does so at that person's or legal entity's own risk.

The Shire of Chapman Valley warns that anyone who has any application or request with the Shire of Chapman Valley must obtain and should rely on

## WRITTEN CONFIRMATION

Of the outcome of the application or request of the decision made by the Shire of Chapman Valley.

A handwritten signature in black ink, appearing to read 'M. Battilana', written in a cursive style.

Maurice Battilana  
**CHIEF EXECUTIVE OFFICER**





Shire of  
**Chapman Valley**  
*Love the Rural Life*

**UNCONFIRMED MINUTES FOR THE BUILDING & DISABILITY SERVICES COMMITTEE  
MEETING HELD IN THE COUNCIL CHAMBERS NABAWA ON TUESDAY 25 MARCH 2014  
COMMENCING AT 4.05PM**

**1.0 Welcome**

The Chief Executive Officer, Mr Maurice Battilana welcomed Councillors and staff and declared the meeting open at 4.05pm.

**2.0 Election of Presiding and Deputy Presiding Member (if required)**

Mr Battilana called for the Election of Presiding Member and Deputy Presiding Member of Shire of Chapman Valley Building & Disability Committee (*S5.12 Local Government Act*).

Cr Forrester nominated Cr Humphrey as Presiding Member there being no further nominations Cr Humphrey's was declared Presiding Member and took the Chair.

Cr Humphrey called for nominations of Deputy Presiding Member.

Cr Warr nominated Cr Forrester as Deputy Presiding Member there being no further nominations, Cr Forrester was declared Deputy Presiding Member.

**3.0 Record of Attendance / Apologies / Leave of Absence**

Present:

Cr Peter Humphrey (Presiding Member)  
Cr Anthony Farrell  
Cr Pauline Forrester  
Cr Kirrilee Warr

Mr Maurice Battilana Chief Executive Officer  
Mr Anthony Abbott Building Surveyor / Project Officer  
Mrs Karen McKay Executive Assistant (Minute Taker)

Apologies: Nil

**4.0 Confirmation of Previous Minutes**

**COMMITTEE DECISION**

**MOVED: CR FARRELL**

**SECONDED: FORRESTER**

**That the minutes of the Building & Disability Services Committee of the Shire of Chapman Valley held on 27 March 2013 be confirmed as a true and accurate record of proceedings.**

**CARRIED  
Voting 4/0**

## 5.0 Business Arising

### Notes from Inspection of Council Buildings

#### Yuna Hall / Library

- Budget to replace two windows in hall 2014/15 with aluminium
- Upgrade power boards
- Remove installation of two air conditioners \$20,000 from 5 year Building Program

#### Yuna Tennis Club

- Remove Yuna Tennis Club from 5 year Building Program (Building to be demolished to make way for new Community Centre)
- No Action
- Look at soil to top dress grassed area and look at baiting program for rabbits

#### Yuna Depot

- Power and land tenure situation to be investigated (currently accessing power from Lot 23)

#### Lot 27 Chapman Valley Road, Yuna – Vacant

- Culvert to be repaired at crossover
- Repair cracked tile and grout
- Gutters to be emptied
- Recommend to Council to advertise property for sale

#### Lot 23 Chapman Valley Road, Yuna – Graeme Garraway

- Tap on vanity to be repaired
- Power point in lounge to be repaired
- Recommend to Council to advertise property for sale

#### Naraling Hall

- Secure and decommission front doors
- Investigate land tenure for possible sale
- Remove Naraling Hall restoration and drop toilets from 5 year Building Program

#### Nabawa Community Centre

- Disabled access ramp to front entrance
- Replace guttering high south side – push out to 2015/16
- Remove bus shelter / bike rack from 5 Year Building Program

#### Pre-School

- Paint slip surface in wet area (if paint available and Education staff willing to undertake work arrange for this to be asap)
- Arrange for removal of trees and repair playground fence. Discuss commitment from Lessee (Dept. of Education to contribute)
- Water pressure to be investigated
- Replace power board
- Replace two flyscreen security doors

### **Nabawa Recreation Centre**

- Paint interior of Disabled Toilets
- Repair doorframe to umpires room
- Repair exit door panic bars
- Paint rendered wall upstairs and include blackboard section near child's playpen
- Investigate options to repair or upgrade balcony surface
- Upgrade power board
- Repair concrete area outside home change rooms
- Various general maintenance

Cost of new r shed to accommodate turf wicket roller – to be located southern end of oval

### **Nabawa Tennis Club**

- General maintenance

### **Lot 6 (9) Indialla Rd, Nabawa – Vacant (For Sale)**

- No action

### **Nabawa Shire Depot**

- Cat Management Facility – Defer installation as per 13/14 Budget and utilise adjoining local government facilities
- Mobile evaporative air-conditioning unit
- Whirly birds on shed to be replaced
- Remove trees in yard

### **Nabawa Shire Office**

- Remove genset from 5 year Building Program
- Quote to install existing mobile genset shed adjacent to meter box
- Quote to connect existing mobile genset to mains power
- Quote for painting worst sections of office
- Push out extensions to office to end of 5 year Building Program

### **Lot 19 Chapman Valley Road, Nabawa - Nic & Christine Philippa**

- Repair barges and tiles
- Consideration of sale subject when tenants moved out

### **Centenary Park**

- Investigate replacing gas BBQ with electric

### **Cemetery**

- Additional parking requirement

### **Nanson Showground**

- Convene meeting with Showground committee to determine responsibility for buildings, infrastructure, etc.
- Repair timbers to verandah Exhibition Pavilion within 13/14 constraints

### **Nanson Historical Museum**

- Repair fibreglass sheeting in Clarrie Milne shed
- Gravel around Clarrie Milne shed
- Install two missing downpipes
- Committee not comfortable with current size and location of proposed new shed continue dialogue and discussion with Historical Society
- Committee recommend Council donate the sea container to the Historical Society
- Budget to reinforce existing steel beam in Clarrie Milne Shed

### **Coronation Beach Camp Ground**

- Signage to be moved and repaired
- Dig out sand out of soak wells
- Fill potholes on roads and level sites
- Move sea container to Shire Depot
- Investigate more camp sites
- Remove water tank and spider treatments from 5 year building program

## **6.0 General Business**

Five (5) Year Building Program

### **COMMITTEE RECOMMENDATION**

**MOVED: CR FORRESTER**

**SECONDED: CR FARRELL**

That the amended draft five (5) year building program as follows and presented to Council for budget consideration:

#### **Nabawa Oval**

- Remove lights for \$300,000 and Skate Park

#### **Lot 19 Chapman Valley Rd**

- Remove Lot 19 Chapman Valley Rd - house for sale no major work to be carried out

#### **Yuna Hall**

- Remove Yuna Hall – installation of lighting

#### **Bill Hemsley Park**

- Amend to read subject to Bill Hemsley Park Committee recommended and Council endorsed upgrades

#### **Howatharra Reserve**

- Bush Fire Shed- defer to 14/15

#### **Yuna Tennis Club**

- Remove Yuna Tennis Club from 5 year Building Program (Building to be demolished to make way for new Community Centre)

#### **Nabawa Community Ctr**

- Remove bus shelter/bike rack from.

#### **Nabawa Administration Office**

- Push out extensions to Nabawa Admin Office to end of 5 year Building Program
- Remove genset from Nabawa Admin Office

#### **Coronation Beach**

- Remove water tank and spider treatments from 5 year building program

#### **Naraling Hall**

- Remove Naraling Hall restoration and drop toilets from 5 year Building Program

**CARRIED  
Voting 4/0**

**7.0 Closure**

The chairman thanked the Committee members and staff for their attendance and declared the meeting closed at 6.00pm.

<b>AGENDA ITEM:</b>	<b>9.3.3</b>
<b>SUBJECT:</b>	<b>LOCAL EMERGENCY MANAGEMENT COMMITTEE &amp; LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS</b>
<b>PROPONENT:</b>	<b>LOCAL EMERGENCY MANAGEMENT COMMITTEE</b>
<b>SITE:</b>	<b>WHOLE OF SHIRE</b>
<b>FILE REFERENCE:</b>	<b>403.09</b>
<b>PREVIOUS REFERENCE:</b>	<b>NA</b>
<b>DATE:</b>	<b>16 APRIL 2014</b>
<b>AUTHOR:</b>	<b>MAURICE BATTILANA, CHIEF EXECUTIVE OFFICER</b>

## DISCLOSURE OF INTEREST

Nil

## BACKGROUND

The Shire of Chapman Valley Local Emergency Management Committee (LEMC) met on the 26<sup>th</sup> March 2014. Minutes reflecting recommendations from this Committee Meeting are attached to this report.

## COMMENT

Items discussed at the LEMC meeting included:

- Draft Local Emergency Management Arrangements (LEMA)
- LEMC Exercise
- Regional Emergency Management Committee

## STATUTORY ENVIRONMENT

### ***Emergency Management Act - Division 2 — Emergency management arrangements for local governments***

Section 41 - Emergency management arrangements in local government district

- (1) *A local government is to ensure that arrangements (**local emergency management arrangements**) for emergency management in the local government's district are prepared.*
- (2) *The local emergency management arrangements are to set out —*
  - (a) *the local government's policies for emergency management;*
  - (b) *the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;*
  - (c) *provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph (b);*
  - (d) *a description of emergencies that are likely to occur in the local government district;*
  - (e) *strategies and priorities for emergency management in the local government district;*
  - (f) *other matters about emergency management in the local government district prescribed by the regulations; and*
  - (g) *other matters about emergency management in the local government district the local government considers appropriate.*
- (3) *Local emergency management arrangements are to be consistent with the State emergency management policies and State emergency management plans.*
- (4) *Local emergency management arrangements are to include a recovery plan and the nomination of a local recovery co-ordinator.*

- (5) *A local government is to deliver a copy of its local emergency management arrangements, and any amendment to the arrangements, to the SEMC as soon as is practicable after they are prepared.*

#### **POLICY IMPLICATIONS**

The LEMA will become a legal Policy of Council if adopted and will be reviewed annually by the LEMC.

#### **FINANCIAL IMPLICATIONS**

No significant cost associated with the LEMC recommendations; however, in the event of a Regional Emergency Management Committee or a Midwest Emergency Management Network being developed there may be some minor administrative cost savings recognised.

#### **STRATEGIC IMPLICATIONS**

Council is required to comply with the requirements of the Emergency Management Act.

#### **VOTING REQUIREMENTS**

Simple Majority

#### **STAFF RECOMMENDATION**

Council receives the Minutes of the Shire of Chapman Valley Local Emergency Management Committee held on the 26<sup>th</sup> March 2014.



**Shire of  
Chapman Valley**  
*Love the Rural Life*

**UNCONFIRMED MINUTES OF THE LOCAL EMERGENCY  
MANAGEMENT COMMITTEE MEETING HELD ON WEDNESDAY 26  
MARCH 2014 AT 3.00PM IN THE COUNCIL CHAMBERS NABAWA**

---

**1. OPENING – Cr John Collingwood (Chairman)**

The Chairman welcomed all those present and opened the meeting at 3.00pm.

**2. PRESENT / APOLOGIES**

Present

Member	Organisation
Cr John Collingwood	President – Shire of Chapman Valley
Cr Peter Humphrey	Councillor – Shire of Chapman Valley
Cr Pauline Forrester	Councillor – Shire of Chapman Valley
Ms Jonelle Tyson	State Emergency Management Committee Secretariat
Sgt Stuart Gerreyn	Northampton Police
Mr Keith Shaw	Department of Child Protection
Mr Maurice Battilana	CEO – Shire of Chapman Valley
Mr Earl O'Donnell	Senior Ranger – Shire of Chapman Valley
Mrs Karen McKay	Executive Assistant – Minute Taker

Apologies

Mrs Kerry Montgomery	Principal Chapman Valley Primary School
Mr Esky Kelly	Works Supervisor – Shire of Chapman Valley

**3. MINUTES FROM PREVIOUS MEETING – 4 DECEMBER 2013**

3.1 Confirmation of Minutes

**MOVED: CR HUMPHREY**

**SECONDED: MR O'DONNELL**

That the minutes of the 4 December 2013 Local Emergency Management Committee meeting be confirmed as a true and accurate record.

**CARRIED 7/0  
LEMC 03/14-01**

3.2 Business Arising from Minutes

Cr Humphrey questioned was the Local Emergency Management Arrangement document sent off. Ms Tyson advised that it was presented to DEMC this morning and will be returned to the Shire for some modifications.



#### 4. REPORTS

##### 4.1 Ms Jonelle Tyson – Community Emergency Management Officer, (Midwest-Gascoyne) State Emergency Management Committee Secretariat.

Ms Tyson advised that she only commenced in the role last Thursday 13 March 2014, previously from Queensland and gave a brief overview of her background.

Ms Tyson also gave an overview of DEMC meeting held 26 March 2014.

- ABC radio had advised they want Local Governments to advise of harvest bans asap to be able to broadcast.
- RFDS – 1800 625 800 number cannot be utilised on a satellite phone – Advertise on website 9417 6389. Ms Tyson to investigate the process with RFDS as this is their marketing issue.
- Invitation from the Fire Investigation Unit to give an Arson information session – this will be organised possibly through DEMC.
- Letter to SEMC – did this get sent? CEO advised that the Shire was currently waiting on SEMC review, which is being considered at this meeting.
- WAERN training – does the organisation require training? Mr O'Donnell advised that these are located in the Shires firefighting equipment and some features are not utilised. Handsets very difficult to read and CEO advised training would be required.

Ms Tyson questioned does the shire think that they would get the numbers to attend training? Earl advised that one of the bushfires officers does not use the WAERN. CEO advised that the Shire would be able to get 9 people to attend.

- Ms Tyson advised that Konrad Siedl from the City of Greater Geraldton is organising a Emergency Management network conference to be held 30 June at QPT – she advised that there will be 6 or 7 speakers and will be very valuable.

##### 4.2 Sergeant Stuart Gerreyne – Northampton Police

Desktop exercise – he suggested that a field exercise would be more beneficial. CEO advised the AWARE grant was investigated to look at a desktop exercise as this was considered more feasible than a field exercise at Coronation Beach. CEO suggested that the next emergency exercise be in the field.

AWARE grant application also includes capacity building – if grant comes through no cost to council.

##### 4.3 Mr Keith Shaw – Department of Child Protection

Setting up, Running and Closing down a Evacuation Centre training to be held in Geraldton on 16 June 2014. Training is not generally done in Geraldton

## 5. REVIEWS

### 5.1 State Emergency Management Policy 2.5 – Emergency Management in LG Districts & ADP5 Review

AGENDA ITEM:	5.1
SUBJECT:	STATE EMERGENCY MANAGEMENT POLICY 2.5 – EMERGENCY MANAGEMENT IN LG DISTRICTS & ADP5 REVIEW
PROONENT:	STATE EMERGENCY MANAGEMENT COMMITTEE
SITE:	WESTERN AUSTRALIA
FILE REFERENCE:	403.09
PREVIOUS REFERENCE:	NA
DATE:	26 <sup>th</sup> MARCH 2014
AUTHOR:	MAURICE BATTILANA, CHIEF EXECUTIVE OFFICER

#### DISCLOSURE OF INTEREST

Nil

#### BACKGROUND

The existing State Emergency Management Policy (SEMP) 2.5 was approved by the State Emergency Management Committee (SEMC) on the 1<sup>st</sup> December 2009, and in accordance with SEMC Policy 2.1 *Development and Review of State Emergency Management Policies*, this policy is due for a scheduled formal review.

SEMC advise to date, targeted consultation has occurred for *SEMP 2.5 – Emergency Management in Local Government and ADP 5 – Local Emergency Management Arrangements* with select LEMC's, DEMCs and LG members, and agreed changes have been incorporated within the attached consultation draft. This Shire and LEMC were not invited to be part of the Select Group for the initial consultation; however, we now have the opportunity to comment.

#### COMMENT

Correspondence (email) from SEMC states the following:

##### Current situation:

*You are now invited to document your comments on the attached comments sheet and return to [Policy@semc.wa.gov.au](mailto:Policy@semc.wa.gov.au) by COB Friday 16 May 2014.*

*The aim is to prepare final versions of these documents for submission to the June 2014 SEMC for approval.*

*The broad changes to this policy include:*

- *Reformatting and restructuring of the policy*
- *Clearer definition of roles and responsibilities*
- *The inclusion of the State's Core Objectives*
- *The movement of procedural statements to ADP -5*
- *The removal of Appendix 1 and 2 (flowcharts) and the LEMA template from the policy to the LEMA Guide*

The following are comments I am recommending the LEMC consider for presentation to Council for deliberation prior to formally commenting on the review:

- i. The local government Local Emergency Management Arrangements can incorporate the Local Recovery Plan as stipulated in accordance with Section 41 (4) of the Emergency Management Act. The position being advocated by SEMC representative at the latest Shire of

## FINANCIAL IMPLICATIONS

The intention is to suggest items for consideration as part of the review to ensure the integrity of emergency management is not compromised, yet the Shire's cost/resources allocations are minimised.

- **Long Term Financial Plan:**

No affect

## STRATEGIC IMPLICATIONS

The intention is to suggest items for consideration as part of the review to ensure the integrity of emergency management is not compromised, yet the Shire's cost/resources allocations are minimised.

- **Strategic Community Plan:**

No affect

## VOTING REQUIREMENTS

Simple Majority

Ms Tyson did not vote on this item.

## COMMITTEE RECOMMENDATION

**MOVED: CR HUMPHREY                      SECONDED: CR FORRESTER**

The Committee recommends Council forward the following comments to the State Emergency Management Committee for the review of *State Emergency Management Policy 2.5 (Emergency Management in Local Government)* and *ADP 5 (Local Emergency Management Arrangements)*:

The local government Local Emergency Management Arrangements can incorporate the Local Recovery Plan as stipulated in accordance with Section 41 (4) of the Emergency Management Act. The position being advocated by SEMC representative at the latest Shire of Chapman Valley LEMC meeting that the Local Recovery Plan needs to be a separate document is not correct, nor legally enforceable.

**CARRIED 6/0  
LEMC 03/14-02**

## COMMITTEE RECOMMENDATION

**MOVED: CR HUMPREY                      SECONDED: MR SHAW**

It should be clearly stipulated within SEMP 2.5 and ADP5 it is at the discretion of the local government if they want the Local Recovery Plan to be incorporated within the LEMA or separate;

41. **Emergency management arrangements in local government district**

(4) *Local emergency management arrangements are to include a recovery plan and the nomination of a local recovery coordinator.*

The process to allow local governments to combine their LEMC's for the better use of resources should be relaxed to make this more achievable. This complements the current State Government Structural reform process of encouraging cross-boundary collaboration and cooperation between neighbouring local government authorities and will improve the emergency management profile;

**CARRIED 6/0  
LEMC 03/14-03**

**COMMITTEE RECOMMENDATION**

**MOVED: CR FORRESTER**

**SECONDED: CR SHAW**

Exercises – the frequency of the exercises should be at least every two years, not annually as currently stipulated.

The over-prescriptive comment in ADP5 (Section 27) needs to be removed so the LEMC can determine at any meeting when the exercise schedule is to be developed

The development and implementation of these exercises should be undertaken by the appropriate Hazard Management Authority (HMA) at the direction of and in consultation with the LEMC. It should not be the responsibility of the LEMC (or local government) to arrange, fund and coordinate these exercises. This would ensure the exercises are relevant be more effective and cost associated are evenly allocated to the appropriate HMAs;

**CARRIED 6/0  
LEMC 03/14-04**

**COMMITTEE RECOMMENDATION**

**MOVED: CR HUMPHREY**

**SECONDED: CR FORRESTER**

The over-prescriptive nature of ADP5 (Section 14) stating "*Numbering should be no more than three levels*" should be removed.

**LOST 3/3  
LEMC 03/14-05**

**COMMITTEE RECOMMENDATION**

**MOVED: CR FORRESTER**

**SECONDED: CR HUMPHREY**

Review of the LEMA – ADP5 (Section 33) is over-prescriptive and is simply a drain on local government resources. This should be at the discretion of the local government.

**CARRIED 6/0  
LEMC 03/14-06**

**COMMITTEE RECOMMENDATION**

**MOVED: CR FORRESTER**

**SECONDED: CR SHAW**

Frequency of Meetings – ADP5 (Section 36) is advocating meetings quarterly. This is far too frequent for some districts and should be altered to a minimum of once per annum. If the LEMC wishes to meet more frequently they can. The problem with meeting quarterly is if "*we meet for meeting-sake*" enthusiasm wanes and attendances drop off;

**CARRIED 6/0  
LEMC 03/14-07**

**COMMITTEE RECOMMENDATION**

**MOVED: CR HUMPHREY**

**SECONDED: MR O'DONNELL**

Meeting Business – ADP5 (Section 37) – This is again over-prescriptive and should be at the discretion of the LEMC;

**CARRIED 5/1  
LEMC 03/14-08**



WESTERN AUSTRALIA

STATE EMERGENCY MANAGEMENT COMMITTEE

**Emergency Management In Local Government  
Districts**

**State Emergency Management Policy No. 2.5**

<u>Amendment List</u>			
No	Date	Details	By
	20 March 2007	Initial issue replaces SEMC Policy Statement No.3	AR
	1 December 2009	Re-issue after consultation	HW
	December 2013	Scheduled review	SEMC Sec

**RESPONSIBLE OFFICER:** Executive Officer  
State Emergency Management Committee

**DATE FOR REVIEW:** TBD

**APPROVED AT SEMC MEETING**

**RESOLUTION NO:** TBD

**DATE APPROVED:** TBD

State Emergency Management Policy No. 2.5 - Emergency Management In Local Government Districts - DRAFT 2013

## DEFINITIONS

1. Terms used throughout the series of Emergency Management Policy have the meanings given in section 3 of the *Emergency Management Act 2005* (the EM Act), and the *Emergency Management Western Australia Glossary*. Specific definitions relevant to this policy are listed below.

### 1.1 LOCAL GOVERNMENT means:

- a) a local government established under the *Local Government Act 1995*;
- b) two or more local governments (the "combined local government") that have united under the provisions of section 34(1) of the EM Act (Refer to State Emergency Management Committee (SEMC) Administrative Procedure (ADP) 11 – Amalgamation of Local Governments for the purposes of Emergency Management); and
- c) a public authority specified under the provisions of section 35(1) of the EM Act to perform and exercise all of the functions of a local government under Part 3 of the EM Act in the area specified.

### 1.2 LOCAL GOVERNMENT OFFICE means:

- a) the office of a local government referred to in 1.1 (a)
- b) the offices of each local government that is part of a "combined local government" referred to in 1.1 (b); and
- c) the office, in or near the specified area, of a specified public authority referred to in 1.1(c).

1.3 **LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS (LEMA)** means arrangements for emergency management in a local government district as defined in section 41 of the EM Act.

1.4 **LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)** means a committee established by a local government under section 38 of the EM Act.

1.5 **DISTRICT EMERGENCY MANAGEMENT COMMITTEE (DEMC)** means a committee established under section 31(1) Emergency Management Act 2005.

1.6 **CORE STATE OBJECTIVES** for the purposes of this policy are as follows.

- a) People - protect the lives and wellbeing of persons;
- b) Economy - maintain and grow the State's productive capacity, employment and government revenue;
- c) Society - ensure that there is public order; that people are housed and fed in a safe and sanitary manner and have access to social amenity including education and health services and that things of cultural importance are preserved.
- d) Government - ensure that there is at all times an effective and functioning system of government and societal respect for rule of law.

Comments [TC1]: Core State Objectives added to definitions

- e) Infrastructure - maintain the functionality of infrastructure, particularly key transport infrastructure and utilities required for community health, economic production and effective management of emergencies.
- f) Environment - protect ecosystems and biodiversity.

#### **INTRODUCTION**

- 2. Western Australia is subject to a variety of hazards that have the potential to cause loss of life and/or damage and destruction to property and the environment. These hazards result from both natural and technological events.
- 3. Effective emergency management arrangements enhance the community's resilience and preparedness for emergencies, through strategies that apply prevention/mitigation, preparedness, response and recovery activities.
- 4. Local governments are the closest level of government to their communities and have access to specialised knowledge about the local environment and demographic features of their communities. Local governments also have specific responsibilities for pursuing emergency risk management as a corporate objective and as good business practice.
- 5. The LEMC, in addition to its prescribed role, is a forum for relevant agencies and organisations which, because of their local knowledge, can assist with the assessment of local emergency risk.

#### **AUTHORITY**

- 6. This SEMP is prepared under the authority of section 17 of the EM Act.

#### **RESPONSIBILITY FOR REVIEW**

- 7. The Responsible Officer for this policy shall conduct a review of the policy by the agreed review date.

#### **APPLICATION**

- 8. This policy applies to all local governments, LEMCs and Emergency Management Agencies (EMAs) participating in the development of LEMAs.

#### **AIM**

- 9. The aim of this policy is to provide direction and advice to local governments and LEMCs on their responsibilities in relation to emergency management.

#### **LOCAL EMERGENCY MANAGEMENT PLANNING CONCEPT**

- 10. For the purposes of this policy, local emergency management planning is based upon the emergency management concept of the "prepared community". A prepared community has developed effective emergency management arrangements at the local level, resulting in:
  - a) an alert, informed and active community which supports its voluntary organisations;
  - b) an active and involved local government;

c) agreed and coordinated arrangements for prevention, preparedness, response and recovery (that is, LEMCs); and

d) an appropriate knowledge of emergency management arrangements.

#### **LOCAL EMERGENCY MANAGEMENT PLANNING PRINCIPLES**

10. For the purposes of this policy, the following principles guide local emergency management planning:

##### Community based

a) Planning is based on communities, generally using local government districts (as defined under definitions) as the smallest unit.

##### Use of existing resources

b) Emergency management arrangements should be based on the use of existing resources. Responsibilities should be allocated to existing local agencies and other organisations. Resources for emergencies should come from the existing pool of resources in the local community. Resource support for large and/or complex emergencies may be accessed through existing State-wide resources within emergency management agencies.

##### Capabilities and legal responsibilities

c) All local governments must ensure that LEMAs are prepared for their districts (s. 41(1) of the EM Act). Local emergency management arrangements should reflect the emergency management capabilities and responsibilities of the agencies and organisations involved, and recognise and comply with any statutory responsibilities.

##### Emergency functions:

d) Allocation of responsibilities within local arrangements should, as far as is possible, follow the State emergency management arrangements. Any variation must be detailed in the local arrangements. The emergency function of an agency or organisation should reflect its normal function. Additional functions should only be allocated with the full agreement of the agency or organisation concerned. Day-to-day activities, which do not contribute directly to the emergency operation, may need to be suspended for the duration of an emergency.

##### All hazards:

e) Adopting a comprehensive and integrated approach, local emergency management arrangements should address all the emergencies that are likely to occur in the community.

##### Specific local hazard management plans and standard operating procedures

f) The development of specific local hazard management plans and standard operating procedures is the responsibility of the relevant Hazard Management Agency (HMA), for each of the hazards likely to affect the community. It should be noted that a number of HMAs have district rather than local hazard plans.



#### Emergency Risk Management (ERM)

g) This systematic process identifies a range of risks and their potential treatment measures to address the emergencies that are likely to occur within a local government district. Local governments are to develop and maintain a current and comprehensive understanding of their risks to the Core State Objectives, as they apply at the local level, arising from the hazards which are likely to affect their community. The process should be undertaken using the Australian Standard for risk management, AS/NZS ISO 31000:2009 Risk management: Principles and guidelines, read in conjunction with SEMP 2.9 'Management of Emergency Risks'. The process is most effective when based on targeted stakeholder consultation and participation. ERM is part of the process directed towards developing effective local emergency management arrangements.

Comment (TC2): Updated to reflect SEMP 2.9 Management of Emergency Risks and ISO 31000

#### KEY RESPONSIBILITIES IN RELATION TO EMERGENCY MANAGEMENT ARRANGEMENTS IN LOCAL GOVERNMENT DISTRICTS

##### Local Governments

11. A local government is to:

- a) establish one or more LEMCs for its district;
- b) ensure that effective LEMAs, including recovery plans, are prepared and maintained for its district, in accordance with ADP 5 – Local Emergency Management Arrangements;
- c) nominate a Local Recovery Coordinator
- d) manage recovery following an emergency affecting the community in its district;
- e) make its emergency management arrangements available for inspection, free of charge, by members of the public during office hours and at any time on its publicly accessible internet website;
- f) keep a copy of its LEMA at the offices of the local government. Confidential information should be stored appropriately and only be available to approved users nominated in the arrangements except with the concurrence of the Council Chief Executive Officer (CEO) or delegate; and
- g) table the LEMA with Council for noting, comment and endorsement.

Comment (TC3): Reworded – to better key message

##### Local Emergency Management Committees

12. The LEMC is to:

- a) advise and assist the local government to ensure that LEMAs are established for its district, in accordance with ADP 5 – Local Emergency Management Arrangements;
- b) liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and
- c) carry out other emergency management arrangement activities as directed by the SEMC or prescribed by the regulations.

State Emergency Management Policy No. 2.5 – Emergency Management in Local Government Districts – DRAFT 2013

4

**Note:** LEMCs are emergency planning committees and although they will often include members from operational agencies (HMAs, combat, support, emergency management), their role is not operational nor one of response. The HMA will establish an Incident Support Group to perform the operational function (refer to SEMP 4.1 Incident Management).

#### District Emergency Management Committees

13. DEMCs are to provide advice and support to LEMCs in relation to drafting a LEMAs and the development of an exercise schedule, in accordance with ADP – 5 Local Emergency Management Arrangements.

#### Local Emergency Coordinators

Comment (TC4): Moved from end of policy

14. The State Emergency Coordinator has appointed the Officer in Charge of each Police sub-district to be the Local Emergency Coordinator for the local government district in which they are situated (s.37(1) of the EM Act). Where there is more than one Police sub-district in a local government district, each Officer in Charge shall be the Local Emergency Coordinator in respect of that area of the local government for which they are responsible.

15. The Local Emergency Coordinator for a local government district has the following functions (s.37(4) of the EM Act):

- a) to provide advice and support to the LEMC for the district in the development and maintenance of LEMAs for the district;
- b) to assist HMAs in the provision of a coordinated response during an emergency in the district; and
- c) to carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator.

#### Local Recovery Coordinator

16. Local government must prepare LEMAs which are to include a recovery plan and the nomination of a Local Recovery Coordinator (s.41 (4) of the EM Act).

17. Local Recovery Coordinators are:

- a) to advise and assist local government to ensure the Local Recovery Plan is prepared, maintained and tested in accordance with ADP – 5 Local Emergency Management Arrangements;
- b) to coordinate local recovery activities following a particular event, at the direction of the local government; and
- c) to undertake duties as outlined in SEMP 4.4 Recovery Coordination.

#### Controlling Agencies

18. Controlling Agencies control the response activities to an emergency, as determined through legislation or by agreement with the HMA.

#### Hazard Management Agencies

19. HMAs are responsible for emergency management, or the prescribed emergency management aspect, of the hazard for which it is prescribed (s. 4(3) of the EM Act).

#### Combat Agencies

20. Combat agencies are responsible for performing an emergency management activity prescribed by the regulations in relation to that agency's functions or specialised knowledge. (s.6 (2) of the EM Act).

#### Support Organisations

21. Support Organisations are responsible for providing support functions prescribed by the regulations in relation to each such organisation (s.6 (4) of the EM Act).

#### LOCAL EMERGENCY MANAGEMENT COMMITTEES

22. A local government is to establish one or more LEMCs for their district (s.38 of the EM Act). If more than one LEMC is established, the local government is to specify the area in respect of which the committee is to exercise its functions (Refer to ADP-11 Amalgamation of Local Governments for the purposes of Emergency Management).

Comment (ICS): LEMC procedure moved from the policy to ADP 5 procedures

#### Functions

23. The functions of LEMCs (s.39 of the EM Act) are:

- a) to advise and assist the local government in ensuring that LEMAs are established for its district;
- b) to liaise with emergency management agencies and other persons in the development, review and testing of LEMAs; and
- c) to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

#### LEMC Membership – Requirements under the EM Act

24. The EM Act requires that membership of a LEMC shall consist of:

- a) a Chairman and other members appointed by the relevant local government (s.38(3) (a) of the EM Act);
- b) the Local Emergency Coordinator, if that person is not already appointed as chairman of the committee (s.38 (3) (b) of the EM Act). Note however that the Local Emergency Coordinator is appointed by the State Emergency Coordinator and will usually be the Officer in Charge of the local police district corresponding to the local government district.

#### LEMC Membership – Policy Guidance

25. Noting the requirements of the EM Act, this policy provides the following guidance on the composition of LEMCs:

- a) the Chair should be an elected member of Council;
  - b) the Local Emergency Coordinator should be appointed as Deputy Chair;
  - c) an Executive Officer, who should be an officer of the relevant local government, should be appointed to coordinate the business of the committee and/or provide administrative support;
  - d) the Local Recovery Coordinator, being the person nominated in the Local Recovery Plan, where a Local Recovery Plan has been completed as part of local emergency management arrangements (s.41(4) of the EM Act), should be appointed a member of the committee;
  - e) consideration should be given to appointing local government officers engaged in key roles and functions affecting emergency management (for example, community services, engineering services, corporate services or planning);
  - f) membership should include representatives from Emergency Management Agencies (EMAs) in the local government district (for example, the Department of Fire and Emergency Services); welfare support agencies or non-government organisations (for example, the Department for Child Protection and Family Support, Red Cross or Salvation Army), industry representative (especially the owners or operators of hazardous facilities located within the local government district);
  - g) consideration should be given to appointment of persons able to represent or advise on the interests of Culturally and Linguistically Diverse (CaLD) community members or community members with special needs; and
  - h) LEMCs should where possible include representatives of local Aboriginal community organisations to provide advice and guidance to the LEMC and to promote appropriate engagement with the local Aboriginal communities.
26. Where the local government identifies the need for representation from a sector for which there is not a local representative, an appropriate alternative representative may be identified from existing community members. For example, specific arrangements may be made in which a local general practitioner attends the LEMC meetings as a representative of the medical services in the district, if the Director of Nursing from the nearest hospital cannot attend.
27. The term of appointment of LEMC members shall be as determined by the local government in consultation with the parent organisation of the members.

#### LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

28. The contents of individual LEMAs will vary according to the characteristics of the communities for which they are prepared.
29. LEMAs are to be consistent with the SEMP's (s.41(3) of the EM Act).

30. LEMAs shall be developed in accordance with ADP – 5 Local Emergency Management Arrangements.

During the development of LEMAs, risks identified during the ERM process should be considered - refer to point 10 (g).

31. Exercising and review of LEMAs is to be in accordance with ADP – 5 Local Emergency Management Arrangements.

#### **LOCAL RECOVERY PLAN**

32. LEMAs are to include a recovery plan (s.41(4) EM Act), in accordance with ADP - 5 Local Emergency Management Arrangements.

33. The Local Recovery Coordinator is to be nominated in the Local Recovery Plan by the local government in accordance with the requirements of the EM Act (s.41 (4) of the EM Act). Refer to section 16 and 17 in this policy for role of Local Recovery Coordinator.

#### **REGISTRATION AND DISTRIBUTION OF EMERGENCY MANAGEMENT ARRANGEMENTS**

34. Local government is to deliver a copy of its LEMAs, and any amendments to the arrangements to the SEMC as soon as is practicable after they are prepared (s.41 (5) of the EMA Act).

35. Additionally, local government is to distribute the endorsed LEMAs in accordance with ADP - 5 Local Emergency Management Arrangements.

#### **EXERCISES**

36. Local governments are to develop and conduct exercises to help build collaborative emergency management awareness at the local level.

37. Local governments are to ensure that exercising is undertaken at least each financial year in accordance with ADP - 5 Local Emergency Management Arrangements.

38. A post exercise review report should be submitted to the DEMC Executive Officer, in accordance with ADP - 5 Local Emergency Management Arrangements.

#### **REFERENCES**

Australian Emergency Management Glossary (Manual 3 – Emergency Management Australia).

Western Australian Emergency Management Glossary

Emergency Management Act 2005

Relevant State Emergency Management policies and procedures.

#### **CONSULTATION**

State Emergency Management Policy No. 2.5 – Emergency Management in Local Government Districts – DRAFT 2013

Stakeholder consultation for this policy is undertaken by way of correspondence with identified stakeholders.

Organisations consulted in the development of this policy include:

- Department of Fire and Emergency Services
- Local Government Representatives
- Western Australian Local Government Association
- WA Department of Health
- Department for Child Protection and Family Support
- WA Police
- Relevant SEMC Subcommittees
- District Emergency Management Committees
- Local Emergency Management Committees

#### **RISK MANAGEMENT STATEMENT**

If a State emergency management policy for local governments is not prepared, the risks to State emergency management practices include:

- inconsistency in local emergency management arrangements development, content and format;
- local emergency management arrangements not being consistent with State emergency management policies, State government direction or legislation;
- increased risk to the safety of community members who are inadequately prepared for an emergency incident; and
- limiting the capacity of local government to comply with the requirements of the *Emergency Management Act 2005*.

This policy aims to guide local governments in the development, content and formatting of local emergency management arrangements and the fulfilment of their responsibilities under the *Emergency Management Act 2005*.

**EMERGENCY MANAGEMENT  
PROCEDURES MANUAL**

**SUBJECT:** LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

**PROCEDURE NO:** ADP – 5

**TYPE:** Administration

**REFERENCES:** *Emergency Management Act 2005*  
*Emergency Management Regulations 2006*  
State Emergency Management Policy 2.5  
Local Emergency Management Arrangements Guide 2009

**APPROVAL DATE:** TBD

**REVIEW DATE:** TBD

**RESPONSIBILITY:** State Emergency Management Committee (SEMC) Secretariat

**BACKGROUND:**

1. Western Australia is subject to a variety of hazards that have the potential to cause loss of life and/or damage and destruction. These hazards result from events of both natural and man-made origin.
2. The Emergency Management Act 2005 (the Act) formalises Western Australia's emergency management arrangements. Under the Act, local governments are required to have local emergency management arrangements.
3. Local governments are the closest level of government to their communities and have access to specialised knowledge about environment and demographic features of their communities. Local governments also have specific responsibilities for pursuing emergency risk management as a corporate objective and as part of conducting good business.
4. Local Emergency Management Arrangements (LEMAs) set out the local government's policies, strategies and priorities for emergency management. They describe emergencies that are likely to occur, define roles and responsibilities within the community, coordinate operations and activities and detail recovery arrangements (as a sub plan).
5. LEMAs should be practical and easy to use and must be easily accessible by community members and emergency managers.

6. This Administrative Procedure should be read on conjunction with SEMP 2.5 – Emergency Management in Local Government Districts.

**PROCEDURES FOR THE DEVELOPMENT OF LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS:**

**Stakeholder Consultation**

7. The development process must identify key stakeholders and undertake appropriate consultation. This should occur when developing, reviewing, amending or replacing the local emergency management arrangements.
8. Local Governments and LEMCs preparing local emergency management arrangements may be expected to convene forums and/or to provide the substance of the consultation in the form of papers, displays or other materials prepared.
9. Effective consultation should allow sufficient time and flexibility to allow for the emergence of new ideas and proposals. It should commence early in the process to allow a greater range of input and to maximise the opportunity to enhance the arrangements.

**Drafting**

10. In accordance with section 41(2) of the EM Act, LEMAs are to include:
- a) the local government's policies for emergency management;
  - b) the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
  - c) provisions concerning the coordination of emergency operations and activities relating to emergency management;
  - d) a description of emergencies that are likely to occur in the local government district;
  - e) strategies and priorities for emergency management in the local government district;
  - f) other matters about emergency management in the local government district prescribed by the regulations;
  - g) other matters about emergency management in the local government district the local government considers appropriate (for example, provision for support to, or from, other government districts); and
  - h) a recovery plan [s. 41(4) EM Act]. The recovery plan should be a sub plan of the arrangements and be prepared prior to an emergency event occurring.
11. To ensure consistency of local emergency management arrangements, the structure and minimum content requirements are detailed in the templates provided in the "Local Emergency Management Arrangements Guide"<sup>1</sup>. Required content is identified by underlining. If a required content item is not relevant "Not Applicable" is to be inserted under the heading to acknowledge consideration of this topic.

<sup>1</sup> Note: The Local Emergency Management Arrangement Guide is currently under review by the SEMC Secretariat.

Comment [TC1]: More detailed instructions regarding drafting a LEMA provided.



12. In developing the recovery plan, reference should be made to SEMP 4.4 Recovery Coordination to ensure alignment with the National Principles for Disaster Recovery.
13. The Local Recovery Coordinator is to be nominated in the Local Recovery Plan by the local government in accordance with the requirements of the EM Act [s. 41(4)]. Refer to SEMP 2.5 for the role of the Local Recovery Coordinator.
14. The LEMA's structure including Title page, Amendment Certificate, Table of Contents, Distribution List and Glossary must be maintained as per the template. Numbering should be to no more than three levels.
15. During the drafting process the SEMC Secretariat officer responsible for the region should be consulted to provide advice on all facets of the process *[i.e. structure, process & legislation]*.

**Comment [TC2]:** Not relevant to SEMP 4.4 Recovery coordination

#### **Broader consultation**

16. Upon completion of the draft LEMA the document must be distributed for comment as outlined below:
  - to the local government's district DEMC who may make recommendations to the LEMC should it identify matters that would enhance the operational effectiveness of the LEMAs;
  - to the LEMCs;
  - to the SEMC Secretariat officer responsible for the region;
  - to all emergency management agencies with responsibilities within the LEMAs;
  - to all support organisations with responsibilities within the LEMAs;
  - to agencies who have contributed to the development of the LEMAs; and
  - for public comment [where appropriate].
17. A consolidated table of stakeholder comments and actions taken should be maintained by the local government as a record of the consultation and comment process. See *Local Emergency Management Arrangements Guide*.

#### **Approval**

18. The final draft of the LEMA should be submitted to the SEMC Secretariat officer responsible for the region, who will validate the document for compliance with policy, procedure and guidelines that exist in respect to the compilation of local emergency management arrangements. The SEMC Secretariat officer will also provide that feedback to the DEMC.
19. The arrangements are to be endorsed by the LEMC/s and the date of endorsement reflected in the minutes and the arrangements.
20. Once endorsed by the LEMC, prior to approval by council, local government should:
  - a. review the plan to ensure that relevant parties have been consulted in the development of the LEMAs;

- 3 -

- b. ensure that endorsement has been gained from their LEMC, with the date of endorsement reflected in the minutes and the arrangements;
- c. table the LEMA at a local government council meeting as soon as reasonably practicable for endorsement.

#### **Distribution / Communication**

21. Once approved by Council, an endorsed copy of the arrangements is to be distributed to:
- the SEMC Secretariat officer responsible for the region, who will record the receipt of the arrangements as an agenda item for noting at the next SEMC meeting;
  - all LEMC members for noting;
  - the DEMC for noting;
  - the Local Emergency Coordinator for noting and reference; and
  - such other agencies, industries and persons as considered appropriate by the local government including neighbouring local governments, local libraries and related committees.
22. A copy of the LEMAs shall be kept at the offices of the local government and be available for inspection, free of charge, by members of the public during office hours, and at any time on its publicly accessible internet website.
23. The LEMAs may be made available in either written or electronic form. Copies of the LEMAs which are made available to the public should have the contact details and other confidential information removed.
24. Contact details may be released by the local government at the discretion of the Chief Executive Officer or their delegate in response to a request, having regard to the circumstances and merits of the request.

#### **Exercise**

25. The local government will ensure that local arrangements are exercised at least annually. Exercising may take the following formats:
- Discussion
  - Tabletop
  - Tactical Exercise
  - Field or Full Deployment
26. The exercise/s may involve a coordinated response and the activation of an Incident Support Group (ISG) and/or the activation of the Local Recovery Plan.
27. An exercise schedule is to be developed at the first LEMC meeting at the start of the financial year. Exercises may be undertaken in conjunction with relevant members of the LEMC, other emergency management agencies or by the local government alone.

- 4 -

28. In the development of exercises, LEMCs should refer to SEMP 3.1 - Emergency Management Exercises and Training Procedure (TP) 1 - Exercise Management.
29. The purpose of exercising is to verify that plans will be effective and provide the expected level of support in a practical situation. For that reason, the scenarios that are applied need to contemplate a range of situations and extend beyond scenarios that exercise only limited parts of the arrangements as they apply to specific HMA exercises.
30. A post exercise review report should be submitted to the DEMC Chairman. That report should be in accordance with the template in TP-1 – Exercise Management.
31. The formal activation of LEMAs may also be considered as an exercise for this purpose.

**Review**

32. LEMAs are to be reviewed every five years in accordance with the procedures outlined in this procedure. These arrangements may also be amended or reviewed whenever the local government considers it appropriate, for example, after a major incident requiring the activation of an Incident Support Group or after an incident requiring a significant recovery co-ordination. If a major review takes place, a full approval process is required. If the amendments are minor, the local government is to make the amendments and ensure that these are distributed to members of its LEMC, the DEMC and the SEMC Secretariat.
33. The local government shall ensure the review of local arrangements on the following basis:
- contact lists are reviewed and updated quarterly;
  - a review is conducted after an event or incident in which the local emergency management arrangements were implemented;
  - after training or drills that exercises the arrangements;
  - an entire review undertaken every five years, as risks might vary due to climatic, environmental and demographic changes; and
  - circumstances that may require more frequent reviews.
34. Any review undertaken is to be in accordance with this administrative procedure, SEMP 2.5 and the "Local Emergency Management Arrangements Guide".

**PROCEDURES FOR THE LOCAL EMERGENCY MANAGEMENT COMMITTEE**

**LEMC membership roles and responsibilities:**

35. In addition to the normal roles assigned to office bearers of a committee, the following roles are specific to the needs of a LEMC.
- a) The Chair will ensure the appointment of an Executive Officer; ensure that Council is kept fully informed of emergency management discussion and significant outcomes from LEMC meetings.

Comment (TC3): This section transferred from Policy (SEMP 2.5)

- b) The Deputy Chair should deputise for the Chair as required and chair any subcommittees or working groups.
- c) The Executive Officer should coordinate the development and submission of committee documents in accordance with legislative and policy requirements including an Annual Report; Annual Business Plan and maintenance of LEMAs; provide advice to the Chair and LEMC as required; facilitate communication between the LEMC and Executive Officer of the relevant district emergency management committee.

#### **Meeting Frequency**

36. LEMCs should meet every three (3) months, as part of a financial year cycle, and more frequently if required.

#### **Meeting Business**

37. At every meeting, the committee should:

- a) confirm LEMA contact details and key stakeholders;
- b) review committee membership and resources;
- c) review Incident Support Group activations/or incidents (if any);
- d) review post-incident reports and post exercise reports generated since the previous meeting (if any);
- e) review exercises (if any);
- f) review progress of emergency risk management process and any treatment strategies arising from emergency risk management process;
- g) review progress of development, or review, of LEMA including local recovery plans;
- h) review local training needs or opportunities;
- i) consider funding opportunities, (for example the Natural Disaster Resilience Program-NDRP and All West Australian Reducing Emergencies - AWARE).

38. In addition, at the first and/or second quarter meetings, the committee should:

- a) develop and approve its financial year LEMC exercise schedule (to be forwarded to relevant DEMC); the schedule should include name of public authority; name of exercise; participating agencies; type of exercise and brief description; date and location(s);
- b) develop or finalise annual business plan.

39. At third quarter meetings, the committee should:

- a) Identify emergency management projects for possible grant funding;

- 6 -

- b) initiate preparation of LEMC annual report (to be forwarded to relevant DEMC for inclusion in the SEMC annual report);

40. At fourth quarter meetings, the committee should:

- a) finalise any national or state funding applications for activities in the following financial year; and
- b) finalise the annual report and arrange for it to be forwarded to the relevant DEMC for annual report compilation.

- 7 -

**SEMP 2.5 and ADP 5 - consultation template**

Please email feedback to [Policy@semc.wa.gov.au](mailto:Policy@semc.wa.gov.au) by no later than **COB on Friday 16 May 2014**

<b>AGENCY/ORGANISATION</b>	Click here to enter text.
<b>NAME</b>	Click here to enter text.
<b>EMAIL</b>	Click here to enter text.
<b>PHONE</b>	Click here to enter text.
<b>DATE</b>	Click here to enter a date.

PAGE	SECTION NUMBER/HEADING	PARAGRAPH NUMBER	COMMENT
	<b>SEMP 2.5 – Emergency Management in Local Government Districts – Comments</b>		
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

**SEMP 2.5 and ADP 5 - consultation template**

Please email feedback to [Policy@sempc.wa.gov.au](mailto:Policy@sempc.wa.gov.au) by no later than COB on Friday 16 May 2014

PAGE	SECTION NUMBER/HEADING	PARAGRAPH NUMBER	COMMENT
<b>ADP - 5 – Local Emergency Management Arrangement – Comments</b>			
Click here to enter text.		Click here to enter text.	Click here to enter text.
Click here to enter text.		Click here to enter text.	Click here to enter text.
Click here to enter text.		Click here to enter text.	Click here to enter text.
Click here to enter text.		Click here to enter text.	Click here to enter text.
Click here to enter text.		Click here to enter text.	Click here to enter text.
Click here to enter text.		Click here to enter text.	Click here to enter text.
Click here to enter text.		Click here to enter text.	Click here to enter text.
Click here to enter text.		Click here to enter text.	Click here to enter text.
Click here to enter text.		Click here to enter text.	Click here to enter text.
<b>OTHER COMMENTS</b>			
Click here to enter text. Click here then press Tab to insert a new row below.			

## **6. GENERAL BUSINESS**

Jo advised that her role is a more Strategic/District role. She will eventually only be involved with the DEMC.

Cr Humphrey – physical exercise is necessary and who would organise a field exercise? Stuart advised that would probably be his role and possible rollover the Coronation Beach desktop exercise to a field exercise within the next 12 months.

Jo suggested getting people along to do a presentation to LEMC at future meetings (ie. Konrad Siedl what is his role within the CGG DEMC / Keith Shaw Dept of Child Protection Services)

The next AIMS training is to be held 5 & 6 July in Geraldton.

## **7. NEXT MEETING DATE**

7.1 Regularity of Meetings - Quarterly

Next meeting to be held on 25 June 2014

## **8. CLOSURE**

The Chairman thanked the members for their attendance and closed the meeting at 4.43 pm.



<b>AGENDA ITEM:</b>	<b>9.3.4</b>
<b>SUBJECT:</b>	<b>OCCUPATIONAL HEALTH &amp; SAFETY COMMITTEE</b>
<b>PROPONENT:</b>	<b>CHIEF EXECUTIVE OFFICER</b>
<b>SITE:</b>	<b>SHIRE OF CHAPMAN VALLEY</b>
<b>FILE REFERENCE:</b>	<b>403.06</b>
<b>PREVIOUS REFERENCE:</b>	<b>NA</b>
<b>DATE:</b>	<b>16 APRIL 2014</b>
<b>AUTHOR:</b>	<b>MAURICE BATTILANA, CHIEF EXECUTIVE OFFICER</b>

## **DISCLOSURE OF INTEREST**

Nil

## **BACKGROUND**

The Shire of Chapman Valley *Occupational Health & Safety Committee* met on the 3<sup>rd</sup> April 2014 under the title of the *Chapman Valley Safety Team (CVST)*. A copy of the minutes to this meeting are attached for Council information only.

The purpose of this Agenda Item is to seek Council endorsement to change the name of the "*Occupational Health & Safety Committee*" to the "*Chapman Valley Safety Team*".

## **COMMENT**

The Occupational Health and Safety Act and Regulations are quite specific on how a Committee under this legislation is to function, specifically in regards to the training requirements and election process of all members on the Committee.

It is felt the Shire is not quite ready, or structured well enough, to implement the requirements of a legally structured *Occupational Health & Safety Committee* yet this is something we need to aspire to within the next few years. In the interim we do have the option of operating as a *Safety Team* until we have developed the internal procedures and structure to be able to fully comply with the legislation and then move to a Committee.

The OSH Safety Audit undertaken in July 2012 portrayed the Shire as being in a very poor state in regards to its compliance under the OHS legislation. This was a shock to me because we had worked very hard in the past to get the Shire up to an acceptable level. However, I am please to report, with the terrific help of Monty Archdale, LGIS, Regional Risk Coordinator, and dedication from shire staff, we have made significant ground in addressing many of the areas identified as issues in the Audit.

It must be stressed we still have a long way to go and the Safety Team has only just started to meet to continue to address the OHS requirements and to develop a culture within the organisation where OSH is considered an integral aspect of our daily operations.

## **STATUTORY ENVIRONMENT**

Occupational Health & Safety Act 1984, and associated regulations, standards and guidelines.

## **POLICY IMPLICATIONS**

Council has several outdated OHS Policies and Procedures which the safety Team are gradually working through to bring these up to the latest acceptable standards.

These Policies and Procedures do not need Council endorsement as they are a legislative requirement the Chief Executive Officer is responsible for; however, I will ensure Council is provided with copies of the final documents for information.

## **FINANCIAL IMPLICATIONS**

There may some additional expenditure required in future budgets to catch up on some of the requirements of the Audit and to bring the Shire up to a satisfactory standard. However, I do not seeing these costs as being significant because a majority of the work will be undertaken in-house and/or by the LGIS Regional Risk Coordinator.

## STRATEGIC IMPLICATIONS

Service Levels	Success Measures
The Shire is well governed and managed	Number of statutory and non-statutory meetings Meetings are well attended Council strategies & policies are up to date Statutory reports and requirements are met The Councils financial sustainability is maintained Satisfaction with Council's customer service

## VOTING REQUIREMENTS

Simple Majority

## STAFF RECOMMENDATION

Council:

1. Amend the name existing *Chapman Valley Occupational Health & Safety Committee* to the *Chapman Valley Safety Team*, with the intention of reverting back to a Committee when the Shire has evolved to the level required to this status;
2. Membership on the *Chapman Valley Safety Team* be altered to:
  - One Elected Member (Cr Humphreys);
  - Chief Executive Officer;
  - Any other internal or external representative as considered necessary by the Chief Executive Officer or the Team.

CHAPMAN VALLEY SAFETY TEAM MEETING					
LOCATION: Shire of Chapman Valley			DATE OF MEETING: 03.04.2014		
LEADER: Cr Peter Humphrey			NEXT MEETING DATE: 24.07.2014		
MINUTE TAKER: Karen McKay			TIME: 14:05		
MEMBERS: Cr Peter Humphrey, Maurice Battilana, Monty Archdale (LGIS) Anthony Abbott, Marty Elks, Naomi O'Brien, Esky Kelly					
ABSENT: Cr Veronica Wood					
OTHERS FOR CIRCULATION: Nil					
<p>The CEO Mr Maurice Battilana opened the meeting and called for nominations for a Chairman.</p> <p>Mr Battilana nominated Cr Humphrey and there were no further nominations. Cr Humphrey accepted the nomination and was elected unopposed.</p>					
NO	AGREED ACTION	WHO	WHEN	CV CAR	STATUS
1.	<b>Review Minutes of Last Meeting:</b>				
	<ul style="list-style-type: none"> <li>Policies affecting OSH require review. (it is unclear what documents in place have been endorsed by Council and consolidation is required to a workable form). It is suggested all policies are inserted into the councils Policy Manual &amp; that procedures &amp; processes that relate to those policies sit separately.</li> <li>Request to LGIS RRC for Drug &amp; Alcohol or Fit for Duty Policy for benchmarking</li> </ul>	MA	30/04/14	CVCAR0001 CVCAR0020	Progressed
	<ul style="list-style-type: none"> <li>Request to LGIS RRC for JDF (Safety Responsibilities) for benchmarking</li> </ul>	KM	June 2014	CVCAR0009	Progressed
	<ul style="list-style-type: none"> <li>Monty gave a short presentation on the OSH TRACKER &amp; its key elements &amp; available user reports.</li> <li>It is suggested that open actions listed in the OSH TRACKER are listed for discussion at each meeting to encourage a culture of taking ownership &amp; responsibility for the items delegated to each individual.</li> <li>Monty to add additional column to house relevant record number</li> </ul>	MA	20/12/13		Closed
	<ul style="list-style-type: none"> <li>Shared Calendar. Naomi to set up an outlook calendar &amp; insert the main OSH dates, inspections, reminders, &amp; arrange shared access with other OSH Responsible Persons</li> </ul>	NO'B	20/12/13		Closed
2.	<b>HSE Schedule:</b>				
	<b>Items undertaken recently:</b>				
	<ul style="list-style-type: none"> <li>Asbestos Register Completion MA, AA</li> </ul>	MA AA		CVCAR0092	Closed
	<ul style="list-style-type: none"> <li>TBT on regional Roads Driving Risks MA</li> </ul>	MA AA		CVCAR0088	Closed
	<ul style="list-style-type: none"> <li>Incident Review (IP steam burn) through the DMAIC Root Cause Analysis Methodology. Incident packs created. MA, NO'B</li> </ul>	MA	20/12/13	CVCAR0055	Progressed
	<ul style="list-style-type: none"> <li>Works Super MK met with Brian Cohen from Tafe re Training potentials</li> </ul>	MK	April 2014	CVCAR0015	Progressed

	<ul style="list-style-type: none"> <li>Decommissioned chain &amp; block on I Beam in Sign Shed</li> </ul>	AA	Dec 2013	CVCAR0069	Closed
	<b>Items carried forward:</b>				
	<ul style="list-style-type: none"> <li>Shire Safety Policy Endorsement. Review the Policy. Suggested changes open to floor.</li> </ul>	MB	3/4/14	CVCAR002	Amended Policy to be Endorsed by Team. Policy to be displayed throughout work place. Not further Action required.
	<ul style="list-style-type: none"> <li>Fitness for Work Policy – Team to review this policy and bring back to next meeting 24 July 2014</li> </ul>	MA	July 2014		Team Members to provide comments on draft and this be brought back to the July 2014 Meeting
	<ul style="list-style-type: none"> <li>Review of Hazard/incident book used by Outside crew and reporting procedure (hazard reports need to come to CEO/office for registering)</li> </ul>	ME/MA	July 2014		Team Members to provide comments on draft and this be brought back to the July 2014 Meeting
	Items to be undertaken next meeting:				
	<ul style="list-style-type: none"> <li>HNM Reporting Procedure, TBT &amp; Forms.</li> </ul>				
	•				
	•				
	•				
<b>3.</b>	<b>Hazard Register:</b> (Project & Review OSH TRACKER relevant items)				
	Number of Hazards raised for the Month:				
	Number of Hazards closed out during the Month:				
	Total Hazards outstanding:				
	No hazards reported				
	Hazards requiring attention (Hit List – Pick 4):				
	•				
	•				
<b>4a.</b>	<b>Local Incidents:</b>				
	<ul style="list-style-type: none"> <li>None reported other than existing in the OSH Tracker</li> </ul>				
	•				
	•				

	•				
<b>4b.</b>	<b>Other Significant LG Incidents:</b>				
	<ul style="list-style-type: none"> <li>An unpinned dropdown Bull Bar struck a mechanic during a shared/joint maintenance exercise. Key Issues were lack of procedure, lack of communication &amp; checks. A TAKE5, RA or JSA, particularly in shared tasks clearly identifies who is to do what avoiding miscommunication which in this case led to a medically treated incident; however the incident outcome could have been significantly worse.</li> </ul>				Noted
<b>5.</b>	<b>General Business</b>				
	<ul style="list-style-type: none"> <li>An action review meeting was held on. In attendance were MB, NO'B, MK &amp; MA. Action progress was reviewed &amp; the OSH TRACKER updated to reflect current action status. <i>It is proposed this become a regular diary item &amp; accepted into the Safety Management Procedure.</i></li> </ul>		March 2014	CVCAR0060	Progressed
	<ul style="list-style-type: none"> <li>RA Project. The Project proposal for a regional Risk Assessment project is nearly complete. RRC has been in negotiations with TAFE to explore the potential of Shire Project delegates who engage and complete the process will be awarded through the project meeting assessment &amp; skills criteria, A National Unit of Competence in Risk Assessment. <i>Monty to discuss the Project methodology in brief &amp; the benefits of shire participation.</i></li> </ul>			CVCAR0034	Progressed
	<ul style="list-style-type: none"> <li>Asbestos register actions were a result of two Improvement Notices issued by WorkSafe on a campaign drive. The two Notices were successfully closed out. An Asbestos Management Plan is currently being drafted &amp; will require review by relevant stakeholders &amp; training &amp; dissemination to all Shire Employees.</li> </ul>	AA	April 2014	CVCAR0091 CVCAR0092	Progressed
	<ul style="list-style-type: none"> <li>LGIS Work Care has issued a <i>New Guide to Injury Management. If there are any questions in regard to this please let Monty know and he can either answer or refer on to LGIS Workcare Team.</i></li> </ul>				No Further Action Required
	<ul style="list-style-type: none"> <li>Monty has submitted a flowchart demonstrating the OSH</li> </ul>			CVCAR0032	No Further Action Required
	<ul style="list-style-type: none"> <li>Discussion for election of Safety Representatives (decision to currently stay as a team rather than Committee)</li> </ul>			CVCAR0024	No Further Action Required
	<ul style="list-style-type: none"> <li>Safety Team meetings to be scheduled into the systems diary, propose schedule (proposed 4<sup>th</sup> Wednesday every three months) next meeting 24 July 2014</li> </ul>	NO		CVCAR0025	Completed
	<ul style="list-style-type: none"> <li>Propose Safety Team Membership Statement</li> </ul>		July 2014		Team Members to provide comments on draft and this be brought back to the July 2014 Meeting.

	Monty to present OSH training DVD next meeting		July 2014		

**Notes:**

Monty advised that the Safety team is looking at safety of the organisation and then moving forward. He gave an overview of the agenda and OSH tracker.

In June 2013 the Shire of Chapman Valley had an Audit score of 31% and he believes that by Sept/Oct 2014 it should be around 70%.

The Occupational Safety and Health Policy was discussed and this needs to be adopted and placed in prominent area for audit purposes. Maurice endorsed the document with a couple of amendments.

Maurice advised that when a responsible officer is closing off items in the OSH Tracker that they should advise him via email

Monty suggested that Elected Safety Reps be an aspiration for Audit purposes.

Meeting closed at 4.17pm

|

<b>AGENDA ITEM:</b>	<b>9.3.5</b>
<b>SUBJECT:</b>	<b>CHAPMAN VALLEY BUSHFIRE BRIGADES GROUP MANAGEMENT ADVISORY COMMITTEE MEETING</b>
<b>PROPONENT:</b>	<b>SHIRE OF CHAPMAN VALLEY</b>
<b>SITE:</b>	<b>SHIRE OF CHAPMAN VALLEY</b>
<b>FILE REFERENCE:</b>	<b>601.08</b>
<b>PREVIOUS REFERENCE:</b>	<b>NA</b>
<b>DATE:</b>	<b>16<sup>th</sup> APRIL 2014</b>
<b>AUTHOR:</b>	<b>MAURICE BATTILANA</b>

**DISCLOSURE OF INTEREST**

Nil

**BACKGROUND**

The Chapman Valley Bushfire Brigades Group Management Advisory Committee met at the Shire of Chapman Valley Council Chambers on Monday 7<sup>th</sup> April 2014.

**COMMENT**

The minutes and recommendations from the Chapman Valley Bushfire Brigades Group Management Advisory Committee meeting dated 7<sup>th</sup> April 2014 are presented for Council consideration as **Attachment 1** and the bushfire notice as **Attachment 2**.

**STATUTORY ENVIRONMENT**

- *Local Government Act 1995 & associated Regulations;*
- *Bushfire Act, 1954*

**POLICY IMPLICATIONS**

Council's Fire Notice is a legally enforceable position of the Shire

**FINANCIAL IMPLICATIONS**

No foreseen affect on Council's general finances.

- **Long Term Financial Plan:**

No foreseen affect on Council Long Term Financial Plan.

**STRATEGIC IMPLICATIONS**

Objective	Strategy	Outcome	Partners
<b>We need good services to support our development as a Shire</b>	Maintain existing services and facilities	Essential services help us to grow and prosper as a community	State government Industry Community Shire of Chapman Valley

**VOTING REQUIREMENTS**

Simple Majority

**STAFF RECOMMENDATION**

Council:

1. Receives the minutes of the Chapman Valley Bushfire Brigades Group Management Advisory Committee meeting of 7<sup>th</sup> April 2014 and any recommendation within; and
2. Adopts the 2013/2014 Firebreak notice as presented.



**ANNUAL GENERAL MEETING OF THE CHAPMAN VALLEY BUSHFIRE BRIGADES  
GROUP MANAGEMENT ADVISORY COMMITTEE  
THE COUNCIL CHAMBERS, NABAWA  
MONDAY 7 APRIL 2014  
5.40PM**

## UNCONFIRMED MINUTES

### 1.0 ATTENDANCE & APOLOGIES

#### ATTENDANCE

Cr John Collingwood	President - Shire of Chapman Valley
Cr Pauline Forrester	Councillor
Cr Trevor Royce	Howatharra Brigade
Maurice Battilana	CEO – Shire of Chapman Valley
Earl O'Donnell	Senior Ranger – Shire of Chapman Valley
Forbes Spillman	Yetna Brigade
Neil Kupsch	Nabawa Brigade
Andrew Vlahov	Chief Bushfire Control Officer (CBFCO)
Craig Mincherton	Naraling Brigade
Steve McDonald	Department Fire & Emergency Services (DFES)
Chris Phoebe	Department of Parks & Wildlife (DPaW)
Dave Atkins	Department of Parks & Wildlife (DPaW)

#### APOLOGIES

John Piggott	Durawah/Valentine Brigade
Gerard Williamson	Yuna Brigade

### 2.0 OPENING ADDRESS

The Chairman, Cr Collingwood welcomed Members and Staff and declared the meeting open and expressed his sincere appreciation for excellent contribution made by all volunteers, DFES, DPaW, etc., throughout the past twelve months.

### 3.0 CONFIRMATION OF MINUTES

- 3.1 Confirmation of Minutes of the Annual General Meeting held 9 April 2013  
(Attachment 1)

**MOVED: Earl O'Donnell**

**SECONDED: Forbes Spillman**

That the minutes of the Annual General Meeting of the Chapman Valley Bushfire Brigades Group Management Advisory Committee held on 9 April 2013 be confirmed as a true and accurate record.

**Carried  
Voting 7/0  
Minute Ref: BFB 4/14-01**



3.2 Business Arising from Minutes.

Nil

4.0 CORRESPONDENCE

Nil

5.0 ELECTION OF OFFICERS FOR COUNCIL APPROVAL – ALL ONE YEAR TERMS

**MOVED: Earl O'Donnell**

**SECONDED: Neil Kupsch**

5.1	Chief Fire Control Officer	Current Position Holder	A Vlahov
5.2	Deputy Chief Bushfire Control Officer	Current Position Holder	F Spillman
5.3	Fire Prevention Officer	Current Position Holder	E O'Donnell
5.4	Group Training Officer	Current Position Holder	E O'Donnell
5.5	Group Administrative Officer	Current Position Holder	Chief Executive Officer
5.6	Noxious Weed & Clover Permit Officer	Current Position Holder	A Vlahov
5.7	Fire Weather Officer	Current Position Holder	A Vlahov
	Deputy Fire Weather Officer	Current Position Holder	F Spillman

*(Note: All terms of office will commence upon endorsement by Council.)*

**Carried  
Voting 7/0  
Minute Ref: BFB 4/14-02**

*Note: Contact to be made with Mr. John Piggot to confirm his willingness to continue as FCO with the Durawah/Valentine Brigade)*

6.0 FIRE BREAK NOTICE

6.1 Review of current Bush Fire Notice (*Attachment 2*)

**MOVED: Trevor Royce**

**SECONDED: Craig Mincherton**

The Committee recommend Council endorse the existing Bush Fire Notice with the following amendments:

- i. Replace existing wording within the Notice referring to firebreaks in town sites to read:

**TOWN SITES**

***(Including Western Region Estates, e.g. Parkfalls Estate, Dolby Creek Estate, Harbour Lights Estate, Wokarena Estate, Coffee Pot Estate and Waggrakine locality)***

*On or before 21<sup>st</sup> October all town lots within town sites of Chapman Valley are required to be treated as follows:*

*Where the area of the land is up to 3,000m<sup>2</sup> the property must be cleared, mowed, slashed to a MAXIMUM height of 10cm all flammable material.*

*Where the area of land is over 3,000m<sup>2</sup>, a firebreak must be provided not less than 2 metres in width inside and along the whole of the external*

*boundaries of the property owned or occupied and all flammable materials must be cleared a distance of 3 metres from all buildings and/or haystacks situated on the land and maintained free of such material until the 15<sup>th</sup> March.*

*All **dead** trees, shrubs must be removed from block unless application is made to retain dead trees, shrubs prior to 21 October and approved. Exemptions will only be considered if presented in writing by 21 October.*

*If it is considered for any reason to be impracticable to clear firebreaks as required by this notice, or if you consider natural features render firebreaks unnecessary, you may make your case in writing to the Shire.*

*Flammable material does not include distinct clusters of vegetation remote from boundaries and assets that in the opinion of the Fire Control Officer do not constitute an unacceptable fire risk."*

**Note: In Parkfalls Estate no ploughed or rotary hoed breaks to be permitted**

- ii. Remove WAFM 90.9 and Radio West 864 AM from the Harvest Ban broadcast list and replace with 98.1FM and 96.5FM under the condition these radio stations actually air the Harvest Ban information.
- iii. Further review of the Notice be undertaken in regards to its relevance and practicality for the Estate Areas in the Western Regions of the Shire and be brought back to the next Bushfire Brigades Management Group Advisory Committee Annual General Meeting in 2015 for consideration

**Carried**  
**Voting 7/0**  
**Minute Ref: BFB 4/14-03**

## 6.2 Annual Inspections

**MOVED: Andrew Vlahov**

**SECONDED: Forbes Spillman**

It be recommended to Council the Annual Inspection procedures remain the same.

**Carried**  
**Voting 7/0**  
**Minute Ref: BFB 4/14-04**

## 7.0 REPORTS – ANNUAL REPORT FOR THE PERIOD APRIL 2013 TO APRIL 2014

### 7.1 Chief Bush Fire Control Officer (CBFCO) - Mr Andrew Vlahov

The CBFCO made a brief verbal presentation on the 2013/2014 bushfire season stating it was a very quiet season.

Largest fire was at Len Forbes property in the South East area of the Shire.

Mr Vlahov thanked the volunteers, the Shire (particularly Earl O' Donnell and Naomi O'Brien), DFES (particularly Steve McDonald) for their assistance and cooperation in fighting fires.

Mr Vlahov expressed appreciation for the delivery of the new Fast Attack appliance recently provided to the Yuna Brigade.

7.2 Department of Fire and Emergency Services (DFES) – Mr Steve McDonald

Mr McDonald reiterated the CBFCO's comments on the season being very quiet.

The Nabawa 4.4.Tanker is due to be delivered very soon.

DFES has worked with the Shire to lodge a Capital Grant application for the supply of a two bay shed and a 2.4 Tanker to the Howatharra Brigade.

Explained DFES is working on the proposal to have Water Bomber(s) forward based in Geraldton.

Mr McDonald provided copies of the current DFES Training Calendar for information and distribution and also provided WAERN Radio instructions for information and distribution. Advised he is happy to provide training if required.

7.3 Department of Environment and Conservation - Mr Chris Phoebe

Mr Phoebe advised a water tank facility had been installed at Wandana on the Dartmoor Road.

Prescribed burns are scheduled for Brooks and Vlahov Blocks (map tabled).

Fire Access tracks being reinstated in Wandana, Moresby and McGauran Reserves.

7.4 Fire Prevention Officer/Training Officer – Mr Earl O'Donnell

Vehicles

A new Toyota fast attack was delivered to the Yuna Brigade with the older vehicle exchanged.

All DFES vehicles were services and radios checked prior to the fire season by qualified personal and all are in good condition

Fire Blankets

Two (2) fire blankets have been delivered to each fast attack and three (3) to the 2.4.

Training

A WAERN radio training session has been organised for part of this meeting as some fire officers a still unfamiliar with the new radios

Fires

The recent fire at Nanson was deliberately lit by three (3) underage boys, however because of their age no action was taken although the matter was reported to the Northampton Police and DFES.

## **8.0 CAPITAL REPLACEMENT PROGRAMME**

Review of Council's current Vehicle & Capital replacement programme.

CEO advised the Capital Grant Application has been submitted with DFES for a new 2.4 Tanker and two-bay shed for the Howatharra Brigade.

No other changes recommended for the current Vehicle & Capital replacement programme.

## **9.0 FUTURE CAPITAL EXPENDITURE FROM FESA LEVY**

9.1 Protective clothing – No further action.

9.2 Equipment – No further action

9.3 Other - Nil

## **10.0 FUTURE CONTROL BURNING OF RESERVES**

## **11.0 GENERAL BUSINESS**

### **11.1 Forbes Spillman**

- i. Fast Attack First Aid Kits need to be checked as part of the annual vehicle/radio checks prior to fire season;
- ii. Fire Blankets stored behind seats is impracticable and DFES need to determine a better option. Steve McDonald advised at this stage the blankets should not be stored behind the seat (as instructed) and as yet there is no other resolution to this issue;
- iii. Thermo Gel – Chemical Fire Retardant Spray – Advised meeting of this substance being used in the United States and enquired if DFES has investigated this. Steve McDonald advised DFES is looking into all options' yet could not confirm this substance was being looked at.

### **11.2 Trevor Royce**

- i. Fire on NWCH (Near Olsen Rd) - Appeared to have been lit by someone setting off a flare. Police advised, yet couldn't progress due to evidence being contaminated;
- ii. Total Fire Ban and Harvest & Movement of Vehicle Ban – Expressed concern with possible anomalies with these two types of bans.

Steve McDonald (DFES) to investigate and get back to the Shire on this.

## **12.0 NOMINATIONS FOR PRESENTATION OF LONG SERVICE MEDALS**

Nil

## **13.0 MEETING CLOSURE**

The Chairman thanked Members for their attendance and declared the meeting closed at 7:00pm.

<b>AGENDA ITEM:</b>	<b>9.3.6</b>
<b>SUBJECT:</b>	<b>HONOUR AWARDS</b>
<b>PROPONENT:</b>	<b>CHIEF EXECUTIVE OFFICE &amp; WESTERN AUSTRALIA LOCAL GOVERNMENT ASSOCIATION</b>
<b>SITE:</b>	<b>SHIRE OF CHAPMAN VALLEY</b>
<b>FILE REFERENCE:</b>	<b>401.10</b>
<b>PREVIOUS REFERENCE:</b>	<b>N/A</b>
<b>DATE:</b>	<b>16 APRIL 2014</b>
<b>AUTHOR:</b>	<b>MAURICE BATTILANA</b>

#### **DISCLOSURE OF INTEREST**

Nil

#### **BACKGROUND**

Correspondence was received from the Western Australian Local Government Association (WALGA) on 17 March 2014, regarding the Associations 2014 Honours Awards. (**Attachment 1**).

It is also a requirement, in accordance with Council's *Honour Awards Policy* for the Chief executive Officer to present an Agenda Item to Council to the June OCM for Council to consider honour awards in accordance with this Policy. Due to the timing of the WALGA Awards I have brought this item forward for Council consideration.

#### **COMMENT**

##### **WALGA Awards**

Nominations for the 2014 WA Local Government association Honours program opened on 18 March 2014 and close on Friday 15 May 2014. Member Local Governments and State Councillors are invited to submit nominations.

The Honours program is a significant public recognition and celebration of the outstanding achievements and lasting contributions made by Elected Members and Officers to their respective Councils.

Awards given as part of the Honours program will be presented to recipients at an awards ceremony held during the 2014 Local Government Convention at the Perth Convention Centre.

The six categories of awards within the 2014 Honours program are as follows:

- **Local Government Medal** – recognises outstanding achievement and significant contribution by elected members and officers to the Association and/or to Local Government. (*Available for nomination by State Councillors*)
- **Life Membership** – recognises the long and outstanding service of Elected Members and Officers to the Association and/or to Local Government (*Available for nomination by State Councillors and Local Governments*)
- **Eminent Service Award** (Previously Certificate of Appreciation) – recognises personal commitment, eminent service and contribution to Local Government or the Association (*Available for nomination by State Councillors and Local Government*)
- **Long and Loyal Service Award** – this Honour recognises elected members who have provided long service of a high degree as an executive member of the Association for 8 or more years or as an elected member for 12 or more years. (*Available for nomination by State Councillors and Local Governments*)
- **Local Government Officers Award** (New Category) – this is a new Award category that has been included to recognise Local Government officers or employees of Agencies of the sector to reward their achievements.
- **Merit Award** (previously Distinguished Service Award) – recognises elected members who have provided distinguished service to the community through their Local Government. (*Available for nomination by State Councillors and Local Governments*)

A copy of the Honours Nomination form, Terms of Reference and Honours Policy for 2013 are attached.

## STATUTORY ENVIRONMENT

Nil

## POLICY IMPLICATIONS

Below is a copy of the existing Council Policy, which I believe needs amendments as in dictated in **red** below and reflected in the Staff Recommendation below.

### 9.120 HONOUR AWARDS POLICY

#### 9.120.1 Citizenship Ceremonies – (Adopted 12/03-13)

~~That future~~ Citizenship ceremony be conducted one hour before commencement of Ordinary Meeting of Council meetings with morning tea being provided and a native plant be given to the recipients.

The Chief Executive Officer is to ~~include an item in the June~~ present an Agenda item at the appropriate time each year requesting Council consideration for awards to be presented in accordance with this policy.

#### Shire of Chapman Valley - Freeman of Shire

For outstanding achievement and contribution to the Shire of Chapman Valley. Including Elected Members, Community Members and Staff.

As determined by Council.

Annual Agenda Item to discuss suitable nominations.

Determined by Council only and not put to community for nominations.

Shire of Chapman Valley - lapel badge indicating "Freeman" status.

Automatic invitation to Shire Annual dinner and any other function considered appropriate by Council (e.g. Governors visit).

#### WALGA Honour Awards

As detailed by the WALGA Awards Guidelines.

Elected Members eligible due to length of service are to be automatically nominated by the Chief Executive Office.

All other award types are to be determined by Council.

#### WALGA – Local Government Medal

~~For outstanding achievement and contribution to Local Government~~WALGA.

~~WALGA State Council Members – Council resolution for submission to a WALGA state Council Member for consideration.~~

~~As per WALGA Policy:-~~

- ~~\* LG Medal, Certificate & Lapel Pin.~~
- ~~\* Complimentary registration to WALGA conference (excl. travel, accom, meals or functions).~~

~~Automatic nomination for Australian Honours/WA Week Awards.~~

~~Recipients of this award attending Local Government Week to accept their award are to have an invitation extended to them and their partner to attend a function with Council representatives during the conference (e.g. luncheon, dinner). The type of function is to be determined by the Shire President.~~

#### WALGA – Life Membership

~~For long and outstanding service to WALGA or Local Government as an Executive member, serving as an Officer of WALGA or a member Council and for significant achievement &/or involvement in intergovernmental relations.~~

~~WALGA State Council, Zones and Member LG Authorities - Council resolution for submission to the WALGA State Council for consideration.~~

~~As per WALGA Policy:-~~

- ~~\* LG Medal, Certificate & Lapel Pin.~~
- ~~\* Complimentary registration to WALGA conference (excl. travel, accom, meals or functions).~~
- ~~\* Automatic subscription to LG News & Western Councillor.~~
- ~~\* Recipients of this award attending Local Government Week to accept their award are to have an invitation extended to them and their partner to attend a function with Council representatives during the conference (e.g. luncheon, dinner). The type of function is to be determined by the Shire President.~~

#### **WALGA Certificate of Appreciation (Now Eminent Service Award)**

~~For personal commitment, eminent service and contribution to WALGA as a:~~

- ~~\* President,~~
- ~~\* Executive Member or Elected Member or Serving Officer of WALGA or a member Council.~~

~~State Council Member and Zone - Council resolution for submission to the WALGA State Council for consideration.~~

~~As per WALGA Policy:-~~

- ~~\* Certificate of Appreciation.~~
- ~~\* Recipients of this award attending Local Government Week to accept their award are to have an invitation extended to them and their partner to attend a function with Council representatives during the conference (e.g. luncheon, dinner). The type of function is to be determined by the Shire President.~~

#### **Shire of Chapman Valley - Certificate of Appreciation**

For personal commitment, eminent service and contribution to the Shire of Chapman Valley as an Elected Members, Community Members or Staff Member.

Automatically given to Elected Members who have retired from Council or are the recipient of a Department of Local Government Certificate of Recognition.

All others as determined by Council.

Annual Agenda Item to discuss suitable nominations.

##### Elected Members

Presented at Annual Council Dinner/Function.

##### Community Members

Certificate of Appreciation issued at an Annual Council Dinner/Function.

Recipient & partner invited to attend.

#### **Shire of Chapman Valley Citizen of the Year Award**

For personal commitment, service and contribution to the community of the Shire of Chapman Valley.

Nominations called in October and close in November (or as determined by the Australia Day Council).

Determined by appointed committee, with delegation to make decision of award recipient.

Morning tea ceremony held on Australia Day ~~in Nabawa.~~

#### **WALGA Meritorious Service Award**

~~For long service of a high degree to Local Government or WALGA as an:~~

- ~~\* Executive Member for 8 or more years~~
- ~~\* Elected Member for 12 or more years.~~

~~State Council Member and Zone and Member LG Authorities – Council resolution for submission to the WALGA State Council for consideration.~~

~~As per WALGA Policy:-~~

- ~~\* Certificate of Appreciation.~~
- ~~\* Recipients of this award attending Local Government Week to accept their award are to have an invitation extended to them and their partner to attend a function with Council representatives during the conference (e.g. luncheon, dinner). The type of function is to be determined by the Shire President.~~

### **Dept. Local Government & Community Services Awards Regional Development – Certificate of Recognition**

As detailed by the Department's Awards Guidelines.

Elected Members eligible due to length of service are to be automatically nominated by the Chief Executive Office.

All other award types are to be determined by Council.

~~In recognition of 8 or more years service as an elected member of a LG Authority. Service need not be continuous.~~

~~Certificate to be issued upon Elected Members resignation from Council rather than at the completion of 8 years service to allow all service details to be endorsed on certificate.~~

~~By Council to the Minister for Local Government – Automatically triggered by an item being presented to a Council meeting for endorsement.~~

~~As per Minister's Policy:-~~

- ~~\* Certificate of Recognition.~~
- ~~\* To be presented in conjunction with a Shire Certificate of Appreciation at Annual Council Dinner/Function (or as determined in consultation with Minister's office).~~

### **WALGA Distinguished Service Award**

~~For distinguished service to the community through the LG Authority as an Elected Member.~~

~~State Council Member and Zone and Member LG Authorities – Council resolution for submission to the WALGA State Council for consideration.~~

~~As per WALGA Policy:-~~

- ~~\* Distinguished Service Award Certificate~~
- ~~\* Recipients of this award attending Local Government Week to accept their award are to have an invitation extended to them and their partner to attend a function with Council representatives during the conference (e.g. luncheon, dinner). The type of function is to be determined by the Shire President.~~

### **Shire of Chapman Valley Employee of the Year**

~~For exceptional service to the Council over a 12 month period as an employee of the Council.~~

~~Employee for a minimum of 6 months – Council resolution at December meeting.~~

~~Staff presented at Annual Council/Staff Christmas Party.~~

~~Recipient and partner invited to attend.~~

**(Note: All other Awards such as Australia Day Citizen of Year, Bushfire Brigade Service, etc, will only be dealt with by Council if nomination is initiated from within the community or by a Council resolution).**

### **FINANCIAL IMPLICATIONS**

Nil

### **STRATEGIC IMPLICATIONS**



Nil

## **VOTING REQUIREMENTS**

Absolute Majority

## **STAFF RECOMMENDATION 1**

Council nominate all Elected Members for the *WALGA Long and Loyal Service Award* who have served the Council for the minimum required length of service as stipulated in the WALGA Award criteria;

## **STAFF RECOMMENDATION 2**

Council amend the *Shire of Chapman Valley Honour Awards Policy* to the following:

### **HONOUR AWARDS POLICY**

The Chief Executive Officer is to present an Agenda item at the appropriate time each year requesting Council consideration for awards to be presented in accordance with this policy.

#### **Citizenship Ceremonies –**

Citizenship ceremony be conducted one hour before commencement of Ordinary Meeting of Council meetings with morning tea being provided and a native plant be given to the recipients.

#### **Shire of Chapman Valley - Freeman of Shire**

For outstanding achievement and contribution to the Shire of Chapman Valley. Including Elected Members, Community Members and Staff.

As determined by Council.

Annual Agenda Item to discuss suitable nominations.

Determined by Council only and not put to community for nominations.

Shire of Chapman Valley - lapel badge indicating "Freeman" status.

Automatic invitation to Shire Annual dinner and any other function considered appropriate by Council (e.g. Governors visit).

#### **WALGA Honour Awards**

As detailed by the WALGA Awards Guidelines.

Elected Members eligible due to length of service are to be automatically nominated by the Chief Executive Office.

All other award types are to be determined by Council.

#### **Shire of Chapman Valley - Certificate of Appreciation**

For personal commitment, eminent service and contribution to the Shire of Chapman Valley as an Elected Members, Community Members or Staff Member.

Automatically given to Elected Members who have retired from Council or are the recipient of a Department of Local Government Certificate of Recognition.

All others as determined by Council.

Annual Agenda Item to discuss suitable nominations.

#### Elected Members

Presented at Annual Council Dinner/Function.

#### Community Members

Certificate of Appreciation issued at an Annual Council Dinner/Function.

Recipient & partner invited to attend.

### **Shire of Chapman Valley Citizen of the Year Award**

For personal commitment, service and contribution to the community of the Shire of Chapman Valley.

Nominations called in October and close in November (or as determined by the Australia Day Council).

Determined by appointed committee, with delegation to make decision of award recipient.

Morning tea ceremony held on Australia Day.

### **Dept. Local Government & Community Services Awards**

As detailed by the Department's Awards Guidelines.

Elected Members eligible due to length of service are to be automatically nominated by the Chief Executive Office.

All other award types are to be determined by Council.

**(Note: All other Awards such as Australia Day Citizen of Year, Bushfire Brigade Service, etc, will only be dealt with by Council if nomination is initiated from within the community or by a Council resolution).**

### **STAFF RECOMMENDATION 3**

Council consideration for bestowing the following Awards as per the Council Policy:

- i. Freeman of the Shire:
- ii. Certificate of Appreciation



## WALGA Honours Policy 2014

WALGA recognises service to Local Government by the award of the following Honours:

- Local Government Medal
- Life Membership
- Eminent Service Award (previously Certificate of Appreciation)
- Long and Loyal Service Award
- Merit Award (previously Distinguished Service Award)
- Local Government Distinguished Officers Award

### WALGA HONOURS

#### LOCAL GOVERNMENT MEDAL

FOR OUTSTANDING ACHIEVEMENT AND CONTRIBUTION TO LOCAL GOVERNMENT/ WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION

##### ELIGIBILITY:

- President of the Association
- As a State Councillor
- As an Elected Member

##### PRESENTED IN RECOGNITION OF:

- Exceptional service which advances the goals of WALGA and / or Local Government
- The personal contribution given in pursuit of benefits for the community within the concept of Local Government
- Outstanding achievements and/or significant contributions, both professionally and personally, in the advancement of the position and value of the Western Australian Local Government Association and/or Local Government within the wider community. These key factors form the basis for the selection of recipients and will be applied in the nomination and selection process.

##### PRIVILEGES

- Local Government Medal, Certificate and Lapel Pin
- Complimentary registration at Association Conferences, but not including travelling, accommodation, meals or functions
- Automatic nomination for Australian Honours/Western Australia Week Awards

#### LIFE MEMBERSHIP

FOR LONG AND OUTSTANDING SERVICE TO THE ASSOCIATION AND TO LOCAL GOVERNMENT

##### ELIGIBILITY:

- As a State Councillor
- Years of service to the Association and to Local Government for a minimum of two election terms (i.e. 8 years).
- As a Serving Officer of the Association or a Member Local Government for a minimum of 15 years.

**PRESENTED IN RECOGNITION OF:**

- For long and outstanding service to the Association and to Local Government
- For significant achievement and/or active involvement in intergovernmental relations As a State Councillor

**PRIVILEGES**

- Certificate of Life Membership and Lapel Pin
- Complimentary registration at Association Conference, but not including travelling, accommodation, meals or functions
- Complimentary subscription to Local Government News and Western Councillor.

**EMINENT SERVICE AWARD**

**FOR PERSONAL COMMITMENT, EMINENT SERVICE AND CONTRIBUTION TO LOCAL GOVERNMENT OR THE ASSOCIATION:**

**ELIGIBILITY:**

- As a President or Mayor
- As a State Councillor
- As an Elected Member or Serving Officer of the Association
- As an Officer of a Government Agency

**PRESENTED IN RECOGNITION OF:**

- Notable contribution to the Association and/or Local Government

**PRIVILEGES**

- Eminent Service Award - certificate

**LONG AND LOYAL SERVICE AWARD**

**FOR LONG SERVICE OF A HIGH DEGREE TO LOCAL GOVERNMENT OR THE ASSOCIATION:**

**ELIGIBILITY:**

- As a State Councillor for 8 or more years
- As an Elected Member for 12 or more years

**PRESENTED IN RECOGNITION OF:**

- Outstanding long and loyal service to the Association and/or Local Government

**PRIVILEGES**

- Long and Loyal Service Award – certificate

**MERIT AWARD**

**FOR DISTINGUISHED SERVICE TO THE COMMUNITY THROUGH THE LOCAL GOVERNMENT OF THE CITY/SHIRE/TOWN OF \_\_\_\_\_**

**ELIGIBILITY:**

- As an Elected Member
- Must have served for 4 years or more

**PRESENTED IN RECOGNITION OF:**

- Committed and dedicated to the pursuit of achievement for the community of a Local Government.

**PRIVILEGES**

- Local Government Merit Award – certificate

## LOCAL GOVERNMENT DISTINGUISHED OFFICER AWARD

**FOR OUTSTANDING CONTRIBUTIONS MADE BY SERVING OFFICERS OF MEMBER LOCAL GOVERNMENTS TO THE LOCAL GOVERNMENT SECTOR:**

### PRESENTED IN RECOGNITION OF:

- Demonstrating outstanding contributions to the Local Government sector.
- Leading by example, sustainable performance and highlights best practice operations for the sector
- Outstanding achievements, both professionally and personally, in the advancement of the Local Government sector.

### PRIVILEGES

- Local Government Officer Award - Certificate.

State Councillors, Zones and Member Local Governments are eligible to nominate officers for this category.

## WHO CAN NOMINATE FOR AWARDS?

Nominations for awards within the WALGA Honours program can be made by the following nominators:

- **Local Government Medal** - Available for nomination by State Council Members
- **Life Membership** - Available for nomination by State Council Members and Member Local Governments
- **Eminent Service Award** - Available for nomination by State Council Members and Member Local Governments
- **Long and Loyal Service Award** - Available for nomination by State Council Members and Member Local Governments
- **Merit Award** - Available for nomination by State Council Members and Member Local Governments
- **Local Government Officer Award** - Available for nomination by State Council Members and Member Local Governments

### PLEASE NOTE:

*State Council Members are those individuals elected to the State Council of WALGA and that nominations submitted by State Council Members do not require supporting signatures.*

*Eligibility to nominate persons for Honours varies between award categories. Reference should be made to the nominating authority section of the 2014 nomination form to ensure that an eligible nominator has been identified to support the nomination.*

*Nominations by Member Local Governments require that the Local Government is a Member of the WA Local Government Association (WALGA). The support of the nominator (who must be an Elected Member) plus two other Elected Members is required and the nomination must be forwarded through the Chief Executive Officer of the Local Government for sign-off prior to submission to the Association.*

## NOMINATION PROCESS

Nominations will be invited during February/March and will close in May/June of each year.

Honours matters are **CONFIDENTIAL**. The nominee **MUST NOT** be approached for any information.

Additional copies of Nomination forms are available by visiting; <http://www.walga.asn.au>

**Nominations should remain confidential throughout the whole process.**

The Nomination form, and any attachments, should be submitted to the Association's Secretariat either by hand, post, email or facsimile. **EMAILED NOMINATIONS MUST BE DATED AND DIGITALLY SIGNED.**

The WA Local Government Association Honours Panel will meet after the closing date for nominations and undertake to adjudicate in the selection of recipients.

Successful Honours nominees will be notified of their nomination, and arrangements will be made as appropriate in respect of the award presentation.

Nominating bodies will be advised of any unsuccessful nominations in due course.

#### **FURTHER ENQUIRIES**

Ms Ana Fernandez  
Executive Officer Governance and Strategy  
WALGA  
Phone: 9213 2013  
Fax: 9322 2611  
E-mail: [afernandez@walqa.asn.au](mailto:afernandez@walqa.asn.au)

## EXTERNAL HONOURS

### AUSTRALIAN SYSTEM OF HONOURS

The levels of the Order of Australia include:

- **Companion – AC** – for eminent achievement and merit of the highest degree in service to Australia or to humanity at large
- **Officer – AO** – for distinguished service of a high degree to Australia or to humanity at large
- **Member – AM** – for service in a particular locality or field of activity or to a particular group.
- **Medal – OAM** – for service worthy of particular recognition
- **Public Service Medal** - awarded to persons who have provided outstanding public service, either through, with an authority of, or in an office or position remunerated by or on behalf of, the Commonwealth, a State or a Local Government.

These are awarded by the Governor General of Australia, on recommendation by the Order of Australia Council, on Australia Day and the Queen's Birthday each year. Any person or organisation may submit a nomination for an award to the Order of Australia Council. Nominations are open throughout the year, and the process can be lengthy at times (ranging from 12 to 18 months).

The WALGA Honours Panel is happy to facilitate nominations for the Public Service Medal for Local Governments wishing to nominate Serving Officers for this award. Applications should be submitted via the Association's Secretariat, marked for the attention of the Honours Panel.

Nominations for this award may be submitted throughout the year.

### WESTERN AUSTRALIAN CITIZEN OF THE YEAR AWARDS

The Western Australian Citizen of the Year Awards are administered by Celebrate WA. The following categories of awards are available:

- **Arts, Culture & Entertainment** – for significant contribution to the development and promotion of the arts, culture and entertainment in WA
- **Community Service** – for selfless commitment to serving the needs and enhancing the life of others in the community
- **Industry & Commerce** – for the achievement of success and demonstration of outstanding commitment to the fields of industry and commerce
- **Sport** – for outstanding contribution to the advancement, development, promotion and administration of sport in WA
- **Youth** – for contribution in a significant way to the betterment of life in WA (young people aged between 17 and 25 years are eligible)

### NOMINATIONS PROCESS

Nominations will be invited throughout the year for the Australian System of Honours. Nomination forms for the Australian System of Honours can be obtained by contacting the Honours Secretariat, Government House, Canberra, ACT, 2600 or via freecall 1800 552 275.

Completed nomination forms should provide details about the person being nominated, information about their achievements and expertise and the names of referees who know the person and are able to support the nomination.

The Honours Secretariat will conduct research and verify the nominee's service to the community. Following this, the nomination will be forwarded to the Council for the Order of Australia for consideration. The level of award is determined by the Council of the Order of Australia.

With regards to the WA Citizen of the Year Awards, further information and nomination forms can be obtained by contacting Celebrate WA, Ground Floor, 16 St Georges Terrace, Perth or by telephoning 9220 1808.

**Nominations should remain confidential throughout the whole process.**



## Honours Panel Terms of Reference 2014

### BACKGROUND/RATIONALE

The WALGA Honours Panel was established by the State Council as an independent group to provide a fair, unbiased and depoliticised process for the administration of the WALGA Honours Program.

### PURPOSE

The purpose of the Honours Panel includes:

- *Overseeing WALGA's annual Honours Program with delegated power from the State Council during the entire process.*
- *Adjudicating in the selection of recipients for WALGA Honours and the Local Government Medal, annually.*
- *Recommending, where appropriate, the conferral of alternative WALGA Honours where it is concluded that a nominated candidate is better suited to a different award category than the one they were originally nominated for.*
- *Overseeing the annual budget set for the WALGA's Honours Program.*
- *Encouraging, educating, promoting and raising the profile of all honours available to people in Local Government and all Western Australians.*
- *Reviewing the Honours Policies and supporting documentation as deemed necessary.*

Membership to the Honours Panel includes:

- *Two State Councillors representing the country and metropolitan constituencies and two non-executive members representing country and metropolitan interests, to be appointed by the WALGA President and Deputy President;*
- *A representative of the Department of Local Government; and*
- *The WALGA Chief Executive Officer or a representative of the CEO.*

### TERMS OF REFERENCE

The Panel acknowledges that whilst it has delegated authority to undertake the special function of Honours and all that it implies, it is a committee responsible to the WALGA State Council. The President of the Association is the final and ultimate authority.

State Council has delegated the responsibility for determining the membership of the Honours Panel to the President/Deputy President and CEO of the Association.

The term of panel membership will generally be two years with the expirations being staggered to ensure continuity of knowledge in the Honours process.

The Panel will have the freedom and flexibility to meet as many times as considered necessary, however, it will ensure that it meets not less than two times per annum.

The Chairman will ensure that minutes are kept of the Panel's deliberations and decisions and that these minutes are made available to the State Council for adoption as required.



The Panel acknowledges its obligation to consider the eligibility of nominations in a fair and unbiased manner, ensuring that confidentiality of members' personal information is maintained.

The Panel will oversee the Secretariat and ensure that adequate administrative resources are provided to enable the carrying out of the function.

The Panel will seek nominations from worthy individuals for various awards as follows by seeking names from members of WALGA for the following awards:

- Association Honours
- Australian Honours
- Western Australian Honours

## OPERATIONAL PROCEDURES

The Panel will ensure that full discussion takes place to enable amendments and proposals for new honours to take place.

The Panel will review the eligibility of nominations received for the various Association Honours and undertake to adjudicate in the selection of recipients.

The Chairman of the Panel will ensure that an agenda is developed and minutes kept of each meeting.

The Panel will discuss and make recommendations on the way in which presentations of Honours are to be undertaken.

The Chairman of the Panel will ensure that requests for referee's report on Western Australian nominations under the Australian System of Honours are addressed. As a guide, the Chairman will endeavour to meet requests for referee's reports by generally seeking at least three referees to support a nomination of a Local Government member for this Award. The nomination will require the endorsement of the Panel.

The Panel will oversee the annual Honours processes, to ensure that the deadlines and timelines set by the Association are met.

The Panel will approve the Honours budget proposed by Secretariat staff, for recommendation to the Finance and Services Committee and the State Council.

The Panel will undertake to recommend special Honours award recipients to the Association President and the State Council.

The Panel will provide a central point and act as a 'go-between' in linking worthy candidates for various Honours (the WA Local Government Association, Australian, Western Australian honours) and those wishing to nominate these individuals.

The Panel will undertake to raise the profile of the Honours by encouraging the nomination of worthy individuals for the various Honours.

The Panel will undertake a liaison role with individuals & groups involved in Honours such as the WA Member of the Order of Australia Council and the Order of Australia Association to encourage and progress the successful nomination of Western Australians for Australian and Western Australian honours.

## FURTHER ENQUIRIES

Ms Ana Fernandez  
Executive Officer Governance and Strategy  
WALGA  
Phone: 9213 2013  
Fax: 9322 2611  
E-mail: [afernandez@walga.asn.au](mailto:afernandez@walga.asn.au)

Nomination forms can be downloaded from the WALGA website by visiting:  
<http://www.councils.wa.gov.au/directory/walga/index.html/statecouncil/honours/>

**11.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

11.1 Elected Member Reports

**12.0 URGENT BUSINESS APPROVED BY THE PRESIDING MEMBER OR BY A DECISION OF THE COUNCIL**

**13.0 MATTERS FOR WHICH MEETING TO BE CLOSED TO MEMBERS OF THE PUBLIC**

13.1 Disposal of Landcare Vehicle (Ford Ranger 4x4)

**14.0 CLOSURE**