

ORDINARY COUNCIL MEETING

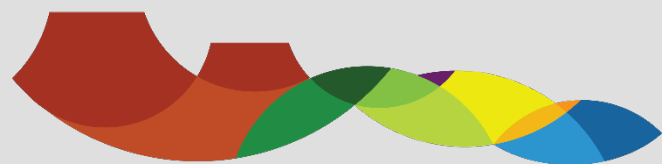
AGENDA

**9:00am WEDNESDAY
18 AUGUST 2021
YUNA MULTIPURPOSE
COMMUNITY CENTRE**

AUGUST 2021

SHIRE OF CHAPMAN VALLEY
Maurice Battilana
CHIEF EXECUTIVE OFFICER

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



SHIRE OF
Chapman Valley
Love the rural life!

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 positioned above the name and title of the Chief Executive Officer.

Maurice Battilana
CHIEF EXECUTIVE OFFICER

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ORDER OF BUSINESS

1.0 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS

2.0 ANNOUNCEMENTS FROM THE PRESIDING MEMBER

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

3.1 Attendees

3.2 Apologies

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

- Cr Warr – August 2021 OCM (Minute Ref: 06/21-01)
- Cr Davidson - September 2021 OCM (Minute Ref: 07/21-01)

4.0 PUBLIC QUESTION TIME

4.1 Response to Previous Public Questions on Notice

Nil

4.2 Public Question Time

5.0 APPLICATIONS FOR LEAVE OF ABSENCE (by Resolution of Council)

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.”

Item No.	Member/Officers	Type of Interest	Nature of Interest

7.0 PETITIONS/DEPUTATIONS/PRESENTATIONS

7.1 Petitions

Nil

7.2 Presentations

Nil

7.3 Deputations

Nil

8.0 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

8.1 Ordinary Meeting of Council held on Wednesday 21st July 2021

Resolution:

The Minutes of the Ordinary Meeting of Council held Wednesday 21st July 2021 be confirmed as true and accurate.

8.2 Special Meeting of Council held on Thursday 29th July 2021

Resolution:

The Minutes of the Special Meeting of Council held Thursday 29th July 2021 be confirmed as true and accurate.

9.0 ITEMS TO BE DEALT WITH EN BLOC

10.0 OFFICERS REPORTS

10.1

Deputy Chief Executive Officer

10.1 AGENDA ITEMS

- 10.1.1 Proposed Building Envelope Relocation**
- 10.1.2 Former Geraldton-Northampton railway alignment**
- 10.1.3 Grazing Lease Extensions**
- 10.1.4 Grazing Lease Extensions**

10.1.1 Proposed Building Envelope Relocation

PROPONENT:	Teakle & Lalor for G. Blair
SITE:	43 (Lot 27) Royce Place, White Peak
FILE REFERENCE:	A1020
PREVIOUS REFERENCE:	05/04-19 & 06/04-09
DATE:	3 August 2021
AUTHOR:	Simon Lancaster, Deputy Chief Executive Officer

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.1.1(a)	Application & Site Photographs		√
10.1.1(b)	Previous State Administrative Tribunal Determination		√
10.1.1(c)	Received Submission		√

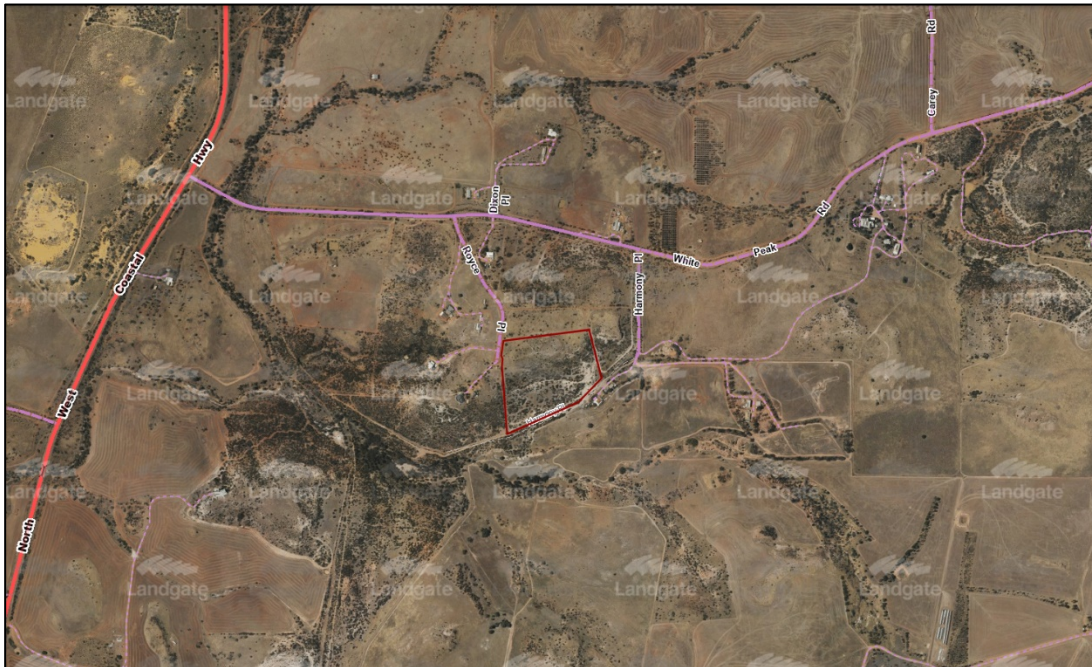
DISCLOSURE OF INTEREST

Nil

BACKGROUND

Council is in receipt of an application to relocate the building envelope upon 43 (Lot 27) Royce Place, White Peak. The application has been advertised for comment and no objections were received, and this report recommends approval.

Figure 10.1.1(a) – Location Plan for 43 (Lot 27) Royce Place, White Peak



COMMENT

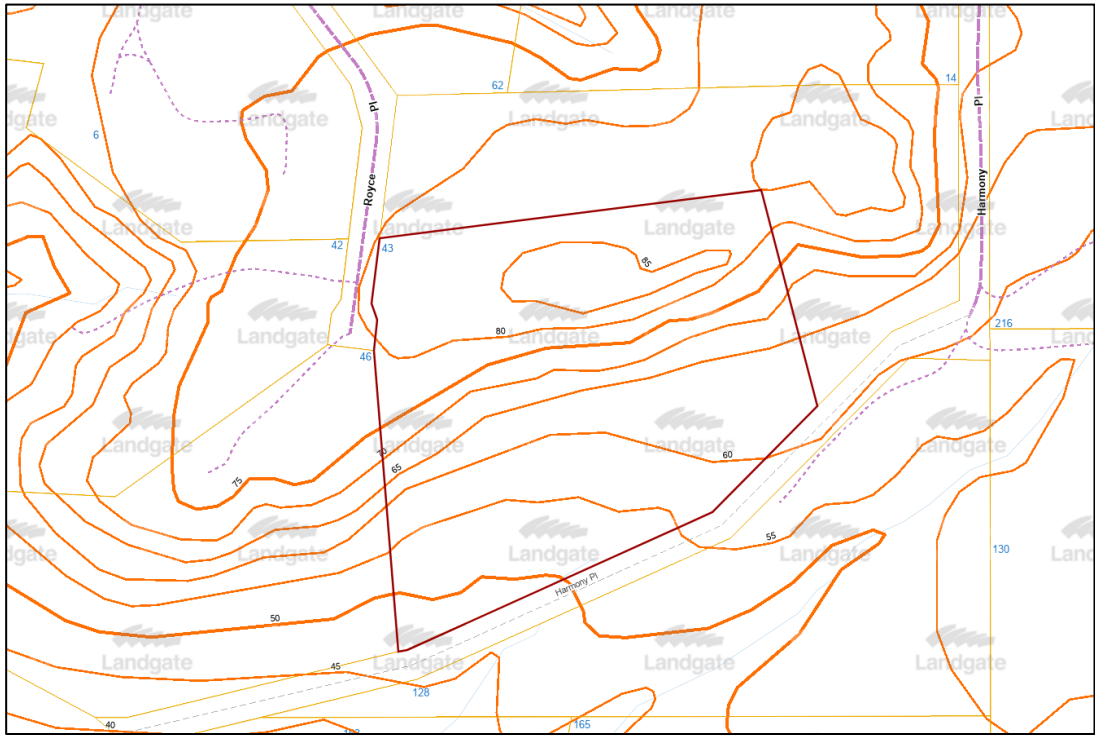
Lot 27 is a 5.9228ha property located at the south-eastern end of the Royce Place cul-de-sac.

The approximately 1.8ha northern portion of Lot 27 is situated on a plateau at the 85-80m contour range across a horizontal distance of approximately 75m. The central ridge section of the lot drops away steeply from the 80-65m contour across a horizontal distance of approximately 40m, whilst the approximately 2.5ha southern portion of the property more gradually slopes from the 65-50m contour across a horizontal distance of approximately 100m.

Figure 10.1.1(b) – Aerial photograph of 43 (Lot 27) Royce Place, White Peak



Figure 10.1.1(c) – Contour map of 43 (Lot 27) Royce Place, White Peak



A copy of the submitted application has been provided as **separate Attachment 10.1.1(a)** along with site photographs taken from multiple angles and locations upon the property to illustrate this proposal.

As some background to this matter the building envelope for Lot 27 was first established in 1998 at time of subdivision towards the north-western corner of the property. In 2004 an application was received from the then landowner seeking to relocate the building envelope to a new location closer to the north-eastern corner of Lot 27 and increase the size of the building envelope. This proposed new building envelope location was refused by Council at its May 2004 meeting as it would have allowed for the construction of a residence on the edge of the ridgeline thereby overlooking the residence to the south upon Lot 2949 Harmony Place.

Council then resolved at its June 2004 meeting to approve a revised new building envelope location east of the original building envelope that was smaller and setback from the ridgeline to ensure it did not overlook the residence on Lot 2949.

The then landowner appealed against this Council decision and this matter was heard by the State Administrative Tribunal, who in November 2004 approved a new building envelope that was smaller than that requested by the then landowner and required it to be setback from the ridgeline. **Figure 10.1.1(d)** is provided below to illustrate this further.

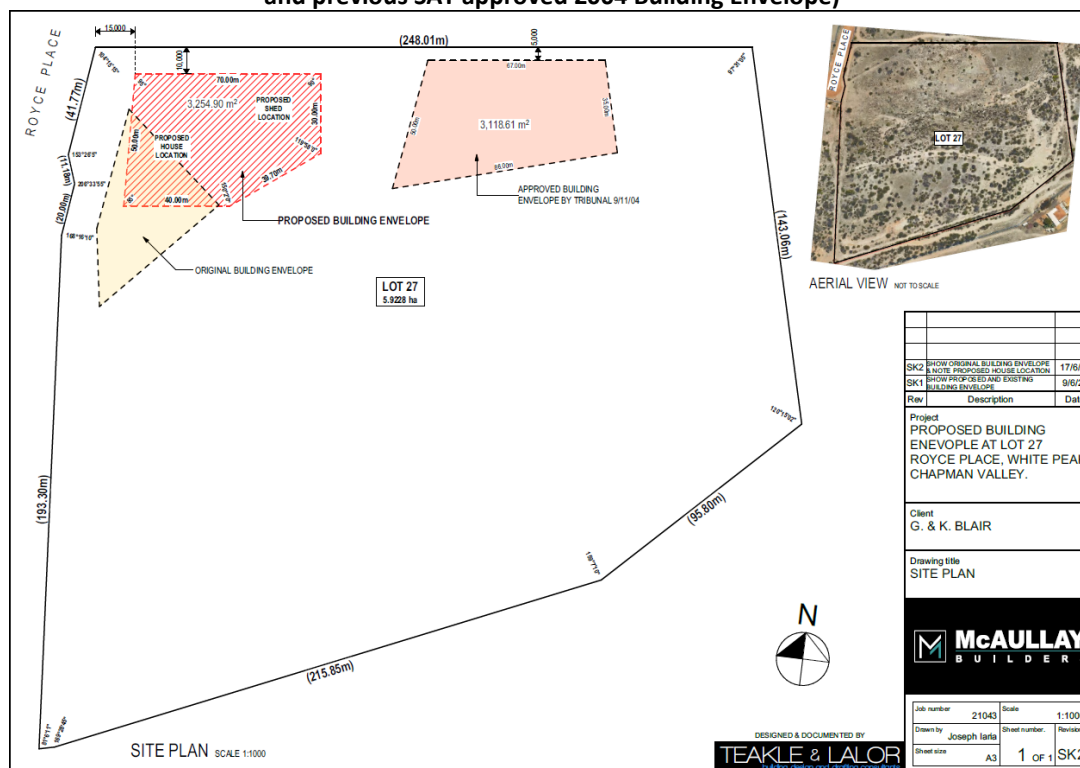
A copy of the previous State Administrative Tribunal determinations have been provided as **separate Attachment 10.1.1(b)**.

Figure 10.1.1(d) – 2004 State Administrative Tribunal approved Building Envelope - marked in yellow
(also illustrates original triangular 1998 Building Envelope located to the west
and the 2004 then landowner sought Building Envelope located around and including the SAT Building Envelope)



The new landowner of Lot 27 Royce Place is now seeking to relocate the building envelope back towards the north-western corner of the property to a location similar to that originally applied to the property by the subdivider in 1998. **Figure 10.1.1(e)** is provided to illustrate this further.

**Figure 10.1.1(e) – Proposed Building Envelope sought by new landowner in 2021
(also illustrates original triangular 1998 Building Envelope located to the south-west
and previous SAT approved 2004 Building Envelope)**



Some key dates in the development history for the property are as follows:

17 September 1996	Scheme Amendment No.9 to Shire of Chapman Valley Town Planning Scheme No.1 was gazetted rezoning the land from 'General Farming' to 'Special Rural';
16 October 1998	Western Australian Planning Commission approved survey plan that created the Royce Place subdivision. Subdivider submitted accompanying Subdivision Guide Plan that designated a building envelope for each lot, including a building envelope in the north-western corner of Lot 27;
18 May 2004	Council refused an application to relocate the building envelope to a new north-east location upon Lot 27;
15 June 2004	Council supported a revised location for the building envelope in the north-eastern corner situated further back/north from the top of the ridgeline to better ensure there was no overlooking of the residence on the lot to the south at the base of the ridge;
9 November 2004	State Administrative Tribunal (SAT) approved a relocated building envelope towards the north-eastern corner of Lot 27 that was smaller than the applicant's requested building envelope and setback further from the top of the ridgeline;
24 December 2004	SAT reaffirmed its decision;
12 March 2021	Previous owner/appellant sold Lot 27 to current owner/applicant.
22 June 2021	Applicant submitted proposal to relocate building envelope to north-western corner of Lot 27;
26 June 2021 – 23 July 2021	Application advertised for comment.

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

- the proposed location for the building envelope is a return to the general area upon Lot 27 first identified at time of subdivision as the most appropriate area for the siting of a residence;
- the proposed location of the building envelope would provide an improved privacy outcome for the adjoining landowner to the south-east by being setback a greater distance from the top edge of the ridgeline;

- the proposed location of the building envelope would provide an improved visual landscape outcome as it would be setback further from the ridgeline and in a less visually prominent location as viewed from the North West Coastal Highway and the rural residential properties further south in White Peak;
- the proposed location of the building envelope would site the residence closer to existing services;
- the surrounding landowners have been invited to comment upon the proposed building envelope location and no objecting submissions were received, and the supporting submission was received from the resident located closest to the proposed building envelope who might therefore be considered the party whose comment would bear most significance/weighting;
- there is the ability for Council to impose conditions relating to building materials, colours and landscaping as part of its determination in relation to this matter;
- the stipulation of a building envelope will ensure that future developments upon the property i.e. future residence and outbuilding(s) are clustered to reduce their visual impact;
- the proposed location of the building envelope might be considered to provide an improved bushfire management outcome by setting future buildings further back from the top of the ridgeline where bushfires being driven up the steep vegetated slope by prevailing south-westerly winds might present concern (noting that Lot 27 is already entirely located within an area identified by the Department of Fire & Emergency Services' State Map of Bushfire Prone Areas so relocating the building envelope does not have an impact in this regard, and a Bushfire Attack Level Assessment is therefore required to be prepared by a bushfire consultant and submitted by the applicant at time of planning/building permit application for a residence upon Lot 27);
- the sought building envelope location is in a previously cleared section of Lot 27 and this application therefore does not present a negative impact on remnant vegetation.

STATUTORY ENVIRONMENT

43 (Lot 27) Royce Place, White Peak is zoned 'Rural Smallholding 3' under Shire of Chapman Valley Local Planning Scheme No.3 ('the Scheme') the objectives for which are listed in Table 1 as being:

- “• To provide for lot sizes in the range of 4 ha to 40 ha.
- To provide for a limited range of rural land uses where those activities will be consistent with the amenity of the locality and the conservation and landscape attributes of the land.
- To set aside areas for the retention of vegetation and landform or other features which distinguish the land.”

The Scheme also notes the following relevant to this application:

“37 Appearance of land and buildings

- (1) Unless otherwise approved by the local government, no person shall erect any building or other structure which by reason of colour or type of materials, architectural style, height or bulk, ornament or general appearance, has an exterior appearance which is out of harmony with existing buildings or the landscape character of the area.*
- (2) All buildings and land on which they are located within the Scheme area shall be maintained in a manner, which preserves the amenity of the surrounding locality to the satisfaction of the local government.*
- (3) Where in the opinion of the local government an activity is being undertaken that results in the appearance of the property having a deleterious effect on the amenity of the area in which it is located, the local government shall require the owner or occupier to restore or upgrade the conditions of that property to a standard commensurate with those generally prevailing in the vicinity.”*

“40 Building envelopes

- (1) Where a building envelope is identified on a structure or fire management plan, all development shall be contained within the designated envelope area.*

- (2) *No development of any structures shall occur within any area/s identified as 'Development Exclusion Area', 'Re-vegetation Area', 'Remnant Vegetation' or similar on the structure or fire management plan;*
- (3) *Notwithstanding the requirements of Clause 62 of the deemed provisions, where a building envelope exists on a particular lot an application for development approval to change or relocate the building envelope shall be accompanied by relevant building plans and information addressing visual amenity, privacy and screening, vegetation loss, access, and proximity to natural features.*
- (4) *In considering an application to relax the requirements of subclause (2) and (3), the local government shall, in addition to the general matters set out in Clause 67 of the deemed provisions, give particular consideration to:*
 - (a) *unacceptable visual clutter, especially in elevated areas of high landscape quality or visually exposed locations; and*
 - (b) *unnecessary clearing of remnant native vegetation; and*
 - (c) *visual obtrusiveness and/or impact on an adjoining property by way of privacy, noise, odour or light spill; and*
 - (d) *suitability for landscape screening using effective screening vegetation; and*
 - (e) *compliance with the land-use, setback, building height, development exclusion, vegetation protection, bushfire requirements and other pertinent provisions of the Scheme and relevant local planning policy."*

"Schedule 5 - Rural Smallholding

- (1) *Structure Plan*
 - (a) *Subdivision, development and land use shall generally be in accordance with a structure plan as adopted by the local government and the Western Australian Planning Commission in accordance with Part 4 of the deemed provisions;*
 - (b) *Subdivision, development and land-use shall generally be in accordance with any other matters outlined on the structure plan; and*
 - (c) *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 6 or 7.*
- (2) *Buildings*
 - (a) *All buildings shall be sited in accordance with the setback requirements specified in the Scheme except where building envelopes are shown on a structure plan or local development plan. Where building envelopes are shown, all buildings and effluent disposal systems shall be located within that envelope.*
 - (b) *All buildings constructed on the land shall be sympathetic to existing landscape features, predominantly landform, vegetation and amenity in terms of their design, height, location, material and cladding colours."*

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

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

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

The Royce Place Subdivision Guide Plan dating back to time of rezoning and subdivision in 1998 is considered to form a Structure Plan as per Part 9 Regulation 79 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

POLICY/PROCEDURE IMPLICATIONS

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

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

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

Policy 5.1 also sets the following Policy Statement:

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

FINANCIAL IMPLICATIONS

Nil

Long Term Financial Plan (LTFP):

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

STRATEGIC IMPLICATIONS

The Shire of Chapman Valley Local Planning Strategy identifies Lot 27 as being located within Precinct No.7-South West. The Strategy lists the following precinct objectives of relevance in the assessment of this application:

"7.2.1 Accommodate urban growth sympathetic to rural lifestyle based on appropriate structure planning."

"7.3.2 Protect and enhance the visual amenity in areas of visual prominence."

Lot 27 falls within the study boundary of the Moresby Range Management Strategy (WAPC, 2009) and is identified by Strategy Map 6 as being within a visually sensitive area and Strategy Map 7 as being alongside a travel route corridor and having natural landscape significance. Sections 4.5.1 and 4.5.2 of the Strategy make recommendations of relevance in the assessment of this application:

"Recommendations: land use and development planning

43 *Ensure that land uses and infrastructure are sited and designed to complement the landscape qualities of the range and reduce their overall impact. The key elements of effective landscape planning and design to be considered are:*

- describing the landscape values that need to be protected;*
- defining areas that can accommodate more intensive land use or development;*
- selecting suitable land uses and development, including consideration of noise, dust and other potential impacts;*
- providing for a density compatible with retaining landscape values;*
- sensitive siting; and*
- designing buildings and structures to blend into their setting.*

44 *Ensure that buildings, structures and public or private roads are sited and designed to have minimal impact on views of the range and reflect surrounding character, with reference to the manual, Visual Landscape Planning in Western Australia (DPI, 2007), so that they:*

- Do not dominate the landscape but are compatible in form, scale, bulk, and mass to their setting.*
- Give thought to visually concealing all buildings and associated services, such as delivery and storage areas and necessary infrastructure. Where possible, buildings are to be constructed behind or among trees.*
- Reflect the rural nature of the range and cater for expected level of use, particularly any public or private road, and vehicle manoeuvre areas associated with lookouts;*
- Blend into the surroundings through use of appropriate colour schemes.*
- Take advantage of views to the range through appropriate orientation of roads in new subdivisions."*

"Recommendations: flat tops and side slopes, key view corridors and travel routes

45 *Minimise more intensive land use and development on the flat tops and side slopes and in key view corridors (identified in map 5) that has the potential to be clearly seen and that would adversely affect the landscape values of the view. Permit more intensive land use and development on the flat tops and side slopes and key view corridors only where it can be demonstrated that such land use and/or development is consistent with the objectives of this strategy.*

46 *Support land use and development proposals abutting areas of high landscape significance, as identified in map 6, where it can be demonstrated that the land use and/or development:*

-
- a) *will not adversely affect views of the range; and*
b) *enhances opportunities for people to enjoy views of or from the range, or experience the range in some other way.*
- 47 *Minimise development in key view corridors and travel route corridors (map 5 and map 6 respectively); advocate the siting and design of buildings and structures to have minimum possible impact on key view corridors and from travel routes, and to reflect the surrounding character:*
- particular attention should be paid to the location and orientation of large sheds and screening to minimise their impact on views to the range; and*
 - lower sites should be chosen, sheds should be orientated perpendicular to the primary view and screening should be provided, whether by vegetation or other development.*
- 48 *Ensure that future land use or development maintains the landscape value of the foreground when viewed from major travel routes, and that revegetation and landscaping along and near major travel routes does not affect views of the range from these routes.*
- 49 *Consider the impact remnant vegetation clearing may have on views of the range. Discourage the clearing of remnant vegetation where it forms part of a view corridor from a major travel route."*

'Visual Landscape Planning in Western Australia: a manual for evaluation, assessment, siting and design' (WAPC, 2007) provides local governments with guidance on incorporating visual landscape planning into assessment and decision making. The manual outlines three broad visual objectives for managing landscape character; 'protection and maintenance'; 'restoration and enhancement'; and 'best practice siting and design'.

The manual generally recommends that vegetation should be retained and development avoided on skylines as seen from important viewing locations and sensitive roads. The siting of the building envelopes on the original 1998 Royce Place Subdivision Guide Plan, and in this received 2021 application, give regard for these principles.

The manual notes that development should be sited with care to ensure that individual components that have the potential to draw attention, such as reflective roofs and windows, are not visible. The manual also notes that the forms, colours and textures of a development do not need to be identical to those found in nature, but they need to appear compatible to the extent that any contrasts do not draw attention. Council has the ability to impose conditions to ensure subsequent development addresses these criteria to reduce visual impact.

Strategic Community Plan/Corporate Business Plan:

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

CONSULTATION

Section 7.0 of the Shire's 'Building Envelopes' Local Planning Policy notes that an application seeking to relocate, remove or expand a building envelope may be advertised to surrounding landowners prior to being placed before a meeting of Council for consideration.

The Shire wrote to the 9 surrounding landowners (including all 5 landowners on Royce Place) on 25 June 2021 providing details of the application and inviting comment upon the proposal prior to 23 July 2021. The Shire also placed an advisory sign on-site and a copy of the application and explanatory material upon its Shire website during the advertising period.

At the conclusion of the advertising period 1 submission had been received, this being from the neighbouring landowner to the west (and closest resident) expressing support for the application.

A copy of the received submission has been provided in **separate Attachment 10.1.1(c)**.

RISK ASSESSMENT

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response

VOTING REQUIREMENTS

Simple majority required

STAFF RECOMMENDATION

That Council approve the relocation of the building envelope upon 43 (Lot 27) Royce Place, White Peak as contained in **Attachment 10.1.1(a)** subject to compliance with the following conditions:

- 1 Development upon the property is required to use colours and materials complementary to the natural landscape features, and be to a (non-reflective) finish, to the approval of the local government.
- 2 The future residence is required to be constructed in accordance with Australian Standard 3959 – Construction of Buildings in Bush Fire Prone Areas.

Advice Note:

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

10.1.2 Former Geraldton-Northampton railway alignment

PROPOSER:	Heritage Council of WA
SITE:	Former Geraldton-Northampton railway alignment
FILE REFERENCE:	806.00 & 204.12.01
PREVIOUS REFERENCE:	3/99-25 & 06/01-4
DATE:	5 August 2021
AUTHOR:	Simon Lancaster, Deputy Chief Executive Officer

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.1.2	Department of Planning, Lands & Heritage correspondence and proposed State Heritage Register Entry – former Geraldton-Northampton railway alignment		√

DISCLOSURE OF INTEREST

Nil

BACKGROUND

The Department of Planning, Lands & Heritage (DPLH) have written to Council advising that it considers the former Geraldton-Northampton railway alignment has cultural heritage significance and should be entered onto the State Register of Heritage Places. This report recommends that Council oppose this registration and request the DPLH undertake further discussion with relevant parties.

COMMENT

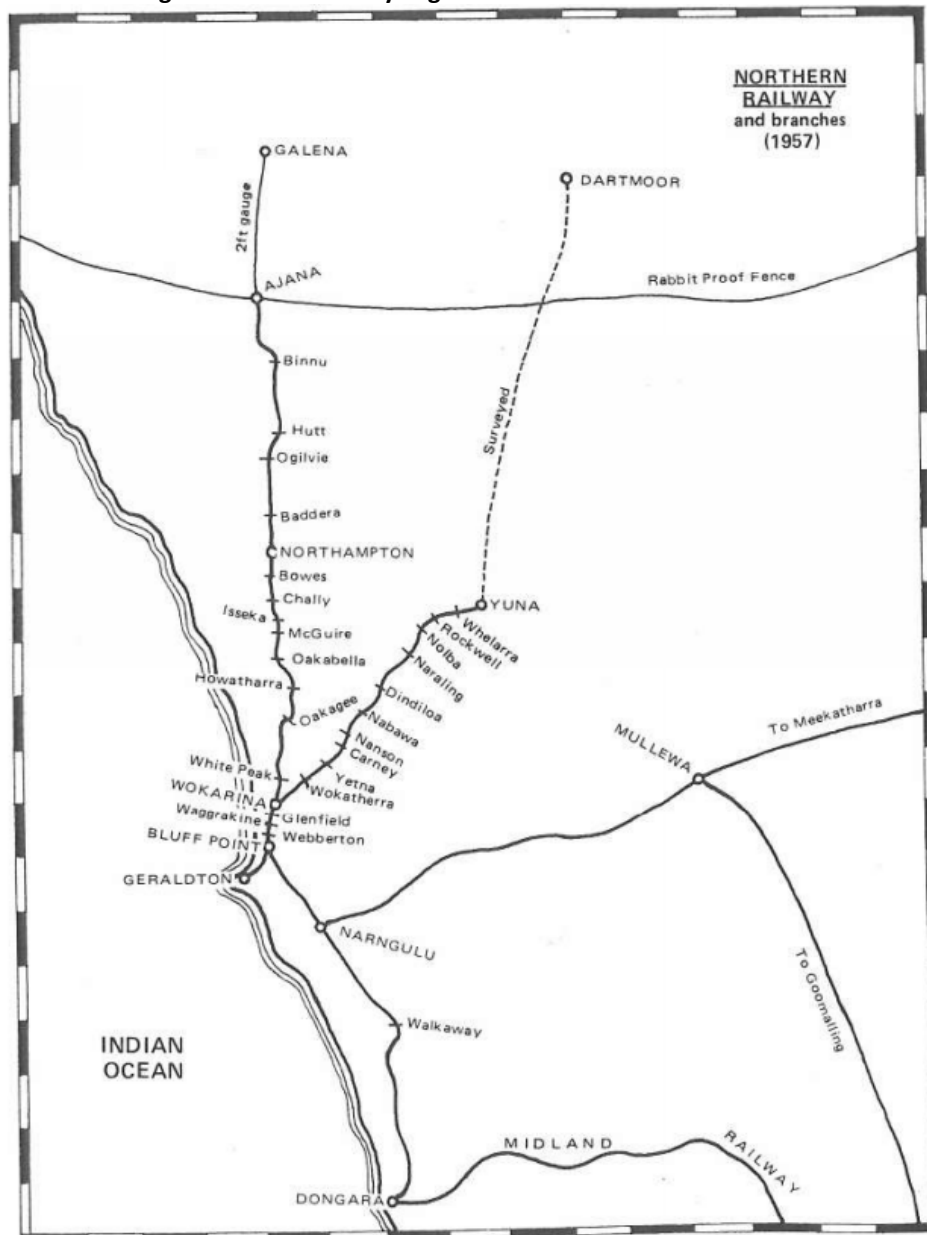
The DPLH wrote to the Shire on 23 July 2021 advising that it considered that the former Geraldton-Northampton railway alignment, commencing at the Geraldton Port at its southern end and terminating at Gwalla Station in the Northampton townsite at its northern end, has cultural heritage significance and should be entered onto the State Register of Heritage Places.

The DPLH have advised that submissions in relation to this matter must be received by 6 September 2021.

A copy of the DPLH's correspondence and its supporting information including maps has been provided as **separate Attachment 10.1.2**.

Construction of the Geraldton-Northampton railway commenced in 1874 as the State Government's first railway and was opened in 1879 to service the Northampton mining industry and to expand export during this period of the state's development. The cost of the railway was almost triple the original estimate and by time of its completion the price of lead had fallen and the mining industry collapsed, with the pastoral (sheep) and agricultural (wheat) industries emerging as the primary economic drivers, although the mining industry did experience a resurgence in the 1910's-1920's when the price of lead regained (leading to the decision to extend the line northward to Ajana). The railway instead relied on general freight and passengers and due to the steep grades, pronounced curves and numerous (10-15) stopping places on-route the train journey typically took 3 hours to travel the 50km distance. The railway was realigned in several locations during the early 20th century to rectify problems experienced with the line. Following an investigation into non-paying railways, the Geraldton-Ajana railway closed in 1957 and dismantling of the rails began in 1961 with the majority being sold overseas as scrap metal.

Figure 10.1.2 – Railway alignments at time of closure in 1957



Whilst the former Geraldton-Northampton railway does have a level of historic interest it is considered that the registering of the entire 50km length is excessive and a blunt legislative instrument that will result in future bureaucracy and unnecessary delays and higher costs for all parties be they adjoining landowners, or local governments and state government departments.

Rather than adopt the approach of writing to parties and providing 48 days notice that a 50km stretch of land is being considered for entry onto the State Register of Heritage Places it is suggested that it would have been appropriate for the DPLH to instead pursue a collaborative approach and convene meetings involving key parties who will ultimately have to administer any registration such as the Shire of Chapman Valley, City of Greater Geraldton, Shire of Northampton, Development WA and Main Roads WA to discuss this matter further. It is also suggested that rather than seek to register the entire 50km length that the DPLH instead reexamine individual sites along the former Geraldton-Northampton railway that might be considered to have cultural heritage significance rather than the entire alignment.

There is no urgency in relation to this matter and the clock should effectively be stopped by DPLH to allow for an improved consultation and outcome.

The registering of the entire 50km length of the former Geraldton-Northampton railway alignment is opposed based on the following:

- placement of the alignment on the State Register of Heritage Places will mean that any development or subdivision application that may affect the site must be referred to the DPLH for comment, and this will include development and subdivision by private landowners adjacent to the site. What this will entail is that any application within vicinity of the former Geraldton-Northampton rail alignment will be subject to an introduced level of Perth-centralised bureaucracy that will result in cost and delays for local government and applicants alike. The full impact of this can only be truly understood when it is considered that the former rail corridor is not just a 50km length that runs through farming land but also the Geraldton urban area, the White Peak rural residential area, the Howatharra and Isseka townsites and the southern extent of the Northampton townsite;
- the rail alignment is contained within Crown Reserve for almost its entire 50km length (excepting an approximately 600m length in Bluff Point across 2 lots owned by the Catholic Church and the State Government through Development WA, and a 500m length in White Peak across a lot owned by the State Government through Development WA) and is not therefore under threat through private subdivision or development that might warrant/hasten placement on a State Register;
- the registration will introduce an unwelcome and unnecessary additional level of bureaucracy and delay to the troubled and long-overdue Northampton Bypass and Geraldton Outer Bypass/Oakajee-Narngulu Infrastructure Corridor projects, which intersect with the former Geraldton-Northampton rail alignment at 2 locations, north of White Peak Road and south-east of the Northampton townsite;
- the placement of the alignment on the State Register will mean that any development within the entire 50km corridor must be referred to the DPLH for comment, and this will include the most mundane and trivial of works including roadworks, street furniture, signage etc. in the Geraldton CBD, ongoing leases of portions of the alignment in rural areas for long-standing cropping and grazing uses and farm access tracks improvements crossing the alignment;
- the Shire of Chapman Valley Heritage Inventory as adopted by Council (nor the City of Greater Geraldton or Shire of Northampton Heritage Inventories) does not recognise or make recommendation that the entire rail alignment should be registered at a state level, all 3 local government documents do recognise individual railway sites but do not consider it appropriate that the entire corridor be listed upon the State Register;
- the DPLH documentation provided in support of the registration is out of date and incomplete with the most recent site information dating back to visits in 2014, and some from 2005, further the documentation acknowledges that not all of the former railway alignment was visited;
- the registration documentation and curtilage omits some key sites along the former railway alignment such as the second Geraldton Railway Station and the Bluff Point Gatekeeper's Quarters, this underlines that the registration process would be better served by a collaborative approach with local government and other key agencies and landowners to identify individual railway heritage sites of merit rather than the entire 50km corridor;
- portions of the alignment comprise the committed land package of the Yamatji Nation Indigenous Land Use Agreement and it is not considered appropriate that this land should be encumbered by administration and referral requirements imposed subsequent to the Agreement's signing.

STATUTORY ENVIRONMENT

Section 45 of the now repealed *Heritage of Western Australia Act 1990* required every local government to compile a Municipal Inventory of places within its district which in its opinion are, or may become, of cultural heritage significance. The Shire of Chapman Valley Municipal Inventory of Heritage Places was prepared in 1995. Council resolved in 2010 to initiate the review of its Municipal Inventory, guided by a Steering Committee comprising Councillors, staff and community representatives. Following lengthy consultation, research and individual site visitation Council adopted the revised Shire of Chapman Valley Municipal Inventory of Heritage Places at its 17 October 2012 meeting.

The *Heritage Act 2018* replaced the 1990 legislation and required that local governments update their Municipal Inventories into Local Heritage Surveys. The Shire of Chapman Valley commenced its review of the current Municipal Inventory in 2021 and it is anticipated it will take approximately 12 months to complete the statutory process.

The *Planning and Development (Local Planning Schemes) Regulations 2015* also introduced the requirement that local governments “must establish and maintain a Heritage List to identify places within the Scheme area that are of cultural heritage significance and worthy of built heritage conservation”. Upon conclusion of the Municipal Inventory review/Local Heritage Survey preparation process the Shire will be in position to prepare its Heritage List.

Part 5 Division 1 of the *Heritage Act 2018* defines a proposal as follows:

“proposal means —

- (a) an application for development approval; or*
- (b) a proposal, project, plan, programme, policy, public work, operation or undertaking for or relating to the development of any land owned, occupied or managed by a public authority; or*
- (c) any other proposal by a public authority to exercise any of its powers in a way that would or might significantly affect the physical character of any land; or*
- (d) a submission or application relating to the development of land of a kind prescribed to be a proposal for the purposes of Division 2;”*

Part 5 Division 2 – Referral of proposals of the *Heritage Act 2018* states:

“Subdivision 1 — Proposals that must be referred

72 Proposals to which Subdivision applies

- (1) This Subdivision applies to a proposal that, if implemented, would, or would be likely to, affect —*
 - (a) a registered place; or*
 - (b) a place that is the subject of a heritage agreement to which the Council is a party; or*
 - (c) a place that is the subject of a protection order, if the terms of the order give the Council discretion to authorise works that the order would otherwise prohibit.*
- (2) For the purposes of subsection (1), a proposal may affect a place even if it is not directly related to that place.”*

“73 Referral of certain proposals to Council

- (1) A decision-maker considering a proposal to which this Subdivision applies must refer the proposal to the Council for its advice.*
- (2) The decision-maker must refer the proposal under subsection (1) as soon as practicable after it becomes aware of the proposal.”*

“75 Decision on referred proposal

- (1) In respect of a referred proposal, a decision-maker must not make a decision that would, or would be likely to, adversely affect to a significant extent a place mentioned in section 72(1) (even though the decision is not directly related to that place) unless —*
 - (a) the decision-maker has used its best endeavours to ensure that each person involved in the implementation of the proposal will take all measures to minimise any adverse effect that they can reasonably take; and*
 - (b) the decision-maker has complied with section 73; and*
 - (c) the decision-maker has either received advice on the referred proposal from the Council under section 74 or waited the prescribed period to receive advice; and*
 - (d) subject to subsection (2), the decision made is consistent with advice received from the Council.*
- (2) Subsection (1)(d) does not apply if the decision-maker finds that there is no feasible and prudent alternative to the decision made.”*

Note: References in the above extract from the *Heritage Act 2018* to ‘Council’ are to the Heritage Council of WA and not a local government Council.

Entry of a place upon the State Register of Heritage Places is reserved for places of State cultural heritage significance and is the highest recognition afforded at the State level. There are 6 sites on the State Register within the Shire of Chapman Valley, these being:

- Coffee Pot and Waggrakine Well - Coffee Pot Drive, Waggrakine;
- Cuddy Changing Station - North West Coastal Highway, Howatharra;
- Church of Our Lady Fatima - Chapman Valley Road, Nanson;
- Our Lady Fatima Convent - Chapman Valley Road, Nanson;
- Road Board Office - East Terrace, Nanson; &
- Narra Tarra Homestead - East Chapman Road, Howatharra.

POLICY/PROCEDURE IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

Long Term Financial Plan (LTFP):

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

STRATEGIC IMPLICATIONS

In 1995 the Mid West Trails Group (which comprised representatives from the City of Geraldton, Shire of Greenough, Shire of Chapman Valley and Shire of Northampton) undertook a Feasibility Study into the creation of trails along the former Geraldton-Northampton and Geraldton-Yuna rail alignments. The Feasibility Study was completed in 1999 and tabled at the 23 March 1999 Council meeting.

Following on from this the Mid West Trails Group prepared the Oakabella to McGuire Trail Planning Study in 2001 that related to a section of the former Geraldton-Northampton railway alignment in the Shire of Northampton and this was tabled at the 20 June 2001 Council meeting.

The long-term strategic goal of the 'Rails to Trails' project was for the creation of a walking/hiking/riding trail along the former Geraldton-Northampton railway alignment that would become a recreational and tourism asset for the Mid West region. There would be opportunities to showcase the trail through promotional material and events e.g. mountain bike race, competitive marathon, hike for charity etc. Landowners along the trail may be encouraged to develop tourism related businesses such as farm stay chalets or nature based camping that might cater for hikers/riders along the trail along with other tourism related ventures e.g. galleries, eating places, function facilities, experiential uses etc. The trail would also provide opportunity for placement of interpretive along its length promoting Aboriginal heritage, European heritage, railway heritage, flora, fauna, scenic viewpoints etc.

The identification of this project as a long-term strategic goal recognised that whilst the former Geraldton-Northampton railway alignment is already under public ownership as Crown Reserve, it would take a significant capital cost to fence and construct the track and an ongoing maintenance cost.

It was also recognised that during the planning stage there will be a significant level of landowner consultation required as much of the alignment appears on-ground to form part of farmers' paddocks and has been farmed as such for many years. This would require not only the alignment to be re-surveyed for certain sections, but extensive consultation work to be done to allay landowners' fears about what issues the trail may present to them in terms of fire risk, litter, theft, invasive species etc. brought about by the creation and use of the trail.

It was also noted that some sections of the former alignment were in close proximity to farmer's residences and sheds and to address concerns over security, privacy and amenity it may be reasonable to consider realigning the trail in certain areas so that it meandered off the former rail alignment for short durations to provide improved separation.

The former rail alignment will also be impacted by the alignment of the Geraldton Outer Bypass/Oakajee-Narngulu Infrastructure Corridor in the vicinity of the Wokatherra Gap and there would be opportunity for the recreational trail to be constructed along an alternative alignment further east to allow for a safer (grade separated) crossing at this point and to enable the trail for a section of its length to instead run along the base of Moresby Range's western face. This alternative alignment would provide a more pleasant and scenic trail and would provide opportunity to link via a spur trail heading eastwards into the adjacent Department of Biodiversity, Conservation & Attractions' Moresby Range Conservation Park that is proposed to include day-use recreational and nature based camping aspects.

The Rails to Trails project, being such a large undertaking, would not be achievable without tri-party local government partnerships and funding assistance from Federal and State governments.

Strategic Community Plan/Corporate Business Plan:

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

CONSULTATION

Part 3 Division 2 Section 42 – Entry in register of the *Heritage Act 2018* states that:

“42 Entry in register

- (1) As soon as practicable after receiving a direction under section 41(1)(a) in relation to a place, the Council must make an entry in the register in relation to the place in accordance with section 36(2).*
- (2) The Council must —*
 - (a) publish in the Gazette a notice in relation to the entry in the register setting out a land description of the place and any other prescribed particulars; and*
 - (b) give notice in accordance with section 163 of the entry in the register to —*
 - (i) each owner of the place; and*
 - (ii) each person prescribed for the purposes of this subsection;**and*
 - (c) give statutory notification of the entry in the register; and*
 - (d) notify the Valuer-General of the entry in the register.*
- (3) The Council may publish, in accordance with the regulations, an advertisement in relation to the entry in the register.”*

“163 Notices and statutory notification

- (1) Unless this Act provides otherwise, notice may be given to a person —*
 - (a) by giving the person notice in writing; or*
 - (b) if permitted under the regulations, by giving the person notice by means of an electronic communication (as defined in the Electronic Transactions Act 2011 section 5(1)); or*
 - (c) if permitted under the regulations, by publishing an advertisement in accordance with the regulations; or*
 - (d) in another prescribed way.*
- (2) Notice must be given within the period, if any, specified in the regulations.*
- (3) A requirement under this Act to give statutory notification of an event is satisfied, subject to and in accordance with regulations, by taking steps to have the event registered, recorded or noted by the Registrar of Titles, the Registrar of Deeds and Transfers, or another person or agency, as appropriate to the case, under —*
 - (a) the Mining Act 1978; or*
 - (b) the Registration of Deeds Act 1856; or*
 - (c) the Transfer of Land Act 1893; or*
 - (d) any other written law dealing with the registration of interests in or affecting land.”*

Shire of Chapman Valley staff have contacted counterparts at the City of Greater Geraldton and Shire of Northampton and it is understood that the other local governments along the former Geraldton-Northampton railway alignment share its concerns and will be making recommendation to their respective Councils to also object to the proposed listing on the State Heritage Register in its current form.

The Shire has also contacted Development WA who own the Oakajee Industrial Estate Buffer and Main Roads WA who are responsible for portion of the former Geraldton-Northampton railway alignment and are the lead agency for the Geraldton Outer Bypass/Oakajee-Narngulu Infrastructure Corridor to advise of its concerns with this proposal.

RISK ASSESSMENT

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response

VOTING REQUIREMENTS

Simple majority required

STAFF RECOMMENDATION

That Council:

- 1 Advise the Department of Planning, Lands & Heritage that it objects to the proposed registration of the former Geraldton-Northampton railway alignment in its entirety upon the State Register of Heritage Places.
- 2 Advise the City of Greater Geraldton, Shire of Northampton, Development WA and Main Roads WA of Council's objection.
- 3 Request that the Department of Planning, Lands & Heritage arrange a meeting with representatives of the Shire of Chapman Valley, City of Greater Geraldton, Shire of Northampton, Development WA and Main Roads WA to discuss this matter further and invite the Department to bring for discussion at this meeting individual sites along the former Geraldton-Northampton railway alignment that might be considered to have cultural heritage significance rather than the entire alignment.

10.1.3

Grazing Lease Extensions

PROPOSER:	T. Cooper
SITE:	Reserve 8769 Nabawa-Yetna Road, Nabawa
FILE REFERENCE:	A327
PREVIOUS REFERENCE:	05/01-13, 2/11-7 & 06/16-20
DATE:	6 August 2021
AUTHOR:	Simon Lancaster, Deputy Chief Executive Officer

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.1.3	Draft lease document		✓

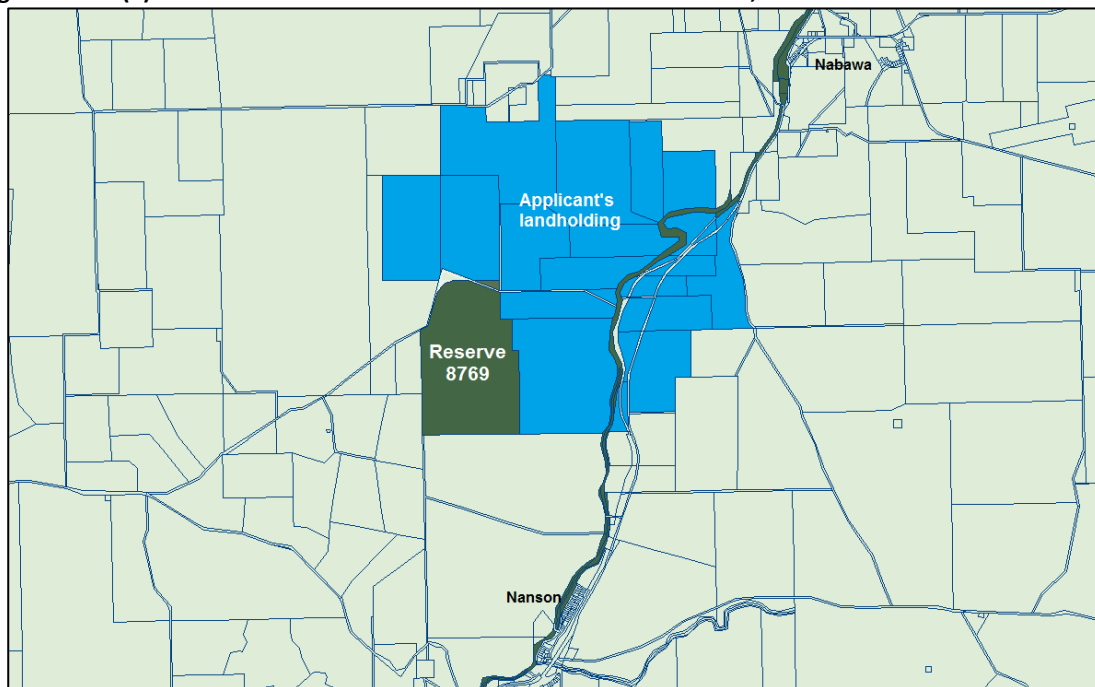
DISCLOSURE OF INTEREST

Nil.

BACKGROUND

The lessee of Reserve 8769 Nabawa-Yetna Road, Nabawa is seeking to continue their grazing lease agreement with Council. This report makes recommendation that a new agreement be entered into with the lessee for a further 5 years (expiry date 30 June 2026). It is also recommended that Council advise the lessee and the Departments of Planning, Lands & Heritage (DPLH) that Council has no objection to the Department disposing of Reserve 8769 to the lessee through its amalgamation into their adjoining landholding should the lessee wish to purchase the property.

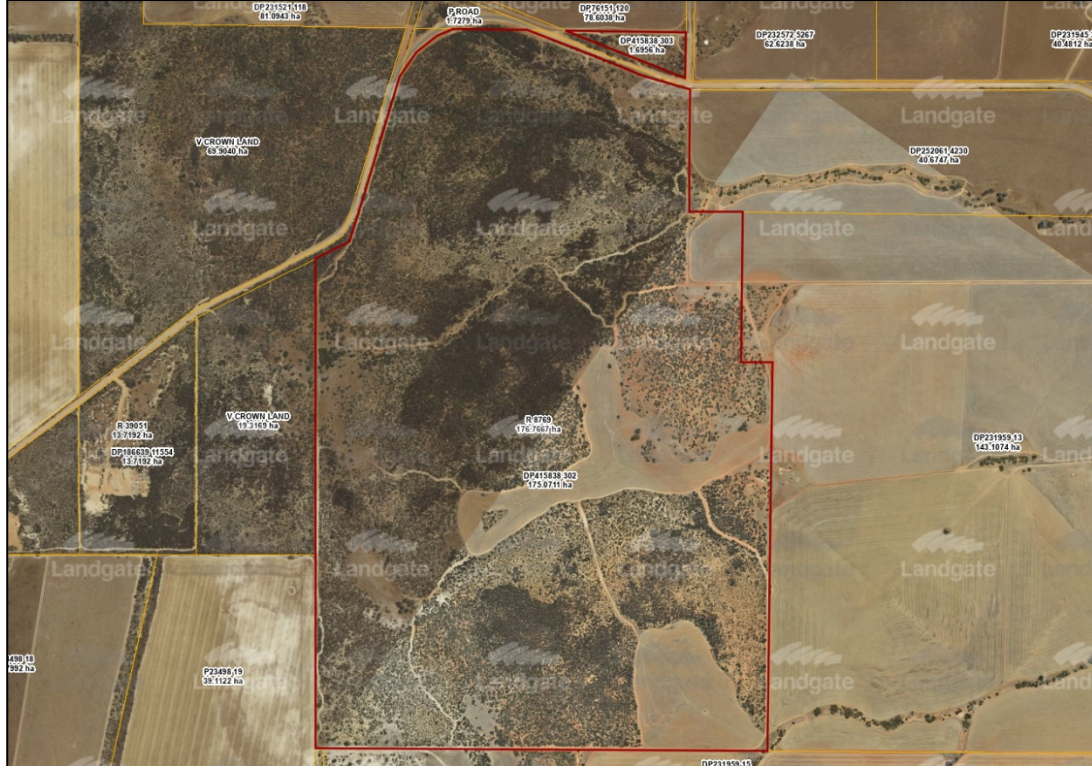
Figure 10.1.3(a) – Location Plan for Reserve 8769 Nabawa-Yetna Road, Nabawa and lessee's landholding



COMMENT

Reserve 8769 is a vacant 176.7667ha property located 2km north of the Nanson townsite, and 4km south-west of the Nabawa townsite. Reserve 8769 was created in 1903 with a management order issued to the Shire of Chapman Valley since 1916 and a reserve purpose of 'Grazing'.

Figure 10.1.3(b) – Aerial Photo of Reserve 8769 Nabawa-Yetna Road, Nabawa



Reserve 8769 has been leased to the current lessee/adjoining landowner for the purposes of grazing since 1987 and no complaints have been received by the Shire in regards to the use and management of the land in this time. The current lease agreement expired on 30 June 2021 and the lessee has advised the Shire that they wish to enter into a new lease.

It is noted that in 2013 the lessee ceded free of cost from their landholding, a 1.7279ha area located immediately north of Reserve 8769, for the purposes of realigning a dangerous bend of the Nabawa-Yetna Road.

No objection is raised to the renewal of the lease, however, it is suggested that, as per the current lease agreement, the Shire retain the ability to terminate the agreement at any time, subject to 3 months' notice should it require the land for some unforeseen purpose.

A draft lease agreement for Reserve 8769 has been provided as **separate Attachment 10.1.3** for Council's consideration that has been based upon the clauses contained within the previous lease agreements.

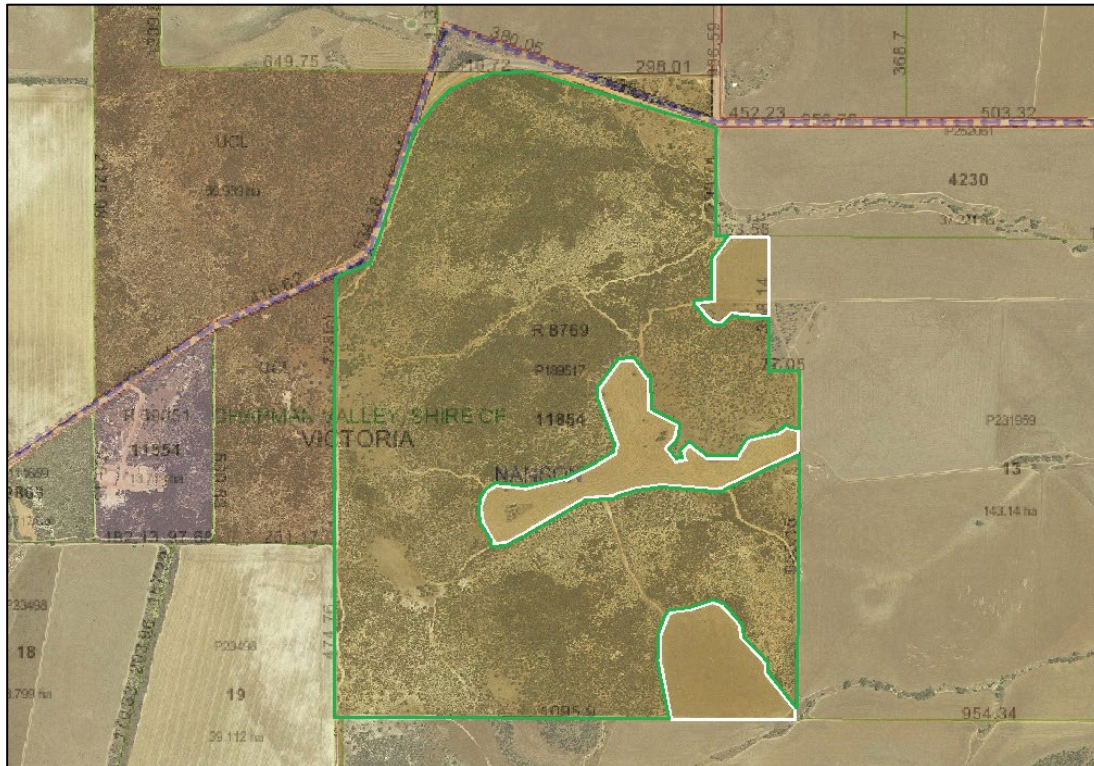
Given that the Shire does not have an identified requirement for Reserve 8769, Council may also wish to advise the DPLH that the Shire has no objection to the land being offered to the lessee for purchase and amalgamation into their landholding.

In the event that Council considers that Reserve 8769 is surplus to requirements, and the lessee wishes to purchase the land, and the DPLH are in agreeance to the disposal of the land, the DPLH will request the Valuer General to set a valuation for the land, and will require the purchaser to accept this valuation price plus any incurred conveyancing expenses, and this money is retained by the State Government and not passed onto the Local Government.

The lessee has previously indicated that they would not be interested in purchasing the land, considering that the likely valuation figure would be more than the agricultural production value of the land given the majority of it is vegetated and undulating and only a small area is cleared and used for grazing/cropping purposes. However, Council may wish to raise

this matter for discussion as there would be some long-term financial benefit to Council in removing an unrequired asset and management responsibility and the sourcing of the DPLH's valuation figure, rather than it being based upon conjecture, might assist in discussion.

Figure 10.1.3(c) – Portion of Reserve 8769 used by lessee for agricultural purposes marked in white, remainder in green



STATUTORY ENVIRONMENT

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

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

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

Were the property to be sold to the adjoining landowner the land could be rezoned to 'Rural' through an omnibus Scheme Amendment prepared by the Shire.

In the absence of an alternative Shire use of the land, the entering into a temporary lease with power to terminate is considered an appropriate action for Reserve 8769.

POLICY/PROCEDURE IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

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

Council most recently resolved at its 15 June 2016 meeting:

"That Council resolve to:

- 1 Issue a formal licence to Trevor Cooper, under Section 3.54 of the Local Government Act 1995, for the use of Crown Reserve 8769 Nabawa-Yetna Road, Nabawa for the expressed purpose of grazing. This licence will be valid for a period of five (5) years at an annual fee of \$150 (GST ex)."*

It is recommended that the new lease agreements contain an increase in the annual fee to \$200 (GST ex).

Long Term Financial Plan (LTFP):

The Shire of Chapman Valley Long Term Financial Plan was endorsed by Council at its 19 July 2017 meeting. It is not considered that the continuation of the lease would have impact in relation to the Long Term Financial Plan, however, the disposal of assets deemed surplus to requirements both reduces maintenance and liability to Council and assists in meeting a required Level of Service in the most cost effective manner for present and future community.

STRATEGIC IMPLICATIONS

Strategic Community Plan/Corporate Business Plan:

The Shire of Chapman Valley Strategic Community Plan was endorsed by Council at its 15 November 2017 meeting and the leasing of Reserve 8769 assists in meeting the following objectives of the Strategic Community Plan.

Objective	Strategy	Action
Preserve the Natural Environment and address environmental risks as they arise.	Manage the impact of waste, water, weed and vermin control on the environment	Continue to review resource allocation to control declared weeds on Shire owned/controlled land.
Be accountable and transparent in managing resources	Asset Management	Review Asset Management Plan regularly and maintain integration with other Strategic Plans within the Shire

CONSULTATION

The current lessee has advised that they would like to continue the lease agreement.

RISK ASSESSMENT

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Minor (2)	First aid injuries	\$1,001 - \$10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response

VOTING REQUIREMENTS

Simple majority required

STAFF RECOMMENDATION

That Council pursuant to Section 3.54 of the *Local Government Act 1995* resolve to:

- 1 Issue an agreement to licence use of Crown Reserve 8769 Nabawa-Yetna Road, Nabawa for the purpose of cropping/grazing to Trevor Cooper with an expiry date of 30 June 2026 at an annual fee of \$200 (GST ex).
- 2 Retain within the agreement clause enabling either party to terminate the licence subject to 3 months notice in writing.
- 3 Advise the lessee/adjoining landowner and the Department of Planning, Lands & Heritage that Council has no objection to the Department disposing of Reserve 8769 to the lessee/adjoining landowner through its sale or amalgamation into their adjoining landholding should the lessee wish to purchase the property.

10.1.4

Grazing Lease Extensions

PROPONENT:	E. O'Donnell
SITE:	Reserve 27944 O'Donnell Road, Nabawa & Reserve 43025 Chapman Valley Road, Nabawa
FILE REFERENCE:	A1981 & A2030
PREVIOUS REFERENCE:	11/00-4&5, 02/11-7, 02/16-10 & 05/16-4
DATE:	3 August 2021
AUTHOR:	Simon Lancaster, Deputy Chief Executive Officer

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.1.4	Draft lease document		√

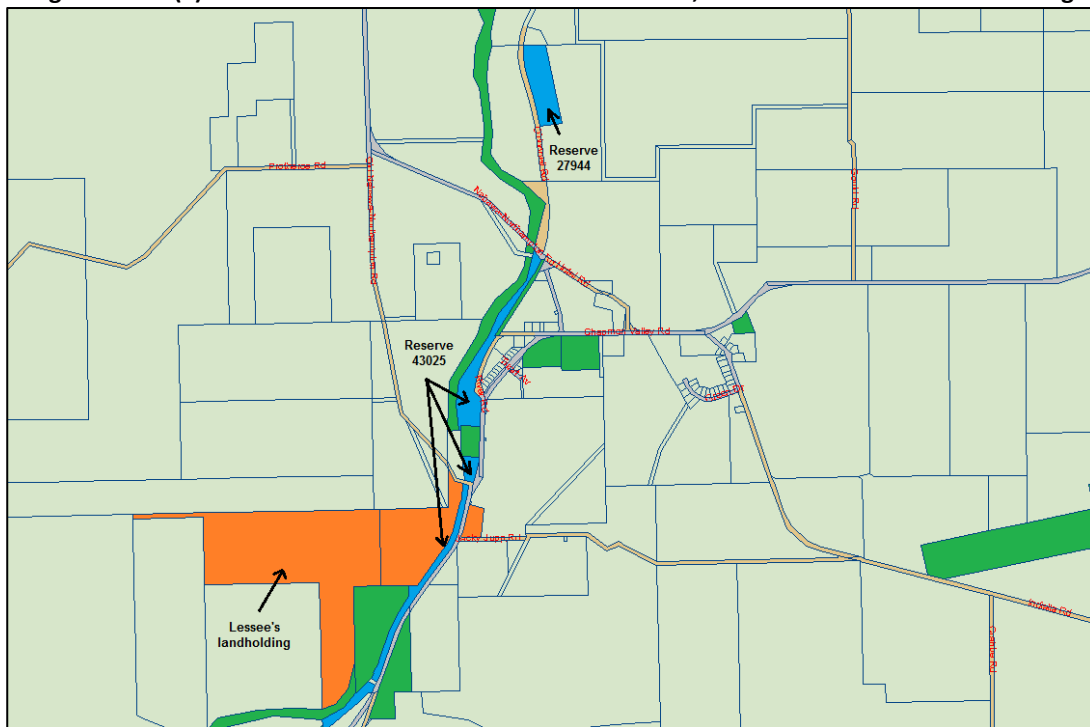
DISCLOSURE OF INTEREST

The applicant is an employee of the Shire of Chapman Valley.

BACKGROUND

The lessee of Reserve 27944 O'Donnell Road, Nabawa and Reserve 43025 Chapman Valley Road, Nabawa is seeking to continue their grazing lease agreements with Council. This report makes recommendation that new agreements be entered into with the lessee for a further 5 years with a common expiry date of 30 June 2026. It is also recommended that the previous clauses contained within each of the agreements enabling Council to terminate the lease with 3 months written notice be again included, in the event that Council identifies an alternative use for the land that it wishes to pursue.

Figure 10.1.4(a) – Location Plan for Reserves 27944 & 43025, Nabawa and lessee's landholding



Reserve 27944 is a vacant 5.2987ha property located 1km north of the Nabawa townsite. The reserve was created in 1966 for the purpose of 'Gravel' and has a management order issued to the Shire of Chapman Valley dating back to 1975.

The Shire does not have a requirement for Reserve 27944 at this time, however, it is recommended that it be retained as a Crown Reserve in the event that the land is required for sourcing road materials in the future, rather than Council advise the Department of Planning, Lands & Heritage that the Shire has no purpose for the land and it be disposed of onto the private market.

Reserve 43025 has been leased to the current lessee's family since 1994, prior to the lease there was an unofficial arrangement made between the lessee and the Shire for the use and maintenance dating back to the 1970's. The current lease agreement expired on 30 June 2021 and the lessee has advised the Shire that they wish to enter into a new lease.

Council does not have an immediate requirement for Reserve 43205 at this time, however, the land has been identified as part of a future walking/riding trail linking the townships of Nabawa and Nanson. It is therefore recommended that any agreement over the land maintain the current clause providing Council with the ability to terminate the lease should it wish to pursue this long term strategic recreational/tourism project.

Figure 10.1.4(c) – Aerial Photo of Reserve 43025



Draft lease agreements for Reserves 27944 & 43025 have been provided as **separate Attachment 10.1.4** for Council's consideration, and these have been based upon the clauses contained within the previous lease agreements.

STATUTORY ENVIRONMENT

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

Reserve 27944 is zoned 'Public Purposes' under the Shire of Chapman Valley Local Planning Scheme No.3. Table 1 of the Scheme lists the objectives for this zone as being:

"to provide for a range of essential physical and community infrastructure".

Reserve 43025 is zoned 'Public Open Space' under the Shire of Chapman Valley Local Planning Scheme No.3. Table 1 of the Scheme lists the objectives for this zone as being:

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

In the absence of an identified timeframe or budget allocation for an alternative Shire use of the land, the entering into temporary leases with power to terminate is considered an appropriate action for Reserves 27944 & 43025.

POLICY/PROCEDURE IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

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

Council most recently resolved at its 17 February 2016 meeting:

“That Council under Section 3.54 of the Local Government Act 1995 resolve to:

- 1 Issue a formal licence to Earl O'Donnell for the use of Crown Reserve 27944 O'Donnell Road, Nabawa for the expressed purpose of grazing. This licence will be valid for a period of five (5) years at an annual fee of \$150 (GST ex).*
- 2 Issue a formal licence to Earl O'Donnell for the use of Crown Reserve 43025 Chapman Valley Road, Nabawa for the expressed purpose of grazing. This licence will be valid for a period of five (5) years at an annual fee of \$150 (GST ex).”*

It is recommended that the new lease agreements contain an increase in the annual fee to \$200 (GST ex).

Long Term Financial Plan (LTFP):

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

STRATEGIC IMPLICATIONS

In 1995 the Mid West Trails Group (which comprised representatives from the City of Geraldton, Shire of Greenough, Shire of Chapman Valley and Shire of Northampton) undertook a Feasibility Study into the creation of trails along the former Geraldton-Northampton and Geraldton-Yuna rail alignments. The Feasibility Study was completed in 1999 and tabled at the 23 March 1999 Council meeting.

The Shire of Chapman Valley Corporate Business Plan that was adopted by Council at its 19 June 2013 meeting, and reviewed by Council at its 16 March 2016 meeting, listed amongst its 'Future Priorities for Consideration' the following:

“Development of a walking and riding trail along the old railway line between the Moresby Range and Yuna to provide a recreational and tourism feature and to highlight the tourism attractions of the Chapman Valley, Nabawa and Nanson”

Reserve 43025 would form part of this walk/riding trail alignment.

The project's identification in the 'Future Priority' section of the Corporate Business Plan, reflected its status as very much a long-term strategic visionary item and was not a project that had been identified for funding, or given a specific timeframe to pursue its development.

The long-term strategic goal was for the creation of a walking/hiking/riding trail along the former Geraldton-Yuna railway alignment. The trail could ultimately be promoted as a recreational and tourism asset for the Shire of Chapman Valley, with the opportunity to showcase it through promotional material and events e.g. mountain bike race, competitive marathon, hike for charity etc. Landowners along the trail may be encouraged to develop farm stay chalet or nature based camping that might cater for hikers/riders along the trail (with it passing in vicinity to several potential tourism nodes at Nukara, Nanson, Naaguja Farm, Nabawa, Yuna) along with other tourism related ventures e.g. galleries, eating places, function facilities, experiential uses, Monsignor Hawes Trail, Wildflower trails etc.

The identification of this project as a long-term strategic goal recognised that whilst the former Geraldton-Yuna railway alignment is already under public ownership as Crown Reserve, it would take a significant capital cost to fence and construct the track and an ongoing maintenance cost.

It was also recognised that during the planning stage there will be a significant level of landowner consultation required as much of the alignment appears on-ground to form part of farmers' paddocks and has been farmed as such for many years. This would require not only the alignment to be re-surveyed for certain sections, but extensive consultation work to be done to allay landowners' fears about what issues the trail may present to them in terms of fire risk, litter, theft, invasive species etc. brought about by the creation and use of the track.

It was also noted that some sections of the former alignment were in close proximity to farmer's residences and sheds and to address concerns over security, privacy and amenity it may be reasonable to consider realigning the trail in certain areas to provide improved separation.

The project, being such a large undertaking, would not be achievable without external funding assistance (e.g. Department of Sport & Recreation, Lotterywest, Mid West Development Commission amongst others) and through other potential sources if interpretive signage formed part of the trail (e.g. Aboriginal heritage, European heritage, railway heritage, flora, fauna).

The more recent Corporate Business Plan, as adopted by Council at its 17 March 2021 meeting, instead identified working with the Department of Biodiversity, Conservation & Attractions to develop trails in the Moresby Range Conservation Park (which is along the proposed Geraldton-Yuna rail trail alignment but located closer to Geraldton) as a more achievable short-medium term goal for Council to pursue.

Strategic Community Plan/Corporate Business Plan:

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

CONSULTATION

Council has previously received an enquiry from the landowner of the adjoining 1.7053ha Lot 451 Old Nabawa-Northampton Road as to whether Council would be supportive of their purchasing the 2.5617ha area of Crown Land that is immediately east of their property, which included portion of Reserve 43025. Council resolved at its 18 May 2016 meeting as follows:

"That Council thank the applicant for their enquiry and advise that it does not support the disposal of Reserve 31509 and Part 43025 Chapman Valley Road, Nabawa and their amalgamation into Lot 451 Old Nabawa-Northampton Road for the following reasons:

- 1 Reserve 31509 is used by the Shire and Main Roads WA for the storage of road materials.*
- 2 Reserve 31509 is listed within the Shire of Chapman Valley Heritage Inventory as being important to the heritage of the locality.*

- 3 *The Chapman Valley Historical Society are currently preparing a funding application seeking to install interpretative signage at the Nanson Railway Bridge, the Nanson Weighbridge and the Nabawa Weighbridge (which is upon Reserve 31509).*
- 4 *The Shire of Chapman Valley Corporate Business Plan 2016-2019 lists the “development of a walking and riding trail along the old railway line between the Moresby Range and Yuna to provide a recreational and tourism feature and to highlight the tourism attractions of the Chapman Valley, Nabawa and Nanson” as a future priority for consideration and the disposal of Reserve 31509 and part 43025 would remove a section of the currently intact (as Crown Reserve) former railway corridor and prevent its future development for trail purposes.*
- 5 *Reserve 43025 has a current lease over the land that is not due to expire until 2021.*
- 6 *The subject area is considered flood prone and its retention as Crown Land would prevent the establishment of private structures in this area.”*

It is considered that both Reserves 27944 and 43205 should be continued to be leased and remain as Crown Land rather than recommended to the Department for Planning, Lands & Heritage for disposal of into private ownership.

Previous leases, and the draft proposed leases, for both Reserves 27944 and 43205 contain clauses enabling the Shire to extinguish the leases with 3 months notices, and these could be triggered in the event that a wider civic or community use was pursued by Council e.g. extraction of road material in the case of Reserve 27944 or the development of a walking/riding trail in the case of Reserve 43205.

RISK ASSESSMENT

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Minor (2)	First aid injuries	\$1,001 - \$10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response

VOTING REQUIREMENTS

Simple majority required

STAFF RECOMMENDATION

That Council pursuant to Section 3.54 of the *Local Government Act 1995* resolve to:

- 1 Issue an agreement to licence use of Crown Reserve 27944 O'Donnell Road, Nabawa for the purpose of grazing to Earl O'Donnell with an expiry date of 30 June 2026 at an annual fee of \$200 (GST ex).
- 2 Issue an agreement to licence use of Crown Reserve 43025 Chapman Valley Road, Nabawa for the purpose of grazing formal licence to Earl O'Donnell with an expiry date of 30 June 2026 at an annual fee of \$200 (GST ex).
- 3 Both agreements shall include clause enabling either party to terminate the licence subject to 3 months notice in writing.

10.2

Manager of Finance & Corporate Services

10.2 AGENDA ITEMS

10.2.1 Financial Management Report for July 2021

10.2.1

Financial Management Report for July 2021

PROPONENT:	Shire of Chapman Valley
SITE:	Shire of Chapman Valley
FILE REFERENCE:	307.00
PREVIOUS REFERENCE:	Nil
DATE:	18 th August 2021
AUTHOR:	Dianne Raymond, Manager Finance & Corporate Services

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.2.1(a)	July 2021 Financial Management Reports		✓
10.2.1(b)	Confidential List of July 2021		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

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

COMMENT

The financial position at the end of July 2021 are detailed in the monthly management report provided as a separate attachment for Council's review.

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 6.4

Local Government (Financial Management) Regulations 1996 Section 34

POLICY/PROCEDURE IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

As presented in the Financial Management Report for July 2021

Long Term Financial Plan (LTFP):

No significant effect on the LTFP

STRATEGIC IMPLICATIONS

Nil

Strategic Community Plan/Corporate Business Plan:

Ref	Objective	Strategy	Action
5.1	Ensure governance and administration systems, policies and processes are current and relevant	Review policy categories and set ongoing accountability for review processes	Review current Council and Management policies and formalise update process and timelines.

CONSULTATION

Not applicable

RISK ASSESSMENT

The associated risk would be the failure to comply with Local Government Financial Regulations requiring monthly reporting of financial activity. Risk rating is considered Level 1 – Insignificant.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response

VOTING REQUIREMENTS

Simple Majority

STAFF RECOMMENDATION

That Council receives the financial management report supplied under separate cover for the month of July 2021 comprising the following:

Statement of Financial Activities with notes

Note 1 – Net Current Assets

Note 2 – Cash & Financial Assets

Note 3 – Receivables

Note 4 – Other Current Assets

Note 5 – Payables

Note 6 – Rate Revenue

Note 7 – Disposal of Assets

Note 8 – Capital Acquisitions

Note 9 – Borrowings

Note 10 – Lease Liabilities

Note 11 – Cash Reserves

Note 12 – Other Current Liabilities

Note 13 – Operating Grants and Contributions

Note 14 – Non Operating Grants and Contributions

Note 15 - Trust Funds

Note 16 - Explanation of Material Variances

Additional Information

Budget by Program

Summary of Payments

Bank Reconciliation

Credit Card Statement

10.3

Chief Executive Officer

10.3 AGENDA ITEMS

10.3.1 Notice of Council Meeting 2022

10.3.2 Purchasing Policy – SCT Seroja Amendment

10.3.1 Notice of Council Meeting 2022

PROPONENT:	Chief Executive Officer
SITE:	Shire of Chapman Valley
FILE REFERENCE:	401.09
PREVIOUS REFERENCE:	NA
DATE:	18 th August 2021
AUTHOR:	Maurice Battilana, Chief Executive Officer

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
	NIL		

DISCLOSURE OF INTEREST

Nil

BACKGROUND

Council is required under the Local Government Act 1995 to at least once a year set and advertise meeting dates, times and venues for Ordinary Council meetings for the next 12 month period.

Council has previously resolved to reach out to the community, with one of the proposals being to move the Ordinary Monthly Council Meeting(s) around the shire. In 2021 Council held two of its OCM away from the Nabawa Administration Building i.e.

- March 2021 OCM – Bill Hemsley Park Community Centre; &
- August 2021 OCM - Yuna Multipurpose Community Centre

It is being recommended Council maintain this activity in 2022.

COMMENT

Council meetings are usually held at Nabawa on the third Wednesday of the month, commencing at 9:00am, with the exception of January when no Ordinary Council Meeting is held.

The meeting date for December has occasionally been brought forward to the second Wednesday of the month to avoid clashes with Christmas/New Year break period. This may be necessary in 2022 as the third Wednesday is the 21st December. Therefore; this meeting can be brought forward to the 14th December 2022 if Council wishes to do so. This would result in a four week period between the November 2022 OCM (16/11/21) and an earlier December 2022 (14/12/2021). It is being recommended to change the December 2022 OCM date.

The other issue which at times has affected the Ordinary Council Meetings being held on the third Wednesday of each month is where the Easter period fall during the year. In 2021 the Easter dates are as follows:

- 15 April – Good Friday
- 18 April – Easter Monday
- 19 April – Easter Tuesday

Therefore, as the 2022 April OCM is scheduled for the 20th April it is not being recommended this date be changed. As Staff will be able to have the April 2022 OCM Agenda Completed the week before the meeting (as usual) and be back in time to attend the meeting.

Below are recommended meeting locations and dates for the 2022 Ordinary Council Meeting (OCM) with the start time for these OCM's remaining at 9:00am:

DATE	MEETING LOCATION
16 February	Nabawa Chambers
16 March	Bill Hemsley Park Community Centre
20 April	Nabawa Chambers
18 May	Nabawa Chambers
15 June	Nabawa Chambers
20 July	Nabawa Chambers
17 August	Yuna Multipurpose Community Centre
21 September	Nabawa Chambers
19 October	Nabawa Chambers
16 November	Nabawa Chambers
14 December	Nabawa Chambers

STATUTORY ENVIRONMENT

Local Government (Administration) Regulations 1996 Clause 12 (1) states: Public notice of Council or Committee meetings – s 5.25(G)

At least once each year a local government is to give local public notice:

1. Of the dates, time and place of the ordinary council meetings;
2. The committee meetings that are required under the Act to be open to the members of the public or that are proposed to be open to members of the public are to be held in the next 12 months.

POLICY/PROCEDURE IMPLICATIONS

No Policy or Procedure affected.

FINANCIAL IMPLICATIONS

No additional costs envisaged.

Long Term Financial Plan (LTFP):

No effect on the LTFP is envisaged.

STRATEGIC IMPLICATIONS

It is important for Council to include and engage all sectors of our community and the concept of structuring meeting times, dates and location to reach out to the community is one means of improving this.

Strategic Community Plan/Corporate Business Plan:

Ref	Objective	Strategy	Action
5.1	Ensure governance and administration systems, policies	Review policy categories and set ongoing accountability for review processes	Review current Council and Management policies and

	and processes are current and relevant		formalise update process and timelines.
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CONSULTATION

The practice of relocating the Council Meetings has previously been discussed in the past and I believe this has proven to be successful as it portrays a clear indication Council will continue to reach out to the community.

RISK ASSESSMENT

There is a risk of Council being perceived as not engaging the community by insisting OCMs are always held at Nabawa.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response

VOTING REQUIREMENTS

Simple Majority.

STAFF RECOMMENDATION

Council Ordinary Meeting time, dates and locations for the next Calendar Year as listed below be adopted and advertised in accordance with the Local Government (Administration) Regulations:

DATE	MEETING LOCATION
16 February	Nabawa Chambers
16 March	Bill Hemsley Park Community Centre
20 April	Nabawa Chambers
18 May	Nabawa Chambers
15 June	Nabawa Chambers
20 July	Nabawa Chambers
17 August	Yuna Multipurpose Community Centre
21 September	Nabawa Chambers
19 October	Nabawa Chambers
16 November	Nabawa Chambers
14 December	Nabawa Chambers

Note: All Ordinary Council Meetings are to commence at 9am.

10.3.2 Purchasing Policy – SCT Seroja Amendment

PROPONENT:	Chief Executive Officer
SITE:	Shire of Chapman Valley
FILE REFERENCE:	411.01
PREVIOUS REFERENCE:	Not Applicable
DATE:	18 August 2021
AUTHOR:	Maurice Battilana, Chief Executive Officer

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.3.2(a)	Purchasing Policy (CP-024)		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

Obtaining quotes for works associated with damage incurred by Severe Tropical Cyclone (STC) Seroja is proving very difficult and therefore making it basically impossible to comply with the Shire's Purchasing Policy (CP-024).

The purpose of this Agenda Item is to seek Council endorsement of a variation to CP-024 for expenditure specifically related to external contract, goods and services required for repair works associated with damage incurred to Shire assets by STC Seroja.

COMMENT

For expenditure related to STC Seroja it is very difficult to comply with the current policy. Reason being is due to the difficulty in securing contractors, builders, tradesperson to undertake works in a timely manner and to obtain quotes for the required works as stipulated in the Shire's Purchasing Policy.

Apart from building infrastructure staff has had to engage contractors to assist with the clean-up throughout the Shire. Some costs for these works are recoverable from insurance or the Disaster Recovery Funding Arrangements WA (DRFWA), yet the issue with compliance remains a problem.

Councils current purchasing policy states:

3.4.2 Purchasing Practice Purchasing Value Thresholds

Where the value of procurement (excluding GST) for the value of the contract over the full contract period (including options to extend) is, or is expected to be:

	Amount of Purchase	Purchase Conditions	Recording Conditions
A	Up to \$10,000	Direct purchase from suppliers	Standard Purchase Order
B	\$10,001 - \$25,000	Seek two verbal quotations.	Endorse Purchase Order verbal quotes obtained or sought

C	\$25,001- \$249,999	Seek at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).	Written Quotes – Copies attached to Purchase Order or evidence of quotes being sought.
F	\$250,000 and above	Conduct a public tender process or use the WALGA Preferred Suppliers process.	Tender Register Requirements & Filing of Tender Documents
G	Emergency Purchases (Within Budget)	Where goods or services are required for an emergency response and are within scope of an established Panel of Pre-qualified Supplier or existing contract, the emergency supply must be obtained from the Panel or existing contract using relevant unallocated budgeted funds. If there is no existing Panel or contract, then clause Supplier Order of Priority will apply wherever practicable. However, where due to the urgency of the situation; a contracted or tender exempt supplier is unable to provide the emergency supply <u>OR</u> compliance with this Purchasing Policy would cause unreasonable delay, the supply may be obtained from any supplier capable of providing the emergency supply. However, an emergency supply is only to be obtained to the extent necessary to facilitate the urgent emergency response and must be subject to due consideration of best value and sustainable practice. The rationale for policy non-compliance and the purchasing decision must be evidenced in accordance with the Shire's Record Keeping Plan.	
H	Emergency Purchases (No budget allocation available)	Where no relevant budget allocation is available for an emergency purchasing activity then, in accordance with s.6.8 of the Local Government Act 1995, the President must authorise, in writing, the necessary budget adjustment prior to the expense being incurred. The CEO is responsible for ensuring an authorised emergency expenditure under s.6.8 is reported to the next ordinary Council Meeting. The Purchasing Practices prescribed for Emergency Purchases (within budget) above, then apply.	
I	LGIS Services Section 9.58(6)(b) Local Government Act	The suite of LGIS insurances are established in accordance with s.9.58(6)(b) of the Local Government Act 1995 and are provided as part of a mutual, where WALGA Member Local Governments are the owners of LGIS. Therefore, obtaining LGIS insurance services is available as a member-base service and is not defined as a purchasing activity subject to this Policy. Should Council resolve to seek quotations from alternative insurance suppliers, compliance with this Policy is required.	

3.4.3 Emergency Purchases

Emergency purchases are defined as the supply of goods or services associated with:

- (a) A local emergency and the expenditure is required (within existing budget allocations) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets; OR

(b) A local emergency and the expenditure is required (with no relevant available budget allocation) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets in accordance with s.6.8 of the Local Government Act 1995 and Functions and General Regulation 11(2)(a); OR

(c) A State of Emergency declared under the Emergency Management Act 2005 and therefore, Functions and General Regulations 11(2)(aa), (ja) and (3) apply to vary the application of this policy.

Time constraints, administrative omissions and errors do not qualify for definition as an emergency purchase. Instead, every effort must be made to research and anticipate purchasing requirements in advance and to allow sufficient time for planning and scoping proposed purchases and to then seek quotes or tenders, as applicable.

Section G & H in the Table above refer to immediate emergency response expenditure and not recovery expenditure for repairs resulting from damage incurred by a natural disaster so cannot be used for this purpose. Hence to recommendation to endorse a one-off variation to the Shire's Purchasing Policy (CP-024) to expedite the necessary repair works resulting from STC Seroja.

STATUTORY ENVIRONMENT

Local Government Act 1995 and the Local Government (Functions and General) Regulations, 1996.

Regulation 11A of the Local Government (Functions & General) Regulations 1996 requires local governments to prepare or adopt, and to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$250 000 or less or worth \$250 000 or less.

A purchasing policy must make provision in respect of —

- the form of quotations acceptable; and
- the minimum number of oral quotations and written quotations that must be obtained; and
- the recording and retention of written information, or documents, in respect of —
 - (i) all quotations received; and
 - (ii) all purchases made.

One option suggested to allow for expenditure already incurred and moving forward was to suspend the above purchasing policy; however, advice is this cannot legally be undertaken as the legislation requires the policy to be in place and therefore the policy becomes in effect law and there is no provision in the Regulation or other instrument of law to suspend a policy.

Advice received from WALGA is to allow the continued recovery efforts in a timely manner the best option is for Council to amend the Purchasing policy to allow Staff to engage contractors, builders, etc. to undertake works related to STC Seroja without the need to obtain quotes as per the current policy.

It is therefore being recommended the following temporary amendment CP-024 be endorsed:

Amount of Purchase	Model Policy
Up to \$100,000	No quotations required prior to purchase if expenditure is solely related to damage caused by STC Seroja or where the expenditure relates to an insurance claim approved by Local Government Insurance Services or is recoverable from the Disaster Recovery Funding Arrangements WA.
\$100,000 - \$250,000	If expenditure is solely related to damage caused by STC Seroja, quotes be obtained if required under the direction and approval of Local Government Insurance Services or is recoverable from the Disaster Recovery Funding Arrangements WA.

The Shire of Northampton has already adopted a similar position by amending their Purchasing Policy to assist with expediting repairs from STC Seroja.

POLICY/PROCEDURE IMPLICATIONS

Purchasing Policy (CP-024) is provided at **Attachment 10.3.2(a)** for Council information.

FINANCIAL IMPLICATIONS

Some of the costs associated with repair and replacement works resulting from STC Seroja will be covered by insurance (yet there is an excess amount of \$100,000 payable under the insurance policy, which has been budgeted for in 21/22 from the Building Reserve) and the Disaster Recovery Funding Arrangements WA (DRFAWA).

Long Term Financial Plan (LTFP):

The need to fund the \$100,000 insurance excess amount from the Building Reserve will have an effect on the overall financial status of the LTFP regarding future building capital works.

STRATEGIC IMPLICATIONS

Ref	Objective	Strategy	Action
5.1	Ensure governance and administration systems, policies and processes are current and relevant	Review policy categories and set ongoing accountability for review processes	Review current Council and Management policies and formalise update process and timelines.

CONSULTATION

There will still be a need to liaise with the Local Government Insurance Scheme (LGIS) to ensure they are comfortable with the recommended policy changes for quotes to undertake repair works for damage incurred by STC Seroja to cover the insurance requirements of LGIS, though my discussions with the Shire of Northampton is this has not been a problems for them.

RISK ASSESSMENT

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Minor (2)	First aid injuries	\$1,001 - \$10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response

VOTING REQUIREMENTS

Simple Majority

STAFF RECOMMENDATION

Council endorse the following amendment to the Purchasing Policy (CO-024) to accommodate damage incurred by STC Seroja:

Amount of Purchase	Model Policy
Up to \$100,000	No quotations required prior to purchase if expenditure is solely related to damage caused by STC Seroja or where the expenditure relates to an insurance claim approved by Local Government Insurance Services or is recoverable from the Disaster Recovery Funding Arrangements WA.
\$100,000 - \$250,000	If expenditure is solely related to damage caused by STC Seroja, quotes be obtained if required under the direction and approval of Local Government Insurance Services or is recoverable from the Disaster Recovery Funding Arrangements WA.

11.0 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
Nil

12.0 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

13.0 DELEGATES REPORTS

14.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

15.0 MATTERS FOR WHICH MEETING TO BE CLOSED TO MEMBERS OF THE PUBLIC

15.1 Civil Engineer Consultancy Tender

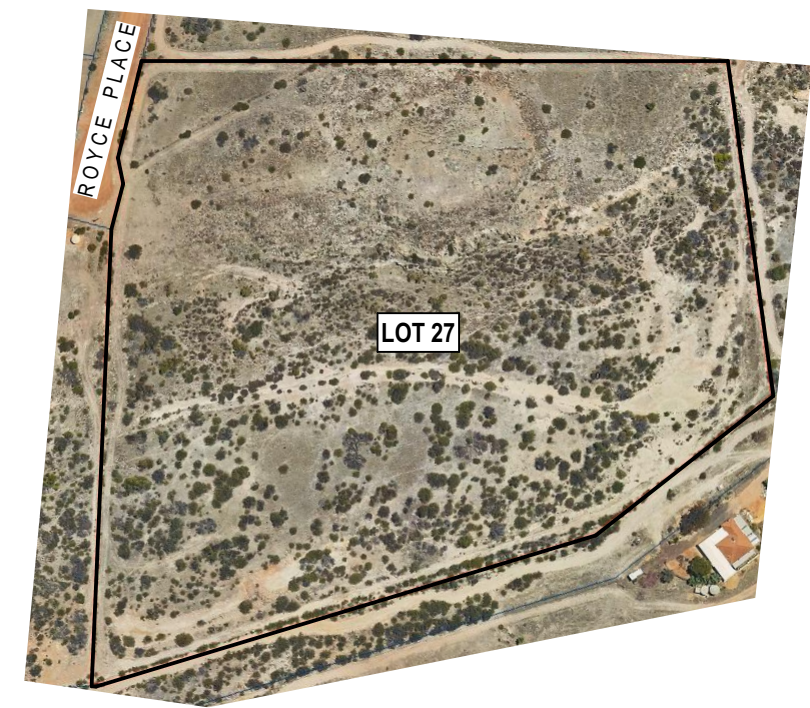
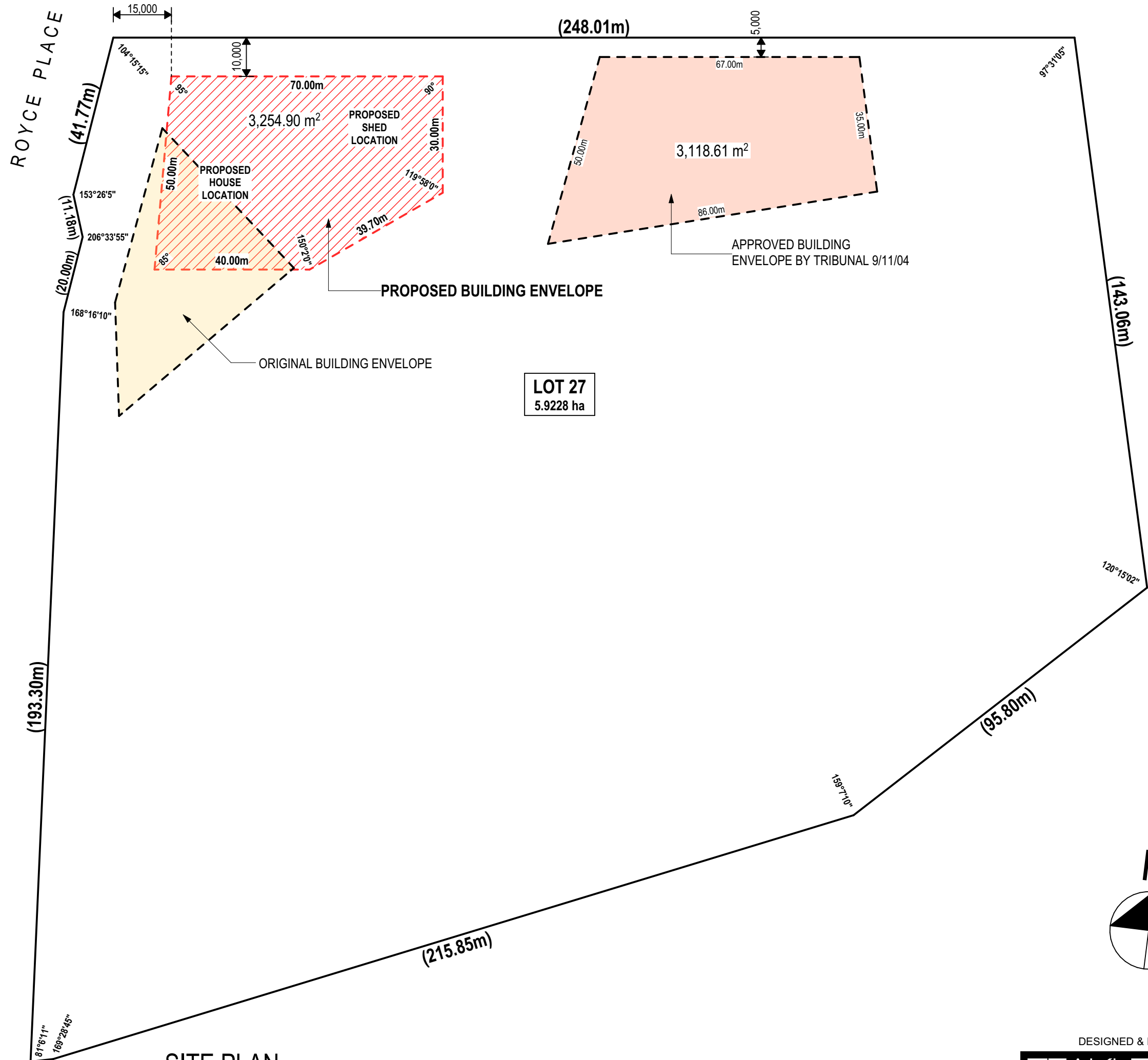
15.2 Disposal of 2 Vacant Lots

15.3 CEO Recruitment

16.0 CLOSURE

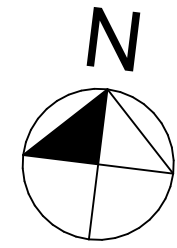


SOURCE DOCUMENTATION



AERIAL VIEW NOT TO SCALE

SITE PLAN SCALE 1:1000



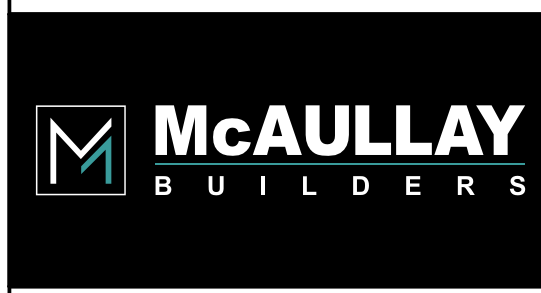
DESIGNED & DOCUMENTED BY
TEAKLE & LALOR
building design and drafting consultants

SK2	SHOW ORIGINAL BUILDING ENVELOPE & NOTE PROPOSED HOUSE LOCATION	17/6/21
SK1	SHOW PROPOSED AND EXISTING BUILDING ENVELOPE	9/6/21
Rev	Description	Date

Project
PROPOSED BUILDING ENEVOPL E AT LOT 27 ROYCE PLACE, WHITE PEAK, CHAPMAN VALLEY.

Client
G. & K. BLAIR

Drawing title
SITE PLAN



Job number	21043	Scale	1:1000
Drawn by	Joseph Iaria	Sheet number.	Revision
Sheet size	A3	1 OF 1	SK2

Shire of Chapman Valley
3270 Chapman Valley Road,
Nabawa WA 6532

Attention: Simon Lancaster,

Re: Building envelope relocation on Lot 27 Royce Place, Whitepeak, Chapman Valley.

Please find enclosed McAullay Builders drawing number 21043 drawing sheets 1 of 1 (revision SK2) and a completed Application For Development Approval form for which we request relocation of the building envelope. In support of our request Greg and Kathyeen have provided the following justification.

History: myself and Kath have been interested in the Royce Place location for several years when looking for property in the Northampton/Geraldton area. Having missed the opportunity to purchase house land across the road from 27 Royce Place a few years ago and when this vacant block became available, we decided we would buy and build. The appeal is the views both the Geraldton Port and ocean to the West and Moresby Ranges to the East. When walking over the property there was never any doubt where to build and hence the proposed envelope location.

Before purchasing we made enquiries with the Chapman Valley shire (Simon Lancaster) and were provided lots of useful information regarding this block including the current building envelope and the history of how it came to be where it is. We considered all the points raised in the proposal and subsequent objections and were confident we could move the building envelope and comply with all requirements. One of the major considerations is we are proposing only to move it back to where it was originally, back then somebody got it right and knew where the best location was.

Please see below, we have provided support to each of the points raised by the Chapman Valley Shire (Simon Lancaster):

Landowner's reasons for seeking to relocate the building envelope.

- The location captures the best views – to the West the ocean and Geraldton harbour, to the East and North/East the Moresby Ranges and farmlands.
- It has the most soil in one location given the block is predominately rock and escarpment. Below the escarpment there are no views so not a desirable building location.
- The proposed envelope is closest to services – Road access, Electricity and Phone, this proximity will reduce building costs when bringing those services into the building envelope.

Finished floor level relevant to natural ground level i.e., cut and fill heights.

- I believe cut and fill will be used to establish the floor level of both the house and shed given the slope within the building envelope it makes sense to use this approach which would achieve a lower profile result, this has been considered as part of our research into the block history. There is no need for elevation at the proposed location being near the top of a hill with a gentle slope.

Proposed materials/colours, surrounding topography etc. so that this can be included in the information that is advertised.

- For the shed we have considered Colorbond Classic Cream walls with a Deep Ocean roof these colours will be about as neutral as possible. These colours may change slightly once the house design is complete and if colour coordination is required.
- The house design brief is at an early stage (no sketches yet), however the houses standouts will be in its discrete and practical features not any vivid colours with the use of local stone and timbers in highlighted areas, the remainder practical and low profile.

Anything else you/they might be able to provide to assist in answering questions that neighbours and Councillors are likely to have.

- Reference to existing and future landscaping.
 - To the rear of the house use of the existing stone with erosion pockets using local natives along with Desert Roses is our current vision
 - At the front where there are some soil low profile natives so not to impede the view
- Timeframe for development.
 - Would like all services and shed complete by the end of 2021.
 - House to be completed in 2022.
- Vehicle access alignment etc.
 - Propose to move the vehicle access to the Northern boundary.
 - Carport and shed doors will face to the North.
- Distance to escarpment
 - Current building envelope closet point to escarpment is 8.7m.
 - Proposed building envelope closet point to escarpment is 17.8m.
- Surrounding Landowners
 - From observation and measurements (Google Earth) there will be no direct views from our proposed development to the neighbouring dwellings, they are shielded by either the escarpment, trees, or their own shed.

The future: It is our intension to retire to 27 Royce Place this will be the first house we have built and hopefully our last. The proposed house design will become a signature home by McAullay Builders. A low maintenance garden so we can get out and about, the shed is for storing caravan, general tools and gardening equipment. We have carefully considered the previous history of this block and the local building requirements and believe moving the building envelope back to its original location (change in size and shape) will allow for quality outcome and we appreciate the Chapman Valley Shire considering our application.

Regards Greg Blair

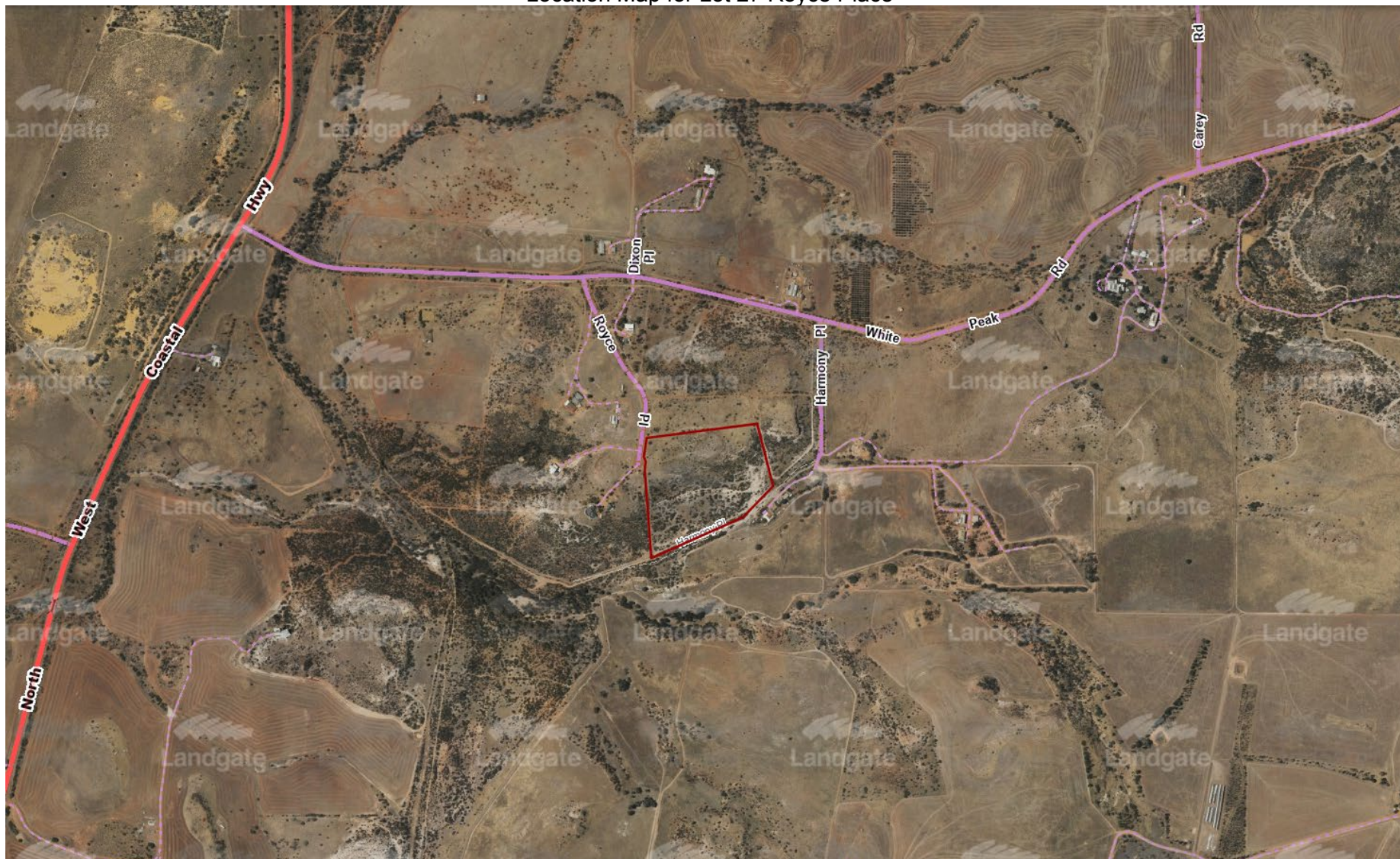
Should you have any queries or require any further information from Greg and Kathyleen Blair or myself, please do not hesitate to call Paul Lalor on (08) 9964 1882.

Yours faithfully,

Paul Lalor
Partner
Teakle & Lalor

22nd June 2021

Location Map for Lot 27 Royce Place



Aerial Photo of Lot 27 Royce Place



View looking south-east from Royce Place at Lot 27



View from proposed new Building Envelope location upon Lot 27 Royce Place looking east



View from proposed new Building Envelope location upon Lot 27 Royce Place looking north



View from proposed new Building Envelope location upon Lot 27 Royce Place looking south



View from proposed new Building Envelope location upon Lot 27 Royce Place looking west



IN THE TOWN PLANNING
APPEAL TRIBUNAL OF
WESTERN AUSTRALIA

Appeal No. 197 of 2004
[2004] WATPAT 196

Heard: 14 October 2004
Decision: 9 November 2004

B E T W E E N:

RIK JOHNS

Appellant

-and-

SHIRE OF CHAPMAN VALLEY

Respondent

BEFORE: Mr J G Jordan (Senior Member)

Catchwords

Building envelope – Relocation – Dimensions - Overlooking – Purpose of a building envelope

Cases referred to

Nil

Appearances

Mr D Evans (Agent) appeared for the Appellant

Mr M Battilana (Agent) appeared for the Respondent

The Tribunal:

1. This is an appeal against the decision of the Shire of Chapman Valley (“**Respondent**”) on the proposed relocation of a building envelope at Lot 27 Royce Place, White Peak (“**subject land**”).
2. The subject land is owned by Mr Rik Johns (“**Appellant**”). It has an area of 5.9228 hectares. The western boundary of the subject land is 266.25 metres, the northern 73 metres of which has frontage to the head of Royce Place, a cul de sac. Royce Place connects to White Peak Road to the north which links to North West Coastal Highway. Adjacent to the 311.65 metre southern boundary of the subject land is a gazetted road reserve. There is no constructed road in this reserve.
3. The subject land is at the western edge of the Moresby Range and has marked topographical features. The lot shape can be perhaps described as a trapezoid, the northern third of which, approximately, is the southern edge of the relatively flat top of a mesa such as characterise the Moresby Range. The ridgeline at the edge of the breakaway from the mesa top is generally the 80 AHD contour line. There is no 85 metre contour on the site plans. The central quarter of the subject land falls sharply to 65AHD over about 40 metres. The remainder falls more gently to about 50AHD at the south west corner adjacent to the unmade road reserve. The only improvement on the land is a dam constructed in the south east corner adjacent to the property boundary.

Planning Framework

4. On 17 September 1996 amendment No. 9 to the Respondent’s Town Planning Scheme No. 1 (“**TPS1**”) was gazetted rezoning Pt Victoria Location 2948 “from ‘General Farming’, ‘Recreation’ and ‘Place of

Heritage Value', to 'Special Rural'. Provisions associated with this amendment were included in Appendix 6 of TPS1 under Area No.6. The Scheme Amendment Report included a subdivision guide plan with nominal building envelopes.

5. Subsequent subdivision of this Special Rural zone resulted in the creation of the subject land and the depiction of a triangular shaped building envelope with an area of about 1400 m² in the north west corner extending between 10 metres and 55 metres from Royce Place.
6. Appendix 6 of TPS 1 includes for Special Rural Area No. 6 the following provisions:

“3. As this zone comprises of an area with high landscape value;

- (a) Council shall not approve development above the 80 metre contour line.
- (b) All buildings on any one lot shall be erected within a specified distance (as determined by Council) of the outer walls of the dwelling, unless Council is satisfied that it would be undesirable that buildings be clustered in which case it may allow buildings to be separated by such distances as determined by Council.
- (c) No building shall be constructed in such a manner or of such materials that it would, in the opinion of Council, impact adversely on the visual and/or local amenity.”

7. At clause 1.7 of TPS 1 is the definition:

“Building Envelope: Means an area of land within a lot marked on a plan forming part of the Scheme outside which building development is not permitted.”

8. The Respondent has adopted Policy 16.60 “Location of Buildings on Special Rural and Rural Residential Zoned Land” (the “**Policy**”). This states relevantly:

“1. The Council will only support the siting on (sic) buildings outside a designated building envelope or the relocation of a designated Building Envelope to an alternative location on the property where the proposed site:

- (a) will not lead to unacceptable visual clutter, especially in elevated areas of high landscape quality or visually exposed locations;
- (b) will not result in unnecessary clearing of remnant native vegetation;
- (c) will not be visually obtrusive and/or impact by way of noise, odour or light spill on an adjoining property;
- (d) can be screened from view by the planting of effective screening vegetation; and
- (e) will otherwise comply with the land-use, setback, building height, development exclusion, vegetation protection, bushfire requirements and other pertinent provisions of the Town Planning Scheme and associated Planning Policies.”

Proposed building envelope

9. The Appellant sent to the Respondent an amended plan dated 31 May 2004 which showed the building envelope relocated to a position set back 55 metres from the eastern boundary, 125 metres from Royce Place and 5 metres from the northern boundary. The southern boundary of the proposed building envelope is shown as the 80 metre contour, which would place it at about the ridgeline at the edge of the top of the mesa. The area within such an envelope would be about 2400m². The whole of the proposed building envelope would be above the 80 metre contour line.

The Respondent's decision

10. The Council of the Respondent resolved as follows:

“Council rescind resolution 05/04-19 with respect to its refusal in relocating the Building Envelope on Lot 27 Royce Place, White Peak and proceed to grant planning consent to adjust the envelope sufficiently set back from the ridge line to ensure that there is no overlooking of the adjoining residence on Victoria Location 2949 to the satisfaction of the Chief Executive Officer.”

11. The Respondent then wrote to the Appellant advising that “Planning consent is hereby Approved” for the purpose of building envelope relocation “subject to the Schedule of Conditions”, which read:

“1. All development shall be located within the approved relocated building envelope as shown on the attached endorsed site plan dated 15 June 2004.

2. The new building envelope shall be clearly pegged on the lot to accord with the measurements as shown/scaled on the endorsed plan, to the satisfaction of Council.”

12. The ‘endorsed site plan’ dated 15 June 2004, which also bears the date 24 June 2004, shows a building envelope with the marked dimensions of 60 metres by 50 metres. The only setbacks shown are 10 metres from the northern boundary and, at the southern edge, a minimum of 20 metres from the 80 metre contour. The envelope scales at about 155 metres from Royce Place and 50 metres from the eastern boundary.

13. To note is that the endorsed site plan of 15 June 2004 is confusing. Using the 20 metre reserve width of Royce Place as a scale the building envelope as drawn appears to be about 40 metres by 35 metres, not the dimensions on the plan, giving it an area of about 1400m². The overall distance between the 80 metre contour and the northern lot boundary at the nominated envelope setback location scales at about 55 metres.

Appellant's position

14. Mr Johns appeared as a witness. He said his principal reason for seeking to relocate the building envelope was to obtain maximum privacy. He considered the original building envelope to be too close to Royce Place and to the building envelopes on Lots 24, 25 and 28. Although he planned only to construct a shed at this stage, he wished to finalise the building envelope location so that he could then give consideration to designing a house set apart from neighbouring houses.
15. Mr Johns said the relocated building envelope would include most of the level land of the mesa top and he would be able to site a house from which he could see all of the lower level. Ocean views to the west, now blocked in part at the original building envelope by trees planted by a neighbour, would be regained.
16. Relocating the building envelope would reduce the distance to the bore he planned to sink at the south eastern corner of the subject land to obtain water he believed to be there. Water from this bore and his dam would be sufficient to ensure the survival and growth of any screening vegetation he planted at the boundary between the subject land and the road reserve which separates his lot from Victoria Location 2949.
17. Mr Darren Evans, a planning consultant, who gave evidence on behalf of the Appellant, said the relocated building envelope would not be in conflict with clause 1(c) of the Policy because any house built would not be visually intrusive and there would be minimal impact from overlooking of the house on adjacent Location 2949. At its closest point the proposed building envelope would be 147 metres from the rear of that house and at least 25 metres above. The building envelope approved by the Respondent would only be 20 metres further away.

18. In addition to distance, elevation and vegetation, Mr Evans said there was also the controls the Respondent had under TPS1. Any proposed house would require a development application. The Respondent could then use Appendix 6 clause 3(c), which requires buildings to not be constructed in such a manner or of such materials as would impact adversely on the visual and/or local amenity. Clause 3.1.7 allows consideration of materials, style, height, bulk and appearance.
19. Mr Evans said he did not believe there was a privacy issue in this matter. Privacy was more of a concern in an urban environment when there was potential for overlooking from upper level windows and balconies into private outdoor living areas on adjoining properties. In this instance windows and outdoor areas of the house on Location 2949 are some distance away and adjacent to a gazetted road reserve to which the public has access. The desired views from a house on the subject land would be toward White Peak over the neighbouring house and its yard, west to the ocean and north-south along the Moresby Range. The design of any future house on the subject land was not known and views from particular openings could be controlled.

Respondent's case

20. Mr Ian D'Arcy, Principal Planner/Manager, Planning and Development for the Respondent appeared as a witness. He was concerned about the potential impact of the proposed relocated envelope as it would be larger than the original building envelope and extend to the edge of the ridge. In his opinion attempts to provide screening vegetation would not be successful and pointed to the lack of success on neighbouring lots. He believed this lack of success would be due to uncertainty over soil capability, the lack of both reticulated water and a proven ground

water supply, the need to continuously nurture planted trees to achieve a successful outcome, the owner's absence from the site at this stage and the time it would take for trees to mature.

21. Mr D'Arcy said the Respondent had accepted that the building envelope could be above the 80 metre contour to achieve 360 degree views. He did not agree that the envelope should extend to the ridge edge. It was necessary to be careful when relocating a particular building envelope, particularly in the absence of information on house design, because approval gave rise to an expectation that a dwelling could be built anywhere within that envelope. A house built near the ridgeline would compromise the amenity of the locality, particularly that of the house on neighbouring Location 2949. An application to relocate the building envelope by the landowner adjoining to the north had been refused. He was of the opinion that an approval would lead to the setting of an undesirable precedent other land owners in this locality would seek to follow.
22. Mr Maurice Battilana, Chief Executive Officer of the Shire of Chapman Valley appeared as a witness for the Respondent. Mr Battilana said that the Council of the Respondent had delegated to him the responsibility of setting a setback from the ridgeline. He had exercised this responsibility after visiting the site and discussing the issues with Mr D'Arcy. The setback on the plan of 15 June 2004 had been chosen as the minimum distance from which it was not possible to see any of the house on Location 2949 when standing on the subject land.
23. Mr Battilana was strongly of the view that the solution offered by the Respondent was an appropriate means of balancing the needs of the Appellant and the concerns of the neighbours and the Respondent.

24. The Respondent also called as a witness Mrs Beverley Bell, an owner of adjacent Location 2949. Mrs Bell refuted any suggestion that the view from the subject land to her house was only of an access driveway and entry. She submitted that the area overlooked was a gathering point and used on social occasions. She was also of concern that there might be a view into windows on this side of her house.
25. The evidence of Mrs Bell was that her lack of success at establishing trees was the result of saline ground water, the need to cart fresh water, the eating of plants by birds and animals, the need for constant attention and a very slow growth rate. She said that of 100 trees planted 10 had survived. The lack of screening vegetation along her northern boundary had not until now been a problem because there was no road constructed in the reserve adjacent to that boundary.
26. A house in the proposed envelope on the ridgeline would confront her each time she emerged from their house or gathered outside with others. She was of the opinion that trees of 4 metres in height were needed to provide a screen because of the difference in elevation, but did not believe that sufficient trees of such height could be grown.

The view

27. A view of the subject land was conducted in the company of the parties and Mrs Bell. The Appellant had marked out with tape the original building envelope and the proposed relocated building envelope he was seeking to have approved. Mr Battilana identified the set back from the ridgeline that the Respondent would prefer. From the respective envelopes the outlook to neighbouring lots was viewed, including toward Location 2949. Views in general were noted, as was remnant and planted vegetation.

Comment

28. The contour information in the various plans of the witness statements was not consistent. Each party criticized the contour information supplied by the other. Each pointed to the same input to their plans by licensed surveyors. None of the plans, however, were prepared by a licensed surveyor from site surveys. From the evidence, it appears that the ridgeline at the edge of the mesa top, ignoring the inundations, is at about the 80 metre contour line. A point of marked difference between the parties is near the head of Royce Place where the mesa top appears to dip below this contour before the sharp break of the ridgeline. This would affect a description of the original building envelope but does not affect the position in respect of the proposed building envelope.
29. The plans of the witnesses also had incomplete information on just where on the subject land the original building envelope, the Appellant's preferred envelope and the envelope approved by the Respondent were located. Mr Evans, in Exhibit 2, Attachment 8, Figure 1 showed all three envelopes. The original envelope and the Respondent's preferred envelope appear accurate. The Appellant's envelope scales as having set backs from the east and west boundaries less than written on the Appellant's plan of 31 May 2004.
30. There was no dispute between the parties that for the subject land the building envelope could be located above the 80 metre contour.
31. The topography of much the top of the mesa appeared to be not so varied as to point to why one specific site should be especially chosen over another for the purpose of house-building. No evidence was submitted on the suitability of the mesa edge for building. Casual

observation during the view revealed the edge as an irregular line, uneven underfoot, crumbling in places and undercut in places.

32. The site visit revealed that there are 360 degree views from the upper level, with the most outstanding being to the south along the line of the Moresby Range toward White Peak and to the west to the ocean. Location 2949 is immediately to the south of the subject land.
33. There was some discussion about the distances from the various building envelopes to the house on Location 2949. In this regard the information provided by Mr Evans in his Figure 1 was accepted. This placed the proposed building envelope a minimum of 147 metres from the house, the envelope approved in the Respondent's decision 160 metres distant and the original envelope 246 metres distant.
34. While the overlooking from the subject land is not the same intensity as in the urban situations used by Mr Evans as an example, people moving at the house on Location 2949 were clearly visible from the ridgeline.
35. One of the Appellant's submissions was that a building envelope is merely a line defining an area outside of which building should not occur. The siting of any building within the envelope would then be subject to the other controls contained within TPS1 and by this mechanism any undesirable overlooking, impact on amenity or use of unsuitable ground, such as at the ridgeline, could be controlled.
36. While it is agreed that a line on a plan does not of itself impact on the local amenity, it is not agreed that the consequences of defining a building envelope can be ignored. To extend the Appellant's argument, a building envelope would not be required at all if reliance were to be

placed entirely on the general amenity provisions of TPS1 at the time of the development application.

37. The purpose in defining the building envelope is to remove from consideration as a potential development site those areas of the subject land where it is considered building would not be appropriate or that the consequences of building would defeat the objectives of creating the Special Rural zone. To this end it is considered that there is some merit in the Respondent's requirement that the building envelope be set back from the ridgeline. Exclusion of the ridgeline from the building envelope would eliminate concern about the suitability of this part of the subject land for building, as well as any concern about the potential for continued overlooking of the house on Location 2949 from a house built on the ridgeline. The objective of relocating the building envelope from the Royce Place frontage to obtain greater privacy should not be achieved at the expense of a potential increase in overlooking of adjoining properties.
38. There was conflicting evidence on the potential for growing trees of sufficient height and number to provide a visual screen. The site visit revealed individual examples of two metre to four metre high trees and bushes on the subject land, Location 2924 and Lot 25 to the west. While general landscaping of development might be achieved, the evidence that vegetation could be grown and maintained at sufficient height and density to provide a screen was not convincing.
39. The evidence presented on the availability of water was inconclusive. The Appellant directed attention to a hydrological report included with the Amendment No.9 rezoning report which indicated a potential source of seepage water at the foot of the slope down from the

ridgeline. The existing dam on the lot is located at the foot of the slope and contains some water. It was also noted that to provide flow of water into the dam a contour bank had been constructed across the width of the property. No evidence was provided to demonstrate that the water in the dam was supplied by other than surface runoff. It was stated that the dam, to date, has been dry in some months of the year.

40. The Appellant commented that a bore on Lot 26 to the west provided water suitable for vegetation and, potentially, domestic use. This contrasted with Mrs Bell's comment that bores on her property were too saline for use with plants and stock. The different locations of the bores relative to the valley floor and the ridgeline might be an explanation, but there was no expert evidence in this regard. None of the evidence gave rise to confidence of an assured, annual supply of suitable water on the subject land sufficient to implement and maintain a programme of screen tree planting by an absentee owner.
41. The owners of the house on Location 2949 could not reasonably expect that there would be no overlooking of their property at all from the subject land given the difference in elevation. It is considered to be reasonable, however, that any overlooking be confined to incidental overlooking as currently exists from undeveloped areas of the subject land, and not be direct overlooking that might occur from a house build directly above the neighbouring house. This is considered consistent with the objectives of identifying building envelopes.
42. The Appellant made reference to the specific wording of the Council's resolution on this matter and submitted that this should have resulted only in the setback distance from the ridge being redefined, not the east, west and northern boundaries of the building envelope. The Appellant

argued that a setback of 20 metres from the ridgeline is too far and seeing the roof of the house on Location 2949 from an envelope at a lesser set back could not be considered as the overlooking of private spaces. The Respondent in reply said 20 metres is required because any house will be elevated by the pad on which it will be built.

43. The building envelope needs to be of sufficient area to provide flexibility in choosing sites for the future house and the outbuildings normally found in a Special Rural zone. I do not agree with the Appellant that the building envelope can include land which is unsuitable for building on the premise that any building can be excluded from this part of the building envelope in the future. It is not necessary that the suitability of every part of a building envelope be examined in detail, but those parts of a lot that are clearly unsuitable should not be included.

44. The Respondent's plan of 15 June 2004 did not show eastern and western boundary setback distances for its preferred building envelope. Why any one specific set back distance from these boundaries would be preferable over another was not readily apparent from either the evidence or the site visit. The Appellant's setbacks of 55 metres and 125 metres from the east and west boundaries respectively, shown on his amended plan dated 31 May 2004, while not as the Respondent would prefer, do not appear to compromise the objectives of the Special Rural zone, given that the parties are not in dispute about the envelope being above the 80 metre contour.

45. More difficult to define is the southern boundary of the building envelope. I consider that the envelope should be set back from the ridgeline to minimise the potential impact of future development on the

amenity of the locality and on the edge of the mesa itself. The plans were not sufficiently accurate, however, to show that the ridgeline was exactly the 80 metre contour. The edge is also so irregular that to identify a boundary parallel to it would be impossible. A setback from the edge of about 20 metres is considered appropriate, but if it were a little closer in places this would not compromise the outcome. For the sake of clarity, it is easier to define the southern boundary of the building envelope relative to the three other boundaries.

46. From my examination of this matter, I have decided to uphold the appeal and approve a relocated building envelope as follows:

- (a) The northern boundary of the building envelope is to be set back 5 metres from the northern boundary of Lot 27 extending between the western boundary of the building envelope, set back 125 metres from Royce Place and the eastern boundary of the building envelope set back 55 metres from the eastern boundary of Lot 27.
- (b) The western boundary of the building envelope is to be 50 metres long and the eastern boundary 35 metres long. The southern boundary of the building envelope is a line between the southern ends of the eastern and western building envelope boundaries.
- (c) The Appellant is to lodge with the Respondent a plan showing this relocated building envelope.

47. If the parties cannot agree on the plan of the relocated building envelope they are at liberty to refer the matter to the Tribunal.

IN THE TOWN PLANNING
APPEAL TRIBUNAL OF
WESTERN AUSTRALIA

Appeal No. 197 of 2004
[2004] WATPAT 231

Determined on the documents
Decision: 24 December 2004

B E T W E E N:

RIK JOHNS

Appellant

-and-

SHIRE OF CHAPMAN VALLEY

Respondent

BEFORE: Mr P McGowan (President)

Catchwords

Section 66 Review – Question of law

Cases referred to

Nil

The Tribunal:

1. The present appeal was against a decision made by the Respondent on 15 June 2004 in relation to a determination as to the proposed location of a building envelope at Lot 27 Royce Place, White Peak (“**the subject property**”).
2. By reason of the provisions of Appendix 6 of TPS 1 and those provisions that deal with Special Rural Area 6 (including the subject property) an application was required in order to determine the location of any proposed building envelope.
3. At its meeting on 15 June 2004 the Respondent in one sense effectively refused the proposed location nominated by the Appellant but nevertheless approved a separate location.
4. It expressed its decision thus:

“Council rescind resolution 05/04-19 with respect to its refusal in relocating the Building Envelope on Lot 27 Royce Place, White Peak and proceed to grant planning consent to adjust the envelopes sufficiently set back from the ridge line to ensure that there is no overlooking of the adjoining residence on Victoria Location 2949 to the satisfaction of the Chief Executive Officer.”
5. The appeal was heard by Mr Jordan on 14 October 2004. The hearing was conducted at the offices of the Respondent at Nabawa. The hearing included a view of the subject property and its surrounds.
6. In a decision delivered on 9 November 2004, Mr Jordan determined as follows:

“From my examination of this matter, I have decided to uphold the appeal and approve a relocated building envelope as follows:

- (a) The northern boundary of the building envelope is to be set back 5 metres from the northern boundary of Lot 27 extending between the western boundary of the building envelope, set back 125 metres from Royce Place and the eastern boundary of the building envelope set back 55 metres from the eastern boundary of Lot 27.
 - (b) The western boundary of the building envelope is to be 50 metres long and the eastern boundary 35 metres long. The southern boundary of the building envelope is a line between the southern ends of the eastern and western building envelope boundaries.
 - (c) The Appellant is to lodge with the Respondent a plan showing this relocated building envelope.”
- 7. On 9 December 2004 the Tribunal received two facsimile transmissions from the Appellant.
- 8. Each of those is directed to me. I have previously indicated that the approach to an application for review under section 66, particularly in circumstances where an Appellant is unrepresented, is to be approached on a generous basis.
- 9. Notwithstanding the lack of use of specific words containing reference to section 66, I am prepared to entertain the facsimile transmissions from the Appellant as effectively an application for review by me under section 66 of the *Town Planning and Development Act 1928* (“the Act”).
- 10. As always there are two aspects to be satisfied. The first is that the decision is one which was delivered by a member of the Tribunal not being a legal practitioner. Mr Jordan is not a legal practitioner and that limb is therefore satisfied.
- 11. The second requirement is that there be a question of law.

12. There is no right of appeal on a merits basis. It is limited solely to a question of law.
13. The two facsimile transmissions forwarded to me are read together but are separate. Thus the second transmission is a commentary on a paragraph by paragraph basis of Mr Jordan's decision. In essence such a commentary is a combination of argument, repetition of matters advanced before Mr Jordan and merit-based criticism of the views ultimately arrived at by Mr Jordan.
14. The first facsimile transmission appears to be a more general entreaty. The essence of the complaint appears in the following terms:

“I wish to build on this flat area in the future, Geraldton has winds up to 45 knots (81 kms) and constant winds of approx 18 knots (32 kms). To buffer these winds I have to design a different building for this unusuell [sic] Lot 27 General living. If the wind is not buffered on top of the ridge it would be a very miserable place to live.”
15. He then develops a further argument in relation to why it is that he says that the location nominated by him should be been approved by the Tribunal. This is a merits based argument, one incidentally already received by the Tribunal. It is not and does not involve a question of law.
16. In the circumstances and in accordance with the provisions of section 66(2)(a) I affirm the order made in this matter by Mr Jordan on 9 November 2004.



Scale 1:1000

Base Plan: Clegg Rowe & Assoc.

From: Rick Smith <[REDACTED]>
Sent: Thursday, 8 July 2021 4:17 PM
To: Customer Service <cso@chapmanvalley.wa.gov.au>
Cc: Julie Hogben <[REDACTED]>
Subject: CR2118138 - Lot 27 Royce place

Hi Simon

My wife and I are the owners / occupants of 46 Royce place

Having read the application ,I believe Greg and Kath Blair have chosen the best location on their new block

To build a home.

They currently have ocean views over the top of the trees and the house on our block.

We wish them well with their build and welcome them to White Peak

Rick and Olivia Smith

Rick Smith/ Manager

P [REDACTED]

M [REDACTED]

[REDACTED]



Department of **Planning,
Lands and Heritage**

Your ref:
Our ref: P12059
Enquiries: Gemma Wilson / 6552 4079

Mr Maurice Battilana
Chief Executive Officer
Shire of Chapman Valley
PO Box 1
NABAWA WA 6532
cso@chapmanvalley.wa.gov.au

Dear Mr Battilana

P12059 Geraldton – Northampton Railway Precinct

The Heritage Council recently considered the draft assessment, including a proposed statement of significance, for *Geraldton – Northampton Railway Precinct* and resolved that:

- the place has cultural heritage significance pursuant to s.38 of the *Heritage Act 2018*; and,
- consultation should be undertaken on the proposal to enter the place in the Register of Heritage Places and the content of the draft statement of cultural heritage significance.

As an owner of land within the above place and a relevant local government authority, I am therefore seeking your written comments on the proposed entry of *Geraldton – Northampton Railway Precinct* in the State Register of Heritage Places. The register entry will be based on the three following documents:

- Draft assessment documentation, including statement of significance (enclosed with letter)
- HCWA Curtilage Map – showing the area of land that is proposed to be registered and the portions of land relevant to you (enclosed with letter)
- HCWA Zones of significance – showing the level of significance of the various areas (available on Consultation Hub website)

More information on this matter is included in the Fast Facts document also enclosed in this letter and available on the Department's [Consultation Hub](#) website.

Please make your submission on the proposed registration through the Department's [Consultation Hub](#). Alternatively, you can use the attached form and send your submission to the Department of Planning, Lands and Heritage by post or email HCWAregistration@dplh.wa.gov.au. If you would like to provide additional comments or information, these can be submitted in a separate

attachment. Please note that the deadline for all submissions is **Monday 6 September 2021**.

Please note that the other owners and local government authorities listed on page three of the assessment documentation have also been asked to comment on the proposed registration.

Under the *Heritage of Western Australia Act 1990*, local governments were also invited to attend the meeting of the Heritage Council when registration was considered and became a voting member for the purposes of that item. Please note that the *Heritage Act 2018* does not contain a similar provision.

When all stakeholder comments have been received, the documentation will be presented to the Heritage Council again where a recommendation as to whether the place should be added to the State Register will be considered.

Further information about the role of the Heritage Council and the implications of registration, can be found on the [Department's website](#) and in the [State Register of Heritage Places](#) and the [Guide to Developing Heritage Places](#) brochures.

The Department acknowledges that the Mid-West community has been impacted by Cyclone Seroja and that it may be a particularly hard time for some. In light of this, if you would like more time to consider the documentation, or to discuss registration, please contact Senior Heritage Officer Gemma Wilson at the Department of Planning, Lands and Heritage on (08) 6552 4079 or gemma.wilson@dplh.wa.gov.au. Gemma would also be happy to meet with you to discuss the proposed entry of *Geraldton – Northampton Railway Precinct* in the State Register.

We look forward to hearing from you.

Yours sincerely



Ben Harvey
Executive Director Heritage Services
Enc.

23 July 2021



FAST FACTS

GERALDTON TO NORTHAMPTON RAILWAY PRECINCT

The Heritage Council of Western Australia is recommending the Minister for Heritage considers finalising the entry for *Geraldton - Northampton Railway Precinct* in the State Register of Heritage Places. This information sheet aims to answer some commonly-asked questions.

What is the role of the Heritage Council of WA?

The Heritage Council of Western Australia is the State Government's advisory body on heritage matters. It is vested with functions and powers under the *Heritage Act 2018*. The Heritage Council is charged with the compilation of the State's Register of Heritage Places.

The Department of Planning, Lands and Heritage is the Department that supports the Heritage Council and the Minister for Heritage.

What is the State Register?

The State Register is a statutory list of places that help tell the story of Western Australia's history and development. Entry in the Register is reserved for places that the Heritage Council has assessed as being of State cultural heritage significance. The Register's primary focus is on places dating from after European contact and settlement and includes places to which both Aboriginal and non-Aboriginal Australians retain a connection. The Register acknowledges the value and importance of a place, and helps promote its conservation into the future. There are currently 1,374 places in the State Register.

BELOW: Rail formation, Howatharra



Who decides what should be entered in the State Register?

The role of the Heritage Council of WA is to determine the State significance of a place. The Minister for Heritage makes the final decision on whether a place is entered in the State Register.

What is the heritage significance of *Geraldton - Northampton Railway Precinct*?

Geraldton – Northampton Railway Precinct was the first Government railway in Western Australia and its construction from 1874 marks the beginning of the development of government railways in the State. The place was constructed to service the galena (lead ore) and copper mining industry in Northampton and is an early example of the Government's attempts to support the industry and expand exports during this formative period in the State's development. The remaining fabric contributes to the cultural landscape of the area with its undulating and sometimes dramatic formations and cuttings, railway signs, and ruinous stone bridges.

What does entry in the State Register mean for *Geraldton – Northampton Railway Precinct*?

Entry in the Register will recognise and celebrate the distinctive heritage values of the railway precinct and will offer protection under the *Heritage Act 2018*, ensuring any major changes proposed for the place are in keeping with its cultural heritage significance.



ABOVE: Concrete bridge, White Peak

I spoke to someone about registration a number of years ago, why has it taken so long to be registered?

Yes, the first stage of the assessment process did start a number of years ago. Unfortunately, another major project had to be finished first. That has now been completed so consideration of registration can now start.

Can I still make changes to my property if Geraldton – Northampton Railway Precinct is entered in the State Register?

Yes. The entry of a place in the State Register does not prevent an owner from making changes to their property. Owners will continue to discuss their project ideas

and apply to the relevant local government authority (LGA) for approval for any development proposal, as required under the Local Planning Scheme. The LGA will refer the proposals within the precinct to the Heritage Council for advice as part of its normal referral process to other State agencies. The Heritage Council will advise the LGA on the heritage aspects of the proposal in light of the Geraldton – Northampton Railway Precinct's values. Referrals to the Heritage Council such as these are handled within the LGA's normal time frame so there is no delay in decisions on development applications. Owners can also discuss their projects with the Department's Development team should they wish to seek advice when preparing plans.

Does Registration affect ownership/public access?

No. Registration does not in any way affect ownership or public access to your property.

BELOW: Rail formation, Howatharra



Why does the Heritage Council still want to register this place given the railway is no longer operational or very visible?

The Heritage Council determined that the significance of Geraldton – Northampton Railway Precinct to the State's story means that the place still warrants inclusion on the State Register. While the railway itself no longer operates, it continues to be very visible in the landscape in the form of formations, cuttings and other related railway artefacts.

What are the benefits of registration?

Registration recognises the place and its significance to the State story and ensures the story can continue to be recognised into the future. Registration also provides the opportunity to apply to the Heritage Grants Program to provide funding for any physical conservation works or preparation of conservation management planning documents.

How can I comment on the proposed registration of Geraldton – Northampton Railway Precinct?

Comments on registration can be made online through the Department of Planning, Lands and Heritage's Consultation Hub or by email to HCWAregistration@dplh.wa.gov.au.

The comment period closes Monday 6 September 2021.

What happens next?

Once the period for comments has closed, the Heritage Council will consider whether to recommend the finalisation of registration to the Minister for Heritage, who will make the final decision on whether a place is entered in the State Register.



ABOVE: Railway cutting, Howatharra



**HERITAGE
COUNCIL**
OF WESTERN AUSTRALIA

REGISTER OF HERITAGE PLACES

DRAFT – Register Entry

1. **DATA BASE No.** 12059
2. **NAME** Geraldton–Northampton Railway Precinct (1874-1879; 1910; 1930s)
3. **LOCATION** Geraldton to Northampton
4. **DESCRIPTION OF PLACE INCLUDED IN THIS ENTRY**

All that land as shown in the schedules below;

Schedule A:

- Portion of Reserve 5660 being portion of Lot 301 on DP55422, contained in Crown Land Record Volume 3152 Folio 509 and Lot 300 on DP58468, contained in Crown Land Record Volume 3152 Folio 510;
- Reserve 8810 being Lot 12750 on DP36863, contained in Crown Land Record Volume 3131 Folio 509;
- Portion of Reserve 27663 being Lot 10770 on DP220591, contained in Crown Land Record Volume 3074 Folio 633 and Portion of Reserve situate adjacent to Beattie Road, Waggrakine;
- Portion of Reserve 29209 Portion of Lot 500 on DP60569, contained in Crown Land Record Volume 3154 Folio 842
- Reserve 49932 being Lot 503 on DP72441, contained in Crown Land Record Volume 3162 Folio 98;
- Reserve 33619 being Lot 11135 on DP180764, contained in Crown Land Record Volume 3011 Folio 553;
- Reserve 51541 being Lot 505 on DP77534, contained in Crown Land Record Volume 3163 Folio 835 and Lot 506 on DP77534, contained in Crown Land Record Volume 3163 Folio 836;
- Reserve 52016 being Lot 2842 on DP185298, contained in Crown Land Record Volume 3039 Folio 312;

Schedule B:

- Lot 0 on Plan 2184, contained in Certificate of Title Volume 479 Folio 87;

- Lot 12583 on DP26780, contained in Crown Land Record 3124 Folio 915;
- Lot 66 on DP36861, contained in Crown Land Record 3088 Folio 396;
- Lot 350 on DP49447, contained in Crown Land Record 3089 Folio 244;
- Lot 101 on DP57984, contained in Crown Land Record 3147 Folio 771;
- Lot 10515 on DP62964, contained in Crown Land Record 3157 Folio 29;
- Portion of Lot 35 on DP65453, contained in Crown Land Record Volume 2802 Folio 840;
- Portion of Lot 400 on DP77372, contained in Certificate of Title Volume 2822 Folio 570;
- Lot 474 on DP93234, contained in Crown Land Record Volume 3022 Folio 255;
- Lot 11528 on DP93315, contained in Crown Land Record 3075 Folio 352;
- Lot 11751 on DP93391, contained in Crown Land Record 3121 Folio 628;
- Lot 11789 on DP189169, contained in Crown Land Record 3127 Folio 36;
- Portion of Lot 11692 on DP189681, contained in Certificate of Title Volume 1880 Folio 621;
- Lot 11911 on DP190463, contained in Crown Land Record 3121 Folio 584;
- Lot 11912 on DP190464, contained in Crown Land Record 3121 Folio 585;
- Lot 12190 on DP193436, contained in Crown Land Record 3111 Folio 234;
- Lot 12566 on DP195387, contained in Crown Land Record 3121 Folio 380;
- Portion of Lot 10925 on DP210843, contained in Crown Land Record 3140 Folio 912;
- Lot 3067 on DP219949, contained in Certificate of Title Volume 2204 Folio 7;
- Lot 815 and 816 on DP222482, contained in Certificate of Title Volume 1645 Folio 498;
- Portion of Lot 1694 on DP250798, contained in Certificate of Title Volume 1193 Folio 50 and Certificate of Title Volume 2016 Folio 600;

Schedule C:

- Victoria Location 11004;
- Victoria Location 11752;
- Victoria Location 11858;
- Portion of Marine Terrace;
- Portion of Cathedral Avenue;
- Portion of Fitzgerald Street;
- Portion of Chapman Road;
- Portion of North West Coastal Highway;
- Portion of Olsen Road;
- Portion of Oakajee Road;
- Portion of White Peak Road;
- Portion of Isseka Road East;
- Portion of Seventh Avenue;
- Portion of Chapman Valley Road;

- Portion of Nanson-Howatharra Road and
- Unallocated Crown Land

and delineated in red on Heritage Council Map P12059

5. **LOCAL GOVERNMENT AREA** City of Greater Geraldton, Shire of Chapman Valley and Shire of Northampton

6a. **CURRENT OWNER**

Private Owners

Ireland, Cyril Ross
Ireland, Henrietta
Main, Belinda May

State Government

State of Western Australia
Responsible Agencies:

Management Orders:

Local Government

City of Greater Geraldton

Private Companies

Langtree Holdings PTY LTD
EF Smart Pty LTD

Department of Planning Lands and Heritage;
Main Roads; Department of Fire and Emergency
Services; Development WA
Shire of Northampton; City of Greater Geraldton;

Leaseholders

Veitch, Reginald Brian
Veitch-Veneechoutte, Joke Marione Karel Agnes
Cornelia
Waugh, Debra Lee
Waugh, Lloyd Leslie

7. **HERITAGE LISTINGS**

- Register of Heritage Places:

Individual Places:

<i>P1052 Geraldton Railway Station (fmr)</i>	Registered	15 May 1998
<i>P1068 Original Railway Station (1878-93), Geraldton</i>	Registered	7 April 1998

- National Trust Classification:

Individual Places:

<i>P1068 Original Railway Station (1878-93), Geraldton</i>	Classified	11 June 1973
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- Town Planning Scheme:

- Municipal Inventory:

Individual Places:

<i>P1052 Geraldton Railway Station (fmr)</i>	Adopted	23 June 1998
<i>P1068 Original Railway Station (1878-93), Geraldton</i>	Adopted	23 June 1998
<i>P9006 Gwalla Railway Station (fmr)</i>	Adopted	19 April 1996
<i>P9054 Bowes River Railway Bridges</i>	Adopted	19 April 1996
<i>P9055 McGuires Creek Railway Bridges</i>	Adopted	19 April 1996
<i>P9065 Railway Siding</i>	Adopted	19 April 1996
<i>P13726 Bridge (constructed from 1917)</i>	Adopted	23 June 1998

- Register of the National Estate:
Individual Places:
P1068 Original Railway Station (1878-93), Geraldton Registered
- Aboriginal Sites Register:
445 Hemsley Farm Registered
4391 Railway Reserve Registered
4392 Spalding Park 02 Registered
24414 Oakajee River Registered
24415 Buller River Registered
24416 Bowes River Registered
30063 Chapman River (Geraldton) Registered

8. ORDERS UNDER SECTION OF THE ACT

9. HERITAGE AGREEMENT

Individual Places:
P1068 Original Railway Station (1878-93), Geraldton 25 May 2006

10. STATEMENT OF SIGNIFICANCE

Geraldton–Northampton Railway Precinct, comprising *Original Railway Station (1878-1893), Geraldton*, the third Geraldton Railway Station (1915), remnant railway alignment including cuttings, formations and the ruins of a number of stone bridges, including McGuire’s Creek Railway Bridges and Bowes River Railway Bridges, dating from 1879 to the 1930s, and the foundations of the former Northampton Railway Station (Gwalla) (1879/80) and associated infrastructure, has cultural heritage significance for the following reasons:

the place was the first Government railway in Western Australia, and its construction marks the beginning of the development of government railways in Western Australia;

the place was constructed to service the mining industry in the Northampton district, and is an early example of the Western Australian government’s attempts to support the industry and expand export during this period in the State’s development;

the extant fabric of *Geraldton-Northampton Railway Precinct* provides a unique opportunity to understand the construction of this seminal line in Western Australia’s railway history, its failures, and the measures taken to rectify the problems experienced due to poor planning and the limited knowledge of railway infrastructure in WA at this time;

the place contributes to the cultural landscape of the area with its undulating and sometimes dramatic formations and cuttings, extant somewhat ghostly railway signs, and ruinous stone bridges.



HERITAGE
COUNCIL
OF WESTERN AUSTRALIA

REGISTER OF HERITAGE PLACES

DRAFT – Assessment Documentation

11. ASSESSMENT OF CULTURAL HERITAGE SIGNIFICANCE

Cultural heritage significance means aesthetic, historic, scientific, social or spiritual value for individuals or groups within Western Australia.

In determining cultural heritage significance, the Heritage Council has had regard to the factors in the *Heritage Act 2018* and the indicators adopted on 14 June 2019.

11(a) Importance in demonstrating the evolution or pattern of Western Australia's history

Geraldton–Northampton Railway Precinct is associated with the inauguration of Government-funded rail networks in the development of Western Australia. It was opened in July 1879 as the State's first Government railway, the line servicing the mining industry in the Northampton district.

The construction of the line to service the Northampton mining district is an early example of the Western Australian government's attempts to support the industry and expand export during this period in the State's development.

The extant stone bridges along the route of the Geraldton-Northampton Railway, including McGuire's Creek Railway Bridges and Bowes River Railway Bridges, were the first bridges constructed as part of a government rail line in Western Australia.

11(c) Potential to yield information that will contribute to an understanding of Western Australia's history;

The extant fabric along the route of the Geraldton-Northampton Railway line provides a unique opportunity to understand the construction of this seminal line in Western Australia's railway history, its failures, and the measures taken to rectify the problems experienced with the line as surveyed due to poor planning and knowledge of railway infrastructure in WA at this time, including the multiple realignments in the early twentieth-century.

The archaeological sites of the railway housing along the Geraldton-Northampton Railway line have the potential to provide information about the people who lived and worked on the line.

11(d) Its importance in demonstrating the characteristics of a broader class of places;

Geraldton–Northampton Railway Precinct represents the earliest attempt at railway construction by the Western Australian government.

11(e) Any strong or special meaning it may have for any group or community because of social, cultural or spiritual associations;

Geraldton–Northampton Railway Precinct has social significance for its connections with the development of railways in Western Australia, a major mode of transport and source of employment throughout the history of the State.

Geraldton–Northampton Railway Precinct is highly valued by the local community, particularly in Northampton, as evidenced by the recent interpretation established for the site.

11(f)¹ Its importance in exhibiting particular aesthetic characteristics valued by any group or community;

Geraldton–Northampton Railway Precinct contributes to the cultural landscape of the area with its undulating and sometimes dramatic formations and cuttings, extant somewhat ghostly railway signs, and ruinous stone bridges.

11(h) Its importance in demonstrating a high degree of creative or technical achievement;

As the first bridges constructed as part of a government rail line in Western Australia, the extant stone bridges along the route of the Geraldton-Northampton Railway, including McGuire's Creek Railway Bridges and Bowes River Railway Bridges, provide an opportunity to investigate government bridge construction during this early period.

12. DEGREE OF SIGNIFICANCE

¹ For consistency, all references to architectural style are taken from Apperly, R., Irving, R., Reynolds, P. *A Pictorial Guide to Identifying Australian Architecture. Styles and Terms from 1788 to the Present*, Angus and Robertson, North Ryde, 1989.
For consistency, all references to garden and landscape types and styles are taken from Ramsay, J. *Parks, Gardens and Special Trees: A Classification and Assessment Method for the Register of the National Estate*, Australian Government Publishing Service, Canberra, 1991, with additional reference to Richards, O. *Theoretical Framework for Designed Landscapes in WA*, unpublished report, 1997.

12.1 CONDITION

Geraldton–Northampton Railway Precinct is overall in fair to moderate condition. Although largely ruinous and/or ephemeral in terms of extant built fabric, the landforms that define the line's route remain intact and in fairly good condition.

Original Railway Station, Geraldton (No. 1) is in good condition having recently undergone conservation works

Geraldton Railway Station (fmr) (No. 3) is in good condition.

12.2 INTEGRITY

This section explains the extent to which the fabric is in its original state.

Geraldton–Northampton Railway Precinct retains a moderate to high degree of integrity. Although largely ruinous and/or ephemeral in terms of extant built fabric, the landforms constructed to facilitate the line are still clearly evident, as are a number of bridges and culverts along its length and it is likely to remain extant for the foreseeable future so retains a moderate degree of integrity overall.

Original Railway Station, Geraldton (No. 1) has a low degree of integrity having had substantial alterations made to its original fabric since it ceased to be used as a railway station, including the addition of a second storey.

Geraldton Railway Station (fmr) (No. 3) has a moderate to high degree of integrity having had limited intervention into its original fabric it remains largely as constructed.

12.3 AUTHENTICITY

This section explains the extent to which the original intention is evident, and the compatibility of current use.

Geraldton–Northampton Railway Precinct has not served as a railway line since its closure in 1957, and it is unlikely to ever serve this purpose again. However, much of the landforms constructed to facilitate the line are still quite intact, as are a number of bridges and culverts along its length, which are likely to remain extant for the foreseeable future so overall the place retains a moderate degree of authenticity.

As an archaeological site *Geraldton–Northampton Railway Precinct* has a high degree of authenticity as much of the sites along its length remain undisturbed.

Original Railway Station, Geraldton (No. 1) has a low to moderate degree of authenticity not having served as a railway station since being superseded by the second station in 1893.

Geraldton Railway Station (fmr) (No. 3) has a moderate degree of authenticity. Although not having served as a railway station since passenger traffic from Perth ceased in 1975 part of the place functions as the TransWA ticketing office which is compatible with its former use as a railway station.

13. SUPPORTING EVIDENCE

This heritage assessment is based on the documentary evidence for this place compiled by Historian Eddie Marcus in July 2013, and physical evidence compiled by Senior Heritage Officer Dr Kelly Fleming following a site survey in June 2014 with amendments and/or additions by the State Heritage Office and the Register Committee.

13.1 DOCUMENTARY EVIDENCE

Geraldton-Northampton Railway Precinct covers approximately 50 kilometres of railway reserve between Geraldton in the south and Northampton in the north. A large portion of the line is still discernible in formations (mounded earth banks) and cuttings (trenches excavated into bedrock), with other fabric such as stone bridges, remnant sidings and signposts also extant at some locations.

Background

The route of the Geraldton-Northampton Railway runs through the lands of the Amangu Yamatji people near Geraldton (Champion Bay) and the Nanda Yamatji people near Northampton. Sources of food in these areas included kangaroos, emus, ducks, birds, eggs, seeds, tubers, fruits, gums and fish, which were caught in the ocean during the summer months.² Drinkable water was accessible by the sand hills or underground in dry creek beds.³ Lieutenant George Grey, who was the first explorer of the region in 1839, observed large mud huts, constructed by local people, alluding to a more sedentary lifestyle. The huts were grouped together and Grey commented that in certain areas they collectively held over 150 people, indicating the large populations of Aboriginal people in the area.⁴

Following Grey's expedition to the Champion Bay district in 1839, no further exploration occurred until 1846 when Augustus Charles Gregory investigated the area's agricultural potential.⁵ In 1848, Gregory led a second expedition, during which deposits of galena (lead ore) and copper were discovered in the vicinity of the Murchison River.⁶

In December 1848, the newly-appointed Governor, Charles Fitzgerald, visited the site to verify the mineral and agricultural prospects.⁷ A conflict with local Aboriginal people resulted in Fitzgerald being speared in the leg.⁸ Nonetheless, the trip confirmed the potential of the Murchison district for European settlement and development.⁹

After Fitzgerald's return, in October 1849 the new Geraldine Mining Company commissioned Gregory to lead an overland party.¹⁰ Simultaneously, Gregory

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- ² Gratte, S, *The Aboriginal history of Geraldton (Jambinu) and surrounding areas*, (City of Geraldton, 2015), p. 2
³ Gratte, S, *The Aboriginal history of Geraldton (Jambinu) and surrounding areas*, p. 2
⁴ Gratte, S, *The Aboriginal history of Geraldton (Jambinu) and surrounding areas*, p. 3
⁵ Bain, Sr Mary Albertus, *A Life of its Own: A Social and Economic History of the City of Geraldton and the Shire of Greenough, 1846–1988* (City of Geraldton, 1996), p. 4
⁶ Bain, *Life of its Own*, pp. 4-5
⁷ Bain, *Life of its Own*, p. 5; Spillman, K., *A Rich Endowment: Government & Mining in WA 1829-1994* (UWA Press, 1993), p. 13
⁸ Stannage, C. T., *A New History of Western Australia* (UWA Press, 1981), p. 97
⁹ Spillman, *Rich Endowment*, pp. 13-14
¹⁰ Spillman, *Rich Endowment*, pp. 14-15

was instructed by the Surveyor General, John Septimus Roe, to survey the newly approved townsite at Champion Bay, which was later to become Geraldton.¹¹ In December 1849, approximately 50 kilograms (110 pounds) of lead ore from the Geraldine Mine was carted and then shipped back to Fremantle.¹²

In the 1850s the colonial government continued to support both mining and pastoralist interests in the area through the provision of convict labour and infrastructure.¹³ This decade also saw more deposits discovered and the establishment of mines such as White Peak Mine (1855), the Wanerenooka copper mine (1856) [P4658 *Wanerenooka Mine Site*], and the Wheal and Gwalla mines (1859).¹⁴

Fitzgerald's successors maintained the position that the government should make every effort to encourage further development of the district through the provision of infrastructure. In 1864 Northampton was proclaimed, with the intention of servicing the mining area.¹⁵

Planning a railway

As the closest harbour at Port Gregory had proved too dangerous for shipping, ore had to be carted over rough unmade roads to the port at Champion Bay. Pressure was exerted on the Government by a combination of mine owners at Northampton, pastoralists, and merchants at Geraldton, for the construction of a railway.¹⁶

As early as 1868, a public meeting at Champion Bay heard a demand for a 'tramway... extending from the Geraldton Jetty to Northampton (with a view to its further extension to the Geraldine mine), passing in its course through the centre of all the mineral lands between the White Peak and the Geraldine mines'.¹⁷ The Legislative Council is thought to have finally agreed to a railway as a response to the falling price of ore in the early 1870s.¹⁸ It is also possible that the Government's hand was forced by a need to gain popularity due to a separatist movement which was attracting settlers in the Victoria District.¹⁹

The first step towards the building of a Government railway was taken on 15 August 1872, when the Legislative Council authorised the provision of funds for a preliminary survey of the line. This was followed on 10 September 1872 by a call for tenders for the engineering survey of a 3ft 6in line of approximately 32 miles (50km) in length, from Champion Bay to the mines at Northampton.²⁰

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- 11 Bain, *Life of its Own*, pp. 6, 43
 - 12 Spillman, *Rich Endowment*, p. 16
 - 13 Spillman, *Rich Endowment*, pp. 17-20
 - 14 Spillman, *Rich Endowment*, p. 20; Considine & Griffiths Architects, 'Conservation Plan for Gwalla Precinct, Northampton', prepared for the Shire of Northampton, April 2000, p. 7
 - 15 Spillman, *Rich Endowment*, pp. 20-21; 'History of Country Town Names', Department of Land Information, www.dola.wa.gov.au, accessed 9 July 2013
 - 16 Le Page, J. S. H., *Building a State: The Story of the Public Works Department of Western Australia, 1829-1985* (Perth, 1986), p. 120
 - 17 'Public Meeting at Champion Bay', *Perth Gazette*, 10 April 1868, p. 3
 - 18 Spillman, *Rich Endowment*, p. 21.
 - 19 Le Page, *Building a State*, p. 120
 - 20 Joyce, John (ed.), 'Western Australia's First Government Railway, 1879-1957' (Ashfield, 1979), p. 3

The successful tenderer was James Major, of Melbourne, who undertook the survey at a cost of £35 per mile.²¹ In Major's report, submitted 14 June 1873, he recommended a gauge of 3 feet, with 35lb rails, as sufficient to carry the proposed mineral traffic. To keep the cost of earthworks to a minimum, Major advocated a surface line involving numerous grades of 1 in 40 and 5-chain curves (with 1 in 30 grades and 4 chains radius as minimum values). It is likely that Major was under instructions from the Surveyor General, Malcolm Fraser, to design a line which could be constructed for the minimum cost possible.²² The cost of construction was estimated at £87,704, a sum considered sufficient to equip the line with rolling stock and necessary station buildings.²³

It appears that Major's recommendation for a narrower gauge was accepted, since the *Government Gazette* of 11 November 1873 requested firms to tender:

... for a three foot gauge extending from a point 30 links eastward of Government School [in Geraldton] to the Township of Northampton, a distance of 33 miles 66 chains or thereabouts to be completed by 1st October 1875. Tenders to be sent to the Colonial Secretary by 10th February 1874. Tenders could be for either the supply of all labour and materials, including Rolling Stock and Permanent Way; or labour and materials on Line construction, landing and storage of Rolling Stock and Permanent Way materials; and maintenance of [the] Line for one year.²⁴

It is noteworthy that the tender did not call for the construction of any station buildings to service the line.

The *Geraldton and Northampton Railway Act* was passed by the Legislative Council, receiving Royal assent on 22 November 1873, and this was followed by a *Loan Act* on 15 January 1874 raising the sum of £89,000.²⁵

On 24 February 1874, the tender of David Proudfoot, of Dunedin, New Zealand, was accepted for construction of the railway.²⁶ A newspaper report on the awarding of the contract is typical of the public scepticism surrounding the entire project:

The first railway in the colony – between Geraldton and Northampton – will be commenced in a short time – the tender of Mr. Proudfoot, a New Zealand firm, we believe, has been accepted, to construct the railway, without rolling stock and permanent way, for £42,500. The consulting engineer and the superintending engineer have also been appointed. It may seem strange that so small a contract has been taken by contractor out of the colony, but tenders were invited in such a way as practically to exclude local contractors from competing with foreign firms. Tenders were invited for the construction of the whole distance, including permanent way, rolling stock, and twelve months maintenance. No local firm felt competent to undertake such responsibility, and the Government were left to select from the few foreign tenders sent in. The construction of this railway is purely a hobby of Mr. Weld's, who hopes by the bribe of cheap transit to induce speculators

²¹ *Herald*, 21 December 1872, p. 3. Major also surveyed the line from Guildford to York. His appointment proved controversial: see *Herald*, 5 October 1872, p. 2; *Herald*, 21 December 1872, p. 3.

²² Joyce, 'Government Railway', p. 3

²³ Carson, Alfred, 'The Champion Bay County', *Early Days*, 3.2 (1939), pp. 16-17

²⁴ 'Geraldton and Northampton railway : specification of works, general conditions of contract, etc., etc.' (Government Printer: Perth, 1873 [copy held at SLWA]); Joyce, *Government Railway*, p. 3

²⁵ Joyce, 'Government Railway', p. 3

²⁶ Arblaster, Margaret, 'The Beginnings of Railways in Western Australia, 1879-1890' (unpublished, 1964), p. 6; *Herald*, 28 February 1874, p. 3

from the neighbouring colonies to invest in opening up, and developing, the mine lands existing in the neighbourhood of its northern terminus, Northampton. It is not intended to, nor can it, serve any other industry than the mining, and should capitalists decline to invest, the railway will be useless.²⁷

The superintending engineer was Henry Victor, while James Major was appointed consulting engineer. This latter appointment was controversial since it was unusual to engage the surveying engineer as consulting engineer, an independent person being preferred.²⁸

Owing, however, to ill health, Proudfoot relinquished his contract, forfeiting the deposit of £500 which he was required to lodge as a condition precedent to his tender being accepted. Some months later, James Palmer of Melbourne undertook to construct the line for £50,000, and H. E. Victor was appointed supervising engineer.²⁹ By now, the gauge of the line had been altered, and the cost of the line correspondingly increased:

The line, which is to be constructed on the 3ft. 6in. gauge, will cost about £2,500 per mile, including rolling stock. The rails will be 35lb. to the yard, the engines about 15 tons, and the speed maintained something less than 20 miles an hour. The sleepers will be of jarrah, to be supplied by the Rockingham Company. The cost of the railway will come out of the £100,000 5 per cent. loan which the Government of Western Australia floated here some time since. The Champion Bay end of the line will connect with Perth, a distance of about 300 miles, by means of steamships.³⁰

The contractor was to be responsible for the erection of any temporary cottages and other conveniences. Timber was to be 'of perfect quality', straight and charred to a depth of one quarter inch (6 mm), if the engineer so desired. A number of clauses dealt with the quality of bricks and stone, although it is unclear in this contract what structures were intended to be constructed with them.³¹

Building a railway

The first sod of the line was ceremonially turned by Governor Weld on 22 October 1874. Weld used a polished wheelbarrow to place the turf in and wheeled it to a proposed embankment. The wheelbarrow was subsequently kept as a memento in Geraldton Mechanics' Institute (known as the Geraldton Residency in 2017).³²

According to the contract, the railway was to be completed by March 1876. But owing to a multitude of factors, including the adoption of the 3' 6" gauge, considerable alterations to bridges and culverts, deviations and subsidiary works not originally provided for, the line was not opened until 26 July 1879, the ceremony being performed by Governor Ord five years after his predecessor had inaugurated the work.³³

²⁷ *Herald*, 28 February 1874, p. 3

²⁸ Joyce, 'Government Railway', p. 3

²⁹ 'Railways in Western Australia', *Launceston Examiner*, 1 August 1874, p. 5

³⁰ 'Railways in Western Australia', *Launceston Examiner*, 1 August 1874, p. 5

³¹ For a number of journalists, such seemingly redundant clauses provided evidence of incompetence on the part of the Government. See, for example, 'Geraldton and Northampton Railway', *Herald*, 9 December 1876, p. 3.

³² 'Geraldton – Its Early History and Development', *Geraldton Guardian* (Supplement), 24 December 1927, p. 9

³³ Carson, 'Champion Bay County', pp. 16-17

One of the first issues was the decision just prior to the beginning of work that the line would be changed to standard 3' 6" gauge. An investigation by a Select Committee condemned this because the government had not been advised of the decision beforehand.³⁴ Following this was Major's death in February 1875 and the appointment of his replacement, W. D. Lovell, in June.³⁵

Lovell spent two months preparing a comprehensive inspection and appraisal of the works to date. His report criticised almost every feature of the line. He condemned the Chapman Bridge design as being unsafe, and the cuttings and embankments as being too narrow and inadequately protected by proper drainage. He also commented on the poor quality of the rails which had been sent out, drawing attention to tests carried out by Major, in which serious flaws were revealed. Lovell also pointed out the lack of planning for any necessary buildings.³⁶

Under the chair of J. G. Lee Steere, a Legislative Council Select Committee was formed to reconsider the railway and recommend ways in which the project might be carried to completion. Their report, issued 16 December 1875, was damning:

The committee were of [the] opinion that the preliminary survey had not been satisfactory, and that further steps should have been taken to test the correctness of Mr. Major's report. The Executive Council, in altering the gauge of the line from 3ft. to 3ft. 6in. and thus involving an additional expenditure of £481 per mile, without consulting the Legislature, nor asking an increased vote, had manifested a want of candour in the matter, and the departure, under such circumstances, from the original plan was wholly unjustifiable... No doubt the quality of the rails imported from England was very inferior ... and the committee recommended that every endeavour should be made to obtain a rebate upon the price paid for the same, and that greater caution be exercised in future. From a review of the whole of the evidence adduced ... the committee were of [the] opinion that the suggested alterations [and] amended designs, be at once proceeded with, and that a further sum of £29,369 10s more than already voted would be required for completing the work, thus increasing the cost of the by about £900 per mile.³⁷

Shortly afterwards, James Thomas was appointed Government Engineer and Director of Public Works, and he issued another report on the line on 21 July 1876.³⁸ This report was very critical of the decision to move from a 3' gauge to a 3' 6" gauge, which had involved unnecessary expenditure.³⁹ However, a subsequent inquiry by the Legislative Council into the 'scandalous waste of public money' criticised the management of the whole project, noting that sixteen people were involved in managing the contract, and that certificates had been signed for completion of aspects of the work without that work having been sighted.⁴⁰

³⁴ Austin, J. M., 'Construction of the Geraldton-Northampton Railway', in *Western Rails*, Vol. 3, No. 1, Winter 1979, p. 7

³⁵ Le Page, *Building a State*, p. 122

³⁶ Joyce, 'Government Railway', p. 3; Le Page, *Building a State*, p. 125

³⁷ *Herald*, 22 December 1875, p. 3

³⁸ The report was reproduced in two parts: *Herald*, 12 August 1876 & 19 August 1876

³⁹ Joyce, 'Government Railway', p. 4

⁴⁰ *Inquirer & Commercial News* (supplement), 30 August 1876, p. 1

Throughout the long period during which work on the railway was in progress, there was continuous trouble. Allegations of incompetence and dishonest practices were made, and from time to time the contractor was in financial difficulty, absorbed in disputes with his own staff and with the Public Works authorities. The Legislative Council frequently criticised the Government for its lack of control and wasteful expenditure.⁴¹

In late September 1877, a 17 mile stretch of line from Geraldton was opened by James Thomas.⁴² However, it was not until 26 July 1879 it was possible to finally announce that the Northern Line was complete, some seven years after the project was started, and five years after building commenced.⁴³

A few years after opening, a humourist from the Eastern States described the railway line:

This railway is, I think, the most remarkable in every respect I ever saw. The train, drawn by a Fairlie engine, which looks like the Melbourne Observatory telescope set on wheels, dashes along at the blood-curdling pace of five miles an hour,⁴⁴ and takes about six hours to do the journey. The country passed through is a perfect garden of flowers, and great consideration is shown to those passengers who may be botanically inclined, for the train will wait for them about a dozen times en route while they complete their collection of floral beauties. It is a positive fact that a fellow passenger amused himself by gathering a handsome bouquet of blossoms by leaning out of the carriage window and leisurely plucking them from the banks as we meandered serenely past. A tale is told of a vigorous old lady who was in the habit of taking the train to Geraldton several days a week from one of the stopping places. One day she was not at her post, but – an extra spurt being put on – was overtaken about a quarter of a mile farther on. The train was stopped, and the guard was about to alight to assist her in, but she waved her hand, and trudging on said, 'Thankee, no; I won't trouble you to-day, 'cause I'm rather in a hurry to get into the bay; but when I gets in I'll turn on them points for you in Marine Terrace.' Of course one can't believe all he hears, but there is a ring of truth about this story.⁴⁵ However, joking apart, the Geraldton and Northampton railway does its appointed work in a fairly effective manner. As may readily be imagined, the passenger traffic is not large, and the lead ore, which at present is the principal freight, can afford to wait a few hours in transit if it can be transported cheaply.⁴⁶

At £146,631, the cost of the Geraldton–Northampton Railway was almost triple the original estimate. By the time of its completion, the price of lead had fallen dramatically and mines began to close.⁴⁷ Such was the extent of the collapse of the mining industry in the district that in 1901 it was reported: 'Of late years Northampton has fallen upon evil times, and the mining industry has almost

41 Carson, 'Champion Bay County', pp. 16-17

42 'The Month', *Herald*, 29 September 1877, p. 3

43 'Council Papers', *Inquirer & Commercial News*, 1 October 1879, p. 4

44 The description of the Fairlie here is curious, since these engines did not come into general use on the line until 1885, three years after the original publication of this account. However, there were a number of trials of the Fairlie, and one of these probably accounts for their incorporation into this travelogue.

45 This urban legend developed a number of variants over time. For a version, told by the first guard on the line, comparing the speed of motorcars with the railway, see: 'Early Geraldton', *Geraldton Guardian and Express*, 11 May 1939, p. 4

46 'Through Jarrahland', *Daily News*, 23 January 1883, p. 3

47 Higham, G., 'Over the Range: Railways across the Darling Range of Western Australia' (Australian Railway Historical Society [WA Division], 1968), p. 3; Considine & Griffiths, 'Gwalla Precinct', p. 26; Battye, J. S. (ed.), *Cyclopaedia of Western Australia*, Vol. 2 (Hesperian Press, 1985 [1913]), p. 1006

completely died out'.⁴⁸ Despite this, the area's pastoral and agricultural industries, especially its sheep flocks and the growing of cereals like wheat, were consolidated in the early 1900s, ensuring the continued existence of the town.⁴⁹

The whole purpose of the railway now had to be changed, since the future viability of the mining operations looked bleak, and after the line was completed, it had to rely, almost entirely, on passenger and general freight traffic for revenue.⁵⁰

The first trains on the railway

In April 1874 an order was placed in London for rails, two locomotives and 40 mineral wagons to operate the Geraldton–Northampton Railway. The engines were to be constructed by Kitson & Co, of Leeds, for two 2-6-0 tender engines. One engine arrived in Geraldton on board the *Lady Louisa* on 12 February 1876, and the other on the *Robert Morrison* in April 1876. The first steam was raised and the locomotive ran along Marine Terrace, Geraldton, on 3 August 1876. The engines commenced hauling mineral traffic over the line as sections were completed.⁵¹

However, when completed the Geraldton–Northampton railway was something of an engineering curiosity. Apart from its steep grades it had many more pronounced curves than was typical. It was jocularly said from 1879 to 1895, while some of the worst curves were being negotiated, the engine driver at one end of the train and the guard at the other might shake hands.⁵² One traveller claimed, albeit somewhat improbably:

I myself have been a passenger on the train when a fellow passenger, because of the near approach of the line to a curve and the character of the gradient, has alighted from the slowly plodding and puffing train as it steamed into one of these nearly circular sweeps, entered the bush, shot a turkey, and re-embarked with his prize as it emerged at the other end.⁵³

As a consequence, it could take between up to six hours for a train to cover the 50km separating Geraldton and Northampton.⁵⁴ A distinguishing feature of the Kitson engine was that the pony truck wheels were behind the cylinders. Their axle load of less than 6 tons allowed operation over 35lb/yard rail, while a coupled wheelbase of 7' 5" enabled the engines to work around sharp curves.⁵⁵

After the official opening of the line, it has been claimed that the first train to Northampton was staffed by driver Peter Collins, fireman James Moore, and

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- 48 P. W. H. Theil & Co., *Twentieth Century Impressions of Western Australia* (Hesperian Press, 2000 [1901]), p. 727
 - 49 Battye, *Cyclopedia*, p. 1006
 - 50 Austin, Jeffrey M., 'Construction of the Geraldton-Northampton Railway', *Western Rails*, Vol. 3 No. 1, pp. 8-9; Kelly, G. J., 'A History of Mining in the Geraldton District', *Early Days*, Vol. 6 Pt. 1, pp. 80-81.
 - 51 Gunzburg, Adrian, *A History of WAGR Steam Locomotives* (Perth, 1984), p. 15
 - 52 'First State Railway', *Western Mail*, 15 December 1938, p. 68
 - 53 'First State Railway', *Western Mail*, 15 December 1938, p. 68. This anonymous passenger eventually became the Governor of Western Australia through repeated retellings (e.g. Taylor, Mary [ed.], 'The First Government Railway, 1879-1957 and Beyond' [Northampton, 2008], p. 25).
 - 54 Carson, 'Champion Bay County', pp. 16-17
 - 55 Gunzburg, *Steam Locomotives*, p. 15

guard Dan McGillivray.⁵⁶ When, much later, McGillivray retired, he recounted a number of 'amusing incidents' in his speech at his valedictory:

There were no vacuum brakes on the train in those days, and when negotiating a steep grade all hands would be called upon to lower the hand brakes of the waggons and stand on them to prevent the train from bolting down the grade. The fuel used in the engine was firewood. Frequently the engine would pull up and all hands would carry wood for the engine in order that the journey could be continued to the next stopping place.⁵⁷

The rough operating conditions with primitive maintenance facilities and a water supply of dubious quality meant that the Kitsons' boilers rapidly deteriorated, and new fireboxes had to be ordered in 1881, and replacement boilers in 1885. Eventually the engines were transferred to Fremantle for use on the Eastern Railway, before being individually purchased by the Whittaker Bros and the Bunning Bros in the early 20th century. Both engines lasted into the 1950s before being cut up for scrap.⁵⁸

In 1879, the Commissioner for Railways reported:

There is now in course of construction for the Northern Railway an engine on what is known as the 'Fairlie' principle, for working the goods and mineral traffic on this line. This class of engine is especially adapted for Railways of a type such as this, having steep gradients, sharp curves, and light rails. The engine is of the double-boiler double bogie principle, with four cylinders 10 inches diameter, and an eighteen-inch stroke. It has six wheels to each bogie, so that although a heavier and far more powerful engine than those at present on the line, the weight on each wheel is considerably less, and consequently not so injurious to the permanent way—a matter of very great importance, seeing that the rails are only 35lbs to the yard. Its great advantage, however, is that resting upon bogie frames it will pass round the sharp curves of the line with the greatest ease.⁵⁹

However, it was only the deteriorating condition of the Kitsons which finally forced a trial of one of the Fairlies on 20 November 1881. The erection of the engine was unsuccessful, though, and it was not until 1885 that the Kitsons had deteriorated so badly that running the Fairlies was the only way of keeping traffic moving on the line. Even so, the Locomotive Superintendent, in his annual report for 1885, noted that the Fairlies were costly to work and unsatisfactory for lines such as the Geraldton–Northampton. Consequently, the two locomotives were transferred to Fremantle in 1888 for use on the Eastern Railway, and one was cut in two with half driving workshop machinery and half being converted into a 2-4-2 engine.⁶⁰

When the district was depressed around the beginning of the 20th century, and currency was in short supply, it was rumoured that the Northampton stationmaster would issue a single ticket to Geraldton for a cockerel and a return ticket for two birds.⁶¹

⁵⁶ 'First Train to Northampton', *Western Mail*, 17 November 1927, p. 41. The guard's name is spelt McGilbery in this account, but this seems an error.

⁵⁷ 'Early Geraldton', *Geraldton Guardian and Express*, 11 May 1939, p. 4

⁵⁸ Gunzburg, *Steam Locomotives*, pp. 15-16

⁵⁹ 'Council Papers', *Inquirer & Commercial News*, 1 October 1879, p. 4. For more details on the Fairlie engines see 'The State Railways', *Geraldton Guardian and Express*, 2 July 1932, p. 1

⁶⁰ Gunzburg, *Steam Locomotives*, p. 17

⁶¹ 'First State Railway', *Western Mail*, 15 December 1938, p. 68

Stations and stopping points

In 1900, a description of the Geraldton–Northampton Railway outlined some of the problems with the line:

This railway line is a curiosity in many ways. Firstly, there are only stations at the terminal points, Geraldton and Northampton, and there is no connecting telephone... Then there are innumerable little landings or stopping places all along the line, some not more than half a mile distant from, one another, at all of which the train generally stops. These stoppages contribute largely to the slow time made, the 34 miles trip from Geraldton to Northampton usually occupying three hours. Finally the grades are very heavy, and some of the curves are so sharp that an eight wheeled truck cannot safely be used on the line.⁶²

The railway works included the building of bridges, sidings and the erection of two railway stations at the port of Geraldton and at the line's terminus in Northampton.⁶³ The site of the station in Northampton apparently caused some debate and its final location, at the southern end of the townsite at Gwalla, was one of two sites considered and was only decided upon in 1878.⁶⁴ Eventually Northampton had two railway stations, with the station at Gwalla being replaced by the station on Mary Street in 1913, which closed with the railway in 1957.

The *Original Railway Station, Geraldton* was completed in time for the official opening of the Northern Line by Governor Ord on 26 July 1879.⁶⁵ It was only in this month that tenders for *Northampton Railway Station (Gwalla)* were accepted, following a number of extensions to the tender deadline.⁶⁶ This contract was awarded to R. Creswick,⁶⁷ and the Commissioner for Railways gave details in his annual report:

The Geraldton station, platform, turntable, sidings, &c, have been completed, and a goods-shed erected on the ground, purchased for the purpose..., and to this site the workshops have also been removed. Mr. Creswick's tender for the building a Railway Station at Northampton, for the sum of £1,684 14s, has been accepted, and the work is in course of erection; it will include a Telegraph and Post Office under the same roof. Tenders have been accepted for the construction of a goods-shed and engine house at Northampton, at a cost of £1,078 14s.⁶⁸

An 1892 timetable shows ten stations and stopping points then in use: Geraldton, Chapman (4 miles), White Peak (10), Taylor's (19), Oakabella (21), McGuire (25), Mercy's (27), Ryan's (28), Bowes (30), and Northampton (34).⁶⁹ By 1911, a timetable for a special train service shows the addition of five more stopping places:

⁶² 'Agriculture at Northampton', *West Australian*, 29 May 1900, p. 6

⁶³ Le Page, *Building a State*, p. 125; Considine & Griffiths Architects, 'Conservation Plan of Marine Terrace Precinct, Geraldton', prepared for the City of Geraldton, April 2003, p. 179

⁶⁴ 'Votes and Proceedings of the Legislative Council of Western Australia', 1878, A. 2, p. 8, cited in 'Considine & Griffiths, 'Gwalla Precinct', pp. 25, 26; Report of the Director of Public Works, 1878, p. 3, *Votes & Proceedings*, 1879

⁶⁵ *Inquirer*, 26 July 1879; Le Page, *Building a State*, p. 125; State Heritage Office, 'Original Railway Station, Geraldton'. Details on the history of *Original Railway Station, Geraldton* and *Gwalla Railway Station (fmr)* can be found in their respective assessments held by the State Heritage Office.

⁶⁶ *Government Gazette*, 28 May 1878, 11 June 1878, 2 July 1878, 13 May 1879

⁶⁷ *Government Gazette*, 22 July 1879

⁶⁸ 'Council Papers', *Inquirer & Commercial News*, 1 October 1879, p. 4

⁶⁹ Joyce, 'Government Railway', p. 7

Special train leaves Geraldton at 8.30 a.m., stopping at intermediate stations as under:— Bluff Point, 8.36 ; Chapman, 8.41 ; Waggrakine, 8.45 ; Glenfield, 8.54 ; Wokarine, 9.2 ; Stone Siding, 9.6 ; White Peak, 9.12; Oakagee, 9.37 ; Howatharra, 9.50 ; Oakabella, 10.4 ; McGuire's, 10.28 ; Isseka, 10.36 ; Ryan's, 10.43 ; Bowes (arr.), 11 a.m.⁷⁰

The issue of speed and derailments (and near derailments) led in 1907 to a proposal to straighten the line at a cost of £20,000. However, the then Minister declined to support the project.⁷¹ It appears, however, that some straightening did occur later.⁷²

Higher prices for lead resulted in increased demand and the re-opening of mines in the Northampton district in the 1910s and 1920s.⁷³ The fact that many of the mines were situated to the north of the town is said to have influenced a government decision to extend the railway line from Northampton to Ajana.⁷⁴ As part of the work, it was proposed to relocate Northampton's railway station to a more central position at Mary Street.⁷⁵

During World War II, a diesel-electric locomotive was put on the Northern Railway. This resulted in travel time from Ajana to Geraldton being reduced to 3½ hours, rather than the ten or more it had been taking. As a consequence, residents of Ajana were able to take a day trip to Geraldton for shopping.⁷⁶

In 2004, a description of a few of the stops on the route from Geraldton to Northampton in the late 1940s and early 1950s was given by Stan Gratte, who had been a fireman on the line:⁷⁷

- '[It's] quite likely we stop [at Bluff Point] to put off a passenger or a loaf of bread and even a block of ice wrapped in straw and sewed up in a wheat bag, or perhaps someone gets aboard.'
- 'There is a shunting loop at [Waggrakine and Glenfield] and it is likely that we have a truck of sheep, cattle or pigs for the abattoirs on the north bank of the Chapman River.'
- 'Just past Waggrakine Siding the tomato gardens are close to the line on the east side. These mainly belong to Macedonians, who had then recently arrived from war-torn Europe... A home, a simple cottage, built of secondhand (usually) corrugated iron, was their castle with a similar packing shed.'
- '[Wokarina] had a Station Master, Ernie Richards, who lives in a weatherboard house with his wife. He likes a yarn as he doesn't see too many people.'
- 'We leave Wokarina and roll downhill, over a big embankment called 'the deviation'. This was built in the depression, about 1932, to bypass a long loop towards White Peak Hill, up one side of a gully and back on the other side.'

⁷⁰ 'Advertising', *Geraldton Guardian*, 16 September 1911, p. 3

⁷¹ 'Curves and Culverts.', *Sunday Times*, 12 May 1907, p. 5

⁷² For example, see 'Letter to the Editor', *Geraldton Guardian and Express*, 26 May 1936, p. 4,

⁷³ Kelly, 'The history of mining', p. 92

⁷⁴ 'Considine & Griffiths, 'Gwalla Precinct', p. 26

⁷⁵ Geraldton-Northampton Railway, Proposed extension to News Station Site for Northampton, c.1912, Cons. 1649, Item 15268, SROWA

⁷⁶ Taylor, 'First Government Railway', p. 38

⁷⁷ Taylor, 'First Government Railway', pp. 22-26

- '[Oakabella] was a place where we probably stopped to put off a truck of superphosphate or stock. There was of course stockyards and ramps at most sidings and signs of these are still visible [in 2004].'
- 'Our next stop is McGuire's and this is only a watering stop. Bill Richards has a lead mine here and pumps water from it and sells the water to the railways... Just after leaving Bill's mine, which is on a hill, we pass the old mining town of McGuire's. The stone foundations of several houses can be seen on the east side of the line, down a gully. I believe there was a lead smelter there too.'
- '[Bowes Siding] had one of the earliest wheat bins for bulk handling. This burnt down [in the late 1990s].'

Closing the railway

In August 1954 the Government appointed an interdepartmental committee to conduct a review of the issues surrounding road and rail transport. The committee comprised representatives from the Departments of Works, Railways, State Housing, State Sawmills, Forests, Transport, Main Roads, Treasury, Agriculture, and Supply and Shipping.⁷⁸

As a result of the committee's report, in July 1956 the Government requested that a further committee investigate non-paying railways. This committee issued two reports which formed the basis of the proposals submitted to Parliament. A total of 1,350 km of line was closed in 1957, including all operations on the Northern Railway from Geraldton to Ajana.⁷⁹

Sections of the rails on the line began to be pulled up in 1961 with the majority of it making its way to Japan as scrap metal.⁸⁰ It is unknown if the timber sleepers were also pulled up at this time but it is likely these were removed slowly over time as physical evidence indicates some may have remained in-situ until quite recently. In addition, once the line was discontinued land at the Geraldton end began to be subdivided and sold with much having since been redeveloped.

In 1999 a report was completed by the Midwest Trails Group, funded by Trailswest and the City of Geraldton, to determine the feasibility of establishing leisure trails along abandoned rail alignments throughout WA.⁸¹ In 2017 the proposed trails network has not been actioned.

13.2 PHYSICAL EVIDENCE

Geraldton-Northampton Railway Precinct covers approximately 50 kilometres of railway reserve between Geraldton in the south and Northampton in the north. Between 9 and 13 June 2014 a survey of the majority of the former railway line was undertaken by State Heritage Office staff. The following describes the extant physical fabric of the former line in geographical sections working south to north and using cross roads and land descriptions/formations

⁷⁸ Joyce, 'First Government Railway', p. 14

⁷⁹ Joyce, 'First Government Railway', pp. 13-14; 'Northampton MI', Site No. 77; *West Australian*, 1 May 1957

⁸⁰ *Geraldton Guardian*, 20 April 1961; *West Australian*, 10 July 1963

⁸¹ Midwest Trails Group (1999) 'Feasibility Study into leisure trail conversions of the Geraldton to Galena and Wokarina to Yuna railway lines'. Prepared by Adam Murszewski, January 1999. Funded by Trailswest and the City of Geraldton. p.ii.

to provide some reference points for the physical fabric. A large portion of the line is still discernible in formations (mounded earth banks) and cuttings (trenches excavated into bedrock), with other fabric such as bridges, remnant sidings and signposts also extant at some locations.

Small portions of the alignment were not surveyed due to time constraints and/or lack of access due to thick vegetation cover. However, a detailed analysis of aerial imagery for the historical railway reserve provided further evidence that the alignment is discernible, in some form, for the majority of its extent.

Geraldton to Bluff Point

Within the townsite of Geraldton the majority of the earliest railway infrastructure has been removed. However, *Original Railway Station (1878-1893)*, *Geraldton* remains extant, as does the 3rd Railway Station (*Geraldton Railway Station (fmr)*) which was in use from 1915. Both of these places are entered in the State Register.

Original Railway Station, Geraldton (No. 1)

Located on the ocean side of Marine Terrace, the first railway station was originally a single-storey stone building (1878) and was in use as a railway station until 1893. A second storey, constructed from brick, was added in 1909 when it became the Mechanic's Institute and public library. The building displays a variety of styles due to the different phases of construction with the ground floor predominantly Victorian Georgian albeit with Federation elements incorporated later. A timber verandah surrounds the ground floor supporting the second storey balcony. The roof is hipped with small gables to the east and west and is clad with corrugated iron.⁸²

The route of the former railway line is also discernible through the townsite. Starting at the first railway station building, the route of what is currently Marine Terrace follows the former route of the railway line. Marine Terrace terminates at Forrest Street. No rails or other features provide evidence for the line, and it is believed that the rails were removed prior to the road being bitumenised. The route of Marine Terrace passes by the location of the 2nd Geraldton Railway Station (1893-1915) which is no longer extant.

The termination of Marine Terrace at Forrest Street also results in evidence for a clear demarcation of the route of the former railway line through the town terminating.

Geraldton Railway Station (fmr) (No. 3)

The 3rd Railway Station (*Geraldton Railway Station (fmr)*) demonstrates the early twentieth century development of railway infrastructure in the Geraldton townsite. The brick and iron former station comprises two single-storey wings and a central double-storey section. It is situated on the ocean side of Chapman Street with the platform on the west side. Completed in 1915 the building is in the Federation Free style. The zero mile peg for Geraldton is just south of the station building.

⁸² HCWA Assessment Documentation for P1068 Original Railway Station (1878-93), Geraldton pp. 10-11.

The northernmost termination of the platform of the 3rd Railway Station (*Geraldton Railway Station (fmr)*) largely results in the clear demarcation of the visible elements of the route of the former railway line through the townsite. Further north of this point there is some potential for the extant land forms to reflect the former railway cutting/formation, but these are somewhat ambiguous and have not been included in this assessment.

Evidence for the route of the former railway line is again demonstrated north of the Phelps St/Chapman Rd roundabout, and northernmost termination of Stella Maris Drive in the pedestrian path that runs along the coast line. Other than the path there is little evidence for physical fabric relating to the railway infrastructure.

Bluff Point to Chapman River Bridge

North of the Mabel St/Chapman Rd intersection the railway route veers northeast crossing over Chapman Rd approximately 80 metres south of P13253 *Railway Cottage (fmr), Bluff Point & Two Mile Well*. The Walkaway branch continued on to the southeast and the Northampton line continued to angle northeast past the cottage. The line ran through what is now an area of dense scrub approximately 70 degrees northeast towards the North West Coastal Hwy. Within the area between the cottage and the point where the deviation of the Northampton and Walkaway lines is clearest, evidence for the route of the railway is relatively limited. However, the point at which the dense scrub begins also marks a cutting which is approximately 2 metres at its deepest point. The cutting is filled with dense grass and shrub cover but is still clearly discernible.

The cutting terminates at the car park for St Lawrence's Primary School and any evidence for the route of the railway line appears to have been completely removed from this point through to where it again intersects with the current alignment of North West Coastal Highway. The Crowtheron siding is believed to have been situated within the road verge just north of the northeast corner of the St Lawrence's Primary School lot boundary. No physical evidence of the siding was visible at this location in June 2014.

From this point through to approximately the Chapman River the former railway route appears to align with the North West Coastal Highway (starting at approximately the mid-point between Smith and Dawson Streets). This area was not intensively scrutinised during the June 2014 survey and there is some potential for the railway to have deviated from the current highway route with evidence for formation or other railway related infrastructure possibly remaining extant within the adjacent road reserve.

Chapman River Bridge to Wokarina Siding

Just before Spalding Park, and in line with the Crowtheron St/Chapman Rd roundabout to the west, the former railway route veers to the west of the highway, crossing the river approximately 20 metres west of the North West Coastal Highway. Little physical evidence for the railway was discernible alongside the highway south of the Chapman River Railway Bridge but some may remain further south.

The second Chapman River Railway Bridge is of concrete construction and remains extant, having been converted into a pedestrian bridge. The original

Chapman River Railway Bridge was of timber construction, the piles for which are still situated approximately 2-3 metres west of the current concrete bridge. The stone lined abutments on both banks of the river also remain extant, as do some remnant timber footings.

The former railway line ran just west of the North West Coastal Highway until approximately the Chapman Valley Rd roundabout however little physical evidence was discernible. The Waggrakine siding is believed to have been located at some point between the roundabout and Adelaide St. This area was not examined during the June 2014 survey due to time constraints.

Between the roundabout and the location of Glenfield siding (at approximately the intersection with Macedonia Ave) the former railway route runs just west of the North West Coastal Highway, continuing due north when the highway veers to the northwest just south of the Beattie Rd intersection. This area was not surveyed in June 2014 due to time constraints.

North of Beatty Rd

The former railway route north of Beatty Rd was walked in its entirety through to Wokarina siding (approximately 300 metres north of Wokarena Rd in line with Alexander Drive). The railway line is discernible throughout this area in varying degrees, some just in exposed, slightly raised gravel clearings with some segments of more pronounced formation visible and at least one railway nail (colloquially known as 'dog spikes'). The concrete abutments of Dolby Bridge are still visible 50 metres north of the Dulchev Way/Alexander Drive intersection. The alignment continues to be discernible right through to Wokarina siding in varying degrees.

Wokarina to White Peak Siding

Wokarina Siding

Wokarina siding comprises an area with evidence for both railway infrastructure and occupation areas. The site is immediately visible due to the variety of non-native vegetation surrounding a clearing (11 x 14 metres). The boundary of non-native vegetation spans approximately 60 x 40 metres while the primary site area is approximately 90 x 55 metres. The extremities of the site comprise fragmentary artefact scatters of glass and some ceramics that spread out from a central point and have been subject to some disturbance due to track/firebreak construction at the western edge. The artefactual material mainly dates to the early twentieth century. Centrally located within the clearing are the foundations of what was probably a dwelling. Building debris (i.e. brick, concrete and iron) as well as two small areas with brick foundations in-situ are clearly visible one of which, considering its dimensions (1.5 x 1.2 metres) may have been a fireplace for the dwelling with the remainder of the super-structure possibly being timber-framed with cladding, all of which has been removed.

A rail set vertically upright approximately 1.2m high indicates the position of a former railway sign just north of the occupation area. The railway formation is clearly discernible to the north of the Wokarina occupation area and two small areas of rubble/clearing may be associated with the former siding.

Approximately 200 metres north of the Wokarina occupation area and siding the railway line branched out to form the Wokarina Yuna Line which heads to

the north east. The Geraldton to Northampton formation continues to be clearly discernible until this point then is difficult to see through the approximately 400 metres north of Eliza Shaw Drive. The line is then clearly visible through to Stone Siding in the form of a cutting approximately 64 metres in length, which then transitions into a raised formation for approximately 70 metres.

Stone Siding

Comprising an area of the first railway alignment (the eastern portion c.1874-1879) and a later alignment (the western portion c.1932) the line is clearly discernible and a number of features were recorded.

1870s Alignment (East)

The c.1874 portion of the former railway line deviates from the southern end of the c.1930 portion at an angle of approximately 50 degrees to the northeast taking a sharp 'dog leg' turn back to the northwest after approximately 600 metres.

The embankment is clearly discernible for the first 78 metres then becomes more difficult to pick up for 180 metres until a clear cutting is reached which runs for approximately 180 metres albeit with a small area where the alignment is less clearly defined.

From this point onwards, starting around the area the former railway line turns back to the northwest, the line largely follows a gravel track.

1930s Alignment (West)

Commencing with a well-defined formation the c.1932 portion of the former railway line is clearly discernible for approximately 100 metres from the point the two lines begin to deviate. The line then appears to follow a sandy track for approximately 80 metres before becoming a raised formation for the next 200 metres. A limestone quarry is situated at the approximate location of Stone Siding to the west but no other fabric was visible.

For the next 40 metres the line is difficult to see until defined by two stone culverts with concrete pipes connected by a portion of well-defined formation (approx. 23 metres). The next 70 metres is again difficult to discern until a shallow cutting, 20 metres in length, is reached.

A well-defined high formation runs for approximately the next 150 metres. Portions of the formation have been subject to erosion. The formation terminates at large concrete bridge abutments (approx. 26 x 12 metres) which would have supported a timber railway bridge. No timbers remain.

To the west of the formation leading to the concrete bridge abutments lies an area of industrial debris comprising a number of pieces of cast iron ship's tanks, corrugated iron tank fragments, a cast iron pulley, and other miscellaneous ferrous metal objects, none of which were readily identifiable. An amber beer bottle base fragment (c.1930) was also identified. It is likely the site is associated with the construction of the bridge during the 1930s.

A further portion of high formation (approx. 60 metres) was recorded before the two lines converge at the north.

Stone Siding to White Peak Siding

From the point where the c.1874 and c.1932 lines converge (600 metres southeast of White Peak Road) the line continues northwest to White Peak Siding. This portion is a relatively easy to discern formation, approximately 400 metres in length, and has two stone culverts with concrete pipes, one at 105 metres and another at 375 metres north of the convergence of the lines.

At the location of the White Peak Siding there is little fabric other than a small earth mound. From this point to White Peak Road ephemeral evidence for the alignment is discernible in the grass cover.

White Peak Road to Oakajee Siding

The White Peak Road to Oakajee Siding segment is approximately 9 kilometres in length. The line runs alongside the North West Coastal Highway for the first 4 kilometres, and then it deviates to the northeast for around 3 kilometres, taking a fairly sharp turn back to the northwest for the 2 kilometres to Oakajee Siding.

North of White Peak Road

For approximately 130 metres north of White Peak Road the alignment is not discernible followed by a length of 80 metres where evidence for the alignment is discernible albeit ephemeral. A washed out bridge or culvert then marks the beginning of a clearly defined formation 150 metres in length with another area of no definition for approximately 100 metres. Another clear formation follows for the next 300 metres intersected by a washed out culvert approximately half way along its length. This terminates at a shallow heavily vegetated cutting adjacent to which is a railway sign (with no timber of the sign remaining), and a collection of dog spikes (railway nails). The alignment follows the track for 60 metres and then transitions into a formation 140 metres long truncated at its halfway point by a washed out culvert. The alignment is not distinguishable for the next 230 metres, and is then defined by a shallow cutting for approximately 78 metres through until it splits into two lines about 115 metres south of Lacey Road.

North of Lacey Road

As noted above the line begins to diverge 115 metres south of Lacey Road, as they head north the two lines become more pronounced with the earlier (c.1874) alignment to the east and the more recent (c.1907- c.1930s) to the west.

West Alignment (c.1907- c.1930s)

From the termination of the shallow cutting south of Lacey Road, the line transitions into a formation 70 metres long which is intersected by concrete bridge abutments at approximately 50 metres to the north. None of the bridge timbers remain. The line is then intersected by Lacey Road and cannot be discerned for approximately 50 metres. The alignment is then distinguishable as a formation for 45 metres, along which a clear sleeper pattern can be easily seen in the differential grass cover.

The alignment is then indistinguishable for 90 metres but following this is clearly defined as a formation for the next 240 metres (until the two alignments again converge) with concrete bridge abutments just visible in the vegetation cover approximately halfway along its length.

East Alignment (c. 1874)

The east alignment is far less well defined with much of it (approx. 65%) unable to be discerned apart from five eroded culverts/bridges evenly spaced along its length, and the accompanying fragments of formation either side of these. The east alignment converges with the west alignment at its northern end after a small cutting 35 metres in length.

The area of convergence of the two lines is not clearly visible for approximately 45 metres but the alignment is then marked by an intact railway sign followed by a shallow cutting that extends for 75 metres. The culvert ends and the line is not clear for 22 metres until it is visible again in a formation that runs for 88 metres with one area close to its end exhibiting evidence of a washed out culvert. A second intact railway sign completes this length. A number of railway nails can be seen along the formation. The formation is followed by a 100 metre cutting in which a clear sleeper patterns can be seen in the differential vegetation growth, albeit with some gaps along the cutting's length.

A concrete culvert marks the continuation of the alignment after a small length where the line is not visible (22 metres). The culvert is well formed and very intact so may have been a more recent repair to the line. It is followed by a clear formation approximately 200 metres in length with one potential culvert located at the northern corner of an adjacent dam. The dam appears relatively recent and is likely to be agricultural as opposed to rail related function.

The alignment becomes difficult to discern for the next 130 metres after which there is a 45 metre formation which terminates at what may be a stone culvert but vegetation cover made this difficult to confirm. From this point to just south of Rewell Road the alignment appears to have been destroyed by ploughing.

Approximately 90 metres south of Rewell Road is a medium sized timber and concrete bridge (10 x 9 metres), the timber decking of which is largely intact albeit quite deteriorated. A length of formation is clearly discernible either side of the bridge for about 50 metres.

North of Rewell Road

A clear, well-defined formation runs for approximately 155 metres north of Rewell Road, transitioning into a shallow cutting for 65 metres, then a formation for a further 50 metres with a small, well-formed concrete culvert at approximately the half way point. This is followed by a cutting that runs 80 metres, a formation for 100 metres, 65 metres of flat ground where alignment is visible, 90 metres of formation, 50 metres of cutting, 120 metres of formation, and a 100 metre cutting.

Approximately 400 metres between this last cutting and the small deviation south of Wells Road was not subjected to survey due to time constraints. However, aerial photography suggests that 115 metres may have been destroyed by a cropped field, while the next 140 metres may follow a dirt road. The 160 metres from this point until the line again splits into two alignments (approximately 1 kilometre southwest of Wells Road) was not surveyed but an examination of aerial photographs suggests vegetation is very heavy in this area.

The entire line from the deviation to Wells Road was quite heavily vegetated and difficult to survey. A portion of both alignments were surveyed as far as was possible.

East Alignment (c.1874)

The line could not be discerned for approximately 60% of this alignment besides a small segment of formation (65 metres) at its southern end and a 75 metres cutting at its northern end.

West Alignment (c.1907- c.1930s)

The southernmost portion of the west alignment was not surveyed due to the heavy vegetation. However, the northern end is defined by a deep cutting of which approximately 50 metres was surveyed. This transitions into 30 metres of formation at the north with a small concrete and timber bridge (5 x 5 metres) half way along its length. The concrete abutments of the bridge remain intact as do the steel girders on which approximately 50% of the timber sleepers remain in situ. A 20 metre cutting runs north of the formation with the remaining portion of the west alignment is not discernible through to where the two alignments converge (approx. 20 metres to the north).

Deviation to Wells Road

After the deviation converges the line continues to angle off to the north east for approximately 2 kilometres then back towards the northwest for a further 2 kilometres to Oakajee Siding.

The line north of the convergence of the two alignments comprises 340 metres of formation which demonstrates evidence of erosion in parts. This is followed by a gap where the line cannot be discerned for 70 metres, then 70 metres of formation which transitions into 70 metres of shallow cutting.

The next portion comprises a 200 metre length of formation which exhibits evidence of erosion in parts and has a concrete culvert approximately 30 metres north of its starting point. A small dry stone wall cuts across the formation. A shallow, 130 metre long cutting follows this.

The line cannot be discerned from this point for approximately 75 metres and a dam has been dug through the alignment. The line is then marked by a 30 metre cutting after the dam, transitioning into a 30 metre length of formation which terminates in an eroded culvert. The line is then difficult to pick up for approximately the next 45 metres to Wells Road.

Northeast of Wells Road

Approx. 1.2 kilometres of the alignment northeast of Wells Road was not surveyed on the ground due to time constraints. This is the portion that deviates furthest from the North West Coastal Highway to the east taking a sharp turn back to the northwest. The alignment was surveyed approximately 350 metres northwest of this sharp turn through to Oakajee Siding.

The first 300 metres of the portion surveyed comprises a clearly defined formation with a few small areas where the formation is less easily discernible. What appears to be a large eroded culvert is situated 40 metres south of its northern termination. A portion of one side of the stone walling for the culvert remains in situ, and two large concrete pipes are situated in the eroded out

area. The formation transitions into a 120 metre shallow cutting followed by a further 55 metres of formation.

The line is not discernible for the next 140 metres and appears to have been destroyed by clearing to create the adjacent paddock. The line is again distinguishable by a further 170 metres of formation intersected by an eroded culvert halfway along its length.

The next part of the line has again largely been destroyed by clearing with one small, 20 metre section of formation still visible within a 400 metre gap. The formation is discernible for the next 300 metres, to the point where the line splits into two at the Oakajee Siding, with two eroded culverts along its length.

Oakajee Siding to Howatharra/Taylor's Siding

The Oakajee Siding is believed to have been located approximately 250 metres southeast of Oakajee Road and the line splits into two alignments, here referred to as the north and south due to the northwest-southeast orientation of the line.

North Alignment

Two portions of the northern alignment were discernible in two shallow cuttings of approximately 80-90 metres each. There is then little visible evidence for the line for approximately 230 metres. Northwest of Oakajee Road the north alignment is again visible with a shallow cutting approximately 80 metres in length. An intact railway sign is situated at the northwest end of the cutting.

The line is not discernible for the next 80 metres but is then clearly defined by a shallow cutting for the majority of the remainder of the north alignment (280 metres). The cutting transitions into a formation 50 metres before the north alignment intersects with the south, and this formation continues on for a further 300 metres, transitioning into a shallow cutting for a further 130 metres.

South Alignment

Only the northwest end of the south alignment could be discerned, while the south east portion appears to have been largely destroyed by clearing for agriculture and tracks. The northwest end is defined by a 50 metre formation which transitions to a 120 metre long shallow cutting, 35 metre formation, 20 cutting, 130 metres formation, with an eroded out culvert 20 metres before it intersects with the north alignment.

Continuation of Single Alignment

The line continues in a northwest direction towards the North West Coastal Highway and essentially follows the highway's route through to Howatharra Siding. Only two thirds of this portion was surveyed due to time constraints.

The northwest orientated segment commencing approximately 1.3 kilometres from Oakajee Siding comprises a length of formation that transitions into a very shallow cutting halfway along its length. This is followed by a formation approximately 400 metres in length. There is another railway sign at the southern end of this segment and three concrete culverts are distributed along its length with another railway sign before the formation transitions into a shallow 70 metre cutting.

From this point the line runs alongside the North West Coastal Highway, however the line is not visible for approximately 70 metres followed by an area where there is no discernible formation but the sleeper pattern can be seen in the differential vegetation growth for 60 metres. This is followed by a 70 metre cutting, 140 metres of formation along which are a number of culverts including one that is eroded out, and one small bridge/culvert that retains its timbering further north. The last 30 metre segment surveyed comprises a shallow cutting.

From this point a segment of approximately 400 metres of the line was not surveyed due to time constraints.

The survey recommenced approximately 175 metres south of where Coronation Beach Drive intersects with the North West Coastal Highway. A segment of cutting, approximately 127 metres in length, leads up to where the line again splits into two alignments (referred to below as West Alignment 1 & East Alignment 1) directly east of Coronation Beach Drive. The southern end (approximately 60 metres) of the double alignments was not visible.

As the line converges in the north it again splits into two lines for approximately 70 metres (referred to below as West Alignment 2 & East Alignment 2).

West Alignment 1

The west alignment is visible in a 140 metre segment of cutting, followed by 20 metres where the line is not visible, then 13 metres of formation, 8 metres where the line is not discernible, 31 metres of formation, and then the line splits again.

East Alignment 1

The east alignment is visible in a 49 metre segment of cutting, followed by 44 metres of formation, then 61 metres of cutting. The last 90 metres of the east alignment is not discernible.

West Alignment 2

The west alignment in this segment comprises 65 metres of formation that has some attributes that may suggest it acted as a siding.

East Alignment 2

The east alignment comprises approximately 65 metres of formation.

The last segment surveyed here after the deviations comprised 45 metres of formation.

The next segment was not surveyed (approximately 400 metres) due to dense vegetation.

South of Nanson-Howatharra Road

Continuation of Single Alignment

Survey recommenced approximately 440 metres south of Nanson-Howatharra Road which comprised a shallow cutting approximately 100 metres in length. This was followed by 90 metres where no line was discernible then another cutting 64 metres long. The line was not discernible for the next 120 metres then a 47 metres cutting ran to Nanson-Howatharra Road.

Howatharra Siding/Taylor's to Oakabella Siding

The line could not be discerned in the area immediately north of Nanson-Howatharra Road for approximately 110 metres. However, a plaque marks the location of the Howatharra Railway Station (also known as Webb's Siding) approximately 90 metres north of Nanson-Howatharra Road. The plaque also notes this was the location of the shunting loop for Howatharra. Another plaque approximately 90 metres to the south west of this marks the site of the Howatharra Government School.

The line is again discernible after this point in a low formation which runs for approximately 290 metres. There is a stone box culvert 114 metres north along the visible formation, and a timber culvert at 275 metres.

Approximately 425 metres north of Nanson-Howatharra Road two concrete pads are situated within the railway reserve. Historical plans indicate these are the remains of one of two railway cottages, and their associated outbuildings, that were situated north of the Howatharra Railway Station. In the area surrounding these there are a number of refuse piles.

The area north of the cottage sites, including Taylor's Siding which was approximately 200 metres to the north of these sites, was not surveyed due to time constraints. This represents approximately 3 kilometres of the line.

Survey recommenced approximately 300 metres south of Oakabella Siding with a wide shallow cutting 80 metres in length. Twenty metres north of this is a wide low formation 44 metres in length followed by an area where the line is not discernible for 42 metres.

Oakabella to McGuire's Siding

Oakabella Siding

The line then splits into an east and west alignment approximately 120 metres south of Oakabella Siding, the easternmost being defined by an earth platform with a timber retaining wall approximately 70 metres in length. The west comprises 30 metres of discernible formation then the line cannot be distinguished for 40 metres until it reaches a small earth platform 20 metres in length. The line directly east of this (10 metres away) is defined by a sleeper pattern which can be seen in the vegetation.

The line is not discernible for 90 metres following this point but then appears to follow the track for the next 850 metres. The line is distinguishable at intervals in formations and cuttings as follows; 137m formation, 75m not visible, 42m cutting, 60m not visible, a 28m cutting, 50m not visible, 128m formation, 50m cutting, 90 metres deep cutting, 100 metres not visible, 90m formation.

The next portion of the line (approximately 4.5km between Oakabella and McGuire's Sidings) was not surveyed due to time constraints.

South of McGuire's Siding

Survey recommenced 1.3km south east of McGuire's Siding with a cutting 74 metres in length. The line then splits into an east and west alignment.

Eastern Alignment

The eastern alignment commences with a shallow cutting 17 metres in length, followed by a formation 7 metres in length which leads to a culvert 8 metres in

length. The next portion comprises a cutting 165 metres in length with a railway sign post (no sign) 120 metres along followed by a 90 metre formation. The eastern alignment terminates in a 70 metre cutting,

Western Alignment

The west alignment is somewhat less discernible than the east commencing in a 40 metre cutting, followed by a 20 metre area where the line is not visible, a shallow 20 metre cutting, then 90 metres where the line is not discernible. The final portion is a cutting 175 metres in length.

Continuation of Single Alignment

The alignment continues north in a formation that largely follows the track for 295 metres. A cutting 57 metres in length follows this 215 metre formation which again follows the track.

McGuire's Siding

The next portion comprises 75 metres of line that appears to have been constructed into a hillside and exhibits both formation (west side) and cutting (east side), then 130 metres of formation that follows the track through to and just past McGuire's Siding. There are a number of features in the area around where the siding was located including a tank stand and two pits, probably makeshift wells.

McGuire's to Ryans Siding (Incl. Isseka & Chally (Mercy's Sidings))

The line is not discernible for a 25 metre portion where it intersects with a track that heads east. The next portion comprises a 100 metre cutting followed by 145 metres of formation intersected 80 metres along by McGuire's Creek Railway Bridge (c.1879; c.1910).

McGuire's Creek Railway Bridges (P9055)

The bridge is a substantial concrete and timber structure approximately 10 metres in length. The timber bearers sit atop large concrete abutments approximately 10 metres in width, which comprise the bridge constructed in 1910. The stone retaining walls that date to the original bridge (1879) line the river bank just south of the c.1910 bridge. The centre of the bridge is supported on large timber piles.

North of McGuire's Creek Railway Bridges

The portion of the line north of McGuire's Bridge alternates between formation and cutting along its length taking a winding route to Isseka Siding. The first portion comprises 155 metres of cutting/formation i.e. cutting to the north east and formation to the south west. The next portion comprises cutting for a further 115 metres, cutting/formation for 80 metres, cutting for 120 metres, 115 metres of formation, 100 metres of cutting, 35 metres of formation, then 150 cutting until the line essentially becomes Rose Road for 230 metres. A 90 metre cutting is then discernible, then a 220 metre formation that is intersected by a small stone-lined culvert just south of the intersection with Percy Road. This is followed by a cutting 110 metres in length, 100 metres where the line is not discernible, and then 250 metres of formation continues to Isseka Siding.

Isseka Siding

Just north of Isseka Siding three concrete pads are visible, likely associated with the tank stand and weighbridge office shown at this location on a c.1914 progress plan for the site.⁸³ Approximately 65 metres of formation running through to the tank stand is just discernible. This is followed by a cutting 45 metres in length. There is a well 20 metres west of the tank stand.

The 1.8 kilometres between Isseka and Ryan's (including Chally (Mercy) Sidings (P9065 Railway Siding) was not surveyed due to time constraints.

Ryans to Bowes Siding

South of Walsh Road

The survey was recommenced approximately 120 metres north east of Ryan's Siding where a 110 metre cutting was visible. The line then splits into northern and southern alignments of which only the southern alignment is still discernible comprising 180 metres of formation with a culvert halfway along its length, followed by 110 metres of cutting. The remainder of the line is not discernible until approximately 45 metres south west of a stone and timber bridge where a relatively high formation commences intersected by the bridge approximately halfway along.

The bridge, which crosses a tributary of the Bowes River, is quite intact albeit in poor condition. The timber decking and bearers have deteriorated but the local stone abutments and retaining walls are very intact. The bridge is supported by a central stone pier which is also intact.

The line from the bridge passes through a Geraldton Wax farm for about 350 metres and is not discernible. A cutting extends from the property boundary for approximately 55 metres followed by a formation that runs for approximately 295 metres. This is intersected by an eroded out culvert 23 metres along its length. There are still areas where scatters of railway spikes can be found along the line here. The line is not discernible for 95 metres then 65 metre cutting runs to the next property boundary. The Bowes River Railway Bridge is situated approximately 35 metres north of the property boundary fence.

Bowes River Railway Bridge (1879)

The remanent stone abutments of the Bowes River Railway Bridges (P9054) can be seen approximately 35 metres inside the boundary of the neighbouring property. This was not surveyed in 2014, but an assessment of the place in 2005 noted that the bridge was constructed in 1879 and spanned approximately 16 metres, and that the stone abutments were all that remained with the south abutment being most intact and 'comprising a crest-shaped stone retaining wall, which splays outwards and tapers downwards, and supports an embankment behind.' The assessment also noted that a stone pier was positioned centrally between the two abutments. The north abutment and stone pier were noted as being deteriorated.⁸⁴

The next 600 metres of the line was not surveyed.

North of Walsh Road

⁸³ N R – Isseka, Progress plan, 15 December 1914. Con 1642 Item 342 Progress Plans – Northampton.
⁸⁴ P9054 'Bowes River Railway Bridges', Below Threshold HCWA Assessment Documentation. p. 8.

The survey recommenced north of Walsh Road for approximately 500 metres and comprised 150 metres of formation, 70 metres of cutting, 135 metres of formation intersected by a timber-lined box culvert 95 metres along its length, then a cutting 40 metres long with sleeper patterns clearly discernible in the gravel surface.

South of Nabawa-Northampton Road

An area of approximately 300 metres was surveyed south of Bowes Siding. An extant railway sign post with timber sign extant was recorded at the southernmost portion of this segment, followed by approximately 95 metres of cutting and 95 metres of formation still discernible in the ploughed fields.

Approximately 2.3 kilometres between Ryan's and Bowes Sidings was not surveyed due to time constraints.

Bowes to Northampton (Gwalla) Station

Bowes Siding

Bowes Siding comprises two concrete pads, and what appears to be a relatively recent corrugated iron silo just north east of the fence line.

East of Bruce Road

The survey recommenced 2 kilometres east of the site of the Northampton Railway Station (Gwalla) site, just east of Bruce Road, where the line was followed west for approximately 800 metres. This portion comprised 100 metres of formation intersected by an eroded out culvert approximately halfway along its length. The next segment was characterised by a dual cutting/formation for 45 metres followed by a 40 metre formation with a small culvert two thirds along its length. A 220 metre cutting follows this after which is a 135 metre formation intersected by a culvert midway along its length. The final segment surveyed comprised 90 metres of formation followed by a 40 metre cutting.

Northwest of Seventh Avenue

The survey recommenced approximately 200 metres southeast of the Northampton Railway Station (Gwalla) site, approximately 200 metres from the intersection of NW Coastal Hwy and Seventh Avenue, where a portion comprising approximately 85 metres of cutting was discernible.

The line was not visible again until we were within 80 metres of the Gwalla platform. This segment comprised 20 metres of cutting followed by 50 metres of cutting/formation.

Approximately 3 kilometres of the line between Bowes and Northampton was not surveyed due to time constraints.

Northampton Railway Station (Gwalla) Site

An assessment was undertaken of Northampton Railway Station (Gwalla) in 2006 which describes it as originally comprising 'a rendered stone building in the Victorian Georgian style with a hipped roof in shingles.....a shingled verandah.....over the stone platform and.....a small, skillion-roofed room....on the northern side of the station.' Post and telegraph services were also provided

in the station building.⁸⁵ A historical plan showing the wider station area indicates there was a goods platform and shed to the north of the railway station, a turntable to the east, and sheep and cattle yards just east of this. A well is shown east of the shed.⁸⁶

In 2013/14 local Rail Heritage WA members undertook some excavation within the railway station reserve to partially reveal foundations of some of the former railway buildings and other elements, e.g. loading ramp, goods shed, engine shed and tank stand. In addition, interpretive signage and interpretive 'infrastructure', i.e. example rails, an ash pit, and pump house foundations, have been constructed to demonstrate the location and form of these elements.

The most substantial extant element visible on the site in 2014 was the local stone, random rubble construction retaining wall.

13.3 COMPARATIVE INFORMATION

Principal Australian Historic Theme(s)

- 3.4.3 Mining
- 3.8.5 Moving goods & people on land
- 3.8.6 Buildings & maintaining railways
- 4.5 Making settlements to serve rural Australia

Heritage Council of Western Australia Theme(s)

- 107 Settlements
- 202 Rail & light rail transport
- 303 Mining

Comparative Analysis

First Railways

The first railway in Australia was a line between Melbourne's Flinders Street Station and Port Melbourne (then called Sandridge), which opened on 12 September 1854. This would have been second to the Sydney Railway Company's track between Sydney and Parramatta, which commenced construction in 1849, but the project ran into financial difficulty and had to be taken over by the New South Wales government. The Sydney line finally opened on 26 September 1855.⁸⁷

The first railway in Western Australia was a private line, constructed in 1871, for the Western Australian Timber Company, running for 20km from Lockeville to Yoganup.⁸⁸

Two other small timber railways were constructed in the 1870s:

- Rockingham to Jarrahdale (1872)

⁸⁵ P9006 'Gwalla Railway Station (fmr)'. HCWA Below Threshold documentation. p. 8.

⁸⁶ Gwalla Railway Station Plan, proposed extension c.1912, Cons 1649 Item 15268, State Records Office WA.

⁸⁷ Birmingham, J., I. Jack, & D. Jeans, *Industrial Archaeology in Australia* (Richmond, 1983), p. 139

⁸⁸ Le Page, *Building a State*, p. 113

- Canning River to Bickley (c.1872)

Geraldton–Northampton Railway Precinct is a benchmark site as the first government railway constructed in the State.

Other Early Lines

Railways continued to develop slowly in Western Australia during the latter part of the nineteenth-century until the gold rush period (c.1890) initiated an unprecedented program of infrastructure building. Prior to this a number of other lines were constructed to facilitate the transport of people and goods. The following lines were constructed prior to 1890:

- Eastern Railway, Fremantle to Guildford (1881) which was then extended to Chidlow (1884); York (1885); Beverley (1886); Northam & Toodyay (1888)
- The Midland Railway Company opened the Midland Junction to Walkaway line (1882-1894) [Geraldton to Walkaway (1886-1896)]
- Bunbury to Boyanup (1887; taken over by the Government in 1891)
- Clackline to Toodyay (1888) – spur line from Eastern Railway
- Great Southern Railway, Beverley to Albany line (1889)

Geraldton–Northampton Railway Precinct represents the first attempt by the Western Australian government to construct railway infrastructure in the State.

13. 4 KEY REFERENCES

13. 5 FURTHER RESEARCH



HERITAGE COUNCIL
STATE HERITAGE OFFICE

HC ENCROACHMENTS P12059-B GERALDTON - NORTHAMPTON RAILWAY PRECINCT

PREPARED BY MARK BAKER (SENIOR LAND INFORMATION OFFICER) 23/07/2021

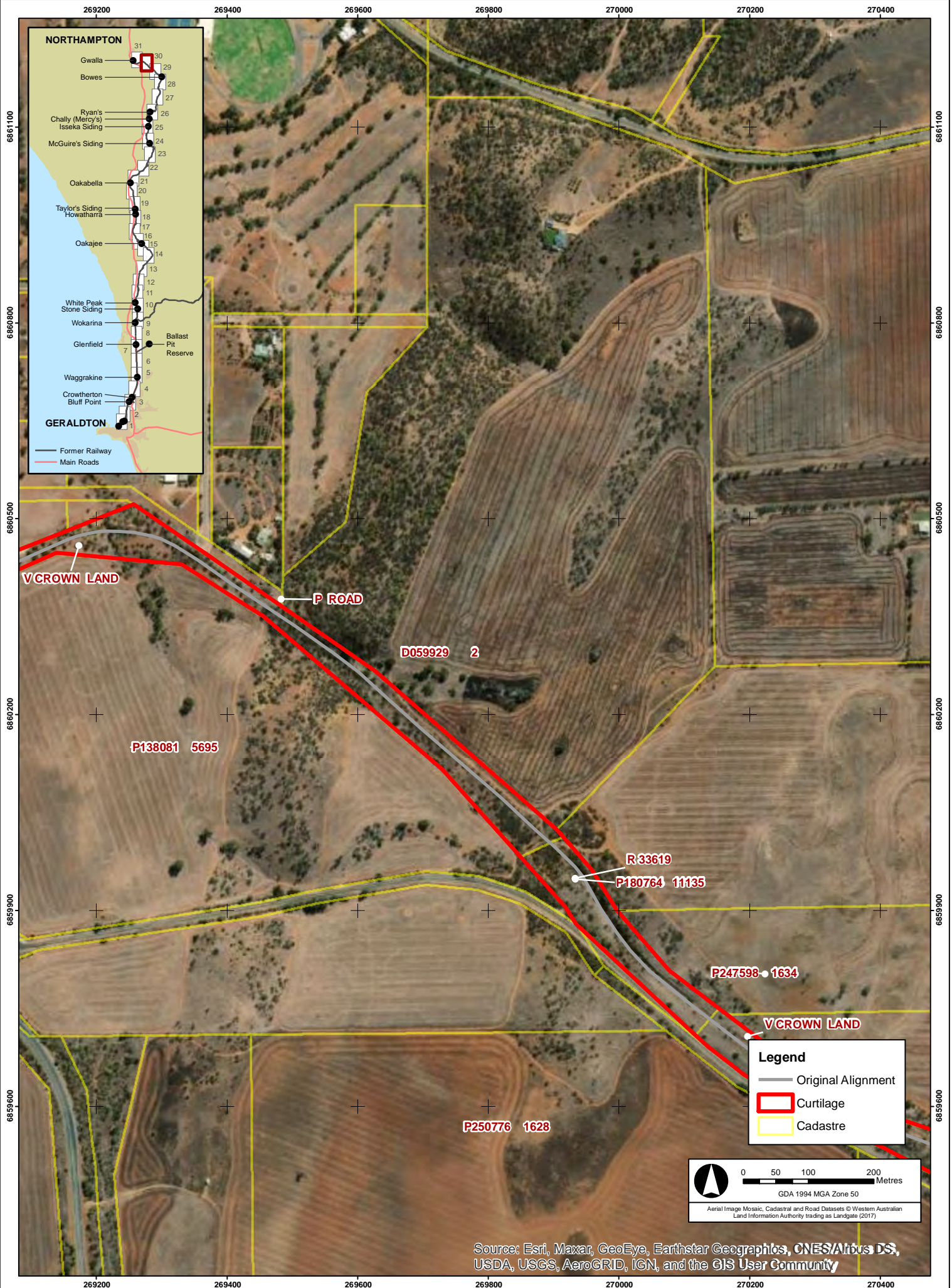




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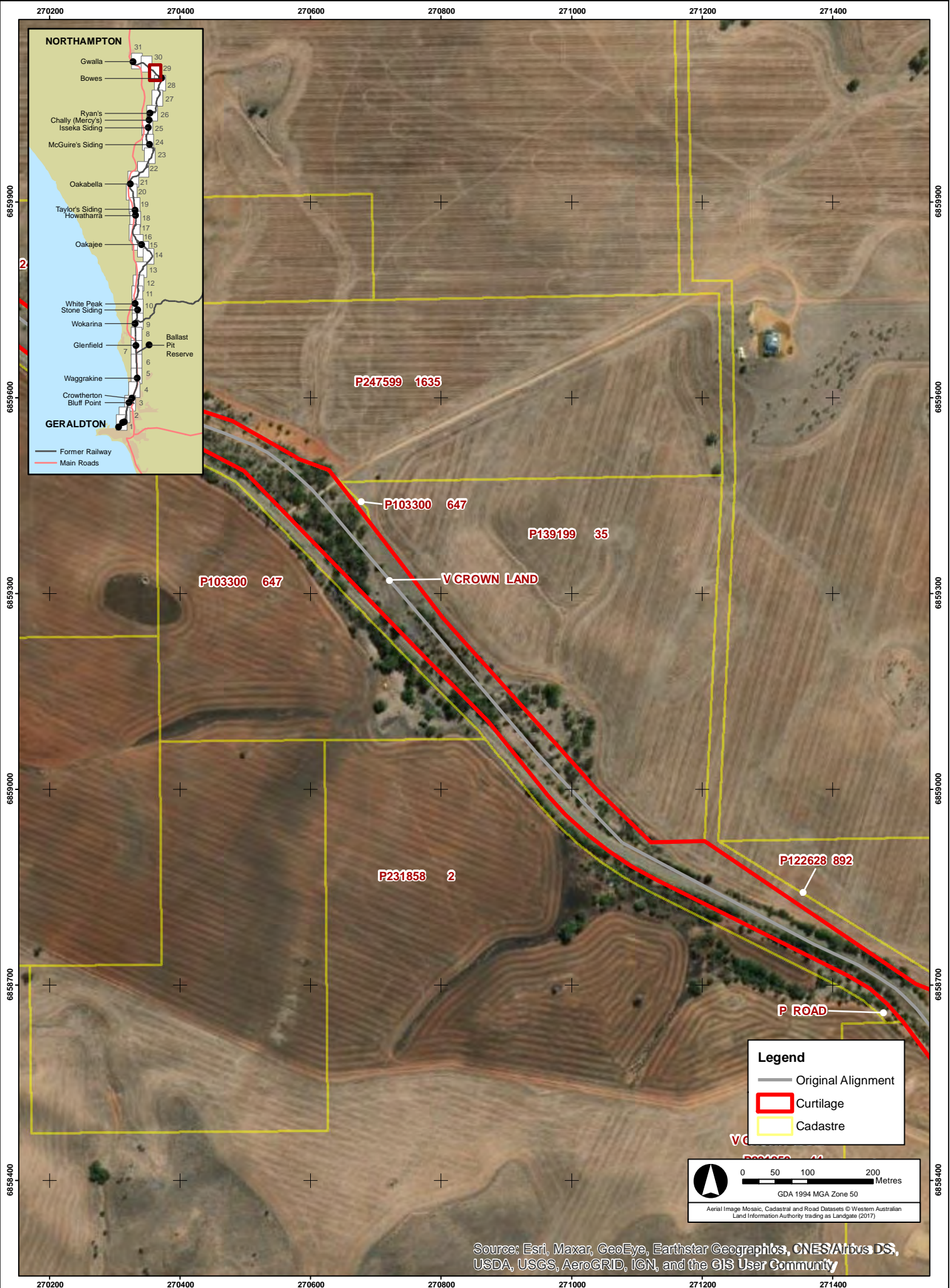




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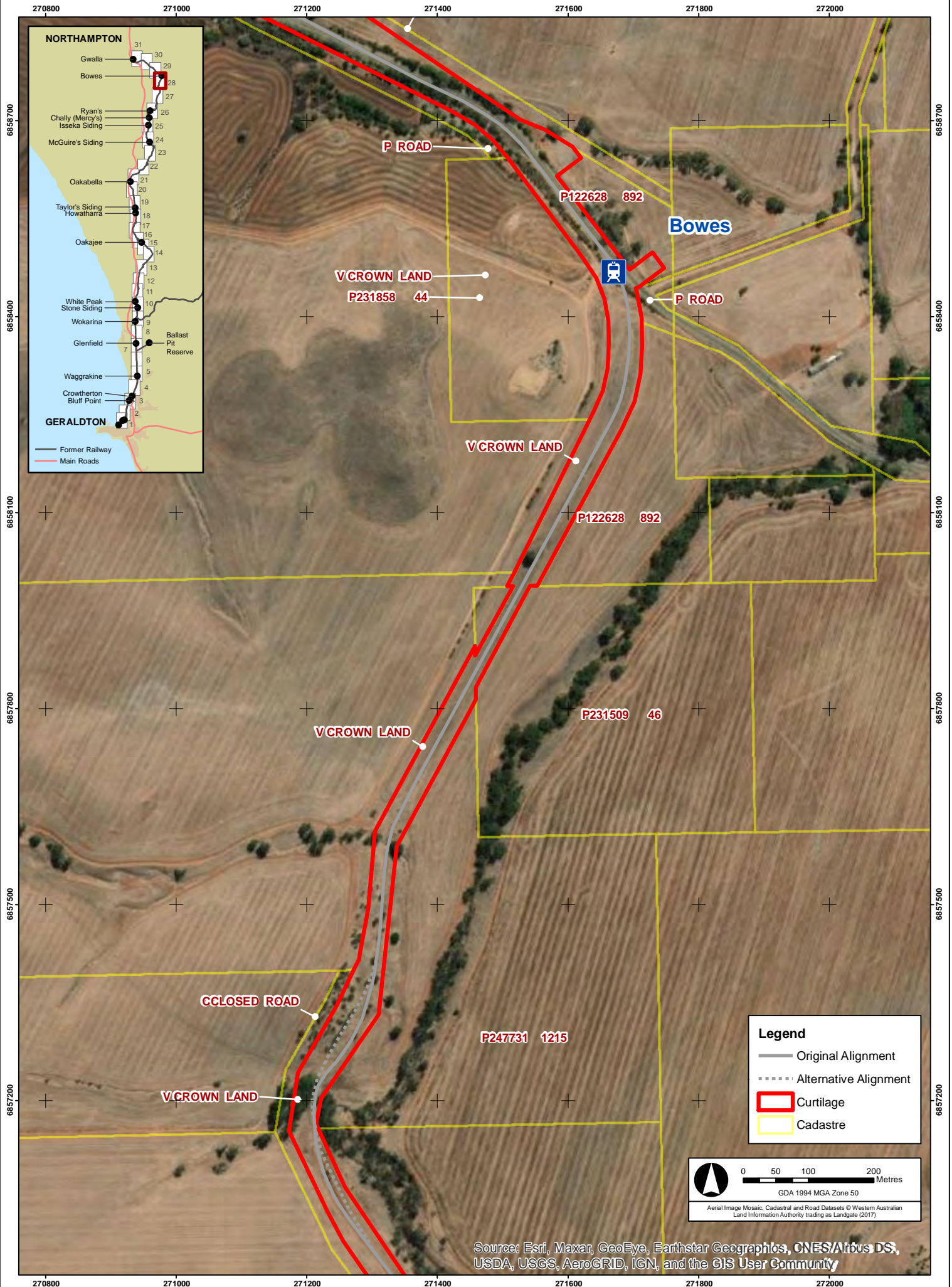




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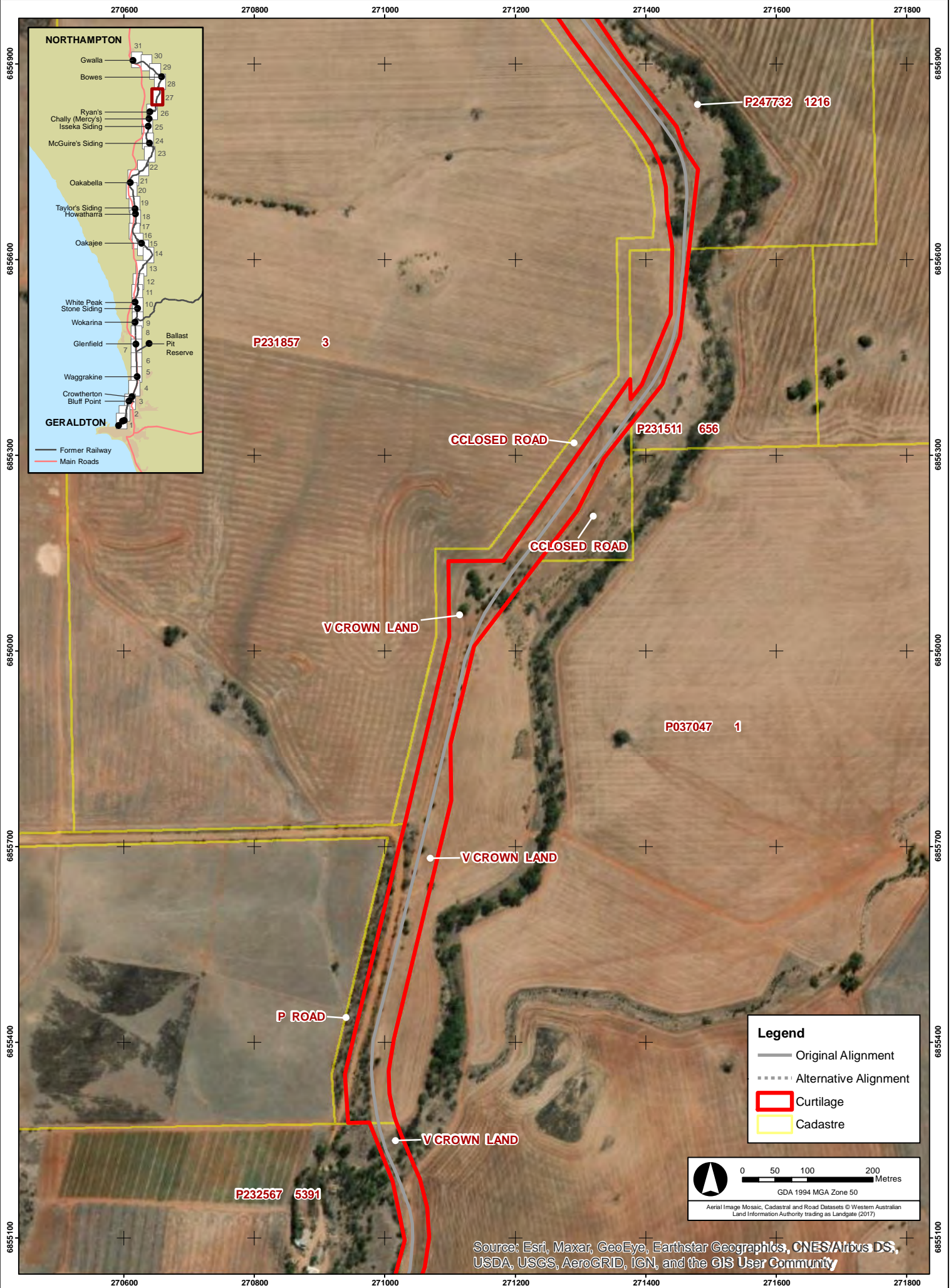




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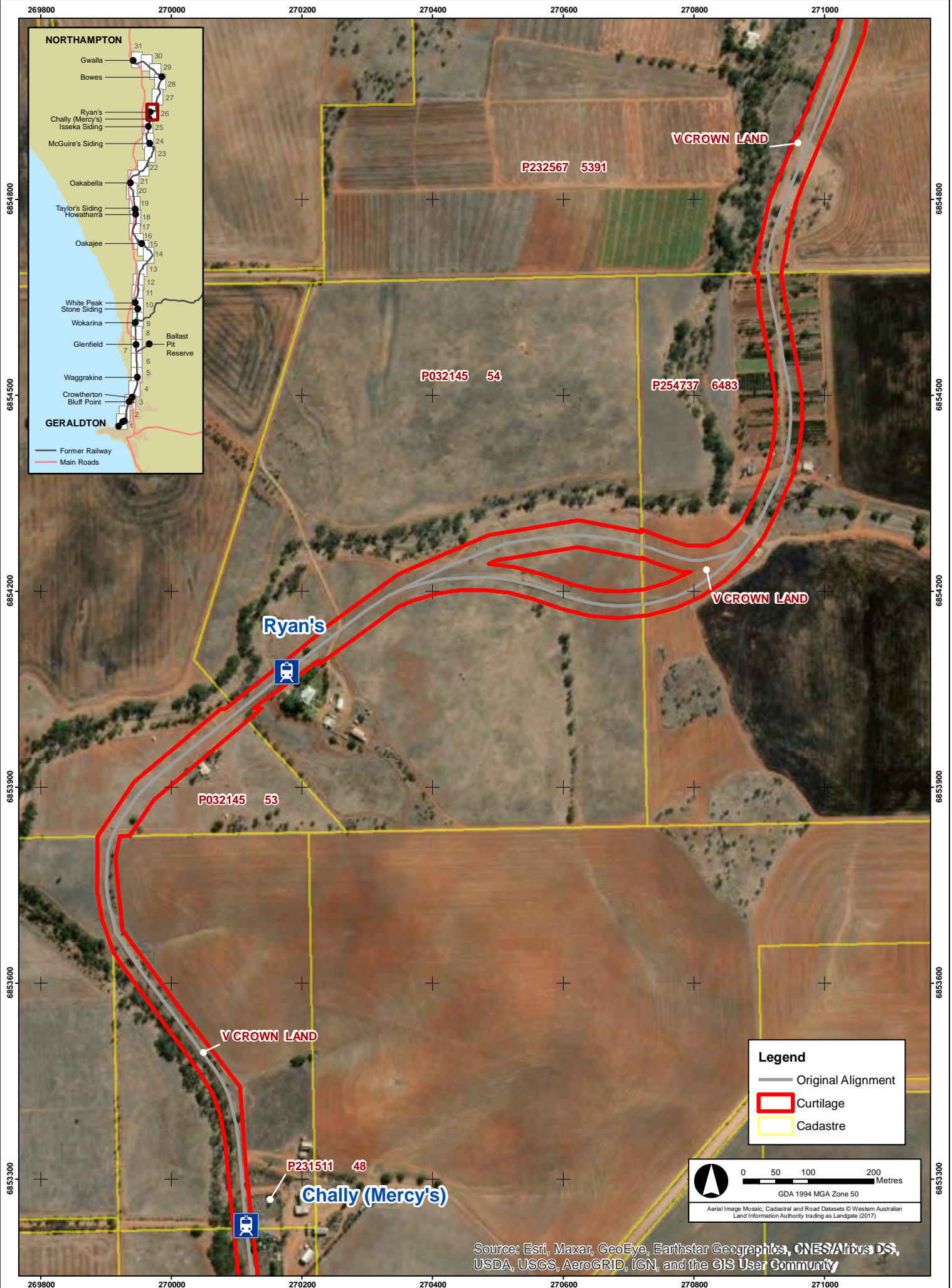




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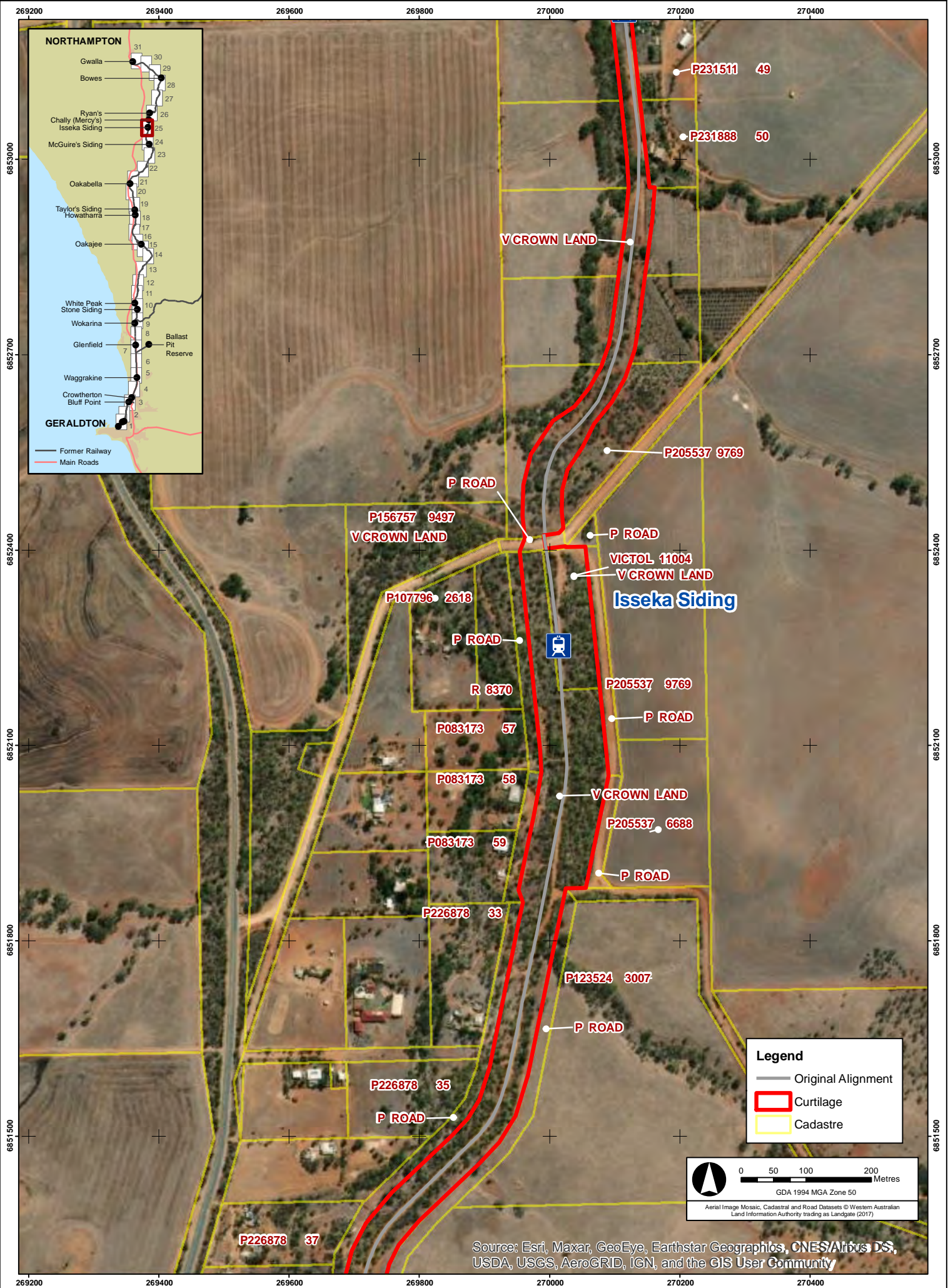




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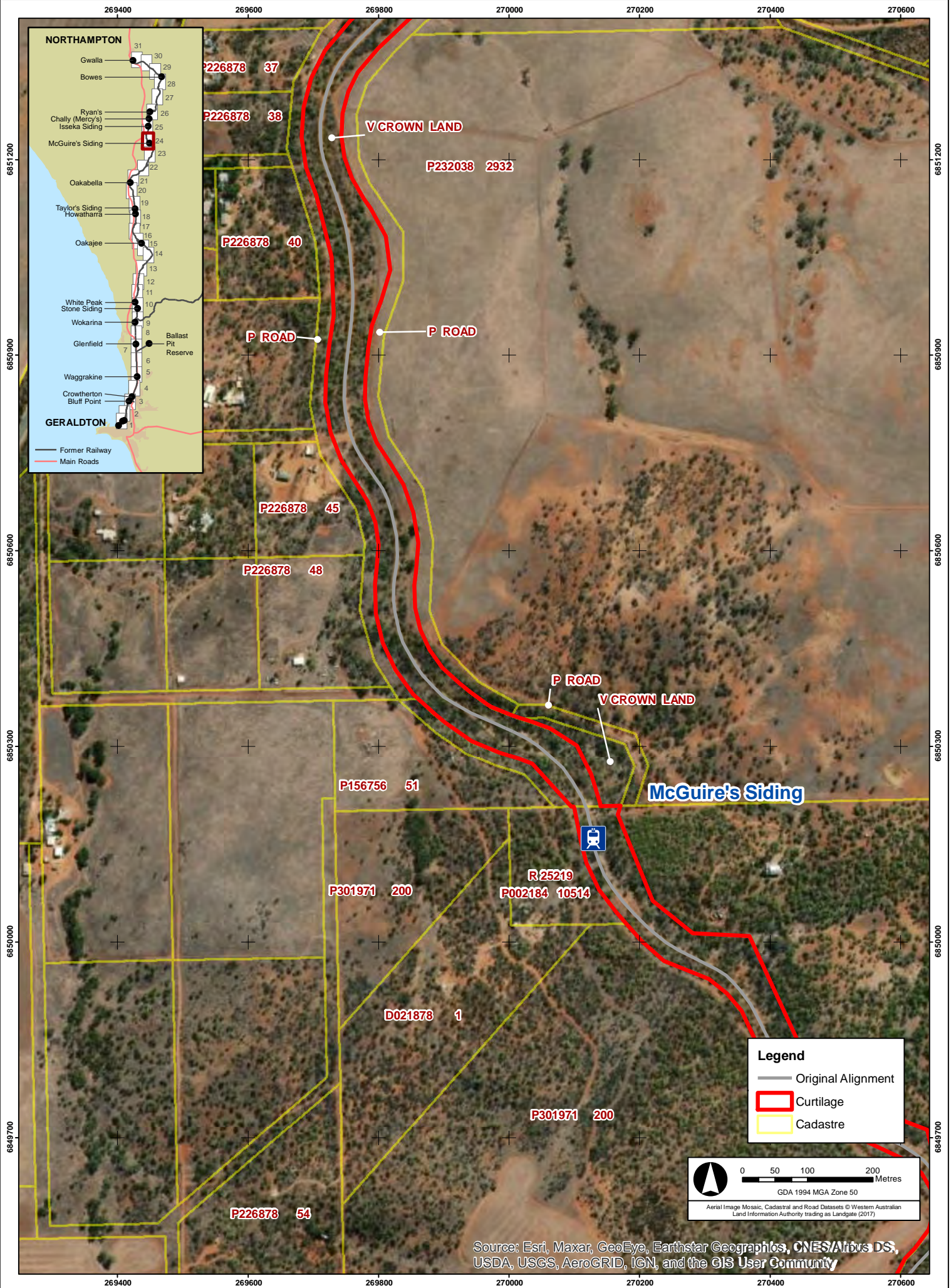
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PREPARED BY MARK BAKER (SENIOR LAND INFORMATION OFFICER) 23/07/2021



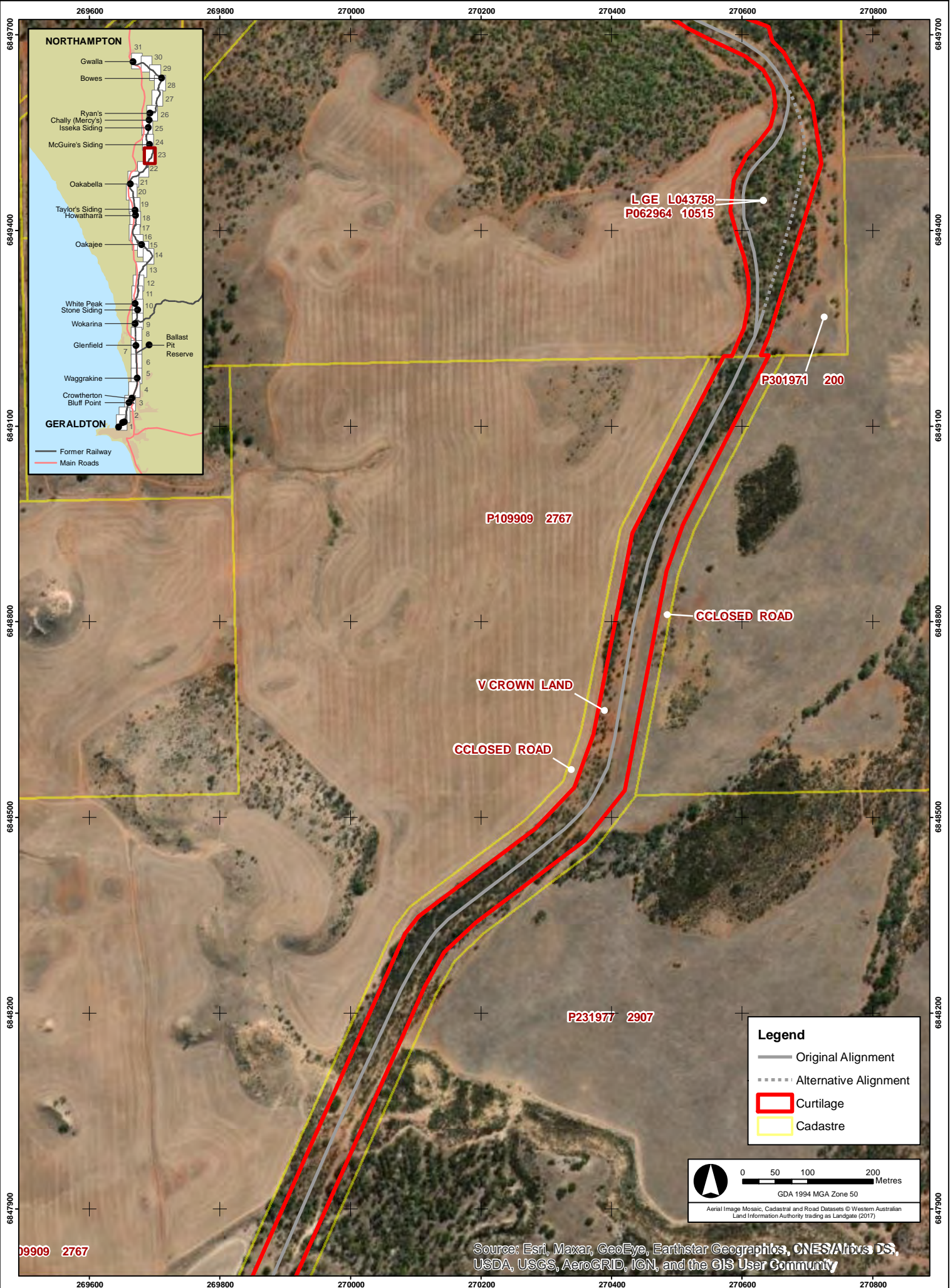
Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



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HC ENCROACHMENTS P12059-B GERALDTON - NORTHAMPTON RAILWAY PRECINCT

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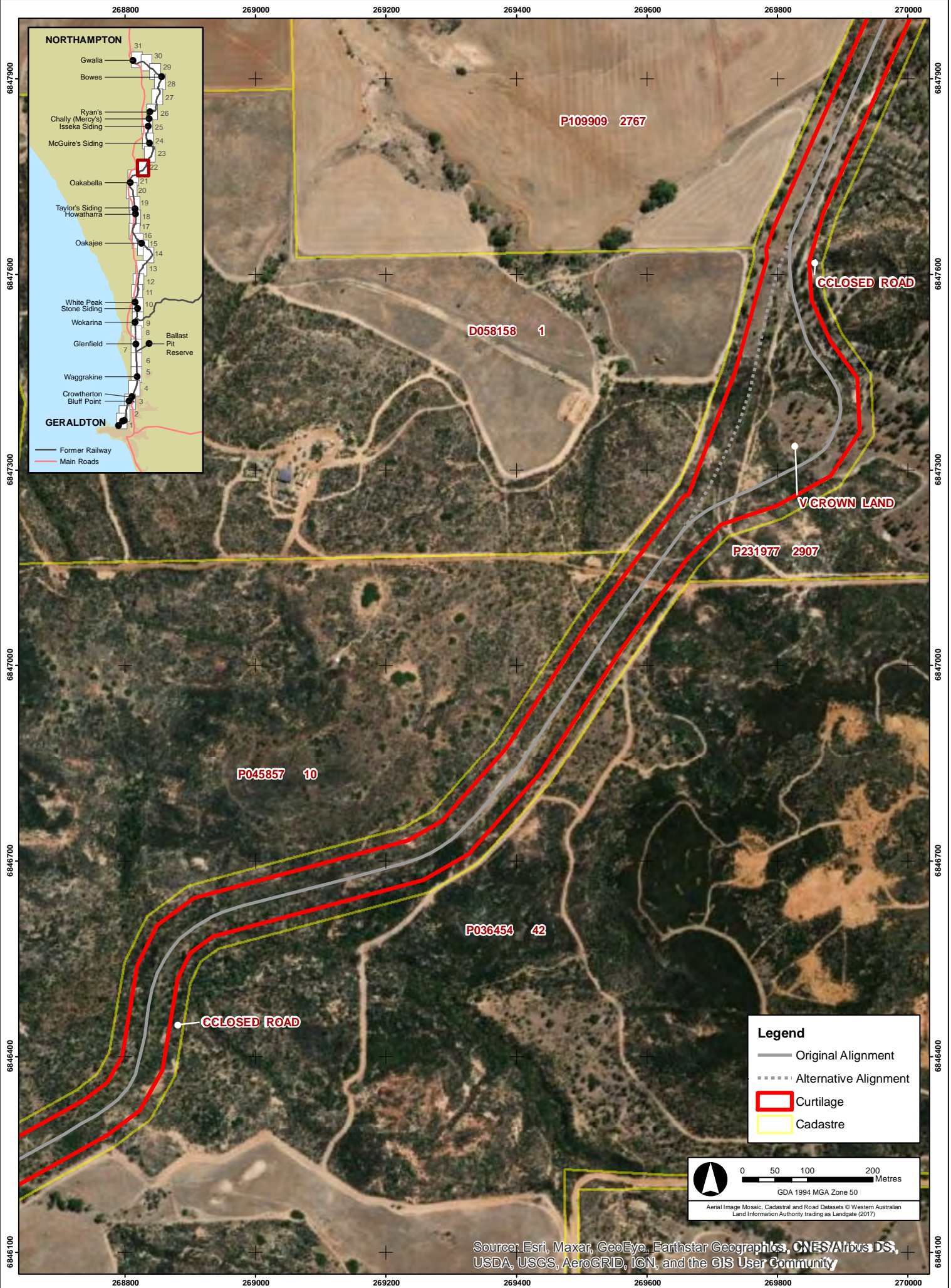




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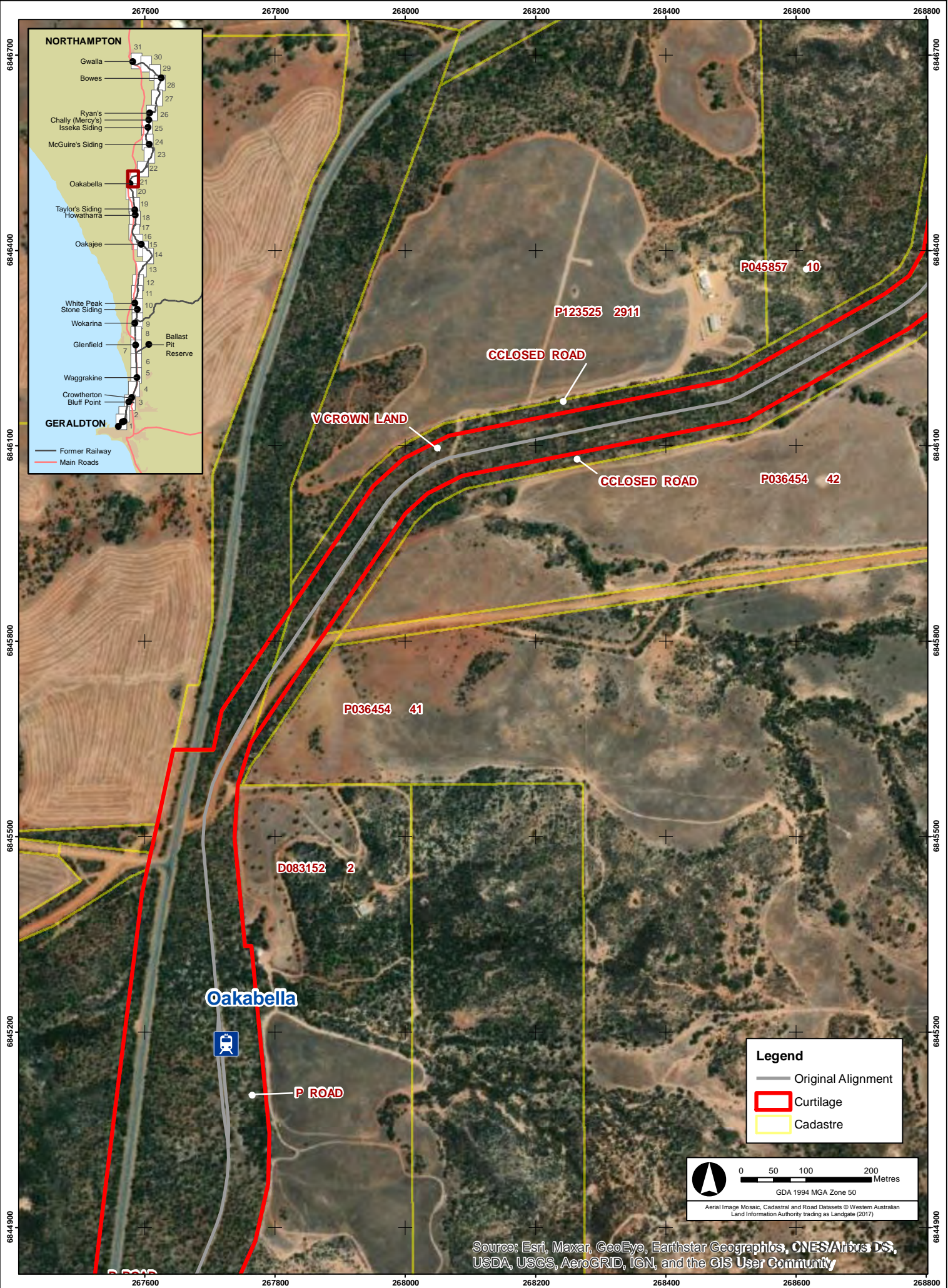




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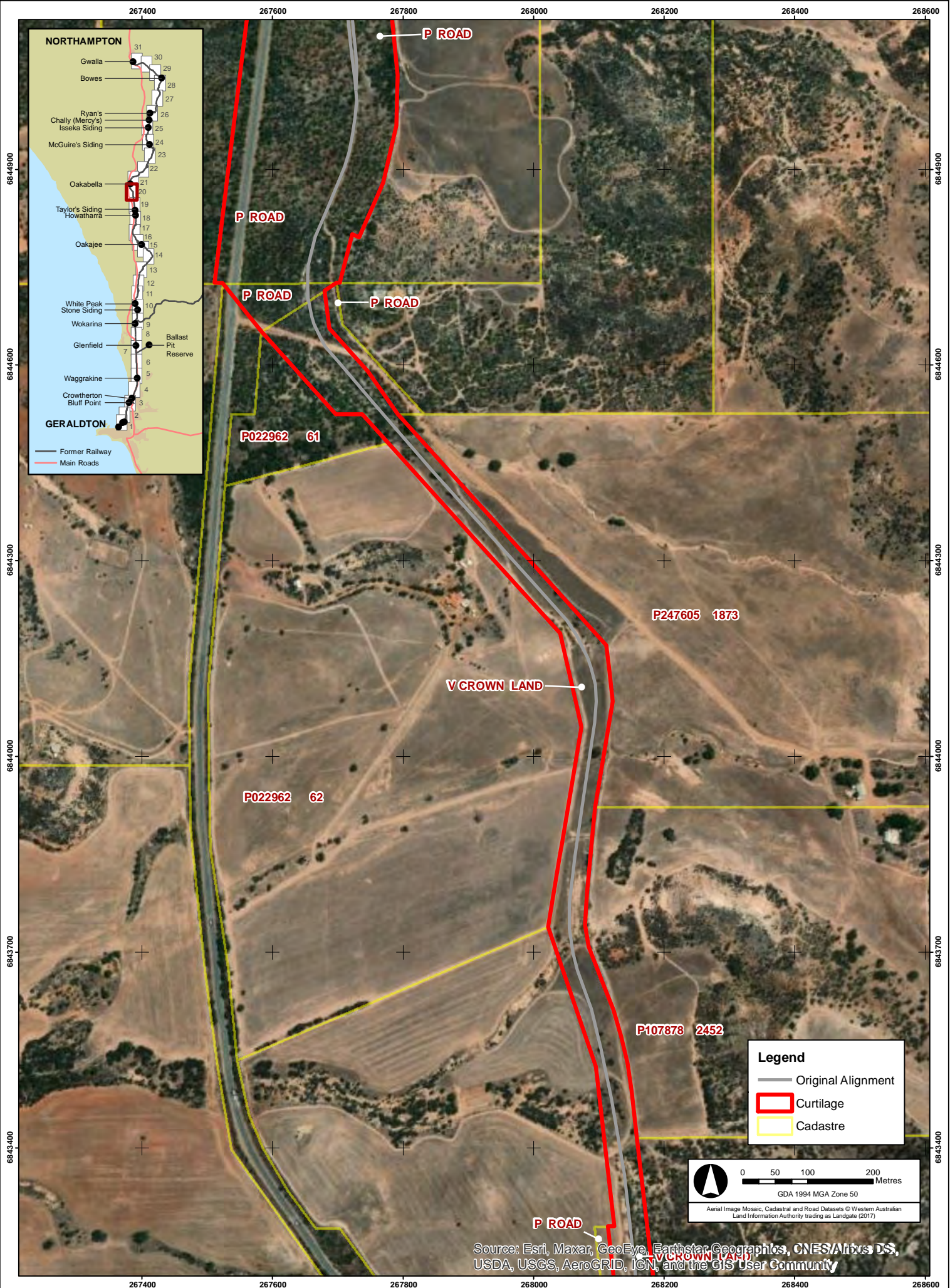




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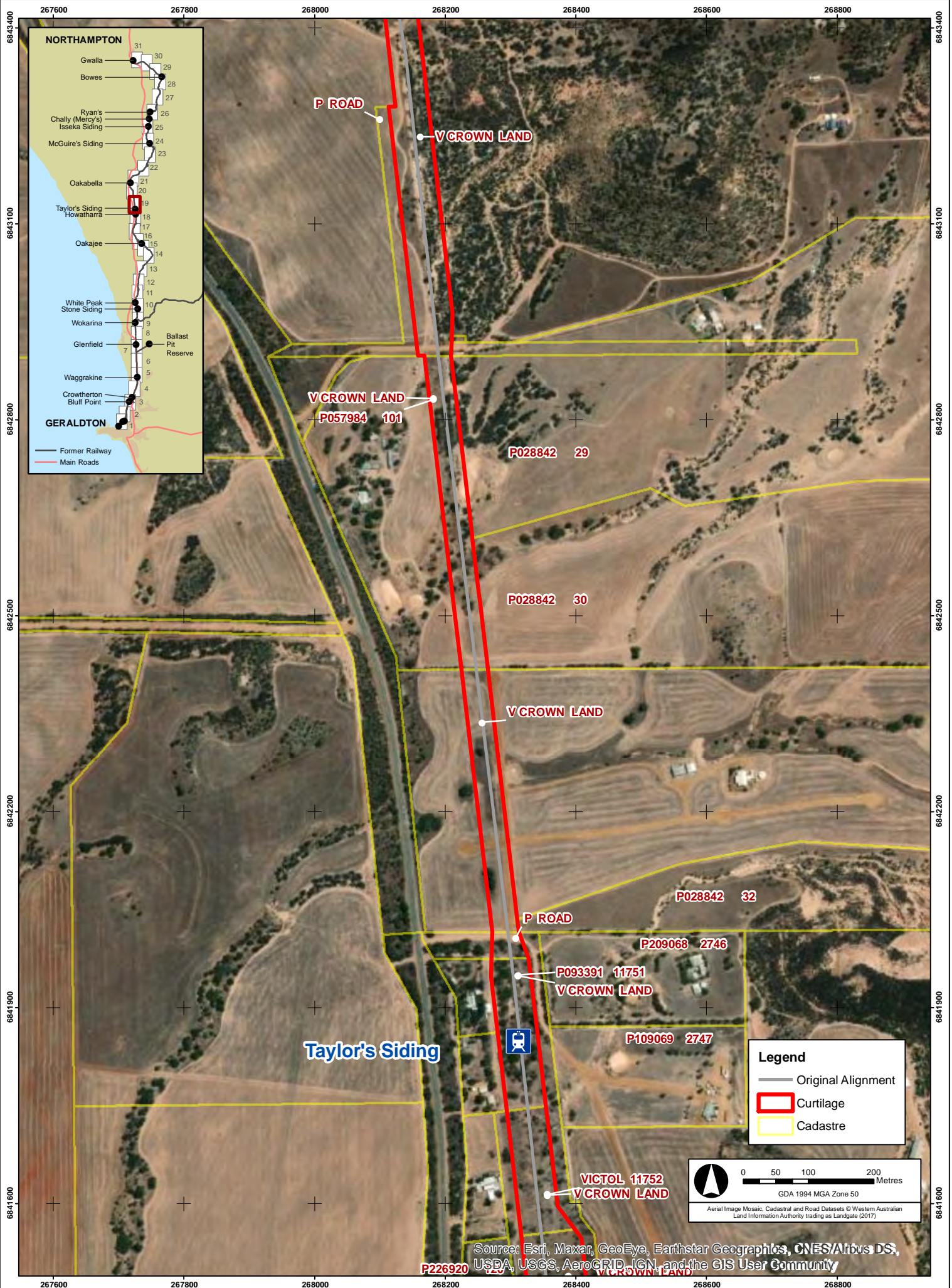




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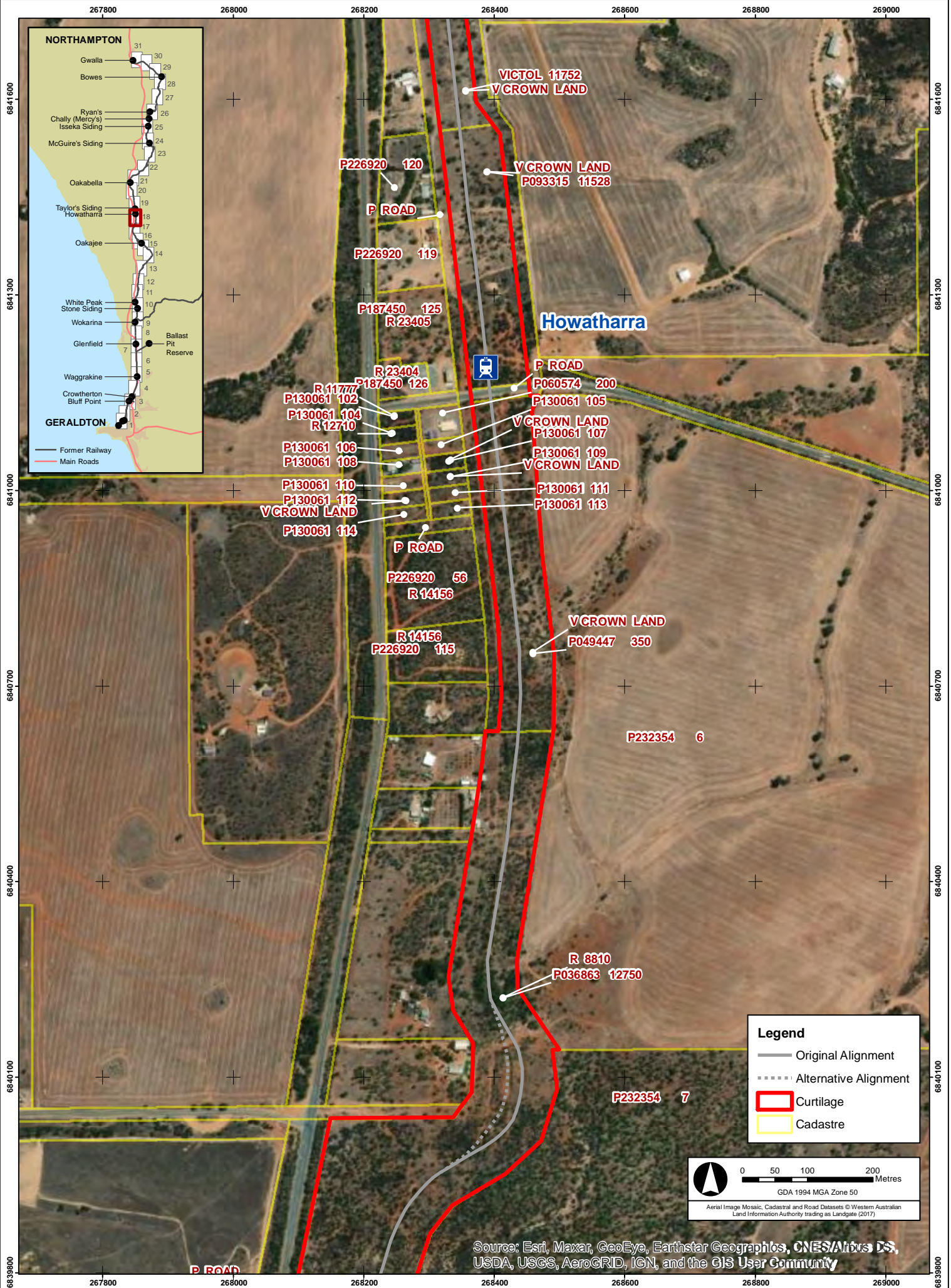




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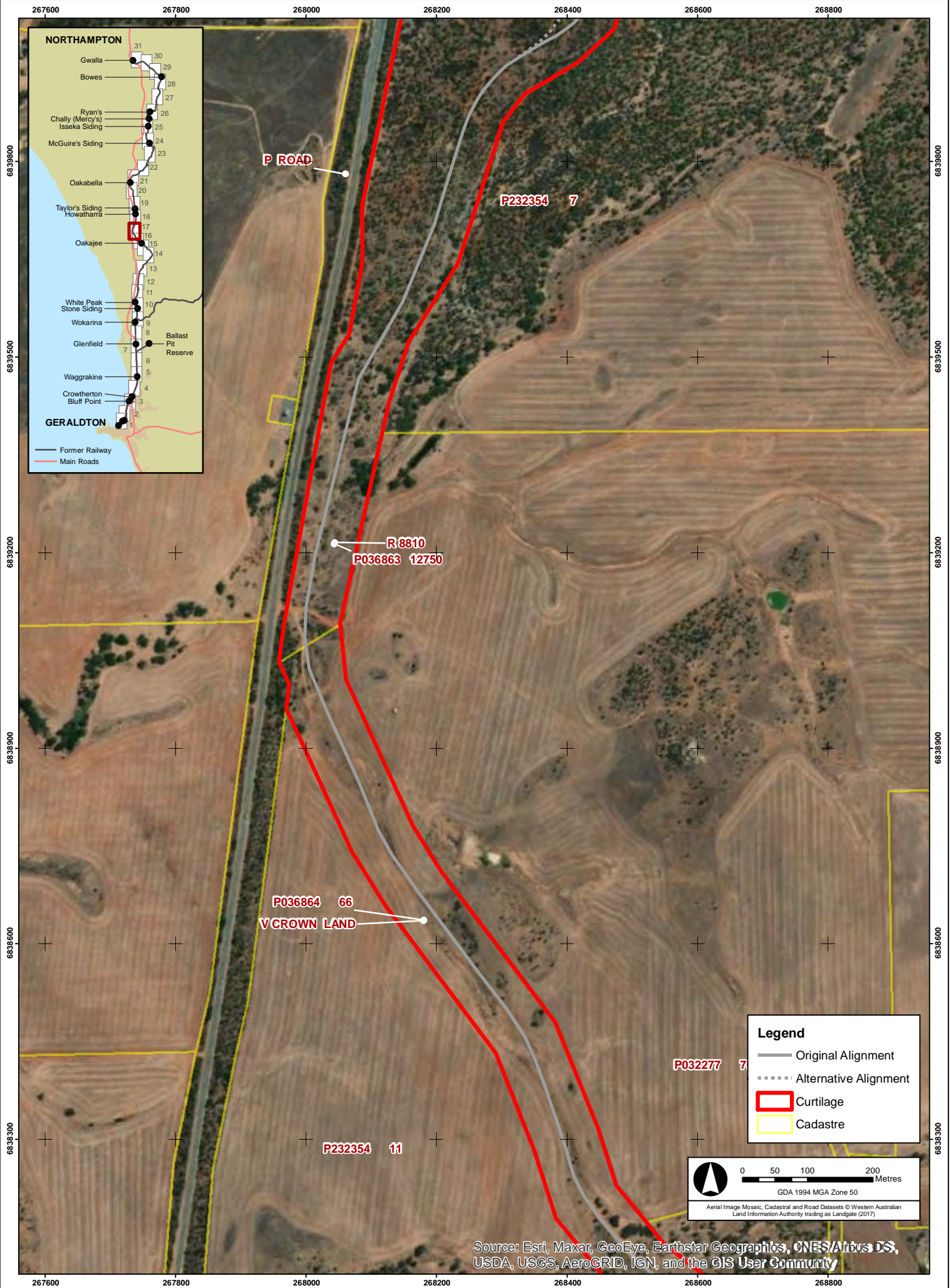




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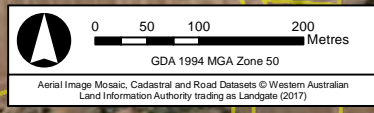
NORTHAMPTON

- 31 Gwalla
- 30 Bowes
- 29
- 28
- 27
- 26 Ryan's Chally (Mercy's)
- 25 Isseka Siding
- 24 McGuire's Siding
- 23
- 22
- 21 Oakabella
- 20
- 19 Taylor's Siding
- 18 Howatharra
- 17
- 16 Oakajee
- 15
- 14
- 13
- 12
- 11
- 10 White Peak Stone Siding
- 9 Wokarina
- 8 Glenfield
- 7 Ballast Pit Reserve
- 6
- 5 Waggrakine
- 4 Crowtheron Bluff Point
- 3
- 2
- 1 GERALDTON

Former Railway
Main Roads

Legend

- Original Alignment
- Alternative Alignment
- Curtilage
- Cadastre



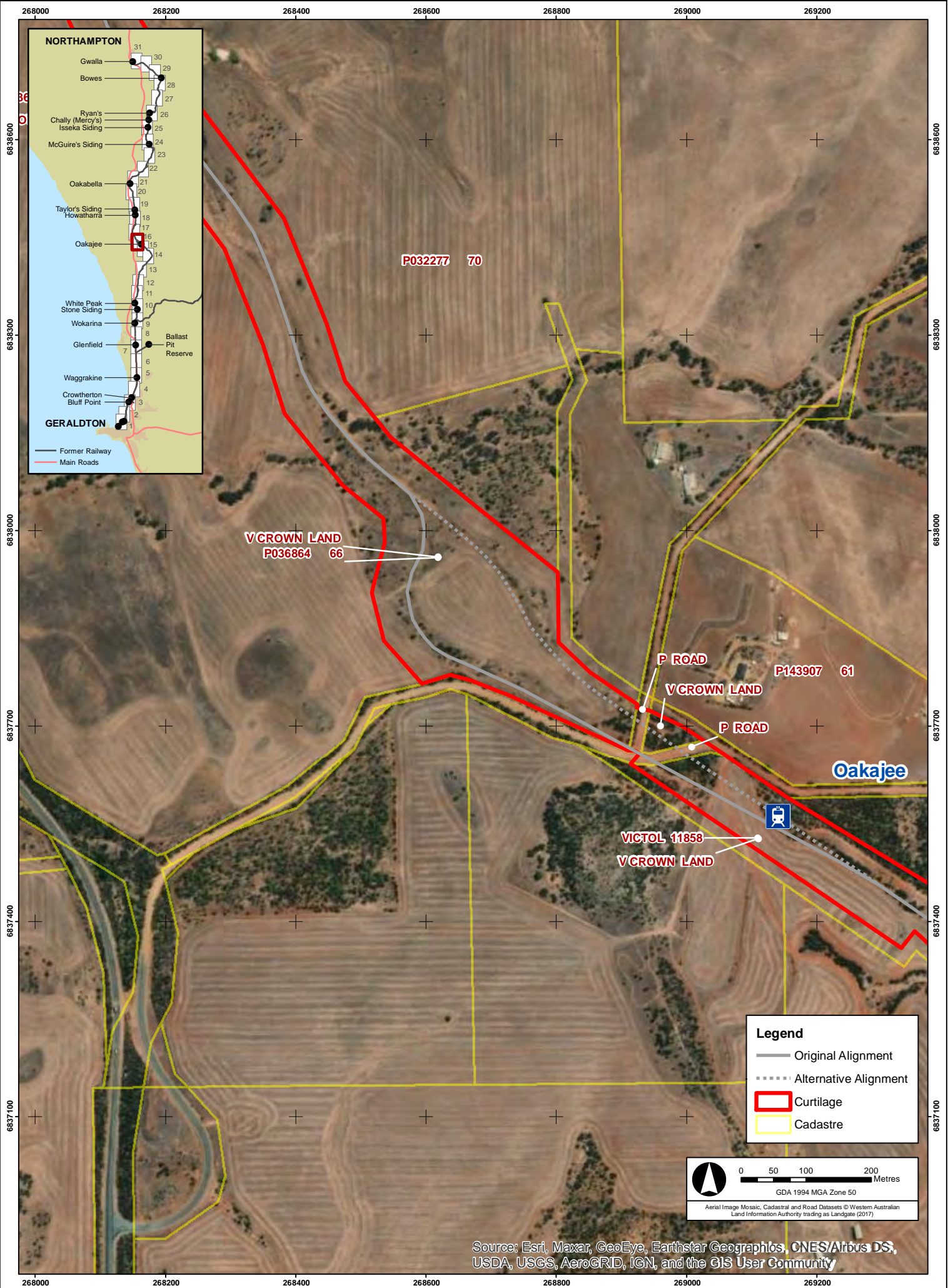
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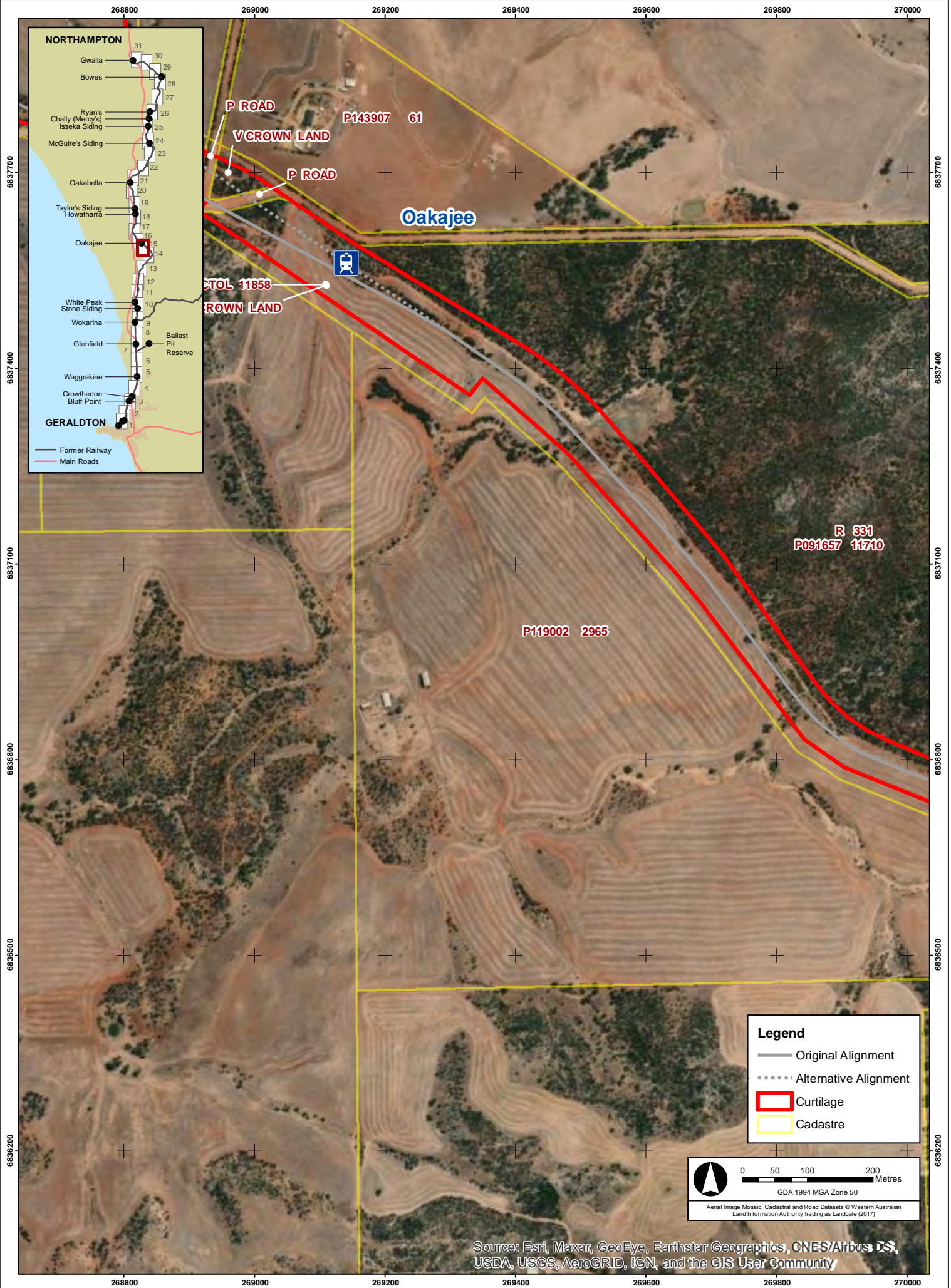




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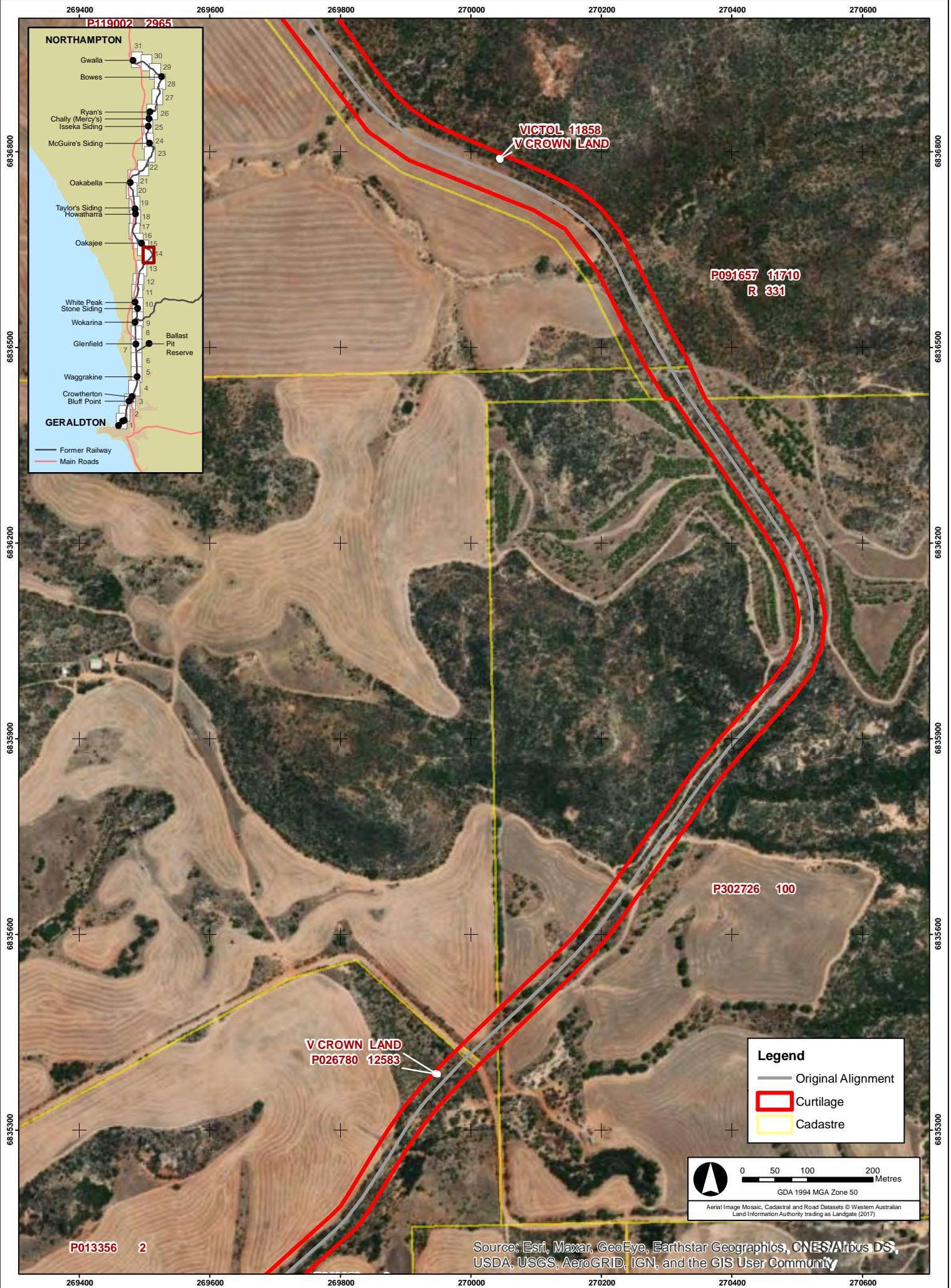




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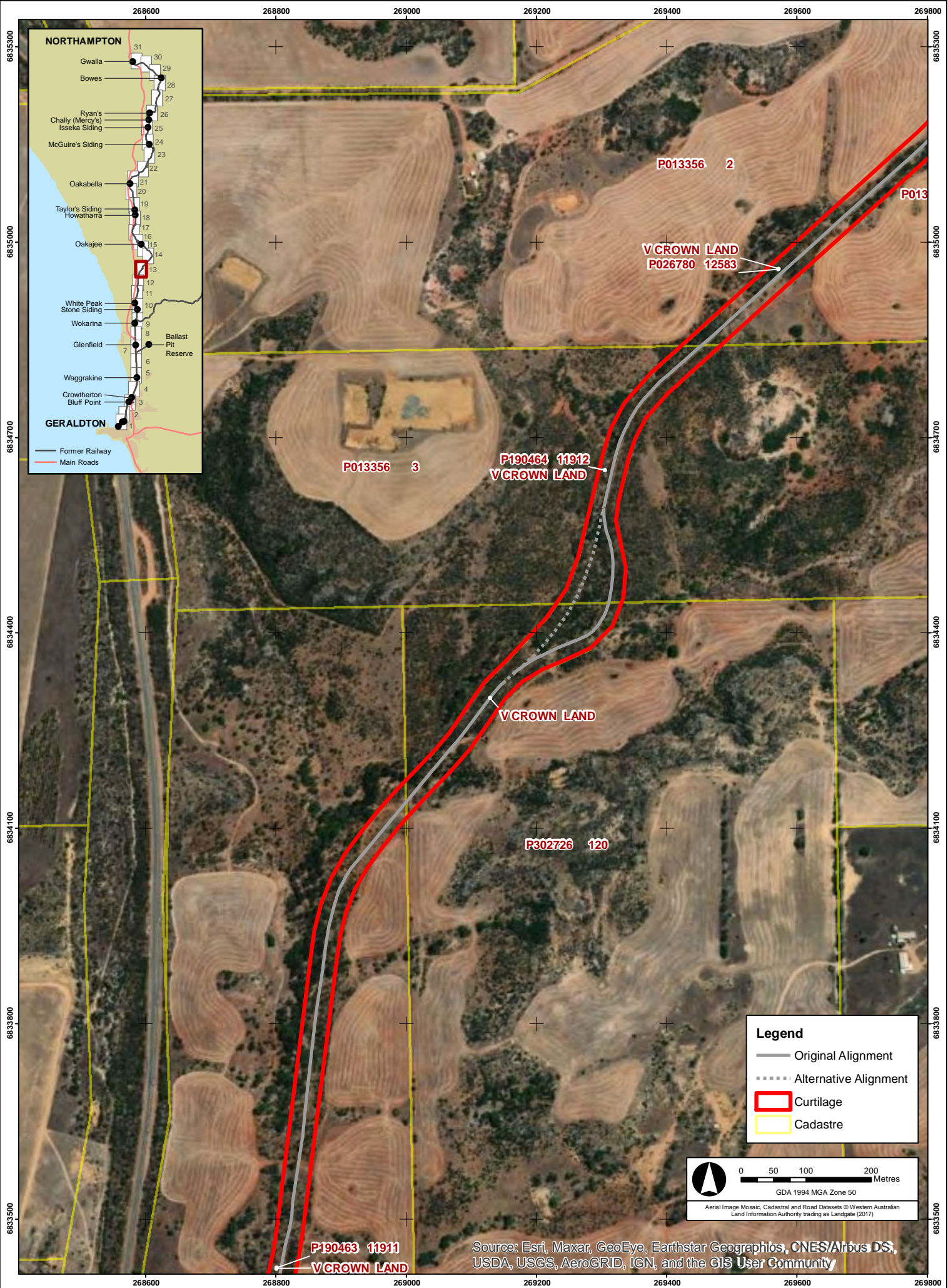




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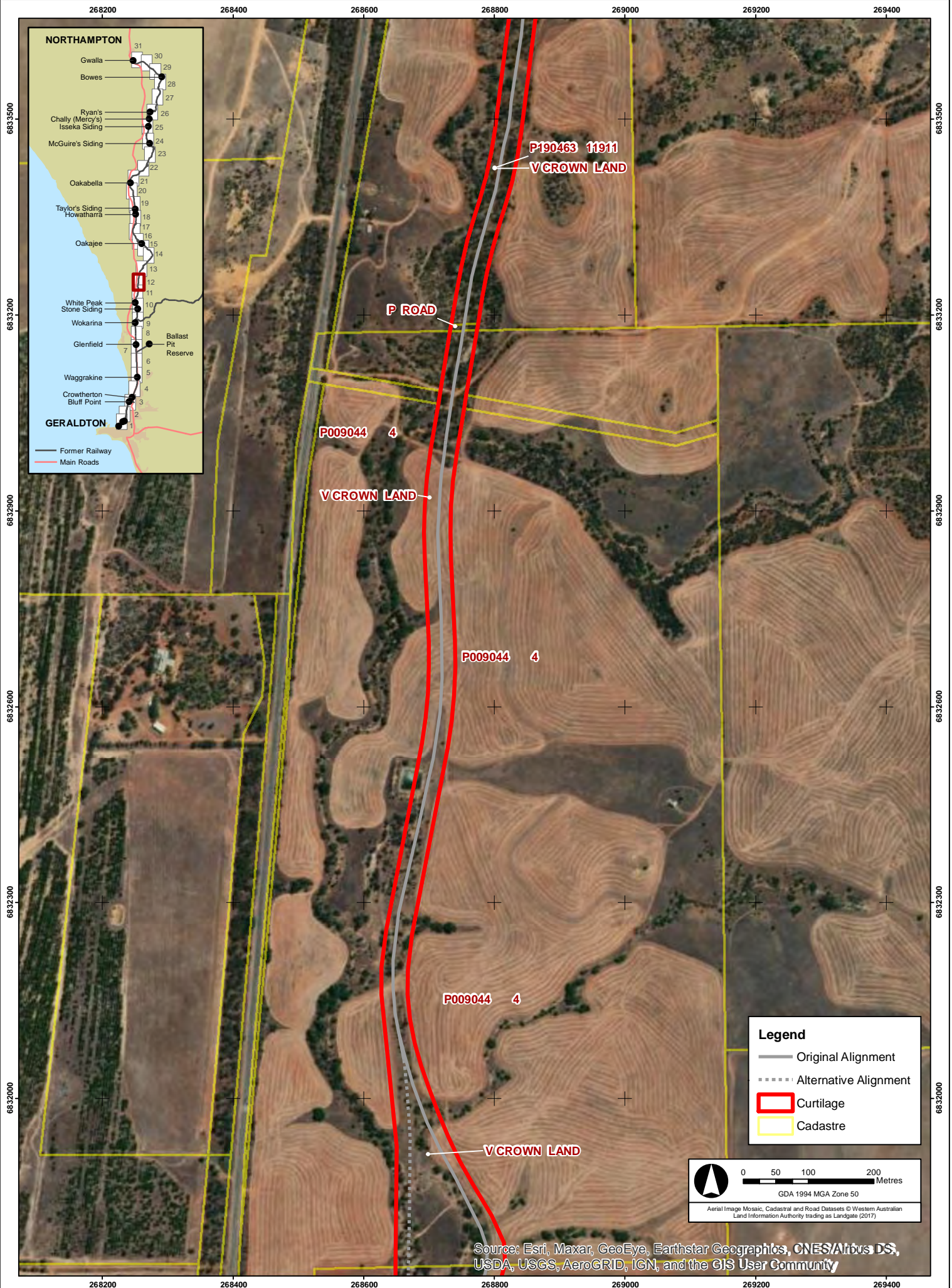




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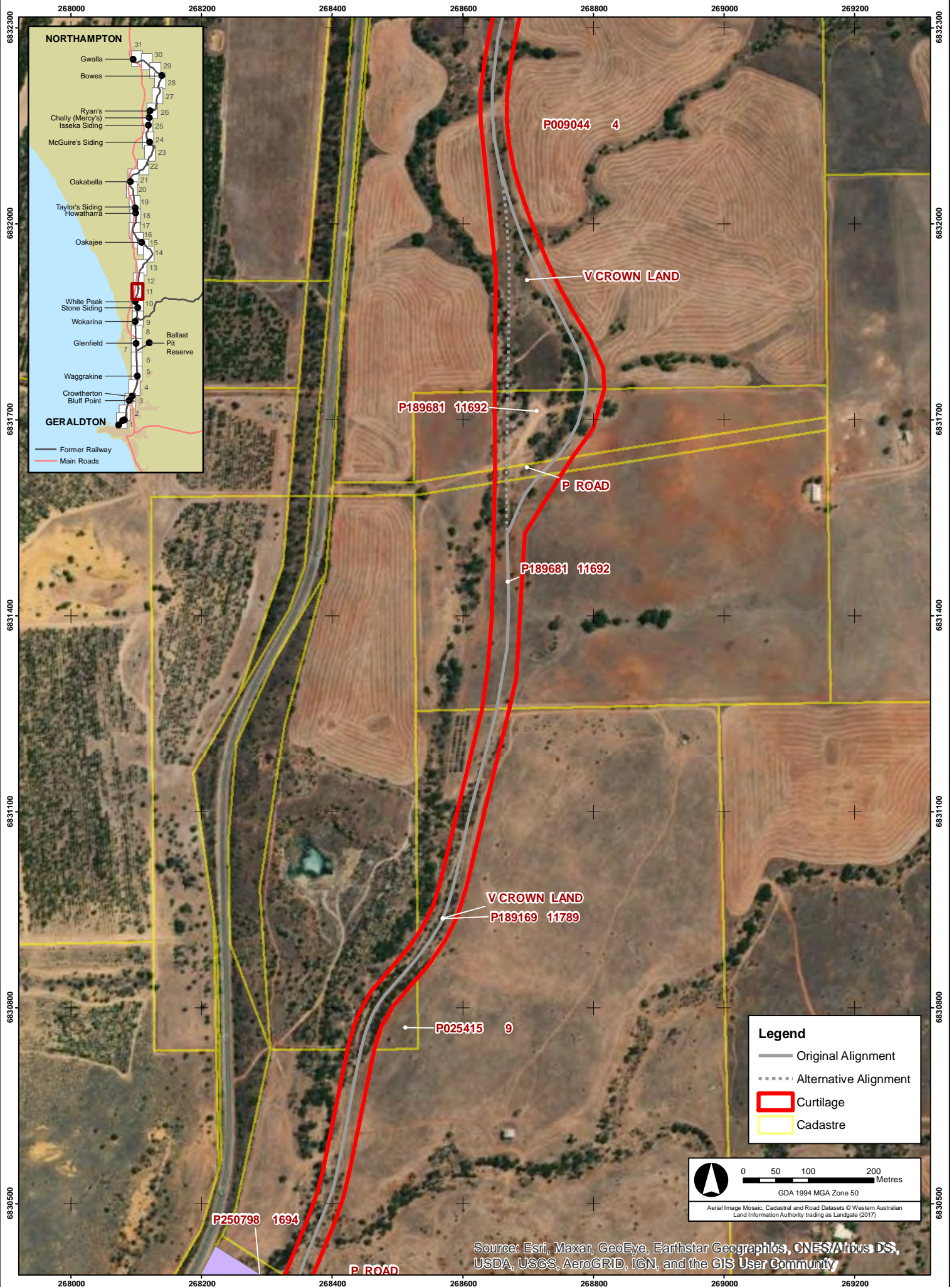




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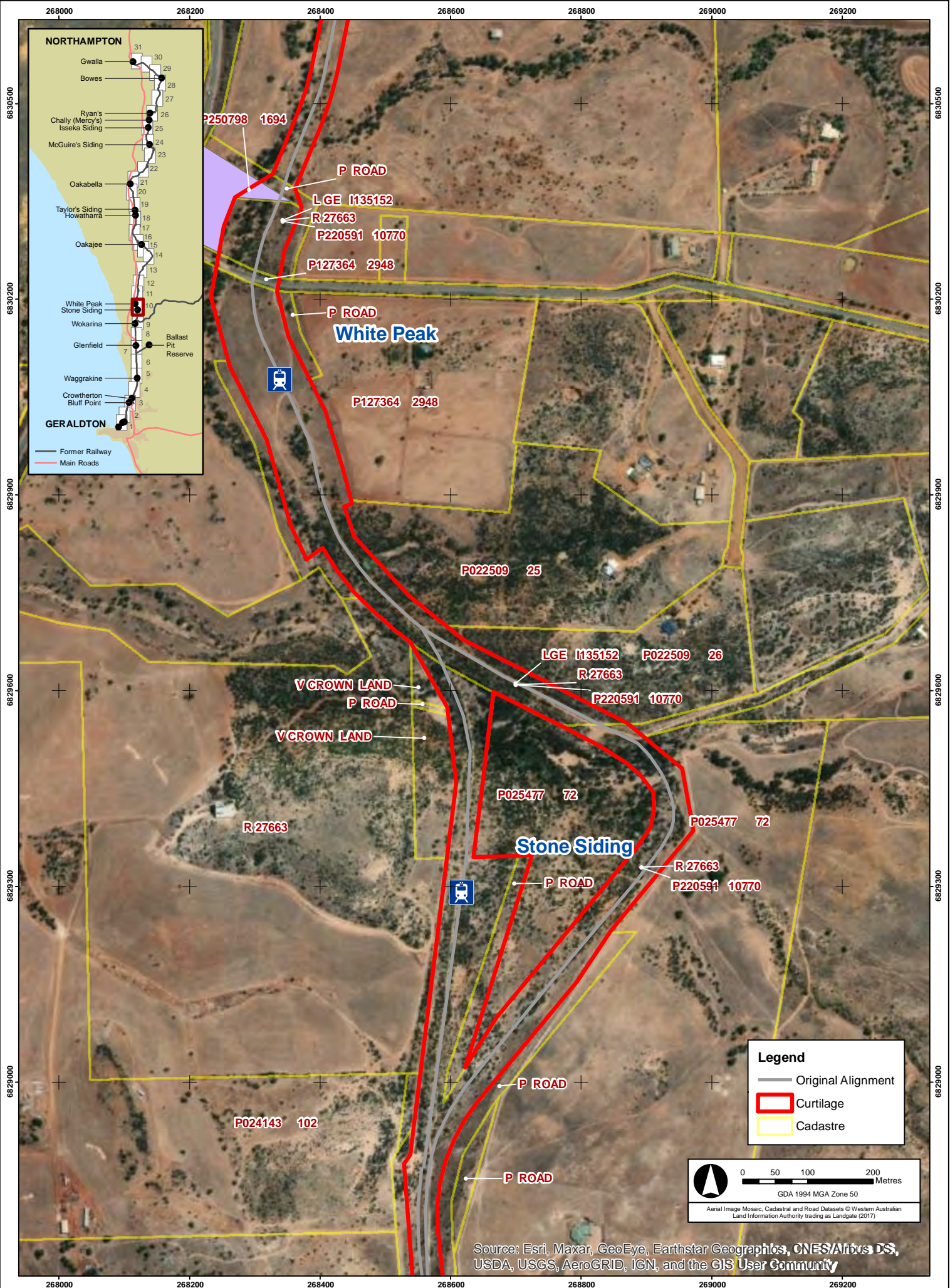




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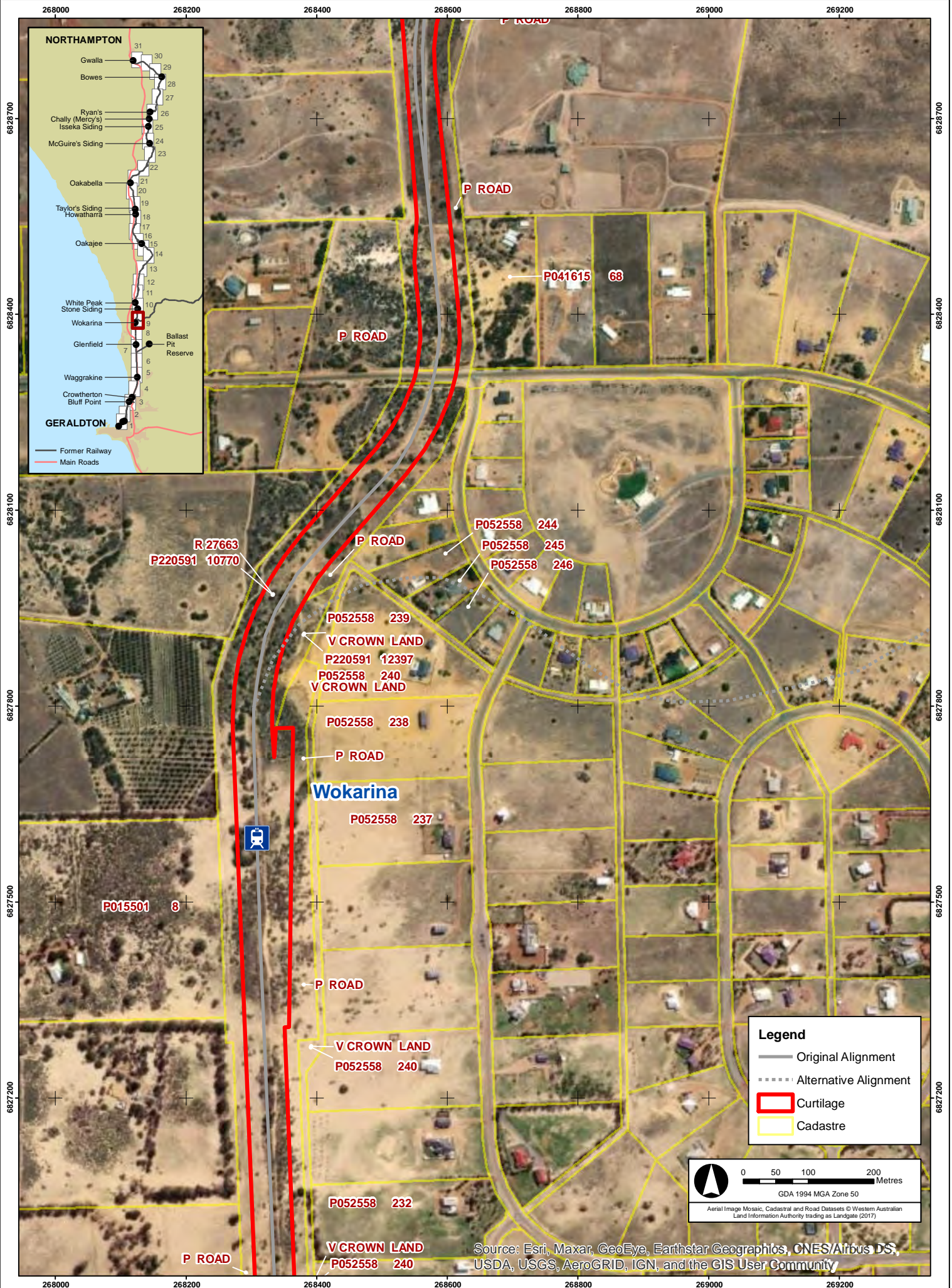




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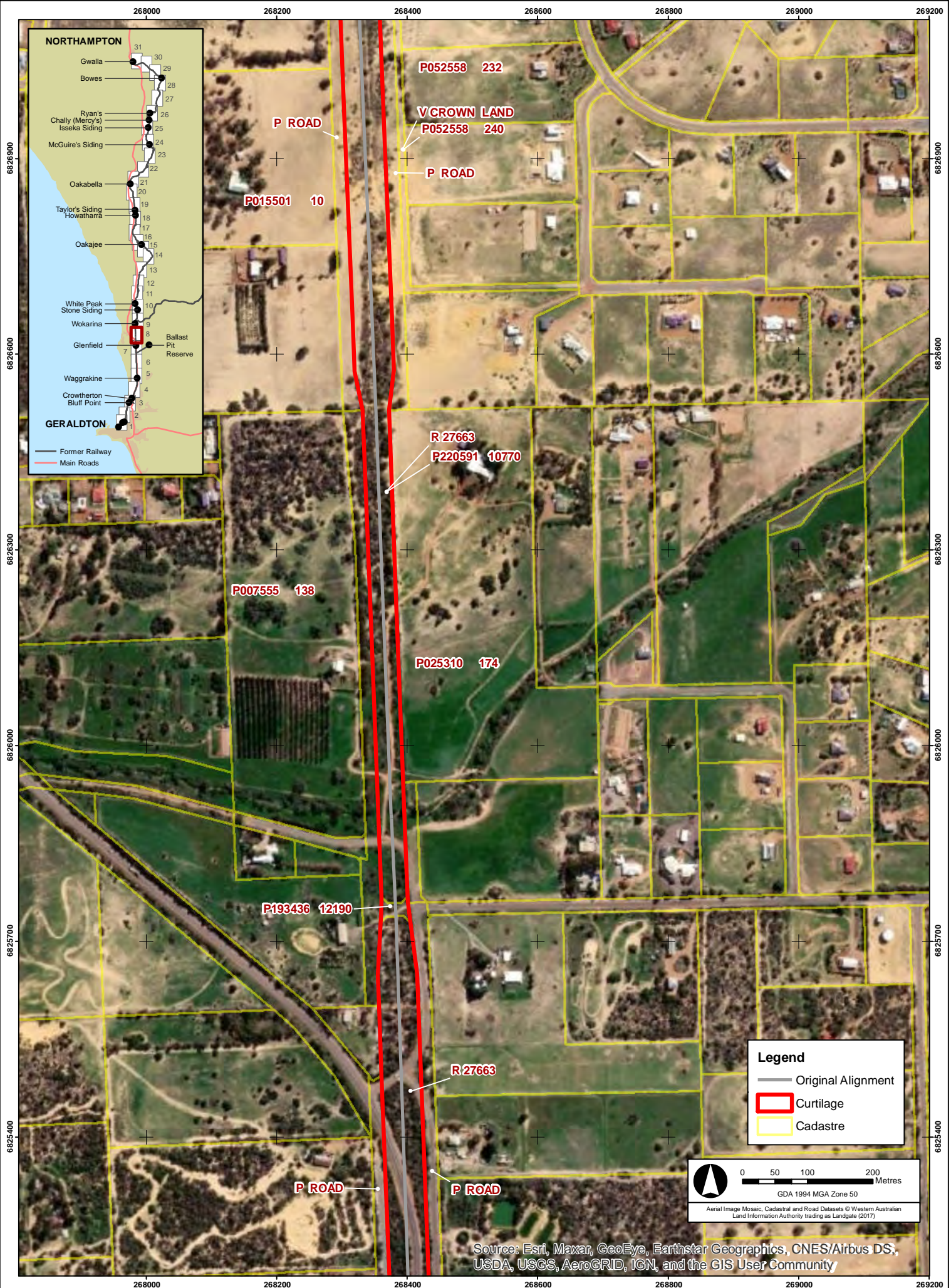




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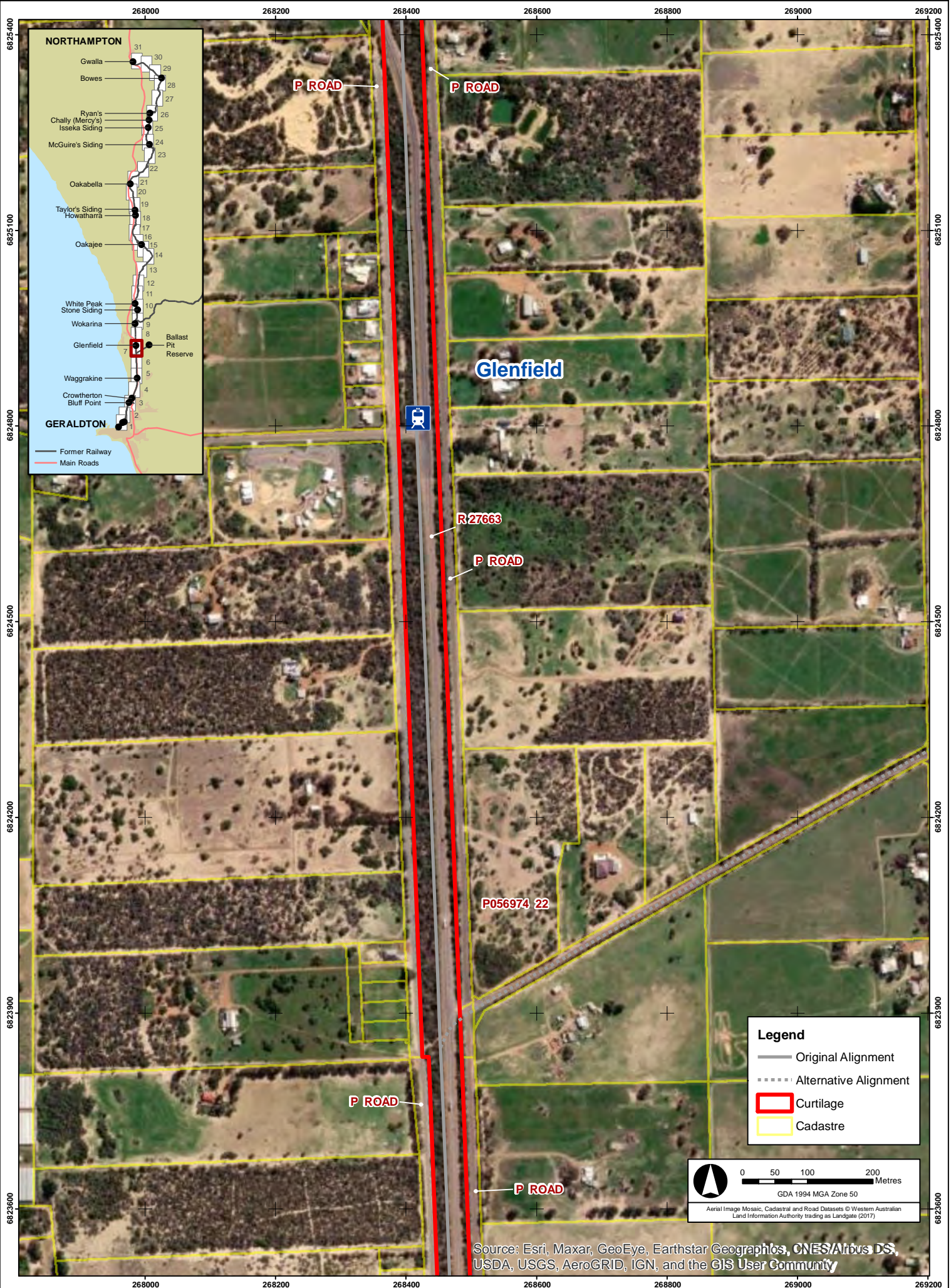




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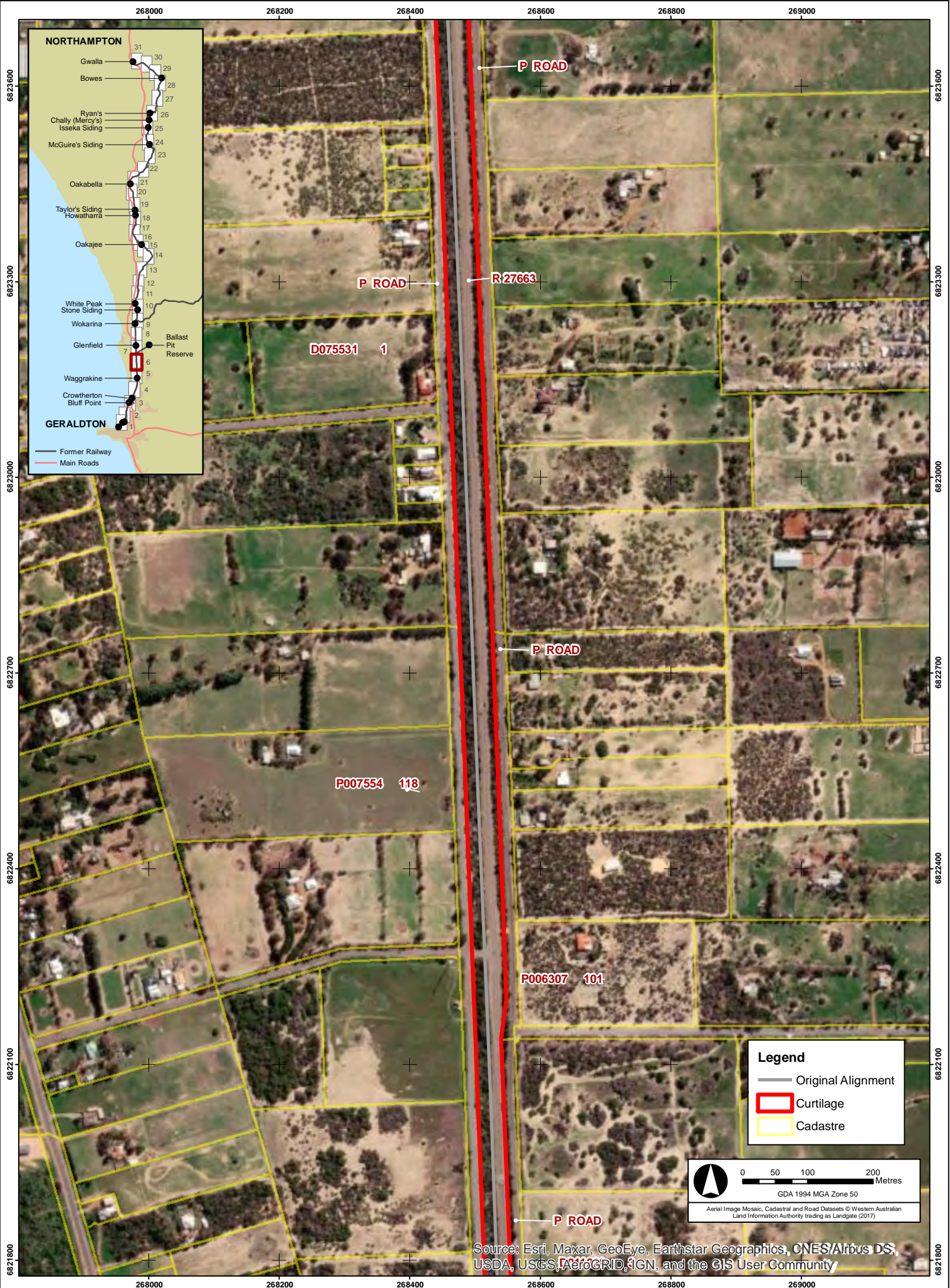
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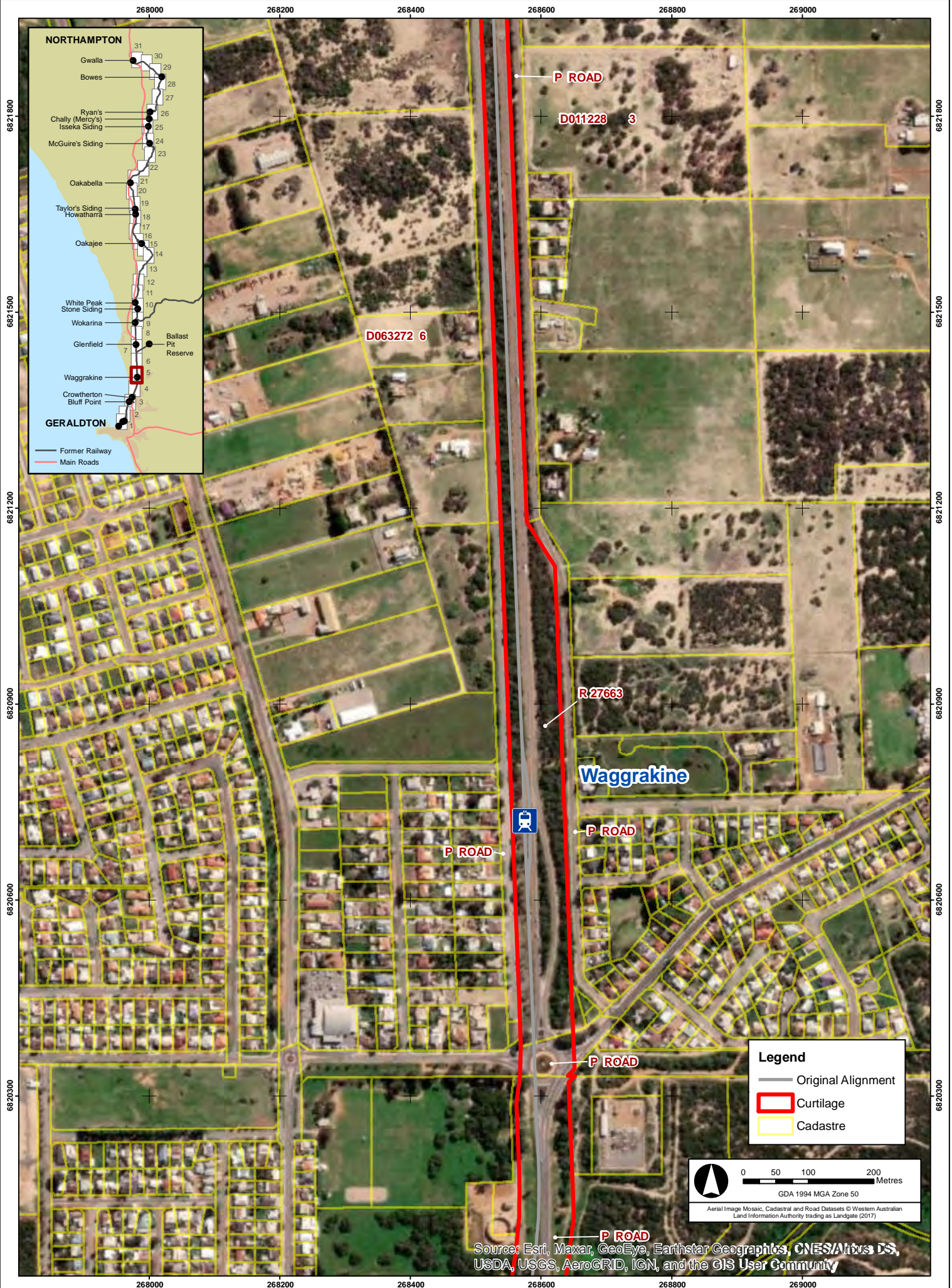




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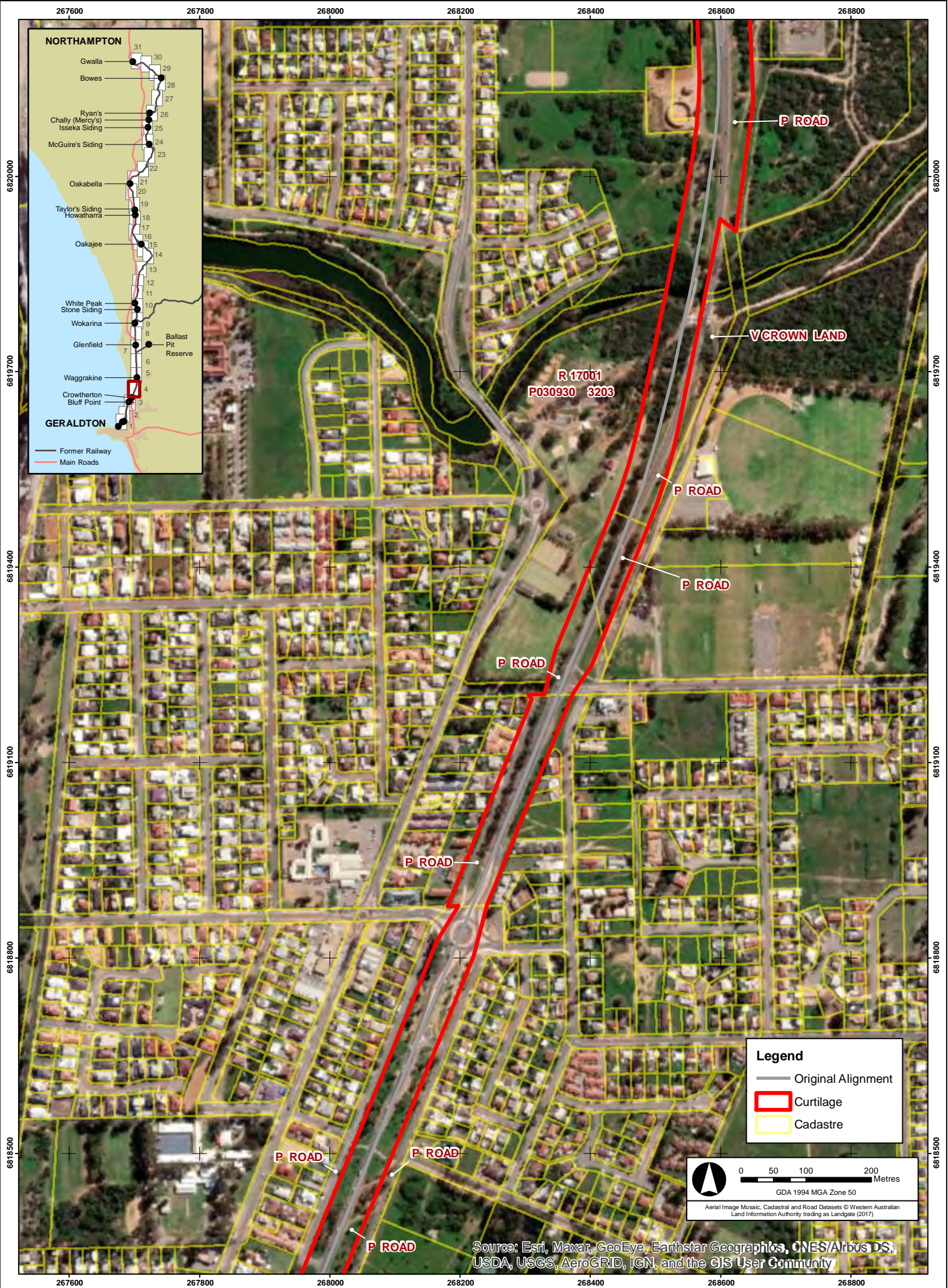




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PREPARED BY MARK BAKER (SENIOR LAND INFORMATION OFFICER) 23/07/2021





**AGREEMENT TO LICENSE USE OF RESERVE 8769
FOR THE PURPOSE OF GRAZING**

Between

SHIRE OF CHAPMAN VALLEY

and

TREVOR COOPER

18 August 2021

AGREEMENT TO LICENSE USE OF RESERVE 8769 FOR PURPOSE OF GRAZING

An AGREEMENT made on 18 August 2021 between the SHIRE OF CHAPMAN VALLEY having its office at 3270 (Lot 7) Chapman Valley Road, Nabawa in the State of Western Australia (hereinafter called 'the Shire') of the one part and TREVOR COOPER of 2841 (Lot 14) Chapman Valley Road, Nabawa (hereinafter called 'the licensee') of the other part.

WHEREAS

- (a) Reserve No.8769 (hereinafter called 'the said land') is vested in or placed under the control of the Shire for the purpose of 'Grazing' and by virtue of Section 5 of the *Parks and Reserves Act 1895* and Section 3.54 of the *Local Government Act 1995*, and subject to the approval of the Minister for Lands, the Shire may grant licenses for the purpose of grazing of animals upon the same.
- (b) The licensee has applied to the Shire for a license to graze animals on the said land and the Shire has agreed to grant a license to him on these terms and conditions hereinafter set forth.
 - 1. Subject to the provisions hereafter contained the licensee shall have the exclusive right to graze stock on the said land for the period 18 August 2021 to 30 June 2026, however, the agreement may be terminated at any time at the expiration of three months notice in writing by either party.
 - 2. The licensee will pay to the Shire for the License aforesaid the yearly rent of one hundred and fifty dollars (\$200 + GST) or such other amount as the Shire may in respect of any year other than the first year at any time and from time to time determine yearly in advance on or before the first day of July in every year after the commencement of the said term.
 - 3. The land shall not be used for any purpose other than grazing or cropping.
 - 4. The licensee shall not without the previous consent in writing of the Shire, and approval of the Minister of Lands, transfer, mortgage, sublet or part with the possession of the demised land.
 - 5. The licensee shall not cut down, fell, injure or destroy any living timber or scrub upon the demised land except for the purpose of destroying poisonous growth or by the agistment of stock in reasonable numbers.
 - 6. The licensee shall indemnify the Shire and the Minister of Lands against all claims for damage to property or persons arising from the use of the demised land for the purpose of grazing.
 - 7. The licensee shall effect no improvements to the demised land without the prior written permission of the Shire.
 - 8. Compensation shall not be payable to the licensee in respect of any improvements effected by her on the demised land and remaining thereon at the expiration or earlier determination of the lease.

9. Power is reserved to the Shire to direct that the number of stock grazing on the demised land shall be reduced if the Shire is of the opinion that the demised land is overstocked to an extent sufficient or likely to cause permanent damage to the land; failure to comply with any such direction will result in the forfeiture of the license.
10. The licensee shall be responsible for the maintenance of fencing and the construction and maintenance of firebreaks or other fire management measures to the requirements of the Shire.

WITNESS whereof this agreement has been signed the day and the year first before written.

The COMMON SEAL of the SHIRE OF CHAPMAN VALLEY

Was hereunto fixed in the presence of

PRESIDENT

CHIEF EXECUTIVE OFFICER

Signed by the said of

TREVOR COOPER

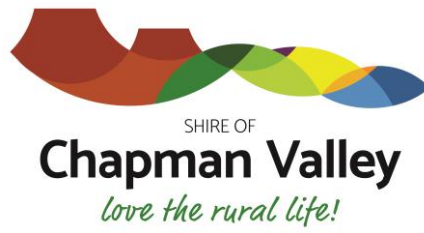
In the presence of:

Print Name

Signed

Approved

MINISTER FOR LANDS



**AGREEMENT TO LICENSE USE OF RESERVE 27944
FOR THE PURPOSE OF GRAZING**

Between

SHIRE OF CHAPMAN VALLEY

and

EARL O'DONNELL

18 August 2021

AGREEMENT TO LICENSE USE OF RESERVE 27944 FOR PURPOSE OF GRAZING

An AGREEMENT made on 18 August 2021 between the SHIRE OF CHAPMAN VALLEY having its office at 3270 (Lot 7) Chapman Valley Road, Nabawa in the State of Western Australia (hereinafter called 'the Shire') of the one part and EARL O'DONNELL of 3200 (Lot 328) Chapman Valley Road, Nabawa (hereinafter called 'the licensee') of the other part.

WHEREAS

- (a) Reserve No.27944 (hereinafter called 'the said land') is vested in or placed under the control of the Shire for the purpose of 'Gravel' and by virtue of Section 5 of the *Parks and Reserves Act 1895* and Section 3.54 of the *Local Government Act 1995*, and subject to the approval of the Minister for Lands, the Shire may grant licenses for the purpose of grazing of animals upon the same.
- (b) The licensee has applied to the Shire for a license to graze animals on the said land and the Shire has agreed to grant a license to him on these terms and conditions hereinafter set forth.
 - 1. Subject to the provisions hereafter contained the licensee shall have the exclusive right to graze stock on the said land for the period 18 August 2021 to 30 June 2026, however, the agreement may be terminated at any time at the expiration of 3 months notice in writing by either party.
 - 2. The licensee will pay to the Shire for the License aforesaid the yearly rent of \$200 + GST or such other amount as the Shire may in respect of any year other than the first year at any time and from time to time determine yearly in advance on or before the first day of July in every year after the commencement of the said term.
 - 3. The land shall not be used for any purpose other than grazing.
 - 4. The licensee shall not without the previous consent in writing of the Shire, and approval of the Minister of Lands, transfer, mortgage, sublet or part with the possession of the demised land.
 - 5. The licensee shall not cut down, fell, injure or destroy any living timber or scrub upon the demised land except for the purpose of destroying poisonous growth or by the agistment of stock in reasonable numbers.
 - 6. The licensee shall indemnify the Shire and the Minister of Lands against all claims for damage to property or persons arising from the use of the demised land for the purpose of grazing.
 - 7. The licensee shall effect no improvements to the demised land without the prior written permission of the Shire.
 - 8. Compensation shall not be payable to the licensee in respect of any improvements effected by her on the demised land and remaining thereon at the expiration or earlier determination of the lease.

9. Power is reserved to the Shire to direct that the number of stock grazing on the demised land shall be reduced if the Shire is of the opinion that the demised land is overstocked to an extent sufficient or likely to cause permanent damage to the land; failure to comply with any such direction will result in the forfeiture of the license.
10. The licensee shall be responsible for the maintenance of fencing and the construction and maintenance of firebreaks or other fire management measures to the requirements of the Shire.

WITNESS whereof this agreement has been signed the day and the year first before written.

The COMMON SEAL of the SHIRE OF CHAPMAN VALLEY

Was hereunto fixed in the presence of

PRESIDENT

CHIEF EXECUTIVE OFFICER

Signed by the said of

EARL O'DONNELL

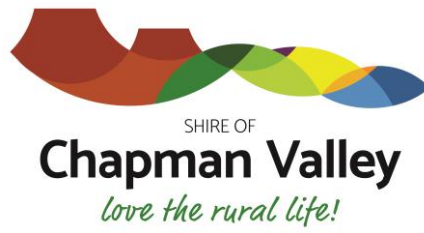
In the presence of:

Print Name

Signed

Approved

MINISTER FOR LANDS



**AGREEMENT TO LICENSE USE OF RESERVE 43025
FOR THE PURPOSE OF GRAZING**

Between

SHIRE OF CHAPMAN VALLEY

and

EARL O'DONNELL

18 August 2021

AGREEMENT TO LICENSE USE OF RESERVE 43025 FOR PURPOSE OF GRAZING

An AGREEMENT made on 18 August 2021 between the SHIRE OF CHAPMAN VALLEY having its office at 3270 (Lot 7) Chapman Valley Road, Nabawa in the State of Western Australia (hereinafter called 'the Shire') of the one part and EARL O'DONNELL of 3200 (Lot 328) Chapman Valley Road, Nabawa (hereinafter called 'the licensee') of the other part.

WHEREAS

- (a) Reserve No.43025 (hereinafter called 'the said land') is vested in or placed under the control of the Shire for the purpose of 'Recreation' and by virtue of Section 5 of the *Parks and Reserves Act 1895* and Section 3.54 of the *Local Government Act 1995*, and subject to the approval of the Minister for Lands, the Shire may grant licenses for the purpose of grazing of animals upon the same.
- (b) The licensee has applied to the Shire for a license to graze animals on the said land and the Shire has agreed to grant a license to him on these terms and conditions hereinafter set forth.
 - 1. Subject to the provisions hereafter contained the licensee shall have the exclusive right to graze stock on the said land for the period 18 August 2021 to 30 June 2026, however, the agreement may be terminated at any time at the expiration of 3 months notice in writing by either party.
 - 2. The licensee will pay to the Shire for the License aforesaid the yearly rent of \$200 + GST or such other amount as the Shire may in respect of any year other than the first year at any time and from time to time determine yearly in advance on or before the first day of July in every year after the commencement of the said term.
 - 3. The land shall not be used for any purpose other than grazing.
 - 4. The licensee shall not without the previous consent in writing of the Shire, and approval of the Minister of Lands, transfer, mortgage, sublet or part with the possession of the demised land.
 - 5. The licensee shall not cut down, fell, injure or destroy any living timber or scrub upon the demised land except for the purpose of destroying poisonous growth or by the agistment of stock in reasonable numbers.
 - 6. The licensee shall indemnify the Shire and the Minister of Lands against all claims for damage to property or persons arising from the use of the demised land for the purpose of grazing.
 - 7. The licensee shall effect no improvements to the demised land without the prior written permission of the Shire.
 - 8. Compensation shall not be payable to the licensee in respect of any improvements effected by them on the demised land and remaining thereon at the expiration or earlier determination of the lease.

9. Power is reserved to the Shire to direct that the number of stock grazing on the demised land shall be reduced if the Shire is of the opinion that the demised land is overstocked to an extent sufficient or likely to cause permanent damage to the land; failure to comply with any such direction will result in the forfeiture of the license.
10. The licensee shall be responsible for the maintenance of fencing and the construction and maintenance of firebreaks or other fire management measures to the requirements of the Shire.

WITNESS whereof this agreement has been signed the day and the year first before written.

The COMMON SEAL of the SHIRE OF CHAPMAN VALLEY

Was hereunto fixed in the presence of

PRESIDENT

CHIEF EXECUTIVE OFFICER

Signed by the said of

EARL O'DONNELL

In the presence of:

Print Name

Signed

Approved

MINISTER FOR LANDS

SHIRE OF CHAPMAN VALLEY
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 31st of July 2021

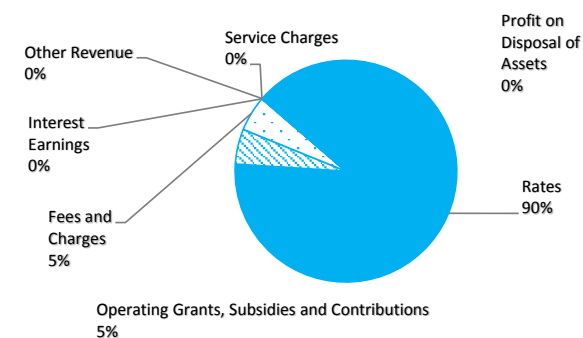
LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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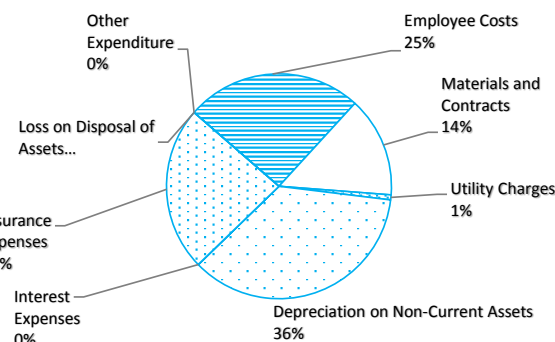
Statement of Financial Activity by Program	5
Statement of Financial Activity by Nature or Type	7
Basis of Preparation	8
Note 1 Statement of Financial Activity Information	9
Note 2 Capital Acquisitions	10
Note 3 Explanation of Material Variances	12

OPERATING ACTIVITIES

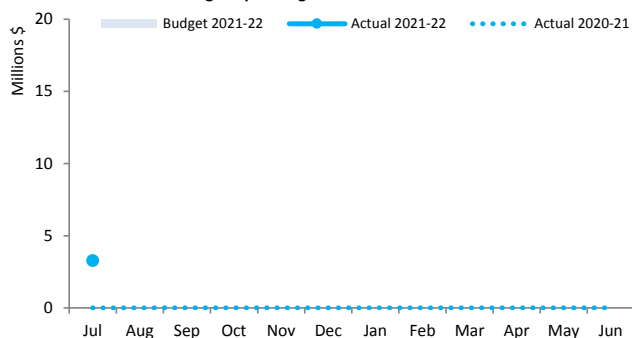
OPERATING REVENUE



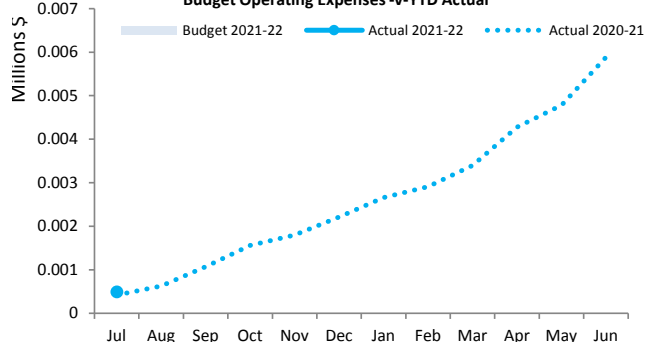
OPERATING EXPENSES



Budget Operating Revenues -v- Actual

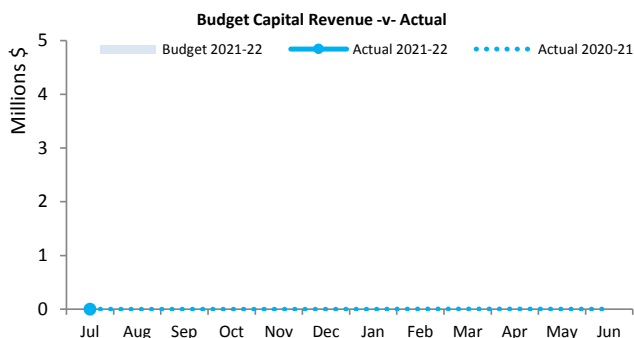


Budget Operating Expenses -v- YTD Actual

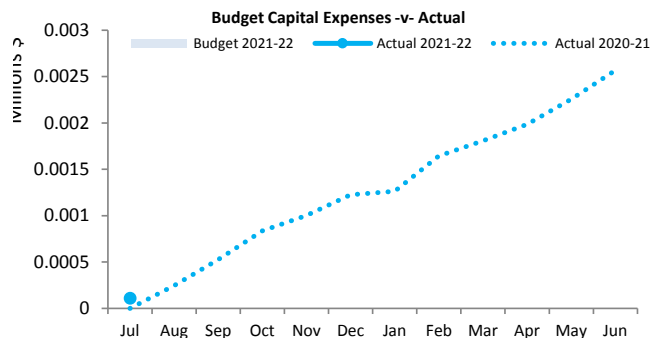


INVESTING ACTIVITIES

CAPITAL REVENUE



CAPITAL EXPENSES



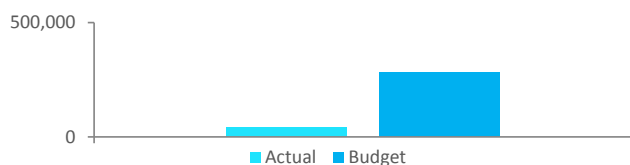
FINANCING ACTIVITIES

BORROWINGS

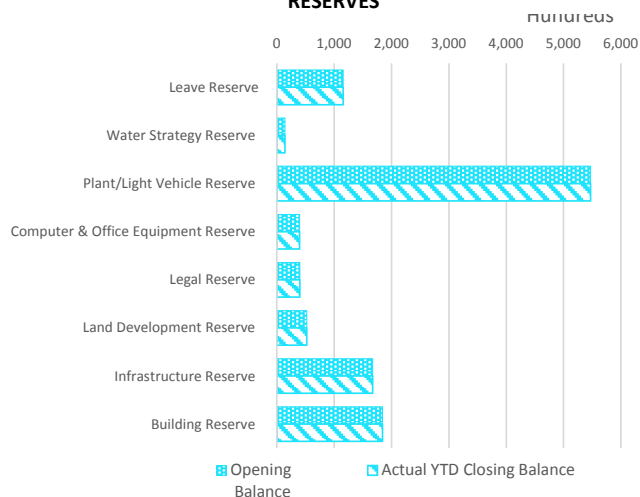
Principal Repayments



Principal Outstanding



RESERVES



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

Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$1.34 M	\$1.34 M	\$1.34 M	\$0.00 M
Closing	\$0.00 M	\$1.73 M	\$4.19 M	\$2.46 M
Refer to Statement of Financial Activity				

Cash and cash equivalents		
	\$3.35 M	% of total
Unrestricted Cash	\$2.19 M	65.4%
Restricted Cash	\$1.16 M	34.6%
Refer to Note 2 - Cash and Financial Assets		

Payables		
	\$0.69 M	% Outstanding
Trade Payables	\$0.41 M	
0 to 30 Days		39.0%
30 to 90 Days		61.1%
Over 90 Days		0%
Refer to Note 5 - Payables		

Receivables		
	\$3.27 M	% Collected
Rates Receivable	\$3.15 M	0%
Trade Receivable	\$0.13 M	% Outstanding
30 to 90 Days		0.0%
Over 90 Days		96.7%
Refer to Note 3 - Receivables		

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.68 M	(\$0.16 M)	\$2.96 M	\$3.11 M
Refer to Statement of Financial Activity			

Rates Revenue		
YTD Actual	\$2.94 M	% Variance
YTD Budget	\$0.00 M	0.0%
Refer to Note 6 - Rate Revenue		

Operating Grants and Contributions		
YTD Actual	\$0.17 M	% Variance
YTD Budget	\$0.17 M	0.6%
Refer to Note 13 - Operating Grants and Contributions		

Fees and Charges		
YTD Actual	\$0.17 M	% Variance
YTD Budget	\$0.01 M	1988.8%
Refer to Statement of Financial Activity		

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$2.26 M)	(\$0.07 M)	(\$0.11 M)	(\$0.03 M)
Refer to Statement of Financial Activity			

Proceeds on sale		
YTD Actual	\$0.00 M	%
Adopted Budget	\$0.13 M	(100.0%)
Refer to Note 7 - Disposal of Assets		

Asset Acquisition		
YTD Actual	\$0.11 M	% Spent
Adopted Budget	\$3.92 M	(97.3%)
Refer to Note 8 - Capital Acquisitions		

Capital Grants		
YTD Actual	\$0.00 M	% Received
Adopted Budget	\$1.53 M	(100.0%)
Refer to Note 8 - Capital Acquisitions		

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.25 M	\$0.62 M	(\$0.00 M)	(\$0.62 M)
Refer to Statement of Financial Activity			

Borrowings	
Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal due	\$0.04 M
Refer to Note 9 - Borrowings	

Reserves	
Reserves balance	\$1.16 M
Interest earned	\$0.00 M
Refer to Note 11 - Cash Reserves	

Lease Liability	
Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal due	\$0.06 M
Refer to Note 10 - Lease Liabilities	

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

KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 JULY 2021

STATUTORY REPORTING PROGRAMS

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

PROGRAM NAME AND OBJECTIVES	ACTIVITIES
GOVERNANCE To provide a decision making process for the efficient allocation of scarce resources	Administration and Operation of facilities and services to members of council; Includes fees, expenses and allowances paid to elected and committee members, election costs, insurance, subscription, conference expenses, council chamber expenses and members' entertainment. Also includes the allocation of administration expenses for the CEO and staff in preparation, administration and attendance at meetings and assisting elected members and other committees of Council. Research, development and preparation of policy documents, development of local laws, strategic planning, principal activity plans, annual budgets, annual financial reports, audit fees and the annual report.
GENERAL PURPOSE FUNDING To collect revenue to allow for the provision of services.	Revenue from rates levied, interest and fees on instalment arrangements and arrears, government subsidy for entitled pensioners and rates deferred, less discounts and concessions relating to rates levied. Expenditures incurred in administration and maintaining rate records, rating valuations, serving notices, postage, stationery, advertising, debt collection, printing, indirect administration costs etc. Income receivable from the WA Grants Commission and any other Government Grant of a general purpose nature. Interest earnings from deposits and investments, including reserve accounts. General overdraft expenses.
LAW, ORDER, PUBLIC SAFETY To provide services to help ensure a safer and environmentally conscious community.	Administration and operations on fire prevention services, including volunteer fire brigades, outlays on roadside clearing operations and other protective burning. Revenues include fines and penalties imposed under relevant Acts and fines, fees or charges for clearing fire breaks. Administration enforcement and operations relating to the control of animals. Costs of impounding, destroying and disposal of stray animals. Revenues include dog registration fees, fines and penalties relating to straying animals, impounding and destruction fees. Ranger's expenses are collected here and apportioned throughout the various programs to which they relate.
HEALTH To provide an operational framework for environmental and community health.	Food quality and pest control, inspections of eating houses, lodging and boarding houses, itinerant food vendors, offensive trade, and any other outlays concerned with general health inspections and administration services provided by the Council.
EDUCATION AND WELFARE To provide services to disadvantaged persons, the elderly, children and youth.	Operation, improvements and maintenance of pre-school facilities; assistance to playgroups and other voluntary services. Annual awards and prizes to Nabawa and Yuna Primary Schools.
HOUSING To provide and maintain residential housing for staff, with the surplus available for private rental.	Collection of revenue and expenditure in respect of the administration and operation of residential housing for council staff. The expenditure is reallocated to the relevant programmes using staff duties as a basis.
COMMUNITY AMENITIES To provide services required by the community.	Administration and operation of domestic refuse collection and disposal services, including delivery to a regional disposal site. Provision and maintenance of rubbish disposal sites. Collection and disposal of public litter bins, special rubbish clean ups, special litter enforcement and control. Includes administration and operation of foreshore protection project. Administration and operation of town planning and regional development services. These include planning control, the preparation of town planning development schemes, zoning and rezoning. Costs associated with resumption of land for recreational purposes. Hosting of a Natural Resource Management Officer to assist community groups and landowners.
RECREATION AND CULTURE To establish and effectively manage infrastructure and resources which will help the social well being of the community.	Administration, provision and operation of public halls, community centre, sporting complex, ovals, swimming areas and beaches. Includes contributions towards operations, subsidies and improvements of sporting clubs, sporting facilities and recreational areas. Administration, provision and operation of local libraries and library services. Contributions towards heritage issues such as municipal inventory, local Historical society operations - museum development/improvement etc.
TRANSPORT To provide safe, effective and efficient transport services to the community.	Construction and maintenance of streets, roads, bridges; cleaning and lighting of streets and maintenance of depots. Purchase of plant used predominantly for the construction and maintenance of streets, roads, bridges etc. Operations relating to the licensing or regulating of traffic under the control of the local government; includes vehicle registration and renewals facilities.
ECONOMIC SERVICES To help promote the shire and its economic wellbeing.	Eradication of noxious weeds and control of vermin. The development, promotion, support etc. of tourism and area promotion to attract tourists. Administration, inspection and operations concerned with application of the building standards including examination, processing and inspections services, swimming pool inspections etc. Revenues and outlays associated with water supply - standpipes.
OTHER PROPERTY AND SERVICES To monitor and control council's overheads operating accounts.	Administration, inspection, and operation of work carried out on property or services not under the care, control and management of the Council. These include road works on private property. Public Works Overheads - Overheads incurred as the result of the use of direct labour, which is subsequently apportioned to the appropriate works and services absorbing the total expenditure. Includes expenditure incurred in the maintenance and operation of plant, Council's hire rate absorbing the total expenditure of plant running costs and usage. The total salaries and wages incurred during the year is recorded here and allocated over the various works and services to which it relates.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2021**

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	1,339,356	1,339,356	1,339,358	2	0.00%	
Revenue from operating activities							
Governance		1,200	100	5	(95)	(95.00%)	
General purpose funding - general rates	6	2,937,703	0	2,937,702	2,937,702	0.00%	▲
General purpose funding - other		480,191	1,198	1,584	386	32.22%	
Law, order and public safety		263,460	26,093	15,526	(10,567)	(40.50%)	▼
Health		5,007	236	1,760	1,524	645.76%	
Community amenities		184,259	583	158,531	157,948	27092.28%	▲
Recreation and culture		1,057,644	5,781	6,773	992	17.16%	
Transport		619,546	137,832	153,876	16,044	11.64%	▲
Economic services		23,430	1,651	1,204	(447)	(27.07%)	
Other property and services		81,000	3,333	367	(2,966)	(88.99%)	
		5,653,440	176,807	3,277,328	3,100,521		
Expenditure from operating activities							
Governance		(435,202)	(56,183)	(57,527)	(1,344)	(2.39%)	
General purpose funding		(125,533)	(8,777)	(11,592)	(2,815)	(32.07%)	
Law, order and public safety		(399,952)	(39,583)	(35,493)	4,090	10.33%	
Health		(31,390)	(1,449)	(3,640)	(2,191)	(151.21%)	
Community amenities		(791,886)	(54,464)	(44,161)	10,303	18.92%	▲
Recreation and culture		(1,156,790)	(84,768)	(78,774)	5,994	7.07%	
Transport		(3,495,990)	(179,950)	(214,256)	(34,306)	(19.06%)	▼
Economic services		(371,471)	(24,952)	(26,012)	(1,060)	(4.25%)	
Other property and services		(59,999)	(43,295)	(23,496)	19,799	45.73%	▲
		(6,868,213)	(493,421)	(494,951)	(1,530)		
Non-cash amounts excluded from operating activities	1(a)	1,893,922	161,574	177,103	15,529	9.61%	
Amount attributable to operating activities		679,149	(155,040)	2,959,480	3,114,520		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	14	1,528,260	0	0	0	0.00%	
Proceeds from disposal of assets	7	126,000	0	0	0	0.00%	
Payments for property, plant and equipment and infrastructure	8	(3,917,804)	(72,979)	(107,740)	(34,761)	(47.63%)	▼
Amount attributable to investing activities		(2,263,544)	(72,979)	(107,740)	(34,761)		
Financing Activities							
Proceeds from new debentures	9	240,000	240,000	0	(240,000)	(100.00%)	▼
Transfer from reserves	11	378,000	378,000	0	(378,000)	(100.00%)	▼
Payments for principal portion of lease liabilities	10	(7,686)	0	0	0	0.00%	
Repayment of debentures	9	0	0	0	0	0.00%	
Transfer to reserves	11	(365,275)	(12)	(12)	0	0.00%	
Amount attributable to financing activities		245,039	617,988	(12)	(618,000)		
Closing funding surplus / (deficit)	1(c)	0	1,729,325	4,191,087			

KEY INFORMATION

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

Refer to Note 16 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2021-22 year is \$10,000 or 10.00% whichever is the greater.

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

KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 31 JULY 2021

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

REVENUE FROM CONTRACTS WITH CUSTOMERS

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

FEES AND CHARGES

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

SERVICE CHARGES

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

PROFIT ON ASSET DISPOSAL

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

NATURE OR TYPE DESCRIPTIONS

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, 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.

INSURANCE

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

LOSS ON ASSET DISPOSAL

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

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

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

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2021**

BY NATURE OR TYPE

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	1,339,356	1,339,356	1,339,358	2	0.00%	
Revenue from operating activities							
Rates	6	2,937,703	0	2,937,702	2,937,702	0.00%	▲
Operating grants, subsidies and contributions	13	2,183,640	166,966	167,987	1,021	0.61%	
Fees and charges		305,236	8,100	169,192	161,092	1988.79%	▲
Interest earnings		13,475	698	620	(78)	(11.17%)	
Other revenue		153,380	1,043	1,827	784	75.17%	
Profit on disposal of assets	7	60,006	0	0	0	0.00%	
		5,653,440	176,807	3,277,328	3,100,521		
Expenditure from operating activities							
Employee costs		(2,246,397)	(134,024)	(125,765)	8,259	6.16%	
Materials and contracts		(2,306,138)	(76,748)	(71,389)	5,359	6.98%	
Utility charges		(52,103)	0	(3,548)	(3,548)	0.00%	
Depreciation on non-current assets		(1,938,889)	(161,574)	(177,103)	(15,529)	(9.61%)	
Interest expenses		(3,336)	(208)	(182)	26	12.50%	
Insurance expenses		(184,419)	(119,902)	(116,964)	2,938	2.45%	
Other expenditure		(136,931)	(965)	0	965	100.00%	
Loss on disposal of assets	7	0	0	0	0	0.00%	
		(6,868,213)	(493,421)	(494,951)	(1,530)		
Non-cash amounts excluded from operating activities	1(a)	1,893,922	161,574	177,103	15,529	9.61%	
Amount attributable to operating activities		679,149	(155,040)	2,959,480	3,114,520		
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	14	1,528,260	0	0	0	0.00%	
Proceeds from disposal of assets	7	126,000	0	0	0	0.00%	
Payments for property, plant and equipment	8	(3,917,804)	(72,979)	(107,740)	(34,761)	(47.63%)	▼
		(2,263,544)	(72,979)	(107,740)	(34,761)		
Amount attributable to investing activities		(2,263,544)	(72,979)	(107,740)	(34,761)		
Financing Activities							
Proceeds from new debentures	9	240,000	240,000	0	(240,000)	(100.00%)	▼
Transfer from reserves	11	378,000	378,000	0	(378,000)	(100.00%)	▼
Payments for principal portion of lease liabilities	10	(7,686)	0	0	0	0.00%	
Repayment of debentures	9	0	0	0	0	0.00%	
Transfer to reserves	11	(365,275)	(12)	(12)	0	0.00%	
Amount attributable to financing activities		245,039	617,988	(12)	(618,000)		
Closing funding surplus / (deficit)	1(c)	0	1,729,325	4,191,087			

KEY INFORMATION

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

Refer to Note 16 for an explanation of the reasons for the variance.

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

BASIS OF PREPARATION

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

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

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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 financial statements. A separate statement of those monies appears at Note 15 to these financial statements.

SIGNIFICANT ACCOUNTING POLICES

CRITICAL ACCOUNTING ESTIMATES

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

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

GOODS AND SERVICES TAX

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

ROUNDING OFF FIGURES

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 July 2021

(a) Non-cash items excluded from operating activities

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

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities				
		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	7	(60,006)	0	0
Movement in pensioner deferred rates (non-current)		0	0	0
Movement in inventory (non-current)		0	0	0
Movement in employee benefit provisions (non-current)		15,039	0	0
Movement in contract liabilities (non-current)		0	0	0
Movement in lease liabilities (non-current)		0	0	0
Movement in other provisions (non-current)		0	0	0
Add: Loss on asset disposals	7	0	0	0
Add: Loss on revaluation of non current assets		0	0	0
Add: Depreciation on assets		1,938,889	161,574	177,103
Total non-cash items excluded from operating activities		1,893,922	161,574	177,103

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

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

		Last Year Closing 30 June 2021	This Time Last Year 31 July 2020	Year to Date 31 July 2021
Adjustments to net current assets				
Less: Reserves - restricted cash	11	(1,160,486)	(839,485)	(1,160,498)
Add: Borrowings	9	42,125	45,996	42,125
Add: Provisions - employee	12	115,715	435,584	115,715
Add: Lease liabilities	10	7,686	0	7,686
Total adjustments to net current assets		(994,960)	(357,905)	(994,972)

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

Current assets				
Cash and cash equivalents	2	3,786,799	3,304,657	3,350,609
Rates receivables	3	97,209	77,328	3,146,422
Receivables	3	83,580	32,025	126,276
Other current assets	4	5,141	1,170	4,261
Less: Current liabilities				
Payables	5	(1,009,026)	(281,605)	(687,948)
Borrowings	9	(42,125)	(45,995)	(42,125)
Contract liabilities	12	(185,456)	(182,719)	(156,209)
Lease liabilities	10	(7,686)	0	(7,686)
Provisions	12	(394,118)	(435,584)	(547,541)
Less: Total adjustments to net current assets	1(b)	(994,960)	(357,905)	(994,972)
Closing funding surplus / (deficit)		1,339,358	2,111,372	4,191,087

CURRENT AND NON-CURRENT CLASSIFICATION

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

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution
		\$	\$	\$	\$	
Cash on hand						
Municipal Account	Cash and cash equivalents	38,950	0	38,950		Westpac Banking Corporation
Petty Cash	Cash and cash equivalents	700	0	700		Westpac Banking Corporation
Municipal Investment Account	Cash and cash equivalents	2,150,463	0	2,150,463		Westpac Banking Corporation
Leave Reserve	Cash and cash equivalents	0	115,716	115,716		Westpac Banking Corporation
Water Strategy Reserve	Cash and cash equivalents	0	14,245	14,245		Westpac Banking Corporation
Plant/Light Vehicle Reserve	Cash and cash equivalents	0	547,216	547,216		Westpac Banking Corporation
Computer & Office Equipment Reserve	Cash and cash equivalents	0	39,765	39,765		Westpac Banking Corporation
Legal Reserve	Cash and cash equivalents	0	40,037	40,037		Westpac Banking Corporation
Land Development Reserve	Cash and cash equivalents	0	52,102	52,102		Westpac Banking Corporation
Infrastructure Reserve	Cash and cash equivalents	0	167,225	167,225		Westpac Banking Corporation
Building Reserve	Cash and cash equivalents	0	184,192	184,192		Westpac Banking Corporation
Trust Account	Cash and cash equivalents	0			172,833	Westpac Banking Corporation
Total		2,190,113	1,160,496	3,350,609	172,833	
Comprising						
Cash and cash equivalents		2,190,113	1,160,496	3,350,609	172,833	
		2,190,113	1,160,496	3,350,609	172,833	

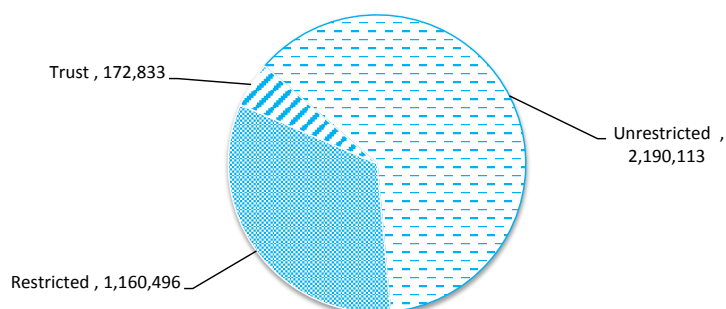
KEY INFORMATION

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

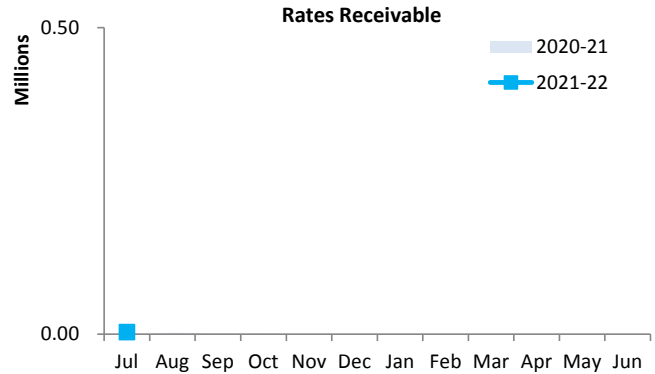
The local government classifies financial assets at amortised cost if both of the following criteria are met:

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

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



Rates receivable	30 Jun 2021	31 Jul 2021
	\$	\$
Opening arrears previous years	89,683	97,209
Levied this year	2,854,496	2,937,703
Less - collections to date	(2,846,970)	0
Equals current outstanding	97,209	3,146,422
Net rates collectable	97,209	3,146,422
% Collected	96.7%	0%

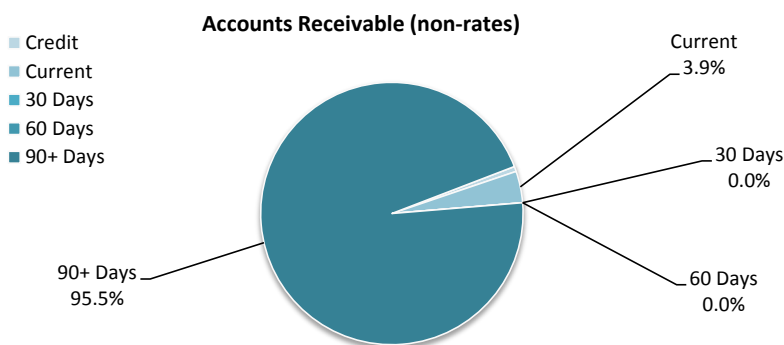


Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(150)	922	0	0	22,630	23,402
Percentage	(0.6%)	3.9%	0%	0%	96.7%	
Balance per trial balance						
Sundry receivable						23,402
GST receivable						25,147
ESL receivable						77,727
Total receivables general outstanding						126,276

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for impairment of receivables is raised when there is objective evidence that they will not be collectible.



	Opening Balance 1 July 2021	Asset Increase	Asset Reduction	Closing Balance 31 July 2021
Other current assets	\$	\$	\$	\$
Inventory				
Stock on hand	5,141	0	(882)	4,259
Other current assets				
Prepayments	8,382	0	0	8,382
Total other current assets	13,523	0	(882)	12,641
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Inventory

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

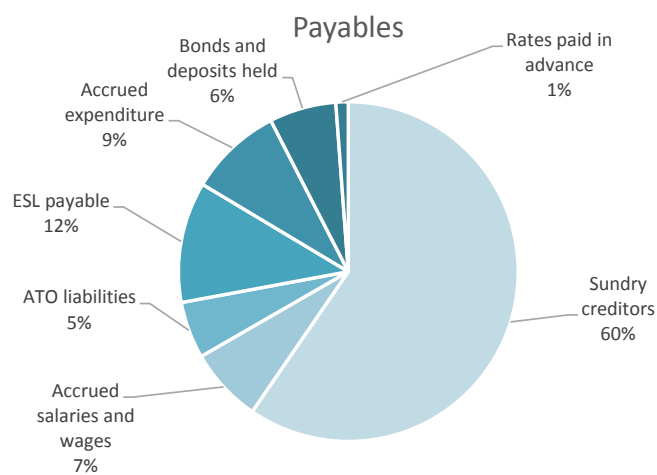
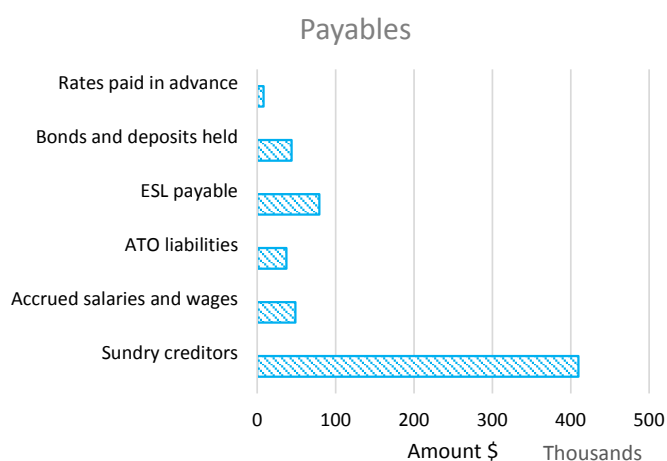
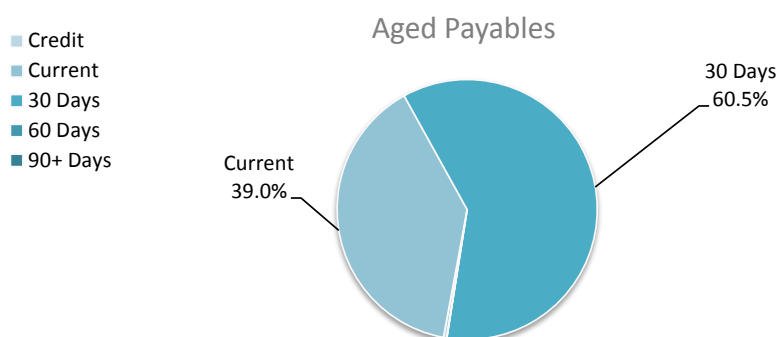
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	(1,753)	161,319	250,280	0	0	409,847
Percentage	-0.4%	39.4%	61.1%	0%	0%	
Balance per trial balance						
Sundry creditors						409,847
Accrued salaries and wages						48,878
ATO liabilities						37,165
ESL payable						79,155
Accrued expenditure						61,042
Bonds and deposits held						43,754
Rates paid in advance						8,107
Total payables general outstanding						687,948

Amounts shown above include GST (where applicable)

KEY INFORMATION

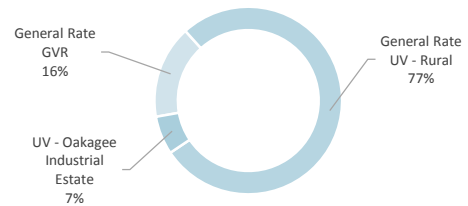
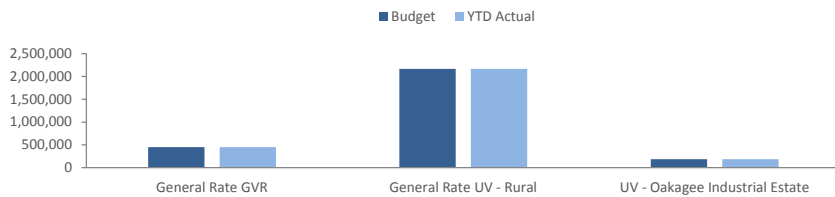
Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.



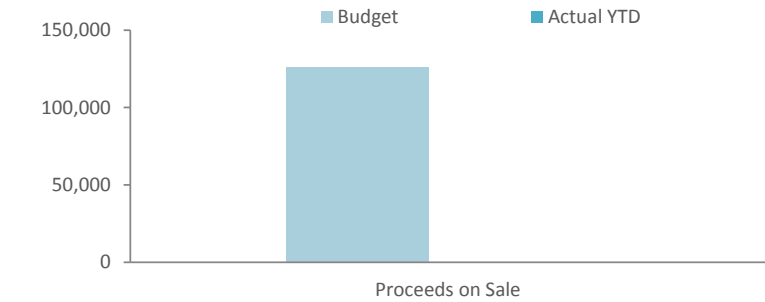
General rate revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value											
General Rate GVR	0.094315	288	4,776,050	450,453	0	0	450,453	450,453	0	0	450,453
Unimproved value											
General Rate UV - Rural	0.010900	413	198,688,350	2,165,703	0	0	2,165,703	2,165,704	0	0	2,165,704
UV - Oakagee Industrial Estate	0.021000	2	8,826,000	185,346	0	0	185,346	185,346	0	0	185,346
Sub-Total		703	212,290,400	2,801,502	0	0	2,801,502	2,801,503	0	0	2,801,503
Minimum payment	Minimum \$										
Gross rental value											
General Rate GVR	700	186		130,200	0	0	130,200	130,200	0	0	130,200
Unimproved value											
General Rate UV - Rural	400	15		6,000	0	0	6,000	6,000	0	0	6,000
Sub-total		201	0	136,200	0	0	136,200	136,200	0	0	136,200
Total general rates							2,937,702				2,937,703

KEY INFORMATION

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2020 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.



Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
Land - Freehold land									
100	Lot 26 & 27 CV Road	20,000	20,000	0	0	0	0	0	0
Plant and equipment									
Transport									
P23	Caterpillar Grader (2007)	43,194	90,000	46,806	0	0	0	0	0
P43	Ford Ranger PX (2013)	1,500	6,000	4,500	0	0	0	0	0
P48	Mazda BT50 (2014)	1,300	10,000	8,700	0	0	0	0	0
		65,994	126,000	60,006	0	0	0	0	0



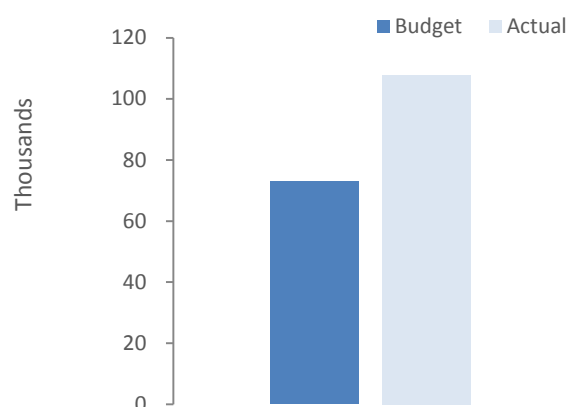
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2021**

**INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS**

	Adopted Budget	YTD Budget	YTD Actual	YTD Actual Variance
Capital acquisitions	\$	\$	\$	\$
Land and buildings	827,374	0	0	0
Furniture and equipment	15,000	0	0	0
Plant and equipment	902,600	0	0	0
Tools and equipment	37,000	0	0	0
Infrastructure - roads	2,135,830	72,979	107,740	34,761
Payments for Capital Acquisitions	3,917,804	72,979	107,740	34,761
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	1,528,260	0	0	0
Borrowings	240,000	0	0	0
Lease liabilities	0	0	0	0
Other (disposals & C/Fwd)	126,000	0	0	0
Cash backed reserves				
Leave Reserve	0	0	0	0
Water Strategy Reserve	0	0	0	0
Plant/Light Vehicle Reserve	278,000	0	0	0
Unspent Grant Reserve	0	0	0	0
Computer & Office Equipment Reserve	0	0	0	0
Legal Reserve	0	0	0	0
Land Development Reserve	0	0	0	0
Infrastructure Reserve	0	0	0	0
Building Reserve	100,000	0	0	0
Contribution - operations	1,645,544	72,979	107,740	34,761
Capital funding total	3,917,804	72,979	107,740	34,761

SIGNIFICANT ACCOUNTING POLICIES

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.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2021**

FINANCING ACTIVITIES

NOTE 9

BORROWINGS

Repayments - borrowings

Information on borrowings		1 July 2021	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Recreation and culture										
Bill Hemsley Park	98	42,125	0	0	0	0	42,125	42,125	0	0
Transport										
Replacement Grader	99	0	0	240,000	0	0	0	240,000	0	0
		42,125	0	240,000	0	0	42,125	282,125	0	0
Total		42,125	0	240,000	0	0	42,125	282,125	0	0
Current borrowings		0					0			
Non-current borrowings		42,125					42,125			
		42,125					42,125			

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

New borrowings 2021-22

Particulars	Amount Borrowed Actual	Amount Borrowed Budget	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used) Actual	Amount (Used) Budget	Balance Unspent
	\$	\$				\$	%	\$	\$	\$
Replacement Grader	0	240,000	WA Treasury	Fixed Rate	5	0	1.2	0	0	0
	0	240,000				0		0	0	0

KEY INFORMATION

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.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2021**

FINANCING ACTIVITIES

NOTE 10

LEASE LIABILITIES

Movement in carrying amounts

Information on leases		1 July 2021	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Lease No.		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Community amenities										
Nabawa Fuel Station	LE01	58,180	0	0	0	7,686	58,180	50,494	0	1,476
Total		58,180	0	0	0	7,686	58,180	50,494	0	1,476
Current lease liabilities		7,686					7,686			
Non-current lease liabilities		50,494					50,494			
		58,180					58,180			

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

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

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2021**

OPERATING ACTIVITIES

NOTE 11

CASH RESERVES

Cash backed reserve

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve	115,715	40	1	15,000	0	0	0	130,755	115,716
Water Strategy Reserve	14,245	5	0	0	0	0	0	14,250	14,245
Plant/Light Vehicle Reserve	547,211	80	5	150,000	0	(278,000)	0	419,291	547,216
Computer & Office Equipment Reserve	39,764	15	1	0	0	0	0	39,779	39,765
Legal Reserve	40,036	15	1	0	0	0	0	40,051	40,037
Land Development Reserve	52,101	20	1	20,000	0	0	0	72,121	52,102
Infrastructure Reserve	167,224	35	1	80,000	0	0	0	247,259	167,225
Building Reserve	184,190	65	2	100,000	0	(100,000)	0	184,255	184,192
	1,160,486	275	12	365,000	0	(378,000)	0	1,147,761	1,160,498

	Note	Opening Balance 1 July 2021	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 July 2021
Other current liabilities		\$		\$	\$	\$
Other liabilities						
- Contract liabilities		185,456	0	0	(29,247)	156,209
Total other liabilities		185,456	0	0	(29,247)	156,209
Provisions						
Provision for annual leave		208,511	0	0	0	208,511
Provision for long service leave		185,607	0	0	0	185,607
Total Provisions		394,118	0	0	0	394,118
Total other current liabilities		579,574	0	0	(29,247)	550,327

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 13

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee benefits

Short-term employee benefits

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

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

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

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

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability	Increase in	Decrease in	Liability	Current	Adopted	YTD	YTD
	1 July 2021	Liability	Liability	31 Jul 2021	Liability	Budget	Budget	Revenue
	\$	\$	(As revenue)	\$	\$	\$	\$	\$
Operating grants and subsidies								
General purpose funding								
WA LG Grants Commission - Road Funding	0	0	0	0	0	241,604	0	0
WA LG Grants Commission - General Purpose	0	0	0	0	0	202,912	0	0
Law, order, public safety								
DFES Grant Funding	0	0	0	0	0	19,500	0	0
Various Other	169,855	0	(13,646)	156,209	156,209	217,960	24,893	13,646
Recreation and culture								
Various Other	0	0	0	0	0	730,874	0	0
Transport								
Mainroads WA Direct Grant Funding	0	0	0	0	0	137,540	137,540	137,540
Various Other	0	0	0	0	0	300,000	0	15,602
	169,855	0	(13,646)	156,209	156,209	1,850,390	162,433	166,787
Operating contributions								
General purpose funding								
Ex Gratia Rates	0	0	0	0	0	10,000	0	0
Law, order, public safety								
Contributions & Reimbursements	0	0	0	0	0	14,400	1,200	1,200
Community amenities								
Dolby Creek Management Plan Income	0	0	0	0	0	1,000	0	0
Reimbursements & Sundry Income (Environment)	0	0	0	0	0	300	0	0
Cemetery Contributions	0	0	0	0	0	900	0	0
Recreation and culture								
Contributions & Reimbursements	0	0	0	0	0	154,150	0	0
Various Other	0	0	0	0	0	100,000	0	0
Transport								
Hudson Resources Contribution	0	0	0	0	0	12,500	0	0
Other property and services								
Diesel Fuel Rebates	0	0	0	0	0	40,000	3,333	0
	0	0	0	0	0	333,250	4,533	1,200
TOTALS	169,855	0	(13,646)	156,209	156,209	2,183,640	166,966	167,987

Provider	Unspent non operating grants, subsidies and contributions liability					Non operating grants, subsidies and contributions revenue	
	Liability 1 July 2021	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Jul 2021	Current Liability 31 Jul 2021	Adopted Budget Revenue	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies							
Transport							
Mainroads WA Regional Road Funding	0	0	0	0	0	1,200,000	0
Roads to Recovery Funding	0	0	0	0	0	328,260	0
TOTALS	0	0	0	0	0	1,528,260	0

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2021**

**NOTE 15
TRUST FUND**

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

Description	Opening Balance 1 July 2021	Amount Received	Amount Paid	Closing Balance 31 Jul 2021
	\$	\$	\$	\$
Bonds - Hall Hire	4,330	1,810	(1,060)	5,080
Nomination Deposits	0	0	0	0
Post Office Deposit	1,581	0	0	1,581
Contributions from Sub Divider	150,357	0	0	150,357
Refundable Deposit	11,580	0	0	11,580
CTF Levy	4,349	254	(2,537)	2,066
Building Commission	3,688	260	(1,878)	2,070
Unclaimed Monies	250	0	(250)	0
Standpipe Card Bond	100	0	0	100
	176,235	2,323	(5,725)	172,834

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2021

NOTE 16
EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.
The material variance adopted by Council for the 2021-22 year is \$10,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Explanation of positive variances		Explanation of negative variances	
			Timing	Permanent	Timing	Permanent
	\$	%				
Revenue from operating activities						
General purpose funding - rates	2,937,702	0.00%	▲ Timing Variance			
Law, order and public safety	(10,567)	(40.50%)	▼		Timing Variance	
Community amenities	157,948	27092.28%	▲ Timing Variance			
Transport	16,044	11.64%	▲ Timing Variance			
Expenditure from operating activities						
Community amenities	10,303	18.92%	▲ Timing Variance			
Transport	(34,306)	(19.06%)	▼		Timing Variance	
Other property and services	19,799	45.73%	▲ Timing Variance			
Payments for property, plant and equipment and infrastructure	(34,761)	(47.63%)	▼		Timing Variance	
Financing activities						
Proceeds from new debentures	(240,000)	(100.00%)	▼		Timing Variance	
Transfer from reserves	(378,000)	(100.00%)	▼		Timing Variance	

List of Accounts Paid - July 2021			
Chq/EFT	Date	Name	Amount
MUNICIPAL ACCOUNT			
5003	29/07/2021	Petty Cash	-347.41
EFT25451	14/07/2021	All Roads Transport Engineers	-107132.10
EFT25452	14/07/2021	Complete Office Supplies	-307.25
EFT25453	14/07/2021	Corkal Industries Pty Ltd T/AS Geraldton City Concrete	-22.88
EFT25454	14/07/2021	Design Catering	-255.20
EFT25455	14/07/2021	Echelon Australia Pty Ltd - LGIS Risk Management	-4020.01
EFT25456	14/07/2021	Five Star Business Solutions & Innovation	-494.37
EFT25457	14/07/2021	Geraldton Sign Makers	-637.45
EFT25458	14/07/2021	Keen Bros	-1500.00
EFT25459	14/07/2021	Landgate	-161.40
EFT25460	14/07/2021	Lenane Holdings Pty Ltd	-6215.00
EFT25461	14/07/2021	ML Communications	-11620.04
EFT25462	14/07/2021	Midwest Financial	-1540.00
EFT25463	14/07/2021	Midwest Mowers and Can-Am	-45.00
EFT25464	14/07/2021	Miles Glass & Fly Screens Pty Ltd	-245.00
EFT25465	14/07/2021	Miralec	-514.14
EFT25466	14/07/2021	Moore Stephens	-7040.00
EFT25467	14/07/2021	Node1Internet	-387.95
EFT25468	14/07/2021	Norfolk Cleaning Service	-3221.63
EFT25469	14/07/2021	Novus	-125.00
EFT25470	14/07/2021	Queens Supa IGA Supermarket	-134.24
EFT25471	14/07/2021	Refuel Australia	-18415.04
EFT25472	14/07/2021	Shmick Auto Electrics	-441.40
EFT25473	14/07/2021	Sport & Recreation Surfaces Pty Ltd	-56958.00
EFT25474	14/07/2021	Sun City Plumbing	-1819.40
EFT25475	14/07/2021	TeletacNavman Australia	-769.45
EFT25476	14/07/2021	Thurkle's Earthmoving & Maintenance Pty Ltd	-14613.50
EFT25477	14/07/2021	Waterman Irrigation Australia	-7312.80
EFT25478	14/07/2021	Western Australian Local Government Association (WALGA)	-1136.00
EFT25479	14/07/2021	Western Resource Recovery Pty Ltd	-1018.10
EFT25480	05/07/2021	Westpac Geraldton	-298.53
EFT25481	15/07/2021	Caroline NG	-455.00
EFT25482	15/07/2021	Department of Mines, Industry Regulation & Safety	-1832.72
EFT25483	15/07/2021	Leanne Bunter	-530.00
EFT25484	15/07/2021	Shire of Chapman Valley	-120.00
EFT25485	15/07/2021	Synergy	-973.65
EFT25486	15/07/2021	Australasian Performing Right Association Ltd	-88.22
EFT25487	15/07/2021	Australia Post	-94.97
EFT25488	15/07/2021	Complete Office Supplies	-136.46
EFT25489	15/07/2021	HL Geospatial	-6024.33
EFT25490	15/07/2021	Landgate	-152.50
EFT25491	15/07/2021	Local Community Insurance Services	-775.50
EFT25492	15/07/2021	Shire of Northampton	-3003.00
EFT25493	15/07/2021	Thurkle's Earthmoving & Maintenance Pty Ltd	-14817.00
EFT25494	15/07/2021	thinkproject Australia Pty Ltd	-8748.67
EFT25495	23/07/2021	Building and Construction Industry Training Fund	-2479.33
EFT25496	23/07/2021	Shire of Chapman Valley	-57.75
EFT25497	23/07/2021	Stephen & Karen Jones	-250.00
EFT25498	23/07/2021	Synergy	-2929.01
EFT25499	23/07/2021	Telstra	-1339.61
EFT25500	23/07/2021	Bob Waddell & Associates Pty Ltd	-1353.00
EFT25501	23/07/2021	Catwest	-24369.07
EFT25502	23/07/2021	Geraldton Brick	-406.12
EFT25503	23/07/2021	DO NOT USE - Glenfield IGA	-29.93
EFT25504	23/07/2021	Great Northern Rural Services	-236.37
EFT25505	23/07/2021	Landgate	-297.10
EFT25506	23/07/2021	Market Creations	-20353.37
EFT25507	23/07/2021	Mcleods Barristers And Solicitors	-846.73

EFT25508	23/07/2021	Node1Internet	-387.95
EFT25509	23/07/2021	Option Refrigeration & Air Conditioning	-1218.03
EFT25510	23/07/2021	Rip-it Security Shredding And Paper Recyclers	-73.00
EFT25511	23/07/2021	Total Toilets	-129.86
EFT25512	23/07/2021	Waterman Irrigation Australia	-2098.01
EFT25513	26/07/2021	Western Australian Treasury Corporation	-175.93
EFT25514	29/07/2021	AFGRI	-462.26
EFT25515	29/07/2021	Abrolhos Steel	-116.44
EFT25516	29/07/2021	Atom Supply	-4348.39
EFT25517	29/07/2021	Batavia Concrete	-4238.74
EFT25518	29/07/2021	Battery Mart	-614.90
EFT25519	29/07/2021	Bridgestone Tyre Centre	-8253.50
EFT25520	29/07/2021	Bunnings Group Limited	-3801.92
EFT25521	29/07/2021	CJD Equipment Pty Ltd	-2007.39
EFT25522	29/07/2021	Central Regional TAFE	-312.66
EFT25523	29/07/2021	Cleanaway Co Pty Ltd (Commercial)	-6389.22
EFT25524	29/07/2021	Cleanaway Co Pty Ltd (Domestic)	-5383.60
EFT25525	29/07/2021	Complete Office Supplies	-117.06
EFT25526	29/07/2021	Geraldton Ag Services	-274.05
EFT25527	29/07/2021	Geraldton Lock And Key	-286.00
EFT25528	29/07/2021	Geraldton Mower & Repair Specialists	-2328.15
EFT25529	29/07/2021	Geraldton Toyota	-537.38
EFT25530	29/07/2021	Holcim	-32944.16
EFT25531	29/07/2021	Instant Racking	-961.00
EFT25532	29/07/2021	It Vision	-39039.10
EFT25533	29/07/2021	Ivey Contracting	-4754.75
EFT25534	29/07/2021	Lenane Holdings Pty Ltd	-4647.50
EFT25535	29/07/2021	Local Government Supervisors Association Of Western Australia Inc.	-1017.50
EFT25536	29/07/2021	Mcintosh & Son	-1694.84
EFT25537	29/07/2021	Midwest Chemical & Paper	-578.18
EFT25538	29/07/2021	Mitchell & Brown	-1356.00
EFT25539	29/07/2021	NAPA - Cows Parts Pty Ltd	-320.52
EFT25540	29/07/2021	Paper Plus Office National	-281.84
EFT25541	29/07/2021	Pirtek Geraldton	-517.89
EFT25542	29/07/2021	Purcher International	-1922.92
EFT25543	29/07/2021	Red Dust Holdings	-6137.05
EFT25544	29/07/2021	Statewide Bearings	-819.65
EFT25545	29/07/2021	The West Australian	-655.23
EFT25546	29/07/2021	Toll Transport Pty Ltd	-24.26
EFT25547	29/07/2021	Totally Work Wear	-4987.10
EFT25548	29/07/2021	Truckline	-894.92
EFT25549	29/07/2021	Western Australian Local Government Association (WALGA)	-26861.01
EFT25550	29/07/2021	Westrac Pty Ltd	-8852.96
DD17237.1	06/07/2021	Aware Super Pty Ltd	-7830.85
DD17237.2	06/07/2021	MLc Masterkey	-316.62
DD17237.3	06/07/2021	Australian Super	-181.22
DD17237.4	06/07/2021	Hostplus Superannuation	-900.83
DD17237.5	06/07/2021	Wealth Personal Superannuation and Pension Fund	-619.03
DD17237.6	06/07/2021	Cameron Fishing Superannuation Fund	-108.99
DD17237.7	06/07/2021	Prime Super	-235.84
DD17237.8	06/07/2021	ANZ Smart Choice Super	-253.81
DD17255.1	20/07/2021	Aware Super Pty Ltd	-8286.63
DD17255.2	20/07/2021	MLc Masterkey	-316.62
DD17255.3	20/07/2021	Australian Super	-407.74
DD17255.4	20/07/2021	Hostplus Superannuation	-900.83
DD17255.5	20/07/2021	Wealth Personal Superannuation and Pension Fund	-619.03
DD17255.6	20/07/2021	Cameron Fishing Superannuation Fund	-107.19
DD17255.7	20/07/2021	Prime Super	-235.84
DD17255.8	20/07/2021	ANZ Smart Choice Super	-253.81
			-545845.40

SHIRE OF CHAPMAN VALLEY

BANK RECONCILIATION - Muni Accounts As at 31st of July 2021

SYNERGY

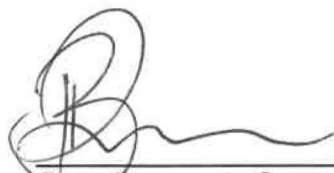
Balance as per Cash at Bank Account GL 160000	38,950.48
Balance as per Cash at Bank Account GL 170000	2,150,462.66
Balance as per Interfund Transfer A/c GL 161100	-
Plus Income on Bank Stmt not in ledgers	-
Less Expenditure on Bank Stmt not in ledgers	-
	\$2,189,413.14

BANK

Muni Bank Account (Account No 000040)	38,892.73
Investment Account (Account No 305784)	<u>2,150,462.66</u>
	<u>2,189,355.39</u>
Less Outstanding Payments	-
Plus Outstanding Deposits	-
Plus Tfer from Trust to Muni <u>or</u> [Tfer to Trust from Muni]	57.75
	\$2,189,413.14

Difference Check 0.00

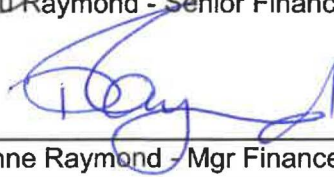
Completed by:



Beau Raymond - Senior Finance Officer

4/8/21
Date

Reviewed by:



Dianne Raymond - Mgr Finance & Corporate Services

9/8/2021
Date



Corporate Card Statement

30 JUL 2021



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

Facility Number

00018023 20000001

Payment Due Date

30 July 2021

Closing Balance

\$501.60

**This amount will be swept
from a nominated account.**

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

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

Company Name		Number of Cards	Cash Advance Annual % Rate		
Shire Of Chapman Valley		2	15.65%		
Contact Name		Facility Number	Facility Credit Limit		
The Shire Clerk		00018023 20000001	10,000		
Statement From	Statement To	Payment Due Date	Opening Balance	Closing Balance	Available Credit
21 Jun 2021	20 Jul 2021	30 Jul 2021	298.53	501.60	9,498.40

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

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions		
298.53	298.53 -	501.60	0.00	0.00	0.00	501.60	0.00

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



Corporate Card Statement

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

CARDHOLDER TRANSACTION DETAILS

Cardholder Name	Card Number	Credit Limit	Available Credit
Maurice Battila ra	5163 2531 0083 1327	6,000	5,498.40

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

Corporate Card Transactions

Date of Transaction	Description	Debits/Credits	Cardholder Comments
02 JUL	Payments AUTOMATIC PAYMENT	169.93-	
	Sub Total:	169.93-	
25 JUN	Purchases OSH. Area SAFETYCULTURE HYDE PARK AUS MEMBERSHIP ORGANIZATIONS, NO	501.60	GL 135420.22 licenses + subscriptions MWS
	Sub Total:	501.60	

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions	To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances
169.93	169.93	501.60	0.00	0.00	0.00	501.60	0.00

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

Cardholder Signature _____

Date _____

Transactions examined and a proved.

Manager/Supervisor Signature _____

Date 2/8/2021



Corporate Card Statement

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

CARDHOLDER TRANSACTION DETAILS

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

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

Corporate Card Transactions			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
02 JUL	Payments AUTOMATIC PAYMENT	128.60-	
	Sub Total:	128.60-	

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions		
128.60	128.60 -	0.00	0.00	0.00	0.00	0.00	0.00

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

Cardholder Signature _____

Date 2/8/21

Transactions examined and approved.

Manager/Supervisor Signature _____

Date 2/8/2021

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

CP-024 Purchasing

POLICY NO	CP-024
POLICY	PURCHASING
RESPONSIBLE OFFICER	MANAGER FINANCE & CORPORATE SERVICES
PREVIOUS POLICY No.	5.90
LEGISLATION	LOCAL GOVERNMENT ACT, 1995 LOCAL GOVERNMENT (FUNCTIONS & GENERAL) REGULATIONS, 1996
RELEVANT	3004

OBJECTIVES:

The Shire's purchasing activities will:

- (a) Achieve best value for money which considers sustainable benefits, such as; environmental, social and local economic factors;
- (b) Foster economic development by maximising participation of local businesses in the delivery of goods and services;
- (c) Use consistent, efficient and accountable purchasing processes and decision-making, including; competitive quotation processes, assessment of best value for money and sustainable procurement outcomes for all purchasing activity, including tender exempt arrangements;
- (d) Apply fair and equitable competitive purchasing processes to engage potential suppliers impartially, honestly and consistently;
- (e) Commit to probity and integrity, including the avoidance of bias and of perceived and actual conflicts of interest;
- (f) Comply with the *Local Government Act 1995*, *Local Government (Functions and General) Regulations 1996*, other relevant legislation, Codes of Practice, Standards and the Shire's Policies and Procedures;
- (g) Ensure purchasing outcomes contribute to efficiencies (time and resources) for the Shire of Chapman Valley
- (h) Identify and manage risks arising from purchasing processes and purchasing outcomes in accordance with the Shire's Risk Management framework;
- (i) Ensure records evidence purchasing activities in accordance with the *State Records Act 2000* and the Shire's Record Keeping Plan;
- (j) Ensure confidentiality protects commercial-in-confidence information and only releases information where appropriately approved.

POLICY STATEMENT:**1. ETHICS & INTEGRITY**

The Shire's Code of Conduct applies when undertaking purchasing activities and decision making, requiring Council Members and employees to observe the highest standards of ethics and integrity and act in an honest and professional manner at all times.

2. VALUE FOR MONEY

The Shire will apply value for money principles in critically assessing purchasing decisions and acknowledges the lowest price may not always be the most advantageous.

2.1 Assessing Value for Money

Value for money assessment will consider:

- (a) All relevant Total Costs of Ownership (TCO) and benefits including; transaction costs associated with acquisition, delivery, distribution, and other costs such as, but not limited to; holding costs, consumables, deployment, training, maintenance and disposal;
- (b) The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality. This includes but is not limited to an assessment of compliances, the supplier's resource availability, capacity and capability, value-adds offered, warranties, guarantees, repair and replacement policies and response times, ease of inspection and maintenance, ease of after sales service, ease of communications, etc.
- (c) The supplier's financial viability and capacity to supply without the risk of default, including the competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history;
- (d) A strong element of competition by seeking a sufficient number of competitive quotations consistent with this Policy, where practicable;
- (e) The safety requirements and standards associated with both the product design and the specification offered by suppliers and the evaluation of risk arising from the supply, operation and maintenance;
- (f) The environmental, economic and social benefits arising from the goods, services or works required, including consideration of these benefits in regard to the supplier's operations, in accordance with this Policy and any other relevant Shire Policy including Local Economic Benefit; and
- (g) Analysis and management of risks and opportunities which may be associated with the purchasing activity, potential supplier/s and the goods or services required.

3. PURCHASING THRESHOLDS AND PRACTICES

3.1 Defining the Purchasing Value

The Shire will apply reasonable and consistent methodologies to assess and determine Purchasing Values, which ensure:

- (a) The appropriate purchasing threshold and practice is applied in all purchasing activities; and
- (b) Wherever possible, purchasing activity for the same category of supply is aggregated into single contract arrangements to achieve best value and efficiency in future purchasing activities where the requirements are able to be provided by a single supplier.

A **category of supply** can be defined as groupings of similar goods or services with common: supply and demand drivers; market characteristics; or suppliers.

3.2 Strategic Purchasing Value Assessments

The Shire will periodically review recent past purchasing activity across its operations to identify categories of supply for which the Shire will have continuing need and which can be aggregated into single contract arrangements in order to achieve best value for money and efficiency in future purchasing activity.

The assessment of aggregated expenditure for the same category of supply capable of being supplied by a single supplier will determine the Purchasing Value threshold applicable to future purchasing activity.

3.3 Individual Purchasing Value Assessments

Where there is no relevant current contract, each purchasing activity is to assess the Purchasing Value based upon the following considerations:

- (a) Exclusive of Goods and Services Tax (GST); and
- (b) The estimated total expenditure for the proposed supply including the value of all contract extension options and where applicable, the total cost of ownership considerations.
- (c) The appropriate length of a contract is to be determined based on market volatility, ongoing nature of supply, historical purchasing evidence and estimated future purchasing requirements.
- (d) Requirements must not be split to avoid purchasing or tendering thresholds [F&G Reg. 12].

The calculated estimated Purchasing Value will determine the applicable threshold and purchasing practice to be undertaken.

Where a higher priced conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer

3.4 Table of Purchasing Thresholds and Practices

3.4.1 Supplier Order of Priority

The Shire will consider and apply, where applicable, the following Supplier Order of Priority:

Priority 1:	Existing Prequalified Supplier Panel or other Contract Current contracts, including a Panel of Prequalified Suppliers or contracted supplier, must be used where the Shire's supply requirements can be met through the existing contract. If the Shire does not have a current contract relevant to the required supply, then a relevant WALGA PSA is to be used.
Priority 2:	Local Suppliers Where the Purchasing Value does not exceed the tender threshold and a relevant local supplier is capable of providing the required supply, the Shire will ensure, wherever possible, quotations are sought from local suppliers permanently located within the District as a first priority, and those permanently located within surrounding Districts as the second priority. If no relevant local supplier is available, then a relevant WALGA PSA may be used.
Priority 3:	Tender Exempt - WALGA Preferred Supplier Arrangement (PSA)

	<p>Use a relevant WALGA PSA regardless of whether or not the Purchasing Value will exceed the tender threshold.</p> <p>However, if a relevant PSA exists but an alternative supplier is considered to provide best value, then the CEO, or an officer authorised by the CEO, may approve the alternative supplier. Reasons for not using a PSA may include:</p> <ul style="list-style-type: none"> i. Local supplier availability (not within the PSA); or, ii. Social procurement – preference to use Aboriginal business or Disability Enterprise. <p>If no relevant WALGA PSA is available, then a relevant State Government CUA may be used.</p>
Priority 4:	<p>Tender Exempt - WA State Government Common Use Arrangement (CUA)</p> <p>Use a relevant CUA regardless of whether or not the Purchasing Value will exceed the tender threshold.</p> <p>However, if a relevant CUA exists, but an alternative supplier is considered to provide best value for money, then the proposed alternative supplier may be approved by the CEO, or an officer authorised by the CEO.</p> <p>If no relevant CUA is available, then a Tender Exempt <i>[F&G Reg.11(2)]</i> arrangement may be used.</p>
Priority 5:	<p>Other Tender Exempt arrangement <i>[F&G Reg. 11(2)]</i></p> <p>Regardless of whether or not the Purchasing Value will exceed the tender threshold, the Shire will investigate and seek quotations from tender exempt suppliers, and will specifically ensure, wherever possible, quotations are sought from a WA Disability Enterprise and/or an Aboriginal Owned Business capable of providing the required supply.</p>
Priority 6:	<p><u>Other Suppliers</u></p> <p>Where there is no relevant existing contract or tender exempt arrangement available, purchasing activity from any other supplier is to be in accordance with relevant Purchasing Value Threshold and Purchasing Practice specified in the table below.</p>

3.4.2 Purchasing Practice Purchasing Value Thresholds

Where the value of procurement (excluding GST) for the value of the contract over the full contract period (including options to extend) is, or is expected to be:

	Amount of Purchase	Purchase Conditions	Recording Conditions
A	Up to \$10,000	Direct purchase from suppliers	Standard Purchase Order
B	\$10,001 - \$25,000	Seek two verbal quotations.	Endorse Purchase Order verbal quotes obtained or sought
C	\$25,001- \$249,999	Seek at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).	Written Quotes – Copies attached to Purchase Order or evidence of quotes being sought.
F	\$250,000 and above	Conduct a public tender process or use the WALGA Preferred Suppliers process.	Tender Register Requirements & Filing of Tender Documents
G	Emergency Purchases (<i>Within Budget</i>)	<p>Where goods or services are required for an emergency response and are within scope of an established Panel of Pre-qualified Supplier or existing contract, the emergency supply must be obtained from the Panel or existing contract using relevant unallocated budgeted funds.</p> <p>If there is no existing Panel or contract, then clause <i>Supplier Order of Priority</i> will apply wherever practicable.</p> <p>However, where due to the urgency of the situation; a contracted or tender exempt supplier is unable to provide the emergency supply <u>OR</u> compliance with this Purchasing Policy would cause unreasonable delay, the supply may be obtained from any supplier capable of providing the emergency supply. However, an emergency supply is only to be obtained to the extent necessary to facilitate the urgent emergency response and must be subject to due consideration of best value and sustainable practice.</p> <p>The rationale for policy non-compliance and the purchasing decision must be evidenced in accordance with the Shire's Record Keeping Plan.</p>	
H	Emergency Purchases (<i>No budget allocation available</i>)	<p>Where no relevant budget allocation is available for an emergency purchasing activity then, in accordance with s.6.8 of the <i>Local Government Act 1995</i>, the President must authorise, in writing, the necessary budget adjustment prior to the expense being incurred.</p> <p>The CEO is responsible for ensuring an authorised emergency expenditure under s.6.8 is reported to the next ordinary Council Meeting.</p> <p>The Purchasing Practices prescribed for Emergency Purchases (within budget) above, then apply.</p>	
I	LGIS Services Section 9.58(6)(b) Local Government Act	The suite of LGIS insurances are established in accordance with s.9.58(6)(b) of the <i>Local Government Act 1995</i> and are provided as part of a mutual, where WALGA Member Local Governments are the owners of LGIS. Therefore, obtaining LGIS insurance services is available as a member-base	

		<p>service and is not defined as a purchasing activity subject to this Policy.</p> <p>Should Council resolve to seek quotations from alternative insurance suppliers, compliance with this Policy is required.</p>
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3.4.3 Emergency Purchases

Emergency purchases are defined as the supply of goods or services associated with:

- (a) A local emergency and the expenditure is required (within existing budget allocations) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets; OR
- (b) A local emergency and the expenditure is required (with no relevant available budget allocation) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets in accordance with s.6.8 of the *Local Government Act 1995* and *Functions and General Regulation 11(2)(a)*; OR
- (c) A State of Emergency declared under the *Emergency Management Act 2005* and therefore, *Functions and General Regulations 11(2)(aa), (ja) and (3)* apply to vary the application of this policy.

Time constraints, administrative omissions and errors do not qualify for definition as an emergency purchase. Instead, every effort must be made to research and anticipate purchasing requirements in advance and to allow sufficient time for planning and scoping proposed purchases and to then seek quotes or tenders, as applicable.

3.4.4 Inviting Tenders Though not Required to do so

The Shire may determine to invite Public Tenders, despite the estimated Purchase Value being less than the \$250,000 prescribed tender threshold, but only where an assessment determines the purchasing requirement cannot be met through a tender exempt arrangement and the use of a public tender process will enhance; value for money, efficiency, risk mitigation and sustainable procurement benefits.

In such cases, the tender process must comply with the legislative requirements and the Shire's tendering procedures [*F&G Reg.13*].

3.4.5 Expressions of Interest

Expressions of Interest (EOI) will be considered as a prerequisite to a tender process [*F&G Reg.21*] where the required supply evidences one or more of the following criteria:

- (a) Unable to sufficiently scope or specify the requirement;
- (b) There is significant variability for how the requirement may be met;
- (c) There is potential for suppliers to offer unique solutions and/or multiple options for how the purchasing requirement may be sought, obtained, specified, created or delivered;
- (d) Subject to a creative element; or
- (e) Provides a procurement methodology which allows for the assessment of a significant number of potential tenderers leading to a shortlisting process based on non-price assessment.

All EOI processes will be based upon qualitative and other non-price information only.

3.4.6 Unique Nature of Supply (Sole Source Supplier) Local Government (Functions & General Regulation – 11(2)(f))

In the situation of any purchases above the legislated tender threshold amount from sole source providers the Chief Executive Officer is to present these to Council for endorsement, with evidence of

due diligence as proof of there being a sole source provider situation, prior to progressing with the purchase.

An arrangement with a supplier based on the unique nature of the goods or services required or for any other reason, where it is unlikely there is more than one potential supplier may only be approved where the:

- (a) purchasing requirement has been documented in a detailed specification; and
- (b) specification has been extensively market tested and only one potential supplier has been identified as being capable of meeting the specified purchase requirement; and
- (c) market testing process and outcomes of supplier assessments have been evidenced in records, inclusive of a rationale for why the supply is determined as unique and why quotations / tenders cannot be sourced through more than one potential supplier.

An arrangement of this nature will only be approved for a period not exceeding one (1) year. For any continuing purchasing requirement, the approval must be re-assessed before expiry, to evidence only one potential supplier still genuinely exists.

3.4.7 Anti-Avoidance

The Shire will not conduct multiple purchasing activities with the intent (inadvertent or otherwise) of "splitting" the purchase value or the contract value, so the effect is to avoid a particular purchasing threshold or the need to call a Public Tender. This includes the creation of two or more contracts or creating multiple purchase order transactions of a similar nature.

3.4.8 Contract Renewals, Extensions and Variations

Where a contract has been entered into as the result of a publicly invited tender process, then *Functions and General Regulation 21A* applies (i.e. *Varying a contract for the supply of goods or services*) applies.

For any other contract, the contract must not be varied unless

- (a) The variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract; or
- (b) The variation is a renewal or extension of the term of the contract where the extension or renewal options were included in the original contract.

Upon expiry of the original contract, and after any options for renewal or extension included in the original contract have been, the Shire is required to review the purchasing requirements and commence a new competitive purchasing process in accordance with this Policy.

4. SUSTAINABLE PROCUREMENT

The Shire is committed to implementing sustainable procurement by providing a preference to suppliers who demonstrate sustainable business practices (social advancement, environmental protection and local economic benefits).

The Shire will apply Sustainable Procurement criteria as part of the value for money assessment to ensure, wherever possible, our suppliers demonstrate outcomes which contribute to improved environmental, social and local economic outcomes.

Sustainable Procurement can be demonstrated as being internally focussed (i.e. operational environmental efficiencies or employment opportunities and benefits relating to special needs), or externally focussed (e.g. initiatives such as corporate philanthropy).

4.1 Local Economic Benefit

The Shire has adopted a Regional Price Preference Policy, which may be applied when undertaking all purchasing activities.

4.2 Socially Sustainable Procurement

The Shire will support the purchasing of requirements from socially sustainable suppliers such as Australian Disability Enterprises and Aboriginal businesses wherever a value for money assessment demonstrates benefit towards achieving the Shire's strategic and operational objectives.

A qualitative weighting will be used in the evaluation of Requests for Quotes and Tenders to provide advantages to socially sustainable suppliers in instances where the below tender exemptions are not exercised.

4.2.1 Aboriginal Businesses

Functions and General Regulation 11(2)(h) provides a tender exemption if the goods or services are supplied by a person on the Aboriginal Business Directory WA published by the Chamber of Commerce and Industry of Western Australia, or Australian Indigenous Minority Supplier Office Limited (trading as Supply Nation), where the consideration under contract is \$250,000 or less, or worth \$250,000 or less.

The Shire will first consider undertaking a quotation process with other suppliers (which may include other registered Aboriginal Businesses as noted in *F&G Reg. 11(2)(h)*) to determine overall value for money for the Shire.

Where the Shire makes a determination to contract directly with an Aboriginal Business for any amount up to and including \$250,000 (ex GST), it must be satisfied through alternative means the offer truly represents value for money.

The rationale for making the purchasing decision must be recorded in accordance with the Shire's Record Keeping Plan.

4.2.2 Australian Disability Enterprises

Functions and General Regulation 11(2)(i) provides a tender exemption if the goods or services are supplied by an Australian Disability Enterprise.

The Shire will first consider undertaking a quotation process with other suppliers (which may include other Australian Disability Enterprises) to determine overall value for money for the Shire.

Where the Shire makes a determination to contract directly with an Australian Disability Enterprise for any amount, including an amount over the Tender threshold of \$250,000 (ex GST), it must be satisfied through alternative means the offer truly represents value for money.

The rationale for making the purchasing decision must be recorded in accordance with the Shire's Record Keeping Plan.

4.3 Environmentally Sustainable Procurement

The Shire will support the purchasing of recycled and environmentally sustainable products whenever a value for money assessment demonstrates benefit toward achieving the Shire's strategic and operational objectives.

5. PANELS OF PRE-QUALIFIED SUPPLIERS

The Shire will consider creating a Panel of Pre-qualified Suppliers ("Panel") when a range of similar goods and services are required to be purchased on a continuing and regular basis.

Part of the consideration of establishing a panel includes:

- there are numerous potential suppliers in the local and regional procurement related market sector(s) which satisfy the test of 'value for money';
- the purchasing activity under the intended Panel is assessed as being of a low to medium risk;
- the Panel will streamline and will improve procurement processes; and
- the Shire has the capability to establish a Panel, and manage the risks and achieve the benefits expected of the proposed Panel through a Contract Management Plan.

5.1 Establishing and Managing a Panel

If the Shire decides a Panel is to be created, it will establish the panel in accordance with the Regulations.

Panels will be established for one supply requirement, or a number of similar supply requirements under defined categories. This will be undertaken through an invitation procurement process advertised via a state-wide notice.

Panels may be established for a maximum of three (3) years. The length of time of a Local Panel is decided with the approval of the CEO.

Evaluation criteria will be determined and communicated in the application process by which applications will be assessed and accepted.

In an invitation to apply to become a pre-qualified supplier, the Shire may state the expected number of suppliers it intends to put on the panel.

If the Shire deems it needs additional suppliers to be added to a category within the panel, or the panel itself, to satisfy its needs or those of the local community, it will do so with the approval of the CEO.

Panel contract arrangements will be managed to ensure the performance of the Panel Contract and the Panel members under the contract are monitored and managed. This will ensure risks are managed and expected benefits are achieved. Contract Management Conditions will be established outlining the requirements for the Panel Contract and how it will be managed.

5.2 Distributing Work Amongst Panel Members

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with the invitation to apply to join the Panel will prescribe one of the following as to whether the Shire intends to:

- seek quotations from each pre-qualified supplier on the Panel with respect to all discreet purchases; or
- purchase goods and services exclusively from any pre-qualified supplier appointed to the Panel, and under what circumstances; or
- develop a ranking system for selection to the Panel, with work awarded in accordance with the Regulations.
- When a ranking system is established, no one contract will be for more than 12 months and an annual review of pricing & ranking will be undertaken.

5.3 Purchasing from the Panel

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every Panel member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

Each quotation process, including the invitation to quote, communications with Panel members, quotations received, evaluation of quotes and notification of award communications must all be captured on the Shire's electronic records system. A record is to be maintained for each quotation process made under each Panel to capture all communications between the Shire and Panel members

6. RECORD KEEPING

All Local Government purchasing activity, communications and transactions must be evidenced and retained as local government records in accordance with the *State Records Act 2000* and the Shire's Record Keeping Plan.

In addition, the Shire must consider and will include in each contract for the provision of works or services, the contractor's obligations for creating, maintaining and where necessary the transferral of records to the Shire relevant to the performance of the contract.

7. PURCHASING POLICY NON-COMPLIANCE

The Purchasing Policy is mandated under the *Local Government Act 1995* and Regulation 11A of the *Local Government (Functions and General) Regulations 1996* and therefore the policy forms part of the legislative framework in which the Local Government is required to conduct business.

Where legislative or policy compliance is not reasonably able to be achieved, records must evidence the rationale and decision making processes to substantiate the non-compliance.

Purchasing activities are subject to internal and external financial and performance audits, which examine compliance with legislative requirements and the Shire's policies and procedures.

If non-compliance with; legislation, this Purchasing Policy or the Code of Conduct, is identified it must be reported to the Chief Executive officer or the Manager Finance & Corporate Services.

A failure to comply with legislation or policy requirements, including compliance with the Code of Conduct when undertaking purchasing activities, may be subject to investigation, with findings to be considered in context of the responsible person's training, experience, seniority and reasonable expectations for performance of their role.

Where a breach is substantiated it may be treated as:

- (a) an opportunity for additional training to be provided;
- (b) a disciplinary matter, which may or may not be subject to reporting requirements under the *Public Sector Management Act 1994*; or
- (c) where the breach is also identified as potentially serious misconduct, the matter will be reported in accordance with the *Corruption, Crime and Misconduct Act 2003*.

ORDINARY COUNCIL MEETING

UNCONFIRMED MINUTES

**9:00am Wednesday
21/07/2021**

Nabawa Council Chambers

JULY 2021

SHIRE OF CHAPMAN VALLEY

Maurice Battilana

CHIEF EXECUTIVE OFFICER



SHIRE OF

Chapman Valley

love the rural life!

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

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.

Maurice Battilana
CHIEF EXECUTIVE OFFICER

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ORDER OF BUSINESS

1.0 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS

The President, Cr Farrell welcomed Elected Members and Staff and declared the meeting open at 9:01 am.

2.0 ANNOUNCEMENTS FROM THE PRESIDING MEMBER

Nil

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

3.1 Attendees

Elected Members	In	Out
Cr Anthony Farrell (President)	9:01am	10:11am
Cr Kirrilee Warr (Deputy President)	9:01am 9:55am	9:03am 10:11am
Cr Peter Humphrey	9:01am	10:11am
Cr Darrell Forth	9:01am	10:11am
Cr Beverley Davidson	9:01am	10:11am
Cr Nicole Batten	9:01am	10:11am
Cr Trevor Royce	9:01am	10:11am

Officers	In	Out
Maurice Battilana, Chief Executive Officer	9:01am	10:11am
Simon Lancaster, Deputy Chief Executive Officer	9:01am	10:11am
Dianne Raymond, Manager Finance & Corporate Services	9:01am	10:11am
Beau Raymond (Minute Taker)	9:01am	10:11am

Visitors	In	Out
Nil		

3.2 Apologies

Elected Members
Nil

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

Elected Members
Cr Warr – August OCM

4.0 PUBLIC QUESTION TIME

4.1 Response to Previous Public Questions on Notice
Nil

4.2 Public Question Time
Nil

5.0 APPLICATIONS FOR LEAVE OF ABSENCE (by Resolution of Council)

MOVED: Cr. Forth

SECONDED: Cr. Warr

Cr Davidson – September 2021 OCM

Voting F7/A0

CARRIED

Minute Reference: 07/21-01

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.”

Item No.	Member/Officers	Type of Interest	Nature of Interest
10.2.2	Cr Forth	Impartiality	Member of FABCV
10.2.2	Cr Warr	Impartiality	Member of FABCV

7.0 PETITIONS/DEPUTATIONS/PRESENTATIONS

7.1 Petitions

Nil

7.2 Presentations

Nil

7.3 Deputations

Nil

8.0 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

MOVED: Cr. Forth

SECONDED: Cr. Davidson

8.1 Ordinary Meeting of Council held on Wednesday 16th June 2021

The Minutes of the Ordinary Meeting of Council held Wednesday 16th June 2021 be confirmed as true and accurate.

Voting F7/A0

CARRIED

Minute Reference: 07/21-02

Cr Warr left to chambers at 9:03am

9.0 ITEMS TO BE DEALT WITH EN BLOC

MOVED: Cr. Batten

SECONDED: Cr. Davidson

Council resolves to move the following items En bloc:

10.2.1, 10.3.1, 10.3.2

Voting F6/A0

CARRIED

Minute Reference: 06/21-03

10.0 OFFICERS REPORTS

10.2

Manager of Finance & Corporate Services

10.2 AGENDA ITEMS

- 10.2.1 Financial Management Report for June 2021**
- 10.2.2 For A Better Chapman Valley (FABCV) – Fee Waiver Application**

10.2.1

Financial Management Report for June 2021

PROPONENT:	Shire of Chapman Valley
SITE:	Shire of Chapman Valley
FILE REFERENCE:	307.00
PREVIOUS REFERENCE:	Nil
DATE:	21 July 2021
AUTHOR:	Dianne Raymond, Manager Finance & Corporate Services

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.2.1(a)	June 2021 Financial Management Reports		✓
10.2.1(b)	Confidential List of June 2021		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

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

COMMENT

The financial position at the end of June 2021 are detailed in the monthly management report provided as a separate attachment for Council's review.

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 6.4

Local Government (Financial Management) Regulations 1996 Section 34

POLICY/PROCEDURE IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

As presented in the Financial Management Report for June 2021

Long Term Financial Plan (LTFP):

No significant effect on the LTFP

STRATEGIC IMPLICATIONS

Nil

Strategic Community Plan/Corporate Business Plan:

Ref	Objective	Strategy	Action
5.1	Ensure governance and administration systems, policies and processes are current and relevant	Review policy categories and set ongoing accountability for review processes	Review current Council and Management policies and formalise update process and timelines.

CONSULTATION

Not applicable

RISK ASSESSMENT

The associated risk would be the failure to comply with Local Government Financial Regulations requiring monthly reporting of financial activity. Risk rating is considered Level 1 – Insignificant.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response

VOTING REQUIREMENTS

Simple Majority

MOVED: Cr. Forth

SECONDED: Cr. Davidson

COUNCIL RESOLUTION/STAFF RECOMMENDATION

That Council receives the financial management report supplied under separate cover for the months of June 2021 comprising the following:

Statement of Financial Activities with notes

Note 1 – Net Current Assets

Note 2 – Cash & Financial Assets

Note 3 – Receivables

Note 4 – Other Current Assets

Note 5 – Payables

Note 6 – Rate Revenue

Note 7 – Disposal of Assets

Note 8 – Capital Acquisitions

Note 9 – Borrowings

Note 10 – Lease Liabilities

Note 11 – Cash Reserves

Note 12 – Other Current Liabilities

Note 13 – Operating Grants and Contributions

Note 14 – Non-Operating Grants and Contributions

Note 15 – Trust Funds

Note 16 – Explanation of Material Variances

Additional Information

Budget by Program

Summary of Payments

Bank Reconciliation

Credit Card Statement

Council En Bloc Resolution

Voting F6/A0

CARRIED

Minute Reference: 06/21-03

10.2.2 For a Better Chapman Valley (FABCV) – Fee Waiver Application

PROPONENT:	Shire of Chapman Valley
SITE:	Whole of Shire of Chapman Valley
FILE REFERENCE:	205.02.10
PREVIOUS REFERENCE:	Nil
DATE:	21 July 2021
AUTHOR:	Dianne Raymond, Manager Finance & Corporate Services

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.2.2(a)	FABCV Waiver of Fees & Charges Application		✓
10.2.2(b)	Facility Use Analysis		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

An application has been received from the community group For A Better Chapman Valley (FABCV) (*see Attachment 10.2.2(a)*) requesting financial assistance by the waiver of fees/charges and bond for the following venues:

- Nabawa Community Centre;
- Yuna Community Centre; and
- Bill Hemsley Park Community Centre

The application list various dates for the use of the venues and approximately twenty events throughout the year i.e.

- Ten (10) FABCV Meeting per annum; and
- Ten (10) Community Events

Council has already resolved to assist FABCV at the November 2020 OCM i.e.

MOVED: Cr. Batten

SECONDED: Cr. Davidson

1. Waive fees and charges for the venue hire of Nabawa Community Centre for 2020/2021
2. Waive the bond fee required for the venue hire of Nabawa Community Centre for 2020/2021
3. Cover agreed Public and Associations Liability, as well as Volunteer Insurance for the first year of FABCV operation as determined by the CEO.
4. Investigate annual online meeting platform subscription for Chapman Valley not for profit organisations to utilise, including FABCV to bring back to council for further consideration.

Voting F6/A0

CARRIED

Minute Reference: 11/20-07

Estimated annual costs incurred by the Shire associated with the Council resolution to assist FABCV are as follows:

Insurance Quote from Local Community Insurance Services

~ Public Liability	\$640
~ Associations and Liability	\$420
~ Volunteer Workers	\$550

Venue Hire Fee not Received

~ Annual Fee for Nabawa Community Centre only	\$586
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(Note: one-off venue hire fees for Local Community Groups is \$50/hire)

COMMENT

As reported to the November 2020 OCM, as the FABCV is of a local nature Corporate Management Procedure CMP-064 is relevant to determine financial assistance (see **Policy Implications** section of this report).

There are several avenues for this community group to seek financial assistance under CMP-064 including a cash donation (maximum \$200) which is governed by Delegation 3005 Donations & Grants; a waiver of fees & charges (maximum \$1,000) which is governed by Delegation 3008 Write Off Debts; Community Growth Fund application; interest free & self-supporting loans.

Council does support other community organisations, usually as part of a Management Licence between the Shire and the Group/Club. This assistance does vary and previous discussions have occurred at a Concept Forum level on how to balance some of the inequities with such support. An updated analysis of what various Clubs/Groups pay for the use of Shire venues is provided at **Attachment 10.2.2(b)**.

All financial assistance must be reported annually in the annual financial statement notes.

STATUTORY ENVIRONMENT

Council has legal process to follow regarding wavering fees and charges:

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

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

which is owed to the local government.

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

POLICY/PROCEDURE IMPLICATIONS

Corporate Management Procedure CMP-064 specifies conditions and guidelines for financial assistance to community organisations and individuals in the local community.

CMP-064 Financial Assistance

MANAGEMENT PROCEDURE No.	CMP-064
MANAGEMENT PROCEDURE	FINANCIAL ASSISTANCE
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	NA
RELEVANT DELEGATIONS	3008

OBJECTIVES:

To set the categories, type and amount of Financial Assistance that shall be provided by the Shire to Community Organisations and individuals in the local community. To provide guidelines for the application, assessment and determination of requests received for financial assistance and to ensure expenditure of all funds are appropriately accounted for and reported on.

MANAGEMENT PROCEDURE STATEMENT/S:

This Procedure provides an overarching framework for the Shire of Chapman Valley to provide Financial Assistance to Community Organisations and individuals within our local Community to enhance community values and aspirations.

In determining the requests for Waiver of Fees and Charges under this Procedure, the approval is governed by the Delegation No 3008 Write Off Debts.

Delegation No 3008 Write Off debts

The exercise of powers and the discharge of duties under section 6.12 of the Local Government Act 1995 to waive or grant concessions (excluding rate concessions) and to write off debts not exceeding \$1000. In cases where the request for Fee Waivers exceed \$1,000 a report needs to be submitted to an Ordinary Council Meeting for Council's consideration and approval.

Strategy

- The Shire receives a number of requests throughout the year for financial assistance from Community Organisations and Individuals. A Procedure for the assessment of the applications ensures:
- Transparency and accountability to the Community;
- Fairness and equity to all applicants;
- Eligibility criteria is applied to each type of Financial Assistance;
- The amount of Financial Assistance available;
- Guidelines are in place to assist applicants in completion and lodgement of forms;
- Applications are assessed by a Delegated Officer;
- Effective reporting mechanisms and administrative procedures advise the Shire of the type and total value of financial assistance provided for the financial year.

Scope

- This Procedure applies to requests for financial assistance towards:
- An activity, event, competition, project or celebration;
- Programs with a charitable or community service oriented purposes;
- Disaster relief funds for humanitarian reasons;
- An organisation's development;
- Provision of services and maintenance of facilities within the Shire;
- The establishment of new facilities or improvements to existing facilities of a capital nature.

Each application for financial assistance is considered on its individual merits. The Shire of Chapman Valley reserves the right to determine eligibility for financial assistance based on information provided in the application.

Recipients of support will be asked to assess their performance in line with this Procedure and requirements set out in Shire Corporate Management Procedures CMP-065 Donations, CMP-066 Waiver of Fees & Charges, CMP-067 Community Growth Fund Grants and CMP 068 Self Supporting Loans.

Failure to satisfactorily complete the performance valuation requirements may disqualify recipients from future funding assistance from the Shire and or require the funds to be returned.

Implications

The implementation of this Procedure is supported by funds allocated through the Shire's annual budget of each financial year. The Shire has demonstrated a long-term commitment to the provision of financial assistance to eligible Community Organisations who operate as a not-for-profit organisation and individual Community members chosen to represent the shire.

Acquittal of Funding

Recipients of financial assistance for the categories of Community Development Grants, Shire Contributions and Interest Free Loans must complete an acquittal process, including provision of requested supporting information, within one (1) month of the completion of the projects, or by the date detailed in the guidelines.

Funding acquittal requirements applicable to the Financial Assistance category will be detailed in the category guidelines and may incorporate:

- A completed Acquittal Form (if applicable);
- Copies of all relevant invoices and receipts;
- Copies of promotional materials and/or other supporting information to show how the Shires funding was acknowledged.

Failure to fully complete and lodge the required acquittal will result in a demand for the return of the funds, and will result in ineligibility for future funding rounds. Until all existing grants or funds are acquitted the organisation is not eligible to apply for an additional grant or funding from the Shire.

An organisation that cannot demonstrate that funds have been expended in accordance with the purpose for which the funds were granted, will be required to return the funds to the Shire within six months of the proposed completion date, and will be subject to an ineligibility period for future grants if funds are judged to have been misused.

Table 1 Financial Assistance Categories

Please note that each category of financial assistance must meet specific eligibility criteria which are provided in the Guidelines accompanying the application form.

TYPE OF FINANCIAL ASSISTANCE	AMOUNT OF ASSISTANCE	DETERMINATION
Sponsorship	\$200 per School, Association or Club per annum	Chief Executive Officer
Donation	Maximum of \$200	Chief Executive Officer

Waiver of Fees and Charges	A maximum of 50% of the applicable fees & charges	\$1,000 or less – Chief Executive Officer Over \$1,000 – Council
Community Development Fund Grants	As determined by CGF Guidelines	Committee Recommendation to Council for decision
Council Contribution	Council consideration	Council
Interest Free Loan	Maximum of \$20,000	Council
Self-Supporting Loans	Council consideration	Council

Dispute Resolution

All disputes in regard to this Procedure will be handled according to the Shire's Complaint Handling Procedures

Application

Responsibility for the implementation of this Procedure rests with the Chief Executive Officer. The Procedure is to be reviewed as part of Council periodical review of all Policies & Procedures.

LEGISLATION	
LGA s5.42 Delegation of some powers and duties to CEO	<p>A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43</p> <p>*Absolute majority required</p> <p>A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation</p>
LGA s6.12 Power to defer, grant discounts, waive or write off debts	<p>Subject to subsection (2) and any other written law, a local government may –</p> <p>When adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money</p> <p>Waive or grant concessions in relation to any amount of money; or</p> <p>Write off any amount of money, which is owed to the local government.</p> <p>*Absolute majority required</p> <p>Subsection (1) (a) and (b) do not apply to an amount of money owing in respect of rates and service charges</p>

	<p>The grant of a concession under subsection (1) (b) may be subject to any conditions determined by the local government</p> <p>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</p>
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DEFINITIONS

Charitable Organisation	Is a not-for-profit organisation that has a charitable purpose for the sole benefit of the public (e.g. religious groups, aged care homes, homeless shelters, disability services, universities and colleges, animal welfare societies and artistic or cultural groups).
Community Organisation	A group of people that come together to pursue a common cause or interest for the benefit of the Community and may include an Association, Centre, Club, Committee, Group, Incorporated Body or Society.
Council Contribution	An amount of money given to Community Organisations by the Shire in return for acknowledgement of assistance in the operation of Shire facilities.
Donation	A gift given by the Shire, typically for charitable purposes and/or to benefit a cause. A Donation may take various forms, including cash offering, services, new or used goods. It may also consist of emergency, relief or humanitarian aid items.
Fee and Charge	Is a set monetary amount levied by the Shire for the use of Shire owned facilities and resources or the staging of a particular event or activity as adopted by Council.
Grant	Contribution, gift, or subsidy (in cash or kind) bestowed by the Shire (grantor) for specified purposes to an eligible recipient (grantee). Grants are usually conditional upon certain qualifications as to the use, maintenance of specified standards, or a proportional contribution by the grantee or other grantor(s).
In Kind Support	<p>In-kind support can be defined as:</p> <p>Monies / financial assistance which is not a loan, and does not need to be paid back;</p> <p>Administration support;</p> <p>Equipment support;</p> <p>Infrastructure support;</p>

	Venue hire; Office supplies support; Fees and charges for Icon Events.
Interest Free Loan	Means of borrowing where no interest is charged on repayment to the Shire.
Not-for-Profit Organisation	An organisation that is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect whilst in operation.
Self-Supporting Loans	Means of borrowing where loans are repaid to Shire (See CMP-068)
Schools	Primary or Secondary educational institutions.
Shire Facility	Means all Shire owned and operated facilities and reserves across the Shire that are included as available for hire or use in the Shire's Annual Schedule of Fees and Charges as adopted by Council.
Sponsorship	A cash and/or in-kind fee paid to a person, organisation or group (typically in sports, arts or entertainment) in return for acknowledgement and recognition of the Shire during the Activity or Event.
Legislation	Local Government Act 1995

FINANCIAL IMPLICATIONS

The Draft Budget Fees & Charges for the 2021/2022 sets the amount of \$50 per use (GST Inclusive) for venue hire of Nabawa Community Centre Local Community Member and the option for Annual Booking Fee of \$586, which allows for 2 uses per week only. There has been an allowance made at other venues to annualise the 2 uses per week to provide some flexibility.

The Fees & Charges also have Bonds applicable for the requested hire use - All Venues Bond \$530 (events without Liquor License) and \$700 (events with liquor). All Venues Bond – Long Term Key Bond \$50.

The revenue loss to Council based upon the Annual Fee for all three venues requested is \$1,758 (i.e. 3 x \$586 annual fee). The Bond of \$530 or \$700 per would also not be held by the Shire in the event of damage, loss, uncleanliness, etc. resulting is the Shire carrying this risk.

In the situation of the FABV opting for the one-off hire fee of \$50 per event/function for the twenty hire events being requested would equate to \$1,000 across all three venues. Again the non-payment of Bond remains relevant.

Long Term Financial Plan (LTFP):

No significant effect on LTFP

STRATEGIC IMPLICATIONS

Strategic Community Plan/Corporate Business Plan:

Ref	Objective	Strategy	Action
1.1	Nurture the sense of community	Determine a whole of Shire community integration approach	Advocate a sense of community when opportunity arises.

CONSULTATION

The only consultation has been by the FABCV Application for waiver. No other dialogue has occurred.

RISK ASSESSMENT

As set out in the Risk Management Governance Framework Procedures there are appropriate processes and internal controls for the management of this type of operational risk. The actual impact on total revenue and expenditure would be deemed **Minor**.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Minor (2)	First aid injuries	\$1,001 - \$10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response

VOTING REQUIREMENTS

Absolute Majority

MOVED: Cr Humphrey

SECONDED:

Suspend standing orders at 9:07am.

Motion lapsed due to lack of seconder.

LAPSED

MOVED: Cr. Forth

SECONDED: Cr. Davidson

COUNCIL RESOLUTION/STAFF RECOMMENDATION

Council advise For A Better Chapman Valley (FABCV) of the following regarding their application to waiver fees, charges and bond relevant to the hire of the Nabawa, Yuna & Bill Hemsley Park Community Centres for the 2021/2022 financial year only:

1. Full waiver of fees, charges and bond for all venues, as requested, is not agreed to;
2. An annual fee equivalent to the hire of one venue, as set by the Shire's adopted annual budget, is to be paid, yet all three venues can be used for a combined maximum of twelve meetings/events held at all venues. Any use in excess of the twelve events per annum will incur the budgeted one-off local community event hire fee;
3. The full bond equivalent to the hire of one venue, as set by the Shires adopted budget is to be paid, yet the bond will be relevant to all three venues used.

**Voting F6/A0
CARRIED
Minute Reference: 07/21-04**

10.3

Chief Executive Officer

10.3 AGENDA ITEMS

- 10.3.1 COVID-19 Financial Hardship Procedure (CMP-039)**
- 10.3.2 Donations & Community Events Sponsorship Procedure (CMP-065)**
- 10.3.3 Change Venue – August 2021 Ordinary Council Meeting**

10.3.1 COVID19 Financial Hardship Procedure (CMP-039)

PROPONENT:	Chief Executive Officer
SITE:	Shire of Chapman Valley
FILE REFERENCE:	411.01
PREVIOUS REFERENCE:	Minute References: 05/20-17 & 03/21-10
DATE:	21 st July 2021
AUTHOR:	Maurice Battilana, Chief Executive Officer

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.3.1(a)	Revised CMP-039 – COVID19 Financial Hardship Procedure		✓
10.3.1(b)	Dept. Local Government –LG (COVID19) Amendment Order 2021		✓
10.3.1(c)	Dept. Local Government – Explanatory Notes to LG (COVID19) Amendment Order 2021		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

Council adopted the COVID 19 Financial Hardship Procedure (CMP-039) in May 2020 (Minute Reference 05/20-17) as directed by the Minister for Local Government; Heritage; Culture & the Arts (at the times) and in accordance with the Ministerial Order under the *Local Government Amendment (COVID-19 Response) Act 2020*.

Council requested COVID 19 Financial Hardship Procedure (CMP-039) be reviewed at the July 2021 OCM at the time the Full Review of the Shire's Policies and Procedures was undertaken at the March 2021 OCM (Minute Reference 03/21-10).

COMMENT

Since the March 2021 OCM the Minister for Local Government has issued an Order extending specific aspect of the COVID 19 Order issued in May 2020. One area which does affect the CMP-039 is the extension of the rate assistance as a result of hardship being experienced by ratepayers (see **Attachments 10.3.1(b) & (c)**).

It remains a requirement under the Minister's latest Order for an LGA to continue to have a COVID19 Hardship Policy/Procedure in place to be able to implement the higher interest rates associated with instalments and/or non-payment of rates, which is how the Draft 2021/2022 Budget has been developed.

There will be a need to amend the Shire's existing COVID 19 Financial Hardship Procedure (CMP-039) to reflect the additional financial year (i.e. 2021/2022). The revised Procedure, with tracked changes, is provided at **Attachment 10.3.1(a)** for Council consideration.

STATUTORY ENVIRONMENT

Local Government Amendment (COVID-19 Response) Act 2020; and

Local Government Amendment (COVID-19 Response) Act 2021

POLICY/PROCEDURE IMPLICATIONS

Council has a current Policy (CP-022) for *Rate/Debt Recovery – Management of Debts Owning to the Shire*. This Policy will need to work in parallel with the revised COVID19 - Financial Hardship Procedure (CMP-039) as it did during 2020/2021 without any issues.

FINANCIAL IMPLICATIONS

It is anticipated there will continue to be a reduction in the income received from penalty and instalment interest on rates in comparison to pre-COVID19 (i.e. pre 20/21), which could affect the Shire's cashflow. However; the COVID19 Financial Hardship Procedure did not have any major effect of rate payments in 20/21 financial year and is not expected to do so in 21/22.

In 20/21 the Shire had two (2) outstanding rates debtors provided with the Financial Hardship Application Form, yet neither actually applied for assistance (one property sold & the other remains on our watch list).

Long Term Financial Plan (LTFP):

It is not anticipated there will be any effect on the Shire's LTFP.

STRATEGIC IMPLICATIONS

As stated in the May 2020 Agenda Report on this matter, the health and economic wellbeing of our community is equally (if not more) important as the financial wellbeing of the Shire. Implementing specific measure to deal with helping both the community and the Shire through the COVID-19 pandemic remains important, with the proposed *COVID19 - Financial Hardship Procedure* being one of these measures.

Strategic Community Plan/Corporate Business Plan:

Ref	Objective	Strategy	Action
5.1	Ensure governance and administration systems, policies and processes are current and relevant	Review policy categories and set ongoing accountability for review processes	Review current Council and Management policies and formalise update process and timelines.

CONSULTATION

There has been no consultation undertaken by the Minister or the Department of Local Government regarding the decision to extend the *Local Government Amendment (COVID-19 Response) Act* conditions into the 2021/2022 financial year.

RISK ASSESSMENT

Based on the requests for financial assistance with rate payments in 2020/2021 through the Shire's COVID19 - Financial Hardship Procedure (CMP-039) being minimal it is anticipated the risk will be *insignificant/minor*:

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response
Minor (2)	First aid injuries	\$1,001 - \$10,000	Short term temporary interruption –	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine	Contained, reversible impact

			backlog cleared < 1 day			internal procedures	managed by internal response
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VOTING REQUIREMENTS

Simple Majority.

MOVED: Cr. Batten

SECONDED: Cr. Davidson

COUNCIL RESOLUTION/STAFF RECOMMENDATION

Council endorse the revised *COVID19 - Financial Hardship Procedure (CMP-039)* as presented without change.

Council En Bloc Resolution

Voting F6/A0

CARRIED

Minute Reference: 07/21-03

10.3.2 Donations & Community Events Sponsorship Procedure (CMP-065)

PROPONENT:	Chief Executive Officer
SITE:	Shire of Chapman Valley
FILE REFERENCE:	403.10
PREVIOUS REFERENCE:	Concept Forum – April & May 2021
DATE:	21 st July 2021
AUTHOR:	Maurice Battilana, Chief Executive Officer

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.3.2(a)	CMP-065 Revised		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

An item was presented to both the April & May 2021 Concept Forums regarding amendments to the existing *Donations (CMP-065) Corporate Management Procedure*. The direction given was for an appropriate amount to be included in the Draft 21/22 Budget and for the Draft Revised Corporate Management Procedure (CMP-065) to be presented to Council for formal consideration and adoption.

COMMENT

As reported to Concept Forums, Council requested a draft Community Events Sponsorship Procedure be developed and presented for consideration. The basis of this request was to separate the existing Community Growth Fund process with a process specific to events within the community.

Council currently has a Corporate Management Procedure, which deals with Donations (CMP-365). Rather than creating a totally new Procedure, specific to Event Sponsorship, it was considered more appropriate to revise CMP-065 and incorporate both Donation & Community Event Sponsorship in the one Procedure as these can crossover.

A revised CMP-065 has been provided as separate **Attachment 10.3.2(a)** for Council consideration and adoption. This will be the basis upon which the amount included in the adopted 21/22 Budget (and future Budgets) for donations and event sponsor will be made.

An indicative amount has been included in the Draft 21/22 Budget which Council can amend during the budget consideration and adoption process for the this financial year. The Draft Procedure also stipulates the Council will determine what the annual budget allocation will be (i.e. this is not to be considered a set annual amount):

“Included in the Shire’s annual financial budget will be a specific line item amount for Community Activities Event Donations/Sponsorship. The budgeted amount will be determined by Council as part of the annual budget preparation process and may vary depending on affordability.”

STATUTORY ENVIRONMENT

There is no specific legislative requirement for a Local Government Authority to have a Donations & Community Events Sponsorship Policy or Corporate Management Procedure, nor is a local government authority committed to allocating a budget line item for this purpose.

POLICY/PROCEDURE IMPLICATIONS

As previously mentioned, Council currently has a Corporate Management Procedure, which deals with Donations (CMP-365). Rather than creating a totally new Procedure, specific to Event Sponsorship, it was considered more appropriate to revise CMP-065 and incorporate both Donation & Community Event Sponsorship in the one Procedure as these can crossover.

A revised CMP-065 has been provided as separate **Attachment 10.3.2(a)** for Council consideration and adoption.

FINANCIAL IMPLICATIONS

Though the amount to be placed into the Draft 21/22 Budget was not noted in the May 2021 Concept Forum Notes, staff have indicated this figure could be around \$10,000 and was to be included in the Draft Budget for Donation & Community Event Sponsorship. It is understood this allocation will be in addition to the Community Growth Funds allocation, the budget line item of \$5,000 made to the Chapman Valley Agricultural Society for the Annual Show and the donations made to the Parent & Citizen Associations for the School prizes at the Schools Presentation Nights.

Council can obviously amend any the aforementioned Draft Budget allocation(s) as it works through its Budget Workshops and eventual Budget Adoption processes.

Long Term Financial Plan (LTFP):

If the additional amount of \$10,000 is endorsed as part of the Adopted 21/22 Budget for Donation & Community Event Sponsorship this will have an effect on the LTFP though should not be significant. Once Council has determined an amount for this purpose the LTFP will be amended to recognise the additional expenditure.

STRATEGIC IMPLICATIONS

Nurturing and supporting community events is important and is reflected in the Shire's Strategic Community Plan.

Strategic Community Plan/Corporate Business Plan:

Ref	Objective	Strategy	Action
1.1	Nurture the sense of community	Development of plans relevant to population needs	Review existing plans and develop new plans as required
		Determine a whole of Shire community integration approach	Advocate a sense of community when opportunity arises.

CONSULTATION

The notion of establishing a Donation & Community Event Sponsorship Management Procedure separate to the existing Community Growth Fund Program has been discussed on numerous occasions over the past few years and more recently at both the April and May 2021 Concept Forums.

It is based upon these discussions and feedback received the Community Development Officer, in consultation with the CEO and other Senior Staff, has developed the Draft Corporate Management Procedure presented to Council for formal consideration and adoption.

It is important a Corporate Management Procedure is established before the funds allocated by the Shire contributing to Donations & Community Event Sponsorship to ensure all parties are clear on the process, conditions & criteria associated with such contributions. Without a Procedure in place the process become more subjective, disjointed, adhoc and challengeable.

It is also understood the original Procedure will need a period of exposure testing to ensure it covers all contingencies. Therefore it will no doubt need to be brought back to Council for adjusting as issues arise. This was exactly what happened (and continues to happen) with the Community Growth Fund Corporate Management Procedure.

RISK ASSESSMENT

Based on the indicative Draft Budget allocation mentioned at the May 2021 Concept of \$10,000 the overall consequence would be considered **Minor**.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response
Minor (2)	First aid injuries	\$1,001 - \$10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response

VOTING REQUIREMENTS

Simple Majority.

MOVED: Cr. Batten

SECONDED: Cr. Davidson

COUNCIL RESOLUTION/STAFF RECOMMENDATION

Council endorsed amended Corporate Management Procedure CMP-065 as presented, without amendment and an amount of \$10,000 be placed into the Draft 2021/2022 Budget for further consideration and determination.

Council En Bloc Resolution
Voting F6/A0
CARRIED
Minute Reference: 07/21-03

PROPONENT:	Chief Executive Officer
SITE:	Nabawa Chambers
FILE REFERENCE:	401.09
PREVIOUS REFERENCE:	Minute Reference: 08/20-08
DATE:	21 July 2021
AUTHOR:	Maurice Battilana, Chief Executive Officer

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
	NIL		

DISCLOSURE OF INTEREST

Nil

BACKGROUND

Council is required under the Local Government Act 1995 to at least once a year set and advertise meeting dates, times and venues for Ordinary Council Meetings (OCM) for the next 12-month period.

Therefore, the following resolution was carried at the August 2020 OCM for the 2021 Ordinary Council Meetings:

“Council Ordinary Meeting time, dates and locations for the next Calendar Year as listed below be adopted and advertised in accordance with the Local Government (Administration) Regulations:

DATE	MEETING LOCATION
17 February	Nabawa Chambers
17 March	Bill Hemsley Park Community Centre
21 April	Nabawa Chambers
19 May	Nabawa Chambers
16 June	Nabawa Chambers
21 July	Nabawa Chambers
18 August	Yuna Multipurpose Community Centre
15 September	Nabawa Chambers
22 October	Nabawa Chambers
17 November	Nabawa Chambers
15 December	Nabawa Chambers

Ordinary Council Meetings are to commence at 9am.

Voting 7/0
CARRIED
Minute Reference: 08/20-08”

COMMENT

It has been brought to my attention Blaze Aid will still be using the Yuna Community Centre in August 2021 making this venue unavailable for the August 2021 OCM as has been resolved and advertised.

It is therefore being recommended the August 2021 OCM venue be changed to the Council Chambers, Nabawa.

STATUTORY ENVIRONMENT

Local Government (Administration) Regulations 1996 Clause 12 (1) states:

Public notice of Council or Committee meetings – s 5.25(G)

At least once each year a local government is to give local public notice:

- 1. Of the dates, time and place of the ordinary council meetings;*
- 2. The committee meetings that are required under the Act to be open to the members of the public or that are proposed to be open to members of the public are to be held in the next 12 months.*

POLICY/PROCEDURE IMPLICATIONS

No Policy or Procedure affected.

FINANCIAL IMPLICATIONS

No additional costs envisaged.

Long Term Financial Plan (LTFP):

No effect on the LTFP is envisaged.

STRATEGIC IMPLICATIONS

It remains important for Council to include and engage all sectors of our community and the concept of structuring meeting times, dates and location to reach out to the community is one means of improving this. However, due to the Blaze Aid use of the Yuna Community Centre building it is not practicable to hold the August 2021 OCM at this location as previously resolved.

Strategic Community Plan/Corporate Business Plan:

Ref	Objective	Strategy	Action
5.1	Ensure governance and administration systems, policies and processes are current and relevant	Review policy categories and set ongoing accountability for review processes	Review current Council and Management policies and formalise update process and timelines.

CONSULTATION

At the time of writing the report it was understood the Yuna Community Centre would be unavailable for the August 2021 OCM due to Blaze Aid using the facility to assist the community in repair works resulting from TC Seroja. Therefore, due to the statutory requirement to advertise meeting dates, times and venues this matter needed to be presented to the July 2021 OCM for consideration.

RISK ASSESSMENT

There is a risk of Council being perceived as not engaging the community by insisting OCMs are always held at Nabawa.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response

VOTING REQUIREMENTS

Simple Majority.

STAFF RECOMMENDATION

Item withdrawn by Chief Executive Officer as venue is now available to hold the August 2021 Ordinary Meeting of Council at the Yuna Community Centre.

11.0 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12.0 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

12.1

COUNCIL RESOLUTION

MOVED: Cr Batten

SECONDED: Cr Forth

Council agrees to deal with the late item presented regarding BlazeAid acknowledgement.

Voting 6/0

CARRIED

Minute Reference: 07/21-05

COUNCIL RESOLUTION

MOVED: Cr Batten

SECONDED: Cr Royce

Suspend standing orders at 9:17am.

Voting 6/0

CARRIED

Minute Reference: 07/21-06

Discussion was undertaken on the item.

COUNCIL RESOLUTION

MOVED: Cr Davidson

SECONDED: Cr Forth

Reinstate standing orders at 9:35am.

Voting 6/0

CARRIED

Minute Reference: 07/21-07

COUNCIL RESOLUTION

MOVED: Cr Batten

SECONDED: Cr Davidson

Council agrees to donate the amount of \$5,000 and a certificate of appreciation to BlazeAid for their assistance to the community during TC Seroja recovery.

Voting 6/0

CARRIED

Minute Reference: 07/21-08

Maurice Battilana left chambers at 9:39am.

Maurice Battilana returned to chambers at 9:41am.

13.0 DELEGATES REPORTS

Delegate	
Cr Forth	For a Better Chapman Valley Meeting, Chapman Valley Agricultural Society Meeting.
Cr Batten	Rockwell Pipeline Meeting.
Cr Farrell	Meeting with LG Minister, Rockwell Pipeline Meeting.
Cr Royce	Meeting with LG Minister.
Cr Warr	Meeting with LG Minister, Rockwell Pipeline Meeting.

Cr Warr returned to chambers at 9:55am.

14.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

15.0 MATTERS FOR WHICH MEETING TO BE CLOSED TO MEMBERS OF THE PUBLIC

15.1 Confidential Item

15.1 Lease Agreement – Nabawa Fuel Facilities

PROPOSER:	Searange Holdings Pty Ltd
SITE:	Lot 1 (3554) Chapman Valley Rd, Nabawa
FILE REFERENCE:	708.00
PREVIOUS REFERENCE:	Minute Reference 10/14-14
DATE:	21 st July 2021
AUTHOR:	Maurice Battilana, Chief Executive Officer

COUNCIL RESOLUTION

MOVED: Cr Forth

SECONDED: Cr Davidson

Council close the meeting to the public at 9.57am for the following Agenda Item in accordance with:

Section 5.23(2)(c) - Item relates to contracts entered into, or which may be entered into, by the local government and which relates to matters to be discussed at the meeting.

Voting 7/0

CARRIED

Minute Reference: 07/21-09

COUNCIL RESOLUTION

MOVED: Cr Forth

SECONDED: Cr Davidson

STAFF RECOMMENDATION/COUNCIL RESOLUTION

Council endorse transferring the Lessor named in the current lease agreements the Shire of Chapman Valley has for the provision of the fuel facilities located at the Nabawa Tavern from the previous owner (RE & AM Western Family Trust) to new owner (Searange Holdings Pty Ltd).

Voting 7/0

CARRIED

Minute Reference: 07/21-10

COUNCIL RESOLUTION

MOVED: Cr Forth

SECONDED: Cr Warr

Reopen the meeting to the public at 10:10am.

Voting 7/0

CARRIED

Minute Reference: 07/21-11

16.0 CLOSURE

The President thanked Elected Members and Staff for their attendance and closed the meeting at 10:11am.



SPECIAL COUNCIL MEETING

UNCONFIRMED MINUTES

Budget Adoption

**9:00am THURSDAY
29/07/2021**

**COUNCIL CHAMBERS
NABAWA**

JULY 2021

SHIRE OF CHAPMAN VALLEY

Maurice Battilana

CHIEF EXECUTIVE OFFICER



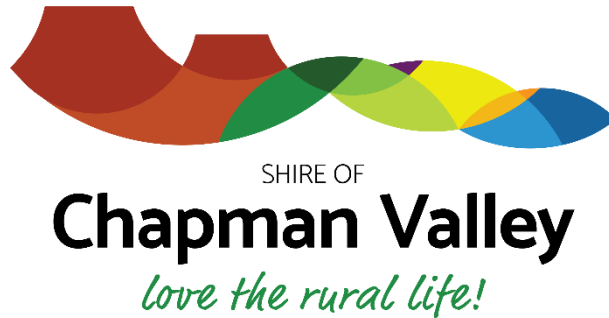
SHIRE OF

Chapman Valley

love the rural life!

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

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.

Maurice Battilana
CHIEF EXECUTIVE OFFICER

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ORDER OF BUSINESS

1.0 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS

The President, Cr Farrell, welcomed Elected Members and Staff and declared the meeting open at 9:02am

2.0 ANNOUNCEMENTS FROM THE PRESIDING MEMBER

Nil

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

3.1 Attendees

Elected Members	In	Out
Cr Anthony Farrell (President)	9:02am	9:30am
Cr Kirrilee Warr (Deputy President)	9:02am	9:30am
Cr Peter Humphrey	9:02am	9:30am
Cr Darrell Forth	9:02am	9:30am
Cr Beverley Davidson	9:02am	9:30am
Cr Nicole Batten	9:02am	9:30am
Cr Trevor Royce	9:02am	9:30am

Officers	In	Out
Maurice Battilana, Chief Executive Officer	9:02am	9:30am
Simon Lancaster, Deputy Chief Executive Officer	9:02am	9:30am
Dianne Raymond, Manager Finance & Corporate Services	9:02am	9:30am
Beau Raymond (Minute Taker)	9:02am	9:30am
Erskine Kelly, Manager of Works & Services	9:02am	9:30am
Anthony Abbot, Building Surveyor/Projects Officer	9:02am	9:30am

Visitors	In	Out
Nil		

3.2 Apologies

Elected Members
Nil

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

Elected Members

Cr Warr – August OCM

Cr Davidson – September OCM

4.0 PUBLIC QUESTION TIME

4.1 Response to Previous Public Questions on Notice

Nil

4.2 Public Question Time

Nil

5.0 APPLICATIONS FOR LEAVE OF ABSENCE (by Resolution of Council)

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.”

Item No.	Member/Officers	Type of Interest	Nature of Interest

7.0 PETITIONS/DEPUTATIONS/PRESENTATIONS

7.1 Petitions

Nil

7.2 Presentations

Nil

7.3 Deputations

Nil

8.0 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

Not Applicable

9.0 ITEMS TO BE DEALT WITH EN BLOC

Nil

10.0 OFFICERS REPORTS

10.1

Manager of Finance & Corporate Services

10.1 AGENDA ITEMS

10.1.1 Formal Adoption of 2021/2022 Annual Budget

10.1.1

Formal Adoption of 2021/2022 Annual Budget

PROPONENT:	Shire of Chapman Valley
SITE:	Shire of Chapman Valley
FILE REFERENCE:	306.08
PREVIOUS REFERENCE:	Nil
DATE:	29 th July 2021
AUTHOR:	Dianne Raymond, Manager Finance & Corporate Services

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.1(a)	2021/2022 Statutory Annual Budget		✓
10.1(b)	2021/2022 Schedule of Fees and Charges		✓
10.1(c)	Statement of Objects and Reasons for Differential Rates		✓
10.1(d)	Local Government (COVID-19 Response) Amendment Order 2021		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

Between 1st June and 31st August each year, the Shire is required to adopt an annual budget for its municipal fund in accordance with Section 6.2 of the Local Government Act 1995 and the associated regulations.

COMMENT

This report seeks Council adoption of the Shire of Chapman Valley 2021/2022 Annual Budget, which has been compiled with regard to the principles contained in the Integrated Planning & Reporting documents. The preparation for the 2021/2022 annual budget continues to support the Local Government (COVID-19 Response) Ministerial Order 2021, Gazetted on 1 June 2021 to provide some continued financial relief to those impacted within the community by the economic downturn associated with the COVID-19 pandemic. These continue to be unprecedented considerations around the consequences and financial impacts of the COVID-19 pandemic to both the Shire revenue and expenditure and the ability of the community to recover from this crisis. However, the sound financial principles which underpin the Long Term Financial Plan (LTFP) and 4 Year Corporate Business Plan (CBP) continue to be the basis of the budget process.

The Draft 2021/2022 Annual Budget was presented to Councillors at a Budget Workshops on 29th June 2021 and 21st July 2021. The attached 2021/2022 Annual Budget has been prepared to include information required by the Local Government Act 1995, Local Government (Financial Management) Regulations 1996 and Australian Accounting Standards. All changes as directed by Council at the Budget Workshops have been incorporated into the final budget document.

Municipal Budget 2021/2022

1) Monthly Reporting Variances

Each financial year Council is required to adopt a value or percentage, calculated in accordance with Australian Accounting Standard (AAS) 5, to be used in the statements of financial activity for reporting material variances between the budget allocations and the actual revenue and expenditure incurred for the month under review. A reporting variance with an amount of \$10,000 or 10% whichever is the greater is recommended for the 2021/2022 financial year.

2) Rates

At the Ordinary Council Meeting held on the 19th May 2021 Council agreed to advertise differential Unimproved Rates incorporating a 1.5% rate revenue increase. The proposed differential rates were advertised for 21 days as required by s6.36 (1) of the Local Government Act 1995, with no submissions received during the public comment period. The Statement of Objects and Reasons for proposed differential rates are attached to this report and available on the Shire website. The final draft of the 2021/2022 Annual Budget presented has been rate modelled on a 3.0% increase to rate revenue from the 2020/2021 financial year with an amendment to the rate in the dollar for the differential rating categories made to reflect the change from 1.5% to 3%. It must be understood some ratepayers; however, may still pay more rates and others less dependent on the implications of their individual revaluations.

The budget also includes a continuation of the following COVID-19 rates relief items as stipulated in the Local Government (COVID-19 Response) Ministerial Order 2021, Gazetted on 1 June 2021:

- Instalment interest rate 5.5% as the Shire has a COVID Financial Hardship Policy in place; and
- Overdue rate interest from 8% to 7% (was set at 8% in 20/21 by State Government)

There is no change to the minimum rate amount for the Gross Rental Value or Unimproved Value category. The pension rebate cap of \$750 and the seniors rebate cap of \$100 will remain at this level for 2021/2022. A COVID-19 Financial Hardship Policy has been adopted at the Ordinary Council Meeting held on the 21 July 2021 and placed on the Shire website to support ratepayers unable to meet their rates commitment due to impacts of COVID-19 which comply with Ministerial Order 2021.

Rate in the dollars to be adopted are:

Rating Category	Rate in the Dollar C:\$	Minimum Rate \$
Gross Rental Value	9.4315	700
Unimproved Value		
UV Rural General	1.0900	400
UV Oakajee Industrial Estate	2.1000	400

3) Schedule of Fees & Charges

The Draft 2021/2022 Schedule of Fees and Charges, refer attachment 10.1(b), were presented at the Ordinary Council Meeting held on the 19th May 2021 and endorsed as below:

"The proposed 2021/2022 Draft Fees and Charges as presented to Council be endorsed and included into the 2021/2022 Budget in accordance with the requirements of the Local Government Act 1995.

Voting F7/A0

CARRIED

Minute Reference: 05/21-05"

Council agreed at the Draft Budget Workshop on 29 June 2021 to add the new Library to the list of Shire venues which can be hired out with this being available to *local community groups* only and not until the Library book shelves have been made secure. The updated security to the bookshelves has been added to the LRCIP(3) funded project for improvements to the Nabawa Community Centre.

4) Elected Members Remuneration

Council endorsed Elected Member Remunerations as resolved at the Ordinary Council Meeting held on the 19th May 2021 as below:

"That:

1 Council approves the following Elected Members allowances for the 2021/2022 Draft Budget:

	Annual Attendance fees in lieu of Council meeting fees	Annual Allowance (President)	Annual Allowance (Deputy President) - 25% of President	Annual Communication Allowance	Annual Travel Allowance
President	Maximum set by WASAT	\$10,000	N/A	\$500	\$50
Deputy President		N/A	\$2,500	\$500	\$50
Other Elected Members		N/A	N/A	\$500	\$50

2 Payments be made six-monthly in arrears (i.e. December and June).

Council En Bloc Resolution
Voting F7/A0
CARRIED
Minute Reference: 05/21-02"

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

POLICY/PROCEDURE IMPLICATIONS

The budget is based on the principles contained in the Plan for the Future

FINANCIAL IMPLICATIONS

Specific financial implications are as outlined in the Draft 2021/2022 Annual Budget as attached for adoption

Long Term Financial Plan (LTFP):

LTFP has been taken into consideration.

STRATEGIC IMPLICATIONS

Strategic Community Plan/Corporate Business Plan:

Ref	Objective	Strategy	Action
5.2	Be accountable and transparent in managing resources	Long Term Financial Management	Review Long Term Financial Plan regularly and maintain integration with other Strategic Plans within the Shire

5.3	Make informed decisions within resources and areas of responsibility	Council and Shire process formally incorporate integrated plans as references for decision making	Reference Strategic Community Plan, Corporate Business Plan, Asset Management Plan, Long Term Financial Plan and Workforce Plan regularly as part of decision-making process
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CONSULTATION

While no specific community consultation has occurred on the Draft 2021/2022 Annual Budget, community consultation and engagement has previously occurred during development of the Building Maintenance & Capital Works Program.

In accordance with the requirements of section 6.36 of the Local Government Act 1995, a statement of intended differential rates and minimum payments was advertised seeking public submissions, and a statement of objects and reasons for the intended rates and minimum payments was made available from the Shire website, with hardcopies provided at the administration office. No submissions were received by the closure date.

Councillors have been actively engaged in formulation of the Draft 2021/2022 Annual Budget through an invitation extended to submit items for budget consideration, the Draft Budget Workshops conducted in June 2020 and July 2021 enabling consideration of revenue and expenditure requirements, with wide-ranging discussion on efficiency measures throughout the budget options.

Extensive internal consultation has occurred across the organisation.

RISK ASSESSMENT

There is an associated minor low-level risk should council not comply with legislation and adopt the Budget prior to the 31st August.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Minor (2)	First aid injuries	\$1,001 - \$10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response

VOTING REQUIREMENTS

Absolute Majority Vote Required - Recommendations 1 to 13

COUNCIL RESOLUTION

MOVED: Cr. Royce

SECONDED: Cr. Forth

Suspend standing orders at 9:05am.

**Voting 7/0
CARRIED**

Minute Reference: SCM 07/21-01

Discussion was taken on the item

COUNCIL RESOLUTION

MOVED: Cr. Batten

SECONDED: Cr. Forth

Reinstate standing orders at 9:18am.

Voting 7/0

CARRIED

Minute Reference: SCM 07/21-02

COUNCIL RESOLUTION/STAFF RECOMMENDATION

MOVED: Cr. Davidson

SECONDED: Cr. Royce

Recommendation 1:

That Council adopt the Statutory Budget for the Shire of Chapman Valley for the financial year ending 30th June 2022 pursuant to Section 6.2 of the Local Government Act 1995 and relevant prescribed Local Government Financial Management Regulations and incorporating the following:

1. *Statement of Comprehensive Income by Nature or Type;*
2. *Basis of Preparation*
3. *Statement of Comprehensive Income by Program;*
4. *Statement of Cash Flow;*
5. *Rate Setting Statement by Program*
6. *Notes to and Forming Part of the Budget including:*
 - a. *Rates and Service Charges;*
 - b. *Net Current Assets;*
 - c. *Reconciliation of Cash*
 - d. *Fixed Assets;*
 - e. *Asset Depreciation;*
 - f. *Information on Borrowings;*
 - g. *Lease Liabilities*
 - h. *Cash Backed Reserves;*
 - i. *Fees & Charges;*
 - j. *Grant Revenue;*
 - k. *Other Information;*
 - l. *Trust Information*
 - m. *Significant Accounting Policies*
7. *Schedule of Fees and Charges*

Recommendation 2:

That Council, in accordance with Section 6.32, 6.33, 6.34, 6.35, 6.36, 6.37 of the Local Government Act 1995 impose the following general & differential rates and minimum rates within the Shire of Chapman Valley boundaries in respect of the 2021/2022 financial year based upon current valuations:

Rating Category	Rate in the Dollar C:\$	Minimum Rate \$
Gross Rental Value	9.4315	700
Unimproved Value		
UV Rural General	1.0900	400
UV Oakajee Industrial Estate	2.1000	400

Recommendation 3:

INSTALMENT PLAN INTEREST RATE AND ADMINISTRATION CHARGE

That Council, in accordance with section 6.45(3) of the Local Government Act 1995 and clause 13 of the Local Government (COVID-19 Response) Ministerial Order 2021, Gazetted on 1 July 2021, IMPOSE an instalment interest rate of 5.5% applicable to rate and service charge instalment arrangements, subject to:

- a. The interest rate cannot be applied to an excluded person, as defined in the Local Government (COVID-19 Response) Ministerial Order 2021, Gazetted on 1 July 2021, that has been determined as suffering financial hardship as a consequence of the COVID-19 pandemic in accordance with Council's COVID19 -Financial Hardship Policy (CMP-039).*

Recommendation 4:

LATE PAYMENT INTEREST RATE

That Council, by ABSOLUTE MAJORITY, in accordance with section 6.51(1) of the Local Government (COVID-19 Response) Ministerial Order 2021, Gazetted on 1 July 2021, IMPOSE an interest rate of 7% applicable to overdue and unpaid rate and service charges, subject to:

- a. The interest rate cannot be applied to an excluded person, as defined in the Local Government (COVID-19 Response) Ministerial Order 2021, Gazetted on 1 July 2021, that has been determined as suffering financial hardship as a consequence of the COVID-19 pandemic in accordance with Council's COVID19 -Financial Hardship Policy (CMP-039).*

Recommendation 5:

INSTALMENT PLAN DATES

That council provide the option for ratepayers to pay their rates as a single payment or by 2 or 4 equal instalments in accordance with section 6.45 of the Local Government Act 1995 and set the due dates as follows:

Full Payment and 1st Instalment Due Date 10 September 2021

Two Instalment Option

1st Instalment due 10 September 2021

2nd Instalment due 10 November 2021

Four Instalment Option

1st Instalment due 10 September 2021

2nd Instalment due 10 November 2021

3rd Instalment due 10 January 2022

4th Instalment due 11 March 2022

Recommendation 6:**WAIVER OF RATES**

That Council grant a waiver of shire rates for 2021/2022 financial year to the following non-profit organisation holding property within the Shire of Chapman Valley. (NB: This property will still be required to pay the Emergency Services Levy:

- (a) The Yuna CWA

Recommendation 7:**ADOPTION OF 2021/2022 SCHEDULE OF FEES AND CHARGES**

That Council, in accordance with section 6.16 of the Local Government Act 1995 confirm the adoption of the 2021/2022 Schedule of Fees and Charges effective 1 July 2020 as per Minute Reference 05/21-05 with the following amendment:

- Add the Nabawa Library as venue which can be hired to “local community groups only” and subject to library bookshelves and other assets being secured before the revenue is available for hire. The hire fee and bond for this venue will be the same amount set for Nabawa Community Centre - Local Community Member.

Recommendation 8:**ADOPTION OF 2021/2022 RUBBISH REMOVAL CHARGES**

That Council, in accordance with section 6.16 of the Local Government Act 1995, impose the following charges for the removal of waste:

- the 2021/2022 Domestic Rubbish Removal Charges
\$367.00* for a weekly service 240ltr bin
*indicates GST free service
- the 2021/2022 Commercial Rubbish Removal Charges
\$380.00 for a weekly service of 1 - 5 240ltr bin
\$318.00 for a weekly service of 6 - 15 240ltr bin
\$280.00 for a weekly service of 15 or more 240ltr bin

Recommendation 9:

That Council endorse the 2021/2022 Emergency Services Levy fixed rate set for Category 5 regions; and in accordance with the Minister for Emergency Services special determination authorising local governments to waive Emergency Services Levy interest amounts payable by a person considered by the local government to be suffering financial hardship as a result of the COVID-19 Pandemic. The interest rate to be charged for the late payment of Emergency Services Levy by property owners for 2021/2022 has been declared at 7% per annum.

Recommendation 10:**ELECTED MEMBERS FEES AND ALLOWANCES FOR 2021/2022**

As per Council Resolution Min Ref 05/21-02 the following Elected Members allowances are adopted for inclusion into the 2021/2022 Annual Budget:

	Annual Attendance fees in lieu of Council meeting fees	Annual Allowance (President)	Annual Allowance (Deputy President) - 25% of President	Annual Communication Allowance	Annual Travel Allowance
President		\$10,000	N/A	\$500	\$50

Deputy President	Maximum set by WASAT	N/A	\$2,500	\$500	\$50
Other Elected Members		N/A	N/A	\$500	\$50

Recommendation 11:

That Council adopt the Revenue and Expenditure as detailed in the 2021/2022 Annual Budget.

Recommendation 12:

MATERIAL VARIANCE REPORTING 2021/2022

In accordance with Clause 34A(5) of the Local Government (Financial Management) Regulations, 1996 that Council adopt a reporting variance of \$10,000 or 10% whichever is the greater.

Recommendation 13:

Council vary the purpose of the following Reserve Funds:

- a. *Change the "Roadworks Reserve" name to "Infrastructure Reserve" and change the purpose of this reserve to:*

"To be used to fund road and building infrastructure projects, including yet not limited to, natural disasters upfront or insurance excess costs, annual roadworks maintenance and construction works"

- b. *Change the purpose of the "Building Reserve" to:*

"To be used for the construction of shire buildings or capital upgrades of existing buildings, including yet not limited to, covering insurance excess component of claims for repair/replace buildings."

Voting 6/1

CARRIED

Minute Reference: SCM 07/21-03

11.0 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12.0 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

Nil

13.0 DELEGATES REPORTS

COUNCILLOR	ITEM
Cr Farrell	BlazeAid Farewell Event - Yuna
Cr Warr	BlazeAid Farewell Event - Yuna Meeting with Kim Beazley Governor of WA - Northampton
Cr Batten	BlazeAid Farewell Event - Yuna

14.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

15.0 MATTERS FOR WHICH MEETING TO BE CLOSED TO MEMBERS OF THE PUBLIC

Nil

16.0 CLOSURE

The President thanked Elected Members and Staff for their attendance and closed the meeting at 9:30am.