

ORDINARY COUNCIL MEETING

CONFIRMED MINUTES

9:00am Wednesday
20/10/2021

Nabawa Council Chambers

OCTOBER 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



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Chapman Valley
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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 Chief Executive Officer, Mr. Maurice Battilana welcomed Elected Members, Staff & Visitors and declared the meeting open at 9:00am announcing he would preside over the meeting until the election of a President, which is in accordance with legislation.

2.0 ANNOUNCEMENTS FROM THE PRESIDING MEMBER & SWEARING IN; ELECTIONS & APPOINTMENTS

2.1 SWEARING IN OF ELECTED MEMBERS

- Nicole Julie Batten
- Elizabeth-Anne Eliot-Lockhart
- Darrell Graeme Forth
- Kirrilee Jane Warr

2.2 ELECTION – PRESIDENT & DEPUTY PRESIDENT

2.2.1 President – 2 year term

The Chief Executive Officer advised the following nomination had been received in writing (and accepted) for the position of President:

- Cr Darrell Forth
- Cr Kirrilee Warr

The Chief Executive Officer conducted a Secret Ballot for the Election of President with the result being:

- Cr Kirrilee Warr 4 Votes
- Cr Darrell Forth 3 Votes

The Chief Executive Officer announced Cr Kirrilee Warr as elected to the position of President of the Shire of Chapman Valley for the period of two years ending at the date of the 2023 Ordinary Local Government Elections.

Cr Warr was then sworn in as President of the Shire of Chapman Valley.

The CEO vacated the chair and the Cr Warr, President, presided over the remainder of the meeting.

Cr Warr thanked Councillors for their support and said it was an honour to be elected President for the next two years.

2.2.2 Deputy President – 2 year term

The President requested the Chief Executive Officer continue with the process to elect the Shire's Deputy President.

The Chief Executive Officer advised the following nomination had been received in writing (and accepted) for the position of Deputy President:

- Cr Darrell Forth
- Cr Trevor Royce

The Chief Executive Officer conducted a Secret Ballot for the Election of Deputy President with the result being:

- Cr Darrell Forth 5 Votes
- Cr Trevor Royce 2 Votes

The Chief Executive Officer announced Cr Darrell as elected to the position of Deputy President of the Shire of Chapman Valley for the period of two years ending at the date of the 2023 Ordinary Local Government Elections.

Cr Forth was then sworn in as Deputy President of the Shire of Chapman Valley.

2.3 COMMITTEES, WORKING & ADVISORY GROUPS, EXTERNAL REPRESENTATIVES

The establishment and legislative conditions of local government Committees is detailed in the Local Government Act 1995.

Council also select representation on the various Working and Advisory Groups, and External Organisations, which are not subject to the legislative requirements of the Act.

The President called for nominations from Councillors for various Committees, Working and Advisory Groups, and External Organisations.

MOVED: Cr Forth

SECONDED: Cr Batten

COUNCIL RESOLUTION

Council endorse the following representation on Committees, Working and Advisory Groups, and External Organisations as follows:

	Purpose/Delegations	New Representatives
Council Committees - Council Members Only – Local Government Act 1995 – Section 5.9(2)(a) (ABSOLUTE MAJORITY REQUIRED FOR COMMITTEE APPOINTMENTS) (Must be 3 or More Council Representatives)		
Building & Disability Services Committee	<p>Purpose: Will meet at least annually to inspect all Shire Buildings/Properties and then subsequently to:</p> <ul style="list-style-type: none">~ Review preliminary costings for proposed works for consideration in draft Council Budget.~ Review the Capital & Building Works Program.~ Disability Access & Inclusion Plan; and~ Any other building/property items referred to the Committee by Council. <p>Delegation – Nil</p>	<p><u>5 x Councillors</u></p> <ul style="list-style-type: none">• Cr Elliott-Lockhart• Cr Humphrey• Cr Batten• Cr Forth <p><u>Observers:</u></p> <ul style="list-style-type: none">~ CEO~ Building Surveyor
Finance Audit & Risk Management Committee	<p>Purpose: To provide a review of Council's ongoing financial situation, provide a forum for ongoing review of strategic management plan for Council operations and discuss the Audit System.</p> <p>Delegation – Nil</p>	<p><u>4 x Councillors/1 x External Member</u></p> <ul style="list-style-type: none">• Cr Warr• Cr Forth• Cr Davidson• Cr Batten <ul style="list-style-type: none">• Grant Middleton CPA (External, Independent Member) <p><u>Observers:</u></p> <ul style="list-style-type: none">~ CEO~ Manager Finance & Corporate Services

<p>Road Infrastructure Committee</p>	<p>Purpose: Undertake an annual review the following:</p> <ul style="list-style-type: none"> ~ Road Works Program. ~ Road Hierarchy. ~ Heavy Haulage Vehicle Permit Roads; and ~ Any other works infrastructure item referred to the Committee by Council. ~ Review the plant replacement program <p>Delegation – Nil</p>	<p>All Councillors</p> <p><u>Observers:</u></p> <ul style="list-style-type: none"> ~ CEO ~ Manager Works & Services ~ Deputy CEO ~ Works Leading Hand
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Representation on Internal Groups - Working, Advisory, Steering, etc.
(SIMPLE MAJORITY REQUIRED)
(Numbers not legislated)

<p>Bush Fire Brigades Group Management Advisory Committee</p>	<p>Purpose: Meet at least annually to:</p> <ul style="list-style-type: none"> ~ Elect Office Bearers. ~ Review previous year fire season. ~ Review the Shire's Fire Notice. ~ Liaise with external organisations (e.g. DFES, DBCA); ~ Review the DFES Capital & Operational Grants. ~ Any other bush fire related items referred to the Committee by Council. <p>Delegation – Nil</p>	<p><u>President (Presiding Member) and 2 x Councillor</u></p> <ul style="list-style-type: none"> • Cr Warr (President) • Cr Royce • Cr Humphrey <p>~ CBFCO ~ DCBFCO ~ All Brigade FCOs ~ Chief Executive Officer ~ Senior Ranger</p> <p><u>Observers</u> 1 x DFES Rep.</p> <p><u>Proxy Councillor Rep</u> Cr Elliott-Lockhart (Proxy)</p>
<p>Batavia Local Emergency Management Committee (BLEMC)</p>	<p>Purpose: Meet as required in accordance with legislation and Council endorsed Local Emergency Management Arrangements (LEMA) to:</p> <ul style="list-style-type: none"> ~ Review the LEMA & Recovery Plan. ~ Implement Emergency Exercises as required. ~ Any other emergency management related items referred to the Committee by Council. <p>Delegation – Nil</p>	<p><u>2 x Councillor & Staff Member</u></p> <ul style="list-style-type: none"> • Cr Davidson • Cr Forth • Chief Executive Officer;

<p>Landcare & Environmental Advisory Group</p>	<p>Purpose: To apply for grant funding from third party sources to finance appropriate projects within the Shire of Chapman Valley:</p> <ul style="list-style-type: none"> a) Delegate authority to the Chief Executive Officer to endorse grant applications/projects if funding resources are available within the Council's adopted budget. b) If funding resources are not available within the adopted Council Budget for specific grant applications/projects, present the application to Council for endorsement, if possible, prior to the closure dates for the grant funding programs. Otherwise retrospective Council endorsement to commit funding resources will be required. All applications submitted, which require Council endorsement for additional funding resources, will be subject Council endorsement (i.e. the Committee does not have delegated authority to commit Council funding resources). c) Provide advice and assistance to the Chief Executive Officer and Shire staff in the managing of the Landcare Grant funds. d) Provide recommendations to Council on any Landcare Contracts and Consultancy agreements. e) Provide a Draft Annual Budget for Landcare to Council for consideration as part of the Annual Budget process. 	<p>This Advisory Group be discontinued</p>
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Community Growth Fund Advisory Group	<p>Purpose: Evaluate application received for funding under the Shire of Chapman Valley Community Growth Fund program in accordance with guideline, policies and procedures set by Council and make recommendations to Council to allocate funds</p> <p>Delegation – Nil</p>	<p><u>President (Presiding Member) & 3 x Councillors (Members)</u></p> <ul style="list-style-type: none"> • Cr Warr (President) • Cr Davidson • Cr Elliott-Lockhart • Cr Royce <p>~ Chief Executive Officer ~ Manager Finance & Corp Svc ~ Community Development Officer</p>
Tourism & Events Advisory Group	<p>Purpose: Will meet on an 'as needs' basis only to:</p> <ul style="list-style-type: none"> ~ Evaluate annual Australia Day Award Nominations and submitting these to Council in readiness for presenting the awards at the Shire's annual Australia Day Function. ~ Assist with coordinating the annual Australia Day function(s); ~ Discuss all other item(s) in the areas of tourism and events. ~ Liaise with external organisations <p>Delegation – Nil</p>	<p><u>3 x Councillors</u></p> <ul style="list-style-type: none"> • Cr Batten • Cr Elliott-Lockhart • Cr Forth <p>~ CEO ~ Deputy CEO ~ Comm. Development Officer ~ Up to 2 x Community Representatives for Australia Day award nominations (recommend past winner as one rep.)</p>
Coronation Beach Masterplan Steering Group	<p>Purpose: To review the Coronation Beach Masterplan.</p> <p>Delegation – Nil</p>	<p><u>1x Councillor</u></p> <ul style="list-style-type: none"> • Cr Forth (Chairperson) <p>~ DCEO ~ Department of Sport & Recreations ~ Neighbouring Landowners ~ Community / User Group Representatives</p>

Representatives on External Organisations
(SIMPLE MAJORITY REQUIRED)
(Numbers pre-determined)

<p>Northern Country Zone (WALGA)</p>	<p>Purpose: As determined by lead agency/organisation.</p> <p>Delegation – Nil</p>	<p><u>2 x Councillors</u></p> <ul style="list-style-type: none"> • Cr Warr • Cr Forth <p>~ Chief Executive Officer (To act as Proxy in absence of Elected Members not attending)</p> <p><u>NCZ Office Bearer Nominations:</u></p> <p>Cr Forth nominated for position of NCZ Deputy President</p>
<p>Sub-Regional Road Group Committee</p>	<p>Purpose: As determined by lead agency/organisation.</p> <p>Delegation – Nil</p>	<p><u>2 x Councillors</u></p> <ul style="list-style-type: none"> • Cr Royce • Cr Warr <p>~ Chief Executive Officer ~ Manager Works & Services</p>
<p>Chapman Valley Agricultural Society</p>	<p>Purpose: As determined by lead agency/organisation.</p> <p>Delegation – Nil</p>	<p><u>1 x Councillor</u></p> <ul style="list-style-type: none"> • Cr Forth <p><u>1 x Proxy Councillor</u></p> <p>~ Cr Davidson</p>

<p>Mid West Development Assessment Panel (DAP)</p>	<p>Purpose: As determined by lead agency/organisation.</p> <p>Delegation – Nil</p> <p>Note: Mandatory training must be undertaken prior to serving on panel.</p>	<p><u>2 x Councillors (Members)</u></p> <ul style="list-style-type: none"> • Cr Humphrey • Cr Davidson <p><u>2 x Councillors (Proxies)</u></p> <ul style="list-style-type: none"> ~ Cr Batten ~ Cr Warr
<p>Moresby Range Conservation Park Visitor Plan Steering Group</p>	<p>Purpose: As determined by lead agency/organisation.</p> <p>Delegation – Nil</p>	<p><u>1 x Councillors/2 x Staff</u></p> <ul style="list-style-type: none"> • Cr Batten <ul style="list-style-type: none"> ~ Chief Executive Officer ~ Deputy Chief Executive Officer
<p>Chapman Valley - Northampton Local Recovery Coordination Group</p>	<p>Purpose:</p> <ol style="list-style-type: none"> 1. Inform the stakeholder engagement process for the development of the Regional Drought Resilience Plan: Midwest Region; 2. Review and advise on content of the Regional Drought Resilience Plan: Midwest Region, including the regional Drought Vulnerability Assessment, with a view to informing drought resilience investment in the region; 3. Provide a technical review and assessment of community drought resilience priorities and project ideas arising from the stakeholder engagement process; and 4. Advise on new and emerging information relevant to the Regional Drought Resilience Plan: Midwest Region. 	<p><u>1 x Councillors</u></p> <ul style="list-style-type: none"> • Cr Warr • Chief Executive Officer <p><u>1 x Proxy Councillor</u></p> <ul style="list-style-type: none"> ~ Cr Royce (Proxy)

**Voting F7/A0
CARRIED
Minute Reference: 10/21-01**

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

3.1 Attendees

Elected Members	In	Out
Cr Kirrilee Warr (President)	9.00am	2:10pm
Cr Darrell Forth (Deputy President)	9.00am	2:10pm
Cr Nicole Batten	9.00am	2:10pm
Cr Beverley Davidson	9.00am	2:10pm
Cr Liz Elliott-Lockhart	9.00am	2:10pm
Cr Peter Humphrey	9.00am	2:10pm
Cr Trevor Royce	9.00am	2:10pm

Officers	In	Out
Maurice Battilana Chief Executive Officer	9.00am	2:10pm
Simon Lancaster Deputy Chief Executive Officer	9.00am	1:44pm
Dianne Raymond Manager Finance and Corporate Services	9.00am	1:44pm
Esky Kelly Manager Works & Services	1:28pm	1:44pm

Visitors	In	Out
Craig Saunders	9.00am	9.49am
Pip Saunders	9.00am	9.49am
Brad Carbutt	9.00am	10.01am
Mark Childs	9.00am	10.01am
Amanda Bourne (NACC)	10.35am	11.30am
Rebecca Davidson (MWDC)	11.35am	12.01pm
Sylvana Caranna LOGO Appointments	1:46pm Telephone link participation	2:09pm Telephone link disconnected

3.2 Apologies

Elected Members
Nil

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

Elected Members
Nil

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)

Nil

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
15.1	Cr Warr	Financial	Closely Associated Person
12.3	Cr Royce	Financial	Lease of Property
12.3	Cr Forth	Financial	Employee

7.0 PETITIONS/DEPUTATIONS/PRESENTATIONS

7.1 Petitions

Nil

7.2 Presentations

Amanda Bourne (NACC) – Regional Drought Resilience Program

Rebecca Davidson (MWDC) – Midwest Hydrogen Hub Bid

7.3 Deputations
Nil

8.0 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

MOVED: Cr Davidson

SECONDED: Cr Royce

8.1 Ordinary Meeting of Council held on Wednesday 15th September 2021

The Minutes of the Ordinary Meeting of Council held Wednesday 15th September 2021 be confirmed as true and accurate.

Voting F7/A0

CARRIED

Minute Reference: 10/21-02

9.0 ITEMS TO BE DEALT WITH EN BLOC

Nil

10.0 OFFICERS REPORTS

10.1

Deputy Chief Executive Officer

10.1 AGENDA ITEMS

10.1.1 Proposed Outbuilding

10.1.2 Proposed Outbuilding with Habitable Attachment

10.1.1 Proposed Outbuilding

PROPONENT:	Titanium Services for B.Carbutt & W, Yarnold
SITE:	109 (Lot 174) Dulchev Way, Waggrakine
FILE REFERENCE:	A1218
PREVIOUS REFERENCE:	06/99-8, 07/99-10, 12/99-12, 02/00-16, 09/07-6 & 07/15-3
DATE:	12 October 2021
AUTHOR:	Simon Lancaster, Deputy Chief Executive Officer

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.1.1	Application		√

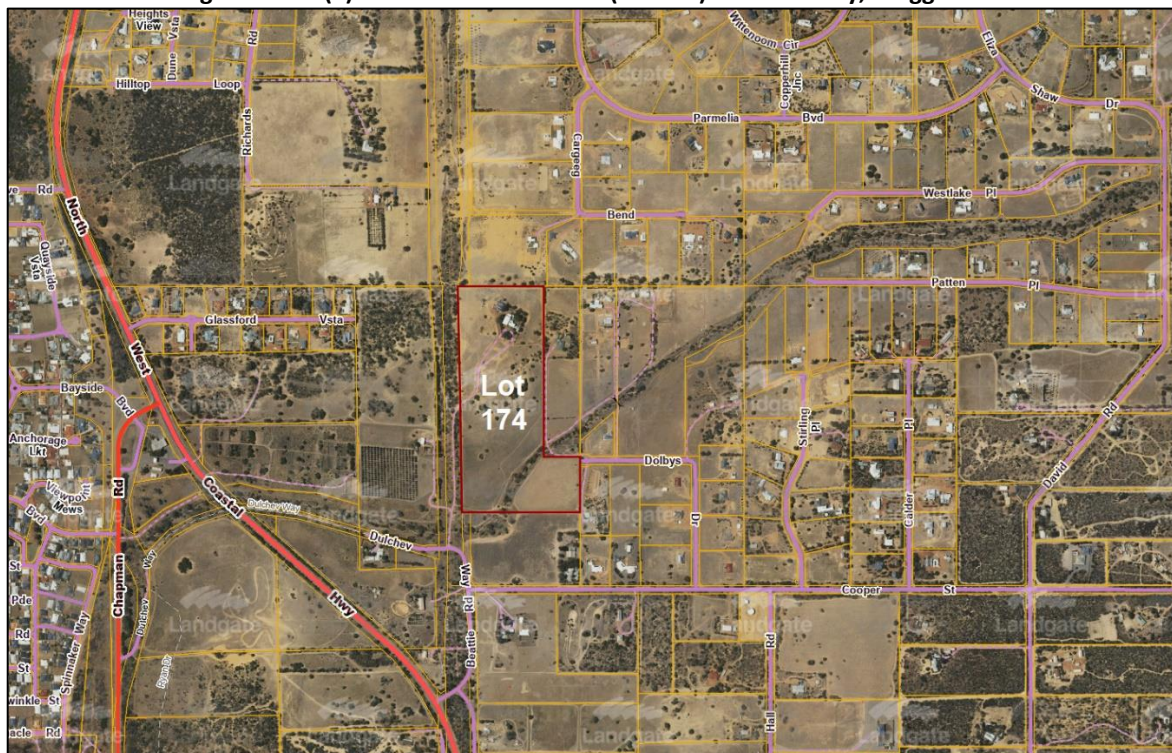
DISCLOSURE OF INTEREST

Nil

BACKGROUND

Council is in receipt of an application for an outbuilding outside of the building envelope for 109 (Lot 174) Dulchev Way, Waggrakine. The application has been advertised for comment and no objections were received. This report recommends approval of the application.

Figure 10.1.1(a) – Location Plan of 109 (Lot 174) Dulchev Way, Waggrakine



COMMENT

Lot 174 is an L-shaped 13.4058ha property, that has been largely cleared with a corridor of remnant vegetation along the Dolby Creek which runs through the property. The majority of the property is north of Dolby Creek and is accessed via Dulchev Way, with an approximately 2ha area on the southern side of Dolby Creek that is accessed via Dolbys Drive.

The property slopes downward from the 60m contour in its north-eastern corner to the 40m contour where the Dolby Creek runs. Lot 174 contains an existing 2 storey residence and 180m² outbuilding located between the 60-55m

contours toward the northern end of the property. The outbuilding is located 40m from the northern boundary and the residence 60m from the eastern boundary of Lot 174.

Figure 10.1.1(b) – Aerial photograph of 109 (Lot 174) Dulchev Way, Waggrakine



The applicant is seeking to construct a 9m x 12m (108m²) blue (Deep Ocean) colorbond outbuilding with a 3.6m wall height and 4.39m total height upon Lot 174.

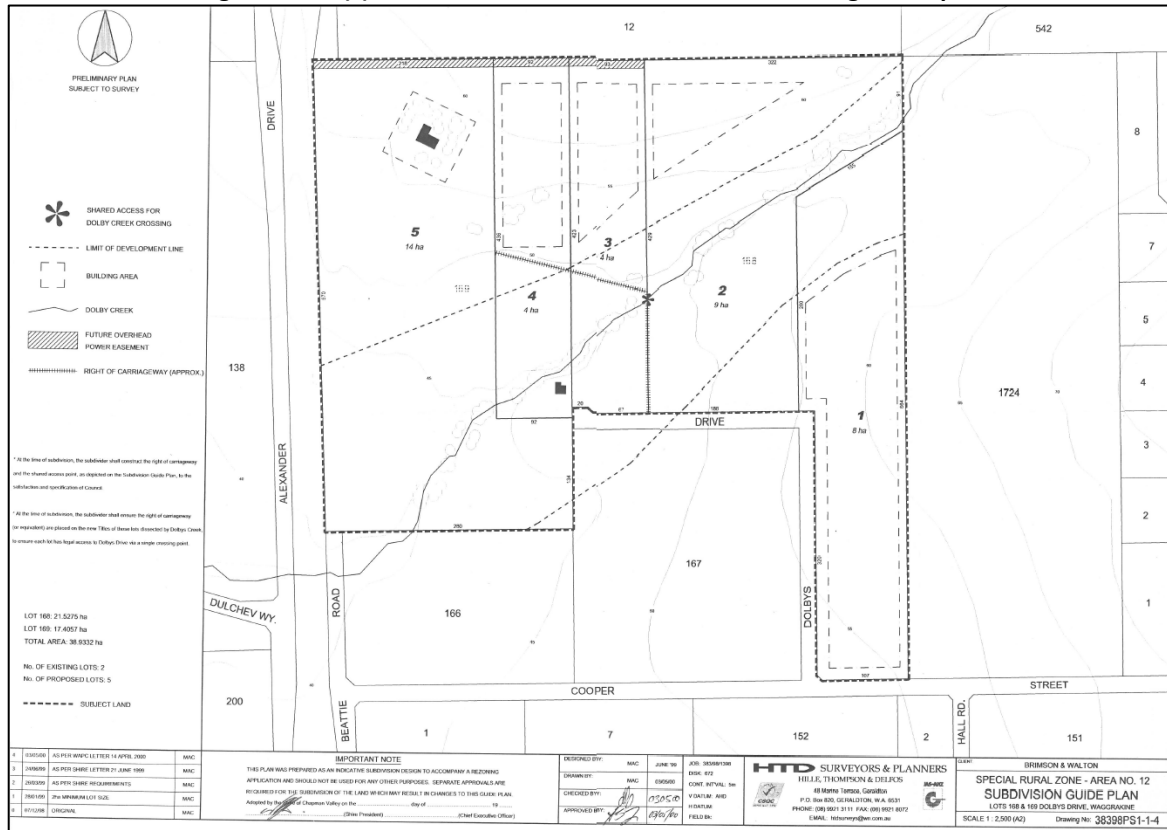
The outbuilding is proposed to be sited 69m from the nearest (eastern) property boundary and approximately 260m from the residence upon Lot 174, and approximately 230m outside/south of the building envelope that was assigned at time of subdivision, a copy of which is provided as **Figure 10.1.1(c)**.

The development history for Lot 174 is as follows:

- | | |
|-------------------|---|
| 15 June 1999 | Council initiated Scheme Amendment No.24 to Shire of Chapman Valley Local Planning Scheme No.1 that rezoned Lots 168 & 169 Dolbys Drive from 'General Farming' (now defined as 'Rural' by the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>) to 'Special Rural' (now defined as 'Rural-Residential' by the Regulations). The Scheme Amendment No.24 document contained the Subdivision Guide Plan provided as Figure 10.1.1(c) that established the future subdivisional layout and assigned building envelopes to the proposed lots. |
| 20 July 1999 | Council approved residence. |
| 12 December 1999 | Council endorsed Scheme Amendment No.24 following advertising period. |
| 15 February 2000 | Council advised the Western Australian Planning Commission (WAPC) that it supported the 5 lot subdivision application as per the Subdivision Guide Plan layout. |
| 24 May 2000 | Minister for Planning approved Scheme Amendment No.24. |
| 2 June 2000 | Scheme Amendment No.24 gazetted. |
| 4 September 2001 | Lot 174 created from DP25310 as part of WAPC subdivision approval 113055. |
| 14 December 2006 | Subdivider sold property to initial landowner. |
| 19 September 2007 | Council approved outbuilding upon Lot 174 with an approximately 50% proportion of its floor area outside of the building envelope. |
| 15 July 2015 | Council advised the WAPC that it supported the subdivision application for Lot 174 proposing to create 2 x 1ha lots fronting Dolbys Drive on the south side of Dolby Creek and a 11ha balance lot containing the residence on the northern side of Dolby Creek. |
| 25 September 2015 | WAPC approved 2 lot + balance lot subdivision application. |

16 November 2016	Council resolved to advertise the draft Dolbys Drive Structure Plan that coordinated how lots contained within the original Scheme Amendment No.24 Subdivision Guide Plan could be further subdivided into 1ha lots;
15 February 2017	Council adopted the Dolbys Drive Structure Plan following advertising period.
10 March 2017	Applicant purchased Lot 174 from initial landowner.
15 August 2017	WAPC approved the Dolbys Drive Structure Plan.
25 September 2018	WAPC subdivision approval period expired (2 lot + balance lot subdivision not proceeded with in this time).
19 July 2021	Planning application received for outbuilding outside of building envelope.
25 August 2021	Additional information received from applicant.
26 August 2021	Advertising period commences.
17 September 2021	Advertising period concludes.

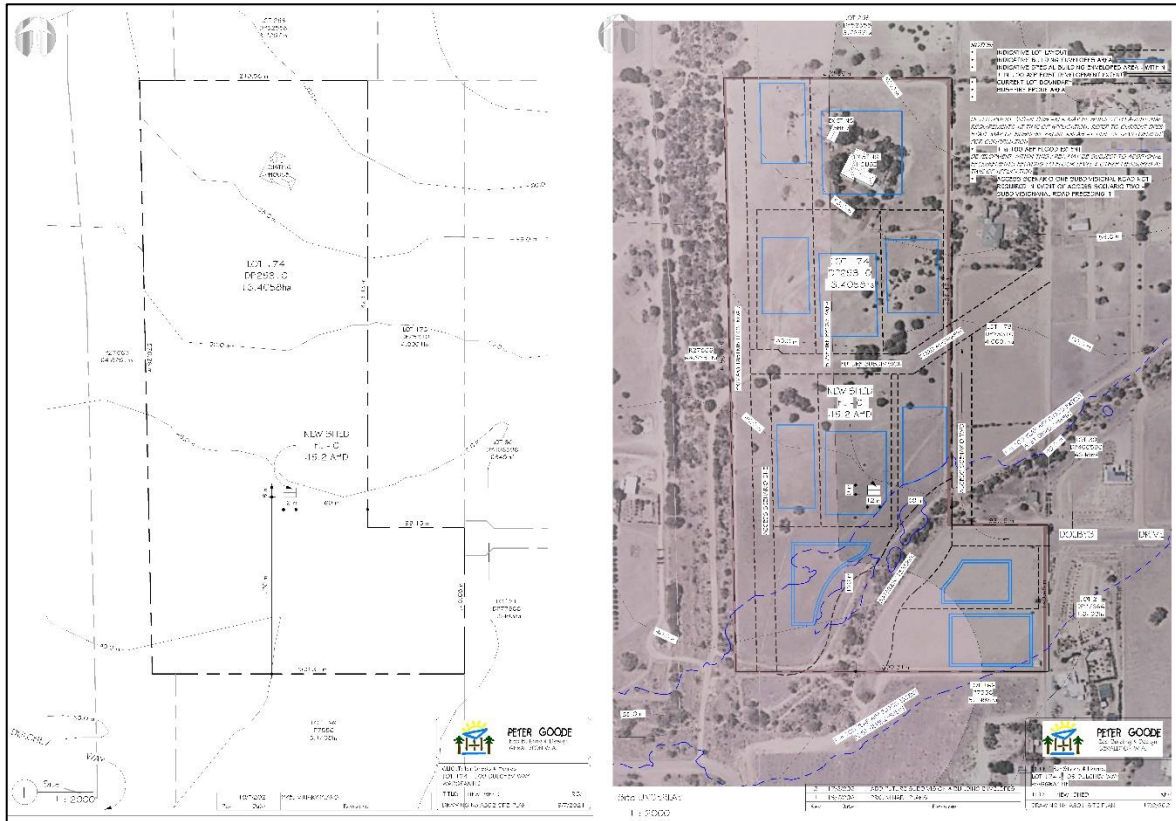
Figure 10.1.1(c) – 2000 Subdivision Guide Plan with Building Envelopes



A copy of the outbuilding application, including site, floor and elevation plans and supporting correspondence has been provided as **separate Attachment 10.1.1**.

In addition to the outbuilding site plan, the applicant has also submitted a plan illustrating how the outbuilding would be contained within a building envelope in the future event that Lot 174 is subdivided as per the Dolbys Drive Structure Plan, and these are provided together within **Figure 10.1.1(d)** and also within **separate Attachment 10.1.1**.

Figure 10.1.1(d) – Outbuilding location illustrated upon Site Plan & Indicative Future Subdivisional Layout



The applicant has advised that it is not their intention to subdivide at this time and they are applying for the construction of an outbuilding only. The purpose of the building envelope plan is to illustrate how the location of the proposed outbuilding has been sited so that it does not prejudice the subdivision layout and potential of the area either for the landowner of Lot 174 or the surrounding landowners in terms of future interconnecting subdivisional road alignments.

In effect the applicant is seeking approval for the building envelope that was identified for the property in 2000 to be modified so that it now consists of 2 separate areas as identified around the existing and proposed structures only, and NOT the other 9 areas.

Shire staff recommend approval of the application based upon the following:

- the outbuilding would appear as a minor development when considered against the 13.4058ha scale of the property.
- the outbuilding would be well setback (69m) from the closest property boundary.
- the outbuilding would be setback approximately 190m west of Dolbys Drive and on the other side of Dolby Creek from this road frontage.
- the outbuilding would be setback approximately 300m north of Dulchev Way and obscured by existing vegetation.
- the outbuilding would be sited upon a low point of the property where it will not impact any surrounding landowners' ocean or range views.
- were the outbuilding to be sited within the existing building envelope it would impact the neighbours to both the north, north-east and east's ocean views.
- the outbuilding has been sited in a location to have regard for the structure plan layout so as to not compromise the future subdivisional potential of the applicant's property or the neighbouring landowners' subdivisional potential.
- the outbuilding would be sited in a location so that at time of future subdivision it would be to the rear of the subdivided 1ha lot and therefore behind the future residence upon the subdivided lot as viewed from the new subdivisional road.
- the outbuilding would not require clearing of any native vegetation.
- there is the ability to plant screening landscaping upon Lot 174 to further reduce the impact of the outbuilding.
- the outbuilding has been sited with regard for/outside of the 1 in 100 year flood event mapping for Dolby Creek.

- the outbuilding has been sited with regard for/outside of the area identified as bushfire prone by the DFES State Map of Bushfire Prone Areas.
- the outbuilding would be sited in the location where the existing overhead powerline terminates at a meter box and the bore is located.
- the outbuilding will serve to house the landowner's tools and equipment for their vegetable garden which would be grown by the bore location which on the property's only flat area on the northern side of Dolby Creek.
- the siting of the outbuilding on this flat area would save the landowner having to always move items from/to the existing building envelope location 230m uphill to the north at the start/end of gardening.
- the outbuilding will allow the landowner to store their items (e.g. reticulation pipe, small tractor, vegetable growing equipment etc.) securely and out of the weather which is of benefit to them and presents a better visual outcome to the neighbouring landowners also.
- the approval of a building envelope in 2 sections rather than 1 would be unusual, however, it is considered that Lot 174 is an anomaly in the 'Rural Residential 1' zone being a larger lot capable of being able to be further subdivided into 11 x 1ha lots and the 2 building areas have been designed such that they would ultimately be upon separate lots and accommodate independent development clusters at time of future subdivision as per the Dolbys Drive Structure Plan.
- the building envelope for Lot 174 was drafted in 1999 and it is reasonable that with the subsequent approval of the Dolbys Drive Structure Plan in 2017 that allows for further subdivision down to 1ha that the building envelope might be considered as overdue for review.

Figure 10.1.1(e) - View looking NE towards proposed outbuilding location from SW corner of Lot 174



Figure 10.1.1(f) - View looking NE at proposed outbuilding location illustrating existing power and bore locations



Figure 10.1.1(g) - View north/uphill towards existing residence upon Lot 174 from proposed outbuilding site



STATUTORY ENVIRONMENT

109 (Lot 174) Dulchev Way, Waggrakine is zoned 'Rural Residential 1' under the Shire of Chapman Valley Local Planning Scheme No.3 ('the Scheme') the objectives for which are listed in Table 1 as being:

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

The Scheme notes the following of relevance 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 Residential

(1) Structure Plan

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

...(2) Buildings

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

Whilst the application proposes to site the outbuilding at a distance of 260m from the existing outbuilding (rather than the more common 22m maximum separation distance for the 'Rural Residential 1' zone) it is noted that were Council to endorse a modification of the building envelope to create 2 areas (1 being around the exiting residence and the other being around the proposed outbuilding and for the future subdivided lot) this would be accommodated under the provisions of Schedule 6 of the Scheme.

*“Schedule 6 – Additional site and development requirements relating to Rural Residential zone
Rural Residential 1*

1 For those lots which do not depict a building envelope, all structures including sheds, outbuildings, garages, storage areas and effluent disposal systems shall be sited not more than 22 metres from the closest wall of the dwelling, and must also comply with the setback and/or siting standards in the Scheme”

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;*
- (o) the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource;*
- (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 2000 Subdivision Guide Plan (that identified a building envelope) for the subject property is considered to have basis as a planning instrument 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.”*

The Shire of Chapman Valley Local Planning Policy 1.4 – Outbuildings includes the following objectives:

- “3.1 To alter the deemed to comply provisions of the R-Codes for Outbuildings.*
- 3.2 To provide a clear definition of what constitutes an ‘Outbuilding’.*
- 3.3 To ensure that Outbuildings are not used for habitation, commercial or industrial purposes by controlling building size and location.*
- 3.4 To limit the visual impact of Outbuildings.*
- 3.5 To encourage the use of outbuilding materials and colours that complement the landscape and amenity of the surrounding area.*
- 3.6 To ensure that the Outbuilding remains an ancillary use to the main dwelling or the principle land use on the property.”*

Policy notes the following within its Policy Statement:

- “6.7.c For lots zoned ‘Rural-Residential’, ‘Rural Smallholding’ and ‘Rural’ the Outbuildings are to be setback in accordance with the Local Planning Scheme, or if applicable located within a defined building envelope.”*

There is an existing 180m² outbuilding located immediately north-west of the residence, which when added to the proposed 108m² outbuilding would create a total outbuilding area upon Lot 174 of 288m².

The proposed outbuilding would be situated forward of the existing residence upon Lot 174 as viewed from both Dulchev Way and Dolbys Drive.

However, given that Lot 174 is 13.4058ha it is over the 4ha threshold and therefore exempted from both the shed area and front building line provisions of the ‘Outbuildings’ policy.

Nonetheless the building envelope area about the proposed outbuilding has been designed so that at time of future subdivision the outbuilding would be sited to the rear of the building envelope for the subdivided lot, and therefore the outbuilding would ultimately be behind the future residence as viewed from the created subdivisional road. Further the outbuilding would comply with the policy shed area requirements at such time as it is subdivided onto a smaller 1ha lot as per the layout of the Dolbys Drive Structure Plan.

Both the ‘Building Envelope’ and ‘Outbuildings’ Local Planning Policies can be viewed at the following link to the Shire website: <https://www.chapmanvalley.wa.gov.au/local-planning-policies.aspx>

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 Dolbys Drive Structure Plan addresses a 38.0019ha area comprised of 6 individually owned lots, zoned 'Rural Residential' each of which contain a residence, and are all capable of being further subdivided.

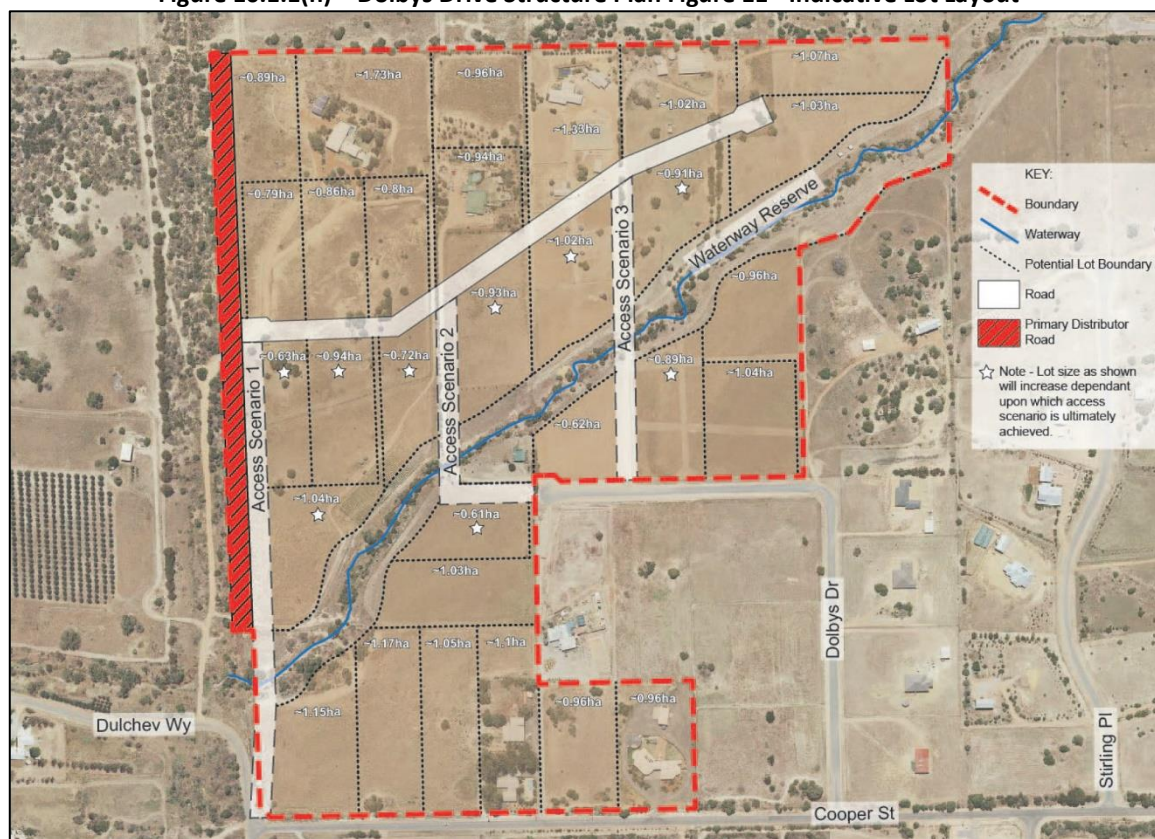
Given that the Dolbys Drive Structure Plan area is under multiple ownership, and several of the landowners had differing timeframes for subdivision, the Shire assumed the role of lead agency to resolve this matter.

The strategic direction for this area established by the Greater Geraldton Structure Plan (2011) and the Shire of Chapman Valley Local Planning Strategy (2007) is for rural-residential lots of approximately 1ha. This direction is addressed in the Dolbys Drive Structure Plan, with some minor lot size variation where subdividers are required to provide land for public open space (similar to the precedent established further east along Dolby Creek in the Patten Place/Westlake Place subdivision) or land for potential highway alignment, or to enable flexibility in the provision of an access point across the Dolby Creek.

Council resolved at its 15 February 2017 meeting to adopt the Dolbys Drive Structure Plan, subject to the modifications arising from the advertising period, and forward a copy to the WAPC seeking its final approval. The WAPC wrote to the Shire on 15 August 2017 advising that the Dolbys Drive Structure Plan had been approved.

The complete Dolbys Drive Structure Plan document can be viewed at the following link to the WAPC website: <https://www.dplh.wa.gov.au/chapman-valley>

Figure 10.1.1(h) – Dolbys Drive Structure Plan Figure 11 - Indicative Lot Layout



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

The Shire wrote to the 8 surrounding landowners on 26 August 2021 providing details of the application and inviting comment upon the proposal prior to 17 September 2021.

At the conclusion of the advertising period 1 submission had been received, this being in support of the application with the following comment “we have no issues with this proposed outbuilding or the location it does not impede on our views”. No objections to the application were received.

In the event that Council consider that the application does not meet its requirements and that it should be REFUSED then it may find the following wording appropriate:

“That Council refuse the application for an outbuilding upon 109 (Lot 174) Dulchev Way, Waggrakine for the following reasons:

- 1 *The development is considered contrary to Sections 16, 37, 40 and Schedules 5 & 6 of the Shire of Chapman Valley Local Planning Scheme No.3.*
- 2 *The development is considered contrary to Clause 67 of the deemed provisions of the Planning and Development (Local Planning Schemes) Regulations 2015.*
- 3 *The development is considered contrary to the objectives of the Shire of Chapman Valley Local Planning Policy 1.4 – Outbuildings.*
- 4 *The development is considered contrary to the provisions of the Shire of Chapman Valley Local Planning Policy 5.1 – Building Envelopes.*

5 Approval of this application may well set an undesirable precedent for future variation to the Shire's statutory and strategic planning requirements.

Advice Note:

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."

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

COUNCIL RESOLUTION/STAFF RECOMMENDATION

MOVED: Cr. Humphrey

SECONDED: Cr Batten

That Council grant formal planning approval for the proposed outbuilding upon 109 (Lot 174) Dulchev Way, Waggrakine subject to the following conditions:

- 1 Development shall be in accordance with the attached approved plans dated 20 October 2021 and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government.
- 2 Any additions to or change of use of any part of the building or land (not the subject of this consent/approval) requires further application and planning approval for that use/addition.
- 3 The building envelope for Lot 174 is now considered to be the 2 building areas identified upon the approved plans as being around the identified existing and proposed structures only, and NOT the other 9 future subdivisional lot building areas as identified upon the approved plans.
- 4 The walls and roof of the residence are to be of materials, finish and colours that are non-reflective (i.e. zincalume) and complementary to the natural landscape features and the existing buildings upon Lot 174 to the approval of the local government.
- 5 All stormwater from the development must be contained and disposed of on-site to the approval of the local government and not discharged into the Dolby Creek.
- 6 The outbuilding floor level must not be less than 500mm higher than the natural ground level.
- 7 Any soils disturbed or deposited on site shall be stabilised to the approval of the local government.
- 8 If the development/land use, the subject of this approval, is not substantially commenced within a period of two years after the date of determination, the approval shall lapse and be of no further effect.

Notes:

- (a) In regards to condition 3 the applicant is advised that applications for development outside of the 2 approved building envelope areas (i.e. the 2 areas identified as containing existing and proposed structures upon the approved plans) will be unable to be determined by Shire staff under delegated authority and will be presented to a future meeting of Council for deliberation. Council acknowledges that the applicant is not seeking approval for the other 9 building envelope areas as identified upon the submitted plans and these have been prepared by the applicant only for the purposes of demonstrating that the proposed outbuilding development does not

prejudice the future subdivision potential for the landowner of Lot 174 or adjoining landowners within the Dolbys Drive Structure Plan area.

- (b) In regards to condition 8 where an approval has so lapsed, no development/land use shall be carried out without the further approval of the local government having first been sought and obtained.
- (c) 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.

Voting F7/A0
CARRIED
Minute Reference: 10/21-03

9:49am - B Carbutt & M Childs left the meeting.

10.1.2 Proposed Outbuilding with Habitable Attachment

PROPONENT:	Kerry Micke Designs for P. Saunders
SITE:	1 (Lot 122) Dune Vista, Buller
FILE REFERENCE:	A1887
PREVIOUS REFERENCE:	Nil
DATE:	13 October 2021
AUTHOR:	Simon Lancaster, Deputy Chief Executive Officer

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.1.2(a)	Submitted Application		√
10.1.2(b)	Received Submissions		√
10.1.2(c)	Applicant's Response		√

DISCLOSURE OF INTEREST

Nil

BACKGROUND

Council is in receipt of an application for an outbuilding with a habitable attachment upon 1 (Lot 122) Dune Vista, Buller. The application is also seeking consideration for vehicle access onto Wokarena Road (Lot 122 has a restrictive covenant limiting vehicle access onto Dune Vista only). The application has been advertised for comment and an objection was received. This report recommends approval of the building and refusal of the vehicle access onto Wokarena Road.

Figure 10.1.2(a) – Location Plan for 1 (Lot 122) Dune Vista, Buller



COMMENT

Lot 122 is a vacant 4,002m² property on the corner of Wokarena Road and Dune Vista in the Wokarena Heights Estate. The property slopes down from the 53.5m contour in the north-east corner to the 48.5m contour in the south-western corner.

Figure 10.1.2(b) – Aerial Photo of 1 (Lot 122) Dune Vista, Buller



Application has been received for a structure that would contain both Class 1a (deemed habitable under the Building Code of Australia) and Class 10 (non-habitable) components. The building would be sited 7m from the rear/eastern property boundary and 7m from the side/southern property boundary and 20.456m back from the closest road (Wokarena Road) frontage.

The structure would consist of a 108m² outbuilding, with a 3.6m wall height and 5.289m gable height, that would have colorbond ('Mangrove') custom orb wall cladding and colorbond ('Monument') roof sheeting. Attached to the outbuilding at its western end would be a 70m² habitable floor area consisting of 2 bedrooms, 1 bathroom and kitchen/living/dining room, the habitable floor area would also have a 75.51m² patio area running along 3 of its sides, and a 24m² carport. The habitable attachment would have a wall height of 2.2m and gable height of 4.455m, and matching 'Monument' coloured hardiplank wall cladding and colorbond ('Monument') roof sheeting.

The applicant has advised that it is their intention to construct the building to live in initially, and ultimately this would become the ancillary dwelling ('granny flat') once the main residence is constructed upon the property at a later date. A copy of the received application, the applicant's supporting correspondence and additional background information has been provided as **separate Attachment 10.1.2(a)**.

The total building area would be 277.53m² (comprising 178.02m² enclosed and 99.51m² unenclosed floor area).

The total building area would not comply if considered under the requirements of the Shire of Chapman Valley Outbuildings Policy which establishes a 180m² maximum area for the residential R2.5 zone.

The building would also exceed the Outbuildings Policy requirement of 4m maximum wall height/5m maximum overall height for the Residential R2.5 zone, as it has a 5.289m gable height. It also noted that the building would be set on fill earthworks given the sloping site, so that the gable at its eastern end would be at natural ground level and at its western end would be approximately 100mm above natural ground level, making for a total height of 5.389m as measured from natural ground level.

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

https://www.chapmanvalley.wa.gov.au/Profiles/chapmanvalley/Assets/ClientData/Document-Centre/planning/policies/SoCV_LPP_1_4_Outbuildings.pdf

The total building area would not comply if considered under the requirements of the Shire of Chapman Valley Ancillary Dwellings Policy which establishes a 160m² maximum area.

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

https://www.chapmanvalley.wa.gov.au/Profiles/chapmanvalley/Assets/ClientData/Document-Centre/planning/policies/SoCV_LPP_1_1_Ancillary_Dwellings.pdf

However, Council might consider that the design of the building, with 2 distinct segments, but comprising complementary materials and colours, warrants consideration with regard for both policies i.e. the application is not proposing an outbuilding containing an internal habitable compartment thus giving the appearance of a shed from the exterior, but is a shed with an attached external habitable compartment that displays 'house-like' design features.

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

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

Table 1 of the state-wide Residential Design Codes of Western Australia ('R-Codes') recommends a (non-front) boundary setback of 7.5m for Residential R2.5 zoned properties. The development is proposing a 500mm variation to this R-Codes setback requirement, being 7m from the eastern/rear and southern/side boundary.

It is considered that this would be a very minor reduction in the side/rear boundary setback R-Code requirements and it would not be out of character with the surrounding area where a number of buildings have been approved with a reduced setback in the Wokarena Heights Estate. This includes the immediately adjoining property to the east which has an outbuilding with a side boundary setback of 3m (approved by Council at its 18/9/19 meeting) and the immediately adjoining property to the south which has an outbuilding with a side boundary setback of 4m (approved by Council at its 16/9/20 meeting).

Figure 10.1.2(c) – View looking south-east at proposed development location upon Lot 122



Figure 10.1.2(d) – View looking south-west at Lot 122 from Wokarena Road



Figure 10.1.2(e) – View looking east at Lot 122 from Dune Vista



The applicant is also seeking approval to access the property from Wokarena Road rather than Dune Vista.

DP77051 (copy provided within **separate Attachment 10.1.2(a)**) that created the first stage of the Wokarena Heights residential subdivision established a restrictive covenant preventing access to and from Wokarena Road for the lots on the south side of Wokarena Road (including Lot 122) instead requiring them to gain vehicle access via the created subdivisional roads of Heights View and Dune Vista. The only exception was Lot 112 on the corner of Wokarena Road and Dune Vista as this property contained a residence built prior to the subdivision that had an existing driveway onto Wokarena Road.

The applicant is seeking to create an access point in the north-eastern corner of Lot 122 that would be located approximately 90m from both the Wokarena Road/Richards Road intersection and the Wokarena Road/Dune Vista intersection.

The Wokarena Heights Structure Plan, as adopted by Council, and endorsed by the Western Australian Planning Commission (WAPC) was prepared to guide subdivision across 11 superlots to ultimately create 253 residential lots (generally at a 4,000m² size) with a total population of approximately 683 persons (based on the 2016 Census data for average household size in Chapman Valley).

The design of the structure plan ensured that at time of subdivision all created lots would have road frontage, and vehicle access, onto created subdivisional roads, and that no lots would therefore require direct vehicle access onto either the North West Coastal Highway or Wokarena Road.

It is acknowledged that with only Stage 1 of the 11 stage Wokarena Heights Estate having been created on-ground at this time that the prospect of direct vehicle entry from Lot 122 onto Wokarena Road, which is presently a relatively quiet street, does not appear to present an issue. However, it should be remembered that ultimately Wokarena Road will serve as the estate's main artery onto the highway, with the structure plan forecasting 2,250 daily vehicular trips, with 212 in the weekly peak hour.

The approval of direct vehicle access onto Wokarena Road would be contrary to Section 9.6 – General Subdivision and Development Requirements of the Wokarena Heights Structure Plan which states:

“No direct vehicular access shall be permitted to the Northwest Coastal Highway or Wokarena Road.”

It is also considered that the approval of vehicle access from Lot 122 directly onto Wokarena Road would create a precedent should the other 7 existing and future subdivided lots seek this.

A copy of the Wokarena Heights Structure Plan can be viewed at the following link to the WAPC's website:

<https://www.dplh.wa.gov.au/getmedia/174afca9-674c-4b3f-bad2-8dd7000014a5/SPL-Chapman-Valley-Wokarena-Heights-Structure-Plan-WAPC-ref-SPN-0424>

Figure 10.1.2(f) – extract from Wokarena Heights Structure Plan



In its assessment of the application Council should be comfortable that the proposed design would not be contrary to the existing built form and amenity of the surrounding area. To assist Council in its determination an illustration of a not dissimilar style of building has been provided in **Figure 10.1.2(g)** and photographs of all existing habitable buildings in the Wokarena Heights subdivision illustrating the existing built form have been provided in **Figure 10.1.2(h)**.

Figure 10.1.2(g) – View of comparable style of building to proposed development upon Lot 122



Figure 10.1.2(h) – View of existing Wokarena Heights residential subdivision built form



In the event that Council consider that the application does not meet its requirements and that it should be REFUSED then it may find the following wording appropriate:

“That Council refuse the application for an outbuilding with habitable attachment upon 109 (Lot 122) Dune Vista, Buller for the following reasons:

- 1 The development is considered contrary to Sections 9, 16 & 37 of the Shire of Chapman Valley Local Planning Scheme No.3.*
- 2 The development is considered contrary to Clause 67 of the deemed provisions of the Planning and Development (Local Planning Schemes) Regulations 2015.*
- 3 The development is considered contrary to the objectives and requirements of the Shire of Chapman Valley Local Planning Policy 1.4 – Outbuildings.*
- 4 The development is considered contrary to the objectives and requirements of the Shire of Chapman Valley Local Planning Policy 1.1 – Ancillary Dwellings.*
- 5 Approval of this application may well set an undesirable precedent for future variation to the Shire’s statutory and strategic planning requirements.*

- 6 *Approval of direct vehicle access onto Wokarena Road would be contrary to Section 9.6 – General Subdivision and Development Requirements of the Wokarena Heights Structure Plan and would create a precedent should the other 7 existing and future subdivided lots seek this, and direct vehicle access is restricted by covenant to be via Dune Vista only as referenced upon DP77051 and the Certificate of Title for Lot 122.*

Advice Note:

- (a) *If an applicant is aggrieved by this determination there is a right (pursuant to the Planning and Development Act 2005) to have the decision reviewed by the State Administrative Tribunal. Such application must be lodged within 28 days from the date of determination.*
- (b) *Council advise that it would give further consideration to a new application that proposed a separate outbuilding (of similar dimensions, colours and materials to the proposed non-habitable component) and separate habitable building (of similar ‘granny flat’ dimensions and colours materials) upon the property providing that the habitable building was commenced prior, or concurrently, to the outbuilding to ensure that a residential zoned property did not contain a shed without a house. ”*

STATUTORY ENVIRONMENT

1 (Lot 122) Dune Vista, Buller is zoned ‘Residential R2.5’ under Shire of Chapman Valley Local Planning Scheme No.3 (‘the Scheme’).

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

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

The proposed development whilst having the dimensions and incorporating materials generally associated with an outbuilding cannot be deemed as such as it does not meet the definition for an Outbuilding provided by the R-Codes:

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

Similarly given that the majority of the floor area for the proposed development would be constructed to a Class 10 (non-habitable) standard, and the dominant aspects of the appearance of the development would be that of a large shed the application cannot be considered to meet the definition of a Single House provided by the R-Codes:

“A dwelling standing wholly on its own green title or survey strata lot, together with any easement over adjoining land for support of a wall or for access or services and excludes dwellings on titles with areas held in common property.”

It is also noted that the ultimate development layout for Lot 122 would be for the construction of a main residence, with the proposed habitable building then becoming the Ancillary Dwelling, which is defined by the R-Codes as being:

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

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

- “(4) The local government may, in respect of a use that is not specifically referred to in the zoning table and that cannot reasonably be determined as falling within a use class referred to in the zoning table –**
- (a) *determine that the use is consistent with the objectives of a particular zone and is therefore a use that may be permitted in the zone subject to conditions imposed by the local government; or*

- (b) **determine that the use may be consistent with the objectives of a particular zone and advertise under clause 64 of the deemed provisions before considering an application for development approval for the use of the land; or**
- (c) *determine that the use is not consistent with the objectives of a particular zone and is therefore not permitted in the zone.*

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

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

The applicant is seeking to site the development 7m from the side property boundary. Section 5.1.3.C3.1 and Table 1 of the R-Codes recommend a 7.5m side boundary setback for R2.5 zoned properties.

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

“Exceptions to basic setback provisions

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

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

POLICY/PROCEDURE IMPLICATIONS

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

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

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

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

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

Section 6.2 of the Outbuildings Policy sets the following size criteria for the R2.5 zone. The ‘shed’ portion of the proposed development being 108m² floor area would be under the 180m² policy requirement. However, the total development building area of 277.53m² would exceed the policy requirement if considered entirely under the Outbuildings Policy.

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

* heights are to be measured from natural ground level

The ‘shed’ portion’s proposed 3.6m wall height would meet with the 4m policy requirement but the 5.289m gable height (+0.1m fill height) would exceed the overall height requirements of the Outbuildings Policy.

Section 6.6 states that:

“The development of an Outbuilding on vacant residential land shall not be approved unless the residence has been completed up to, and including, the pouring of a concrete house slab (although variation to this is permitted where the slabs for the residence and outbuilding are poured concurrently).”

Given that the outbuilding would be attached to a habitable building that includes design features commonly associated with a home e.g. windows, doors, eaves, patio on multiple elevations/sides it is not considered that Section 6.6 would be relevant in this instance.

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

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

The application is seeking only a minor 0.5m reduction to the outbuilding side boundary setback down to 7m. It is not considered that this variation would be detrimental to the use of the surrounding properties and will not be out of character with the established built form in the Wokarena Heights Estate.

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

- “3.1 To alter the deemed to comply provisions of the R-Codes for Ancillary Dwellings.

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

Section 6.2 of the Ancillary Dwellings Policy sets the following size criteria for the R2.5 zone. The 'granny flat' portion of the proposed development being 70m² enclosed habitable floor area, 75.51m² patio area and 24m² carport area would total 169.51m² which would be only marginally over the 160m² policy requirement. However, the total development building area of 277.53m² would exceed the policy requirement if considered entirely under the Ancillary Dwellings Policy.

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

The applicant's site plan also illustrates the proposed future location for a main residence upon Lot 122, and the proposed 'granny flat' development (subject of this application) would be sited behind the street setback line of the future main residence as viewed from both Dune Vista and Wokarena Road which meets the requirement of Section 6.5 of the Ancillary Dwellings Policy.

FINANCIAL IMPLICATIONS

Nil.

Long Term Financial Plan (LTFP):

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

STRATEGIC IMPLICATIONS

Lot 122 is located within the Wokarena Heights Structure Plan which is a 142.79ha area located 8km north of the Geraldton CBD. The subject land is bounded by the North West Coastal Highway to the west, Parkfalls Estate to the north, the former Geraldton-Northampton railway alignment/potential Highway realignment to the east, and the Drummonds Heights Estate to the south. At time of the Structure Plan's preparation the Wokarena Heights area consisted of 11 individually owned lots (8 of which contained a residence) the majority of which were square in shape, 12ha in size and contained rural lifestyle uses.

The preparation of a Structure Plan is a requirement of the WAPC and assists in the resolving of issues that can arise in areas under multiple ownership. The Structure Plan sought to address issues such as the required upgrading of the highway intersection to cater for the increased number of vehicle trips resulting from subdivision, stormwater drainage, public open space provision and subdivisional road connectivity. The Structure Plan does not 'force' landowners to subdivide, this remains the preference of the landowner, and at their own timeframe, but it does provide the framework that the WAPC requires prior to it being prepared to approve applications to subdivide, should landowners choose to pursue this.

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

The Wokarena Heights Structure Plan allows for the eventual creation of 253 x 4,000m² residential lots, with 29 of these now having been created, and a subdivision application for a further 25 lots being approved by the WAPC on 30/8/21.

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 determination of this application would have impact in relation to the Strategic Community Plan.

CONSULTATION

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

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

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

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

The Shire wrote to the 28 surrounding landowners of subdivided Wokarena Heights residential lots, and the additional 5 surrounding superlot (i.e. unsubdivided Wokarena Heights lots) landowners on 17/8/21 providing details of the application and inviting comment upon the proposal prior to 17/9/21, a sign was also erected on-site to advise of the received application and the opportunity for comment, and a copy of the application and background explanatory information was displayed on the Shire website.

At the conclusion of the advertising period 4 submissions had been received, 3 in support of the application and 1 in objection, and copies of these have been provided as **separate Attachment 10.1.2(b)**. The content of the objection largely concerns the proposed access onto Wokarena Road but does also raise issue with the building of a shed-like building prior to a dwelling.

The applicant was provided with redacted copies of the submissions and the opportunity to respond to the issues raised. The applicant has submitted correspondence, provided as **separate Attachment 10.1.2(c)** that gives further background in relation to their reasons for wanting the driveway to access Wokarena Road rather than Dune Vista and their past building experience.

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 grant formal planning approval for an outbuilding with habitable attachment upon 1 (Lot 122) Dune Vista, Buller subject to the following conditions:

- 1 Development shall be in accordance with the approved plans as contained within **Attachment 10.1.2(a)** and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government.
- 2 Any additions to or change of use of any part of the building or land (not the subject of this consent/approval) requires further application and planning approval for that use/addition.
- 3 Direct vehicle access onto Lot 122 must be via Dune Vista and not Wokarena Road.
- 4 The development must not be used for commercial or industrial purposes.
- 5 The walls and roof of the development are to be of materials, non-reflective finish and colours that are to the satisfaction of the local government.
- 6 The installation and maintenance of landscaping upon the property for the purpose of reducing the visual impact of the development to the satisfaction of the local government.

-
- 7 All stormwater must be contained and disposed of on-site to the satisfaction of the local government.
 - 8 Any soils disturbed or deposited on site shall be stabilised to the satisfaction of the local government.
 - 9 If the development/land use, the subject of this approval, is not substantially commenced within a period of two years after the date of determination, the approval shall lapse and be of no further effect.

Notes:

- (a) Where an approval has so lapsed, no development/land use shall be carried out without the further approval of the local government having first been sought and obtained.
- (b) In regards to condition 3, the approval of direct vehicle access onto Wokarena Road is not supported as it would be contrary to Section 9.6 – General Subdivision and Development Requirements of the Wokarena Heights Structure Plan, would create a precedent should the other 7 existing and future subdivided lots seek direct access onto Wokarena Road, and direct vehicle access is restricted by covenant to be via Dune Vista only as referenced upon DP77051 and the Certificate of Title for Lot 122.
- (c) The applicant is advised that it is a requirement of the Shire of Chapman Valley ‘Ancillary Dwellings’ Local Planning Policy that ancillary dwellings shall be of colours/materials that are complementary to the main residence. Therefore the colours/materials used in the approved development (that is proposed to become in future the ancillary dwelling to a proposed main residence) will have bearing on the colours/materials to be used for future development upon the property.
- (d) 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.

ALTERNATE COUNCIL RESOLUTION

MOVED: Cr. Humphrey

SECONDED: Cr Forth

That Council grant formal planning approval for an outbuilding with habitable attachment upon 1 (Lot 122) Dune Vista, Buller subject to the following conditions:

- 1 Development shall be in accordance with the approved plans as contained within **Attachment 10.1.2(a)** and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government.
- 2 Any additions to or change of use of any part of the building or land (not the subject of this consent/approval) requires further application and planning approval for that use/addition.
- 3 Direct vehicle access onto Lot 122 must be via Dune Vista and not Wokarena Road.
- 4 The development must not be used for commercial or industrial purposes.
- 5 The walls and roof of the development are to be of materials, non-reflective finish and colours that are to the satisfaction of the local government.
- 6 The installation and maintenance of landscaping upon the property for the purpose of reducing the visual impact of the development to the satisfaction of the local government.
- 7 All stormwater must be contained and disposed of on-site to the satisfaction of the local government.
- 8 Any soils disturbed or deposited on site shall be stabilised to the satisfaction of the local government.
- 9 If the development/land use, the subject of this approval, is not substantially commenced within a period of two years after the date of determination, the approval shall lapse and be of no further effect.

-
- 10 Fencing to be installed along section of the southern boundary of lot 122 to assist in privacy protection for the adjoining landowner to the approval of the Local Government.

Notes:

- (a) Where an approval has so lapsed, no development/land use shall be carried out without the further approval of the local government having first been sought and obtained.
- (b) In regards to condition 3, the approval of direct vehicle access onto Wokarena Road is not supported as it would be contrary to Section 9.6 – General Subdivision and Development Requirements of the Wokarena Heights Structure Plan, would create a precedent should the other 7 existing and future subdivided lots seek direct access onto Wokarena Road, and direct vehicle access is restricted by covenant to be via Dune Vista only as referenced upon DP77051 and the Certificate of Title for Lot 122.
- (c) The applicant is advised that it is a requirement of the Shire of Chapman Valley ‘Ancillary Dwellings’ Local Planning Policy that ancillary dwellings shall be of colours/materials that are complementary to the main residence. Therefore the colours/materials used in the approved development (that is proposed to become in future the ancillary dwelling to a proposed main residence) will have bearing on the colours/materials to be used for future development upon the property.
- (d) 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.

**Voting F5/A2
CARRIED
Minute Reference: 10/21-04**

Reason for Deviation from Staff Recommendation: Council requested additional condition to assist in privacy protection for the adjoining landowner.

10:01am - P & C Saunders left the meeting.

10.2

Manager of Finance & Corporate Services

10.2 AGENDA ITEMS

10.2.1 Financial Management Report for September 2021

10.2.2 Budget Variation – External Contract Services – Gardening

10.2.1

Financial Management Report for September 2021

PROPONENT:	Shire of Chapman Valley
SITE:	Shire of Chapman Valley
FILE REFERENCE:	307.00
PREVIOUS REFERENCE:	Nil
DATE:	20 October 2021
AUTHOR:	Dianne Raymond, Manager Finance & Corporate Services

SUPPORTING DOCUMENTS:

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

COUNCIL RESOLUTION/STAFF RECOMMENDATION

MOVED: Cr. Batten

SECONDED: Cr Davidson

That Council receives the financial management report supplied under separate cover for the months of September 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

Voting F7/A0

CARRIED

Minute Reference: 10/21-05

10.2.2

Budget Variation – External Contract Service - Gardening

PROPOSER:	Chief Executive Officer
SITE:	Shire of Chapman Valley
FILE REFERENCE:	306.00
PREVIOUS REFERENCE:	Nil
DATE:	20 October 2021
AUTHOR:	Dianne Raymond, Manager Finance & Corporate Services

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
	Nil		

DISCLOSURE OF INTEREST

Nil

BACKGROUND

Additional funds for two areas of operations have been highlighted for review in the first quarter of the financial year being external contractor for gardening services and Volunteer Bushfire Brigade Personal Protective Equipment (PPE).

Contract services across the whole of the shire has previously been a budget item yet 2021/2022 was redistributed. As part of the 2019/2020 annual budget process council resolved the following:

Council endorses the following items only from those submitted for further consideration to be included the Draft 2019/2020 Budget:

Item #	Elected Member	Location	Budget Item	Estimated Costs	Comments
1	Cr Batten	Whole of Shire	<p><i>Tourism budget ideas</i></p> <ul style="list-style-type: none"> - Promotion of natural & cultural assets. E.g. interpretational and/or digital signage/info for self-drive tours, alternative routes and hot spots. Expansion of tourist map to physical locations. E.g. Moresby Ranges geo info - Collective CV advertising through media promo - These ideas are for the Shire to play a role in tourism in showcasing our natural assets while local businesses focus on their own products and built assets. We have a lot of natural assets to promote but no one taking the role in showcasing. 	\$5,000	

2	Cr Batten	Yuna	Yuna Hall committee recommendations (once adopted) E.g. Improve pathway to Yuna Park & BBQ from Hall, windbreak on park gazebo etc	\$2,500	
4	Cr Batten	Whole of Shire	Communication Strategy/Procedure implementation – e.g. based on Website expansion/update pending heat mapping analysis.	\$5,000	
5	Cr Batten	Whole of Shire	Delegated authority or small budget for building community capacity through sponsorship/scholarship opportunities, e.g. sponsoring local organisation reps to AICD NFP governance session @ \$50 pp. x 4.	\$1,000	This is to be allocated in accordance with CEO Delegated Authority 3005
6	Cr Batten	Yuna	YMCC coded lock box for key access noted through communication with CABY but not listed through building committee.	\$500	Key Box
7 & 8 Combined	Cr Maluish	Whole of Shire	Contract service and materials budget to be used at the CEO discretion Gardener, Cleaner, Ranger, Maintenance, Mowing etc	\$50,000	Resources not to be allocated to a specific area of the Shire. Any increased resources to be used at the discretion of the CEO across the whole of the Shire on an as-needs basis
9	Cr Maluish	BHPCC	Garden edging at BHP from building to BBQ Gazebo & BBQ Gazebo to Hit Up Wall along pathway to prevent silt from blowing over path & grassed areas; will also keep mulch inside the garden bed	Maintenance Budget Allocation (\$TBC)	
10	Cr Maluish	BHP	To stop traffic driving over park install signage and power poles/barriers, vegetation.	\$ TBC	

This amount was reduced to \$30,000 in the 2020/2021 annual budget with only \$2,550 being allocated to contract gardening services and \$20,000 for contract cleaners.

During the annual budget process for 2021/2022 the cleaning component was allocated to individual building job numbers to show true costs across this area. This resulted in no budget allocated for external gardening services for 2021/2022.

Volunteer Bushfire Brigade Personal Protective Equipment has historically been purchased in small numbers from the Brigades Operating Expenses account and covered in the annual operating grant acquittal process under the Fire and Emergencies Services Act 1998.

COMMENT

Council's adopted budget at times will need variations made to reflect changes which occur after the budget has been formally adopted. The purpose of this report is to seek Council's endorsement firstly for an amendment to the original budget to allow for an amount of \$12,000 for an external contract service for gardening across the whole of the Shire to be used at the Chief Executive Officers discretion. Secondly an amendment to increase operating expenses for an amount of \$15,000 for purchase of Volunteer Bushfire Brigade PPE.

With changes in Work, Health and Safety there has been an increase in training and membership with safety awareness across the volunteer bushfire brigade participants. Following recent training at Yuna for Volunteer Bushfire Brigade members approximately 42 sets of PPE have been requested with quotes estimating a cost of approximately \$250.00 each set. Through the operating grants scheme the Chief Executive Officer has requested additional funds to cover this additional expense, yet no response received to date.

Currently there is a need for external contract services to cover the part time gardener position of eight (8) hours per week while the normal employee remains on personal leave potentially until January 2022. At the time of discussion at the 2021/2022 draft budget workshop there may have been some confusion as to the reallocation of these funds for future budgets. It is important the Shire considers having a budget option for unexpected works which may impact operations and due to their nature cannot be expected to be covered by employee overtime.

The Financial Assistance Grants for 2021/2022 have been finalised with an additional amount of \$135,627 to be received. Of this amount \$50,000 has been committed at the September 2021 Ordinary Council meeting for the new position of Occupational Health & Safety Compliance Officer (Minute Reference: 09/21-13) leaving a balance of \$85,627.

STATUTORY ENVIRONMENT

In accordance with legislative requirements of the Local Government Act, 1995, Section 6.8(1)(b) Council is required to resolve by **Absolute Majority** to incur expenditure from its municipal fund for an additional purpose that is not identified in the Adopted Budget i.e.

Local Government Act (1995) – Section 6.8. - Expenditure from municipal fund not included in annual budget

(1) *A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure:*

- (a) *is incurred in a financial year before the adoption of the annual budget by the local government; or*
- (b) *is authorised in advance by resolution*;* or
- (c) *is authorised in advance by the mayor or president in an emergency.*

** Absolute majority required.*

(1a) *In subsection (1):*

additional purpose *means a purpose for which no expenditure estimate is included in the local government's annual budget.*

(2) *Where expenditure has been incurred by a local government —*

- (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year;
and
(b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

POLICY/PROCEDURE IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The Staff Recommendation is requesting the endorsement of expenditure to come from the increased revenue of Financial Assistance Grants so there will be no additional impost to the 2021/2022 Annual Budget.

Long Term Financial Plan (LTFP):

No significant effect on the LTFP

STRATEGIC IMPLICATIONS

Strategic Community Plan/Corporate Business Plan:

Ref	Objective	Strategy	Action
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

CONSULTATION

Not applicable

RISK ASSESSMENT

The associated risk would be the failure to comply with Local Government Act 1995 and Local Government (Financial Management) Regulations

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

Absolute Majority

COUNCIL RESOLUTION/STAFF RECOMMENDATION

MOVED: Cr. Davidson

SECONDED: Cr Batten

That Council endorse the budget variation for

1. Additional operating expenditure of \$12,000 for external contract services for gardening across the whole of the Shire at the discretion of the Chief Executive Officer;

-
2. Additional operating expenditure of \$15,000 for Volunteer Bushfire Brigade Personal Protective Equipment (PPE)
 3. Recognise additional revenue of \$135,627 within the Financial Assistance Grant funding 2021/2022 allocation.

Voting F7/A0
CARRIED
Minute Reference: 10/21-06

10.3

Chief Executive Officer

10.3 AGENDA ITEMS

10.3.1 Draft Policy Proposal – Elected Members Superannuation

10.3.2 Bushfire Volunteers & Work Health Safety Legislation

10.3.1 Draft Policy Proposal - Elected Member Superannuation

PROPONENT:	Western Australian Local Government Association (WALGA)
SITE:	WA Local Governments
FILE REFERENCE:	401.00
PREVIOUS REFERENCE:	NA
DATE:	20 October 2021
AUTHOR:	Maurice Battilana, Chief Executive Officer

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.3.1(a)	WALGA – Draft Superannuation for Elected Members Policy Proposal		✓

DISCLOSURE OF INTEREST

An enquiry with WALGA on the issue of Elected Members having a direct financial interest in this matter resulted in the following response:

“WALGA acknowledges that the potential introduction of superannuation as a future benefit for Elected Members is a matter in which Elected Members will have a personal financial interest. Given Elected Members are being asked to consider a draft advocacy position only at this stage, I do not believe a declaration of Interest is required by Elected Members. If this issue is progressed and the State consider introducing legislative reform along the lines proposed in the advocacy position, then approval may be required from the Minister so that Elected Members may consider the draft legislation. WALGA will take appropriate steps in relation to an approval, should this be necessary in future.”

Therefore, based on the advice above, there is no need for Elected Members to declare a financial interest in this matter at this stage.

BACKGROUND

WALGA is seeking feedback on a draft policy proposal, as per the attached paper (see **Attachment 10.3.1(a)**), to advocate for Elected Members to be required to be paid superannuation.

The recommended advocacy approach is to propose the *Local Government Act 1995* be amended to facilitate the payment of superannuation to Elected Members in addition to fees and allowances.

This approach avoids the problems associated with the current arrangements around the need to withhold income tax and pay fringe benefits tax.

Feedback from the Local Government sector will inform a State Council agenda item, which will be considered at the November 2021 Zone meetings and the December 2021 meeting of State Council. Following a State Council decision, advocacy will be undertaken with the Minister for Local Government.

WALGA require feedback on the draft policy paper is required by **Friday, 29 October 2021**.

COMMENT

Rather than repeat the content of the WALGA draft policy proposal paper I refer Council to **Attachment 10.3.1(a)** yet highlight the following aspects of this paper below:

1. Elected Members Being Workers (Page 4)

“Elected Members, like all workers, should be entitled to payment of superannuation. Payment of superannuation to Elected Members would address a historical anomaly that has seen Elected Members denied a benefit enjoyed by the broader workforce”

CEO Comment

I am not sure Elected Members have ever been considered “*Workers/Employees*” so if this is now considered the case it would be a significant deviation of the roles and responsibilities of an Elected Member under the current Local Government Act and associated Regulations

2. Elected Members Remuneration (Page 4)

“It is crucial to the functioning of Local Government that Elected Members are appropriately remunerated for their time and contribution.”

CEO Comment

Adequate and appropriate Elected Member remuneration is important, yet this is currently determined by the Salaries & Allowances Tribunal (SAT), which is significantly influenced by the State Government. Therefore, any suggestion the remuneration may be inadequate or should include superannuation entitlements perhaps should be a determination made by the SAT.

3. Greater Interest in becoming an Elected Members (Page 4)

“.....it is hoped that payment of superannuation would lead to greater interest and more nominations to serve on Council from women and younger people, leading to greater representation on Councils by people from traditionally underrepresented demographics.”

CEO Comment

It is a long-bow to suggest a reason constituents do not nominate to be an Elected Member could be linked to the current situation of superannuation not being paid. I would suggest this is not an influencing factor at all.

4. Other Jurisdictions (Page 5)

“In New South Wales, following a state-led discussion paper and consultation process, amendments to the Local Government Act have been put forward that would enable Councils to resolve to pay superannuation contributions from July 2022.

This mirrors the approach in Queensland where, under the state’s Local Government Act, Councils may resolve to pay superannuation contributions to Elected Members.

Elected Members in Victoria are paid a cash loading equivalent to the superannuation guarantee, but this is not required to be paid into a superannuation fund.

No superannuation is paid in Tasmania, South Australia or the Northern Territory.”

CEO Comment

There is obviously a variation of approaches across the nation regarding if/how Elected Members are paid superannuation. This is a matter Elected Members need to determine, not Staff.

5. Cost (Page 7)

CEO Comment

Based on the Table provided on Page 7 the average per Elected Members in a Band 4 LGA, paying the Maximum fees and allowance, would be approximately \$1,270.

Using this average and multiplying it by the eight (8) the estimated the total cost to pay all Elected Members superannuation in the Shire of Chapman Valley would be approximately \$10,160.

6. WALGA Questions & Recommendation (Pages 6 & 7)

The questions being asked by WALGA (see Page 6) are:

Should Local Governments be enabled or required to pay superannuation to Elected Members?

Why is that approach preferred?

These questions need to be considered along with the Recommendation in the WALGA Paper i.e.

“WALGA recommends to the Minister for Local Government:

That the Local Government Act 1995 be amended to require Local Governments to pay Elected Members, into a nominated superannuation account, an amount equivalent to the superannuation guarantee determined with reference to fees and allowances paid to each Elected Member.”

CEO Comment

Though it is not up to Staff the determine a position on this matter it is felt the WALGA Paper Recommendation removes the other options, specifically the concept of it being an individual LGAs discretion to pay the superannuation or not, rather than this being legislated.

STATUTORY ENVIRONMENT

Local Government Act, 1995 and associated regulations.

POLICY/PROCEDURE IMPLICATIONS

No existing Policy affected as payments to Elected Members is reviewed annually as required by legislation and governed by the Salaries & Allowances Tribunal

FINANCIAL IMPLICATIONS

Basic estimates (based on WALGA's calculation) indicate the costs to pay superannuation to Elected Members in the Shire of Chapman Valley would be in the vicinity of \$10,000 per annum. This will obviously increase as the Superannuation Guarantee Fund levels increase and Salaries & Allowance Tribunal determinations are made in future years.

Long Term Financial Plan (LTFP):

No significant effect on the LTFP is envisaged.

STRATEGIC IMPLICATIONS

It is important Elected Members are adequately and appropriately remunerated for their services to the local government authority, yet I personally do not agree payment of superannuation is the solution to the current payment situation. This should be an issue addressed by the Salaries & Allowance Tribunal, without the current political influences.

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

As stated, feedback from the Local Government sector will inform the State Council agenda item, which will be considered at November 2021 Zone meetings and then the December 2021 meeting of State Council. Following a State Council decision, advocacy will be undertaken with the Minister for Local Government.

WALGA require feedback on the draft policy paper is required by Friday, 29 October 2021.

RISK ASSESSMENT

Based on estimated cost only the risk is consider being *Minor* to *Moderate* i.e.

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
Moderate (3)	Medical type injuries	\$10,001 - \$50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies

VOTING REQUIREMENTS

Simple Majority

STAFF RECOMMENDATION (No Staff Recommendation Provided as this is considered an Elected Member issue)

Nil

COUNCIL RESOLUTION

MOVED: Cr. Forth

SECONDED: Cr Humphrey

Council provide the following response to the Western Australian Local Government Associations (WALGA) Draft Superannuation for Elected Members Policy Proposal:

1. WALGA Question –

“Should Local Governments be enabled or required to pay superannuation to Elected Members?”

Response: No

2. WALGA Staff Recommendation to State Council?

“That the Local Government Act 1995 be amended to require Local Governments to pay Elected Members, into a nominated superannuation account, an amount equivalent to the superannuation guarantee determined with reference to fees and allowances paid to each Elected Member.”

Response: Do not support

Voting F7/A0

CARRIED

Minute Reference: 10/21-07

10.3.2 Bushfire Volunteers & Work Health Safety Legislation

PROPONENT:	Chief Executive Officer
SITE:	Shire Of Chapman Valley
FILE REFERENCE:	601.08
PREVIOUS REFERENCE:	NA
DATE:	20 October 2021
AUTHOR:	Maurice Battilana, Chief Executive Officer

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.3.2(a)	Chapman Valley Bushfire Brigades FCO & Elected Member Meeting Notes – 29 September 2021		✓
10.3.2(b)	Draft Brigade Membership Procedure		✓
10.3.2(c)	LGIS Newsletter - Keeping Bushfire Volunteers Safe & Well		✓
10.3.2(d)	Draft Volunteer Bushfire Brigade Member Training Management Procedure (EMP-002)		✓
10.3.2(e)	DFES – Course Catalogue – Bushfire Centre of Excellence		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

Council discussed the issue of possible effects the new Work Health Safety (WHS) legislation may have on volunteers in the community, specifically the Bushfire Fighting Volunteers. The Concept Forum also focused on a possible Brigade Membership Procedure (see **Attachment 10.3.2(a)**).

It was agreed at the September 2021 Concept Forum to discuss the Draft Brigade Membership Procedure with the Chief Bush Fire Control Officer (CBFCO) and Brigade Fire Control Officers (FCO) for comments and then presented the Draft to an OCM for formal determination. This matter, along with the concerns on the possible effect of the WHS legislation, was discussed at a meeting with FCOs & Elected Members on the 29th September 2021, with a copy of the Meeting Notes provided at **Attachment 10.3.2(a)**.

COMMENT

Discussion at the Bushfire Brigades FCO & Elected Member Meeting on 29 September 2021 was predominantly on the possible effects the new Work Health Safety legislation may have on volunteers. The Draft Brigade Membership Procedure was presented with no issues or concerns raised. However, it would be fair to say there wasn't much focus on the content of the Draft Procedure.

The meeting was advised there will be a number of Policies and Procedures coming to the Brigades for comment in the near future (e.g. minimum initial training requirements, training refreshers, private vehicle standards, personal protective clothing & equipment standards, fire ground minimum communication standards, etc.).

The issues raised at the Meeting regarding the possible effects the new Work Health Safety legislation may have on volunteers is also presented to this meeting seeking Council direction on obtaining clarity and possibly some minor changes to the proposed WHS Regulations to ensure Elected Members and volunteers are protected. Also Shire Staff being afforded some form of professional indemnity insurance under the proposed Regulations. Some of the issues raised at the meeting include:

- Training – is it *“Once Trained – Always Trained”* or is there a need for refresher training courses to be conducted periodically.
- Are FCOs, Volunteers & Elected Members captured as liable entities as an *“Other”* under Section 29 of the WHS Act.
- What is considered a critical number of Brigade members for a Brigade to be viable (e.g. some Brigades in the Shire have only 3 or 8 members actually registered).
- Is it possible to merge Brigades in the Shire to minimise the expected administrative red tape expected to be imposed on the Brigades & Local Government Authorities (LGA) (e.g. could there simply be one Brigade across the whole Shire).
- Will the State provide resources to LGAs to put Community Emergency Service Managers (CESM) in place to those LGAs who currently do not have these positions to assist the LGAs & Brigades to comply?
- How is an LGA expected to monitor the standard of private landowner vehicles attending a fire? If an accident happens and the FCO and/or LGA is not aware of an untrained person or substandard vehicle being involved in the incident, is the FCO or LGA still responsible under the legislation.
- Can the legislation be amended to include the ability for the LGA to insure the Officer, Elected Members, Volunteers if they are achieving a minimum operational standard for volunteers, staff, contractors. It is our understanding the current legislation does not permit insurance to be taken out for this purpose.
- Will the State Government consider additional resources to be paid to LGAs via the Emergency Services Levy (ESL) to assist with bringing volunteer training, PPE, PPC, operational standards, etc. up to a satisfactory level or is this simply another example of legislation being imposed upon LGAs without any consideration of ramifications and additions resource and cost requirements placed on the Ratepayer?
- Has the State Government considered legislating the head of power for Bushfire Control from the LGA to Department of Fire & Emergency Services (DFES) if an LGA cannot meet a minimum standard or the LGA requests this transfer? This will remove the current patchwork situation across the State of LGAs being poor, average, or compliant?
- The chain of responsibility and liability when a fire moves from landowner to LGA Brigades to DFES remains ambiguous and needs clarity asap.

The issue of immediate training of Brigade Members in basic firefighting was also discussed at the meeting, with the Yuna Brigade FCO (Shaun Earl) working hard with members in the Yuna & other Brigades to establish and interest of approximately 100 people to attend this training course. The meeting also considered this as a good news story and requested specific parliamentarians and media be advised of the training, which was scheduled for Wednesday 6 October 2021, at Yuna.

At the request of the meeting an email was sent out to specific parliamentarians, inviting them to the training day where the volunteers could discuss with them their concerns with the proposed new WHS. Unfortunately DFES did not agree with the concept of such discussions with parliamentarians on same day as the training was to occur and, irrespective of all attempt to waylay their concerns, they then decided the training would not proceed if parliamentarians were in attendance and they would reduce the attendee numbers from a possible 100 to 20 participants if it was to proceed (parliamentarian free). This approach was extremely disappointing, specifically after all the efforts of the FCOs and Shire Staff in gathering significant interest in the training course.

A “Rural Fire Awareness” training day on the 6 October did occur with the DFES imposed maximum of 20 participants (yet 35 actually attended). Shire Staff continue to work with DFES to run additional training days until we have covered all volunteer training requirements in basic firefighting. Though it is not expected this training will recommence until after harvest and the Christmas/New Year period.

There is a need for Council to develop a Training Management Procedure to ensure a person has the relevant training and qualifications necessary to hold the position of a Volunteer Bushfire Brigade Member and

to ensure these skills qualifications are maintained by Volunteer Bushfire Brigade Members. At **Attachment 10.3.2(d)** is a DRAFT Volunteer Bushfire Brigade Member Training Management Procedure (EMP-002) which is presented for Council consideration and to present this to the CBFCO, DCBFCO and Brigade FCOs for comment prior to adoption.

The Draft Volunteer Bushfire Brigade Member Training Management Procedure (EMP-002) presented refers to:

“The Shire Chief Executive Officer will be guided by the Department of Fire & Emergency Service’s best-practice training requirements for a Volunteer Bushfire Brigade Member relevant to local governments of the size and nature of the Shire of Chaman Valley.”

DFES has provided a copy of their latest *Bushfire Centre of Excellence Course Catalogue* (see **Attachment 10.3.2(e)**). It will be based upon this Catalogue (and its variations into the future) LGAs will be expected to implement training requirements for new and existing Brigade Members and what the Shire CEO should refer to under the Draft Volunteer Bushfire Brigade Member Training Management Procedure.

STATUTORY IMPLICATIONS / REQUIREMENTS

- *Work Health Safety Act 2020;*
- *Work Health Safety Regulation (in Bill form only at this stage)*

POLICY IMPLICATIONS

Council’s current Emergency Management Procedure EMP-005 provides guidelines and procedures for the appointment of Bush Fire Control Officers i.e.

MANAGEMENT PROCEDURE No.	<i>EMP-005</i>
MANAGEMENT PROCEDURE	<i>FIRE CONTROL OFFICER APPOINTMENTS</i>
RESPONSIBLE DIRECTORATE	<i>ADMINISTRATION</i>
RESPONSIBLE OFFICER	<i>CHIEF EXECUTIVE OFFICER</i>
PREVIOUS POLICY No.	<i>3.90</i>
RELEVANT DELEGATIONS	

OBJECTIVES:

This Operational Procedure provides the eligibility criteria for a person to be appointed as a Bush Fire Control Officer with the following objectives:

- 1. To ensure that a person has the relevant qualifications necessary to hold the position of Bush Fire Control Officer (BFCO); and*
- 2. To ensure that these qualifications are maintained by the appointed Bush Fire Control Officer (BFCO).*

MANAGEMENT PROCEDURE STATEMENT/S:

1. *To be eligible for appointment as a Bush Fire Control Officer, a person must have completed the Bush Fire Control Officer Training Program not more than ten (10) years prior to appointment.*
2. *Notwithstanding Item 1 above, a person will be eligible for appointment as a Bush Fire Control Officer if they complete the Bush Fire Control Officer Training within six (6) months of appointment.*
3. *For a person to continue as a Bush Fire Control Officer, they must complete the Bush Fire Control Officer's Course or a refresher course at intervals of no more than every ten (10) years.*
4. *Nominations from Brigades shall be submitted to a Bush Fire Brigades Group Management Advisory Committee for recommendation to Council by 1 October, where applicable.*
5. *An appointment shall be for a period of one (1) year, unless revoked by Council. Bush Fire Control*
6. *Officers will be eligible for reappointment unless their appointment was revoked by Council.*

It is anticipated Management Procedure EMP-005 will need to be amended and new policies and procedures introduced to reflect the expected number of guidelines and best practice process linked to the new legislation. In particular the current Clause 3 which states the refresher period of 10 years may need to be amended i.e.

"For a person to continue as a Bush Fire Control Officer, they must complete the Bush Fire Control Officer's Course or a refresher course at intervals of no more than every ten (10) years."

Any new policy or procedure will need to be presented to Bushfire Brigades for comment. However, it will a requirement of the LGA to ensure the appropriate polices and procedure are put in place, communicated to the brigade volunteers and monitored to ensure compliance. This will require additional resources of the LGA and may be something the newly endorsed Occupational Health & Safety Compliance Officer, being share with the Shire of Northampton, could have included into their roles and responsibilities. Another option is to investigate the introduction of Community Emergency Service Manager (CESM) shared with a number of other LGAs to focus just on bushfire fighting compliance. The CESM program has been in place for a number of years with DFES and the LGAs sharing the costs of this position. The Shire of Chapman Valley has not been part of a CESM program to date.

FINANCIAL IMPLICATIONS

It is anticipated there will be a resource and cost imposition placed upon the Shire to introduce, communicate and monitor volunteer bushfire fighting practices across the Shire to bring these up to a standard set by others (e.g. DFES, LGIS). The actual costs have not been determined, yet some indicative costs developed by the City of Greater Geraldton has this as possibly being quite significant.

- **Long Term Financial Plan (LTFP):**

Additional operational cost and resources will have an effect on Council Long Term Financial Plan.

STRATEGIC IMPLICATIONS

Having an ongoing structured arrangement for bushfire control and prevention is essential.

- **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

The CBFCO, DCBFCO and Brigade FCOs have been, and will continue to be, consulted with all changes being proposed to improve compliance of Volunteer Bushfire Brigade Members under the new Work Health Safety legislation.

RISK ASSESSMENT

As previously reported, it is difficult to determine the risk of the Work Health Safety legislation. However, there is significant (currently uninsurable) risk on the LGA staff under the legislation. Therefore the risk could range anywhere between **Minor** and **Catastrophic** depending on where this risk sits.

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
Moderate (3)	Medical type injuries	\$10,001 - \$50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
Major (4)	Lost time injury	\$50,001 - \$150,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
Catastrophic (5)	Fatality, permanent disability	More than \$150,000	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

VOTING REQUIREMENTS

Simple Majority

MOVED: Cr. Royce

SECONDED: Cr Batten

COUNCIL RESOLUTION

Council suspend Standing Orders

Voting F7/A0

CARRIED

Minute Reference: 10/21-08

10:17am - Cr Batten left chambers.

10.18 am - Cr Batten re-entered the chambers.

Discussion was undertaken on the item.

MOVED: Cr Batten

SECONDED: Cr Humphrey

COUNCIL RESOLUTION

Council reinstate Standing Orders.

Voting F7/A0

CARRIED

Minute Reference: 10/21-09

MOVED: Cr. Royce

SECONDED: Cr Batten

COUNCIL RESOLUTION/STAFF RECOMMENDATION 1

Council request legal opinion and/or comment from the Western Australian Location Government Association, Local Government Insurance Scheme, the Department of Fire and Emergency Services, Minister for Emergency Services and local parliamentarians of the following items regarding the new Work Health Safety legislation's relevance to Volunteers Bushfire Brigade Members, Local Government Elected Members and Staff:

1. Volunteers Bushfire Brigade Members Training – is it *“Once Trained – Always Trained”* or is there a need for refresher training courses to be conducted periodically?
2. Are Fire Control Officers & Elected Members captured as liable entities as an *“Other”* under Section 29 of the Work Health Safety legislation?

3. What is considered a critical number of Brigade members for a Brigade to be viable (e.g. some Brigades in the Shire of Chapman Valley have fewer than eight (8) members actually registered).
4. Is it possible to merge Brigades in the Shire to minimise the administrative red tape expected to be imposed on the Brigades & Local Government Authorities (LGA) (e.g. could there simply be one Brigade across the whole Shire).
5. Will the State Government provide resources to LGAs to put Community Emergency Service Managers (CESM) in place to those LGAs who currently do not have these positions to assist the LGAs & Brigades to comply?
6. How is an LGA expected to monitor the standard of private landowner vehicles and training standards of non-people attending a fire? If an accident happens and the FCO and/or LGA is not aware of an untrained person or substandard vehicle being involved in the incident, is the FCO or LGA still responsible under the legislation.
7. Can the legislation be amended to include the ability for the LGA to insure the Officer, Elected Members, Volunteers if they are achieving a minimum operational standard for volunteers, staff, contractors. It is the Shire's understanding the current legislation does not permit insurance to be taken out for this purpose.
8. Will the State Government consider additional resources to be paid to LGAs via the Emergency Services Levy (ESL) to assist with bringing volunteer training, PPE, PPC, operational standards, etc. up to a satisfactory level or is this simply another example of legislation being imposed upon LGAs without any consideration of ramifications and additional resource and cost requirements placed upon the Ratepayer?
9. Has the State Government considered legislating the transfer of the head of power for Bushfire Control from the LGA to Department of Fire & Emergency Services (DFES) if an LGA cannot meet a minimum standard or the LGA requests this transfer? This will remove the current patchwork situation across the State of LGAs being poor, average, or compliant?
10. The chain of responsibility and liability when a fire moves from landowner to LGA Brigades to DFES remains ambiguous and needs clarity asap.
11. Will WALGA, LGIS, DFES and/or the State Government assist small LGAs with developing relevant policies and procedures to introduce best-practice and improve compliance with the Work Health Safety legislation for volunteers and LGA Elected Members and Officers

COUNCIL RESOLUTION/STAFF RECOMMENDATION 2

Council endorse the Draft Volunteer Bushfire Brigade Member Training Management Procedure (EMP-002) as presented and for this Procedure to be provided to the Chief Bushfire Control Officer, Deputy Chief Bushfire Control Officer and all Brigade Fire Control Officers for comment and feedback.

If there is acceptance of the Draft Management Procedure by the Chief Bushfire Control Officer, Deputy Chief Bushfire Control Officer and all Brigade Fire Control Officers without change then this Procedure be introduced. However, if there is any suggested amendments to the Draft these are to be presented to Council for further consideration prior to the Procedure being introduced and implemented.

**Voting F7/A0
CARRIED
Minute Reference: 10/21-10**

10:35am - Meeting was adjourned.

10:56am - Meeting was reconvened.

10:56am – Amanda Bourne (NACC) entered the Chambers.

Presentation - Amanda Bourne (NACC) – Regional Drought Resilience Program

Amanda Bourne gave a presentation to Council on the Regional Drought Resilience Program and Council were involved in discussion on the Program, providing comment and feedback to Amanda.

11:31am - Amanda Bourne (NACC) left the Chambers

11:32am - Rebecca Davidson (MWDC) entered the Chambers.

11:33am – Cr Forth declared a Financial Interest in the Midwest Hydrogen Hub Bid, requested permission from Council to return to Chambers to participate in the presentation then vacated the Chambers.

COUNCIL RESOLUTION

MOVED: Cr Batten

SECONDED: Cr Davidson

Council approve Cr Forth’s request to return to the Chambers to participate in the MWDC Midwest Hydrogen Hub Bid presentation.

Voting F7/A0

CARRIED

Minute Reference: 10/21-11

11:36am – Cr Forth returned to the Chambers.

Presentation - Midwest Hydrogen Hub Bid

Rebecca Davidson gave a presentation to Council on the proposed Midwest Hydrogen Hub Bid.

12:01pm – Rebecca Davidson left the Chambers.

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

MOVED: Cr Forth

SECONDED: Cr Batten

COUNCIL RESOLUTION

Council agree to deal with the following late item presented:

1. Elected Member Training/Seminar Attendances.
2. Mid West Drought Resilience Planning Group & Steering Committee Representatives.
3. Mid West Development Commission’s request for letter of support to the Mid West Hydrogen Hib Bid.

Voting F7/A0
CARRIED
Minute Reference: 10/21-12

12.1 Elected Members Training

MOVED: Cr Batten

SECONDED: Cr Elliott-Lockhart

COUNCIL RESOLUTION

Council endorse any elected member who wants to attend the WALGA Training Seminar on 12/11/21 and/or the training seminars which could be held in the Midwest in accordance with CP-006.

Voting F7/A0
CARRIED
Minute Reference: 10/21-13

12.2 Mid-West Drought Resilience Planning Group & Steering Committee Representatives

MOVED: Cr Batten

SECONDED: Cr Davidson

COUNCIL RESOLUTION

Council endorse:

- M Battilana as the Midwest Drought Resilience Steering Committee representative.
- Councillor Royce as the Midwest Drought Resilience Working Group representative.

Voting F7/A0
CARRIED
Minute Reference: 10/21-14

12:18pm - Cr Forth & Cr Royce declared a Financial Interest and left the chambers

12.3 Midwest Hydrogen Hub Bid – Letter of Support

MOVED: Cr Humphrey

SECONDED: Cr Batten

COUNCIL RESOLUTION

Council delegate authority to the Chief Executive Officer to provide a letter of support to the Midwest Development Commission for the Midwest Hydrogen Hub Bid.

Voting F5/A0
CARRIED
Minute Reference: 10/21-15

12:25pm - Cr Forth & Cr Royce re-entered the chambers

13.0 DELEGATES REPORTS

Member	Reports
Cr Batten	Regional Drought Resilience Working Group; Moresby Range Management Plan
Cr Elliott-Lockhart	CVAS Community Growth Funds Infrastructure Grant acquittal
Cr Forth	CVAS function; TC Seroja CGG community event held by CGG; CV Bushfire AG meeting
Cr Humphrey	WALGA Conference
Cr Royce	CV Bushfire AG meeting
Cr Warr	WALGA Conference

14.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

1:02pm - Meeting was adjourned

1:28pm - Meeting was reconvened

1:28pm - Esky Kelly, Manager Works & Services entered the Chambers

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

MOVED: Cr. Batten

SECONDED: Cr Davidson

COUNCIL RESOLUTION

Council close the meeting to the public for Agenda Items 15.1 and 15.2 in accordance with the Local Government Act, 1995 due to a contract(s) being entered into, or which may be entered into, by the local government as per Section 5.23(2)(c) and a matter affecting an employee or employees as per Section 5.23(2)(a) which relate to matters to be discussed at the meeting.

Voting F7/A0
CARRIED
Minute Reference: 10/21-16

1:28 - Meeting Closed to Public.

1:28pm - Cr Warr declared a Financial Interest in Item 15.1 and left the Chambers.

Cr Forth, Deputy President, presided over the meeting during Cr Warr's absence.

15.1 Grader Supply Tender

MOVED: Cr. Humphrey

SECONDED: Cr Elliott-Lockhart

COUNCIL RESOLUTION

Council suspend Standing Orders.

Voting F6/A0

CARRIED

Minute Reference: 10/21-17

The Item was discussed.

MOVED: Cr. Batten

SECONDED: Cr Davidson

COUNCIL RESOLUTION

Council reinstate Standing Orders.

Voting F6/A0

CARRIED

Minute Reference: 10/21-18

MOVED: Cr Royce

SECONDED: Batten

COUNCIL RESOLUTION /STAFF RECOMMENDATION

Council:

1. Awards Tender 5-21/22 to Westrac Pty Ltd for the supply of one (1) CAT 150 L3 Articulated Motor Grader without trade of existing item of plant as follows:
 - ~ Purchase Price (with Trade) \$ 466,013.64 (GST Exclusive)
2. Accept the tenders for the outright purchase of the trade item of plant (140HNA Caterpillar Articulated Motor Grader (CV338)) to Evary Pty Ltd (AJ & SE Thurkle – Trading as Thurkle Dozing) for the amount of \$115,000 GST Exclusive.

Voting F6/A0

CARRIED

Minute Reference: 10/21-19

1:43pm - Cr Warr re-enter the Chambers

1:44pm - Simon Lancaster; Dianne Raymond & Esky Kelly left the Chambers

15.2 CEO Recruitment

1:46pm - Sylvana Caranna, LOGO Appointments commenced participation in the meeting via telephone.

MOVED: Cr. Forth

SECONDED: Cr Batten

COUNCIL RESOLUTION/CEO RECRUITMENT PANEL RECOMMENDATION

To propose to Council that the preferred applicant for the CEO position at Shire of Chapman Valley be applicant (B) Jameon Criddle.

1. That Council endorse Jameon Criddle for the position of CEO at the Shire of Chapman Valley on a date to be confirmed in January/February 2022.
2. That Council endorse and affix the Common Seal to the attached employment contract that was negotiated on a without prejudice basis subject to Council endorsement for a total remuneration package of \$185,000 per annum as outlined in Schedule 2 of the contract.
3. Council acknowledge that housing allowance and motor vehicle does not form part of the total remuneration package in line with the SAT Determination 2021 Parts 3,4 & 5.
4. Endorse in line with the budget the housing allowance of \$15,000 per annum and \$21,991 for provision of a motor vehicle as per contract schedule 2.
6. Council endorse the relocation expenses to a maximum of \$10,000 with provision quotes and or receipts.

Voting F7/A0

CARRIED

Minute Reference: 10/21-20

2:09pm - Sylvana Caranna, LOGO Appointments disconnected from the telephone link to the meeting

16.0 CLOSURE

The President thanked Elected Members and Staff for their contributions and closed the meeting at 2:10pm.



SHIRE OF

Chapman Valley

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SOURCE DOCUMENTATION

2.15. Filling office of deputy mayor or deputy president

The deputy mayor or deputy president is to be elected by the council under Schedule 2.3, Division 2.

2.29. Declaration

- (1) A person elected as an elector mayor or president or as a councillor has to make a declaration in the prescribed form before acting in the office.
- (2) A person elected by the council as mayor, president, deputy mayor or deputy president has to make a declaration in the prescribed form before acting in the office.
- (3) A declaration required by this section is to be taken or made before a prescribed person.
- (4) A person who acts in an office contrary to this section commits an offence.
Penalty: \$5 000 or imprisonment for one year.

2.32. How extraordinary vacancies occur in offices elected by electors

The office of a member of a council as an elector mayor or president or as a councillor becomes vacant if the member —

- c) does not make the declaration required by section 2.29(1) within 2 months after being declared elected to the office;

5.12. Presiding members and deputies, election of

- (1) The members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1 as if the references in that Schedule —
 - (a) to “office” were references to “office of presiding member”; and
 - (b) to “council” were references to “committee”; and
 - (c) to “councillors” were references to “committee members”.
- (2) The members of a committee may elect a deputy presiding member from amongst themselves but any such election is to be in accordance with Schedule 2.3, Division 2 as if the references in that Schedule —
 - (a) to “office” were references to “office of deputy presiding member”; and
 - (b) to “council” were references to “committee”; and
 - (c) to “councillors” were references to “committee members”; and
 - (d) to “mayor or president” were references to “presiding member”.

Schedule 2.3 — When and how mayors, presidents, deputy mayors and deputy presidents are elected by the council

[Sections 2.11(1)(b) and 2.15]

Division 1 — Mayors and presidents

1. Terms used

In this Division —

extraordinary vacancy means a vacancy that occurs under section 2.34(1);

office means the office of councillor mayor or president.

2. When council elects mayor or president

(1) The office is to be filled as the first matter dealt with —

(a) at the first meeting of the council after an inaugural election or a section 4.13 or 4.14 election or after an ordinary elections day; and

(b) at the first meeting of the council after an extraordinary vacancy occurs in the office.

(2) If the first ordinary meeting of the council is more than 3 weeks after an extraordinary vacancy occurs in the office, a special meeting of the council is to be held within that period for the purpose of filling the office.

3. CEO to preside

The CEO is to preside at the meeting until the office is filled.

4. How mayor or president is elected

(1) The council is to elect a councillor to fill the office.

(2) The election is to be conducted by the CEO in accordance with the procedure prescribed.

(3) Nominations for the office are to be given to the CEO in writing before the meeting or during the meeting before the close of nominations.

(3a) Nominations close at the meeting at a time announced by the CEO, which is to be a sufficient time after the announcement by the CEO that nominations are about to close to allow for any nominations made to be dealt with.

(4) If a councillor is nominated by another councillor the CEO is not to accept the nomination unless the nominee has advised the CEO, orally or in writing, that he or she is willing to be nominated for the office.

(5) The councillors are to vote on the matter by secret ballot as if they were electors voting at an election.

(6) Subject to clause 5(1), the votes cast under subclause (5) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 (which deals with determining the result of an election) as if those votes were votes cast at an election.

(7) As soon as is practicable after the result of the election is known, the CEO is to declare and give notice of the result in accordance with regulations, if any.

[Clause 4 amended: No. 49 of 2004 s. 69(2)-(5); No. 66 of 2006 s. 14.]

5. Votes may be cast a second time

(1) If when the votes cast under clause 4(5) are counted there is an equality of votes between 2 or more candidates who are the only candidates in, or remaining in, the count, the count is to be discontinued and the meeting is to be adjourned for not more than 7 days.

(2) Any nomination for the office may be withdrawn, and further nominations may be made, before or when the meeting resumes.

(3) When the meeting resumes the councillors are to vote again on the matter by secret ballot as if they were electors voting at an election.

(4) The votes cast under subclause (3) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 as if those votes were votes cast at an election.

Division 2 — Deputy mayors and deputy presidents

6. Terms used

In this Division —

extraordinary vacancy means a vacancy that occurs under section 2.34(1);

office means the office of deputy mayor or deputy president.

7. When council elects deputy mayor or deputy president

- (1) If the local government has an elector mayor or president the office of deputy mayor or deputy president is to be filled as the first matter dealt with —
 - (a) at the first meeting of the council after an inaugural election or a section 4.13 or 4.14 election or after an ordinary elections day; and
 - (b) at the first meeting of the council after an extraordinary vacancy occurs in the office.
- (2) If the local government has a councillor mayor or president the office of deputy mayor or deputy president is to be filled —
 - (a) as the next matter dealt with after the mayor or president is elected at the first meeting of the council after an inaugural election or a section 4.13 or 4.14 election or after an ordinary elections day; and
 - (b) subject to subclause (3), as the first matter dealt with at the first meeting of the council after an extraordinary vacancy occurs in the office.
- (3) If at a meeting referred to in clause 2(1)(b) the deputy mayor or deputy president is elected to be the mayor or president, the resulting extraordinary vacancy in the office is to be filled as the next matter dealt with at the same meeting.

8. How deputy mayor or deputy president is elected

- (1) The council is to elect a councillor (other than the mayor or president) to fill the office.
- (2) The election is to be conducted in accordance with the procedure prescribed by the mayor or president, or if he or she is not present, by the CEO.
- (3) Nominations for the office are to be given to the person conducting the election in writing before the meeting or during the meeting before the close of nominations.
- (3a) Nominations close at the meeting at a time announced by the person conducting the election, which is to be a sufficient time after the announcement by that person that nominations are about to close to allow for any nominations made to be dealt with.
- (4) If a councillor is nominated by another councillor the person conducting the election is not to accept the nomination unless the nominee has advised the person conducting the election, orally or in writing, that he or she is willing to be nominated for the office.
- (5) The council members are to vote on the matter by secret ballot as if they were electors voting at an election.
- (6) Subject to clause 9(1) the votes cast under subclause (5) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 as if those votes were votes cast at an election.
- (7) As soon as is practicable after the result of the election is known, the person conducting the election is to declare and give notice of the result in accordance with regulations, if any.
[Clause 8 amended: No. 64 of 1998 s. 54(2)-(4); No. 49 of 2004 s. 69(6)-(9).]

9. Votes may be cast a second time

- (1) If, when the votes cast under clause 8(5) are counted, there is an equality of votes between 2 or more candidates who are the only candidates in, or remaining in, the count, the count is to be discontinued and, not more than 7 days later, a special meeting of the council is to be held.
- (2) Any nomination for the office may be withdrawn, and further nominations may be made, before or when the special meeting is held.
- (3) When the special meeting is held the council members are to vote again on the matter by secret ballot as if they were voting at an election.
- (4) The votes cast under subclause (3) are to be counted, and the successful candidate determined, under Schedule 4.1 as if those votes were votes cast at an election.
[Clause 9 amended: No. 49 of 2004 s. 69(10).]

Division 3 — Validity of elections

10. Term used: election

In this Division —

election means an election under this Schedule.

[Clause 10 inserted: No. 49 of 2004 s. 69(11).]

11. Complaints about validity of election

- (1) A councillor who is dissatisfied with the result of an election or with the way in which an election was conducted may make an invalidity complaint.
- (2) An **invalidity complaint** is a complaint that an election is invalid, or that another person should be declared elected.

[Clause 11 inserted: No. 49 of 2004 s. 69(11).]

12. Complaints to go to Court of Disputed Returns

- (1) An invalidity complaint is to be made to a Court of Disputed Returns, constituted by a magistrate, but can only be made within 28 days after notice is given of the result of the election.
- (2) Regulations made under section 4.81(2) apply in respect of an invalidity complaint made under this Division in so far as they are capable of being so applied.
- (3) If the court declares the election to have been invalid —
 - (a) the election is null and void; and
 - (b) any office filled at the election is vacant; and
 - (c) the court is to fix a day for holding any poll needed for a fresh election; and
 - (d) the CEO is to prepare for, conduct and ascertain and declare the result of the fresh election.
- (4) If the court declares that a person (**candidate A**) ought to have been elected to an office in place of another person (**candidate B**) —
 - (a) candidate B is not to act in that office; and
 - (b) candidate A is to be regarded as having been elected; and
 - (c) notice of candidate A's election is to be published in accordance with regulations.

[Clause 12 inserted: No. 49 of 2004 s. 69(11).]

13. No appeal

There is no appeal from a decision of a Court of Disputed Returns.

[Clause 13 inserted: No. 49 of 2004 s. 69(11).]

14. Certain defects do not affect election

An election is not invalid because of —

- (a) a failure to do something in connection with the election within the time, or for the period or before the date allowed or required under this Act, so long as the failure does not affect the result of the election; or
- (b) a formal omission, irregularity or defect in a document, declaration, publication or other thing that a person has made, issued or done in good faith.

[Clause 14 inserted: No. 49 of 2004 s. 69(11).]

15. Regulations about retention and availability of electoral papers

Regulations made under section 4.84 apply in respect of elections in so far as they are capable of being so applied.

[Clause 15 inserted: No. 49 of 2004 s. 69(11).]

	Purpose/Delegations	Current Representatives	New Representatives
Council Committees - Council Members Only – Local Government Act 1995 – Section 5.9(2)(a) (ABSOLUTE MAJORITY REQUIRED FOR COMMITTEE APPOINTMENTS) (Must be 3 or More Council Representatives)			
Building & Disability Services Committee	<p>Purpose: Will meet at least annually to inspect all Shire Buildings/Properties and then subsequently to:</p> <ul style="list-style-type: none"> ~ Review preliminary costings for proposed works for consideration in draft Council Budget. ~ Review the Capital & Building Works Program. ~ Disability Access & Inclusion Plan; and ~ Any other building/property items referred to the Committee by Council. <p>Delegation – Nil</p>	<p><u>5 x Councillors</u></p> <ul style="list-style-type: none"> • Cr Farrell • Cr Humphrey • Cr Batten • Cr Forth <p><u>Observers:</u></p> <ul style="list-style-type: none"> ~ CEO ~ Building Surveyor 	<p><u>5 x Councillors</u></p> <ul style="list-style-type: none"> • • • • <p><u>Observers:</u></p> <ul style="list-style-type: none"> ~ CEO ~ Building Surveyor
Finance Audit & Risk Management Committee	<p>Purpose: To provide a review of Council's ongoing financial situation, provide a forum for ongoing review of strategic management plan for Council operations and discuss the Audit System.</p> <p>Delegation – Nil</p>	<p><u>4 x Councillors/1 x External Member</u></p> <ul style="list-style-type: none"> • Cr Farrell • Cr Forth • Cr Davidson • Cr Warr • Grant Middleton CPA (External, Independent Member) <p><u>Observers:</u></p> <ul style="list-style-type: none"> ~ CEO ~ Manager Finance & Corporate Services 	<p><u>4 x Councillors/1 x External Member</u></p> <ul style="list-style-type: none"> • • • • • Grant Middleton CPA (External, Independent Member) <p><u>Observers:</u></p> <ul style="list-style-type: none"> ~ CEO ~ Manager Finance & Corporate Services

Road Infrastructure Committee	Purpose: Undertake an annual review the following: ~ Road Works Program. ~ Road Hierarchy. ~ Heavy Haulage Vehicle Permit Roads; and ~ Any other works infrastructure item referred to the Committee by Council. ~ Review the plant replacement program Delegation – Nil	All Councillors <u>Observers:</u> ~ CEO ~ Manager Works & Services ~ Deputy CEO ~ Works Leading Hand	All Councillors <u>Observers:</u> ~ CEO ~ Manager Works & Services ~ Deputy CEO ~ Works Leading Hand
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Council endorse the following representatives on internal Working/Advisory/Steering Groups and external organisations:

Representation on Internal Groups - Working, Advisory, Steering, etc. (SIMPLE MAJORITY REQUIRED) (Numbers not legislated)			
Bush Fire Brigades Group Management Advisory Committee	<p>Purpose: Meet at least annually to:</p> <ul style="list-style-type: none"> ~ Elect Office Bearers. ~ Review previous year fire season. ~ Review the Shire's Fire Notice. ~ Liaise with external organisations (e.g. DFES, DBCA); ~ Review the DFES Capital & Operational Grants. ~ Any other bush fire related items referred to the Committee by Council. <p>Delegation – Nil</p>	<p><u>President (Presiding Member) and 2 x Councillor</u></p> <ul style="list-style-type: none"> • Cr Farrell (President) • Cr Royce • Cr Humphrey <ul style="list-style-type: none"> ~ CBFCO ~ DCBFCO ~ All Brigade FCOs ~ Chief Executive Officer ~ Senior Ranger <p><u>Observers</u> 1 x DFES Rep. 1 x DBCA Rep.</p>	<p><u>President (Presiding Member) and 2 x Councillor</u></p> <ul style="list-style-type: none"> • (President) • Cr • Cr <ul style="list-style-type: none"> ~ CBFCO ~ DCBFCO ~ All Brigade FCOs ~ Chief Executive Officer ~ Senior Ranger <p><u>Observers</u> 1 x DFES Rep.</p>
Batavia Local Emergency Management Committee (BLEMC)	<p>Purpose: Meet as required in accordance with legislation and Council endorsed Local Emergency Management Arrangements (LEMA) to:</p> <ul style="list-style-type: none"> ~ Review the LEMA & Recovery Plan. ~ Implement Emergency Exercises as required. ~ Any other emergency management related items referred to the Committee by Council. <p><i>(Note: The BLEMC Chairperson is rotated amongst the three LGAs involved. Shire of Chapman Valley will take on the Chair in October 2019. Appointment is recommended as being an Elected Member, yet is not legislated to be so)</i></p>	<p><u>2 x Councillor & Staff Member</u></p> <ul style="list-style-type: none"> • Cr Humphrey (BLEMC Chair) • Cr Davidson • Chief Executive Officer; 	<p><u>2 x Councillor & Staff Member</u></p> <ul style="list-style-type: none"> • Cr • Cr • Chief Executive Officer;

	Delegation – Nil		
Landcare & Environmental Advisory Group	<p>Purpose: To apply for grant funding from third party sources to finance appropriate projects within the Shire of Chapman Valley:</p> <p>a) Delegate authority to the Chief Executive Officer to endorse grant applications/projects if funding resources are available within the Council’s adopted budget.</p> <p>b) If funding resources are not available within the adopted Council Budget for specific grant applications/projects, present the application to Council for endorsement, if possible, prior to the closure dates for the grant funding programs. Otherwise retrospective Council endorsement to commit funding resources will be required. All applications submitted, which require Council endorsement for additional funding resources, will be subject Council endorsement (i.e. the Committee does not have delegated authority to commit Council funding resources).</p> <p>c) Provide advice and assistance to the Chief Executive Officer and Shire staff in the managing of the Landcare Grant funds.</p> <p>d) Provide recommendations to Council on any Landcare Contracts and Consultancy agreements.</p> <p>e) Provide a Draft Annual Budget for Landcare to Council for consideration as part of the Annual Budget process.</p>	<p><u>2 x Councillors</u></p> <ul style="list-style-type: none"> • Cr Farrell • Cr Batten <p><u>Observers</u></p> <ul style="list-style-type: none"> ~ Chief Executive Officer ~ Deputy CEO ~ NACC Rep. ~ Landcare & Environment Consultant 	<p><u>2 x Councillors</u></p> <ul style="list-style-type: none"> • Cr Farrell • Cr Batten <p><u>Observers</u></p> <ul style="list-style-type: none"> ~ Chief Executive Officer ~ Deputy CEO ~ NACC Rep.

<p>Community Growth Fund Advisory Group</p>	<p>Purpose: Evaluate application received for funding under the Shire of Chapman Valley Community Growth Fund program in accordance with guideline, policies and procedures set by Council and make recommendations to Council to allocate funds</p> <p>Delegation – Nil</p>	<p><u>President (Presiding Member) & 3 x Councillors (Members)</u></p> <ul style="list-style-type: none"> • Cr Farrell (President) • Cr Warr • Cr Davidson <p>~ Chief Executive Officer ~ Manager Finance & Corp Svc ~ Community Development Officer</p>	<p><u>President (Presiding Member) & 3 x Councillors (Members)</u></p> <ul style="list-style-type: none"> • (President) • Cr • Cr • Cr <p>~ Chief Executive Officer ~ Manager Finance & Corp Svc ~ Community Development Officer</p>
<p>Tourism & Events Advisory Group</p>	<p>Purpose: Will meet on an ‘as needs’ basis only to:</p> <ul style="list-style-type: none"> ~ Evaluate annual Australia Day Award Nominations and submitting these to Council in readiness for presenting the awards at the Shire's annual Australia Day Function. ~ Assist with coordinating the annual Australia Day function(s); ~ Discuss all other item(s) in the areas of tourism and events. ~ Liaise with external organisations <p>Delegation – Nil</p>	<p><u>3 x Councillors</u></p> <ul style="list-style-type: none"> • Cr Batten • Cr Warr • Cr Forth <p>~ CEO ~ Deputy CEO ~ Comm. Development Officer ~ 2 x Community Representatives for Australia Day award nominations (recommend past winner as one rep.)</p>	<p><u>3 x Councillors</u></p> <ul style="list-style-type: none"> • Cr • Cr • Cr <p>~ CEO ~ Deputy CEO ~ Comm. Development Officer ~ Up to 2 x Community Representatives for Australia Day award nominations (recommend past winner as one rep.)</p>
<p>Coronation Beach Masterplan Steering Group</p>	<p>Purpose: To review the Coronation Beach Masterplan.</p> <p>Delegation – Nil</p>	<p><u>1x Councillor</u></p> <ul style="list-style-type: none"> • Cr Forth (Chairperson) <p>~ DCEO ~ Department of Sport & Recreations ~ Neighbouring Landowners ~ Community / User Group Representatives</p>	<p><u>1x Councillor</u></p> <ul style="list-style-type: none"> • Cr (Chairperson) <p>~ DCEO ~ Department of Sport & Recreations ~ Neighbouring Landowners ~ Community / User Group Representatives</p>
<p>Representatives on External Organisations</p>			

(SIMPLE MAJORITY REQUIRED)
(Numbers pre-determined)

<p>Northern Country Zone (WALGA)</p>	<p>Purpose: As determined by lead agency/organisation.</p> <p>Delegation – Nil</p> <p>Note: NCZ request for nominations as President, Deputy President & State Council Delegates. (See Attachment 2.3(d))</p>	<p><u>2 x Councillors</u></p> <ul style="list-style-type: none"> • Cr Farrell • Cr Warr <p>~ Chief Executive Officer (To act as Proxy in absence of Elected Members not attending)</p>	<p><u>2 x Councillors</u></p> <ul style="list-style-type: none"> • Cr • Cr <p>~ Chief Executive Officer (To act as Proxy in absence of Elected Members not attending)</p>
<p>Sub-Regional Road Group Committee</p>	<p>Purpose: As determined by lead agency/organisation.</p> <p>Delegation – Nil</p>	<p><u>2 x Councillors</u></p> <ul style="list-style-type: none"> • Cr Farrell • Cr Royce <p>~ Chief Executive Officer ~ Manager Works & Services</p>	<p><u>2 x Councillors</u></p> <ul style="list-style-type: none"> • Cr • Cr <p>~ Chief Executive Officer ~ Manager Works & Services</p>
<p>Chapman Valley Agricultural Society</p>	<p>Purpose: As determined by lead agency/organisation.</p> <p>Delegation – Nil</p>	<p><u>1 x Councillor</u></p> <ul style="list-style-type: none"> • Cr Forth <p><u>1 x Proxy Councillor</u> Cr Davidson</p>	<p><u>1 x Councillor</u></p> <ul style="list-style-type: none"> • Cr <p><u>1 x Proxy Councillor</u> Cr</p>
<p>Mid West Development Assessment Panel (DAP)</p>	<p>Purpose: As determined by lead agency/organisation.</p> <p>Delegation – Nil</p> <p>Note: Mandatory training must be undertaken prior to serving on panel.</p>	<p><u>2 x Councillors (Members)</u></p> <ul style="list-style-type: none"> • Cr Farrell • Cr Humphrey <p><u>2 x Councillors (Proxies)</u></p> <p>~ Cr Davidson ~ Cr Warr</p>	<p><u>2 x Councillors (Members)</u></p> <ul style="list-style-type: none"> • Cr • Cr <p><u>2 x Councillors (Proxies)</u></p> <p>~ Cr ~ Cr</p>

Moresby Range Conservation Park Visitor Plan Steering Group	Purpose: As determined by lead agency/organisation. Delegation – Nil	<u>1 x Councillors/ 2 x Staff</u> <ul style="list-style-type: none"> • Cr Batten • Chief Executive Officer • Deputy Chief Executive Officer 	<u>1 x Councillors/2 x Staff</u> <ul style="list-style-type: none"> • Cr • Chief Executive Officer • Deputy Chief Executive Officer
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Dear Local Government CEO,

DEVELOPMENT ASSESSMENT PANELS – LOCAL GOVERNMENT NOMINATIONS

Following the upcoming local government elections to be held on 16 October 2021, there may be a change in your local government DAP membership if the composition of your council changes. All existing local government DAP members are currently appointed for a term ending 26 January 2022. Prior to this expiry date, your local government will need to nominate four (4) DAP members for appointment by the Minister for Planning.

Representation of local interests is a key aspect of the DAPs system. Under regulation 24 of the *Planning and Development (Development Assessment Panels) Regulations 2011* your local council is requested to nominate, as soon as possible following the elections, four elected council members to sit as DAP members for your local government. Using the attached form, nominations should be submitted via email to the DAPs Secretariat at daps@dplh.wa.gov.au.

All local government councils are requested to provide nominations for local government DAP members by Friday 19 November 2021, to ensure local interests are represented in future DAP determinations. If you are unable to provide nominations by the above date, please contact the DAPs Secretariat to discuss alternative arrangements and implications. Once nominations are received, the Minister will appoint local government DAP members for the term ending 26 January 2024.

The McGowan Government launched OnBoardWA as part of its commitment to increase the diversity and backgrounds of Government board and committees along with the total number of women appointed.

I encourage you to consider diversity of representation when putting forward your local government nominations in supporting this important election commitment. Further information about OnBoardWA can be found at <http://www.onboardwa.jobs.wa.gov.au>.

The WA Government is committed to continue implementing the Action Plan for Planning Reform to ensure the planning system continues to deliver great outcomes and great places for Western Australians. Changes to the DAP system, identified as part of the reform initiatives, aims to provide a more robust DAP process that promotes consistency and transparency in decision-making. Please note that the local government membership configuration on the DAP will not be affected by the reform initiatives.

If you have any queries regarding this request for nominations, please contact the DAPs secretariat on (08) 6551 9919 or email daps@dplh.wa.gov.au. Further information is available online at <https://www.dplh.wa.gov.au/daps>.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Jodi Cant', with a stylized flourish at the end.

Jodi Cant
Director General

16 September 2021

From: Dianne Daniels <eo@northerncountryzone.com.au>

Sent: Wednesday, 6 October 2021 6:06 AM

To: Garry KEEFFE (ceo@northampton.wa.gov.au) <ceo@northampton.wa.gov.au>; Keith WOODWARD (ceo@threesprings.wa.gov.au) <ceo@threesprings.wa.gov.au>; Mario ROMEO (ceo@perenjori.wa.gov.au) <ceo@perenjori.wa.gov.au>; Maurice Battilana <ceo@chapmanvalley.wa.gov.au>; Mia MAXFIELD (ceo@coorow.wa.gov.au) <ceo@coorow.wa.gov.au>; Nils HAY (ceo@mingenew.wa.gov.au) <ceo@mingenew.wa.gov.au>; Ross MCKIM (ceo@cgg.wa.gov.au) <ceo@cgg.wa.gov.au>; Scott WILDGOOSE (ceo@morawa.wa.gov.au) <ceo@morawa.wa.gov.au>; Shane IVERS (ceo@irwin.wa.gov.au) <ceo@irwin.wa.gov.au>; Vincent FORDHAM LAMONT (ceo@carnamah.wa.gov.au) <ceo@carnamah.wa.gov.au>

Cc: Cr Anthony Farrell <crfarrell@chapmanvalley.wa.gov.au>; Bruce JACK(crjack@coorow.wa.gov.au) <crjack@coorow.wa.gov.au>; Chris CONNAUGHTON (cr.chrisconnaughton@threesprings.wa.gov.au) <cr.chrisconnaughton@threesprings.wa.gov.au>; Chris KING (crking@perenjori.wa.gov.au) <crking@perenjori.wa.gov.au>; Chris LANE (cr.chrislane@threesprings.wa.gov.au) <cr.chrislane@threesprings.wa.gov.au>; Craig SIMKIN (cr.simkin@northampton.wa.gov.au) <cr.simkin@northampton.wa.gov.au>; Dwayne WOOLTORTON (dwaynew@westnet.com.au) <dwaynew@westnet.com.au>; Gary COSGROVE (crkosgrove@mingenew.wa.gov.au) <crkosgrove@mingenew.wa.gov.au>; Ian WEST (crwest@irwin.wa.gov.au) <crwest@irwin.wa.gov.au>; Justin BAGLEY (crbagley@mingenew.wa.gov.au) <crbagley@mingenew.wa.gov.au>; Karen CHAPPEL (karen.chappel@morawa.wa.gov.au) <karen.chappel@morawa.wa.gov.au>; Cr Kirrilee Warr <crwarr@chapmanvalley.wa.gov.au>; Merle ISBISTER (merle.isbister@bigpond.com) <merle.isbister@bigpond.com>; Mike SMITH (crsmith@irwin.wa.gov.au) <crsmith@irwin.wa.gov.au>; Moira GIRANDO (crgirando@coorow.wa.gov.au) <crgirando@coorow.wa.gov.au>; Shane KRAKOUER (cr.krakouer@northampton.wa.gov.au) <cr.krakouer@northampton.wa.gov.au>; Shane VAN STYN (mayor@cgg.wa.gov.au) <mayor@cgg.wa.gov.au>; Tarleah THOMAS (cr.thomas@cgg.wa.gov.au) <cr.thomas@cgg.wa.gov.au>

Subject: Northern Country Zone Office Bearers Elections - November 2021 meeting

Good Morning Northern Country Zone CEOs

This is just a reminder that we will be holding elections for Northern Country Zone office bearers (President/Deputy President and State Council Representative/Deputy Representative) at our next NCZ meeting on 22 November 2021.

Nominees for the positions must be a councillor and have been elected as a delegate to the Zone by a member Council.

Following the upcoming Local Government elections, your Council will need to nominate it's Delegates/Deputy Delegates to the NCZ for the next two years. I would appreciate it if you would let me know the names and contact details for your Delegate/Deputy Delegate, so that I can add them to our mailing list.

I'll send out nomination forms for the NCZ election at least 30 days prior to our November meeting.

Kind Regards

Dianne Daniels

Executive Officer

NORTHERN COUNTRY ZONE
of WALGA

Mob: 0427 230 807

Brad and Wendy Carbutt
109 Dulchev Way
Waggrakine 6530

Chapman Valley Shire Council
PO Box 1
Chapman Valley Road, Nabawa 6532

12th August 2021

RE: Proposed Outbuilding (lot 174) Dulchev Way, Waggrakine

Dear Chapman Valley Shire Councillors

We have recently applied for permission to build a shed on our property and selected a position that, we believe, would not impede our neighbours' views or the rural aspect of the area in any way. The location on our 13.4058 ha block is more than the 22mtrs specified for an outbuilding, but ask for your consideration due to our block being much bigger than the blocks that the 22mtr ruling was intended for.

We have talked with our neighbours about our intention to build the shed on our selected location, they are in agreeance and would not dispute.

The location of the shed is near where we will be planting market garden vegetables and it is already fenced with a bore and electricity. The shed will house our machinery and equipment rather than storing it outside. The shed, at this location, is in a low spot and will be constructed by Mark Childs from Shed N Homes in a dark blue colour conducive to the environment.

We would like to thank Simon Lancaster for visiting our property and taking pictures to show more detail of the location, aspect and how it would enhance our property and contribute to the value of any potential subdivision in the future.

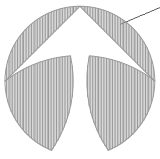
Thank you for taking the time to consider our request and we look forward to the outcome of your deliberations.

Yours sincerely



Brad and Wendy Carbutt





LOT 259
DP52558
3.7257ha

219.56 m

60.0 m



55.0 m

60.0 m

55.0 m

LOT 174
DP25310
13.4058ha

429.45 m

LOT 173
DP25310
4.0001 ha

R27663
64.8251 ha

570.26 m

50.0 m

50.0 m

NEW SHED
FL - 0
45.2 AHD

45.0 m

45.0 m

LOT 30
DP406596
6348m²

9 m

12 m

69 m

93.15 m

170 m

140.68 m

LOT 21
DP77366
1.3493ha

40.0 m

300.31 m

LOT 166
P7556
5.1498ha

35.0 m

DULCHEV

WAY

Site

1 : 2000

Rev	Date	Revisions
1	19/7/2021	PRELIMINARY PLANS



PETER GOODE
Eco Building & Design
GERALDTON W.A.

CLIENT: for Sheds & Homes
LOT 174 - 109 DULCHEV WAY
WAGGRAKINE

TITLE: NEW SHED	REV 1
DRAWING No A302 SITE PLAN	19/7/2021



LOT 259
DP52558
3.7257ha

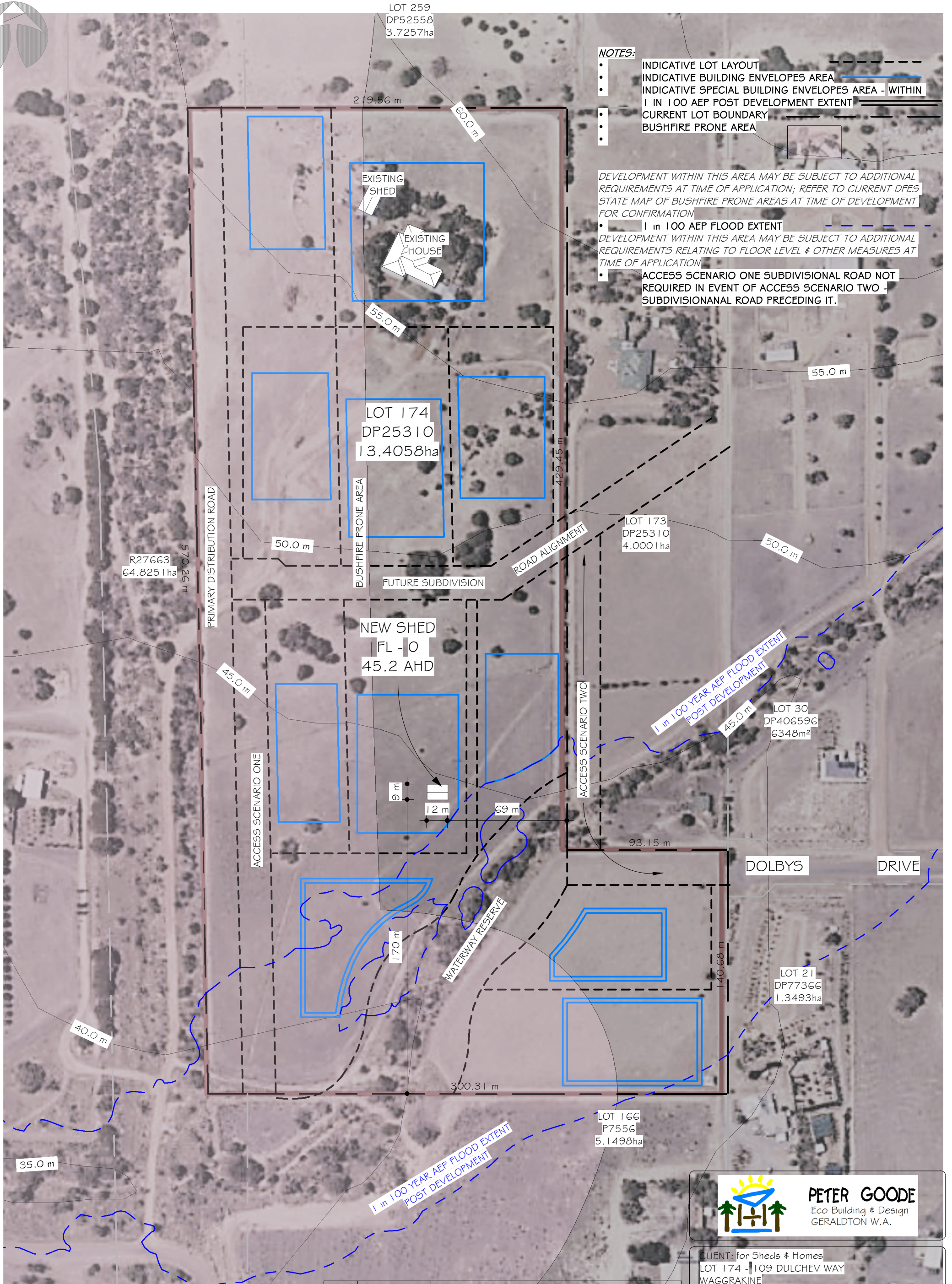
NOTES:

- INDICATIVE LOT LAYOUT
- INDICATIVE BUILDING ENVELOPES AREA
- INDICATIVE SPECIAL BUILDING ENVELOPES AREA - WITHIN 1 IN 100 AEP POST DEVELOPMENT EXTENT
- CURRENT LOT BOUNDARY
- BUSHFIRE PRONE AREA

DEVELOPMENT WITHIN THIS AREA MAY BE SUBJECT TO ADDITIONAL REQUIREMENTS AT TIME OF APPLICATION; REFER TO CURRENT DFES STATE MAP OF BUSHFIRE PRONE AREAS AT TIME OF DEVELOPMENT FOR CONFIRMATION

- 1 in 100 AEP FLOOD EXTENT
- DEVELOPMENT WITHIN THIS AREA MAY BE SUBJECT TO ADDITIONAL REQUIREMENTS RELATING TO FLOOR LEVEL & OTHER MEASURES AT TIME OF APPLICATION

- ACCESS SCENARIO ONE SUBDIVISIONAL ROAD NOT REQUIRED IN EVENT OF ACCESS SCENARIO TWO - SUBDIVISIONAL ROAD PRECEDING IT.



Site UNDERLAY

1 : 2000

Rev	Date	Revisions
2	17/2/2021	ADD FUTURE SUBDIVISION & BUILDING ENVELOPES
1	19/7/2021	PRELIMINARY PLANS



PETER GOODE
Eco Building & Design
GERALDTON W.A.

CLIENT: for Sheds & Homes
LOT 174 - 109 DULCHEV WAY
WAGGRAKINE

TITLE: NEW SHED
DRAWING No A301 SITE PLAN
REV 2
17/2/2021



LOT 259
DP52558
3.7257ha

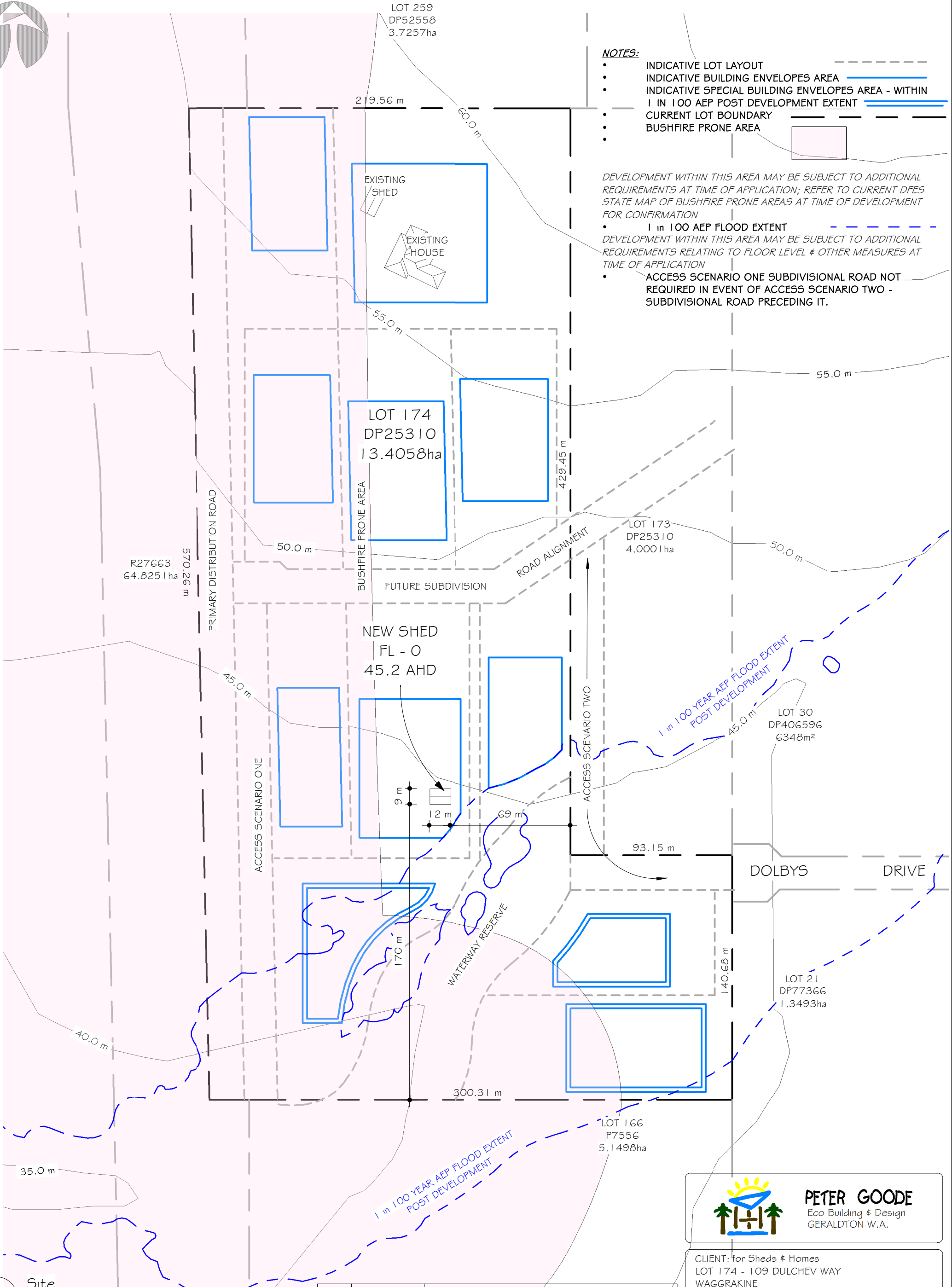
NOTES:

- INDICATIVE LOT LAYOUT
- INDICATIVE BUILDING ENVELOPES AREA
- INDICATIVE SPECIAL BUILDING ENVELOPES AREA - WITHIN 1 IN 100 AEP POST DEVELOPMENT EXTENT
- CURRENT LOT BOUNDARY
- BUSHFIRE PRONE AREA

DEVELOPMENT WITHIN THIS AREA MAY BE SUBJECT TO ADDITIONAL REQUIREMENTS AT TIME OF APPLICATION; REFER TO CURRENT DFES STATE MAP OF BUSHFIRE PRONE AREAS AT TIME OF DEVELOPMENT FOR CONFIRMATION

- 1 in 100 AEP FLOOD EXTENT
- DEVELOPMENT WITHIN THIS AREA MAY BE SUBJECT TO ADDITIONAL REQUIREMENTS RELATING TO FLOOR LEVEL & OTHER MEASURES AT TIME OF APPLICATION

- ACCESS SCENARIO ONE SUBDIVISIONAL ROAD NOT REQUIRED IN EVENT OF ACCESS SCENARIO TWO - SUBDIVISIONAL ROAD PRECEDING IT.



R27663
64.8251 ha

LOT 174
DP25310
13.4058ha

LOT 173
DP25310
4.0001 ha

LOT 30
DP406596
6348m²

LOT 21
DP77366
1.3493ha

LOT 166
P7556
5.1498ha



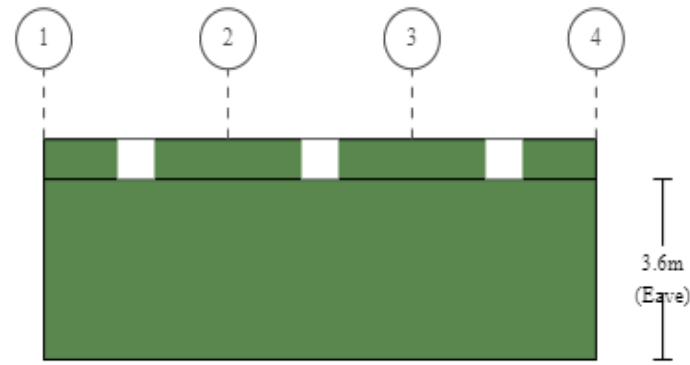
PETER GOODE
Eco Building & Design
GERALDTON W.A.

CLIENT: for Sheds & Homes
LOT 174 - 109 DULCHEV WAY
WAGGRAKINE

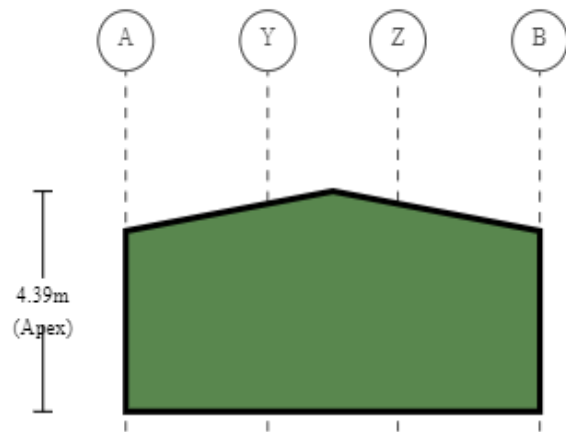
TITLE: NEW SHED REV 2
DRAWING No A302 SITE PLAN 17/2/2021

Rev	Date	Revisions
2	17/2/2021	ADD FUTURE SUBDIVISION & BUILDING ENVELOPES
1	19/7/2021	PRELIMINARY PLANS

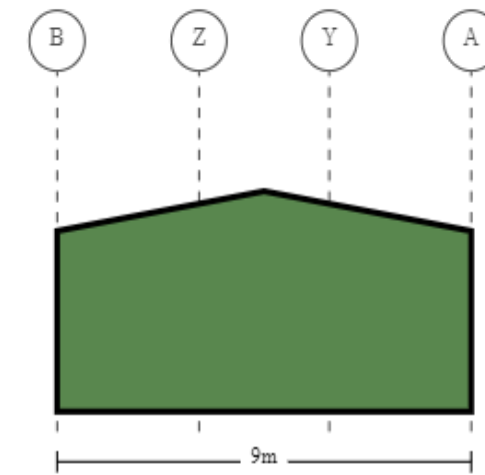
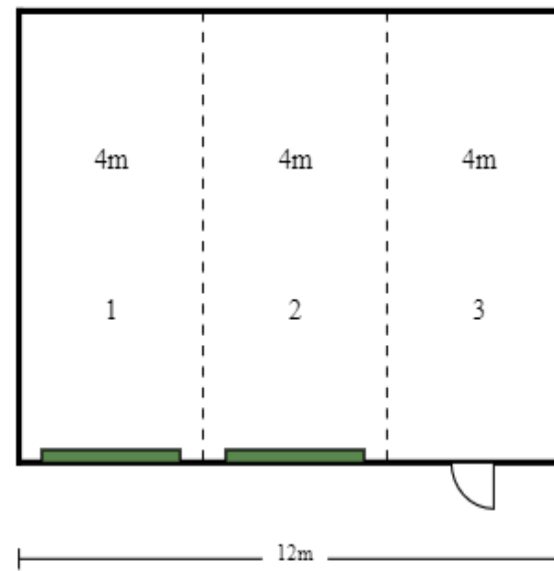
Site
1 : 2000



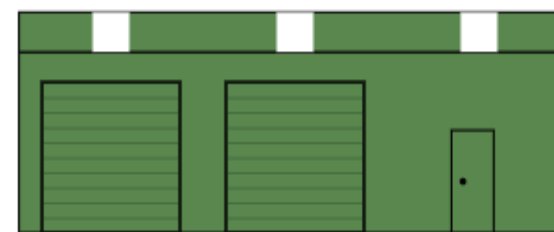
Left Side



Left End



Right End



Right Side

Purchaser Name: BWBCAPTYLTD

Site Address: 109 Dulchev Way Waggrakine WA 6530 Australia

Drawing # SGER213003 - 3

Print Date: 08/07/21

Layout
Not to Scale
© Copyright Steelx IP Pty Ltd

Seller: Sheds n Homes Geraldton
Titanium Services Pty Ltd
Phone: (08) 99 217 117
Fax:
Email: geraldton@shedsnhomes.com.au

Apex Engineering Group PTY LTD
ACN 632 588 562
ME Aust. (Registered NER Structural) 5276680
QLD : RPEQ No. 24223; TAS : 185770492; VIC : EC67493; N.T : 303557ES;
Practising Professional Structural & Civil Engineers

Signature:

J. Ronaldson

Date: 08/07/21

MATERIAL SPECIFICATIONS

For further information regarding the tabulated values shown, refer to the General Notes

Building Dimensions

Categories	Span	Length	Pitch	Height	Grid(s)	Portal(s)
Main Building	9	12	10	3.6	A - B	1 - 4

Portal Frame Elements

Grid / Portal Number		1	2	3	4
Columns	A	C15019	C20024	C20024	C15019
	B	C15019	C20024	C20024	C15019
Rafters	A - Apex	C15012	C15015	C15015	C15012
	Apex - B	C15012	C15015	C15015	C15012
End Wall Mullions	Y	C15015	-	-	C15015
	Z	C15015	-	-	C15015
Apex Braces	Apex	-	C15015 @ 2.7m	C15015 @ 2.7m	-
Knee Braces	A - Apex	-	C15012 @ 1.56m	C15012 @ 1.56m	-
	Apex - B	-	C15012 @ 1.56m	C15012 @ 1.56m	-

Bay Section Elements


Grid / Bay Number		1	2	3	Maximum
Bay Widths		4	4	4	
Roof Purlins (refer to Purlin And Girt Plan)		Z100	Z100	Z100	
Roof Purlin Spacing (End)	A - Apex	0.878	0.878	0.878	0.900
	Apex - B	0.878	0.878	0.878	0.900
Roof Purlin Spacing (Internal Spans)	A - Apex	0.878	0.878	0.878	1.200
	Apex - B	0.878	0.878	0.878	1.200
Eave Purlin	A	C10012	C10012	C10012	
	B	C10012	C10012	C10012	
Side Girts (refer to Purlin And Girt Plan)		Z100	Z100	Z100	
Side Girt Bridging (Rows)	B	-	-	YES (1)	
Side Girts Spacing (End)	A	1.685	1.685	1.685	1.700
	B	1.685	1.685	1.685	1.700
Side Girts Spacing (Internal)	A	1.685	1.685	1.685	1.700
	B	1.685	1.685	1.685	1.700
Roller Door Header	B	C10010	C10010	-	
Roller Door Jambs	B	C20019	C20019	-	
PA Door Header	B	-	-	C10010	
PA Door Jambs	B	-	-	C10012	

End Bay Section Elements

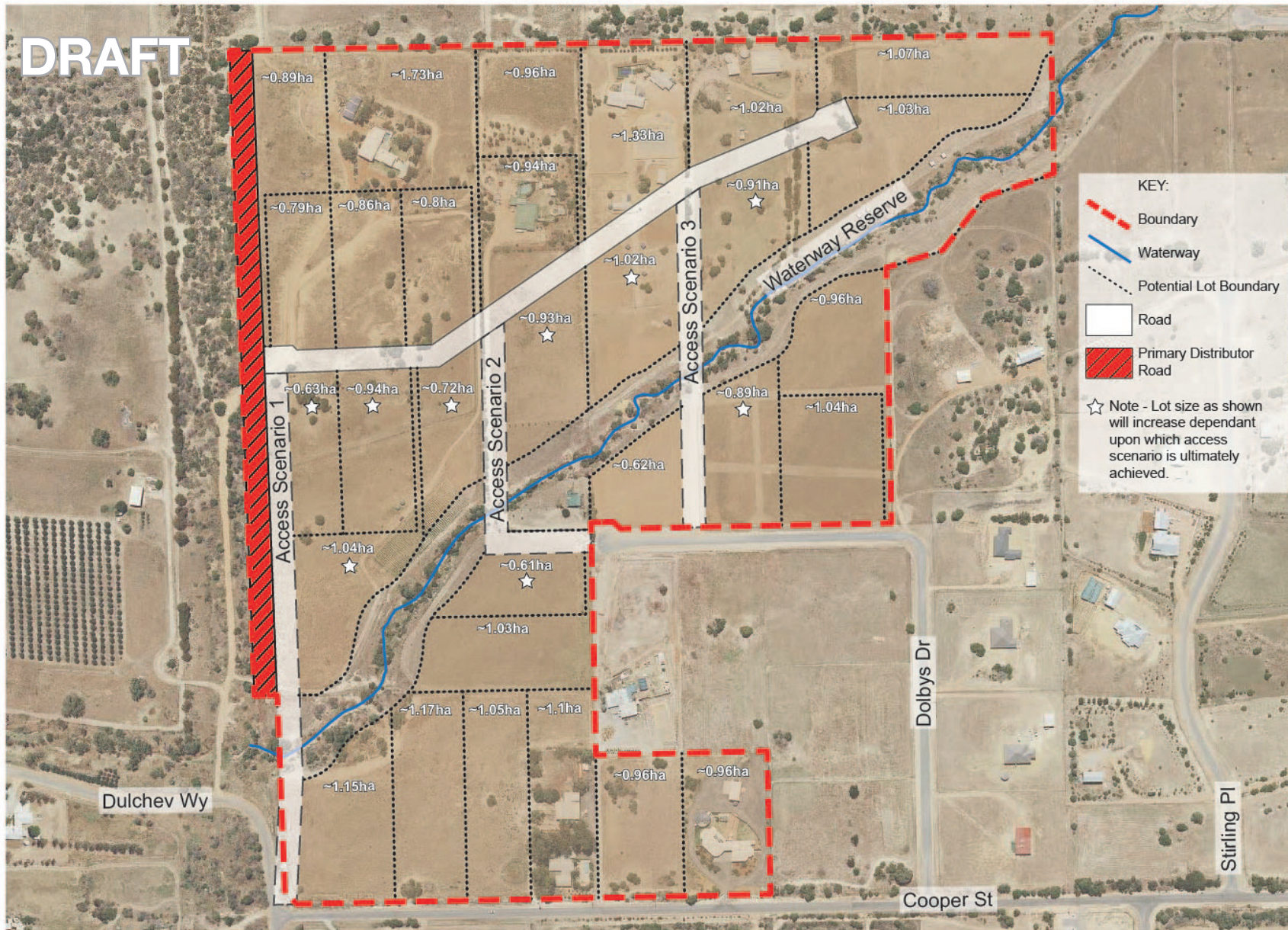
Grid / Portal Number		1	4	Maximum
End Girts (refer to Purlin And Girt Plan)		Z100	Z100	
End Girts Spacing (End)	A - Y	1.685	1.685	1.700
	Y - Z	1.685	1.685	1.700
	Z - B	1.685	1.685	1.700
End Girts Spacing (Internal)	A - Y	1.685	1.685	1.700
	Y - Z	1.685	1.685	1.700
	Z - B	1.685	1.685	1.700

Cladding Elements

Category	Colour	Product
Roof Sheeting	COLORBOND® steel	CORODEK® 0.42 BMT (0.47TCT)
Roof Flashings	COLORBOND® steel	BlueScope 0.55 BMT
Wall Sheeting	COLORBOND® steel	CORODEK® 0.42 BMT (0.47TCT)
Wall Flashing	COLORBOND® steel	BlueScope 0.55 BMT

Revision	Date	Initial	Purchaser Name: BWBCA PTY LTD		Specification Sheet Page 1 of 2 ©Copyright Steelx IP Pty Ltd	Seller: Sheds n Homes Geraldton Name: Titanium Services Pty Ltd Phone: (08) 99 217 117 Fax: Email: geraldton@shedsnhomes.com.au	Apex Engineering Group PTY LTD ACN 632 588 562 MIE Aust. (Registered NER Structural) 5276680 QLD : RPEQ No. 24223; TAS : 185770492; VIC : EC67493; N.T : 303557ES; Practising Professional Structural & Civil Engineers Signature:  J. Ronaldson Date: 08/07/21
			Site Address: 109 Dulchev Way Waggrakine WA 6530 Australia				
			Drawing # SGER213003 - 4	Print Date: 8/07/2021			

DRAFT



Indicative Lot Layout Plan

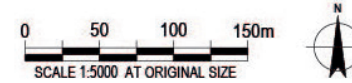


Figure 11: Indicative lot layout

Philippa Saunders

PO Box 224

KALBARRI 6536

SHIRE OF CHAPMAN VALLEY

RE: Building application Lot 122, number 1 Dune Vista Buller

We wish to construct a Colorbond steel shed and attached 2 bedroom granny flat (hardiplank cladding) to provide interim accommodation before, and during a separate single detached permanent dwelling being built, providing housing security for our son, and security for our vehicles and equipment.

This is proposed at the south eastern corner of the block, adjacent to our neighbours existing sheds, ensuring minimal impact.

This project will be fully financed with our own existing funds, however we will need to sell other residential property to complete a permanent dwelling on this block. Approval of this building application will allow us to progress sale of property.

We intend, in the future, to fence the neighbouring boundaries on the south and east sides with 1.8m high Colorbond fence. We would be happy to install fencing at beginning of project if neighbours request it.

We propose to commence construction with 6 weeks of building approval being granted, and anticipate the build will be completed, and ready to occupy within 6 months from commencement.

Minimal emissions of noise, vibration and dust from earthworks to construct pad are unlikely to impact on neighbouring properties. These homes are all on 4000m² blocks and situated a substantial distance from our proposed small project.

Building material waste will be contained within the property until removed to waste disposal site.

We wish to access the property from Wokarena Road, next to neighbours existing driveway to his shed. Access at this location is a safer option with good visibility. The driveway on Dune Vista is close to the corner with poor visibility and requires vehicles to drive over a drain.

There will be only a few delivery trucks, ie concrete, steel and timber that require a one time drop off. Other traffic will be minimal, our own light truck and ute, and up to 2 other vehicles attending site daily during the build.

We require no more than 5 people on site at any one time to construct this project.

Work to be completed between 7am and 5pm Monday to Friday.

Machinery required will be a concrete delivery truck, bobcat and compactor.

CLIENT	
Saunders	
SCALE:	JOB No.
1:300 @ A3	KMD002-20-02WD
DATE	DRAWING TITLE
23/07/2021	SITE PLAN
ADDRESS	
Lot 122 #1 Dune Vista Buller 6532	

REVISION: 02WD		
02	amended site & elevations	23-07-21
01	relocated house on site	17-06-21
00	ORIGINAL ISSUE	28-05-21
REVISION		DATE

NOTE:
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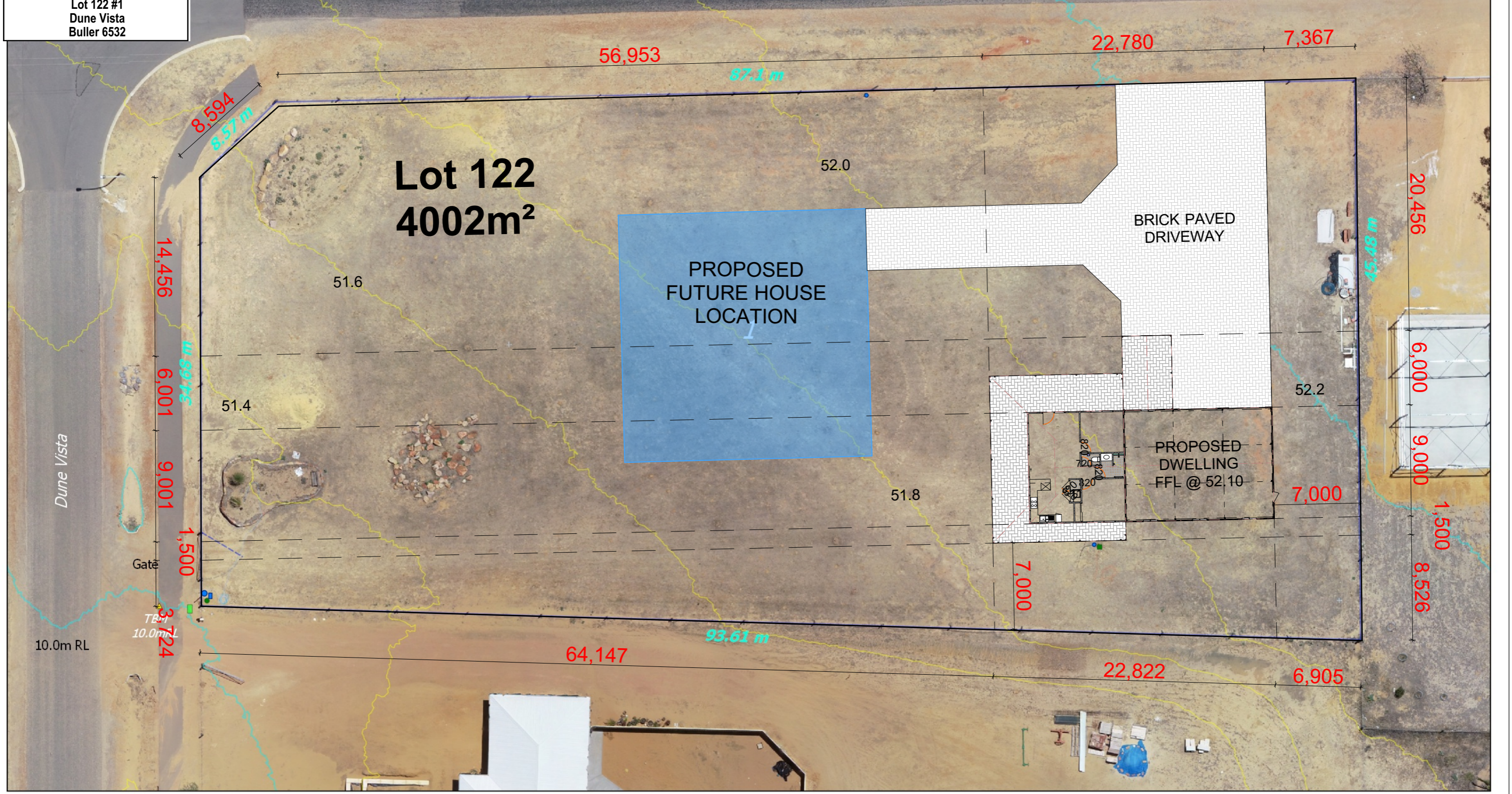
DO NOT SCALE FROM DRAWINGS

CLIENT SIGNATURE



Kerry Micke Designs
admin@kerrymickedesigns.com.au
0428 185 953

DRAWING No. **08** of 8



Murchison Surveys

Mob 0438 950 036
lee.johnson@murchisonsurveys.com

1 Dune Vista
Wokarena
Geraldton 6532

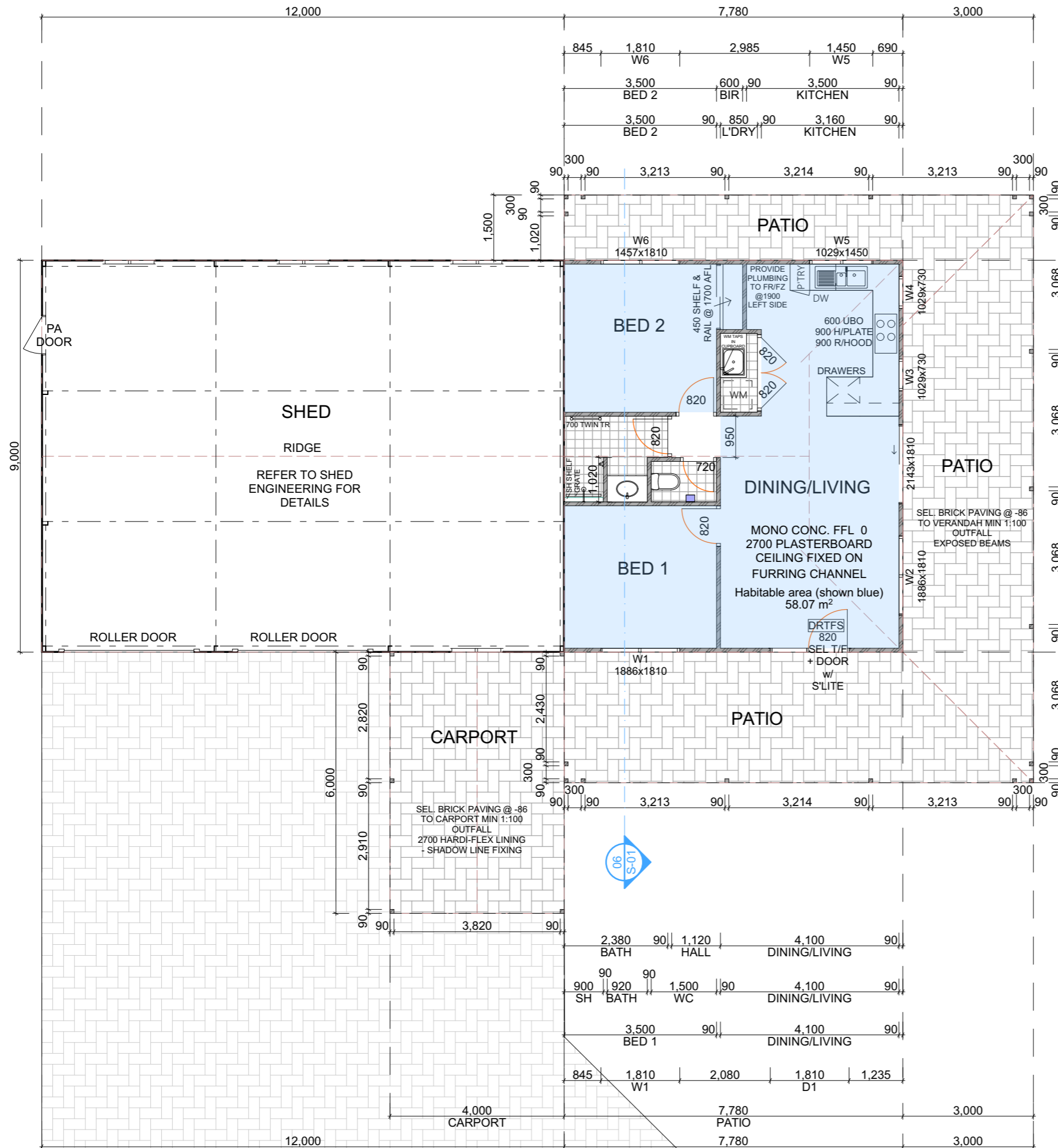
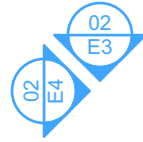
- Power Dome ●
- Power ■
- Telstra ■
- Water Meter ■
- Water Tap ●



0 1 2 3 4 5 6 7 8 9 10 m

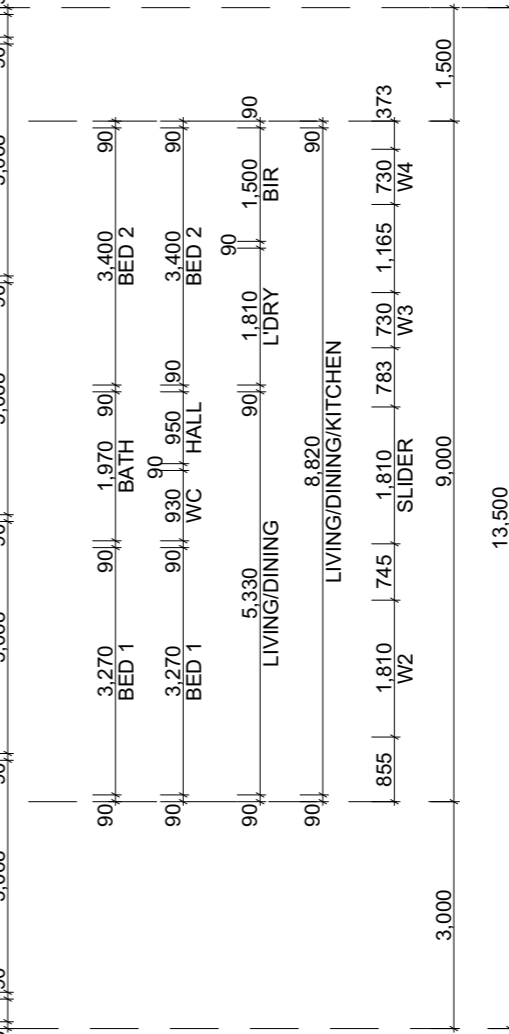
1:300

Projection : MGA94 z 50
Date : 19-November-2019
Surveyor : L Johnson



Living: 70.02 m²
 Carport: 24.00 m²
 Patio: 75.51 m²
Total: 169.53 m²

Shed: 108.00 m²



CONSTRUCTION NOTE:
 90mm TIMBER FRAME AS PER ADDENDA:
 TIMBER TO EXTERNAL AND INTERNAL WALLS AS SHOWN.

TERMITE TREATMENT WILL BE CHEMICAL SPRAY TO COMPLY WITH AS3660.1
 ALL PLUMBING TO COMPLY WITH AS/NZS 3500 (2003)

POSITIONS OF DOWN PIPES, ROTARY ROOF VENTS AND HOT WATER SYSTEMS
 ARE INDICATIVE ONLY AND MAY BE CHANGED AT THE DISCRETION OF THE
 BUILDER.

ALL TIMBER FRAMING AND ROOF CONSTRUCTION TO COMPLY WITH AS1684

ALL WORKMANSHIP AND MATERIALS SHALL BE IN ACCORDANCE WITH THE
 BUILDING CODES OF AUSTRALIA AND THE RELEVANT AUSTRALIAN STANDARDS
 INCLUDING ALL AMENDMENTS

ALL DIMENSIONS ARE BRICKWORK SETOUT ONLY.
 NO ALLOWANCE HAS BEEN MADE FOR HARD WALL PLASTER FINISH OR OTHER
 WALL FINISH WHERE STATED. CARE SHOULD BE TAKEN TO MAKE ALLOWANCES IN
 ANY CALCULATIONS FOR WALL FINISHES FOR WHERE REQUIRED FIT OUTS ARE TO
 TAKE PLACE. FINAL MEASUREMENTS; CHECK ON SITE.

STRUCTURAL ENGINEERS NOTES AND DRAWINGS (WHERE OCCURRING) ARE TO
 TAKE PRECEDENCE OVER ANY OF THE ABOVE NOTES WHERE CONFLICTING.

ALL FOOTINGS AND SLAB TO STRUCTURAL ENGINEERS SPECIFICATIONS

REFER TO STRUCTURAL ENGINEER FOR ALL HOLDING DOWN DETAILS AND ANGLE
 AND TEE LINTEL SIZES. ALL HOT DIP GALV. FINISH.

THE CONSTRUCTION DETAILS REFERRED TO IN THESE DOCUMENTS DO NOT FORM
 PART OF THE CONTRACT DOCUMENTS AND MAY BE CHANGED AT ANY TIME WITHOUT
 NOTICE, AT THE DISCRETION OF THE BUILDER.

THESE DRAWINGS ARE SUBJECT TO ENERGY RATING ASSESSMENT AND MAY CHANGE
 AT THE DISCRETION OF THE BUILDER WHICH COULD INCUR COST

PROVIDE ROOF INSULATION TO THE HOUSE CEILING AS PER ADDENDA.


NCC VOLUME 2 2019 ENERGY EFFICIENCY NOTES:
 INSULATION TO BE SUPPLIED AND INSTALLED IN ACCORDANCE WITH PART 3.12.1.1
 BUILDING SEALING TO BE IN ACCORDANCE WITH PART 3.12.3
 SERVICES TO BE INSTALLED IN ACCORDANCE WITH PART 3.12.5.
 WA ADDITIONS:
 PLUMBING FIXTURES AND FITTINGS TO BE IN ACCORDANCE WITH WA 2.3.1
 SWIMMING POOL AND/OR SPA COVERS TO BE PROVIDED IN ACCORDANCE WITH WA
 2.3.2
 HOT WATER SYSTEM INSTALLATION TO BE IN ACCORDANCE WITH WA 2.3.3

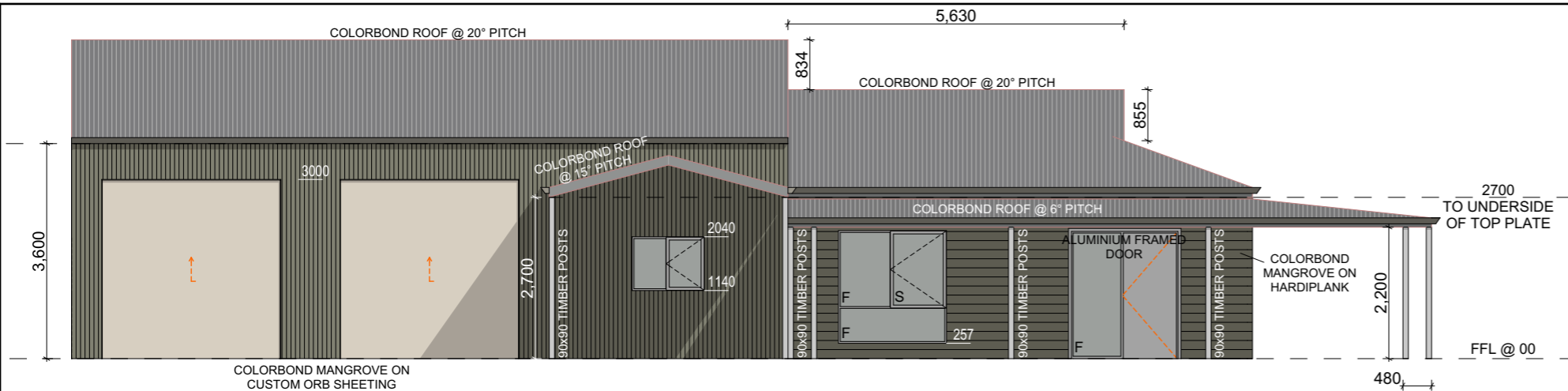
FOR ALL LINTEL
 SIZES REFER TO
 ENGINEERS NOTES
 EXTERNAL WALLS -
 90mm TIMBER FRAME

LEGEND

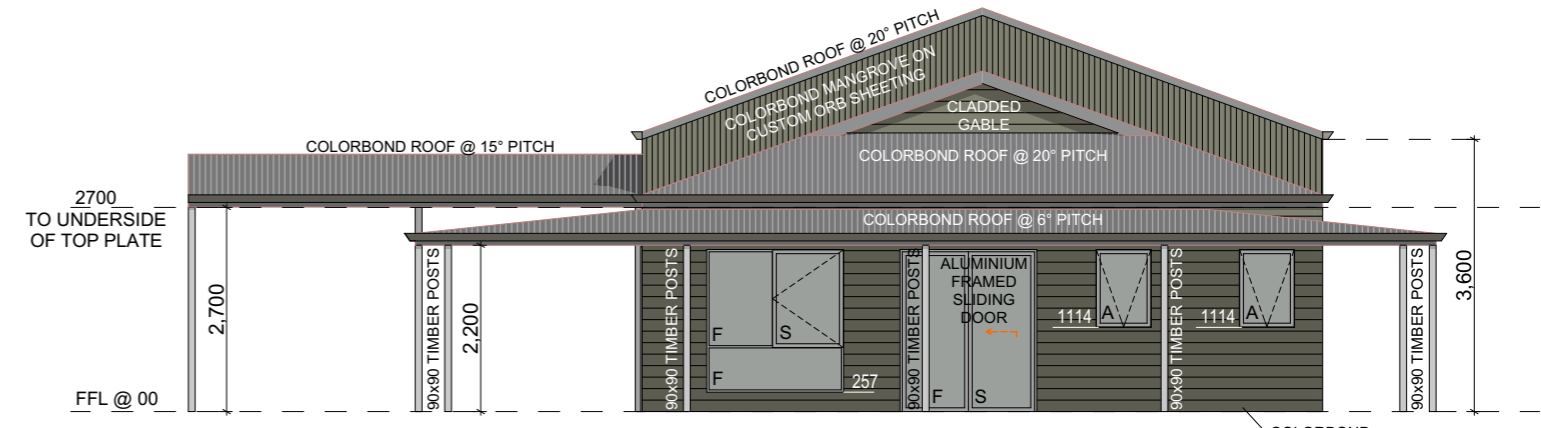
- DRTFS DOUBLE REBATED PAINT FINISH TIMBER FRAME & SILL
- DR DRAWER BANK
- DW DISHWASHER RECESS
- R/HOOD RANGEHOOD
- M/W MICROWAVE
- W/O WALL OVEN UNIT
- WIP WALK IN PANTRY
- WIL WALK IN LINEN
- WIR WALK IN ROBE
- BIR BUILT IN ROBE
- BIL BUILT IN LINEN
- TR TOWEL RAIL
- T/HKS TOWEL HOOKS
- WC WATER CLOSET
- SH SHOWER
- PWD POWDER ROOM
- GHWS INSTANT GAS HOT WATER SYSTEM



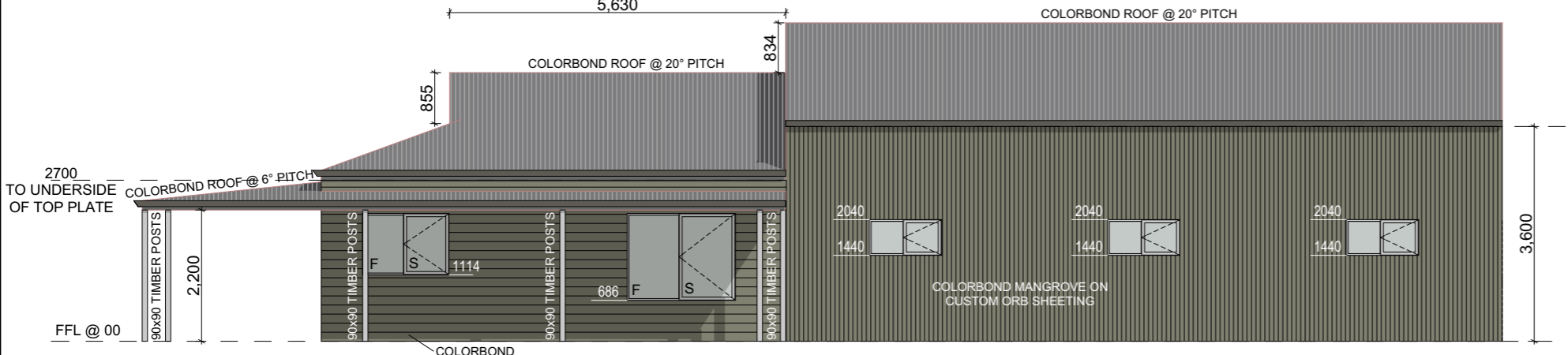
 Kerry Micke Designs admin@kerrymickedesigns.com.au 0428 185 953	REVISION:	02WD	CLIENT
			Saunders
			ADDRESS
			Lot 122 #1 Dune Vista Buller 6532
		00 ORIGINAL ISSUE	28-05-21
		JOB No.	KMD002-20-02WD
		SCALE:	DATE
		1:100 @ A3	01
		TITLE	DRAWING No.
		PLAN	01 of 8



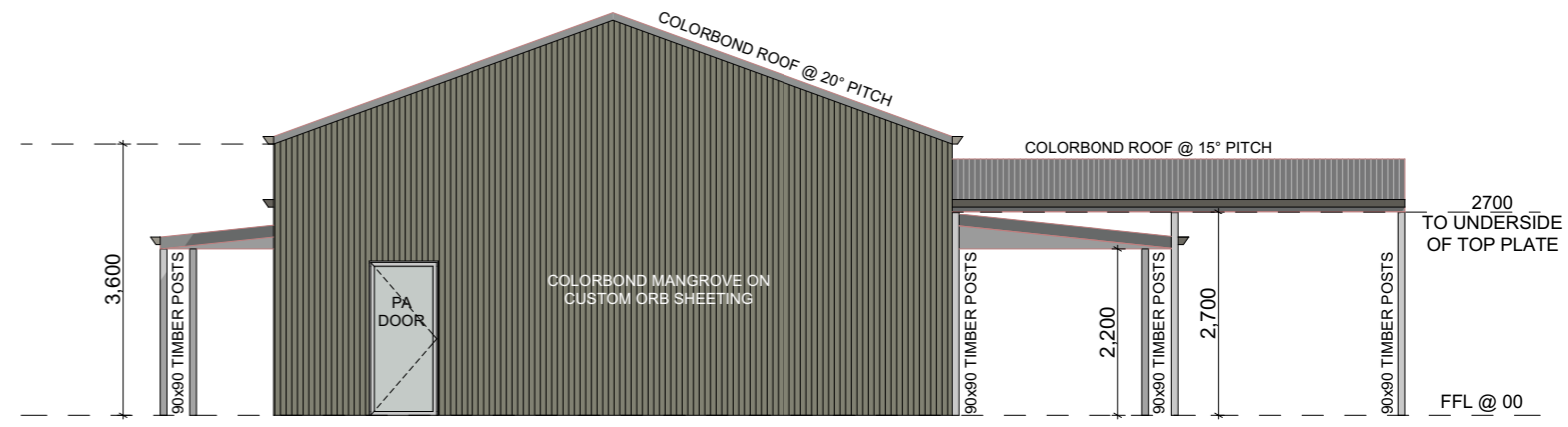
ELEVATION 1



ELEVATION 2



ELEVATION 3



ELEVATION 4

ALL ROOF SHEETING TO BE
COLORBOND MONUMENT

ALL TIMBER POSTS TO BE
PAINTED WHITE



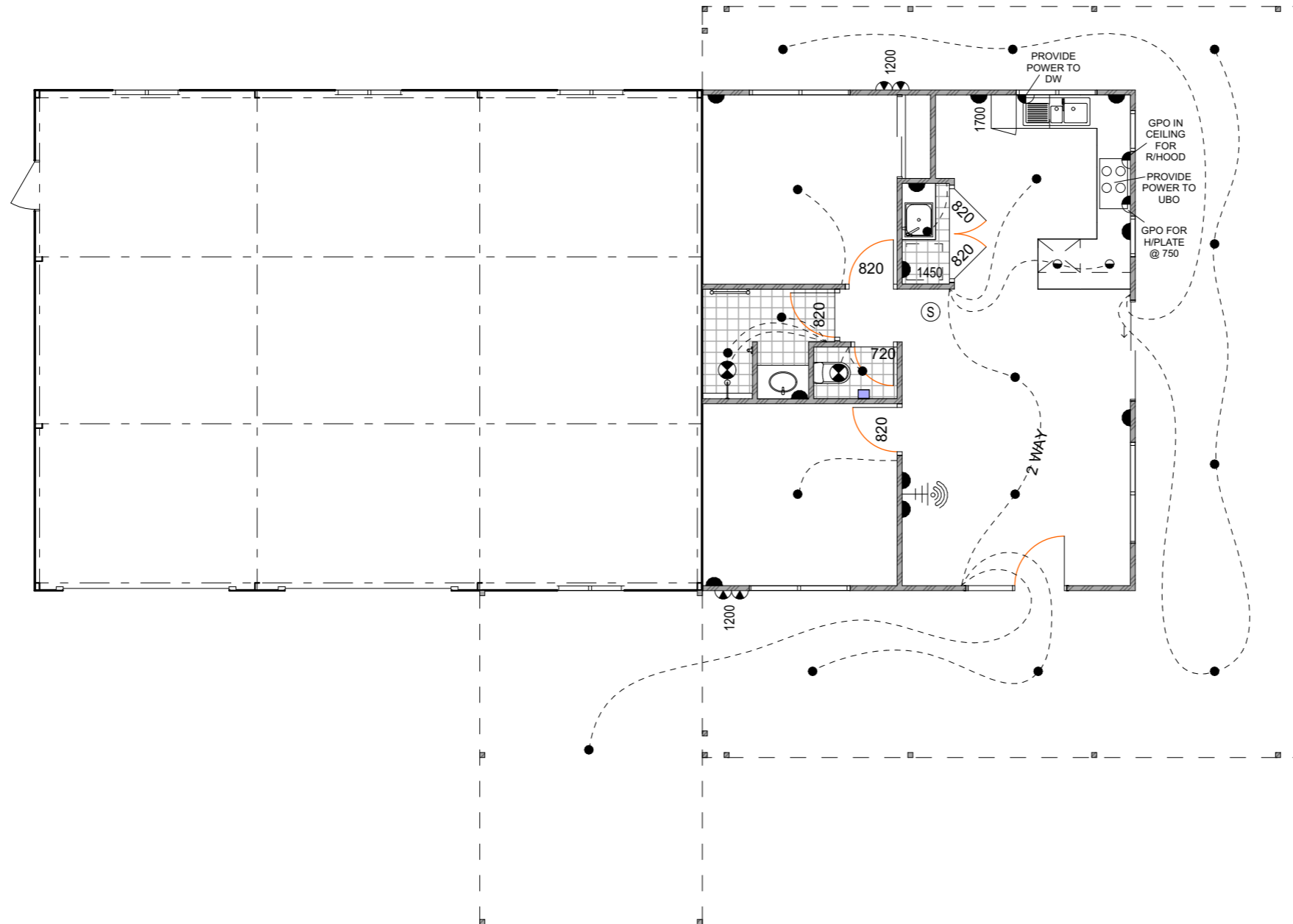
REVISION: 02WD	
02	amended site & elevations 23-07-21
00	ORIGINAL ISSUE 28-05-21
REVISION	

ADDRESS

**Lot 122 #1
Dune Vista
Buller 6532**

CLIENT
Saunders
JOB No. KMD002-20-02WD
SCALE: 1:100 @ A3
DATE: 23/07/2021
DRAWING TITLE ELEVATIONS

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DATE
DRAWING No. 02 of 8



ELECTRICAL LEGEND

●	10w LED - 90mm CUTOUT		
●	8w LED - 70mm CUTOUT		
●	10w TILTABLE LED - 90mm CUTOUT		
— —	SINGLE 36w FLUORESCENT		
○	FEATURE BUNKER LIGHT - 2.0m AFL		
●	BUNKER LIGHT - 2.0m AFL		
⊙	DATA POINT		
⊙	SMOKE DETECTOR - ALL HARDWIRED & INTERCONNECTED WITH BATTERY BACKUP		
⊙	DOUBLE & SINGLE WEATHER PROOF G.PO		
⊙	ADJACENT NUMBER DENOTES HEIGHTS ABOVE FLOOR LEVEL		
⊙	SINGLE & DOUBLE G.P.O. - 300 AFL OR 150 ABOVE BENCH TOP UNLESS OTHERWISE NOTED		
⊙	QUAD G.P.O. - 300 AFL OR 150 ABOVE BENCH TOP UNLESS OTHERWISE NOTED		
⊙	TELEPHONE POINT, 300 AFL UNLESS OTHERWISE NOTED		
⊙	EXHAUST FAN FLUMED SEPARATELY SWITCHED		
⊙	T.V. AERIAL POINT- 300 AFL OR HEIGHT AS MARKED WITH SINGLE EXTERNAL AERIAL ROOF MOUNTED		
⊙	TWIN PAR FLOODLIGHT - 2.0m AFL		
⊙	CEILING FAN	⊙	CEILING FAN WITH LIGHT SEPARATELY SWITCHED
— —	2 WAY	— —	3 WAY
SINGLE, TWO OR THREE WAY SWITCH AND LINE			
FRIDGE FREEZER POWER POINT LOCATED TO THE RIGHT HAND SIDE OF RECESS			

Kerry Micke Designs
 admin@kerrymickedesigns.com.au
 0428 185 953

CLIENT
Saunders

SCALE: 1:100 @ A3	JOB No. KMD002-20-02WD
DATE 23/07/2021	DRAWING TITLE ELECTRICAL

ADDRESS
**Lot 122 #1
 Dune Vista
 Buller 6532**

REVISION: **02WD**

00 ORIGINAL ISSUE	28-05-21
-------------------	----------

REVISION

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CLIENT SIGNATURE

DATE

DRAWING No.
03 of 8

HOTPLATE, RANGEHOOD AND OVEN FITTED TO MANUFACTURERS SPECIFICATIONS

LEGEND	
DR	DRAWER BANK
DW	DISHWASHER RECESS
R/HOOD	RANGEHOOD
M/W	MICROWAVE
W/O	WALL OVEN UNIT
WIP	WALK IN PANTRY
WIL	WALK IN LINEN
WIR	WALK IN ROBE
BIR	BUILT IN ROBE
BIL	BUILT IN LINEN
TR	TOWEL RAIL
T/HKS	TOWEL HOOKS
WC	WATER CLOSET
SH	SHOWER
PWD	POWDER ROOM
GHWS	INSTANT GAS HOT WATER SYSTEM

NOTE:
ALL DIMENSIONS ARE BRICKWORK SETOUT ONLY. NO ALLOWANCE HAS BEEN MADE FOR HARD WALL PLASTER FINISH OR OTHER WALL FINISH WHERE STATED. FINAL MEASUREMENTS, CHECK ON SITE.

TILE AREAS SHOWN SHADED IS INDICATIVE ONLY AND FINAL LAYOUT IS DEPENDANT ON TILE SELECTION

ALL WET AREAS MUST COMPLY WITH BCA STANDARDS 3.8.1 WET AREAS



Kerry Micke Designs
admin@kerrymickedesigns.com.au
0428 185 953

CLIENT

Saunders

SCALE: 1:50 @ A3	JOB No. KMD002-20-02WD
DATE 23/07/2021	DRAWING TITLE KITCH L'DRY

ADDRESS
Lot 122 #1
Dune Vista
Buller 6532

REVISION: 02WD

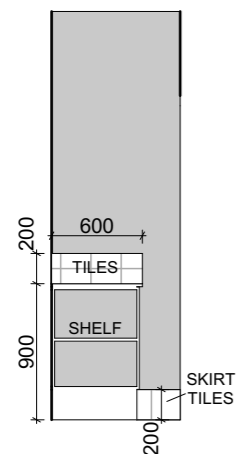
00 ORIGINAL ISSUE	28-05-21
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REVISION

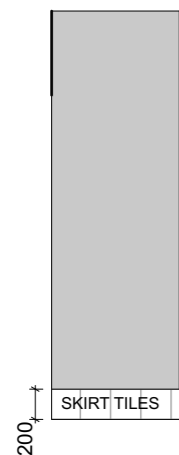
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CLIENT SIGNATURE

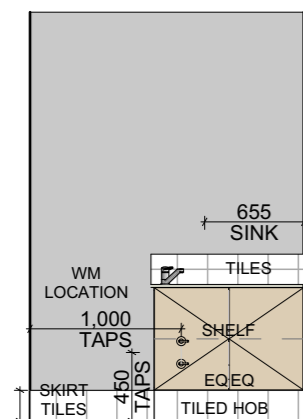
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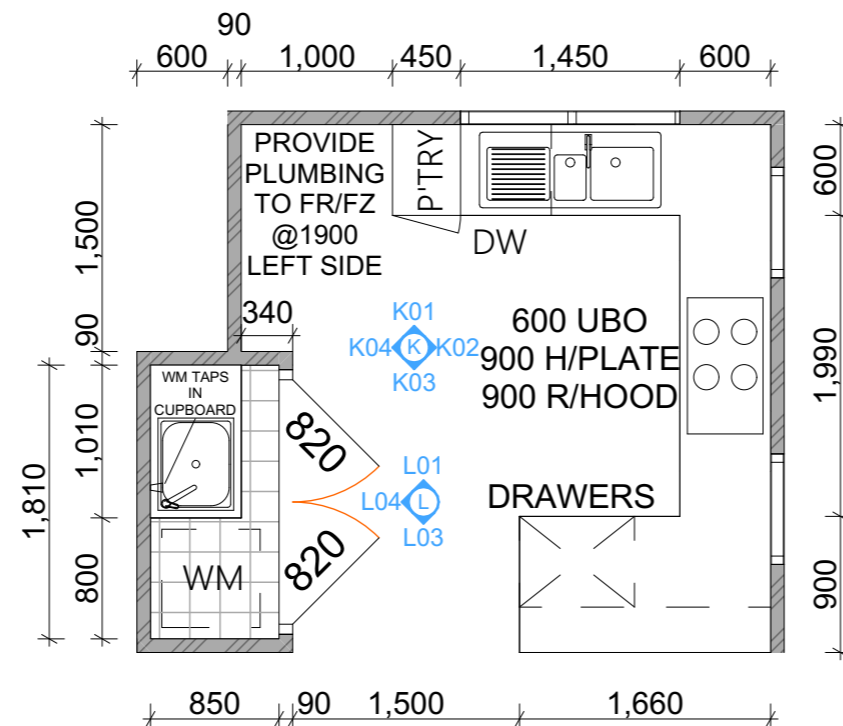
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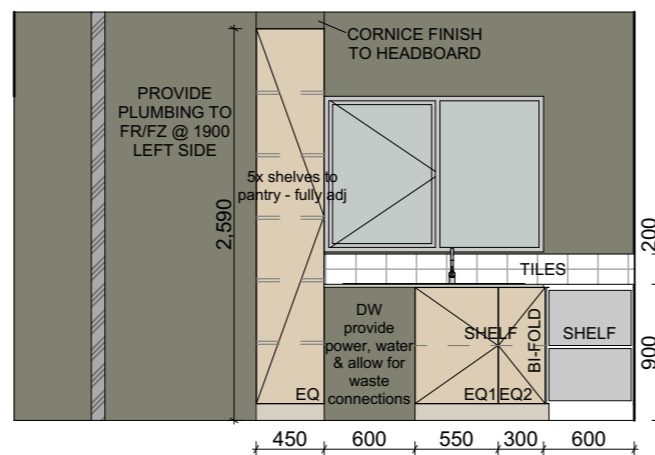
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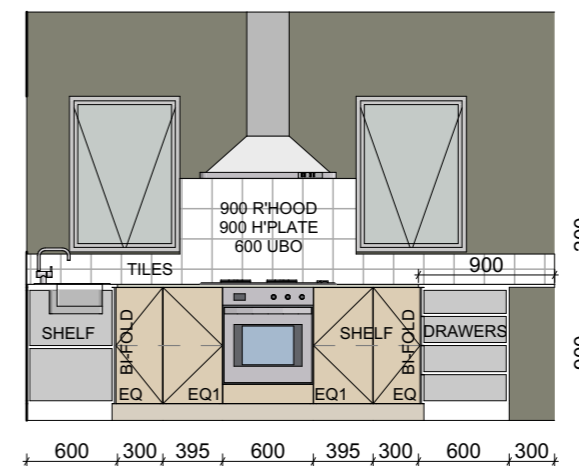
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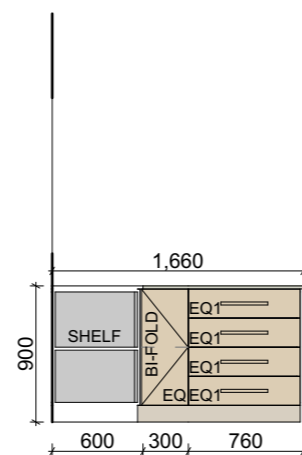
KIT/L'DRY WORKSHEET



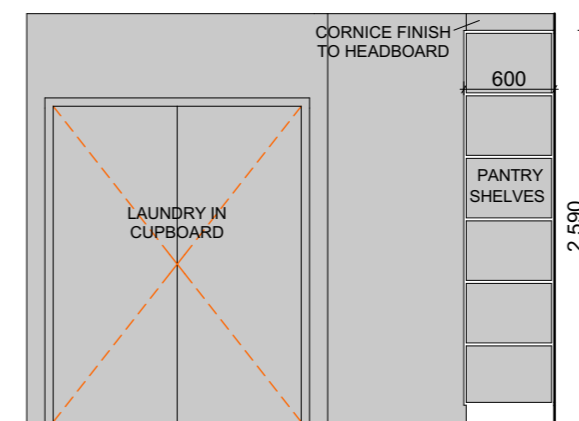
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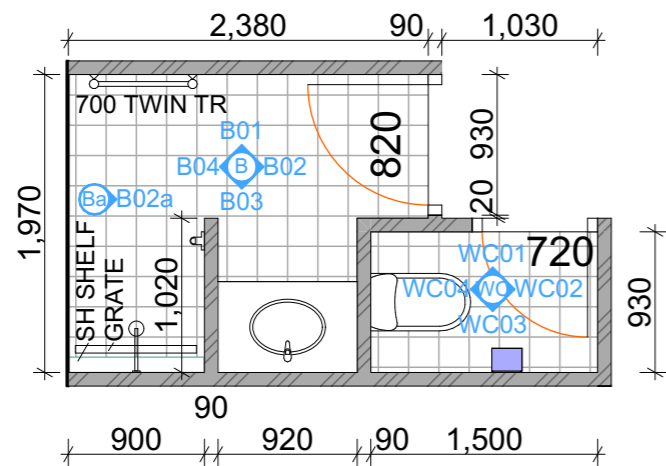
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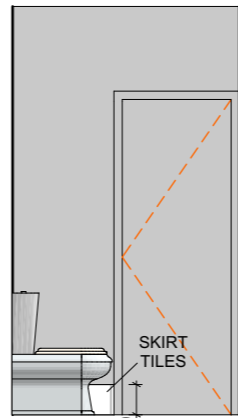
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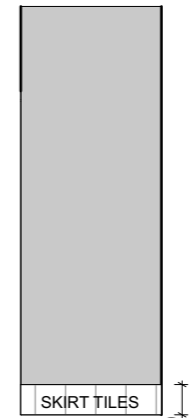
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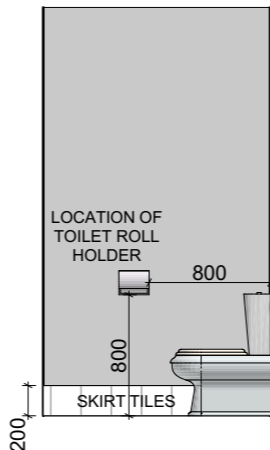
BATHROOM/WC WORKSHEET



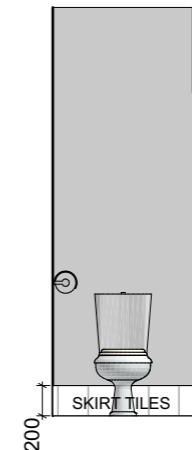
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WC02



WC03

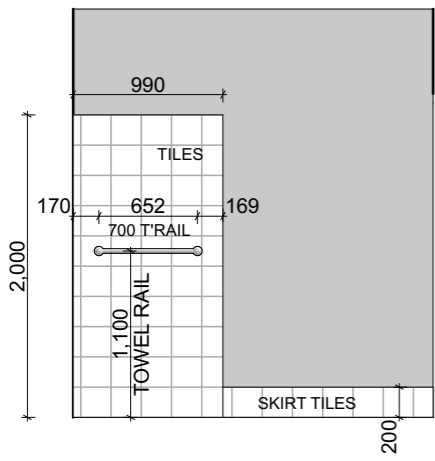


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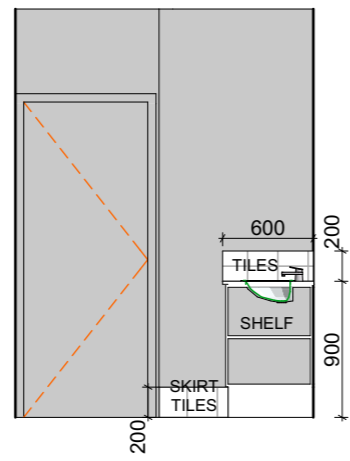
LEGEND

DR	DRAWER BANK
DW	DISHWASHER RECESS
R/HOOD	RANGEHOOD
M/W	MICROWAVE
W/O	WALL OVEN UNIT
WIP	WALK IN PANTRY
WIL	WALK IN LINEN
WIR	WALK IN ROBE
BIR	BUILT IN ROBE
BIL	BUILT IN LINEN
TR	TOWEL RAIL
T/HKS	TOWEL HOOKS
WC	WATER CLOSET
SH	SHOWER
PWD	POWDER ROOM
GHWS	INSTANT GAS HOT WATER SYSTEM

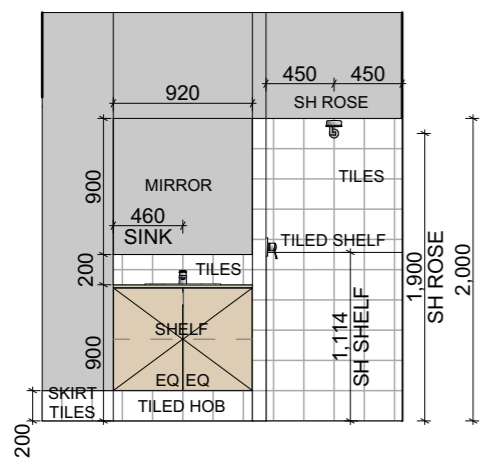
NOTE:
 ALL DIMENSIONS ARE BRICKWORK SETOUT ONLY. NO ALLOWANCE HAS BEEN MADE FOR HARD WALL PLASTER FINISH OR OTHER WALL FINISH WHERE STATED.
 FINAL MEASUREMENTS, CHECK ON SITE.
 TILE AREAS SHOWN SHADED IS INDICATIVE ONLY AND FINAL LAYOUT IS DEPENDANT ON TILE SELECTION
 ALL WET AREAS MUST COMPLY WITH BCA STANDARDS 3.8.1 WET AREAS



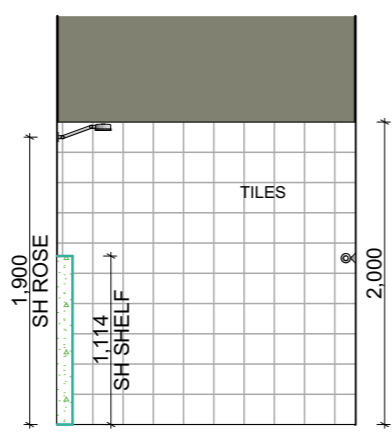
B01



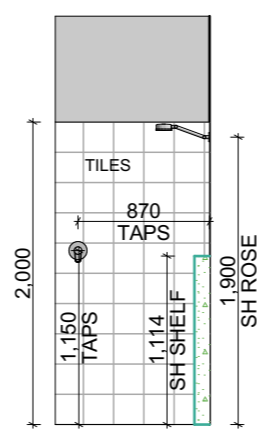
B02



B03



B04



B02a

Kerry Micke Designs
 admin@kerrymickedesigns.com.au
 0428 185 953

CLIENT
Saunders

SCALE: 1:50 @ A3
JOB No.: KMD002-20-02WD

DATE: 23/07/2021
DRAWING TITLE: BATH WC

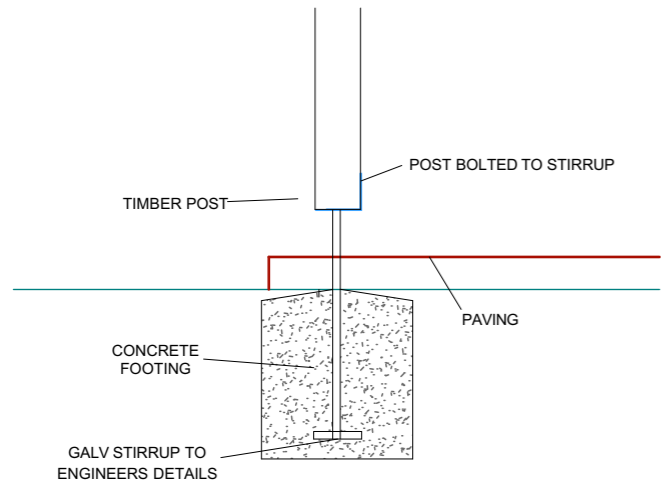
ADDRESS
 Lot 122 #1
 Dune Vista
 Buller 6532

REVISION: 02WD

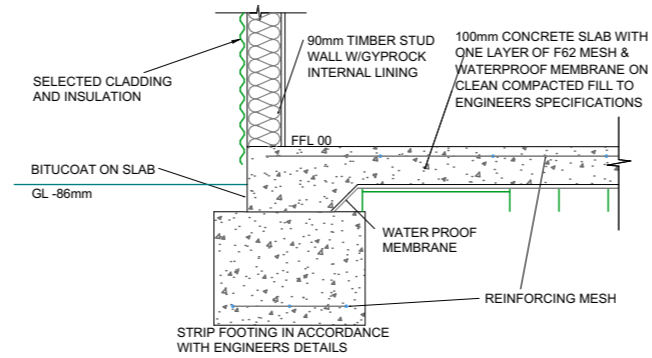
00 ORIGINAL ISSUE	28-05-21
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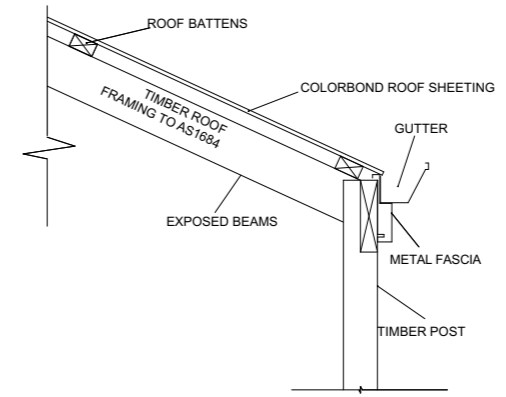
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DRAWING No. 05 of 8



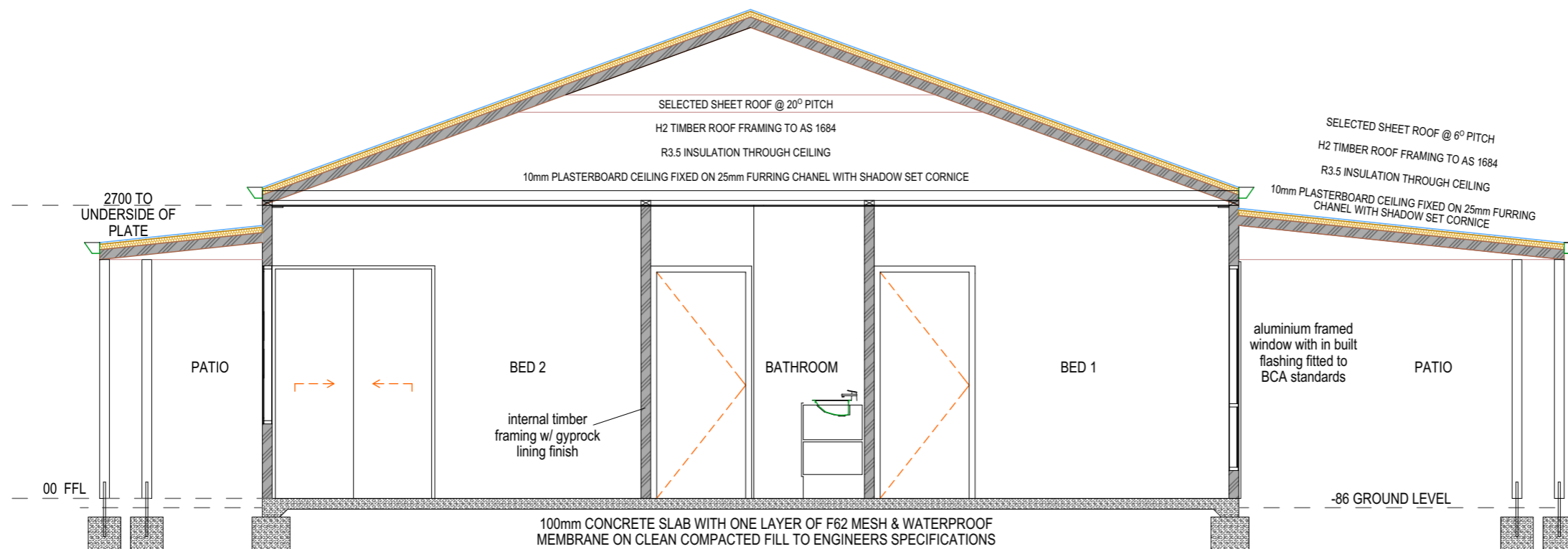
POST FOOTING DETAIL
1:20



FOOTING DETAIL
1:20



EAVE DETAIL
1:20



S-01 SECTION
1:50

Kerry Micke Designs
admin@kerrymickedesigns.com.au
0428 185 953

CLIENT

Saunders

SCALE: AS SHOWN @ A3

JOB No. KMD002-20-02WD

DATE 23/07/2021

DRAWING TITLE

SECTIONS DETAILS

ADDRESS

Lot 122 #1
Dune Vista
Buller 6532

REVISION: 02WD

00 ORIGINAL ISSUE 28-05-21

REVISION

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CLIENT SIGNATURE

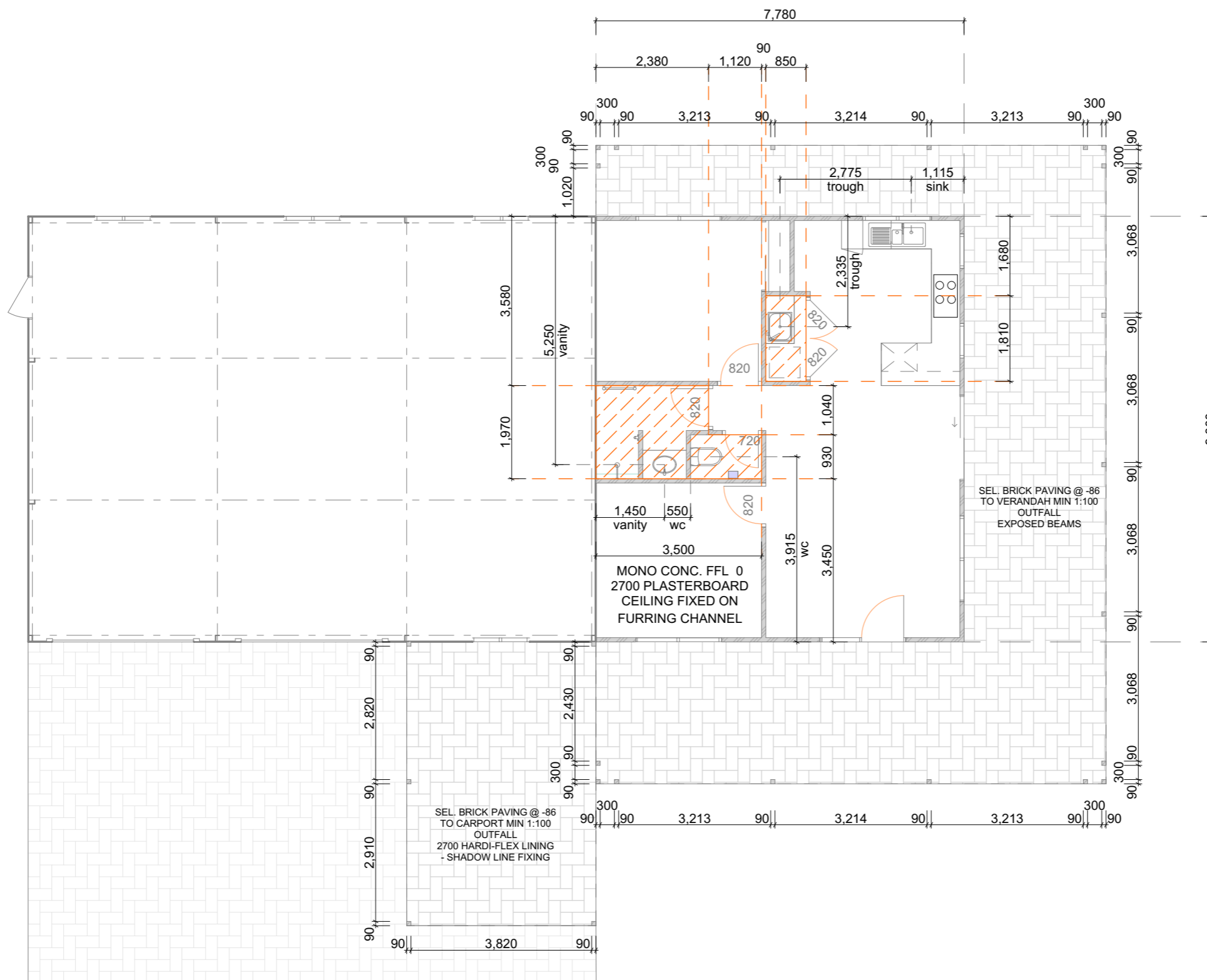
DATE

DRAWING No. 06 of 8

THESE DRAWINGS ARE SUBJECT TO ENERGY RATING ASSESSMENT AND MAY CHANGE AT THE DISCRETION OF THE BUILDER

EARTH WORKER/ GRANO WORKER PRIOR TO COMMENCEMENT OF ANY WORKS, REFER TO ENGINEERS SITE CLASSIFICATION REPORT AND DETAILS

WET AREA SET DOWN:
50mm FOR TILING AND FALLS FOR WC'S, BATHROOM, LAUNDRY AND ENSUITE.
MAINTAIN SLAB THICKNESS



Kerry Micke Designs
admin@kerrymickedesigns.com.au
0428 185 953

CLIENT

Saunders

SCALE: **1:100 @ A3** JOB No. **KMD002-20-02WD**

DATE **23/07/2021** DRAWING TITLE **CONC SETOUT**

ADDRESS
**Lot 122 #1
Dune Vista
Buller 6532**

REVISION: **02WD**

00 ORIGINAL ISSUE 28-05-21

REVISION

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CLIENT SIGNATURE

DATE DRAWING No. **07** of 8



DEVELOPMENT APPLICATION SUBMISSION FORM

**Proposed Outbuilding with Habitable Attachment
1 (Lot 122) Dune Vista, Buller**

Name: [Redacted]

Postal Address: [Redacted]

Phone Number: [Redacted]

SUBMISSION: Support Object Indifferent

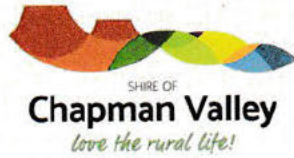
Give in full your comments and any arguments supporting your comments (if insufficient space, please attach additional sheets) -

Signature: [Redacted] Date: 21/08/21

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

*NOTE: The local government in determining the application will take into account the submissions received but is not obliged to support those views.
This proposal is available for inspection in order to provide opportunity for public comment and it should not be construed that final approval will be granted.*

Submissions Close: 4:00pm Friday 17th September 2021



DEVELOPMENT APPLICATION SUBMISSION FORM

**Proposed Outbuilding with Habitable Attachment
1 (Lot 122) Dune Vista, Buller**

Name: _____

Postal Address: _____

Phone Number: _____

SUBMISSION: Support Object Indifferent

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

full support in proposed application


Signature: _____ Date: *23.8.21*

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

NOTE: *The local government in determining the application will take into account the submissions received but is not obliged to support those views.
This proposal is available for inspection in order to provide opportunity for public comment and it should not be construed that final approval will be granted.*

Submissions Close: 4:00pm Friday 17th September 2021

DATE	27 AUG 2021
FILE	A1887
RECORD	CR2118431


Chapman Valley

Shire Reference: A1887

DEVELOPMENT APPLICATION SUBMISSION FORM

**Proposed Outbuilding with Habitable Attachment
1 (Lot 122) Dune Vista, Buller**

Name: 

Postal Address: 

Phone Number: 

SUBMISSION: Support Object Indifferent

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

No objections to proposal

Signature:  Date: 27/8/21

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

NOTE: The local government in determining the application will take into account the submissions received but is not obliged to support those views.
This proposal is available for inspection in order to provide opportunity for public comment and it should not be construed that final approval will be granted.

Submissions Close: 4:00pm Friday 17th September 2021

-----Original Message-----

From: [REDACTED]
Sent: Wednesday, 1 September 2021 12:36 PM
To: Customer Service <cso@chapmanvalley.wa.gov.au>
Subject: CR2118532 - Proposed outbuilding Lot 122 Dune Vista Buller

Shire of Chapman Valley
Chief Executive Officer
Simon Lancaster

Proposed outbuilding with Habitable Attachment
1 (Lot 122) Dune Vista, Buller

[REDACTED]
[REDACTED]
[REDACTED]

We Object to Building application Lot 122, 1 Dune Vista Buller.
Annexure A Wokarena Heights states restrictive covenant stating that no direct motor vehicle access is permitted onto Wokarena Road.
We have assessed the entrance at 1 Dune Vista and note the access is adequate and visibility is also adequate. The Culvert (drain) appears also adequate to allow a building project.
Note other properties in the area have not found issues building using the Culvert entrance.
We regard braking the restrictive covenant for the purpose mentioned unnecessary also the need to have two entrances on the property for building purposes also unnecessary.
We also understand building of shed prior to permanent dwelling is also against Shire regulations for this area.

Our Concerns:

Position and number of septic drains not on plan or mentioned for two dwellings No existing dwelling to build behind as per Shire regulations - building requirements Adequate access to build from 1 Dune Vista entrance Restrictive covenant No direct motor vehicle access onto Wokarena Road

Kind regards

[REDACTED]

Philippa Saunders
P.O. Box 224
Kalbarri 6536

Shire of Chapman Valley

RE: Building Application Lot 122, 1 Dune Vista Buller

Further to our original submission to Council, and in order to clarify, I advise my request for easement of covenant on Wokarena Rd is required for access only, and request the covenant be lifted for a length of 10 metres from the NW boundary, ie from Point M on deposited plan 77051, where existing covenant commences.

The Proposed access point and driveway is to be installed parallel to adjoining neighbours L112 Richards Rd (cnr Wokarena) driveway on Wokarena Rd, and has no culvert to cross. The culvert in the shared crossover on Dune Vista has already been damaged on the neighbours side.

The boundary on Wokarena Rd is 87.1metres, whilst Dune Vista boundary is 34.57m. Accessing from Wokarena Rd, for my lot, has safer visibility for all road users, and more convenient access to my proposed building.

Dune Vista is the main entry road into the Estate, servicing 21 lots, whilst Wokarena Rd has substantially less traffic flow, providing access to 5 lots, and 4 larger properties on Richards Rd.

I will be engaging a qualified plumbing professional to advise the most suitable location for septic tanks and leach drains to be installed, with consideration given to connection of future main dwelling.

I have acquired Owner Builder approval from the Dept of Mine, Industry Regulation and Safety, Approval number: 1009668

I have attached photos of current and previous homes, to demonstrate the standard we develop our homes and garden to, I hope to be able to begin development at Dune Vista soon.

Requesting your consideration of my proposal to build.

Regards

Philippa Saunders
11th October 2021



REAR

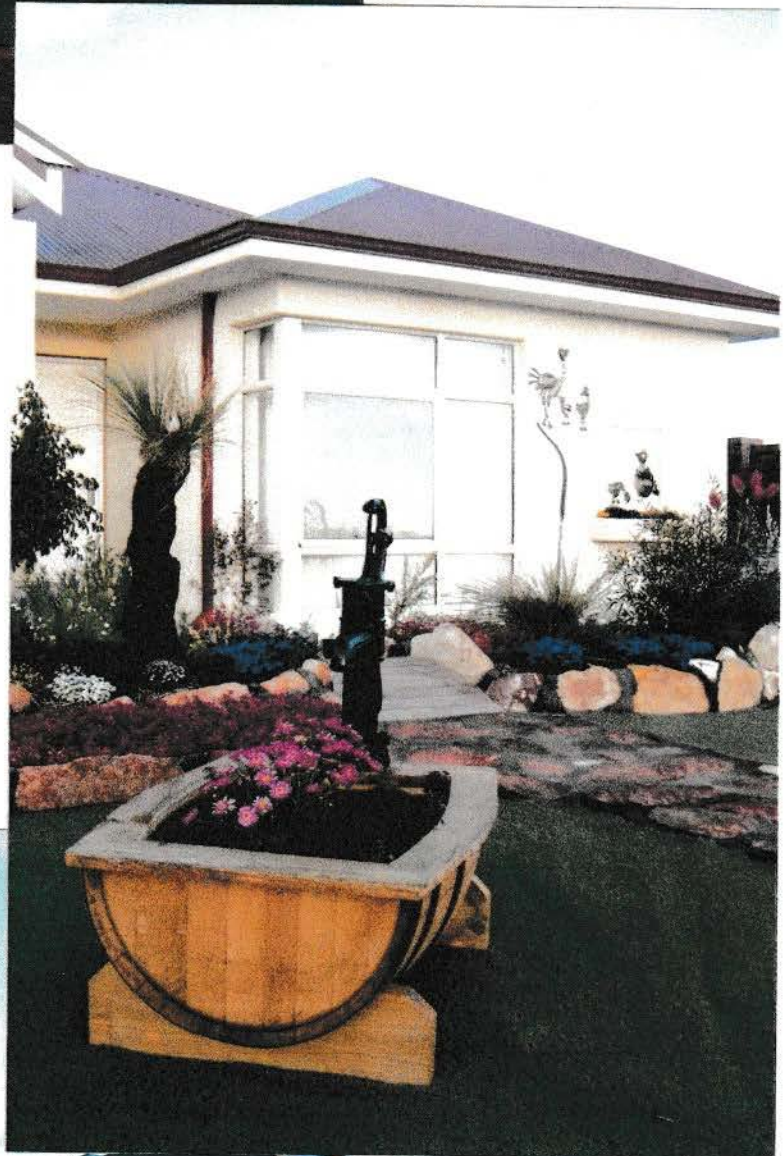
Current home in Kalbarri. Built under Owner/Builder licence by Craig Saunders

Majority of construction by Craig Saunders. Landscaping and gardens established by Craig and Pip Saunders.

Craig has a keen eye for detail, and for creating well constructed, aesthetically attractive Properties. Our proposed Dune Vista project will be developed similarly.



Current property in Drummond Cove
Landscaping, paving and gardens by
Pip and Craig Saunders





100 year old home
Renovated and addition
Of new kitchen, dining room
And bathroom. New shed
And patio. New stables and
Flashest chook shed in
Katanning.
This home and gardens
Lovingly restored by
Craig and Pip Saunders
Under owner/builder



SHIRE OF CHAPMAN VALLEY
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 30th of September 2021

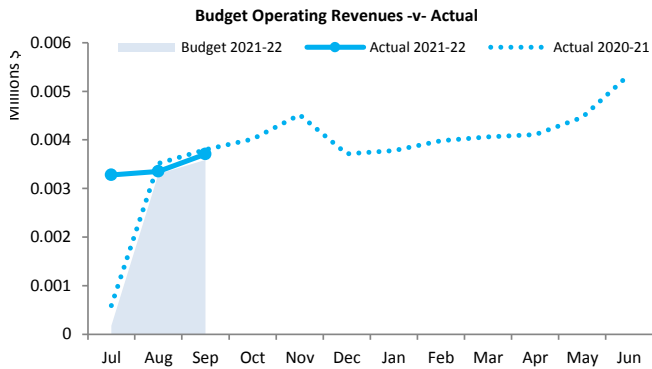
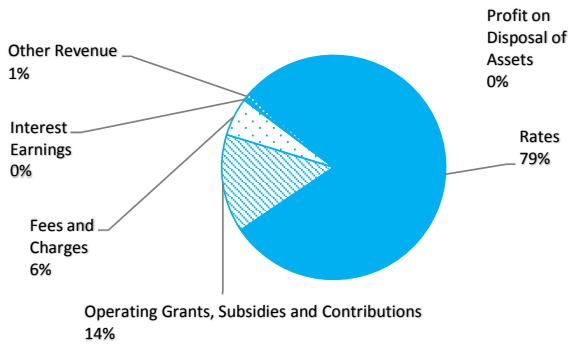
LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

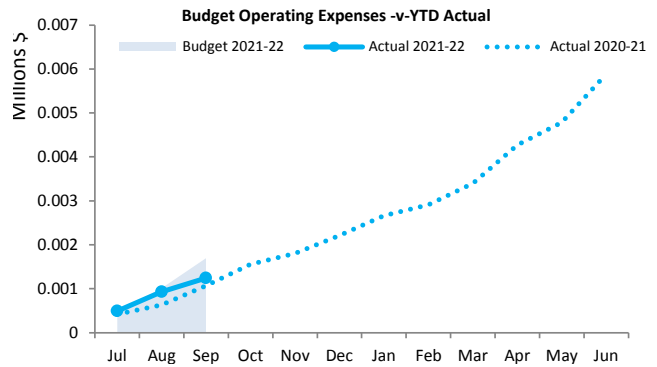
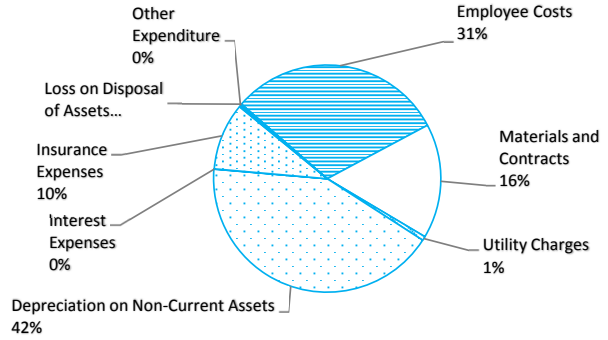
Statement of Financial Activity by Program	5
Statement of Financial Activity by Nature or Type	7
Basis of Preparation	8
Note 1 Statement of Financial Activity Information	9
Note 2 Capital Acquisitions	10
Note 3 Explanation of Material Variances	12

OPERATING ACTIVITIES

OPERATING REVENUE

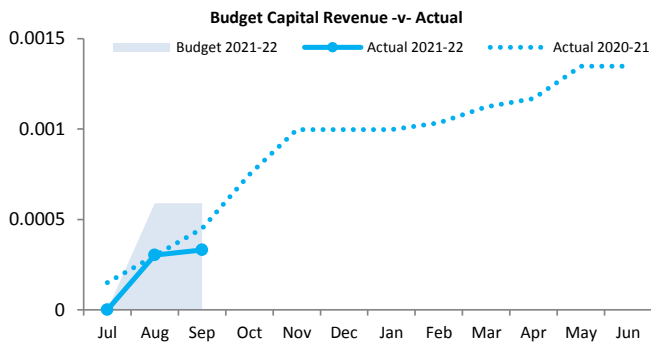


OPERATING EXPENSES

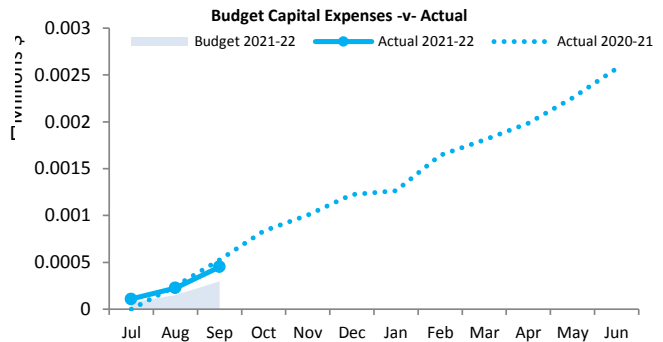


INVESTING ACTIVITIES

CAPITAL REVENUE



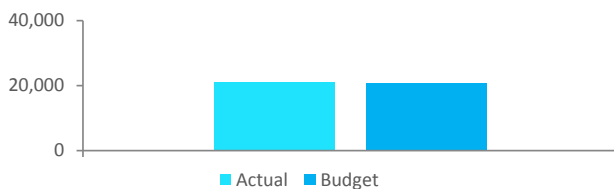
CAPITAL EXPENSES



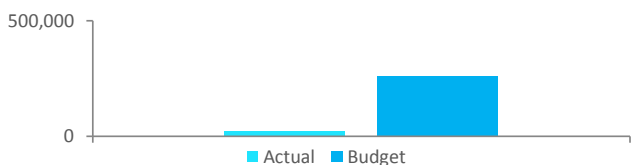
FINANCING ACTIVITIES

BORROWINGS

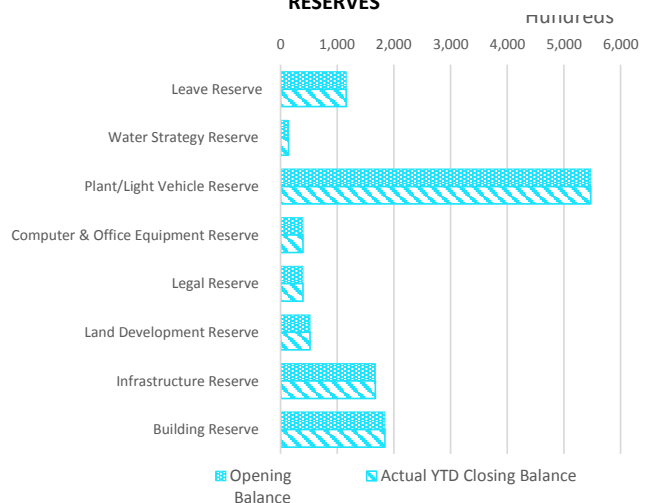
Principal Repayments



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	\$4.63 M	\$4.19 M	(\$0.44 M)

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$	% of total
Unrestricted Cash	\$4.58 M	79.8%
Restricted Cash	\$1.16 M	20.2%

Refer to Note 2 - Cash and Financial Assets

Payables		
	\$	% Outstanding
Trade Payables	\$0.21 M	
0 to 30 Days		22.1%
30 to 90 Days		0.0%
Over 90 Days		78%

Refer to Note 5 - Payables

Receivables		
	\$	% Collected
Rates Receivable	\$0.80 M	73.6%
Trade Receivable	\$0.19 M	
30 to 90 Days		0.2%
Over 90 Days		16.4%

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	\$2.38 M	\$2.99 M	\$0.61 M

Refer to Statement of Financial Activity

Rates Revenue		
	\$	% Variance
YTD Actual	\$2.94 M	
YTD Budget	\$2.94 M	(0.0%)

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions		
	\$	% Variance
YTD Actual	\$0.52 M	
YTD Budget	\$0.44 M	18.5%

Refer to Note 13 - Operating Grants and Contributions

Fees and Charges		
	\$	% Variance
YTD Actual	\$0.21 M	
YTD Budget	\$0.20 M	4.9%

Refer to Statement of Financial Activity

Key Investing Activities Date prepared: All known transactions up to 31 August 2021

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$2.26 M)	\$0.29 M	(\$0.12 M)	(\$0.41 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		
	\$	% Spent
YTD Actual	\$0.45 M	
Adopted Budget	\$3.92 M	(88.5%)

Refer to Note 8 - Capital Acquisitions

Capital Grants		
	\$	% Received
YTD Actual	\$0.33 M	
Adopted Budget	\$1.53 M	(78.3%)

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	(\$0.02 M)	(\$0.64 M)

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.02 M
Interest expense	\$0.00 M
Principal due	\$0.02 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 30 SEPTEMBER 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 30 SEPTEMBER 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	300	5	(295)	(98.33%)	
General purpose funding - general rates	6	2,937,703	2,937,703	2,937,002	(701)	(0.02%)	
General purpose funding - other		480,191	133,716	157,716	24,000	17.95%	▲
Law, order and public safety		263,460	53,386	67,529	14,143	26.49%	▲
Health		5,007	2,883	1,996	(887)	(30.77%)	
Community amenities		184,259	161,197	160,429	(768)	(0.48%)	
Recreation and culture		1,057,644	20,019	131,966	111,947	559.20%	▲
Transport		619,546	258,416	237,981	(20,435)	(7.91%)	
Economic services		23,430	8,525	3,719	(4,806)	(56.38%)	
Other property and services		81,000	12,713	10,230	(2,483)	(19.53%)	
		5,653,440	3,588,858	3,708,573	119,715		
Expenditure from operating activities							
Governance		(435,202)	(124,049)	(85,160)	38,889	31.35%	▲
General purpose funding		(125,533)	(28,439)	(27,744)	695	2.44%	
Law, order and public safety		(399,952)	(108,919)	(80,194)	28,725	26.37%	▲
Health		(31,390)	(8,347)	(3,553)	4,794	57.43%	
Community amenities		(791,886)	(176,896)	(152,370)	24,526	13.86%	▲
Recreation and culture		(1,156,790)	(458,963)	(219,943)	239,020	52.08%	▲
Transport		(3,495,990)	(675,584)	(631,033)	44,551	6.59%	
Economic services		(371,471)	(79,139)	(78,999)	140	0.18%	
Other property and services		(59,999)	(32,874)	34,276	67,150	204.26%	▲
		(6,868,213)	(1,693,210)	(1,244,720)	448,490		
Non-cash amounts excluded from operating activities	1(a)	1,893,922	484,722	525,647	40,925	8.44%	
Amount attributable to operating activities		679,149	2,380,370	2,989,500	609,130		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	14	1,528,260	589,422	331,197	(258,225)	(43.81%)	▼
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)	(296,527)	(450,683)	(154,156)	(51.99%)	▼
Amount attributable to investing activities		(2,263,544)	292,895	(119,486)	(412,381)		
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)	(1,900)	(1,900)	0	0.00%	
Repayment of debentures	9	0	0	(20,925)	(20,925)	0.00%	▼
Transfer to reserves	11	(365,275)	(30)	(30)	0	0.00%	
Amount attributable to financing activities		245,039	616,070	(22,855)	(638,925)		
Closing funding surplus / (deficit)	1(c)	0	4,628,691	4,186,517			

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 30 SEPTEMBER 2021

NATURE OR TYPE DESCRIPTIONS

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.

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 Date prepared: All known transactions up to 31 August 2021

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 30 SEPTEMBER 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	2,937,703	2,937,002	(701)	(0.02%)	
Operating grants, subsidies and contributions	13	2,183,640	442,504	524,296	81,792	18.48%	▲
Fees and charges		305,236	196,363	205,970	9,607	4.89%	
Interest earnings		13,475	6,687	7,069	382	5.71%	
Other revenue		153,380	5,602	34,236	28,634	511.14%	▲
Profit on disposal of assets	7	60,006	0	0	0	0.00%	
		5,653,440	3,588,859	3,708,573	119,714		
Expenditure from operating activities							
Employee costs		(2,246,397)	(474,307)	(383,678)	90,629	19.11%	▲
Materials and contracts		(2,306,138)	(591,137)	(203,491)	387,646	65.58%	▲
Utility charges		(52,103)	(9,518)	(6,732)	2,786	29.27%	
Depreciation on non-current assets		(1,938,889)	(484,722)	(525,647)	(40,925)	(8.44%)	
Interest expenses		(3,336)	(1,180)	(418)	762	64.58%	
Insurance expenses		(184,419)	(121,949)	(118,951)	2,998	2.46%	
Other expenditure		(136,931)	(10,398)	(5,803)	4,595	44.19%	
Loss on disposal of assets	7	0	0	0	0	0.00%	
		(6,868,213)	(1,693,211)	(1,244,720)	448,491		
Non-cash amounts excluded from operating activities	1(a)	1,893,922	484,722	525,647	40,925	8.44%	
Amount attributable to operating activities		679,149	2,380,370	2,989,500	609,130		
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	14	1,528,260	589,422	331,197	(258,225)	(43.81%)	▼
Proceeds from disposal of assets	7	126,000	0	0	0	0.00%	
Payments for property, plant and equipment	8	(3,917,804)	(296,527)	(450,683)	(154,156)	(51.99%)	▼
		(2,263,544)	292,895	(119,486)	(412,381)		
Amount attributable to investing activities		(2,263,544)	292,895	(119,486)	(412,381)		
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)	(1,900)	(1,900)	0	0.00%	
Repayment of debentures	9	0	0	(20,925)	(20,925)	0.00%	▼
Transfer to reserves	11	(365,275)	(30)	(30)	0	0.00%	
Amount attributable to financing activities		245,039	616,070	(22,855)	(638,925)		
Closing funding surplus / (deficit)	1(c)	0	4,628,691	4,186,517			

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 30th of September 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	484,722	525,647
Total non-cash items excluded from operating activities		1,893,922	484,722	525,647

(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	This Time Last Year	Year to Date
		30 June 2021	30 September 2020	30 September 2021
Adjustments to net current assets				
Less: Reserves - restricted cash	11	(1,160,486)	(875,291)	(1,160,516)
Add: Borrowings	9	42,125	156,747	21,201
Add: Provisions - employee	12	115,715	423,049	48,057
Add: Lease liabilities	10	7,686	0	5,786
Total adjustments to net current assets		(994,960)	(295,495)	(1,085,472)

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

Current assets				
Cash and cash equivalents	2	3,786,799	3,907,560	5,742,721
Rates receivables	3	97,209	707,990	801,550
Receivables	3	83,580	13,500	185,240
Other current assets	4	5,141	4,221	11,422
Less: Current liabilities				
Payables	5	(1,009,026)	(86,020)	(393,429)
Borrowings	9	(42,125)	(68,626)	(21,201)
Contract liabilities	12	(185,456)	0	(654,410)
Lease liabilities	10	(7,686)	0	(5,786)
Provisions	12	(394,118)	(423,049)	(394,118)
Less: Total adjustments to net current assets	1(b)	(994,960)	(295,494)	(1,085,472)
Closing funding surplus / (deficit)		1,339,358	3,760,082	4,186,517

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	656,043	0	656,043		Westpac Banking Corporation
Petty Cash	Cash and cash equivalents	700	0	700		Westpac Banking Corporation
Municipal Investment Account	Cash and cash equivalents	3,925,463	0	3,925,463		Westpac Banking Corporation
Leave Reserve	Cash and cash equivalents	0	115,718	115,718		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	547,225	547,225		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	52,103	52,103		Westpac Banking Corporation
Infrastructure Reserve	Cash and cash equivalents	0	167,228	167,228		Westpac Banking Corporation
Building Reserve	Cash and cash equivalents	0	184,195	184,195		Westpac Banking Corporation
Trust Account	Cash and cash equivalents	0	0		171,398	Westpac Banking Corporation
Total		4,582,205	1,160,516	5,742,721	171,398	
Comprising						
Cash and cash equivalents		4,582,205	1,160,516	5,742,721	171,398	
		4,582,205	1,160,516	5,742,721	171,398	

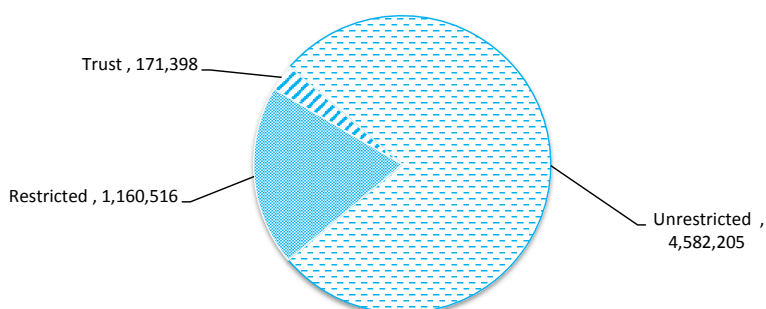
KEY INFORMATION

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.

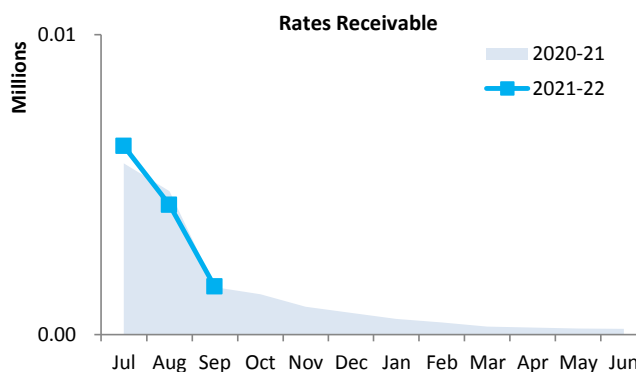
The local government classifies financial assets at amortised cost if both of the following criteria are met:

- 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	30 Sep 2021
	\$	\$
Opening arrears previous years	89,683	97,209
Levied this year	2,854,496	2,937,002
Less - collections to date	(2,846,970)	2,232,661
Equals current outstanding	97,209	801,550
Net rates collectable	97,209	801,550
% Collected	96.7%	73.6%

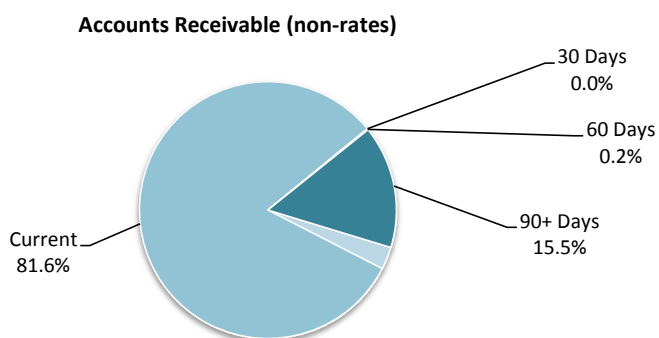


Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(4,117)	119,290	0	232	22,630	138,035
Percentage	(3.0%)	86.4%	0%	0.2%	16.4%	
Balance per trial balance						
Sundry receivable						138,035
GST receivable						20,821
ESL receivable						26,384
Total receivables general outstanding						185,240

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 30 September 2021
	\$	\$	\$	\$
Other current assets				
Inventory				
Stock on hand	5,141	83	(2,184)	3,040
Other current assets				
Prepayments	8,382	0	0	8,382
Total other current assets	13,523	83	(2,184)	11,422
Amounts shown above include GST (where applicable)				

Inventory

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

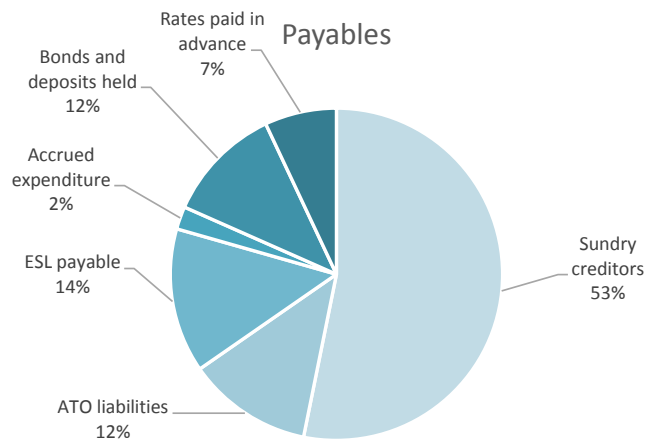
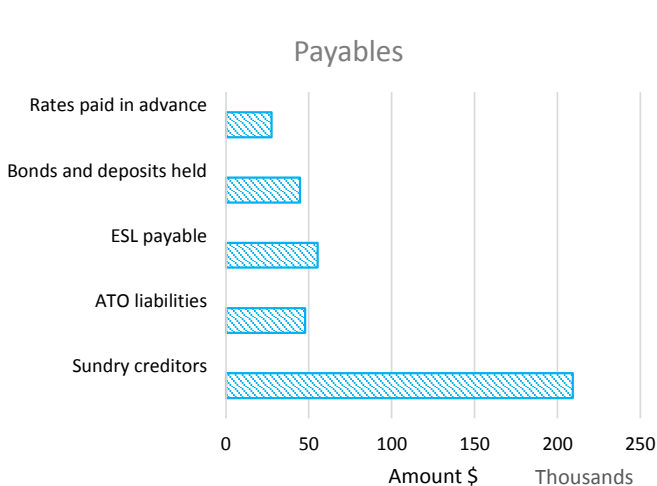
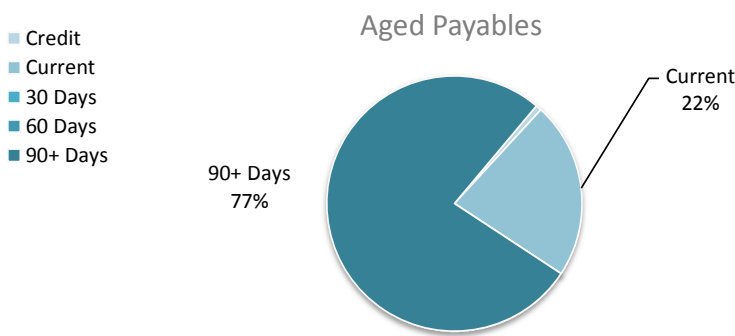
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	(1,566)	47,616	0	0	163,230	209,281
Percentage	-0.7%	22.8%	0%	0%	78%	
Balance per trial balance						
Sundry creditors						209,281
ATO liabilities						47,829
ESL payable						55,343
Accrued expenditure						8,730
Bonds and deposits held						44,754
Rates paid in advance						27,492
Total payables general outstanding						393,429

Amounts shown above include GST (where applicable)

KEY INFORMATION

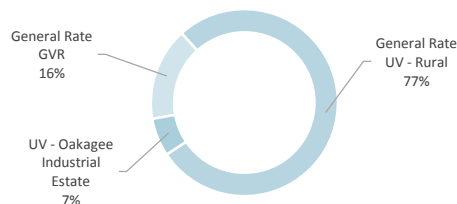
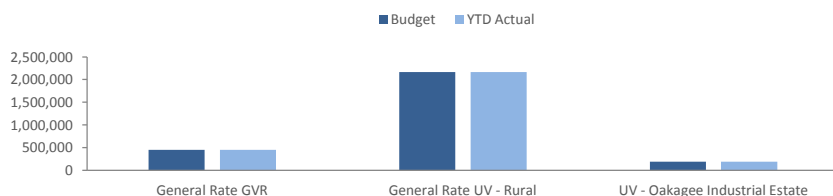
Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are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



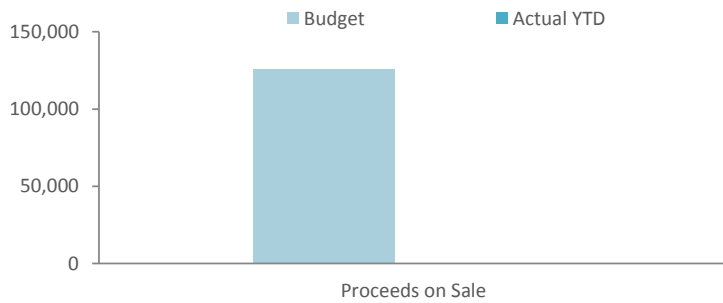
General rate revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value											
General Rate GVR	0.094315	288	4,776,050	450,453	0	0	450,454	450,453	(700)	0	449,753
Unimproved value											
General Rate UV - Rural	0.010900	413	198,688,350	2,165,703	0	0	2,165,703	2,165,703	0	0	2,165,703
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	2,801,503	2,801,502	(700)	0	2,800,802
Minimum payment											
Gross rental value			Minimum \$								
			d: All known transactions up to 31 August 2021								
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							2,937,703				2,937,002

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



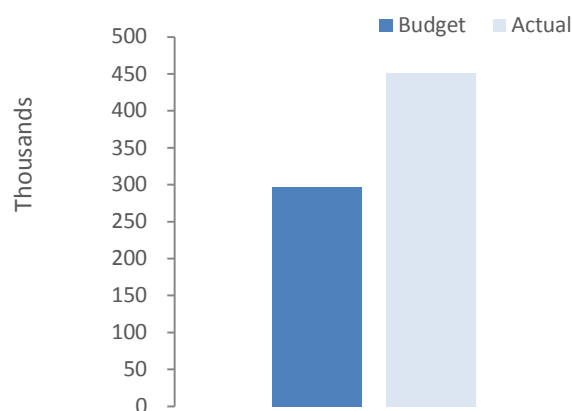
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2021**

**INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS**

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
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	296,527	450,683	154,156
Payments for Capital Acquisitions	3,917,804	296,527	450,683	154,156
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	1,528,260	589,422	331,197	(258,225)
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	(292,895)	119,486	412,381
Capital funding total	3,917,804	296,527	450,683	154,156

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.



Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2021	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Recreation and culture										
Bill Hemsley Park	98	42,125	0	0	20,925	20,925	21,201	21,201	556	556
Transport										
Replacement Grader	99	0	0	240,000	0	0	0	240,000	0	0
Total		42,125	0	240,000	20,925	20,925	21,201	261,201	556	556
Current borrowings		42,125					21,201			
Non-current borrowings		0					0			
		42,125					21,201			

All debenture repayments were financed by general purpose revenue.

New borrowings 2021-22

Particulars	Amount Borrowed	Amount Borrowed	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
	\$	\$				\$	%	\$	\$	\$
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.

Movement in carrying amounts

Information on leases Particulars	Lease No.	1 July 2021	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Community amenities										
Nabawa Fuel Station	LE01	58,180	0	0	1,900	7,686	56,280	50,494	373	1,476
Total		58,180	0	0	1,900	7,686	56,280	50,494	373	1,476
Current lease liabilities		7,686					5,786			
Non-current lease liabilities		50,494					50,494			
		58,180					56,280			

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.

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	3	15,000	0	0	0	130,755	115,718
Water Strategy Reserve	14,245	5	0	0	0	0	0	14,250	14,245
Plant/Light Vehicle Reserve	547,211	80	14	150,000	0	(278,000)	0	419,291	547,225
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	2	20,000	0	0	0	72,121	52,103
Infrastructure Reserve	167,224	35	4	80,000	0	0	0	247,259	167,228
Building Reserve	184,190	65	5	100,000	0	(100,000)	0	184,255	184,195
	1,160,486	275	30	365,000	0	(378,000)	0	1,147,761	1,160,516

	Note	Opening Balance 1 July 2021	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 30 September 2021
		\$		\$	\$	\$
Other current liabilities						
Other liabilities						
- Contract liabilities - Grant Funding		185,456	0	1,362,197	(893,243)	654,410
Total other liabilities		185,456	0	1,362,197	(893,243)	654,410
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	1,362,197	(893,243)	1,048,528
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

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 1 July 2021	Increase in Liability	Decrease in Liability (As revenue)	Liability 30 Sep 2021	Current Liability 30 Sep 2021	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies								
General purpose funding								
WA LG Grants Commission - Road Funding	0	67,933	(67,933)	0	0	241,604	60,401	67,933
WA LG Grants Commission - General Purpose	0	77,103	(77,103)	0	0	202,912	50,728	77,103
Law, order, public safety								
DFES Grant Funding	0	0	0	0	0	19,500	0	0
Various Other	169,855	148,203	(118,865)	199,193	199,193	217,960	49,786	31,256
Recreation and culture								
Various Other	15,602	0	(15,602)	0	0	730,874	0	0
Transport								
Mainroads WA Direct Grant Funding	0	137,540	(137,540)	0	0	137,540	137,540	137,540
Various Other	0	215,970	(98,892)	117,078	117,078	300,000	120,000	98,892
	185,456	646,749	(515,935)	316,271	316,271	1,850,390	418,455	412,724
Operating contributions								
General purpose funding								
Ex Gratia Rates	0	0	0	0	0	10,000	10,000	0
Law, order, public safety								
Contributions & Reimbursements	0	0	0	0	0	14,400	3,600	2,400
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	450	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	100,000
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	9,999	9,172
	0	0	0	0	0	333,250	24,049	111,572
TOTALS	185,456	646,749	(515,935)	316,271	316,271	2,183,640	442,504	524,296

Provider	Unspent non operating grants, subsidies and contributions liability					Non operating grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability (As revenue)	Liability	Current Liability	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	1 July 2021			30 Sep 2021	30 Sep 2021			
	\$	\$	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies								
Recreation and culture								
Dept of LG - Beach Emergency Signage	0	1,137	(1,137)	0	0	0	0	1,137
Transport								
Mainroads WA Regional Road Funding	0	480,000	(141,860)	338,140	338,140	1,200,000	480,000	121,375
Roads to Recovery Funding	0	234,311	(234,311)	0	0	328,260	109,422	208,685
TOTALS	0	715,448	(377,308)	338,140	338,140	1,528,260	589,422	331,197

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 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 30 Sep 2021
	\$	\$	\$	\$
Bonds - Hall Hire	4,330	3,570	(3,570)	4,330
Nomination Deposits	0	320	0	320
Post Office Deposit	1,581	0	0	1,581
Contributions from Sub Divider	150,357	0	0	150,357
Refundable Deposit	11,580	0	(580)	11,000
CTF Levy	4,349	337	(4,003)	684
Building Commission	3,688	675	(3,091)	1,272
Unclaimed Monies	250	1,754	(250)	1,754
Standpipe Card Bond	100	0	0	100
	176,235	6,657	(11,494)	171,398

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 SEPTEMBER 2021

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 variances	
			Timing	Permanent
	\$	%		
Revenue from operating activities				
General purpose funding - other	24,000	17.95%	▲	Permanent Financial Assistance Grants
Law, order and public safety	14,143	26.49%	▲	Permanent Reimbursement Disaster Recovery TC Cyclone Seroja Shire asset works
Recreation and culture	111,947	559.20%	▲	Timing Variance
Expenditure from operating activities				
Governance	38,889	31.35%	▲	Timing Variance
Law, order and public safety	28,725	26.37%	▲	Timing Variance
Community amenities	24,526	13.86%	▲	Timing Variance
Recreation and culture	239,020	52.08%	▲	Timing Variance
Other property and services	67,150	204.26%	▲	Timing Variance
Investing activities				
Proceeds from non-operating grants, subsidies and contributions	(258,225)	(43.81%)	▼	Timing Variance
Payments for property, plant and equipment and infrastructure	(154,156)	(51.99%)	▼	Timing Variance
Financing activities				
Proceeds from new debentures	(240,000)	(100.00%)	▼	Timing Variance
Transfer from reserves	(378,000)	(100.00%)	▼	Timing Variance
Repayment of debentures	(20,925)	0.00%	▼	Timing Variance

Internal working documents Budget by Program

	2021/2022 Year to Date Actuals 30/09/2021	2021/2022 Year to Date Budget 30/09/2021	2021/2022 Full Year Original Budget 30/06/2022	Last Years Acutal YTD For the period ending 30-June-2021
Operating Expenditure				
Governance	85,160	124,049	435,202	332,084
General Purpose Funding	27,744	28,439	125,533	100,951
Law, Order and Public Safety	80,194	108,919	399,952	326,419
Education	0	0	0	0
Health	3,553	8,347	31,390	24,583
Community Amenities	152,370	176,896	791,886	608,127
Recreation and Culture	219,943	458,963	1,156,790	779,856
Transport	631,033	675,584	3,495,990	3,479,110
Economic Services	78,999	79,139	371,471	284,980
Other Property and Services	(34,276)	32,874	59,999	76,576
Total Expenditure (E)	1,244,720	1,693,211	6,868,213	6,012,685
	2021/2022 Year to Date Actuals 30/09/2021	2021/2022 Full Year Original Budget 30/09/2021	2021/2022 Full Year Original Budget 30/06/2022	Last Years Acutal YTD For the period ending 30-June-2021
Operating Revenue				
Governance	(5)	(300)	(1,200)	(23,307)
General Purpose Funding	(3,094,718)	(3,071,419)	(3,417,894)	(3,856,818)
Law, Order and Public Safety	(67,529)	(53,386)	(263,460)	(100,430)
Health	(1,996)	(2,883)	(5,007)	(9,808)
Housing	0	Total Operating Revenue	0	0
Community Amenities	(160,429)	(161,197)	(184,259)	(247,839)
Recreation and Culture	(133,103)	(20,019)	(1,057,644)	(331,521)
Transport	(521,929)	(847,838)	(2,147,806)	(1,988,020)
Economic Services	(3,719)	(8,525)	(23,430)	(43,179)
Other Property and Services	(10,230)	(12,713)	(81,000)	(60,530)
Total Revenue (R)	(3,993,659)	(4,178,280)	(7,181,700)	(6,661,453)
Operating (Profit)/Loss (R-E)	(2,748,940)	(2,485,070)	(313,486)	(648,768)

Working Documents
2021/2022 Budget by Program

Prog	General Purpose Funding	2021/2022	2021/2022	2021/2022	2020/2021			
01	Rate Revenue	Year to Date Actuals	Year to Date Budget	Full Year Original Budget	30 June 21 YTD Actuals	YTD BUDGET VARIATION	>\$10K	Budget PROFILE Comments
COA	Operating Expenditure							
0022	Rates Legal Expenses	0	0	1,200	0	0		
0032	Rates Stationary/Postage	685	1,500	3,500	1,580	816		
0062	Sundry Expenses	5	0	0	18	(5)		
0082	Rates Other Costs	107	250	500	0	143		
0132	Valuation Expenses	811	358	15,000	10,884	(453)		
0352	Admin Allocation (Rates)	26,131	25,707	102,833	86,867	(424)		
	Total Operating Expenditure	27,738	27,815	123,033	99,349			
COA	Operating Revenue							
0030	General Rates Income	(2,937,702)	(2,937,703)	(2,937,703)	(2,857,240)	(1)		
0010	Rates Written Off	0	0	0	0	0		
0012	Legal Fees	0	0	(1,200)	0	0		
0033	Back Rates	0	0	0	3,210	0		
0061	Ex Gratia Rates	0	(10,000)	(10,000)	(10,023)	(10,000)	*	20 - Ex- Gratia based on tonnage and rate in the dollar invoiced October
0071	Interim Rates Raised	700	0	0	(466)	(700)		
0113	Interest (Overdue Rates)	(1,543)	(1,752)	(7,000)	(10,473)	(209)		
0123	Interest (Rates Instalments)	(5,433)	(4,584)	(5,000)	(4,268)	849		
0133	Interest (Deferred Rates)	0	0	0	0	0		
0143	Administration Charges	(3,447)	(4,400)	(5,000)	0	(953)		
0173	Legal Fees (Recovered)	0	0	0	0	0		
0183	Account Enquiry Charges	(2,165)	(1,500)	(6,000)	(9,959)	665		
	Total Operating Revenue	(2,949,590)	(2,959,939)	(2,971,903)	(2,889,219)			
	Total Rate Revenue	(2,921,852)	(2,932,124)	(2,848,870)	(2,789,870)			

03	General Purpose Funding	2021/2022	2021/2022	2021/2022	2020/2021	BUDGET VARIATION	>\$10K	Comments
		Year to Date Actuals	Year to Date Budget	Full Year Original Budget	30 June 21 YTD Actuals			
COA	Operating Expenditure							
9992	Interest & Overdraft Fees	6	624	2,500	1,602	618		
COA	Operating Revenue							
0201	Legal Reserve Income	(1)	(3)	(15)	(13)	(2)		
0203	Leave Reserve Income	(3)	(3)	(40)	(38)	(0)		
0204	Land Development Reserve Income	(1)	(2)	(20)	(17)	(1)		
0205	Building Reserve Income	(5)	(14)	(65)	(64)	(9)		
0206	Roadworks Reserve Income	(4)	(8)	(35)	(33)	(4)		
0215	Unspent Grants Reserve Income	0	0	0	(0)	0		
0223	Water Strategy Reserve Income	(0)	0	(5)	(5)	0		
0233	Grants Commission (Road Funding)	(67,933)	(60,401)	(241,604)	(546,587)	7,532		
0243	Computer and Office Equipment Reserve Income	(1)	(2)	(15)	(13)	(1)		
0253	Grants Commission - (General Purpose)	(77,103)	(50,728)	(202,912)	(419,700)	26,375	*	19 - Financial Assistance Grant based on 20-21
0273	Plant/Light Vehicle Reserve Income	(14)	(20)	(80)	(84)	(6)		
0453	Interest Received (Municipal Account)	(63)	(300)	(1,200)	(1,046)	(237)		
0506	Landcare Reserve Income	0	0	0	0	0		
	Total Operating Revenue	(145,128)	(111,480)	(445,991)	(967,599)			
	Total General Purpose Income	(145,123)	(110,856)	(443,491)	(965,997)			
	Total General Purpose Funding	(3,066,974)	(3,042,980)	(3,292,361)	(3,755,867)			

Prog	Governance	2021/2022	2021/2022	2021/2022	2020/2021	BUDGET to BUDGET VARIATION	>\$10K	Budget PROFILE Comments
04	Members of Council	Year to Date Actuals	Year to Date Budget	Full Year Original Budget	30 June 21 YTD Actuals			
COA	Operating Expenditure							
0112	Election & Poll Expenses	0	710	21,710	0	710		
0182	Subscriptions & Memberships Expense	26,099	25,000	29,900	24,524	(1,099)		
0192	Members Conference & Training Expenses	2,706	9,000	20,000	1,536	6,294		
0202	Members Insurance Expense	13,362	14,226	14,226	12,370	864		
0212	Donations & Gifts	5,000	2,000	10,350	230	(3,000)		
0232	Consultancy & Legal Expenses	0	4,167	12,500	1,881	4,167		
0242	Members Sitting Fees	0	0	75,280	67,752	0		
0252	Members Remuneration Expenses	0	0	4,400	3,960	0		
0262	President & Deputy Allowances	0	0	12,500	12,603	0		
0272	Council Chambers Repairs & Maintenance	996	2,250	15,500	332	1,254		
0332	Furniture & Equipment Expense	152	0	5,500	4,329	(152)		
0442	Admin Allocation (Members)	34,841	35,010	140,036	115,823	169		
0462	Meeting & Refreshments Expense	2,003	10,500	30,500	18,660	8,497		
1822	Accounting & Audit Expenses	0	0	42,800	45,800	0		
7202	Depreciation (Members)	0	0	0	0	0		
	Total Operating Expenditure	85,160	102,863	435,202	309,800			
COA	Operating Revenue							
1213	Governance Income	0	0	0	(2,804)	0		
COA	Capital Expenditure / Reserve Transfers							
0454	Council Chamber Improvements (NCA)	0	0	8,000	0	0		
	Total Governance	85,160	102,863	435,202	306,996			

05	Other Governance	2021/2022	2021/2022	2021/2022	2020/2021	BUDGET VARIATION	>\$10K	Budget PROFILE Comments
		Year to Date Actuals	Year to Date Budget	Full Year Original Budget	30 June 21 YTD Actuals			
COA	Operating Expenditure							
0102	Provision for Long Service Leave	0	0	5,000	(15,313)	0		
0222	Fringe Benefits Tax	0	11,250	45,000	36,272	11,250	*	52 - Fringe Benefit Tax \$45k - qtrly PRE- payments on BAS
0282	Superannuation (Admin)	14,421	14,550	58,202	54,280	129		
0292	Salaries Expense (Admin)	148,075	145,317	581,272	551,818	(2,758)		
0294	Staff Housing Allowance (Admin)	3,303	3,360	13,444	13,016	57		
0312	Council Super Contribution 3% (Admin)	3,051	3,654	14,612	11,399	603		
0362	Accrued Annual Leave (Admin)	0	0	0	1,918	0		
0372	Workers Compensation Insurance (Admin)	6,868	7,031	14,062	12,227	162		
0402	Insurance Expense	5,216	3,449	6,897	5,998	(1,767)		
0422	Office Gardens Expenses	4,073	7,298	30,195	25,566	3,225		
0432	Admin Building Operations	2,436	2,618	7,237	6,831	182		
0472	Office Expenses (General)	3,948	3,123	14,000	10,396	(825)		
0473	Admin Building Repairs & Maintenance	5,864	12,100	32,500	2,506	6,236		
0482	Office Telephone & Internet Expenses	1,582	3,072	15,300	16,977	1,490		
0492	Advertising Expenses	905	2,100	8,400	6,102	1,195		
0502	Computer Hardware Service & Repair	13,343	11,124	44,500	43,343	(2,219)		
0512	Furniture & Equipment Expense	430	3,000	10,000	8,009	2,570		
0522	Freight & Postage Expense	199	425	1,550	1,609	226		
0542	Printing & Stationery Expense	3,152	4,200	16,800	16,612	1,048		
0552	Motor Vehicle Expenses	1,151	1,749	7,000	5,956	598		
0562	Long Service Leave Expense (Admin)	724	0	14,646	22,321	(724)		
0592	Admin Allocation (Other Governance)	(290,344)	(291,192)	(1,164,771)	(965,191)	(848)		
0622	Uniform Expense	0	0	1,669	716	0		
0632	Staff Training, Conference and Recruitment	3,600	6,875	27,500	14,763	3,275		
0662	Public Liability Insurance	11,900	12,178	24,357	21,180	278		
0682	Consultancy Fees	5,261	3,750	68,500	27,659	(1,511)		
0702	Bank Fees & Charges	1,744	2,001	8,004	7,400	257		
0712	Occupational Health & Safety	951	1,000	10,500	3,782	49		
0722	Accounting Software Operating Expenditure	39,212	38,500	49,000	37,600	(712)		
7002	Depreciation (Governance)	8,937	8,655	34,624	36,530	(282)		
	Total Operating Expenditure	(0)	21,186	0	22,284			
COA	Operating Revenue							
0383	Minor Income Received (General)	(5)	(300)	(1,200)	(2,426)	(295)		
1233	Insurance Reimbursement	0	0	0	(6,509)	0		
0573	Reimbursements & Contributions	0	0	0	(11,569)	0		
1243	Long Service Leave Reimbursement	0	0	0	0	0		
	Total Operating Revenue	(5)	(300)	(1,200)	(20,504)			

COA	Capital Expenditure / Reserve Transfers						
0364	Office Furniture & Equipment (NCA)	0	0	15,000	9,252	0	
0351	Transfer from Leave Reserve (Admin) (EQ)	0	0	0	0	0	
0355	Transfer from Building Reserve (EQ)	0	0	0	0	0	
0371	Transfer from Office Equipment Reserve (EQ)	0	0	0	0	0	
0564	Building Improvements (NCA)	0	0	17,500	0	0	
0405	Proceeds from Disposal of Assets	0	0	0	0	0	
4750	Transfer to Leave Reserve (EQ)	3	0	15,000	38	(3)	
4785	Transfer from Unspent Grant Fund	0	0	0	0	0	
4770	Transfer to Office & Equipment Reserve (EQ)	1	0	0	13	(1)	
4780	Transfer to Plant/Light Vehicle Reserve (EQ)	14	0	0	84	(14)	
	Total Capital Expenditure / Reserve Transfers	18	0	47,500	9,386		
	Total Administration	13	20,886	46,300	11,166		
	Total Governance	85,173	123,749	481,502	318,164		

Prog	Law, Order, Public Safety	2021/2022	2021/2022	2021/2022	2020/2021			
06	Fire Prevention	Year to Date Actuals	Year to Date Budget	Full Year Original Budget	30 June 21 YTD Actuals	BUDGET VARIATION	>\$10K	Budget PROFILE Comments
	COA Operating Expenditure							
0602	Admin Allocation (Fire Prevention)	2,903	2,916	11,670	9,652	13		
0672	Fire Break Inspection Fees	0	0	2,000	1,305	0		
0762	Ranger Allocation (Fire Prevention)	6,295	9,057	36,230	24,632	2,762		
0832	Emergency Services Levy (Shire Properties)	0	0	800	756	0		
0882	Fire Prevention Enforcement Expenditure	0	0	1,000	0	0		
1023	Motor vehicle Expenses - BRPC Vehicle	849	2,574	10,291	9,636	1,725		
1622	Grant Funded Projects Fire Prevention	15,397	30,877	149,360	54,445	15,480	*	Job: 1058 - Grant funded position balance 2020/2021 agreement and continuation into 2021/2022 for Bushfire Risk Management Plan Project Officer Pending further outcomes
1722	Brigades Operating Expenses	15,355	9,915	19,309	18,991	(5,439)		
8012	Loss on Sale of Assets	0	0	0	0	0		
7012	Depreciation (Fire Prevention)	15,010	14,073	56,294	59,549	(937)		
	Total Operating Expenditure	55,809	69,412	286,954	178,967			
	COA Operating Revenue							
0703	Fines & Penalties Income	0	0	(1,250)	(3,000)	0		
0713	Emergency Services Levy Administration Fees	0	0	(4,000)	(4,000)	0		
0733	DFES Grant Income	0	0	(19,500)	(26,947)	0		
0743	Operating Grants & Contributions	(31,256)	(49,786)	(217,960)	(48,931)	(18,530)	*	19 - DFES Grant Water Tank Howatharra BFB 100% \$68600 DFES Bushfire Risk Management Plan Project Officer S&W revenue recognition less than anticipated
0953	Contributions & Reimbursements	(2,400)	(3,600)	(14,400)	(7,200)	(1,200)		BRMP Project Leased Shire Vehicle allocations pending
0883	Fire Prevention Enforcement Income	0	0	(1,000)	0	0		
	Total Operating Revenue	(33,656)	(53,386)	(258,110)	(90,078)			
	COA Capital Expenditure / Reserve Transfers							
0745	Transfer from Unspent Grant Reserve (EQ)	0	0	0	0	0		
0754	Plant & Equipment (NCA)	0	0	68,600	0	0		
	Total Capital Expenditure / Reserve Transfers	0	0	68,600	0			
	Total Fire Prevention	22,153	16,026	97,444	88,889			

07	Animal Control	2021/2022	2021/2022	2021/2022	2020/2021	BUDGET VARIATION	>\$10K	Budget PROFILE Comments
		Year to Date Actuals	Year to Date Budget	Full Year Original Budget	30 June 21 YTD Actuals			
COA	Operating Expenditure							
0792	Admin Allocation (Animal Control)	5,807	5,835	23,339	19,304	28		
0812	Depreciation (Animal Control)	0	0	0	0	0		
0822	Other Minor Expenditure	0	0	0	1,432	0		
0842	Animal Control Expenses	150	320	1,000	384	170		
0852	Ranger Allocation (Animal Control)	5,539	9,057	36,230	21,676	3,518		
	Total Operating Expenditure	11,496	15,212	60,569	42,796			
COA	Operating Revenue							
0843	Impoundment Fees	(215)	0	(250)	(807)	215		
0853	Dog/Cat Registrations Income	(831)	0	(3,500)	(5,246)	831		
0863	Fines & Penalties	(2,230)	0	(400)	(2,000)	2,230		
	Total Operating Revenue	(3,276)	0	(4,150)	(8,053)			
	Total Animal Control	8,221	15,212	56,419	34,742			
08	Other Law, Order and Public Safety	2021/2022	2021/2022	2021/2022	2020/2021	BUDGET VARIATION	>\$10K	Budget PROFILE Comments
		Year to Date Actuals	Year to Date Budget	Full Year Original Budget	30 June 21 YTD Actuals			
COA	Operating Expenditure							
0802	Fines Enforcement Registry	0	0	1,200	308	0		
0902	Ranger Allocation (Other Law and Order)	5,539	9,057	36,230	21,676	3,518		
0962	Miscellaneous Expenses (Other Law and Order)	7,350	15,000	15,000	84,175	7,650		
	Total Operating Expenditure	12,889	24,057	52,430	106,159			
COA	Operating Revenue							
0823	Fines Enforcement Registry Fees & Charges	0	0	(1,200)	(2,299)	0		
0973	Community Safety & Crime Prevention	(30,597)	0	0	0	30,597	*	Reimbursement Disaster Recovery TC Cyclone Seroja Shire asset works
0983	Fines & Penalties Levied	0	0	0	0	0		
	Total Operating Revenue	(30,597)	0	(1,200)	(2,299)			
	Total Other Law, Order and Public Safety	(17,708)	24,057	51,230	103,861			

18	Rangers Expenses	2020/2019	2020/2020	2020/2021	2019/2020	BUDGET VARIATION	>\$10K	Budget PROFILE Comments
		Full Year Original Budget	Full Year Original Budget	Full Year Original Budget	Current YTD Actuals			
COA Operating Expenditure								
0152	Provision for Long Service Leave	0	0	0	2,085	0		
0772	Trainee Ranger Expense	0	0	0	0	0		
0872	Superannuation Council 3% (Rangers)	0	0	0	0	0		
0892	Salary & Wages (Rangers)	19,224	28,209	112,831	75,027	8,985		
0912	Workers Compensation Insurance (Rangers)	684	825	1,650	1,434	141		
0922	Superannuation (Rangers)	1,892	2,808	11,231	7,000	916		
0932	Conference & Training	0	250	1,000	0	250		
0982	Rangers Expense	3,379	4,128	17,207	16,924	749		
1012	Tools & Equipment (Low Value)	0	249	1,000	0	249		
3872	Accrued Annual Leave (Rangers)	0	0	0	(5,445)	0		
0952	Rangers Expenses Reallocated	(25,179)	(36,231)	(144,919)	(98,529)	(11,052)	*	10 - reallocated across programs
	Total Operating Expenditure	0	238	0	(1,503)			
COA Operating Revenue								
0773	Grant Revenue (Rangers)	0	0	0	0	0		
COA Capital Expenditure / Reserve Transfers								
0874	Plant & Equipment Purchases (Rangers) (NCA)	0	0	0	0	0		
0875	Transfer from Leave Reserve (EQ)	0	0	0	0	0		
	Total Capital Expenditure / Reserve Transfers	0	0	0	0			
	Total Rangers Expenses	0	238	0	(1,503)			
Total Law, Order and Fire Safety		12,665	55,533	205,092	225,990			

Prog	Education & Welfare	2021/2022	2021/2022	2021/2022	2020/2021			
09	Schools/Pre Schools	Year to Date Actuals	Year to Date Budget	Full Year Original Budget	30 June 21 YTD Actuals	YTD BUDGET VARIATION	>\$10K	Budget PROFILE Comments
COA	Operating Expenditure							
0992	Pre-School Repairs & Maintenance	0	0	0	0	0		Retained for prior years reporting as required by AASB
COA	Operating Revenue							
0993	Lease Income (Pre School)	0	0	0	0	0		
	Total Education	0	0	0	0	0		

PROG	Health	2021/2022	2021/2022	2021/2022	2020/2021			
14	Health Inspection and Administration	Year to Date Actuals	Year to Date Budget	Full Year Original Budget	30 June 21 YTD Actuals	BUDGET VARIATION	>\$10K	Budget PROFILE Comments
COA	Operating Expenditure							
1282	Ranger Allocation (Pool Inspections)	3,021	4,347	17,390	11,823	1,326		
1292	Health Expenses (General)	531	4,000	14,000	12,760	3,469		
	Total Operating Expenditure	3,553	8,347	31,390	24,583			
COA	Operating Revenue							
1383	Swimming Pool Inspection Fees	(1,755)	(1,575)	(1,575)	(1,755)	180		
1393	Licences & Fees Income	0	(600)	(600)	(776)	(600)		
1573	Septic Tank Fees (Health)	(118)	(354)	(1,416)	(3,186)	(236)		
1583	Administration Fees (Health)	(123)	(354)	(1,416)	(4,091)	(231)		
	Total Operating Revenue	(1,996)	(2,883)	(5,007)	(9,808)			
	Total Health Inspection and Administration	1,557	5,464	26,383	14,775			

Prog	Community Amenities	2021/2022	2021/2022	2021/2022	2020/2021	BUDGET		Budget PROFILE Comments
25	Sanitation - Household Refuse	Year to Date Actuals	Year to Date Budget	Full Year Original Budget	30 June 21 YTD Actuals	VARIATION	>\$10K	
COA	Operating Expenditure							
1762	Domestic Rubbish Collection Expenses	22,745	36,999	148,000	141,174	14,254	*	Contracted Rubbish Removal timing of invoices
1772	Depreciation (Sanitation)	1,381	1,110	4,439	4,696	(271)		
1792	Refuse Site Repairs & Maintenance	3,334	2,913	53,171	39,928	(421)		
2502	Admin Allocation (Domestic Rubbish)	11,614	11,670	46,679	38,608	56		
	Total Operating Expenditure	39,073	52,692	252,289	224,405			
COA	Operating Revenue							
1903	Domestic Rubbish Collection Fees	(157,076)	(155,241)	(155,975)	(155,030)	1,835		
1904	Other Rubbish Collection	0	0	0	0	0		
	Total Operating Revenue	(157,076)	(155,241)	(155,975)	(155,030)			
COA	Capital Expenditure / Reserve Transfers							
1764	Land & Building Purchases (NCA)	0	0	0	21,475	0		
	Total Sanitation - Household Refuse	(118,003)	(102,549)	96,314	90,850			
26	Sanitation - Other	Year to Date Actuals	Year to Date Budget	Full Year Original Budget	2020/2021 30 June 21 YTD Actuals	BUDGET VARIATION	>\$10K	Budget PROFILE Comments
COA	Operating Expenditure							
1882	Parks & Gardens Rubbish Collection Expenses	2,283	2,178	8,718	5,912	(105)		
1912	Other Waste Management Expenses	1,127	0	7,000	0	(1,127)		
1922	Depreciation (Other Sanitation)	101	96	379	401	(5)		
	Total Operating Expenditure	3,511	2,274	16,097	6,313			
COA	Operating Revenue							
2003	Grants, Contributions & Reimbursements (Other Sanitation)	0	0	0	(21,475)	0		
4503	Sale of Scrap	0	0	(5,000)	(10,249)	0		
	Total Operating Revenue	0	0	(5,000)	(31,724)			
	Total Sanitation - Other	3,511	2,274	11,097	(25,411)			

29	Protection of Environment	2021/2022 Year to Date Actuals	2021/2022 Year to Date Budget	2021/2022 Full Year Original Budget	2020/2021 30 June 21 YTD Actuals	BUDGET VARIATION	>\$10K	Budget PROFILE Comments
COA	Operating Expenditure							
1962	Abandoned Vehicle Expense	0	500	1,500	930	500		
2022	Landcare Expenditure	0	0	0	0	0		
2040	Dolby Creek Expenditure	2,001	1,761	2,698	2,756	(240)		
2942	Prior Period Write Off (Protection of Environment)	0	0	0	0	0		
	Total Operating Expenditure	2,001	2,261	4,198	3,686			
COA	Operating Revenue							
2923	Dolby Creek Management Plan Income	0	0	(1,000)	(2,756)	0		
2933	Reimbursements & Sundry Income (Protection of Environment)	0	0	(300)	(300)	0		
	Total Operating Revenue	0	0	(1,300)	(3,056)			
COA	Capital Expenditure / Reserve Transfers							
2055	Transfer from Landcare Reserve (EQ)	0	0	0	0	0		
2080	Transfer to Landcare Reserve (EQ)	0	0	0	0	0		
	Total Capital Expenditure / Reserve Transfers	0	0	0	0			
	Total Protection of Environment	2,001	2,261	2,898	630			

30	Town Planning and Regional Development	2021/2022 Year to Date Actuals	2021/2022 Year to Date Budget	2021/2022 Full Year Original Budget	2020/2021 30 June 21 YTD Actuals	BUDGET VARIATION	>\$10K	Budget PROFILE Comments
COA	Operating Expenditure							
0162	Long Service Leave (Town Planning) Provision	0	0	7,500	(7,848)	0		
0942	Depreciation (Town Planning)	1,171	2,988	11,948	11,982	1,817		
1992	Planning Consultancy Expenses	2,600	6,249	25,000	7,420	3,649		
2102	Workers Compensation Insurance (Town Planning)	1,079	1,300	2,599	2,260	221		
2112	Salaries & Wages (Town Planning)	39,583	35,796	143,178	138,456	(3,787)		Inclusive of DCEO LSL to pay as per LSL Act & Regs 1/2 Time x Double Rate
2122	Superannuation Council 3% (Town Planning)	1,258	1,056	4,219	3,988	(202)		
2132	Superannuation (Town Planning)	3,821	3,516	14,063	12,999	(305)		
2162	Accrued Annual Leave (Town Planning)	0	0	0	(2,118)	0		
2182	Other Employee Expenses (Town Planning)	0	0	4,000	1,493	0		
2202	Town Planners Expenses	624	249	1,000	1,606	(375)		
2222	Motor Vehicle Expenses	661	1,875	7,500	4,423	1,214		
2232	Legal Expenses (Town Planning)	0	0	12,500	3,845	0		
2242	Engineering Expenses	8,250	4,000	12,000	8,495	(4,250)		
2252	Advertising Expenses	0	1,500	5,000	143	1,500		
3012	Admin Allocation (Town Planning)	17,421	17,505	70,018	28,956	84		
3082	Prior Period Write Off (Town Planning)	0	0	0	0	0		
7052	Surveying & Land Expenses	593	4,167	25,000	14,426	3,574		
7072	Project Expenses (Town Planning)	0	0	10,000	74	0		
	Total Operating Expenditure	77,062	80,201	355,525	230,601			
COA	Operating Revenue							
0163	Town Planning Projects - Income	0	0	0	(4,063)	0		
2233	Town Planning Fee Income	(2,127)	(1,749)	(7,000)	(28,384)	378		
2243	Outsourced Planning Fees - Other LGs	0	(3,000)	(12,000)	(18,640)	(3,000)		
2253	Outsourced Planning Fees - Other LGs	(134)	0	0	0	134		
3603	Outsourced Planning Fees - Other LGs	(25)	0	0	0	25		
	Total Operating Revenue	(2,286)	(4,749)	(19,000)	(51,087)			
COA	Capital Expenditure / Reserve Transfers							
4820	Transfer to Legal Reserve (EQ)	1	0	0	13	(1)		
	Total Capital Expenditure/Reserve Transfers	1	0	0	13			
	Total Town Planning and Regional Development	74,777	75,452	336,525	179,528	0		

31	Other Community Amenities	2021/2022 Year to Date Actuals	2021/2022 Year to Date Budget	2021/2022 Full Year Original Budget	2020/2021 30 June 21 YTD Actuals	BUDGET VARIATION	>\$10K	Budget PROFILE Comments
COA	Operating Expenditure							
3102	Cemetery Expenses	3,990	5,259	20,690	18,120	1,269		
3132	Community Development Expenses	473	0	6,000	2,242	(473)		
3162	Admin Allocation (Other Community Amenities)	14,517	14,586	58,348	48,259	69		
3212	Depreciation (Other Community Amenities)	3,677	3,432	13,730	14,512	(245)		
3222	Community Growth Fund	803	3,000	12,000	26,700	2,197		
3232	Community Development Officer Expenses	7,263	13,191	53,009	33,288	5,928		
	Total Operating Expenditure	30,723	39,468	163,777	143,122			
COA	Operating Revenue							
3093	Cemetery Income (GST Free)	(1,067)	(757)	(2,084)	(2,811)	310		
3113	Cemetery Income (GST Applicable)	0	(450)	(900)	(3,132)	(450)		
3613	Reimbursements & Contributions	0	0	0	0	0		
3633	Community Development Grants	0	0	0	0	0		
	Total Operating Revenue	(1,067)	(1,207)	(2,984)	(6,943)			
COA	Capital Expenditure / Reserve Transfers							
2415	Nabawa Cemetery Capital Expenses (NCA)	0	0	0	8,449	0		
3085	Transfer from Unspent Community Growth Fund Reserve (EQ)	0	0	0	(9,500)	0		
7155	Transfer from Building Reserve (EQ)	0	0	0	0	0		
	Total Capital Expenditure/Reserve Transfers	0	0	0	(1,051)			
	Total Other Community Amenities	29,656	38,261	160,793	135,128			
	Total Community Amenities	(8,057)	15,699	607,627	380,725			

Prog	Recreation and Culture	2021/2022	2021/2022	2021/2022	2020/2021			
32	Public Halls and Civic Centres	Year to Date Actuals	Year to Date Budget	Full Year Original Budget	30 June 21 YTD Actuals	BUDGET VARIATION	>\$10K	Budget PROFILE Comments
COA	Operating Expenditure							
2602	Depreciation (Public Halls)	24,231	21,978	87,907	92,990	(2,253)		
2722	Public Halls & Showgrounds Expense	36,513	75,989	147,206	81,076	39,476	*	Timing of Cyclone Seroja Shire Asset Damage repairs
2732	Nabawa Community Centre Expenses	15,247	17,115	55,611	41,083	1,869		
2742	Interest (Loan 89 - Nabawa Stadium Upgrade)	0	0	0	151	0		
3202	Admin Allocation (Public Halls)	17,421	17,505	70,018	57,912	84		
	Total Operating Expenditure	93,411	132,587	360,742	273,212			
Prog	Recreation and Culture	2021/2022	2021/2022	2021/2022	2020/2021			
32	Public Halls and Civic Centres Cont.	Year to Date Actuals	Year to Date Budget	Full Year Original Budget	30 June 21 YTD Actuals	BUDGET VARIATION	>\$10K	Budget PROFILE Comments
COA	Operating Revenue							
2443	Yuna Camping & Hall Hire Revenue	(1,124)	(774)	(1,000)	(1,458)	350		
2453	Showground/Halls Income Received	(4,052)	(1,750)	(3,500)	(4,858)	2,302		
2683	Contributions & Reimbursements	0	0	(154,150)	0	0		
3423	Grant Funding Revenue	0	0	(730,874)	(77,500)	0		
	Total Operating Revenue	(5,176)	(2,524)	(889,524)	(83,816)			
COA	Capital Expenditure / Reserve Transfers							
2550	Transfer to Building Reserve (EQ)	5	0	100,000	64	(5)		
2644	Land & Buildings Purchases (Public Halls) (NCA)	1,260	10,000	780,874	138,963	8,740		
4925	Principal Loan Repayment (Loan 89) (CL)	0	0	0	4,961	0		
7385	Transfer from Building Reserve (EQ)	0	0	(100,000)	(25,000)	0		
	Total Capital Expenditure / Reserve Transfers	1,265	10,000	780,874	118,988			
	Total Public Halls and Civic Centres	89,500	140,063	252,092	308,384			
		2021/2022	2021/2022	2021/2022	2020/2021			
33	Swimming Areas and Beaches	Year to Date Actuals	Year to Date Budget	Full Year Original Budget	30 June 21 YTD Actuals	BUDGET VARIATION	>\$10K	
COA	Operating Expenditure							
3302	Admin Allocation (Swimming Areas & Beaches)	8,710	8,751	35,009	28,956	41		
3412	Coronation Beach Expenses	12,989	15,718	75,443	45,459	2,729		
7082	Depreciation (Swimming Areas & Beaches)	3,085	2,328	9,312	9,850	(757)		
	Total Operating Expenditure	24,784	26,797	119,764	84,265			
COA	Operating Revenue							
3433	Grant Income (Swimming Areas & Beaches)	(1,137)	0	0	0	1,137		BEN Signs
3443	Coronation Beach Camping Fees	(20,959)	(16,251)	(65,000)	(74,078)	4,708		
3453	Grant and Other Income (Swimming Areas & Beaches)	0	0	0	(76,163)	0		LRCIP Grant Funding
	Total Operating Revenue	(22,096)	(16,251)	(65,000)	(150,241)			
COA	Capital Expenditure / Reserve Transfers							
7164	Land and Buildings	0	0	0	66,788	0		
	Total Swimming Areas and Beaches	2,688	10,546	54,764	812			

34	Other Recreation and Sport	2021/2022	2021/2022	2021/2022	2020/2021	BUDGET VARIATION	>\$10K	Budget PROFILE Comments
		Year to Date Actuals	Year to Date Budget	Full Year Original Budget	30 June 21 YTD Actuals			
COA	Operating Expenditure							
1472	Yuna Oval Expenses	2,297	3,500	15,998	16,496	1,203		
1482	Sporting Clubs Expenses	7,800	44,390	106,097	65,615	36,590	*	Timing of Cyclone Seroja Shire Asset Damage repairs
1532	Interest (Loan 98)	412	556	836	1,867	144		
2642	Parks & Gardens Expenses	27,913	100,229	193,855	95,851	72,316	*	Timing of Cyclone Seroja Shire Asset Damage repairs
2702	Sports Pavilion & Basketball Stadium (Nabawa Recreation Centre)	4,938	46,785	58,671	17,084	41,847	*	Timing of Cyclone Seroja Shire Asset Damage repairs
2712	Tennis Clubs Expenses	1,777	24,152	32,679	6,114	22,375	*	Timing of Cyclone Seroja Shire Asset Damage repairs
2772	Minor Gardening Equipment Purchases	0	501	2,000	1,474	501		
2812	Golf Courses	1,072	1,141	2,360	2,053	69		
3442	Admin Allocation (Recreation & Sport)	8,710	8,751	35,009	28,956	41		
7022	Depreciation (Recreation & Sport)	6,804	10,920	43,683	46,372	4,116		
7092	Depreciation (Recreation & Sport)	23,357	21,249	85,000	88,988	(2,108)		
	Total Operating Expenditure	85,080	262,174	576,189	370,871			
COA	Operating Revenue							
2743	Sports Club Hire Income	(4,078)	(620)	(620)	(520)	3,458		
2803	Grants & Other Income Received	(100,000)	0	(100,000)	(69,119)	100,000	*	Timing Dept Water DWER Community Water Supply Grant for Rockwell Bore Project Milestone payment received
3444	Fig Tree Camping Fees	(1,753)	(624)	(2,500)	(5,825)	1,129		
	Total Operating Revenue	(105,831)	(1,244)	(103,120)	(75,464)			
COA	Capital Expenditure / Reserve Transfers							
1304	Plant & Equipment Purchases (NCA)	94,786	0	150,000	2,616	(94,786)	*	Timing of Carry Over project Shire contribution \$50,000 Total Project \$152,616 Rockwell-Yuna Pipeline Rejuvenation Project Funded through DWER Community Water Supply Program
1314	Transfer to Building Reserve (EQ)	0	0	0	0	0		
2834	Land & Building Purchases (NCA)	0	0	0	113,257	0		
2844	Tools & Equipment Purchases (NCA)	0	0	20,000	0	0		
2864	Transfer to Unspent Grant Reserve (EQ)	0	0	0	0	0		
2824	Principal Loan Repayment (Loan 98) (CL)	20,925	20,925	42,125	41,035	0		
7275	Loan Funds Received (NCL)	0	0	0	0	0		
7471	Transfer from Unspent Grant Reserve (EQ)	0	0	0	0	0		
	Total Capital Expenditure / Reserve Transfers	115,710	20,925	212,125	156,908			
	Total Other Recreation and Sport	94,960	281,855	685,195	452,316			

35	Library	2021/2022 Year to Date Actuals	2021/2022 Year to Date Budget	2021/2022 Full Year Original Budget	2020/2021 30 June 21 YTD Actuals	BUDGET VARIATION	>\$10K	Budget PROFILE Comments
COA	Operating Expenditure							
2902	Library Expenses	1,401	2,860	19,784	3,707	1,459		
2912	Honorarium Librarian Payment	0	600	3,600	1,000	600		
3582	Admin Allocation (Libraries)	8,710	8,751	35,009	28,956	41		
6922	Depreciation (Libraries)	137	0	0	0	(137)		
	Total Operating Expenditure	10,249	12,211	58,393	33,662			
COA	Operating Revenue							
2983	Grants, Contributions & Reimbursements	0	0	0	(22,000)	0		
	Total Operating Revenue	0	0	0	(22,000)			
	Capital Expenditure / Reserve Transfers							
3504	Land & Building Purchases (Libraries) (NCA)	0	0	0	27,266	0		
	Total Capital/Reserves	0	0	0	27,266			
	Total Library	10,249	12,211	58,393	38,929			

36	Other Culture	2021/2022 Year to Date Actuals	2021/2022 Year to Date Budget	2021/2022 Full Year Original Budget	2020/2021 30 June 21 YTD Actuals	BUDGET VARIATION	>\$10K	Budget PROFILE Comments
COA	Operating Expenditure							
3626	Museum & Road Board Expense	3,710	22,653	31,540	7,098	18,943	*	Timing repairs for Cyclone Seroja Shire Asset Damage - Museum shed at Nanson
3652	Depreciation (Other Culture)	2,709	2,541	10,161	10,748	(168)		
	Total Operating Expenditure	6,419	25,194	41,701	17,846			
	Operating Revenue							
3445	Grant Funding Received	0	0	0	0	0		
	Total Operating Revenue	0	0	0	0			
	Capital Expenditure / Reserve Transfers							
3604	Land & Building Purchases (NCA)	0	0	0	0	0		
3635	Transfer from Building Reserve (EQ)	0	0	0	0	0		
	Total Capital/Reserves	0	0	0	0			
	Total Other Culture	6,419	25,194	41,701	17,846			
	Total Recreation and Culture	203,815	469,869	1,092,145	813,020			

Prog	Transport	2021/2022	2021/2022	2021/2022	2020/2021	BUDGET VARIATION	>\$10K	Budget PROFILE Comments
37	Constuction Streets, Roads, Bridges, Depots	Year to Date Actuals	Year to Date Budget	Full Year Original Budget	30 June 21 YTD Actuals			
COA	Operating Expenditure							
3702	Admin Allocation (Road Construction)	23,227	23,340	93,357	86,867	113		
COA	Operating Revenue							
3173	MW Regional Road Funding	(121,375)	(480,000)	(1,200,000)	(900,000)	(358,625)	*	Timing Revenue recognition for RRG funding for Dartmoor Rd, Valentine Rd, East Nabawa (West) Rd & East Nabawa (East) Rd
3193	R2R (Construction) Income	(182,941)	(109,422)	(328,260)	(328,260)	73,519	*	Timing Revenue recognition for R2R funding for Dartmoor Rd & Valentine Rd
	Total Operating Revenue	(304,316)	(589,422)	(1,528,260)	(1,228,260)			
COA	Capital Expenditure							
3114	Capital Roadworks Program Purchases (Incl Grant Funded Jobs) (NCA)	450,683	296,527	2,135,830	1,674,229	(154,156)	*	<p>Job: C08 - Dartmoor Raod - Upgrade from gravel to a 7.2m wide seal near completion</p> <p>Job: C16 - East Nabawa (West) - Upgrade from existing unsealed road to 7.2m wide seal Next allocated job in program</p> <p>Jobs yet to commence :</p> <p>Job: 1040 - YMCC Car Park & Road Seal (Bawden Road)</p> <p>Job: C13 - Valentine Road - Upgrade from an existing gravel raod to 7.2m wide seal</p> <p>Job: C16E - East Nabawa Rd (East) -Upgrade from gravel to 7.2 m wide seal</p> <p>Job: C59 - McCagh Rd - Upgrade from an existing gravel road to 6.2m wide seal</p>
4840	Transfer to Infrastructure Reserve (EQ)	4	0	80,000	65,053			
	Total Capital Expenditure / Reserve Transfers	450,687	296,527	2,215,830	1,739,283			
	Total Road Construction	169,599	(269,555)	780,927	597,890			

38	Maintenance Streets, Roads, Bridges, Depots	2021/2022 Year to Date Actuals	2021/2022 Year to Date Budget	2021/2022 Full Year Original Budget	2020/2021 30 June 21 YTD Actuals	BUDGET VARIATION	>\$10K	Budget PROFILE Comments
COA	Operating Expenditure							
3182	ROAD RENEWAL GRANT FUNDED	23,749	0	458,317	0	(23,749)	*	Job: RC131 - Northampton Nabawa Rd allocation job 3 in the program
3372	Road Maintenance Expense	189,763	281,015	1,493,133	1,922,560	91,252	*	Timing for Allocations S&W across jobs Job: RC04 - Wandana Road - Reconstruct and gravel sheet Slk 13.71 - 17.71 \$268k Job: RV01 - Road Maintenance Program Minor & Major Mtce \$897k
3502	Depot Maintenance	7,668	11,623	27,857	22,092	3,955		
3512	Street Lighting Expense	1,609	1,667	10,000	10,441	58		
3522	Depreciation (Road Maintenance)	15,047	16,212	64,853	68,309	1,165		
3532	Street Trees	200	5,000	15,000	0	4,800		
3542	Licences & Subscriptions	10,159	8,983	15,000	8,895	(1,176)		
3562	Road Sign Expense	564	5,000	15,000	7,557	4,436		
3802	Admin Allocation (Road Maintenance)	23,228	23,340	93,357	86,867	112		
3822	Bore Maintenance	5,192	0	10,000	12,422	(5,192)		
3832	Crossover expenses to ratepayers	0	1,000	3,500	800	1,000		
6912	Depreciation (Roads)	319,012	286,734	1,146,937	1,213,692	(32,278)	*	Timing for non cash allocations - depn
	Total Operating Expenditure	596,191	640,574	3,352,954	3,353,635			
COA	Operating Revenue							
3143	MRWA Direct Grant	(137,540)	(137,540)	(137,540)	(127,990)	0		
3153	Other Grant Income	(78,524)	(120,000)	(300,000)	(516,120)	(41,476)	*	Timing Revenue recognition for RRG Funding Northampton Nabawa Rd
3393	Hudson Resources Contribution (Dartmoor Road)	0	0	(12,500)	(36,483)	0		
	Total Operating Revenue	(216,064)	(257,540)	(450,040)	(680,593)			
COA	Capital Expenditure							
3264	Depot Construction (NCA)	0	0	21,000	0	0		
3205	Transfer from Infrastructure Reserve (EQ)	0	0	0	0	0		
	Total Capital Expenditure / Reserve Transfers	0	0	21,000	0			
	Total Road Maintenance	380,127	383,034	2,923,914	2,673,043			

39	Road Plant Purchases	2021/2022 Year to Date Actuals	2021/2022 Year to Date Budget	2021/2022 Full Year Original Budget	2020/2021 30 June 21 YTD Actuals	BUDGET VARIATION	>\$10K	Budget PROFILE Comments
COA	Operating Expenditure							
3642	Loss on Sale of Assets	0	0	0	0	0		
3902	Interest Expense - Loan 99	0	0	0	0	0		
	Total Operating Expenditure	0	0	0	0			
COA	Operating Revenue							
3543	Profit on Sale of Assets	0	0	(60,006)	(72,554)	0		
3575	Proceeds from Disposal of Assets	0	0	(106,000)	0	0		
3903	Grants, Contributions & Reimbursement Road Plant	0	0	0	0	0		
	Total Operating Revenue	0	0	(166,006)	(72,554)			
COA	Capital Expenditure / Reserve Transfers							

3554	Plant & Equipment Purchases (NCA)	0	0	684,000	489,116	0	
3584	Tools & Other Equip > \$5000 (Capex)	0	0	7,000	7,786	0	
3587	Principal Loan Repayments (Loan 97)	0	0	0	0	0	
3904	Principal Repayment - Loan 99 (Plant Purchase)	0	0	0	0	0	
4781	Transfer to Plant/Light Vehicle Reserve (EQ)	0	0	150,000	290,250	0	
3561	Transfer from Plant/Light Vehicle Reserve (EQ)	0	0	(278,000)	0	0	
6225	Realisation on Disposal of Assets	0	0	0	0	0	
7135	Loan Funds Rec'd.	0	0	(240,000)	0	0	
	Total Capital Expenditure / Reserve Transfers	0	0	323,000	787,152		
	Total Road Plant Purchases	0	0	156,994	714,598		

41	Traffic Control	2021/2022	2021/2022	2021/2022	2020/2021	BUDGET VARIATION	>\$10K	Budget PROFILE Comments
		Year to Date Actuals	Year to Date Budget	Full Year Original Budget	30 June 21 YTD Actuals			
COA	Operating Expenditure							
4102	Admin Allocation (Traffic Control)	11,614	11,670	46,679	38,608	56		
4572	Traffic Control Expense	0	0	3,000	0	0		
7572	Traffic Counters Expense	0	0	0	0	0		
	Total Operating Expenditure	11,614	11,670	49,679	38,608			
COA	Operating Revenue							
7513	Licensing Commission Income	(1,549)	(876)	(3,500)	(3,414)	673		
7573	Traffic Counter Income	0	0	0	(3,200)	0		
	Total Operating Revenue	(1,549)	(876)	(3,500)	(6,614)			
	Capital Expenditure / Reserve Transfers							
7574	Tools & Equipment Purchases (NCA)	0	0	10,000	13,243	0		
7685	Proceeds from Disposal of Assets	0	0	0	0	0		
	Total Capital Expenditure / Reserve Transfers	0	0	10,000	13,243			
	Total Traffic Control	10,065	10,794	56,179	45,237			
	Total Transport	559,790	124,273	3,918,014	4,030,767			

Prog	Economic Services	2021/2022	2021/2022	2021/2022	2020/2021	BUDGET VARIATION	>\$10K	Budget PROFILE Comments
		Year to Date Actuals	Year to Date Budget	Full Year Original Budget	30 June 21 YTD Actuals			
44	Rural Services							
COA	Operating Expenditure							
3362	Ranger Allocation (Roadside Spraying)	2,266	4,710	18,839	8,867	2,444		
3852	Weed & Vermin Control Consultancy	0	0	3,000	0	0		
4462	Admin Allocation (Rural Services)	2,518	2,901	11,602	9,853	383		
6722	Noxious Weeds & Pest Expense	5,864	3,750	11,664	10,043	(2,114)		
	Total Operating Expenditure	10,648	11,361	45,105	28,764			
COA	Capital Expenditure / Reserve Transfers							
4404	Plant & Equipment Purchases (NCA)	0	0	0	0	0		
	Total Rural Services	10,648	11,361	45,105	28,764			

Prog	Tourism and Area Promotion	2021/2022	2021/2022	2021/2022	2020/2021	BUDGET VARIATION	>\$10K	Budget PROFILE Comments
		Year to Date Actuals	Year to Date Budget	Full Year Original Budget	30 June 21 YTD Actuals			
COA	Operating Expenditure							
3952	Signage Expense (Tourism)	0	0	0	0	0		
3982	Tourism Expense	117	0	0	1,410	(117)		
4282	Promotional Expense (Tourism)	0	0	39,500	550	0		
	Total Operating Expenditure	117	0	39,500	1,960			
COA	Operating Revenue							
3973	Contr. & Reim. (Tourism).	0	0	0	0	0		
	Total Operating Revenue	0	0	0	0			
	Total Tourism and Area Promotion	117	0	39,500	1,960			

46	Building Control	2021/2022	2021/2022	2021/2022	2020/2021	BUDGET VARIATION	>\$10K	Budget PROFILE Comments
		Year to Date Actuals	Year to Date Budget	Full Year Original Budget	30 June 21 YTD Actuals			
COA	Operating Expenditure							
4132	Building Surveyor Expenses	34,023	32,413	132,050	138,386	(1,610)		
4152	Provision for Leave (Building Control)	0	0	10,000	0	0		
4162	Non Contract Expenses	0	0	1,000	0	0		
4622	Admin Allocation (Building Control)	20,324	20,421	81,687	67,563	97		
	Total Operating Expenditure	54,347	52,834	224,737	205,949			
COA	Operating Revenue							
4153	Building Licenses Income	(1,031)	(3,000)	(12,000)	(29,838)	(1,969)		
4173	CTF Commissions Received	(83)	(45)	(180)	(225)	38		
4213	Building Commissions Received	(75)	(114)	(450)	(586)	(39)		
4183	Contributions & Reimbursements (Building Control)	0	0	0	0	0		
	Total Operating Revenue	(1,188)	(3,159)	(12,630)	(30,649)			
COA	Capital Expenditure / Reserve Transfers							
4215	Transfer from Leave Reserve (EQ)	0	0	0	0	0		
	Total Capital Expenditure/Reserve Transfers	0	0	0	0			
	Total Building Control	53,159	49,675	212,107	175,300			
49	Other Economic Services	2021/2022	2021/2022	2021/2022	2020/2021	BUDGET VARIATION	>\$10K	Budget PROFILE Comments
		Year to Date Actuals	Year to Date Budget	Full Year Original Budget	30 June 21 YTD Actuals			
COA	Operating Expenditure							
4232	Water Supply Stand Pipes Expense	0	0	300	0	0		
4222	Admin Allocation (Other Economic Services)	11,614	11,670	46,679	48,259	56		
4242	Rehabilitation of Gravel Pits Expense	0	0	5,000	0	0		
4252	Purchase of Stamps	0	0	50	20	0		
4272	Other Expenditure	2,273	3,274	10,100	28	1,001		
	Total Operating Expenditure	13,887	14,944	62,129	48,307			
COA	Operating Revenue							
4223	Commission Received Australia Post	(1,926)	(1,749)	(7,000)	(8,713)	177		
4243	Annual Post Office Box Fee	0	(3,300)	(3,300)	(3,300)	(3,300)		Annual fee for use of box \$64 yet to be invoiced
4253	Postage Stamp Income	(3)	(17)	(50)	(25)	(14)		
4333	Photocopying Income	(2)	0	0	(42)	2		
4913	Shire Leased Reserves Income	(600)	(300)	(450)	(450)	300		
	Total Operating Revenue	(2,531)	(5,366)	(10,800)	(12,531)			
COA	Capital Expenditure / Reserve Transfers							
4760	Transfer to Water Strategy Reserve (EQ)	0	0	0	5	(0)		
	Total Other Economic Services	11,356	9,578	51,329	35,781			
	Total Economic Services	75,280	70,614	348,041	241,805			

Prog	Other Property & Services	2021/2022	2021/2022	2021/2022	2020/2021	BUDGET VARIATION	>\$10K	Budget PROFILE Comments
		Year to Date Actuals	Year to Date Budget	Full Year Original Budget	30 June 21 YTD Actuals			
47	Plant Depreciation							
COA	Operating Expenditure							
5012	Depreciation (Other Property & Services)	95,571	85,878	343,517	364,676	(9,693)		
7102	Depreciation of Unclassified Assets (Other Property & Services)	0	0	0	0	0		
6890	Depreciation Posted to Jobs (Other Property & Services)	(79,347)	(85,878)	(343,517)	(364,676)	(6,532)		
	Total Plant Depreciation	16,224	0	0	0			

Prog	Other Property & Services	2021/2022	2021/2022	2021/2022	2020/2021	BUDGET VARIATION	>\$10K	Budget PROFILE Comments
		Year to Date Actuals	Year to Date Budget	Full Year Original Budget	30 June 21 YTD Actuals			
50	Private Works							
COA	Operating Expenditure							
7302	Private Works Expense	141	0	10,000	5,992	(141)		
COA	Operating Income							
7333	Private Works Income	(1,058)	(214)	(11,000)	(8,825)	844		
	Total Private Works	(918)	(214)	(1,000)	(2,833)			

Prog	Public Works Overheads	2021/2022	2021/2022	2021/2022	2020/2021	BUDGET VARIATION	>\$10K	Budget PROFILE Comments
		Year to Date Actuals	Year to Date Budget	Full Year Original Budget	30 June 21 YTD Actuals			
52	Public Works Overheads							
COA	Operating Expenditure							
0342	Provision for Long Service Leave (Public Works Overheads)	0	0	20,000	(9,930)	0		
4312	Superannuation Council 3% (Public Works Overheads)	2,727	4,134	16,540	13,499	1,407		
4322	Superannuation (Manager of Works)	2,850	2,880	11,524	10,641	30		
4332	Superannuation (Public Works Overheads)	18,705	23,805	95,219	74,830	5,100		
4342	Salaries & Wages (Works Manager)	27,880	28,158	112,636	109,943	278		
4352	Superannuation Council 3% (Manager of Works)	851	864	3,457	3,360	13		
4372	Public Works Sundry Expense	2,378	5,342	9,200	10,607	2,964		
4382	Works Manager Expenses	886	1,038	4,150	3,614	152		
4392	External Engineering Services	0	3,250	13,000	9,350	3,250		
4402	Sick Leave (Public Works Overheads)	8,092	4,986	38,239	25,646	(3,106)		S&W Works and Gardeners
4412	Annual Leave (Public Works Overheads)	6,206	21,527	94,625	75,243	15,321	*	Timing
4432	Public Holiday Pay (Public Works Overheads)	3,105	3,379	45,047	39,692	274		
4422	Long Service Leave Expense (Public Works Overheads)	0	0	0	25,305	0		
4442	Occupational Health & Safety Expense	2,067	2,167	15,000	4,160	100		
4452	Protective Uniform/ Minor Workwear	1,081	0	8,293	9,191	(1,081)		
4602	Training Expense	1,730	2,083	15,000	3,259	353		
4652	Works Staff Allowances (Public Works Overheads)	5,538	8,376	33,500	23,288	2,838		
5202	Admin Allocation (Public Works Overheads)	37,745	37,926	151,705	125,474	181		
6782	Workers Compensation Insurance (Public Works Overheads)	9,581	10,173	20,854	18,134	592		
7422	Less Public Works Overheads Allocated to W & S	(184,795)	(176,997)	(707,990)	(561,824)	7,798		
	Total Operating Expenditure	(53,373)	(16,909)	(0)	(0)			
COA	Operating Revenue							
0333	Contrib. & Reimb. (PWO).	0	0	0	0	0		
COA	Capital Expenditure / Reserve Transfers							
7631	Transfer from Leave Reserve (EQ)	0	0	0	0	0		
	Total Public Works Overheads	(53,373)	(16,909)	(0)	(0)			

53	Plant Operation Costs	2021/2022	2021/2022	2021/2022	2020/2021	BUDGET VARIATION	>\$10K	Budget PROFILE Comments
		Year to Date Actuals	Year to Date Budget	Full Year Original Budget	30 June 21 YTD Actuals			
COA	Operating Expenditure							
4472	In House Repairs & Maintenance	58,420	52,005	208,030	197,917	(6,415)		
4482	Tyre Purchase Expense	2,849	14,376	57,500	34,260	11,527	*	Timing- Tyre Purchase
4492	Parts & Outside Repairs Expense	26,504	37,500	150,000	147,185	10,996	*	Timing - Parts & Outside Repairs Materials & Services
4502	Plant Licences Expense	31	9,196	19,000	18,711	9,166		
4532	Tools & Consumables	3,520	5,001	20,000	20,612	1,481		
4542	Fuel, Oil & Grease	64,509	78,750	300,000	216,793	14,241	*	Timing purchase of Fuel & Oil Expenses
4552	Cutting Edges & Tips	(739)	3,000	12,000	8,575	3,739		Timing - Refunds in full
5112	Admin Allocation (Plant Operations)	5,807	5,835	23,339	19,304	28		
6772	Insurance Expense (Plant Operations)	41,456	39,989	43,599	37,912	(1,467)		
4512	Less POC Allocated to W & S	(182,221)	(198,366)	(793,468)	(656,863)	(16,145)	*	31 - Program 14 POC allocated across jobs less coa 4513 diesel fuel rebates from plant use
	Total Operating Expenditure	20,136	47,286	40,000	44,407			
COA	Operating Revenue							
4513	Diesel Fuel Rebate	(9,172)	(9,999)	(40,000)	(44,407)	(827)		20 - Diesel Fuel Rebate received through BAS
	Total Operating Revenue	(9,172)	(9,999)	(40,000)	(44,407)			
	Total Plant Operation Costs	10,964	37,287	(0)	0			

55	Salaries and Wages	2021/2022	2021/2022	2021/2022	2020/2021	BUDGET VARIATION	>\$10K	Budget PROFILE Comments
		Year to Date Actuals	Year to Date Budget	Full Year Original Budget	30 June 21 YTD Actuals			
COA	Operating Expenditure							
4362	Unallocated Wages	0	0	0	0	0		
4570	S&W Gov, Corporate & Development Services	273,327	276,216	1,104,869	963,443	2,889		
4580	S&W Works & Services	252,478	297,225	1,188,901	1,063,206	44,747	*	Timing Sal & Wages ordinary hours, overtime & casual pool
4600	Less Salary & Wages Allocated	(543,209)	(573,444)	(2,293,770)	(2,009,244)	(30,235)	*	Timing Sal & Wages ordinary hours, overtime & casual pool
4592	Workers Compensation Paid	0	0	0	0	0		
	Total Operating Expenditure	(17,404)	(3)	0	17,404			
COA	Operating Revenue							
4613	Salaries & Wages Reimbursement Received	0	0	0	0	0		
4623	Paid Parental Leave Scheme Income	0	0	0	0	0		
	Total Operating Revenue	0	0	0	0			
	Total Salaries and Wages	(17,404)	(3)	0	17,404			

56	Unclassified	2021/2022	2021/2022	2021/2022	2020/2021	BUDGET VARIATION	>\$10K	Budget PROFILE Comments
		Year to Date Actuals	Year to Date Budget	Full Year Original Budget	30 June 21 YTD Actuals			
COA	Operating Expenditure							
5022	Overpayments/Recoverables - Expenditure	0	2,500	10,000	8,774	2,500		
	Total Operating Expenditure	0	2,500	10,000	8,774			
COA	Operating Revenue							
2385	Proceeds from Disposal of Assets	0	0	(20,000)	0	0		
5023	Overpayments/Recoverables - Income	0	(2,500)	(10,000)	(7,298)	(2,500)		
3813	Profit on Revaluation	0	0	0	0	0	0	
	Total Operating Revenue	0	(2,500)	(30,000)	(7,298)			
	Capital Expenditure							
4801	Transfer to Land Development Reserve (EQ)	1	0	20,000	17	(1)		
	Total Unclassified	1	0	0	1,492			
	Total Other Property and Services	(44,505)	20,161	(1,001)	16,062			

List of Accounts Paid - September 2021

Chq/EFT	Date	Name	Amount
MUNICIPAL ACCOUNT			
EFT25653	03/09/2021	Building and Construction Industry Training Fund	-237.16
EFT25654	03/09/2021	Department of Mines, Industry Regulation & Safety	-188.03
EFT25655	03/09/2021	Rod O'Bree	-700.00
EFT25656	03/09/2021	Shire of Chapman Valley	-26.50
EFT25657	03/09/2021	Telstra Corporation Limited	-155.58
EFT25658	03/09/2021	Complete Office Supplies	-389.45
EFT25659	03/09/2021	Geraldton Trophy Centre	-22.00
EFT25660	03/09/2021	Greenfield Technical Service	-3025.00
EFT25661	03/09/2021	Guardian Print & Graphics	-495.00
EFT25662	03/09/2021	Landgate	-41.30
EFT25663	03/09/2021	Limitless Promotions	-165.00
EFT25664	03/09/2021	Midwest Chemical & Paper	-227.06
EFT25665	03/09/2021	Miles Glass & Fly Screens Pty Ltd	-630.00
EFT25666	03/09/2021	Pest A Kill WA	-1760.00
EFT25667	03/09/2021	Queens Supa IGA Supermarket	-115.24
EFT25668	03/09/2021	Safetycare Australia Pty Ltd	-1045.00
EFT25669	03/09/2021	Think Water Geraldton	-103.40
EFT25670	03/09/2021	WA Planning & Logistics Pty Ltd	-2860.00
EFT25671	03/09/2021	Westline Contracting	-165.00
EFT25672	08/09/2021	Ugle Fabrications	-3225.20
EFT25673	08/09/2021	Western Australian Treasury Corporation	-21480.55
EFT25674	06/09/2021	Westpac Geraldton	-92.60
EFT25675	10/09/2021	Catwest	-1474.00
EFT25676	10/09/2021	Five Star Business Solutions & Innovation	-1721.02
EFT25677	10/09/2021	Glenfield Fresh IGA	-34.75
EFT25678	10/09/2021	Hersey's Safety Pty Ltd	-3548.91
EFT25679	10/09/2021	Refuel Australia	-5582.18
EFT25680	10/09/2021	Sun City Plumbing	-270.00
EFT25681	10/09/2021	TeletracNavman Australia	-769.45
EFT25682	10/09/2021	Toll Transport Pty Ltd	-24.93
EFT25683	15/09/2021	Australia Post	-910.46
EFT25684	15/09/2021	Geraldton Bobcat	-550.00
EFT25685	15/09/2021	JA Diesel Pty Ltd	-682.00
EFT25686	15/09/2021	MOD Designs	-1150.00
EFT25687	15/09/2021	Midwest Mowers and Can-Am	-309.00
EFT25688	15/09/2021	Refuel Australia	-30925.59
EFT25689	15/09/2021	Total Toilets	-129.86
EFT25690	17/09/2021	Charlie Llama Music School	-580.00
EFT25691	17/09/2021	Crop Circle Consulting Pty Ltd	-530.00
EFT25692	17/09/2021	Australian Taxation Office	-89839.00
EFT25693	17/09/2021	Synergy	-999.08
EFT25694	17/09/2021	Anthony Steven Farrell	-95.28
EFT25695	17/09/2021	Goodyear & Dunlop Tyres (Aust) Pty Ltd	-87.50
EFT25696	17/09/2021	Bitutek Pty Ltd	-4416.50
EFT25697	17/09/2021	Complete Office Supplies	-472.62
EFT25698	17/09/2021	Dulux Australia	-150.28
EFT25699	17/09/2021	Geraldton Brick	-203.06
EFT25700	17/09/2021	Geraldton Sign Makers	-620.79
EFT25701	17/09/2021	Glenfield Fresh IGA	-9.60
EFT25702	17/09/2021	HL Geospatial	-6024.33
EFT25703	17/09/2021	Hille Thompson and Delfos Surveyors and Planners	-770.00

List of Accounts Paid - September 2021

Chq/EFT	Date	Name	Amount
MUNICIPAL ACCOUNT			
EFT25704	17/09/2021	Kicksolutions	-116.00
EFT25705	17/09/2021	Local Government Insurance Services WA	-2117.47
EFT25706	17/09/2021	McDonalds Wholesalers	-63.66
EFT25707	17/09/2021	Mel Forrester Nominees Pty Ltd	-16500.00
EFT25708	17/09/2021	Miralec	-1040.90
EFT25709	17/09/2021	Moore Australia (WA) Pty Ltd	-2310.00
EFT25710	17/09/2021	Norfolk Cleaning Service	-5383.13
EFT25711	17/09/2021	Option Refrigeration & Air Conditioning	-599.50
EFT25712	17/09/2021	Woolworths Group	-139.29
EFT25713	24/09/2021	MM Electrical Merchandising	-234.07
EFT25714	24/09/2021	Telstra Corporation Limited	-31.12
EFT25715	24/09/2021	Abrolhos Steel	-709.50
EFT25716	24/09/2021	Atom Supply	-572.92
EFT25717	24/09/2021	BOC Limited	-1224.72
EFT25718	24/09/2021	Batavia Metal Roofing	-3333.00
EFT25719	24/09/2021	Battery Mart	-1108.80
EFT25720	24/09/2021	Bridgestone Tyre Centre	-36.00
EFT25721	24/09/2021	Bruce Rock Engineering	-254.68
EFT25722	24/09/2021	Bunnings Group Limited	-2218.62
EFT25723	24/09/2021	Catwest	-385.00
EFT25724	24/09/2021	Cleanaway Co Pty Ltd (Commercial)	-7425.11
EFT25725	24/09/2021	Cleanaway Co Pty Ltd (Domestic)	-5246.98
EFT25726	24/09/2021	Corsign WA Pty Ltd	-902.00
EFT25727	24/09/2021	Design Catering	-228.80
EFT25728	24/09/2021	Elders	-83460.64
EFT25729	24/09/2021	Geraldton Ag Services	-404.19
EFT25730	24/09/2021	Geraldton Lock And Key	-26.40
EFT25731	24/09/2021	Geraldton Mower & Repair Specialists	-163.80
EFT25732	24/09/2021	Glenfield Fresh IGA	-31.44
EFT25733	24/09/2021	Greenfield Technical Service	-9075.00
EFT25734	24/09/2021	Integrated ICT	-7996.82
EFT25735	24/09/2021	Joseph Radiators & Air Conditioning	-1672.00
EFT25736	24/09/2021	Kruize Asphalt & Contracting	-6138.00
EFT25737	24/09/2021	Landgate	-244.80
EFT25738	24/09/2021	Lenane Holdings Pty Ltd	-3179.00
EFT25739	24/09/2021	M & B Quality Building Products	-458.90
EFT25740	24/09/2021	Midwest Chemical & Paper	-926.37
EFT25741	24/09/2021	Miralec	-990.00
EFT25742	24/09/2021	Mitchell & Brown	-150.40
EFT25743	24/09/2021	NAPA - Covs Parts Pty Ltd	-712.80
EFT25744	24/09/2021	Nabawa Valley Tavern	-833.35
EFT25745	24/09/2021	Node1Internet	-387.95
EFT25746	24/09/2021	Nutrien Ag Solutions Ltd	-3979.47
EFT25747	24/09/2021	Our Community Pty Ltd	-350.00
EFT25748	24/09/2021	Paper Plus Office National	-29.95
EFT25749	24/09/2021	Pirtek Geraldton	-413.15
EFT25750	24/09/2021	Purcher International	-6962.12
EFT25751	24/09/2021	Reece Pty Ltd	-247.89
EFT25752	24/09/2021	Rip-it Security Shredding And Paper Recyclers	-73.00
EFT25753	24/09/2021	Sun City Plumbing	-352.00
EFT25754	24/09/2021	The West Australian	-174.24

List of Accounts Paid - September 2021

Chq/EFT	Date	Name	Amount
MUNICIPAL ACCOUNT			
EFT25755	24/09/2021	Thurkle's Earthmoving & Maintenance Pty Ltd	-7480.00
EFT25756	24/09/2021	Toll Transport Pty Ltd	-116.40
EFT25757	24/09/2021	Truckline	-64.11
EFT25758	24/09/2021	Western Australian Local Government Association (WALGA)	-125.00
EFT25759	24/09/2021	Westrac Pty Ltd	-902.88
EFT25760	28/09/2021	Department Of Fire And Emergency Services	-23812.80
EFT25761	30/09/2021	Synergy	-3937.97
EFT25762	30/09/2021	Telstra Corporation Limited	-1901.57
EFT25763	30/09/2021	Water Corporation	-10.92
EFT25764	30/09/2021	Batavia Metal Roofing	-1089.00
EFT25765	30/09/2021	Cadgroup Australia Pty Ltd	-1925.00
EFT25766	30/09/2021	Complete Office Supplies	-275.86
EFT25767	30/09/2021	Glenfield Fresh IGA	-132.03
EFT25768	30/09/2021	Kruize Asphalt & Contracting	-10224.50
EFT25769	30/09/2021	Landgate	-2405.00
EFT25770	30/09/2021	Midwest Mowers and Can-Am	-309.00
EFT25771	30/09/2021	Norfolk Cleaning Service	-1225.13
EFT25772	30/09/2021	RGI Signworks	-308.00
EFT25773	30/09/2021	Toll Transport Pty Ltd	-41.93
EFT25774	30/09/2021	Total Toilets	-129.86
EFT25775	30/09/2021	Western Resource Recovery Pty Ltd	-3417.00
DD17314.1	15/09/2021	Hostplus Superannuation	-102.74
DD17332.1	14/09/2021	Aware Super Pty Ltd	-7759.82
DD17332.2	14/09/2021	MLC Masterkey	-324.18
DD17332.3	14/09/2021	Australian Super	-417.49
DD17332.4	14/09/2021	Wealth Personal Superannuation and Pension Fund	-633.39
DD17332.5	14/09/2021	Cameron Fishing Superannuation Fund	-96.86
DD17332.6	14/09/2021	Rest Superannuation	-257.00
DD17332.7	14/09/2021	Prime Super	-241.49
DD17332.8	14/09/2021	ANZ Smart Choice Super	-259.90
DD17345.1	28/09/2021	Aware Super Pty Ltd	-7869.18
DD17345.2	28/09/2021	MLC Masterkey	-280.34
DD17345.3	28/09/2021	Australian Super	-438.46
DD17345.4	28/09/2021	Wealth Personal Superannuation and Pension Fund	-641.39
DD17345.5	28/09/2021	Cameron Fishing Superannuation Fund	-103.32
DD17345.6	28/09/2021	Rest Superannuation	-257.00
DD17345.7	28/09/2021	Prime Super	-241.49
DD17345.8	28/09/2021	ANZ Smart Choice Super	-259.90



Corporate Card Statement



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

Facility Number

00018023 20000001

Payment Due Date

30 September 2021

Closing Balance

\$0.00

This amount will be swept from a nominated account.

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

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

Company Name	Number of Cards	Cash Advance Annual % Rate			
Shire Of Chapman Valley	2	15.65%			
Contact Name	Facility Number	Facility Credit Limit			
The Shire Clerk	00018023 20000001	10,000			
Statement From	Statement To	Payment Due Date	Opening Balance	Closing Balance	Available Credit
23 Aug 2021	20 Sep 2021	30 Sep 2021	92.60	0.00	10,000.00

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

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions		
92.60	92.60 -	0.00	0.00	0.00	0.00	0.00	0.00

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

Complaints

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

Online: www.afca.org.au

Email: info@afca.org.au

Phone 1800 931 678

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





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
Maurice Battilana	5163 2531 0083 1327	6,000	6,000.00

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

Corporate Card Transactions			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
03 SEP	Payments AUTOMATIC PAYMENT	74.35-	
	Sub Total:	74.35-	

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		
74.35	74.35 -	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

30/9/21

Transactions examined and approved.

Manager/Supervisor Signature

Date

30/9/2021

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.



S000726 / M000249 / 264 / CN1VP4P1



Corporate Card Statement

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

CARDHOLDER TRANSACTION DETAILS

Cardholder Name	Card Number	Credit Limit	Available Credit
Simon Lancaster	5163 2531 0083 4453	4,000	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
03 SEP	Payments AUTOMATIC PAYMENT	18.25-	
	Sub Total:	18.25-	

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions		
18.25	18.25 -	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 30/9/21

Transactions examined and approved.

Manager/Supervisor Signature _____

Date 30/9/2021

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.



**BANK RECONCILIATION - Muni Accounts
As at 30th of September 2021**

SYNERGY

Balance as per Cash at Bank Account GL 160000	656,042.71
Balance as per Cash at Bank Account GL 170000	3,925,462.66
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	-
	\$4,581,505.37

BANK

Muni Bank Account (Account No 000040)	655,537.71
Investment Account (Account No 305784)	<u>3,925,462.66</u>
	<u>4,581,000.37</u>
Less Outstanding Payments	-
Plus Outstanding Deposits	505.00
Plus Tfer from Trust to Muni <u>or</u> [Tfer to Trust from Muni]	-
	\$4,581,505.37

Difference Check 0.00

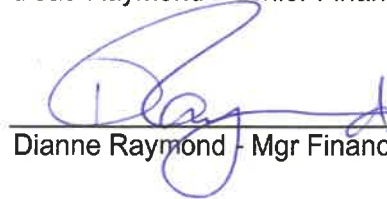
Completed by:



Beau Raymond - Senior Finance Officer

5/10/21
Date

Reviewed by:



Dianne Raymond - Mgr Finance & Corporate Services

Date 5/10/21



Superannuation for Elected Members

Draft Policy Proposal

September 2021

About WALGA

The WA Local Government Association (WALGA) is working for Local Government in Western Australia. As the peak industry body, WALGA advocates on behalf of 139 Western Australian Local Governments. As the united voice of Local Government in Western Australia, WALGA is an independent, membership-based organization representing and supporting the work and interests of Local Governments in Western Australia. WALGA provides an essential voice for 1,222 Elected Members, approximately 22,000 Local Government employees (16,500 Full Time Equivalent's) as well as over 2.67 million constituents of Local Governments in Western Australia.

Contacts

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Manager Strategy and Association
Governance
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Tony Brown
Executive Manager Governance and
Organisational Services
tbrown@walga.asn.au

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Entitlement to Superannuation

Elected Members, like all workers, should be entitled to payment of superannuation. Payment of superannuation to Elected Members would address a historical anomaly that has seen Elected Members denied a benefit enjoyed by the broader workforce.

Given community expectations and the time commitment of serving on or leading a Council, many Elected Members are sacrificing opportunities for paid work to serve their community on Council.

As has been well documented through recent Inquiries into Local Government, “the role of a Councillor is challenging. Councillors are responsible for overseeing a complex business – that provides a broad range of functions, manages significant public assets, and employs in some cases hundreds of staff – all in a political and publicly accountable environment.”¹

It is crucial to the functioning of Local Government that Elected Members are appropriately remunerated for their time and contribution.

Payment of superannuation to Elected Members aligns with the objective of the superannuation system, which is “to provide income in retirement to substitute or supplement the Age Pension.”²

In addition, it is hoped that payment of superannuation would lead to greater interest and more nominations to serve on Council from women and younger people, leading to greater representation on Councils by people from traditionally underrepresented demographics.

Current Arrangements

Under current arrangements, Elected Members can voluntarily decide to have all or a portion of their allowances paid into a superannuation fund.

In addition, under the *Superannuation Guarantee (Administration) Act 1992* (Cth), Local Governments can unanimously resolve to be considered an ‘eligible local governing body’ through the *Taxation Administration Act 1953* (Cth).

As a consequence of such a resolution, Elected Members would then be treated similarly to employees and the Local Government would be required to make superannuation

¹ WALGA (2019) *Final Submission: Select Committee into Local Government*. Page 35. [https://www.parliament.wa.gov.au/Parliament/commit.nsf/lulnquiryPublicSubmissions/DCCAD309ECAE29E04825848100171E77/\\$file/lo.lgi.150.190910.sub.walga.pdf](https://www.parliament.wa.gov.au/Parliament/commit.nsf/lulnquiryPublicSubmissions/DCCAD309ECAE29E04825848100171E77/$file/lo.lgi.150.190910.sub.walga.pdf)

² Australian Government: The Treasury (2021) *Superannuation Reforms*. <https://treasury.gov.au/superannuation-reforms>

contributions in addition to payment of allowances. However, a resolution of this nature also has significant implications: pay as you go (PAYG) tax would be required to be withheld for remission to the Australian Taxation Office (ATO), and Fringe Benefit Tax (FBT) would be applicable to all benefits provided to Elected Members. For these reasons, Local Governments in Australia typically do not pursue this course of action.

Other Jurisdictions

Approaches in other jurisdictions are mixed, however the issue of superannuation entitlements for Elected Members has increasingly been the subject to public debate in other states of Australia.

In New South Wales, following a state-led discussion paper and consultation process, amendments to the Local Government Act have been put forward that would enable Councils to resolve to pay superannuation contributions from July 2022.

This mirrors the approach in Queensland where, under the state's Local Government Act, Councils may resolve to pay superannuation contributions to Elected Members.

Elected Members in Victoria are paid a cash loading equivalent to the superannuation guarantee, but this is not required to be paid into a superannuation fund.

No superannuation is paid in Tasmania, South Australia or the Northern Territory.

Proposed Approach

The recommended advocacy approach is to propose that the *Local Government Act 1995* be amended to facilitate the payment of superannuation to Elected Members in addition to fees and allowances.

This approach avoids the problems associated with the current arrangements around the need to withhold income tax and pay fringe benefits tax.

A fundamental question relates to whether the proposed amendment to the Local Government Act should *require* Local Governments to pay superannuation, or whether the decision to pay superannuation should be a decision of Council.

Under the principle of general competence, Local Governments should be empowered to manage their own affairs and the case could be made that this ought to extend to the payment of superannuation to Elected Members. However, as the superannuation system is underpinned by its universality, and there is potential for payment of superannuation to

become a political debate around the Council table, a strong case can be made for the payment of superannuation to Elected Members to be a legislative requirement.

On balance, it is posited that, to achieve the objectives of the superannuation system and to avoid politicisation of the decision at a local level, payment of superannuation should be a universal entitlement for Elected Members and therefore a requirement of Local Governments contained in the Local Government Act.

Feedback is sought from Members on this specific issue:

Should Local Governments be enabled or required to pay superannuation to Elected Members?

Why is that approach preferred?

As is the case in other jurisdictions, the Salaries and Allowances Tribunal should not consider the payment of superannuation as part of their deliberative process. Specifically, payment of superannuation, equivalent to the superannuation guarantee, should be over and above the fees and allowances determined by the Salaries and Allowances Tribunal.

Costs

There will be a cost associated with the payment of superannuation to Elected Members. These costs will be particularly noticeable in the first year when superannuation becomes payable.

The table below identifies the maximum possible cost of paying superannuation based on the current Salaries and Allowances Tribunal (SAT) determination³, and the current superannuation guarantee of ten percent.

The second column in the table identifies the maximum number of Elected Members currently elected to at least one Local Government in each SAT band in Western Australia. The third column then assumes that the maximum allowances are paid to all Councillors, the Mayor or President and the Deputy Mayor or Deputy President. From this, the maximum superannuation liability, based on the current SAT determination and the current superannuation guarantee of ten percent, per SAT band is calculated.

³ Salaries and Allowances Tribunal (2021) *Determination of the Salaries and Allowances Tribunal on Local Government Chief Executive Officers and Elected Members*, 8 April 2021. <https://www.wa.gov.au/sites/default/files/2021-04/Local%20Government%20Chief%20Executive%20Officers%20and%20Elected%20Members%20Determination%20No%201%20of%202021.pdf>

It is acknowledged that the actual liability for each Local Government is likely to be less than the maximum due to fewer Elected Members than the maximum listed in the second column, and / or paying less than the maximum allowances to Elected Members. In this way, the table below represents the **maximum** potential cost to Local Governments in each band.

Band	Maximum number of Elected Members (currently)	Maximum fees and allowances	Maximum Superannuation liability
1	15	\$603,199	\$60,320
2	13	\$389,101	\$38,910
3	11	\$235,208	\$23,521
4	11	\$139,653	\$13,965

While the costs are acknowledged, it is argued that on balance the benefits of paying superannuation to Elected Members as outlined in this paper outweigh the costs.

Recommendation

WALGA recommends to the Minister for Local Government:

That the *Local Government Act 1995* be amended to require Local Governments to pay Elected Members, into a nominated superannuation account, an amount equivalent to the superannuation guarantee determined with reference to fees and allowances paid to each Elected Member.

Process for Consultation

This paper has been prepared as a *Draft Policy Position Paper*. Feedback is sought from members in regards to the recommendation put forward by this paper.

Comments or submissions should be made to Tim Lane, Manager Strategy and Association Governance, at tlane@walga.asn.au by **Friday, 22 October**.

State Council's Governance Policy Team will meet in late October to consider member comments and submissions and provide guidance to inform a State Council agenda item, which will be considered at November Zone meetings and the 1 December meeting of State Council.

Following a State Council decision, advocacy will be undertaken with the Minister for Local Government.



**MEETING OF THE CHAPMAN VALLEY BUSHFIRE BRIGADES GROUP
MANAGEMENT ADVISORY COMMITTEE
TO BE HELD IN THE COUNCIL CHAMBERS, NABAWA
29 SEPTEMBER 2021
COMMENCING AT 4:06PM**

UNCONFIRMED MINUTES

1.0 ATTENDANCE & APOLOGIES

ATTENDANCE

Andrew Vlahov	President/Presiding Member
Darryl Burton	FCO Durawah/Valentine Brigade
Shaun Earl	FCO Yuna Brigade
Craig Mincherton	FCO Naraling Brigade
Cr Darrel Forth	Council Representative
Cr Trevor Royce	Council Representative
Cr Bev Davidson	Council Representative
Ben Clune	DFES
Maurice Battilana	Chief Executive Officer
Earl O'Donnell	Ranger/Fire Prevention Officer

OBSERVERS

Nil	
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APOLOGIES

Cr Anthony Farrell	President/Presiding Member
Cr Kirra Warr	Deputy President
Calvin Royce	FCO Howatharra Brigade
Jason Stokes	FCO Yetna Brigade

2.0 OPENING ADDRESS

A Vlahov (CBFCO) presided over the meeting and welcomed Members and Observers and declared the meeting open at 4:06pm.

3.0 DECLARATION OF INTEREST

Nil

4.0 GENERAL BUSINESS

4.1 New Work Health & Safety legislation & Industrial Manslaughter Issue

The meeting discussed the possible ramifications of the new WHS legislation on Volunteer Bushfire Brigade Members with the following issues raised:

- ~ Training – is it “*Once Trained – Always Trained*” or is there a need for refresher training courses to be conducted periodically.
- ~ Are FCOs, Volunteers & Elected Members captured as liable entities as an “*Other*” under Section 29 of the WHS Act.
- ~ What is considered a critical number of Brigade Members for a Brigade to be viable (e.g. some Brigades in the Shire have only 3 or 8 members actually registered).
- ~ Is it possible to merge Brigades in the Shire to minimise the expected administrative red tape expected to be imposed on the Brigades & LGA (e.g. could there simply be one Brigade across the whole Shire).
- ~ Will the State provide resources to LGAs to put CESMs in place to those LGAs who currently do not have these positions to assist the LGAs & Brigades to comply?
- ~ How is an LGA expected to monitor the standard of private landowner vehicles attending a fire? If an accident happens and the FCO and/or LGA is not aware of an untrained person or substandard vehicle being involved in the incident, is the FCO or LGA still responsible under the legislation.
- ~ Can the legislation be amended to include the ability for the LGA to insure the PCBU, Officer, Elected Members, Volunteers if they are achieving a minimum operational standard for volunteers, staff, contractors. It is our understanding the current legislation does not permit insurance to be taken out for this purpose.
- ~ Will the State Government consider additional resources to be paid to LGAs via the ESL to assist with bringing volunteer training, PPE, operational standards, etc. up to a satisfactory level or is this simply another example of legislation being imposed upon LGAs without any consideration of ramifications and additional resource & cost requirements placed on the Ratepayer?
- ~ Has the State Government considered legislating the head of power for Bushfire Control from the LGA to DFES if an LGA cannot meet a minimum standard or the LGA requests this transfer? This will remove the current patchwork situation across the State of LGAs being poor, average, or compliant?
- ~ The chain of responsibility & liability when a fire moves from landowner to LGA Brigades to DFES remains ambiguous and needs clarity asap.
- ~ The Yuna Brigade has worked with the Shire and DFES to undertake a basic firefighting training course. The training will commence at **8:00am Wednesday 6th October 2021 at the Yuna Community Centre** with approximately **100 Brigade Members** confirming their attendance. It is expected this number will only increase. The Brigades felt this would be an excellent opportunity for members of parliament to attend the training day and possibly answer some of the questions volunteers have and/or take away the concerns of these volunteers.

14.0 CLOSURE

The CBFCO thanked everyone for their attendance and declared the meeting closed at 5:20pm

ATTACHMENT 10.3.2(b) - DRAFT BUSHIRE BRIGADE MEMBERSHIP PROCEDURES

EMP-001 Bushire Brigade Membership

MANAGEMENT PROCEDURE No.	EMP-001
MANAGEMENT PROCEDURE	BUSHIRE BRIGADE MEMBERSHIP
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	NA
RELEVANT DELEGATIONS	WORK HEALTH SAFETY ACT 2020

OBJECTIVES:

To stipulate the procedure to be followed for the recruitment and appointment of Bushfire Brigade Members in the Shire.

MANAGEMENT PROCEDURE STATEMENT/S:

1. Types of membership of bush fire brigade

The membership of a bush fire brigade consists of the following:

- a) firefighting members;
- b) auxiliary/support members;

2. Firefighting Members

Firefighting members are those persons being at least 18 years of age who undertake all normal brigade activities.

3. Auxiliary/Support Members

Auxiliary/Support members are those persons who are willing to supply free vehicular transport for firefighting members or firefighting equipment, or who are prepared to render other assistance required by the bush fire brigade, yet will not be able to participate in firefighting activities.

4. New Membership Application & Decision Process

- a) A new member is to complete the volunteer nomination form and accept the conditions for membership.
- b) The Brigade Fire Control Officer (FCO) should decide whether to recommend the application to the Chief Bush Fire Control Officer (CBFCO).
- c) The CBFCO must consider the application and make a recommendation to the Shire Chief Executive Officer (CEO) to accept or reject the application.
- d) The Shire CEO will make a determination on the acceptance or rejection of an application.
- e) The Shire CEO then must advise the applicant in writing of a final decision.
- f) The applicant has the right to appeal the decision of the Shire CEO. The appeal should be in writing addressed to the Shire CEO.
- g) The Shire CEO is to make a determination on the applicant appeal in consultation with the Brigade FCO and CBFCO.

5. Induction

All new members shall be—

- a) introduced to brigade members and shown all brigade facilities during induction by the Brigade FCO;
- b) instructed about any safety requirements by the Brigade FCO;
- c) made aware of brigade duties and responsibilities by the Brigade FCO;

- d) provided with a mentor/s until such time as they are familiar with Normal Brigade Activities by the Brigade FCO;
- e) made fully aware of the required initial and refresher training requirement of a Brigade Member or Shire Training Officer;
- f) made aware of local government guidelines, arrangements, policies and procedures by the Shire CEO.

(Note: The brigade member is to formally endorse they have completed all the above requirements in writing and provided this to the Shire CEO)

6. Dual Membership

A member may be a member of another local government brigade.

7. Conditions of Membership

- a) The conditions of membership shall refer to—
 - i. Firefighters; and
 - ii. Auxiliary/Support Members.
- b) A new firefighting member is required to complete the necessary Fire Fighter Training Courses as required by the local government prior to commencing active firefighter duties.
- c) Competency in these Training Courses shall be the minimum acceptable standard required for a firefighting member to perform active supervised and unsupervised firefighting duties. Currently this includes Induction and training Courses as determined by the Shire CEO —
 - i. All members must comply with the legislative requirements of the—
 - Bush Fires Act 1954 (WA);
 - FES Act 1998 (WA); and
 - Equal Opportunity Act 1984 (WA).
 - ii. All members must act within the—
 - Local Government guidelines, arrangements, policies and procedures;
 - Brigade's local policies (if applicable) yet the Local Government guidelines and policies will always take precedence over Brigade local policies;
 - Competency and commitment requirements for an active volunteer firefighter brigade member or ancillary/support member roles as required by the Shire CEO; and
 - State Hazard Plan – Relevant to Bushfires control, prevention and management
 - iii. Firefighting members must maintain currency of the appropriate licences to be able to operate brigade vehicles. Any traffic offence resulting in a suspension or loss of licence relevant to all members must be reported to the Brigade FCO, CBFCO and Shire CEO and the member must comply with the terms of their suspension.

8. Review of Membership Register Status

No later than 31 May in each year the Shire appointed Training Officer is to obtain from DFES the name, contact details and type of membership of each brigade member. This list is to be provided to the Shire CEO along with a matrix of all members training status (initial completion dates and refresher due dates).

9. Membership Requirements/Commitments

- a) Members are required to maintain currency in brigade activities and training to be deemed as an Active Firefighting Member and or be granted special considerations due to extenuating circumstances as determined by the Shire.
- b) If extenuating circumstances apply where a member is unable to meet brigade requirements /commitments, it shall be the responsibility of the member to notify the Brigade FCO of the circumstance, and the Brigade FCO will give considerations to the member and make a recommendation to the Shire CEO on the continuation of the membership (or not). The Shire CEO is then to determine the membership status of the member concerned.
- c) The Shire appointed Training Officer should endeavour to establish flexible arrangements for the member to meet training the requirements wherever possible, yet it remains the responsibility of the brigade member to ensure they comply with the training requirement as set by the Shire.

10. Failure to Comply with Requirements/Commitments

- a) Should a member of a brigade fail to comply with these Procedures, correspondence will be forwarded to the member requesting contact be made with the Shire CEO to indicate the intentions of the member's status.
- b) The Brigade Member may—
 - i. respond to the correspondence providing a reasonable explanation and request for alternative arrangements to be made for training or meeting obligations;
 - ii. request in writing for Leave of Absence from these Procedures due to personal circumstances; or
 - iii. terminate their membership.
- a) If a member fails to respond to the correspondence within fourteen (14) days a subsequent letter will be forwarded putting the member on final notice. Should a member fail to acknowledge the final notice within fourteen (14) days, the membership shall be terminated, to take effect from the date of the final notice.

11. Change of Members Details

The local government and DFES are to be notified of any change of personal details of a member. The Brigade FCO will advise the Shire CEO within fourteen (14) days of all membership detail change(s).

12. Leave of Absence

- a) A member may at any time request a Leave of Absence from all Procedural requirements/commitments for a period not to exceed twelve (12) consecutive months.
- b) The application should be made in writing and addressed to the Shire CEO.
- c) On completion of the Leave of Absence period the member must undertake any refresher training required before resuming active firefighting duties. If the request for Leave of Absence is for a medical condition the member must provide confirmation of fitness to the satisfaction of the CBFCO & Shire CEO to be able to resume active firefighting duties.

13. Grievance Process/Disciplinary Action

- a) The Shire is committed to providing an environment in which all persons can expect to be treated equally and with respect.
- b) All members are to have an understanding of the Shire's Grievance Policy and any other applicable Shire policies, procedures, arrangements, guidelines, etc.
- c) A grievance is any serious allegation, dispute or claim, arising during any training or activity in relation to an act committed by a member. Examples which may be considered a grievance include, yet not necessarily limited to—

- i. constitute a breach of these Procedures;
 - ii. bring the brigade and/or the Shire into disrepute;
 - iii. contravene any reasonable direction given by the Shire CEO, Brigade FCO, CBFCO or their delegate;
 - iv. disregard Shire regulations, policies, procedures, arrangements, guidelines, etc. as applicable;
 - v. jeopardise the safety of the member or others; or
 - vi. result in the member being convicted of, an offence for which an offender may be imprisoned.
- d) Where a grievance arises, an investigation must be conducted by the Shire CEO (in conjunction with the CBFCO if considered necessary by the Shire CEO) in accordance with the Shire's Grievance Policy & Procedures.
- e) During the investigation it may be determined the member should be suspended from all or part of brigade activities, subject to the Shire CEO's approval. If a member is to be suspended during the investigation the Shire CEO should notify the member in writing of the terms of the suspension, including the reason for the suspension and the time period. The time period for suspension during an investigation, should not exceed three (3) consecutive months. When an investigation is complete a report will be provided by the investigating officer to the CBFCO outlining the process of the investigation, the conclusions drawn and any recommended action.
- f) Disciplinary action in relation to the member may include—
- i. suspension of membership;
 - ii. termination of membership; or
 - iii. any other reasonable disciplinary action as determined by the Shire CEO in consultation with the CBFCO.
- g) If a disciplinary suspension is imposed, the Shire CEO must notify the member in writing of the suspension, including the suspension period and reason for suspension. Suspension may be from complete or specific brigade duties and activities.
- h) The period of disciplinary suspension shall be determined by the Shire CEO in consultation with the CBFCO.
- i) On completion of the suspension period the member may be required to undertake refresher training before resuming active firefighting duties which will be supervised and or acknowledged by the Shire CEO and/or Training Officer.
- j) If a membership is to be terminated, the Shire CEO will notify the member in writing, and provide a reason for termination. The Shire CEO is also advise the CBFCO, relevant Brigade FCO and Shire of the decision to terminate a membership
- k) Where a membership is terminated, all property owned by the local government should be returned to the local government within fourteen (14) days of giving notice. Failure to meet these conditions may require the local government to seek reimbursement of costs against the member.

15) Rights of a Volunteer Member

- a) A member shall not be suspended or dismissed from any brigade duty without an opportunity to defend the allegation.
- b) Any member may lodge a written objection to the Shire CEO should they consider they have been unfairly dealt with by the Committee.
- c) The Shire CEO & CBFCO shall consider the objection. This may include either—
 - i. dismissing the objection;
 - ii. variation to the decision; or
 - iii. revoking the original decision; and
 - ~ imposing an independent decision; or
 - ~ referring the matter back to the Shire Council to reconsider the decision.

16) Member Resignation

- a) A member can decide to resign from brigade activities and terminate their membership by notification to the Shire CEO.
- b) Where a member resigns, all property owned by the local government should be returned to the local government within fourteen (14) days of giving notice. Failure to meet these conditions may require the local government to seek reimbursement of costs against the member.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	
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Reviewed/Amended – Council Resolution:	
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KEEPING BUSHFIRE VOLUNTEERS SAFE AND WELL

17 FEBRUARY 2021

By: **LGIS**



A local government's safety obligations

Local government organisations must, as far as 'reasonably practicable' ensure volunteers are not harmed as a result of work carried on their behalf. **Most would agree that the role bushfire volunteers carry out on behalf of local government, is valuable and high risk.**

Whilst legislation does not specify the steps local government must take to prevent harm to volunteers - it's important to consider the severity of any potential injury and harm to health, the likelihood of this harm occurring, and the availability of both financial and physical control measures. **The legislation is broad and states that hazards and risks must be identified, assessed, and controlled in a 'reasonably practical' manner.**

The level of risk associated with the volunteer activity will influence the actions required by a local government. **For those local governments that have a team of bushfire volunteers there will need to be extensive action to ensure bushfire volunteers are not harmed, and return home safe and well to their families.**

Doing what is 'reasonable and practical' will depend on the circumstances of each case. It is expected that local governments undertake the following activities, to demonstrate their commitment to ensuring the safety of bushfire volunteers.

Local government responsibility	Practical steps to achieve
<ul style="list-style-type: none"> • Ensure all potential hazards have been identified and controls in place. Communicate this to volunteers. 	<ul style="list-style-type: none"> • Identify hazards associated with the environment, work tasks, and activities. Assess the risk and controls in accordance with hazard management processes and procedures. Actively communicate to all volunteers.
<ul style="list-style-type: none"> • Dual control of a workplace. e.g.: Bushfire event, work in collaboration with other parties (BFB, DFES) to ensure the safety of volunteers. 	<ul style="list-style-type: none"> • Maintain regular consultation, agreed handover procedures, and clear roles and responsibilities, between all parties.
<ul style="list-style-type: none"> • Take action to ensure that volunteers understand their duties and responsibilities. 	<ul style="list-style-type: none"> • Provide volunteers with training on their roles and responsibilities, as well task specific training.
<ul style="list-style-type: none"> • Ensure policies and procedures are in place for the clear governance of recruitment, screening and supervision of volunteers. 	<ul style="list-style-type: none"> • Manage your volunteer recruitment process, with clear framework, including supervision of volunteers.
<ul style="list-style-type: none"> • Allocate sufficient resources (physical and financial) to effectively manage and develop the volunteer program. 	<ul style="list-style-type: none"> • Make sure responsibilities form part of individual roles and financial resources are in place (sufficient budget for adequate training, supply of PPE etc.)
<ul style="list-style-type: none"> • Provide volunteers with personal protective clothing and equipment (PPC & PPE) and safety equipment, where required. 	<ul style="list-style-type: none"> • Ensure PPC & PPE is budgeted for and available to volunteers. Make sure volunteers know when and how to use PPE and equipment.
<ul style="list-style-type: none"> • Communicate and consult with volunteers on occupational safety and health issues. Induct, train, and instruct volunteers in their tasks. 	<ul style="list-style-type: none"> • Provide volunteers with an induction, safety information, safety manuals, and appropriate training.

For more information or assistance, contact LGIS Safety Program Manager Emma Horsefield at emma.horsefield@lgiswa.com.au or contact your regional risk coordinator.

EMP-002 Bushfire Brigade Member Training

MANAGEMENT PROCEDURE No.	EMP-002
MANAGEMENT PROCEDURE	VOLUNTEER BUSHFIRE BRIGADE MEMBER TRAINING
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	NA
RELEVANT DELEGATIONS	

OBJECTIVES:

This Management Procedure provides the training and eligibility criteria for a person to be appointed and continue as a Volunteer Bushfire Brigade Member within the Shire of Chapman Valley with the following objectives:

1. To ensure a person has the relevant training and qualifications necessary to hold the position of a Volunteer Bushfire Brigade Member; and
2. To ensure these skills qualifications are maintained by the appointed Volunteer Bushfire Brigade Member.

MANAGEMENT PROCEDURE STATEMENT/S:

1. To be eligible for appointment as a Volunteer Bushfire Brigade Member, a person must have successfully completed the Bushfire Brigade Membership process as detailed in EMP-001.
2. A person will only be eligible to maintain their appointment as a Volunteer Bushfire Brigade Member if they complete the initial training required of the position within six (6) months of appointment.
3. For a person to continue as a Volunteer Bushfire Brigade Member, they must complete the required training course and refresher courses at intervals determined by the Shire Chief Executive Officer.
4. A person is not able to attend a firefighting ground under the control/management of a Shire of Chapman Valley Brigade or Department of Fire & Emergency Service (DFES) until the required training and refresher courses, as determined by the Shire Chief Executive Officer, have been successfully completed.
5. The Shire Chief Executive Officer will be guided by the Department of Fire & Emergency Service's best-practice training requirements for a Volunteer Bushfire Brigade Member relevant to local governments of the size and nature of the Shire of Chaman Valley.
6. Volunteer Bushfire Brigade Member prior learning and qualifications will to be taken into consideration for recognition by the Chief Executive Officer, in consultation with DFES and the Shire Chief Bush Fire Control Officer (CBFCO).
7. Volunteer Bushfire Brigade Member may to be assessed as 'competent' by an appropriately qualified assessor, in consultation with CEO, DFES and the Shire CBFCO, rather than needing to undertake initial training, yet this will not remove the need for periodical refresher training to be undertake by the Member.
8. All Volunteer Bushfire Brigade Member drivers must hold a valid and current class of driving license for the Vehicle Type being driven.

All Volunteer Bushfire Brigade Member drivers must have the approval of the Brigade FCO CBFCO, Deputy CBFCO to drive the vehicle and where possible complete the DFES approved course for the appropriate class of vehicle.

Volunteer Bushfire Brigade Member driver holding "P" Plates may drive appliances as part of driver training; however are not to drive to or at emergency/incidents.

9. All Volunteer Bushfire Brigade Member are to be encouraged to complete & maintain the St Johns Senior First Aid Course.
10. Auxiliary Bushfire Brigade Members may attend training courses on an as-needs/non-compulsory basis.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-10
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32; 09/16-5



Course Catalogue

Bushfire Centre of Excellence Training Products

Version V.1.0

Document Control

Document History

Content Manager No.:		
Version Number	Amendments	Date Published
V.1.0	Initial development	Sept 2021

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Enquiries should be addressed to:

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Acknowledgement

Department of Fire and Emergency Services (DFES) acknowledges the Traditional Owners of Country throughout Australia, and their connections to land, sea and community. We pay our respects to Elders past and present.

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Introduction

The Bushfire Centre of Excellence (BCoE) training team is focused on the development and delivery of bushfire and planned burning training within the bushfire sector. Training is developed and delivered collaboratively with a range of relevant stakeholders.

Courses are delivered from the BCoE facility and in the regions where support is provided by the BCoE team. Unless specifically stated, courses are open to DFES volunteers and staff, local government volunteers and staff, staff from Department of Biodiversity, Conservation and Attractions (DBCA) and other stakeholders in the sector.

This document has been developed to provide an overview of all published BCoE training products.

DFES0420 Advanced bush firefighting

Description

This course provides volunteer firefighters with advanced knowledge of the effect of fuel types, topography and weather on fire behaviour, and the considerations when using appropriate strategies to combat bushfires.

Target Audience

Experienced firefighters with an interest in enhancing their bush firefighting skills and knowledge and potentially taking on more responsibility on the fireground.

It is recommended that personnel have a minimum of **3 years** of active operational experience.

Participants must also be on one of the following Training Programs:

- BFS Advanced Firefighter - Role Based
- VFRS Active Firefighter - Role Based
- VFES Active Firefighter - Role Based

Entry Requirements

To access this course, personnel must hold:

- DFES0995 Bushfire safety awareness
- DFES1023 Firefighting skills

Key Subject Area

- Reporting procedures and resource preparation when responding to bushfire
- Impact of different fuel types on fire behaviour
- Major weather conditions and the effect on fire behaviour

Key Subject Area (continued)

- Different suppression techniques for different fuel types
- General principles of backburning for different fuel types
- Mop-up techniques and patrols
- Precautions to be taken when fighting bushfires

Duration

1 day (face-to-face)



DFES1011 Assist with planned burning

Description

This course covers the skills and knowledge required for volunteers to assist in planned burning activities in a safe manner.

Participation at a planned burn offers newer firefighters the opportunity to gain valuable knowledge and experience on fire characteristics and behaviour in an environment with greater controls in place.

Target Audience

Relevant personnel from the Bush Fire Service, Volunteer Fire and Rescue Service and Volunteer Fire and Emergency Service who are involved in planned burning.

It is recommended that personnel have a minimum of **1 year** of active operational experience.

Entry Requirements

To access this course, personnel must hold:

- DFES0995 Bushfire Safety Awareness and;
- DFES1023 Bush Firefighting Skills OR
- PUA FIR204 Respond to Wildfire or equivalent

Key Subject Area

- Introduction to planned burning
- Preparation for planned burning
- Conducting the planned burn

Duration

1 day (face-to-face)

DFES1055 Bushfire fundamentals

Description

This course covers the knowledge required for personnel to provide incident support at bushfires.

It is not intended to replace DFES0995 Bushfire safety awareness that volunteer firefighters and SES members complete as a part of their training program.

Target Audience

- DFES corporate personnel
- Non-operational personnel on a DFES Pre-formed Team (PFT) roster and other rosters
- Utilities such as Western Power, Telstra, Synergy
- Lifelines such as Department of Families, St John
- Other agencies such as Department of Defence, WA Police Force, Indigenous Rangers, contractors

Entry Requirements

There are no prerequisites for this course.

Key Subject Area

- Describe Australasian Inter-Service Incident Management System (AIIMS) and the role of WA fire agencies in bushfire response
- Bushfire characteristics and behaviour
- Bushfire safety and survival procedures

Duration

1 day (face-to-face)

DFES0995 Bushfire safety awareness

Description

This course covers the skills and knowledge required for volunteers to identify characteristics and behaviour of fire, methods/strategies to operate safely (and survive) on the fire ground and considerations when selecting fire suppression strategies.

Bushfire safety awareness is made up of three modules and has been designed to be completed in the following order:

- DFES1020 Bushfire characteristics and behaviour
- DFES1019 Bushfire safety and survival
- DFES1021 Suppress bushfire* (including RUI)

*SES do not need to complete DFES1021 Suppress bushfire.

Target Audience

Relevant personnel who are involved in bushfire operations, either as a firefighter or support capacity from the Bush Fire Service, Volunteer Fire and Rescue Service, Volunteer Fire and Emergency Service and State Emergency Service.

Participants must be on one of the following Training Programs:

- BFS Bush Firefighter
- VFRS Probationary Firefighter
- VFES Foundation Firefighter
- SES Role Based Training

Entry Requirements

There are no prerequisites for this course.

Key Subject Area

- Safety and survival procedures for self and others
- Factors that influence bushfire behaviour
- Fire characteristics
- Strategies to suppress bushfire
- Relevant documentation

Duration

2 days (face-to-face)*

*For SES members, the training can be completed in 1 day.



DFES0406 Crew leader

Description

The purpose of this course is to provide volunteer firefighters with the knowledge and skills to work autonomously in leading their crew and/or controlling an emergency incident (safely, effectively and efficiently) using the principles of the Australasian Inter-Service Incident Management System (AIIIMS).

Target Audience

It is recommended that personnel have a minimum of **3 years** of active operational experience.

Participants must also be on one of the following Training Programs:

- BFS Advanced Firefighter - Role Based
- VFRS Active Firefighter - Role Based
- VFES Active Firefighter - Role Based

Entry Requirements

To access this course, personnel must hold:

- DFES0995 Bushfire safety awareness
- DFES1023 Firefighting skills
- DFES0420 Advanced bush firefighting

Key Subject Area

- Procedures to prepare for crew tasks
- Techniques to lead a crew to perform tasks
- Duties to conclude tasks

Duration

1 day (face-to-face)

DFES0408 Fire control officer

Description

This course provides knowledge and understanding of Local Government legislative authority and powers pursuant to the *Bush Fires Act 1954* and associated *Bush Fires Regulations 1954*.

Target Audience

Personnel appointed or likely to be appointed to the role of FCO. It is optional for personnel including Bushfire Risk Management Officers, Bushfire Risk Planning Coordinators and Community Emergency Services Managers.

It is recommended that personnel have a minimum of **5 years** of active operational experience.

Volunteers may access this course as part of one of the following Training Programs:

- BFS Leadership
- VFES Training Program Specialist Courses
- VFRS Training Program Specialist Courses

Entry Requirements

Volunteers must hold AIIMS0012 Incident Controller Level 1.

There are no course pre-requisites for local government staff.

Key Subject Area

- WA Fire Services
- Legislation, powers and authority
- The role of the Fire Control Officer (FCO)
- Permits

Key Subject Area (continued)

- Principles of AIIMS
- Bushfire incident arrangements
- Occupational Health and Safety
- Local issues

Duration

1 day (face-to-face)



DFES1052 Fire weather 1

Description

This course covers knowledge and skills required to assess and interpret weather information in relation to its impact on fire behaviour. It includes collecting, interpreting, analysing and recording weather information.

Target Audience

It is recommended that personnel have a minimum of **5 years** of active operational experience and undertake one of the following roles:

- Sector and Divisional Commander, Operations Officer, Incident Controller, Planning Officer or Intelligence Officer or those preparing to undertake these roles.
- Duty Officer, Regional Duty Coordinator, Fire Control Officer or Fire Weather Officer.
- Fire behaviour analysts/modelling and prediction officers.

It is also optional for Crew Leaders, Lieutenants and Senior Firefighters.

Entry Requirements

To access this course, personnel must hold one of the following:

- DFES0420 Advanced bush firefighting OR
- DBCA Firefighting crew leader OR
- PUAFIR303 Suppress wildfire or equivalent

Key Subject Area

- Describe methods to collect weather information
- Interpret weather information
- Interpret weather information for fire context
- Record and report weather information and potential fire impacts

Duration

2 days (face-to-face)



DFES1023 Firefighting skills

Description

This course covers the skills and knowledge required for volunteers to use equipment safely on the fire ground.

The recommended minimum standard for all personnel undertaking bushfire suppression or planned burning activities is the completion of both DFES0995 Bushfire safety awareness and DFES1023 Firefighting skills.

This course is made up of five different modules:

- DFES1022 Introduction to map reading
- DFES1026 Introduction to communications
- DFES0996 Tools and equipment
- DFES1010 Ropes and ladders (optional*)
- DFES0999 Crew protection

Introduction to map reading provides the skills to interpret and use maps.

Introduction to communications covers the skills and knowledge for volunteers to use basic communication systems, equipment and techniques used by fire agencies in Western Australia.

Tools and equipment covers the skills and knowledge for volunteers to use tools and equipment required to fight fires.

Ropes and ladders covers the skills and knowledge for volunteers to use ropes and ladders when required.

**Ropes and ladders is optional and may not be delivered as part of this course.*

Crew protection covers the skills and knowledge required to apply safety procedures and be responsible for personal safety and the safety of others at an incident.

Target Audience

Relevant personnel who are involved in bushfire operations from the Bush Fire Service, Volunteer Fire and Rescue Service and Volunteer Fire and Emergency Service.

Participants must be on one of the following training programs:

- BFS Bush Firefighter
- VFRS Probationary Firefighter
- VFES Foundation Firefighter

Entry Requirements

There are no prerequisites for this course.

Key Subject Area

Introduction to Map Reading:

- Describe the use and features of a map
- Explain a range of maps
- Determine current location on a map
- Plan a route to the incident location

Introduction to Communications:

- Communication systems
- Communication equipment
- Operating procedures
- Call signs and pro words
- Radio voice procedures

Tools and Equipment:

- Hydrants, hoses, extinguishers
- Use hand tools and equipment
- Range of firefighting tools and equipment
- Purpose and use of firefighting tools and equipment
- Hand signals used by firefighters

Key Subject Area (continued)

Ropes and Ladders (optional):

- Knots
- Extension ladders

Crew Protection:

- Wear or operate the relevant safety equipment to ensure crew protection
- Identify safety issues when wearing or operating the relevant safety equipment

Duration

2 days (face-to-face)



DFES0004 Machine supervision for bushfire

Description

This course provides the knowledge required to supervise the use of machines used in bush fire suppression, employing them to best advantage whilst also maintaining safety.

Target Audience

Personnel such as Crew Leaders, Task Force Leaders and Sector Commanders.

It is recommended that personnel have a minimum of **3 years** of active operational experience.

Participants must be on one of the following Training Programs:

- VFRS Active Firefighter - Role Based or Specialist Course
- VFES Active Firefighter - Role Based or Specialist Course
- BFS Specialist Course

Entry Requirements

To access this course, personnel must hold one of the following:

- DFES1000 Crew Leader OR
- DBCA Crew Leader OR
- PUA FIR303 Suppress wildfire or equivalent

Key Subject Area

- Machines in fire control operations
- Role of machine supervisors
- Machines used in fireline construction

Key Subject Area (continued)

- Techniques for bushfire attack
- Location and construction of fire control lines
- Mop-up and rehabilitation
- Pre-planning and use of machines
- Briefings and monitoring performance

Duration

1 day (face-to-face)



DFES0009 Plantation firefighting

Description

This course is designed to enhance the knowledge and skills related to operating in plantation fuel types. It will provide an understanding of how fire behaviour varies with plantation age and which firefighting techniques are appropriate at each age of the plantation life cycle.

Target Audience

It is recommended that personnel have a minimum of **3 years** of active operational experience.

Participants may access this course as part of the:

- BFS Training Program Specialist/Optional Courses
- VFES Training Program Specialist Courses
- VFRS Training Program Specialist Courses

Entry Requirements

To access this course, personnel must hold:

- DFES0995 Bushfire safety awareness, and
- DFES1023 Firefighting skills

Key Subject Area

- Plantation fuel characteristics and life cycles
- Weather factors in plantations of different ages
- Plantation management practices
- Methods of fire suppression in plantation fires
- Hose lay and relay pumping in plantations
- Hand tools in plantations

Duration

1 day (face-to-face)

DFES1056 Rural fire awareness

Description

This course covers the knowledge required for personnel to provide incident support at bushfires including bushfire response strategies.

It is not intended to replace DFES0995 Bushfire safety awareness that volunteer firefighters and SES members complete as a part of their training program.

Target Audience

- Farmers/Pastoralists
- Rural Landowners/Managers

Entry Requirements

There are no prerequisites for this course.

Key Subject Area

- Describe AIIMS and the role of WA fire agencies in bushfire response
- Bushfire characteristics and behaviour
- Bushfire safety and survival procedures
- Strategies to support bushfire response

Duration

1 day (face-to-face)