

ORDINARY COUNCIL MEETING

AGENDA

**9:00am Wednesday
16 February 2022
Council Chambers**

FEBRUARY 2022

SHIRE OF CHAPMAN VALLEY
Jamie Criddle
CHIEF EXECUTIVE OFFICER

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



SHIRE OF
Chapman Valley
love the rural life!

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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.

A handwritten signature in black ink, appearing to read 'Jamie Criddle', is positioned above the printed name and title.

Jamie Criddle
CHIEF EXECUTIVE OFFICER

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ORDER OF BUSINESS

1.0 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS

2.0 ACKNOWLEDGEMENT OF COUNTRY

I would like to acknowledge the traditional owners of the land we are meeting on today, the Naaguja people, and we pay our respects to elders both past, present and emerging.

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

3.1 Attendees

3.2 Apologies

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

Nil

4.0 PUBLIC QUESTION TIME

4.1 Response to Previous Public Questions on Notice

Nil

4.2 Public Question Time

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

6.0 DISCLOSURE OF INTEREST

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

Section 5.60A:

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

Section 5.60B:

“a person has a proximity interest in a matter if the matter concerns –

(a) a proposed change to a planning scheme affecting land that adjoins the person’s land; or

(b) a proposed change to the zoning or use of land that adjoins the person’s land; or

(c) a proposed development (as defined in section 5.63(5)) of land that adjoins the person’s land.”

Regulation 34C (Impartiality):

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

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

7.0 PETITIONS/DEPUTATIONS/PRESENTATIONS

7.1 Petitions

Nil

7.2 Presentations

10:30am - Llew Withers (Contracted Consultant) Public Health Plan

7.3 Deputations

Nil

8.0 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

8.1 Ordinary Meeting of Council held on Wednesday 15 December 2021

That the Minutes of the Ordinary Meeting of Council held Wednesday 15 December 2021 be confirmed as true and accurate.

9.0 ITEMS TO BE DEALT WITH EN BLOC

10.0 OFFICERS REPORTS

10.1

Deputy Chief Executive Officer

10.1 AGENDA ITEMS

10.1.1 Proposed Betting Agency – Valley Tavern

10.1.2 Proposed Extractive Industry (Sand & Gravel)

10.1.3 Lot 629 Chapman Valley Road, Nabawa

10.1.4 Proposed Offshore Wind Farm Investigations

10.1.1 Proposed Betting Agency - Valley Tavern

PROPOSER:	Searange Holdings Pty Ltd
SITE:	3354 (Lot 1) Chapman Valley Road, Nabawa (Valley Tavern)
FILE REFERENCE:	A657
PREVIOUS REFERENCE:	Nil
DATE:	4 February 2022
AUTHOR:	Simon Lancaster, Deputy Chief Executive Officer

SUPPORTING DOCUMENTS:

Nil

DISCLOSURE OF INTEREST

Nil

BACKGROUND

Council is in receipt of an application to install 2 self-serve betting terminals at the Valley Tavern. The application has been advertised for comment and no objections were received. This report recommends that Council approve the application.

COMMENT

3354 (Lot 1) Chapman Valley Road is a 1.2219ha property in the Nabawa townsite that contains the Valley Tavern and 24 hour fuel bowsters.

The applicant is seeking to install 2 self-serve betting terminals in the Valley Tavern in the north-west corner of the front bar area.

Figure 10.1.1(a) – Location map for 3354 (Lot 1) Chapman Valley Road, Nabawa



Figure 10.1.1(b) – Valley Tavern



Figure 10.1.1(c) – Example of self-serve betting terminals



STATUTORY ENVIRONMENT

3354 (Lot 1) Chapman Valley Road, Nabawa is zoned 'Commercial' under the Shire of Chapman Valley Local Planning Scheme No.3. Table 1 of the Scheme lists the objectives for this zone as being:

- *To provide for a range of shops, offices, restaurants and other commercial and community facilities outlined in the townsite.*
- *To maintain the compatibility with the general streetscape, for all new buildings in terms of scale, height, style, materials, street alignment and design of facades.*
- *To ensure that development is not detrimental to the amenity of adjoining owners or residential properties in the locality."*

The proposed development would meet with the definition of 'Betting Agency' which is defined by the *Planning and Development (Local Planning Schemes) Regulations 2015* as "an office or totalisator agency established under the *Racing and Wagering Western Australia Act 2003*."

'Betting Agency' is listed as an 'A' use in the 'Commercial' zone, that is a land use that must be advertised for comment prior to determination.

POLICY/PROCEDURE IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil Shire budgetary impact.

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

It is accepted that the offering of betting services is a commonplace part of tavern operations. It is also noted that refusal of this application based on a philosophical objection to gambling and the harms it can cause would not prevent the activity from taking place as modern technologies already allow individuals to undertake gambling within the tavern from their own mobile devices should they wish to do so.

Council may wish to apply a condition of approval requiring that the tavern operator display a responsible gambling sign or signs in the vicinity of the self-serve terminals and/or adopt a code of conduct (that may include passive strategies such as adoption of, and provision of information about, a venue self-exclusion program and where to seek help for problem gambling, and active strategies relating to recognising and responding to signs of problem gambling).

Strategic Community Plan/Corporate Business Plan:

The Shire of Chapman Valley Strategic Community Plan was endorsed by Council at its 15 November 2017 meeting and includes the following objectives of relevance:

No.	Objective	Strategy	Action	Timeline
2.1	Build population and business activity through targeted strategies	Support business development	Ensure Planning is in place to encourage business development	Short
2.2	Provide support for business development and local employment	Research mixed land use opportunities	Investigate possible planning improvements	Medium
2.4	Ensure town planning complements economic development activities	Town Planning Review/Initiatives	Ensure Planning is in place to encourage economic development activities	Medium
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	Ongoing
5.4	Ensure robust process for economic and infrastructure development	Town Planning Review/Initiatives	Ensure Planning is in place to encourage economic development activities	Short

CONSULTATION

The application was advertised from 4/1/22 until 28/1/22 with the Shire; writing to all landowners within 250m of Lot 1 and also the Gaming & Wagering Commission inviting comment; placing a sign on-site advising of the received application and the opportunity for comment; and displaying a copy of the application and background information on the Shire website.

At the conclusion of the advertising period no submissions had been received.

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 a Betting Agency to operate from within the Valley Tavern building upon 3354 (Lot 1) Chapman Valley, Nabawa subject to the following conditions:

- 1 Any additions to or change of use of any part of the buildings or land (not the subject of this consent/approval) considered by the Shire Chief Executive Officer to represent significant variation from the approved development requires further application and planning approval for that use/addition.
- 2 The installation and subsequent maintenance of any external signage shall be to the satisfaction of the local government.
- 3 The display of a responsible gambling sign in a conspicuous position in the vicinity of the self-serve terminals (advising of the services available to assist problem gamblers) to the satisfaction of the local government.

Notes:

- (a) The applicant is advised that this planning approval does not negate the requirement for any additional approvals which may be required under separate legislation. It is the applicant's responsibility to obtain any additional approvals required before the development/use lawfully commences.
- (b) If the applicant is aggrieved by this determination there is a right (pursuant to the *Planning and Development Act 2005*) to have the decision reviewed by the State Administrative Tribunal. Such application must be lodged within 28 days from the date of determination.

10.1.2 Proposed Extractive Industry (Sand & Gravel)

PROPONENT:	K & G Quadrio & QEM Group Pty Ltd
SITE:	320 (Lot 13) Urch Road, Narra Tarra
FILE REFERENCE:	A1058
PREVIOUS REFERENCE:	12/16-3
DATE:	8 February 2022
AUTHOR:	Simon Lancaster, Deputy Chief Executive Officer

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.1.2(a)	Received application		√
10.1.2(b)	Received submissions		√
10.1.2(c)	Schedule of Submissions		√
10.1.2(d)	Applicant response to submissions		√

DISCLOSURE OF INTEREST

Nil

BACKGROUND

Council previously received an application to extract sand from 2 sites, and gravel from 1 site, upon 320 (Lot 13) Urch Road, Narra Tarra in 2016 and this was advertised to surrounding landowners and relevant government agencies inviting comment prior to being placed before a meeting of Council for determination. Council subsequently resolved at its 14 December 2016 meeting to approve, subject to conditions, gravel extraction from the requested site, and sand extraction from 1 of the requested sites only (this being the southern of the 2 proposed sand extraction sites with the northern proposed sand extraction site being refused).

This approval was for a period of 5 years, after which time the matter was to be returned to Council for further consideration as to any impacts arising from the operation of the development in its determination on whether to grant any extension to the approval period.

The applicant has applied to continue the extractive industry, and is seeking approval to extract sand from 2 sites, and gravel from 1 site. The application has again been advertised for comment to surrounding landowners and relevant government agencies inviting comment and is now presented to Council for its consideration. This report recommends approval of the gravel extraction area, approval of the southern sand extraction area and refusal of the northern sand extraction area

COMMENT

The applicant owns 320 (Lot 13) Urch Road which is a 195.26ha property that contains a residence and outbuilding at its eastern end. The undulating property is largely cleared with the exception of remnant vegetation on outcrop areas.

Figure 10.1.2(a) – Location map for 320 (Lot 13) Urch Road, Narra Tarra

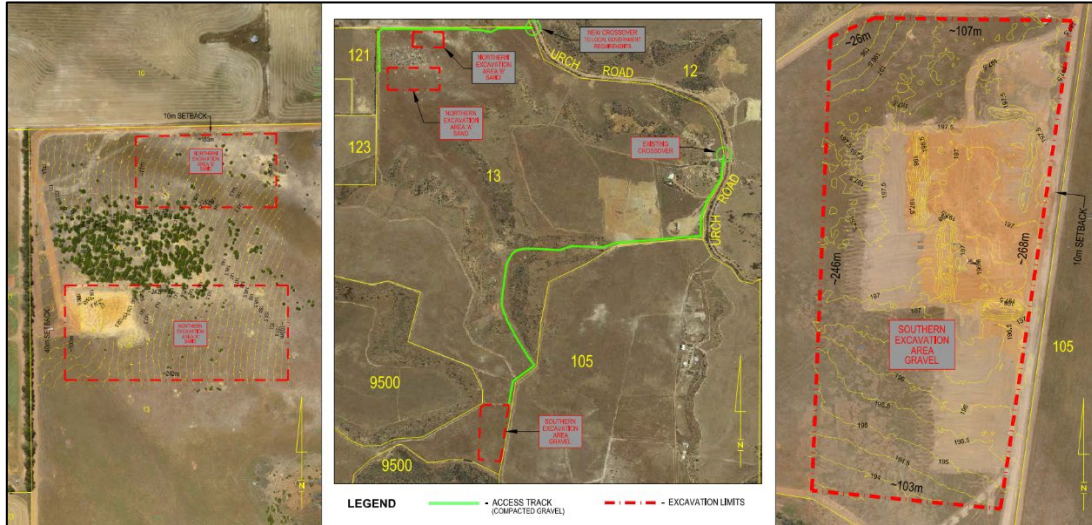


The recent development history for 320 (Lot 13) Urch Road, Narra Tarra as follows:

16 December 2002	Shire approval issued for outbuilding upon property.
1 January 2006	Shire approval issued for residence upon property.
29 March 2011 - 19 April 2011	Shire advertised application for extractive industry (gravel).
28 April 2011	Shire issued conditional 5 year approval for extractive industry (gravel).
5 February 2013	Shire wrote to landowners of Lot 13, in response to complaints received from 2 landowners along Urch Road regarding truck movements on Sunday. Shire reminded landowner that the approval conditions restricted extractive industry operations to 7:00am-6:00pm Monday to Saturday (and not on public holidays).
19 & 20 March 2013	Shire received complaints concerning dust from truck movements along Urch Road from the operation upon Lot 13, and from a separate extractive operation operated by another landowner on Lot 12.
20 March 2013	Council advised of received complaints.
26 March 2013	Council viewed Urch Road on its Road Inspection Tour.
17 April 2013	Shire received Freedom of Information request for details concerning extractive industry operations.
14 May 2013	Landowner of Lot 13 Urch Road advised Shire that there had been a total of 166 truckloads operating from their gravel pit in the last 2 years.
23 July 2013	Shire received complaint concerning speed of truck movements along Urch Road. Shire wrote to gravel pit operator requesting that truck drivers going to and from the pit travel at a safe speed along Urch Road. Operator advised that trucks travel at 60km/hour along Urch Road and if they exceed this they are not allowed to return. Operator installed signs to this effect at commencement of Urch Road and entrance to property
19 November 2013	Shire received complaint of 4 truck movements on a Sunday in the last 6 months relating to Lot 13. Shire advised complainant that Urch Road is open to general vehicle movement and unless the trucks are identified as specifically travelling for the purpose of carrying extracted material from the site, or involved in transporting machinery used for extractive purposes this would not be considered as associated with the extractive industry approval.
19 December 2013	Shire received complaint concerning dust from truck movements along Urch Road, complaint did not elaborate whether this was from movements associated with the extractive industry upon Lot 13 or the separate operation by a different landowner upon Lot 12. Shire advised complainant that if dust emissions relate to the load itself or from the extractive industry site itself then this was an issue addressed by the

	conditions of approval. If the complaint concerned vehicles driving along an unsealed public road within the approved hours of operation and within the prescribed speed limit then this would not be considered to be exceeding the conditions of approval.
28 April 2016	5 year approval period for extractive industry (gravel) expired.
8 September 2016	Shire received complaint concerning extraction of sand from area close to the northern boundary of Lot 13 and associated truck movements along the northern boundary of Lot 13. Shire inspected Lot 13 and made contact with landowner to advise that previous extractive industry approval relating to the property had been for gravel only and from a pit to the south-west of the residence, not from elsewhere on the property. Landowner advised that 8 x 6-wheeler truck loads (approx. 9m ³) had been taken from the site for a sand pad for their own residence to be constructed in Geraldton and not for wider commercial purposes. Landowner further advised that they would conduct a test sample of the sand and should it be of a suitable quality would make application to the Shire for an extractive industry. Shire wrote to landowners of Lot 13 to advise that approval for extractive industry upon Lot had been for gravel only, from one specific location, and this had expired on 29 April 2016.
13 September 2016	
8 November 2016	Shire commenced advertising of received application for extractive industry (gravel & sand).
2 December 2016	Advertising period concluded.
14 December 2016	Council resolved to approve the application for gravel extraction from the requested site, and sand extraction from 1 of the requested sites only (this being the southern of the 2 proposed sand extraction sites with the northern proposed sand extraction site being refused). The approval was subject to 17 operational and management conditions and was for a period of 5 years <i>"after which time the application shall be returned to Council for its consideration as to any impacts arising from the operation of the development in its determination on whether to grant any extension to the approval period"</i> . The minutes from the 14 December 2016 Council meeting can be viewed at the following link: https://www.chapmanvalley.wa.gov.au/documents/232/ordinary-meeting-of-council-minutes-december-2016
24 April 2017	Shire received complaint about number of truck movements along Urch Road and the dust this was generating. Applicant agreed to operate a water truck along Urch Road to address issue.
9 December 2021	Applicant advised that they would like to continue the extractive industry.
20 December 2021	Applicant lodged an application to extract sand from 2 sites, and gravel from 1 site for consideration.
22 December 2021	Advertising of application commenced.
28 January 2022	Advertising of application concluded.

Figure 10.1.2(b) – Application illustrations of sand & gravel extraction areas upon Lot 13 Urch Road



The application before Council is for the following:

- 3.05ha Southern Excavation Area (gravel), proposed excavation depth 1m, proposed annual excavation 6,200m³, proposed total excavation of 31,000m³ over 5 years, 705m from closest residence;
- 2.49ha Northern Excavation Area 'A' (sand), proposed excavation depth 2.5m, proposed annual excavation 12,400m³, proposed total excavation of 62,000m³ over 5 years, 440m from closest residence;
- 1.2ha Northern Excavation Area 'B' (sand), proposed excavation depth 1.5m, proposed annual excavation 3,600m³, proposed total excavation of 18,000m³ over 5 years, 415m from closest residence.

Figure 10.1.2(c) – Aerial photo of sand extraction area upon Lot 13 Urch Road



Figure 10.1.2(d) – Aerial photo of gravel extraction area upon Lot 13 Urch Road



The extractive industry is proposed to have operating hours of 7:00am–6:00pm Monday to Saturday, with no operation on Sundays or public holidays. The extractive industry would operate on an intermittent, as required basis.

On-site activities would involve a loader removing topsoil and overburden for storage in bunds around the excavation area, and loading directly onto a truck for transportation off-site. Stockpiling would be kept to a minimum and processing of the resource on-site would not be required.

At the conclusion of the excavation activity the overburden and topsoil would be replaced on the excavation area floor and the site graded and returned to pasture for stock.

The applicant has advised that the extractive industry would involve 2 truck movements per day for smaller contracts (typically 1-2 days at a time), and 10 vehicle movements per day for larger contracts (potentially up to 2 weeks). Trucks would be either a 12 tonne, 6 wheeler truck or a 25 tonne capacity truck and trailer.

Council required in 2016 that all extractive industry traffic must access Urch Rod via the existing crossover that serves the residence upon Lot 13 as this provided a safer location and would present less dust impacts to neighbouring landowners to the north of Lot 13. The 2016 application had proposed that access to the sand extraction area be via a new access track from Urch Road along the northern boundary of Lot 13, and access to the gravel pit be via the existing internal track that accessed onto Urch Road at the residence driveway (that had also served as the access point for the previously operated 2011 gravel pit).

A copy of the received application, that provides further information on the proposed development, along with a management plan, noise management procedures, dust management procedures, and an environmental management plan has been provided as **separate Attachment 10.1.2(a)**. This information was provided to surrounding landowners and relevant government agencies, inviting comment, and the outcomes of the advertising period are summarised in the Consultation section of this report.

**Figure 10.1.2(e) – View looking south of shared Lot 13 access to residence and extractive industry
(Urch Road on left, driveway entrance on right)**



Figure 10.1.2(f) – Panorama view of sand extraction area upon Lot 13 Urch Road looking north



Figure 10.1.2(g) – Panorama view of gravel extraction area upon Lot 13 Urch Road looking south



Figure 10.1.2(h) – Internal road network on Lot 13 servicing extractive industry sites looking north



STATUTORY ENVIRONMENT

320 (Lot 13) Urch Road, Narra Tarra is zoned 'Rural' 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 the maintenance or enhancement of specific local rural character.*
- *To protect broad acre agricultural activities such as cropping and grazing and intensive uses such as horticulture as primary uses, with other rural pursuits and rural industries as secondary uses in circumstances where they demonstrate compatibility with the primary use.*
- *To maintain and enhance the environmental qualities of the landscape, vegetation, soils and water bodies, to protect sensitive areas especially the natural valley and watercourse systems from damage.*
- *To provide for the operation and development of existing, future and potential rural land uses by limiting the introduction of sensitive land uses to the Rural zone.*
- *To provide for a range of non-rural land uses where they have demonstrated benefit and are compatible with surrounding rural uses."*

The applications meets with the definition of an 'industry-extractive' under the *Planning & Development (Local Planning Schemes) Regulations 2015*:

"industry-extractive means premises, other than premises used for mining operations, that are used for the extraction of basic raw materials including by means of ripping, blasting or dredging and may include facilities for any of the following purposes

- (a) *the processing of raw materials including crushing, screening, washing, blending or grading;*
- (b) *activities associated with the extraction of basic raw materials including wastewater treatment, storage, rehabilitation, loading, transportation, maintenance and administration."*

'Industry-Extractive' is listed as an 'A' use in the 'Rural' zone that is a use that must be advertised for comment prior to determination.

Lot 13 also falls within the 'Special Control Area 2-Moresby Range Landscape Protection Area' zone for which the Scheme notes:

Purpose and Objective	Additional Provisions
The purpose of Special Control Area 2 is the protection of the Moresby Range and associated valleys from development and/or subdivision that will detrimentally affect the landscape values of the area,	<p>(1) Within SCA 2, no clearing or destruction of any remnant native vegetation or re-vegetation shall be permitted except for:</p> <p>(a) Clearing to comply with the requirements of the <i>Bush Fires Act 1954</i> (as amended), the local government's Bush Fire Notice and/or any fire management plan endorsed by the local government;</p> <p>(b) Clearing as may reasonably be required to accommodate an approved building and curtilage, or vehicular access to an approved building or other land use approved by the local government; and/or</p>

including preventing development that may lead to problems of erosion. In determining any application for development approval on land within Special Control Area 2, the local government shall give consideration to the purpose of the Special Control Area.	<p>(c) Clearing as may be allowed under the Department of Water and Environmental Regulation and Conservation Land Clearing Regulations;</p> <p>(d) Trees that are diseased or dangerous.</p> <p>(2) In the determination of any application for development approval within SCA 2, the local government may, having regard to the purpose of the Special Control Area set out in Part 5 and the assessment criteria detailed in the Moresby Range Management Strategy, require modification of development proposals, or impose conditions of approval regarding:</p> <p>(a) The siting of the proposed development;</p> <p>(b) The design and layout of the proposed development;</p> <p>(c) The materials and finishes to be used in the proposed development;</p> <p>(d) The protection of remnant native vegetation or re-vegetation located on the site;</p> <p>(e) The installation and maintenance of vegetation to provide for the visual screening of proposed development; and/or</p> <p>(f) The installation and maintenance of vegetation, retaining walls or other works to prevent erosion.</p>
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Schedule 2 Part 9 Clause 67(2) of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* lists the following relevant matters in considering this development application:

- “(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;...*
- ...(c) any approved State planning policy;...*
- ...(fa) any local planning strategy policy for this Scheme endorsed by the Commission;*
- (g) any local planning policy for the Scheme area;...*
- ...(m) the compatibility of the development with its setting including:*
 - (i) the compatibility of the development with the desired future character of its setting; and*
 - (ii) relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;*
- (n) the amenity of the locality including the following —*
 - (i) environmental impacts of the development;*
 - (ii) the character of the locality;*
 - (iii) social impacts of the development;*
- (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;*
- (r) the suitability of the land for the development taking into account the possible risk to human health or safety;*
- (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;*
- (z) the comments or submissions received from any authority consulted under clause 66;*
- (zb) any other planning consideration the local government considers appropriate.”*

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.

Shire of Chapman Valley Local Planning Policy 2.1 - Extractive Industry provides detailed guidance to applicants on the level of information that is required to be included in their application. The policy also contains the following objectives and policy statement:

"3.0 Objectives

- 3.1 To detail the specific requirements and minimum standards for the establishment of an Extractive Industry.*
- 3.2 To set out matters which may be taken into account when considering applications for Extractive Industry.*
- 3.3 To ensure extractive industry occurs with minimal detriment to the local amenity and environment, and in a manner which allows for future use and development consistent with the long term planning intentions for the area."*

"6.0 Policy Statement

- 6.1 Extractive Industry will only be supported where the Local Government is satisfied that the proposal will not result in unacceptable environmental or amenity impacts as a result of noise, dust, light spill, odour, vibration, traffic movement, visual intrusion or contamination on the nearby residents or environment.*
- 6.2 Depending on the nature of the proposed Extractive Industry, local wind, topography and vegetation conditions, setback distances from site boundaries and existing watercourse or bodies may need to be increased. When determining such setbacks the Local Government shall consider existing and potential land-uses on adjoining and nearby properties.*
- 6.3 The Local Government may require the preservation and/or planting of a vegetated buffer strip ensuring that the extraction activities are adequately screened from the road and adjoining properties.*
- 6.4 Where an Extractive Industry has direct access to a sealed road and the projected number of vehicle movements from the site would justify such a requirement (as determined by the Local Government), the Local Government may require crossover and vehicle access areas within 50m of the road to be constructed with a stable, impervious surface, with stormwater runoff being controlled. In this regard the construction of a crossover shall be in accordance with the Local Government's existing Crossover Policy.*
- 6.5 Where an Extractive Industry is being developed with or without direct access to a sealed road, the Local Government may require assistance to upgrade and maintain the road/s that will be affected by heavy vehicle movements associated with the Extractive Industry. Such upgrading contributions may be financial or in-kind and shall be calculated on a case-by-case basis.*
- 6.6 The Local Government will not support the operation of Extractive Industry outside of the following hours, unless it can be demonstrated the proposed extraction area/activity is at least 1km from the closest neighbouring residence upon which the Local Government may entertain extended operating times:*
 - Monday to Saturday – 7:00am to 6:00pm; &*
 - Sundays and Public Holidays - no operations*
- 6.7 Applications for Extractive Industry that are supported will generally be approved for a one (1) year period from the date of issue, upon which application for renewal of the approval is required. This is the responsibility of the applicant and the Local Government will not automatically re-issue approvals. Operations that seek to continue beyond one (1) year's duration will be subject to a renewed application for planning consent that may be approved on a recurring basis (with subsequent approval periods to generally not exceed five (5) years without requirement for renewed application for planning consent to be lodged)."*

The complete Shire of Chapman Valley Local Planning Policy 2.1 - Extractive Industry can be viewed at the following link:

https://www.chapmanvalley.wa.gov.au/Profiles/chapmanvalley/Assets/ClientData/Document-Centre/planning/policies/SoCV_LPP_2_1_Extractive_Industry.pdf

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

In most circumstances Council would 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 is demonstrated and the variation granted will not set an undesirable precedent for future development.

FINANCIAL IMPLICATIONS

Nil Shire budgetary impact.

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 3 proposed extraction sites upon Lot 13 are located within Planning Precinct No.3 – Chapman Valley as contained in the Shire of Chapman Valley Local Planning Strategy ('the Strategy').

The Strategy lists Extractive Industry as a land use that can be considered as appropriate in the Chapman Valley Precinct, subject to compliance with the provisions of the Scheme and specific policies of Council.

The Strategy lists the following economic objective for the Chapman Valley Precinct:

- "3.2.5 Support the extraction of basic raw materials (except radioactive materials or minerals), pursuant to the provisions of the Mining Act 1978 and conducted in accordance with the 'Mining Code of Conduct' and 'Farmer Mining Guide'"*

The proposed development should be required to comply with the following environmental objectives listed for the Chapman Valley Precinct within the Strategy:

- "3.3.4 Ensure that land use conflicts (i.e. noise, dust, odour, spray drift, vermin etc.) are avoided through appropriate environmental and planning controls.*
- 3.3.5 Protect the rural amenity and character of the area from incompatible land use/development, again through the implementation of appropriate environmental and planning controls."*

Council may consider that the applicant should make contribution to the Shire for the upgrading of Urch Road to assist in meeting with the following infrastructure objectives listed for the Chapman Valley Precinct within the Strategy:

- "3.4.2 Ensure adequate levels of servicing and infrastructure, as determined by Council, exist or will be provided when supporting proposals for a change in land use/development or subdivision, to avoid burden (financial or otherwise) on the Council's resources.*
- 3.4.3 Identify, support and facilitate the efficient and coordinated use of existing road linkages."*

The Moresby Range Management Strategy (WAPC, 2009) seeks to coordinate management of the Moresby Range by government agencies, private sector organisations, landowners and community groups, with the aims of protecting, enhancing and promoting the regional significance of the Moresby Range. The subject land falls within the study boundary of this Strategy but is not identified as a visually sensitive area or requiring further investigation. Section 4.5.3 of the Strategy 'Resource extraction and infrastructure' notes that:

"In recognising that mining interests exist on the range it should be noted that the extraction of resources may conflict with other land uses such as conservation, recreation and tourism; therefore, it is important to ensure careful management of potential and existing raw material extraction and mineral resources. This will facilitate the minimisation of potential land use conflict, the loss of visual amenity, a reduced conservation value, and noise and dust pollution. Given that exploration licenses exist in the study area, subdivision and development applications should be referred to the DMP for their comment. In addition, any mining proposal in the study area received by DMP should be referred to the WAPC for consideration so the objectives and recommendations of the strategy are addressed."

Recommendation No.50 of the Moresby Range Management Strategy states that developments of this nature should seek to:

“Minimise and manage the impact of mineral extraction on the landscape, visual and conservation values of the range with reference to the manual, Visual Landscape Planning in Western Australia (DPI, 2007).”

Council may wish to impose a condition requiring the applicant to prepare, submit and adhere to a Management Plan that can be updated to modify operating procedures in the event that any complaints are received relating to the development.

Strategic Community Plan/Corporate Business Plan:

The Shire of Chapman Valley Strategic Community Plan was endorsed by Council at its 15 November 2017 meeting and includes the following objectives of relevance:

Ref	Objective	Strategy	Action
<i>Community and Lifestyle</i>			
1.3	Maintain and enhance safety and security for the community	Review safe roads and infrastructure	Continue annual review of Road Hierarchy, Road Works Program, Plant Replacement Program
<i>Economic Development and Business Attraction</i>			
2.1	Build population and business activity through targeted strategies	Support business development	Ensure Planning is in place to encourage business development
2.2	Provide support for business development and local employment	Research mixed land use opportunities	Investigate possible planning improvements
2.4	Ensure town planning complements economic development activities	Town Planning Review/Initiatives	Ensure Planning is in place to encourage economic development activities
<i>Environment Protection and Sustainability</i>			
3.1	Preserve the Natural Environment and address environmental risks as they arise.	Manage the impact of waste, water, weed and vermin control on the environment.	
<i>Physical and Digital Infrastructure</i>			
4.2	Manage and maintain roads, drainage and other essential infrastructure	Capital Road Works Programs	Review Road Hierarchy and Ten Year Road Works Program
<i>Governance and Accountability</i>			
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
5.4	Ensure robust process for economic and infrastructure development	Town Planning Review/Initiatives	Ensure Planning is in place to encourage economic development activities

CONSULTATION

The original application seeking to commence an extractive industry (gravel) upon 320 (Lot 13) Urch Road, Narra Tarra was advertised for comment from 29 March 2011 to 19 April 2011. At the conclusion of the original advertising period 1 submission in support of the application had been received from a neighbouring landowner, and 2 submissions offering technical comment from government agencies.

The expanded application seeking to operate an extractive industry (gravel & sand) upon Lot 13 was advertised for public comment from 8 November 2016 until 2 December 2016. At the conclusion of that advertising period 11 submissions had been received, with 1 submission in support, 7 submissions from government agencies providing technical comment upon the application, and 3 submissions objecting to the application.

The current application was advertised from 22 December 2021 until 28 January 2022 with the Shire writing to the 15 surrounding landowners (including all landowners fronting Urch Road between the extractive industry access point and Chapman Valley Road) inviting comment. The Shire also wrote to the Department of Water & Environment Regulation; the Department of Biodiversity, Conservation and Attractions; the Department of Mines, Industry Regulation and Safety; the Department of Fire & Emergency Services, the Department of Primary Industries and Regional Development,

ATCO Gas and Main Roads WA inviting comment. The application was also placed on the Shire website advising of the opportunity for comment.

At the conclusion of the advertising period 4. submissions had been received, all from state government departments offering technical comment and copies of these have been provided as **separate Attachment 10.1.2(b)**.

A Schedule of Submissions that identifies the respondents, the nature of their submissions, and provides individual comment upon any raised issues has been provided as **separate Attachment 10.1.2(c)**.

The applicant was provided with copies of the submissions and given the opportunity to respond to the issues raised and a copy of the consultant acting for the applicant's response has been provided as **separate Attachment 10.1.2(d)**. Key points from this response have also been referenced in the Schedule of Submissions.

The major issue of complaint raised in the previous 2016 advertising period for the extractive industry application upon Lot 13 concerned dust generated by trucks travelling along Urch Road. It is noted that no submissions were received during the 2012/2022 advertising period relating to this issue.

In the previous consideration of this application in 2016 it was noted that whilst trucks movements associated with extractive industry operations upon Lot 13 may have been contributing to the issue of dust along Urch Road it could not be reasonably stated that they were entirely responsible. Urch Road is utilised by a range of sized vehicles associated with farming activity (limesand, harvest, livestock) and also heavy vehicles travelling to other extractive industry sites (including Lot 12 operated by a separate landowner). Urch Road, similar to many roads throughout the Shire, is in an unsealed condition and will as a result give rise to some dust when travelled along in certain conditions.

The extractive industry approvals for Lots 12 & 13 were approved subject to dust mitigation measures but these were more associated with the extractive industry site itself, although specific reference was made to procedures being introduced to minimise dust associated with truck movements but these would typically relate to actions such as wetting down of the access road and the wetting or covering of loads, rather than dust generated from travelling a public road, from which dust is generated by any travelling vehicle, whether a heavy vehicle or a smaller vehicle or a vehicle pulling a trailer.

It would be reasonable to conclude that given Urch Road is a public road approved to a RAV4 standard (27.5m vehicle length) that the most certain means of reducing dust emissions would be to seal the initial section of Urch Road. Sealing a 2km length of Urch Road east from the Chapman Valley Road intersection would address this issue (it would appear that sealing the more winding subsequent 1.3km section to reach the extractive industry access points into Lot 12 & 13 would not be required), however, this would likely be at a cost of approximately \$250,000.

Council has previously travelled this section of Urch Road on its 26 March 2013 Road Inspection following receipt of dust complaints relating to truck movements associated with extractive industries on Urch Road.

The applicant has installed advisory signs at the commencement of Urch Road, and also at the entrance to Lot 13, requiring all quarry drivers to not exceed 60km/hour and has also operated a water truck on Urch Road during bust periods.

Figure 10.1.2(i) – View of truck advisory signs installed by applicant on Urch Road



Figure 10.1.2(j) – View of extractive industry vehicle travelling along Urch Road



The other major issue of complaint raised during the 2016 advertising period related to the proximity of the northern sand extractive industry sites, and the proposed access road alignment to service them, to the residence to the north.

The 'Northern Excavation Area B (Sand)' is located 415m from the residence to the north, and the 'Southern Excavation Area A (Sand)' is located 600m from the residence to the north. The 'Guidance for the assessment of environmental factors – separation distances between industrial and sensitive land uses' (EPA, 2005) prescribes a buffer distance of 300-500m for sand extraction dependant upon the size of the operation. Concern was raised with the proposed northern-most sand extractive area and proposed access road along the northern boundary of Lot 13 given that the typical strongest prevailing wind direction is for a south-southwesterly sea breeze on summer afternoons. It was noted that the southern proposed sand extractive site had a greater separation distance to the residence to the north and this includes a vegetated rise.

The other residence within 500m is located 440m and 480m from the two proposed sand extractive industry sites, although this residence is to the north-west of the proposed sand extractive sites and this is not a typical wind direction for this area, and there is a line of established vegetation along the intervening property boundary. It was also noted that this neighbouring landowner was provided with the complete application documentation during the 2016 & 2021/2022 advertising periods and did not lodge an objection to the proposal. However, it is still suggested that any approval for the application should be made conditional to adherence to the submitted Management Plan and Environmental Management Plan, and that in the event that objection is later received from the landowner to the north-west that a condition be imposed requiring installation of shade cloth or additional screening landscaping.

Figure 10.1.2(k)– Location of surrounding residences to both proposed northern extraction areas (sand)

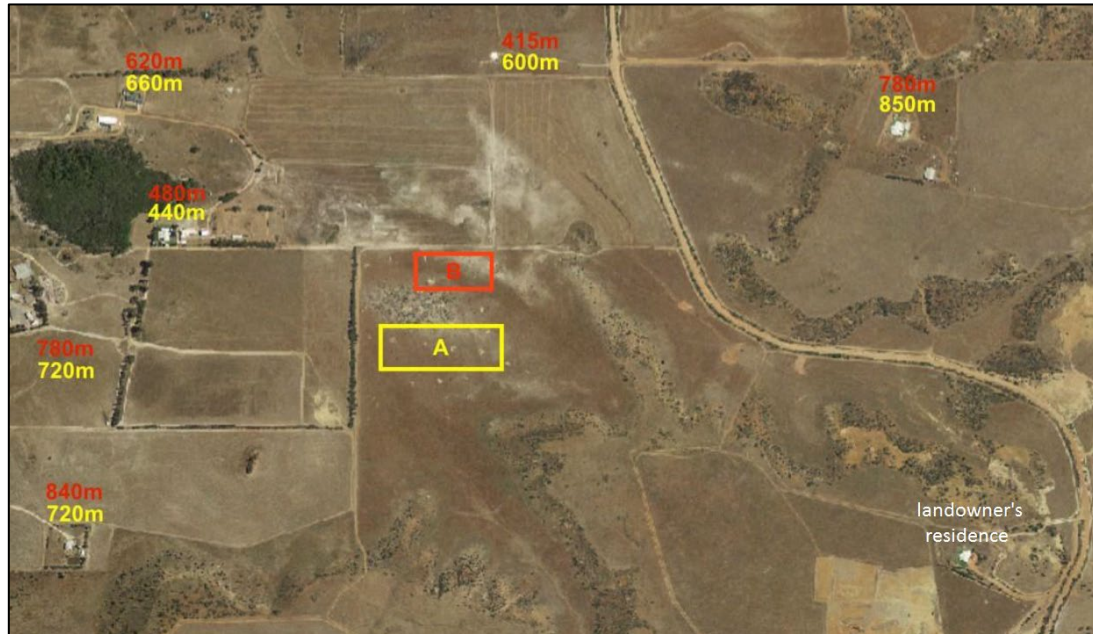


Figure 10.1.2(l) – View looking north from boundary of Lot 13 towards existing residence considered most likely to be impacted by proposed 'Northern Excavation Area B' and if access alignment was to occur along northern boundary of Lot 13



The proposed gravel extractive site is located approximately 700m west of the nearest residence. The EPA Guidelines do not prescribe a buffer distance for extractive industries such as gravel that do not require blasting, instead deeming that buffer distances should be set on a case by case basis.

Figure 10.1.2(m) – Proximity of residences to proposed southern extraction area (gravel)



Figure 10.1.2(n) – View looking east from gravel extraction site at closest third-party residence



The closest residence to the proposed gravel extractive site has not lodged complaint concerning the proposal or objected to the previous gravel extractive industry operations upon Lot 13 that were located 550m north of their residence. It is further noted that the complaints from other parties that were previously received relating to gravel extraction upon Lot 13 concerned dust emissions generated by vehicles travelling along an unsealed road, and were not complaints concerning dust emissions from the gravel extractive industry site itself.

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:

- (a) Refuse the application for an extractive industry (sand) from 'Northern Excavation Area B' upon 320 (Lot 13) Urch Road, Narra Tarra as Council is not satisfied that noise and dust emissions, and visual amenity, can be adequately managed from this location.
- (b) Grant planning approval for an extractive industry (gravel) from 'Southern Excavation Area' and an extractive industry (sand) from 'Northern Excavation Area A' upon 320 (Lot 13) Urch Road, Narra Tarra subject to compliance with the following conditions:
 - 1 Development approval shall be in accordance with the submitted Management Plan, Noise Management Plan, Dust Management Plan and Environmental Management Plan and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government.
 - 2 Any additions to or change of use of any part of the buildings or land (not the subject of this consent/approval) considered by the Shire Chief Executive Officer to represent significant variation from the approved development plan requires further application and planning approval for that use/addition.
 - 3 The approval is valid for a period of 5 years (until 16 February 2027) after which time the application shall be returned to Council for its consideration as to any impacts arising from the operation of the development in its determination on whether to grant any extension to the approval period.
 - 4 The development must access Urch Road at a single location that is the existing driveway location used for the residence and by the previously approved extractive industry (gravel) operations. Vehicle movements must not be along the northern property boundary of Lot 13. The internal access tracks, and crossover/access-point are required to be located, constructed and maintained to the approval of the local government, with all costs met by the applicant.
 - 5 The applicant is responsible to ensure that no parking of vehicles associated with the development occurs within a public carriageway, including the road verge.
 - 6 Landscaping is required to be installed and maintained in proximity to the western and northern perimeter of the 'Northern Excavation Area A' and the eastern perimeter of the 'Southern Excavation Area Gravel' to the approval of the local government for the purpose of softening the visual impact of the development and mitigating potential dust emissions.
 - 7 The activities upon Lot 13 shall not cause injury to or prejudicially affect the amenity of the locality by reason of the emission of smoke, dust, fumes, odour, noise, vibration, waste product, water or otherwise.
 - 8 Procedures being undertaken to minimise dust associated with truck movements to the requirements of the local government, with all costs met by the applicant.
 - 9 The applicant shall repair, or make payment to the local government for the repair, reinstatement or replacement of any road infrastructure that is damaged, becomes unsafe or fails to meet appropriate engineering standards where the damage to the road network is caused by reason of use of the road in connection with the approved development.
 - 10 The installation of Advanced Warning and Trucks Entering signage along Chapman Valley Road to the requirements of Main Roads WA, with all costs met by the applicant.
 - 11 The installation of Advanced Warning and Trucks Entering Signage along Urch Road to the requirements of the local government, with all costs met by the applicant.
 - 12 No remnant vegetation shall be removed as part of this extractive industry operation.

- 13 No blasting of material is permitted as part of extraction operations.
- 14 The permitted hours of operation for the development, inclusive of the on-site operation of the extractive industry and all associated vehicle movements are:
 - Monday to Saturday – 7:00am to 6:00pm;
 - Sundays and Public Holidays - no operations.
- 15 The development must comply with the *Environmental Protection (Noise) Regulations 1997* and the *Environmental Protection Act 1986* in respect to noise emissions and should noise or dust monitoring be required in relation to the extractive operations as they take place upon Lot 13, all costs shall be met by the applicant.
- 16 The applicant is to implement and maintain reporting mechanisms for complaints concerning the operation of the development. In the event of a substantiated complaint being received the applicant is required to demonstrate mitigation response(s) to the approval of the local government. Such response(s) will be treated as conditions of approval/required modifications to the Management Plan.
- 17 Extractive industry operations and associated vehicle movements must not occur when Vehicle Movement Bans are in effect.
- 18 The applicant must undertake post-closure rehabilitation of the development to the approval of the local government. Post closure requirements shall become applicable upon the earlier of the following events:
 - acknowledgement by the landowner that extractive activities are completed; or
 - the approval period for the development having expired.

Advice Notes:

- (i) In regard to conditions 1 & 12 the applicant is advised that the northern (sand) extraction area must not encroach further northwards than the approved area. The Department of Water & Environmental Regulation have advised that clearing of native vegetation without DWER approval is an offence under the *Environmental Protection Act 1986* (where not exempted) and the applicant may be subject to enforcement action where an offence has occurred.
- (ii) In regards to condition 1 the applicant is required to update the Management Plan to reference Stormwater Management prepared with regard for the Department of Water & Environmental Regulation's 'Water Quality Protection Note No.15 - Basic Raw Materials Extraction'.
- (iii) The Department of Water & Environmental Regulation have previously advised that the subject property is located in the Gascoyne Groundwater Area proclaimed under the *Rights in Water and Irrigation Act 1914* and the taking of water for commercial purposes is subject to water licencing, even when taking from an existing bore. The applicant should contact DWER to discuss this matter if it is intended to use groundwater for extractive activities.
- (iv) The applicant is advised that this planning approval does not negate the requirement for any additional approvals which may be required under separate legislation including but not limited to the following where required, *Environmental Protection Act 1986* and the *Mines Safety and Inspection Act 1994*. It is the applicant's/landowner's responsibility to obtain any additional approvals required before the development/use lawfully commences.
- (v) The applicant is advised that truck movements are required to comply with the conditions of Main Roads WA's RAV 4 network which includes at time of approval, a speed limit of 60km/hour along Urch Road.
- (vi) In relation to condition 7 the local government may, in the event of complaint being received give direction for shadecloth fencing to be installed and maintained along the perimeter of sections of active extraction areas or stockpiling areas, and this shall be undertaken by the applicant at their expense, to the approval of the local government, for the purposes of dust suppression.
- (vii) In regards to condition 17 the applicant is required to update the Management Plan to reference that extractive industry operations and associated vehicle movements must not occur when Vehicle

Movement Bans are in effect. The applicant shall ensure that they are subscribed to the local government's fire notifications network to maintain their awareness of fire relevant announcements.

- (viii) In regards to condition 18 the applicant is required to update the Management Plan to reference that post-closure obligations shall have regard for the Department of Planning Lands & Heritage's 'Visual Landscape Planning in Western Australia', the Department of Water & Environmental Regulation's 'Water Quality Protection Note No.15 - Basic Raw Materials Extraction' and the Department of Mines, Industry Regulation and Safety/Environmental Protection Authority 'Guidelines for Preparing Mine Closure Plans' to ensure that the rehabilitation of the closed extractive industry site improves the visual and conservation values of the landscape.
- (ix) If an applicant is aggrieved by this determination there is a right pursuant to the *Planning and Development Act 2005* to have the decision reviewed by the State Administrative Tribunal. Such application must be lodged within 28 days from the date of determination.

10.1.3 Lot 629 Chapman Valley Road, Nabawa

PROPONENT:	Anglican Diocese of North Western Australia
SITE:	Lot 629 Chapman Valley Road, Nabawa
FILE REFERENCE:	A1852
PREVIOUS REFERENCE:	Nil
DATE:	7 February 2022
AUTHOR:	Simon Lancaster, Deputy Chief Executive Officer

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.1.3	Anglican Diocese correspondence		√

DISCLOSURE OF INTEREST

Nil

BACKGROUND

The Anglican Diocese have enquired about obtaining a rates exemption for their property of Lot 629 Chapman Valley Road, Nabawa and whether Council would be willing to accept the gifting of the land (i.e. free of cost other than those associated with conveyancing/settlement actions relating to the land transfer). This report recommends that Council accept the offer of Lot 629.

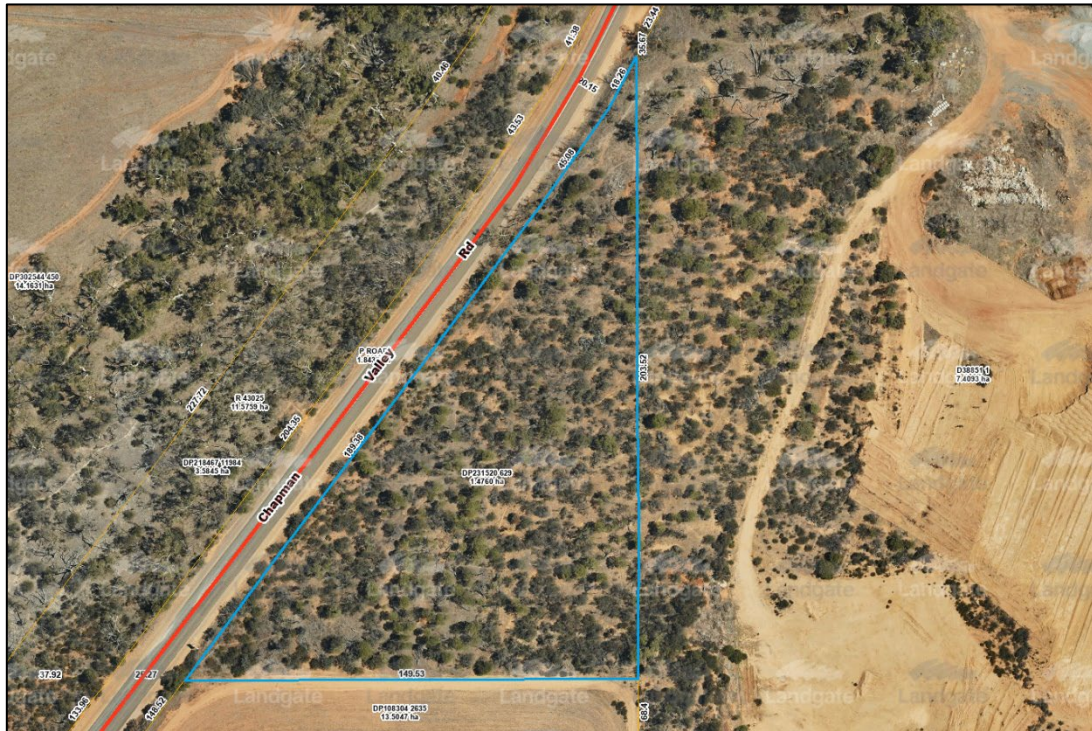
COMMENT

Lot 629 Chapman Valley Road, Nabawa is a triangular 1.476ha property on the eastern side of Chapman Valley Road, immediately south of the Jacky Jupp Road intersection and 850m south of the Shire office.

Figure 10.1.3(a) – Location map for Lot 629 Chapman Valley Road, Nabawa



Figure 10.1.3(b) – Aerial photo of Lot 629 Chapman Valley Road, Nabawa



A copy of the Anglican Diocese's correspondence has been provided as **separate Attachment 10.1.3**.

It is recommended that Council accept ownership of Lot 629 for the following reasons:

- Lot 629 is entirely located within an area identified as bushfire prone by the Department of Fire & Emergency Services State Map of Bushfire Prone Areas and the acquisition of the land by the Shire will remove potential for the property to be sold onto the private market and a residence constructed on this site;
- Lot 629 is located immediately to the west of the Shire's road materials lay-down area where earthmoving equipment and trucks can operate periodically and it would be preferable for a residence to not be sited in proximity to these operations and their associated potential to create noise, dust and other impacts;
- Lot 629 has a 252.72m frontage onto a 110km/hour section of the Chapman Valley Road which is a heavy haulage Primary Distributor Road and it is considered that the siting of a driveway into the property (were it to be sold into private ownership) would present a safety concern due to:
 - the grade separation between the property and the road;
 - the existence of a bend to the north, and a bend and crest to the south which make for a dangerous entry point for vehicles exiting Lot 629; &
 - the lack of a slip lane/runoff area creating a danger for vehicles turning right or left into Lot 629 from vehicles travelling behind them, and for oncoming vehicles;
- Lot 629 does not have connection to power services;
- Lot 629 does not have connection to reticulated water services;
- Lot 629 is covered by remnant native vegetation and development of the site would require clearing of this vegetation.

Figure 10.1.3(c) – View looking north along Chapman Valley Road with Lot 629 frontage to right



Figure 10.1.3(c) – View looking south along Chapman Valley Road with Lot 629 frontage to left



STATUTORY ENVIRONMENT

Lot 629 Chapman Valley Road, Nabawa is zoned 'Rural' under the Shire of Chapman Valley Local Planning Scheme No.3. Table 1 of the Scheme lists the objectives for this zone as being:

- “• To provide for the maintenance or enhancement of specific local rural character.
- To protect broad acre agricultural activities such as cropping and grazing and intensive uses such as horticulture as primary uses, with other rural pursuits and rural industries as secondary uses in circumstances where they demonstrate compatibility with the primary use.
- To maintain and enhance the environmental qualities of the landscape, vegetation, soils and water bodies, to protect sensitive areas especially the natural valley and watercourse systems from damage.
- To provide for the operation and development of existing, future and potential rural land uses by limiting the introduction of sensitive land uses to the Rural zone.
- To provide for a range of non-rural land uses where they have demonstrated benefit and are compatible with surrounding rural uses.”

A residence, and associated outbuildings, are listed as permitted uses in the 'Rural' zone and the sale of Lot 629 into private ownership would allow for these developments to take place upon the property, which is not considered an ideal safety outcome due to fire and traffic concerns.

POLICY/PROCEDURE IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The local government rates for Lot 629 are currently \$528.65 per annum (+ \$88 Emergency Services Levy) and these have been paid for the 2021/2022 financial year. It is recommended, in the event that the transfer of land is agreed to by Council and the process extends beyond 30 June 2022, that Council agree to reimburse the 2022/2023 rates that may have been paid by the Anglican Diocese for Lot 629 as part of the final settlement action or alternatively the Shire cover the costs of 2022/2023 rates relevant to Lot 629.

This action is considered reasonable given that the Anglican Diocese have history of being a compliant ratepayer and that ordinarily the land transfer would be expected to be completed within the 2021/2022 financial year (for which the rates have been paid). However, in this instance there is some uncertainty over the timeframe for the conveyancing process as the 1869 deed for Lot 629 predates the *Transfer of Land Act 1893* necessitating the creation of a Certificate of Title under the subsequent legislation prior to transfer from the Church to the Shire being able to occur.

Lot 629 is not eligible for rates exemption under Sections 6.26(2)(d) & (e) of the *Local Government Act 1995* and the Anglican Diocese are seeking to divest an asset that has limited development potential that is incurring an annual rates cost.

“6.26 Rateable land

(1) Except as provided in this section all land within a district is rateable land.

(2) The following land is not rateable land —

(a) land which is the property of the Crown and —

(i) is being used or held for a public purpose; or

(ii) is unoccupied, except —

(I) where any person is, under paragraph (e) of the definition of owner in section 1.4, the owner of the land other than by reason of that person being the holder of a prospecting licence held under the Mining Act 1978 in respect of land the area of which does not exceed 10 ha or a miscellaneous licence held under that Act; or

(II) where and to the extent and manner in which a person mentioned in paragraph (f) of the definition of owner in section 1.4 occupies or makes use of the land;

and

(b) land in the district of a local government while it is owned by the local government and is used for the purposes of that local government other than for purposes of a trading undertaking (as that term is defined in and for the purpose of section 3.59) of the local government; and

(c) land in a district while it is owned by a regional local government and is used for the purposes of that regional local government other than for the purposes of a trading undertaking (as that term is defined in and for the purpose of section 3.59) of the regional local government; and

(d) land used or held exclusively by a religious body as a place of public worship or in relation to that worship, a place of residence of a minister of religion, a convent, nunnery or monastery, or occupied exclusively by a religious brotherhood or sisterhood; and

(e) land used exclusively by a religious body as a school for the religious instruction of children; and

(f) land used exclusively as a non-government school within the meaning of the School Education Act 1999; and

(g) land used exclusively for charitable purposes; and

(h) land vested in trustees for agricultural or horticultural show purposes; and

(i) land owned by Co-operative Bulk Handling Limited or leased from the Crown or a statutory authority (within the meaning of that term in the Financial Management Act 2006) by that co-operative and used solely for the storage of grain where that co-operative has agreed in writing to make a contribution to the local government; and

(j) land which is exempt from rates under any other written law; and

(k) land which is declared by the Minister to be exempt from rates.

(3) If Co-operative Bulk Handling Limited and the relevant local government cannot reach an agreement under subsection (2)(i) either that co-operative or the local government may refer the

matter to the Minister for determination of the terms of the agreement and the decision of the Minister is final.

- (4) The Minister may from time to time, under subsection (2)(k), declare that any land or part of any land is exempt from rates and by subsequent declaration cancel or vary the declaration.*
- (5) Notice of any declaration made under subsection (4) is to be published in the Gazette.*
- (6) Land does not cease to be used exclusively for a purpose mentioned in subsection (2) merely because it is used occasionally for another purpose which is of a charitable, benevolent, religious or public nature."*

The accepting of the gifting of Lot 629 would not be deemed a 'major land transaction' as addressed by Section 3.59 of the *Local Government Act 1995* or Part 3 of the *Local Government (Functions and General) Regulations 1996* and should therefore be exempt from stamp duty.

However, the engaging of a settlement agent will incur a cost to the Shire greater than would normally be expected for a standard land transfer given the need to create a Certificate of Title as due to its age, Lot 629 was created under the *Deeds Act 1856* rather than the *Transfer of Land Act 1893* which will require some additional conveyancing actions. Shire discussion with two local settlement agents indicates that the approximate cost for title creation and transfer will be \$5,000 due to the additional actions required to address the lot's anomalous state.

It is noted that were the current landowner to refuse to pay the rates on Lot 629 for a period of 3 years the Shire would ultimately end up being required to acquire the property, and then have to incur these settlement agent costs anyway to be able to deal upon/own the property so these costs are considered unavoidable. This point is made as a hypothetical only, and it is not the intention of the current landowner to go down the non-payment path, and they would also prefer that the land not be sold to private ownership given the fire and traffic safety issues that would arise, and wish to remain a 'good community citizen' and instead gift the land to the Shire.

Account 7052 Surveying & Land Expenses can be utilised to cover the required settlement agent costs. Council might also consider whether to make condition of acceptance of the land that the settlement agent costs be borne 50/50 by the Shire/Church.

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

Lot 629 is located within Precinct No.3 'Chapman Valley' of the Shire of Chapman Local Planning Strategy and the acquisition of the property by the Shire would assist in meeting the following precinct objectives:

"3.3 Environmental Objectives

- 3.3.1 Encourage revegetation and retention of existing vegetation in order to minimise soil erosion and salinity levels.*
- 3.3.2 Protect and enhance existing catchments, botanical linkages and vegetation/wildlife corridors, with particular emphasis on the Chapman River...*
- ...3.3.4 Ensure that land use conflicts (i.e. noise, dust, odour, spray drift, vermin etc) are avoided through appropriate environmental and planning controls.*
- 3.3.5 Protect the rural amenity and character of the area from incompatible land use/development, again through the implementation of appropriate environmental and planning controls.*
- 3.3.6 Ensure fire prevention measures are implemented and maintained in accordance with statutory requirements as a minimum.*
- 3.3.7 Encourage conservation of biodiversity and farm sustainability based on natural resource management practices...*

...3.4 Infrastructure Objectives...

- 3.4.2 Ensure adequate levels of servicing and infrastructure, as determined by Council, exist or will be provided when supporting proposals for a change in land use, rezoning, development or subdivision, to avoid burden (financial or otherwise) on the Council's resources.*
- 3.4.3 Identify, support and facilitate the efficient and coordinated use of existing road linkages."*

Strategic Community Plan/Corporate Business Plan:

The Shire of Chapman Valley Strategic Community Plan was endorsed by Council at its 15 November 2017 meeting and the acquisition of Lot 629 would assist in meeting the following objective:

No.	Objective	Strategy	Action	Timeline
1.3	Maintain and enhance safety and security for the community	Review safe roads and infrastructure	Continue annual review of Road Hierarchy, Road Works Program, Plant Replacement Program	Ongoing

CONSULTATION

Nil

RISK ASSESSMENT

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
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 required

STAFF RECOMMENDATION

That Council:

- 1 Thank the landowner of Lot 629 Chapman Valley Road, Nabawa (Anglican Diocese of North West Australia) for their offer to gift this property to the Shire and advise of Council's acceptance of this offer.
- 2 Advise the landowner that the Shire is willing to accept the settlement costs involved in the land transfer (inclusive of costs associated with bringing the land under the *Transfer of Land Act 1893*) on the basis of Lot 629 being gifted and therefore exempt from stamp duty.
- 3 In the event that the land transfer process extends beyond 30 June 2022 the Shire agrees to reimburse the 2022/2023 rates that may have been paid by the Anglican Diocese for Lot 629 as part of the final settlement action, or alternatively the Shire cover the costs of 2022/2023 rates relevant to Lot 629 Chapman Valley Road, Nabawa.

10.1.4 Proposed Offshore Wind Farm Investigations

PROPONENT:	Pilot Energy Limited
SITE:	Reserve 25300
FILE REFERENCE:	204.16.22 & A1979
PREVIOUS REFERENCE:	Nil
DATE:	10 February 2022
AUTHOR:	Simon Lancaster, Deputy Chief Executive Officer

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.1.4	Licence Area Maps and additional aerial photos		√

DISCLOSURE OF INTEREST

Nil

BACKGROUND

Council is in receipt of correspondence from the Department of Planning, Lands & Heritage (DPLH) seeking comment on the application by Pilot Energy Limited for a licence to enable investigatory works into the proposed development of an offshore wind farm for production of renewable hydrogen. This report recommends that Council advise DPLH that it has no objection to the granting of a licence subject to condition as provided in the Staff Recommendation.

COMMENT

The DPLH wrote to the Shire on 7/2/22 seeking comment on the licence application by 7/3/22 advising that:

“The proposed licence will facilitate investigatory works associated with the proposed development of offshore wind farms in relation to Pilot’s Mid-West Renewables project (Project). The Department understands that the Project contemplates the development of offshore wind, onshore wind, and onshore solar energy generation which may result in the production of renewable hydrogen.”

Pilot Energy (<https://www.pilotenergy.com.au/>) are seeking to assess the feasibility of developing and commercialising renewable energy resources in the Mid West and the associated production and sale of hydrogen.

The applicant is seeking a licence for 2 years with further term options of 2 years and 1 year (i.e. potentially 5 years in total) for the purpose of ‘*investigatory works including environmental, geological and cultural heritage surveys, geotechnical engineering investigations of ground conditions, including hydrographic surveys, geophysical surveys and met ocean surveys*’

The licence area within which the applicant is seeking to conduct its investigations is an offshore area stretching from Green Head (Shire of Coorow) in the south to Woolawar Gully (Shire of Northampton) in the north.

The portion of the proposed licence area immediately relevant to the Shire of Chapman Valley is Reserve 25300 which is a 29,172.4596ha marine reserve that comprises the entire Shire of Chapman Valley coastline (including all of Oakajee) and extends southwards into the offshore area of the City of Greater Geraldton as far as, and inclusive of, the Geraldton Port site, and extends northwards into the Shire of Northampton to a point approximately 5½km north of Woolawar Gully.

Figure 10.1.4(a) – Proposed Licence Area (hatched red) in relation to Shire of Chapman Valley (outlined blue)

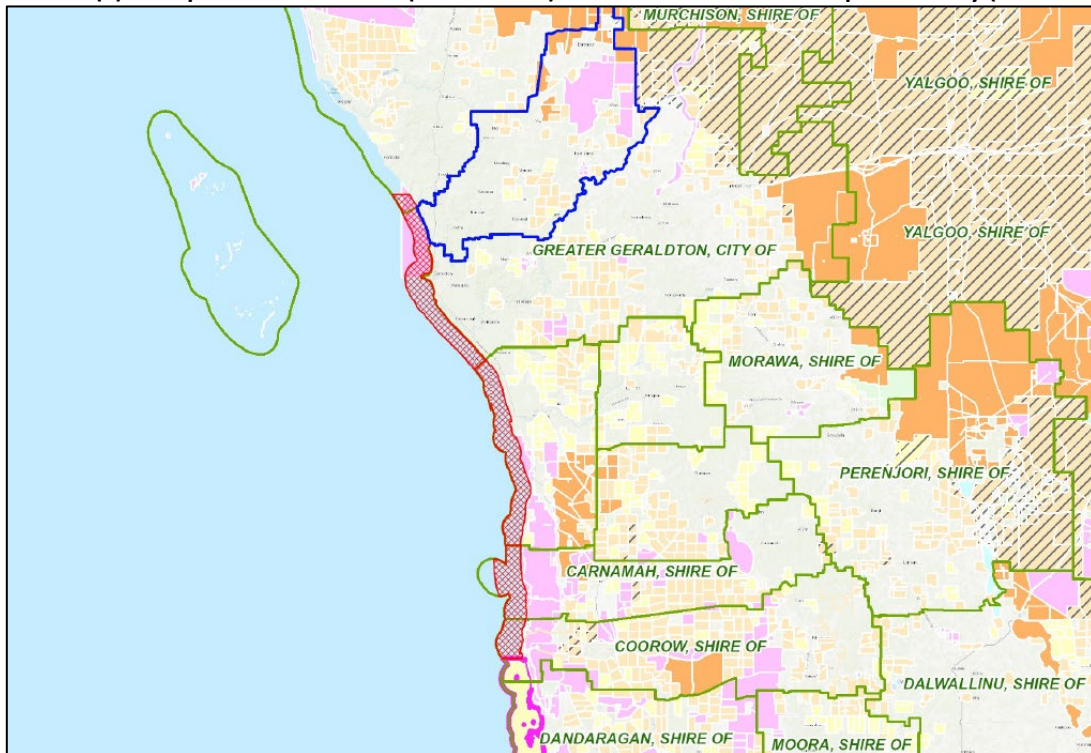
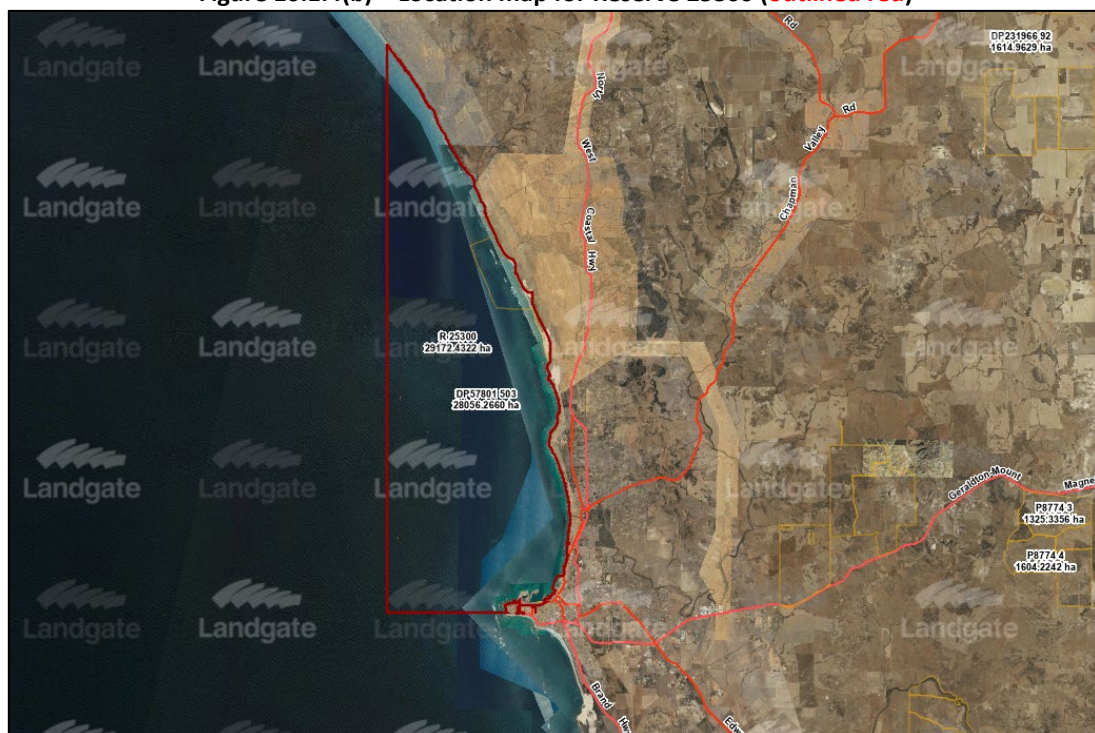


Figure 10.1.4(b) – Location map for Reserve 25300 (outlined red)



STATUTORY ENVIRONMENT

Reserve 25300 has a management order issued to the Mid West Ports Authority ‘for the Purposes of the *Port Authorities Act 1999*’ and with power to lease for any term not exceeding 50 years.

Lot 12186 (DP193685) and Lot 503 (DP57801) are zoned ‘Oceans/Waterways’ as they relate to the Shire of Chapman Valley Local Planning Scheme No.3 area. Lot 330 (DP40418) being the 1.5km long coastal strip that is immediately south of the Coronation Beach Nature Based Camping Area is zoned ‘Public Open Space’ under Scheme No.3.

The licence is proposed to be issued under Section 91 of the *Land Administration Act 1997* which states:

- “91 *Licences and profits à prendre over Crown land, grant of*
- (1) *The Minister may grant a licence or profit à prendre in respect of Crown land for any purpose.*
- (2) *The Minister may —*
- (a) fix or extend the duration of; or*
 - (b) determine fees and conditions in respect of; or*
 - (c) review; or*
 - (d) with the consent of its holder, amend the provisions of, any licence or profit à prendre granted under subsection (1).*
- (3) *The Minister may on the breach of any condition to which a licence granted under subsection (1) is subject, terminate that licence.*
- (4) *The Minister may accept the surrender of a profit à prendre granted under subsection (1) from its holder in respect of the whole or any part of the area to which that profit à prendre applies.*
- (5) *Nothing in this Act prevents the simultaneous existence on the same area of Crown land of —*
- (a) a licence or profit à prendre granted under subsection (1); and*
 - (b) a mining, petroleum or geothermal energy right,*
- if the Minister to whom the administration of the relevant Act referred to in the definition of mining, petroleum or geothermal energy right in section 3(1) is for the time being committed by the Governor, or a public service officer of the department that is principally assisting in the administration of the relevant Act, who is authorised in writing by that Minister to do so, approves of that area being used both for the purposes of that licence or profit à prendre and the purposes of the mining, petroleum or geothermal energy right.*
- (6) *If a licence granted under subsection (1) is transferable by the licensee, in accordance with the Personal Property Securities Act 2009 (Commonwealth) section 10 the definition of licence paragraph (d), the licence is declared not to be personal property for the purposes of that Act.*
- (7) *The operation of this section is affected by the Land Administration (South West Native Title Settlement) Act 2016 Part 4.”*

POLICY/PROCEDURE IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil Shire budgetary impact.

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 consideration of this investigatory licence application would have impact in relation to the Long Term Financial Plan.

STRATEGIC IMPLICATIONS

The Oakajee Industrial Estate Structure Plan was prepared by Development WA (being the landowner and project manager of the Oakajee Industrial Estate and the state government’s development agency) and endorsed by Council and the DPLH in 2012.

Section 12.2 of the Oakajee Structure Plan noted that power is a servicing issue for industrial proponents in the industrial estate, and it is considered that this is a wider strategic constraint on economic development and employment in the Mid West.

“It is estimated that industry will ultimately require 439MW of power by 2060 at the OIE.

A 132kV transmission line from Chapman Substation to a Zone Substation (60MVA) located at Oakajee could supply the demand from OPR and initial loads for the industrial estate. Based on a capacity of 144 MVA in the 132kV line (approximately 115MW) and OPR’s requirement for 30MVA (approximately 24MW), this supply should be sufficient to 2020 when considering the projected demand for power available in the Engineering Services Report (Appendix 9). To supply power beyond this date, Western Power will need to consider the feasibility of a second 132kV line from Chapman Substation or the ultimate 330kV power line from Moonyoonooka.

The Zone Substation discussed above will not have capacity to supply customers with large block loads of 60MW or more within OIE. These industries will be supplied off at least one 132kV transmission line located within the infrastructure corridors in the SIA and individual proponents will need to make an allowance for a Zone Substation (120m x 100m) within their lot boundaries.

Ultimately the OIE should be linked to the South-West Interconnected System (SWIS) through the construction of a double circuit 330kV line from Moonyoonooka Terminal Station to a Terminal Substation at Oakajee. The transmission line will occupy a 100m to 110m wide corridor and will require sufficient land at the OIE for a Terminal substation (330m x 330m) and an adjacent Zone Substation (120m x 100m). These facilities can be located in the Buffer Area.

Without the development of the 330kV transmission line, renewable energy projects (i.e. wind, solar, tidal) which generate power and new industries which use power are unlikely to be able to locate at Oakajee."

Given the challenges relating to power, and in response to emerging technologies, industries and demands the state government called for expressions of interest in 2020 for the development of the Oakajee Industrial Estate's wind and solar energy potential to produce renewable hydrogen. Initial assessments indicate the 4,070ha Oakajee Industrial Estate buffer area could generate up to 270MW of wind power and 1,250MW of solar renewable energy at internationally competitive prices. It is the strategic objective to produce renewable hydrogen for commercial uses including advanced manufacturing, energy storage and transport, and for future export of clean energy.

The Oakajee Structure Plan identified potential renewable energy sites for wave, pumped seawater storage hydroelectricity and on-shore wind power, that would be subject to detailed feasibility analysis by future proponents. It is considered that investigations into off-shore wind farms is consistent with this strategic vision, providing it does not constrain the design and operation of the Oakajee Port. On this basis it is recommended that Council advise the DPLH that the comments of the Mid West Ports Authority should be sought and given regard to in this matter given its role as the management authority for offshore activities at Oakajee (Reserve 25300).

Strategic Community Plan/Corporate Business Plan:

The Shire of Chapman Valley Strategic Community Plan was endorsed by Council at its 15 November 2017 meeting and includes the following objectives of relevance:

No.	Objective	Strategy	Action	Timeline
2.1	Build population and business activity through targeted strategies	Support business development	Ensure Planning is in place to encourage business development	Short
2.2	Provide support for business development and local employment	Consider business start-up incentives	Investigate possible planning improvements	Medium
2.4	Ensure town planning complements economic development activities	Town Planning Review/Initiatives	Ensure Planning is in place to encourage economic development activities	Medium
3.1	Preserve the Natural Environment and address environmental risks as they arise.	Manage the impact of waste, water, weed and vermin control on the environment		
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	Ongoing
5.4	Ensure robust process for economic and infrastructure development	Town Planning Review/Initiatives	Ensure Planning is in place to encourage economic development activities	Short

CONSULTATION

DPLH are seeking the Shire of Chapman Valley's comments in relation to the land parcels only contained within its administrative boundary, and these are illustrated in **separate Attachment 10.1.4** along with additional aerial photos and information provided by Shire staff to elaborate upon this matter.

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 advise the Department of Planning, Lands & Heritage (DPLH) that it has no objection to the granting to Pilot Energy Limited of a licence under Section 91 of the *Land Administration Act 1997* to facilitate investigatory works into the proposed development of an offshore wind farm for production of renewable hydrogen subject to the following:

- 1 The DPLH seeking and having regard for the comments of the Mid West Ports Authority being the management authority for offshore and onshore operations within a significant portion (Reserve 25300) of the requested licence area.
- 2 The DPLH seeking and having regard for the comments of Development WA being the landowner and project manager of the Oakajee Industrial Estate and the state government's development agency.
- 3 The DPLH seeking and having regard for the comments of the Department of Jobs, Tourism, Science and Innovation.
- 4 The licence term not exceeding 5 years (being for 2 years with a further term options of 2 years and 1 year).
- 5 The licence not being granted on an exclusivity arrangement, with the state government reserving the ability to entertain other proponents.
- 6 The licence being subject to condition imposed requiring that no activities shall be carried out that interfere with or restrict investigation, construction or other activities associated with the Oakajee Port and Industrial Estate and associated Infrastructure Corridor project.
- 7 Council reserves the right of further comment should the applicant seek an extension of the investigatory licence or other forms of licence/approval at a future point in time.

10.2

Manger of Finance & Corporate Services

10.2 AGENDA ITEMS

10.2.1 Financial Management Report for February 2022

10.2.2 Finance, Audit and Risk Management Committee Minutes

10.2.1 Financial Management Report for February 2022

PROPONENT:	Shire of Chapman Valley
SITE:	Shire of Chapman Valley
FILE REFERENCE:	307.00
PREVIOUS REFERENCE:	Nil
DATE:	16 February 2022
AUTHOR:	Dianne Raymond, Manager Finance & Corporate Services

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.2.1(a)	December 2021 & January 2022 Financial Management Reports		✓
10.2.1(b)	Confidential List of Accounts December 2021 & January 2022		✓

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 January 2022 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 February 2021

Long Term Financial Plan (LTFP):

No significant effect on the LTFP

STRATEGIC IMPLICATIONS

Nil

Strategic Community Plan/Corporate Business Plan:

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

CONSULTATION

Not applicable

RISK ASSESSMENT

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

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

VOTING REQUIREMENTS

Simple Majority

STAFF RECOMMENDATION

That Council receives the financial management report supplied under separate cover for the months of December 2021 & January 2022 comprising the following:

Statement of Financial Activities with notes

Note 1 – Net Current Assets

Note 2 – Cash & Financial Assets

Note 3 – Receivables

Note 4 – Other Current Assets

Note 5 – Payables

Note 6 – Rate Revenue

Note 7 – Disposal of Assets

Note 8 – Capital Acquisitions

Note 9 – Borrowings

Note 10 – Lease Liabilities

Note 11 – Cash Reserves

Note 12 – Other Current Liabilities

Note 13 – Operating Grants and Contributions

Note 14 – Non Operating Grants and Contributions

Note 15 - Trust Funds

Note 16 - Explanation of Material Variances

Additional Information

Budget by Program

Summary of Payments

Bank Reconciliation

Credit Card Statement

10.2.2 Finance, Audit and Risk Management Committee Minutes

PROPONENT:	Shire of Chapman Valley
SITE:	Shire of Chapman Valley
FILE REFERENCE:	403.05
PREVIOUS REFERENCE:	Nil
DATE:	16 February 2022
AUTHOR:	Dianne Raymond, Manager of Finance & Corporate Services

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.2.2(a)	Finance, Audit & Risk Management Committee Minutes		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

The Shire of Chapman Valley Finance, Audit & Risk Committee met on the 31 January 2022 in the Council Chambers Nabawa. The Minutes of the meeting have been supplied under separate attachment.

COMMENT

The Minutes and recommendations from the Finance, Audit & Risk Committee meeting dated 31 January 2022 are presented for Council consideration.

In relation to the annual audit the concluding audit exit interview attended by the Shire & Deputy President, Chief executive Officer and Manager of Finance & Corporate Services via teleconference with the Office of Auditor General and Nexia Australia reported audit satisfaction across all audit areas. The audit did not identify any significant deficiencies in internal controls or key risk related areas.

The only material matter raised indicating a significance adverse trend is in the financial ratios for the Operating Surplus Ratio. This ratio has been below the Department of Local Government, Sport and Cultural Industries standard benchmark for the past three years.

Financial ratios are included in the notes of the Annual Financial Report to provide users with key indicators on the financial performance of a local government. Under Regulation 50 of the Local Government (Financial Management) Regulation several ratios are to be reported with comparisons to previous years and used as a monitoring tool for trends. However if the information is to be meaningful it should be prepared accurately and consistently with consideration to local government anomalies outside of normal corporate reporting and accounting standards adjusted.

There is currently a review of ratios being undertaken within the industry with most local governments considering the formula to calculate the Operating Surplus Ratio as flawed. The formula does not allow for inclusion of Financial Assistance Grant funding, yet does include the non-cash depreciation expense. The current working group is likely to have some recommendations to the Department mid-year for review.

The insert below provides details of how the Operating Surplus Ratio is calculated. A negative ratio indicates the percentage increase in total own revenue (namely rates) which would be required to achieve a 'break-even' operating result.

Operating Surplus Ratio	
Operating Surplus Ratio =	$\frac{(\text{Operating Revenue MINUS Operating Expense})}{\text{Own Source Operating Revenue}}$
Purpose:	This ratio is a measure of a local government's ability to cover its operational costs and have revenues available for capital funding or other purposes.
Standards:	Basic Standard between 1% and 15% (0.01 and 0.15) Advanced Standard > 15% (>0.15).
Definitions:	
'Operating Revenue'	Means the revenue that is operating revenue for the purposes of the AAS, excluding grants and contributions for the development or acquisition of assets.
'Operating Expense'	Means the expense that is operating expense for the purposes of the AAS.
'Own Source Operating Revenue'	Means revenue from rates and service charges, fees and user charges, reimbursements and recoveries *, interest income and profit on disposal of assets.

The financial ratios reported for the 2020/2021 period indicate the Operating Surplus Ratio as the only ratio not meeting the current Department of Local Government basic benchmark target.

FINANCIAL RATIOS

	2021 Actual	2020 Actual	2019 Actual	DLG Benchmark Basic Standard Target
Current ratio	✓ 2.23	3.38	3.35	≥1
Asset consumption ratio	✓ 0.96	0.98	0.84	≥0.50
Asset renewal funding ratio	✓ 1.00	1.00	1.00	≥0.75
Asset sustainability ratio	✓ 1.20	0.94	1.00	≥0.9
Debt service cover ratio	✓ 30.74	21.10	11.18	≥2
Operating surplus ratio	✗ (0.18)	(0.14)	(0.22)	≥0.01 to ≥0.15
Own source revenue coverage ratio	✓ 0.55	0.62	0.58	≥.4 to ≥0.6

In relation to matters raised as a significant item, Section 7.12A(4)(a) of the Local Government Act 1995 states:

- (4) A local government must —
 - (a) prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and
 - (b) give a copy of that report to the Minister within 3 months after the audit report is received by the local government.
- (5) Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government's official website.

The content of the report to the Minister will include the following Council position:

- a) The Operating Surplus Ratio will continue to be monitored in conjunction with all other Ratios.
- b) The formula to calculate the Operating Surplus Ratio is considered flawed as it currently does not incorporate Financial Assistant Grants, which Council believe must be considered as Own Source Revenue to provide services.
- c) This is the only matter of significance raised throughout the audit with all other audit areas performed to audit satisfaction.

STATUTORY ENVIRONMENT

Local Government Act 1995 & Local Government Audit Regulations 1996.

POLICY/PROCEDURE IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Long Term Financial Plan (LTFP):

No effect on the LTFP

STRATEGIC IMPLICATIONS

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

Elected Members and staff discussed the matters at committee with the outcome of several independent audits indicating the Shire is in a sound financial position and management procedures are sound.

RISK ASSESSMENT

Low risk as it is considered the Council remains in a sound financial position and management procedures are sound.

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

VOTING REQUIREMENTS

Simple Majority

STAFF RECOMMENDATION

Council receives and endorse the Finance, Audit and Risk Management Committee Minutes with all compliance matters be attended to in accordance with legislation.

10.3

Chief Executive Officer

10.3 AGENDA ITEMS

10.3.1 Annual Electors Meeting

10.3.2 Council Committee Application

10.3.1 Annual Electors Meeting

PROPONENT:	Shire of Chapman Valley
SITE:	Shire of Chapman Valley
FILE REFERENCE:	413.01
PREVIOUS REFERENCE:	MINUTE REF: 12/21-08 & 12/21-09
DATE:	16 February 2022
AUTHOR:	Jamie Criddle, Chief Executive Officer

SUPPORTING DOCUMENTS

Ref	Title	Attached to Report	Under Separate Cover
10.3.1(a)	Minutes – Annual Electors Meeting – 8 th February 2022		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

At the December 2021 Ordinary Council Meeting (OCM) Council resolved the following:

MOVED: Cr Batten

SECONDED: Cr Elliott-Lockhart

Council accepts the Annual Report for the 2020/2021 Financial Year as required by s5.54 of the Local Government Act 1995 as presented.

*Voting F8/A0
CARRIED
Minute Reference: 12/21-08*

MOVED: Cr Humphrey

SECONDED: Cr Low

Council:

- 1 Receives and accepts the Auditors Financial Report for 2020/2021;*
- 2 Receives and accept the Auditors Management Report 2020/2021;*
- 3 Set the date for the Annual General Meeting of Electors for the 8 February 2022, commencing 6.00pm at the Bill Hemsley Park Community Centre and advertise this meeting accordingly.*
- 4 Request the CEO give local public notice of the availability of the Annual Report as required by s5.55 the Act;*
- 5 Publish the Report on the Shire Website within 14 days of Council acceptance in accordance with s5.55A of the Act;*
- 6 Provides a copy of the Shire of Chapman Valley 2020/2021 Annual Report to the Director General of the Department of Local Government.*

*Voting F8/A0
CARRIED
Minute Reference: 12/21-09*

Council held its Annual Electors Meeting on the 8th February 2022 and a copy of the unconfirmed minutes from the meeting have been provided under separate cover as **Attachment 10.3.1(a)**

COMMENT

As required by legislation, this item is being presented to the first Ordinary Council Meeting following an Annual Electors meeting to enable consideration of the issues raised (if any).

STATUTORY ENVIRONMENT

Section 5.33 of the *Local Government Act 1995* requires that:

- “(1) All decisions made at an electors meeting are to be considered at the next ordinary council meeting or, if that is not practicable –
- (a) At the first ordinary council meeting after that meeting; or
- (b) At a special meeting called for that purpose.
- which ever happens first.
- (2) If at a meeting of the Council a local government makes a decision in response to a decision made at an electors meeting, the reasons for the decision are to be recorded in the minutes of the council meeting.”

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

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

No effect

STRATEGIC IMPLICATIONS

Not applicable

- **Strategic Community Plan/Corporate Business Plan:**

Ref	Objective	Strategy	Action
1.1	Nurture the sense of community	Determine a whole of Shire community integration approach	Advocate a sense of community when opportunity arises.

CONSULTATION

Meeting was advertised and attended by elector(s), elected members and staff.

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 site response

VOTING REQUIREMENTS

Simple Majority

STAFF RECOMMENDATION

The Minutes of the Annual Electors meeting dated 8th February 2022 be received with actions required from the meeting being:

- Motion from the floor to include one (1) Ordinary Meeting of Council a year be held at Bill Hemsley Park Community Center

10.3.2 Council Committee Nominations – Remote Engagement Program (Cr Forth)

PROPONENT:	SHIRE OF CHAPMAN VALLEY
SITE:	SHIRE OF CHAPMAN VALLEY
FILE REFERENCE:	1102.00
PREVIOUS REFERENCE:	Nil
DATE:	16 FEBRUARY 2022
AUTHOR:	JAMIE CRIDDLE, CHIEF EXECUTIVE OFFICER

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.3.2 (a)	Remote Engagement Program Local co-design Statement of Intent		✓
10.3.2 (b)	Remote Engagement - Cr Darrell Forth		✓
10.3.2 (c)	RSVP form Local co-design groups		✓

DISCLOSURE OF INTEREST

Cr Forth - Member

BACKGROUND

Council has a Committee system of representation at regional meetings and events. As a result of the recent elections the committee representations were reviewed and updated.

Cr Forth has had his name put forward by MEEDAC (Mullewa Economic and Employment Development Aboriginal Corp) who are a WFD (Work for the Dole) remote provider whom Cr Forth previously worked with. He was aware they would be putting his name forward, but wasn't aware that it would be in the capacity of representing Local Government. (see attached letter)

The Australian Government intends to replace the Community Development Program (CDP) with a new Remote Engagement Program in 2023. The Remote Engagement Program will be co-designed and trialled in five regions across remote Australia. Learnings from the trials will inform the design of the national roll out of the Remote Engagement Program.

A local co-design group is being established in each trial region and I am pleased to invite you to be a member of the local co-design group for the trial region of Mid West/West. The group will guide the co-design process by providing input and advice about the new Remote Engagement Program in your region.

Your (Cr Forth) expertise combined with your ideas, perspectives and lived experience will be critical in supporting the development and implementation of the Remote Engagement Program and what it will look like for the region.

An independent facilitator will be engaged for each local co-design group to facilitate and guide the local co-design sessions to ensure the voices of all members are heard.

The local co-design groups will operate concurrently with, and inform, a national co-design group on the learnings and feedback received during the trial period. The national co-design group will focus on the new program to be implemented in 2023, and will not oversee the local co-design groups. It is anticipated that the first meeting of the local co-design working group in the Mid West/West region will be held in early 2022.

To formally accept this invitation to be appointed as a member of the local co-design group for the trial region of Mid West/West, please respond with your RSVP using the form enclosed with this letter by Friday 18 February 2022.

COMMENT

Cr Forth has advised that the Federal Department that runs the Work for the Dole scheme is NIAA (National Indigenous Australians Agency) have made fundamental changes to the existing scheme that effectively makes it unworkable, and the program delivery companies such as MEEDAC are hamstrung and cannot achieve meaningful outcomes. NIAA have finally recognised this and are going to run a couple of pilot projects around the country. MEEDAC who have consistently rated highest of the WFD providers in terms of outcomes in Australia have been selected to run a trial

program called REP (Remote Engagement Program) where they will seek input from employers, government agencies and other stake holders to develop an new model that is more outcome focused, workable and equitable to all parties.

Cr Forth is comfortable to participate in the program but as they have formally addressed this to Cr Forth in his capacity of Councillor, there will be a requirement to have this position endorsed by Council so as to act in his capacity as a councillor.

STATUTORY ENVIRONMENT

Local Government Act 1995

Subdivision 2 — Committees and their meetings

5.9 . Committees, types of

(1) In this section —

other person means a person who is not a council member or an employee.

(2) A committee is to comprise —

- (a) council members only; or
- (b) council members and employees; or
- (c) council members, employees and other persons; or
- (d) council members and other persons; or
- (e) employees and other persons; or
- (f) other persons only.

5.10. Appointment of committee members

(1) A committee is to have as its members —

- (a) persons appointed* by the local government to be members of the committee (other than those referred to in paragraph (b)); and
- (b) persons who are appointed to be members of the committee under subsection (4) or (5).

* Absolute majority required.

(2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.

(3) Section 52 of the Interpretation Act 1984 applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the local government.

(4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.

(5) If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —

- (a) to be a member of the committee; or
 - (b) that a representative of the CEO be a member of the committee,
- the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

Long Term Financial Plan (LTFP):

No effect

STRATEGIC IMPLICATIONS

The portfolio system is a technique by which individual Councillors become proficient in a number of areas of local government interest. This then results in a more collectively informed Council with additional individual skills

Strategic Community Plan/Corporate Business Plan:

Not applicable

CONSULTATION

Cr Forth

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

Absolute Majority

STAFF RECOMMENDATION

That Council appoint Cr Forth as a member of the local co-design group for the Remote Engagement Program in the Midwest/West region and forward to the National Indigenous Australians Agency no later than Friday 18 February 2022.

- 11 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
- 12 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING**
- 13 DELEGATES REPORTS**
- 14 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**
- 15 MATTERS FOR WHICH MEETING TO BE CLOSED TO MEMBERS OF THE PUBLIC**
 - 15.1 Variation to CEO Contract - Novated Lease**
- 16 CLOSURE**



SOURCE DOCUMENTATION

Proposed Extractive Industry Plan (Gravel and Sand)

320 (LOT 13) URCH ROAD, NARRA TARRA



This document has been prepared by WA Planning & Logistics on behalf of QEM Group Australia Pty Ltd



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DOCUMENT CONTROL

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ATTACHMENTS

Attachment 1 – Development Plan

Attachment 2 – Noise Management

Attachment 3 – Dust Management

Attachment 4 – Environmental Management Plan

1. THE PROPOSAL

This application proposes the establishment of an Extractive Industry (gravel and sand quarry) at 320(Lot 13) Urch Road, Narra Tarra.

The applicant, QEM Group, seeks the establishment of a quarry that would be operated intermittently from three small excavation areas over a period of 5 years. This report seeks to address the potential impacts of the development and outline the company's management of the site and proposed rehabilitation of the land.

The quarry will be maintained securely and will be operated in a manner that will minimise any potential impacts on surrounding land and land uses. It is considered that the location of the quarry is in keeping with the zoning and is compatible with surrounding land uses.

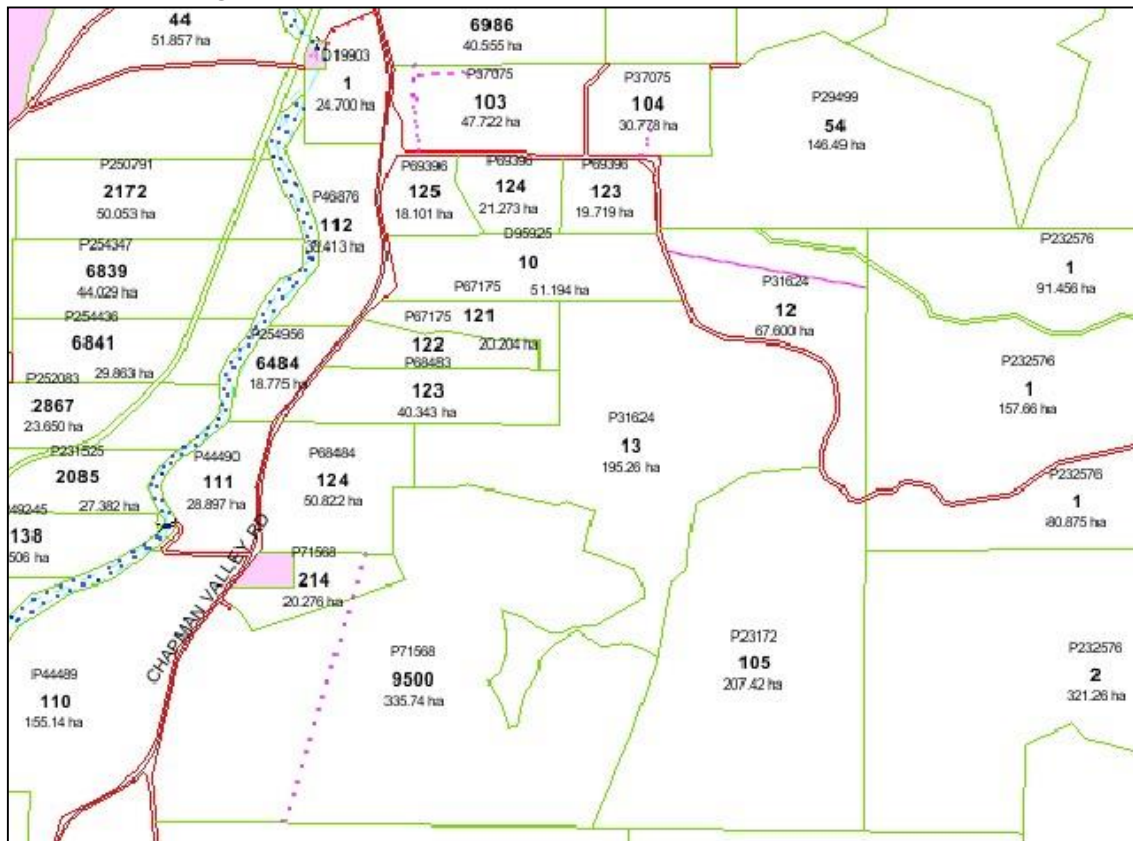
The application meets the requirements of the Shire's Local Planning Scheme, Strategy and Extractive Industry Local Planning Policy. Assessment of the application against relevant state legislation has confirmed that the proposed operation and siting of the extractive industry complies with these requirements also.

A copy of the development plans for this proposal has been included as **Attachment 1** to this report.

2. LOCATION & EXISTING DEVELOPMENT

Lot 13
Street No 320
Street Name Urch Road
Locality Narra Tarra

Figure 1 - Location Plan for 320 (Lot 13) Urch Road, Narra Tarra



320 Urch Road, Narra Tarra is located within an area where properties are predominately used for rural living and broad acre agricultural pursuits. The property is zoned 'Rural' and is surrounded by 'Rural' and 'Rural Smallholding' zoned land.

Table 1 – Surrounding Development

DIRECTION	IMMEDIATELY ADJOINING	FURTHER
North	'Rural Smallholding' and 'Rural' zoned lots	'Rural Smallholding' and 'Rural' zoned lots
East	'Rural' zoned lot	'Rural' zoned lots
South	'Rural Smallholding' and 'Rural' zoned lots	'Rural' zoned lots
West	'Rural Smallholding' and 'Rural' zoned lots	'Rural' zoned lots

The property is currently used as a working farm with the land containing livestock. A dwelling and associated outbuildings have been constructed at the front (eastern portion) of the property.

The property established an Extractive Industry (gravel) on the property in 2011 with extraction being undertaken since that time, however the material from the original gravel pit has now been exhausted with the remaining gravel stockpiled and the topsoil replaced. The land has largely now been rehabilitated back to pastur land and is used as feed for livestock. There is a small amount of stockpiled gravel that is to be used for the maintenance of the internal access ways upon the property. The applicant allowed the approval for this gravel pit site to lapse given no further extraction will occur from this area of the property.

Figure 2 & 3 – Existing gravel pit that has been exhausted and rehabilitated



3. LAND TENURE

The property is owned by Ken & Gailene Quadrio who have entered into an agreement with QEM Group to excavate gravel and sand from the site for a period of up to 5 years.

QEM Group Pty Ltd is a Geraldton based privately owned Earthmoving Company that preforms mining, civil and haulage services across Western Australia. Specialising in remote site works the company is self-sufficient in completing these works, from the use of portable camps, messing, ablution and refuelling facilities to its customised equipment, this has led to clearing and rehabilitating over 5000 drill pads and 1500 km of access tracks in the Pilbara region within the last 4 years.

As one of the most efficient exploration and rehabilitation contractors on the market, they are not limited to just that scope of work. QEM Group have also excelled in projects such as roads works, road construction, tailings storage facility lifts, tailings storage facility rehabilitation, crushing, screening, breaker car module haulage, road haulage, gravel stockpiling, waste dump rehabilitation, mining, environmental clearing, fire prevention clearing, machine hire, mechanical contracting, civil earthworks and emergency fire clearing.

QEM Group will be responsible for undertaking any subsequent approvals required under legislation and to meet the conditions of approval applied by the Shire of Chapman Valley through the planning process.

Contact details for this proposal and any ongoing queries as to quarry operations:

Head Office

Address: 144 Flores Road
GERALDTON WA 6530
Email: admin@gemgroup.com.au
Office Phone: 08 9944 8820
Website: www.gemgroup.com.au

Quarry Manager

Name: Todd Quadrio
Email: todd.q@gemgroup.com.au
Mobile: 0417 322 202

4. PLANNING CONSIDERATIONS

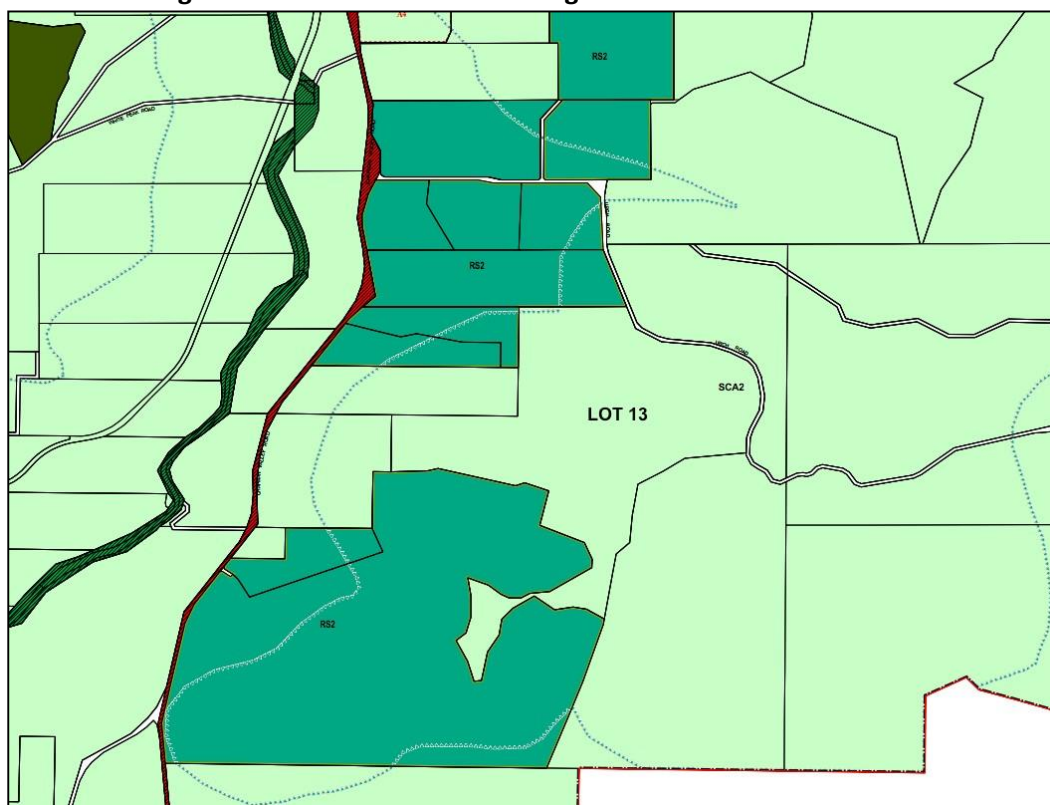
Extractive industries are a form of mining specific to the removal of basic raw materials. The Mining Act 1978 (Mining Act) includes extractive industries under the general definition of 'mining operations'. Importantly, the Act makes the differentiation between private, or freehold, land and Crown land, stating that basic raw materials on Crown land will be subject to the Mining Act, with freehold land subject to the Planning and Development Act 2005 (P & D Act). This is because under the Mining Act, basic raw materials are not considered minerals if they are on private land (to 30 metres in depth).

As this proposal is for the establishment of an extractive industry upon private land the approval of local government is required subject to its statutory and strategic documentation, local laws and the Department of Planning's state planning policies.

4.1 SHIRE OF CHAPMAN VALLEY LOCAL PLANNING SCHEME NO.2

The property is zoned 'Rural' under Shire of Chapman Valley Local Planning Scheme No.2 (the 'Scheme'). The land use of 'Industry-Extractive' is considered a 'A' land use under the Scheme meaning that the use is not permitted unless the local government has exercised its discretion by granting development approval after advertising the proposal in accordance with Section 9.4 of the Scheme.

Figure 4 – Extract of Local Planning Scheme No.2 Scheme Ma



The Scheme states that the objective of the 'Rural' zone is to:

- “(a) Provide for a variety of agricultural/rural activities;*
- (b) Provide for other land-uses compatible with the predominant use of the land*

- (c) *Prevent the establishment of land-uses more appropriately undertaken in commercial and/or industrial areas;*
- (d) *Provide appropriate protection from incompatible development for existing land uses; and*
- (e) *Protect the environmental and landscape values of the land."*

In considering applications upon 'Rural' zoned land the Scheme states the requirements of Industry-Extractive are provided within the Local Planning Policy. It is considered that this application meets the requirements of the Policy. **See Section 4.3** of this report for an assessment of this proposal against the requirements of the Shire's Extractive Industry Local Planning Policy.

The proposed sand and gravel quarry will provide a basic raw material to the Mid-West Region, being sited in a location that is compatible with surrounding land uses. The proposal can be operated upon the property without taking away valuable agricultural land or conflicting with other land uses on the site or surrounding properties.

The land use of 'Industry – Extractive' is considered suitable to coincide with surrounding rural pursuits given the land is being used for agricultural purposes and the small scale and intermittent operation of the proposed quarry locations. The large lot sizes within the area provides large separation distances between the proposed excavation areas and built development.

4.2 SHIRE OF CHAPMAN VALLEY LOCAL PLANNING STRATEGY

The Shire's Local Planning Strategy places the property partially within 'Precinct 2 Chapman East' and 'Precinct 3 Chapman Valley'.

The Strategy states that the vision of Precinct 2 Chapman East is *"utilising opportunities for agricultural diversification whilst ensuring the continued sustainable production from broadacre agriculture"* and that the land use of Extractive Industry/Mining is considered an appropriate land use for the area.

The objectives of Precinct 2 Chapman East that are considered relevant to this proposal include:

- "2.2.5 Support the extraction of basic raw materials (except radioactive materials or minerals), pursuant to the provisions of the Mining Act 1978 and conducted in accordance with the 'Mining Code of Conduct' and 'Farmer Mining Guide'*
- 2.3.4 Ensure that land use conflicts (ie noise, dust, odour, spray drift, vermin etc) are avoided through appropriate environmental and planning controls.*
- 2.3.5 Protect the rural amenity and character of the area from incompatible land use/development, again through the implementation of appropriate environmental and planning controls."*

The vision of Precinct 3 Chapman Valley is to facilitate *"a diverse range of rural pursuits and incidental tourist developments that complement the sustainable use of agricultural resources"* and that the land use of Extractive Industry/Mining is considered an appropriate land use for the area.

The objectives for Precinct 3 Chapman Valley that are considered relevant to this proposal include:

“3.2.1 Facilitate agricultural diversification in appropriate areas where there will be no detrimental impact to the surrounding land.

3.2.5 Support the extraction of basic raw materials (except radioactive materials or minerals), pursuant to the provisions of the Mining Act 1978 and conducted in accordance with the ‘Mining Code of Conduct’ and ‘Farmer Mining Guide’

3.3.4 Ensure that land use conflicts (ie noise, dust, odour, spray drift, vermin etc) are avoided through appropriate environmental and planning controls.

3.3.5 Protect the rural amenity and character of the area from incompatible land use/ development, again through the implementation of appropriate environmental and planning controls.”

The proposed extractive industry is to be located within an area that is considered appropriate for the extraction of gravel and sand as supported by the objectives and suggested land uses of the Strategy for both Precinct 2 & 3. The property is appropriate to be used for extractive industry given the properties scale, the distance to the nearest habitable buildings, the strict controls that will be implemented by the applicant pertaining to dust, noise and environmental management and the surrounding properties being used for agricultural and rural lifestyle land uses or in the case of the lot to the north-east, also used for extractive industry.

The Strategy does not propose any further subdivision for the property as demonstrated upon the ‘Rural Residential and Rural Smallholdings’ Map.

Figure 5 – Extract from Strategy of Rural Residential and Rural Smallholdings Map



There is very limited opportunity for further dwellings to be constructed within 500m of any of the excavation areas as most of the surrounding lots are already either subdivided to the minimum lot size or there are already two existing homes constructed on one property in locations that would prevent further homes being built closer to the excavation areas.

4.3 LOCAL PLANNING POLICY – EXTRACTIVE INDUSTRY

The application is considered to meet with the requirements of the Extractive Industry Local Planning Policy with the required information contained within this report and proposed plans. The application is not seeking any variation to the requirements of the Policy.

The Local Planning Policy states the following objectives:

- “3.1 To detail the specific requirements and minimum standards for the establishment of an ‘Extractive Industry’ in the ‘Rural’ and ‘Rural Smallholding’ zones.*
- 3.2 To set out matters which may be taken into account when considering applications for an extractive industry.*
- 3.3 To ensure extractive industry occurs with minimal detriment to the local amenity and environment, and in a manner which allows for future use and development consistent with long-term planning intentions for the area.”*

As the site is to be used intermittently and within the hours of operation supported by the local planning policy it is considered that the application would not cause detrimental impacts on the locality. In addition, on assessment of the Shire’s Local Planning Scheme and Strategy it can be confirmed that the proposal does not impact on any future development intentions for the area and is compatible with the aims of the ‘Rural’ zone to provide opportunity for the extraction of basic raw materials.

Section 4.2 of the Policy lists the general requirements and considerations of the Shire. Below is a response to each of the matters raised:

Table 2 – Compliance with Shire of Chapman Valley Extractive Industry Policy

Shire of Chapman Valley General Requirement/Consideration of Policy	Proposed Extractive Industry Evidence of compliance or consideration of requirements	Considered to meet requirements of Policy
a. Extractive industry will only be approved where Council is satisfied that the proposal will not result in unacceptable environmental impacts as a result of noise, dust, light spill, odour, visual intrusion or contamination.	The relevant environmental impacts to this proposal are noise and dust. For more information on proposed Noise Management see Section 7.2 of this report. For more information on proposed Dust Management see Section 7.3 of this report.	Yes

b. An extractive industry proposed within the Moresby Range as defined by the Moresby Ranges Management Strategy shall be assessed with regard for that development and the Moresby Range Management Plan.	See Section 4.4 of this report.	Yes
c. Depending on the nature of the proposed extractive industry, local wind, topography and vegetation conditions, setback distances from site boundaries and existing watercourse or bodies may need to be increased. When determining such setbacks Council shall consider existing and potential land-uses on adjoining and nearby properties.	The Scheme requires setbacks of 15m from the front and rear and 5m from side boundaries. This application meets all setback requirements.	Yes
d. Council may require the preservation and/or planting of a vegetated buffer strip ensuring that the extraction activities are adequately screened from the road and adjoining properties.	<p><i>Northern Excavation Area A:</i> This area is screened from view by existing vegetation upon the property which is located to the north of the excavation area and a row of mature trees along the boundary of the adjoining property to the west. Cannot be seen from a public road.</p> <p><i>Northern Excavation Area B:</i> Given the maximum excavation depth of 1m, no stockpiling at this excavation area when not in use, small footprint, limited time period for use of the site and gentle slope of the land any visual impact of the excavation area will be very limited. There is only 1 dwelling within 1km of the site that could potentially see the excavation area. This dwelling is 415m from the site. The area cannot be seen from a public road.</p> <p><i>Southern Excavation Area:</i> This area is more exposed being on an elevated flat portion of the lot, however the closest dwelling is 700m away to the east. Any gravel will be stockpiled on the western and southern extents of the excavation area. The area cannot be seen from a public road.</p>	Yes
e. Where an extractive industry has direct access to a sealed road and the projected number of vehicle movements from the site would justify such a requirement (as	It is not considered that the land use of extractive industry on such a small scale produces vehicles movements of a significance that would warrant an	Yes

determined by Council), the Council may require crossover and vehicle access areas within 50 metres of the road to be constructed with a stable, impervious surface, with stormwater runoff being controlled. In this regard the construction of a crossover shall be in accordance with the Council's existing Crossover Policy.	upgrade to the existing road network or crossovers.	
f. Where an extractive industry is being developed with or without direct access to a sealed road, the Council may require assistance to upgrade and maintain the road/s that will be affected by heavy vehicle movements associated with the extractive industry. Such upgrading contributions may be financial or in-kind and shall be calculated on a case-by-case basis.	It is not considered that the land use of extractive industry at the scale proposed generates a level of traffic movements that exceeds that of a property being used for rural activities such as broad acre cropping which involves many traffic movements associated with seeding and harvest and movement of machinery between paddocks etc.	Yes
g. The Council will not support the operation of extractive industry outside of the following hours, unless it can be demonstrated the proposed extraction area/activity is at least 1000 metres from the closest neighbouring residence upon which the Council may entertain extended operating times: Monday to Saturday - 7.00 am to 6.00 pm Sundays and Public Holidays - no operations	All work is proposed to be carried out between 7:00am and 6:00pm Monday to Saturday with no operations on a Sunday or Public Holiday.	Yes
h. The Extractive industry will generally be approved for a one year period from the date of issue. Operations that continue beyond one year's duration will be subject to a renewed application for planning consent on an annual basis.	Noted. Application proposes that the excavation would be undertaken over a 5-year timeframe. Annual renewal will be undertaken as required.	Yes
i. For large scale mining operations an extended period of approval may be entertained by Council, based on individual merit.	Not applicable	Not applicable

4.4 MORESBY RANGE MANAGEMENT PLAN

The property is located within the Department of Planning's 'Moresby Range Management Plan'. As part of the assessment of the Moresby Range the land was mapped according to landscape character, visibility and significance to the community and influence on tourism and tourism routes.

- Section 4.5.2 Flat tops and side slopes, key view corridors and travel routes:

"This strategy aims to encourage land use and development that is compatible with the preservation and promotion of the landscape values of the range. In particular, land use and development on the flat tops and side slopes, and along key view corridors and travel routes, should be monitored and managed in order to maintain and enhance opportunities for people to view the range."

- Section 4.5.3 Resource extraction and infrastructure:

"In recognising that mining interests exist on the range it should be noted that the extraction of resources may conflict with other land uses such as conservation, recreation and tourism; therefore, it is important to ensure careful management of potential and existing raw material extraction and mineral resources. This will facilitate the minimisation of potential land use conflict, the loss of visual amenity, a reduced conservation value, and noise and dust pollution."

- Section 4.5.4 Protection of remnant vegetation and revegetation programs

"There is a desire within the community to maintain the range's rural amenity, and to conserve and enhance the natural visual landscape of the range ridges and flat tops. The preservation of remnant bushland is important for aesthetic reasons and, in order to retain the conservation value of the range, it is important that revegetation blends in with native vegetation."

With such limited visibility of the excavation areas from neighbouring properties or from the public road system it is not considered that the approval of this development will detract from the aims and strategies of the Plan. The excavation areas are small in scale and sit low in the countryside so for the life of the quarry will have very little impact on the landscape. It should also be noted that given the rehabilitation of the land to be re-contoured to the natural slope, once rehabilitated the sites will seamlessly blend into the existing land and it will not be evident that extraction has occurred once new pasture has grown.

4.5 STATE PLANNING POLICIES

SPP 2.4 – Basic Raw Materials Policy

This SPP Policy acknowledges that a readily available supply of basic raw materials close at hand in the region is essential in keeping down the cost of procuring required materials.

Although the policy only relates to the metropolitan region, the general intent is relevant to the Geraldton region as it experiences growth and an increased demand for raw materials in an economic

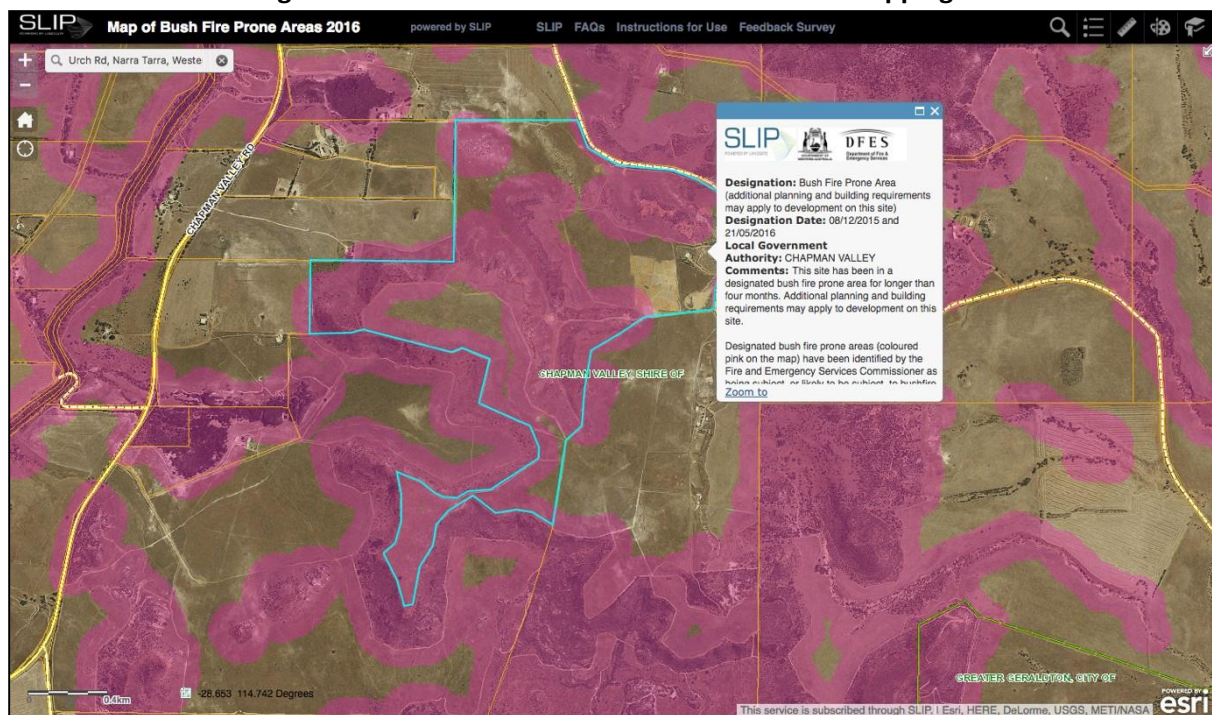
climate where cost effective delivery of infrastructure is an important consideration.

SPP 3.7 – Planning in Bushfire Prone Areas

The requirements for Bush Fire Prone Areas is legislated through the *Planning and Development (Local Planning Schemes) Amendment Regulations 2015* with further guidance provided through SPP 3.7 Planning in Bushfire Prone Areas.

Lot 13 Urch Road is located within a designated Bush Fire Prone Area. As the proposal does not include the construction (temporary or permanent) of habitable structures it is not considered that SPP 3.7 is required to be applied in this instance.

Figure 6 – Extract from the Bush Fire Prone Area mapping



SPP 4.1 – State Industrial Buffer Policy

Extractive industries have the potential to generate a range of emissions including noise and dust as well as risk levels which may not be compatible with other land uses. As a result, the excavation areas required to be separated from residential areas and other sensitive land uses to ensure that amenity (environmental quality, health and safety standards) are maintained.

The State Industrial Buffer Policy establishes the requirement for determining an appropriate buffer area to both protect the proposed industry, but also to protect surrounding land and sensitive land uses. This Policy recommends the use of the Environmental Protection Authority (EPA) Guidance Statement "Separation Distances between Industrial and Sensitive Land Uses" to determine appropriate separation distances between extractive industry and sensitive land uses.

The EPA guidelines recommend that in the case of an application for the extraction of limestone and sand that does not require grinding and milling works that an appropriate separation distance would be between 300-500m from the excavation area depending on

the size of the operation. In this instance it is considered that each of the extraction areas are small in scale and as they would be operated individually and one at a time that a separation of 300m would be appropriate.

Provided as Figures 7 & 8 below are plans that demonstrate the location of dwellings within an approximate 800m radius and their individual distances to each of the excavation areas.

There are no dwellings (sensitive premises) located within 300m of the proposed Northern Excavation Areas or Southern Excavation Area which is compliant with the recommended 300m separation distance of the EPA Guidance Statement.

An assessment and related management strategies associated with potential emissions such as noise and dust are discussed in Sections 7.2 & 7.3 of this report.

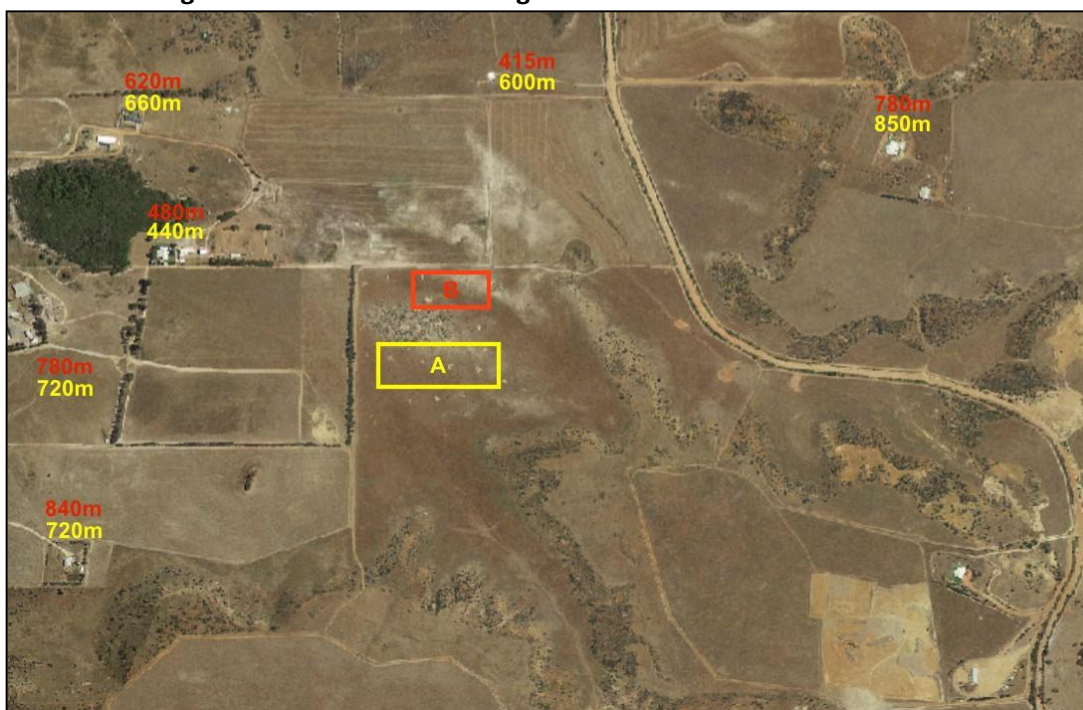
Northern Excavation Area A

Dwellings are located at a minimum distance of 440m. It is not anticipated that surrounding properties would be impacted by the operation of the quarry by either noise or dust (bearing in mind the intermittent use of the site also) given that the excavation area is located in a position where existing remnant vegetation provides both a visual and noise/dust screen.

Northern Excavation Area B

Dwellings are located at a minimum distance of 415m. Given the intermittent use of the excavation area and 1m maximum depth of extraction the impact of the excavation area is significantly minimised. By following the recommended management strategies for this excavation area such as not stockpiling materials, the use of water trucks in the event that dust suppression is necessary and the maintaining of low speeds along the northern access road by haulage vehicles will ensure that there is minimal impact of the development on neighbouring properties. There is only one dwelling that potentially has line of sight to the area within 800m of the site and this is over a minimum distance of 415metres.

Figure 7 – Distance of dwellings from Northern Excavation Areas



Southern Excavation Area

These dwellings are located east of the excavation area at a minimum distance of 705m. Given the large distance between the excavation area and the dwellings, the use of these properties for broad-acre farming and the management strategies in place for the operation of the Extractive Industry it is not considered that this development will impact upon neighbouring properties in terms of visual, noise or dust impacts. These properties were in closer proximity to the earlier gravel area upon the property and to the applicant's knowledge no complaints or concerns have been raised previously which demonstrates that the distance is sufficient and the company has followed its management strategies to ensure that any potential impacts are minimised.

Figure 8 – Distance of dwellings from Southern Excavation Area



5. SUMMARY OF PROPOSAL

Table 3 – Summary of Proposal

Excavation Areas			
	Northern Excavation Area A	Northern Excavation Area B	Southern Excavation Area
Material Extracted	Sand (yellow builders sand)	Sand (yellow builders sand)	Gravel
Access	770m compacted gravel	350m compacted gravel	1.96km compacted gravel (existing)
Setback nearest boundary	40m to western boundary	10m to northern boundary	10m to eastern boundary
Total excavation area	2.49 ha (24,900m ²)	1.2ha (12,000m ²)	3.05ha (m ²)
Maximum depth of excavations	2.5m	1.5m	1.0m
Tonnage per year (estimate)	18,600tonne (12,400m ³)	5,400 tonne (3,600m ³)	11,160tonne (6,200m ³)
Total Tonnage to be excavated	93,000 tonne (62,000m ³)	27,000 tonne (18,000m ³)	55,800tonne (31,000m ³)
Lifespan of site	Up to 5 years	Up to 5 years	Up to 5 years
Distance to nearest dwelling	440m	415m	705m
General Development			
Operating hours	7:00am-6:00pm Monday to Saturday No operation on Sundays or Public Holidays		
Truck movements	2 vehicle movements per day for smaller contracts 10 vehicle movements per day for larger contracts		
Fuel storage	No fuel associated with earthmoving is to be stored onsite and will be transported to the site when required.		
Toilet facility	Permanent facility not proposed for the site, serviced portable toilet will be placed on site should it be required		
Site office	Not required given the intermittent use of the site		
Water supply	Water tanks are available for use at the property. Water to be used for dust suppression only as dewatering is not required		

The project aims to:

- Continue to provide a local source of gravel and sand for the Mid-West region;
- Enable competitive tendering processes with reduced transport and acquisition costs associated with access to a local quarry;
- Continue to provide local employment;
- Comply with all required legislation, policies, guidance notes and Shire of Chapman Valley conditions;
- Provide a quarry for the extraction of basic raw material that does not reduce the amount of high quality agricultural land;
- Operate a quarry that successfully manages the site in relation to visual, noise and dust impacts; &
- Operate a quarry using appropriate safety and risk controls, being aware of environmental influences.

6. EXTRACTION PROCESS

6.1 EXTRACTION METHOD

The method of extraction is to be the same for both the gravel and sand resources. The resources are to be extracted in sections across the excavation area. As this is not the only source of these materials for the company excavation at the site will occur on an intermittent and as required basis.

Excavation of each section will involve the topsoil and overburden being removed by loader (up to approximately 300mm in depth depending on depth of resource) and stored in in dumps and bunds around the edge of the current section being excavated. The stockpile areas will, where practicable, be located on the southern extent of the excavation area to assist with dust suppression with the piles providing protection from the prevailing southerly winds that the region experiences.

The resources will be removed with a loader and loaded directly onto a truck for transportation to the required work site. Stockpiles of the resource will be kept to a minimum, if required at all, and will be located around the perimeter of the excavation area. No processing of the resource is required for the products.

At the end of excavation, the floor of the excavation areas will have the overburden and top soil replaced and the land graded to a natural contour. The landowner will use these areas for the keeping of stock and allow pasture to regrow upon the rehabilitated areas.

6.2 DEPTH OF EXTRACTIONS

Quantum Surveys has flown a surveying drone across each of the three excavation areas upon the site in order to provide up to date aerial photography and contour information. It is anticipated that the approximate depth of extraction at each location would be:

Northern Excavation Area A –
2.5m Northern Excavation
Area B – 1.5m Southern
Excavation Area – 1m

It is anticipated that there will be between 100-300mm of overburden removed and stored before the excavation of each resource.

The overburden that is removed will be replaced during the rehabilitation of each cell and contoured to a maximum slope of 1:2 to suit the gentle to flat undulation at each area.

6.3 EQUIPMENT

Excavation will include the use of a loader and/or excavator which will be loaded straight into a trailer/truck for transport to site.

With such intermittent operation at the site the use of a water tanker may not be necessary, however the applicant has access to water tanks for dust suppression and emergency fire supply upon the site. A water tanker would be used where dust becomes an operational issue.

No processing equipment is required for these materials and all haulage vehicles will be stored and maintained off site.

No fuel is to be stored onsite and will be transported to the site when required. A site office is also not required given the intermittent use of the site.

6.4 WORKFORCE

The number of workers onsite will vary depending on the size of the contract and the tonnage or material required. For a small tonnage contract 2 workers would be sufficient and on larger tonnage contracts up to 8 workers. When the site is not in use there would be no staff presence.

6.5 HOURS OF OPERATION

It is proposed that on the intermittent occasions that the site would be in operation that all work would be carried out between 7:00am and 6:00pm Monday to Saturday with no operations on a Sunday or Public Holiday.

6.6 STAGING & TIMING

With the intermittent nature of the use of the site it is suggested that the excavation area would have a lifespan of up to 5 years.

The resources would only be required irregularly and activity at the site would heavily depend on the amount of contracted work that would require gravel and/or sand. A small contract would see the site used for a 1-2 days at a time and a larger contract potentially up to 2 weeks. These periods would be interspaced with periods that the site would be completely unattended with no ongoing activities taking place.

Excavation will progress in sections as each contract requires. This will enable a coordinated extraction that will slowly spread across the excavation sites and will enable rehabilitation to occur as the resource is exhausted from each section. This method of extraction assists with land stabilisation, rehabilitation and dust suppression.

It is anticipated that with the necessary approvals in place that excavation would commence in the first quarter of 2022

6.7 TRANSPORT

Material will be transported from the site using either a 12 tonne 6 wheeler truck or a 25 tonne capacity truck and trailer. During a low tonnage contract it is anticipated that there would be approximately 2 truck movements per day and on a higher tonnage contract up to 10 truck movements a day.

To access the northern excavation area the existing crossover will be upgraded to a compacted gravel standard. The applicant will liaise with the Shire of Chapman Valley to ensure that the crossover is constructed to the appropriate construction standards. There is a clear line of sight of over 100m in each direction from the crossover providing safe access and egress from the northern excavation areas.

Figures 9 & 10 – Sightlines from crossover to give access to northern excavation areas



Figure 11 - View of existing crossover to be upgraded to Local Government specifications



To access the southern excavation area the trucks will enter and exit the property using the existing compacted gravel crossover which also gives access to the dwelling upon the property. There is a clear line of sight for over 100m in each direction from the crossover onto Urch Road.

Figures 12 & 13 – Sightlines from existing crossover into property



When travelling along the internal access roads the trucks will be limited to 20km/hour. When travelling along Urch Road, although not a speed restricted road, the company has instructed its drivers that there is a maximum 60km/hour speed limit along Urch Road to protect the gravel road surface and minimise dust emissions.

The transport vehicles will turn left (north) onto Urch Road to connect back to Chapman Valley Road. There is an existing bitumen fishtail from Urch Road onto Chapman Valley Road to protect the road surface as traffic moves from the gravel road surface of Urch Road onto the bitumen. There are clear lines of sight for traffic turning onto Chapman Valley Road.

Based on the low volumes of traffic and the very intermittent use of the site the upgrade of Urch Road is not considered necessary and that the reduced speed of the trucks carting the excavated material will ensure that any impact on the road surface is minimised. Agricultural machinery, trucks and transport vehicles accessing the extractive industry adjoining this property have been utilising this road network for many years and therefore the minimal increase in traffic movements that this operation would contribute is considered unlikely to make an impact on the frequency of maintenance required for the gravel road.

7. MANAGEMENT PLAN

Environmental issues and potential impacts arising from the operation of an extractive industry can be managed in such a way as to minimise or eliminate those factors. The following information contains the processes and measures that the company has initiated to provide confidence in its operation of the extractive industry to ensure there is no detrimental impact on the surrounding land, land uses or the environment.

7.1 VISUAL MANAGEMENT

The visual amenity of a development can come into focus for a number of key factors that this report will discuss:

- Development being located at an elevation that can be seen
- Close proximity to neighbouring properties and/or dwellings;
- Lack of visual screening

Northern Excavation Area A

This excavation area is located in a position that cannot be seen from neighbouring dwellings and only limited views of the excavation area can be seen from within the adjoining paddocks of Lots 121 & 123 to the west through a row of existing mature trees. It is therefore considered that there is no visual impact associated with the development of this excavation area.

Figure 14 - View looking north from Northern Excavation Area A



Northern Excavation Area B

There is only one dwelling within 800m that has a direct line of sight to this excavation area. This dwelling is located to the south at a distance of 415m. To minimise the potential visual impact of the excavation area as viewed from this property the excavation depth will be to a maximum of 1.5m with no stockpiles around the perimeter of the excavation area when the site is not in use. This ensures that the excavation is maintained at a low elevation, reducing the height of the view of the area on the landscape. From this property only a small section of land will be seen to be disturbed and once the material is exhausted and the site rehabilitated will blend into the surrounding lot.

Figure 15 - View looking south-west across Northern Excavation Area B



Figure 16 - View north-west from northern excavation area access road



Southern Excavation Area

As Figure 17 below demonstrates, at a distance of just over 700m between the excavation area and the closest dwellings the visual impact of the site is significantly reduced. As the land in between is used as a paddock there is a line of sight, however given the small scale of the excavation area it is not considered that additional measures need to be taken in relation to visual amenity.

Figure 17 – View looking east from Southern Excavation area



As dwellings are not the only factors in assessing the visual impact of the operations, the applicant also proposes the following additional actions to manage visual impacts from neighbouring properties and roads:

- Maintain remnant vegetation in order to provide a visual screen (relevant to Northern Excavation Area A);
- Store any topsoil and overburden along the perimeter of the excavation area to provide a visual and noise barrier to adjoining properties (relevant to Northern Excavation Area A and Southern Excavation Area);
- Limit the amount of land that is being excavated at any one time;
- Ensure that each cell once exhausted is rehabilitated as the area of excavation slowly expands across each site;
- Maintain the sites in a clean and orderly manner;
- Clean any spills immediately on the local road network;
- Store any plant and equipment out of sight where possible; &
- Ensure that the security fencing, signage and gates are of a design and scale that is in keeping with the area.

7.2 NOISE MANAGEMENT

QEM Group currently operates all its worksites in accordance with the requirements of the Environmental Protection (Noise) Regulations 1997. A copy of the company's Noise Management plan has been included as **Attachment 2** to this report.

Noise has the ability to impact those operating on a site, however noise can also impact on those outside of the excavation area and it is therefore important to reduce the potential for detrimental impact through sound operational practices and strategic actions.

It should be noted that these noise impacts will only be relevant when the site is in use. The excavation areas would only be used intermittently throughout the year as demand requires. Small jobs would only see workers and machinery on site for 1-2 days at a time and larger scale jobs up to 2-3 weeks. A loader or excavator running in conjunction with a truck transporting the material from site will not exceed the requirements under the EPA guidelines in addition to complying with the required setbacks to sensitive premises.

The applicant proposes the following actions to assist in the management of noise originating from the excavation areas:

- Continue to implement the company's Noise Management Plan;
- Comply with Environmental Protection (Noise) Regulations 1997;
- Ensure that operations are only carried out within the prescribed working hours/days;
- Provide appropriate PPE to workers;
- Using any topsoil/overburden strategically to provide additional acoustic screening;
- Ensure equipment is turned off when not in use;
- Ensure equipment is in good repair;
- Maintain operations at a lower level, where possible, than the remnant vegetation to assist with noise screening;
- Ensure haulage vehicles do not exceed a speed of 20km/hour along internal roads;
- Ensure any noise complaints are followed up promptly.

7.3 DUST MANAGEMENT

The excavation and transport of sand and gravel has the potential to generate dust emissions within the site and along transport routes and it is therefore necessary that appropriate controls and processes are in place to assist with reducing potential dust impacts.

The applicant proposes the following management measures to minimise issues related to dust:

- Monitor dust emissions continually to ensure preventative and proactive measures are taken immediately;
- Ensure that water is always available on-site for dust suppression;
- A water tanker be made available to distribute the water at the excavation site and along access roads as required;
- Maintain internal access roads in good condition;
- Ensure transport vehicles do not exceed 20km/hour along internal roads and 60km/hour along Urch Road;
- Maintain a vegetation buffer around the excavation site; &
- Do not operate at the site in strong wind conditions where dust suppression is ineffective.

A copy of the company's Dust Management plan has been included as **Attachment 3** to this report.

7.4 WATER MANAGEMENT

Water is available from water tanks onsite and can be transported and distributed via a water tanker if necessary. There is no water required in the excavation process of the material, unless the circumstances of the operation require the use of water for dust suppression. A personal supply of potable water is required to be transported to the work site by each worker.

As material is removed the land will be excavated in such a way as to not cause runoff or erosion issues across the landscape. Given that the maximum depth of excavation is to be 2.5m in height and with generous setbacks, the retaining of remnant vegetation where possible and with

every effort made to sculpt the land and replace the topsoil progressively as the resource is exhausted from an area it is not considered that drainage will be a concern. In the same way ground water contamination is not considered relevant with this application given that the process of excavation does not involve any processes or chemicals that would cause contamination of the ground water supply.

There are no Department of Environment Regulation Environmentally Sensitive Areas, RAMSAR Wetlands, or Department of Water Public Drinking Water Source Areas within the proposed development area.

7.5 SAFETY MANAGEMENT

With the commitment to maintain and continually improve their working environment and business processes, QEM Group is accredited against the following International Standards:

- ISO 9001:2015 – Quality Management Systems
- ISO 14001:2015 – Environmental Management Systems
- ISO 45001:2018 – Occupational Health & Safety Management Systems

This certification demonstrates that QEM Group operates to the highest of standards in Safety Management, Environmental Management and Quality Systems Management. For more information on this accreditation please visit: www.qcse.com.au and www.iso.org.

QEM Group will ensure that all workers are inducted into operational procedures and that they understand the environmental and safety implications of the site. Where applicable workers will undertake a Job Safety Analysis or Risk Assessment to ensure appropriate controls are put in place to minimise risks. Each worker carries a mobile phone (the site is within phone coverage) and there are also radios available in all vehicles to coordinate work onsite.

7.6 ENVIRONMENTAL MANAGEMENT

As the quarry is small in scale and the use of the site intermittent and contract driven, the environmental impacts of the operation of the site are minimal.

QEM Group is committed to ensuring the highest standard is maintained in the management of environmental factors relating to its operations. Included with this report as **Attachment 5** is a copy of the company's Environmental Management Plan.

Clearing

The Environmental Protection Act 1986 is the principal legislation for the prevention, control and abatement of pollution and environmental harm, the regulation of clearing, and the conservation, preservation, protection, enhancement and management of the environment. Clearing of native vegetation is an offence unless a clearing permit has been granted or an exemption applies. In this instance no remnant vegetation is required to be removed in order to access the resources.

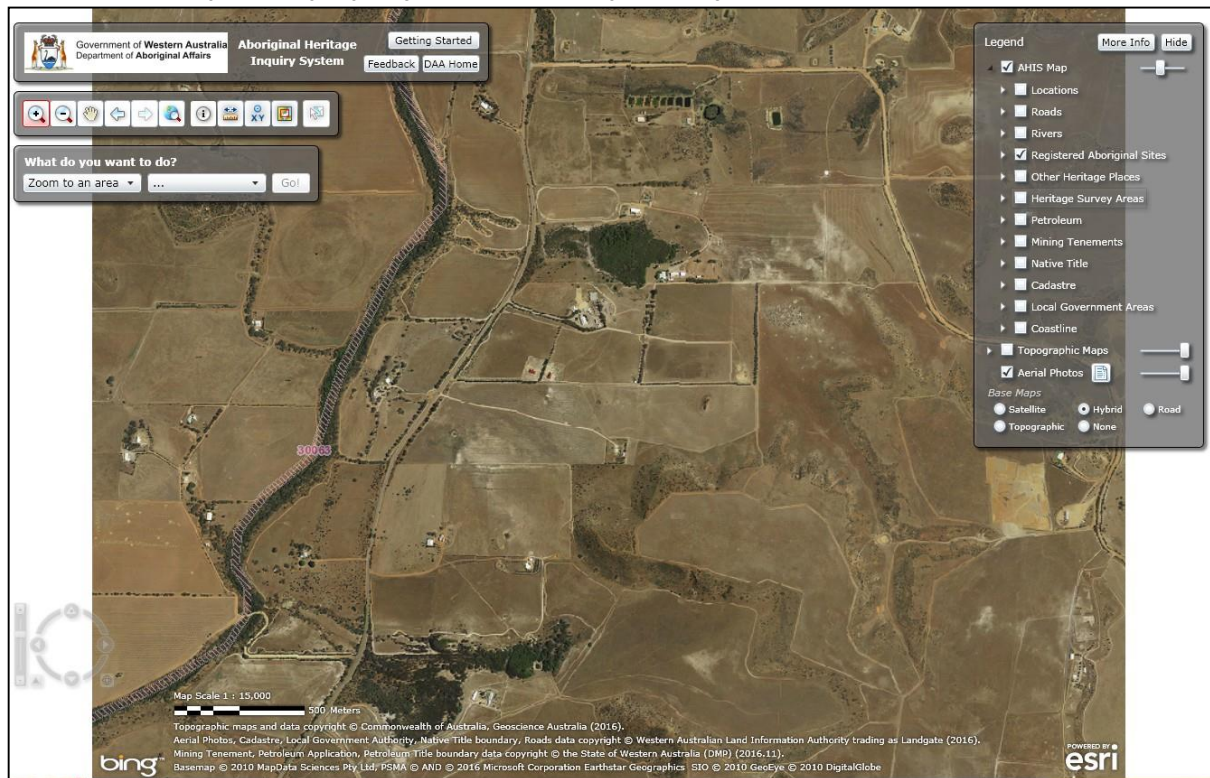
Under Section 51B of the Environmental Protection Act, the Minister for Environment may declare a specified area to be an 'environmentally sensitive area (ESA)'. A search of Department of Environment Regulation (DER) records indicates that this property and the remnant vegetation is not within an environmentally sensitive area.

7.7 HERITAGE MANAGEMENT

There are no known heritage implications associated with the proposed application site. A search of the Department of Aboriginal Affairs Aboriginal Heritage Inquiry System demonstrated no Registered Sites or other heritage applications at this time.

The applicant acknowledges the requirements of the Aboriginal Heritage Due Diligence Guidelines and will use these guidelines to assist them with planning and considering Aboriginal Heritage in relation to the proposed works.

Figure 18 – Extract from the Aboriginal Heritage Inquiry System demonstrating no known sites upon the property or within close proximity to the excavation areas



8. REHABILITATION & DECOMMISSIONING PLAN

The rehabilitation of each excavation area will be undertaken progressively as the resource is removed from a section and is no longer required to be accessed.

Rehabilitation and Decommissioning will include the following:

Contours of the land

- All batters and faces to be re-contoured to a minimum of a 1:2 ratio
- All slopes to be stabilised

Stabilisation of the land

- Topsoil to be progressively reinstated as an excavation section is exhausted of materials; &
- Topsoil to be seeded with pasture varieties to stabilise the land.

Revegetation of the land

- Natural growth;
- Any removed vegetation to be track rolled and spread over the ground;
- No additional plantings are proposed. The landowner has indicated that at the end of the lifespan of the excavation areas that the land will continue to be used for agricultural purposes/pasture for livestock.

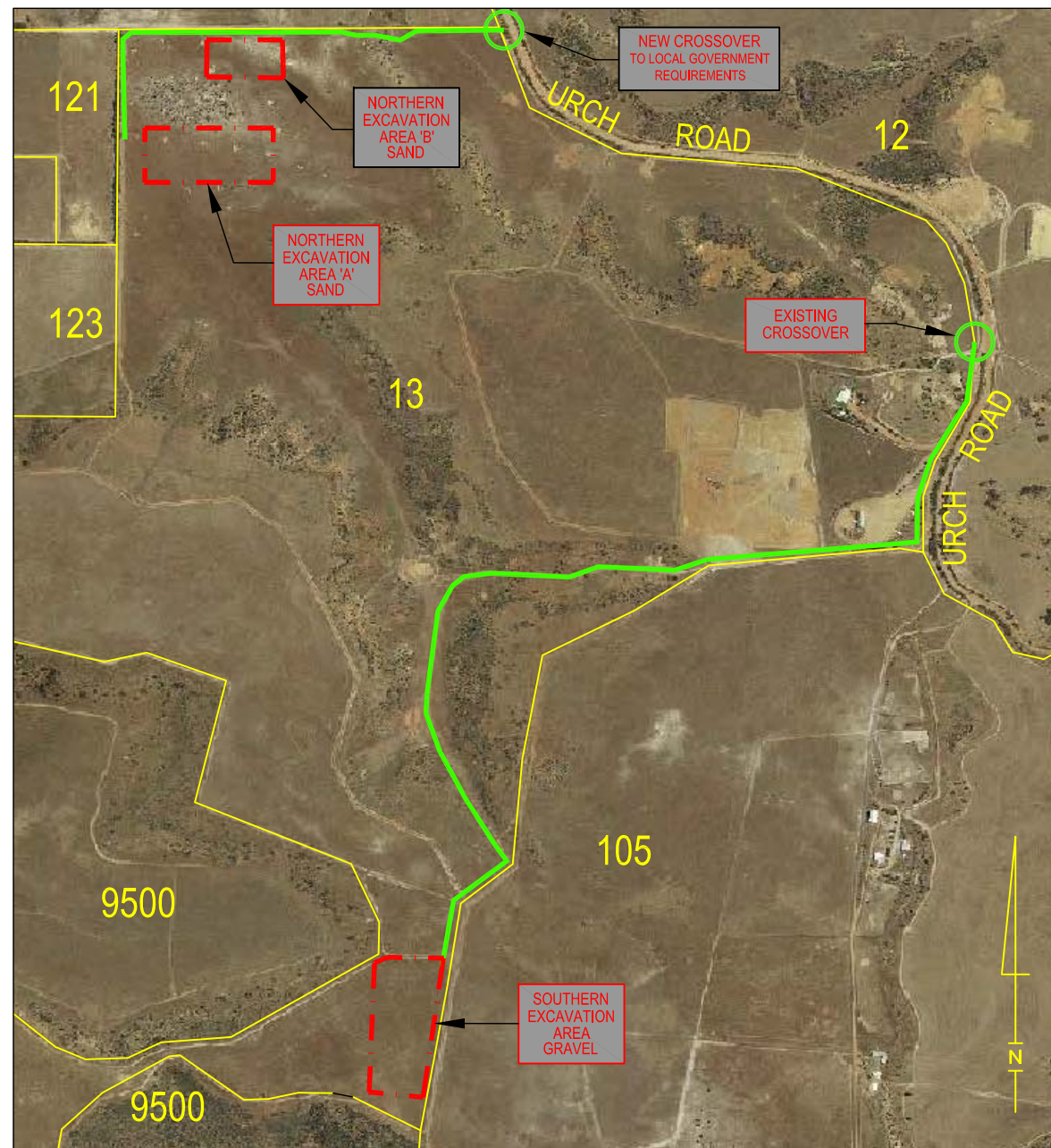
Decommissioning of the site

- All machinery to be removed from site;
- Any internal gravel access roads throughout the excavation area to be removed unless otherwise agreed to by the landowner to remain.

CONTOUR & AERIAL SURVEY
SOURCE - QUANTUM SURVEYS UAV



LOCALITY SKETCH
SOURCE - LANDGATE
NOT TO SCALE



CONTOUR & AERIAL SURVEY
SOURCE - QUANTUM SURVEYS UAV



NORTHERN EXCAVATION AREA

'A'	'B'
AREA - 2.49ha	AREA - 1.2ha
MATERIAL - SAND	MATERIAL - SAND
EXCAVATION DEPTH ~2.5m	EXCAVATION DEPTH ~1.5m
ACCESS FROM - URCH ROAD	ACCESS FROM - URCH ROAD
TRACK DISTANCE - 770m	TRACK DISTANCE - 350m
TOTAL MATERIAL ~62,000m ³	TOTAL MATERIAL ~18,000m ³

LEGEND

- ACCESS TRACK (COMPACTED GRAVEL)
- EXCAVATION LIMITS
- CROSSOVER

NOTE

CADASTRAL INFORMATION ACQUIRED FROM LANDGATE
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SOUTHERN EXCAVATION AREA

AREA - 3.048ha
MATERIAL - GRAVEL
EXCAVATION DEPTH ~1.0m
ACCESS FROM - URCH ROAD
TRACK DISTANCE - 1.96km
TOTAL MATERIAL ~31,000m³

CLIENT	QEM Group Australia Pty Ltd
TITLE	APPLICATION - EXTRACTIVE INDUSTRY (GRAVEL & SAND) LOT 13 URCH ROAD, YETNA Agenda Meeting of Council



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COMPUTED	P.CHAPLYN		19/10/2016	HORIZONTAL DATUM	GCG'94	VERTICAL DATUM	AHD
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CHECKED	D.WELSH		4/11/2016	DRAWING No.	16384PA01-REV1		

1. Purpose

To reduce noise levels as far as reasonably practicable to protect persons, environment (i.e. fauna) or external facilities and land users which may be impacted by noise emissions from QEM operations.

2. Procedure

2.1 Legislative Accountabilities and Compliance – MSIR, OSHR

MSIR 1995 Part 7 Division 1 – Noise Control

Requires that each responsible person on a mine must ensure that noise levels are reduced as far as reasonably practical.

Where exposure levels are such that a person will or is likely to receive noise above the action level (LAeq8h 85dBA) hearing protection must be provided and safety warning signs are displayed about the wearing of personal hearing protectors.

If personal hearing protectors are supplied, then the responsible person must also supply sufficient instruction, training and information to enable the employee to identify the risks to hearing, steps that can be taken to reduce the risk and the correct use, care and maintenance of the hearing protectors.

Project managers can request assistance for training and awareness information packages, on - site training or other resources regarding noise control to fulfil the legislative responsibilities from the HSE Advisor.

2.2 Legislative Accountabilities and Compliance – Environmental

- Environmental Protection Act 1986
- Environmental Protection (Noise) Regulations 1997

Assigned noise levels are the level of noise allowed to be received at a particular time of the day or night. Causing or allowing noise emission which exceed the prescribed standard is regarded as 'unreasonable noise emission' or 'pollution'. Under The Act a person who causes or allows pollution to be released commits an offence. The below assigned levels do not apply to blasting or construction.

Types of Premises Receiving Noise	Time of Day	Assigned Level		
		LA10	LA1	LAmx
Noise sensitive premises at locations further than 15 metres from a building directly associated with a noise sensitive use	All Hours	60	75	80
Commercial premises	All Hours	60	75	80
Industrial and utility premises	All Hours	65	80	90

Blasting carried out between 7am – 6pm on any day which is not a Sunday or a Public Holiday must not exceed 125dB (lin) peak for any blast and 120dB (lin) peak for 9 in any 10 consecutive blasts regardless of the intervals between blasts at the nearest premises.

Blasting carried out between 7am and 6pm on a Sunday or Public Holiday must not exceed 120dB (lin) peak for any blast and 115dB (lin) peak for 9 in any 10 consecutive blasts regardless of the interval between blasts at the nearest premises.

Construction sites are classed as those at which construction is the sole or principle activity being conducted. The equipment used must be the quietest reasonably available as per Section 6 of **AS2436 Guide to Noise Control on Construction, Maintenance and Demolition Sites**.

The project manager shall ensure that all activities conducted by QEM comply with Act and the Legislation. Mining equipment shall be maintained and operated to ensure that unnecessary noise emissions will be prevented.

Further information and assistance can be obtained by contacting the QEM HSE Manager.

3. Noise Monitoring

Noise monitoring for both environmental (noise pollution) and personal (dosimetry) will usually be conducted by the Client. If the project manager identifies that the Client does not conduct the noise monitoring contact the HSE Manager to arrange monitoring.

The results of employees' personal (dosimetry) noise monitoring are to remain confidential unless the employee provides informed consent to the release and use of results.

Audiometric assessments (personal hearing tests) are conducted as part of Mines Health Surveillance as required by the **Mines Safety and Inspection Regulations 1995**.

4. Noise Reports

Noise reports will be prepared by a noise officer as per Resources Safety requirements. **Resources Safety Guidelines - Noise Control in Mines**

The Mines Safety and Inspection Regulations 1995 (R7.11) states that a copy of the noise report is to made available to an inspector or any person employed at the mine who may be exposed to the noise in that workplace.

5. Development and Implementation of Actions Arising from a Noise Report

It is a requirement of the Mines Safety and Inspection Regulations 1995 that upon receipt of a noise report a noise control action plan must be developed within 6 months.

For actions and recommendations pertaining to QEM operations; actions must be entered into the site corrective actions register and have a designated person and target completion date assigned.

Actions may include the following:

- Hierarchy of controls as per SOP8024 Hazard Identification, Risk Assessment and Control
- Engineering modifications and maintenance
- Education and training
- Signage
- PPE

- Purchasing procedures.

The Project Manager may contact the QEM HSEQ Advisor for assistance as required. The HSEQ Advisor will be provide assistance to Project Managers or arrange for an appropriately qualified external service provider to assist.

6. Complaints

In the event of a complaint regarding alleged excessive noise the Project Manager will document, investigate and respond to the complaint as per SOP3.32.015 – Environmental Complaints.

7. Standard

This procedure assists QEM to comply with the following legislation & guidelines:

- Resources Safety Noise Control in Mines
- Mines Safety & Inspection Regulations 1995
- Occupational Safety & Health Regulations 1996
- Environmental Protection Act 1986
- Environmental Protection (noise) Regulations 1997
- AS2436 Guide to Noise Control on Construction, Maintenance and Demolition Sites

1 Purpose

The purpose of this procedure is to provide guidance to QEM Group Australia Pty Ltd employees for minimization of air emissions from work related activities.

Crushing, screening, grading, hauling and ground preparation generates dust which has the potential to impact on native vegetation, disrupt adjoining land users and cause a nuisance to the on-site workforce and surrounding residential population.

This procedure will provide information on how to:

- Ensure compliance with regulatory requirements
- Ensure a proactive approach to dust minimisation
- Avoid nuisance impacts of dust to the workforce and surrounding land users
- Minimise the impact of dust on native vegetation and the environment

2 Scope

This procedure applies to all QEM employees, contractors and subcontractors.

3 Identifying Potential for Nuisance Dust

The Project Manager in consultation with the Project Supervisor shall make an assessment prior to the commencement of each shift as to the potential for dust generation during that shift taking into account the:

- Nature and location of activities on-site including haulage & crushing activities
- Weather conditions and direction/strength of wind
- Potential for dust nuisance on workforce and surrounding land users.

The potential for dust generation shall be reassessed periodically throughout the day while undertaking site inspections.

3.1 Dust Emissions

Where airborne dust particles are identified as a significant potential hazard, a risk assessment shall be conducted. A safe breathing atmosphere is to be maintained at all times. The use of the matrix helps to minimise not only health impacts but also the environmental impact as a result of dust emissions.

The hierarchy for dust control is:

- Eliminate dust
- Control/contain dust
- Reduce dust

3.2 Dust Minimisation Strategy

Dust has the potential to impact site personnel, reduce visual amenity and impact on flora and fauna. If dust is likely to cause nuisance to the workforce or surrounding residents, or impact on surrounding native vegetation, an appropriate method of dust control shall be implemented. This may include:

- Watering of dust generating areas, including unsealed access roads and road verges of sealed roads.
- Water spraying of stockpiles, truck loads or benches.

- Water spraying on conveyor belts and transfer points within plant.
- Application of dust suppressant / minimization products (e.g. Dustex, Gluon, etc.).
- Speed restrictions on roads.
- Dust generating activities to be minimised during windy conditions.
- Change the method of operation to reduce dust generation levels.
- Drivers are to obey speed limits and reduce speed where high levels of dust are emitted.
- No burning is permitted onsite without QEM or the Client's approval.
- Cover products in transit that have the potential to become airborne.

QEM will take all reasonable and practicable measures to prevent or minimize the generation of visual dust from all activities and operations.

Dust Management Plans shall be completed where a greater than high risk is identified upon completion of a risk assessment and in accordance with Client license conditions.

Longer term dust minimization strategies can include:

- Selection of a construction material that minimizes dust created i.e. gravel.
- Construction / mining / operating methods that minimize machinery interaction with dusty material.
- Minimise vegetation clearance and complete rehabilitation of cleared areas as soon as practicable.
- Crushing plant design strategies to minimize airborne dust creation.

These methods must follow the requirements under section 9 of the MSIR 1995 as listed above in standards.

The Project Manager shall determine the dust minimisation strategy where required and shall communicate the requirements.

4 Ventilation

Ventilation within buildings shall be provided to ensure that air in the workplace is of an acceptable quality, humidity and temperature.

Where concerns have been raised regarding the quality of the air, an assessment shall be carried out to establish the need for exhaust ventilation. Some potential contaminants may include:

- Airborne particles (dust, fibres)
- Microbiological pollutants such as viruses
- Ozone depletion such as ultra violet light
- Carbon dioxide
- Combustion as a result of cooking or heating
- Unpleasant odors

5 Complaint Response

Complaints related to dust nuisance will be responded to and documented in accordance with the Environmental Complaint/Query Record Form.

6 Standard

The standards referenced by this procedure are:

- Clients Environmental Management Plan
- MSIR 9.12 Control of atmospheric contaminants
- MSIR 9.18 Water to suppress dust must not be polluted
- MSIR 9.19 Use of dust collection & dust suppression devices
- Environmental Protection (Unauthorised Discharges) Regulations 2004
- Environmental Protection Regulations 1987.

Environmental Management Plan

QEM_CMP_HSEQ_002

Version: 1

1 Authorisation

I hereby accept my responsibilities and accountabilities for the implementation of this Environmental Management Plan (as outlined in Appendix 1, section 16.1).



Todd Quadrio
Managing Director



Georgia Smith
Finance Manager



Jade Smith
HSEQ Manager



Elarne Baumer
HSEQ Consultant



Sean Smith
Transport Manager



Joseph Bertolini
Operations Manager / Estimator

15th November 2021

Date of Authorisation

2 Amendments Table

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4 Introduction

QEM Group Australia Pty Ltd (hereafter referred to as QEM Group) is owned and operated family company with its Head Office located in Geraldton (Mid-West Region). QEM Group specialises in earthmoving and civil construction including road infrastructure and repair and haulage services for the mining sector, and government and private entities. We strive to deliver high-quality mining, civil, and haulage services for projects of all sizes.

Our Vision is to continue to grow our reputation for uncompromised commitment to safety, quality, and client satisfaction, QEM Group aims to be the largest provider of remote road repairs in Western Australia and to be the Mid-West regions local provider of choice for mining, civil & haulage services.

Our Mission is to continue to grow as a company and build our business relationships. We will maintain our reputation for delivering high quality projects on time, on budget, and to a standard that meets or exceeds client expectations whilst performing to the strictest ethical business practices. We provide industry-leading services through the implementation of technically advanced equipment and skilled operators. We consistently exceed the expectations of our diverse client base and ensure safe, equitable and empowering employment for our personnel.

Our Core Values are:

- **Our Customers:** We are committed to delivering projects on time, on budget and to a standard that meets or exceeds our client's expectations.
- **Our Community:** We care about the community in which we work and live, and continually make active contributions to it.
- **Our People:** Our people are important to us – we are a fair employer who promotes diversity and provides a safe and healthy work environment.
- **Respect:** We respect each other and show this in the way we deal with people.
- **Integrity:** We honour our commitments and do what we say we will do.
- **Sustainability:** We show social responsibility in all decisions that we make.
- **Quality:** We maintain accreditation to ISO 14001:2015 and are committed to continual improvement. We will work with our clients to ensure we deliver projects of high quality without the need for re-works.
- **Safety:** We provide a safe & healthy work environment to ensure the wellbeing of our staff, our clients, and the community in which we work.

5 Purpose And Scope

The purpose of this Management Plan is to provide Manager's, Supervisor's, and Management with the necessary information to manage their area of responsibility including site operations in a fair and consistent manner in line with the Company's expectations.

The Environmental Management System (hereafter referred to as EMS) outlined in this plan have been continuously developed and reviewed since commencing operations. The planning and scheduling sections below outlines how this is to be achieved as part of QEM Group continuous improvement approach to environmental.

This EMP is supported by the HSEQ System Procedures, Environmental Risks, Standard Operating Procedures, and Safe Work Method Statements which have been approved under this plan.

Currently QEM Groups' Health, Safety, Environmental, and Quality Management Systems are certified to the following International Standards:

- ISO 45001:2018 (Occupational Health and Safety Management Systems);
- ISO 14001:2015 (Environmental Management Systems);
- ISO 9001:2015 (Quality Management Systems).



Additionally, QEM Group hold Western Australian Heavy Vehicle Accreditation as we are required to obtain permits to perform transport tasks throughout Western Australia. The modules we currently hold as part of the accreditation requirements are:

- Fatigue Management;
- Maintenance Management;
- Dimension and Loading Management; and
- Mass Management.



This EMP has been developed to promote a safe and healthy working environment for all QEM Group personnel, including contractors. It details the environmental objectives and outlines the method of implementation and accountabilities of the personnel involved. An effective EMP will establish responsibilities, processes and records which enables a company and its senior management to demonstrate due diligence.

5.1 Business Details

Business Name:	QEM Group Pty Ltd
Address:	395 Edward Road, Meru, WA, 6530
Contact Person:	Todd Quadrio
Mobile Phone:	0439 181 486
Email:	todd.quadrio@quadrioearthmoving.com.au
ABN:	13 152 547 950

5.2 Planning and Scheduling

QEM Group promotes the adoption of a process approach when developing, implementing, and improving the effectiveness of the EMS, to enhance customer satisfaction by meeting customer requirements.

This approach is illustrated in the following diagram (refer to figure 1), taken from the International Standards (ISO 14001:2015 Environmental Management Systems) which includes a continuous cycle by applying the methodology known as 'Plan-Do-Check-Act' (PDCA).

These activities are in various ways, and at different timed intervals to ensure that QEM Group meets industry best practice regarding environmental management.

This cycle is also formalised on an annual basis whereby an audit is conducted by a suitably qualified organisation that provides a written report on the compliance of QEM Group organisation with the requirements of International Standard ISO 14001:2015 (Environmental Management Systems). Following this annual audit, a management review process is undertaken to identify continuous improvement opportunities.

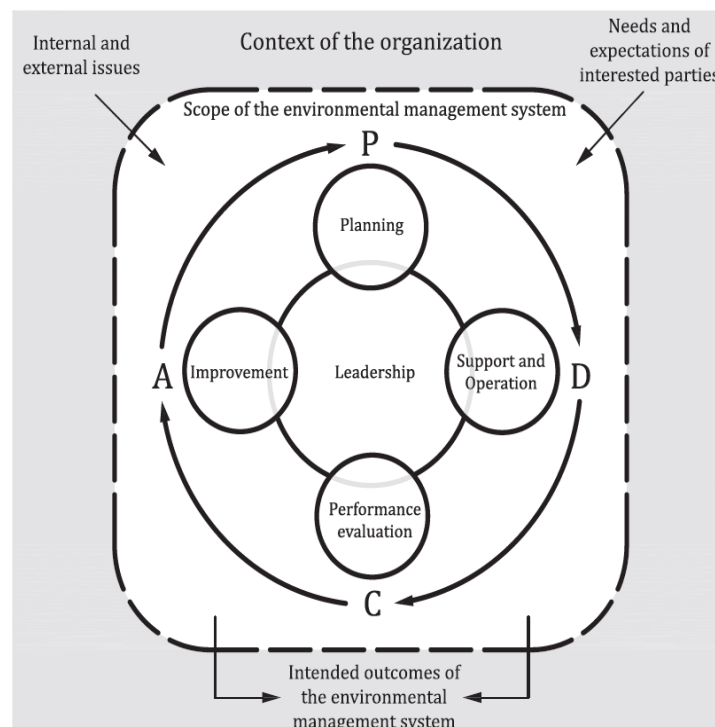
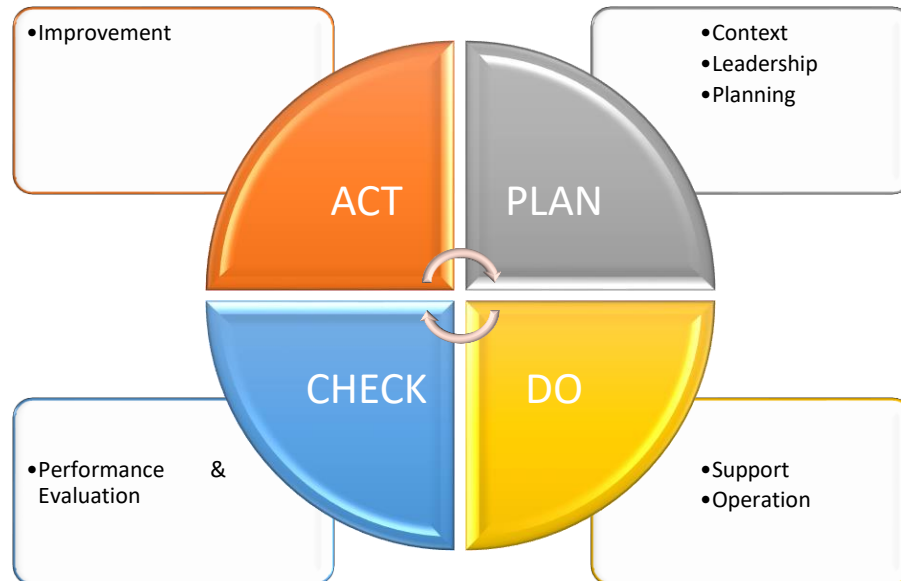


Figure 1: PDCA Cycle

5.3 Plan-Do-Check-Act (PDCA)

Plan-Do-Check-Act is briefly described as follows:

- Plan:** Establish the objectives of the system and its processes, and the resources needed to deliver results in accordance with customers' requirements and the organisation's policies and identify and address risks and opportunities.
- Do:** Implement what was planned.
- Check:** Monitor and (where applicable) measure processes and the resulting products and services against policies, objectives, requirements, and planned activities and report the results.
- Act:** Take actions to improve performance, as necessary.



6 Environmental Management Approach

For QEM Group, compliance with our EMS is achieved when:

- Values, plans, policies, and actions are aligned;
- Staff, customers, stakeholders, and community are engaged;
- Application of resources is aligned with organisational values, plans and policies;
- Plans, actions, and achievements are reviewed, and learning's applied;
- Results are achieved in line with institutional plans and the expectations of staff, customers, stakeholders, and community expectations; and
- A high level of commitment to values, plans, policies, and actions is evident.

QEM Group's approach to the management of the environment is based on the belief that protection of the environment, business development and growth can be compatible and sustainable.


The benchmarks against which the establishment of the EMS shall be judged include:

1. The duty of care principle that our current generation have an obligation to care for the environment over which we are responsible;
2. The requirements of the following International Standard ISO 14001:2015 (Environmental Management System);
3. The environmental requirements of clients established through contractual arrangements with QEM Group.

In addition to the above, decisions regarding the management of the environment shall be based on the appropriate application of the risk management principles detailed within this plan. As a result, the efforts, resources and focus of the organisation shall be on the environmental risks that carry the highest risk. QEM Group risk analysis and management program are described in a later section of this plan document.

7 Environmental Policy (QEM_POL_HSEQ_002)

QEM Groups' Environmental Policy (QEM_POL_HSEQ_002) is provided below. All individuals associated with QEM Groups' business operations are accountable for complying with this policy. QEM Group will strive to develop a workplace culture that supports the environmental values outlined in the policy and encourage behaviours and implement processes that promote sound environmental management.

		Environmental Policy		
<p>QEM Group Australia Pty Ltd (hereafter referred to as QEM) is committed to operating in a way that is environmentally responsible. We believe environmental management is an integral element in our operations and aim to maintain environmental compliance in everything that we do.</p> <p>QEM aims to continually review and improve its HSEQ Management System to ensure it is compliant with the International Standard for Environmental Management Systems (ISO 14001:2015), and the relevant statutory requirements.</p> <p>We will set measurable environmental performance objectives to aid in the continual improvement of our environmental compliance and performance. We are committed to minimising, where reasonably practicable, our impact on the environment.</p> <p>In all operations we will:</p> <ul style="list-style-type: none">• Commit to the protection of the environment, including the prevention of pollution and other specific commitment(s) relevant to the context of QEM;• Document and mitigate all company environmental aspects and impacts where reasonably practicable;• Shrive to fulfil our environmental compliance obligations, regulatory, and other requirements;• Define and meet objectives, by documenting and monitoring measurable environmental targets consistent with this policy;• Train, educate and communicate with employee's, contractors and other relevant interested parties regarding this policy and expectations towards protecting the environment where necessary;• Integrate environmental considerations into our work planning /operations and purchasing;• Report, investigate, and apply corrective actions to all environmental incidents and non-compliances;• Conduct audits of key processes within the business as part of our Continual Improvement Process;• Conduct regular management review meetings to ensure our Environmental Management System is reviewed and controlled appropriately;• Ensure that this policy is retained as documented information, and available to interested parties; and• Ensure this policy is reviewed at regular and planned intervals including a review of its effectiveness.				
 Todd Quadrio Managing Director 18 th August 2021				
<div></div>				
Document Number:	Version:	Document Custodian:	Publish Date:	Review Date:
POL_HSEQ_002	2	Managing Director	18/08/2021	18/08/2023

8 Context Of The Organisation

8.1 Organisation and its Context

In order for QEM Group to manage our environmental management requirements effectively, we shall determine internal and external issues relevant to our business purpose. As such; QEM Group shall undertake an analysis using two methodologies:

- PESTLE (political, economic, social, technological, legal, and environmental); and
- SWOT (strengths, weaknesses, opportunities, and threats).

As part of QEM Group’s planning process, we assess the internal and external environmental issues that may have a direct influence on the effectiveness of QEM Group achieving the intended outcomes of its environmental management system, and the potential for QEM Group to impact on local, regional, and national environmental and sustainability issues. These issues can generally be categorised as:

- Meteorological: Conditions in which QEM Group operational experience has the potential to result in environmental impacts (e.g., strong winds leading to dust generation, high rain events resulting in flooding and run off, etc.).
- Regulatory Approvals Permits and Legislation: Which QEM Group is subject too, where a non-compliance may lead to actual or potential environmental impact or result in prosecution against the company.
- Activity: Operational activities conducted by QEM Group which have the potential to impact the environment) e.g., road maintenance, hydrocarbon storage, etc.).
- Stakeholder: These could be any stakeholder that interacts with the business and has the potential to affect the environment or be affected by business activities (e.g., customer, supplier, community member, employee, etc.).

Each of these issues will have an influence on QEM Group’s environmental performance. For this reason, QEM Group aims to implement a system to identify, address, and manage environmental risks related to the company’s operations.

QEM Group shall consider:

- Our direct environmental impacts;
- How environmental conditions affect our business, customers, and supply chain;
- External social and economic factors (e.g., beliefs and norms of society and its expectation of the organisation, environmental performance of peers and competitors); and
- Internal capabilities (e.g., the organisation’s ability to implement new technologies and influence behaviour changes in its employees).

QEM Group internal issues shall include, but are not limited to:

- Culturally sensitive areas (Aboriginal archaeology and ethnography sites of significance);
- Environmentally sensitive areas;
- Waste management;
- Water management;
- Dust management;
- Flora, fauna, and land management;
- Hydrocarbon management;
- Air pollution.

QEM Group external issues shall include, but are not limited to:

- PESTLE (Political, Economic, Social, Technological, Legal and Environmental) etc. factors;
- New competitors, contractors, suppliers, partners etc.;
- Government regulations and changes in environmental legislation;
- Regulatory approvals permits and legislation which QEM Group is subject too, where a non-compliance may lead to actual or potential environmental impact or result in prosecution against the company;
- Events that may affect QEM Group's company image;
- Changes in technology.

Through the identification of the Context of the Organisation, senior management can focus on providing a safe environment for all personnel and contractors whilst ensuring that the organisation remains compliant with all state and territory regulations.

8.2 Needs and Expectations of Interested Parties

QEM Group shall ensure all interested parties (internal and external) relevant to the EMS are identified and mapped into the COTO Register (QEM_REG_001). As part of this process, QEM Group shall:

- Identify relevant requirements of the interested parties (i.e., a person or organisation that can affect, be affected by, or perceive themselves to be affected by a decision or activity);
- Compile a categorised list of QEM Group interested parties;
- Determine the needs and expectations of the interested parties; and
- Set objectives and priorities, defining what results are necessary to deliver to those relevant interested parties to reduce the risk that their needs and expectations are not met.

When identifying relevant interested parties QEM Group shall consider any individual or organisation that can affect, will be affected by, or perceive itself to be affected by a decision or activity related to the EMS.

Internal interested parties include persons within the organisation (i.e., employees (labourers, directional driller, all-rounder, and administration), contractors, external providers (i.e., suppliers), visitors to our company and the general public.

External interested parties include regulators, customers, insurers, banks, neighbours, emergency services and the media.

To ensure any adverse effects generated from our operations are minimised and that the successful completion of our projects have a long-term positive effect on society, we have developed a Community & Stakeholder Policy (POL_GEN_001).

8.3 Scope of the Environmental Management System

The scope of QEM Group's EMS includes the following operational activities which may impact on our environmental performance:

- General earthmoving within the mining sector, civil construction including road infrastructure and repair; and
- Haulage services for government and private entities.

When determining our operational scope, QEM Group shall consider our organisational units, functions, physical boundaries, activities, products, services and authority and ability to exercise control and influence.

The requirements of this plan apply to the following business locations:

- 395 Edward Road, Meru, 6530, Western Australia including administration offices, workshop/shed and yard (Registered location);
- 144 Flores Road, Webberton, WA 6530, Western Australia including administration offices, workshop/shed and yard;
- All other operational work locations including mining sites, project work sites and associated work areas.

QEM Group shall maintain the scope of the EMS and ensure it is made available to interested parties.

8.4 Environmental Management System

QEM Group shall establish, implement, maintain, and continually improve the Environmental Management System, including the processes needed and their interactions, in accordance with the requirements of:

- ISO 14001:2015 (Environmental Management System); and
- This Environmental Management Plan.

8.4.1 Environmental Management Plan

This EMP forms the primary plan which sets out how the organisation will achieve the goals and commitments made in each Policy (Environmental). As such, it is a high-level document which provides an overview of the EMS which have been implemented at QEM Group.

This EMP will be supported by:

- The Environmental Policy (POL_HSEQ_002);
- Contract Project Safety Management Plan (relevant to specific project/contracts as required);
- Other relevant Specific Plans (e.g., Emergency Response Plan).

The following diagram provides a visual illustration of these plans:



The purpose of this Environmental Management Plan (hereafter referred to as EMP) is to provide an overview of QEM Group's EMS and should be read in conjunction with the Health and Safety Management Plan (CMP_HSEQ_001) and Quality Management Plan (CMP_HSEQ_003). These three Management Plans are aligned to integrate the EMS with the management systems.

This EMP will be revised and updated on an annual basis. Minor revisions will be completed throughout the year and the document will be re-issued in accordance with the documented information process in this EMP (refer to section 11.5).

9 Leadership And Worker Participation

9.1 Leadership and Commitment

QEM Group senior management shall demonstrate their leadership and commitment to the EMS through ensuring:

- Aligning the EMS with QEM Group established business objectives and targets;
- Implementation of the Environmental Policy;
- The health, safety, and well-being of its personnel;
- Effective management of its environmental performance;
- The promotion of open discussions about environmental matters;
- The availability of resources to achieve the objectives of the environmental management process; and
- Management reviews are conducted on a regular basis.

QEM Group shall improve environmental culture and performance by providing clear and consistent leadership and promoting formal and informal involvement of employees.

By demonstrating leadership and commitment, senior management can direct and support employees and contractors completing work on our behalf to achieve the intended outcomes of our EMS.

9.1.1 Customer Focus

QEM Group shall endeavour to meet and whenever possible exceed clients' expectations when fulfilling contractual obligations. This shall be achieved by liaising with clients' pre- and post-delivery regarding the performance of QEM Group and their employees, to ensure overall client satisfaction.

9.2 Environmental Policy

9.2.1 Establishing an Environmental Policy

QEM Group have implemented an Environmental Policy (POL_HSEQ_002) as evidence of its commitment to the management of the company's environmental responsibilities.

This policy is implemented throughout the company to all levels through:

- Its presence in this Environmental Management Plan;
- Copies being displayed in the workplace (i.e., offices & crib rooms);
- Inclusion in the induction program for new employees, contractors, and visitors.

The Managing Director is the signatory on the policy and all employees and contractors shall be made fully aware of the aims of the policy, through induction training and active promotion by management.

The policy will be reviewed at least every two years, or as required by changes in legislation or business activity.

The policy is available to interested parties upon request.

QEM Group shall achieve the goals and objectives of the policy through the application of its EMS. This approach (as illustrated in Figure 1) is a continuous cycle of planning, implementing, measuring, evaluating, reviewing, and improving, in order to sustain and improve the businesses environmental performance.

The following company policies support the above-mentioned policy:

HSEQ Policies:

- POL_HSEQ_001 Health and Safety Policy
- POL_HSEQ_003 Quality Management Policy
- POL_HSEQ_004 QEM Charter Policy
- POL_HSEQ_005 Business Management Policy
- POL_HSEQ_006 Code of Conduct Policy
- POL_HSEQ_007 Fitness for Work Policy
- POL_HSEQ_008 Fatigue Management Policy
- POL_HSEQ_009 Drug and Alcohol Policy
- POL_HSEQ_010 Injury Management Policy
- POL_HSEQ_011 Smoking Policy

General Policies:

- POL_GEN_001 Community and Stakeholder Engagement Policy
- POL_GEN_002 Partnering Relationships Policy
- POL_GEN_003 Traffic Management Policy
- POL_GEN_004 Indigenous Employment Policy

9.2.2 Communicating the Environmental Policy

QEM Group shall ensure the Environmental Policy is communicated to all employees and contractors. This shall be completed by ensuring the Environmental Policy is:

- Available and maintained as documented information;
- Communicated to personnel during the induction process via the Online Workplace Induction;
- Copies being displayed in the workplace (i.e., offices & crib rooms); and
- Available to interested parties upon request.

9.3 Organisational Roles, Responsibilities and Authorities

In order to ensure that QEM Group is able to develop and implement its EMS in an effective manner, areas of responsibility and accountability must be defined.

Ultimately, the Managing Director and the owners of QEM Group are responsible for the environmental performance of the business, however, day to day functions related to the establishment, implementation, maintenance and reporting of the environmental management system are the primary responsibility of the HSEQ Manager / Consultant.

In order to ensure that the Managing Director is able to effectively implement the EMS, responsibility is delegated and assigned to the roles documented within the Organisational Chart (refer to section 9.3.1).

The responsibilities and accountabilities for the roles outlined above are defined and documented in Appendix 1 (section 17.1) of this EMP. Appendix 1 also includes the minimum responsibilities and accountabilities of project employees and contractors.

Every person in a position of responsibility (Manager, Supervisor etc.) shall ensure that his or her leadership conforms to the values stated in the Environmental Policy. Demonstration of this leadership will come in the form of the following:

- Environmental is an agenda item at every meeting;
- Management attendance at site-based safety meetings;
- Managers and Supervisors will participate in inspections and field observation to monitor compliance with environmental risk controls;
- Managers and Supervisors will review and sign off on incident investigations to ensure corrective actions are effective;
- Ensuring that the EMP is maintained in accordance with the following International Standards ISO 14001:2015 (Environmental Management System).

Environmental responsibilities for employees and contractors are further outlined in:

- Induction training manuals;
- Environmental Risks;
- Standard Operating Procedures and Safe Work Method Statements;
- Job Safety Analysis;
- Site instructions issued by the Managing Director, Managers or Supervisors.

Contractors shall have the same responsibilities and accountabilities as those of QEM Group employees.

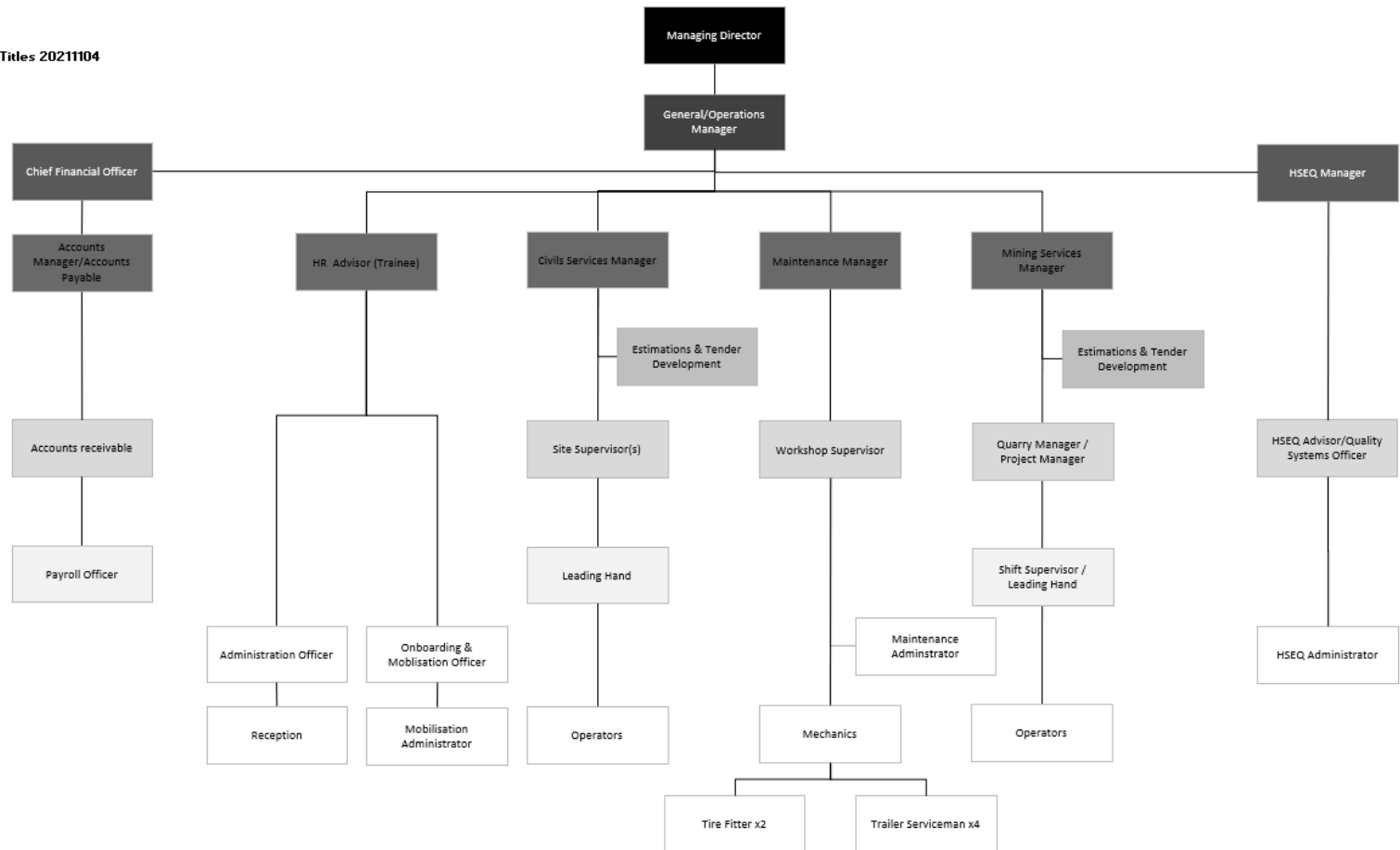
To ensure employees and contractors are aware of their environmental responsibilities and accountabilities, they are required to complete and pass an induction training program and specific area inductions.

9.3.1 Organisational Chart

In order to ensure that the Managing Director is able to effectively implement the EMS, responsibility is delegated and assigned to the following roles:



Organisation Chart-Position Titles 20211104



10 Planning

10.1 Risks and Hazard Identification

QEM Group shall identify the environmental hazards associated with its operations through a number of methods including:

1. Verbal hazard reports from employees;
2. Pre-task field risk assessments (e.g., Stop and Think, QEM Group Hazard ID's, Plant/Equipment Pre-start Checklists, Plant Maintenance Service Checklists);
3. Safe Work Method Statements (SWMS's);
4. Plant-based risk assessments;
5. Project Risk Assessment;
6. Construction Risk Assessment Workshop (CRAW);
7. Team-based risk assessments;
8. Hazard identification of equipment and tools at purchase;
9. Before making substantial changes to work practices and procedures;
10. Post-incident risk analysis of the hazard involved;
11. Whenever changes are made to the workplace, system or method of work, plant, or substances;
12. Whenever new information becomes available regarding work processes, plant, or substances.

Hazards identified through formal risk assessment processes (i.e., team-based risk assessments) will be risk rated and entered into the Company Risk Register (QEM_REG_003). This register forms the company's risk management process and has been compiled in accordance with the requirements of International Standard ISO 31001:2018 (Risk Management Guidelines).

The hazard identification activities listed above shall be used as appropriate for all activities and services over which QEM Group has control or influence, including the activities of contractors and suppliers.

Hazards are required to be identified, assessed, and controlled:

- When planning work processes;
- Prior to purchase, hire, lease, commissioning or erection of plant or substances;
- Whenever changes are made to the workplace, system or method of work, plant, or substances;
- Whenever new information becomes available regarding work processes, plant, or substances.

10.2 Risks and Hazard Assessment

To ensure QEM Group complies with ISO 14001:2015 (Environmental Management Systems), we shall identify the risks and opportunities for all operational areas, activities, and processes. Appropriate actions will be taken to eliminate hazards and reduce environmental risks.

Therefore; all environmental issues/hazards both internal and external identified shall be subject to a risk assessment process and a record made of that assessment.

Hazards identified through the use of HazID's shall be logged and actioned in 'myosh'. Formal risk assessment processes shall be documented in the Company Risk Register (QEM_REG_003).

The risk assessment process will include:

1. Determining how the issue/hazard was identified and by whom;
2. Identifying the relevant occupations that might be exposed to the hazard;
3. Classifying the hazard into a series of major risk categories;
4. Describing the hazard and the most probable consequence in terms of:
 - a. Injury outcome;
 - b. Health outcome;
 - c. Environmental damage outcome;
 - d. Equipment damage / loss outcome;
 - e. Prosecution outcome;
 - f. Reputation outcome.
5. Identifying the current risk management controls for the identified hazard;
6. Determining consequence and likelihood ratings;
7. Determining the residual risk of the hazard (with the current risk controls in place);
8. Listing down the immediate risk-reduction steps implemented for the hazard;
9. Identifying the preferred risk control options and actions required to further control the risk;
10. Having the risk assessment reviewed and authorised by senior management.

The risk assessment matrixes are detailed in Appendix 16 (section 17.16) of this plan.

Where the residual risk is deemed to be either High or Extreme (i.e., above a risk rating of 10) the risk shall be considered unacceptable and further risk controls are required.

Further risk controls shall be established using the 'Hierarchy of Controls' (refer to section 12.1.1 of the Environmental Management Plan) as this provides a structured approach to eliminating hazards and reducing or controlling environmental risks. This approach involves prioritising control actions in a sequential manner. Each control is considered less effective than the one above it. It is customary to combine several controls in order to effectively reduce environmental risks to a level that is as low as reasonably practicable (ALARP).

When deciding what is reasonably practicable, best practices and technological options shall be considered, in addition to financial, operational, and business requirements.

10.3 Environmental Aspects

Identifying the environmental aspects and impacts of QEM Group's operations is the foundation on which continual improvement and management is based. A current assessment of QEM Group's aspects and impacts can be found in Environmental Aspects & Impacts tab of the Company Risk Register (QEM_REG_003). This register is reviewed on an annual basis.

An environmental aspect is defined as an element of the organisations activities, products or services which can interact with the environment.

An environmental impact is defined as any change to the environment whether adverse or beneficial, wholly, or partially resulting from the organisations activities, products, or services.

QEM Group shall ensure the environmental aspects are defined as part of the EMS ensuring our activities and products and services that we have control and influence and their associated environmental impacts, taking into consideration the life cycle perspective.

QEM Group understands the life cycle as being the ‘consecutive and interlinked stages of a product (or service) system’, from raw material acquisition or generation from natural resources to final disposal. Life cycle stages include acquisition of raw materials, design, production, transportation/delivery, use, end-of-life treatment and final disposal.’

Additionally, QEM Group shall take into account the following when determining out environmental aspects:

- Change, including planned or new development, and new or modified activities, products, and services.
- Abnormal conditions and reasonably foreseeable emergency situations.

The environmental aspects shall include, but are not limited to:

- Waste management (oils (liquid), tyres, other chemicals, batteries, kitchen wastes);
- Hydrocarbon (solids);
- Noise management;
- Vehicle and equipment wash down;
- Oily wastewater and solvents;
- Water management (storm water);
- Land clearing;
- Dust management;
- Aboriginal heritage management;
- Flora (weeds and seeds);
- Fauna management;
- Storage and disposal of hazardous materials; and
- Air pollution.

10.4 Compliance Obligations

QEM Group shall develop and maintain a register of occupational health, safety, and environmental legislation (QEM_REG_004) applicable to its business operations. This register shall include the legislative requirements which are relevant to relationships with clients, contractors, and suppliers.

The register will also detail where copies of the applicable legislation can be obtained and shall be used to communicate relevant information on legal requirements to employees and contractors.

10.5 Planning Actions

QEM Group shall ensure specific plans, procedures or registers are in place to:

- Address risk and opportunities that have been assessed as requiring further action;
- Address legal and other requirements; and
- Prepare for and respond to emergency situations.

The actions planned shall be managed through the EMS and integrated into other business processes and management systems such as risk management and human resource management.

When planning to take action QEM Group shall take into account the hierarchy of controls common to risk management as detailed in section 12.1.1 Eliminating Hazards and Reducing Environmental Risks.

When planning actions to address risks and opportunities, QEM Group shall consider the management of change as detailed in section 12.1.2 Management of Change.

QEM Group shall ensure actions are evaluated for their effectiveness.

10.6 Environmental Objectives and Planning

The purpose of this EMP includes the establishment of performance standards for the management of the environment throughout the QEM Group business operations. These objectives and targets also assist to define specific responsibilities in order to comply with the EMS.

QEM Group 'Environmental Major Targets and Objectives' for the management of the environment provide the means by which the organisation will achieve the goals of its Environmental Policy. These objectives also assist in identifying the work areas, practices, and activities of the organisation where performance is less than optimal.

Other considerations shall be given to the following when establishing and developing the targets and objectives:

- The objectives of the Environmental Policy;
- The results of the assessments of risk and opportunities;
- Applicable legal and other requirements;
- Contractual obligations;
- The environmental risk profile of the organisation;
- The results of consultation with employees and where applicable their representatives.

QEM Group shall ensure the objectives have been written in order to be specific, measurable, achievable, realistic, and time-bound (S.M.A.R.T).

Specific	Goals need to be specific, explaining what, why & who.
Measurable	All goals need to be able to have the progress of attainment measured.
Achievable	Goals need to be realistic and achievable.
Relevant	Goals need to have relevance to the organisation's objectives plans.
Timeframe	Goals need to have a target date.

The targets and objectives shall be measurable such that progress against completion can be reviewed and revised by management on a regular basis through the following activities:

- Performance monitoring activities such as monthly and quarterly reporting;
- Internal audits;
- Annual external audits.

Refer to Appendix 5 (section 17.5) for the Major Targets and Objectives which have been established by QEM Group for the management of the environment.

10.6.1 Achieving Environmental Objectives and Targets

To ensure achievement of our environmental objectives, QEM Group shall ensure the objectives are communicated to all employees and contractors. This will be achieved by including them in the Workplace Online Induction and discussing the objectives during the monthly toolbox meeting.

It shall be the responsibility of the senior management team to communicate the objectives to employees and contractors prior to their commencement of employment or when changes are made to the environmental objectives at the next monthly toolbox meeting.

It shall be the responsibility of the HSEQ Manager to include the environmental objectives as an agenda item on the meeting minutes as this will ensure the senior management team is prompted to discuss the objectives.

11 Support

11.1 Resources

QEM Group will allocate and provide sufficient resources in annual business plans and budgets necessary to establish, implement, maintain, and continually improve the effectiveness and requirements of the EMS. Resources will also be provided to ensure the business meets the specific client requirements.

Ensuring adequate resources for our EMS involves three general steps:

1. Identifying resource needs (i.e., human, natural, infrastructure, technology, and financial);
2. Preparing a budget that addresses the needs; and
3. Tracking EMS costs on an ongoing basis to ensure that resources continue to reflect current needs.

Human, natural, infrastructure and technology resources shall be achieved by aiming to:

- Conduct weekly and fortnightly inspections of buildings and workshop;
- Service vehicles, machinery and equipment used within the workshop and onsite within set time frames to ensure leaks are identified immediately;
- Replace the old fleet, machinery, and equipment with new items (when necessary);
- Keep all technology and communication systems up to date with the latest software.

Resources will be allocated to cover such items as:

- Updating and maintaining the EMS documentation;
- Providing and attending environmental training;
- Implementing environmental programs, promotions etc.;
- Compliance with legislation, regulations, and standards;
- Purchase of environmental clean-up and containment materials;
- Facilitate environmental rehabilitation programs;
- Purchase of personal protective equipment such as hard hats, gloves, fall arrest equipment and hi-visibility clothing.

QEM Group understands this section of the standard does not require any type of resource forecasting or documenting. Only that we simply provide resources, and we address this in the best way that suits our business needs. However; at QEM Group we recognise by using the cost code approach we are demonstrating record keeping as the accounting records generated would in effect 'document' the resources we are provided to establish, implement, maintain, and continually improve our EMS. As such, we would be able to demonstrate during certification that we have allocated adequate resources to implement the EMS.

11.1.1 Human Resources

QEM Group personnel shall achieve competence through education and training to ensure they conform to the requirements of this EMP. This shall be achieved by maintaining records of employees' skills, training, education, and evaluation of the effectiveness of the training.

Each organisational role within QEM Group has been defined to specify responsibilities, expectations, and accountabilities (refer to Appendix 1 (section 17.1)).

Formal employee performance appraisals are conducted annually, with performance reviews completed quarterly for new employees.

11.1.2 Infrastructure

To ensure environmental requirements are met, QEM Group shall provide adequate infrastructure resources. This includes but is not limited to:

- Utilities such as water;
- Emergency containment systems such as spill response kits and fire equipment.

11.1.3 Technology

QEM Group shall ensure effective technology resources are implemented to ensure we stay up to date with current industry standards this providing a competitive market advantage that delivers bottom-line results whilst ensuring the management of the environment.

Technology resources include but is not limited to:

- Marketing and social media (Facebook, website, Twitter, LinkedIn);
- Smart technology applications that enhance business functions;
- Customer relations, service, and retention (online invoicing and communication etc.).

11.1.4 Environment for the Operation of Processes

The term environment in this context refers to the work environment and the operational processes QEM Group shall take to minimise significant impact on environmental issues. At QEM Group, we shall implement processes to ensure that we can assist in maintaining our environment for future generations. Processes such as reusing sustainable materials can lessen the amount of waste we deliver to landfill.

Therefore; QEM Group shall implement processes and provide resources as necessary to ensure we achieve and maintain the sustained success of our business whilst ensuring our environmental footprint is minimised.

11.2 Training and Competency

All employees will be trained in their respective responsibilities to develop and maintain a safe working environment.

To ensure employees and subcontractors are aware of their accountabilities in relation to environmental management, they are required to understand:

- Their responsibilities as part of the EMS;
- The potential impacts associated with their work when environmental risks and hazards are not managed;
- The potential consequences of deviating from the specified procedures.

Employees must be competent to perform the tasks required in their employment and will receive training in safety processes and safe work procedures as well as any additional training recommended by management.

The competency level and training requirements for each employee is identified within the Training Needs Analysis (TNA) Report extracted from 'myosh'. A TNA is used to assist in determining if training is needed and what job specific training is required for certain roles within the company. A TNA will be prepared for each employee and the respective Manager/Supervisor is responsible for ensuring that identified environmental training needs are met.

11.2.1 Competence

QEM Group has developed and implemented a training and competency program in order to demonstrate its commitment to ensuring its workforce is trained and competent.

Employees must be competent to perform the tasks required in their employment and will receive training in environmental processes and safe work procedures as well as any additional training recommended by management.

A training matrix ('myosh') outlining the identified job skills and competency requirements will be implemented and maintained. The training matrix will show what training is required, completed, and renewed and shall be used to develop individual training plans.

The HSEQ Manager (or their delegate) shall have the responsibility of maintaining 'myosh' to ensure all training completed by employees and contractor as part of the EMS is uploaded into the intranet site.

The training matrix ('myosh') will show what training is required, completed, and is required for renewal.

The completed training, skills, experience, and license information will be entered into the 'myosh' and updated as appropriate.

The following electronic records shall be uploaded to 'myosh':

- Drivers' licenses;
- Certificates/qualification records;
- Medicals;
- Inductions;
- Training records.

A personal training file will be established and maintained for each employee by the HR/Mobilisation Department.

11.2.2 Inductions

The induction process provides QEM Group with the opportunity to communicate with new employees both its basic obligations and their responsibilities on environmental matters.

As a part of the initial employment induction, new employees are made aware of all positions within the company, as well as the responsibilities of those positions in regards to the environment.

QEM Group has developed and implemented an Online QEM Group Safety Induction and workplace training and competency program in order to demonstrate its commitment to ensuring its workforce is trained and competent.

Additional workplace inductions are provided based on the employee's role. These include but are not limited to:

- Fire Prevention and Education;
- Spill Training;
- Hydraulic Hose and Fitting Identification and Assembly;
- Dust Minimisation;
- Cross Cultural Training;
- Personal Protective Equipment (PPE).

The inductions shall be conducted by the HSEQ Manager and/or HR Advisor.

In addition to QEM Group inductions, it may be necessary for employees that are working on specific worksites to be inducted into the regulations, rules, policies, hazards, and emergency response procedures for that site. This will be carried out by the client as the client requires.

Visitors and short-term contractors will undergo formal induction training prior to commencing work on behalf of QEM Group.

11.2.3 Workplace Training

QEM Group has developed and implemented a suite of Environmental Risks. Refer to Appendix 8 (section 17.8) for a full list of Environmental Risks in use at QEM Group.

The majority of skills are obtained by workplace training and practice. The Manager/Supervisor must assist in training the new employee or upskilling existing employees.

Client-specific training will be undertaken and maintained on an as needs basis.

Additional personnel who are required to operate vehicles, plant and equipment owned by QEM Group shall be required to undertake competency-based training (Verification of Competency (VOC)).

All competency-based training will be conducted, where possible, in accordance with the relevant nationally recognised competency unit (training.gov.au). Refer to Appendix 13 (section 17.13) for a full list of Verification of Competency units in use at QEM Group.

11.2.4 Employee Training Needs Assessment

Employees request for training will be considered by the Managing Director on a case-by-case basis, dependent on work and contractual requirements.

Training needs and recommendations for training are included in the Skills Training Matrix and are constantly reviewed and modified as needed to ensure a high standard of employee training and skill level as well as maintaining employee safety.

11.3 Awareness

QEM Group shall ensure that all personnel completing work on behalf of the organisation's control are made aware of the following:

- The Environmental Policy (POL_HSEQ_002) documented in section 7 of this plan;
- The environmental targets and objectives detailed in Appendix 5 (section 17.5) of this plan;
- Their contribution to the effectiveness of the system, including the benefits of improved environmental performance;
- The implications of not conforming to the EMS requirements;
- Environmental hazards and risks and actions that are deemed relevant;
- The need to remove themselves from situations they consider present an imminent and serious danger to their life or health.

11.4 Communication

QEM Group is committed to providing employees and contractors with a safe and healthy environment to work and clients with the highest standard of service. Our aim is to consistently meet and exceed client's expectations.

This is ensured by our adherence to the principles of the International Standard ISO 14001:2015 (Environmental Management Systems) and implementing effective communication both internally and externally which allows the management to function efficiently by providing relevant meaningful information to our employees and contractors.

When determining internal and external communications relevant to the EMS, QEM Group shall encompass the following:

- What topics to communicate?
- When does it need to be communicated (daily, weekly, monthly, quarterly, or yearly)?
- With whom will it be communicated with (audience – stakeholder, client, customer, or employee)?
- How will it be communicated (PowerPoint presentation, email, phone or written)?
- Whom will communicate the information (Manager/Supervisor, Managing Director, or external trainer)?
- What are the privacy implications to sharing information?

11.4.1 Internal Communication

QEM Group understand that it is critically important to have an effective communication process that provides information about environmental risks and the EMS including any changes to the management system, at various levels and between various functions of QEM Group.

Internal communication shall include information relating to, but not limited to:

- Management's commitment to the EMS;
- Operational changes that might impact the EMS;
- The identification of hazards and risks;
- Environmental objectives and programmes to achieve them;
- Communication of the environmental objectives and targets to employees;
- Incident investigation;
- Progress in eliminating hazards and associated environmental risks;
- Raising awareness of environmental hazards, risks, and issues to employees;
- Advising Managers / Supervisors of non-conformances.

11.4.2 External Communication

External communications are conducted in line with QEM Group's Community and Stakeholder Engagement Policy (POL_GEN_001).

QEM Group shall implement a process for receiving, documenting, and responding to relevant communications from external interested parties, contractors, and other visitors to the workplace.

QEM Group shall use contracts and pre-project health, safety, and environmental planning meetings to communicate environmental issues and induction training to raise health awareness to external providers such as contractors and companies.

If QEM Group are contacted or advised by a member of the public that they wish to lodge an environmental complaint or query, the Complaint/Query Form is to be completed and forwarded to the relevant Manager/Supervisor for investigation and the HSEQ Manager for the details to be entered into 'myosh'.

QEM Group's response shall also be bound by the Client's site-specific Environmental Management Plan and their process for dealing with outside complaints and queries.

In addition to communicating about specific environmental requirements relating to onsite and offsite (workshop) activities, QEM Group shall also take into account when communicating with external providers, particularly contractors, the following:

- Information about a contractor's EMS;
- Legal and other requirements that impact on the method or extent of communication;
- Previous environmental management performance and history of notifiable incidents;
- The use of multiple contractors at the workplace;
- Emergency response;
- The need for alignment of the contractor's environmental practices with those of QEM Group and other contractors at the workplace;
- The need for additional consultation and/or contractual provisions relating to high-risk tasks;
- Reporting of environmental performance, incidents, nonconformities, and corrective actions;
- Arrangements for regular communications.

Visitors to QEM Group premises, such as delivery companies, clients, consultants, and the general public, shall be informed of specific environmental information such as:

- Spill response measures and location of spill response kits;
- Traffic controls;
- Details relating to the wearing of personal protective equipment (PPE).

11.4.3 Reporting

Employees and contractors are responsible for reporting all environmental hazards and incidents as soon as possible to their Manager/Supervisor.

All employees and contractors will be informed of their obligation to report hazards and incidents through the online induction training process.

All environmental incidents shall be recorded in the 'myosh' by the HSEQ Manager.

Following a serious environmental incident, there may be statutory requirements for the incident scene not to be disturbed.

The following forms are required to be completed and forwarded to the HSEQ Manager for the incident to be entered into 'myosh':

- Incident Form (FO3.31.056); and
- Incident Statement Form (FO3.31.057);

In the event of a Serious Potential Incident (SPI), the Managing Director and/or HSEQ Manager will attend site to conduct an investigation.

There are legislative requirements for notifying the Department of Water and Environment Regulation (DER) of an incident as outlined in the Environmental Protection Act 1986. Generally, they require formal notification of the occurrence to the appropriate inspector and details of the accident to be provided.

Under section 72 of the Environmental Protection Act 1986, QEM Group must report discharges of waste likely to cause pollution or environmental harm, as soon as practicable.

The Managing Director shall report the required environmental incident to Department of Water and Environment Regulation (DER) as soon as possible after the occurrence.

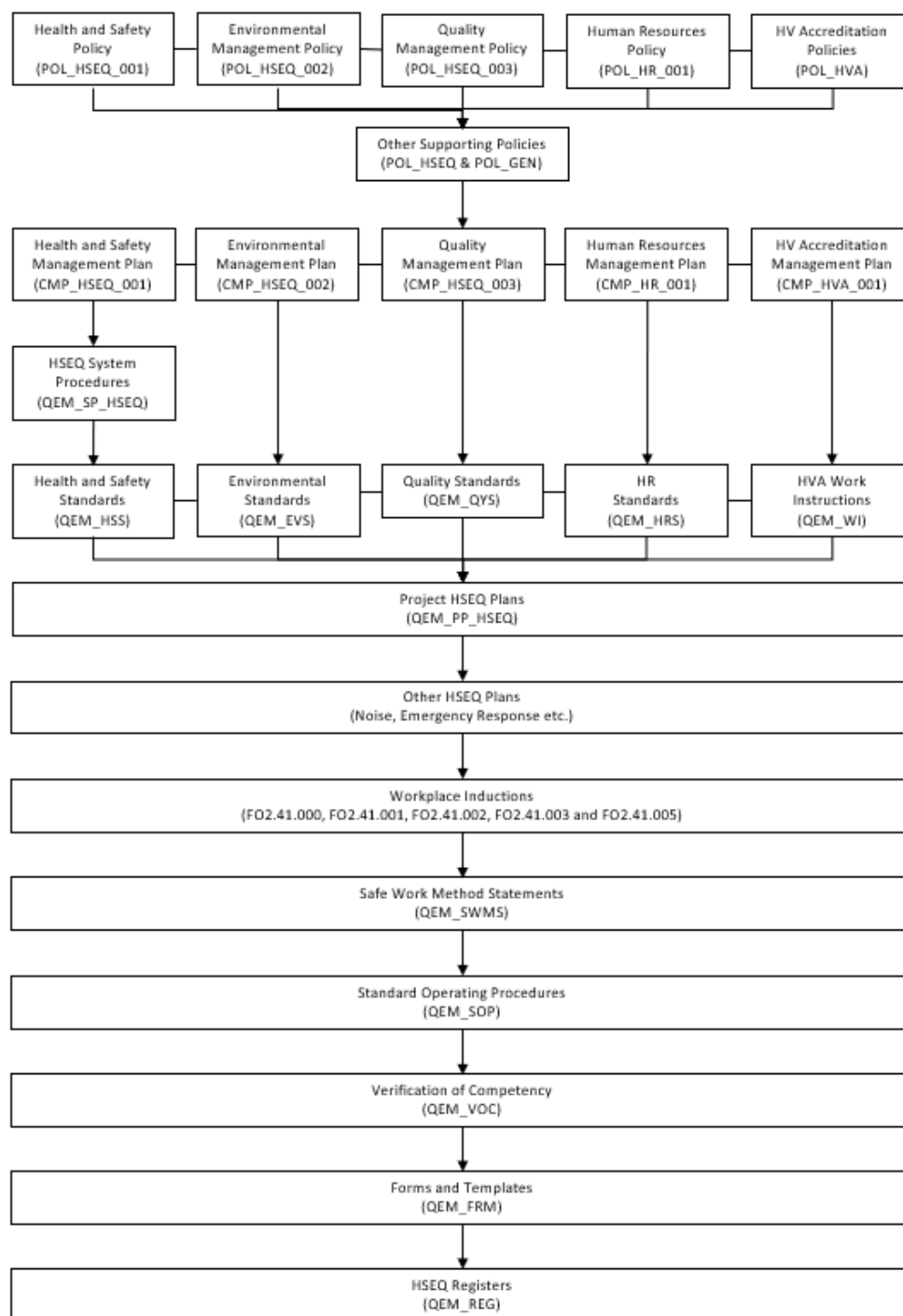
11.5 Documented Information

Under each International Standard, documented information refers to living documents that describe how things are done within the EMS and static records that reflect results of some activity at a particular point in time.

Whether in electronic or paper format, the correct and current versions of living documents, be they procedures, work instructions, process maps, plans or programmes, need to be available to all employees who use them. This requires QEM Group to have a process to create these documents and control their revision (refer to section 11.5.1).

Records of results need to be created, reviewed, and retained in accordance with environmental legislation and statutory requirements.

The following table provides a hierarchical overview of the core documents which form part of the QEM Group EMS:



The above documentation will be available to employees in hardcopy. Reference lists of the above document are included in Appendix 6 and 15 of this EMP.

A personal training file shall be established and made available on the DropBox for each employee.

11.5.1 Creating and Updating Documented Information

When creating and updating documented information QEM Group shall ensure appropriate identification and description (e.g., a title, review date, document custodian or reference number); format (e.g., language, software version), and media (e.g., paper, electronic); review and approval for suitability and adequacy.

Therefore; QEM Group shall ensure the following practices are in place when creating and updating documented information:

Identification	Documents and records shall have titles, document numbers, or something that indicates their identity. This will allow QEM Group to differentiate between different documented information and which ones address which topics.
Format	The documents shall be usable for their purpose. The format shall be appropriate to the purpose and users, and the media must be accessible and understandable. For example, if the medium is electronic, then users shall have access to a computer or other interface to display the electronic media.
Review and Approval for Suitability and Adequacy	QEM Group shall ensure all documented information is reviewed and approved prior to their use. QEM Group shall signify the review and approval using several methods (i.e., signatures, initials, email approval, electronic signatures, or meeting minutes). QEM Group shall ensure all documents are secure to prevent unauthorised access or changing of the document.

For the control of documented information, QEM Group shall address the distribution, access, retrieval, and use; storage and preservation, control of changes (e.g., version control); retention and disposition.

Documented information of external origin determined by QEM Group necessary for the planning and operation of the system must be identified as appropriate and controlled.

11.5.2 Control of Documented Information

QEM Group shall control documented information in order to ensure that it is available where needed and that it is suitable for use. QEM Group shall ensure all documented information is adequately protected against improper use, loss of integrity and loss of confidentiality.

For the control of documented information, QEM Group shall address the distribution, access, retrieval, and use; storage and preservation, control of changes (e.g., version control); retention and disposition.

Documented information of external origin that is considered essential for the planning and operation of the EMS shall be identified and where appropriate adequately controlled. Primarily, QEM Group shall aim to prevent unintended use of obsolete documented information.

11.5.3 Control of Documents

Approved environmental documentation which form the EMS shall be controlled by the Managing Director in consultation with the HSEQ Manager and HSEQ Consultant.

The following table outlines the approval process for controlled documents which form part of the EMS:

Document Description	Approved By
Health and Safety Management Plan (CMP)	Managing Director
Policy (POL-HSEQ / POL_GEN)	Managing Director
System Procedures (SP)	Managing Director
Environmental Risks (ENS)	Managing Director
Emergency Response Procedure (ERP)	Managing Director
Emergency Response Maps (ERM)	Managing Director
Inductions (IND)	Managing Director
Standard Operating Procedures (SOP)	Managing Director
Safe Work Method Statements (SWMS)	Managing Director
Verification of Competency (VOC)	Managing Director
Registers (REG)	Managing Director
Forms (FRM)	Managing Director

11.5.4 Control of Records

Hard copy environmental records will be maintained as deemed necessary.

Records generated by the QEM Group EMS shall be legible, identifiable, and traceable to the activity from which they were generated from.

The Managing Director and the HSEQ Manager shall implement and maintain procedures for the storage, protection, retrieval, retention, and disposal of records generated by the QEM Group EMS.

12 Operations

12.1 Operational Planning and Control

QEM Group shall ensure a clear understanding of the environmental hazards and risks associated with our operational activities, as described in section 7.3 (Scope of Environmental Management System), these ensuring hazards/risks are eliminated and, if not practicable, reduced to levels as low as reasonably practicable (ALARP).

Operational control processes include but are not limited to:

- Hazard identification and risk and opportunity assessment;
- Procedures, work instructions, and systems of work;
- Ensuring the competence of our employees through training and induction programmes;
- Establishing preventive or predictive maintenance and inspection programmes;
- Applying controls related to contractors and other visitors to the workplace;
- Ensuring compliance with legal and other requirements or manufacturers' instructions for equipment;
- Applying engineering and administrative controls;
- Adapting work to employees by defining or redefining how the work is organised, processes and working environments or by adopting an ergonomic approach when designing new, or modifying workplaces, equipment, etc.

When planning and developing operational controls, QEM Group shall give priority to controls with higher reliability in preventing damage to the environment.



QEM Group shall ensure documented information is maintained and retained in order to have the confidence that the operational control processes are carried out as planned.

12.1.1 Eliminating Hazards and Reducing Environmental Risks

When eliminating hazards or reducing environmental risks, QEM Group shall apply the hierarchy of control measures. The hierarchy of controls provides a structured approach to eliminating hazards and reducing or controlling environmental risks. This approach involves prioritising control actions in a sequential manner.

Each control is considered less effective than the one above it. It is customary to combine several controls in order to effectively reduce the environmental risks to a level that is 'as low as reasonably practicable'.

The 'hierarchy of controls' is detailed below:

	Hierarchy of Control	Definition	Example
<p>MOST EFFECTIVE</p>  <p>LEST EFFECTIVE</p>	Elimination	Removal of the hazard. The elimination of hazards is 100% effective.	Example: permanent stairway instead of ladders or the removal of excess quantities of tyres which have accumulated over time in the storage area.
	Substitution	Substituting the process, substance, or equipment to reduce the hazard. The effectiveness of substitution is wholly dependent on the choice of replacement.	Example: replace flammable solvent with water-based solvent or replacing asbestos insulation or fireproofing with synthetic fibres or Rockwool.
	Isolation	Isolating the hazard from the employee/s.	Example: screens, barriers, guarding etc. or placing a particular piece of machinery/plant in a place where only trained personnel are required to interact with it (i.e., removing or separating workers from a particular hazard where possible).
	Engineering	Engineer out the hazard using limitation, segregation, separation, enclosure, and containment. The effectiveness of engineering solutions is around 70-90%.	Example: lifting aids to reduce manual handling, installation of machine guards on hazardous equipment, the provision of local exhaust ventilation over a process area releasing noxious fumes or fitting a muffler on a noisy exhaust pipe.
	Administrative Controls	Administration controls typically require significant resources to be maintained over long periods of time continuing levels of effectiveness. The effectiveness of administration controls ranges from 10-50%.	Example: training and education, job rotation to share the workload created by demanding tasks, planning, scheduling, supervision, permits, early reporting of signs and symptoms, policies, and standard operating procedures, conduct periodic safety inspections etc.
	Personal Protective Equipment	Provide adequate PPE including clothing and instructions for PPE utilisation and maintenance. Their effectiveness in realistic work situation does not exceed 20%.	Example: hard hats, gloves, safety boots, trousers, aprons, hearing protection, safety glasses, respiratory, welding mask, fall arrest equipment such as harness and lanyards and face shield.
<p> Note: Personal Protective Equipment shall only be used as:</p> <ul style="list-style-type: none"> • A last resort to reduce exposure; • A temporary measure whilst higher levels of control are being implemented. 			

12.1.2 Management of Change

QEM Group shall establish a process for the implementation and control of planned, temporary, and permanent changes that influence its environmental performance such as:

- New products, processes, or services;
- Changes to work locations, working conditions, processes, procedures, equipment, or QEM Group organisational structure;
- Changes to applicable legal and other requirements;
- Changes in knowledge or information concerning hazards and associated risks; and
- Developments in knowledge and technology.

As part of the change management process, QEM Group have implemented a Change Management Request Form (FO1.15.051) which should be submitted to senior management and/or the client or other authorities depending on the requirements of the change.

The overall purpose of the management of change process is to minimise the introduction of new hazards and risks into the workplace as a result of changes in:

- Technology;
- Plant and Equipment;
- Facilities;
- Work practices and procedures;
- Design specifications;
- Company personnel; and
- Standards or regulations.

QEM Group shall determine the need to change the EMS and ensure the changes are carried out in a planned manner. All changes shall be recorded taking into consideration:

- The purpose of the changes and their potential consequences;
- The integrity of the health, safety, and environmental management system;
- The availability of resources; and
- The allocation or reallocation of responsibilities and authorities.

QEM Group shall ensure that new, unforeseen hazards are not introduced, or the risk profile increased as a result of the introduction of the change.

When implementing change at QEM Group, whether it is new machinery or equipment or a documented procedure, the change should involve consultation with those involved and affected by the change. Where QEM Group choose to implement the changes, we shall ensure all affected personnel are properly informed and are competent to manage with the change.

Any change made to the EMS shall be evaluated to ensure its effectiveness.

12.1.3 Outsourcing

Outsourcing (or sub-contracting) is the employment of an external organisation to perform one or more processes in the EMS. Outsourcing can include system processes (i.e., internal auditing etc.) as well as operational processes (i.e., servicing, welding, recruitment, labour-hire etc.).

Responsibility for conforming to the requirements of the ISO 14001:2015 (Environmental Management Systems) is assigned with QEM Group because the outsourced process remains part of our EMS. Therefore; QEM Group shall verify that its outsourcing arrangements are compliant with legal requirements and are consistent with achieving the intended outcomes of the EMS.

The type and degree of control to be applied to outsourced functions and processes shall be defined within the EMS and should be based on criteria such as:

- The ability of the external organisation to meet QEM Group EMS requirements;
- The technical competence of QEM Group to identify hazards, assess risks, determine appropriate controls, and understand its obligations under the environmental legislation;
- The potential effect the outsourced processes may have on QEM Group ability to achieve the intended outcomes of its EMS;
- The capability of the organisation to achieve the necessary controls through the application of its procurement process;
- Opportunities for improvement.

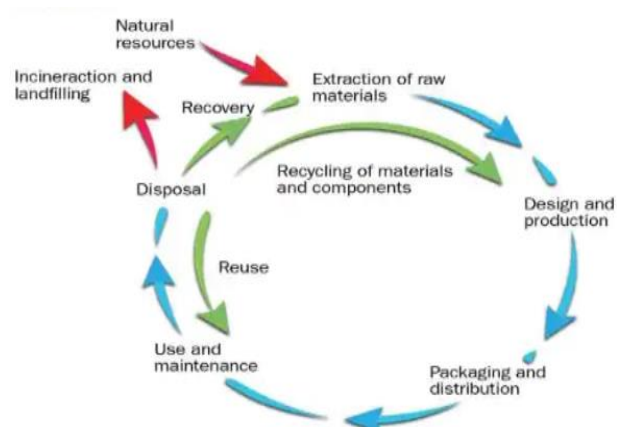
Controls can include contractual requirements, training, inspections, and risk assessments.

12.1.4 Life Cycle Assessment

A Life Cycle Assessment (LCA) is defined as the systematic analysis and evaluation of the potential environmental impacts of products or services during their entire life cycle.

Evaluation of the potential environmental impacts throughout a products entire lifespan include the following steps:

1. Extraction and processing of Raw Materials;
2. Design and Production;
3. Transportation and Distribution;
4. Use and Maintenance;
5. Recycling and Disposal.



When applying a life cycle perspective to its products and services, QEM Group shall consider the following:

- The stage in the life cycle of the product or service;
- The degree of control it has over the life cycle stages (e.g., a product designer may be responsible for raw material selection, whereas a manufacturer may only be responsible for reducing raw material use and minimising process waste and the user may only be responsible for use and disposal of the product);
- The degree of influence it has over the life cycle (e.g., the designer may only influence the manufacturers production methods, whereas the manufacturer may also influence the design and the way the product is used or its method of disposal);
- The life of the product;
- QEM Group's influence on the supply chain;
- The length of the supply chain; and
- The technological complexity of the product.

QEM Group shall consider those stages in the life cycle over which it has the greatest control or influence as these may offer the greatest opportunity to reduce resource use and minimise pollution or waste.

QEM Group shall ensure documented information is maintained to the extent necessary to have confidence that the processes have been carried out as planned.

12.2 Emergency Preparedness and Response

As part of QEM Group commitment to safe working environments, an assessment will be completed of the types of occupational environmental emergencies that are reasonably likely to occur, both corporate, project and site level and at the start-up phase of new projects.

The following types of emergencies could, in some circumstances, necessitate an emergency operation:

- Tyre Fire;
- Vehicle Accident;
- Fire (including structural) or explosion;
- Chemical spills, fire, or injury;
- Environmental emergencies, bush fire, snake, spiders;
- Hydrocarbon spill or fire;
- Earthquake / Tremors.

QEM Group workplace will have an emergency management plan (known as an Emergency Response Procedure (ERP)) implemented, that complies with AS 3745-2010 Planning for Emergencies in Facilities.

QEM Group have developed an Emergency Management Plan (PL1.12.12) and Emergency Preparedness and Response (SOP3.31.008) for its Edward Road, Geraldton Office, and site locations. The plans include types of emergencies and the responsibilities and accountabilities of employees in the event of an emergency.

QEM Group has an established emergency evacuation map for the Edward Road, Geraldton Office that has been communicated to all employees and contractors and placed in a prominent place for all to see (refer to PL1.12.12 Emergency Evacuation Map).

The Emergency Evacuation Map shows the location of the following:

- Fire and emergency exits;
- Fire extinguishers;
- First aid kits;
- Evacuation routes;
- Muster point.

QEM Group shall follow all emergency preparedness and response plans of clients whilst on their premises. This plan should include:

- Duty card system;
- Muster Point;
- Emergency communication;
- Emergency Response Team involvement; and
- Emergency Services Officers.

QEM Group shall ensure adequate emergency equipment is provided at all projects. Emergency equipment includes first aid equipment and facilities, resuscitation equipment and fire equipment. All emergency equipment shall meet applicable legislative or client requirements. This will include appropriate training of first-aid personnel.

QEM Group shall ensure adequate emergency supplies are stored in their vehicles for personnel to utilise whilst travelling between projects/sites.

12.2.1 Emergency Drills

While drills and exercises can be used for training purposes, their primary function is to assess the adequacy and effectiveness of this Emergency Evacuation Plan.

The HSEQ Manager shall be responsible for ensuring an evacuation drill is conducted every 6 months and that it is unannounced. This will ensure the staff and/or visitors will be unaware of the drill and will act accordingly.

The Most Senior Person onsite shall conduct a debrief in consultation with employees after the conclusion of each drill, exercise, and emergency evacuation to review the adequacy and effectiveness of the emergency process, identify any hazards or risk, opportunities for improvement and the need for critical incident stress counselling.

Any actions that may arise from the emergency drill shall be recorded in 'myosh'.

13 Performance Evaluation

QEM Group shall develop and implement an HSEQ Compliance Schedule. The Compliance Schedule determines whether QEM Group EMS conform to planned arrangements, has been properly implemented and maintained, and is effective in meeting QEM Group HSEQ Policies.

The Compliance Schedule will include a series of activities such as:

- Legislative Compliance Audits;
- Audits against relevant Australian Standards and International Standards;
- Workplace and Housekeeping Inspections;
- Task observations.

13.1 Monitoring, Measurement, Analysis and Performance Evaluation

The Managing Director in conjunction with HSEQ Manager and HSEQ Consultant will develop and implement processes for the measurement, monitoring and evaluation of QEM Group environmental performance.

Measurement and evaluation shall take place at both a senior management level and at the workplace operational level. At a minimum, measurement and monitoring will take place against the following performance indicators:

- Inspections and audits to verify implementation and the effectiveness of environmental components;
- Progress towards achievement of the EMP objectives and targets;
- Compliance with relevant legislative and other requirements;
- Pre-start inspection of all vehicles, machinery, and mobile equipment. Serious leaks and faults must be rectified immediately if identified by an operator during a pre-start inspection or the machinery shall be tagged out of service until the fault is rectified.
- Worksite inspections are completed by the Manager/Supervisor prior to the commencement of work. This is completed using the Inspection Checklist.
- Client Audits are completed by the Client when required.
- Statutory inspections are completed when required (i.e., fire equipment, pressure vessels, pressure relief valves, fall arrest equipment etc.).

Where testing equipment and other devices are used to monitor and measure environmental risks, additional procedures shall be implemented to ensure that the equipment is calibrated and maintained.

QEM Group shall ensure a structured housekeeping program is established and maintained and personnel and contractors are educated on best practice methods for keeping a clean working environment.

Where measuring and monitoring is a concern, QEM Group shall use both 'proactive' and 'reactive' measures of performance but should mainly focus on proactive measures in order to drive environmental performance improvement.

Examples of Proactive Measures:

- Proactive strategy is a rapid response to environmental changes.
- Defensive strategies is a rapid response to protect QEM Group from environmental threats.
- Offensive strategies is a rapid response employed to capture opportunities.

Examples of Reactive Measures:

- Reactive strategy is a slow response to environmental changes.

QEM Group shall retain appropriate documented information as evidence of the results of monitoring, measurement, analysis, and evaluation and of the maintenance, calibration, or verification of measuring instruments.

13.1.1 Evaluation of Compliance

QEM Group statutory compliance obligations regarding environmental are defined in the relevant state and territory legislation in which it operates. As the majority of its operations are conducted in the state of Western Australia, compliance obligations shall include strict compliance with the requirements of:

Act	Associated Regulations
Environmental Protection Act 1986	Environmental Protection Regulations 1987
	Environmental Protection (Clearing Native Vegetation) Regulations 2004
	Environmental Protection (Controlled Waste) Regulations 2004
	Environmental Protection (Noise) Regulations 1997

Where business activities are conducted in other state and territories, strict compliance shall be observed with the relevant health, safety, and environmental legislation in that jurisdiction.

QEM Group shall establish, implement, and maintain a process for periodically evaluating our compliance with the legal and other requirements applicable to our environmental risks.

Data generated as a result of monitoring and measurement activities shall be analysed to determine the effectiveness and potential improvements of the EMS.

QEM Group shall:

- Determine the frequency and method for the evaluation of compliance;
- Evaluate compliance and take action (where necessary); and
- Maintain knowledge and understanding of its compliance status with legal and other requirements.

QEM Group shall retain documented information of the compliance evaluation results.

13.2 Internal Audit

QEM Group shall conduct internal audits at planned intervals to provide information on whether the EMS conforms to the requirements of the following:

- Our own EMS including the Environmental Policy (POL_HSEQ_002);
- Our set environmental objectives detailed in Appendix 5 (section 17.5) of this management plan;
- The requirements of International Standard ISO 14001:2015 (Environmental Management Systems).

In addition, the audit allows QEM Group to determine if its EMS is effectively implemented and maintained. The extent of the audit programme should be based on the complexity and level of maturity of the EMS.

13.2.1 Internal Audit Programme

QEM Group shall plan, establish, implement, and maintain an audit programme that contains information on:

- The frequency which audits will be conducted;
- The methodology used;
- Who will be responsible for managing and conducting audits;
- What consultation takes place with auditees and the general workforce;
- How audits will be planned and implemented; and
- The format for reporting audits.

QEM Group shall ensure an audit scope and audit criteria for each audit is defined prior to commencing. Audits will be conducted (or in the case of a team audit led) by a competent person who has completed relevant auditor training.

A formal review of QEM Group EMS is scheduled to occur annually, in order to facilitate the development of key targets and objectives for the following financial year.

Upon completion of the audit, it shall be the responsibility of the Managing Director to communicate the findings of audits to the workforce through appropriate means (toolbox meetings, notice boards etc.).

Non-Conformances and Opportunity for Improvements (OFI) identified during audits will be managed using 'myosh' and shall be addressed in a timely and efficient manner.

QEM Group shall retain documented information as evidence of the implementation of the audit programme and the audit results (refer to section 11.5).

13.3 Management Review

A formal review of the corporate EMS will be conducted bi-annually by an external certification auditor to ensure compliance with the requirements of International Standard ISO 14001:2015 (Environmental Management Systems).

The results of this audit shall be used by the senior management team to determine the continuing suitability and effectiveness of the system in satisfying the business requirements of QEM Group. This review will include input from the Managers and Supervisors.

Management reviews are the opportunity for senior management at QEM Group to critically evaluate the performance of the EMS to ascertain if it continues to be:

- Suitable: Does the management system fit the organisation, its operation, its culture and business systems?
- Adequate: Is the management system implemented appropriately?
- Effective: Has the management system achieved its intended outcomes?

In addition to the above, additional management review activities shall be facilitated by the Managing Director as outlined in the Company HSEQ Schedule.

Opportunities for continuous improvement of the EMS will be generated from such a review. The review shall consider the following:

- The status of actions from previous management reviews;
- Changes to internal and external issues that can impact on the EMS such as risks and opportunities, the needs and expectations of relevant interested parties and legal and other requirements;
- The adequacy of resources for maintaining an effective EMS;
- Relevant communications with internal and external interested parties;
- Opportunities for continual improvement.

The management review shall include information on QEM Group environmental performance including trends in:

- The achievement of environmental objectives;
- Incidents, non-conformities, and corrective actions;
- Monitoring and measurement;
- The evaluation of compliance with legal and other requirements;
- An internal and external audit of the QEM Group management system against the requirements of International Standard ISO 14001:2015 (Environmental Management Systems);
- A review of the findings of environmental audits;
- Changes in business activities;
- Lessons learnt from incidents;
- Feedback;
- Risk and opportunities.

Conclusions that shall be drawn at the end of the management review process related to:

- The continuing suitability, adequacy, and effectiveness of the EMS in achieving its intended outcomes;
- Opportunities for continual improvement;
- Any need for changes to the EMS;
- Additional resources which may be needed;
- Any actions required;
- Opportunities to improve the integration of the EMS with other business processes such as environment, business continuity, etc.;
- Any implications for the strategic direction of the business.

Records of the Management Review shall be retained at the Head Office by the Senior Administration / Office Manager.

13.3.1 Management Review Inputs

Management reviews shall be conducted quarterly, with information obtained from:

- Results of audits;
- Client feedback;
- Process performance reviews;
- Status of preventative and corrective actions;
- Follow-up actions from previous management reviews;
- Identified changes that could affect the EMS; and
- Opportunities for improvement.

The outcome of the management review process shall provide improvement to the:

- Environmental management system;
- Services related to client requirements; and
- Resource needs.

13.3.2 Management Review Outputs

Outputs from the management review must include decisions and actions related to:

- Customer satisfaction and feedback from relevant interested parties;
- The extent to which environmental objectives have been met;
- Process performance and conformity of products and services;
- Nonconformities and corrective actions;
- Monitoring and measurement results;
- Audit results;
- The performance of external providers;
- The adequacy of resources;
- The effectiveness of actions taken to address risks and opportunities;
- Opportunities for improvement.

14 Improvement

QEM Group shall continually improve the effectiveness of the EMS through the use of the Plan, Do Check, Act methodology referred to in section 5.3 of this EMP.

Improvements can arise from corrective action, continual improvement, breakthrough change, innovation, and re-organisation.

14.1 Incident, Non-Conformity and Corrective Actions

The Managing Director and HSEQ Manager in conjunction with HSEQ Consultant are responsible for conducting an investigation into incidents which are categorised as follows:

- Incidents:
 - Injury or illness:
 - Lost time injury (LTI);
 - Medically treated injury (MTI);
 - Minor first aid injuries (FAI);
 - Injury delayed report (IDR);
 - Non-work-related injury (NWRI);
 - Re-aggravation injury (RAI);
 - Medical expense only claims (MEO);
 - Equipment damage;
 - Environmental damage;
 - Property damage;
 - Production damage;
 - Fatigue-related incidents;
 - Near miss;
 - Security;
 - Non-conformance which could have resulted in any of the following:
 - Community compliant;
 - Major non-conformances with safety procedures;
 - A positive test for drugs or alcohol;
- Non-Conformities:
 - Protective equipment not functioning properly;
 - Failure to fulfil legal requirements;
 - Prescribed processes or procedures not being followed;
 - Contractor behaving in an unsafe manner on-site.

Non-conformances identified through auditing may also be classified as an incident for the purposes of investigating why the non-conformance occurred.

The investigation into incidents shall be conducted in accordance with Incidents, Non-Conformity and Continuous Improvement (SOP3.31.005) and the Injury/Accident Flow Chart (refer to Appendix 3 (section 17.3)).

The investigation must as a minimum:

1. A detailed description of the event including the result of injury or damage;
2. The causative factors which resulted in the incident (highlighting the system failures);
3. The corrective actions required in order to ensure that a similar accident does not occur.

QEM Group understand that the investigation and reporting of incidents without undue delay can enable hazards to be eliminated and associated environmental risks to be minimised as soon as possible.

The investigation should identify all areas that need improvement including improvements to the EMS and propose appropriate corrective actions using the hierarchy of controls (refer to section 12.1.1).

Actions arising from activities generated by the EMS will be recorded and tracked to ensure completion.

Any actions which are identified as overdue (i.e., not completed by the due date) will generate an overdue action report and be forwarded to the relevant person as a reminder. Responsible persons will be held accountable for overdue actions.

14.2 Injury Management

If an employee sustains an injury whilst at work the Appointed Injury Management Coordinator shall ensure the establishment and implementation of the Gradual Return to Work Program is in accordance with the Code of Practice – Injury Management 2005.

A Gradual Return to Work Program is designed to assist the injured employee in returning to work quickly and safely without the risk of re-aggravation. QEM Group shall ensure temporary job positions are made available to the injured employee when the ability to perform their normal job activities is restricted.

QEM Group shall ensure all Gradual Return to Work Programs are signed by:

- The injured employee;
- The Appointed Injury Management Coordinator;
- The injured employees treating practitioner.

QEM Group has established a Standard Operating Procedure for Workplace Injury Management (SOP2.21.010) which details the process undertaken at QEM Group for the management of workplace injuries. This Standard Operating Procedure has been implemented throughout QEM Group.

QEM Group statutory compliance obligations regarding injury management are defined in the relevant state and territory legislation in which it operates. As the majority of its operations are conducted in the state of Western Australia, compliance obligations shall include strict compliance with the requirements of:

- Workers Compensation and Injury Management Act 1981;
- Workers Compensation and Injury Management Regulations 1982; and
- Workers Compensation Code of Practice (Injury Management) 2005.

Where business activities are conducted in other state and territories, strict compliance shall be observed with the relevant environmental legislation in that jurisdiction.

The HSEQ Manager shall report the required injuries and occurrences to WorkSafe Western Australia or the Department of Mines, Industry Regulation and Safety (DMIRS) as soon as possible after the occurrence.

14.3 Continual Improvement

QEM Group shall continually improve the suitability, adequacy, and effectiveness of our EMS.

QEM Group shall consider the results of analysis and evaluation, and from management review meetings, to determine if there are needs or opportunities that must be addressed as part of continual improvement.

Examples of other continuous improvement opportunities include, but are not limited to:

- New technology;
- Good practices that arise internally in the organisation and externally to the organisation;
- Suggestions and recommendations from interested parties;
- New knowledge and understanding of environmental-related issues;
- New or improved materials;
- Changes in worker capabilities or competence;
- Achieving improved performance with fewer resources.

15 Major Environmental Risks

As part of its management approach to environmental risks, QEM Group has developed and implemented a suite of Environmental Risks (ENS) which detail the risk control methodology for major risks. A brief overview of these major risks and the inherent risk ratings associated with each risk is outlined below.

15.1 Land Clearing Operations

Reference: QEM_ENS_001 Land Clearing

Inherent Risk Rating: Extreme 20

Land clearing has been identified as a significant aspect of QEM Group's activities, whereby land clearing activities have the potential to destroy and disturb natural vegetation, fauna, contaminate healthy topsoil, and generate dust pollution. As a result, QEM Group shall establish a range of risk management controls within QEM_ENS_001 to mitigate any potential adverse effects associated with land clearing that may impact the environment.

15.2 Mining and Earthwork Operations

Reference: QEM_ENS_001 Land Clearing

Inherent Risk Rating: High 17

QEM Group's operational activities include mining and earthworks which have the potential to negatively impact the surrounding environment. Risks to environmental integrity include hydrocarbon contamination, solid waste and wastewater generation, dust pollution, soil contamination, and natural habitat destruction. QEM_ENS_002 outlines the procedural controls to address the risks associated with these activities.

15.3 Haulage and Freight Operations

Reference: QEM_ENS_003 Haulage and Freight Operations

Inherent Risk Rating: High 10

Haulage and freight operations have been identified as a significant aspect of QEM Group's activities, whereby these operations have the potential to adversely impact the environment through pollution and contamination of natural land and water systems. QEM_ENS_003 ensures that activities involving haulage and freight do not result in the degradation of the natural environment.

15.4 Construction Works

Reference: QEM_ENS_004 Construction Works Operations

Inherent Risk Rating: High 17

The management of waste and recycling materials during construction works needs to be handled in accordance with the Western Australian legislation. If not managed properly, these materials may pose a threat to the life or health of living organisms due to their toxic properties. Other wastes in this category may pose a threat to the safety of humans or equipment due to explosive, reactive or corrosive properties. Materials can include asbestos (all chemical forms), low level contaminated soil, acid sulphate soil, contaminated soil and water, oils, containers, and bags containing hazardous compounds, detergents, paint sludges and residues, pesticides etc. Therefore; QEM Group shall ensure risk management controls are established in QEM_ENS_004 during construction works.

15.5 Workshops and Mobile Equipment Maintenance

Reference: QEM_ENS_005 Workshop and Mobile Equipment Maintenance Operations

Inherent Risk Rating: High 14

Activities involving workshops and mobile equipment maintenance have been identified as an aspect of QEM Group's operations with the potential to impact environmental quality. The production of both controlled and uncontrolled waste, as well as noise, associated with these activities has been identified as factors which may impact environmental quality. Although noise is unlikely to contribute to an unacceptable environmental impact level it has still been addressed. QEM_ENS_005 outlines the controls in place to prevent these activities from negatively impacting the environment.

16 Site-Specific Health, Safety And Environment Requirements

16.1 Project HSEQ Plans

In order to capture and document site specific HSEQ requirements, QEM Group shall establish and implement a Project HSEQ Plan for each work project if and when required by contractual requirements. The purpose of the Project HSEQ Plan document is to integrate the client's HSEQ requirements and systems with those of QEM Group.

Each Project HSEQ Plan will be considered a 'sub-plan' to each Company Management Plan (CMP) and should therefore, be read and interpreted in conjunction to them.

16.2 Identification of Site-Specific Requirements

In order to ensure that QEM Group is compliant with the HSEQ requirements at each site, the following process shall be used to identify the relevant requirements:

Project Phase	HSEQ Activity	Responsibility	Action Taken
Tender	<ul style="list-style-type: none"> Review of tender documentation. Review of contractual requirements. Send 'Tender Query' to Contracts Officer to clarify HSEQ requirements (if necessary). 	Managing Director HSEQ Manager	Tender Query sent to client
Award	<ul style="list-style-type: none"> Meeting with site personnel to confirm HSEQ requirements. Draft Project HSEQ Plan. Pre-mobilisation workshop with site management team to review HSEQ requirements. Submission of the Project HSEQ Plan to client for approval. Develop site specific induction to communicate HSEQ requirements to personnel (if required). 	Managing Director HSEQ Manager	Conduct meeting with client and QEM Group personnel Include site specific requirements into Project HSEQ Plan Conduct pre-mobilisation workshop Submit Project HSEQ Plan to client for approval Draft site-specific induction (if required)
Mobilisation	<ul style="list-style-type: none"> Finalise Project HSEQ Plan. Induct personnel to site (including site access forms, medical and drug and alcohol, if required). Conduct meeting with QEM Group personnel. Complete post mobilisation audit to confirm HSEQ requirements. 	Managing Director HSEQ Manager Manager Mobilisation Team Site Personnel	Complete inductions and paperwork Conduct meeting with personnel Complete post mobilisation audit
Project Duration	Implementation of Company Management Plans (CMP) & Project HSEQ Plan.	HSEQ Manager	As per plans

Project Phase	HSEQ Activity	Responsibility	Action Taken
Demobilisation	Conduct post demobilisation meeting with client to confirm all requirements have been met.	Managing Director	Complete post demobilisation meeting

17 Appendices And Supporting Information

17.1 Appendix 1: Responsibilities and Accountabilities

Position descriptions and responsibilities for all employees and contractors are held electronically in the management data base.

Individual's position descriptions and responsibilities are explained to them; and a copy given to each employee at the commencement of employment.

They are also available to employees and contractors upon request.

The health and safety of all our employees and subcontractors is QEM Group highest concern. All employees and subcontractors have the authority to stop work immediately, without fear of consequence, if they believe it is unsafe to continue.

17.1.1 Managing Director

- Ensure his or her own health and safety whilst at work.
- Ensure the EMS is established, implemented, and maintained in accordance with legislative requirements & International Standards (ISO 14001:2015 Environmental Management Systems).
- Establish, authorise, and implement appropriate company policies for the management of the HSEQ aspects of the business.
- Establish and approve an annual EMP which details targets and objectives for the management of environmental issues.
- Allocate sufficient resources and provide the necessary support to ensure the achievement of the EMP and the annual targets and objectives.
- Provision of site amenities, including toilets, drinking water and first aid facilities.
- Monitor and appraise the health, safety, and environmental performance of the business in order to determine the effectiveness of the QEM Group EMS.
- Monitor compliance with legislative and other requirements.
- Authorise and approve written procedures in order to demonstrate the company's duty of care and establish safe systems of work.
- Submit statutory reports as required by Regulatory Authorities.
- Arrange work schedules to cater for release of personnel for meetings, courses, and training activities.

17.1.2 Manager / Supervisor

- Ensure his or her own health and safety whilst at work.
- To ensure the day-to-day operations at all sites.
- Assist the Managing Director to fulfil their responsibilities under this EMP.
- Advise and assist the Managing Director in the achievement of the key targets & objectives.
- Where possible, correct unsafe situations by establishing risk control measures in accordance with this management plan to minimise the risk of injury and illness.
- Ensure personnel, including subcontractors and visitors are adequately inducted and instructed in safe systems of work, safe work method statements and relevant environmental risks, and controls.
- Ensure personnel and contractors are adequately instructed in safe systems of work and safe work method statements.
- Enforcement of statutory regulations.

- All incidents and hazards which have been identified have an incident investigation and hazard report completed.
- Conduct an investigation of all incidents which occur at their location to determine root causes and corrective actions to prevent a recurrence.
- Monitor the business operations at their work location to ensure compliance with legislative and contractual requirements.
- Communicate and consult on a monthly basis with employees regarding environmental issues by conducting a formal meeting.
- Ensure regular inspection of all work areas under their control to ensure hazards are identified and corrected.
- Create and maintain records to demonstrate the implementation of this Management Plan.
- Conduct daily pre-start meetings / job briefs and risk assessments prior to work commencing and whenever conditions change.
- Ensure a secure worksite, with safe access, egress, and emergency procedures.
- Ensure roles and responsibilities are assigned, and team members are clear on work scope/s.
- Ensure to avoid adversely affecting the health and safety of any other person through any act or omission at work.
- Provision of adequate resources to all personnel.
- To assist with investigation of all accidents and incidents in their area of control.
- Report and investigate all accidents/incidents that occur in their area of responsibility.
- Enforcement of all rules and regulations including those related to particular projects.
- Compliance of Subcontractors to the EMP and safety objectives.
- Continuously monitor environmental performance of all personnel under their supervision.
- Report and record positive and negative environmental performance of their personnel.

17.1.3 HSEQ Administrator

- Ensure his or her own health and safety whilst at work.
- Assist in the organisation of DropBox to ensure all environmental documentation and records are systematically organised and clearly identifiable.
- Carry out all task assigned by the HSEQ Manager.

17.1.4 HSEQ Manager

- Ensure his or her own health and safety whilst at work.
- Development, implementation, and review of the EMS in accordance with the International Standards (ISO 14001:2015 Environmental Management Systems).
- Provide a resource of information and knowledge on all occupational health and safety matters related to contracts, legislation, and this EMP.
- Where possible, correct unsafe situations by establishing risk control measures in accordance this management plan to minimise the risk of injury and illness.
- Communicate and consult with employees regarding environmental issues as they arise.
- Conduct a monthly training audit of personnel at their work location to determine individual training plans.
- Conduct regular site safety audits.
- Apply appropriate enforcement mechanisms to address breaches of environmental rules.
- Consult with the Managing Director and Administration Manager with Workers Compensation Claims and Return to Work Plans.
- Travel to sites to ensure compliance with the Environmental Management Plan (where required).
- Liaise with Managing Director, Managers, Supervisors, and Client Representatives, Health and Safety Representatives and statutory authorities as deemed necessary to ensure best outcomes.

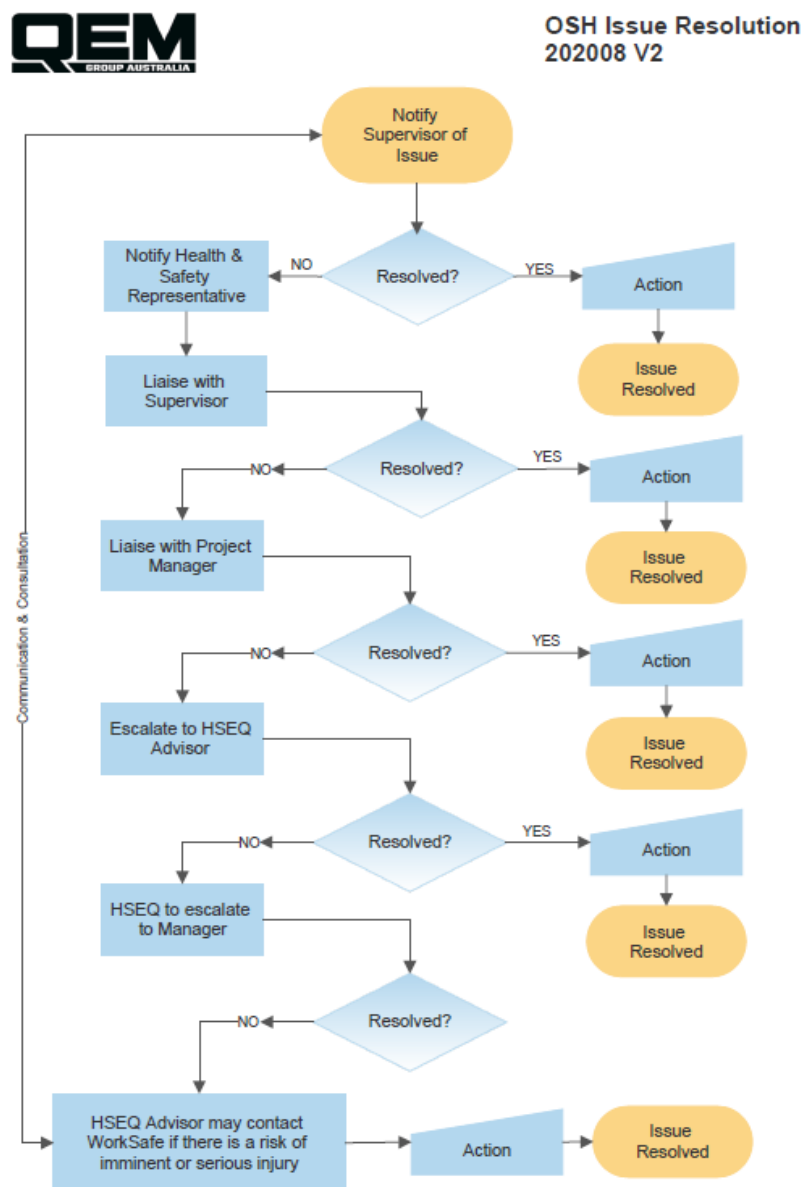
- Conduct investigations when requested on incidents which occur to determine root causes and corrective actions to prevent a recurrence.
- Upon request ensure incidents, accidents are reported to the client within a time frame specified by the client.
- Assist in the contractor's pre-job planning process and ensuring that appropriate hazards evaluation, Job Safety Analysis and/or Safe Work Methods Standards are developed.
- Conduct and/or coordinate environmental compliance activities across all business.
- Provide assistance to management on the development, implementation, and review of training programs for employees and subcontractors.
- Ensure documentation is kept up to date as deemed necessary by the Managing Director.

17.1.5 Employees / Sub-Contractors

- Ensure his or her own health and safety whilst at work.
- Ensure any incident/accident is reported to their direct Manager/Supervisor in accordance with set procedures.
- Ensure they avoid adversely affecting the environment through any act or omission at work.
- Ensure Take 5's (client) / JSA's are completed in accordance with the QEM Group induction manual.
- Report equipment that is faulty to the Managing Director/Manager.
- Ensure they work in accordance with permits, JSA's and safe work method statements to ensure compliance with Client safety procedures, QEM Group environmental documentation and regulatory conditions.
- Participate in all meetings (QEM Group and Clients).
- Maintaining their fitness for work and notifying Managers/Supervisors if they believe they are not.
- Using company equipment and resources as they are intended and not intentionally causing damage or harm.
- Under section 57a (3) (a, b) of the Occupational Safety and Health Act 1984 all visitors/contractors must comply with authorised persons directions.

17.2 Appendix 2: Issue Resolution Flowchart

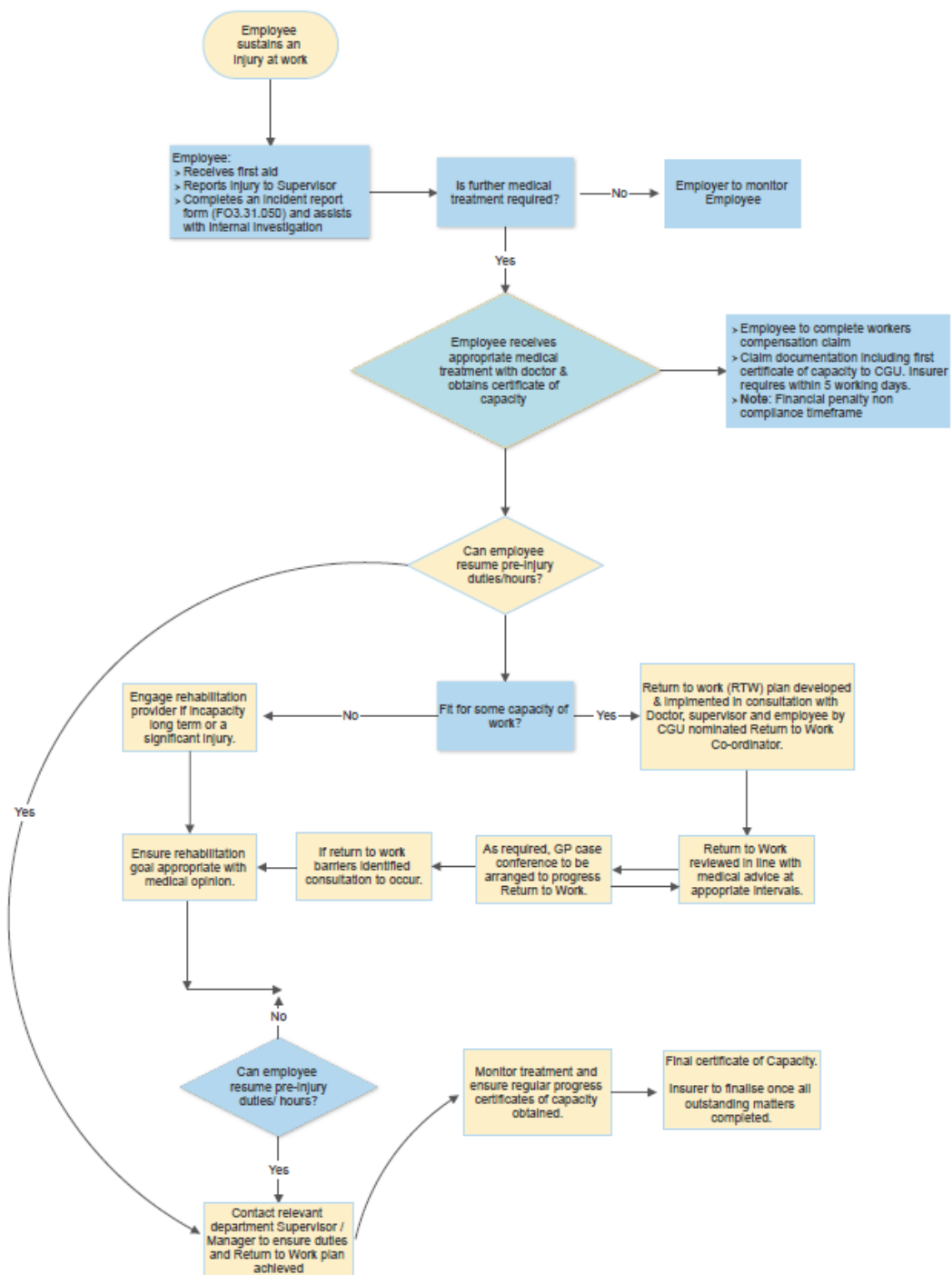
For all grievances raised at QEM Group the following process will be utilised:



Timeframes for Resolution: Communication must be provided back to party lodging the issue/concern/complaint according to QEM Group standards:

- Response time for emails = 48 hours
- Response time for telephone calls = 24 hours

17.3 Appendix 3: Injury Management Flow Chart



17.4 Appendix 4: Reportable and Notifiable Incidents and Illnesses

WorkSafe Western Australia	
<ul style="list-style-type: none"> • Injuries defined under Regulation 2.4 (1) of the Occupational Safety and Health Regulations 1996, include: <ul style="list-style-type: none"> ○ A fracture of the skull, spine or pelvis; ○ A fracture of any bone <ul style="list-style-type: none"> – in the arm, other than in the wrist or hand; – in the leg, other than a bone in the ankle or foot; ○ An amputation of an arm, a hand, finger, finger joint, leg, foot, toe or toe joint; ○ The loss of sight of an eye; ○ Any injury other than an injury of a kind referred to in paragraphs (a) to (d) which, in the opinion of a medical practitioner, is likely to prevent the employee from being able to work within 10 days of the day on which the injury occurred. • Diseases defined under Regulation 2.5 (1) of the Occupational Safety and Health Regulations 1996, include: <ul style="list-style-type: none"> ○ Infectious Diseases: <ul style="list-style-type: none"> – Tuberculosis – Viral hepatitis – Legionnaires' disease – HIV <p>Work involving exposure to human blood products, body secretions, excretions or other material which may be a source of infection.</p> ○ Occupational Zoonoses: <ul style="list-style-type: none"> – Q fever – Anthrax – Leptospiroses – Brucellosis <p>Work involving the handling of or contact with animals, animal hides, skins, wool, hair, carcasses, or animal waste products.</p> 	

Department of Mines, Industry Regulation And Safety (DMIRS)	
<ul style="list-style-type: none"> • Serious injuries defined under Section 76 (4) of the Mines Safety and Inspection Act 1994, include: <ul style="list-style-type: none"> ○ Results in the injured person being disabled from following his or her ordinary occupation for a period of 2 weeks or more; or ○ Involves unconsciousness arising from inhalation of fumes or poisonous gases or asphyxiation due to lack of oxygen or displacement of oxygen by an inert gas; or ○ Results from an accident, including fuming, arising out of the use of explosives. • Some occurrence defined under Section 78 (3) of the Mines Safety and Inspection Act 1994, include: <ul style="list-style-type: none"> ○ Any extensive subsidence, settlement or fall of ground or any major collapse of any part of the operations of the mine, or any earth movement caused by a seismic event; or ○ Any outbreak of fire above or below ground in any mine; or ○ Any breakage of a rope, cable, chain, or other gear by which persons are raised or lowered; or ○ Any inrush of water from old underground operations or another source; or ○ Any accidental ignition of dust below ground or the discovery of the presence of potentially harmful or asphyxiant gas or an outburst of such gas in any part of mine; or ○ Any accidental ignition or detonation of explosives, or any delayed or fast ignition of explosives; or ○ Any explosion or bursting of compressed air receivers, boilers, or pressure vessels; or ○ Every electric shock or burn to a person and every dangerous occurrence involving electricity; or ○ Any incidence of a person being affected by poisoning or exposure to toxic gas or fumes; or ○ Any loss of control of heavy earth moving equipment, including the failure of braking, or steering. • Any situation or occurrence which had the potential to cause serious injury as defined under Section 79 (1) of the Mines Safety & Inspection Act 1994. 	

Energy Safety Western Australia

In accordance with the Electricity (Licensing) Regulations 1991

Part 6 Miscellaneous

Regulation 63 Electrical accidents to be reported

(1) In this regulation —

electrical accident means an accident —

- (a) that results from a sudden discharge of electricity or that otherwise has, or is likely to have, an electrical origin; and
- (b) that causes, or is likely to cause, danger to life, a shock or injury to a person or loss of or damage to property;

Employee includes a person engaged under a contract for services

Employer includes a person who engages another person under a contract for services

- (2) Subject to sub-regulations (4), (5) and (6), immediately after a person becomes aware that an electrical accident has taken place, the person is to report the accident —
- (a) to the relevant network operator; or
 - (b) if the person is unable to identify the relevant network operator — to the Director.

17.5 Appendix 5: Major Environmental Objectives and Targets

Objective No.	Objective (What do we want to achieve?)	Target (How will we achieve the objective?)	Measurement (How will we determine the objectives success?)
OBJ026	Ensure a PESTLE Analysis of the business is undertaken in order for the analysis to be used as an input to the SWOT Analysis.	PESTLE Analysis being included in each of the Company Management Plans.	<ul style="list-style-type: none"> Undertake a PESTLE analysis on the business. The output from the PESTLE analysis should be used as an input for a SWOT analysis to ensure adequate objectives and targets are developed for the business.
OBJ027	Ensure each of the Management Plans in place at QEM Group complies with the relevant International Standard (Health and Management Plan (ISO 45001), Environmental Management Plan (ISO 14001), and Quality Management Plan (ISO 9001)).	To ensure the Health and Safety Management Plan, Environmental Management Plan, and Quality Management Plan is reviewed on an annual basis to maintain its currency.	<ul style="list-style-type: none"> Revise Health and Safety Management Plan, Environmental Management Plan, and Quality Management Plan. Each person listed in section 1 read and acknowledge their responsibilities under the HSEQMS by signing section 1.
OBJ028	Ensure the current systems in place at QEM Group have been integrated with the established processes and international standards in mind	Continue to achieve full compliance with International Standards ISO 45001:2018 (Health and Safety Management Systems), ISO 14001:2015 (Environmental Management Systems), and ISO 9001:2015 (Quality Management Systems).	<ul style="list-style-type: none"> The current HSEQ Management System in place at QEM Group is to interact with the established processes and the International Standards. Establish a 'Hierarchy of Documents' to ensure each process is established and integrated in accordance with the International Standards ISO 45001:2018, ISO 14001:2015, and ISO 9001:2015. A review of each HSEQ document to identify where each document will sit within the revised HSEQ Management System. Continually improve the HSEQ systems in accordance with the International Standard.

Objective No.	Objective (What do we want to achieve?)	Target (How will we achieve the objective?)	Measurement (How will we determine the objectives success?)
OBJ029	Ensure consultation and participation between employees and management are undertaken in accordance with set procedures and processes.	<p>Pre-start meetings being held daily with 100% attendance.</p> <p>1 monthly toolbox meeting to be held prior to the end of each month.</p> <p>Minutes being completed, forwarded through to the HSEQ Manager and being uploaded to 'myosh'.</p>	<ul style="list-style-type: none"> Forward planning of toolbox meetings for each workgroup is undertaken. Toolbox Meetings to be completed on a monthly basis in accordance with procedures set by QEM Group. Toolbox meetings are undertaken by the Manager/Supervisor and in accordance with the set dates. Minutes are forwarded through to the HSEQ Manager as evidence the meeting was undertaken. Meeting minutes are uploaded to 'myosh' for retainment.
OBJ030	Ensure consultation and participation between administration personnel and management are undertaken in accordance with set procedures and processes.	<p>2 operational meetings to be held per month.</p> <p>100% attendance from all administration personnel and management staff.</p> <p>Minutes being completed, forwarded through to the HSEQ Manager and being uploaded to 'myosh'.</p>	<ul style="list-style-type: none"> Forward planning of operational meetings is undertaken. Operational Meetings to be completed on a fortnightly basis in accordance with procedures set by QEM Group. Operational meetings are undertaken by the Finance Manager and in accordance with the set dates. Minutes to be completed by the administrator and are forwarded through to the HSEQ Manager as evidence the meeting was undertaken. Meeting minutes are uploaded to 'myosh' for retainment.
OBJ031	Ensure a system is in place for employees to be able to easily access current, up to date HSEQ documentation.	Intranet site developed that allows personnel to easily access all HSEQ documentation approved for use by senior management.	<ul style="list-style-type: none"> An intranet site is developed to store all HSEQ documentation for personnel to access. All HSEQ documentation that has been finalised and approved for use is uploaded to the intranet system. Only pdf format will be uploaded to the site to prevent unauthorised changes. All personnel are provided instructions how to access the intranet system.

Objective No.	Objective (What do we want to achieve?)	Target (How will we achieve the objective?)	Measurement (How will we determine the objectives success?)
OBJ033	Ensure all statutory compliance obligations / legislation relevant to QEM Group business operations are identified and populated into the Legal and Other Requirements Register (QEM_REG_004 (FO1.13.054)).	Full compliance with the regulatory requirements relevant to QEM Group.	<ul style="list-style-type: none"> Review and update the Legal and Other Requirements Register (QEM_REG_004 (FO1.13.054)) to identify all relevant legislation / statutory compliance obligations related to health, safety and the environment relevant to QEM Group. Identification how QEM Group will conform to each section of the legislation.
OBJ034	Ensure objectives and targets are set on an annual basis to ensure conformance with the International Standards (Health and Management Plan (ISO 45001), Environmental Management Plan (ISO 14001), and Quality Management Plan (ISO 9001)).	<p>Conducting annual audits of the HSEQ management system in order to develop new objectives and targets.</p> <p>Reviewing the PESTLE and SWOT Analysis on an annual basis in order to determine new issues, objectives and targets.</p>	<ul style="list-style-type: none"> Raising the recommendations from the Annual Audits for Health and Safety, Environmental, and Quality in each of the Company Management Plans (Health and Safety (CMP_HSEQ_001), Environmental (CMP_HSEQ_002), Quality (CMP_HSEQ_003)), and the Objectives Register (QEM_REG_005 (FO1.13.051)). Communicating the newly raised objectives and targets to all personnel at QEM Group via the monthly toolbox meeting. Ensuring all personnel acknowledge the objectives and targets have been comminated by signing the attendance sheet. Printing the objectives and targets and placing a copy on the noticeboard throughout each QEM Group premises.
OBJ035	Ensure a process to assess the establishment, implementation, and maintenance of opportunities.	Conducting annual audits of the HSEQ management system in order to identify new opportunities to improve the business.	<ul style="list-style-type: none"> Ensuring all opportunities identified are entered into 'myosh', tracked and closed out in accordance with set timeframes.

Objective No.	Objective (What do we want to achieve?)	Target (How will we achieve the objective?)	Measurement (How will we determine the objectives success?)
OBJ036	QEM Group to employees to be a trained and competent workforce and be able to demonstrate adequate training has been provided.	<p>All Standard Operating Procedures to be drafted prior to next certification audit.</p> <p>Employees are provided with the revised Standard Operating Procedure within 1 month of approval.</p>	<ul style="list-style-type: none"> • A Standard Operating Procedure exist for all vehicles, machinery, and equipment at QEM Group. • The Standard Operating Procedures the operational information relevant to the vehicle, machine, or equipment. • All personnel who are required to operate the vehicle, machine, or equipment is provided with a copy to read and acknowledge. • Employees sign a sign off form as evidence they were provided with a copy of the revised SOP. • The Sign Off Form is uploaded to 'myosh' as proof training was provided.
OBJ037	QEM Group to employees to be a trained and competent workforce and be able to demonstrate adequate training has been provided.	<p>All Verification of Competency to be drafted prior to next certification audit.</p> <p>Achieve a target of 80% completion of a competency-based training program for all employees / contractors.</p>	<ul style="list-style-type: none"> • A Verification of Competency exist for all vehicles, machinery, and equipment at QEM Group. • The Verification of Competency includes a theory assessment, verbal questioning, and practical demonstration. • Verification of Competency documents are drafted against training.gov.au. • All personnel who are required to operate the vehicle, machine, or equipment undertakes the competency training. • Employees are deemed competent to operate the vehicle, machine, or equipment. • The VOC's are uploaded to 'myosh' as proof training was provided.
OBJ038	QEM Group to ensure all employees undertake awareness training and education.	Achieve a target of 80% completion to ensure employees are made aware of the HSEQ policies, HSEQ objectives and targets, and other requirements detailed in each International Standard.	<ul style="list-style-type: none"> • All employees are provided with the HSEQ policies to read and acknowledge. • All employees are provided with the HSEQ objectives and targets to read acknowledge. • Employees are aware of the implications and potential consequences of not conforming to the HSEQ management system requirements. • Employees are made aware of the HSEQ risks and hazards relevant to them. Awareness training is provided to all personnel.

Objective No.	Objective (What do we want to achieve?)	Target (How will we achieve the objective?)	Measurement (How will we determine the objectives success?)
OBJ039	Ensure QEM Group has developed and implemented system processes in accordance with International Standards ISO 45001:2018, ISO 14001:2015, and ISO 9001:2015.	Ensure system processes established, implemented, and maintained are relevant to QEM Group.	<ul style="list-style-type: none"> Current Standard Operating Procedures under the HSEQMS are reviewed and upgraded to System Procedures. Each System Procedures clearly details the current processes in place at QEM Group and ensure conformance against the relevant International Standard. Each System Procedure is approved by the Senior Management Team for dissemination.
OBJ040	Ensure there is a clear process in place for the development and establishment of documentation within each of the systems.	<p>Ensure continuity between documentation from identification and description to the standard format.</p> <p>Ensure integration between each system (HSEQ, HVA, and HR).</p> <p>Achieve a target of 85% of documentation adheres to the revised process for documented information in relation to the creation, development, control, and revision of documentation.</p>	<ul style="list-style-type: none"> Revision of QEM Group Style Guide (SOP1.31.000) and Document Creation and Control Procedure (Management of QEM Management System (SOP1.31.001)) into a System Procedure detailing the standard format to be used for all documentation that is created at QEM Group. All documentation within the systems is revised to ensure the new format is adhered too and to ensure suitability and adequacy to QEM Group. Continuity between documentation for easy identification. A systematic process is developed for DropBox to ensure only current documentation is uploaded for use. All revised documentation is uploaded to DropBox and obsolete documents are removed from DropBox to prevent unauthorised use.
OBJ041	Ensure all documentation that is required under the International Standards is adequately controlled.	Achieve a target of 90% to ensure all documentation uploaded to DropBox is current and approved.	<ul style="list-style-type: none"> A systematic review of all HSEQ documentation is undertaken to ensure all documents remain current and are approved for use. Removal of out of date and obsolete documentation to prevent unauthorised use.

Objective No.	Objective (What do we want to achieve?)	Target (How will we achieve the objective?)	Measurement (How will we determine the objectives success?)
OBJ042	Ensure the implementation, control, and maintenance of current processes at QEM Group to ensure conformance with operational planning and control requirements.	<p>Entering all current and tendered projects into the Project Register in order to track them.</p> <p>Ensure all current projects undertaken by QEM Group have the required site-specific documentation prior to commencement.</p>	<ul style="list-style-type: none"> A HSE Project Register is developed to track all projects from tender through to award and completion. All tendered projects are entered into the HSE Project Register in order for them to be tracked from tender through to award and completion. All site-specific documentation (Project Safety Management Plan, Risk Assessment, etc.) is given a project specific number in order for all documentation to be tracked and easily identifiable. All site-specific documentation (Project Safety Management Plan, Risk Assessment, Emergency Threat Analysis, etc.) are finalised and signed off by project management personnel. All Project Safety Management Plans for each current site is reviewed, implemented, finalised, and authorised by site personnel. Current projects and the documentation are uploaded to DropBox for use.
OBJ043	Ensure a process is established for the implementation and control of planned temporary and permanent changes that impact the HSEQ management systems.	<p>Implementation of a change management system that can be easily integrated into the HSEQMS that management will use.</p> <p>Completion of change management requirements when there are planned temporary and/or permanent changes that are required.</p>	<ul style="list-style-type: none"> Finalisation of the Change Management Request Form. Change management is included as a discussion item during operational meetings. Evaluation of planned and permanent changes as part of the change management process.
OBJ044	Ensure a process is established, implemented, and maintained for the procurement of products and services to ensure their conformity to the HSEQ management systems.	Implementation of a procurement process that allows for the evaluation of QEM Group's sub-contractors to show conformity with our HSEQMS.	<ul style="list-style-type: none"> An audit template has been drafted against the Contractor Supplier Pre-Qualification Checklist in order for sub-contractors to be audited. Planned audits are undertaken on sub-contractors and included in 'myosh'. All sub-contractors engaged by QEM Group have completed the Contractor Supplier Pre-Qualification Checklist. An audit has been undertaken on current sub-contractors engaged by QEM Group in order to confirm they comply with our HSEQMS.

Objective No.	Objective (What do we want to achieve?)	Target (How will we achieve the objective?)	Measurement (How will we determine the objectives success?)
OBJ045	Ensure a process is established, implemented, and maintained in order to prepare for an respond to potential emergency situations.	<p>Ensuring there is an adequate number of first aiders throughout each operational work site to aid in first aid treatment if an emergency situation occurs.</p> <p>Emergency Threat Analysis exists for each operational area.</p> <p>Emergency drills are undertaken in accordance with set procedures.</p>	<ul style="list-style-type: none"> • A minimum number of trained first aiders are established throughout each operational area. • All personnel who are required to assist in first aid treatment have undertaken first aid training (nationally recognised, HLTAID003). • Emergency Threat Analysis is undertaken on each project (operational area) to identify relevant procedural; training and equipment needs in order to be able to respond to potential emergencies. • A First Aid and Emergency Equipment Risk Assessment (FO3.31.064) is completed for each project (operational area) as part of the emergency threat analysis. • Emergency drills are facilitated to test and verify the effectiveness of the emergency response plan. • A document report on the drill to be entered into 'myosh' as evidence this has occurred. • Forward planning of emergency drills is established in 'myosh' for each location. • The Emergency Threat Analysis / Emergency Review includes actions to prevent or mitigate adverse environmental impacts from emergency situations.

Objective No.	Objective (What do we want to achieve?)	Target (How will we achieve the objective?)	Measurement (How will we determine the objectives success?)
OBJ046	Inspections are undertaken in accordance with set procedures and schedules.	<p>Achieve a target of 100% execution of inspections (as per schedule).</p> <p>Achieve a target of 85% compliance with legislation, and all company standards, plans, and other requirements with regards to inspections.</p> <p>Achieve a target of 100% to close out non-conformances within agreed timeframe.</p>	<ul style="list-style-type: none"> • Inspection schedule is developed and is reflected in 'myosh' in order for inspections to be tracked from beginning to end. • Inspections are assigned for completion by a current member of staff employed by QEM Group. • Revision of current inspection templates to ensure they remain current and valid to processes undertaken by QEM Group. Where it is identified an inspection form has a gap or inconsistencies, the form is revised and updated. • Review current processes undertaken by QEM Group and ensure an inspection template is in place. • Inspections are undertaken and records are uploaded to 'myosh' as evidence of their completion. • Where deficiencies are identified, corrective actions are raised, assigned and a timeframe for completion is entered within 'myosh' to ensure they are corrected.
OBJ047	Ensure the evaluation of the HSEQ performance and determine the effectiveness of the HSEQ Management System.	Ensuring a HSEQ Monthly Report is completed by the 6th of the following month.	<ul style="list-style-type: none"> • The HSE End of Month Report template is established in order for the HSEQ performance can be adequately evaluated each month. • Implementation of the HSEQ End of Month Process is fully implemented. • HSEQ End of Month Report is completed each month by the 6th day and forwarded to the Senior Management Team for reviewing and communication to the work crews. • The HSEQ End of Month Reports are uploaded to 'myosh' as evidence of their completion.

Objective No.	Objective (What do we want to achieve?)	Target (How will we achieve the objective?)	Measurement (How will we determine the objectives success?)
OBJ048	A process is established, implemented, and maintained for evaluating compliance with the legal requirements and other requirements.	Ensuring the frequency and methods for the evaluation of compliance are established. Full compliance with the regulatory requirements relevant to QEM Group.	<ul style="list-style-type: none"> Evaluation of compliance recorded in the Legal and Other Requirements Register (QEM_REG_004 (FO1.13.054)). Action taken when gaps are identified to ensure compliance is maintained. Evaluation of compliance recorded for projects in each internal audit.
OBJ049	Conduct internal audits at planned intervals to provide information on the conformance of the HSEQ management system against the International Standards.	<p>Achieve a target of 100% execution of audits (as per schedule).</p> <p>Achieve a target of 85% compliance with legislation, and all company standards, plans, and other requirements with regards to inspections.</p> <p>Achieve a target of 100% to close out non-conformances within agreed timeframe.</p>	<ul style="list-style-type: none"> Internal Audit schedule/programme is developed and is reflected in 'myosh' in order for audits to be tracked from beginning to end. Audits are assigned for completion by a trained member of staff employed by QEM Group. The establishment of Internal Audit Templates against the HSEQ System Procedures. Internal Audits against the HSEQ System Procedures are undertaken. Audits are undertaken and records are uploaded to 'myosh' as evidence of their completion. Where deficiencies are identified, corrective actions are raised, assigned and a timeframe for completion is entered within 'myosh' to ensure they are corrected.
OBJ050	Senior management team to review the HSEQ management system to determine its continuing suitability, adequacy, and effectiveness.	Senior Management Team to conduct a Management Review Meeting quarterly.	<ul style="list-style-type: none"> Forward planning of Management Review Meetings in 'myosh'. Management Review Meetings being undertaken in accordance with forward planning requirements. Management Review Meetings uploaded to 'myosh' as evidence they are being undertaken. Management Reviewing Meeting template follows the requirements of the International Standards. The outcomes of the Management Review Meetings are communicated to employees and record of this is uploaded to 'myosh'.

Objective No.	Objective (What do we want to achieve?)	Target (How will we achieve the objective?)	Measurement (How will we determine the objectives success?)
OBJ051	Continually improve the suitability, adequacy and effectiveness of the HSEQ management system.	Achieve a target of 100% to close out the recommendations and opportunity for improvements from the internal audit conducted in July and August 2021.	<ul style="list-style-type: none"> Closing out all recommendations and opportunity for improvements and recording evidence in 'myosh'. Regularly reviewing the HSEQ management system with employee participation. Communicating the relevant results of continual improvement with employees and stakeholders.
OBJ053	To record and track all actions that arise as part of the HSEQ management system	100% of all actions closed out within allocated timeframes	<ul style="list-style-type: none"> QEM Group have recorded all actions in 'myosh', ensuring the appropriate person is assigned to close the action out within the time allocated. HSEQ Manager to ensure all actions are closed out in the time allocated.
OBJ054	Ensure all environmental risks related to the QEM Group business operations have been identified, assessed, and controlled.	Ensure all environmental hazards and risks have been identified and evaluated in accordance with the duty of care obligations set by the Western Australian government.	<ul style="list-style-type: none"> Review the QEM Group Company Risk Register (QEM_REG_003 (FO1.13.053)) to ensure all environmental risks are identified, assessed, and controlled. This would become a separate tab called Aspect and Impact Register. Develop Environmental Risks ensuring the inclusion of a hazard table in each which will assist with identifying, assessing, and controlling risks associated with the QEM Group business operations.
OBJ055	Ensure the implementation, control, and maintenance of current processes at QEM Group to ensure conformance with operational planning and control requirements.	Ensuring all Project HSEQ Plans include any environmental requirements that are imposed under the contract / client and the International Standard.	<ul style="list-style-type: none"> All site-specific documentation (Project HSEQ Plan, Risk Assessment, etc.) includes environmental requirements. All Project Safety Management Plans for each current site is reviewed, implemented, finalised, and authorised by site personnel. Current projects and the documentation are uploaded to DropBox for use.

Objective No.	Objective (What do we want to achieve?)	Target (How will we achieve the objective?)	Measurement (How will we determine the objectives success?)
OBJ056	Develop Key Performance Indicators (KPIs) for the needs and expectations of the company.	<p>Ensuring KPIs are based on standard definitions, rules, and calculations, in order to enable a better analysis of the data.</p> <p>Ensuring KPIs are aligned with the organisational strategies and drive of the company.</p> <p>Ensuring KPIs are defined according to the nature of QEM Group, its processes, and its products and services.</p>	<ul style="list-style-type: none"> KPIs are developed for the HSEQ management system including the life cycle of the product. KPIs are communicated to the workforce. KPIs are discussed as part of the operational meetings to ensure they are being met.

Please Note: For further information relating to these environmental objectives and targets, refer to the Objectives Register (QEM_REG_005).

17.6 Appendix 6: HSEQ Management System Policies

HSEQ Policies		
Proposed Document #	Document Name	Current Document #
QEM_POL_HSEQ_001	Health and Safety Policy	POL1.11.009
QEM_POL_HSEQ_002	Environmental Policy	POL1.11.007
QEM_POL_HSEQ_003	Quality Management Policy	POL1.11.004
QEM_POL_HSEQ_004	QEM Charter Policy	POL1.11.001
QEM_POL_HSEQ_005	Business Management Policy	POL1.11.002
QEM_POL_HSEQ_006	Code of Conduct	POL1.11.010
QEM_POL_HSEQ_007	Fitness for Work Policy	POL1.11.001
QEM_POL_HSEQ_008	Fatigue Management	POL1.11.002
QEM_POL_HSEQ_009	Drug and Alcohol Policy	
QEM_POL_HSEQ_010	Injury Management Policy	
QEM_POL_HSEQ_011	Smoking Policy	

General Policies		
Proposed Document #	Document Name	Current Document #
QEM_POL_GEN_001	Community and Stakeholder Engagement Policy	POL1.11.005
QEM_POL_GEN_002	Partnering Relationships Policy	POL1.11.006
QEM_POL_GEN_003	Traffic Management Policy	POL1.11.008
QEM_POL_GEN_004	Indigenous Employment Policy	POL1.11.011

Heavy Vehicle Accreditations Policies		
Proposed Document #	Document Name	Current Document #
QEM_POL_HVA_001	HVA Readiness for Duty (Driver)	POL1.11.005
QEM_POL_HVA_002	HVA Maintenance Management Policy	POL1.11.004
QEM_POL_HVA_003	HVA Maintenance Management Policy (Driver)	POL1.11.006
QEM_POL_HVA_004	HVA Dimension and Loading Management Policy	POL1.11.003
QEM_POL_HVA_005	HVA Dimension and Loading Management Policy (Logistics)	POL1.11.008
QEM_POL_HVA_006	HVA Dimension and Loading Management Policy (Drivers)	POL1.11.010
QEM_POL_HVA_007	HVA Dimension and Loading Management Policy (Administration)	POL1.11.009
QEM_POL_HVA_008	HVA Mass Management Policy	POL1.11.011
QEM_POL_HVA_009	HVA Mass Management Policy (Logistics)	
QEM_POL_HVA_010	HVA Mass Management Policy (Driver)	POL1.11.012

HR Policies		
Proposed Document #	Document Name	Current Document #
QEM_POL_HR_001	Human Resources and Cultural Diversity Policy	POL1.11.003

17.7 Appendix 7: List of HSEQ System Procedures

HSEQ System Procedures		
Proposed Document #	Document Name	Current Document #
QEM_SP_HSEQ_001	Leadership and Commitment	SOP3.31.000
QEM_SP_HSEQ_002	Targets, Objectives and Performance Measurement	SOP3.31.007
QEM_SP_HSEQ_003	Communication, Consultation and Participation	SOP1.15.001
QEM_SP_HSEQ_004	Risk Management	SOP3.31.004
QEM_SP_HSEQ_005	Legal Compliance Procedure	SOP3.31.001
QEM_SP_HSEQ_006	Awareness, Training and Competence	SOP2.24.000
QEM_SP_HSEQ_007	Documented Information	SOP1.31.001
QEM_SP_HSEQ_008	Operational Planning and Control – Change Management	SOP3.31.027
QEM_SP_HSEQ_009	Operational Planning and Control – Procurement Management	SOP1.19.002
QEM_SP_HSEQ_010	Crisis and Emergency Management	SOP3.31.008
QEM_SP_HSEQ_011	Monitoring, Measurement, Analysis and Performance Evaluation	SOP3.31.020
QEM_SP_HSEQ_012	Incidents, Non-Conformity and Continuous Improvement	SOP3.31.005
QEM_SP_HSEQ_013	Injury Management	
Note: The above HSEQ System Procedures shall be re-developed as part of the company objectives and targets.		

17.8 Appendix 8: List of Environmental Risks

Environmental Standards		
Proposed Document #	Document Name	Current Document #
QEM_ENR_001	Land Clearing Operations	
QEM_ENR_002	Mining and Earthwork Operations	
QEM_ENR_003	Haulage and Freight Operations	
QEM_ENR_004	Construction Work Operations	
QEM_ENR_005	Workshop and Mobile Equipment Maintenance Operations	
<p>The following Environmental Standard Operating Procedures shall be combined into the above Environmental Risks to ensure the environmental impacts relating to QEM Group's operational activities are adequately controlled:</p> <ul style="list-style-type: none"> • Construction and Rehabilitation of Drill Sites (SOP3.32.005) • Control of Pollutant Emissions and Discharges (SOP3.32.007) • Dust Management (SOP3.32.008) • Hydrocarbon Storage Tanks (SOP3.32.010) • Topsoil Management (SOP3.32.011) • Waste Management (SOP3.32.012) • Hydrocarbon Facilities Management (SOP3.32.013) • Storage Disposal of Waste (SOP3.32.014) 		
Note: The above Environmental Risks shall be re-developed as part of the company objectives and targets.		

17.9 Appendix 9: List of Employee Induction Manuals (EIM)

HSEQ Inductions		
Proposed Document #	Document Name	Current Document #
QEM_IND_ HSEQ_001	QEM Safety Induction	FO2.41.000
QEM_IND_ HSEQ_002	Take 5 and Hazard ID's	FO2.41.001
QEM_IND_ HSEQ_003	HIRAC	FO2.41.002
QEM_IND_ HSEQ_004	Fatigue Management	FO2.41.003
QEM_IND_ HSEQ_005	Load & Dimension	FO2.41.005
Note: The above HSEQ Inductions shall be re-developed as part of the company objectives and targets.		

17.10 Appendix 10: List of Training Pathways

Training Pathways		
Proposed Document #	Document Name	Current Document #
QEM_TP_ HSEQ_001	Articulated Dump Truck Operations	
QEM_TP_ HSEQ_002	Auto-Electrician	
QEM_TP_ HSEQ_003	Backhoe Operations	
QEM_TP_ HSEQ_004	Boilermaker	
QEM_TP_ HSEQ_005	Bulk Haulage Side Tipper Operations	
QEM_TP_ HSEQ_006	Crane Operations	
QEM_TP_ HSEQ_007	Crusher/Screening Plant Operations	
QEM_TP_ HSEQ_008	Dozer Operations	
QEM_TP_ HSEQ_009	Excavator Operations	
QEM_TP_ HSEQ_010	Fitter / Mechanic	
QEM_TP_ HSEQ_011	Forklift Operations	
QEM_TP_ HSEQ_012	Front End Loader Operations	
QEM_TP_ HSEQ_013	Grader Operations	
QEM_TP_ HSEQ_014	Heavy Vehicle Operations	
QEM_TP_ HSEQ_015	Integrated Tool Carrier Operations	
QEM_TP_ HSEQ_016	Kerb and Verge Operations	
QEM_TP_ HSEQ_017	Light Vehicle Operations	
QEM_TP_ HSEQ_018	Rigid Dump Truck Operations	
QEM_TP_ HSEQ_019	Roller Operations	
QEM_TP_ HSEQ_020	Scraper Operations	
QEM_TP_ HSEQ_021	Serviceman	
QEM_TP_ HSEQ_022	Service Truck Operations	
QEM_TP_ HSEQ_023	Skid Steer Loader Operations	
QEM_TP_ HSEQ_024	Tyre Fitting Operations	
QEM_TP_ HSEQ_025	Water Cart Operations	

17.11 Appendix 11: List of Standard Operating Procedures

Standard Operating Procedures – Core		
Proposed Document #	Document Name	Current Document #
QEM_SOP_COR_001	Tyre Fire On Earth Moving Equipment	
QEM_SOP_COR_002	Surface Mining Equipment Fires	
QEM_SOP_COR_003	Refuelling Operations	SOP5.51.007
QEM_SOP_COR_004	Spotting	
QEM_SOP_COR_005	Lightning	

Proposed Document #	Document Name	Current Document #
QEM_SOP_001	Operation of Articulated Dump Truck	SOP4.41.020
QEM_SOP_002	Operation of Backhoe	
QEM_SOP_003	Operation of Personal Transport Vehicle (Bus)	
QEM_SOP_004	Operation of Bulk Haulage Side Tipper	SOP5.51.005
QEM_SOP_005	Operation of Crane	SOP4.41.029
QEM_SOP_006	Crushing and Screening Plant Operations	
QEM_SOP_007	Operation of Tracked Dozer	SOP4.41.021
QEM_SOP_008	Operation of Excavator	SOP4.41.023
QEM_SOP_009	Operation of Forklift	SOP4.41.027
QEM_SOP_010	Operation of Front-End Loader	SOP4.41.022
QEM_SOP_011	Operation of Grader – Civil and Mining	SOP4.41.024, 025
QEM_SOP_012	Operation of Heavy Vehicle	SOP4.41.005, 028
QEM_SOP_013	Operation of Integrated Tool Carrier	
QEM_SOP_014	Kerb and Verge Operations	SWMS4.43.047, 048
QEM_SOP_015	Operation of Light Vehicle	SOP4.41.003
QEM_SOP_016	Operation of Rigid Dump Truck	SOP4.41.020
QEM_SOP_017	Operation of Roller	
QEM_SOP_018	Operation of Scraper	
QEM_SOP_019	Operation of Service Truck	
QEM_SOP_020	Operation of Skid Steer Loader	
QEM_SOP_021	Tyre Fitting Operations	
QEM_SOP_022	Operation of Water Cart	SOP4.41.026
	Deepdale Yard	
	MWPA	

Standard Operating Procedures – Maintenance		
Proposed Document #	Document Name	Current Document #
QEM_SOP_MNT_001	Hydraulics	SOP5.51.008
QEM_SOP_MNT_002	Parking Rubber Tyre Equipment – Workshop and Hardstand	SOP5.51.009
QEM_SOP_MNT_003	Radiator Coolant Treatment	SOP5.51.010
QEM_SOP_MNT_004	Highway Truck Brake Adjustment	SOP5.51.011
QEM_SOP_MNT_005	Oxy-Acetylene Operations	
QEM_SOP_MNT_006	Using Workshop Pit	
QEM_SOP_MNT_007	Using A Torque Multiplier	
QEM_SOP_MNT_008	Using Vehicle and Machine Support Stands	
QEM_SOP_MNT_009	Re-Torque Rims/Wheels Nuts & Bolts	
QEM_SOP_MNT_010	Jump Starting Procedure	

Standard Operating Procedures – Miscellaneous Operations		
Proposed Document #	Document Name	Current Document #
QEM_SOP_MIS_001	Project Operations	SOP4.41.001
QEM_SOP_MIS_002	Project Start Up	SOP4.41.002
QEM_SOP_MIS_003	Bore Flow Testing	SOP4.41.040

17.12 Appendix 12: List of Safe Work Method Statement

The following documents will be become obsolete as the information contained within each Safe Work Method Statement will be included in each of the appropriate Standard Operating Procedures.

Safe Work Method Statements (SWMS)		
Proposed Document #	Document Name	Current Document #
	Loader Operations	SWMS4.43.001
	Dozer Operations	SWMS4.43.002
	Water Cart Operations	SWMS4.43.003
	Excavator Operations	SWMS4.43.004
	Truck Tipping	SWMS4.43.005
	Grader Operations	SWMS4.43.006
	Skid Steer Loader Operations	SWMS4.43.007
	Roller Operations	SWMS4.43.008
	Excavator Operations	SWMS4.43.009
	Loading and Unloading Float	SWMS4.43.011
	Dump Truck Operations	SWMS4.43.012
	Working at Heights	SWMS4.43.040
	In-Ground Service Installation	SWMS4.43.041
	Stormwater Pit Install	SWMS4.43.042
	Traffic Control	SWMS4.43.043
	Asbestos Removal (10sqm)	SWMS4.43.044
	Water Bore Flow Testing	SWMS4.43.045
	Verge Reinstating	SWMS4.43.046
	Kerb Foundation	SWMS4.43.047
	Kerb Laying	SWMS4.43.048
	Kerb Removal	SWMS4.43.049
	Unloading of Buildings	
Note: The above Safe Work Method Statements shall be re-developed as part of the company objectives and targets.		

17.13 Appendix 13: List of Verification of Competency (VOC)

Verification of Competency		
Proposed Document #	Document Name	Current Document #
QEM_VOC_001	Operation of Articulated Dump Truck	SOP4.41.020
QEM_VOC_002	Operation of Backhoe	
QEM_VOC_003	Operation of Personal Transport Vehicle (Bus)	
QEM_VOC_004	Operation of Bulk Haulage Side Tipper	SOP5.51.005
QEM_VOC_005	Operation of Crane	SOP4.41.029
QEM_VOC_006	Crushing and Screening Plant Operations	
QEM_VOC_007	Operation of Tracked Dozer	SOP4.41.021
QEM_VOC_008	Operation of Excavator	SOP4.41.023
QEM_VOC_009	Operation of Forklift	SOP4.41.027
QEM_VOC_010	Operation of Front-End Loader	SOP4.41.022
QEM_VOC_011	Operation of Grader – Civil and Mining	SOP4.41.024, 025
QEM_VOC_012	Operation of Heavy Vehicle	SOP4.41.005, 028
QEM_VOC_013	Operation of Integrated Tool Carrier	
QEM_VOC_014	Kerb and Verge Operations	SWMS4.43.047, 048
QEM_VOC_015	Operation of Light Vehicle	SOP4.41.003
QEM_VOC_016	Operation of Rigid Dump Truck	SOP4.41.020
QEM_VOC_017	Operation of Roller	
QEM_VOC_018	Operation of Scraper	
QEM_VOC_019	Operation of Service Truck	
QEM_VOC_020	Operation of Skid Steer Loader	
QEM_VOC_021	Tyre Fitting Operations	
QEM_VOC_022	Operation of Water Cart	SOP4.41.026
	Deepdale Yard	
	MWPA	
Note: The above Verification of Competency shall be re-developed as part of the company objectives and targets.		

17.14 Appendix 14: List of Emergency Management

Emergency Management		
Proposed Document #	Document Name	Current Document #
QEM_EMP_001	Emergency Management Plan	PL1.12.12
QEM_EEM_001	Emergency Evacuation Map – Edward Road	SOP3.31.008
QEM_EEM_002	Emergency Evacuation Map – Flores Road	
Note: The above Verification of Competency shall be developed as part of the company objectives and targets.		

17.15 Appendix 15: List of Registers

HSEQ Registers		
Proposed Document #	Document Name	Current Document #
QEM_REG_001	COTO Register	FO1.13.054
QEM_REG_002	Document Control Register	FO1.13.050
QEM_REG_003	Risk Register	FO1.13.053
QEM_REG_004	Legal and Other Requirements Register	FO1.13.054
QEM_REG_005	Objectives Register	FO1.13.051
QEM_REG_006	Hazardous Chemical Register	
QEM_REG_007	Approved Contractors Register	
QEM_REG_008	Breathalysers and Satellite Phone Register	
QEM_REG_009	HSE Projects Register	

17.16 Appendix 16: Risk Assessment Matrix

17.16.1 Consequence Rating Table

Risk Type	Potential Consequence				
	Insignificant (C1)	Minor (C2)	Moderate (C3)	Major (C4)	Catastrophic (C5)
Health and Safety	Incident resulting in First Aid Injury (FAI)	Incident resulting in Medical Treatment Injury (MTI)	Incident resulting in Lost Time Injury (LTI), or a complaint from a member of the public about safety	Permanent Disability (PD) or near miss with extensive lost work time potential, or a member of the public put at risk of injury	Incident resulting in fatality or near miss with fatality potential, or member of the public injured
Environment	Mitigation strategies not effective resulting in minor damage but no regulatory notification, no enforcement action	Limited damage and regulatory notification with no enforcement actions	Damage requiring extensive clean up and initiates regulatory involvement and/or notification	Major enforcement action affecting project operations including operational changes, incurred delays	Catastrophic regulatory action including project closure, criminal prosecution, significant fines
Cost (Remedial, Plant or Property)	Low financial loss <\$10K	Medium financial loss \$10K to \$25K	High financial loss \$25K to \$100K	Major financial loss \$100K to \$500K	Huge financial loss >\$1M
Community and Reputation	No community complaints	Isolated community complaint	Repeated community complaints OR negative media coverage	Frequent community complaints OR negative regional/social media	Organised community opposition OR negative national media OR viral negative social media
Regulatory	Notified / No response or verbal directive	Verbal warning / No response required	Written warning / Cost recovery / Response required / Improvement notice	Abatement notice / Infringement notice / Prohibition notice	Prosecution / Enforcement order
Business Interruption	No interruption to work	Work interrupted	Temporary site closure (less than a day)	Temporary site closure (more than a day)	Permanent site closure or eviction

17.16.2 Likelihood Table

Likelihood Rating	Description	
Almost Certain (L5)	Is expected to occur in most circumstances	Common or repeating occurrence
Likely (L4)	Will occur in most circumstances	Known to occur, or it has happened
Possible (L3)	Might occur at some time	Could occur
Unlikely (L2)	Could occur at some time	Not likely to occur
Rare (L1)	May occur only in exceptional circumstances	Practically impossible

17.16.3 Risk Rating Table

	Consequences				
Likelihood	Insignificant (C1)	Minor (C2)	Moderate (C3)	Major (C4)	Catastrophic (C5)
Almost Certain (L5)	Medium (11)	High (16)	Extreme (20)	Extreme (23)	Extreme (25)
Likely (L4)	Medium (7)	Medium (12)	High (17)	Extreme (21)	Extreme (24)
Possible (L3)	Low (4)	Medium (8)	High (13)	High (18)	Extreme (22)
Unlikely (L2)	Low (2)	Low (5)	Medium (9)	High (14)	Extreme (19)
Rare (L1)	Low (1)	Low (3)	Medium (6)	Medium (10)	High (15)

17.16.4 Legend & Priority Classification

Residual Risk Rating	Legend And Result	Outcome	Hazard Priority	Timeframe
Extreme	Extreme Risk (19-25)	IMMEDIATE ATTENTION Immediate Senior Management attention needed	Class "A" Hazard Work to cease immediately and not recommenced until a full risk assessment and action plan has been developed and implemented	Rectified immediately where practicable or within 12 hours
High	High Risk (13-18)	PROACTIVE MANAGEMENT Immediate Management attention needed	Class "B" Hazard Work should cease and not recommence until adequate control measures have been implemented	Rectified within 24 hours (where practicable)
Medium	Medium Risk (6-12)	PROACTIVE MANAGEMENT & MONITORING Management responsibility must be specified	Class "C" Hazard Control measures to be implemented as soon as practicable	Rectified within 7 days (where practicable)
Low	Low Risk (1-5)	MONITORING Manage with routine procedures	Class "D" Hazard Control measures to be implemented as soon as practicable	Rectified within 28 days (where practicable)

18 Terminology and Definitions

Term	Definition
Accountabilities	The expectations to which persons will be held responsible and answerable.
Action	An act or deed that is taken in response to a particular situation.
Audit	A systematic examination against defined criteria to determine whether activities and related results conform to planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve the organisation's policy and objectives.
Benchmark	A standard or reference by which others can be measured or judged.
Best practice	The recognised methods of correctly running businesses or providing services.
Closeout	The finalisation or completion of an action (see action).
Competency	The acquisition of training, qualifications or experience, or a combination of these, the knowledge and skills required to qualify a person to perform tasks required by the organisation.
Compliance	The act of conforming to an agreed set of standards.
Continual improvement	The process of enhancing the systems to achieve improvements in overall performance.
Contractor (Subcontractor)	A person or group of persons who are not directly employed by QEM Group.
Control of hazards	The process of eliminating or minimising risks.
Culture	The behaviours, beliefs, and characteristics of a group of people.
Emergency	A sudden, urgent, and usually unexpected occurrence requiring immediate action to the exclusion of all other priorities.
EMP	Environmental Management Plan.
EMS	Environmental Management System. That part of the overall management system which includes the organisational structure, planning activities, responsibilities, practices, procedures, processes, and resources for developing, implementing, achieving, reviewing and maintaining the environmental policy, and so managing the risks associated with the business of the organisation.
First aid	Treatment of aid given to someone who has been injured or is ill before regular medical services arrive.
Frequency rate	The rate at which a particular situation occurs usually expressed as an occurrence per million hours worked.
Hazard	A source or situation with a potential for harm in terms of human injury or ill-health, damage to property, damage to the environment, or a combination of these.
Hazard identification	The process of recognising that a hazard exists and defining its characteristics.
Health surveillance	Monitoring of individuals for the purpose of identifying changes in health status that may be due to occupational exposure to a hazard.
Incident	Any unplanned event resulting in, or having a potential for injury, ill-health., damage or loss.
Interested parties	Individual(s) or group(s) concerned with or affected by the OHS and environmental performance of an organisation.
Investigation	The act or process of searching for facts to identify the causes of an incident and the steps that should be taken to prevent a recurrence.
Job Safety Analysis (JSA)	A document, usually developed by a workgroup prior to the task, which describes the task in a step-by-step fashion. It identifies the hazards associated with each step and the risk control strategies to avoid the risk of injury or illness.

Term	Definition
Objectives	The overall goal in terms of performance, arising from the policy that an organisation sets itself to achieve, and which are quantified where practicable.
Non-conformance	A lack of conformity to a recognisable standard.
PDCA	Plan-Do-Check-Act.
Performance	The measurable results of the systems, related to the organisation's control of risk, based on its policy, objectives, and targets. Performance measurement includes a measurement of management activities and results.
Plan	A document which outlines the methods or arrangements to achieve a specific purpose, developed in advance.
Policy	A statement by the organisation of its commitment, intentions, and principles in relation to its overall performance which provides a framework for action and for the setting of its objectives and targets.
Procedure	A document which details a particular sequence of actions or instructions to achieve a task.
Register	A list which records particular acts or events.
Responsibilities	The obligations which are associated with a particular role.
Risk	The likelihood and consequence of that injury or harm occurring.
Risk assessment	The overall process of estimating the magnitude of risk and deciding what actions will be taken.
Safety	A state in which the risk of harm to persons or damage is limited to an acceptable level.
Shall	Means must or obliged to do.
Standard	A recognisable rule or principle which is used as a basis for judgement.
Target	A detailed performance requirement, quantified wherever practicable and pertaining to the organisation, that arises from the objectives and that needs to be met in order to achieve those objectives.
WRAP	Workplace Risk Assessment Plan.

From: Brendan Kelly <brendan.kelly@dwer.wa.gov.au>
Sent: Thursday, 20 January 2022 8:48 AM
To: Customer Service <cso@chapmanvalley.wa.gov.au>
Cc: Alan Bradley <Alan.Bradley@dwer.wa.gov.au>
Subject: CR2219241 - Proposed Extractive Industry (Gravel & Sand) - 320 (Lot 13) Urch Road, Narra Tarra

20 January 2022

Our Reference: PA046861, DWERTV1057-3~1

Your Reference: A1058

To: Shire of Chapman Valley

From: Department of Water and Environmental Regulation

cc: Alan Bradley, Regional Manager Mid-West Gascoyne - Department of Water and Environmental Regulation

Attention: Simon Lancaster

RE: Proposed Extractive Industry (Gravel & Sand) - 320 (Lot 13) Urch Road, Narra Tarra

Dear Simon,

Thank you for providing this Development Application (Application) for a proposed extractive industry (EI) to the Department of Water and Environmental Regulation (Department) for consideration.

The Department acknowledges receipt of referral documentation, including:

- 'Proposed Extractive Industry Plan (Gravel and Sand) 320 (Lot 13) Urch Road, Narra Tarra - prepared by WA Planning & Logistics on behalf of QEM Group Australia Pty Ltd, (Version 2), December 2021'
- Extract from Council Minutes, Shire of Chapman Valley, 14 December 2016'.

Essentially, the Application seeks to:

- extend the previous development approval for EI operations at Lot 13 Urch Road (Lot 13), specifically over the Northern Excavation Area A (Sand) and the Southern Excavation Area (Gravel), and
- obtain additional development approval for a new pit in the proposed Northern Excavation Area B (Sand).

Firstly, it is understood that the existing EI was approved by the Shire of Chapman Valley (Shire) at the Council meeting of 14 December 2016, as follows:

1. Refuse the application for an extractive industry (sand) from 'Northern Excavation Area B' upon 320 (Lot 13) Urch Road, Narra Tarra as Council is not satisfied that noise and dust emissions, and visual amenity, can be adequately managed from this location.
2. Approve the application for an extractive industry (gravel) from 'Southern Excavation Area' and an extractive industry (sand) from 'Northern Excavation Area A' upon 320 (Lot 13) Urch Road, Narra Tarra subject to compliance with the following (*conditions inserted*).

The 5-year term of the 2016 development approval has now expired.

During the assessment of the current Application, it came to the Department's attention that prior to the Shire's approval of the EI in the Northern Excavation Area A, sand extraction operations had already commenced.

This was borne out in notes to the agenda item for the Council meeting of 14 December 2016, where it was stated that the Shire had received a complaint concerning extraction of sand from the northern area and the previous extractive industry approval relating to the property had been for gravel only.

Subsequently, the Shire wrote to landowners of Lot 13 to advise that approval for extractive industry upon the lot had been for gravel only.

It followed that the EI proponent applied for an approval to extract sand, which was granted (as above), although it is noteworthy that the Shire's development approval was specifically conditioned:

“I) No remnant vegetation shall be removed as part of this extractive industry operation”.

Furthermore, an advice note was included with the approval:

“The applicant is advised that this planning approval does not negate the requirement for any additional approvals which may be required under separate legislation including but not limited to the following where required, *Environmental Protection Act 1986* and the *Mines Safety and Inspection Act 1994*. It is the applicant’s/landowner’s responsibility to obtain any additional approvals required before the development/use lawfully commences”.

Attached to this email are screen shots, indicating that clearing of a significant area of what appears to be native vegetation has occurred on ‘Northern Excavation Area A’, almost certainly after the Shire’s conditional development approval and without the clearing being assessed under the Environmental Protection Act 1986’ (EP Act). Under section 51C of the EP Act, clearing of native vegetation is an offence unless:

- it is undertaken under the authority of a clearing permit,
- it is done after the person has received notice under Section 51DA(5) that a clearing permit is not required,
- the clearing is subject to an exemption.

Exemptions for clearing that are a requirement of written law, or authorised under certain statutory processes, are contained in Schedule 6 of the EP Act.

Exemptions for low impact routine land management practices outside of environmentally sensitive areas (ESAs) are contained in the ‘Environmental Protection (Clearing of Native Vegetation) Regulations 2004’ (the Clearing Regulations).

It should be noted that clearing for sand extraction is not an exempt purpose, and a clearing permit would have been required for any clearing of native vegetation undertaken for that purpose.

Accordingly, it would be appreciated if some discussion can occur as to any compliance action the Shire might have instigated under the terms of its approval of the EI operations in 2016.

Please contact Brendan Kelly on 97264194 for this discussion.

Please also note that the matter has been referred internally to the Department’s Compliance and Enforcement Division for direction.

Otherwise, the Shire should consider the following conditions in any new EI approval:

- The proposed extraction is to be implemented in accordance with the Department’s Water Quality Protection Note (WQPN) no. 15 ‘Basic raw materials extraction’ (attached) where appropriate to the site situation to ensure environmental risks are appropriately mitigated.
- A Stormwater Management Plan is to be prepared and approved to the satisfaction of the Shire, consistent with WQPN 15.
- The proponent is to quantify their water requirements for all aspects of the proposed extraction and provide evidence of a secure water source, to the satisfaction of the Shire.
- A Rehabilitation Plan is to be prepared and approved to the satisfaction of the Shire, consistent with WQPN 15 and the ‘Guidelines for Preparing Mine Closure Plans, DMIRS/EPA’ (section 2.4 - Small Mining Operations), covering the intended staging, final landform, proposed post extraction land use and successful rehabilitation criteria.

Finally, key to this application, particularly the new pit in the proposed Northern Excavation Area B (Sand), is that the presence of any native vegetation will require compliance with the EP Act.

Appropriate development approval conditions and advice notes should be applied, and compliance confirmed.

Brendan Kelly
Senior Natural Resource Management Officer
Department of Water & Environmental Regulation,
Planning Advice, South West Region
Telephone: 08 97264194 | Mobile: 0407219515
Email: brendan.kelly@dwer.wa.gov.au

Reference: DWERT1057-3~1

Screen shots of the property at 320 (Lot 13) Urch Road, Narra Tarra, in the Mid-West Region, Shire of Chapman Valley, broad coordinates E278740, N6831159. Clearing has occurred.



NEAR MAPS: Screen Shot 6 December 2016



NEAR MAPS: Screen Shot 22 February 2017

Brendan Kelly, 18 January 2022

Enquiries: Mark Willson 9956 1234
Our Ref: 21/4881 002-189
Your Ref: A1058

21 January 2022

Simon Lancaster
Shire of Chapman Valley
By email: cs@chapmanvalley.wa.gov.au

Dear Simon,

Proposed Extractive Industry (Gravel & Sand) - 320 Urch (Lot 13) Road, Narra Tarra

Thank you for consulting Main Roads on the extractive renewal proposal detailed above.

The proposal is not located within or adjacent to a road reserve under Main Roads jurisdiction. It is considered that the proposal would have no detrimental impact on the level of service, amenity or safety of users of the existing Main Roads network.

Additionally, Main Roads has no current plans in the area that would impact the development and therefore has no objection to the proposal.

However, Main Roads proposes the intersection Urch Road and Chapman Valley intersection should be monitored. Following previous advice the Shire provided in 2016 Main Roads request the Shire provide any traffic count data to Main Roads.

Main Roads advises that it offers a free of charge pre-lodgement consultation service. Main Roads encourages the Local Government in liaising with applicants to promote and capitalise on this free advisory service offered by the road authority prior to lodgement of strategic or statutory planning proposals, especially where development plans involve land adjacent to or have the potential to impact on the State road network. Further information on the pre-lodgement consultation process can be found on Main Roads website at mainroads.wa.gov.au > Technical & Commercial > Planning & Development

Main Roads requests a copy of the City's final determination on this proposal to be sent to planninginfo@mainroads.wa.gov.au quoting the file reference above.

If you would like any further information please contact Mark Willson on 9956 1234 or mar.willson@mainroads.wa.gov.au

Yours sincerely,



Louise Adamson
Network Manager
Mid West-Gascoyne Region



Department of Biodiversity,
Conservation and Attractions



Your ref: A1058
Our ref: PRS 48147
Enquiries: Nick Detchon
Phone: 9964 0901
Email: nicholas.detchon@dbca.wa.gov.au

Mr Simon Lancaster
Deputy Chief Executive Officer
Shire of Chapman Valley

Email: cso@chapmanvalley.wa.gov.au


Dear Mr Lancaster

**PROPOSED EXTRACTIVE INDUSTRY (GRAVEL & SAND) - 320 (LOT 13) URCH ROAD,
NARRA TARRA**

Thank you for your letter of 22 December 2021 regarding the above proposed extractive industry proposal.

The Department of Biodiversity, Conservation and Attractions has no objections to the proposal as outlined in your letter.

It is anticipated that the proposed application and any associated environmental impacts will be appropriately managed through the existing planning framework.

If you have any queries regarding this matter, please contact Nick Detchon on 9964 0901.

Yours sincerely



Nigel Sercombe
REGIONAL MANAGER
Midwest Region

28 January 2022

From: DFES Land Use Planning <advice@dfes.wa.gov.au>

Sent: Friday, 28 January 2022 12:53 PM

To: Customer Service <cso@chapmanvalley.wa.gov.au>

Subject: CR2219269 - Proposed Extractive Industry (Gravel & Sand) - 320 (Lot 13) Urch Road, Narra Tarra - DFES response

DFES Ref: D23031

Dear Sir/Madam,

I refer to your letter dated 22 December 2021 in relation to the referral of a Proposed Extractive Industry (Gravel & Sand) - 320 (Lot 13) Urch Road, Narra Tarra.

It is unclear from the documentation provided if the Shire of Chapman Valley has applied *State Planning Policy 3.7 – Planning in Bushfire Prone Areas* (SPP 3.7) to this proposal. Exemptions from the requirements of SPP 3.7 should be applied pragmatically by the decision maker and are identified in Planning Bulletin 111/2016. Should you apply SPP 3.7 then, we request the relevant information pursuant to this policy be forwarded to DFES to allow us to review and provide comment prior to the Shire endorsement of the proposal.

If there is some other reason which has given you cause to consider a referral to DFES, could you please provide detail on the attached 'Referral to DFES Checklist'.

Kind regards

Craig Scott

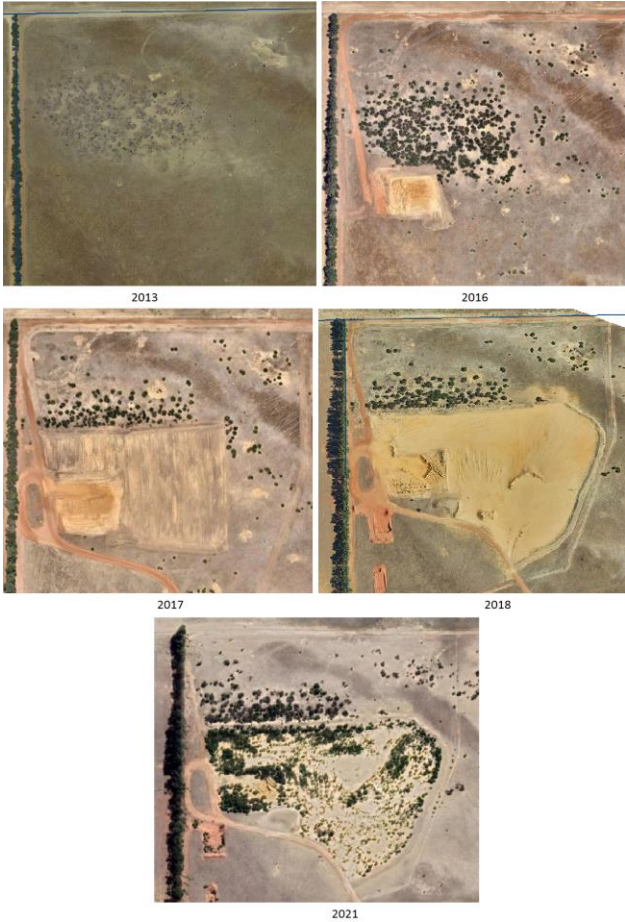
Senior Land Use Planning Officer | Land Use Planning

Emergency Services Complex | 20 Stockton Bend Cockburn Central WA 6164

T: 08 9395 9713 | **E:** advice@dfes.wa.gov.au | **W:** dfes.wa.gov.au



FOR A SAFER STATE

<p>1 (20/1/22)</p>	<p>Department of Water & Environmental Regulation</p>	<p>DWER have provided aerial photos indicating that clearing of native vegetation has occurred on 'Northern Excavation Area A' after the Shire's conditional development approval and without the clearing being assessed under the <i>Environmental Protection Act 1986</i>.</p> <p>Under Section 51C of this Act clearing of native vegetation is an offence unless it is:</p> <ul style="list-style-type: none"> • undertaken under the authority of a clearing permit; • undertaken after the person has received notice under Section 51DA(5) that a clearing permit is not required; • clearing subject to an exemption. <p>Exemptions for clearing are contained in Schedule 6 of the Act.</p> <p>Exemptions for low impact routine land management practices outside of environmentally sensitive areas are contained in the <i>Environmental Protection (Clearing of Native Vegetation) Regulations 2004</i>.</p> <p>DWER note that clearing for sand extraction is not an exempt purpose, and a clearing permit would have been required for any clearing of native vegetation undertaken for that purpose. Accordingly, it would be appreciated if some discussion can occur as to any compliance action the Shire might have instigated under the terms of its approval of the extractive industry in 2016. Please also note that the matter has been referred internally to DWER's Compliance and Enforcement Division for direction.</p> <p>Otherwise, the Shire should consider the following conditions in any new approval:</p> <ul style="list-style-type: none"> • The proposed extraction is to be implemented in accordance with DWER's Water Quality Protection Note No.15 'Basic raw materials extraction' where appropriate to the site situation to ensure environmental risks are appropriately mitigated. • A Stormwater Management Plan is to be prepared and approved to the satisfaction of the Shire, consistent with WQPN 15. • The proponent is to quantify their water 	<p>The aerial photos submitted by DWER illustrate that the sand extraction site has extended further north than the area approved by Council in 2016 and has resulted in clearance of vegetation.</p> <p>However it is also noted that the aerial photos provided by DWER are over a limited 2016-2017 period of the extractive industry timeline. Expansion of the timeline (as illustrated below) demonstrates that the sand extraction area has not been used in recent years. As is not uncommon with disturbed ground, the vegetation has returned and at current projections would be at greater scale than prior to the extractive industry.</p>  <p>The images are a series of aerial photographs showing the progression of the sand extraction site. The top row shows the site in 2013 and 2016. The bottom row shows the site in 2017 and 2018. A larger, more detailed image at the bottom shows the site in 2021, showing significant vegetation regrowth and a more defined extraction area.</p>	<p>The development be approved subject to the following:</p> <p><u>Conditions:</u></p> <p>Development approval shall be in accordance with the submitted Management Plan, Noise Management Plan, Dust Management Plan and Environmental Management Plan 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.</p> <p>The activities upon Lot 13 shall not cause injury to or prejudicially affect the amenity of the locality by reason of the emission of smoke, dust, fumes, odour, noise, vibration, waste product, water or otherwise.</p> <p>No remnant vegetation shall be removed as part of this extractive industry operation.</p> <p>Landscaping is required to be installed and maintained in proximity to the western and northern perimeter of the 'Northern Excavation Area A' and the eastern perimeter of the 'Southern Excavation Area Gravel' to the approval of the local government for the purpose of softening the visual impact of the development and mitigating potential dust emissions.</p> <p>The applicant must undertake post-closure rehabilitation of the development to the approval of the local government. Post closure requirements shall become applicable upon the earlier of the following events:</p> <ul style="list-style-type: none"> • acknowledgement by the landowner that extractive activities are completed; or • the approval period for the development having expired. <p><u>Advice Notes:</u></p> <p>The applicant is advised that the northern (sand)</p>
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		<p>requirements for all aspects of the proposed extraction and provide evidence of a secure water source to the satisfaction of the Shire.</p> <ul style="list-style-type: none"> • A Rehabilitation Plan is to be prepared and approved to the satisfaction of the Shire consistent with WQPN No.15 and the 'Guidelines for Preparing Mine Closure Plans, DMIRS/EPA' (section 2.4 - Small Mining Operations) covering the intended staging, final landform, proposed post extraction land use and successful rehabilitation criteria. <p>Key to this application, particularly the new pit in the proposed Northern Excavation Area B (Sand), is that the presence of any native vegetation will require compliance with the <i>Environmental Protection Act 1986</i>.</p> <p>Appropriate development approval conditions and advice notes should be applied and compliance confirmed.</p>	<p>It is recommended that condition be again applied restricting the removal of native vegetation and that the northern (sand) extraction area must not encroach further northwards than the approved area.</p> <p>DWER is responsible for administering the native vegetation clearing provisions of the <i>Environmental Protection Act 1986</i> and <i>Environmental Protection (Clearing of Native Vegetation) Regulations 2004</i>.</p> <p>The Department of Mines, Industry Regulation & Safety does have delegated authority under Section 20 of the <i>Environmental Protection Act 1986</i> to administer clearing provisions for mining activities regulated under the <i>Mining Act 1978</i> however extraction of gravel and sand (to a depth less than 30m) is considered as a basic raw material rather than a mineral and therefore not covered by the <i>Mining Act 1978</i></p> <p>Under the <i>Environmental Protection Act 1986</i> it is an offence to clear native vegetation unless the clearing is done in accordance with a clearing permit, or an exemption applies. Under this legislation, clearing is not generally permitted where the biodiversity values, land conservation and water protection roles of native vegetation would be significantly adversely impacted.</p> <p>In the event that DWER wish to proceed with compliance action against the applicant they may wish to do so. It is not recommended that the Shire proceed with compliance action, at this time, but instead make clear to the applicant that future extraction activities must remain within the approval area (as this would prevent clearing and also encroachment to the north and maintain buffer distances and visually screening and dust/noise suppressing vegetation between the extractive industry and the residence to the north (this being the prevailing wind direction). Council may also wish to flag that it retains the right to pursue compliance action should a further breach of condition occur.</p> <p>The applicant was provided with copies of the received submissions and given opportunity to respond, in regard to the DWER submission the applicant's consultant has advised as follows: <i>"No onsite water is required as part of this application. Should an area require being watered down for dust suppression the water cart will be filled at a standpipe where water usage is monitored under separate processes."</i></p>	<p>extraction area must not encroach further northwards than the approved area. DWER have advised that clearing of native vegetation without its approval is an offence under the <i>Environmental Protection Act 1986</i> (where not exempted) and the applicant may be subject to enforcement action where an offence has occurred.</p> <p>The applicant is required to update the Management Plan to reference Stormwater Management prepared with regard for DWER's 'Water Quality Protection Note No.15 - Basic Raw Materials Extraction'.</p> <p>DWER have previously advised that the subject property is located in the Gascoyne Groundwater Area proclaimed under the <i>Rights in Water and Irrigation Act 1914</i> and the taking of water for commercial purposes is subject to water licencing, even when taking from an existing bore. The applicant should contact DWER to discuss this matter if it is intended to use groundwater for extractive activities.</p> <p>The applicant is advised that this planning approval does not negate the requirement for any additional approvals which may be required under separate legislation including but not limited to the following where required, <i>Environmental Protection Act 1986</i> and the <i>Mines Safety and Inspection Act 1994</i>. It is the applicant's/landowner's responsibility to obtain any additional approvals required before the development/use lawfully commences.</p> <p>The applicant is required to update the Management Plan to reference that post-closure obligations shall have regard for the DPLH's 'Visual Landscape Planning in WA', DWER's 'Water Quality Protection Note No.15 - Basic Raw Materials Extraction' and the DMIRS/EPA's 'Guidelines for Preparing Mine Closure Plans' to ensure that the rehabilitation of the closed extractive industry site improves the visual and conservation values of the landscape.</p>
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			<p><i>Previously the Shire applied a condition that read: “(p) the applicant must undertake post-closure rehabilitation of the development to the approval of the local government, and post closure obligations shall have regard for the Department of Planning’s Visual Landscape Planning in Western Australia’ to ensure that the rehabilitation of the closed extractive industry site improves the visual and conservation values of the landscape.”</i></p> <p><i>As per this condition QEM is supportive of preparing a more comprehensive rehabilitation plan to the requirements and satisfaction of the local government.</i></p> <p><i>QEM will make the appropriate applications for clearance of vegetation prior to any works commencing onsite.”</i></p>	
2 (21/1/22)	Main Roads WA	<p>The proposal is not located within or adjacent to a road reserve under MRWA jurisdiction. It is considered that the proposal would have no detrimental impact on the level of service, amenity or safety of users of the existing MRWA network.</p> <p>MRWA has no current plans in the area that would impact the development and therefore has no objection to the proposal.</p> <p>However, MRWA proposes the Urch Road and Chapman Valley Road intersection should be monitored. Following previous advice the Shire provided in 2016 MRWA request the Shire provide any traffic count data to MRWA.</p>	<p>It is standard practice for Council to set requirement that operators of extractive industries within the Shire must repair, or make payment for the road repairs where the damage is caused by vehicle movements associated with the extractive industry.</p> <p>It is noted in this instance that the applicant (QEM Group Pty Ltd) is a civil engineering firm that constructs roads and the (gravel) material that is being quarried can be used for road repair/improvements, and would therefore have capacity to undertake repairs (in lieu of payment to the Shire, if deemed necessary due to Shire roadworks commitments elsewhere) if road deterioration was raised as an issue.</p> <p>The Shire raises no issue with the providing of traffic count data to MRWA on this or any other road, as this is common practice.</p> <p>The applicant was provided with copies of the received submissions and given opportunity to respond, in regard to the MRWA submission the applicant’s consultant has advised as follows: <i>“The excavation areas have been used intermittently since December 2016, with no movement issues raised in relation to truck movements entering Chapman Valley Road from Urch Road. The length of trucks in operation dictates a more compact swept path and shorter turning times than larger combinations which enables for quick and efficient entry and exit into Urch Road when required.”</i></p>	<p>The development be approved subject to the following conditions:</p> <p>The applicant shall repair, or make payment to the local government for the repair, reinstatement or replacement of any road infrastructure that is damaged, becomes unsafe or fails to meet appropriate engineering standards where the damage to the road network is caused by reason of use of the road in connection with the approved development.</p> <p>The installation of Advanced Warning and Trucks Entering signage along Chapman Valley Road to the requirements of MRWA, with all costs met by the applicant.</p> <p>The installation of Advanced Warning and Trucks Entering Signage along Urch Road to the requirements of the local government, with all costs met by the applicant.</p>

3 (28/1/22)	Department of Biodiversity, Conservation & Attractions	DBCA has no objections to the proposal. It is anticipated that the proposed application and any associated environmental impacts will be appropriately managed through the existing planning framework.	No additional comment.	<p>The development be approved subject to the following condition:</p> <p>Development approval shall be in accordance with the submitted Management Plan, Noise Management Plan, Dust Management Plan and Environmental Management Plan 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.</p>
4 (28/1/22)	Department of Fire & Emergency Services	It is unclear from the documentation provided if the Shire has applied <i>State Planning Policy 3.7 – Planning in Bushfire Prone Areas</i> to this proposal. Exemptions from the requirements of SPP3.7 should be applied pragmatically by the decision maker and are identified in Planning Bulletin 111/2016. Should you apply SPP3.7 then, we request the relevant information pursuant to this policy be forwarded to DFES to allow us to review and provide comment prior to the Shire endorsement of the proposal.	<p>DFES have been provided with access to the complete application, have had opportunity to visit the existing extractive industry site(s) and also familiarise themselves with the conditions of approval applied to the previous operation of the extractive industry and whether they considered them appropriate or in requirement of expansion. This should be considered sufficient basis to make comment.</p> <p>It is noted that the application does not involve the construction of additional habitable structures upon Lot 13 and that the existing residence upon Lot 13 (which is outside the area marked as bushfire prone upon the DFES State Map) will continue to serve a gatekeeper/caretaker role to vehicles entering Lot 13 to access either the gravel or sand extractive industry sites.</p> <p>The application notes that no fuel is to be stored onsite and employees are provided with training on fire prevention and education as part of their workplace induction. The application also states that <i>“QEM Group workplace will have an emergency management plan (known as an Emergency Response Procedure (ERP)) implemented, that complies with AS 3745-2010 Planning for Emergencies in Facilities.”</i></p> <p>The applicant was provided with copies of the received submissions and given opportunity to respond, in regard to the DFES submission the applicant’s consultant has advised as follows: <i>“As a level 2 BPAD accredited officer it is my professional opinion that this application is of a scale and nature that it should be exempt under legislation from requiring a formal assessment. It is also considered a lesser risk than surrounding rural activities that operate within paddocks that can be subject to vehicle or lightening ignition.</i></p>	<p>The development be approved subject to the following:</p> <p><u>Condition:</u></p> <p>Extractive industry operations and associated vehicle movements must not occur when Vehicle Movement Bans are in effect.</p> <p><u>Advice Note:</u></p> <p>In regards to the above condition the applicant is required to update the Management Plan to reference that extractive industry operations and associated vehicle movements must not occur when Vehicle Movement Bans are in effect. The applicant shall ensure that they are subscribed to the local government’s fire notifications network to maintain their awareness of fire relevant announcements.</p>

			<p><i>Section 5 of Planning Bulletin 111/2016 states the following in relation to exemptions:</i></p> <p><i>"If the proposal does not result in the intensification of development (or land use), does not result in an increase of residents or employees; or does not involve the occupation of employees on site for any considerable amount of time, then there may not be any practicable reason to require a BAL Assessment. Exemptions may apply to infrastructure including roads, telecommunications and dams; and to rural activities, including piggeries and chicken farms which do not involve employees on site for a considerable amount of time."</i></p> <p><i>Under this provision it is considered that the application is exempt for the following reasons:</i></p> <ul style="list-style-type: none"> <i>• intermittent use of the site for extraction purposes</i> <i>• no permanent staff onsite</i> <i>• only staff onsite during extraction activities</i> <i>• low number of staff onsite at any one time (2-4 max)</i> <i>• no fuel is stored onsite</i> <i>• no flame is used during activities with all vegetation cleared away from a pit prior to excavation activities</i> <i>• the land use is restricted by fire bans during extreme weather events as issued by the local government excavation is considered a low risk in terms of potential to start a fire event."</i> 	
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Our Ref: URCH320
Your Ref: A1058
Enquiries: Kathryn Jackson

8 February 2022

Shire of Chapman Valley
PO Box 1
NABAWA WA 6532

Attn: Deputy CEO – Simon Lancaster

Dear Simon

EXTRACTIVE INDUSTRY AT 320 (LOT 13) URCH ROAD, NARRA TARRA – RESPONSE TO SUBMISSIONS

WA Planning & Logistics would like to thank you for the opportunity to provide a response to the submissions received during the advertising period for the Extractive Industry (Gravel & Sand) at 320 (Lot 13) Urch Road, Narra Tarra.

In response to the submissions received the following additional information and justification is provided:

Submission	Response
1 Department of Biodiversity, Conservations and Attractions	Noted.
2 Department of Water and Environmental Regulation	<p>In response to the submission received from DWER we note:</p> <ul style="list-style-type: none">The proposed extraction is to be implemented in accordance with the Department's Water Quality Protection Note (WQPN) no. 15 'Basic raw materials extraction' (attached) where appropriate to the site situation to ensure environmental risks are appropriately mitigated. <p>Noted with thanks.</p>



	<ul style="list-style-type: none">• A Stormwater Management Plan is to be prepared and approved to the satisfaction of the Shire, consistent with WQPN 15. <p>QEM can provide this to the Shire would they deem this necessary as part of the planning approval process.</p> <ul style="list-style-type: none">• The proponent is to quantify their water requirements for all aspects of the proposed extraction and provide evidence of a secure water source, to the satisfaction of the Shire. <p>No onsite water is required as part of this application. Should an area require being watered down for dust suppression the water cart will be filled at a standpipe where water usage is monitored under separate processes.</p> <ul style="list-style-type: none">• A Rehabilitation Plan is to be prepared and approved to the satisfaction of the Shire, consistent with WQPN 15 and the 'Guidelines for Preparing Mine Closure Plans, DMIRS/EPA' (section 2.4 - Small Mining Operations), covering the intended staging, final landform, proposed post extraction land use and successful rehabilitation criteria. <p>Previously the Shire applied a condition that read: “(p) the applicant must undertake post-closure rehabilitation of the development to the approval of the local government, and post closure obligations shall have regard for the Department of Planning’s Visual Landscape Planning in Western Australia’ to ensure that the rehabilitation of the closed extractive industry site improves the visual and conservation values of the landscape.”</p> <p>As per this condition QEM is supportive of preparing a more comprehensive rehabilitation plan to the requirements and satisfaction of the local government.</p> <ul style="list-style-type: none">• Finally, key to this application, particularly the new pit in the proposed Northern Excavation Area B (Sand), is that the presence of any native vegetation will require compliance with the EP Act. Appropriate development approval conditions and advice notes should be applied, and compliance confirmed.
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	<p>QEM will make the appropriate applications for clearance of vegetation prior to any works commencing onsite.</p>
<p>3 Main Roads WA</p>	<p>The excavation areas have been used intermittently since December 2016, with no movement issues raised in relation to truck movements entering Chapman Valley Road from Urch Road. The length of trucks in operation dictates a more compact swept path and shorter turning times than larger combinations which enables for quick and efficient entry and exit into Urch Road when required.</p> <p>It is considered that the previous conditions applied by Council adequately protect the interests of the Shire in relation to the intersection with conditions stating:</p> <p>“(e) the applicant is responsible to ensure that no parking of vehicles associated with the development occurs within the public carriageway, including the road reserve.”</p> <p>“(i) repairing of any damage to Urch Road including the surface is required by reason of use of the road in connection with the development to the approval of the local government with all costs met by the applicant.”</p>
<p>4 Department of Fire and Emergency Services</p>	<p>As a level 2 BPAD accredited officer it is my professional opinion that this application is of a scale and nature that it should be exempt under legislation from requiring a formal assessment. It is also considered a lesser risk than surrounding rural activities that operate within paddocks that can be subject to vehicle or lightening ignition.</p> <p>Section 5 of Planning Bulletin 111/2016 states the following in relation to exemptions:</p> <p><i>“If the proposal does not result in the intensification of development (or land use), does not result in an increase of residents or employees; or does not involve the occupation of employees on site for any considerable amount of time, then there may not be any practicable reason to require a BAL Assessment. Exemptions may apply to infrastructure including roads, telecommunications and dams; and to rural activities, including piggeries and chicken farms which do not involve employees on site for a considerable amount of time.”</i></p>



	<p>Under this provision it is considered that the application is exempt for the following reasons:</p> <ul style="list-style-type: none">• intermittent use of the site for extraction purposes• no permanent staff onsite• only staff onsite during extraction activities• low number of staff onsite at any one time (2-4 max)• no fuel is stored onsite• no flame is used during activities with all vegetation cleared away from a pit prior to excavation activities• the land use is restricted by fire bans during extreme weather events as issued by the local government• excavation is considered a low risk in terms of potential to start a fire event
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This is by no means a large extractive industry with excavation areas being proposed to be used on an intermittent, as required basis with no temporary or permanent workforce designated for the site.

The extraction of raw materials on this property is supported by the Shire's Scheme & Strategy and State Planning Policy 2.4 Basic Raw Materials. The application is also considered to meet with all requirements and objectives of the Shire's Extractive Industry Local Planning Policy, State Planning Policy 4.1 State Industrial Buffer Policy and Department of Planning's Moresby Range Management Plan. With this level of compliance and support from the Shire's statutory and strategic documents and the provision of appropriate environmental and management controls within the submitted Management Plan it is considered that this application can be confidently supported by Council.

Should staff and/or Councillors wish to gain a greater understanding of the excavation process, the excavation materials and the details of the application they are invited to contact Joseph Bertolini on 0417 322 202 to arrange an onsite inspection.

Trusting that this correspondence updates you, however, should further information be required please do not hesitate to contact Kathryn Jackson from WA Planning & Logistics on 0459 186 171.

Yours faithfully,

Kathryn Jackson
WA PLANNING & LOGISTICS

From: Khim Harris <registrar@anglicandnwa.org>
Sent: Monday, 13 December 2021 12:18 PM
To: Simon Lancaster <dceo@chapmanvalley.wa.gov.au>
Subject: Rates Exemption Request - Lot 629 Chapman Valley Road

Mr Simon Lancaster
Deputy CEO
Shire of Chapman Valley

Dear Simon,

The Trustees of the Anglican Diocese of North West Australia would like to apply again for a rates exemption on the parcel of land located at Lot 629 Chapman Valley Road, Nabawa; about which we can provide you with the following information.

1. The land is zoned Rural and is 1.47ha in area. The land has no value for rural purposes and is not sufficient size for rural activities. At best the land could be used as a lifestyle lot, with dwelling/outbuildings etc.
2. A dwelling is defined as a sensitive land use and would potentially be impacted by activities on adjoining Lot 1 which involve the use of heavy machinery by the local government.
3. The legal access for the Lot is Chapman Valley Road, which is defined as a major road in the local planning scheme and is under Main Roads Western Australia jurisdiction. A crossover would require the approval of MRWA. Proximity to the intersection with Jacky Jupp Road and location on a bend restricting sight distance, demonstrates a crossover for a residential use would be undesirable in this location. A crossover in this location may impact on the function of Chapman Valley Road in this location and the greater transport route.
4. Additionally, there is a significant grade change between Chapman Valley Road pavement and the lot, approximately 2 metres. This would also make a suitably designed crossover difficult to achieve.
5. The lot is fully vegetated and forms part of a greater vegetation corridor linking to the Chapman River environs. Removal of vegetation will disrupt the corridor and impact on fauna habitats.
6. The lot is identified as being bushfire prone by DFES mapping. A development application for a dwelling and/or LDP would necessitate a BAL assessment and management plan. To achieve a suitable building envelope and suitable BAL rating for a dwelling (BAL29 or below) and bushfire protection criteria, would require significant vegetation removal.
7. The land is not held in a freehold title. It would be necessary to bring the land under the Transfer of Land Act (details below) in order for a transfer of the title to occur.
8. Based on the above encumbrances, the land has no development potential and therefore, no capital value.
9. The Diocese have previously sought in-principal support from the Crown to dispose of the Land back to the Crown. However, they have indicated at an officer level (Case Management), they would not be willing to accept the land.

These facts and the previous advice we obtained from a local town planning consultant (copied below, with highlighting of key points) shows that there are a number of impediments with the landholding, including: tenure issues, inability to transfer the landholding as it is not held in a freehold title; unwillingness of the Crown to accept the land back; and limited or no development potential.

We understand that the land may be beneficial to the Shire to maintain a buffer to the activities on adjoining Lot 1. Accordingly, the Trustees would be interested to know if the Shire would be willing to accept the land from the Diocese free of cost, but with the Shire to bear costs associated with bringing the land under the Transfer of Land Act, to enable a transfer to occur.

I look forward to hearing back from you soon.

Yours sincerely,

Khim

Dr K M Harris | Registrar | Anglican Diocese of North West Australia
101 Cathedral Avenue, Geraldton WA 6530 | PO Box 2783, Geraldton WA 6531
M: +61 433 033 174 | T: 08 9921 7277 | e: registrar@anglicandnwa.org
www.anglicandnwa.org

On 4 Apr 2019, at 9:23 am, Gail Bermingham <Gail@landwest.net.au> wrote:

Dear Khim

I refer to this landholding at Nabawa and our previous discussions regarding its tenure. We have now received some additional advice from Landgate Historical Search department, coupled with our own research.

The lot was not created under the *Transfer of Land Act* (only occurred after 1875 and continues today), but rather the *Deeds Act 1856*. The rights to the land are created by Deed, and these rights are registered by Memorial with Landgate. Change in ownership by conveyance as a result of transfer, gifting etc is registered by Memorial (as opposed to Transfer).

There is no Certificate of Title for the landholding; it is referenced in the Office of Title Memorial Book.

The full history of this Lot is not known. This portion of land is the remnant of a much larger lot originally. It was first vested by the Crown in approximately 1869 to Mr William Burgess. Since 1869, there have been 12 Memorials affecting ownership, with the last one being in 1962 to the Trustees of the Northern Diocese.

As prescribed by the *Church of England (Northern Diocese) Act, 1961*, the purpose of the Act is to provide for vesting of certain lands in The Trustees of the Northern Diocese and for incidental and other purposes.

Verbal advice only from Historical Search office staff is that for the land for the transferred without encumbrance, it may be necessary to apply to bring the land under the Transfer of Land Act. There are circumstances where this can occur:

1. where ownership is proven and documented through the chain of Memorials; or
2. where land has been in possession for a certain length of time (period dependent on circumstance and Act applied under).

All Deeds comprising the chain of ownership must be produced. Where they cannot be produced, declaration of same is required together with copies of all missing documents from searches made at Deeds Registry. Survey of the lot to ensure it is correctly described and Deposited Plan of Survey may be required (where cannot be defined by existing survey/legal description). There are some other requirements around advertising of proposal.

I have spoken with Peter Groom, Settlement Agent, and it is also his understanding that land is required to be brought under the Transfer of Land Act to enable transfer of ownership. Peter has suggested the process may take 6 - 12 months and would be lodged with Complex Dealings at Landgate.

In order to make an informed decision regarding advantage or otherwise in pursuing an Application to bring land under the TLA in order to prepare the landholding for sale, it may be worthwhile to first review encumbrances around options for (some) vegetation clearing on lot, ability to clear for building envelope and internal access, preparation BAL (bush fire attack level) assessment and management, servicing etc and where achievable, obtain market appraisal of property (on basis unencumbered transfer can occur).

Before I go on further to I will wait to discuss with you, and receive your further confirmation.

Regards,

Gail Bermingham

gail@landwest.net.au

8 Anzac Terrace Geraldton WA 6530

PO Box 1597 Geraldton WAY 6531

☎ (08) 9965 0550



Legend

- Local Government Area
- Cadastre (View 4)
- Land Tenure Small Scale ALL**
 - Crown Allotment (Type 2)
 - Lot on Survey (Type 1)
 - Water Isolation
 - Marine Park
 - Public Road
 - Unallocated Crown Land
 - Lease
 - Reserve
 - Timber Reserve

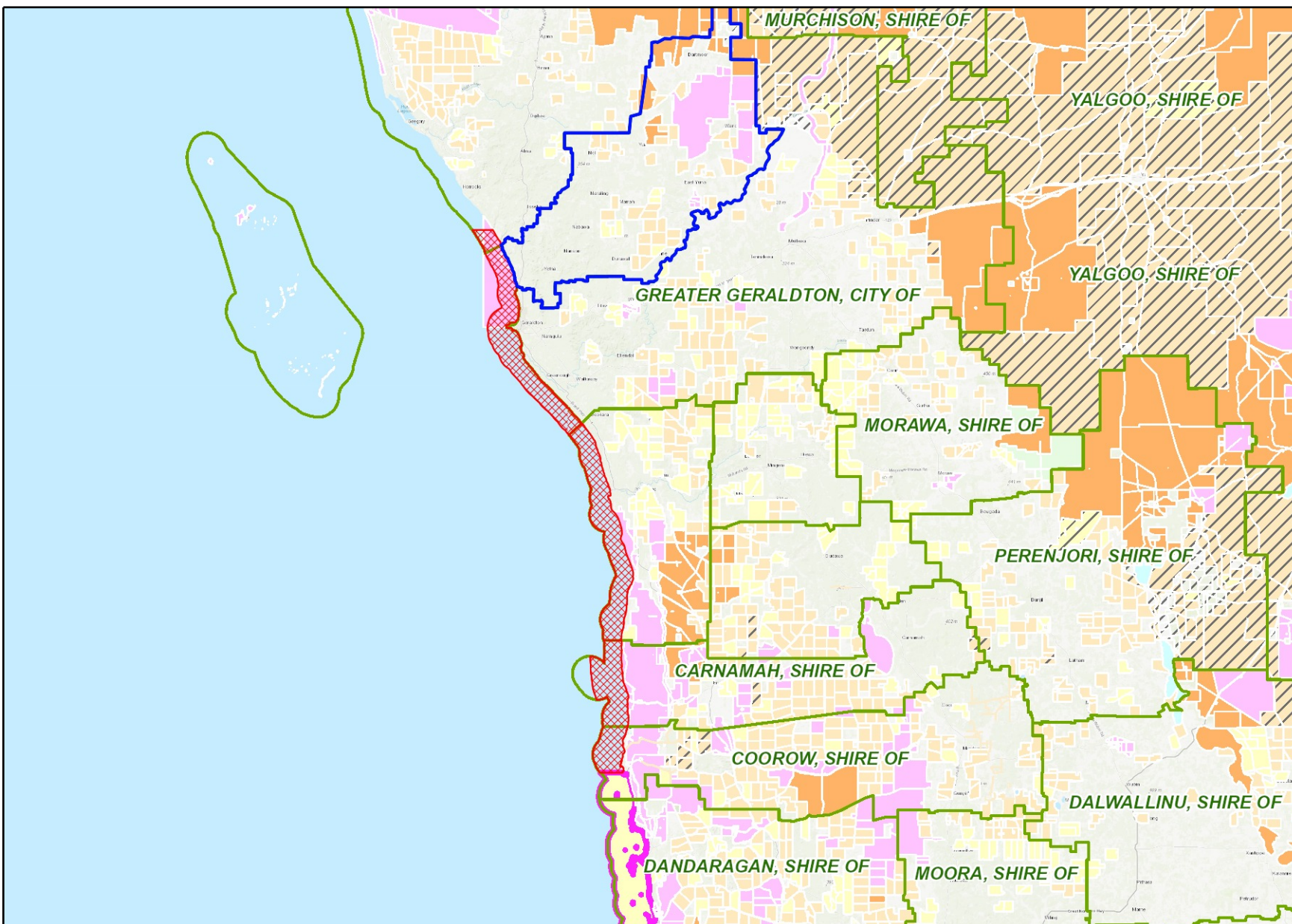
Notes:

* The data that appears on the map may be out of date, not intended to be used at the scale displayed, or subject to license agreements. The map should only be used in matters related to Department of Planning, Lands and Heritage business.

* This map is not intended for measurement purposes.

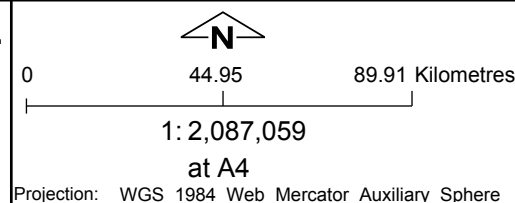
Map was produced using DPLH's InQuiry.

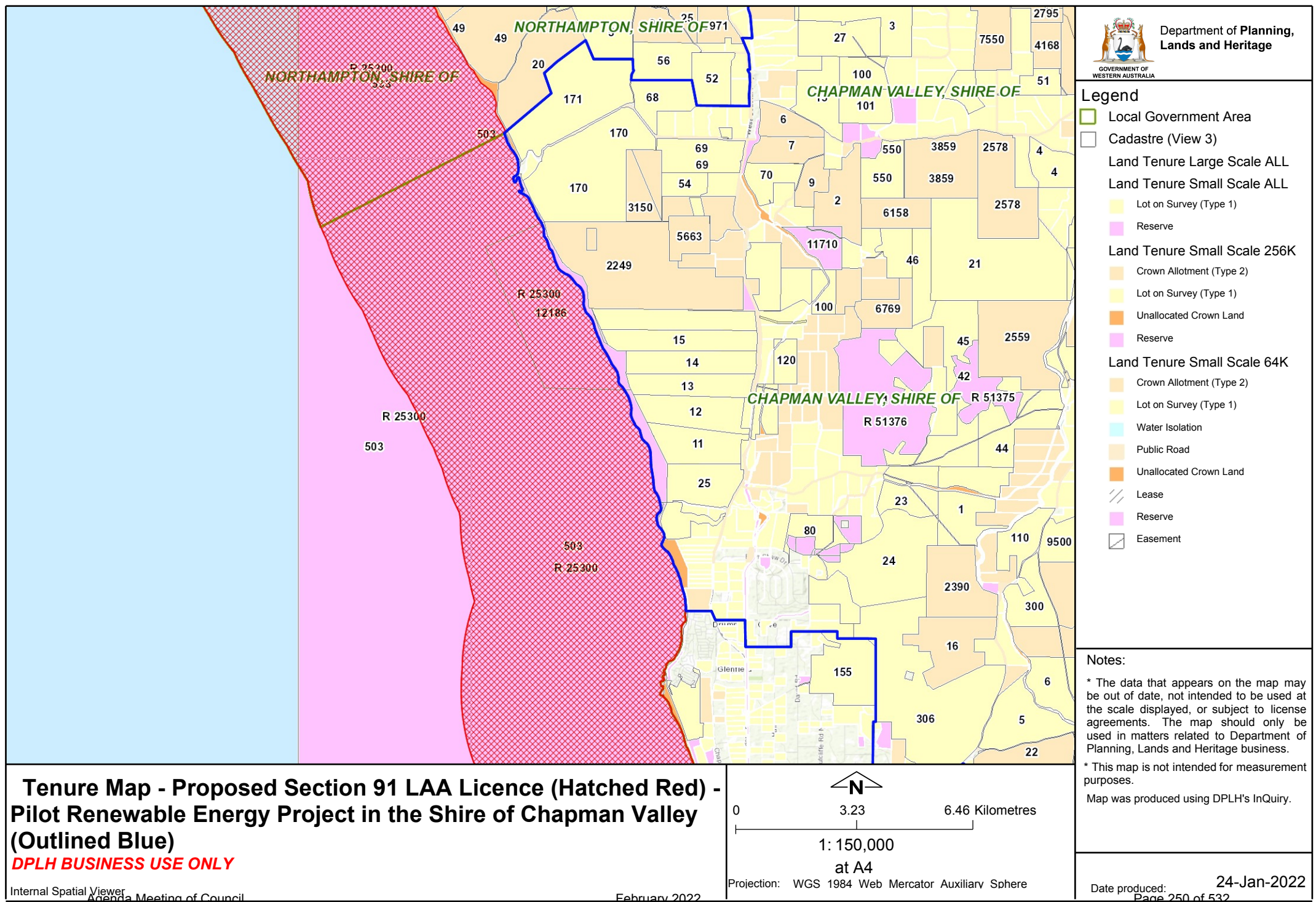
Date produced: **24-Jan-2022**
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Tenure Map - Proposed Section 91 LAA Licence (Hatched Red) - Pilot Renewable Energy Project in the Shire of Chapman Valley (Outlined Blue)

DPLH BUSINESS USE ONLY

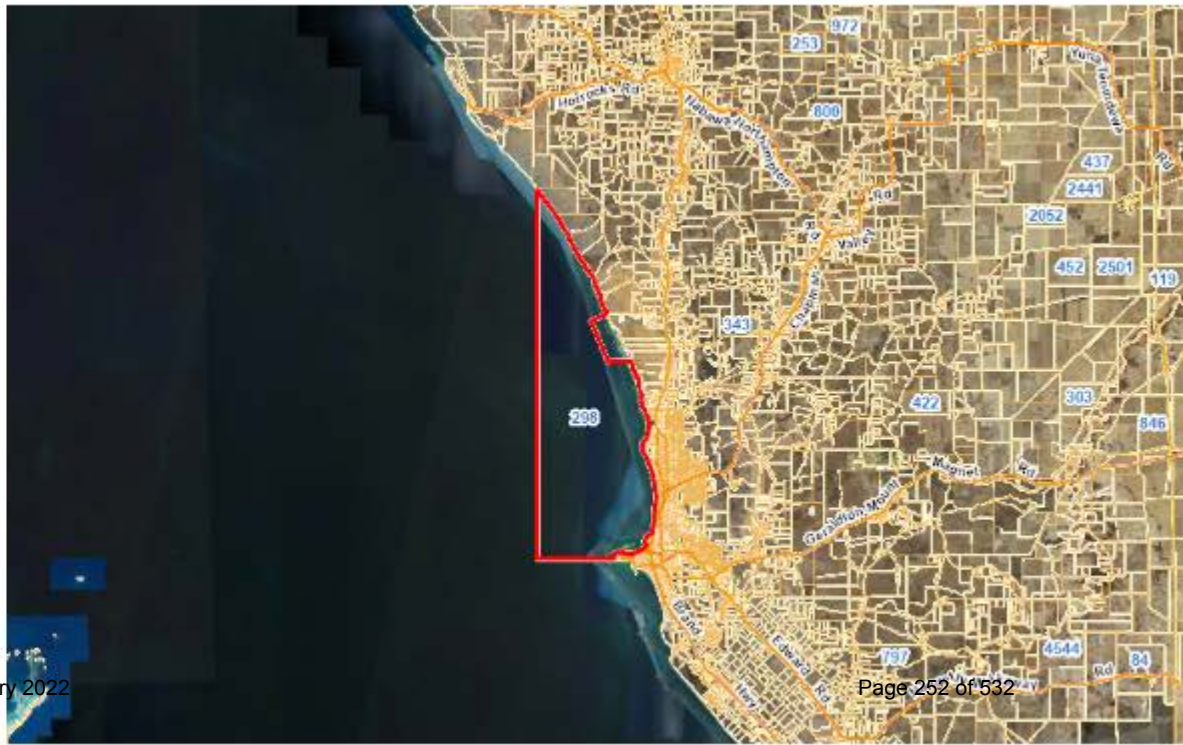


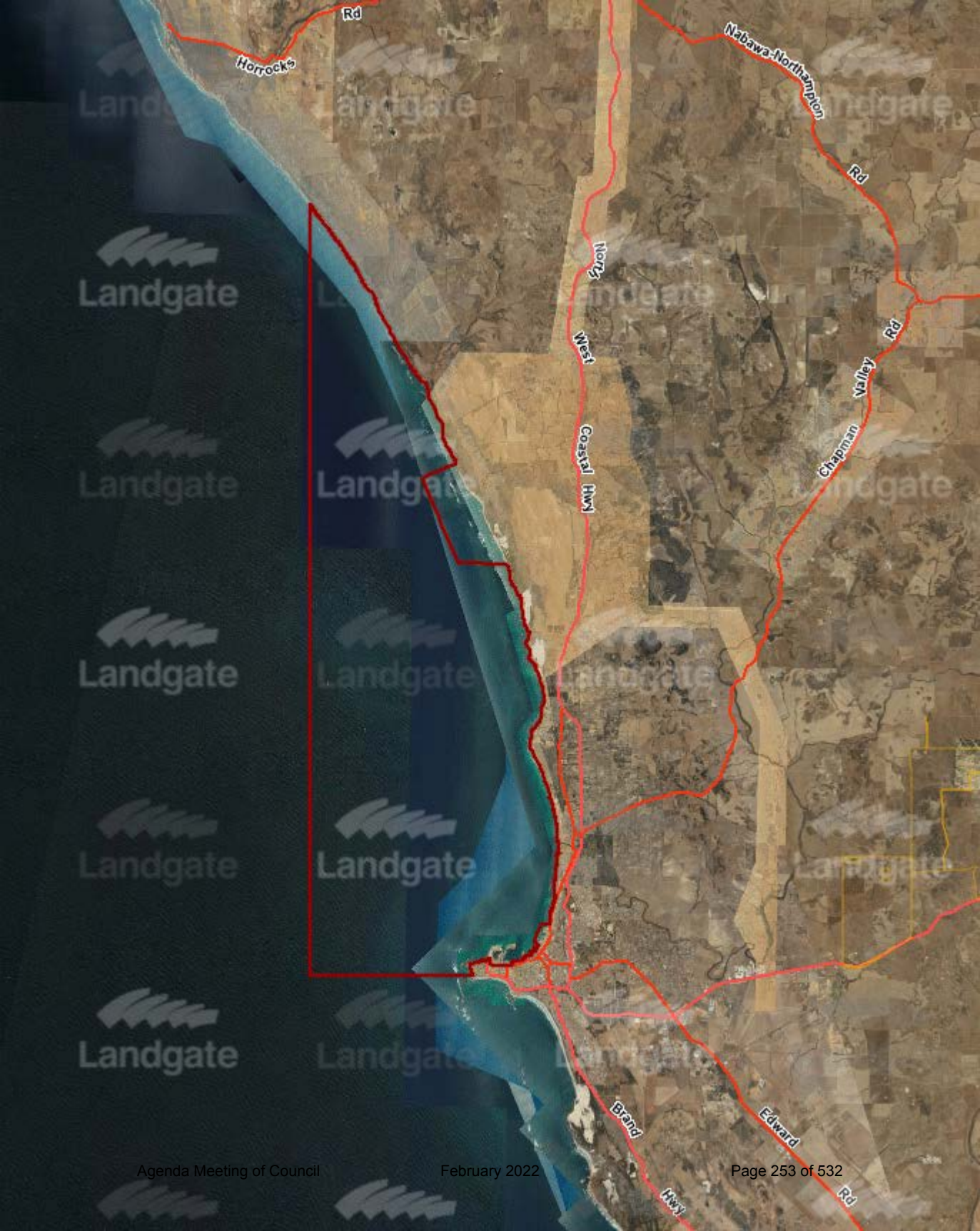


TENURE TABLE – LAND DESCRIPTION OF PROJECT AREA – SHIRE OF CHAPMAN VALLEY

	Land Description of Licence Area	Extent	Volume	Folio
1.	Portion Lot 503 on Deposited Plan 57801 subject to Reserve 25300 currently held for the purpose of 'For the Purposes of the Port Authorities Act 1999'	Part	3157	232
2	Portion Lot 330 on Deposited Plan 40418 subject to Reserve 25300 currently held for the purpose of 'For the Purposes of the Port Authorities Act 1999'	Part	3156	336
3.	Lot 12186 on Deposited Plan 193685 subject to Reserve 25300 currently held for the purpose of 'For the Purposes of the Port Authorities Act 1999'	Whole	3111	108
4.	Unnumbered Unallocated Crown Land: Water	Part	N/A	N/A

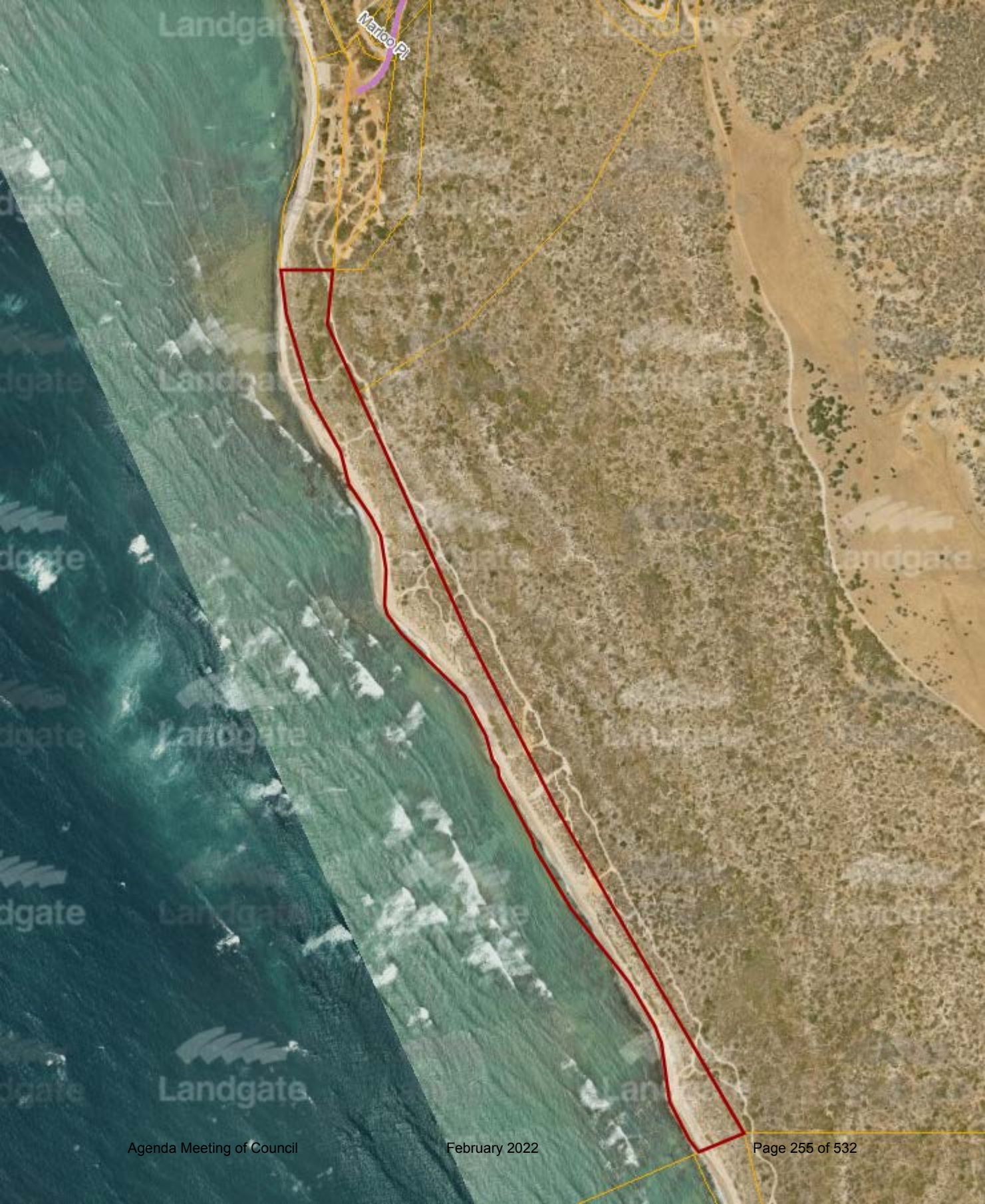
Certificate of Title	LR3157/232
Title Type	Certificate of title for a Crown Land
Parcel Identifier	Lot 503 On Deposited Plan 57801
Address Details	298 Marine Terrace, GERALDTON 6530
Dealing Status	Complete
Purchasers Caveat	N/A
Other Interests	View Other Interests
Document Type	Sundry - Miscellaneous (not affecting nix & does not cancel the title)
Document Number	N654912
Date of Execution	23/06/2017
Consideration	Refer Document
Proprietor(s)	Agenda Meeting of Council





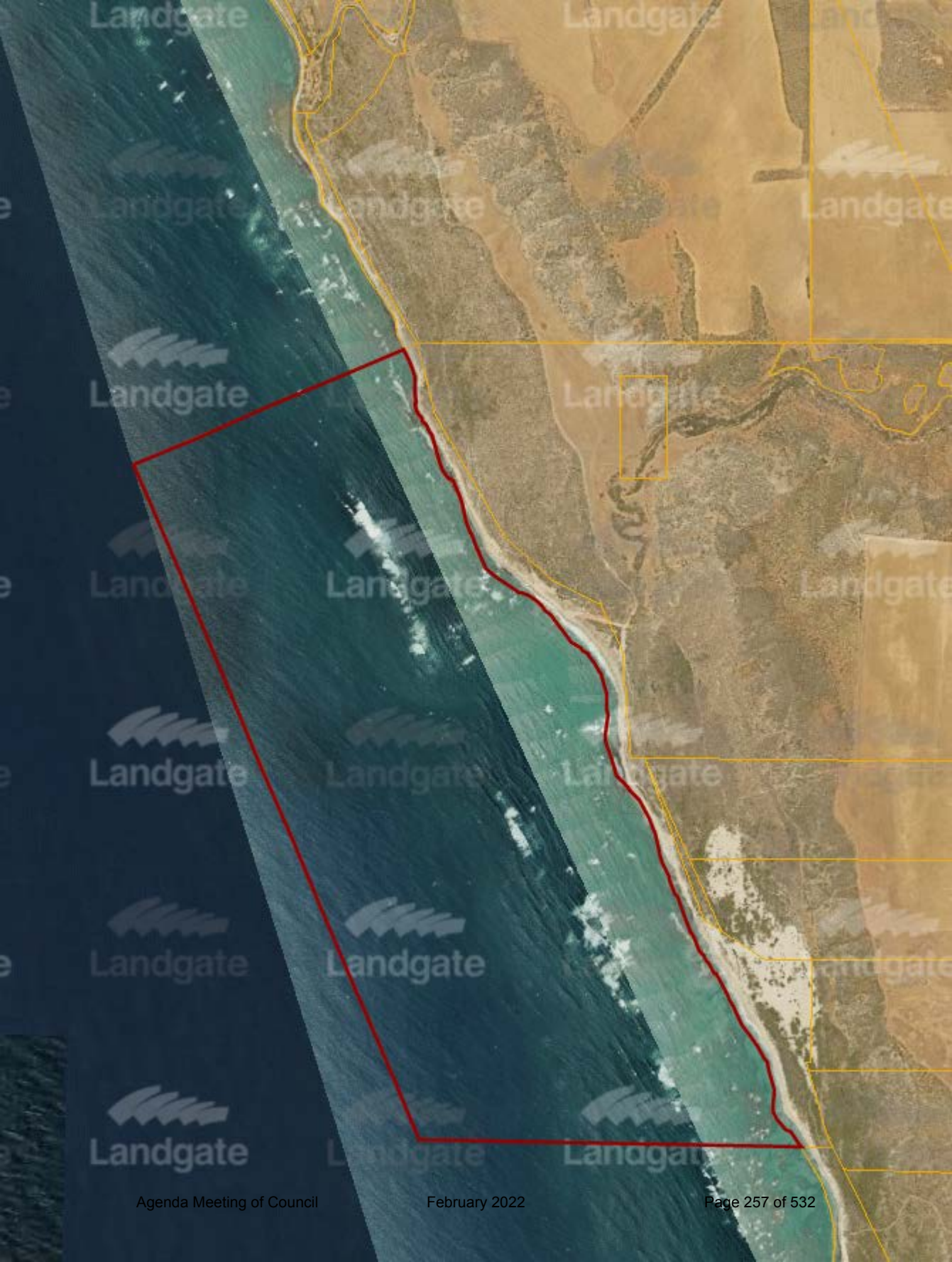
Certificate of Title	LR3156/336
Title Type	Certificate of title for a Crown Land
Parcel Identifier	Lot 330 On Deposited Plan 40418
Address Details	No Street Address Information Available
Dealing Status	Complete
Purchasers Caveat	N/A
Other Interests	View Other Interests
Document Type	Sundry - Miscellaneous (not affecting nix & does not cancel the title)
Document Number	N654912
Date of Execution	23/06/2017
Consideration	Refer Document
Proprietor(s)	STATE OF WESTERN AUSTRALIA





Certificate of Title	LR3111/108
Title Type	Certificate of title for a Crown Land
Parcel Identifier	Lot 12186 On Deposited Plan 193685 VICTORIA Location 12186
Address Details	No Street Address Information Available
Dealing Status	Complete
Purchasers Caveat	N/A
Other Interests	View Other Interests
Document Type	Sundry - Miscellaneous (not affecting nix & does not cancel the title)
Document Number	N654912
Date of Execution	23/06/2017
Consideration	Agenda Meeting of Council Refer Document
Proprietor(s)	STATE OF WESTERN AUSTRALIA





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

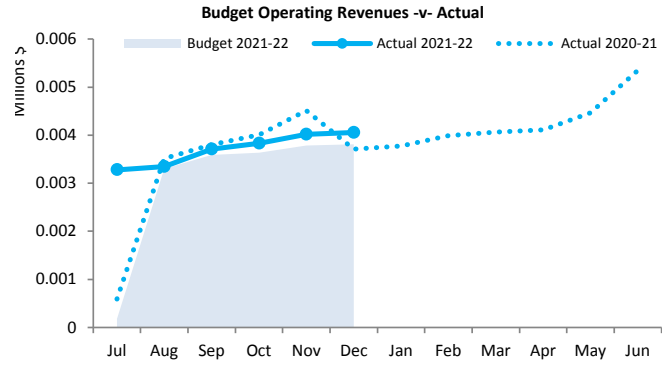
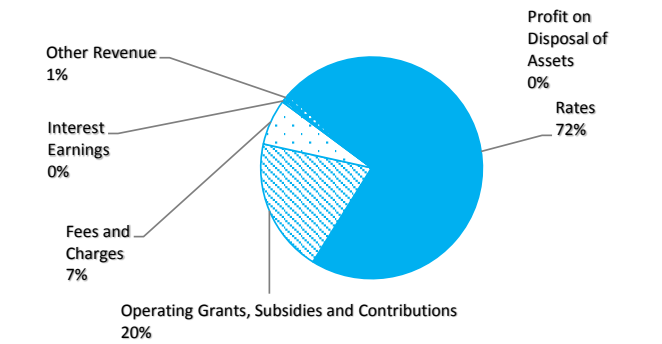
LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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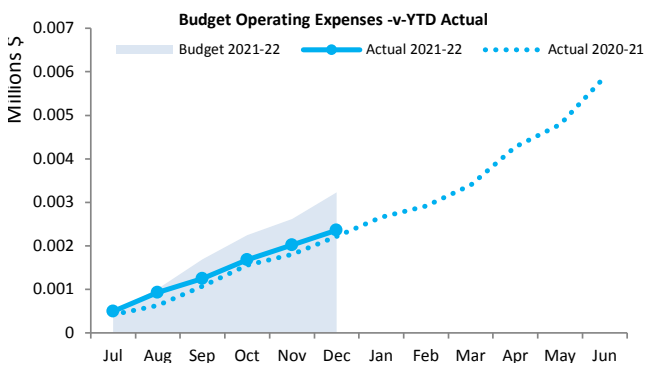
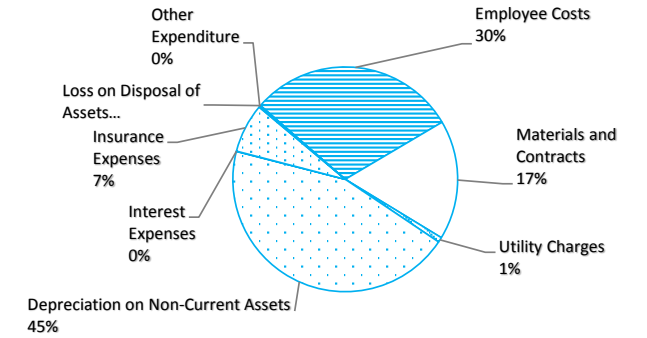
Statement of Financial Activity by Program	5
Statement of Financial Activity by Nature or Type	7
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Note 3 Explanation of Material Variances	12

OPERATING ACTIVITIES

OPERATING REVENUE

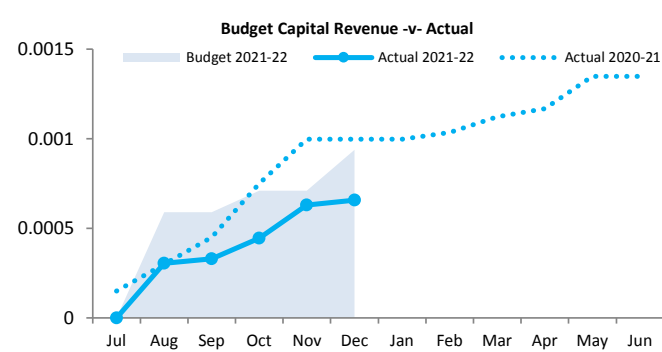


OPERATING EXPENSES

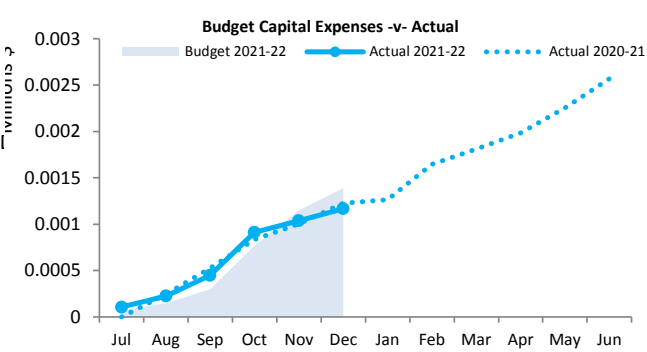


INVESTING ACTIVITIES

CAPITAL REVENUE



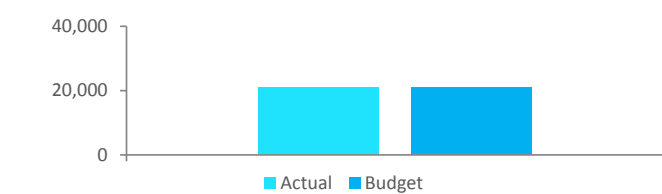
CAPITAL EXPENSES



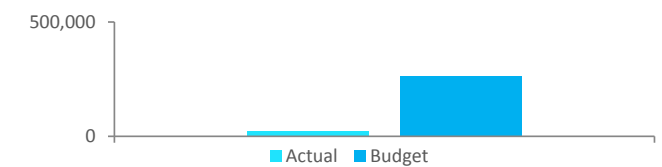
FINANCING ACTIVITIES

BORROWINGS

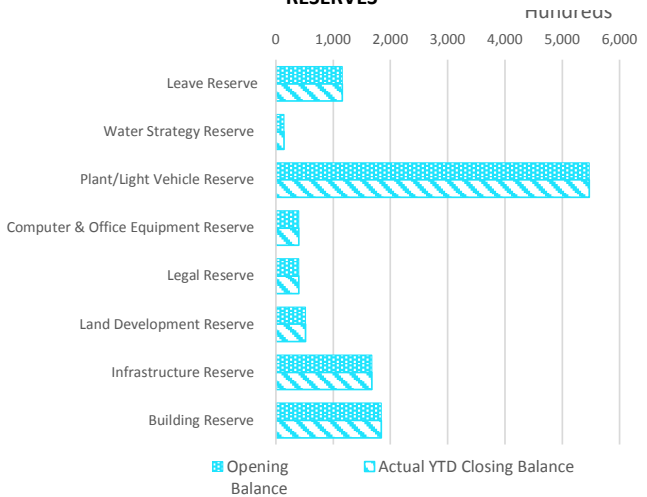
Principal Repayments



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	\$1.78 M	\$0.44 M
Closing	\$0.00 M	\$3.05 M	\$3.99 M	\$0.94 M
Refer to Statement of Financial Activity				

Cash and cash equivalents		
	\$5.31 M	% of total
Unrestricted Cash	\$4.15 M	78.2%
Restricted Cash	\$1.16 M	21.8%
Refer to Note 2 - Cash and Financial Assets		

Payables		
	\$0.15 M	% Outstanding
Trade Payables	\$0.01 M	
0 to 30 Days		100.0%
30 to 90 Days		0.0%
Over 90 Days		0%
Refer to Note 5 - Payables		

Receivables		
	\$0.47 M	% Collected
Rates Receivable	\$0.43 M	85.8%
Trade Receivable	\$0.04 M	% Outstanding
30 to 90 Days		63.6%
Over 90 Days		17.6%
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	\$1.55 M	\$2.74 M	\$1.19 M
Refer to Statement of Financial Activity			

Rates Revenue		
YTD Actual	\$2.94 M	% Variance
YTD Budget	\$2.94 M	0.1%
Refer to Note 6 - Rate Revenue		

Operating Grants and Contributions		
YTD Actual	\$0.79 M	% Variance
YTD Budget	\$0.61 M	29.8%
Refer to Note 13 - Operating Grants and Contributions		

Fees and Charges		
YTD Actual	\$0.27 M	% Variance
YTD Budget	\$0.24 M	15.2%
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)	(\$0.45 M)	(\$0.51 M)	(\$0.06 M)
Refer to Statement of Financial Activity			

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

Asset Acquisition		
YTD Actual	\$1.17 M	% Spent
Adopted Budget	\$3.92 M	(70.2%)
Refer to Note 8 - Capital Acquisitions		

Capital Grants		
YTD Actual	\$0.66 M	% Received
Adopted Budget	\$1.53 M	(57.0%)
Refer to Note 8 - Capital Acquisitions		

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.25 M	\$0.61 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	\$0.05 M
Refer to Note 10 - Lease Liabilities	

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

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

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 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	1,779,565	440,209	32.87%	▲
Revenue from operating activities							
Governance		1,200	600	5	(595)	(99.17%)	
General purpose funding - general rates	6	2,937,703	2,937,703	2,940,028	2,325	0.08%	
General purpose funding - other		480,191	249,482	321,428	71,946	28.84%	▲
Law, order and public safety		263,460	97,311	91,964	(5,347)	(5.49%)	
Health		5,007	3,591	3,822	231	6.43%	
Community amenities		184,259	171,681	175,537	3,856	2.25%	
Recreation and culture		1,057,644	38,620	166,763	128,143	331.80%	▲
Transport		619,546	271,792	314,688	42,896	15.78%	▲
Economic services		23,430	13,612	13,804	192	1.41%	
Other property and services		81,000	26,253	27,549	1,296	4.94%	
		5,653,440	3,810,645	4,055,588	244,943		
Expenditure from operating activities							
Governance		(435,202)	(254,126)	(130,669)	123,457	48.58%	▲
General purpose funding		(125,533)	(57,209)	(47,095)	10,114	17.68%	▲
Law, order and public safety		(399,952)	(205,426)	(127,769)	77,657	37.80%	▲
Health		(31,390)	(14,694)	(6,513)	8,181	55.68%	
Community amenities		(791,886)	(369,216)	(278,456)	90,760	24.58%	▲
Recreation and culture		(1,156,790)	(722,919)	(428,724)	294,195	40.70%	▲
Transport		(3,495,990)	(1,408,290)	(1,219,011)	189,279	13.44%	▲
Economic services		(371,471)	(173,107)	(140,811)	32,296	18.66%	▲
Other property and services		(59,999)	(24,049)	19,776	43,825	182.23%	▲
		(6,868,213)	(3,229,036)	(2,359,272)	869,764		
Non-cash amounts excluded from operating activities	1(a)	1,893,922	969,444	1,048,375	78,931	8.14%	
Amount attributable to operating activities		679,149	1,551,053	2,744,691	1,193,638		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	14	1,528,260	938,844	657,757	(281,087)	(29.94%)	▼
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)	(1,388,701)	(1,166,412)	222,290	16.01%	▲
Amount attributable to investing activities		(2,263,544)	(449,857)	(508,655)	(58,797)		
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)	(3,812)	(3,812)	0	0.00%	
Repayment of debentures	9	0	0	(20,925)	(20,925)	0.00%	▼
Transfer to reserves	11	(365,275)	(58)	(58)	0	0.00%	
Amount attributable to financing activities		245,039	614,130	(24,795)	(638,925)		
Closing funding surplus / (deficit)	1(c)	0	3,054,681	3,990,806			

KEY INFORMATION

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

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

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

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

KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 31 DECEMBER 2021

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

REVENUE FROM CONTRACTS WITH CUSTOMERS

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

FEES AND CHARGES

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

SERVICE CHARGES

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

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

PROFIT ON ASSET DISPOSAL

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

NATURE OR TYPE DESCRIPTIONS

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

Shortfall between the value of assets received over the net book value. 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 31 DECEMBER 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	1,779,565	440,209	32.87%	▲
Revenue from operating activities							
Rates	6	2,937,703	2,937,703	2,940,028	2,325	0.08%	
Operating grants, subsidies and contributions	13	2,183,640	611,576	794,065	182,489	29.84%	▲
Fees and charges		305,236	235,929	271,798	35,869	15.20%	▲
Interest earnings		13,475	9,224	12,573	3,349	36.31%	
Other revenue		153,380	16,214	37,123	20,909	128.96%	▲
Profit on disposal of assets	7	60,006	0	0	0	0.00%	
		5,653,440	3,810,646	4,055,587	244,941		
Expenditure from operating activities							
Employee costs		(2,246,397)	(982,877)	(710,775)	272,102	27.68%	▲
Materials and contracts		(2,306,138)	(996,605)	(405,211)	591,394	59.34%	▲
Utility charges		(52,103)	(26,554)	(17,029)	9,525	35.87%	
Depreciation on non-current assets		(1,938,889)	(969,444)	(1,051,755)	(82,311)	(8.49%)	
Interest expenses		(3,336)	(1,804)	(1,151)	653	36.20%	
Insurance expenses		(184,419)	(183,717)	(166,730)	16,987	9.25%	
Other expenditure		(136,931)	(68,036)	(6,620)	61,416	90.27%	▲
Loss on disposal of assets	7	0	0	0	0	0.00%	
		(6,868,213)	(3,229,037)	(2,359,271)	869,766		
Non-cash amounts excluded from operating activities	1(a)	1,893,922	969,444	1,048,375	78,931	8.14%	
Amount attributable to operating activities		679,149	1,551,053	2,744,691	1,193,638		
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	14	1,528,260	938,844	657,757	(281,087)	(29.94%)	▼
Proceeds from disposal of assets	7	126,000	0	0	0	0.00%	
Payments for property, plant and equipment	8	(3,917,804)	(1,388,701)	(1,166,412)	222,290	16.01%	▲
		(2,263,544)	(449,857)	(508,655)	(58,797)		
Amount attributable to investing activities		(2,263,544)	(449,857)	(508,655)	(58,797)		
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)	(3,812)	(3,812)	0	0.00%	
Repayment of debentures	9	0	0	(20,925)	(20,925)	0.00%	▼
Transfer to reserves	11	(365,275)	(58)	(58)	0	0.00%	
Amount attributable to financing activities		245,039	614,130	(24,795)	(638,925)		
Closing funding surplus / (deficit)	1(c)	0	3,054,681	3,990,806			

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 31st of December 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		0	0	0
Movement in inventory		0	0	3,203
Movement in employee benefit provisions		15,039	0	0
Movement in contract liabilities		0	0	0
Movement in lease liabilities		0	0	(3,812)
Movement in other provisions		0	0	(2,771)
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	969,444	1,051,755
Total non-cash items excluded from operating activities		1,893,922	969,444	1,048,375

(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	31 December 2020	31 December 2021
Adjustments to net current assets				
Less: Reserves - restricted cash	11	(1,160,486)	(805,157)	(1,160,544)
Add: Borrowings	9	42,125	23,150	21,201
Add: Provisions - employee	12	394,118	435,584	394,118
Add: Lease liabilities	10	7,686	3,154	3,874
Total adjustments to net current assets		(716,557)	(343,269)	(741,351)

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

Current assets

Cash and cash equivalents	2	3,786,799	4,864,874	5,312,548
Rates receivables	3	97,209	360,891	430,431
Receivables	3	83,580	220,788	36,517
Other current assets	4	13,522	2,222	29,141

Less: Current liabilities

Payables	5	(855,603)	(68,612)	(154,493)
Borrowings	9	(42,125)	(23,150)	(21,201)
Contract liabilities	12	(185,456)	(382,130)	(502,794)
Lease liabilities	10	(7,686)	(3,154)	(3,874)
Provisions	12	(394,118)	(435,584)	(394,118)

Less: Total adjustments to net current assets	1(b)	(716,557)	(343,269)	(741,351)
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Closing funding surplus / (deficit)		1,779,565	4,192,876	3,990,806
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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	225,850	0	225,850		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	115,720	115,720		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	547,234	547,234		Westpac Banking Corporation
Computer & Office Equipment Reserve	Cash and cash equivalents	0	39,766	39,766		Westpac Banking Corporation
Legal Reserve	Cash and cash equivalents	0	40,038	40,038		Westpac Banking Corporation
Land Development Reserve	Cash and cash equivalents	0	52,104	52,104		Westpac Banking Corporation
Infrastructure Reserve	Cash and cash equivalents	0	167,231	167,231		Westpac Banking Corporation
Building Reserve	Cash and cash equivalents	0	184,198	184,198		Westpac Banking Corporation
Trust Account	Cash and cash equivalents	0	0		181,285	Westpac Banking Corporation
Total		4,152,013	1,160,535	5,312,548	181,285	
Comprising						
Cash and cash equivalents		4,152,013	1,160,535	5,312,548	181,285	
		4,152,013	1,160,535	5,312,548	181,285	

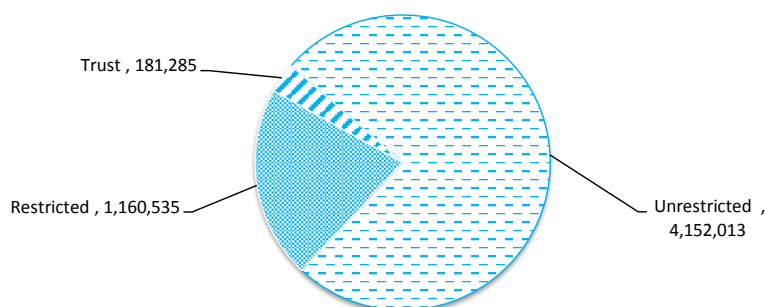
KEY INFORMATION

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.

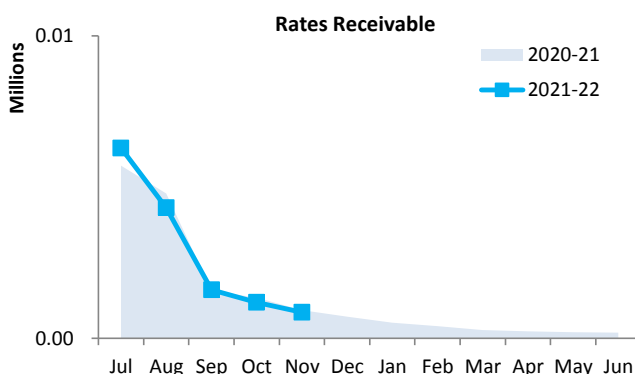
Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



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

OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

Rates receivable	30 Jun 2021	31 Dec 2021
	\$	\$
Opening arrears previous years	89,683	97,209
Levied this year	2,854,496	2,940,028
Less - collections to date	(2,846,970)	2,606,806
Equals current outstanding	97,209	430,431
Net rates collectable	97,209	430,431
% Collected	96.7%	85.8%

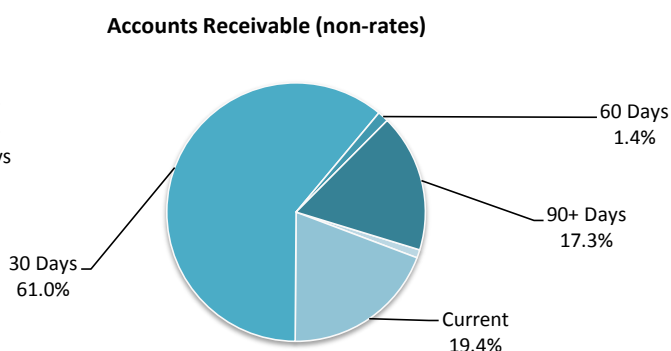


Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(250)	4,698	14,791	335	4,191	23,765
Percentage	(1.1%)	19.8%	62.2%	1.4%	17.6%	
Balance per trial balance						
Sundry receivable						23,765
GST receivable						0
ESL receivable						12,752
Total receivables general outstanding						36,517

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 Movement	Closing Balance 31 December 2021
Other current assets	\$	\$	\$
Inventory			
Stock on hand	5,141	(3,203)	1,938
Other current assets			
Prepayments	8,382	18,821	27,203
Total other current assets	13,523	15,618	29,141
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	(1,039)	11,126	0	0	0	10,087
Percentage	-10.3%	110.3%	0%	0%	0%	
Balance per trial balance						
Sundry creditors						10,087
ATO liabilities						28,993
ESL payable						31,618
Bonds and deposits held						44,754
Rates paid in advance						39,041
Total payables general outstanding						154,493

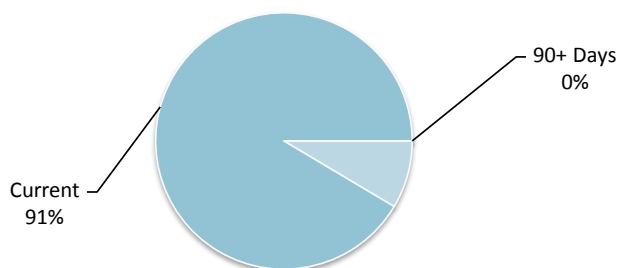
Amounts shown above include GST (where applicable)

KEY INFORMATION

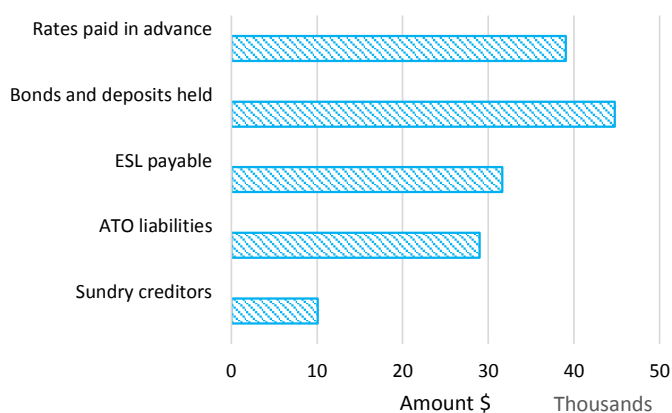
Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are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

- Credit
- Current
- 30 Days
- 60 Days
- 90+ Days

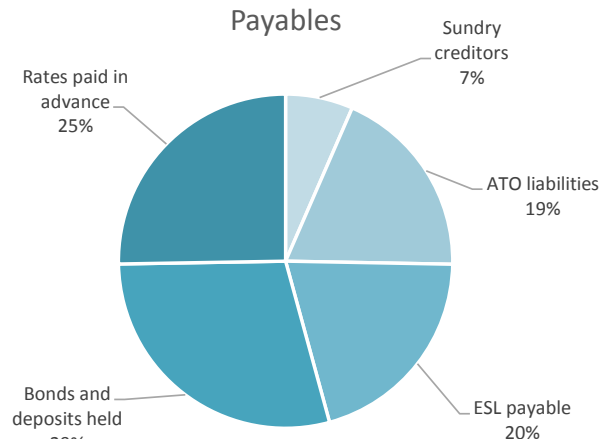
Aged Payables



Payables



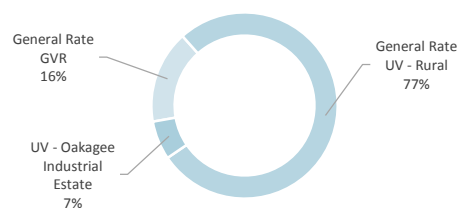
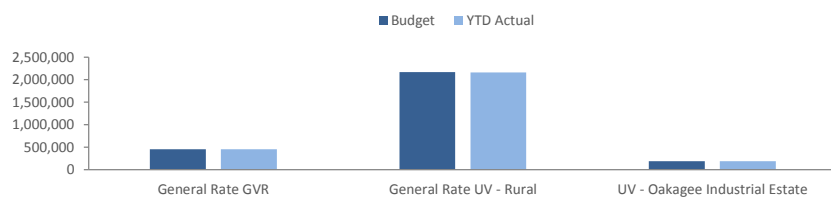
Payables



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	2,551	430	453,433
Unimproved value											
General Rate UV - Rural	0.010900	413	198,688,350	2,165,703	0	0	2,165,703	2,165,703	(1,769)	(2,204)	2,161,730
UV - Oakagee Industrial Estate	0.021000	2	8,826,000	185,346	0	0	185,346	185,346	3,297	22	188,665
Sub-Total		703	212,290,400	2,801,502	0	0	2,801,503	2,801,502	4,079	(1,752)	2,803,828
Minimum payment	Minimum \$										
Gross rental value											
General Rate GVR	700	186		130,200	0	0	130,200	130,200	0	0	130,200
Unimproved value											
General Rate UV - Rural	400	15		6,000	0	0	6,000	6,000	0	0	6,000
Sub-total		201	0	136,200	0	0	136,200	136,200	0	0	136,200
Total general rates							2,937,703				2,940,028

KEY INFORMATION

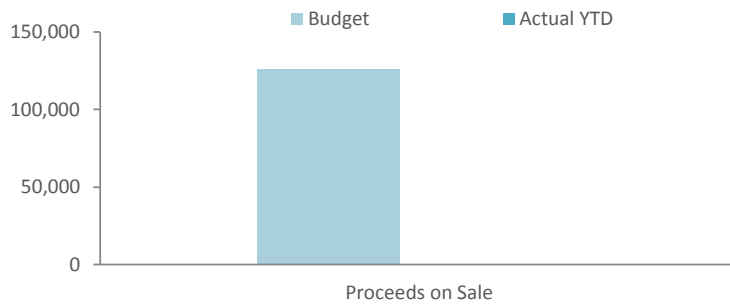
Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2020 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability 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.



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

OPERATING ACTIVITIES
NOTE 7
DISPOSAL OF ASSETS

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



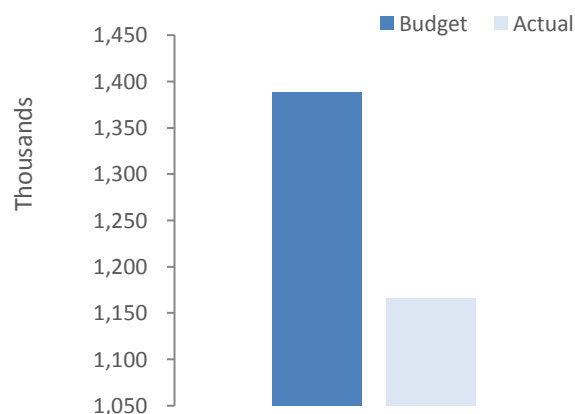
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2021**

**INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS**

	Adopted			
Capital acquisitions	Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$
Land and buildings	827,374	50,000	8,756	(41,244)
Furniture and equipment	15,000	0	0	0
Plant and equipment	902,600	218,600	167,251	(51,349)
Tools and equipment	37,000	0	0	0
Infrastructure - roads	2,135,830	1,120,101	990,405	(129,697)
Payments for Capital Acquisitions	3,917,804	1,388,701	1,166,412	(222,290)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	1,528,260	938,844	657,757	(281,087)
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	449,857	508,654	58,797
Capital funding total	3,917,804	1,388,701	1,166,412	(222,290)

SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.



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

FINANCING ACTIVITIES

NOTE 9

BORROWINGS

Repayments - borrowings

Information on borrowings		1 July 2021	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Recreation and culture										
Bill Hemsley Park	98	42,125	0	0	20,925	20,925	21,201	21,201	412	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	412	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 Actual	Amount Borrowed Budget	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	\$	\$						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.

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

FINANCING ACTIVITIES

NOTE 10

LEASE LIABILITIES

Movement in carrying amounts

Information on leases		1 July 2021	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Lease No.		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Community amenities										
Nabawa Fuel Station	LE01	58,180	0	0	3,812	7,686	54,368	50,494	733	1,476
Total		58,180	0	0	3,812	7,686	54,368	50,494	733	1,476
Current lease liabilities		7,686					3,874			
Non-current lease liabilities		50,494					50,494			
		58,180					54,368			

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

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

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

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

OPERATING ACTIVITIES

NOTE 11

CASH RESERVES

Cash backed reserve

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve	115,715	40	6	15,000	0	0	0	130,755	115,721
Water Strategy Reserve	14,245	5	0	0	0	0	0	14,250	14,245
Plant/Light Vehicle Reserve	547,211	80	28	150,000	0	(278,000)	0	419,291	547,239
Computer & Office Equipment Reserve	39,764	15	2	0	0	0	0	39,779	39,766
Legal Reserve	40,036	15	2	0	0	0	0	40,051	40,038
Land Development Reserve	52,101	20	3	20,000	0	0	0	72,121	52,104
Infrastructure Reserve	167,224	35	8	80,000	0	0	0	247,259	167,232
Building Reserve	184,190	65	9	100,000	0	(100,000)	0	184,255	184,199
	1,160,486	275	58	365,000	0	(378,000)	0	1,147,761	1,160,544

	Note	Opening Balance 1 July 2021	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 December 2021
Other current liabilities		\$		\$	\$	\$
Other liabilities						
- Contract liabilities - Grant Funding		185,456	0	1,801,088	(1,483,750)	502,794
Total other liabilities		185,456	0	1,801,088	(1,483,750)	502,794
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	1,801,088	(1,483,750)	896,912
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 31 Dec 2021	Current Liability 31 Dec 2021	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies								
General purpose funding								
WA LG Grants Commission - Road Funding	0	135,867	(135,867)	0	0	241,604	120,803	135,867
WA LG Grants Commission - General Purpose	0	154,205	(154,205)	0	0	202,912	101,456	154,205
Law, order, public safety								
DFES Grant Funding	0	18,890	(18,890)	0	0	19,500	6,500	18,890
Various Other	169,855	148,203	(116,821)	201,237	201,237	217,960	74,679	29,212
Recreation and culture								
LRCIP Round 3	0	0	0	0	0	730,874	0	0
DWER Water Supply Grant	0	100,000	(100,000)	0	0	100,000	0	100,000
Various Other	0	0	0	0	0	0	0	4,255
Transport								
Mainroads WA Direct Grant Funding	0	137,540	(137,540)	0	0	137,540	137,540	137,540
Mainroads WA Regional Road Funding	0	180,000	(90,389)	89,611	89,611	300,000	120,000	90,389
Various Other	15,602	56,679	(72,281)	0	0	0	0	72,281
	185,457	931,384	(825,993)	290,848	290,848	1,950,390	560,978	742,638
Operating contributions								
General purpose funding								
Ex Gratia Rates	0	0	0	0	0	10,000	10,000	10,273
Law, order, public safety								
Contributions & Reimbursements	0	0	0	0	0	14,400	7,200	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	900	400
Recreation and culture								
Contributions & Reimbursements	0	0	0	0	0	154,150	0	0
Transport								
Hudson Resources Contribution	0	0	0	0	0	12,500	12,500	12,357
Other property and services								
Diesel Fuel Rebates	0	0	0	0	0	40,000	19,998	25,997
	0	0	0	0	0	233,250	50,598	51,427
TOTALS	185,457	931,384	(825,993)	290,848	290,848	2,183,640	611,576	794,065

Provider	Unspent non operating grants, subsidies and contributions liability					Non operating grants, subsidies and contributions revenue		
	Liability 1 July 2021	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Dec 2021	Current Liability 31 Dec 2021	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
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	660,000	(448,053)	211,947	211,947	1,200,000	720,000	448,053
Roads to Recovery Funding	0	208,567	(208,567)	0	0	328,260	218,844	208,567
TOTALS	0	869,704	(657,757)	211,947	211,947	1,528,260	938,844	657,757

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

**NOTE 15
TRUST FUND**

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

Description	Opening Balance 1 July 2021	Amount Received	Amount Paid	Closing Balance 31 Dec 2021
	\$	\$	\$	\$
Bonds - Hall Hire	4,330	5,690	(4,100)	5,920
Nomination Deposits	0	320	(320)	0
Post Office Deposit	1,581	0	0	1,581
Contributions from Sub Divider	150,357	0	0	150,357
Refundable Deposit	11,580	5,000	(580)	16,000
CTF Levy	4,349	3,689	(5,310)	2,729
Building Commission	3,688	3,279	(4,123)	2,844
Unclaimed Monies	250	1,990	(486)	1,754
Standpipe Card Bond	100	0	0	100
	176,235	19,969	(14,918)	181,285

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 DECEMBER 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	71,946	28.84%	▲	Permanent Financial Assistance Grants
Recreation and culture	128,143	331.80%	▲ Timing Variance	
Transport	42,896	15.78%	▲	
Expenditure from operating activities				
Governance	123,457	48.58%	▲ Timing Variance	
General purpose funding	10,114	17.68%	▲	
Law, order and public safety	77,657	37.80%	▲ Timing Variance	
Community amenities	90,760	24.58%	▲ Timing Variance	
Recreation and culture	294,195	40.70%	▲ Timing Variance	
Transport	189,279	13.44%	▲	
Economic services	32,296	18.66%	▲	
Other property and services	43,825	182.23%	▲ Timing Variance	
Investing activities				
Proceeds from non-operating grants, subsidies and contributions	(281,087)	(29.94%)	▼ Timing Variance	
Payments for property, plant and equipment and infrastructure	222,290	16.01%	▲ 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	
Transfer to reserves	0	0.00%		

Internal working documents Budget by Program				
	2021/2022 Year to Date Actuals 31/12/2021	2021/2022 Year to Date Budget 31/12/2021	2021/2022 Full Year Original Budget 30/06/2022	Last Years Acutal YTD For the period ending 30-June-2022
Operating Expenditure				
Governance	130,669	254,126	435,202	332,084
General Purpose Funding	47,095	57,209	125,533	100,951
Law, Order and Public Safety	127,769	205,426	399,952	326,419
Education	0	0	0	0
Health	6,513	14,694	31,390	24,583
Community Amenities	278,456	369,216	791,886	608,127
Recreation and Culture	428,724	722,919	1,156,790	779,856
Transport	1,219,011	1,408,290	3,495,990	3,479,11
Economic Services	140,811	173,107	371,471	284,980
Other Property and Services	(19,776)	24,049	59,999	76,576
Total Expenditure (E)	2,359,272	3,229,037	6,868,213	6,012,68
	2021/2022 Year to Date Actuals 31/12/2021	2021/2022 Full Year Original Budget 31/12/2021	2021/2022 Full Year Original Budget 30/06/2022	Last Years Acutal YTD For the period ending 30-June-2022
Operating Revenue				
Governance	(5)	(600)	(1,200)	(23,307)
General Purpose Funding	(3,261,456)	(3,187,185)	(3,417,894)	(3,856,81
Law, Order and Public Safety	(91,964)	(97,311)	(263,460)	(100,430)
Health	(3,822)	(3,591)	(5,007)	(9,808)
Housing	0	0	0	0
Community Amenities	(175,537)	(171,681)	(184,259)	(247,839)
Recreation and Culture	(167,900)	(38,620)	(1,057,644)	(331,521)
Transport	(971,308)	(1,210,636)	(2,147,806)	(1,988,02
Economic Services	(13,804)	(13,612)	(23,430)	(43,179)
Other Property and Services	(27,549)	(26,253)	(81,000)	(60,530)
Total Revenue (R)	(4,713,344)	(4,749,489)	(7,181,700)	(6,661,453)
Operating (Profit)/Loss (R-E)	(2,354,072)	(1,520,453)	(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	847	2,200	3,500	1,580	1,353		
0062	Sundry Expenses	9	0	0	18	(9)		
0082	Rates Other Costs	107	250	500	0	143		
0132	Valuation Expenses	1,524	2,097	15,000	10,884	573		
0352	Admin Allocation (Rates)	44,602	51,414	102,833	86,867	6,812		
	Total Operating Expenditure	47,089	55,961	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	1,752	0	0	3,210	(1,752)		
0061	Ex Gratia Rates	(10,273)	(10,000)	(10,000)	(10,023)	273		
0071	Interim Rates Raised	(4,079)	0	0	(466)	4,079		
0113	Interest (Overdue Rates)	(6,751)	(3,504)	(7,000)	(10,473)	3,247		
0123	Interest (Rates Instalments)	(5,602)	(5,000)	(5,000)	(4,268)	602		
0133	Interest (Deferred Rates)	0	0	0	0	0		
0143	Administration Charges	(3,645)	(5,000)	(5,000)	0	(1,355)		
0173	Legal Fees (Recovered)	0	0	0	0	0		
0183	Account Enquiry Charges	(4,865)	(3,000)	(6,000)	(9,959)	1,865		
	Total Operating Revenue	(2,971,163)	(2,964,207)	(2,971,903)	(2,889,219)			
	Total Rate Revenue	(2,924,074)	(2,908,246)	(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	1,248	2,500	1,602	1,242		
COA	Operating Revenue							
0201	Legal Reserve Income	(2)	(6)	(15)	(13)	(4)		
0203	Leave Reserve Income	(6)	(12)	(40)	(38)	(6)		
0204	Land Development Reserve Income	(3)	(8)	(20)	(17)	(5)		
0205	Building Reserve Income	(9)	(31)	(65)	(64)	(22)		
0206	Roadworks Reserve Income	(8)	(17)	(35)	(33)	(9)		
0215	Unspent Grants Reserve Income	0	0	0	(0)	0		
0223	Water Strategy Reserve Income	(1)	0	(5)	(5)	1		
0233	Grants Commission (Road Funding)	(135,867)	(120,803)	(241,604)	(546,587)	15,064	*	19 - Financial Assistance Grant based on 20-21
0243	Computer and Office Equipment Reserve Income	(2)	(6)	(15)	(13)	(4)		
0253	Grants Commission - (General Purpose)	(154,205)	(101,456)	(202,912)	(419,700)	52,749	*	19 - Financial Assistance Grant based on 20-21
0273	Plant/Light Vehicle Reserve Income	(28)	(40)	(80)	(84)	(12)		
0453	Interest Received (Municipal Account)	(162)	(600)	(1,200)	(1,046)	(438)		
0506	Landcare Reserve Income	0	0	0	0	0		
	Total Operating Revenue	(290,292)	(222,978)	(445,991)	(967,599)			
	Total General Purpose Income	(290,287)	(221,730)	(443,491)	(965,997)			
	Total General Purpose Funding	(3,214,361)	(3,129,976)	(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	5,707	16,710	21,710	0	11,003	*	Provision for Ordinary Election October 2021 & Contingency for Extra Ordinary Election not required
0182	Subscriptions & Memberships Expense	26,099	29,900	29,900	24,524	3,801		
0192	Members Conference & Training Expenses	7,271	16,000	20,000	1,536	8,729		
0202	Members Insurance Expense	13,362	14,226	14,226	12,370	864		
0212	Donations & Gifts	5,025	2,350	10,350	230	(2,675)		
0232	Consultancy & Legal Expenses	0	6,250	12,500	1,881	6,250		
0242	Members Sitting Fees	0	37,640	75,280	67,752	37,640	*	Timing Members fees paid Jan 2022
0252	Members Remuneration Expenses	0	2,200	4,400	3,960	2,200		
0262	President & Deputy Allowances	0	6,250	12,500	12,603	6,250		
0272	Council Chambers Repairs & Maintenance	7,829	10,250	15,500	332	2,421		
0332	Furniture & Equipment Expense	152	0	5,500	4,329	(152)		
0442	Admin Allocation (Members)	59,470	70,020	140,036	115,823	10,550	*	Timing
0462	Meeting & Refreshments Expense	3,956	18,500	30,500	18,660	14,544	*	Timing of functions and events
1822	Accounting & Audit Expenses	1,800	0	42,800	45,800	(1,800)		
7202	Depreciation (Members)	0	0	0	0	0		
	Total Operating Expenditure	130,669	230,296	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	130,669	230,296	435,202	306,996			

		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			
05	Other Governance							
COA	Operating Expenditure							
0102	Provision for Long Service Leave	0	0	5,000	(15,313)	0		
0222	Fringe Benefits Tax	0	22,500	45,000	36,272	22,500	*	52 - Fringe Benefit Tax \$45k - qtrly PRE- payments on BAS
0282	Superannuation (Admin)	25,688	29,100	58,202	54,280	3,412		
0292	Salaries Expense (Admin)	261,100	290,634	581,272	551,818	29,534	*	Timing Sal & Wages ordinary hours reduced admin
0294	Staff Housing Allowance (Admin)	5,233	6,720	13,444	13,016	1,487		
0312	Council Super Contribution 3% (Admin)	5,276	7,308	14,612	11,399	2,032		
0362	Accrued Annual Leave (Admin)	0	0	0	1,918	0		
0372	Workers Compensation Insurance (Admin)	12,811	14,062	14,062	12,227	1,251		
0402	Insurance Expense	6,635	6,897	6,897	5,998	262		
0422	Office Gardens Expenses	11,034	15,096	30,195	25,566	4,062		
0432	Admin Building Operations	4,754	5,736	7,237	6,831	982		
0472	Office Expenses (General)	5,307	6,246	14,000	10,396	939		
0473	Admin Building Repairs & Maintenance	13,014	20,100	32,500	2,506	7,086		
0482	Office Telephone & Internet Expenses	3,520	6,144	15,300	16,977	2,624		
0492	Advertising Expenses	4,666	4,200	8,400	6,102	(466)		
0502	Computer Hardware Service & Repair	17,064	22,248	44,500	43,343	5,184		
0512	Furniture & Equipment Expense	1,091	5,000	10,000	8,009	3,909		
0522	Freight & Postage Expense	1,003	800	1,550	1,609	(203)		
0542	Printing & Stationery Expense	5,057	8,400	16,800	16,612	3,343		
0552	Motor Vehicle Expenses	2,769	3,498	7,000	5,956	729		
0562	Long Service Leave Expense (Admin)	724	0	14,646	22,321	(724)		
0592	Admin Allocation (Other Governance)	(495,579)	(582,384)	(1,164,771)	(965,191)	(86,805)	*	Timing
0622	Uniform Expense	0	1,108	1,669	716	1,108		
0632	Staff Training, Conference and Recruitment	3,600	13,750	27,500	14,763	10,150	*	Timing
0662	Public Liability Insurance	21,260	24,356	24,357	21,180	3,096		
0682	Consultancy Fees	19,898	28,750	68,500	27,659	8,852		
0702	Bank Fees & Charges	5,007	4,002	8,004	7,400	(1,005)		
0712	Occupational Health & Safety	1,072	2,250	10,500	3,782	1,178		
0722	Accounting Software Operating Expenditure	40,125	40,000	49,000	37,600	(125)		
7002	Depreciation (Governance)	17,873	17,310	34,624	36,530	(563)		
	Total Operating Expenditure	(0)	23,831	0	22,284			
COA	Operating Revenue							
0383	Minor Income Received (General)	(5)	(600)	(1,200)	(2,426)	(595)		
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)	(600)	(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)	6	0	15,000	38	(6)		
4785	Transfer from Unspent Grant Fund	0	0	0	0	0		
4770	Transfer to Office & Equipment Reserve (EQ)	2	0	0	13	(2)		
4780	Transfer to Plant/Light Vehicle Reserve (EQ)	28	0	0	84	(28)		
	Total Capital Expenditure / Reserve Transfers	35	0	47,500	9,386			
	Total Administration	30	23,231	46,300	11,166			
	Total Governance	130,700	253,526	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)	4,956	5,832	11,670	9,652	876		
0672	Fire Break Inspection Fees	1,409	2,000	2,000	1,305	591		
0762	Ranger Allocation (Fire Prevention)	12,420	18,114	36,230	24,632	5,694		
0832	Emergency Services Levy (Shire Properties)	792	800	800	756	8		
0882	Fire Prevention Enforcement Expenditure	0	750	1,000	0	750		
1023	Motor vehicle Expenses - BRPC Vehicle	2,426	5,148	10,291	9,636	2,722		
1622	Grant Funded Projects Fire Prevention	15,561	67,815	149,360	54,445	52,254	*	Job: 1058 - Grant funded position balance 2020/2021 agreement and continuation into 2021/2022 for Bushfire Risk Management Plan Project Officer - Grant finalised pending acquittal funds to be returned
1722	Brigades Operating Expenses	17,135	12,807	19,309	18,991	(4,327)		
8012	Loss on Sale of Assets	0	0	0	0	0		
7012	Depreciation (Fire Prevention)	30,019	28,146	56,294	59,549	(1,873)		
	Total Operating Expenditure	84,718	141,412	286,954	178,967			
COA	Operating Revenue							
0703	Fines & Penalties Income	(250)	(1,250)	(1,250)	(3,000)	(1,000)		
0713	Emergency Services Levy Administration Fees	(4,000)	(4,000)	(4,000)	(4,000)	0		
0733	DFES Grant Income	(18,890)	(6,500)	(19,500)	(26,947)	12,390	*	DFES Additional funds rec'd for fire fighting PPE
0743	Operating Grants & Contributions	(29,212)	(74,679)	(217,960)	(48,931)	(45,467)	*	19 - DFES Grant Water Tank Howatharra BFB 100% \$68600 DFES Bushfire Risk Management Plan Project Officer grant acquittal pending funds to be returned
0953	Contributions & Reimbursements	(2,400)	(7,200)	(14,400)	(7,200)	(4,800)		
0883	Fire Prevention Enforcement Income	0	(500)	(1,000)	0	(500)		
	Total Operating Revenue	(54,752)	(94,129)	(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	68,600	68,600	0	68,600	*	99 - DFES Grant Water Tank Howatharra BFB - delay in purchasing tank
	Total Capital Expenditure / Reserve Transfers	0	68,600	68,600	0			
	Total Fire Prevention	29,966	115,883	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)	9,912	11,670	23,339	19,304	1,758		
0812	Depreciation (Animal Control)	0	0	0	0	0		
0822	Other Minor Expenditure	0	0	0	1,432	0		
0842	Animal Control Expenses	287	640	1,000	384	353		
0852	Ranger Allocation (Animal Control)	10,929	18,114	36,230	21,676	7,185		
	Total Operating Expenditure	21,128	30,424	60,569	42,796			
COA	Operating Revenue							
0843	Impoundment Fees	(245)	0	(250)	(807)	245		
0853	Dog/Cat Registrations Income	(3,665)	(3,182)	(3,500)	(5,246)	483		
0863	Fines & Penalties	(2,705)	0	(400)	(2,000)	2,705		
	Total Operating Revenue	(6,615)	(3,182)	(4,150)	(8,053)			
	Total Animal Control	14,513	27,242	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)	10,929	18,114	36,230	21,676	7,185		
0962	Miscellaneous Expenses (Other Law and Order)	10,993	15,000	15,000	84,175	4,007		
	Total Operating Expenditure	21,923	33,114	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	(8,675)	33,114	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)	36,890	56,418	112,831	75,027	19,528	*	Timing
0912	Workers Compensation Insurance (Rangers)	1,369	1,650	1,650	1,434	281		
0922	Superannuation (Rangers)	3,646	5,616	11,231	7,000	1,970		
0932	Conference & Training	0	500	1,000	0	500		
0982	Rangers Expense	7,774	8,256	17,207	16,924	482		
1012	Tools & Equipment (Low Value)	0	498	1,000	0	498		
3872	Accrued Annual Leave (Rangers)	0	0	0	(5,445)	0		
0952	Rangers Expenses Reallocated	(49,679)	(72,462)	(144,919)	(98,529)	(22,783)	*	10 - reallocated across programs
	Total Operating Expenditure	0	476	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	476	0	(1,503)			
	Total Law, Order and Fire Safety	35,805	176,715	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	BUDGET VARIATION	>\$10K	Budget PROFILE Comments
14	Health Inspection and Administration	Year to Date Actuals	Year to Date Budget	Full Year Original Budget	30 June 21 YTD Actuals			
COA	Operating Expenditure							
1282	Ranger Allocation (Pool Inspections)	5,961	8,694	17,390	11,823	2,733		
1292	Health Expenses (General)	551	6,000	14,000	12,760	5,449		
	Total Operating Expenditure							
		6,513	14,694	31,390	24,583			
COA	Operating Revenue							
1373	Swimming Pool Inspection Fees	(455)	0	0	0	455		
1383	Swimming Pool Inspection Fees	(1,755)	(1,575)	(1,575)	(1,755)	180		
1393	Licences & Fees Income	(354)	(600)	(600)	(776)	(246)		
1573	Septic Tank Fees (Health)	(472)	(708)	(1,416)	(3,186)	(236)		
1583	Administration Fees (Health)	(786)	(708)	(1,416)	(4,091)	78		
	Total Operating Revenue							
		(3,822)	(3,591)	(5,007)	(9,808)			
Total Health Inspection and Administration		2,691	11,103	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	58,988	73,998	148,000	141,174	15,010	*	Contracted Rubbish Removal timing of invoices
1772	Depreciation (Sanitation)	2,761	2,220	4,439	4,696	(541)		
1792	Refuse Site Repairs & Maintenance	6,537	7,088	53,171	39,928	551		
2502	Admin Allocation (Domestic Rubbish)	19,823	23,340	46,679	38,608	3,517		
	Total Operating Expenditure	88,109	106,646	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	(68,967)	(48,595)	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	5,214	4,356	8,718	5,912	(858)		
1912	Other Waste Management Expenses	1,127	0	7,000	0	(1,127)		
1922	Depreciation (Other Sanitation)	202	192	379	401	(10)		
	Total Operating Expenditure	6,543	4,548	16,097	6,313			
COA	Operating Revenue							
2003	Grants, Contributions & Reimbursements (Other Sanitation)	0	0	0	(21,475)	0		
4503	Sale of Scrap	0	(5,000)	(5,000)	(10,249)	(5,000)		
	Total Operating Revenue	0	(5,000)	(5,000)	(31,724)			
	Total Sanitation - Other	6,543	(452)	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	1,000	1,500	930	1,000		
2022	Landcare Expenditure	0	0	0	0	0		
2040	Dolby Creek Expenditure	3,463	1,761	2,698	2,756	(1,702)		
2942	Prior Period Write Off (Protection of Environment)	0	0	0	0	0		
	Total Operating Expenditure	3,463	2,761	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	3,463	2,761	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)	2,343	5,976	11,948	11,982	3,634		
1992	Planning Consultancy Expenses	2,600	12,498	25,000	7,420	9,898		
2102	Workers Compensation Insurance (Town Planning)	2,157	2,600	2,599	2,260	443		
2112	Salaries & Wages (Town Planning)	75,108	71,592	143,178	138,456	(3,516)		Inclusive of DCEO LSLto pay as per LSL Act & Regs 1/2 Time x Double Rate
2122	Superannuation Council 3% (Town Planning)	2,306	2,112	4,219	3,988	(194)		
2132	Superannuation (Town Planning)	7,315	7,032	14,063	12,999	(283)		
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	794	498	1,000	1,606	(296)		
2222	Motor Vehicle Expenses	2,022	3,750	7,500	4,423	1,728		
2232	Legal Expenses (Town Planning)	1,790	8,006	12,500	3,845	6,216		
2242	Engineering Expenses	0	4,000	12,000	8,495	4,000		
2252	Advertising Expenses	0	3,000	5,000	143	3,000		
3012	Admin Allocation (Town Planning)	29,735	35,010	70,018	28,956	5,275		
3082	Prior Period Write Off (Town Planning)	0	0	0	0	0		
7052	Surveying & Land Expenses	1,193	12,501	25,000	14,426	11,308	*	Timing external contract services
7072	Project Expenses (Town Planning)	0	0	10,000	74	0		
	Total Operating Expenditure	127,362	168,575	355,525	230,601			
COA	Operating Revenue							
0163	Town Planning Projects - Income	0	0	0	(4,063)	0		
2233	Town Planning Fee Income	(7,860)	(3,498)	(7,000)	(28,384)	4,362		
2243	Outsourced Planning Fees - Other LGs	(8,976)	(6,000)	(12,000)	(18,640)	2,976		
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	(16,994)	(9,498)	(19,000)	(51,087)			
COA	Capital Expenditure / Reserve Transfers							
4820	Transfer to Legal Reserve (EQ)	2	0	0	13	(2)		
	Total Capital Expenditure/Reserve Transfers	2	0	0	13			
	Total Town Planning and Regional Development	110,370	159,077	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	5,431	11,268	20,690	18,120	5,837		
3132	Community Development Expenses	473	5,000	6,000	2,242	4,527		
3162	Admin Allocation (Other Community Amenities)	24,779	29,172	58,348	48,259	4,393		
3212	Depreciation (Other Community Amenities)	7,355	6,864	13,730	14,512	(491)		
3222	Community Growth Fund	803	8,000	12,000	26,700	7,197		
3232	Community Development Officer Expenses	14,138	26,382	53,009	33,288	12,244	*	Timing
	Total Operating Expenditure	52,978	86,686	163,777	143,122			
COA	Operating Revenue							
3093	Cemetery Income (GST Free)	(1,067)	(1,042)	(2,084)	(2,811)	25		
3113	Cemetery Income (GST Applicable)	(400)	(900)	(900)	(3,132)	(500)		
3613	Reimbursements & Contributions	0	0	0	0	0		
3633	Community Development Grants	0	0	0	0	0		
	Total Operating Revenue	(1,467)	(1,942)	(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	51,511	84,744	160,793	135,128			
	Total Community Amenities	102,921	197,535	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)	48,339	43,956	87,907	92,990	(4,383)		
2722	Public Halls & Showgrounds Expense	65,345	112,341	147,206	81,076	46,996	*	Timing of Cyclone Seroja Shire Asset Damage repairs
2732	Nabawa Community Centre Expenses	28,849	34,497	55,611	41,083	5,648		
2742	Interest (Loan 89 - Nabawa Stadium Upgrade)	0	0	0	151	0		
3202	Admin Allocation (Public Halls)	29,735	35,010	70,018	57,912	5,275		
	Total Operating Expenditure	172,269	225,804	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	(1,251)	(1,000)	(1,000)	(1,458)	251		
2453	Showground/Halls Income Received	(5,020)	(3,250)	(3,500)	(4,858)	1,770		
2683	Contributions & Reimbursements	0	0	(154,150)	0	0		
3423	Grant Funding Revenue	0	0	(730,874)	(77,500)	0		
	Total Operating Revenue	(6,271)	(4,250)	(889,524)	(83,816)			
COA	Capital Expenditure / Reserve Transfers							
2550	Transfer to Building Reserve (EQ)	9	0	100,000	64	(9)		
2644	Land & Buildings Purchases (Public Halls) (NCA)	8,756	50,000	780,874	138,963	41,244	*	Timing of projects
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	8,766	50,000	780,874	118,988			
	Total Public Halls and Civic Centres	174,763	271,554	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)	14,867	17,502	35,009	28,956	2,635		
3412	Coronation Beach Expenses	31,399	37,201	75,443	45,459	5,802		
7082	Depreciation (Swimming Areas & Beaches)	6,170	4,656	9,312	9,850	(1,514)		
	Total Operating Expenditure	52,436	59,359	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	(49,707)	(32,502)	(65,000)	(74,078)	17,205	*	Timing
3453	Grant and Other Income (Swimming Areas & Beaches)	(4,254)	0	0	(76,163)	4,254		
	Total Operating Revenue	(55,098)	(32,502)	(65,000)	(150,241)			
COA	Capital Expenditure / Reserve Transfers							
7164	Land and Buildings	0	0	0	66,788	0		
	Total Swimming Areas and Beaches	(2,663)	26,857	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	3,841	7,500	15,998	16,496	3,659		
1482	Sporting Clubs Expenses	20,257	66,495	106,097	65,615	46,238	*	Timing of Cyclone Seroja Shire Asset Damage repairs
1532	Interest (Loan 98)	412	556	836	1,867	144		
2642	Parks & Gardens Expenses	51,567	135,845	193,855	95,851	84,278	*	Timing of Cyclone Seroja Shire Asset Damage repairs
2702	Sports Pavilion & Basketball Stadium (Nabawa Recreation Centre)	9,167	53,172	58,671	17,084	44,005	*	Timing of Cyclone Seroja Shire Asset Damage repairs
2712	Tennis Clubs Expenses	4,012	28,808	32,679	6,114	24,796	*	Timing of Cyclone Seroja Shire Asset Damage repairs
2772	Minor Gardening Equipment Purchases	0	1,002	2,000	1,474	1,002		
2812	Golf Courses	2,298	2,282	2,360	2,053	(16)		
3442	Admin Allocation (Recreation & Sport)	14,867	17,502	35,009	28,956	2,635		
7022	Depreciation (Recreation & Sport)	13,609	21,840	43,683	46,372	8,231		
7092	Depreciation (Recreation & Sport)	46,715	42,498	85,000	88,988	(4,217)		
	Total Operating Expenditure	166,746	377,500	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	*	Budget Profile Timing Dept Water DWER Community Water Supply Grant for Rockwell Bore Project Milestone payment received
3444	Fig Tree Camping Fees	(2,452)	(1,248)	(2,500)	(5,825)	1,204		
	Total Operating Revenue	(106,530)	(1,868)	(103,120)	(75,464)			
COA	Capital Expenditure / Reserve Transfers							
1304	Plant & Equipment Purchases (NCA)	143,120	150,000	150,000	2,616	6,880		Carry Over project Shire contribution \$50,000 Total Project \$152,616 Rockwell-Yuna Pipeline Rejuvenation Project Funded through DWER Community Water Supply Program Project: Rockwell-Yuna Pipeline Rejuvenation Project
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	164,044	170,925	212,125	156,908			
	Total Other Recreation and Sport	224,261	546,557	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	4,032	9,146	19,784	3,707	5,114		
2912	Honorarium Librarian Payment	0	1,800	3,600	1,000	1,800		
3582	Admin Allocation (Libraries)	14,867	17,502	35,009	28,956	2,635		
6922	Depreciation (Libraries)	275	0	0	0	(275)		
	Total Operating Expenditure	19,174	28,448	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	19,174	28,448	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	12,682	26,726	31,540	7,098	14,044	*	Timing repairs for Cyclone Seroja Shire Asset Damage - Museum shed at Nanson
3652	Depreciation (Other Culture)	5,418	5,082	10,161	10,748	(336)		
	Total Operating Expenditure	18,100	31,808	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	18,100	31,808	41,701	17,846			
	Total Recreation and Culture	433,635	905,224	1,092,145	813,020			

Prog	Transport	2021/2022	2021/2022	2021/2022	2020/2021			
37	Constuction Streets, Roads, Bridges, Depots	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							
3702	Admin Allocation (Road Construction)	39,646	46,680	93,357	86,867	7,034		
COA	Operating Revenue							
3173	MW Regional Road Funding	(448,053)	(720,000)	(1,200,000)	(900,000)	(271,947)	*	Timing Revenue recognition for RRG funding for Dartmoor Rd, Valentine Rd, East Nabawa (West) Rd & East Nabawa (East) Rd
3193	R2R (Construction) Income	(208,567)	(218,844)	(328,260)	(328,260)	(10,277)	*	Timing Revenue recognition for R2R funding for Dartmoor Rd & Valentine Rd
	Total Operating Revenue	(656,620)	(938,844)	(1,528,260)	(1,228,260)			
COA	Capital Expenditure							
3114	Capital Roadworks Program Purchases (Incl Grant Funded Jobs) (NCA)	990,405	1,120,101	2,135,830	1,674,229	129,697	*	Job: C08 - Dartmoor Rd - Upgrade from gravel to a 7.2m wide seal Job: C16 - East Nabawa (West) - Upgrade from existing unsealed road to 7.2m wide seal Job: C16E - East Nabawa Rd (East) -Upgrade from gravel to 7.2 m wide seal Jobs yet to commence : Job: C13 - Valentine Road - Upgrade from an existing gravel raod to 7.2m wide seal Job: C59 - McCagh Rd - Upgrade from an existing gravel road to 6.2m wide seal Job: 1040 - YMCC Car Park & Road Seal (Bawden Road)
4840	Transfer to Infrastructure Reserve (EQ)	8	0	80,000	65,053			
	Total Capital Expenditure / Reserve Transfers	990,413	1,120,101	2,215,830	1,739,283			
	Total Road Construction	373,439	227,937	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	30,848	0	458,317	0	(30,848)	*	Job: RC131 - Northampton Nabawa Rd allocated Job 3 in the program
3372	Road Maintenance Expense	385,682	619,316	1,493,133	1,922,560	233,634	*	Timing for Allocations S&W across jobs Job: RC04 - Wandana Road - Reconstruct and gravel sheet \$268k Job: RV01 - Road Maintenance Program Minor & Major Mtce \$897k
3502	Depot Maintenance	12,189	17,381	27,857	22,092	5,192		
3512	Street Lighting Expense	4,266	5,001	10,000	10,441	735		
3522	Depreciation (Road Maintenance)	30,095	32,424	64,853	68,309	2,329		
3532	Street Trees	200	10,000	15,000	0	9,800		
3542	Licences & Subscriptions	10,159	15,000	15,000	8,895	4,841		
3562	Road Sign Expense	2,195	10,000	15,000	7,557	7,805		
3802	Admin Allocation (Road Maintenance)	39,646	46,680	93,357	86,867	7,034		
3822	Bore Maintenance	6,237	7,500	10,000	12,422	1,263		
3832	Crossover expenses to ratepayers	0	1,500	3,500	800	1,500		
6912	Depreciation (Roads)	638,024	573,468	1,146,937	1,213,692	(64,556)	*	Timing for non cash allocations - depn
	Total Operating Expenditure	1,159,542	1,338,270	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	(162,670)	(120,000)	(300,000)	(516,120)	42,670	*	Timing Revenue recognition for RRG Funding Northampton Nabawa Rd
3393	Hudson Resources Contribution (Dartmoor Road)	(12,357)	(12,500)	(12,500)	(36,483)	(143)		
	Total Operating Revenue	(312,567)	(270,040)	(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	846,975	1,068,230	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)	27,500	0	684,000	489,116	(27,500)	*	Timing of Plant Replacement Program Changeover
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	27,500	0	323,000	787,152			
	Total Road Plant Purchases	27,500	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)	19,823	23,340	46,679	38,608	3,517		
4572	Traffic Control Expense	0	0	3,000	0	0		
7572	Traffic Counters Expense	0	0	0	0	0		
	Total Operating Expenditure	19,823	23,340	49,679	38,608			
COA	Operating Revenue							
7513	Licensing Commission Income	(2,121)	(1,752)	(3,500)	(3,414)	369		
7573	Traffic Counter Income	0	0	0	(3,200)	0		
	Total Operating Revenue	(2,121)	(1,752)	(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	17,702	21,588	56,179	45,237			
	Total Transport	1,265,617	1,317,755	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)	4,471	9,420	18,839	8,867	4,949		
3852	Weed & Vermin Control Consultancy	0	0	3,000	0	0		
4462	Admin Allocation (Rural Services)	4,968	5,802	11,602	9,853	834		
6722	Noxious Weeds & Pest Expense	6,220	10,833	11,664	10,043	4,613		
	Total Operating Expenditure	15,659	26,055	45,105	28,764			
COA	Capital Expenditure / Reserve Transfers							
4404	Plant & Equipment Purchases (NCA)	0	0	0	0	0		
	Total Rural Services	15,659	26,055	45,105	28,764			

45	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	2,247	0	0	1,410	(2,247)		
4282	Promotional Expense (Tourism)	2,295	12,500	39,500	550	10,205	*	
	Total Operating Expenditure	4,542	12,500	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	4,542	12,500	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	65,363	64,797	132,050	138,386	(566)		
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)	34,691	40,842	81,687	67,563	6,152		
	Total Operating Expenditure	100,054	105,639	224,737	205,949			
COA	Operating Revenue							
4153	Building Licenses Income	(5,413)	(6,000)	(12,000)	(29,838)	(587)		
4173	CTF Commissions Received	(135)	(90)	(180)	(225)	45		
4213	Building Commissions Received	(145)	(228)	(450)	(586)	(83)		
4183	Contributions & Reimbursements (Building Control)	0	0	0	0	0		
	Total Operating Revenue	(5,693)	(6,318)	(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	94,360	99,321	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)	19,823	23,340	46,679	48,259	3,517		
4242	Rehabilitation of Gravel Pits Expense	0	0	5,000	0	0		
4252	Purchase of Stamps	0	25	50	20	25		
4272	Other Expenditure	0	5,548	10,100	28	5,548		
7274	Other Expenditure	733	0	0	0	(733)		
	Total Operating Expenditure	20,556	28,913	62,129	48,307			
COA	Operating Revenue							
4223	Commission Received Australia Post	(4,114)	(3,498)	(7,000)	(8,713)	616		
4243	Annual Post Office Box Fee	(3,389)	(3,300)	(3,300)	(3,300)	89		
4253	Postage Stamp Income	(6)	(46)	(50)	(25)	(40)		
4333	Photocopying Income	(2)	0	0	(42)	2		
4913	Shire Leased Reserves Income	(600)	(450)	(450)	(450)	150		
	Total Operating Revenue	(8,111)	(7,294)	(10,800)	(12,531)			
COA	Capital Expenditure / Reserve Transfers							
4760	Transfer to Water Strategy Reserve (EQ)	1	0	0	5	(1)		
7273	Transfer to Water Strategy Reserve (EQ)	3,812	0	0	0	(3,812)		
	Total Other Economic Services	16,258	21,619	51,329	35,777			
	Total Economic Services	130,819	159,495	348,041	241,801			

Prog	Other Property & Services	2021/2022	2021/2022	2021/2022	2020/2021	BUDGET		Budget PROFILE Comments
47	Plant Depreciation	Year to Date Actuals	Year to Date Budget	Full Year Original Budget	30 June 21 YTD Actuals	VARIATION	>\$10K	
COA	Operating Expenditure							
5012	Depreciation (Other Property & Services)	191,725	171,756	343,517	364,676	(19,969)	*	Non Cash item offset below
7102	Depreciation of Unclassified Assets (Other Property & Services)	0	0	0	0	0		
6890	Depreciation Posted to Jobs (Other Property & Services)	(151,225)	(171,756)	(343,517)	(364,676)	(20,531)	*	Non Cash item offset above
	Total Plant Depreciation	40,500	0	0	0			
Prog	Other Property & Services	2021/2022	2021/2022	2021/2022	2020/2021	BUDGET		Budget PROFILE Comments
50	Private Works	Year to Date Actuals	Year to Date Budget	Full Year Original Budget	30 June 21 YTD Actuals	VARIATION	>\$10K	
COA	Operating Expenditure							
7302	Private Works Expense	141	0	10,000	5,992	(141)		
COA	Operating Income							
7333	Private Works Income	(1,551)	(1,255)	(11,000)	(8,825)	296		
	Total Private Works	(1,411)	(1,255)	(1,000)	(2,833)			
52	Public Works Overheads	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							
0342	Provision for Long Service Leave (Public Works Overheads)	0	0	20,000	(9,930)	0		
4312	Superannuation Council 3% (Public Works Overheads)	4,768	8,268	16,540	13,499	3,500		
4322	Superannuation (Manager of Works)	5,527	5,760	11,524	10,641	233		
4332	Superannuation (Public Works Overheads)	35,727	47,610	95,219	74,830	11,883	*	
4342	Salaries & Wages (Works Manager)	54,178	56,316	112,636	109,943	2,138		
4352	Superannuation Council 3% (Manager of Works)	1,654	1,728	3,457	3,360	74		
4372	Public Works Sundry Expense	13,993	7,100	9,200	10,607	(6,893)		
4382	Works Manager Expenses	1,717	2,076	4,150	3,614	359		
4392	External Engineering Services	8,250	6,500	13,000	9,350	(1,750)		
4402	Sick Leave (Public Works Overheads)	13,769	19,299	38,239	25,646	5,530		
4412	Annual Leave (Public Works Overheads)	16,994	35,560	94,625	75,243	18,566	*	
4432	Public Holiday Pay (Public Works Overheads)	3,105	3,379	45,047	39,692	274		
4422	Long Service Leave Expense (Public Works Overheads)	2,198	0	0	25,305	(2,198)		
4442	Occupational Health & Safety Expense	2,380	9,499	15,000	4,160	7,119		
4452	Protective Uniform/ Minor Workwear	1,477	0	8,293	9,191	(1,477)		
4602	Training Expense	7,679	7,499	15,000	3,259	(180)		
4652	Works Staff Allowances (Public Works Overheads)	10,707	16,752	33,500	23,288	6,045		
5202	Admin Allocation (Public Works Overheads)	64,425	75,852	151,705	125,474	11,427	*	
6782	Workers Compensation Insurance (Public Works Overheads)	18,236	20,854	20,854	18,134	2,618		
7422	Less Public Works Overheads Allocated to W & S	(338,088)	(353,994)	(707,990)	(561,824)	(15,906)	*	
	Total Operating Expenditure	(71,304)	(29,942)	(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	(71,304)	(29,942)	(0)	(0)			

		2021/2022	2021/2022	2021/2022	2020/2021	BUDGET		Budget PROFILE Comments
53	Plant Operation Costs	Year to Date Actuals	Year to Date Budget	Full Year Original Budget	30 June 21 YTD Actuals	VARIATION	>\$10K	
COA	Operating Expenditure							
4472	In House Repairs & Maintenance	99,842	104,010	208,030	197,917	4,168		
4482	Tyre Purchase Expense	7,962	28,752	57,500	34,260	20,790	*	Timing- Tyre Purchase
4492	Parts & Outside Repairs Expense	46,271	75,000	150,000	147,185	28,729	*	Timing - Parts & Outside Repairs Materials & Services
4502	Plant Licences Expense	262	9,196	19,000	18,711	8,934		
4532	Tools & Consumables	10,265	10,002	20,000	20,612	(263)		
4542	Fuel, Oil & Grease	139,859	157,500	300,000	216,793	17,641	*	Timing purchase of Fuel & Oil Expenses
4552	Cutting Edges & Tips	1,237	6,000	12,000	8,575	4,763		
5112	Admin Allocation (Plant Operations)	9,912	11,670	23,339	19,304	1,758		
6772	Insurance Expense (Plant Operations)	38,016	43,599	43,599	37,912	5,583		
4512	Less POC Allocated to W & S	(326,635)	(396,732)	(793,468)	(656,863)	(70,097)	*	31 - Program 14 POC allocated across jobs less coa 4513 diesel fuel rebates from plant use
	Total Operating Expenditure	26,991	48,997	40,000	44,407			
COA	Operating Revenue							
4513	Diesel Fuel Rebate	(25,998)	(19,998)	(40,000)	(44,407)	6,000		
	Total Operating Revenue	(25,998)	(19,998)	(40,000)	(44,407)			
	Total Plant Operation Costs	993	28,999	(0)	0			

		2021/2022	2021/2022	2021/2022	2020/2021	BUDGET		Budget PROFILE Comments
55	Salaries and Wages	Year to Date Actuals	Year to Date Budget	Full Year Original Budget	30 June 21 YTD Actuals	VARIATION	>\$10K	
COA	Operating Expenditure							
4362	Unallocated Wages	0	0	0	0	0		
4570	S&W Gov, Corporate & Development Services	472,340	552,432	1,104,869	963,443	80,092	*	Timing Sal & Wages ordinary hours reduced admin
4580	S&W Works & Services	484,196	594,450	1,188,901	1,063,206	110,254	*	Timing Sal & Wages ordinary hours, overtime & casual pool reduced plant operators
4600	Less Salary & Wages Allocated	(973,939)	(1,146,888)	(2,293,770)	(2,009,244)	(172,949)	*	Timing Sal & Wages ordinary hours, overtime & casual pool
4592	Workers Compensation Paid	0	0	0	0	0		
	Total Operating Expenditure	(17,404)	(6)	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)	(6)	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	1,299	5,000	10,000	8,774	3,701		
	Total Operating Expenditure	1,299	5,000	10,000	8,774			
COA	Operating Revenue							
2385	Proceeds from Disposal of Assets	0	0	(20,000)	0	0		
5023	Overpayments/Recoverables - Income	0	(5,000)	(10,000)	(7,298)	(5,000)		
3813	Profit on Revaluation	0	0	0	0	0	0	
	Total Operating Revenue	0	(5,000)	(30,000)	(7,298)			
	Capital Expenditure							
4801	Transfer to Land Development Reserve (EQ)	3	0	20,000	17	(3)		
	Total Unclassified	1,302	0	0	1,492			
	Total Other Property and Services	(47,323)	(2,204)	(1,001)	16,062			

List of Accounts Paid - December 2021			
Chq/EFT	Date	Name	Amount
MUNICIPAL ACCOUNT			
EFT25949	03/12/2021	Department of Mines, Industry Regulation & Safety	-463.20
EFT25950	03/12/2021	Johanna O'Neill	-530.00
EFT25951	03/12/2021	Shire of Chapman Valley	-30.00
EFT25952	03/12/2021	Synergy	-600.25
EFT25953	03/12/2021	ATC Work Smart	-2630.32
EFT25954	03/12/2021	Batavia Metal Roofing	-522.50
EFT25955	03/12/2021	Battery Mart	-360.80
EFT25956	03/12/2021	Chapman Valley Menshed Inc	-400.00
EFT25957	03/12/2021	Complete Office Supplies	-322.97
EFT25958	03/12/2021	Department Of Fire And Emergency Services	-23812.80
EFT25959	03/12/2021	Elizabeth Anne Elliott-Lockhart	-138.03
EFT25960	03/12/2021	Landgate	-182.64
EFT25961	03/12/2021	MOD Designs	-1600.00
EFT25962	03/12/2021	Midwest Chemical & Paper	-370.45
EFT25963	03/12/2021	Norfolk Cleaning Service	-3366.00
EFT25964	03/12/2021	Option Refrigeration & Air Conditioning	-3124.00
EFT25965	03/12/2021	Peter John Humphrey	-188.60
EFT25966	03/12/2021	Redi Hire Solutions	-285.00
EFT25967	03/12/2021	Shire of Morawa	-1712.50
EFT25968	10/12/2021	Building and Construction Industry Training Fund	-474.58
EFT25969	10/12/2021	Shire of Chapman Valley	-33.00
EFT25970	10/12/2021	Synergy	-189.88
EFT25971	10/12/2021	Water Corporation	-1532.34
EFT25972	10/12/2021	Australia Post	-180.10
EFT25973	10/12/2021	Five Star Business Solutions & Innovation	-770.50
EFT25974	10/12/2021	Harvey Norman Computers Geraldton	-316.00
EFT25975	10/12/2021	Hersey's Safety Pty Ltd	-935.79
EFT25976	10/12/2021	Hille Thompson and Delfos Surveyors and Planners	-660.00
EFT25977	10/12/2021	Kruize Asphalt & Contracting	-13442.00
EFT25978	10/12/2021	Midwest Mowers and Can-Am	-519.00
EFT25979	10/12/2021	Midwest Safety & Training Pty Ltd	-5950.00
EFT25980	10/12/2021	Novus	-484.00
EFT25981	10/12/2021	Queens Supa IGA Supermarket	-192.98
EFT25982	10/12/2021	Refuel Australia	-32574.37
EFT25983	10/12/2021	TeletracNavman Australia	-769.45
EFT25984	10/12/2021	Think Water Geraldton	-432.50
EFT25985	10/12/2021	Woolworths Group	-342.77
EFT25986	06/12/2021	Westpac Geraldton	-308.79
EFT25987	17/12/2021	Synergy	-1245.67
EFT25988	17/12/2021	ALTUS Planning & Appeals	-1215.50
EFT25989	17/12/2021	ATC Work Smart	-2667.90
EFT25990	17/12/2021	HL Geospatial	-6024.33
EFT25991	17/12/2021	Hersey's Safety Pty Ltd	-207.90
EFT25992	17/12/2021	Integrated ICT	-6891.27
EFT25993	17/12/2021	Shoreline Outdoor World	-5182.10
EFT25994	17/12/2021	Splash World Pty Ltd ATF The Wattle Grove Family Trust	-8510.30
EFT25995	17/12/2021	Sun City Plumbing	-2120.53
EFT25996	17/12/2021	Tai Chi Agistment Pty Ltd	-1620.12
EFT25997	23/12/2021	Australian Taxation Office	-36076.00
EFT25998	24/12/2021	Megablue Holdings Pty Ltd	-236.00
EFT25999	24/12/2021	Telstra Corporation Limited	-1454.68

List of Accounts Paid - December 2021			
Chq/EFT	Date	Name	Amount
MUNICIPAL ACCOUNT			
EFT26000	24/12/2021	Water Corporation	-13.65
EFT26001	24/12/2021	ATC Work Smart	-2573.96
EFT26002	24/12/2021	Bruce Rock Engineering	-1818.94
EFT26003	24/12/2021	Bunnings Group Limited	-670.11
EFT26004	24/12/2021	CJD Equipment Pty Ltd	-200.64
EFT26005	24/12/2021	Chapman Valley Primary School	-25.00
EFT26006	24/12/2021	Cleanaway Co Pty Ltd (Commercial)	-8305.12
EFT26007	24/12/2021	Cleanaway Co Pty Ltd (Domestic)	-5916.09
EFT26008	24/12/2021	Echelon Australia Pty Ltd - LGIS Risk Management	-4100.40
EFT26009	24/12/2021	Freemans Liquid Waste	-1925.00
EFT26010	24/12/2021	GG Pumps And Electrical Pty Ltd	-1046.32
EFT26011	24/12/2021	Geraldton Ag Services	-2085.55
EFT26012	24/12/2021	Geraldton Lock And Key	-478.23
EFT26013	24/12/2021	Goodyear & Dunlop Tyres (Aust) Pty Ltd	-1042.61
EFT26014	24/12/2021	Independent Rural Pty Ltd	-254.98
EFT26015	24/12/2021	Integrated ICT	-4611.12
EFT26016	24/12/2021	Kruize Asphalt & Contracting	-7221.50
EFT26017	24/12/2021	Landgate	-54.40
EFT26018	24/12/2021	ML Communications	-286.00
EFT26019	24/12/2021	Mitchell & Brown	-864.50
EFT26020	24/12/2021	NAPA - Cows Parts Pty Ltd	-786.17
EFT26021	24/12/2021	Nabawa Valley Tavern	-1333.35
EFT26022	24/12/2021	Node1Internet	-476.95
EFT26023	24/12/2021	Novus	-1429.00
EFT26024	24/12/2021	Nutrien Ag Solutions Ltd	-611.82
EFT26025	24/12/2021	Patience Sandland Pty Ltd.	-4612.50
EFT26026	24/12/2021	Pirtek Geraldton	-296.68
EFT26027	24/12/2021	Purcher International	-474.85
EFT26028	24/12/2021	Reece Pty Ltd	-76.72
EFT26029	24/12/2021	Shire of Morawa	-600.00
EFT26030	24/12/2021	Subterranean Service Locations WA	-462.00
EFT26031	24/12/2021	Sun City Plumbing	-8246.03
EFT26032	24/12/2021	Toll Transport Pty Ltd	-11.01
EFT26033	24/12/2021	Travis Petford	-1500.00
EFT26034	24/12/2021	Western Australian Electoral Commission	-6277.41
EFT26035	24/12/2021	Western Australian Local Government Association (WALGA)	-214.50
EFT26036	24/12/2021	Western Resource Recovery Pty Ltd	-1377.00
EFT26037	24/12/2021	Westrac Pty Ltd	-128.40
EFT26038	24/12/2021	Yuna P & C Association	-200.00
DD17433.1	07/12/2021	Aware Super Pty Ltd	-7515.27
DD17433.2	07/12/2021	Australian Super	-0.73
DD17433.3	07/12/2021	Wealth Personal Superannuation and Pension Fund	-510.12
DD17433.4	07/12/2021	Cameron Fishing Superannuation Fund	-105.15
DD17433.5	07/12/2021	Prime Super	-308.88
DD17433.6	07/12/2021	Hostplus Superannuation	-80.02
DD17433.7	07/12/2021	Rest Superannuation	-257.00
DD17433.8	07/12/2021	ANZ Smart Choice Super	-259.90
DD17449.1	21/12/2021	Aware Super Pty Ltd	-7685.74
DD17449.2	21/12/2021	Australian Super	-250.49
DD17449.3	21/12/2021	Wealth Personal Superannuation and Pension Fund	-510.12
DD17449.4	21/12/2021	Cameron Fishing Superannuation Fund	-99.61

List of Accounts Paid - December 2021			
Chq/EFT	Date	Name	Amount
MUNICIPAL ACCOUNT			
DD17449.5	21/12/2021	Prime Super	-325.73
DD17449.6	21/12/2021	Hostplus Superannuation	-43.52
DD17449.7	21/12/2021	Rest Superannuation	-85.92
DD17449.8	21/12/2021	ANZ Smart Choice Super	-259.90

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

SYNERGY

Balance as per Cash at Bank Account GL 160000	225,850.43
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	-
	\$4,151,313.09

BANK

Muni Bank Account (Account No 000040)	225,272.43
Investment Account (Account No 305784)	3,925,462.66
	<u>4,150,735.09</u>
Less Outstanding Payments	-
Plus Outstanding Deposits	578.00
Plus Tfer from Trust to Muni <u>or</u> [Tfer to Trust from Muni]	-
	\$4,151,313.09

Difference Check 0.00

Completed by:



Beau Raymond - Senior Finance Officer

7/1/22

Date

Reviewed by:



Dianne Raymond - Mgr Finance & Corporate Services

11/1/2022

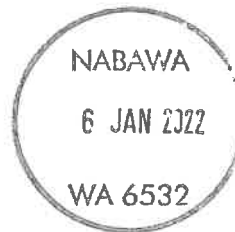
Date



Corporate Card Statement



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



ENTERED

Facility Number

00018023 20000001

Payment Due Date

30 December 2021

Closing Balance

\$399.62

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.

COPY

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
22 Nov 2021	20 Dec 2021	30 Dec 2021	308.79	399.62	9,600.38

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		
308.79	308.79 -	399.62	0.00	0.00	0.00	399.62	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

S000722 / M000249 / 355 / CN1VP4P1

ENTERED

COPY



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	5,921.45

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 DEC	Payments AUTOMATIC PAYMENT	290.54-	
	Sub Total:	290.54-	
19 NOV	Purchases BCF AUSTRALIA GERALDTON AUS	24.95	File Noted for credit offset 150220-09
19 NOV	SPORTING GOODS STORES GERALDTON AUS	24.95-	
22 NOV	BCF AUSTRALIA SPORTING GOODS STORES		
22 NOV	MINGENEW BAKERY MINGENEW AUS	12.00	
13 DEC	BAKERIES		
	Adobe Systems Pty Ltd Sydney AUS	66.55	GL 107220.22 Adobe license
	DIGITAL GOODS - APPS		
	Sub Total:	78.55	

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		
290.54	290.54 -	78.55	0.00	0.00	0.00	78.55	0.00

5000723 / M000249 / 355 / CN1VP4P1

Corporate Card Statement

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

Cardholder Signature

Date

11/1/22

Transactions examined and approved.

Manager/Supervisor Signature

Date

11/1/22

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

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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 WA 6532

CARDHOLDER TRANSACTION DETAILS

Cardholder Name	Card Number	Credit Limit	Available Credit
Simon Lancaster	5163 2531 0083 4453	4,000	3,678.93

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 DEC	Payments AUTOMATIC PAYMENT	18.25-	
	Sub Total:	18.25-	
10 DEC	Purchases AMAZON MKTPLC AU SYDNEY SOUTH AUS	38.47	
17 DEC	MISCELLANEOUS & SPECIALTY RE iPad Cover k Screen Protector (iPad Air 2) 127020.0	282.60	104720.02
	CARROLL RICHARDSON-FLA 03 9566 4500 AUS		
	VARIETY STORES		
	Sub Total:	321.07	

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 -	321.07	0.00	0.00	0.00	321.07	0.00

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

Cardholder Signature _____

Date 3/2/22

Transactions examined and approved.

Manager/Supervisor Signature _____

Date 03/02/2022

Corporate Card Statement

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

SHIRE OF CHAPMAN VALLEY
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 31st January 2022

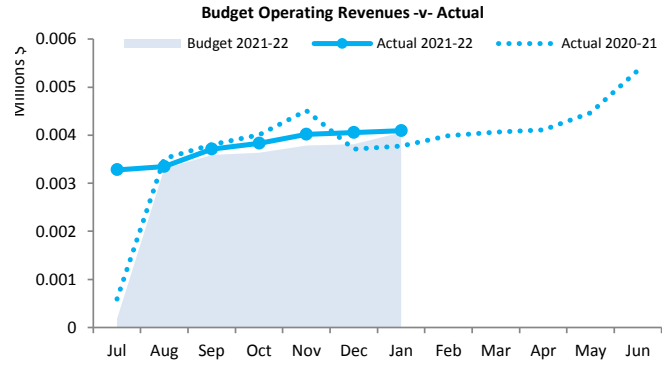
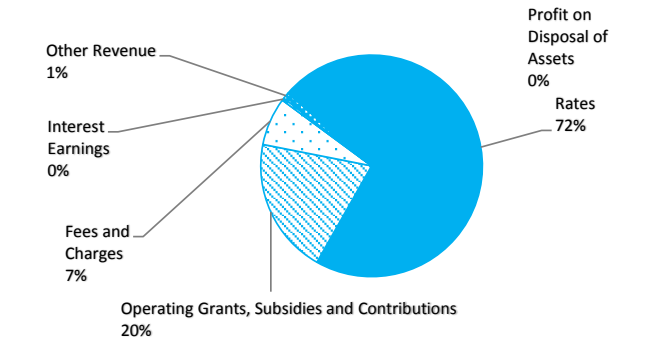
LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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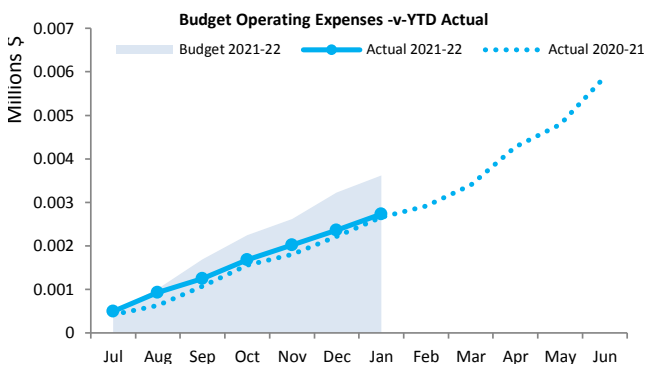
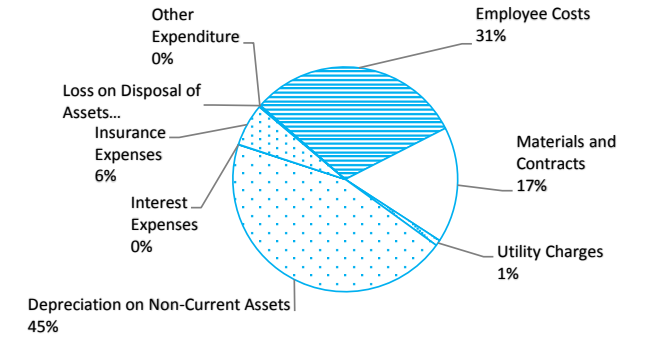
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OPERATING ACTIVITIES

OPERATING REVENUE

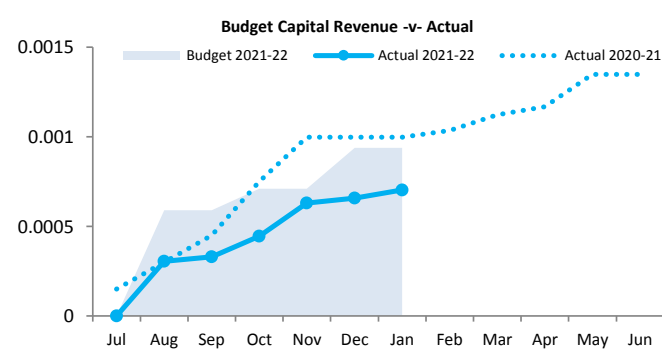


OPERATING EXPENSES

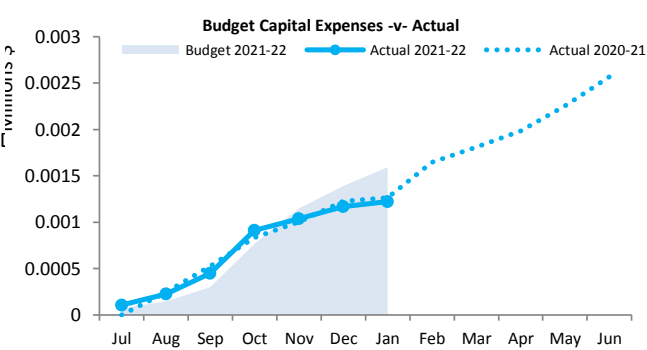


INVESTING ACTIVITIES

CAPITAL REVENUE



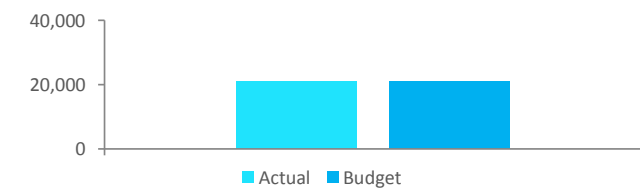
CAPITAL EXPENSES



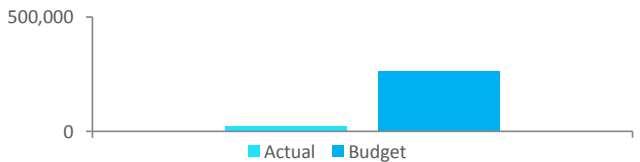
FINANCING ACTIVITIES

BORROWINGS

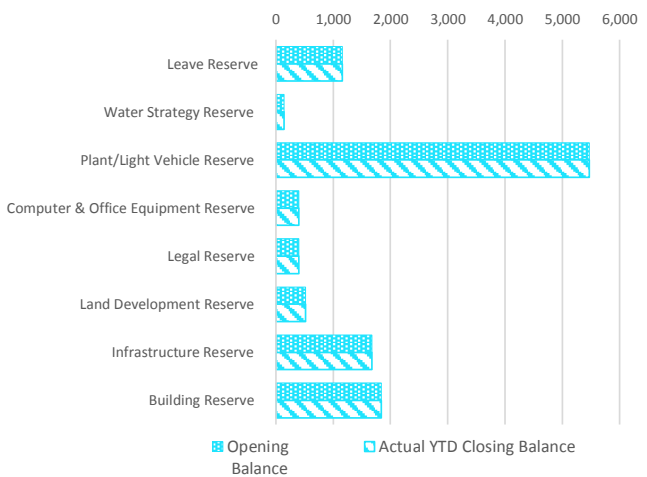
Principal Repayments



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	\$1.78 M	\$0.44 M
Closing	\$0.00 M	\$2.87 M	\$3.82 M	\$0.96 M
Refer to Statement of Financial Activity				

Cash and cash equivalents		
	\$5.18 M	% of total
Unrestricted Cash	\$4.02 M	77.6%
Restricted Cash	\$1.16 M	22.4%
Refer to Note 2 - Cash and Financial Assets		

Payables		
	\$0.17 M	% Outstanding
Trade Payables	\$0.01 M	
0 to 30 Days		100.0%
30 to 90 Days		0.0%
Over 90 Days		0%
Refer to Note 5 - Payables		

Receivables		
	\$0.38 M	% Collected
Rates Receivable	\$0.34 M	88.7%
Trade Receivable	\$0.04 M	% Outstanding
30 to 90 Days		74.5%
Over 90 Days		21.6%
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	\$1.57 M	\$2.59 M	\$1.02 M
Refer to Statement of Financial Activity			

Rates Revenue		
YTD Actual	\$2.94 M	% Variance
YTD Budget	\$2.94 M	0.1%
Refer to Note 6 - Rate Revenue		

Operating Grants and Contributions		
YTD Actual	\$0.81 M	% Variance
YTD Budget	\$0.85 M	(3.7%)
Refer to Note 13 - Operating Grants and Contributions		

Fees and Charges		
YTD Actual	\$0.29 M	% Variance
YTD Budget	\$0.25 M	16.7%
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)	(\$0.65 M)	(\$0.52 M)	\$0.13 M
Refer to Statement of Financial Activity			

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

Asset Acquisition		
YTD Actual	\$1.22 M	% Spent
Adopted Budget	\$3.92 M	(68.8%)
Refer to Note 8 - Capital Acquisitions		

Capital Grants		
YTD Actual	\$0.70 M	% Received
Adopted Budget	\$1.53 M	(54.0%)
Refer to Note 8 - Capital Acquisitions		

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.25 M	\$0.61 M	(\$0.03 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	\$0.05 M
Refer to Note 10 - Lease Liabilities	

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

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

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2022**

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	1,779,565	440,209	32.87%	▲
Revenue from operating activities							
Governance		1,200	700	5	(695)	(99.29%)	
General purpose funding - general rates	6	2,937,703	2,937,703	2,940,028	2,325	0.08%	
General purpose funding - other		480,191	250,692	324,657	73,965	29.50%	▲
Law, order and public safety		263,460	174,511	100,851	(73,660)	(42.21%)	▼
Health		5,007	3,827	4,262	435	11.37%	
Community amenities		184,259	172,998	175,861	2,863	1.65%	
Recreation and culture		1,057,644	198,645	178,662	(19,983)	(10.06%)	▼
Transport		619,546	272,084	326,439	54,355	19.98%	▲
Economic services		23,430	15,248	15,198	(50)	(0.33%)	
Other property and services		81,000	29,586	27,550	(2,036)	(6.88%)	
		5,653,440	4,055,994	4,093,513	37,519		
Expenditure from operating activities							
Governance		(435,202)	(249,774)	(140,791)	108,983	43.63%	▲
General purpose funding		(125,533)	(66,236)	(53,256)	12,980	19.60%	▲
Law, order and public safety		(399,952)	(232,031)	(140,451)	91,580	39.47%	▲
Health		(31,390)	(16,143)	(11,003)	5,140	31.84%	
Community amenities		(791,886)	(423,829)	(308,740)	115,089	27.15%	▲
Recreation and culture		(1,156,790)	(788,016)	(483,234)	304,782	38.68%	▲
Transport		(3,495,990)	(1,588,969)	(1,386,027)	202,942	12.77%	▲
Economic services		(371,471)	(198,359)	(160,162)	38,197	19.26%	▲
Other property and services		(59,999)	(54,887)	(47,367)	7,520	13.70%	
		(6,868,213)	(3,618,244)	(2,731,031)	887,213		
Non-cash amounts excluded from operating activities	1(a)	1,893,922	1,131,018	1,225,662	94,644	8.37%	
Amount attributable to operating activities		679,149	1,568,768	2,588,144	1,019,376		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	14	1,528,260	938,844	703,367	(235,477)	(25.08%)	▼
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)	(1,593,203)	(1,223,134)	370,069	23.23%	▲
Amount attributable to investing activities		(2,263,544)	(654,359)	(519,767)	134,592		
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)	(4,451)	(4,451)	0	0.00%	
Repayment of debentures	9	0	0	(20,925)	(20,925)	0.00%	▼
Transfer to reserves	11	(365,275)	(69)	(69)	0	0.00%	
Amount attributable to financing activities		245,039	613,480	(25,445)	(638,925)		
Closing funding surplus / (deficit)	1(c)	0	2,867,245	3,822,497			

KEY INFORMATION

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

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

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

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

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 JANUARY 2022

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

REVENUE FROM CONTRACTS WITH CUSTOMERS

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

FEES AND CHARGES

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

SERVICE CHARGES

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

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

PROFIT ON ASSET DISPOSAL

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

NATURE OR TYPE DESCRIPTIONS

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

Shortfall between the value of assets received over the net book value. 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 31 JANUARY 2022**

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	1,779,565	440,209	32.87%	▲
Revenue from operating activities							
Rates	6	2,937,703	2,937,703	2,940,028	2,325	0.08%	
Operating grants, subsidies and contributions	13	2,183,640	845,359	814,215	(31,144)	(3.68%)	
Fees and charges		305,236	245,757	286,746	40,989	16.68%	▲
Interest earnings		13,475	9,933	14,543	4,610	46.41%	
Other revenue		153,380	17,242	37,981	20,739	120.28%	▲
Profit on disposal of assets	7	60,006	0	0	0	0.00%	
		5,653,440	4,055,994	4,093,513	37,519		
Expenditure from operating activities							
Employee costs		(2,246,397)	(1,167,261)	(849,295)	317,966	27.24%	▲
Materials and contracts		(2,306,138)	(1,036,666)	(455,336)	581,330	56.08%	▲
Utility charges		(52,103)	(26,554)	(22,749)	3,805	14.33%	
Depreciation on non-current assets		(1,938,889)	(1,131,018)	(1,229,031)	(98,013)	(8.67%)	
Interest expenses		(3,336)	(2,012)	(1,269)	743	36.93%	
Insurance expenses		(184,419)	(183,731)	(166,730)	17,001	9.25%	
Other expenditure		(136,931)	(71,002)	(6,621)	64,381	90.67%	▲
Loss on disposal of assets	7	0	0	0	0	0.00%	
		(6,868,213)	(3,618,244)	(2,731,031)	887,213		
Non-cash amounts excluded from operating activities	1(a)	1,893,922	1,131,018	1,225,662	94,644	8.37%	
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Amount attributable to investing activities		(2,263,544)	(654,359)	(519,767)	134,592		
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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)	(4,451)	(4,451)	0	0.00%	
Repayment of debentures	9	0	0	(20,925)	(20,925)	0.00%	▼
Transfer to reserves	11	(365,275)	(69)	(69)	0	0.00%	
Amount attributable to financing activities		245,039	613,480	(25,445)	(638,925)		
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KEY INFORMATION

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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 31st of January 2022

(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		0	0	0
Movement in inventory		0	0	904
Movement in employee benefit provisions		15,039	0	0
Movement in contract liabilities		0	0	0
Movement in lease liabilities		0	0	(4,451)
Movement in other provisions		0	0	178
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	1,131,018	1,229,031
Total non-cash items excluded from operating activities		1,893,922	1,131,018	1,225,662

(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	31 January 2021	31 January 2022
Adjustments to net current assets				
Less: Reserves - restricted cash	11	(1,160,486)	(805,182)	(1,160,555)
Add: Borrowings	9	42,125	23,150	21,201
Add: Provisions - employee	12	394,118	435,584	394,118
Add: Lease liabilities	10	7,686	2,517	3,235
Total adjustments to net current assets		(716,557)	(343,931)	(742,001)

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

Current assets

Cash and cash equivalents	2	3,786,799	4,629,199	5,181,874
Rates receivables	3	97,209	261,403	341,772
Receivables	3	83,580	233,690	39,925
Other current assets	4	13,522	2,506	33,248

Less: Current liabilities

Payables	5	(855,603)	(59,895)	(168,190)
Borrowings	9	(42,125)	(23,150)	(21,201)
Contract liabilities	12	(185,456)	(349,509)	(445,577)
Lease liabilities	10	(7,686)	(2,517)	(3,235)
Provisions	12	(394,118)	(435,584)	(394,118)

Less: Total adjustments to net current assets	1(b)	(716,557)	(343,931)	(742,001)
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Closing funding surplus / (deficit)		1,779,565	3,912,212	3,822,497
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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	95,157	0	95,157		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	115,722	115,722		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	547,243	547,243		Westpac Banking Corporation
Computer & Office Equipment Reserve	Cash and cash equivalents	0	39,767	39,767		Westpac Banking Corporation
Legal Reserve	Cash and cash equivalents	0	40,038	40,038		Westpac Banking Corporation
Land Development Reserve	Cash and cash equivalents	0	52,104	52,104		Westpac Banking Corporation
Infrastructure Reserve	Cash and cash equivalents	0	167,234	167,234		Westpac Banking Corporation
Building Reserve	Cash and cash equivalents	0	184,201	184,201		Westpac Banking Corporation
Trust Account	Cash and cash equivalents	0	0		177,170	Westpac Banking Corporation
Total		4,021,320	1,160,554	5,181,874	177,170	
Comprising						
Cash and cash equivalents		4,021,320	1,160,554	5,181,874	177,170	
		4,021,320	1,160,554	5,181,874	177,170	

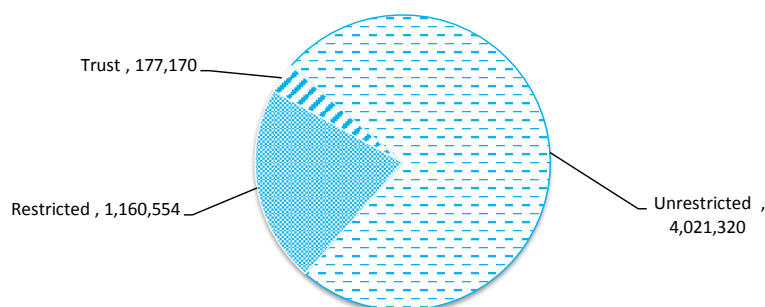
KEY INFORMATION

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.

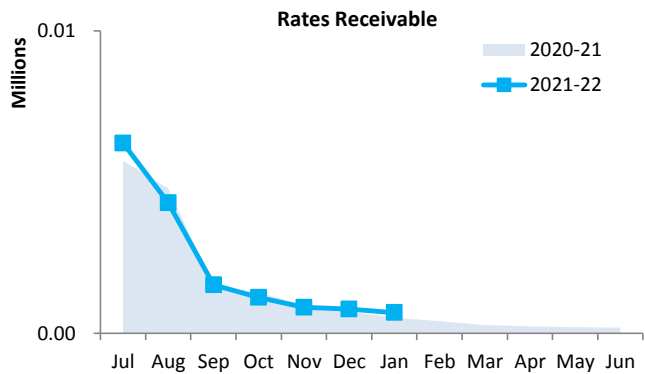
The local government classifies financial assets at amortised cost if both of the following criteria are met:

- 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 June 2021	31 Jan 2022
	\$	\$
Opening arrears previous years	89,683	97,209
Levied this year	2,854,496	2,940,028
Less - collections to date	(2,846,970)	2,695,465
Equals current outstanding	97,209	341,772
Net rates collectable	97,209	341,772
% Collected	96.7%	88.7%

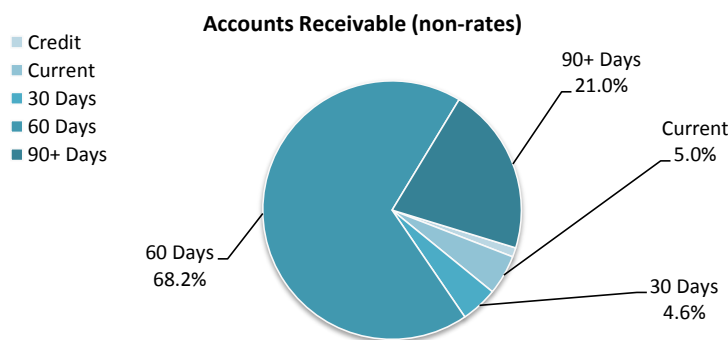


Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(250)	1,073	992	14,663	4,526	21,004
Percentage	(1.2%)	5.1%	4.7%	69.8%	21.6%	
Balance per trial balance						
Sundry receivable						21,004
GST receivable						9,409
ESL receivable						9,512
Total receivables general outstanding						39,925

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 Movement	Closing Balance 31 January 2022
Other current assets	\$	\$	\$
Inventory			
Stock on hand	5,141	904	6,045
Other current assets			
Prepayments	8,382	18,821	27,203
Total other current assets	13,523	19,725	33,248
Amounts shown above include GST (where applicable)			

Inventory

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

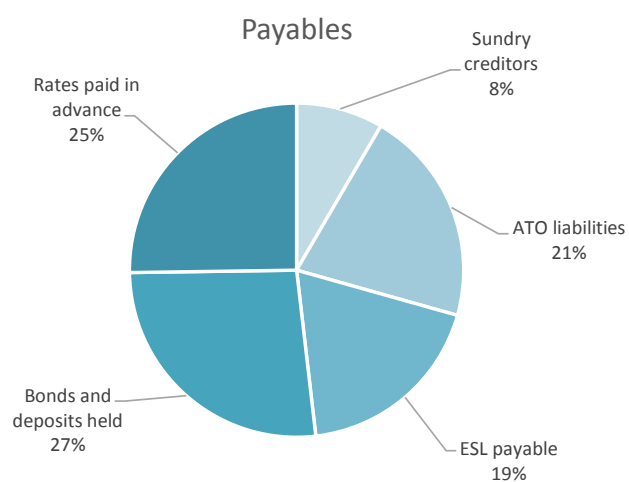
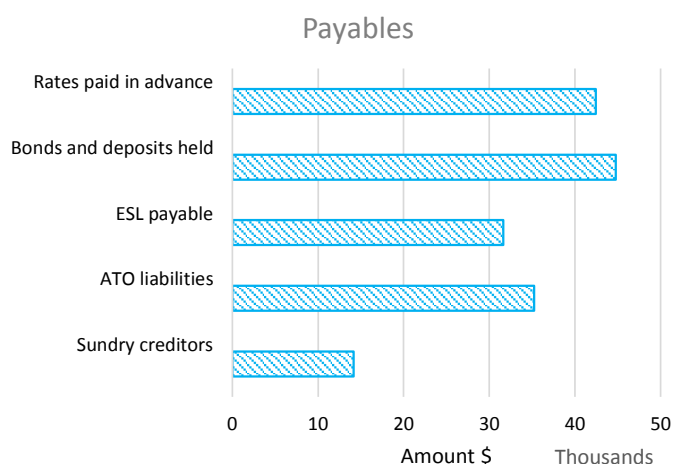
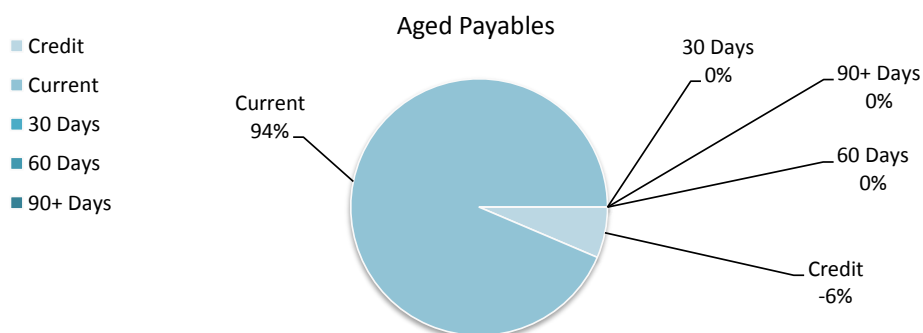
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	(1,039)	15,194	0	0	0	14,155
Percentage	-7.3%	107.3%	0%	0%	0%	
Balance per trial balance						
Sundry creditors						14,155
ATO liabilities						35,232
ESL payable						31,618
Bonds and deposits held						44,754
Rates paid in advance						42,431
Total payables general outstanding						168,190

Amounts shown above include GST (where applicable)

KEY INFORMATION

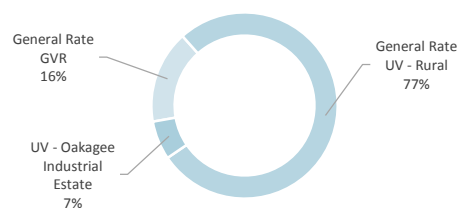
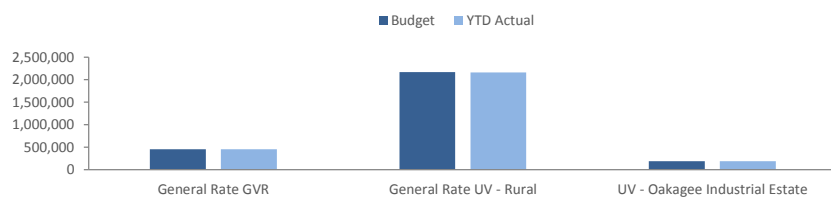
Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are 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	2,551	430	453,433
Unimproved value											
General Rate UV - Rural	0.010900	413	198,688,350	2,165,703	0	0	2,165,703	2,165,703	(1,769)	(2,204)	2,161,730
UV - Oakagee Industrial Estate	0.021000	2	8,826,000	185,346	0	0	185,346	185,346	3,297	22	188,665
Sub-Total		703	212,290,400	2,801,502	0	0	2,801,503	2,801,502	4,079	(1,752)	2,803,828
Minimum payment	Minimum \$										
Gross rental value											
General Rate GVR	700	186		130,200	0	0	130,200	130,200	0	0	130,200
Unimproved value											
General Rate UV - Rural	400	15		6,000	0	0	6,000	6,000	0	0	6,000
Sub-total		201	0	136,200	0	0	136,200	136,200	0	0	136,200
Total general rates							2,937,703				2,940,028

KEY INFORMATION

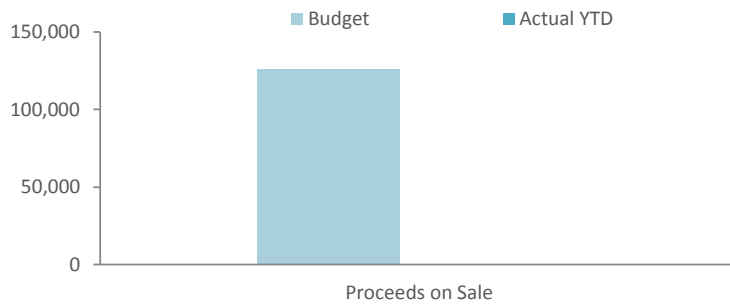
Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2020 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability 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.



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2022

OPERATING ACTIVITIES
NOTE 7
DISPOSAL OF ASSETS

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



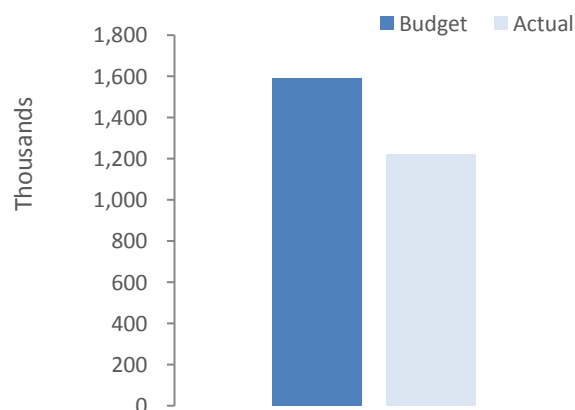
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2022**

**INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS**

	Budget	Adopted YTD Budget	YTD Actual	YTD Actual Variance
Capital acquisitions	\$	\$	\$	\$
Land and buildings	827,374	50,000	8,756	(41,244)
Furniture and equipment	15,000	0	0	0
Plant and equipment	902,600	218,600	167,251	(51,349)
Tools and equipment	37,000	0	4,091	4,091
Infrastructure - roads	2,135,830	1,324,603	1,043,036	(281,567)
Payments for Capital Acquisitions	3,917,804	1,593,203	1,223,134	(370,069)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	1,528,260	938,844	703,367	(235,477)
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	654,359	519,767	(134,592)
Capital funding total	3,917,804	1,593,203	1,223,134	(370,069)

SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2022**

FINANCING ACTIVITIES

NOTE 9

BORROWINGS

Repayments - borrowings

Information on borrowings		1 July 2021	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Recreation and culture										
Bill Hemsley Park	98	42,125	0	0	20,925	20,925	21,201	21,201	412	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	412	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.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2022**

FINANCING ACTIVITIES

NOTE 10

LEASE LIABILITIES

Movement in carrying amounts

Information on leases		1 July 2021	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Lease No.		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Community amenities										
Nabawa Fuel Station	LE01	58,180	0	0	4,451	7,686	53,729	50,494	852	1,476
Total		58,180	0	0	4,451	7,686	53,729	50,494	852	1,476
Current lease liabilities		7,686					3,235			
Non-current lease liabilities		50,494					50,494			
		58,180					53,729			

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

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

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2022**

OPERATING ACTIVITIES

NOTE 11

CASH RESERVES

Cash backed reserve

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve	115,715	40	7	15,000	0	0	0	130,755	115,722
Water Strategy Reserve	14,245	5	0	0	0	0	0	14,250	14,245
Plant/Light Vehicle Reserve	547,211	80	32	150,000	0	(278,000)	0	419,291	547,243
Computer & Office Equipment Reserve	39,764	15	3	0	0	0	0	39,779	39,767
Legal Reserve	40,036	15	3	0	0	0	0	40,051	40,039
Land Development Reserve	52,101	20	3	20,000	0	0	0	72,121	52,104
Infrastructure Reserve	167,224	35	10	80,000	0	0	0	247,259	167,234
Building Reserve	184,190	65	11	100,000	0	(100,000)	0	184,255	184,201
	1,160,486	275	69	365,000	0	(378,000)	0	1,147,761	1,160,555

	Note	Opening Balance 1 July 2021	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 January 2022
Other current liabilities		\$		\$	\$	\$
Other liabilities						
- Contract liabilities - Grant Funding		185,456	0	1,809,630	(1,549,510)	445,577
Total other liabilities		185,456	0	1,809,630	(1,549,510)	445,577
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	1,809,630	(1,549,510)	839,695

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	Increase in	Decrease in	Liability	Current	Adopted	YTD	YTD
	1 July 2021	Liability	Liability	31 Jan 2022	Liability	Budget	Budget	Revenue
	\$	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies								
General purpose funding								
WA LG Grants Commission - Road Funding	0	135,867	(135,867)	0	0	241,604	120,803	135,867
WA LG Grants Commission - General Purpose	0	154,205	(154,205)	0	0	202,912	101,456	154,205
Law, order, public safety								
DFES Grant Funding	0	27,432	(27,432)	0	0	19,500	13,000	27,432
Various Other	169,855	148,203	(116,821)	201,237	201,237	217,960	143,279	29,212
Recreation and culture								
LRICIP Round 3	0	0	0	0	0	730,874	0	0
DWER Water Supply Grant	0	100,000	(100,000)	0	0	100,000	0	100,000
Various Other	0	0	0	0	0	0	0	4,255
Transport								
Mainroads WA Direct Grant Funding	0	137,540	(137,540)	0	0	137,540	137,540	137,540
Mainroads WA Regional Road Funding	0	180,000	(101,997)	78,003	78,003	300,000	120,000	101,997
Various Other	15,602	56,679	(72,281)	0	0	0	0	72,281
	185,457	939,926	(846,143)	279,240	279,240	1,950,390	636,078	762,788
Operating contributions								
General purpose funding								
Ex Gratia Rates	0	0	0	0	0	10,000	10,000	10,273
Law, order, public safety								
Contributions & Reimbursements	0	0	0	0	0	14,400	8,400	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	900	400
Recreation and culture								
Contributions & Reimbursements	0	0	0	0	0	154,150	154,150	0
Transport								
Hudson Resources Contribution	0	0	0	0	0	12,500	12,500	12,357
Other property and services								
Diesel Fuel Rebates	0	0	0	0	0	40,000	23,331	25,997
	0	0	0	0	0	233,250	209,281	51,427
TOTALS	185,457	939,926	(846,143)	279,240	279,240	2,183,640	845,359	814,215

Provider	Unspent non operating grants, subsidies and contributions liability					Non operating grants, subsidies and contributions revenue		
	Liability 1 July 2021	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Jan 2022	Current Liability 31 Jan 2022	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
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	660,000	(493,663)	166,337	166,337	1,200,000	720,000	493,663
Roads to Recovery Funding	0	208,567	(208,567)	0	0	328,260	218,844	208,567
TOTALS	0	869,704	(703,367)	166,337	166,337	1,528,260	938,844	703,367

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2022**

**NOTE 15
TRUST FUND**

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

Description	Opening Balance 1 July 2021	Amount Received	Amount Paid	Closing Balance 31 Jan 2022
	\$	\$	\$	\$
Bonds - Hall Hire	4,330	6,220	(5,690)	4,860
Nomination Deposits	0	320	(320)	0
Post Office Deposit	1,581	0	0	1,581
Contributions from Sub Divider	150,357	0	0	150,357
Refundable Deposit	11,580	5,000	(580)	16,000
CTF Levy	4,349	4,029	(6,310)	2,068
Building Commission	3,688	3,636	(5,120)	2,204
Unclaimed Monies	250	236	(486)	0
Standpipe Card Bond	100	0	0	100
	176,235	19,441	(18,506)	177,170

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 JANUARY 2022

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	73,965	29.50%	▲	Permanent Financial Assistance Grants
Law, order and public safety	(73,660)	(42.21%)	▼	Permanent Reimbursement Disaster Recovery TC Cyclone Seroja Shire asset works
Recreation and culture	(19,983)	(10.06%)	▼ Timing Variance	
Transport	54,355	19.98%	▲	
Expenditure from operating activities				
Governance	108,983	43.63%	▲ Timing Variance	
General purpose funding	12,980	19.60%	▲	
Law, order and public safety	91,580	39.47%	▲ Timing Variance	
Community amenities	115,089	27.15%	▲ Timing Variance	
Recreation and culture	304,782	38.68%	▲ Timing Variance	
Transport	202,942	12.77%	▲	
Economic services	38,197	19.26%	▲	
Investing activities				
Proceeds from non-operating grants, subsidies and contributions	(235,477)	(25.08%)	▼ Timing Variance	
Payments for property, plant and equipment and infrastructure	370,069	23.23%	▲ 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	2021/2022	2021/2022	Last Years Acutal YTD
	Year to Date Actuals	Year to Date Budget	Full Year Original Budget	For the period ending
	31/01/2022	31/01/2022	30/06/2022	30-June-2021
Operating Expenditure				
Governance	140,791	249,774	435,202	332,084
General Purpose Funding	53,256	66,236	125,533	100,951
Law, Order and Public Safety	140,451	232,031	399,952	326,419
Education	0	0	0	0
Health	11,003	16,143	31,390	24,583
Community Amenities	308,740	423,829	791,886	608,127
Recreation and Culture	483,234	787,460	1,156,790	779,856
Transport	1,386,027	1,589,525	3,495,990	3,479,110
Economic Services	160,162	198,359	371,471	284,980
Other Property and Services	47,367	54,886	59,999	76,576
Total Expenditure (E)	2,731,031	3,618,244	6,868,213	6,012,685
	2021/2022	2021/2022	2021/2022	Last Years Acutal YTD
	Year to Date Actuals	Full Year Original Budget	Full Year Original Budget	For the period ending
	31/01/2022	31/01/2022	30/06/2022	30-June-2021
Operating Revenue				
Governance	(5)	(700)	(1,200)	(23,307)
General Purpose Funding	(3,264,685)	(3,188,395)	(3,417,894)	(3,856,818)
Law, Order and Public Safety	(100,851)	(174,511)	(263,460)	(100,430)
Health	(4,262)	(3,827)	(5,007)	(9,808)
Housing	0	0	0	0
Community Amenities	(175,861)	(172,998)	(184,259)	(247,839)
Recreation and Culture	(179,799)	(198,645)	(1,057,644)	(331,521)
Transport	(1,028,669)	(1,210,928)	(2,147,806)	(1,988,020)
Economic Services	(15,198)	(15,248)	(23,430)	(43,179)
Other Property and Services	(27,549)	(29,586)	(81,000)	(60,530)
Total Revenue (R)	(4,796,880)	(4,994,838)	(7,181,700)	(6,661,453)
Operating (Profit)/Loss (R-E)	(2,065,849)	(1,376,594)	(313,486)	(648,768)

Working Documents
2021/2022 Budget by Program

Prog	General Purpose Funding	2021/2022	2021/2022	2021/2022	2020/2021	YTD BUDGET VARIATION	>\$10K	Budget PROFILE Comments
01	Rate Revenue	Year to Date Actuals	Year to Date Budget	Full Year Original Budget	30 June 21 YTD Actuals			
COA	Operating Expenditure							
0022	Rates Legal Expenses	0	0	1,200	0	0		
0032	Rates Stationary/Postage	847	2,200	3,500	1,580	1,353		
0062	Sundry Expenses	10	0	0	18	(10)		
0082	Rates Other Costs	107	250	500	0	143		
0132	Valuation Expenses	1,985	2,347	15,000	10,884	362		
0352	Admin Allocation (Rates)	50,301	59,983	102,833	86,867	9,682		
	Total Operating Expenditure	53,250	64,780	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	1,752	0	0	3,210	(1,752)		
0061	Ex Gratia Rates	(10,273)	(10,000)	(10,000)	(10,023)	273		
0071	Interim Rates Raised	(4,079)	0	0	(466)	4,079		
0113	Interest (Overdue Rates)	(8,677)	(4,088)	(7,000)	(10,473)	4,589		
0123	Interest (Rates Instalments)	(5,602)	(5,000)	(5,000)	(4,268)	602		
0133	Interest (Deferred Rates)	0	0	0	0	0		
0143	Administration Charges	(3,645)	(5,000)	(5,000)	0	(1,355)		
0173	Legal Fees (Recovered)	0	0	0	0	0		
0183	Account Enquiry Charges	(6,125)	(3,500)	(6,000)	(9,959)	2,625		
	Total Operating Revenue	(2,974,350)	(2,965,291)	(2,971,903)	(2,889,219)			
	Total Rate Revenue	(2,921,099)	(2,900,511)	(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	1,456	2,500	1,602	1,450		
COA	Operating Revenue							
0201	Legal Reserve Income	(2)	(8)	(15)	(13)	(5)		
0203	Leave Reserve Income	(7)	(15)	(40)	(38)	(8)		
0204	Land Development Reserve Income	(3)	(10)	(20)	(17)	(7)		
0205	Building Reserve Income	(11)	(38)	(65)	(64)	(27)		
0206	Roadworks Reserve Income	(10)	(20)	(35)	(33)	(10)		
0215	Unspent Grants Reserve Income	0	0	0	(0)	0		
0223	Water Strategy Reserve Income	(1)	(1)	(5)	(5)	(0)		
0233	Grants Commission (Road Funding)	(135,867)	(120,803)	(241,604)	(546,587)	15,064	*	19 - Financial Assistance Grant based on 20-21
0243	Computer and Office Equipment Reserve Income	(2)	(8)	(15)	(13)	(5)		
0253	Grants Commission - (General Purpose)	(154,205)	(101,456)	(202,912)	(419,700)	52,749	*	19 - Financial Assistance Grant based on 20-21
0273	Plant/Light Vehicle Reserve Income	(32)	(47)	(80)	(84)	(14)		
0453	Interest Received (Municipal Account)	(196)	(700)	(1,200)	(1,046)	(504)		
0506	Landcare Reserve Income	0	0	0	0	0		
	Total Operating Revenue	(290,335)	(223,104)	(445,991)	(967,599)			
	Total General Purpose Income	(290,330)	(221,648)	(443,491)	(965,997)			
	Total General Purpose Funding	(3,211,429)	(3,122,159)	(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	7,323	16,710	21,710	0	9,387		Provision for Ordinary Election October 2021 & Contingency for Extra Ordinary Election not required
0182	Subscriptions & Memberships Expense	26,099	29,900	29,900	24,524	3,801		
0192	Members Conference & Training Expenses	7,271	16,000	20,000	1,536	8,729		
0202	Members Insurance Expense	13,362	14,226	14,226	12,370	864		
0212	Donations & Gifts	5,025	4,350	10,350	230	(675)		
0232	Consultancy & Legal Expenses	0	6,250	12,500	1,881	6,250		
0242	Members Sitting Fees	0	37,640	75,280	67,752	37,640	*	Timing Members fees paid Jan 2022
0252	Members Remuneration Expenses	0	2,200	4,400	3,960	2,200		
0262	President & Deputy Allowances	0	6,250	12,500	12,603	6,250		
0272	Council Chambers Repairs & Maintenance	8,267	10,750	15,500	332	2,483		
0332	Furniture & Equipment Expense	152	0	5,500	4,329	(152)		
0442	Admin Allocation (Members)	67,068	81,690	140,036	115,823	14,622	*	Timing
0462	Meeting & Refreshments Expense	4,424	19,500	30,500	18,660	15,076	*	Timing of functions and events
1822	Accounting & Audit Expenses	1,800	0	42,800	45,800	(1,800)		
7202	Depreciation (Members)	0	0	0	0	0		
	Total Operating Expenditure	140,791	245,466	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	140,791	245,466	435,202	306,996			

		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			
05	Other Governance							
COA	Operating Expenditure							
0102	Provision for Long Service Leave	0	0	5,000	(15,313)	0		
0222	Fringe Benefits Tax	0	22,500	45,000	36,272	22,500	*	52 - Fringe Benefit Tax \$45k - qtrly PRE- payments on BAS
0282	Superannuation (Admin)	29,428	33,950	58,202	54,280	4,522		
0292	Salaries Expense (Admin)	298,992	339,073	581,272	551,818	40,081	*	Timing Sal & Wages ordinary hours reduced admin
0294	Staff Housing Allowance (Admin)	5,926	7,840	13,444	13,016	1,914		
0312	Council Super Contribution 3% (Admin)	6,073	8,526	14,612	11,399	2,453		
0362	Accrued Annual Leave (Admin)	0	0	0	1,918	0		
0372	Workers Compensation Insurance (Admin)	12,811	14,062	14,062	12,227	1,251		
0402	Insurance Expense	6,635	6,897	6,897	5,998	262		
0422	Office Gardens Expenses	12,471	17,362	30,195	25,566	4,891		
0432	Admin Building Operations	5,185	5,736	7,237	6,831	551		
0472	Office Expenses (General)	6,110	7,287	14,000	10,396	1,177		
0473	Admin Building Repairs & Maintenance	13,946	21,150	32,500	2,506	7,204		
0482	Office Telephone & Internet Expenses	4,811	7,168	15,300	16,977	2,357		
0492	Advertising Expenses	5,947	4,900	8,400	6,102	(1,047)		
0502	Computer Hardware Service & Repair	23,035	25,956	44,500	43,343	2,921		
0512	Furniture & Equipment Expense	1,091	8,000	10,000	8,009	6,909		
0522	Freight & Postage Expense	1,238	925	1,550	1,609	(313)		
0542	Printing & Stationery Expense	6,248	9,800	16,800	16,612	3,552		
0552	Motor Vehicle Expenses	3,057	4,081	7,000	5,956	1,024		
0562	Long Service Leave Expense (Admin)	724	0	14,646	22,321	(724)		
0592	Admin Allocation (Other Governance)	(558,899)	(679,448)	(1,164,771)	(965,191)	(120,549)	*	Timing - expenses lower than budget profile year to date
0622	Uniform Expense	0	1,574	1,669	716	1,574		
0632	Staff Training, Conference and Recruitment	3,600	13,750	27,500	14,763	10,150	*	Timing
0662	Public Liability Insurance	21,260	24,356	24,357	21,180	3,096		
0682	Consultancy Fees	21,770	31,250	68,500	27,659	9,480		
0702	Bank Fees & Charges	5,425	4,669	8,004	7,400	(756)		
0712	Occupational Health & Safety	1,233	2,250	10,500	3,782	1,017		
0722	Accounting Software Operating Expenditure	40,999	40,500	49,000	37,600	(499)		
7002	Depreciation (Governance)	20,884	20,195	34,624	36,530	(689)		
	Total Operating Expenditure	(0)	4,309	0	22,284			
COA	Operating Revenue							
0383	Minor Income Received (General)	(5)	(700)	(1,200)	(2,426)	(695)		
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)	(700)	(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)	7	0	15,000	38	(7)		
4785	Transfer from Unspent Grant Fund	0	0	0	0	0		
4770	Transfer to Office & Equipment Reserve (EQ)	2	0	0	13	(2)		
4780	Transfer to Plant/Light Vehicle Reserve (EQ)	32	0	0	84	(32)		
	Total Capital Expenditure / Reserve Transfers	41	0	47,500	9,386			
	Total Administration	36	3,609	46,300	11,166			
	Total Governance	140,827	249,074	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)	5,589	6,804	11,670	9,652	1,215		
0672	Fire Break Inspection Fees	1,409	2,000	2,000	1,305	591		
0762	Ranger Allocation (Fire Prevention)	14,316	21,133	36,230	24,632	6,817		
0832	Emergency Services Levy (Shire Properties)	792	800	800	756	8		
0882	Fire Prevention Enforcement Expenditure	0	1,000	1,000	0	1,000		
1023	Motor vehicle Expenses - BRPC Vehicle	2,617	6,006	10,291	9,636	3,389		
1622	Grant Funded Projects Fire Prevention	15,616	76,087	149,360	54,445	60,472	*	Job: 1058 - Grant funded position balance 2020/2021 agreement and continuation into 2021/2022 for Bushfire Risk Management Plan Project Officer - Grant finalised pending acquittal funds to be returned
1722	Brigades Operating Expenses	17,341	13,586	19,309	18,991	(3,755)		
8012	Loss on Sale of Assets	0	0	0	0	0		
7012	Depreciation (Fire Prevention)	35,077	32,837	56,294	59,549	(2,240)		
	Total Operating Expenditure	92,756	160,253	286,954	178,967			
COA	Operating Revenue							
0703	Fines & Penalties Income	(250)	(1,250)	(1,250)	(3,000)	(1,000)		
0713	Emergency Services Levy Administration Fees	(4,000)	(4,000)	(4,000)	(4,000)	0		
0733	DFES Grant Income	(27,432)	(13,000)	(19,500)	(26,947)	14,432	*	DFES Additional funds rec'd for fire fighting PPE
0743	Operating Grants & Contributions	(29,212)	(143,279)	(217,960)	(48,931)	(114,067)	*	19 - DFES Grant Water Tank Howatharra BFB 100% \$68600 DFES Bushfire Risk Management Plan Project Officer grant acquittal pending funds to be returned
0953	Contributions & Reimbursements	(2,400)	(8,400)	(14,400)	(7,200)	(6,000)		
0883	Fire Prevention Enforcement Income	0	(1,000)	(1,000)	0	(1,000)		
	Total Operating Revenue	(63,294)	(170,929)	(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	68,600	68,600	0	68,600	*	99 - DFES Grant Water Tank Howatharra BFB - delay in purchasing tank
	Total Capital Expenditure / Reserve Transfers	0	68,600	68,600	0			
	Total Fire Prevention	29,463	57,924	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)	11,178	13,615	23,339	19,304	2,437		
0812	Depreciation (Animal Control)	0	0	0	0	0		
0822	Other Minor Expenditure	0	0	0	1,432	0		
0842	Animal Control Expenses	328	700	1,000	384	372		
0852	Ranger Allocation (Animal Control)	12,598	21,133	36,230	21,676	8,535		
	Total Operating Expenditure	24,104	35,448	60,569	42,796			
COA	Operating Revenue							
0843	Impoundment Fees	(245)	0	(250)	(807)	245		
0853	Dog/Cat Registrations Income	(3,785)	(3,182)	(3,500)	(5,246)	603		
0863	Fines & Penalties	(2,930)	(400)	(400)	(2,000)	2,530		
	Total Operating Revenue	(6,960)	(3,582)	(4,150)	(8,053)			
	Total Animal Control	17,144	31,866	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)	12,598	21,133	36,230	21,676	8,535		
0962	Miscellaneous Expenses (Other Law and Order)	10,993	15,000	15,000	84,175	4,007		
	Total Operating Expenditure	23,591	36,133	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	(7,006)	36,133	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)	42,778	65,821	112,831	75,027	23,043	*	Timing
0912	Workers Compensation Insurance (Rangers)	1,369	1,650	1,650	1,434	281		
0922	Superannuation (Rangers)	4,231	6,552	11,231	7,000	2,321		
0932	Conference & Training	0	500	1,000	0	500		
0982	Rangers Expense	8,885	9,632	17,207	16,924	747		
1012	Tools & Equipment (Low Value)	0	581	1,000	0	581		
3872	Accrued Annual Leave (Rangers)	0	0	0	(5,445)	0		
0952	Rangers Expenses Reallocated	(57,263)	(84,539)	(144,919)	(98,529)	(27,276)	*	10 - reallocated across programs
	Total Operating Expenditure	0	197	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	197	0	(1,503)			
	Total Law, Order and Fire Safety	39,600	126,120	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	BUDGET VARIATION	>\$10K	Budget PROFILE Comments
14	Health Inspection and Administration	Year to Date Actuals	Year to Date Budget	Full Year Original Budget	30 June 21 YTD Actuals			
COA	Operating Expenditure							
1282	Ranger Allocation (Pool Inspections)	6,872	10,143	17,390	11,823	3,271		
1292	Health Expenses (General)	4,131	6,000	14,000	12,760	1,869		
	Total Operating Expenditure							
		11,003	16,143	31,390	24,583			
COA	Operating Revenue							
1373	Swimming Pool Inspection Fees	(659)	0	0	0	659		
1383	Swimming Pool Inspection Fees	(1,755)	(1,575)	(1,575)	(1,755)	180		
1393	Licences & Fees Income	(354)	(600)	(600)	(776)	(246)		
1573	Septic Tank Fees (Health)	(590)	(826)	(1,416)	(3,186)	(236)		
1583	Administration Fees (Health)	(904)	(826)	(1,416)	(4,091)	78		
	Total Operating Revenue							
		(4,262)	(3,827)	(5,007)	(9,808)			
Total Health Inspection and Administration		6,741	12,316	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	58,988	86,331	148,000	141,174	27,343	*	Contracted Rubbish Removal timing of invoices
1772	Depreciation (Sanitation)	3,226	2,590	4,439	4,696	(636)		
1792	Refuse Site Repairs & Maintenance	8,634	8,094	53,171	39,928	(540)		
2502	Admin Allocation (Domestic Rubbish)	22,356	27,230	46,679	38,608	4,874		
	Total Operating Expenditure	93,204	124,245	252,289	224,405			
COA	Operating Revenue							
1903	Domestic Rubbish Collection Fees	(156,709)	(155,975)	(155,975)	(155,030)	734		
1904	Other Rubbish Collection	0	0	0	0	0		
	Total Operating Revenue	(156,709)	(155,975)	(155,975)	(155,030)			
COA	Capital Expenditure / Reserve Transfers							
1764	Land & Building Purchases (NCA)	0	0	0	21,475	0		
	Total Sanitation - Household Refuse	(63,505)	(31,730)	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	6,012	5,082	8,718	5,912	(930)		
1912	Other Waste Management Expenses	1,127	0	7,000	0	(1,127)		
1922	Depreciation (Other Sanitation)	236	224	379	401	(12)		
	Total Operating Expenditure	7,376	5,306	16,097	6,313			
COA	Operating Revenue							
2003	Grants, Contributions & Reimbursements (Other Sanitation)	0	0	0	(21,475)	0		
4503	Sale of Scrap	0	(5,000)	(5,000)	(10,249)	(5,000)		
	Total Operating Revenue	0	(5,000)	(5,000)	(31,724)			
	Total Sanitation - Other	7,376	306	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	1,000	1,500	930	1,000		
2022	Landcare Expenditure	0	0	0	0	0		
2040	Dolby Creek Expenditure	3,463	1,761	2,698	2,756	(1,702)		
2942	Prior Period Write Off (Protection of Environment)	0	0	0	0	0		
	Total Operating Expenditure	3,463	2,761	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	3,463	2,761	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)	2,737	6,972	11,948	11,982	4,235		
1992	Planning Consultancy Expenses	2,600	14,581	25,000	7,420	11,981	*	Timing external contract services
2102	Workers Compensation Insurance (Town Planning)	2,157	2,600	2,599	2,260	443		
2112	Salaries & Wages (Town Planning)	86,066	83,524	143,178	138,456	(2,542)		Inclusive of DCEO LSLto pay as per LSL Act & Regs 1/2 Time x Double Rate
2122	Superannuation Council 3% (Town Planning)	2,629	2,464	4,219	3,988	(165)		
2132	Superannuation (Town Planning)	8,391	8,204	14,063	12,999	(187)		
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	889	581	1,000	1,606	(308)		
2222	Motor Vehicle Expenses	2,473	4,375	7,500	4,423	1,902		
2232	Legal Expenses (Town Planning)	1,790	9,518	12,500	3,845	7,728		
2242	Engineering Expenses	0	4,000	12,000	8,495	4,000		
2252	Advertising Expenses	0	3,000	5,000	143	3,000		
3012	Admin Allocation (Town Planning)	33,534	40,845	70,018	28,956	7,311		
3082	Prior Period Write Off (Town Planning)	0	0	0	0	0		
7052	Surveying & Land Expenses	1,193	12,501	25,000	14,426	11,308	*	Timing external contract services
7072	Project Expenses (Town Planning)	0	0	10,000	74	0		
	Total Operating Expenditure	144,459	193,165	355,525	230,601			
COA	Operating Revenue							
0163	Town Planning Projects - Income	0	0	0	(4,063)	0		
2233	Town Planning Fee Income	(8,551)	(4,081)	(7,000)	(28,384)	4,470		
2243	Outsourced Planning Fees - Other LGs	(8,976)	(6,000)	(12,000)	(18,640)	2,976		
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	(17,685)	(10,081)	(19,000)	(51,087)			
COA	Capital Expenditure / Reserve Transfers							
4820	Transfer to Legal Reserve (EQ)	2	0	0	13	(2)		
	Total Capital Expenditure/Reserve Transfers	2	0	0	13			
	Total Town Planning and Regional Development	126,776	183,084	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	5,431	12,531	20,690	18,120	7,100		
3132	Community Development Expenses	473	5,000	6,000	2,242	4,527		
3162	Admin Allocation (Other Community Amenities)	27,945	34,034	58,348	48,259	6,089		
3212	Depreciation (Other Community Amenities)	8,594	8,008	13,730	14,512	(586)		
3222	Community Growth Fund	803	8,000	12,000	26,700	7,197		
3232	Community Development Officer Expenses	16,992	30,779	53,009	33,288	13,787	*	Timing
	Total Operating Expenditure	60,237	98,352	163,777	143,122			
COA	Operating Revenue							
3093	Cemetery Income (GST Free)	(1,067)	(1,042)	(2,084)	(2,811)	25		
3113	Cemetery Income (GST Applicable)	(400)	(900)	(900)	(3,132)	(500)		
3613	Reimbursements & Contributions	0	0	0	0	0		
3633	Community Development Grants	0	0	0	0	0		
	Total Operating Revenue	(1,467)	(1,942)	(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	58,770	96,410	160,793	135,128			
	Total Community Amenities	132,881	250,831	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)	56,463	51,282	87,907	92,990	(5,181)		
2722	Public Halls & Showgrounds Expense	68,489	116,864	147,206	81,076	48,375	*	Timing of Cyclone Seroja Shire Asset Damage repairs
2732	Nabawa Community Centre Expenses	30,972	37,133	55,611	41,083	6,161		
2742	Interest (Loan 89 - Nabawa Stadium Upgrade)	0	0	0	151	0		
3202	Admin Allocation (Public Halls)	33,534	40,845	70,018	57,912	7,311		
	Total Operating Expenditure	189,457	246,124	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	(1,251)	(1,000)	(1,000)	(1,458)	251		
2453	Showground/Halls Income Received	(5,423)	(3,500)	(3,500)	(4,858)	1,923		
2683	Contributions & Reimbursements	0	(154,150)	(154,150)	0	(154,150)	*	Timing of claim for Cyclone Seroja Shire Assets Damage Reimbursement from Insurance Claim Expenditure
3423	Grant Funding Revenue	0	0	(730,874)	(77,500)	0		
	Total Operating Revenue	(6,674)	(158,650)	(889,524)	(83,816)			
COA	Capital Expenditure / Reserve Transfers							
2550	Transfer to Building Reserve (EQ)	11	0	100,000	64	(11)		
2644	Land & Buildings Purchases (Public Halls) (NCA)	8,756	50,000	780,874	138,963	41,244	*	Timing of projects
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	8,767	50,000	780,874	118,988			
	Total Public Halls and Civic Centres	191,551	137,474	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)	16,767	20,419	35,009	28,956	3,652		
3412	Coronation Beach Expenses	35,838	44,187	75,443	45,459	8,350		
7082	Depreciation (Swimming Areas & Beaches)	7,209	5,432	9,312	9,850	(1,777)		
	Total Operating Expenditure	59,813	70,038	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	(60,857)	(37,919)	(65,000)	(74,078)	22,938	*	Timing
3453	Grant and Other Income (Swimming Areas & Beaches)	(4,254)	0	0	(76,163)	4,254		
	Total Operating Revenue	(66,248)	(37,919)	(65,000)	(150,241)			
COA	Capital Expenditure / Reserve Transfers							
7164	Land and Buildings	0	0	0	66,788	0		
	Total Swimming Areas and Beaches	(6,435)	32,119	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	4,451	8,500	15,998	16,496	4,049		
1482	Sporting Clubs Expenses	30,293	70,331	106,097	65,615	40,038	*	Timing of Cyclone Seroja Shire Asset Damage repairs
1532	Interest (Loan 98)	412	556	836	1,867	144		
2642	Parks & Gardens Expenses	54,252	145,210	193,855	95,851	90,958	*	Timing of Cyclone Seroja Shire Asset Damage repairs
2702	Sports Pavilion & Basketball Stadium (Nabawa Recreation Centre)	10,117	53,172	58,671	17,084	43,055	*	Timing of Cyclone Seroja Shire Asset Damage repairs
2712	Tennis Clubs Expenses	4,012	29,388	32,679	6,114	25,376	*	Timing of Cyclone Seroja Shire Asset Damage repairs
2772	Minor Gardening Equipment Purchases	0	1,169	2,000	1,474	1,169		
2812	Golf Courses	2,298	2,282	2,360	2,053	(16)		
3442	Admin Allocation (Recreation & Sport)	16,767	20,419	35,009	28,956	3,652		
7022	Depreciation (Recreation & Sport)	15,902	25,480	43,683	46,372	9,578		
7092	Depreciation (Recreation & Sport)	54,585	49,581	85,000	88,988	(5,004)		
	Total Operating Expenditure	193,089	406,088	576,189	370,871			
COA	Operating Revenue							
2743	Sports Club Hire Income	(4,275)	(620)	(620)	(520)	3,655		
2803	Grants & Other Income Received	(100,000)	0	(100,000)	(69,119)	100,000	*	Budget Profile Timing Dept Water DWER Community Water Supply Grant for Rockwell Bore Project Milestone payment received
3444	Fig Tree Camping Fees	(2,602)	(1,456)	(2,500)	(5,825)	1,146		
	Total Operating Revenue	(106,877)	(2,076)	(103,120)	(75,464)			
COA	Capital Expenditure / Reserve Transfers							
1304	Plant & Equipment Purchases (NCA)	143,120	150,000	150,000	2,616	6,880		Carry Over project Shire contribution \$50,000 Total Project \$152,616 Rockwell-Yuna Pipeline Rejuvenation Project Funded through DWER Community Water Supply Program Project: Rockwell-Yuna Pipeline Rejuvenation Project
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	164,044	170,925	212,125	156,908			
	Total Other Recreation and Sport	250,257	574,937	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	4,773	9,836	19,784	3,707	5,063		
2912	Honorarium Librarian Payment	0	1,800	3,600	1,000	1,800		
3582	Admin Allocation (Libraries)	16,767	20,419	35,009	28,956	3,652		
6922	Depreciation (Libraries)	321	0	0	0	(321)		
	Total Operating Expenditure	21,861	32,055	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	21,861	32,055	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	12,682	27,226	31,540	7,098	14,544	*	Timing repairs for Cyclone Seroja Shire Asset Damage - Museum shed at Nanson
3652	Depreciation (Other Culture)	6,331	5,929	10,161	10,748	(402)		
	Total Operating Expenditure	19,013	33,155	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	19,013	33,155	41,701	17,846			
	Total Recreation and Culture	476,246	809,740	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)	44,712	54,460	93,357	86,867	9,748		
COA	Operating Revenue							
3173	MW Regional Road Funding	(493,663)	(720,000)	(1,200,000)	(900,000)	(226,337)	*	Timing Revenue recognition for RRG funding for Dartmoor Rd, Valentine Rd, East Nabawa (West) Rd & East Nabawa (East) Rd
3193	R2R (Construction) Income	(208,567)	(218,844)	(328,260)	(328,260)	(10,277)	*	Timing Revenue recognition for R2R funding for Dartmoor Rd & Valentine Rd
	Total Operating Revenue	(702,230)	(938,844)	(1,528,260)	(1,228,260)			
COA	Capital Expenditure							
3114	Capital Roadworks Program Purchases (Incl Grant Funded Jobs) (NCA)	1,043,036	1,324,603	2,135,830	1,674,229	281,567	*	Job: C08 - Dartmoor Rd - Upgrade from gravel to a 7.2m wide seal Job: C16 - East Nabawa (West) - Upgrade from existing unsealed road to 7.2m wide seal Job: C16E - East Nabawa Rd (East) -Upgrade from gravel to 7.2 m wide seal Jobs yet to commence : Job: C13 - Valentine Road - Upgrade from an existing gravel raod to 7.2m wide seal Job: C59 - McCagh Rd - Upgrade from an existing gravel road to 6.2m wide seal Job: 1040 - YMCC Car Park & Road Seal (Bawden Road)
4840	Transfer to Infrastructure Reserve (EQ)	10	0	80,000	65,053			
	Total Capital Expenditure / Reserve Transfers	1,043,046	1,324,603	2,215,830	1,739,283			
	Total Road Construction	385,528	440,219	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	42,456	0	458,317	0	(42,456)	*	Job: RC131 - Northampton Nabawa Rd allocated Job 3 in the program
3372	Road Maintenance Expense	405,511	677,712	1,493,133	1,922,560	272,201	*	Timing for Allocations S&W across jobs Job: RC04 - Wandana Road - Reconstruct and gravel sheet \$268k Job: RV01 - Road Maintenance Program Minor & Major Mtce \$897k
3502	Depot Maintenance	19,894	19,288	27,857	22,092	(606)		
3512	Street Lighting Expense	5,133	5,001	10,000	10,441	(132)		
3522	Depreciation (Road Maintenance)	35,165	37,828	64,853	68,309	2,663		
3532	Street Trees	200	10,000	15,000	0	9,800		
3542	Licences & Subscriptions	10,159	15,000	15,000	8,895	4,841		
3562	Road Sign Expense	2,195	10,000	15,000	7,557	7,805		
3802	Admin Allocation (Road Maintenance)	44,712	54,460	93,357	86,867	9,748		
3822	Bore Maintenance	8,018	7,500	10,000	12,422	(518)		
3832	Crossover expenses to ratepayers	0	2,000	3,500	800	2,000		
6912	Depreciation (Roads)	745,517	669,046	1,146,937	1,213,692	(76,471)	*	Timing for non cash allocations - depn
	Total Operating Expenditure	1,318,959	1,507,835	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	(174,278)	(120,000)	(300,000)	(516,120)	54,278	*	Timing Revenue recognition for RRG Funding Northampton Nabawa Rd
3393	Hudson Resources Contribution (Dartmoor Road)	(12,357)	(12,500)	(12,500)	(36,483)	(143)		
	Total Operating Revenue	(324,174)	(270,040)	(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	994,785	1,237,795	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)	27,500	0	684,000	489,116	(27,500)	*	Timing of Plant Replacement Program Changeover
3584	Tools & Other Equip > \$5000 (Capex)	4,091	0	7,000	7,786	(4,091)		
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	31,591	0	323,000	787,152			
	Total Road Plant Purchases	31,591	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)	22,356	27,230	46,679	38,608	4,874		
4572	Traffic Control Expense	0	0	3,000	0	0		
7572	Traffic Counters Expense	0	0	0	0	0		
	Total Operating Expenditure	22,356	27,230	49,679	38,608			
COA	Operating Revenue							
7513	Licensing Commission Income	(2,265)	(2,044)	(3,500)	(3,414)	221		
7573	Traffic Counter Income	0	0	0	(3,200)	0		
	Total Operating Revenue	(2,265)	(2,044)	(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	20,091	25,186	56,179	45,237			
	Total Transport	1,431,995	1,703,200	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)	5,154	10,990	18,839	8,867	5,836		
3852	Weed & Vermin Control Consultancy	0	0	3,000	0	0		
4462	Admin Allocation (Rural Services)	5,726	6,769	11,602	9,853	1,043		
6722	Noxious Weeds & Pest Expense	6,261	10,972	11,664	10,043	4,711		
	Total Operating Expenditure	17,141	28,731	45,105	28,764			
COA	Capital Expenditure / Reserve Transfers							
4404	Plant & Equipment Purchases (NCA)	0	0	0	0	0		
	Total Rural Services	17,141	28,731	45,105	28,764			

45	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	2,247	0	0	1,410	(2,247)		
4282	Promotional Expense (Tourism)	2,295	12,500	39,500	550	10,205	*	Timing for Tourism Signage and Roadside Signage
	Total Operating Expenditure	4,542	12,500	39,500	1,960			
COA	Operating Revenue							
3973	Contr. & Reim. (Tourism).	0	0	0	0	0		
3953	Contr. & Reim. (Tourism).	(25)	0	0	0	25		
	Total Operating Revenue	(25)	0	0	0			
	Total Tourism and Area Promotion	4,517	12,500	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	76,147	75,618	132,050	138,386	(529)		
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)	39,123	47,649	81,687	67,563	8,526		
	Total Operating Expenditure	115,270	123,267	224,737	205,949			
COA	Operating Revenue							
4153	Building Licenses Income	(6,067)	(7,000)	(12,000)	(29,838)	(933)		
4173	CTF Commissions Received	(165)	(105)	(180)	(225)	60		
4213	Building Commissions Received	(165)	(266)	(450)	(586)	(101)		
4183	Contributions & Reimbursements (Building Control)	0	0	0	0	0		
	Total Operating Revenue	(6,397)	(7,371)	(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	108,873	115,896	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	300	300	0	300		
4222	Admin Allocation (Other Economic Services)	22,356	27,230	46,679	48,259	4,874		
4242	Rehabilitation of Gravel Pits Expense	0	0	5,000	0	0		
4252	Purchase of Stamps	0	25	50	20	25		
4272	Other Expenditure	0	6,306	10,100	28	6,306		
7274	Other Expenditure	852	0	0	0	(852)		
	Total Operating Expenditure	23,208	33,861	62,129	48,307			
COA	Operating Revenue							
4223	Commission Received Australia Post	(4,779)	(4,081)	(7,000)	(8,713)	698		
4243	Annual Post Office Box Fee	(3,389)	(3,300)	(3,300)	(3,300)	89		
4253	Postage Stamp Income	(6)	(46)	(50)	(25)	(40)		
4333	Photocopying Income	(2)	0	0	(42)	2		
4913	Shire Leased Reserves Income	(600)	(450)	(450)	(450)	150		
	Total Operating Revenue	(8,776)	(7,877)	(10,800)	(12,531)			
COA	Capital Expenditure / Reserve Transfers							
4760	Transfer to Water Strategy Reserve (EQ)	1	0	0	5	(1)		
7273	Transfer to Water Strategy Reserve (EQ)	4,451	0	0	0	(4,451)		
	Total Other Economic Services	18,883	25,984	51,329	35,777			
	Total Economic Services	149,415	183,111	348,041	241,801			

Prog	Other Property & Services	2021/2022	2021/2022	2021/2022	2020/2021	BUDGET		Budget PROFILE Comments
47	Plant Depreciation	Year to Date Actuals	Year to Date Budget	Full Year Original Budget	30 June 21 YTD Actuals	VARIATION	>\$10K	
COA	Operating Expenditure							
5012	Depreciation (Other Property & Services)	224,125	200,382	343,517	364,676	(23,743)	*	Non Cash item offset below
7102	Depreciation of Unclassified Assets (Other Property & Services)	0	0	0	0	0		
6890	Depreciation Posted to Jobs (Other Property & Services)	(163,229)	(200,382)	(343,517)	(364,676)	(37,153)	*	Non Cash item offset above
	Total Plant Depreciation	60,896	0	0	0			
Prog	Other Property & Services	2021/2022	2021/2022	2021/2022	2020/2021	BUDGET		Budget PROFILE Comments
50	Private Works	Year to Date Actuals	Year to Date Budget	Full Year Original Budget	30 June 21 YTD Actuals	VARIATION	>\$10K	
COA	Operating Expenditure							
7302	Private Works Expense	141	0	10,000	5,992	(141)		
COA	Operating Income							
7333	Private Works Income	(1,551)	(1,255)	(11,000)	(8,825)	296		
	Total Private Works	(1,411)	(1,255)	(1,000)	(2,833)			
52	Public Works Overheads	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							
0342	Provision for Long Service Leave (Public Works Overheads)	0	0	20,000	(9,930)	0		
4312	Superannuation Council 3% (Public Works Overheads)	5,512	9,646	16,540	13,499	4,134		
4322	Superannuation (Manager of Works)	6,469	6,720	11,524	10,641	251		
4332	Superannuation (Public Works Overheads)	41,685	55,545	95,219	74,830	13,860	*	Timing - expenses lower than budget profile year to date
4342	Salaries & Wages (Works Manager)	63,443	65,702	112,636	109,943	2,259		
4352	Superannuation Council 3% (Manager of Works)	1,937	2,016	3,457	3,360	79		
4372	Public Works Sundry Expense	16,321	7,450	9,200	10,607	(8,871)		
4382	Works Manager Expenses	1,994	2,422	4,150	3,614	428		
4392	External Engineering Services	8,250	6,500	13,000	9,350	(1,750)		
4402	Sick Leave (Public Works Overheads)	16,118	19,299	38,239	25,646	3,182		
4412	Annual Leave (Public Works Overheads)	31,077	74,299	94,625	75,243	43,223	*	Timing - expenses lower than budget profile year to date
4432	Public Holiday Pay (Public Works Overheads)	15,709	19,033	45,047	39,692	3,324		
4422	Long Service Leave Expense (Public Works Overheads)	3,297	0	0	25,305	(3,297)		
4442	Occupational Health & Safety Expense	2,380	10,499	15,000	4,160	8,119		
4452	Protective Uniform/ Minor Workwear	1,554	0	8,293	9,191	(1,554)		
4602	Training Expense	7,679	7,499	15,000	3,259	(180)		
4652	Works Staff Allowances (Public Works Overheads)	12,508	19,544	33,500	23,288	7,036		
5202	Admin Allocation (Public Works Overheads)	72,657	88,494	151,705	125,474	15,837	*	Timing - expenses lower than budget profile year to date
6782	Workers Compensation Insurance (Public Works Overheads)	18,236	20,854	20,854	18,134	2,618		
7422	Less Public Works Overheads Allocated to W & S	(369,007)	(412,993)	(707,990)	(561,824)	(43,986)	*	PWO allocated across programs lower than budget profile year to date
	Total Operating Expenditure	(42,183)	2,529	(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	(42,183)	2,529	(0)	(0)			

		2021/2022	2021/2022	2021/2022	2020/2021			
53	Plant Operation Costs	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							
4472	In House Repairs & Maintenance	112,513	121,345	208,030	197,917	8,832		
4482	Tyre Purchase Expense	8,076	33,544	57,500	34,260	25,468	*	Timing- Tyre Purchase
4492	Parts & Outside Repairs Expense	63,230	87,500	150,000	147,185	24,270	*	Timing - Parts & Outside Repairs Materials & Services
4502	Plant Licences Expense	403	9,196	19,000	18,711	8,793		
4532	Tools & Consumables	11,563	11,669	20,000	20,612	106		
4542	Fuel, Oil & Grease	149,069	183,750	300,000	216,793	34,681	*	Timing purchase of Fuel & Oil Expenses
4552	Cutting Edges & Tips	1,237	6,000	12,000	8,575	4,763		
5112	Admin Allocation (Plant Operations)	11,178	13,615	23,339	19,304	2,437		
6772	Insurance Expense (Plant Operations)	38,016	43,599	43,599	37,912	5,583		
4512	Less POC Allocated to W & S	(350,667)	(462,854)	(793,468)	(656,863)	(112,187)	*	31 - Program 14 POC allocated across jobs less coa 4513 diesel fuel rebates from plant use
	Total Operating Expenditure	44,618	47,364	40,000	44,407			
COA	Operating Revenue							
4513	Diesel Fuel Rebate	(25,998)	(23,331)	(40,000)	(44,407)	2,667		
	Total Operating Revenue	(25,998)	(23,331)	(40,000)	(44,407)			
	Total Plant Operation Costs	18,620	24,033	(0)	0			

		2021/2022	2021/2022	2021/2022	2020/2021			
55	Salaries and Wages	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							
4362	Unallocated Wages	0	0	0	0	0		
4570	S&W Gov, Corporate & Development Services	533,552	644,504	1,104,869	963,443	110,952	*	Timing Sal & Wages ordinary hours reduced admin
4580	S&W Works & Services	561,322	693,525	1,188,901	1,063,206	132,203	*	Timing Sal & Wages ordinary hours, overtime & casual pool reduced plant operators
4600	Less Salary & Wages Allocated	(1,112,277)	(1,338,036)	(2,293,770)	(2,009,244)	(225,759)	*	Timing Sal & Wages ordinary hours, overtime & casual pool
4592	Workers Compensation Paid	0	0	0	0	0		
	Total Operating Expenditure	(17,404)	(7)	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)	(7)	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	1,299	5,000	10,000	8,774	3,701		
	Total Operating Expenditure	1,299	5,000	10,000	8,774			
COA	Operating Revenue							
2385	Proceeds from Disposal of Assets	0	0	(20,000)	0	0		
5023	Overpayments/Recoverables - Income	0	(5,000)	(10,000)	(7,298)	(5,000)		
3813	Profit on Revaluation	0	0	0	0	0	0	
	Total Operating Revenue	0	(5,000)	(30,000)	(7,298)			
	Capital Expenditure							
4801	Transfer to Land Development Reserve (EQ)	3	0	20,000	17	(3)		
	Total Unclassified	1,302	0	0	1,492			
	Total Other Property and Services	19,821	25,300	(1,001)	16,062			

List of Accounts Paid - January 2022			
Chq/EFT	Date	Name	Amount
MUNICIPAL ACCOUNT			
5006	21/01/2022	Petty Cash	-202.45
EFT26039	07/01/2022	Department of Mines, Industry Regulation & Safety	-977.20
EFT26040	07/01/2022	Shire of Chapman Valley	-20.00
EFT26041	07/01/2022	Tracey Mollet	-530.00
EFT26042	07/01/2022	Complete Office Supplies	-342.05
EFT26043	07/01/2022	Kicksolutions	-875.00
EFT26044	07/01/2022	Norfolk Cleaning Service	-1419.00
EFT26045	07/01/2022	Office of the Auditor General	-1980.00
EFT26046	07/01/2022	Queens Supa IGA Supermarket	-81.56
EFT26047	07/01/2022	Refuel Australia	-5853.20
EFT26048	07/01/2022	IPEC Pty Ltd	-15.03
EFT26049	14/01/2022	WA Country Health Service Midwest	-530.00
EFT26050	14/01/2022	ATC Work Smart	-1221.22
EFT26051	14/01/2022	Australasian Performing Right Association Ltd	-86.31
EFT26052	14/01/2022	Australia Post	-257.86
EFT26053	14/01/2022	Department of Biodiversity, Conservation & Attractions	-688.83
EFT26054	14/01/2022	Five Star Business Solutions & Innovation	-643.15
EFT26055	14/01/2022	HL Geospatial	-6024.33
EFT26056	14/01/2022	Miralec	-268.95
EFT26057	14/01/2022	Pest A Kill WA	-396.00
EFT26058	14/01/2022	Refuel Australia	-14234.36
EFT26059	14/01/2022	Shire of Morawa	-762.50
EFT26060	14/01/2022	Shire of Northampton	-3927.00
EFT26061	14/01/2022	TeletracNavman Australia	-769.45
EFT26062	14/01/2022	IPEC Pty Ltd	-11.01
EFT26063	14/01/2022	Western Australian Electoral Commission	-1777.85
EFT26064	21/01/2022	MM Electrical Merchandising	-17.88
EFT26065	21/01/2022	Synergy	-953.27
EFT26066	21/01/2022	Building and Construction Industry Training Fund	-966.58
EFT26067	21/01/2022	Diane Mary MacKay	-530.00
EFT26068	21/01/2022	Shire of Chapman Valley	-33.00
EFT26069	21/01/2022	Atom Supply	-602.44
EFT26070	21/01/2022	Bridgestone Tyre Centre	-74.00
EFT26071	21/01/2022	Bruce Rock Engineering	-3032.63
EFT26072	21/01/2022	Bunnings Group Limited	-1695.06
EFT26073	21/01/2022	CJD Equipment Pty Ltd	-491.78
EFT26074	21/01/2022	Chapman Valley Menshed Inc	-400.00
EFT26075	21/01/2022	Geraldton Ag Services	-257.05
EFT26076	21/01/2022	Geraldton Mower & Repair Specialists	-306.90
EFT26077	21/01/2022	Geraldton Trophy Centre	-216.45
EFT26078	21/01/2022	Goodyear & Dunlop Tyres (Aust) Pty Ltd	-52.00
EFT26079	21/01/2022	Great Northern Rural Services	-461.04
EFT26080	21/01/2022	Integrated ICT	-2860.00
EFT26081	21/01/2022	JA Diesel Pty Ltd	-3437.50
EFT26082	21/01/2022	Jason Signmakers	-1382.39
EFT26083	21/01/2022	Kruize Asphalt & Contracting	-4500.00
EFT26084	21/01/2022	Landgate	-331.22
EFT26085	21/01/2022	MOD Designs	-675.00
EFT26086	21/01/2022	McDonalds Wholesalers	-233.80
EFT26087	21/01/2022	Midwest Chemical & Paper	-626.79

List of Accounts Paid - January 2022			
Chq/EFT	Date	Name	Amount
MUNICIPAL ACCOUNT			
EFT26088	21/01/2022	Mitchell & Brown	-37.95
EFT26089	21/01/2022	NAPA - Cows Parts Pty Ltd	-85.69
EFT26090	21/01/2022	Purcher International	-906.48
EFT26091	21/01/2022	Reg Pomery Building Service	-6534.00
EFT26092	21/01/2022	Rip-it Security Shredding And Paper Recyclers	-73.00
EFT26093	21/01/2022	Shire of Chapman Valley	-155.15
EFT26094	21/01/2022	Statewide Bearings	-721.60
EFT26095	21/01/2022	The West Australian	-1409.55
EFT26096	21/01/2022	Think Water Geraldton	-405.50
EFT26097	21/01/2022	Total Toilets	-129.86
EFT26098	21/01/2022	Truckline	-95.54
EFT26099	21/01/2022	Westrac Pty Ltd	-542.83
EFT26100	28/01/2022	Synergy	-5338.63
EFT26101	28/01/2022	Telstra Corporation Limited	-1940.82
EFT26102	28/01/2022	Bruce Rock Engineering	-1826.72
EFT26103	28/01/2022	Glenfield Fresh IGA	-27.65
EFT26104	28/01/2022	Integrated ICT	-4603.19
EFT26105	28/01/2022	Kruize Asphalt & Contracting	-9009.00
EFT26106	28/01/2022	Landgate	-130.41
EFT26107	28/01/2022	ML Communications	-1096.88
EFT26108	28/01/2022	Nabawa Valley Tavern	-833.35
EFT26109	28/01/2022	Node1Internet	-476.95
EFT26110	28/01/2022	Pages Auto Electrical Service	-358.90
EFT26111	28/01/2022	Paper Plus Office National	-30.14
EFT26112	28/01/2022	QuikTrak	-228.00
EFT26113	28/01/2022	Sun City Plumbing	-165.00
EFT26114	28/01/2022	Westrac Pty Ltd	-558.16
EFT26115	28/01/2022	Australian Taxation Office	-28991.00
DD17459.1	04/01/2022	Aware Super Pty Ltd	-7730.15
DD17459.2	04/01/2022	Australian Super	-314.82
DD17459.3	04/01/2022	Wealth Personal Superannuation and Pension Fund	-510.12
DD17459.4	04/01/2022	Cameron Fishing Superannuation Fund	-135.13
DD17459.5	04/01/2022	Prime Super	-252.72
DD17459.6	04/01/2022	Hostplus Superannuation	-21.06
DD17459.7	04/01/2022	Rest Superannuation	-257.00
DD17459.8	04/01/2022	ANZ Smart Choice Super	-259.90
DD17468.1	18/01/2022	Aware Super Pty Ltd	-8006.43
DD17468.2	18/01/2022	Australian Super	-417.49
DD17468.3	18/01/2022	Wealth Personal Superannuation and Pension Fund	-513.22
DD17468.4	18/01/2022	Cameron Fishing Superannuation Fund	-119.35
DD17468.5	18/01/2022	OnePath Custodians Pty Limited	-33.70
DD17468.6	18/01/2022	Prime Super	-252.72
DD17468.7	18/01/2022	Rest Superannuation	-257.00
DD17468.8	18/01/2022	ANZ Smart Choice Super	-259.90
			-154083.75

BANK RECONCILIATION - Muni Accounts
As at 31st of January 2022

SYNERGY


Balance as per Cash at Bank Account GL 160000	95,156.95
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	-
	\$4,020,619.61

BANK

Muni Bank Account (Account No 000040)	95,791.50
Investment Account (Account No 305784)	3,925,462.66
	<u>4,021,254.16</u>
Less Outstanding Payments	-
Plus Outstanding Deposits	-
Plus Tfer from Trust to Muni <u>or</u> [Tfer to Trust from Muni]	(634.55)
	\$4,020,619.61

Difference Check 0.00

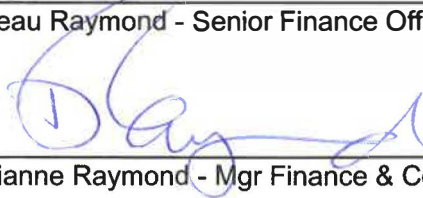
Completed by:



Beau Raymond - Senior Finance Officer

4/2/22
Date

Reviewed by:



Dianne Raymond - Mgr Finance & Corporate Services

8/2/22
Date



Corporate Card Statement



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

1 FEB 2022

Facility Number

00018023 20000001

Payment Due Date

31 January 2022

Closing Balance

\$1,130.50

This amount will be swept from a nominated account.

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

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

Company Name		Number of Cards		Cash Advance Annual % Rate	
Shire Of Chapman Valley		2		15.65%	
Contact Name		Facility Number		Facility Credit Limit	
The Shire Clerk		00018023 20000001		10,000	
Statement From	Statement To	Payment Due Date	Opening Balance	Closing Balance	Available Credit
21 Dec 2021	20 Jan 2022	31 Jan 2022	399.62	1,130.50	8,869.50

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		
399.62	399.62 -	1,130.50	0.00	0.00	0.00	1,130.50	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

S000736 / M000251 / 021 / 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
Maurice Battilana	5163 2531 0083 1327	6,000	4,869.50

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

Corporate Card Transactions			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
04 JAN	Payments AUTOMATIC PAYMENT	78.55-	
	Sub Total:	78.55-	
14 JAN	Purchases WA GOVERNMENT - DMIRS CANNINGTON AUS	1,020.00	GL 432 Bldg Surveyor Registration Ntg CEO SP President Melissa Price MP.
	GOVERNMENT SERVICES NOT ELSE		
18 JAN	SEARANGE HOLDINGS PL GERALDTON AUS	6.50	
18 JAN	EATING PLACES, RESTAURANTS	104.00	
	SEARANGE HOLDINGS PL GERALDTON AUS		
	EATING PLACES, RESTAURANTS		
	Sub Total:	1,130.50	

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		
78.55	78.55 -	1,130.50	0.00	0.00	0.00	1,130.50	0.00

S000737 / M000251 / 021 / CN1VP4P1

Corporate Card Statement

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

Cardholder Signature _____ Date _____

Transactions examined and approved.

Manager/Supervisor Signature _____ Date _____

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
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
04 JAN	Payments AUTOMATIC PAYMENT	321.07-	
	Sub Total:	321.07-	

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		
321.07	321.07 -	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 _____

Transactions examined and approved.

Manager/Supervisor Signature _____ Date _____

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.

S000738 / M000251 / 021 / CN1VP4P1



SHIRE OF

Chapman Valley

love the rural life!

FINANCE, AUDIT & RISK MANAGEMENT COMMITTEE

UNCONFIRMED MINUTES

**9:30am Monday
31/01/2022**

Committee Purpose & Delegations

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.

Delegation – Nil

The Finance, Audit & Risk Management Committee is comprised of:

4 x Councillors

- Cr Warr (Presiding Member)
- Cr Forth
- Cr Davidson
- Cr Batten
- Grant Middleton (External, Independent Member)

Observers:

- CEO
- Manager Finance & Corporate Services

DISCLAIMER



SHIRE OF
Chapman Valley
love the rural life!

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

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

The Shire of Chapman Valley warns that anyone who has any application or request with the Shire of Chapman Valley must obtain and should rely on WRITTEN CONFIRMATION of the outcome of the application or request of the decision made by the Shire of Chapman Valley.

A handwritten signature in black ink, appearing to read 'Maurice Battilana', is positioned above the printed name and title.

Maurice Battilana
CHIEF EXECUTIVE OFFICER

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ORDER OF BUSINESS

1.0 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS

The Chief Executive Officer welcomed elected members and staff opening the meeting at 9.34am and called for nominations for Presiding Member.

2.0 PRESIDING MEMBER

2.1 Appointment of Presiding Member

Cr Forth nominated Cr Warr as Presiding Member of the Shire of Chapman Valley's Finance, Audit & Risk Management Committee. The Chief Executive Officer confirmed with Cr Warr she was willing to accept this nomination.

The Chief Executive Officer called for any further nominations.

There being no further nominations the Chief Executive Officer declared Cr Warr as Presiding Member of the Shire of Chapman Valley's Finance, Audit & Risk Management Committee.

2.2 Appointment of Deputy Presiding Member not considered necessary.

3.0 RECORD OF ATTENDANCE

3.1 Attendees

Elected Members	In	Out
Cr Warr (Presiding Member)	9:34am	9.55am
Cr Forth	9:34am	9.55am
Cr Davidson	9:34am	9.55am
Cr Batten	9.39am	9.55am

Officers	In	Out
Maurice Battilana, Chief Executive Officer	9:34am	9.55am
Jamie Criddle, Chief Executive Officer	9:34am	9.55am
Dianne Raymond, Manager Finance & Corporate Services	9:34am	9.55am
Beau Raymond, Senior Finance Officer (Minute Taker)	9:34am	9.55am

Visitors	In	Out
Nil		

3.2 Apologies

Grant Middleton (External, Independent Member)

3.3 Previously Approved Leave of Absence

Nil

4.0 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.”

Nil

5.0 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

6.0 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

6.1 Finance, Audit & Risk Management Committee held on 4 February 2021.

COMMITTEE RESOLUTION

MOVED: CR FORTH

SECONDED: CR DAVIDSON

The Minutes of the Ordinary Meeting of Council held on 4 February 2021 be confirmed as true and accurate.

Voting 3/0

CARRIED

Minute Reference: FARM 22/01-01

7.0 ITEMS TO BE DEALT WITH EN BLOC

Nil

8.0 OFFICERS REPORTS

8.0

Chief Executive Officer and Manager Finance & Corporate Services

8.1 Compliance Audit Return 2021

PROPONENT:	Finance, Audit & Risk Management Committee
SITE:	Council Chambers
FILE REFERENCE:	403.05 & 305.12
PREVIOUS REFERENCE:	Nil
DATE:	31 January 2022
AUTHOR:	Maurice Battilana, Chief Executive Officer

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
8.1(a)	Compliance Audit Return 2021		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

Every Local Government Authority in Western Australia is required to complete the Compliance Audit Return (CAR) each year. The purpose of this item is to present the 2021 Compliance Audit Return to the Committee to review prior to going to Council for formal adoption and forwarding a certified copy to the Department of Local Government.

COMMENT

A Draft copy of the Shire of Chapman Valley 2021 Compliance Audit Return has been provided to Councillors as Attachment 8.1(a).

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 6.4

POLICY/PROCEDURE IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

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

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

RISK ASSESSMENT

The Compliance Audit Report has not highlighted any significant areas of risk

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

COMMITTEE RESOLUTION

MOVED: CR DAVIDSON

SECONDED: CR FORTH

The Finance, Audit & Risk Management Committee recommends the following to Council::

1. The 2021 Compliance Audit Return be signed by the CEO and Shire President
2. The 2021 Compliance Audit Return be received and recorded in the Minutes of Council
3. The 2021 Compliance Audit Return is submitted to the Department of Local Government and placed on the Shire Website.

**Voting 3/0
CARRIED**

Minute Reference: FARM 22/01-02

8.2 Independent Audit Report 30 June 2021

PROPONENT:	Finance, Audit & Risk Management Committee
SITE:	Council Chambers
FILE REFERENCE:	403.05 & 305.00
PREVIOUS REFERENCE:	Nil
DATE:	31 January 2022
AUTHOR:	Dianne Raymond, Manager of Finance & Corporate Services

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
8.2(a)	Independent Auditors Report 30 June 2021		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

The Shire of Chapman Valley has received the Independent Audit Report from its Auditors; Moore Stephens performed this audit on behalf of the Office of Auditor General (Please refer to Audit Report Letter submitted at Attachment 8.2(a)).

COMMENT

Some Councillors, Chief Executive Officer, Manager of Finance & Corporate Services met (via teleconference) with representatives from the Office of the Auditor General for Western Australia (OAG) and the OAG appointed Auditors, Nexia Perth, on 6 December 2021 for an audit exit meeting. Both the OAG and Nexia Perth reported on Key Audit Risks and Focus Areas as outlined in the original Audit Strategy Memorandum.

During the exit meeting attention was drawn to findings which are of a sufficient concern to warrant action being taken in the area of Leave Management and IT Disaster Recovery Plan. The only item highlighted as a matter of significance is the adverse trends in the financial ratios for the Operating Surplus Ratio. This ratios has been below the Department of Local Government, Sport and Cultural Industries standard for some years.

In relation to matters raised as a significant item, Section 7.12A(4)(a) of the Local Government Act 1995 states:

- “(4) A local government must —*
- (a) prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and*
 - (b) give a copy of that report to the Minister within 3 months after the audit report is received by the local government.*
- (5) Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government’s official website.”*

This same item of significance was raised at the conclusion of the 2019/2020 annual audit and a similar response has been prepared and sent to the Minister.

STATUTORY ENVIRONMENT

Part 7 Local Government Act 1995 and the Local Government (Audit) Regulations 1996

POLICY/PROCEDURE IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The long term financial viability of the Shire is of importance for future service delivery levels provided to the Shire's constituents

Long Term Financial Plan (LTFP):

The annual audit of the Shire's operations is integral to monitoring how the Shire is tracking with its integrated strategic planning

STRATEGIC IMPLICATIONS

The annual audit of the Shire's operations is integral to monitoring how the Shire is tracking with its integrated strategic planning

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

Council staff have been in contact and discussion with the OAG and Council auditors throughout the audit review process.

RISK ASSESSMENT

Low risk as it is considered the Council remains in a sound financial position and management procedures are sound.

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

Cr Batten entered chambers 9:39am.

COMMITTEE RESOLUTION

MOVED: CR FORTH

SECONDED: CR DAVIDSON

The Finance, Audit & Risk Management Committee recommends to Council :

1. the Final Audit Report of the Chief Executive Officer for the year ending 30 June 2021 be received and,
2. the report sent to the Minister addressing the significant adverse trend as identified in the Audit be endorsed.

Voting 4/0

CARRIED

Minute Reference: FARM 22/01-03

8.3 Management Report 30 June 2021

PROPONENT:	Finance, Audit & Risk Management Committee
SITE:	Council Chambers
FILE REFERENCE:	403.05 & 305.00
PREVIOUS REFERENCE:	Nil
DATE:	31 January 2022
AUTHOR:	Dianne Raymond, Manager Finance & Corporate Services

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
8.3(a)	Management Report 30 June 2021		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

The Shire of Chapman Valley has received the Management Report from its Auditors Nexia Perth who performed this audit on behalf of the Office of Auditor General (Please refer to Audit Report Letter submitted at Attachment 8.3(a).

COMMENT

The Management Report is attached with items listed. All matters raised during the interim audit have been addressed as per the management comments.

STATUTORY ENVIRONMENT

Part 7 Local Government Act 1995 and the Local Government (Audit) Regulations 1996

POLICY/PROCEDURE IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The long term financial viability of the Shire is of importance for future service delivery levels provided to the Shire's constituents

Long Term Financial Plan (LTFP):

The annual audit of the Shire's operations is integral to monitoring how the Shire is tracking with its integrated strategic planning

STRATEGIC IMPLICATIONS

The annual audit of the Shire's operations is integral to monitoring how the Shire is tracking with its integrated strategic planning

Strategic Community Plan/Corporate Business Plan:

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

	and processes are current and relevant	accountability for review processes	formalise update process and timelines
--	--	-------------------------------------	--

CONSULTATION

Council staff have been in contact and discussion with Council auditors throughout the audit review process.

RISK ASSESSMENT

Low risk as it is considered the Council remains in a sound financial position and management procedures are sound.

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

COMMITTEE RESOLUTION

MOVED: CR FORTH

SECONDED: CR BATTEN

The Finance, Audit & Risk Management Committee recommends to Council the Management Report for the year ending 30 June 2021 be received and actions taken on items listed endorsed.

Voting 4/0

CARRIED

Minute Reference: FARM 22/01-04

8.4 Internal Risk Management Review

PROPONENT:	Finance, Audit & Risk Management Committee
SITE:	Council Chambers
FILE REFERENCE:	305.00
PREVIOUS REFERENCE:	Nil
DATE:	31 January 2022
AUTHOR:	Maurice Battilana & Dianne Raymond

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
8.4(a)	Risk Management Review Report		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

The State Government introduced legislation under the Local Government (Audit) Audit Regulations, 1996, to stipulate it is a legal requirement for a local government Chief Executive Officer to review the appropriateness and effectiveness of a local government's systems and procedures in relation to:

- a) Risk Management,
- b) Internal Controls; and
- c) Legislative Compliance.

COMMENT

A local government is required to undertake an internal control audit at least once every two years. The areas mentioned above reviewed in accordance with legislation, with the *Internal Risk Management Review* being undertaken by Staff in November 2021.

Internal audits are designed to assist the organisation to accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management systems, managing material operating risks, internal controls and legislative compliance processes.

The purpose of this item is to inform the Committee of the *Risk Management Review* undertaken by staff and report any future improvements considered necessary. All actionable items are listed in an internal document "*Governance – Risk – Insurance – People*" (GRIP) matrix which is monitored and controlled by the CEO. The GRIP data is then extracted to compile the Quarterly Audit Report provided to Council and Staff.

STATUTORY ENVIRONMENT

Local Government (Audit) Regulations, 1996

Reg 17. CEO to review certain systems and procedures

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
 - (a) risk management; and
 - (b) internal control; and
 - (c) legislative compliance.

- (2) The review may relate to any or all of the matters referred to in sub regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.
- (3) The CEO is to report to the audit committee the results of that review.

POLICY/PROCEDURE IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The long term financial viability of the Shire is of importance for future service delivery levels provided to the Shire's constituents

Long Term Financial Plan (LTFP):

The annual audit of the Shire's operations is integral to monitoring how the Shire is tracking with its integrated strategic planning

STRATEGIC IMPLICATIONS

The annual audit of the Shire's operations is integral to monitoring how the Shire is tracking with its integrated strategic planning

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 Manager Finance & Corporate Services and Chief Executive Officer have been in discussion with relevant staff through the risk management review process.

RISK ASSESSMENT

Low risk as it is considered the Council remains in a sound financial position and management procedures are sound.

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

COMMITTEE RESOLUTION

MOVED: CR BATTEN

SECONDED: CR DAVIDSON

The Finance, Audit & Risk Management Committee recommend Council receives and endorses the *Risk Management Review* Report.

Voting 4/0

CARRIED

Minute Reference: FARM 22/01-05

8.5 Long Term Financial Plan & Asset Management Plan Review

PROPONENT:	Finance, Audit & Risk Management Committee
SITE:	Council Chambers
FILE REFERENCE:	403.05 & 305.00
PREVIOUS REFERENCE:	Nil
DATE:	31 January 2022
AUTHOR:	Dianne Raymond, Manager Finance & Corporate Services

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
8.5(a)	Long Term Financial Plan		✓
8.5(b)	Asset Management Plan		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

The Shire of Chapman Valley Finance, Audit & Risk Management Committee on 4 February 2021 previously reviewed the Long Term Financial Plan (LTFP) and Asset Management Plan (AMP) which were then presented to Council at the February 2021 Ordinary Council Meeting and endorsed.

COMMENT

Staff have continued to work on improvements to the LTFP and AMP since the original adoption of these plans in an attempt to make these more integrated, encompassing of all asset areas, cognisant of past actual expenditures incurred and revenues received and hopefully easier to follow and update annually.

STATUTORY ENVIRONMENT

Local Government Act 1995 & Local Government Audit Regulations 1996

POLICY/PROCEDURE IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The long term financial viability of the Shire is of importance for future service delivery levels provided to the Shire's constituents

Long Term Financial Plan (LTFP):

The annual review of the Shire's operations is integral to monitoring how the Shire is tracking with its integrated strategic planning.

STRATEGIC IMPLICATIONS

The annual review of the Shire's operations is integral to monitoring how the Shire is tracking with its integrated strategic planning.

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

Consultation has occurred during the budget process

RISK ASSESSMENT

No areas of any significant risk highlighted.

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

COMMITTEE RESOLUTION

MOVED: CR FORTH

SECONDED: CR BATTEN

The Finance, Audit & Risk Management Committee recommends Council receive and endorse the reviewed Long Term Financial Plan and Asset Management Plan and present to council for endorsement.

Voting 4/0

CARRIED

Minute Reference: FARM 22/01-06

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

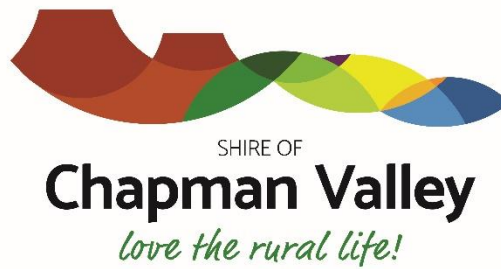
Nil

10 CLOSURE

The Shire President thanked Elected Members and Staff for their attendance and for the great effort put in by everyone during the annual audit process. The Shire President declared the meeting closed at 9:55am.



SOURCE DOCUMENTATION



UNCONFIRMED MINUTES

FINANCE, AUDIT & RISK MANAGEMENT COMMITTEE MEETING 4th February 2021 COUNCIL CHAMBERS NABAWA 9.00am

Committee Purpose & Delegations

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.

Delegation – Nil

The Finance, Audit & Risk Management Committee is comprised of:

4 x Councillors

- Cr Farrell (Presiding Member)
- Cr Forth
- Cr Davidson
- Cr Warr

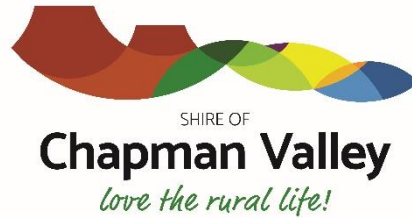
(External, Independent Member)

- Grant Middleton

Observers:

- ~ CEO
- ~ Manager Finance & Corporate Services

DISCLAIMER



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

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

The Shire of Chapman Valley warns that anyone who has any application or request with the Shire of Chapman Valley must obtain and should rely on written confirmation of the outcome of the application or request of the decision made by the Shire of Chapman Valley.

A handwritten signature in black ink, appearing to read 'M. Battilana', written over a large, stylized, loopy initial 'M'.

Maurice Battilana
CHIEF EXECUTIVE OFFICER

UNCONFIRMED MINUTES

FINANCE, AUDIT & RISK MANAGEMENT COMMITTEE MEETING 4Th February 2021 COUNCIL CHAMBERS, NABAWA 9.00am

ORDER OF BUSINESS

1.0 Declaration of Opening / Announcements of Visitors

Meeting declared open at 9:00am

2.0 Announcements from the Presiding Member

Nil

3.0 Attendance

3.1 Present

Committee Members
Cr. Anthony Farrell (President)
Cr. Kirrilee Warr (Deputy President)
Cr. Darrell Forth
Cr. Beverley Davidson
External – Grant Middleton (Shire of Northampton)

Observers
Dianne Raymond Manager Finance & Corporate Services
Simon Lancaster Deputy Chief Executive Officer

3.2 Apologies

Maurice Battilana Chief Executive Officer

3.3 Leave of Absence (Previously approved)

Nil

4.0 Declaration 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

5.0 Petitions / Deputations / Presentations

Nil

6.0 Confirmation of Minutes from previous meetings

MOVED: Cr Forth

SECONDED: Cr Davidson

Finance, Audit & Risk Committee Meeting held on 31st July 2020

Recommend that the Minutes of the Finance and Audit Committee of the Shire of Chapman Valley held on 31st July 2020 be confirmed as a true and accurate record of proceedings. (Supplied under separate cover **Attachment 6.0(a)**).
Attachment 6.0(a)

Voting 5/0

CARRIED

Minute Reference: FARM 02/21-01

7.0 Items to be dealt with En Bloc

MOVED: Cr Forth

SECONDED: Cr Davidson

Suspend Standing orders 9:01am.

Voting 5/0

CARRIED
Minute Reference: FARM 02/21-02

Discussion was undertaken on the items

MOVED: Cr Forth **SECONDED: Cr Warr**
Reinstate Standing orders 9:23am.

Voting 5/0
CARRIED
Minute Reference: FARM 02/21-03

Finance, Audit & Risk Management Committee resolves to move the following items En bloc:
8.1, 8.2, 8.3, 8.4 and 8.5

MOVED: Cr Davidson **SECONDED: G Middleton**

Move En Bloc items 8.1
Voting 5/0
CARRIED
Minute Reference: FARM 02/21-04

8.0 Officers' Reports

8.0

Chief Executive Officer and Manager Finance & Corporate Services

8.1 Compliance Audit Return 2020

PROPONENT:	Finance, Audit & Risk Management Committee
SITE:	Council Chambers
FILE REFERENCE:	403.05 & 305.12
PREVIOUS REFERENCE:	Nil
DATE:	4 th February 2021
AUTHOR:	Maurice Battilana, Chief Executive Officer

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
8.1(a)	Compliance Audit Return 2020		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

Every Local Government Authority in Western Australia is required to complete the Compliance Audit Return (CAR) each year. The purpose of this item is to present the 2019 Compliance Audit Return to the Committee to review prior to going to Council for formal adoption and forward a certified copy to the Department of Local Government

COMMENT

A Draft copy of the Shire of Chapman Valley 2019 Compliance Audit Return has been provided to Councillors as Attachment 8.1(a)

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 6.4

POLICY/PROCEDURE IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

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

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

RISK ASSESSMENT

The Compliance Audit Report has not highlighted any significant areas of risk

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

COMMITTEE/STAFF RECOMMENDATION

The Finance, Audit & Risk Management Committee recommends the following to Council::

1. The 2020 Compliance Audit Return be signed by the CEO and Shire President
2. The 2020 Compliance Audit Return be received and recorded in the Minutes of Council
3. The 2020 Compliance Audit Return is submitted to the Department of Local Government

FARM Committee En Bloc Resolution
Voting 5/0
CARRIED
Minute Reference: FARM 02/21-04

8.2 Independent Audit Report 30 June 2020

PROPONENT:	Finance, Audit & Risk Management Committee
SITE:	Council Chambers
FILE REFERENCE:	403.05 & 305.00
PREVIOUS REFERENCE:	Nil
DATE:	4 th February 2021
AUTHOR:	Dianne Raymond, Manager of Finance & Corporate Services

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
8.2(a)	Independent Auditors Report 30 June 2020		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

The Shire of Chapman Valley has received the Independent Audit Report from its Auditors; Moore Stephens performed this audit on behalf of the Office of Auditor General (Please refer to Audit Report Letter submitted at Attachment 8.2(a)).

COMMENT

Shire President, Chief Executive Officer, Manager of Finance & Corporate Services met with Renuka Venkatraman, Director, Financial Audit, Office of the Auditor General for Western Australia and Greg Godwin Audit Partner for Moore Australia on 29th January 2020 for an audit exit meeting. Both Renuka Venkatraman and Greg Godwin reported on Key Audit Risks and Focus Areas as outlined in the original Audit Strategy Memorandum. During the exit meeting attention was drawn to the area of Emphasis of Matter – Basis of Accounting and Note 1 of the Financial Statements. This is the new Financial Management Regulation 16 and as such there is no comparative data for some categories of land. The only item highlighted as a matter of significance is the adverse trends in the financial ratios for the Operating Surplus Ratio. This ratios has been below the Department of Local Government, Sport and Cultural Industries standard for the past three years.

In relation to matters raised as a significant item, Section 7.12A(4)(a) of the Local Government Act 1995 states:

- (4) A local government must —
 - (a) prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and
 - (b) give a copy of that report to the Minister within 3 months after the audit report is received by the local government.
- (5) Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government's official website.

This same item of significance was raised at the conclusion of the 2018/2019 annual audit and a similar response will be prepared for the Minister.

STATUTORY ENVIRONMENT

Part 7 Local Government Act 1995 and the Local Government (Audit) Regulations 1996

POLICY/PROCEDURE IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The long term financial viability of the Shire is of importance for future service delivery levels provided to the Shire's constituents

Long Term Financial Plan (LTFP):

The annual audit of the Shire's operations is integral to monitoring how the Shire is tracking with its integrated strategic planning

STRATEGIC IMPLICATIONS

The annual audit of the Shire's operations is integral to monitoring how the Shire is tracking with its integrated strategic planning

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

Council staff have been in contact and discussion with Council auditors throughout the audit review process.

RISK ASSESSMENT

Low risk as it is considered the Council remains in a sound financial position and management procedures are sound.

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

COMMITTEE/STAFF RECOMMENDATION

1. The Finance, Audit & Risk Management Committee recommends to Council the Final Audit Report of the Chief Executive Officer for the year ending 30 June 2020 be received and,
2. Manager Finance & Corporate Services prepares a report to the Minister addressing the significant adverse trend

FARM Committee En Bloc Resolution
Voting 5/0
CARRIED
Minute Reference: FARM 02/21-04

8.3 Management Report 30 June 2020

PROPONENT:	Finance, Audit & Risk Management Committee
SITE:	Council Chambers
FILE REFERENCE:	403.05 & 305.00
PREVIOUS REFERENCE:	Nil
DATE:	4 th February 2021
AUTHOR:	Dianne Raymond, Manager Finance & Corporate Services

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
8.3(a)	Management Report 30 June 2020		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

The Shire of Chapman Valley has received the Management Report from its Auditors; Moore Stephens performed this audit on behalf of the Office of Auditor General (Please refer to Audit Report Letter submitted at Attachment 8.3(a)).

COMMENT

The Management Report is attached with no significant items to highlight, noting no new matters from the interim audit process. All matters raised during the interim audit have been addressed as per the management comments.

STATUTORY ENVIRONMENT

Part 7 Local Government Act 1995 and the Local Government (Audit) Regulations 1996

POLICY/PROCEDURE IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The long term financial viability of the Shire is of importance for future service delivery levels provided to the Shire's constituents

Long Term Financial Plan (LTFP):

The annual audit of the Shire's operations is integral to monitoring how the Shire is tracking with its integrated strategic planning

STRATEGIC IMPLICATIONS

The annual audit of the Shire's operations is integral to monitoring how the Shire is tracking with its integrated strategic planning

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

Council staff have been in contact and discussion with Council auditors throughout the audit review process.

RISK ASSESSMENT

Low risk as it is considered the Council remains in a sound financial position and management procedures are sound.

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

COMMITTEE/STAFF RECOMMENDATION

1. The Finance, Audit & Risk Management Committee recommends to Council the Management Report for the year ending 30 June 2020 be received.

FARM Committee En Bloc Resolution
Voting 5/0
CARRIED
Minute Reference: FARM 02/21-04

8.4 Internal Control Audit Review

PROPONENT:	Finance, Audit & Risk Management Committee
SITE:	Council Chambers
FILE REFERENCE:	305.00
PREVIOUS REFERENCE:	Nil
DATE:	4th February 2021
AUTHOR:	Maurice Battilana & Dianne Raymond

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
8.4(a)	Internal Control Audit Report and Matrix		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

The State Government introduced legislation under the Local Government (Audit) Audit Regulations, 1996, to stipulate it is a legal requirement for a local government Chief Executive Officer to review the appropriateness and effectiveness of a local government's systems and procedures in relation to:

- a) Risk management,
- b) Internal controls; and
- c) Legislative compliance.

COMMENT

A local government is required to undertake an internal control audit at least once every two years. The first of these audits being completed December 2013 with subsequent audits 2016, 2018 and 2021.

Internal auditing is an independent, objective activity carried out by a person who is not involved in the operational management of the Shire. It assists the organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management systems, managing material operating risks, internal controls and legislative compliance processes.

The purpose of this item is to inform the Committee of the review undertaken by staff with an independent consultant and report any future improvements considered necessary.

STATUTORY ENVIRONMENT

Local Government (Audit) Regulations, 1996

Reg 17. CEO to review certain systems and procedures

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
 - (a) risk management; and
 - (b) internal control; and
 - (c) legislative compliance.
- (2) The review may relate to any or all of the matters referred to in sub regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.
- (3) The CEO is to report to the audit committee the results of that review.

[Regulation 17 inserted in Gazette 8 Feb 2013 p. 868.]Part 7 Local Government Act 1995 and the Local Government (Audit) Regulations 1996

POLICY/PROCEDURE IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The long term financial viability of the Shire is of importance for future service delivery levels provided to the Shire's constituents

Long Term Financial Plan (LTFP):

The annual audit of the Shire's operations is integral to monitoring how the Shire is tracking with its integrated strategic planning

STRATEGIC IMPLICATIONS

The annual audit of the Shire's operations is integral to monitoring how the Shire is tracking with its integrated strategic planning

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 Manager Finance & Corporate Services and Chief Executive Officer have been in contact and discussion with the external consultant throughout the internal control audit review process.

RISK ASSESSMENT

Low risk as it is considered the Council remains in a sound financial position and management procedures are sound.

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

COMMITTEE/STAFF RECOMMENDATION

1. The Finance, Audit & Risk Management Committee receives the Internal Control Audit Report and present to council.

FARM Committee En Bloc Resolution
Voting 5/0
CARRIED
Minute Reference: FARM 02/21-04

8.5 Long Term Financial Plan & Asset Management Plan Review

PROPONENT:	Finance, Audit & Risk Management Committee
SITE:	Council Chambers
FILE REFERENCE:	403.05 & 305.00
PREVIOUS REFERENCE:	Nil
DATE:	4 th February 2021
AUTHOR:	Dianne Raymond, Manager Finance & Corporate Services

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
8.5(a)	Long Term Financial Plan		✓
8.5(b)	Asset Management Plan		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

The Shire of Chapman Valley Finance, Audit & Risk Management Committee on the 6th February 2020 previously reviewed the Long Term Financial Plan (LTFP) and asset Management Plan (AMP) which were then presented to Council at the February 2020 Ordinary Council Meeting.

COMMENT

Staff have continued to work on improvements to the LTFP and AMP since the original adoption of these plans in an attempt to make these more integrated, encompassing of all asset areas, cognisant of past actual expenditures incurred and revenues received and hopefully easier to follow and update annually.

STATUTORY ENVIRONMENT

Local Government Act 1995 & Local Government Audit Regulations 1996

POLICY/PROCEDURE IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The long term financial viability of the Shire is of importance for future service delivery levels provided to the Shire's constituents

Long Term Financial Plan (LTFP):

The annual review of the Shire's operations is integral to monitoring how the Shire is tracking with its integrated strategic planning.

STRATEGIC IMPLICATIONS

The annual review of the Shire's operations is integral to monitoring how the Shire is tracking with its integrated strategic planning.

Strategic Community Plan/Corporate Business Plan:

Ref	Objective	Strategy	Action
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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
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CONSULTATION

Consultation has occurred during the budget process

RISK ASSESSMENT

No areas of any significant risk highlighted.

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

COMMITTEE/STAFF RECOMMENDATION

1. The Finance, Audit & Risk Management Committee receives the Long Term Financial Plan and Asset Management Plan and present to council.

FARM Committee En Bloc Resolution
Voting 5/0
CARRIED
Minute Reference: FARM 02/21-04

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

Nil

10 CLOSURE

The Shire President thanked Elected Members and Staff for their attendance and for the great effort put in by everyone during the audit process.

The Shire President declared the meeting closed at 9.24am

Chapman Valley - Compliance Audit Return 2021

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of the relevant minutes.

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2021?	N/A	No major trading undertaking undertaken.	Maurice Battilana
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2021?	N/A	No major land transaction undertaken.	Maurice Battilana
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2021?	N/A	No major land transaction undertaken.	Maurice Battilana
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2021?	N/A	No major trading undertaking or land transaction undertaken.	Maurice Battilana
5	s3.59(5)	During 2021, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A	No major trading or land transaction undertaking undertaken.	Maurice Battilana

Delegation of Power/Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16	Were all delegations to committees resolved by absolute majority?	Yes		Maurice Battilana
2	s5.16	Were all delegations to committees in writing?	Yes		Maurice Battilana
3	s5.17	Were all delegations to committees within the limits specified in section 5.17?	Yes		Maurice Battilana
4	s5.18	Were all delegations to committees recorded in a register of delegations?	Yes		Maurice Battilana
5	s5.18	Has council reviewed delegations to its committees in the 2020/2021 financial year?	Yes		Maurice Battilana
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Act?	Yes		Maurice Battilana
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes		Maurice Battilana
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes		Maurice Battilana

9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	Maurice Battilana
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the council to amend or revoke a delegation made by absolute majority?	Yes	Maurice Battilana
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	Maurice Battilana
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2020/2021 financial year?	Yes	Maurice Battilana
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Admin Reg 19?	Yes	Maurice Battilana

Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes		Maurice Battilana
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by Admin Reg 21A, recorded in the minutes of the relevant council or committee meeting?	Yes		Maurice Battilana
3	s5.73	Were disclosures under section sections 5.65, 5.70 or 5.71A(3) recorded in the minutes of the meeting at which the disclosures were made?	Yes		Maurice Battilana
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes		Maurice Battilana
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2021?	Yes		Maurice Battilana
6	s5.77	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes		Maurice Battilana
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76?	Yes		Maurice Battilana
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A, in the form prescribed in Admin Reg 28?	Yes		Maurice Battilana

9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76, did the CEO remove from the register all returns relating to that person?	Yes		Maurice Battilana
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes		Maurice Battilana
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B, in the form prescribed in Admin Reg 28A?	Yes		Maurice Battilana
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes		Maurice Battilana
13	s5.89A(6)	When a person ceases to be a person who is required to make a disclosure under section 5.87A or 5.87B, did the CEO remove from the register all records relating to that person?	Yes		Maurice Battilana
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes		Maurice Battilana
15	Rules of Conduct Reg 11(1), (2) & (4)	Where a council member had an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person, did they disclose the interest in accordance with Rules of Conduct Reg 11(2)?*	Yes		Maurice Battilana
		*Question not applicable after 2 Feb 2021			
16	Rules of Conduct Reg 11(6)	Where a council member disclosed an interest under Rules of Conduct Reg 11(2) was the nature of the interest recorded in the minutes?*	Yes		Maurice Battilana
		*Question not applicable after 2 Feb 2021			
17	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes		Maurice Battilana
18	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A	No instance.	Maurice Battilana
19	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under subsection 5.71B(6) recorded in the minutes of the council meeting at which the decision was considered?	N/A	No instance.	Maurice Battilana

20	s5.103 Admin Regs 34B & 34C	Has the local government adopted a code of conduct in accordance with Admin Regs 34B and 34C to be observed by council members, committee members and employees?*	Yes		Maurice Battilana
		*Question not applicable after 2 Feb 2021			
21	Admin Reg 34B(5)	Has the CEO kept a register of notifiable gifts in accordance with Admin Reg 34B(5)?*	Yes		Maurice Battilana
		*Question not applicable after 2 Feb 2021			
22	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates within 3 months of the prescribed model code of conduct coming into operation (3 February 2021)?	Yes		Maurice Battilana
23	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4)?	Yes	Acceptable & Unacceptable Behaviours along with Values added as an addendum to the Code.	Maurice Battilana
24	s5.104(7)	Did the CEO publish an up-to-date version of the adopted code of conduct on the local government's website?	Yes		Maurice Battilana
25	s5.51A(1) & (3)	Did the CEO prepare, and implement and publish an up-to-date version on the local government's website, a code of conduct to be observed by employees of the local government?	Yes		Maurice Battilana

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

Elections					
No	Reference	Question	Response	Comments	Respondent
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received	Yes	No Gifts declared	Maurice Battilana

		by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate?			
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years?	N/A	No Gifts declared and all candidates were elected unopposed.	Maurice Battilana
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with Elect Reg 30G(6)?	Yes		Maurice Battilana

Finance					
No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes		Maurice Battilana
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	N/A	No delegated powers given to Committees	Maurice Battilana
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2021 received by the local government by 31 December 2021?	Yes		Maurice Battilana
4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9(1) of the Act required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	Yes		Maurice Battilana
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	Yes		Maurice Battilana
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?	Yes		Maurice Battilana
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June received by the local government within 30 days of completion of the audit?	Yes		Maurice Battilana

Integrated Planning and Reporting

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	November 2017 (Minute Reference 11/18-5)	Maurice Battilana
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	Reviewed and endorsed at the Council OCM's in February 2021 and December 2021.	Maurice Battilana
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of Admin Reg 19DA(2) & (3)?	Yes		Maurice Battilana

Local Government Employees

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve a process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	Yes		Maurice Battilana
2	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Admin Reg 18A?	Yes		Maurice Battilana
3	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	Yes		Maurice Battilana
4	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4)?	Yes		Maurice Battilana
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A	Other than the CEO's retirement, which was formally presented to the Council, no other Senior Staff dismissed or employed.	Maurice Battilana
6	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A		Maurice Battilana

Official Conduct

No	Reference	Question	Response	Comments	Respondent
1	s5.120	Has the local government designated a senior employee as defined by section 5.37 to be its complaints officer?	Yes		Maurice Battilana
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all	Yes		Maurice Battilana

		complaints that resulted in a finding under section 5.110(2)(a)? Does the complaints register include all information required by section 5.121(2)?		
3	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes	Maurice Battilana

Optional Questions					
No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Financial Management Reg 5(2)(c) within the three years prior to 31 December 2021? If yes, please provide the date of council's resolution to accept the report.	Yes	August 2019 OCM (Minute Reference: 08/19-7)	Maurice Battilana
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Audit Reg 17 within the three years prior to 31 December 2021? If yes, please provide date of council's resolution to accept the report.	Yes	Reviewed in November 2021 & being presented to the Council (via the Finance, Audit & Risk Management Committee) in February 2022	Maurice Battilana
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B, was the disclosure made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C?	Yes		Maurice Battilana
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events ?	Yes		Maurice Battilana
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4)?	Yes		Maurice Battilana
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes		Maurice Battilana
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2020/2021 financial year and publish it on the local government's official website by 31 July 2021?	Yes		Maurice Battilana
8	s6.4(3)	By 30 September 2021, did the local government submit to its auditor the balanced accounts and annual financial	Yes		Maurice Battilana

		report for the year ending 30 June 2021?		
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes	Maurice Battilana

Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Respondent
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy [adopted under F&G Reg 11A(1) & (3)] in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes		Maurice Battilana
2	s3.57 F&G Reg 11	Subject to F&G Reg 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in F&G Reg 11(1)?	Yes		Maurice Battilana
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with F&G Reg 14(3) and (4)?	Yes		Maurice Battilana
4	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than a single contract?	Yes		Maurice Battilana
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?	Yes		Maurice Battilana
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Regs 15 and 16?	Yes		Maurice Battilana
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes		Maurice Battilana

8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	N/A	No such situation occurred.	Maurice Battilana
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes		Maurice Battilana
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes		Maurice Battilana
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of F&G Regs 21 and 22?	Yes		Maurice Battilana
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A	No such situation occurred	Maurice Battilana
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under F&G Reg 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	Yes		Maurice Battilana
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with F&G Reg 24?	Yes		Maurice Battilana
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with F&G Reg 24AD(4) and 24AE?	Yes		Maurice Battilana
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	Yes		Maurice Battilana
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	Yes		Maurice Battilana
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of F&G Reg 24AG?	Yes		Maurice Battilana
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A	No such situation occurred.	Maurice Battilana
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local	Yes		Maurice Battilana

		government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?		
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	Yes	Maurice Battilana
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of F&G Regs 24E and 24F?	Yes	Maurice Battilana

I certify this Compliance Audit Return has been adopted by council at its meeting on _____

Signed Mayor/President, Chapman Valley

Signed CEO, Chapman Valley



Auditor General

INDEPENDENT AUDITOR'S REPORT 2021 Shire of Chapman Valley

To the Councillors of the Shire of Chapman Valley

Report on the audit of the annual financial report

Opinion

I have audited the financial report of the Shire of Chapman Valley (Shire) which comprises:

- the Statement of Financial Position at 30 June 2021, the Statement of Comprehensive Income by Nature or Type, Statement of Comprehensive Income by Program, Statement of Changes in Equity, Statement of Cash Flows and Rate Setting Statement for the year then ended
- Notes comprising a summary of significant accounting policies and other explanatory information
- the Statement by the Chief Executive Officer.

In my opinion the financial report of the Shire of Chapman Valley:

- is based on proper accounts and records
- fairly represents, in all material respects, the results of the operations of the Shire for the year ended 30 June 2021 and its financial position at the end of that period in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

Basis for opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's responsibilities section below. I am independent of the Shire in accordance with the *Auditor General Act 2006* and the relevant ethical requirements of the Accounting Professional & Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants (including Independence Standards)* (the Code) that are relevant to my audit of the financial report. I have also fulfilled my other ethical responsibilities in accordance with the Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Responsibilities of the Chief Executive Officer and Council for the financial report

The Chief Executive Officer (CEO) of the Shire is responsible for the preparation and fair presentation of the financial report in accordance with the requirements of the Act, the Regulations and Australian Accounting Standards. The CEO is also responsible for managing internal control (as required by the CEO) to ensure the financial report is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the CEO is responsible for assessing the Shire's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the State Government has made decisions affecting the continued existence of the Shire.

The Council is responsible for overseeing the Shire's financial reporting process.

Auditor's responsibility for the audit of the financial report

As required by the *Auditor General Act 2006*, my responsibility is to express an opinion on the financial report. The objectives of my audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.

A further description of my responsibilities for the audit of the financial report is located on the Auditing and Assurance Standards Board website. This description forms part of my auditor's report and can be found at https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf.

Report on other legal and regulatory requirements

In accordance with the Local Government (Audit) Regulations 1996 I report that:

- (i) In my opinion, the following material matter indicates a significant adverse trend in the financial position of the Shire:
 - a. The Operating Surplus Ratio has been below the Department of Local Government, Sport and Cultural Industries standard for the past 3 years. The financial ratios are reported at Note 33 to the financial report.
- (ii) All required information and explanations were obtained by me.
- (iii) All audit procedures were satisfactorily completed.
- (iv) In my opinion, the Asset Consumption Ratio and the Asset Renewal Funding Ratio included in the financial report were supported by verifiable information and reasonable assumptions.

Other matter

The financial ratios for 2019 in Note 33 of the financial report were audited by another auditor when performing their audit of the Shire for the year ending 30 June 2019. The auditor expressed an unmodified opinion on the financial report for that year.

Other information

The other information is the information in the entity's annual report for the year ended 30 June 2021, but not the financial report and my auditor's report. The CEO is responsible for the preparation and the Council for overseeing the other information.

My opinion does not cover the other information and, accordingly, I do not express any form of assurance conclusion thereon.

Matters relating to the electronic publication of the audited financial report

This auditor's report relates to the financial report of the Shire of Chapman Valley for the year ended 30 June 2021 included on the Shire's website. The Shire's management is responsible for the integrity of the Shire's website. This audit does not provide assurance on the integrity of the Shire's website. The auditor's report refers only to the financial report described above. It does not provide an opinion on any other information which may have been hyperlinked to/from this financial report. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited financial report to confirm the information contained in this website version of the financial report.



Grant Robinson
Assistant Auditor General Financial Audit
Delegate of the Auditor General for Western Australia
Perth, Western Australia
7 December 2021

SHIRE OF CHAPMAN VALLEY

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

INDEX OF FINDINGS	RATING		
	Significant	Moderate	Minor
1. IT Disaster Recovery Plan		✓	
2. Excess leave management		✓	

KEY TO RATINGS

The Ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

- Significant** - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating may be reported as a matter of non-compliance in the audit report in the current year, or in a subsequent reporting period if not addressed. However, even if the issue is not likely to impact the audit report, it should be addressed promptly.
- Moderate** - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.
- Minor** - Those findings that are not of primary concern but still warrant action being taken.

SHIRE OF CHAPMAN VALLEY

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

1. IT Disaster Recovery Plan**Finding**

We noted from our review of IT General Controls that the Shire's IT Disaster Recovery Plan (the plan) dated back to July 2016 and has not been reviewed or updated since then.

This plan is important to maintain essential services through the disaster recovery period and re-establish services and operations as quickly as possible to minimise the effect on the community, staff and Council. Regular review and update of the plan is essential to make sure that it is current and fit for purpose.

Rating: Moderate**Implication**

Without a Disaster Recovery Plan that is updated and current, new and emerging risks to electronic data may not be identified and/or safeguards in place may not be adequate to minimise the risks. This could potentially result in loss of electronic data through cyber threats, damage to backed up data, equipment etc. This also increases the risk of significant delays and business interruptions in the event of unforeseen circumstances.

Recommendation

We recommend that the Shire regularly review and update the disaster recovery plan, to reflect current changes to the IT environment and new/emerging threats.

Management Comment

The IT Disaster Recovery Plan was tested and proved effective during the April 2021 TC Seroja event. The IT Disaster Recovery document has just been reviewed in November 2021, with the service provider testing the IT environments with a failover and fail back without major issues. A documented process will be supplied by the service provider and the IT Disaster Recovery Plan document updated from this testing.

Responsible Person: Manager Finance & Corporate Services**Completion Date: 30 June 2022**

SHIRE OF CHAPMAN VALLEY**PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2021****FINDINGS IDENTIFIED DURING THE FINAL AUDIT****2. Excess leave management****Finding**

During our audit we noted that three employees had annual leave balances ranging from 350 to 850 hours. This represents 41% of the Shire's total employee leave balance and 50% of its annual leave liability at 30 June 2021.

Rating: Moderate**Implication**

Excess annual leave entitlements may have adverse effects on the Shire, including:

- Health and safety concerns with staff members not taking their leave entitlements
- Increase the Shire's costs given salary rises and increments over time and
- Key staff not being rotated, a preventative control against fraud

The build-up of large balances could create financial pressures, should large amounts of leave be taken at the same time or in close proximity. There is also a management risk to Council of having key personnel on leave for long periods of time.

Recommendation

We recommend that management regularly reviews excessive employee leave balances and takes appropriate measures (eg. leave management plans) to minimise the implications of excessive leave.

Management Comment

Council resolved to allow the Senior Ranger to defer an accrued 717 hours of annual leave which is a significant portion of excess annual leave. The current Corporate Management Procedure for Annual Leave will be reviewed to examine risk of excess leave and ensure this complies with current award and fair work legislation.

Responsible Person: Manager Finance & Corporate Services**Completion Date: 30 June 2022**

Shire of Chapman Valley Risk Report

Reviewed
November
2021

Executive Summary

Being a reviewed risk report, this is still focussing on driving the framework for ensuring that future reports will continue to provide relevant insight and recommendations to assist the Shire Executive in managing risks. This report is provided in full (dashboard and individual risk profiles) to allow the Executive an opportunity to review and confirm the current risk landscape of the Shire. It is envisaged future reports will only be in a dashboard format, highlighting the current Risk & Control ratings together with any current actions / treatments underway.

These internal reports are expected to be generated and discussed once a year as part of the agenda for the Management Team

Recommendations

Risk Framework

1. Ensure that the Risk Management Policy is approved by Council. COMPLETED
2. Approve the Risk Management Procedures Manual. COMPLETED

Risk Profiles

1. Review and approve all Risk Profiles (from a Risk & Control perspective). REVIEWED BY STAFF IN November 2021 to be presented to the next FARM Committee
2. Confirm Current Issues / Actions / Treatments (Responsibility & Due Date). COMPLETED & UPDATED ANNUALLY

Misconduct		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Carry out WALGA Procurement Self Audit Tool	Jun-23	MFCS	

Business Disruption		Risk	Control
		Low	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Regional Recovery Plan to be established (CGG SoNR & SoCV)	Jun-19	CEO	
Develop procedures for notification of harvest and total movement bans	Dec-19	MFCS	
IT Failover tested periodically and proving satisfactory	Nov-21	MFCS	
Additional mobile generators in 21/22 budget	Jun-22	BSPO/MWS	

Damage to Physical Assets		Risk	Control
		Low	Effective
Current Issues / Actions / Treatments	Due Date	Responsibility	
Further assets to be protected by CCTV	Jun-22	MWS	

Errors, Omissions & Delays		Risk	Control
		Low	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Ongoing review of policies and procedures	Ongoing	CEO	
Communication of policies and procedures to staff	Ongoing	MFCS	

External Theft & Fraud (inc. Cyber Crime)		Risk	Control
		Low	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Strengthen IT Policy for restrictions and standards	Jun-22	MFCS	
Review Managed Service Agreement including cyber	Jun-22	MFCS	

Failure of IT &/or Communications Systems and Infrastructure		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Budget to conduct IT Disaster Recovery + ongoing budget allocation	Jun-22	MFCS	

Failure to fulfil statutory, regulatory or compliance requirements		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Statutory Compliance calendar	Jun-22	MFCS	
Training of requirements for Record Keeping	Jun-22	MFCS	
Establishing joint WHS coordinator with Shire of Northampton	Mar-22	CEO	

Inadequate safety and security (staff, visitors and community)		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
OSH Policies & Procedure to be updated and placed into an accessible Matrix	Jun-20	CEO & RRC	
Electronic token access to office rear doors	Jun-23	BS/PO	
Improve security along the front counter	Jun-23	BS/PO	

Providing inaccurate advice / information		Risk	Control
		Not Material	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Emphasis on more detailed review of position descriptions	Apr-20	CEO, MWS, B/PO, MFCS	
Continued updating of Work, Health, Safety/Risk Management Matrix	Ongoing	CEO, MWS, B/PO, MFCS	

Inadequate Emergency Management		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Current Action - Establish a Batavia Regional LEMA	Jun-22	CEO	
Review Business Continuity Plan (External consultants)	Jun-22	MFCS	
Review IT Plan	Jun-22	MFCS	

Inadequate Document Management Processes		Risk	Control
		Low	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Elected Member & Staff refresher on records management & responsibility	Ongoing	MFCS	
Review electronic document version controls and templates	Ongoing	MFCS	
Additional filing shelves in office area	Jun-23	BS/PO	

Inadequate Project / Change Management		Risk	Control
		Low	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Continue improvement of Project Management Procedures.	Ongoing	CEO	
Budget consideration for additional resources for project management	Jun-23	CEO/MFCS	

Inadequate engagement of Community / Stakeholders / Elected Members		Risk	Control
		Low	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
New Electronic Message Facilities (Mobile & Fixed)	Jun-23	MWS/ BSPO	

Inadequate Procurement, Disposal or Tender Practices.		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Staff to disclose actual or perceived conflicts of interest in annual key management personnel declarations	Ongoing	Senior Staff	
Periodical Procurement Training	Ongoing	Delegated Staff	

Inadequate Asset Management		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Continue to encourage elected members to embrace the Integrated Planning Framework to ensure asset management is addressed	Ongoing	CEO	
Stocktake of attractive and portable assets	Ongoing	MWS, MFCS, BSPO	

Inadequate Stock Management		Risk	Control
		Low	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	

Inadequate Supplier / Contract Management		Risk	Control
		Low	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Review and Monitor compliance with VELPIC online induction process	Ongoing	All purchasing authority staff	
Policy for Supplier masterfile	Jun-22	MFCS	

Ineffective People Management		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Workforce Plan Update is part of the Integrated Strategic Plan Review	Nov-22	CEO	

Ineffective management of Facilities / Venues		Risk	Control
		Low	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	

Not meeting Community expectations		Risk	Control
		Moderate	Not Rated
Current Issues / Actions / Treatments	Due Date	Responsibility	

As rated by Senior Staff at Executive Team meeting - Maurice Battilana (CEO), Simon Lancaster (DCEO), Dianne Raymond (MFCS), Anthony Abbott (Building/Projects Officer), Esky Kelly (MWS)



Photo courtesy of Explored Vision by GD

LONG TERM FINANCIAL PLAN

January 2022

OUR VISION

"We are a thriving community, making the most of our coastline, ranges and rural settings to **SUPPORT** us to **GROW** and **PROSPER**."

**Council Endorsed: July 2017 – Minute Ref: 07/17-6
Desktop Update - July 2018;
Desktop Update - February 2020
Desktop Update - February 2021
Desktop Update – January 2022**

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Document Status

Adopted	Original Document	September 2013
Reviewed	Modifications undertaken by Shire	July 2017
Updated	Financials updated from 2017/2018 Annual Adopted Budget	July 2018
Updated	Financials updated from 2018/2019 Annual Adopted Budget	December 2019
Updated	Financials updated from 2019/2020 Annual Adopted Budget	February 2021
Updated	Financials updated from 2020/2021 Annual Adopted Budget	January 2022

1. INTRODUCTION

The Challenges We Face

The main challenges facing Council are the need to meet community aspirations for improved services and infrastructure with a limited funding base. Chapman Valley has a small population and funding base and any new project needs to be considered carefully.

The majority of assets and infrastructure are only affordable to Council with the assistance of State and/or Federal funding. This can be unpredictable and uncertain which makes it difficult to determine the exact timing of being able to afford new infrastructure. However, it is important to not lose sight of the Community's aims.

It is also important to be reminded of purpose of the Financial Assistance Grants (FAGs) being "*as of right funding*" for local governments to operate and not "*one-off grants*". This is reflected under section 3 of the *Local Government (Financial Assistance) Act 1995* where it states the Australian Government provides financial assistance for local government purposes by means of grants to the states and self-governing territories for the purpose of improving i.e.

- *The financial capacity of local governing bodies;*
- *The capacity of local governing bodies to provide their residents with an equitable level of services;*
- ***The certainty of funding for the local governing bodies;***
- ***The efficiency and effectiveness of local governing bodies; and***
- *The provision, by local governing bodies, of services to Aboriginal & Torres Strait Islander communities.*

The road network is the Shire's biggest asset and transport the main priorities. Maintaining and upgrading the road network is important to the community.

As well as core services such as roads the declining inland population, recruitment & retention of skilled people, affordable community housing, improve mobile phone and internet telecommunications, heritage and protecting natural features are all important to the community.

Local Government costs continually increase at a higher rate than the headline Consumer Price Index (CPI), combined with the additional costs associated with the remoteness of the region. This, along with the continuing practice of "*cost shifting*" by the State and Australian Governments and the ongoing additional legislative burdens and "*red tape*" being forced onto local government provide a massive funding challenge to ensure sustainability and to meet increasing community expectations.

The Long Term Financial Plan (LTFP) projects the continuation of Council's services as currently provided allowing for increases in revenues and expenditure based on the key assumptions outlined in the Plan. However; it is expected Council may undertake a Service Delivery Review during the life of this LTFP.



Integrated Planning and Reporting Framework

In October 2009 the WA Government introduced a new integrated planning and reporting framework for Local Government.

An essential element of integrated strategic planning is the provisions for long term financial planning.

The Long Term Financial Plan (LTFP) ideally should be for a minimum 10 years and updated regularly. The LTFP should represent the outcomes, strategies and objectives of the Strategic Community Plan.

Purpose of the Long Term Financial Plan

The LTFP acts as a tool to use in deciding what resources Council needs to apply to deliver on the outcomes contained within the Chapman Valley Strategic Community Plan and seeks to answer to the following questions:

- Can we survive the financial pressures of the future?
- What are the opportunities for future income and economic growth?
- Can we afford what the community wants?
- How can we go about achieving these outcomes?

How the Long Term Financial Plan Was Developed

The Shire budgets from the base upon which the LTFP financial projections are built. Budgets are developed through a rigorous process of consultation and review with Council and staff.

The aspirations and projects put forward in the various forward capital works plans have been modified as they are tested against the realities of a limited amount of money available

to the Shire. The projects included in this LTFP reflect what the Shire believes it can afford over the next 10 years based on a range of revenue and expenditure assumptions.

2. KEY CHALLENGES FOR THE SHIRE OF CHAPMAN VALLEY'S FINANCES GOING FORWARD

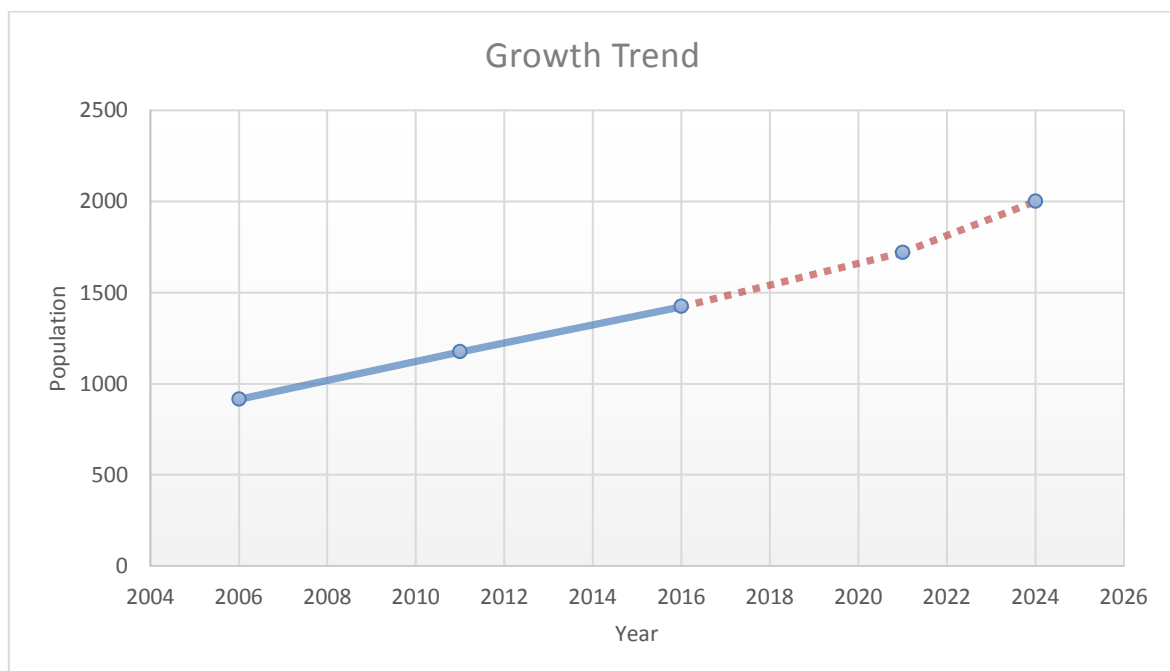
Threats to Long Term Sustainability

The following have been identified as key issues impacting of the Shire's finances:

- Being able to establish a revenue base so sufficient operational revenue is available to fund all operating expenses;
- The ability to maintain the Shire's asset base by renewing identified ageing infrastructure, ensuring cash reserves are quarantined and undertaking service delivery and asset rationalisation reviews;
- The continued availability of state and commonwealth funding to support asset renewals and the creation of new assets; and
- Managing community aspirations within a confined fiscal envelope.

Growth

The Shire's population is projected to increase over the next 15 years with a projected annual growth of 5.% per annum. The growth trend chart below is indicative of trends based on 2006 – 2016 census data. This growing population, particularly in the Shire's coastal and rural-residential areas will place increasing demands on Council for services.



3. MAJOR PROJECTS

Major Projects Proposed in this Long Term Financial Plan

The major projects proposed in this plan are detailed in the Shires 10 Year Roadworks Program, Plant Replacement Program and capital Buildings Program with estimated costs included in the LTFP. The key risks associated with these Programs is the ability for the Shire to continue to attract State and Commonwealth grants, specifically for the roadworks scheduled.

4. FINANCIAL MANAGEMENT IN COUNCIL

Regulatory Environment

Council operates in a highly regulated environment driven by legislation policies, procedure, guideline and best practice strategies.



Financial Environment – The State of the Council’s Finances

The Shire is currently in a strong financial position however due to the small size of the Shire it remains exposed to the impact of any major new asset replacement requirement or external shock and is reliant on continued State and Commonwealth funding to maintain its assets and current levels of service.

The LTFP includes Ratios set under legislation upon which local governments are required to report on annually. Though the basis upon which these Ratios are calculated is disputed and will be contested until they have more realistic outcomes, the intention of including the anticipated movement in the Ratios is to help with decision making on the organisations activities into the future.

Financial Management Principles

In preparing the revised LTFP the following underpinning principles have been used:

- Council will maintain its existing service levels to residents;
- Management will continually look for ways to structurally realign resources without changes to service standards;
- While limited growth is expected services and infrastructure in any new areas will be provided when they are needed;
- Council will continue to explore ways to improve its capacity to fund its recurrent operations and renew critical infrastructure;
- Council will manage within the existing financial constraints as much as possible.

In conjunction with these principles, Council's LTFP is guided by a number of policies and strategies which are outlined as follows:

4.1.1 Investments

Council has an Investment Policy, which reinforces an ongoing commitment to maintain a conservative risk/return portfolio, an important component of its ongoing prudent financial management practices.

The policy outlines:

- The manner in which Council may invest funds
- The institutions and products which Council can invest in
- Delegations

4.1.2 Loan Borrowings

Council's past practices for the use of debt (borrowings) is an appropriate guide for the use of this type of revenue to assist with the funding of major new assets or to smooth the cost of major asset renewals. Minor asset acquisitions and a normal level of asset renewals should be funded out of operating revenues.

4.1.3 Cash Reserves and Restrictions

Council has a number of established cash reserves.

The establishment and funding of cash reserves is a financial management strategy to provide funds for future expenditure, which could not otherwise be financed during a single year without having a material impact on the budget.

4.1.4 Discretionary and Regulatory Fees and Charges

Council has the ability to raise revenues through the adoption of a fee or a charge for services or facilities. Fees and charges are reviewed on an annual basis in conjunction with the preparation of the annual budget.

The general principles under which Council sets its fees and charges are predominantly to recover the cost of services provided.

4.1.5 Asset Disposal and Investment Strategy

Asset sales forecast in this LTFP are basically from the sale of plant and equipment traded in on replacement or the disposal of unutilised staff residential properties.



5. LONG TERM FINANCIAL SUSTAINABILITY

5.1 Long Term Financial Sustainability

A financially sustainable council is described as one with the ability to fund ongoing service delivery, and the renewal and replacement of assets without imposing excessive debt or rate increases on future generations. This definition has been translated into four key financial sustainability principles:

- Council should aspire to achieve a **fully funded operating** position reflecting the collection enough revenue from rate revenue, “*as of right*” FAGs and normal, continuing operations, to fund all operational expenditure.
- Council should aspire to **maintain sufficient cash reserves** to ensure it can meet its short-term working capital requirements.
- Council should aspire to have a **fully funded capital program**, where the source of funding is identified and secured for both capital renewal and new capital works.
- Council should aspire to **maintain its asset base**, by renewing ageing infrastructure, which are identified or envisaged.

It is important to note while these principles represent financial sustainability, in the current environment, most councils will find it difficult to obtain this level of sustainability as:

- Funding the life cycle of assets is a major issue for all levels of Government.
- The backlog in asset renewal is a direct result of councils in WA not being able to cash fund the Fair Value replacement cost of assets (represented by the annual depreciation charge). Current asset renewal funding is based on the actual renewals program and this is often modified to fit within budgetary restraints. This means as assets are consumed funds are generally not being put aside to replace the asset at the end of its useful life. This is not a result of poor management; councils simply cannot afford to fund asset renewal without compromising existing levels of service.

5.2 Measuring Long Term Sustainability

Council will review its LTFP against specific indicators as part of assessing the long term financial health of the organisation and its capacity to fund the community’s aspirations outlined in the Strategic Community Plan.

Though the basis upon which these Ratios are calculated is disputed and will be contested until they have some realistic outcomes, the intention of including the anticipated movement in the Ratios is to help with decision making on the organisations activities into the future.

Ratio	How Calculated	Target
Current Ratio	$\frac{\text{current assets minus restricted assets}}{\text{current liabilities minus liabilities associated with restricted assets}}$	≥ 1
Asset Sustainability Ratio	$\frac{\text{capital renewal and replacement expenditure}}{\text{Depreciation expenses}}$	≥ 1.1
Debt Service Cover Ratio	$\frac{\text{annual operating surplus before interest and depreciation}}{\text{principal and interest}}$	≥ 5
Operating Surplus Ratio	$\frac{\text{operating revenue minus operating expenses}}{\text{own source operating revenue}}$	≥ 0.15
Own Source Revenue Coverage Ratio	$\frac{\text{own source operating revenue}}{\text{operating expenses}}$	≥ 0.9

When revenue from grants and contributions is excluded the Council will have an annual operating **deficit** on operations. However, Council maintains a majority of grants received from the Commonwealth and State Governments should be considered **as of right** funding and not simply one-off grants or gifts. Therefore these types of Grants (e.g. FAG, State Road Grants, etc.) should always be considered as part of Council's generational, operating revenue.

It is not practical or realistic to determine a local government's viability by removing the **as of right** funding sources from the LTFP. This would be the case with almost every service delivery based Commonwealth, State department and Local Government Authorities.



6. ASSUMPTIONS

6.1 Long Term Financial Plan Assumptions

The long term financial model requires Council to identify all material items of revenue and expenditure, and determine the external and internal influences, which could significantly impact on Council's finances.

A number of key assumptions underpin the financial projections in the LTFP. The following are the broad assumptions used for revenue and expenditure projections. Due to the nature of forecasting it should be recognised it becomes increasingly difficult to forecast revenues and expenditures the further out you go. All projections in this financial plan are based on the best available data at the time of preparing the plan and reflect the expected revenues and expenditure based on a range of assumptions. The plan will be reviewed and updated on a regular basis and key assumptions and budget forecasts may be revised at that time.

6.1.1 Revenue

- All rates revenue will be collected;
- State and Federal Government grants will continue to be available at current levels and will be adjusted for inflation annually;
- FAGs are considered as an “*as of right*” funding source in accordance with *Local Government (Financial Assistance) Act, 1995*; and
- Other revenues will be collected at the levels budgeted in the LTFP.

6.1.2 Expenditure

The cost of labour, materials and services will increase by an annual factor, based on expected inflation, national salary & wage movements, etc., and may be adversely affected by external factors such as supply shortages or other abnormal events currently being experienced with the COVID-19 pandemic

6.2 Population Forecasts and Growth in the Rating Base

6.2.1 Population

The next 15 years are expected to see approximately another 700 people living in the Shire of Chapman Valley if current trends persist (this population projection should be considered a conservative estimate). Note 2021 Census data will not be released until June 2022.

The following table provides details of population movements across the past four Census data collection periods:

Shire of Chapman Valley	2001	2006	2011	2016
Actual Population (Census)	875	914	1174	1422
Actual Change in Population	-	+39	+260	+248
Total Increase 2011 to 2016	+547			

6.2.2 Rating Base

An increasing population usually means the rating base (number and value of properties) is also growing.

The LTFP has been based on a “*rate revenue*” increase of approximately 4% per annum.

6.3 Asset Management

The objective of asset management is to meet a required Level of Service in the most cost effective manner through the management of assets for present and future customers.

The capital works program included within the LTFP has been developed based on the projections in Council's various Capital Works Plan (e.g. Roadworks, Plant, and Building). This is dealt with in more detail in the Shire's Asset management Plan, which is fully integrated with the LTFP.



APPENDIX A

FINANCIAL STATEMENTS

Shire of Chapman Valley
LONG TERM STRATEGIC FINANCIAL PLAN

For the period

2021-2022

to

2030-2031



SHIRE OF

Chapman Valley

love the rural life!

		Projections/Predictions										Ratio Average	Basic Standard Target
		1 21-22	2 22-23	3 23-24	4 24-25	5 25-26	6 26-27	7 27-28	8 28-29	9 29-30	10 30-31		
RATIO ANALYSIS													
Financial Ratios													
Current Ratio		3.02	2.47	2.03	2.37	2.57	3.01	4.05	5.06	5.70	6.67	3.69	≥1
Asset Sustainability Ratio		1.53	1.12	1.19	0.84	0.89	0.85	0.77	0.77	0.96	0.86	0.98	≥0.9
Debt Service Cover Ratio		57.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Note: No borrowings after 2022	≥2
Operating Surplus Ratio		-0.40	-0.36	-0.32	-0.28	-0.25	-0.22	-0.19	-0.16	-0.15	-0.14	(0.25)	≥0.01 to ≥.0.15
Own Source Revenue Coverage Ratio		0.49	0.50	0.51	0.52	0.53	0.54	0.55	0.56	0.57	0.58	0.54	≥0.4 to ≥0.6
Asset Consumption Ratio		0.83	0.83	0.82	0.81	0.81	0.80	0.79	0.79	0.78	0.78	0.80	≥0.50
Asset Renewal Funding Ratio		0.81	1.00	0.98	1.00	0.99	1.00	1.00	1.00	1.00	1.00	0.98	≥0.75

SHIRE OF CHAPMAN VALLEY
Calc. Base

Long Term Financial Plan

CALCULATION BASE

	Actual - History			Base Yr	Adjustments/Exclusions				
	17-18	18-19	19-20	20-21	Carryovers	One offs	Interest	(Gains)/Losses	Depreciation
INCOME STATEMENT - INPUT									
Operating Revenues									
Rates	2,589,547	2,743,381	2,857,970	2,854,496					2,854,496
Operating grants, subsidies and contributions	1,756,247	1,550,318	1,495,070	2,079,750					2,079,750
Non-Operating grants, subsidies and contributions	1,254,154	1,138,684	1,514,620	1,228,260					1,228,260
Profit on Asset Disposal	77,062	30,102	3,569	72,554					72,554
Fees and charges	338,726	334,320	302,524	371,177					371,177
Interest earnings - General	45,099	55,212	52,667	15,767					15,767
Interest earnings - Reserves	6,836	3,258	921	286					286
Other revenue	12,611	45,460	19,531	36,359					36,359
Fair Value Adjustments to Assets	-	477,526	52,551	2,804					
Total Revenue	6,080,282	6,378,261	6,299,423	6,661,453	-	-	-	-	6,658,649
Operating Expenses									
Employee costs	(1,661,369)	(1,873,191)	(1,803,506)	(1,745,316)					(1,745,316)
Materials and contracts	(1,506,738)	(1,363,031)	(1,105,426)	(1,885,391)					(1,885,391)
Utility charges (electricity, gas, water etc.)	(57,993)	(49,226)	(47,320)	(52,741)					(52,741)
Depreciation on non-current assets	(2,292,226)	(1,894,769)	(1,970,940)	(2,051,812)					(2,051,812)
Interest expense	(11,544)	(7,713)	(6,323)	(3,620)					(3,620)
Loss on Asset Disposal	(72,494)	(1,981)	(22,715)	-					-
Insurance expense	(151,937)	(151,905)	(163,318)	(160,363)					(160,363)
Other expenditure	(95,539)	(128,342)	(99,830)	(113,445)					(113,445)
Total Expenses	(5,849,840)	(5,470,158)	(5,219,378)	(6,012,688)	-	-	-	-	(6,012,688)
NET RESULT	230,442	908,103	1,080,045	648,765	-	-	-	-	645,961

SHIRE OF CHAPMAN VALLEY
Calc. Base

Long Term Financial Plan

CALCULATION BASE

	Actual - History			Base Yr	Adjustments/Exclusions			
	17-18	18-19	19-20	20-21	Fixed Assets	Borrowings	Reserves	
BALANCE SHEET - INPUT								
CURRENT ASSETS								
Cash and Cash Equivalents (Unrestricted)	1,292,946	1,467,597	2,176,075	2,626,312				2,626,312
Cash and Cash Equivalents (Restricted)								
Cash Backed Reserves	786,850	879,630	839,451	1,160,487				1,160,487
Trade and Other Receivables	178,397	102,378	94,694	180,789				180,789
Inventories	1,912	4,220	1,170	5,140				5,140
Prepayments			8,382	8,382				8,382
TOTAL CURRENT ASSETS	2,260,105	2,453,825	3,119,772	3,981,110	-	-	-	3,981,110
NON-CURRENT ASSETS								
Other Receivables	5,678	5,801	5,052	4,938				4,938
Other Assets	-	-	118,058	111,991				111,991
Property Plant and Equipment	18,939,257	19,325,549	17,758,680	17,809,587				17,809,587
Infrastructure Roads	128,644,948	129,027,300	129,788,908	130,237,784				130,237,784
TOTAL NON-CURRENT ASSETS	147,589,883	148,358,650	147,670,698	148,164,300	-	-	-	148,164,300
TOTAL ASSETS	149,849,988	150,812,475	150,790,470	152,145,410	-	-	-	152,145,410
CURRENT LIABILITIES								
Trade and Other Payables	105,313	93,269	239,479	855,603				855,603
Current Portion Borrowings & Lease Liabilities	99,136	68,626	54,120	49,811				49,811
Other Liabilities	-	-	-	185,456				
Provisions	314,497	423,049	435,584	394,118				394,118
TOTAL CURRENT LIABILITIES	518,946	584,944	729,183	1,484,988	-	-	-	1,299,532
NON-CURRENT LIABILITIES								
Long-term Portion Borrowings & Lease Liabilities	156,747	88,121	100,305	50,494				50,494
Provisions	60,039	29,998	16,683	16,310				16,310
Contract Liability	-	-	158,961	159,515				159,515
TOTAL NON-CURRENT LIABILITIES	216,786	118,119	275,949	226,319	-	-	-	226,319
TOTAL LIABILITIES	735,732	703,063	1,005,132	1,711,307	-	-	-	1,525,851
NET ASSETS	149,114,256	150,109,412	149,785,338	150,434,103	-	-	-	150,619,559
EQUITY								
Retained Surplus	30,999,837	31,384,647	32,384,738	32,712,467				32,712,467
Reserves - Cash Backed	786,850	832,617	839,451	1,160,487				1,160,487
Reserves - Revaluation	117,327,569	117,892,148	116,561,149	116,561,149				116,561,149
TOTAL EQUITY	149,114,256	150,109,412	149,785,338	150,434,103	-	-	-	150,434,103

SHIRE OF CHAPMAN VALLEY
Variables

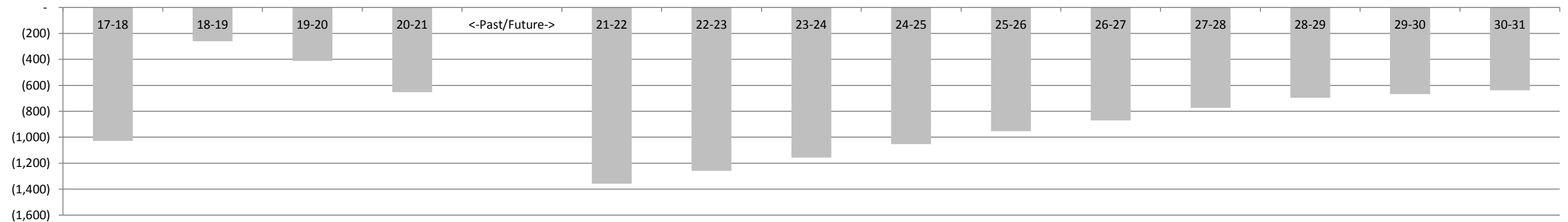
Long Term Financial Plan

				Projection									
	Actual		Calc Base	1	2	3	4	5	6	7	8	9	10
	18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31
OPERATIONS-Revenue													
Rates	5.91%	4.19%	-0.14%	3.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%
Operating grants, subsidies and contributions	-11.73%	-3.55%	39.13%	5.00%	4.50%	4.00%	3.50%	3.00%	2.50%	2.50%	2.00%	1.00%	0.50%
Non-Operating grants, subsidies and contributions	-9.17%	33.01%	-18.94%	48.86%	-32.77%	13.67%	-20.90%	-1.81%	-3.04%	3.04%	-3.97%	10.28%	0.00%
Fees and charges	-1.47%	-9.28%	22.44%	-18.00%	1.15%	1.15%	1.15%	1.15%	1.15%	1.15%	1.15%	1.15%	1.15%
Interest Yield	11.54%	-6.90%	-70.37%	-20.00%	5.00%	5.00%	6.00%	7.00%	8.00%	8.00%	8.00%	8.00%	9.00%
Other revenue	246.15%	-55.56%	80.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
OPERATIONS-Expenditure													
Employee costs	12.76%	-3.68%	-3.27%	28.50%	2.20%	2.20%	2.20%	2.20%	2.30%	2.30%	2.30%	3.00%	3.00%
Materials and contracts	-9.56%	-18.93%	70.59%	22.00%	2.60%	2.30%	2.60%	2.60%	2.60%	2.60%	2.80%	2.90%	2.90%
Utility charges (electricity, gas, water etc.)	-15.52%	-4.08%	12.77%	0.50%	2.20%	2.20%	2.20%	2.20%	2.30%	2.30%	2.30%	3.00%	3.00%
Interest Expense	-33.33%	-25.00%	-33.33%	1.00%	1.84%	2.23%	2.23%	2.23%	2.23%	1.00%	1.00%	1.00%	1.00%
Insurance expense	0.00%	7.24%	-1.84%	15.00%	2.20%	2.20%	2.20%	2.20%	2.30%	2.30%	2.30%	3.00%	3.00%
Other expenditure	33.33%	-21.88%	13.00%	20.00%	5.00%	5.00%	6.00%	7.00%	7.00%	7.00%	7.00%	7.00%	7.00%
CAPITAL-Assets													
Average Depreciation - PPE (Buildings)				1.50%	1.48%	1.46%	1.44%	1.42%	1.40%	1.38%	1.36%	1.34%	1.32%
Average Depreciation - PPE (Other)				11.00%	11.00%	11.00%	11.00%	11.00%	11.00%	11.00%	11.00%	11.00%	11.00%
Average Depreciation - Infrastructure Roads				1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%

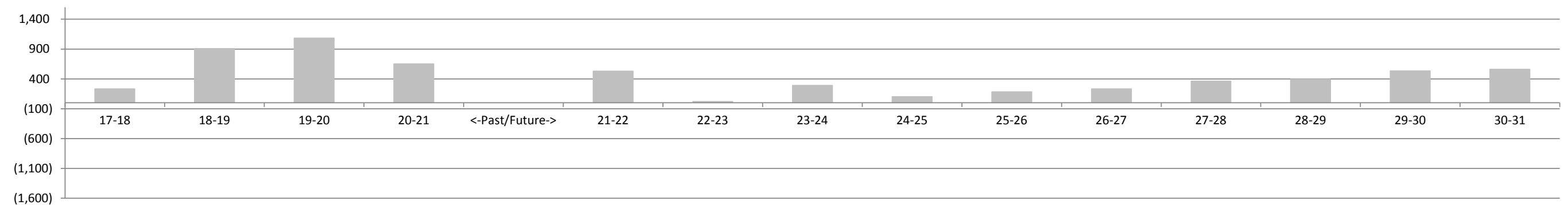
Income Statement

INCOME STATEMENT	Actual				Predictions									
	Calc Base				1	2	3	4	5	6	7	8	9	10
	\$('000)	\$('000)	\$('000)		\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)
	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31
Operating Revenues (see exclusions below)														
Rates - Base	2,590	2,743	2,858	2,854	2,940	3,058	3,180	3,307	3,439	3,577	3,720	3,869	4,024	4,185
Operating grants, subsidies and contributions	1,756	1,550	1,495	2,080	2,184	2,282	2,373	2,456	2,530	2,593	2,658	2,711	2,738	2,752
Fees and charges	339	334	303	371	304	307	311	315	319	323	327	331	335	339
Interest earnings - General	45	55	53	16	13	13	14	15	16	17	19	20	22	24
Interest earnings - Reserves	7	3	1	-	-	-	1	1	1	1	2	2	2	2
Other revenue	13	45	20	36	37	38	39	40	41	44	45	46	47	48
Fair Value Adjustments to Assets	-	478	53	3	3	3	4	4	4	5	5	5	5	5
Operating Expenses														
Employee costs	(1,661)	(1,873)	(1,804)	(1,745)	(2,242)	(2,291)	(2,341)	(2,393)	(2,446)	(2,500)	(2,555)	(2,611)	(2,668)	(2,727)
Materials and contracts	(1,507)	(1,363)	(1,105)	(1,885)	(2,300)	(2,360)	(2,414)	(2,477)	(2,541)	(2,607)	(2,675)	(2,750)	(2,830)	(2,912)
Utility charges (electricity, gas, water etc.)	(58)	(49)	(47)	(53)	(53)	(54)	(55)	(56)	(57)	(58)	(59)	(60)	(62)	(64)
Depreciation on non-current assets	(2,292)	(1,895)	(1,971)	(2,052)	(1,920)	(1,921)	(1,923)	(1,907)	(1,886)	(1,875)	(1,850)	(1,832)	(1,830)	(1,817)
Interest expense	(12)	(8)	(6)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(5)
Insurance expense	(152)	(152)	(163)	(160)	(184)	(188)	(192)	(196)	(200)	(205)	(210)	(215)	(221)	(228)
Other expenditure	(96)	(128)	(100)	(113)	(136)	(143)	(150)	(159)	(170)	(182)	(195)	(209)	(224)	(240)
	(1,028)	(260)	(413)	(652)	(1,358)	(1,259)	(1,157)	(1,054)	(954)	(871)	(773)	(697)	(667)	(638)
Operating Revenue (Asset related)														
Non-Operating grants, subsidies and contributions	1,254	1,139	1,515	1,228	1,828	1,229	1,397	1,105	1,085	1,052	1,084	1,041	1,148	1,148
Profit on asset disposal	77	30	4	73	60	50	50	50	50	50	50	50	50	50
Loss on asset disposal	(72)	(2)	(23)	-	-	-	-	-	-	-	-	-	-	-
NET OPERATING RESULT	231	907	1,083	649	530	20	290	101	181	231	361	394	531	560

Operating Result - Before Asset Related Items



Operating Result - After Asset Related Items



SHIRE OF CHAPMAN VALLEY
Balance Sheet

Long Term Financial Plan

BALANCE SHEET	Actual				Predictions									
	Calc Base				1	2	3	4	5	6	7	8	9	10
	\$('000)	\$('000)	\$('000)		\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)
	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31
CURRENT ASSETS														
Unrestricted Cash and Equivalents	1,293	1,468	2,176	2,626	2,015	1,632	1,319	1,603	1,779	2,148	3,017	3,893	4,488	5,382
Restricted Cash and Cash Equitant	787	833	839	1,160	1,148	1,198	1,248	1,298	1,348	1,398	1,273	1,168	1,068	968
Non-Cash Investments	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Receivables	178	102	95	180	185	195	204	215	225	237	248	261	274	288
Inventories	2	4	1	5	5	5	6	6	6	6	6	7	7	7
Prepayments				8	8	8	9	9	10	10	10	10	10	10
TOTAL CURRENT ASSETS	2,260	2,407	3,111	3,979	3,353	3,030	2,777	3,122	3,358	3,789	4,544	5,329	5,837	6,644
NON-CURRENT ASSETS														
Other Receivables	6	6	5	5	-	-	-	-	-	-	-	-	-	-
Other Assets	-	-	118	112	-	-	-	-	-	-	-	-	-	-
Property Plant and Equipment	18,939	19,326	17,759	17,810	17,890	17,654	17,497	17,192	16,860	16,613	16,247	15,947	15,768	15,495
Infrastructure Roads	119,635	119,988	120,828	121,232	120,382	120,714	121,093	121,035	121,021	120,885	120,798	120,648	120,658	120,668
Infrastructure Other	9,011	9,040	8,961	9,006	8,826	8,649	8,476	8,307	8,141	7,978	7,818	7,662	7,509	7,359
TOTAL NON-CURRENT ASSETS	147,591	148,360	147,671	148,165	147,098	147,017	147,066	146,534	146,022	145,476	144,864	144,257	143,935	143,522
TOTAL ASSETS	149,850	150,766	150,782	152,144	150,451	150,047	149,842	149,655	149,380	149,265	149,407	149,586	149,771	150,166
CURRENT LIABILITIES														
Trade and Other Payables	105	93	239	856	330	336	343	350	357	364	371	379	386	394
Current Portion of Long-term Liabilities	99	69	54	50	-	-	-	-	-	-	-	-	-	-
Provisions	314	423	436	394	400	406	412	418	424	431	437	444	450	457
Other Liabilities	-	-	-	186	150	155	160	165	170	170	175	175	180	185
TOTAL CURRENT LIABILITIES	518	585	729	1,486	880	897	915	933	951	965	984	998	1,017	1,036
NON-CURRENT LIABILITIES														
Long-term Borrowings	157	88	100	50	-	-	-	-	-	-	-	-	-	-
Provisions	60	30	17	16	16	17	17	17	18	18	18	19	19	20
Contract Liability	-	-	-	159	200	180	200	180	200	135	135	150	180	150
TOTAL NON-CURRENT LIABILITIES	217	118	117	225	216	197	217	197	218	153	153	169	199	170
TOTAL LIABILITIES	735	703	846	1,711	1,096	1,094	1,132	1,130	1,169	1,118	1,137	1,166	1,216	1,206
NET ASSETS	149,115	150,063	149,936	150,433	149,355	148,953	148,710	148,525	148,211	148,147	148,270	148,419	148,555	148,960
EQUITY														
Retained Surplus	31,000	31,338	32,536	32,712	31,646	31,194	30,902	30,666	30,303	30,188	30,437	30,690	30,926	31,431
Reserves - Cash Backed	787	833	839	1,160	1,148	1,198	1,248	1,298	1,348	1,398	1,273	1,168	1,068	968
Reserves - Revaluation	117,328	117,892	116,561	116,561	116,561	116,561	116,561	116,561	116,561	116,561	116,561	116,561	116,561	116,561
TOTAL EQUITY	149,115	150,063	149,936	150,433	149,355	148,953	148,710	148,525	148,211	148,147	148,270	148,419	148,555	148,960
	0	0	0	0	-	-	-	-	-	-	-	-	-	-

SHIRE OF CHAPMAN VALLEY
Funding Statement

Long Term Financial Plan

	Actual				Projections/Predictions									
			Calc Base		1	2	3	4	5	6	7	8	9	10
	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)
FUNDING STATEMENT	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31
Operating														
Operating Revenues														
Rates	2,590	2,743	2,858	2,854	2,940	3,058	3,180	3,307	3,439	3,577	3,720	3,869	4,024	4,185
Operating grants, subsidies and contributions	1,756	1,550	1,495	2,080	2,184	2,282	2,373	2,456	2,530	2,593	2,658	2,711	2,738	2,752
Profit on Asset Disposal	77	30	4	73	60	50	50	50	50	50	50	50	50	50
Fees and charges	339	334	303	371	304	307	311	315	319	323	327	331	335	339
Service charges	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest earnings - General	45	55	53	16	13	13	14	15	16	17	19	20	22	24
Interest earnings - Reserves	7	3	1	-	-	-	1	1	1	1	2	2	2	2
Other revenue	13	45	20	36	37	38	39	40	41	44	45	46	47	48
Total Revenue	4,827	4,760	4,734	5,430	5,538	5,748	5,968	6,184	6,396	6,605	6,821	7,029	7,218	7,400
Operating Expenses														
Employee costs	(1,661)	(1,873)	(1,804)	(1,745)	(2,242)	(2,291)	(2,341)	(2,393)	(2,446)	(2,500)	(2,555)	(2,611)	(2,668)	(2,727)
Materials and contracts	(1,507)	(1,363)	(1,105)	(1,885)	(2,300)	(2,360)	(2,414)	(2,477)	(2,541)	(2,607)	(2,675)	(2,750)	(2,830)	(2,912)
Utility charges (electricity, gas, water etc.)	(58)	(49)	(47)	(53)	(53)	(54)	(55)	(56)	(57)	(58)	(59)	(60)	(62)	(64)
Depreciation on non-current assets	(2,292)	(1,895)	(1,971)	(2,052)	(1,920)	(1,921)	(1,923)	(1,907)	(1,886)	(1,875)	(1,850)	(1,832)	(1,830)	(1,817)
Loss on Asset Disposal	(72)	(2)	(23)	-	-	-	-	-	-	-	-	-	-	-
Interest Expense	(12)	(8)	(6)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(5)
Insurance expense	(152)	(152)	(163)	(160)	(184)	(188)	(192)	(196)	(200)	(205)	(210)	(215)	(221)	(228)
Other expenditure	(96)	(128)	(100)	(113)	(136)	(143)	(150)	(159)	(170)	(182)	(195)	(209)	(224)	(240)
Total Expenses	(5,850)	(5,470)	(5,219)	(6,012)	(6,839)	(6,961)	(7,079)	(7,192)	(7,304)	(7,431)	(7,548)	(7,681)	(7,839)	(7,993)
FUNDING FROM GENERAL OPERATIONS	(1,023)	(710)	(485)	(582)	(1,301)	(1,213)	(1,111)	(1,008)	(908)	(826)	(727)	(652)	(621)	(593)
Funding Position Adjustments														
Depreciation on non-current assets	2,292	1,895	1,971	2,052	1,920	1,921	1,923	1,907	1,886	1,875	1,850	1,832	1,830	1,817
Net profit and losses on Disposal	5	28	(19)	73	10	8	12	5	6	6	7	5	5	6
Other Non Cash Items	-	-	-	-	-	-	-	-	-	-	-	-	-	-
NET OPERATIONS	2,297	1,923	1,952	2,125	1,930	1,929	1,935	1,912	1,892	1,881	1,857	1,837	1,835	1,823
Strategic Projects and New Assets														
Strategic-Capital	-	-	-	-	(670)	-	(45)	-	(15)	-	-	-	-	-
Strategic-Net Impact Operations	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Non-Operating grants, subsidies and contributions	-	-	-	-	-	-	-	-	-	-	-	-	-	-
NET FUNDING BEFORE FINANCING	-	-	-	-	(670)	-	(45)	-	(15)	-	-	-	-	-
Asset Renewal														
Acquisitions														
Property Plant and Equipment	(816)	(574)	(518)	(522)	(684)	(596)	(690)	(445)	(475)	(505)	(300)	(350)	(535)	(340)
Infrastructure - Roads	(1,659)	(1,321)	(1,843)	(1,459)	(2,249)	(1,552)	(1,602)	(1,165)	(1,209)	(1,085)	(1,134)	(1,068)	(1,229)	(1,229)
Proceeds on Disposal	(169)	(57)	(102)	(29)	(106)	(130)	(193)	(65)	(159)	(98)	(37)	(37)	(103)	(15)
Non-Operating grants, subsidies and contributions	1,515	1,139	1,254	1,228	1,828	1,229	1,397	1,105	1,085	1,052	1,084	1,041	1,148	1,148
NET FUNDING BEFORE FINANCING	(1,129)	(813)	(1,209)	(782)	(1,211)	(1,049)	(1,088)	(570)	(758)	(636)	(387)	(414)	(719)	(436)
Financing														
Inflows														
Transfer from Reserves (Utalisation)	794	258	63	35	378	150	150	150	150	150	325	300	250	250
New Borrowings	200	-	-	-	-	-	-	-	-	-	-	-	-	-
Self Supporting Loan	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Outflows														
Transfer to Reserves (Increasing)	(302)	(304)	(70)	(356)	(365)	(200)	(200)	(200)	(200)	(200)	(200)	(195)	(150)	(150)
Repayment of Past Borrowings	(96)	(99)	(69)	(46)	(42)	-	-	-	-	-	-	-	-	-
NET FINANCING	596	(145)	(76)	(367)	(29)	(50)	(50)	(50)	(50)	(50)	125	105	100	100
Period Balances														
Opening Balance	(338)	1,426	2,391	3,058	4,033	2,752	2,370	2,011	2,296	2,457	2,826	3,694	4,570	5,165
Closing Balance	1,426	2,391	3,058	4,033	2,752	2,370	2,011	2,296	2,457	2,826	3,694	4,570	5,165	6,059

SHIRE OF CHAPMAN VALLEY
Capital Contributions

Long Term Financial Plan

					Predictions									
Actual					1	2	3	4	5	6	7	8	9	10
17-18					21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31
Asset Renewal					Link									
Roads to Recovery	240,000	244,109	328,620	328,260	328,620	328,620	328,620	328,620	328,620	328,620	328,620	328,620	328,620	328,620
Regional Road Group														
Funding	878,667	883,666	1,186,000	900,000	1,499,667	900,000	1,068,000	776,400	756,000	723,333	755,733	712,053	819,333	819,333
Closing balance	1,118,667	1,127,775	1,514,620	1,228,260	1,828,287	1,228,620	1,396,620	1,105,020	1,084,620	1,051,953	1,084,353	1,040,673	1,147,953	1,147,953
Grant Utilisation					Information Only									
Infrastructure	1,118,667	1,127,775	1,514,620	1,228,260	1,828,287	1,228,620	1,396,620	1,105,020	1,084,620	1,051,953	1,084,353	1,040,673	1,147,953	1,147,953
Land Use	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Community Enrichment	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Community Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Governance	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Creating Opportunities	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfer to Reserve Funds	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	1,118,667	1,127,775	1,514,620	1,228,260	1,828,287	1,228,620	1,396,620	1,105,020	1,084,620	1,051,953	1,084,353	1,040,673	1,147,953	1,147,953
Variance	-	-	-	-	-	-	-	-	-	-	-	-	-	-

SHIRE OF CHAPMAN VALLEY
Strategic (New) Projects

Long Term Financial Plan

Doc Ref	STRATEGIC REFERENCE	Predictions									
		1 21-22	2 22-23	3 23-24	4 24-25	5 25-26	6 26-27	7 27-28	8 28-29	9 29-30	10 30-31
Summary											
	Capital										
	New Land	-	-	-	-	-	-	-	-	-	-
	New Buildings	234,844	-	45,000	-	15,000	-	-	-	-	-
	New Plant & Equip	15,000	-	-	-	-	-	-	-	-	-
	New Furn & Equip	-	-	-	-	-	-	-	-	-	-
	New Infra. Roads	420,000	-	-	-	-	-	-	-	-	-
	New Infra. Other	-	-	-	-	-	-	-	-	-	-
	Borrowings	-	-	-	-	-	-	-	-	-	-
	Cash Reserves	(68,500)	-	(20,000)	-	(15,000)	-	-	-	-	-
	Proceeds from Sale of Asset	-	-	-	-	-	-	-	-	-	-
	Grants and Contributions	(601,344)	-	(25,000)	-	-	-	-	-	-	-
	Net Capital	-	-	-	-	-	-	-	-	-	-
One	Community Enrichment										
3.1.1	Bill Hemsley Park Developments										
	Capital										
	New Land										
	New Buildings					15,000					
	New Plant & Equip										
	New Furn & Equip										
	New Infra. Roads										
	New Infra. Other										
	Borrowings										
	Cash Reserves					(15,000)					
	Proceeds from Sale of Asset										
	Grants and Contributions										
	Net Capital	-	-	-	-	-	-	-	-	-	-
	Net Community Enrichment	-	-	-	-	-	-	-	-	-	-
Two	Community Services										
4.1.1	Nanson Showgrounds										
	Capital										
	New Land										
	New Buildings	40,000		25,000							
	New Plant & Equip										
	New Furn & Equip										
	New Infra. Roads										
	New Infra. Other										
	Borrowings										
	Cash Reserves	(30,000)									
	Proceeds from Sale of Asset										
	Grants and Contributions	(10,000)		(25,000)							
	Net Capital	-	-	-	-	-	-	-	-	-	-
4.1.2	Nabawa Cemetery										
	Capital										
	New Land										
	New Buildings										
	New Plant & Equip										

**SHIRE OF CHAPMAN VALLEY
Strategic (New) Projects**

Long Term Financial Plan

Doc Ref	STRATEGIC REFERENCE	Predictions									
		1 21-22	2 22-23	3 23-24	4 24-25	5 25-26	6 26-27	7 27-28	8 28-29	9 29-30	10 30-31
	New Furn & Equip										
	New Infra. Roads										
	New Infra. Other										
	Borrowings										
	Cash Reserves										
	Proceeds from Sale of Asset										
	Grants and Contributions										
	Net Capital	-	-	-	-	-	-	-	-	-	-
4.1.3	Nabawa Community Centre Capital										
	New Land										
	New Buildings	25,000									
	New Plant & Equip										
	New Furn & Equip										
	New Infra. Roads										
	New Infra. Other										
	Borrowings										
	Cash Reserves										
	Proceeds from Sale of Asset										
	Grants and Contributions	(25,000)									
	Net Capital	-	-	-	-	-	-	-	-	-	-
4.1.4	Yuna Rockwell Capital										
	New Land										
	New Buildings	119,444									
	New Plant & Equip										
	New Furn & Equip										
	New Infra. Roads										
	New Infra. Other										
	Borrowings										
	Cash Reserves										
	Proceeds from Sale of Asset										
	Grants and Contributions	(119,444)									
	Net Capital	-	-	-	-	-	-	-	-	-	-
4.1.5	Coronation Beach Capital										
	New Land										
	New Buildings			20,000							
	New Plant & Equip	15,000									
	New Furn & Equip										
	New Infra. Roads	420,000									
	New Infra. Other										
	Borrowings										
	Cash Reserves			(20,000)							
	Proceeds from Sale of Asset										
	Grants and Contributions	(435,000)									

SHIRE OF CHAPMAN VALLEY
Strategic (New) Projects

Doc Ref	STRATEGIC REFERENCE	Predictions									
		1 21-22	2 22-23	3 23-24	4 24-25	5 25-26	6 26-27	7 27-28	8 28-29	9 29-30	10 30-31
	Net Capital	-	-	-	-	-	-	-	-	-	-
	Net Community Services										
4.1.6	Fig Tree Camp Grounds Capital										
	New Land										
	New Buildings	11,900									
	New Plant & Equip										
	New Furn & Equip										
	New Infra. Roads										
	New Infra. Other										
	Borrowings										
	Cash Reserves										
	Proceeds from Sale of Asset										
	Grants and Contributions	(11,900)									
	Net Capital	-	-	-	-	-	-	-	-	-	-
	Net Community Services										
Three Governance											
5.1.1	Nabawa Office & Depot Capital										
	New Land										
	New Buildings	38,500									
	New Plant & Equip										
	New Furn & Equip										
	New Infra. Roads										
	New Infra. Other										
	Borrowings										
	Cash Reserves	(38,500)									
	Proceeds from Sale of Asset										
	Grants and Contributions										
	Net Capital	-	-	-	-	-	-	-	-	-	-
	Net Governance										

SHIRE OF CHAPMAN VALLEY
Property, Plant and Equipment

Long Term Financial Plan

		Actual				Predictions										
SUMMARY OF PPE		17-18	18-19	19-20	20-21	1 21-22	2 22-23	3 23-24	4 24-25	5 25-26	6 26-27	7 27-28	8 28-29	9 29-30	10 30-31	
Class Summary Totals		Link/Notes														
Opening Balance		18,890,906	20,433,585	19,878,219	18,972,173	19,745,740	20,558,584	21,024,084	21,566,584	21,946,584	22,277,584	22,684,584	22,947,584	23,261,084	23,693,084	
Accumulated Depreciation		(1,220,372)	(2,169,368)	(552,670)	(1,213,493)	(1,959,798)	(2,668,332)	(3,370,192)	(4,070,007)	(4,754,168)	(5,417,291)	(6,071,208)	(6,700,805)	(7,314,034)	(7,925,454)	
Written Down Value		Balance Sheet	17,670,534	18,264,217	19,325,549	17,758,680	17,785,942	17,890,252	17,653,892	17,496,577	17,192,416	16,860,293	16,613,376	16,246,779	15,947,050	15,767,630
Additions																
Assets at no cost			-	-	-	-	-	-	-	-	-	-	-	-	-	-
New			925,861	152,023	134,561	376,199	234,844	-	45,000	15,000	-	-	-	-	-	-
Renewal			816,089	574,335	518,488	522,013	684,000	595,500	690,000	445,000	475,000	505,000	300,000	350,000	535,000	340,000
Disposals																
Cost		Asset write out	(169,905)	(57,842)	(102,090)	(29,719)	(106,000)	(130,000)	(192,500)	(65,000)	(159,000)	(98,000)	(37,000)	(36,500)	(103,000)	(15,000)
Write offs			-	-	-	-	-	-	-	-	-	-	-	-	-	-
Revaluation																
Increment		Balance sheet	-	477,526	104,493	-	-	-	-	-	-	-	-	-	-	-
Decrement		Balance sheet	(29,366)	-	(1,448,092)	-	-	-	-	-	-	-	-	-	-	-
Depreciation																
Depreciation Charge		Income statement	(948,996)	(759,750)	(774,229)	(817,586)	(708,534)	(701,860)	(699,815)	(684,162)	(663,123)	(653,916)	(629,598)	(613,229)	(611,420)	(597,768)
Closing balance WDV		Balance sheet	18,264,217	18,650,509	17,758,680	17,809,587	17,890,252	17,653,892	17,496,577	17,192,415	16,860,293	16,613,377	16,246,778	15,947,050	15,767,630	15,494,862
Funding Sources		Link/Notes														
Proceeds on sale		Source for RSS	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Borrowings			-	-	-	-	-	-	-	-	-	-	-	-	-	-
Private Contributions			-	-	-	-	-	-	-	-	-	-	-	-	-	-
Government Grants			-	-	-	-	(149,844)	-	(25,000)	-	-	-	-	-	-	-
Total Capital Contributions			-	-	-	-	(149,844)	-	(25,000)	-	-	-	-	-	-	-
Net Cost General Purpose Revenue			1,741,950	726,358	653,049	898,212	769,000	595,500	710,000	445,000	490,000	505,000	300,000	350,000	535,000	340,000
Gains or losses on disposal		Link/Notes														
Gains on Disposal			-	-	-	-	-	-	-	-	-	-	-	-	-	-
Losses on Disposal			-	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Gains or Losses on Disposal			-	-	-	-	-	-	-	-	-	-	-	-	-	-

						Predictions										
LAND & BUILDINGS		Notes	17-18	Actual 18-19	19-20	Calc Base 20-21	1 21-22	2 22-23	3 23-24	4 24-25	5 25-26	6 26-27	7 27-28	8 28-29	9 29-30	10 30-31
Class Summary Totals		Link/Notes														
Opening Balance			14,693,399	15,512,124	15,664,147	14,381,028	14,757,227	14,992,071	14,992,071	15,037,071	15,037,071	15,052,071	15,052,071	15,052,071	15,052,071	15,052,071
Accumulated Depreciation			-	(211,083)	(445,227)	(675,665)	(914,886)	(1,126,044)	(1,334,034)	(1,539,580)	(1,742,042)	(1,941,693)	(2,138,348)	(2,332,054)	(2,522,854)	(2,710,793)
Written down Value		Balance Sheet	14,693,399	15,301,041	15,218,920	13,705,363	13,842,341	13,866,027	13,658,037	13,497,491	13,295,029	13,110,378	12,913,723	12,720,017	12,529,217	12,341,278
Additions																
Assets at no cost		Free or discounted	-	-	-	-	-	-	-	-	-	-	-	-	-	-
New			925,861	152,023	134,561	376,199	234,844	-	45,000	-	15,000	-	-	-	-	-
Asset Reclassification							-	-	-	-	-	-	-	-	-	-
Renewal		Replacing Existing					-	-	-	-	-	-	-	-	-	-
Disposals																
Written Down Value		Asset write out	(77,770)		(74,081)		-	-	-	-	-	-	-	-	-	-
Write offs							-	-	-	-	-	-	-	-	-	-
Revaluation																
Increment		Balance sheet					-	-	-	-	-	-	-	-	-	-
Decrement		Balance sheet	(29,366)		(1,343,599)		-	-	-	-	-	-	-	-	-	-
Depreciation																
Depreciation Charge		Income statement	(211,083)	(234,144)	(230,438)	(239,221)	(211,158)	(207,990)	(205,546)	(202,462)	(199,650)	(196,656)	(193,706)	(190,800)	(187,938)	(185,119)
Closing balance WDV			15,301,041	15,218,920	13,705,363	13,842,341	13,866,027	13,658,037	13,497,491	13,295,029	13,110,378	12,913,723	12,720,017	12,529,217	12,341,278	12,156,159

SHIRE OF CHAPMAN VALLEY
Property, Plant and Equipment

Funding Sources	Link/Notes				
Proceeds on sale	Source for RSS	-	-	-	-
Borrowings	Information only	-	-	-	-
Private Contributions	Information only	-	-	-	-
Reserve Transfers	Information only	(407,933)	(32,961)	-	(25,000)
Government Grants	Information only	-	-	-	-
Total Capital Contributions		(407,933)	(32,961)	-	(25,000)
Net Cost		517,928	119,062	134,561	351,199

Gains or losses on disposal	Link/Notes				
Gains on Disposal	Information only	-	-	-	-
Losses on Disposal	Information only	-	-	-	-
Net Gains or Losses on Disposal		-	-	-	-

Tools and Equipment	Notes	Actual			Calc Base
		17-18	18-19	19-20	20-21
Class Summary Totals	Link/Notes				
Opening Balance		135,637	144,705	161,033	56,540
Accumulated Depreciation		(33,217)	(63,334)	(104,493)	(7,232)
Written down Value	Balance Sheet	102,420	81,371	56,540	49,308
Additions					
Assets at no cost	Free or discounted	-	-	-	-
New		-	-	-	-
Renewal	Replacing Existing	9,068	6,069		23,645
Disposals					
Cost	Asset write out				
Write offs					
Revaluation					
Increment	Balance sheet		10,259	104,493	
Decrement	Balance sheet			(104,493)	
Depreciation					
Depreciation Charge	Income statement	(30,117)	(41,159)	(7,232)	(8,502)
Closing balance WDV	Balance sheet	81,371	56,540	49,308	64,451

Funding Sources	Link/Notes				
Proceeds on sale	Source for RSS	-	-	-	-
Borrowings		-	-	-	-
Private Contributions		-	-	-	-
Government Grants		-	-	-	-
Total Capital Contributions		-	-	-	-
Net Cost General Purpose Revenue		9,068	6,069	-	23,645

Gains or losses on disposal	Link/Notes				
Gains on Disposal	Information only	-	-	-	-
Losses on Disposal	Information only	-	-	-	-
Net Gains or Losses on Disposal		-	-	-	-

-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
(100,000)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
(134,844)	-	(25,000)	-	-	-	-	-	-	-	-	-	-	-	-
(234,844)	-	(25,000)	-	-	-	-	-	-	-	-	-	-	-	-
-	-	20,000	-	15,000	-	-	-	-	-	-	-	-	-	-

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-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Predictions												
1	2	3	4	5	6	7	8	9	10			
21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31			
56,540	56,540	56,540	56,540	56,540	56,540	56,540	56,540	56,540	56,540			
(15,734)	(20,223)	(24,218)	(27,773)	(30,937)	(33,754)	(36,260)	(38,491)	(40,476)	(42,243)			
40,806	36,317	32,322	28,767	25,603	22,786	20,280	18,049	16,064	14,297			
-	-	-	-	-	-	-	-	-	-			
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-	-	-	-	-	-	-	-	-	-			
-	-	-	-	-	-	-	-	-	-			
(4,489)	(3,995)	(3,555)	(3,164)	(2,816)	(2,506)	(2,231)	(1,985)	(1,767)	(1,573)			
36,317	32,322	28,767	25,603	22,786	20,280	18,049	16,064	14,297	12,724			

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SHIRE OF CHAPMAN VALLEY
Property, Plant and Equipment

						Predictions									
PLANT AND EQUIPMENT	Notes	Actual			Calc Base	1	2	3	4	5	6	7	8	9	10
		17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31
Class Summary Totals		Link/Notes													
Opening Balance		3,830,120	4,515,757	3,860,368	4,344,856	4,732,972	5,310,972	5,776,472	6,273,972	6,653,972	6,969,972	7,376,972	7,639,972	7,953,472	8,385,472
Accumulated Depreciation		(1,154,329)	(1,829,369)	-	(526,743)	(1,021,092)	(1,492,979)	(1,964,163)	(2,438,242)	(2,901,972)	(3,349,452)	(3,792,479)	(4,215,704)	(4,626,858)	(5,040,306)
Written down Value		Balance Sheet	2,675,791	2,686,388	3,860,368	3,818,113	3,711,880	3,817,993	3,812,309	3,835,730	3,752,000	3,620,520	3,584,493	3,424,268	3,345,166
Additions															
Assets at no cost		Free or discounted	-	-	-	-	-	-	-	-	-	-	-	-	-
New			-	-	-	-	-	-	-	-	-	-	-	-	-
Renewal		Plant Replacement	777,772	567,493	518,488	489,116	684,000	595,500	690,000	445,000	475,000	505,000	300,000	350,000	340,000
Disposals															
Cost		Asset write out	(92,135)	(57,435)	(28,009)	(29,719)	(106,000)	(130,000)	(192,500)	(65,000)	(159,000)	(98,000)	(37,000)	(36,500)	(103,000)
Asset Reclassification															
Revaluation															
Increment		Balance sheet		428,935			-	-	-	-	-	-	-	-	-
Decrement		Balance sheet					-	-	-	-	-	-	-	-	-
Depreciation															
Depreciation Charge		Income statement	(675,040)	(440,053)	(532,734)	(565,630)	(471,887)	(471,184)	(474,079)	(463,730)	(447,480)	(443,027)	(423,224)	(411,155)	(413,448)
Closing balance WDV		Balance sheet	2,686,388	3,185,328	3,818,113	3,711,880	3,817,993	3,812,309	3,835,730	3,752,000	3,620,520	3,584,493	3,424,268	3,326,614	3,345,166
Funding Sources		Link/Notes													
Proceeds on sale		Source for RSS	-	-	-	-	-	-	-	-	-	-	-	-	-
Borrowings			-	-	-	-	-	-	-	-	-	-	-	-	-
Reserves Transfers			(366,920)	(211,681)	-	-	(278,000)	(419,211)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)
Private Contributions			-	-	-	-	-	-	-	-	-	-	-	-	-
Government Grants			-	-	-	-	(15,000)	-	-	-	-	-	-	-	-
Total Capital Contributions			(366,920)	(211,681)	-	-	(293,000)	(419,211)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)
Net Cost General Purpose Revenue			410,852	355,812	518,488	489,116	391,000	176,289	540,000	295,000	325,000	355,000	150,000	200,000	190,000
Gains or losses on disposal		Link/Notes													
Gains on Disposal			-	-	-	-	-	-	-	-	-	-	-	-	-
Losses on Disposal			-	-	-	-	-	-	-	-	-	-	-	-	-
Net Gaines or Losses on Disposal			-	-	-	-	-	-	-	-	-	-	-	-	-

SHIRE OF CHAPMAN VALLEY
Property, Plant and Equipment

						Predictions										
		Actual			Calc Base	1	2	3	4	5	6	7	8	9	10	
FURNITURE AND EQUIPMENT	Notes	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	
Class Summary Totals		Link/Notes														
Opening Balance		231,750	260,999	192,671	189,749	199,001	199,001	199,001	199,001	199,001	199,001	199,001	199,001	199,001	199,001	
Accumulated Depreciation		(32,826)	(65,582)	(2,950)	(3,853)	(8,086)	(29,087)	(47,777)	(64,412)	(79,217)	(92,393)	(104,120)	(114,557)	(123,846)	(132,113)	
Written down Value		198,924	195,417	189,721	185,896	190,915	169,914	151,224	134,589	119,784	106,608	94,881	84,444	75,155	66,888	
Additions																
Assets at no cost		Free or discounted				-	-	-	-	-	-	-	-	-	-	
New		-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Renewal		29,249	773	-	9,252	-	-	-	-	-	-	-	-	-	-	
Disposals																
Written Down Value		-	(407)													
Write offs																
Revaluation		-														
Increment		Balance sheet				-	-	-	-	-	-	-	-	-	-	
Decrement		Balance sheet				-	-	-	-	-	-	-	-	-	-	
Depreciation																
Depreciation Charge		(32,756)	(44,394)	(3,825)	(4,233)	(21,001)	(18,691)	(16,635)	(14,805)	(13,176)	(11,727)	(10,437)	(9,289)	(8,267)	(7,358)	
Closing balance WDV		195,417	189,721	185,896	190,915	169,914	151,224	134,589	119,784	106,608	94,881	84,444	75,155	66,888	59,531	
Funding Sources		Link/Notes														
Proceeds on sale		Source for RSS				-	-	-	-	-	-	-	-	-	-	
Borrowings		-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Private Contributions		-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Government Grants		-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Capital Contributions		-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Net Cost General Purpose Revenue		29,249	773	-	9,252	-	-	-	-	-	-	-	-	-	-	

SHIRE OF CHAPMAN VALLEY
Roadworks Construction

Long Term Financial Plan

INFRASTRUCTURE ROADWORKS		Actual				Projections/Predictions									
		17-18	18-19	19-20	20-21	1	2	3	4	5	6	7	8	9	10
Notes						21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31
Link															
Class Summary Totals															
Opening Balance		102,703,545	120,977,863	122,298,978	124,141,815	121,231,515	123,900,515	125,452,015	127,054,015	128,218,615	129,427,615	130,512,615	131,646,215	132,714,295	133,943,295
Accumulated Depreciation		-	(1,343,230)	(2,311,383)	(3,314,178)	(2,307,246)	(3,518,979)	(4,738,309)	(5,961,466)	(7,184,038)	(8,406,473)	(9,627,535)	(10,847,722)	(12,066,387)	(13,285,156)
Written down Value		102,703,545	119,634,633	119,987,595	120,827,637	118,924,269	120,381,536	120,713,706	121,092,549	121,034,577	121,021,142	120,885,080	120,798,493	120,647,908	120,658,139
Additions															
Assets at no cost		Free or discounted													
Renewal Priority One		Priority 1	1,658,941	1,321,115	1,842,837	1,458,537	2,249,000	1,551,500	1,602,000	1,164,600	1,209,000	1,085,000	1,133,600	1,068,080	1,229,000
Disposals															
Write offs															
Revaluation															
Increment		Balance sheet	16,615,377	-	-	-	-	-	-	-	-	-	-	-	-
Decrement		Balance sheet	-	-	-	-	-	-	-	-	-	-	-	-	-
Depreciation															
Depreciation Charge		Income statement	(1,343,230)	(968,153)	(1,002,795)	(1,054,659)	(1,211,733)	(1,219,330)	(1,223,157)	(1,222,571)	(1,222,436)	(1,221,061)	(1,220,187)	(1,218,666)	(1,218,769)
Closing balance WDV		Balance sheet	119,634,633	119,987,595	120,827,637	121,231,515	120,381,536	120,713,706	121,092,549	121,034,577	121,021,142	120,885,080	120,798,493	120,647,908	120,658,139
Funding Sources		Information													
Proceeds on sale															
Borrowings															
Private Contributions															
Government Grants			(1,118,667)	(1,127,775)	(1,514,620)	(1,228,260)	(1,828,287)	(1,228,620)	(1,396,620)	(1,105,020)	(1,084,620)	(1,051,953)	(1,084,353)	(1,040,673)	(1,147,953)
Total Capital Contributions			(1,118,667)	(1,127,775)	(1,514,620)	(1,228,260)	(1,828,287)	(1,228,620)	(1,396,620)	(1,105,020)	(1,084,620)	(1,051,953)	(1,084,353)	(1,040,673)	(1,147,953)
Net Cost General Purpose Revenue			540,274	193,340	328,217	230,277	840,713	322,880	205,380	59,580	124,380	33,047	49,247	27,407	81,047

SHIRE OF CHAPMAN VALLEY
RESERVES

Long Term Financial Plan

SUMMARY RESERVES

LG PURPOSES

	Notes	Actual			
		17-18	18-19	19-20	20-21
Summary	Link				
Opening balance	Balance Sheet	1,278,810	786,850	832,617	839,451
Increasing	Funding statement	301,608	304,026	69,729	355,536
Utilisation	Funding statement	(793,568)	(258,259)	(62,895)	(34,500)
Closing balance	Balance sheet	786,850	832,617	839,451	1,160,487

Projections/Predictions									
1	2	3	4	5	6	7	8	9	10
21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31
1,160,487	1,147,762	1,197,762	1,247,762	1,297,762	1,347,762	1,397,762	1,272,762	1,167,762	1,067,762
365,275	200,000	200,000	200,000	200,000	200,000	200,000	195,000	150,000	150,000
(378,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(325,000)	(300,000)	(250,000)	(250,000)
1,147,762	1,197,762	1,247,762	1,297,762	1,347,762	1,397,762	1,272,762	1,167,762	1,067,762	967,762

Reserves

Link

SHIRE OF CHAPMAN VALLEY
RESERVES

Long Term Financial Plan

SUMMARY RESERVES LG PURPOSES		Actual				Projections/Predictions									
		17-18	18-19	19-20	20-21	1	2	3	4	5	6	7	8	9	10
	Notes					21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31
Leave Reserve															
Opening balance	Balance Sheet	114,448	115,054	115,552	115,678	115,716	130,756	130,756	130,756	130,756	130,756	130,756	130,756	130,756	130,756
Increasing	Funding statement	606	498	126	38	15,040	-	-	-	-	-	-	-	-	-
Utilisation	Funding statement	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Closing balance	Balance sheet	115,054	115,552	115,678	115,716	130,756	130,756	130,756	130,756	130,756	130,756	130,756	130,756	130,756	130,756
Water Strategy Reserve															
Opening balance	Balance Sheet	14,089	14,164	14,225	14,240	14,245	14,250	14,250	14,250	14,250	14,250	14,250	14,250	14,250	14,250
Increasing	Funding statement	75	61	15	5	5	-	-	-	-	-	-	-	-	-
Utilisation	Funding statement	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Closing balance	Balance sheet	14,164	14,225	14,240	14,245	14,250	14,250	14,250	14,250	14,250	14,250	14,250	14,250	14,250	14,250
Plant/Light Vehicle Reserve															
Opening balance	Balance Sheet	367,101	213,579	256,599	256,877	547,211	419,291	419,291	419,291	419,291	419,291	419,291	419,291	419,291	419,291
Increasing	Funding statement	213,398	254,701	278	290,334	150,080	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
Utilisation	Funding statement	(366,920)	(211,681)	-	-	(278,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)
Closing balance	Balance sheet	213,579	256,599	256,877	547,211	419,291	419,291	419,291	419,291	419,291	419,291	419,291	419,291	419,291	419,291
Unspent Grant Reserve															
Opening balance	Balance Sheet	7,602	13,617	47,013	9,500	-	-	-	-	-	-	-	-	-	-
Increasing	Funding statement	13,617	47,013	9,534	-	-	-	-	-	-	-	-	-	-	-
Utilisation	Funding statement	(7,602)	(13,617)	(47,047)	(9,500)	-	-	-	-	-	-	-	-	-	-
Closing balance	Balance sheet	13,617	47,013	9,500	-	-	-	-	-	-	-	-	-	-	-
Computer & Office Equipment Reserve															
Opening balance	Balance Sheet	39,329	39,537	39,708	39,751	39,763	39,778	39,778	39,778	39,778	39,778	39,778	39,778	39,778	39,778
Increasing	Funding statement	208	171	43	12	15	-	-	-	-	-	-	-	-	-
Utilisation	Funding statement	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Closing balance	Balance sheet	39,537	39,708	39,751	39,763	39,778	39,778	39,778	39,778	39,778	39,778	39,778	39,778	39,778	39,778

SHIRE OF CHAPMAN VALLEY
RESERVES

Long Term Financial Plan

SUMMARY RESERVES

LG PURPOSES

Legal Reserve

	Notes	Actual				Projections/Predictions									
		17-18	18-19	19-20	20-21	1	2	3	4	5	6	7	8	9	10
						21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31
Opening balance	Balance Sheet	39,598	39,807	39,980	40,023	40,036	40,051	40,051	40,051	40,051	40,051	40,051	40,051	40,051	40,051
Increasing	Funding statement	209	173	43	13	15	-	-	-	-	-	-	-	-	-
Utilisation	Funding statement	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Closing balance	Balance sheet	39,807	39,980	40,023	40,036	40,051	40,051	40,051	40,051	40,051	40,051	40,051	40,051	40,051	40,051

Land Development Reserve

Opening balance	Balance Sheet	62,599	51,803	52,028	52,084	52,101	72,121	72,121	72,121	72,121	72,121	72,121	72,121	72,121	72,121
Increasing	Funding statement	317	225	56	17	20,020	-	-	-	-	-	-	-	-	-
Utilisation	Funding statement	(11,113)	-	-	-	-	-	-	-	-	-	-	-	-	-
Closing balance	Balance sheet	51,803	52,028	52,084	52,101	72,121	72,121	72,121	72,121	72,121	72,121	72,121	72,121	72,121	72,121

Infrastructure Reserve

Opening balance	Balance Sheet	101,085	101,621	102,060	102,171	167,224	247,259	297,259	347,259	397,259	447,259	497,259	372,259	267,259	167,259
Increasing	Funding statement	536	439	111	65,053	80,035	50,000	50,000	50,000	50,000	50,000	50,000	45,000	-	-
Utilisation	Funding statement	-	-	-	-	-	-	-	-	-	-	(175,000)	(150,000)	(100,000)	(100,000)
Closing balance	Balance sheet	101,621	102,060	102,171	167,224	247,259	297,259	347,259	397,259	447,259	497,259	372,259	267,259	167,259	67,259

Building Reserve

Opening balance	Balance Sheet	517,276	181,902	149,618	209,127	184,191	184,256	184,256	184,256	184,256	184,256	184,256	184,256	184,256	184,256
Increasing	Funding statement	72,559	677	59,509	64	100,065	-	-	-	-	-	-	-	-	-
Utilisation	Funding statement	(407,933)	(32,961)	-	(25,000)	(100,000)	-	-	-	-	-	-	-	-	-
Closing balance	Balance sheet	181,902	149,618	209,127	184,191	184,256	184,256	184,256	184,256	184,256	184,256	184,256	184,256	184,256	184,256

Landcare Reserve

Opening balance	Balance Sheet	15,683	15,766	15,834	-	-	-	-	-	-	-	-	-	-	-
Increasing	Funding statement	83	68	14	-	-	-	-	-	-	-	-	-	-	-
Utilisation	Funding statement	-	-	(15,848)	-	-	-	-	-	-	-	-	-	-	-
Closing balance	Balance sheet	15,766	15,834	-	-	-	-	-	-	-	-	-	-	-	-

SHIRE OF CHAPMAN VALLEY
Borrowings

Long Term Financial Plan

						Predictions									
		Actual			Calc Base	1	2	3	4	5	6	7	8	9	10
BORROWINGS	Notes	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31
Summary		Link													
Opening balance	Balance Sheet	151,867	255,883	156,747	88,121	42,125	-	-	-	-	-	-	-	-	-
New borrowings	Funding statement	200,000	-	-	-	-	-	-	-	-	-	-	-	-	-
Principal repayments	Funding statement	(95,984)	(99,136)	(68,626)	(45,996)	(42,125)	-	-	-	-	-	-	-	-	-
Closing balance	Balance sheet	255,883	156,747	88,121	42,125	-	-	-	-	-	-	-	-	-	-
Interest expense	Income statement	(11,544)	(7,713)	(4,480)	(2,018)	(836)	-	-	-	-	-	-	-	-	-
Total Principal and Interest	Information only	(107,528)	(106,849)	(73,106)	(48,014)	(42,961)	-	-	-	-	-	-	-	-	-
LG PURPOSES		Notes													
		Link													
Loan 89 - Community Centre Upgrades															
Opening balance	Balance Sheet	31,822	23,395	14,452	4,961	-	-	-	-	-	-	-	-	-	-
New borrowings	Funding statement	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Principal repayments	Funding statement	(8,427)	(8,943)	(9,491)	(4,961)	-	-	-	-	-	-	-	-	-	-
Closing balance	Balance sheet	23,395	14,452	4,961	-	-	-	-	-	-	-	-	-	-	-

SHIRE OF CHAPMAN VALLEY
Borrowings

Long Term Financial Plan

						Predictions									
		Actual		Calc Base		1	2	3	4	5	6	7	8	9	10
BORROWINGS	Notes	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31
Loan 96 - Side Tipper & Water Tanker															
Opening balance	Balance Sheet	63,951	32,561	-	-	-	-	-	-	-	-	-	-	-	-
New borrowings	Funding statement	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Principal repayments	Funding statement	(31,390)	(32,561)	-	-	-	-	-	-	-	-	-	-	-	-
Closing balance	Balance sheet	32,561	-	-	-	-	-	-	-	-	-	-	-	-	-
Loan 97 - Grader															
Opening balance	Balance Sheet	56,094	37,857	19,163	-	-	-	-	-	-	-	-	-	-	-
New borrowings	Funding statement	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Principal repayments	Funding statement	(18,237)	(18,694)	(19,163)	-	-	-	-	-	-	-	-	-	-	-
Closing balance	Balance sheet	37,857	19,163	-	-	-	-	-	-	-	-	-	-	-	-
Loan 98 - Hemsley Park Building															
Opening balance	Balance Sheet	-	162,070	123,132	83,160	42,125	-	-	-	-	-	-	-	-	-
New borrowings	Funding statement	200,000	-	-	-	-	-	-	-	-	-	-	-	-	-
Principal repayments	Funding statement	(37,930)	(38,938)	(39,972)	(41,035)	(42,125)	-	-	-	-	-	-	-	-	-
Closing balance	Balance sheet	162,070	123,132	83,160	42,125	-	-	-	-	-	-	-	-	-	-
Interest expense	Income statement	(11,544)	(7,713)	(4,480)	(2,018)	(836)	-	-	-	-	-	-	-	-	-
Total Principal and Interest	Information only	(107,528)	(106,849)	(73,106)	(48,014)	(42,961)	-	-	-	-	-	-	-	-	-
Allocated Purpose	Information														
Infrastructure		200,000													
Total		200,000	-	-	-	-	-	-	-	-	-	-	-	-	-
Variance		-	-	-	-	-	-	-	-	-	-	-	-	-	-



ASSET MANAGEMENT PLAN

January 2022

Council Endorsed: July 2017 – Minute Ref: 07/17-6

Desktop Update - July 2018;

Desktop Update - February 2020

Desktop Update - February 2021

Desktop Update – January 2022

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Document Status

Adopted	Original Document	November 2013
Reviewed	Modifications undertaken by Shire	July 2017
Reviewed	Modifications undertaken by Shire	Feb 2019
Reviewed	Modifications undertaken by Shire	Jan 2020
Reviewed	Modifications undertaken by Shire	Feb 2021
Reviewed	Modifications undertaken by Shire	Jan 2022

1. INTRODUCTION

1.1 Background

The Asset Management Plan is designed to demonstrate responsive management of assets (and services provided from assets), compliance with regulatory requirements and, in conjunction and reference to the Long Term Financial Plan, to communicate funding needed to provide the required levels of service.

The Asset Management Plan is to be read with following associated planning documents:

- Ten Year Road Works Program
- Ten Year Plant Replacement Program
- Five Year Building program
- Strategic Community Plan

The infrastructure assets covered by this Asset Management Plan is comprised of:

- Roads Infrastructure
- Plant and Equipment
- Land and Buildings

1.2 Goals and Objectives of Asset Management

The Asset Management Plan is prepared under the direction of Council's vision, mission, goals and objectives.

Our Vision is:

*"We are a thriving community, making the most of our coastline, ranges and rural settings to **SUPPORT** us to **GROW** and **PROSPER**."*

Relevant goals and objectives and how these are addressed in this Asset Management Plan are as follows

Goal	Strategies	How Goal and Strategies are addressed in AMP
We need good services to support our development as a Shire	Maintain existing services and facilities	By providing for the effective maintenance and renewal of building assets in Chapman Valley, and by ensuring that those assets are effectively managed to deliver the required services
		By providing for the cost effective maintenance, renewal and development of transport assets in Chapman Valley, and by ensuring that they are effectively managed to deliver the required services

1.3 Plan Framework

Key elements of the plan are:

- Future demand – how this will impact on future service delivery and how this is to be met
- Life cycle management – how the organisation will manage its existing and future assets to provide the required services
- Financial summary – what funds are required to provide the required services
- Monitoring – how the plan will be monitored to ensure it is meeting the organisation's objectives

2. LEVELS OF SERVICE

2.1 Current Levels of Service

Council has defined service levels in two terms.

Community Levels of Service relate to the service outcomes the community wants in terms of safety, quality, quantity, reliability, responsiveness, cost effectiveness and legislative compliance.

Community levels of service measures used in the Asset Management Plan are:

Quality	How good is the service?
Function	Does it meet users' needs?
Safety	Is the service safe?

Technical Levels of Service - Supporting the community service levels are operational or technical measures of performance. These technical measures relate to the allocation of resources to service activities the council undertakes to best achieve the desired community outcomes.

Technical service measures are linked to annual budgets covering:

- Operations – the regular activities to provide services such as opening hours, cleaning frequency, mowing frequency
- Maintenance – the activities necessary to retain an assets as near as practicable to its original condition (e.g. road patching, unsealed road grading, building and structure repairs)
- Renewal – the activities return the service capability of an asset up to that which it had originally (e.g. frequency and cost of road resurfacing and pavement reconstruction, plant and building component replacement)
- Upgrade – the activities to provide a higher level of service (e.g. widening a road, sealing an unsealed road, replacing buildings) or a new service that did not exist previously.

2.2 Desired Levels of Service

At present, indications of desired levels of service are obtained from various sources including residents' feedback to Councillors and staff, service requests and correspondence. Council has yet to quantify desired levels of service. This may be done in future as part of an overall *Service Delivery Review*. However; at this stage Council wishes to maintain its current levels of service.

3. FUTURE DEMAND

Factors affecting demand include population change, changes in demographics, seasonal factors, consumer preferences and expectations, economic factors, agricultural practices, environmental awareness and the like.

Demand factor trends and impacts on service delivery could be:

Demand factor	Present position	Projection	Impact on services
Population	The population of the Shire of Chapman Valley, as per ABS 2017, was 1472.	It is forecast the population of Chapman Valley will increase over the next 15 years by approximately 700 people. It is expected that there will be growth on the coast.	The increase in population may not make a significant change in demand on the Shire's assets.
Demographics	At the 2011 census it was identified the work age persons represent approximately 60% of the Shire's population whilst persons aged greater than 65 represent 13% of the population. (Note: Data not available from 2016 Census at time of writing)	By 2026 the age profile will see the largest groupings of people living in the Shire, being in three age groups, those aged 5-9, 35-39 and 60-64 years old.	The increase in the percentage of older persons in the community may lead to an increased demand on older person's services.
Tourism	The Strategic Community Plan and Corporate Business Plan endorses the encouragement of Tourism Operators to establish an Alliance for them to develop and implement a Local Tourism Plan. This must be industry driven.	Increase in numbers of visitors to the Shire.	Increase in demand on road infrastructure assets.
Oakajee Port Development	There is the potential for the development of Oakajee Port to allow for the distribution of mined Iron Ore.	This could result in increased economic activity and hence employment.	It is expected progression of this development would result in an increased demand on all Shire facilities and assets. However; it is not likely this development will occur in the near future or the life of this Plan.
Community Expectations	The community's expectations around the levels and scope of services provided by the Shire have increased over the last few years.	The increase in expectation is likely to continue.	There will be a requirement to improve the level and quality of services.

4 RATIOS

Ratio	Target	Current
Asset Sustainability Ratio	≥ 0.9	1.05
Asset Consumption	≥ 0.50	0.97
Asset Renewal Funding Ratio	≥ 0.75	0.84

5 ROUTINE MAINTENANCE

Routine maintenance is the regular on-going work necessary to keep assets operating, including instances where portions of the asset fail and need immediate repair to make the asset operational again.

Maintenance includes reactive, planned and specific maintenance work activities.

Reactive maintenance is unplanned repair work carried out in response to service requests and management/supervisory directions.

Planned maintenance is repair work identified and managed activities including inspection, assessing the condition against failure/breakdown experience, prioritising, scheduling, actioning the work and reporting what was done to develop a maintenance history and improve maintenance and service delivery performance.

Specific maintenance is replacement of higher value components/sub-components of assets undertaken on a regular cycle (e.g. road grading, ongoing plant maintenance & repairs, annual termite inspection/treatment on buildings, etc.). This work generally falls below the capital programs and will require a specific budget allocation.

Assessment and prioritisation of reactive maintenance is undertaken by operational staff using experience and judgement. Maintenance work is carried out mainly with in-house knowledge rather than documented maintenance manuals (Council still to confirm this).

Maintenance is funded from the operating budget and grants where available. This is catered for in the operational expenditure section of the Shire's Long Term Financial Plan.

6 RENEWAL/REPLACEMENT PROGRAMS

Renewal expenditure is major work which does not increase the asset's design capacity but restores, rehabilitates, replaces or renews an existing asset to its original service potential. Work over and above restoring an asset to original service potential is upgrade/expansion or new works expenditure.

6.1 Renewal plan

Assets requiring renewal are identified by using the Asset Register data to project the renewal costs for renewal years using

The ranking criteria used to determine priority of identified renewal proposals for road infrastructure assets is based on the Shire's Road Hierarchy List, which is reviewed annually. The ranking criteria for other asset types is based on staff knowledge and inspections upon which the programs are developed and amended annually

6.2 Renewal standards

Renewal work is carried out in accordance with the following Standards and Specifications.

- All new road construction is to Regional Road Group standards
- All new building construction is to the Building Code of Australia

6.3 Summary of projected renewal expenditure

Projected future renewal expenditures are forecast to increase over time as the asset stock ages. The costs are summarised in in this Plan and use current day dollars.

7 CREATION/ACQUISITION/UPGRADE PLAN

New works are those works to create a new asset which did not previously exist or works which upgrade or improve an existing asset beyond its existing capacity. They may result from growth, social or environmental needs.

New assets and upgrade/expansion of existing assets are identified from various sources such as councillor, staff or community requests, proposals identified by strategic plans or partnerships with other organisations. Proposals are investigated to verify need and to develop a preliminary estimate. Verified proposals are ranked by priority and available funds and scheduled in future works programmes. The following programs should be referred to:

- Ten Year Road Works Program
- Ten Year Plant Replacement Program

- Five Year Building program
- Strategic Community Plan

8. DISPOSALS

Disposal includes any activity associated with disposal of a decommissioned asset including sale, demolition or old housing stock no longer required as staff residences.

9. KEY ASSUMPTIONS MADE IN FINANCIAL FORECASTS

Key assumptions made in this Asset Management Plan are:

- No allowance has been made for inflation
- Renewals and new/upgrade capital forecasts are in accordance with the following annually reviewed Programs:
 - ~ Ten Year Road Works Program
 - ~ Ten Year Plant Replacement Program
 - ~ Five Year Building program
- The average useful life and average remaining life of assets are based on current local knowledge, industry standards, historical trends and condition assessment
- Operations and maintenance forecasts have been based on current expenditure levels and percentages of replacement costs for each asset class

10. PLAN IMPROVEMENT AND MONITORING

10.1 Performance Measures

The effectiveness of the Asset Management Plan can be measured in the following ways:

- The degree to which the required cashflows identified in this Asset Management Plan are incorporated into the organisation's Long Term Financial Plan and community/strategic planning processes and documents

10.2 Monitoring and Review Procedures

This Asset Management Plan will be reviewed during annual budget preparation and amended to recognise any material changes in service levels and/or resources available to provide those services as a result of the budget decision process.

APPENDICES

Appendix A Financial Statements & Supporting Programs

Appendix A

Financial Statements & Supporting Programs

Shire of Chapman Valley

ASSET MANAGEMENT PLAN

For the period

2021-2022

to

2030-2031



SHIRE OF

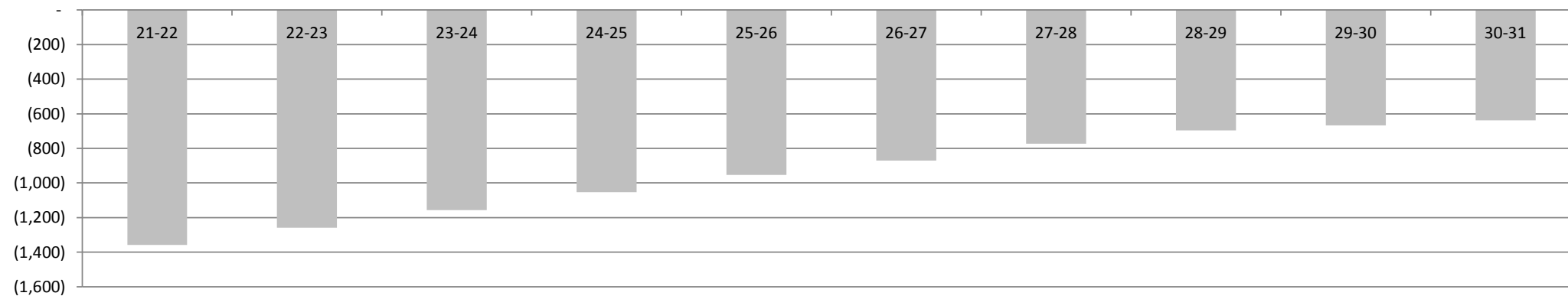
Chapman Valley

love the rural life!

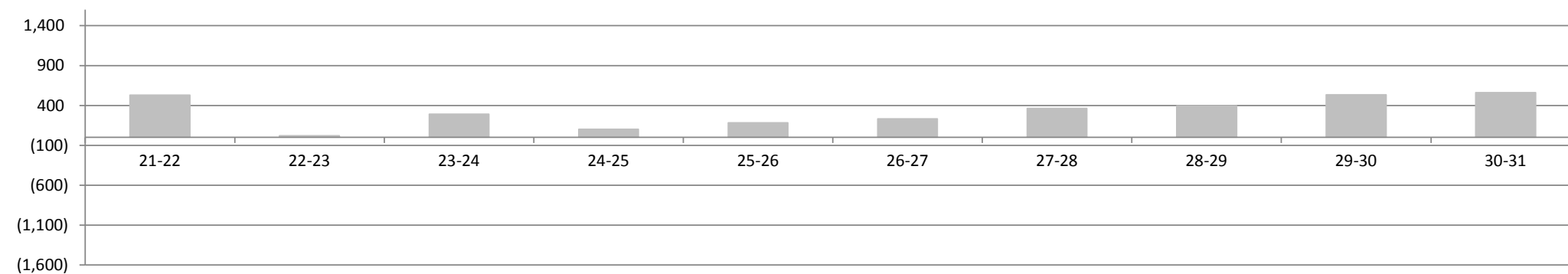
SHIRE OF CHAPMAN VALLEY
Income Statement

	Predictions									
	1	2	3	4	5	6	7	8	9	10
	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)
INCOME STATEMENT	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31
Operating Revenues (see exclusions below)										
Rates - Base	2,940	3,058	3,180	3,307	3,439	3,577	3,720	3,869	4,024	4,185
Operating grants, subsidies and contributions	2,184	2,282	2,373	2,456	2,530	2,593	2,658	2,711	2,738	2,752
Fees and charges	304	307	311	315	319	323	327	331	335	339
Interest earnings - General	13	13	14	15	16	17	19	20	22	24
Interest earnings - Reserves	-	-	1	1	1	1	2	2	2	2
Other revenue	37	38	39	40	41	44	45	46	47	48
Fair Value Adjustments to Assets	3	3	4	4	4	5	5	5	5	5
Operating Expenses										
Employee costs	(2,242)	(2,291)	(2,341)	(2,393)	(2,446)	(2,500)	(2,555)	(2,611)	(2,668)	(2,727)
Materials and contracts	(2,300)	(2,360)	(2,414)	(2,477)	(2,541)	(2,607)	(2,675)	(2,750)	(2,830)	(2,912)
Utility charges (electricity, gas, water etc.)	(53)	(54)	(55)	(56)	(57)	(58)	(59)	(60)	(62)	(64)
Depreciation on non-current assets	(1,920)	(1,921)	(1,923)	(1,907)	(1,886)	(1,875)	(1,850)	(1,832)	(1,830)	(1,817)
Interest expense	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(5)
Insurance expense	(184)	(188)	(192)	(196)	(200)	(205)	(210)	(215)	(221)	(228)
Other expenditure	(136)	(143)	(150)	(159)	(170)	(182)	(195)	(209)	(224)	(240)
	(1,358)	(1,259)	(1,157)	(1,054)	(954)	(871)	(773)	(697)	(667)	(638)
Operating Revenue (Asset related)										
Non-Operating grants, subsidies and contributions	1,828	1,229	1,397	1,105	1,085	1,052	1,084	1,041	1,148	1,148
Profit on asset disposal	60	50	50	50	50	50	50	50	50	50
Loss on asset disposal	-	-	-	-	-	-	-	-	-	-
NET OPERATING RESULT	530	20	290	101	181	231	361	394	531	560

Operating Result - Before Asset Related Items



Operating Result - After Asset Related Items



SHIRE OF CHAPMAN VALLEY

Long Term Financial Plan

Balance Sheet

	Predictions									
	1	2	3	4	5	6	7	8	9	10
	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)
	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31
BALANCE SHEET										
CURRENT ASSETS										
Unrestricted Cash and Equivalents	2,015	1,632	1,319	1,603	1,779	2,148	3,017	3,893	4,488	5,382
Restricted Cash and Cash Equivalent	1,148	1,198	1,248	1,298	1,348	1,398	1,273	1,168	1,068	968
Non-Cash Investments	-	-	-	-	-	-	-	-	-	-
Receivables	185	195	204	215	225	237	248	261	274	288
Inventories	5	5	6	6	6	6	6	7	7	7
Prepayments	8	8	9	9	10	10	10	10	10	10
TOTAL CURRENT ASSETS	3,353	3,030	2,777	3,122	3,358	3,789	4,544	5,329	5,837	6,644
NON-CURRENT ASSETS										
Other Receivables	-	-	-	-	-	-	-	-	-	-
Other Assets	-	-	-	-	-	-	-	-	-	-
Property Plant and Equipment	17,890	17,654	17,497	17,192	16,860	16,613	16,247	15,947	15,768	15,495
Infrastructure Roads	120,382	120,714	121,093	121,035	121,021	120,885	120,798	120,648	120,658	120,668
Infrastructure Other	8,826	8,649	8,476	8,307	8,141	7,978	7,818	7,662	7,509	7,359
TOTAL NON-CURRENT ASSETS	147,098	147,017	147,066	146,534	146,022	145,476	144,864	144,257	143,935	143,522
TOTAL ASSETS	150,451	150,047	149,842	149,655	149,380	149,265	149,407	149,586	149,771	150,166
CURRENT LIABILITIES										
Trade and Other Payables	330	336	343	350	357	364	371	379	386	394
Current Portion of Long-term Liabilities	-	-	-	-	-	-	-	-	-	-
Provisions	400	406	412	418	424	431	437	444	450	457
Other Liabilities	150	155	160	165	170	170	175	175	180	185
TOTAL CURRENT LIABILITIES	880	897	915	933	951	965	984	998	1,017	1,036
NON-CURRENT LIABILITIES										
Long-term Borrowings	-	-	-	-	-	-	-	-	-	-
Provisions	16	17	17	17	18	18	18	19	19	20
Contract Liability	200	180	200	180	200	135	135	150	180	150
TOTAL NON-CURRENT LIABILITIES	216	197	217	197	218	153	153	169	199	170
TOTAL LIABILITIES	1,096	1,094	1,132	1,130	1,169	1,118	1,137	1,166	1,216	1,206
NET ASSETS	149,355	148,953	148,710	148,525	148,211	148,147	148,270	148,419	148,555	148,960
EQUITY										
Retained Surplus	31,646	31,194	30,902	30,666	30,303	30,188	30,437	30,690	30,926	31,431
Reserves - Cash Backed	1,148	1,198	1,248	1,298	1,348	1,398	1,273	1,168	1,068	968
Reserves - Revaluation	116,561	116,561	116,561	116,561	116,561	116,561	116,561	116,561	116,561	116,561
TOTAL EQUITY	149,355	148,953	148,710	148,525	148,211	148,147	148,270	148,419	148,555	148,960
	-	-	-	-	-	-	-	-	-	-

SHIRE OF CHAPMAN VALLEY
Strategic (New) Projects

Long Term Financial Plan

Doc Ref	STRATEGIC REFERENCE	Predictions									
		1 21-22	2 22-23	3 23-24	4 24-25	5 25-26	6 26-27	7 27-28	8 28-29	9 29-30	10 30-31
Summary											
Capital											
	New Land	-	-	-	-	-	-	-	-	-	-
	New Buildings	234,844	-	45,000	-	15,000	-	-	-	-	-
	New Plant & Equip	15,000	-	-	-	-	-	-	-	-	-
	New Furn & Equip	-	-	-	-	-	-	-	-	-	-
	New Infra. Roads	420,000	-	-	-	-	-	-	-	-	-
	New Infra. Other	-	-	-	-	-	-	-	-	-	-
	Borrowings	-	-	-	-	-	-	-	-	-	-
	Cash Reserves	(68,500)	-	(20,000)	-	(15,000)	-	-	-	-	-
	Proceeds from Sale of Asset	-	-	-	-	-	-	-	-	-	-
	Grants and Contributions	(601,344)	-	(25,000)	-	-	-	-	-	-	-
	Net Capital	-	-	-	-	-	-	-	-	-	-
One	Community Enrichment										
3.1.1	Bill Hemsley Park Developments										
	Capital										
	New Land										
	New Buildings					15,000					
	New Plant & Equip										
	New Furn & Equip										
	New Infra. Roads										
	New Infra. Other										
	Borrowings										
	Cash Reserves					(15,000)					
	Proceeds from Sale of Asset										
	Grants and Contributions										
	Net Capital	-	-	-	-	-	-	-	-	-	-
	Net Community Enrichment	-	-	-	-	-	-	-	-	-	-
Two	Community Services										
4.1.1	Nanson Showgrounds										
	Capital										
	New Land										
	New Buildings	40,000		25,000							
	New Plant & Equip										
	New Furn & Equip										
	New Infra. Roads										
	New Infra. Other										
	Borrowings										
	Cash Reserves	(30,000)									
	Proceeds from Sale of Asset										
	Grants and Contributions	(10,000)		(25,000)							
	Net Capital	-	-	-	-	-	-	-	-	-	-
4.1.2	Nabawa Cemetery										
	Capital										
	New Land										
	New Buildings										
	New Plant & Equip										

SHIRE OF CHAPMAN VALLEY
Strategic (New) Projects

Long Term Financial Plan

Doc Ref	STRATEGIC REFERENCE	Predictions									
		1 21-22	2 22-23	3 23-24	4 24-25	5 25-26	6 26-27	7 27-28	8 28-29	9 29-30	10 30-31
	New Furn & Equip										
	New Infra. Roads										
	New Infra. Other										
	Borrowings										
	Cash Reserves										
	Proceeds from Sale of Asset										
	Grants and Contributions										
	Net Capital	-	-	-	-	-	-	-	-	-	-
4.1.3	Nabawa Community Centre Capital										
	New Land										
	New Buildings	25,000									
	New Plant & Equip										
	New Furn & Equip										
	New Infra. Roads										
	New Infra. Other										
	Borrowings										
	Cash Reserves										
	Proceeds from Sale of Asset										
	Grants and Contributions	(25,000)									
	Net Capital	-	-	-	-	-	-	-	-	-	-
4.1.4	Yuna Rockwell Capital										
	New Land										
	New Buildings	119,444									
	New Plant & Equip										
	New Furn & Equip										
	New Infra. Roads										
	New Infra. Other										
	Borrowings										
	Cash Reserves										
	Proceeds from Sale of Asset										
	Grants and Contributions	(119,444)									
	Net Capital	-	-	-	-	-	-	-	-	-	-
4.1.5	Coronation Beach Capital										
	New Land										
	New Buildings			20,000							
	New Plant & Equip	15,000									
	New Furn & Equip										
	New Infra. Roads	420,000									
	New Infra. Other										
	Borrowings										
	Cash Reserves			(20,000)							
	Proceeds from Sale of Asset										
	Grants and Contributions	(435,000)									

SHIRE OF CHAPMAN VALLEY
Strategic (New) Projects

Doc Ref	STRATEGIC REFERENCE	Predictions									
		1 21-22	2 22-23	3 23-24	4 24-25	5 25-26	6 26-27	7 27-28	8 28-29	9 29-30	10 30-31
	Net Capital	-	-	-	-	-	-	-	-	-	-
	Net Community Services										
4.1.6	Fig Tree Camp Grounds Capital										
	New Land										
	New Buildings	11,900									
	New Plant & Equip										
	New Furn & Equip										
	New Infra. Roads										
	New Infra. Other										
	Borrowings										
	Cash Reserves										
	Proceeds from Sale of Asset										
	Grants and Contributions	(11,900)									
	Net Capital	-	-	-	-	-	-	-	-	-	-
	Net Community Services										
Three Governance											
5.1.1	Nabawa Office & Depot Capital										
	New Land										
	New Buildings	38,500									
	New Plant & Equip										
	New Furn & Equip										
	New Infra. Roads										
	New Infra. Other										
	Borrowings										
	Cash Reserves	(38,500)									
	Proceeds from Sale of Asset										
	Grants and Contributions										
	Net Capital	-	-	-	-	-	-	-	-	-	-
	Net Governance										

SHIRE OF CHAPMAN VALLEY
Property, Plant and Equipment

Long Term Financial Plan

		Actual				Predictions										
SUMMARY OF PPE		17-18	18-19	19-20	20-21	1 21-22	2 22-23	3 23-24	4 24-25	5 25-26	6 26-27	7 27-28	8 28-29	9 29-30	10 30-31	
Class Summary Totals		Link/Notes														
Opening Balance		18,890,906	20,433,585	19,878,219	18,972,173	19,745,740	20,558,584	21,024,084	21,566,584	21,946,584	22,277,584	22,684,584	22,947,584	23,261,084	23,693,084	
Accumulated Depreciation		(1,220,372)	(2,169,368)	(552,670)	(1,213,493)	(1,959,798)	(2,668,332)	(3,370,192)	(4,070,007)	(4,754,168)	(5,417,291)	(6,071,208)	(6,700,805)	(7,314,034)	(7,925,454)	
Written Down Value		Balance Sheet	17,670,534	18,264,217	19,325,549	17,758,680	17,785,942	17,890,252	17,653,892	17,496,577	17,192,416	16,860,293	16,613,376	16,246,779	15,947,050	15,767,630
Additions																
Assets at no cost			-	-	-	-	-	-	-	-	-	-	-	-	-	-
New			925,861	152,023	134,561	376,199	234,844	-	45,000	15,000	-	-	-	-	-	-
Renewal			816,089	574,335	518,488	522,013	684,000	595,500	690,000	445,000	475,000	505,000	300,000	350,000	535,000	340,000
Disposals																
Cost		Asset write out	(169,905)	(57,842)	(102,090)	(29,719)	(106,000)	(130,000)	(192,500)	(65,000)	(159,000)	(98,000)	(37,000)	(36,500)	(103,000)	(15,000)
Write offs			-	-	-	-	-	-	-	-	-	-	-	-	-	-
Revaluation																
Increment		Balance sheet	-	477,526	104,493	-	-	-	-	-	-	-	-	-	-	-
Decrement		Balance sheet	(29,366)	-	(1,448,092)	-	-	-	-	-	-	-	-	-	-	-
Depreciation																
Depreciation Charge		Income statement	(948,996)	(759,750)	(774,229)	(817,586)	(708,534)	(701,860)	(699,815)	(684,162)	(663,123)	(653,916)	(629,598)	(613,229)	(611,420)	(597,768)
Closing balance WDV		Balance sheet	18,264,217	18,650,509	17,758,680	17,809,587	17,890,252	17,653,892	17,496,577	17,192,415	16,860,293	16,613,377	16,246,778	15,947,050	15,767,630	15,494,862
Funding Sources		Link/Notes														
Proceeds on sale		Source for RSS	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Borrowings			-	-	-	-	-	-	-	-	-	-	-	-	-	-
Private Contributions			-	-	-	-	-	-	-	-	-	-	-	-	-	-
Government Grants			-	-	-	-	(149,844)	-	(25,000)	-	-	-	-	-	-	-
Total Capital Contributions			-	-	-	-	(149,844)	-	(25,000)	-	-	-	-	-	-	-
Net Cost General Purpose Revenue			1,741,950	726,358	653,049	898,212	769,000	595,500	710,000	445,000	490,000	505,000	300,000	350,000	535,000	340,000
Gains or losses on disposal		Link/Notes														
Gains on Disposal			-	-	-	-	-	-	-	-	-	-	-	-	-	-
Losses on Disposal			-	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Gains or Losses on Disposal			-	-	-	-	-	-	-	-	-	-	-	-	-	-

						Predictions									
			Actual		Calc Base	1	2	3	4	5	6	7	8	9	10
LAND & BUILDINGS	Notes	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31
Class Summary Totals		Link/Notes													
Opening Balance		14,693,399	15,512,124	15,664,147	14,381,028	14,757,227	14,992,071	14,992,071	15,037,071	15,037,071	15,052,071	15,052,071	15,052,071	15,052,071	15,052,071
Accumulated Depreciation		-	(211,083)	(445,227)	(675,665)	(914,886)	(1,126,044)	(1,334,034)	(1,539,580)	(1,742,042)	(1,941,693)	(2,138,348)	(2,332,054)	(2,522,854)	(2,710,793)
Written down Value	Balance Sheet	14,693,399	15,301,041	15,218,920	13,705,363	13,842,341	13,866,027	13,658,037	13,497,491	13,295,029	13,110,378	12,913,723	12,720,017	12,529,217	12,341,278
Additions															
Assets at no cost	Free or discounted	-	-	-	-	-	-	-	-	-	-	-	-	-	-
New		925,861	152,023	134,561	376,199	234,844	-	45,000	-	15,000	-	-	-	-	-
Asset Reclassification						-	-	-	-	-	-	-	-	-	-
Renewal	Replacing Existing					-	-	-	-	-	-	-	-	-	-
Disposals															
Written Down Value	Asset write out	(77,770)		(74,081)		-	-	-	-	-	-	-	-	-	-
Write offs						-	-	-	-	-	-	-	-	-	-
Revaluation															
Increment	Balance sheet					-	-	-	-	-	-	-	-	-	-
Decrement	Balance sheet	(29,366)		(1,343,599)		-	-	-	-	-	-	-	-	-	-
Depreciation															
Depreciation Charge	Income statement	(211,083)	(234,144)	(230,438)	(239,221)	(211,158)	(207,990)	(205,546)	(202,462)	(199,650)	(196,656)	(193,706)	(190,800)	(187,938)	(185,119)
Closing balance WDV		15,301,041	15,218,920	13,705,363	13,842,341	13,866,027	13,658,037	13,497,491	13,295,029	13,110,378	12,913,723	12,720,017	12,529,217	12,341,278	12,156,159

SHIRE OF CHAPMAN VALLEY
Property, Plant and Equipment

Funding Sources	Link/Notes				
Proceeds on sale	Source for RSS	-	-	-	-
Borrowings	Information only	-	-	-	-
Private Contributions	Information only	-	-	-	-
Reserve Transfers	Information only	(407,933)	(32,961)	-	(25,000)
Government Grants	Information only	-	-	-	-
Total Capital Contributions		(407,933)	(32,961)	-	(25,000)
Net Cost		517,928	119,062	134,561	351,199

Gains or losses on disposal	Link/Notes				
Gains on Disposal	Information only	-	-	-	-
Losses on Disposal	Information only	-	-	-	-
Net Gains or Losses on Disposal		-	-	-	-

Tools and Equipment	Notes	Actual			Calc Base
		17-18	18-19	19-20	20-21
Class Summary Totals		Link/Notes			
Opening Balance		135,637	144,705	161,033	56,540
Accumulated Depreciation		(33,217)	(63,334)	(104,493)	(7,232)
Written down Value	Balance Sheet	102,420	81,371	56,540	49,308
Additions					
Assets at no cost	Free or discounted	-	-	-	-
New		-	-	-	-
Renewal	Replacing Existing	9,068	6,069		23,645
Disposals					
Cost	Asset write out				
Write offs					
Revaluation					
Increment	Balance sheet		10,259	104,493	
Decrement	Balance sheet			(104,493)	
Depreciation					
Depreciation Charge	Income statement	(30,117)	(41,159)	(7,232)	(8,502)
Closing balance WDV	Balance sheet	81,371	56,540	49,308	64,451

Funding Sources	Link/Notes				
Proceeds on sale	Source for RSS	-	-	-	-
Borrowings		-	-	-	-
Private Contributions		-	-	-	-
Government Grants		-	-	-	-
Total Capital Contributions		-	-	-	-
Net Cost General Purpose Revenue		9,068	6,069	-	23,645

Gains or losses on disposal	Link/Notes				
Gains on Disposal	Information only	-	-	-	-
Losses on Disposal	Information only	-	-	-	-
Net Gains or Losses on Disposal		-	-	-	-

-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
(100,000)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
(134,844)	-	(25,000)	-	-	-	-	-	-	-	-	-	-	-	-
(234,844)	-	(25,000)	-	-	-	-	-	-	-	-	-	-	-	-
-	-	20,000	-	15,000	-	-	-	-	-	-	-	-	-	-

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-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Predictions												
1	2	3	4	5	6	7	8	9	10			
21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31			
56,540	56,540	56,540	56,540	56,540	56,540	56,540	56,540	56,540	56,540			
(15,734)	(20,223)	(24,218)	(27,773)	(30,937)	(33,754)	(36,260)	(38,491)	(40,476)	(42,243)			
40,806	36,317	32,322	28,767	25,603	22,786	20,280	18,049	16,064	14,297			
-	-	-	-	-	-	-	-	-	-			
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-	-	-	-	-	-	-	-	-	-			
-	-	-	-	-	-	-	-	-	-			
(4,489)	(3,995)	(3,555)	(3,164)	(2,816)	(2,506)	(2,231)	(1,985)	(1,767)	(1,573)			
36,317	32,322	28,767	25,603	22,786	20,280	18,049	16,064	14,297	12,724			

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SHIRE OF CHAPMAN VALLEY
Property, Plant and Equipment

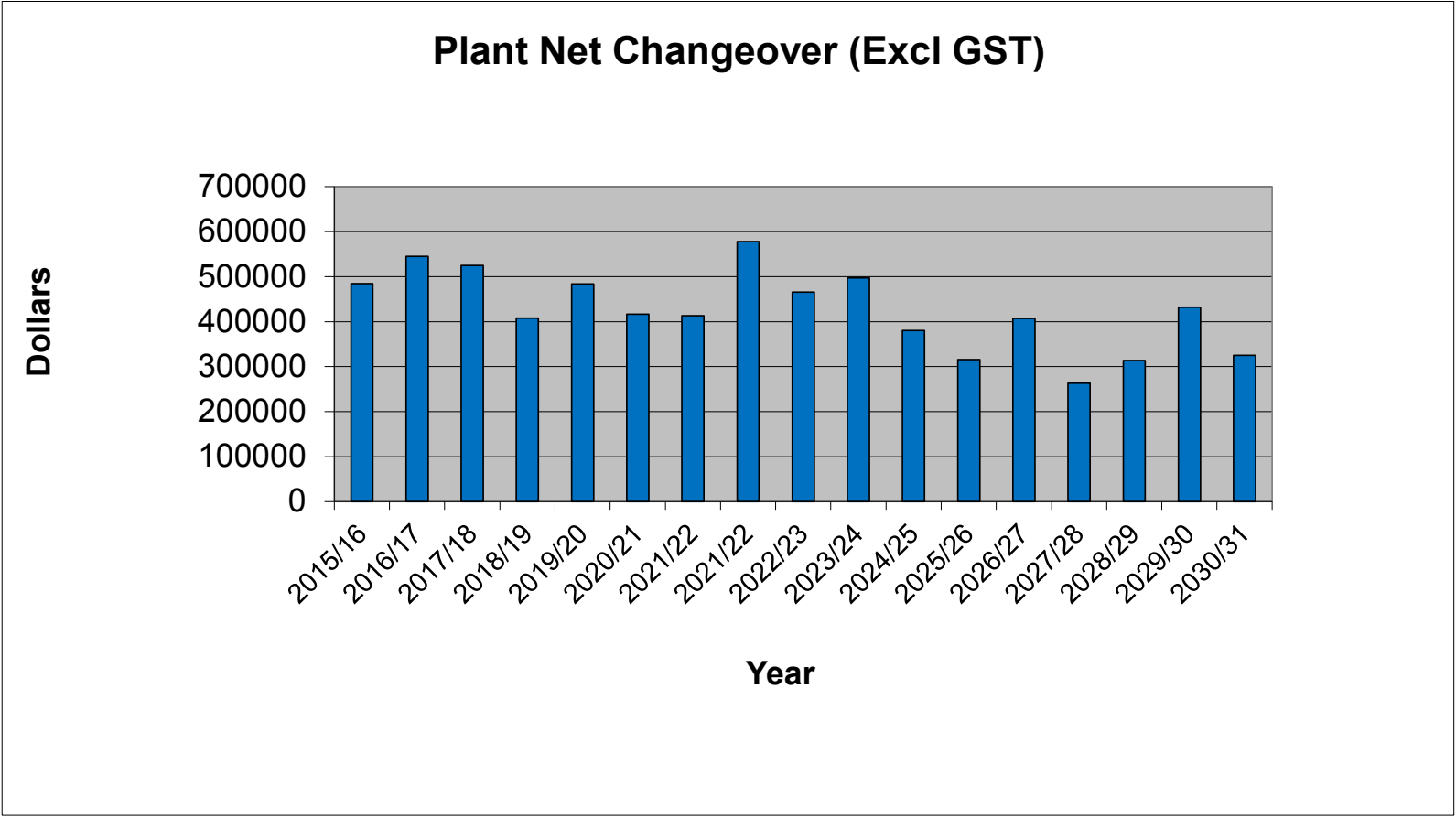
						Predictions										
PLANT AND EQUIPMENT	Notes	Actual			Calc Base	1	2	3	4	5	6	7	8	9	10	
		17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	
Class Summary Totals		Link/Notes														
Opening Balance		3,830,120	4,515,757	3,860,368	4,344,856	4,732,972	5,310,972	5,776,472	6,273,972	6,653,972	6,969,972	7,376,972	7,639,972	7,953,472	8,385,472	
Accumulated Depreciation		(1,154,329)	(1,829,369)	-	(526,743)	(1,021,092)	(1,492,979)	(1,964,163)	(2,438,242)	(2,901,972)	(3,349,452)	(3,792,479)	(4,215,704)	(4,626,858)	(5,040,306)	
Written down Value		Balance Sheet	2,675,791	2,686,388	3,860,368	3,818,113	3,711,880	3,817,993	3,812,309	3,835,730	3,752,000	3,620,520	3,584,493	3,424,268	3,326,614	3,345,166
Additions																
Assets at no cost		Free or discounted	-	-	-	-	-	-	-	-	-	-	-	-	-	
New			-	-	-	-	-	-	-	-	-	-	-	-	-	
Renewal		Plant Replacement	777,772	567,493	518,488	489,116	684,000	595,500	690,000	445,000	475,000	505,000	300,000	350,000	535,000	340,000
Disposals																
Cost		Asset write out	(92,135)	(57,435)	(28,009)	(29,719)	(106,000)	(130,000)	(192,500)	(65,000)	(159,000)	(98,000)	(37,000)	(36,500)	(103,000)	(15,000)
Asset Reclassification																
Revaluation																
Increment		Balance sheet		428,935												
Decrement		Balance sheet														
Depreciation																
Depreciation Charge		Income statement	(675,040)	(440,053)	(532,734)	(565,630)	(471,887)	(471,184)	(474,079)	(463,730)	(447,480)	(443,027)	(423,224)	(411,155)	(413,448)	(403,718)
Closing balance WDV		Balance sheet	2,686,388	3,185,328	3,818,113	3,711,880	3,817,993	3,812,309	3,835,730	3,752,000	3,620,520	3,584,493	3,424,268	3,326,614	3,345,166	3,266,448
Funding Sources		Link/Notes														
Proceeds on sale		Source for RSS	-	-	-	-	-	-	-	-	-	-	-	-	-	
Borrowings			-	-	-	-	-	-	-	-	-	-	-	-	-	
Reserves Transfers			(366,920)	(211,681)	-	-	(278,000)	(419,211)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	
Private Contributions			-	-	-	-	-	-	-	-	-	-	-	-	-	
Government Grants			-	-	-	-	(15,000)	-	-	-	-	-	-	-	-	
Total Capital Contributions			(366,920)	(211,681)	-	-	(293,000)	(419,211)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	
Net Cost General Purpose Revenue			410,852	355,812	518,488	489,116	391,000	176,289	540,000	295,000	325,000	355,000	150,000	200,000	385,000	190,000
Gains or losses on disposal		Link/Notes														
Gains on Disposal			-	-	-	-	-	-	-	-	-	-	-	-	-	
Losses on Disposal			-	-	-	-	-	-	-	-	-	-	-	-	-	
Net Gains or Losses on Disposal			-	-	-	-	-	-	-	-	-	-	-	-	-	

SHIRE OF CHAPMAN VALLEY
Property, Plant and Equipment

						Predictions										
		Actual			Calc Base	1	2	3	4	5	6	7	8	9	10	
FURNITURE AND EQUIPMENT	Notes	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	
Class Summary Totals	Link/Notes															
Opening Balance		231,750	260,999	192,671	189,749	199,001	199,001	199,001	199,001	199,001	199,001	199,001	199,001	199,001	199,001	
Accumulated Depreciation		(32,826)	(65,582)	(2,950)	(3,853)	(8,086)	(29,087)	(47,777)	(64,412)	(79,217)	(92,393)	(104,120)	(114,557)	(123,846)	(132,113)	
Written down Value	Balance Sheet	198,924	195,417	189,721	185,896	190,915	169,914	151,224	134,589	119,784	106,608	94,881	84,444	75,155	66,888	
Additions																
Assets at no cost	Free or discounted															
New		-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Renewal		29,249	773	-	9,252	-	-	-	-	-	-	-	-	-	-	
Disposals																
Written Down Value	Asset write out	-	(407)													
Write offs																
Revaluation		-														
Increment	Balance sheet	38,332														
Decrement	Balance sheet															
Depreciation																
Depreciation Charge	Income statement	(32,756)	(44,394)	(3,825)	(4,233)	(21,001)	(18,691)	(16,635)	(14,805)	(13,176)	(11,727)	(10,437)	(9,289)	(8,267)	(7,358)	
Closing balance WDV	Balance sheet	195,417	189,721	185,896	190,915	169,914	151,224	134,589	119,784	106,608	94,881	84,444	75,155	66,888	59,531	
Funding Sources	Link/Notes															
Proceeds on sale	Source for RSS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Borrowings		-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Private Contributions		-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Government Grants		-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Capital Contributions		-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Net Cost General Purpose Revenue		29,249	773	-	9,252	-	-	-	-	-	-	-	-	-	-	

Asset No	Reg No	Plant No	SHIRE OF CHAPMAN VALLEY 10 YEAR PLANT REPLACEMENT SCHEDULE										
			2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	
CAPITAL PURCHASE EXPENDITURE													
Existing Plant Type													
TRUCKS													
MV13	CV2806	P52	2015 Isuzu 450 Tipper Truck		\$70,000							\$70,000	
MV18	CV2859	P60	2016 Isuzu FRR 110-260, Crew Cab Truck					\$180,000					
MV23	CV2726	P72	2013 Coronado Freightliner Primemover (secondhand)				\$250,000						
364	CV918	P918	2008 Iveco Powerstar 6 x 4 Tip Truck (Not to be Replaced)										
393	CV69	P35	2010 Caterpillar Primemover		\$310,000								
MV18	CV2877	P81	2020 Coronado Freightliner 6 x 4 Tip Truck										
MV31	CV2962	P85	2021 Coronado Freightliner Prime Mover (New)										
GRADERS													
PE26	CV2938	P76	2019 120M Caterpillar Grader										
PE10	CV2861	P57	2016 John Deere 670G Grader					\$375,000					
374	CV338	P23	2007 140H Caterpillar Grader	\$450,000									
ROLLERS													
51	CV1029	P1029	1976 Multi Tyred Roller - tow along				\$65,000						
PE25	CV2895	P75	2019 Multipac 524H Multi Tyred Roller									\$140,000	
PE15	CV2863	P66	2016 Cat CS78b Vibrating Roller							\$200,000			
342	CV2570	P2570	2007 Amman pneumatic Multi Tyred Roller		\$200,000								
NEW	NEW	NEW	Drawn Roller	\$75,000									
137	NA	P162	McDonalds Cricket Pitch Roller										
LOADERS													
PE14	CV2846	P62	2016 Case 580 ST Backhoe					\$130,000					
P23	CV2892	P73	2018 Volvo loader L90F								\$325,000		
PE18	CV485	P67	2016 Caterpillar 236D Skid Steer				\$50,000						
385	950CV	P26	2008 Caterpillar 950H wheel loader			\$320,000							
NEW	NEW	NEW	Forklift - New 2.5t All Terrain (relisted unable to source 20-21)	\$28,000									
TRACTORS													
PE11	CV2856	P56	2016 Case 60B Tractor						\$45,000				
MOWERS													
PE9	CV2896	P1924	2015 Hustler RO Mower					\$30,000					
PE27	NA	P1926	2019 John Deere Ztrak ROM - 72" Diesel							\$30,000			
PE30	CV2897	P1927	2019 Club Cadet ROM						\$35,000				
PE24	NA	P007	2018 John Deere Ztrak ROM (Yuna)										
TRAILERS (HEAVY)													
227	CV7887	P148	2001 Low bed tilt trailer (Not to be Replaced)										
MV09	CV7886	P45	2014 Water Tanker Trailer (Howard Porter)						\$100,000				
343	CV7723	P7723	2008 Howard Porter side tipping trailer			\$110,000							
344	CV7724	P7724	2008 Side Tipping Trailer			\$110,000							
MV08	CV7882	P46	2014 Side Tipper Trailer (Howard Porter)								\$110,000		
P22	CV7881	P74	2018 Side Tipper Trailer (All Roads)										
MV32	1TWC604	P86	Rockwheeler Tri-Axle Side Tipper (2021)										
358	CV7725	P7725	2007 Dolly						\$25,000				
363	CV7716	P7716	2008 Dolly							\$25,000			
PE16	CV7883	P63	2009 Dolly (for Tri-Axle Low Loader - Purchased 2017)										
PE17	CV7880	P64	2017 Tri-Axle Dropdeck Trailer (& Ramps)										
LIGHT TRAILERS & OTHER ITEMS													
77	CV1922	P1922	1990 Trailer - Papas (Tandem) - Portable Toilet										
PE19	CV7884	P1925	2017 Trailer Hydraulic Tipper w/Cage (Rubbish)										
199	CV7589	P7589	1968 Trailer Tanker (Fuel) - purchased 1999 ex MRWA										
282	CV7670	P7670	2003 Trailer - (carries Generator P42)										
304	CV96	P96	2005 Trailer - Tandem (Small)										
318	CV619	P619	2006 Trailer & Water Tank (Coro Beach)										
336	CV7717	P7717	2007 Trailer (Water Pump)										
396	CV7800	P37	2012 Trailer - Plant (Coast MAC 4.5t for Skid Steer)										
PE7	CV7833	P50	2015 Trailer - Weedsprayer (10,000Lt Custom Built)										
PE8	CV7885	P1923	2014 Trailer - Flatbed										
329	CV7750	P7750	2006 Trailer (SAM - Shared with Shire of NR)										
NA	CV7729	P25	2009 Trailer (Mobile Standpipe)										
NEW	NEW	NEW	Transp. Radar Display Trailer	\$35,000									
MV27	1TVC172	P80	Tow Along Broom Sweeper										
LIGHT VEHICLES													
MV16	CV2736	P55	2016 Mitsubishi MQ Triton 4x4 Utility (LH Gardener)		\$45,500				\$50,000				
MV19	CV2843	P61	2016 Toyota Hilux 4x4 Utility (Ranger)			\$40,000				\$50,000			
MV26	CV2952	P79	2020 Mitsubishi Triton GLX 4x4 (Mechanic)					\$45,000					
MV12	CV2807	P51	2015 Toyota Hilux Dual cab 4x4 (RW Mntce)				\$40,000				\$50,000		
MV25	CV2932	P78	2020 Toyota Hilux SR4x4 (LH Works)				\$40,000				\$50,000		
MV29	CV1	P82	2020 Toyota Prado GXL (CEO)					\$65,000				\$65,000	
MV24	CV2933	P77	Ford Ranger (2020) XLT 3.2L 4x4 (DCEO)					\$55,000				\$65,000	
MV20	CV580	P65	2017 Ford Ranger XLT dual cab 4x4 (Building Surveyor)		\$40,000				\$45,000				
MV22	CV2890	P71	2010 Toyota L/cruiser Workmate(Mtce Grader purchased 2017)			\$40,000				\$45,000			
MV05	CV396	P43	2013 Ford PX Ranger 4X2 2.2Lt Turbo Diesel(Gardener)	\$48,000					\$50,000				
MV10	CV2732	P48	2014 Mazda BT50 Single Cab 4x4 Utility (Mntce Grader)	\$48,000					\$50,000				
MV24	CV2933	P77	2020 Ford Ranger 4x4 Duel Cab (Manager Works & Svce)										
MV14	CV187	P53	2016 Ford PX Ranger Dual Cab (BFRM Project Lease Vehicle)										
FIRE CONTROL VEHICLES													
MV11	CV19	P49	2014 Fire Truck - Toyota Landcruiser (Naraling)										
MV21	1GIC469	P70	2016 Fire Truck - Toyota Landcruiser (Howatharra)										
MV17	1EZY782	P59	2016 Fire Truck - Toyota Landcruiser (Yetna)										
MV02	CV434	P39	2012 Fire Truck - Toyota Landcruiser (Nabawa)										
MV07	1EKO147	P47	2013 Fire Truck - Isuzu 4.4 Rural Tanker (Nabawa)										
MV06	1ERG565	P44	2013 Fire Truck - Toyota Landcruiser (Yuna)										
			TOTAL CAPITAL PURCHASES EXCLUDING GST	\$684,000	\$595,500	\$690,000	\$445,000	\$475,000	\$505,000	\$300,000	\$350,000	\$535,000	\$340,000
			TOTAL CAPITAL PURCHASES INCLUDING GST	\$752,400	\$655,050	\$759,000	\$489,500	\$522,500	\$555,500	\$330,000	\$385,000	\$588,500	\$374,000
CAPITAL TRADE-IN INCOME													
Existing Plant Type													
TRUCKS												\$9,000	
MV13	CV2806	P52	2015 Isuzu 450 Tipper Truck			\$17,500							
MV18	CV2859	P60	2016 Isuzu FRR 110-260, Crew Cab Truck					\$60,000					
MV23	CV2726	P72	2013 Coronado Freightliner Primemover (secondhand)				\$30,000						
364	CV918	P918	2008 Iveco Powerstar 6 x 4 Tip Truck (Not to be Replaced)										
393	CV69	P35	2010 Caterpillar Primemover		\$50,000.00								
MV31	CV2962	P85	2021 Coronado Freightliner Prime Mover (New)										
GRADERS													
PE26	CV2938	P76	2019 120M Caterpillar Grader										
PE10	CV2861	P57	2016 John Deere 670G Grader					\$80,000					
374	CV338	P23	2007 140H Caterpillar Grader	\$90,000									
ROLLERS													
51	CV1029	P1029	1976 Multi Tyred Roller - tow along				\$0						
PE25	CV2895	P75	2019 Multipac 524H Multi Tyred Roller									\$15,000	
PE15	CV2863	P66	2016 Cat CS78b Vibrating Roller							\$20,000			
342	CV2570	P2570	2007 Amman pneumatic Multi Tyred Roller		\$50,000								
NEW	NEW	NEW	Drawn Roller	\$0									
137	NA	P162	McDonalds Cricket Pitch Roller										
LOADERS													
PE14	CV2846	P62	2016 Case 580 ST Backhoe					\$40,000					
P23	CV2892	P73	2018 Volvo loader L90F								\$85,000		
PE18	CV485	P67	2016 Caterpillar 236D Skid Steer				\$17,000						
385	950CV	P26	2008 Caterpillar 950H wheel loader		\$100,000								
NEW	NEW	NEW	Forklift - New 2.5t All Terrain (relisted unable to source 20-21)	\$0									
TRACTORS			</										

P22	CV7881	P74	2018 Side Tipper Trailer (All Roads)									
MV32	1TWC604	P86	Rockwheeler Tri-Axle Side Tipper (2021)									
358	CV7725	P7725	2007 Dolly					\$0				
363	CV7716	P7716	2008 Dolly						\$0			
PE16	CV7883	P63	2009 Dolly (for Tri-Axle Low Loader - Purchased 2017)									
PE17	CV7880	P64	2017 Tri-Axle Dropdeck Trailer (& Ramps)									
LIGHT TRAILERS & OTHER ITEMS												
77	CV1922	P1922	1990 Trailer - Papas (Tandem) - Portable Toilet									
PE19	CV7884	P1925	2017 Trailer Hydraulic Tipper w/Cage (Rubbish)									
199	CV7589	P7589	1968 Trailer Tanker (Fuel) - purchased 1999 ex MRWA									
282	CV7670	P7670	2003 Trailer - (carries Generator P42)									
304	CV96	P96	2005 Trailer - Tandem (Small)									
318	CV619	P619	2006 Trailer & Water Tank (Coro Beach)									
336	CV7717	P7717	2007 Trailer (Water Pump)									
396	CV7800	P37	2012 Trailer - Plant (Coast MAC 4.5t for Skid Steer)									
PE7	CV7833	P50	2015 Trailer - Weedsprayer (10,000Lt Custom Built)									
PE8	CV7885	P1923	2014 Trailer - Flatbed									
329	CV7750	P7750	2006 Trailer (SAM - Shared with Shire of NR)									
NA	CV7729	P25	2009 Trailer (Mobile Standpipe)									
NEW	NEW	NEW	Transp. Radar Display Trailer	\$0								
MV27	1TVC172	P80	Tow Along Broom Sweeper									
LIGHT VEHICLES												
MV16	CV2736	P55	2016 Mitsubishi MQ Triton 4x4 Utility (LH Gardener)		10000				10000			
MV19	CV2843	P61	2016 Toyota Hilux 4x4 Utility (Ranger)			10000				10000		
MV26	CV2952	P79	2020 Mitsubishi Triton GLX 4x4 (Mechanic)				9000					
MV12	CV2807	P51	2015 Toyota Hilux Dual cab 4x4 (RW Mntce)								9000	
MV25	CV2932	P78	2020 Toyota Hilux SR4x4 (LH Works)			9000					9000	
MV29	CV1	P82	2020 Toyota Prado GXL (CEO)					30000				
MV24	CV2933	P77	Ford Ranger (2020) XLT 3.2L 4x4 (DCEO)					20000				
MV20	CV580	P65	2017 Ford Ranger XLT dual cab 4x4 (Building Surveyor)		20000				8000			
MV22	CV2890	P71	2010 Toyota L/cruiser Workmate(Mtce Grader purchased 2017)			5000				5000		
MV05	CV396	P43	2013 Ford PX Ranger 4X2 2.2Lt Turbo Diesel(Gardener)	6000				8000				
MV10	CV2732	P48	2014 Mazda BT50 Single Cab 4x4 Utility (Mntce Grader)	10000				10000				
MV14	CV187	P53	2016 Ford PX Ranger Dual Cab (BFRM Project Lease Vehicle)									
FIRE CONTROL VEHICLES												
MV11	CV19	P49	2014 Fire Truck - Toyota Landcruiser (Naraling)									
MV21	1GIC469	P70	2016 Fire Truck - Toyota Landcruiser (Howatharra)									
MV17	1EZY782	P59	2016 Fire Truck - Toyota Landcruiser (Yetna)									
MV02	CV434	P39	2012 Fire Truck - Toyota Landcruiser (Nabawa)									
MV07	1EKO147	P47	2013 Fire Truck - Isuzu 4.4 Rural Tanker (Nabawa)									
MV06	1ERG565	P44	2013 Fire Truck - Toyota Landcruiser (Yuna)									
				TOTALCAPITAL INCOME EXCL GST	\$106,000	\$130,000	\$192,500	\$65,000	\$159,000	\$98,000	\$37,000	\$36,500
				TOTALS CAPITAL INCOME INCL GST	\$116,600	\$143,000	\$211,750	\$71,500	\$174,900	\$107,800	\$40,700	\$40,150
				TOTAL NET CHANGEOVER EXCL GST	\$578,000	\$465,500	\$497,500	\$380,000	\$316,000	\$407,000	\$263,000	\$313,500
PLANT RESERVE & MUNICIPAL FUND TRANSACTIONS REQUIRED												
	Opening Balance 1st July - Plant Reserve Fund			\$547,211	\$419,211	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
	Transfer From Muni to Plant Reserve			\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
	Transfer from Plant Reserve Net Changeover figure			\$278,000	\$419,211	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
	Additional Municipal or Loan Funds Required			\$300,000	\$46,289	\$347,500	\$230,000	\$166,000	\$257,000	\$113,000	\$163,500	\$0
	Closing Balance 30th June - Plant Reserve Fund			\$419,211	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000



INFRASTRUCTURE ROADWORKS		Actual				Projections/Predictions									
		17-18	18-19	19-20	20-21	1	2	3	4	5	6	7	8	9	10
Notes		17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31
Class Summary Totals		Link													
Opening Balance		102,703,545	120,977,863	122,298,978	124,141,815	121,231,515	123,900,515	125,452,015	127,054,015	128,218,615	129,427,615	130,512,615	131,646,215	132,714,295	133,943,295
Accumulated Depreciation		-	(1,343,230)	(2,311,383)	(3,314,178)	(2,307,246)	(3,518,979)	(4,738,309)	(5,961,466)	(7,184,038)	(8,406,473)	(9,627,535)	(10,847,722)	(12,066,387)	(13,285,156)
Written down Value		102,703,545	119,634,633	119,987,595	120,827,637	118,924,269	120,381,536	120,713,706	121,092,549	121,034,577	121,021,142	120,885,080	120,798,493	120,647,908	120,658,139
Additions															
Assets at no cost		Free or discounted													
Renewal Priority One		Priority 1	1,658,941	1,321,115	1,842,837	1,458,537	2,249,000	1,551,500	1,602,000	1,164,600	1,209,000	1,085,000	1,133,600	1,068,080	1,229,000
Disposals															
Write offs															
Revaluation															
Increment		Balance sheet	16,615,377	-	-	-	-	-	-	-	-	-	-	-	-
Decrement		Balance sheet	-	-	-	-	-	-	-	-	-	-	-	-	-
Depreciation															
Depreciation Charge		Income statement	(1,343,230)	(968,153)	(1,002,795)	(1,054,659)	(1,211,733)	(1,219,330)	(1,223,157)	(1,222,571)	(1,222,436)	(1,221,061)	(1,220,187)	(1,218,666)	(1,218,769)
Closing balance WDV		Balance sheet	119,634,633	119,987,595	120,827,637	121,231,515	120,381,536	120,713,706	121,092,549	121,034,577	121,021,142	120,885,080	120,798,493	120,647,908	120,658,139
Funding Sources		Information													
Proceeds on sale															
Borrowings															
Private Contributions															
Government Grants			(1,118,667)	(1,127,775)	(1,514,620)	(1,228,260)	(1,828,287)	(1,228,620)	(1,396,620)	(1,105,020)	(1,084,620)	(1,051,953)	(1,084,353)	(1,040,673)	(1,147,953)
Total Capital Contributions			(1,118,667)	(1,127,775)	(1,514,620)	(1,228,260)	(1,828,287)	(1,228,620)	(1,396,620)	(1,105,020)	(1,084,620)	(1,051,953)	(1,084,353)	(1,040,673)	(1,147,953)
Net Cost General Purpose Revenue			540,274	193,340	328,217	230,277	840,713	322,880	205,380	59,580	124,380	33,047	49,247	27,407	81,047

COMMITTEE ENDORSED - MARCH 2021

Council Resolution: 03/21-3

The Road Infrastructure Committee recommends Council endorse the 10 Year Road Works Program 2021/22 to 2030/2031 as presented at Attachment 9.2(a) with the following changes and this Program be used as a basis for resource allocation into the Draft 2021/2022 Budget:

i.Extend seal on McCagh Road to Golf Club entrance;

ii.Remove Parkfalls Estate Shoulder works from future Program road works;

iii.Ensure own resource projects from previous year not completed are prioritised in 2021/2022 budget;

iv.Budget consideration for additional roadworks staff member

v.Concept Forum discussion on investigating improvement options Parkfalls Estate bridle paths; and

vi.Traffic Counters to be placed on Nolba Road, Olsen Road, Nabawa Yetna Road; however grant project roads to take priority.

Per KM average cost for work types (Note these can vary due to culvert numbers, lead distance, alignments, location, project size, etc.)		ESTIMATED AVERAGE COST BASED ON CURRENT YEAR COSTS									
			Dist	Est Cost	Aver/Km						
\$65,000	Gravel Sheetting Average	Gravel Sheetting	4.00	\$266,087	\$66,522						
\$150,000	Reconstruct from Gravel to 7.2m Seal	Recnst to 7.2m seal	9.15	\$1,405,258	\$153,580						
\$130,000	Widen from 4m to 7.2m Seal	Widen 4m to 7.2m	NA	\$130,000	\$130,000						
\$75,000	Shoulder Reconstruction	Shoulder Reconst	NA	\$75,000	\$75,000						
\$5	Reseal 14mm per m2										

Year	RRG	Hierarchy	Own Resource/Other Funding Sources/Comments	Type of work	Length SLK or Area	Estimated Total Project Cost	Funding Sources				
							Shire	RRG/SBS	R2R	Direct Grant	Other
ONE	2021/22	RRG Grant Projects	Other Grant; Maintenance & Own Resource								
Priority 1 "Grant Funded" Projects will take precedence over all other road works											
	Valentine	A		Upgrade to 7.2m Seal	3.00	\$449,000	\$0	\$299,667	\$149,333		
	Dartmoor	A		Upgrade to 7.2m Seal	4.00	\$450,000	\$0	\$300,000	\$150,000		
	East Nabawa (West)	A		Upgrade to 7.2m Seal	3.00	\$450,000	\$121,073	\$300,000	\$28,927		
	East Nabawa (East)	A		Upgrade to 7.2m Seal	2.65	\$450,000	\$150,000	\$300,000			
	Northampton Nabawa	A		Shoulder Reconstruction & Reseal	3.00	\$450,000	\$150,000	\$300,000			
Priority 2 & 3 Works - "Own Resources Projects - Carried Over & New"											
			Continuation of Priority Own Resource Road Works Projects - Non Specific								
			Wandana Rd	Gravel Sheetting	4.00	\$266,087	\$266,087				\$0
			Yuna - Bawden St/YMCC Carpark	Seal	0.00	\$141,588	\$141,588				
			McCagh Rd	Seal Extension to Golf Club Entrance	0.30	\$46,074	\$46,074				
			Additional Employee Costs & Contract/Material Contingency			\$225,000	\$225,000				
			Contingency Transferred TO Road Infrastructure Reserve			\$0	\$0				
Priority 4 Works "Maintenance" (Amount listed is indicative only and may vary)											
		-	Major Maintenance Works - Various Roads	Vegetation Clearance; Drainage Works; Etc)		\$124,450	\$1,977			\$107,473	\$15,000
		-	Minor Maintenance Works - Various Roads	Maintenance Grading; Etc)		\$331,069	\$321,606			\$9,463	
						\$3,383,268	\$1,423,405	\$1,499,667	\$328,260	\$116,936	\$15,000
			Total Grants & Contributions					\$1,959,863			
			% of Grants/Contribution to Total Program of Works					57.93%			
TWO	2022/23	RRG Grant Projects	Other Grant; Maintenance & Own Resource								
Priority 1 "Grant Funded" Projects will take precedence over all other road works											
	East Nabawa	A		Upgrade to 7.2m Seal	3.00	\$449,000	\$0	\$300,000	\$149,000		
	Valentine	A		Upgrade to 7.2m Seal	4.35	\$652,500	\$172,880	\$300,000	\$179,620		
	Northampton Nabawa	A		Shoulder Reconstruction & Reseal	3.50	\$450,000	\$150,000	\$300,000			
Priority 2 & 3 Works - "Own Resources Projects - Carried Over & New"											
			Continuation of Priority Own Resource Road Works Projects - Non Specific								
				Gravel Sheetting	12.00	\$780,000	\$780,000				\$0
			Additional Employee Costs & Contract/Material Contingency			\$250,000	\$250,000				
			Contingency Transferred TO Road Infrastructure Reserve			\$0	\$0				
Priority 4 Works "Maintenance" (Amount listed is indicative only and may vary)											
		-	Major Maintenance Works - Various Roads	Vegetation Clearance; Drainage Works; Etc)	0.00	\$124,450	\$1,977			\$107,473	\$15,000
		-	Minor Maintenance Works - Various Roads	Maintenance Grading; Etc)	0.00	\$331,069	\$321,606			\$9,463	
						\$3,037,019	\$1,676,463	\$900,000	\$328,620	\$116,936	\$15,000
			Total Grants & Contributions					\$1,360,556			
			% of Grants/Contribution to Total Program of Works					44.80%			
THREE	2023-24	RRG Grant Projects	Other Grant; Maintenance & Own Resource								
Priority 1 "Grant Funded" Projects will take precedence over all other road works											
	East Nabawa	A		Upgrade to 7.2m Seal	3.00	\$450,000	\$0	\$300,000	\$150,000		
	Northampton Nabawa	A		Shoulder Reconstruction & Reseal	3.29	\$450,000	\$28,380	\$300,000	\$121,620		
	Durawah/Stn/Stn Val	A		Upgrade to 7.2m Seal	3.00	\$450,000	\$93,000	\$300,000	\$57,000		
	Nanson Howatharra	A		Reseals	7.00	\$252,000	\$84,000	\$168,000			
Priority 2 & 3 Works - "Own Resources Projects - Carried Over & New"											
			Continuation of Priority Own Resource Road Works Projects - Non Specific								
	Coronation Beach Rd	A		Reseal/Shoulders	0.00	\$0	\$0				
				Gravel Sheetting	13.00	\$845,000	\$845,000				\$0
				Reseal (Own Resources)	6.56	\$230,660	\$230,660				
			Additional Employee Costs & Contract/Material Contingency			\$275,000	\$275,000				
			Contingency Transferred TO Road Infrastructure Reserve			\$0	\$0				
Priority 4 Works "Maintenance" (Amount listed is indicative only and may vary)											
		-	Major Maintenance Works - Various Roads	Vegetation Clearance; Drainage Works; Etc)	0.00	\$124,450	\$1,977			\$107,473	\$15,000
		-	Minor Maintenance Works - Various Roads	Maintenance Grading; Etc)	0.00	\$331,069	\$331,069			\$9,463	
						\$3,408,179	\$1,889,086	\$1,068,000	\$328,620	\$116,936	\$15,000
			Total Grants & Contributions					\$1,528,556			
			% of Grants/Contribution to Total Program of Works					44.85%			

Valentine	Upgrade to 7.2m Seal	\$449,000
Dartmoor	Upgrade to 7.2m Seal	\$450,000
East Nabawa (West)	Upgrade to 7.2m Seal	\$450,000
East Nabawa (East)	Upgrade to 7.2m Seal	\$450,000
Northampton Nabawa	Shoulder Reconstruction & Reseal	\$450,000

East Nabawa	Upgrade to 7.2m Seal	\$449,000
Valentine	Upgrade to 7.2m Seal	\$652,500
Northampton Nabawa	Shoulder Reconstruction & Reseal	\$450,000

East Nabawa	Upgrade to 7.2m Seal	\$450,000
Northampton Nabawa	Shoulder Reconstruction & Reseal	\$450,000
Durawah/Stn/Stn Val	Upgrade to 7.2m Seal	\$450,000
Nanson Howatharra	Reseals	\$252,000

				Additional Employee Costs & Contract/Material Contingency		\$275,000	\$275,000						
				Contingency Transferred TO Road Infrastructure Reserve		\$0							
Priority 4 Works "Maintenance" (Amount listed is indicative only and may vary)													
				- Major Maintenance Works - Various Roads		Vegetation Clearance; Drainage Works; Etc)		\$135,640	\$28,167			\$107,473	
				- Minor Maintenance Works - Various Roads		Maintenance Grading; Etc)		\$386,879	\$377,416			\$9,463	
								\$3,425,599	\$2,102,989	\$712,053	\$328,620	\$116,936	\$165,000
				Total Grants & Contributions						\$1,322,609			
				% of Grants/Contribution to Total Program of Works						38.61%			
0%													
NINE	2029/2030	RRG Grant Projects		Other Grant; Maintenance & Own Resource									
Priority 1 "Grant Funded" Projects will take precedence over all other road works													
		Various Reseals	A		Various Reseals (MWRRG)		9.00	\$324,000	\$14,400	\$216,000	\$93,600		
		Dartmoor/Dartmoor LN	A		Gravel Sheetting		7.00	\$455,000	\$2,334	\$303,333	\$134,333	\$15,000	
		Durawah/Stn/Stn Val	A		Widen Seal, Shoulders & Drainage Improvement		3.00	\$450,000	\$49,313	\$300,000	\$100,687		
Priority 2 & 3 Works - "Own Resources Projects - Carried Over & New"													
Continuation of Priority Own Resource Road Works Projects - Non Specific													
				Gravel Sheetting		22.00		\$1,430,000	\$1,330,000			\$100,000	
				Additional Employee Costs & Contract/Material Contingency				\$275,000	\$275,000				
				Contingency Transferred TO Road Infrastructure Reserve				\$0					
Priority 4 Works "Maintenance" (Amount listed is indicative only and may vary)													
				- Major Maintenance Works - Various Roads		Vegetation Clearance; Drainage Works; Etc)		\$135,640	\$28,167			\$107,473	
				- Minor Maintenance Works - Various Roads		Maintenance Grading; Etc)		\$386,879	\$377,416			\$9,463	
								\$3,456,519	\$2,076,629	\$819,333	\$328,620	\$116,936	\$115,000
				Total Grants & Contributions						\$1,379,889			
				% of Grants/Contribution to Total Program of Works						39.92%			
TEN	2030/2031	RRG Grant Projects		Other Grant; Maintenance & Own Resource									
Priority 1 "Grant Funded" Projects will take precedence over all other road works													
		Various Reseals	A		Various Reseals (MWRRG)		9.00	\$324,000	\$14,400	\$216,000	\$93,600		
		Dartmoor/Dartmoor LN	A		Gravel Sheetting		7.00	\$455,000	\$2,334	\$303,333	\$134,333	\$15,000	
		Durawah/Stn/Stn Val	A		Widen Seal, Shoulders & Drainage Improvement		3.00	\$450,000	\$49,313	\$300,000	\$100,687		
Priority 2 & 3 Works - "Own Resources Projects - Carried Over & New"													
Continuation of Priority Own Resource Road Works Projects - Non Specific													
				Gravel Sheetting		22.00		\$1,430,000	\$1,330,000			\$100,000	
				Additional Employee Costs & Contract/Material Contingency				\$275,000	\$275,000				
				Contingency Transferred TO Road Infrastructure Reserve				\$0					
Priority 4 Works "Maintenance" (Amount listed is indicative only and may vary)													
				- Major Maintenance Works - Various Roads		Vegetation Clearance; Drainage Works; Etc)		\$135,640	\$135,640			\$0	
				- Minor Maintenance Works - Various Roads		Maintenance Grading; Etc)		\$386,879	\$279,406			\$107,473	
								\$3,456,519	\$2,086,092	\$819,333	\$328,620	\$107,473	\$115,000
				Total Grants & Contributions						\$1,370,426			
				% of Grants/Contribution to Total Program of Works						39.65%			
0%													
				Ten Year Projected Total Amounts			\$33,847,038	\$19,799,837	\$8,829,854	\$3,285,840	\$1,159,897	\$675,000	
				Average per Year for 10 Year Program of Works			\$3,384,704	\$1,979,984	\$882,985	\$328,584	\$115,990	\$67,500	
				Transfer TO Reserve Fund			\$525,000	Transfer FROM Reserve Fund	\$525,000	Balance Reserve Fund	\$0		

Various Reseals

Dartmoor/Dartmoor LN

Durawah/Stn/Stn Val

Various Reseals (MWRRG)

Gravel Sheetting

Widen Seal, Shoulders & Drainage Irr

\$324,000

\$455,000

\$450,000

Various Reseals

Dartmoor/Dartmoor LN

Durawah/Stn/Stn Val

Various Reseals (MWRRG)

Gravel Sheetting

Widen Seal, Shoulders & Drainage Irr

\$324,000

\$455,000

\$450,000

Transfer TO Reserve Fund

\$525,000

Transfer FROM Reserve Fund

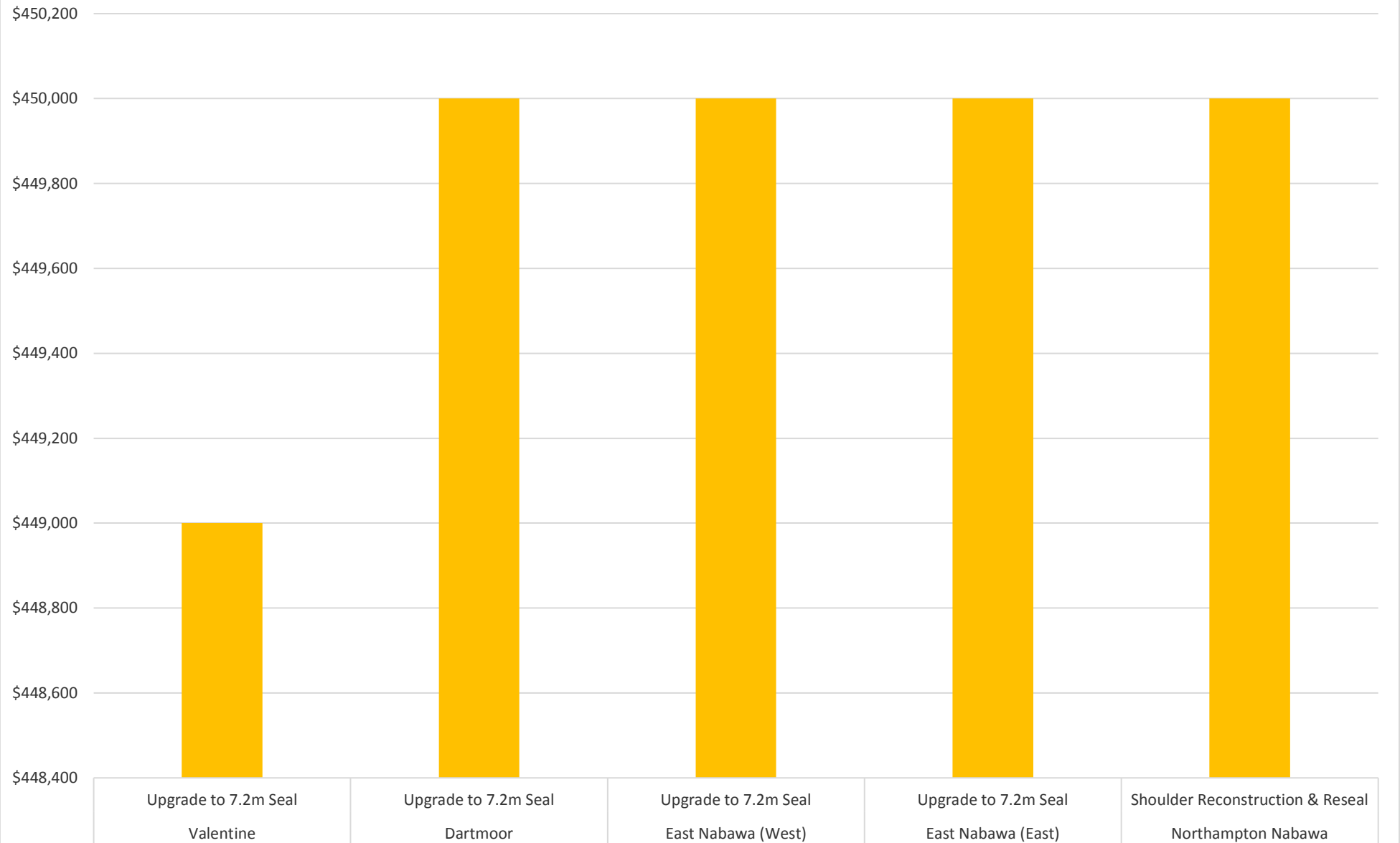
\$525,000

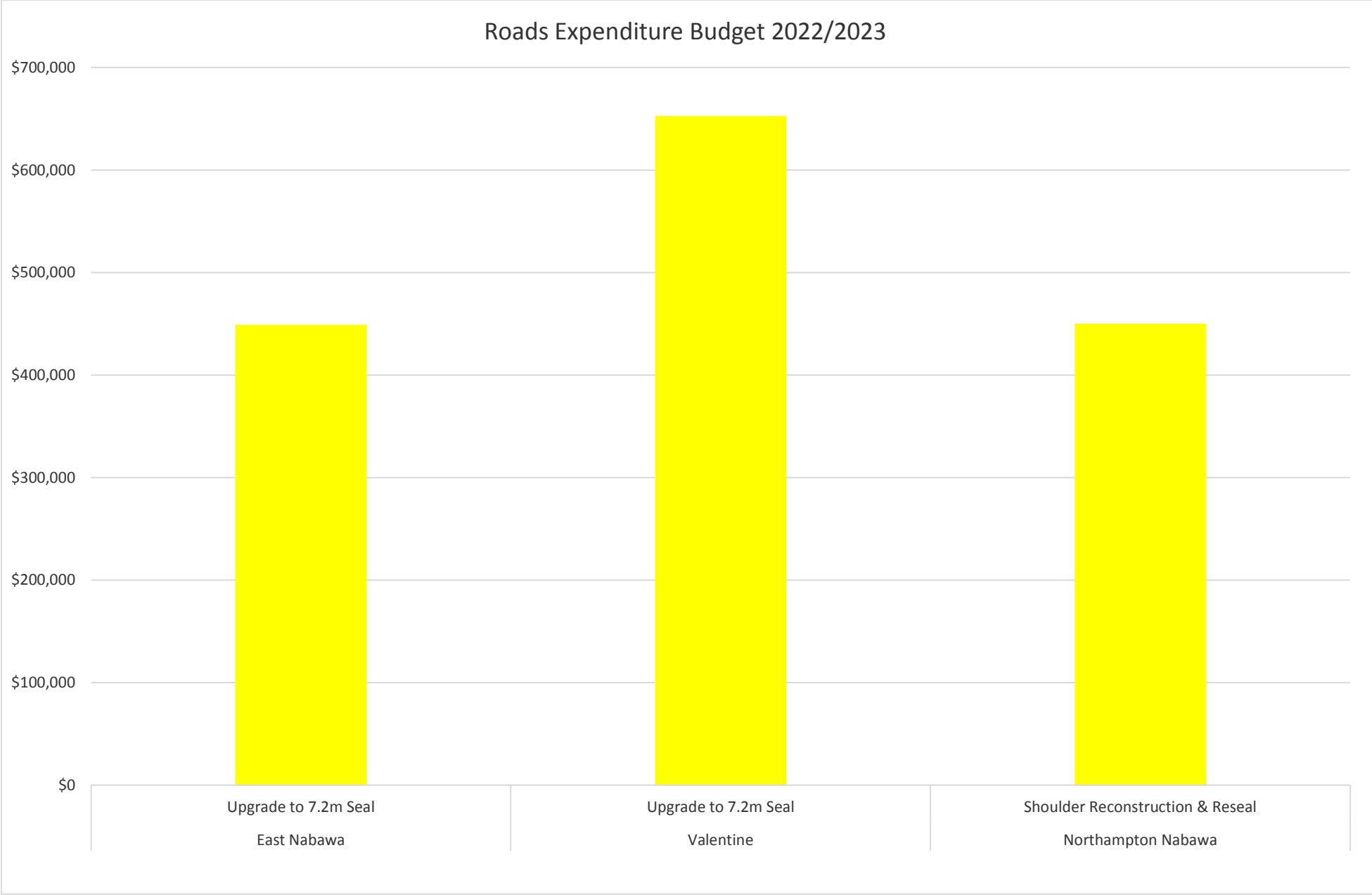
Balance Reserve Fund

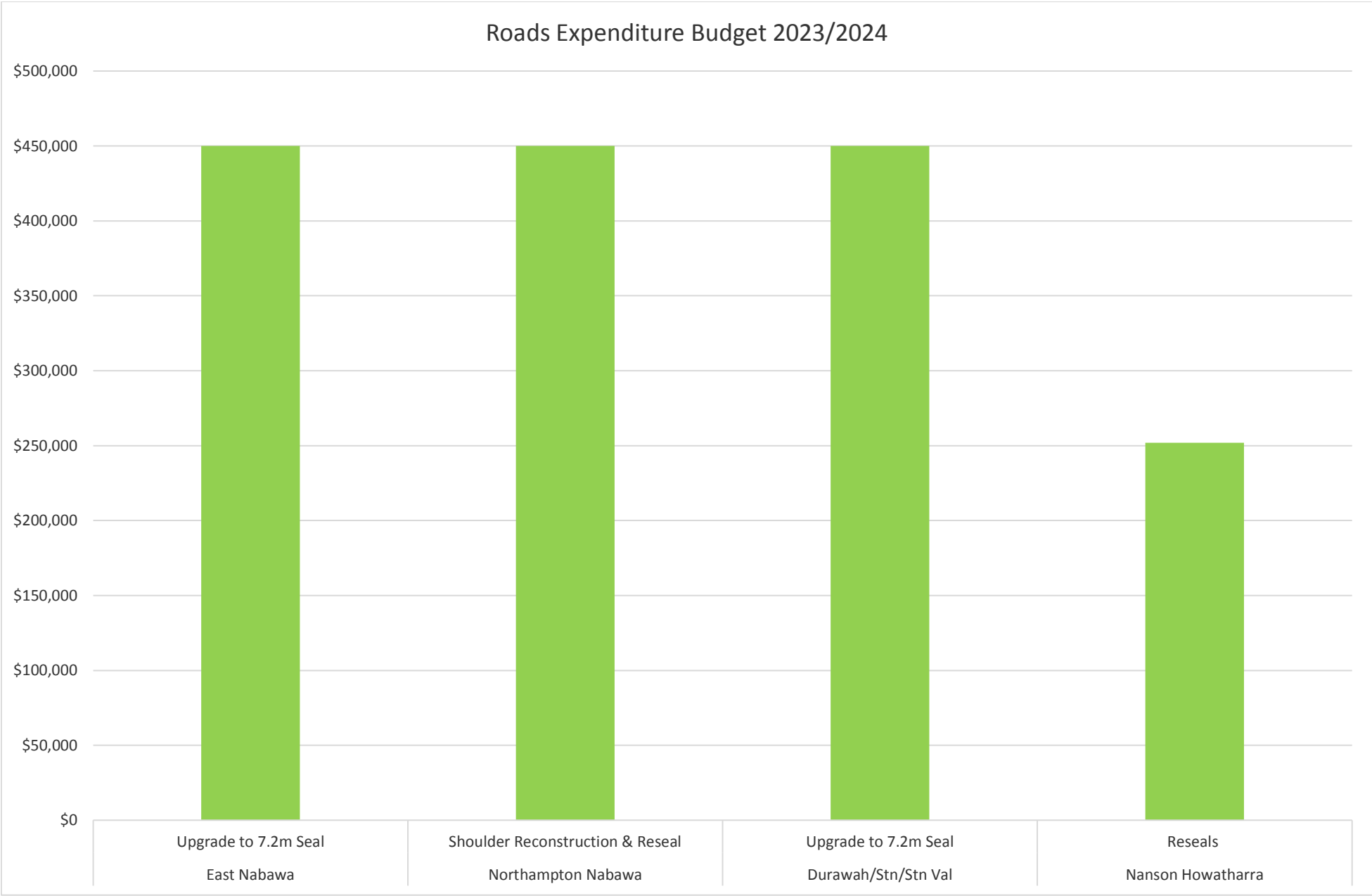
\$0

Work Type	Contract/Mat % Estim
Upgrade to 7.2m Seal	55%
Gravel Sheetting	15%
Drainage	10%
Reseal	100%
Major Mntce	45%
Minor Mntce	6%

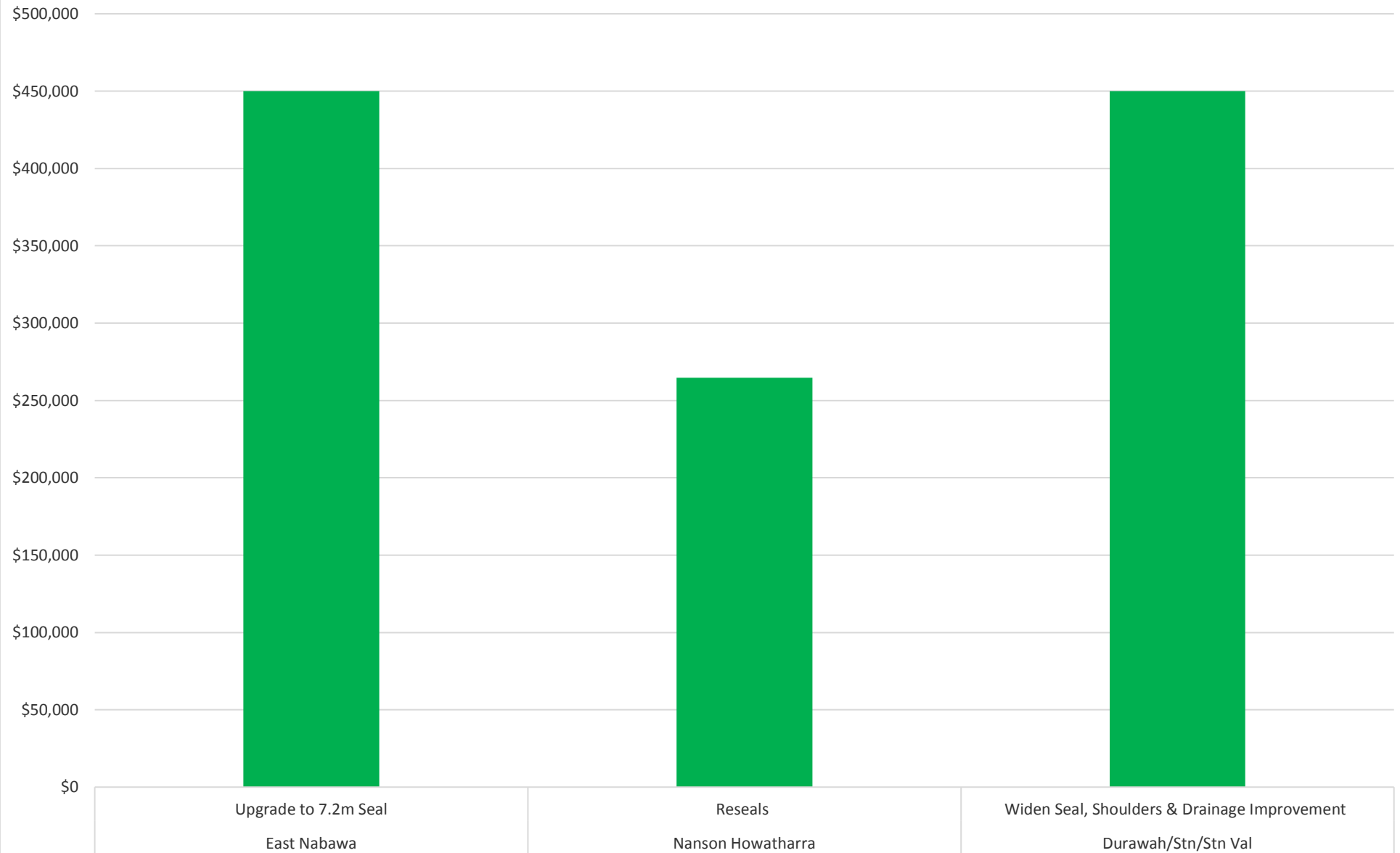
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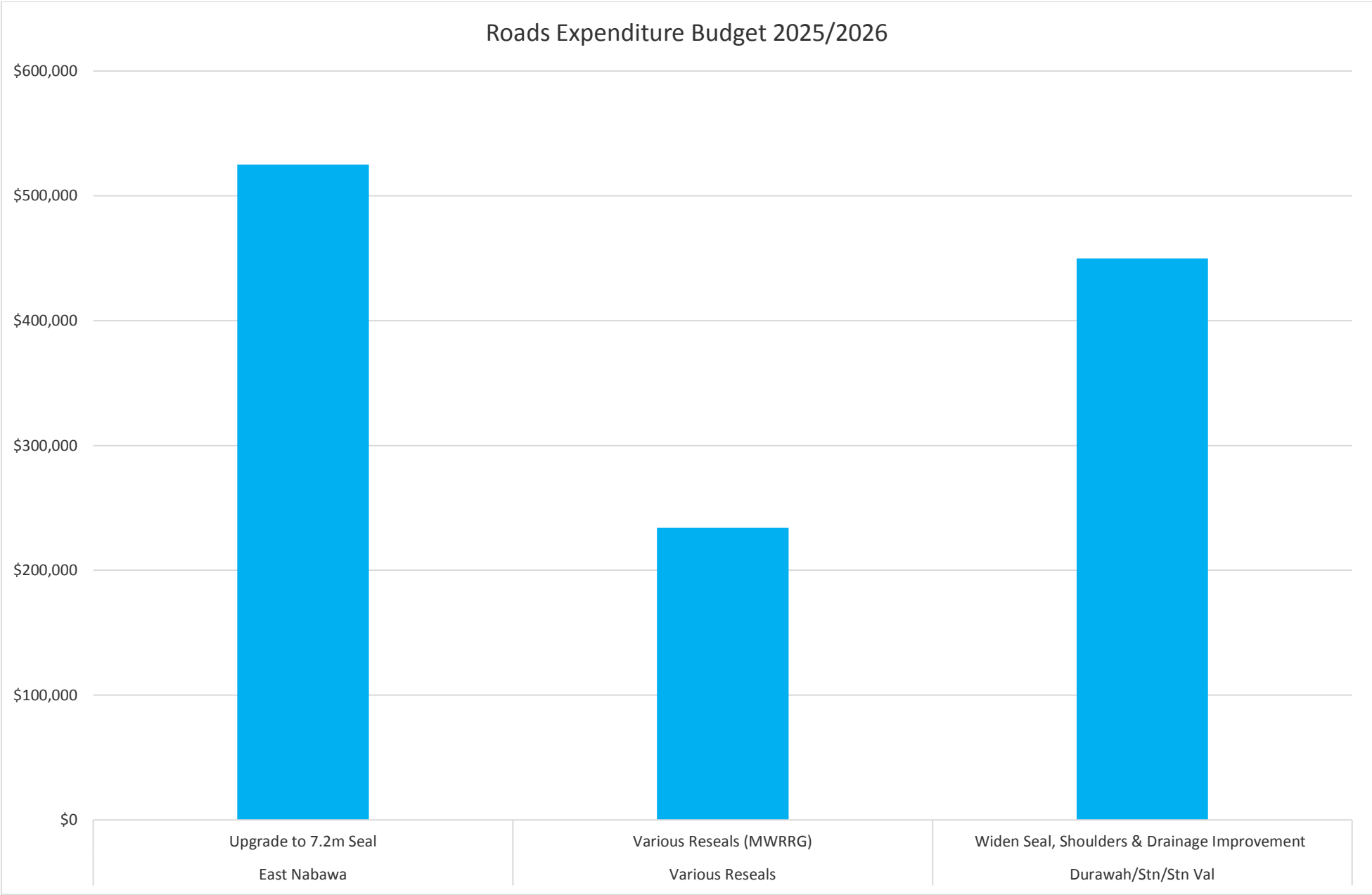


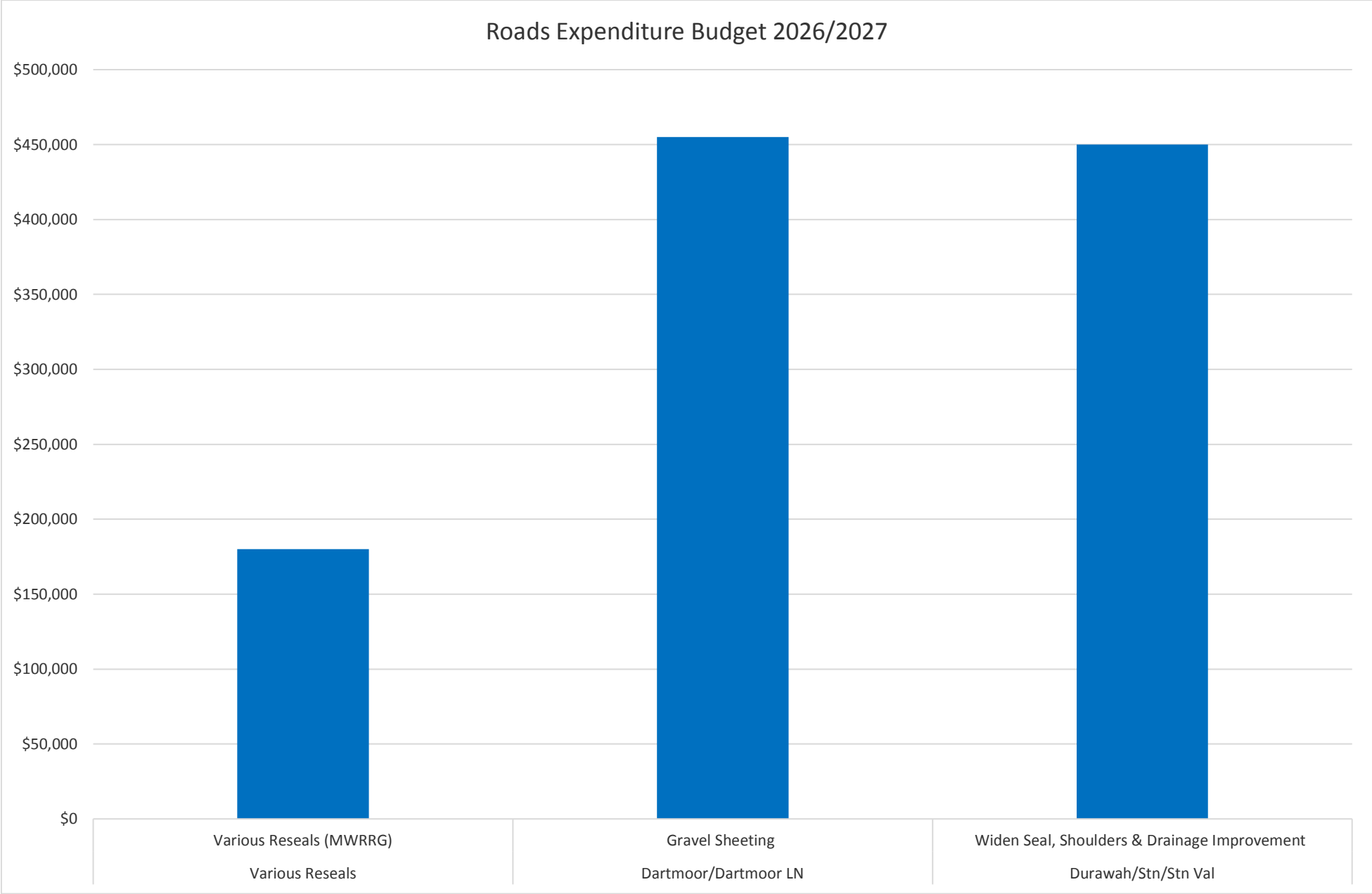




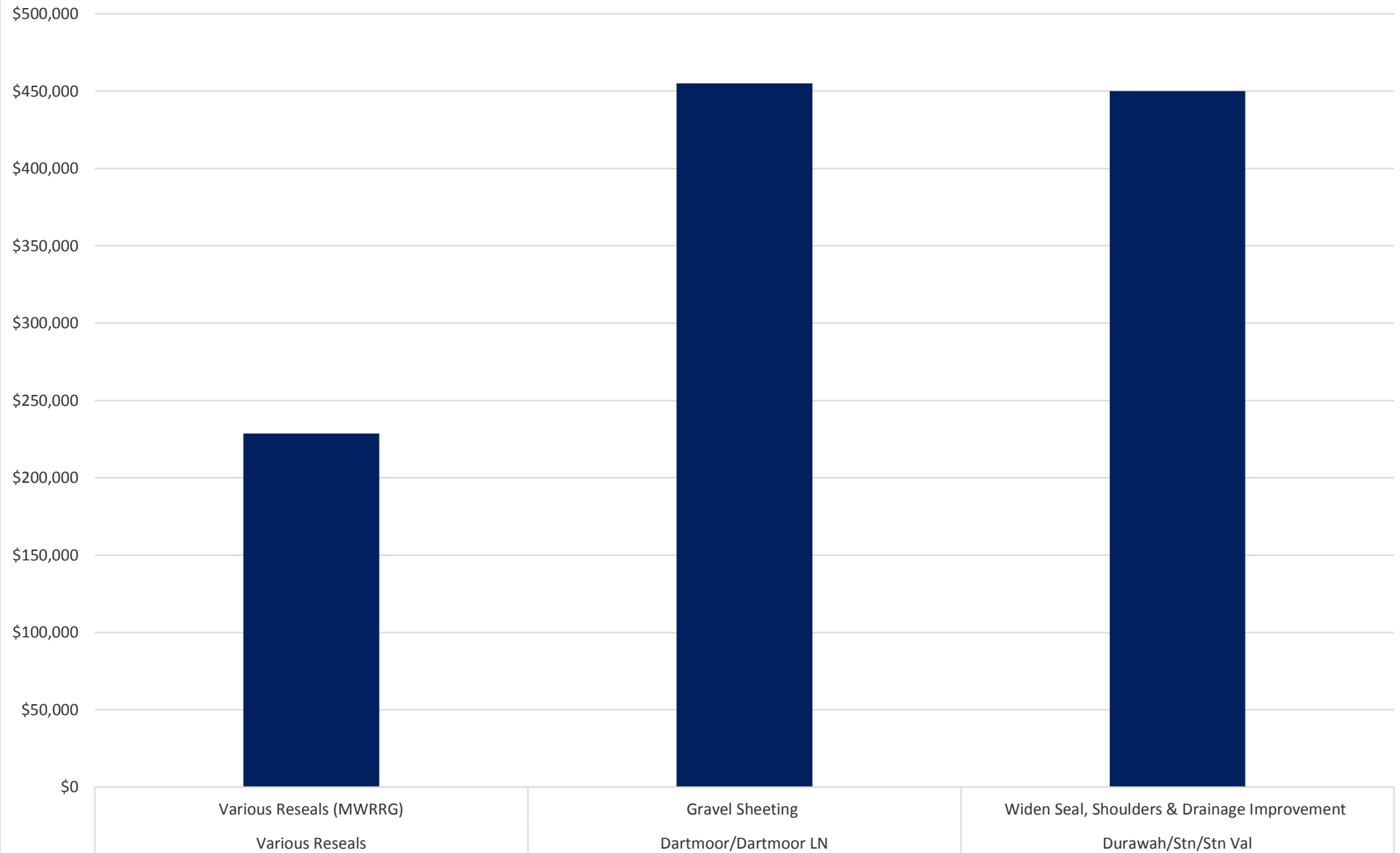
Roads Expenditure Budget 2024/2025

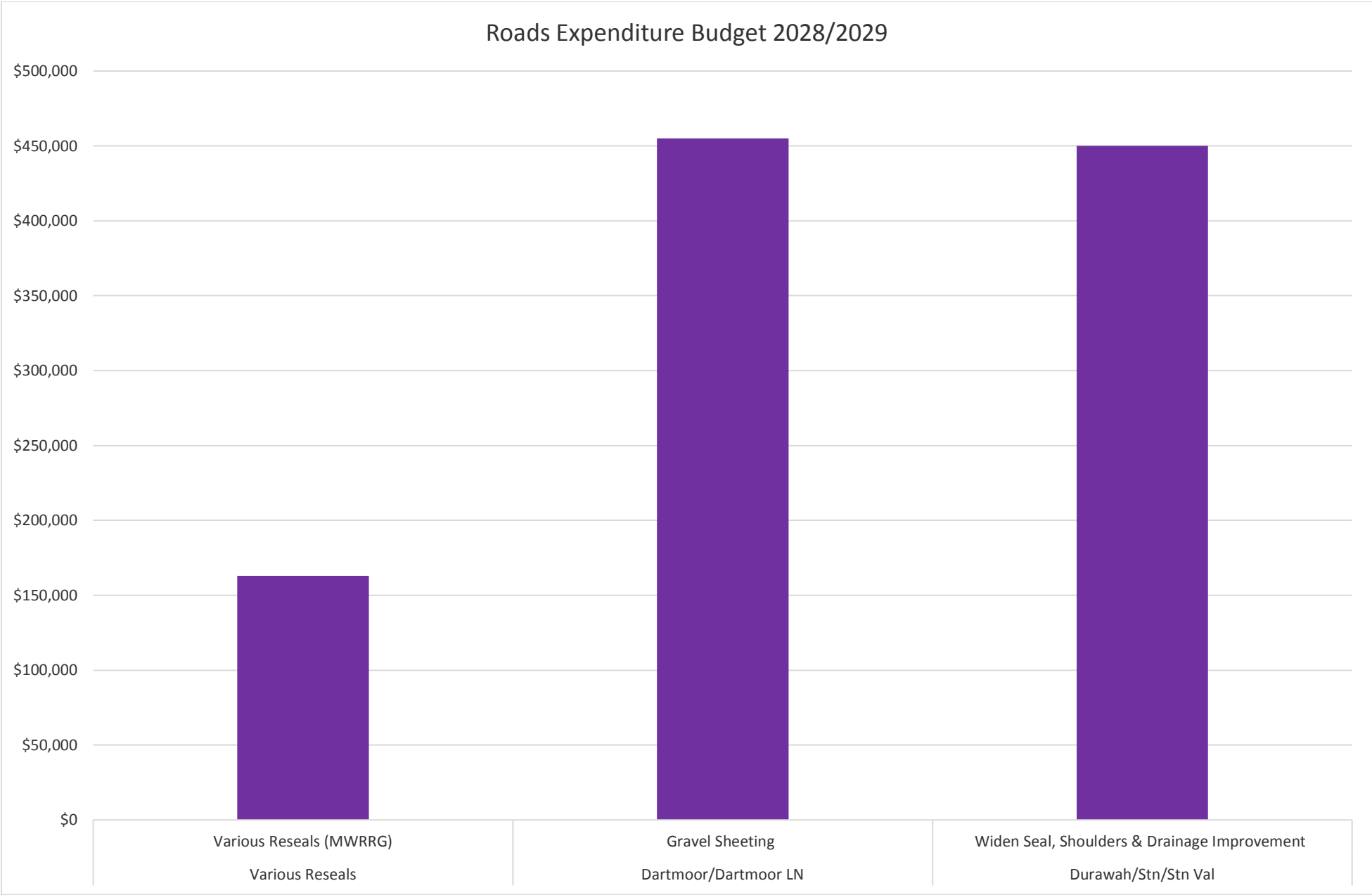




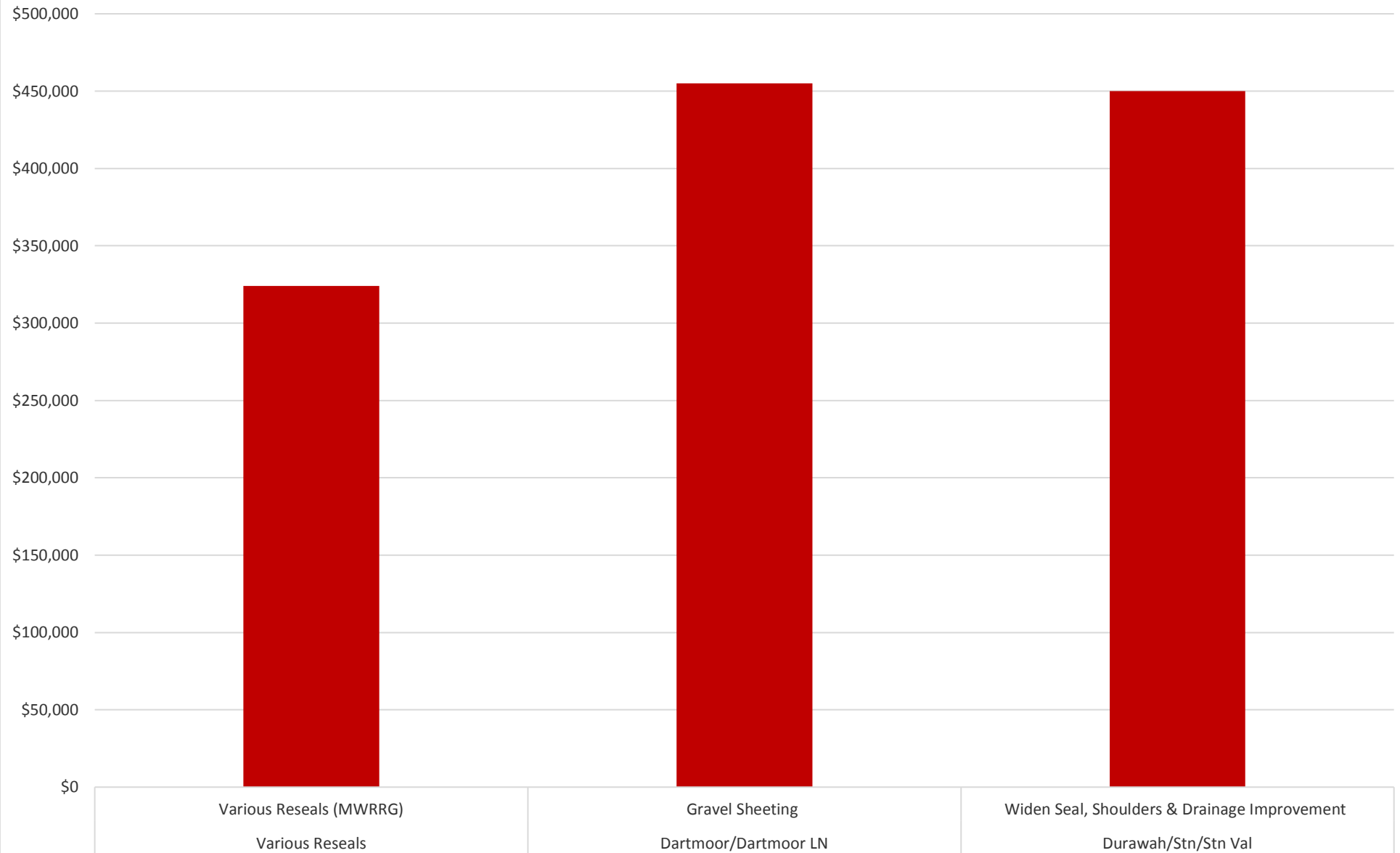


Roads Expenditure Budget 2027/2028

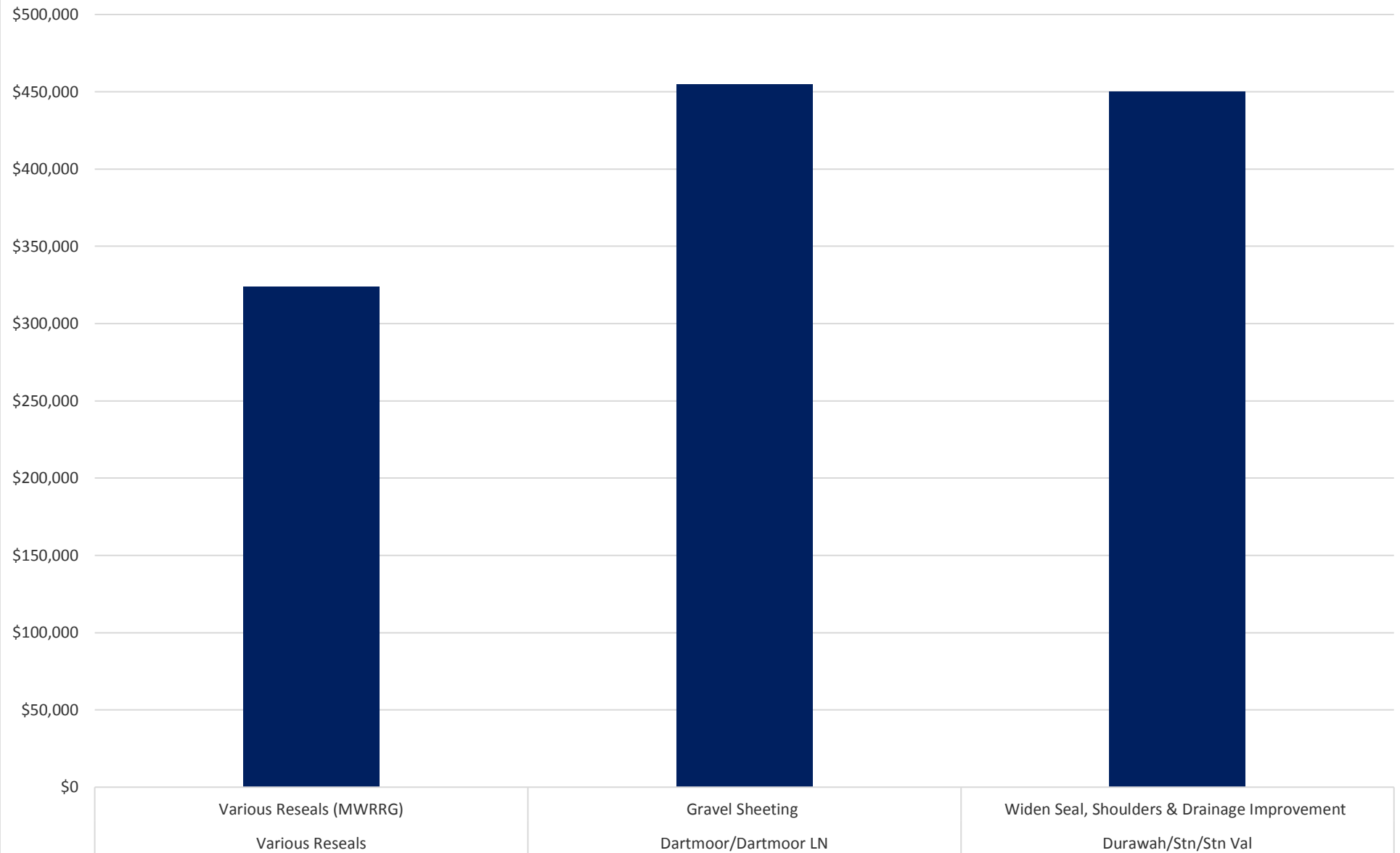


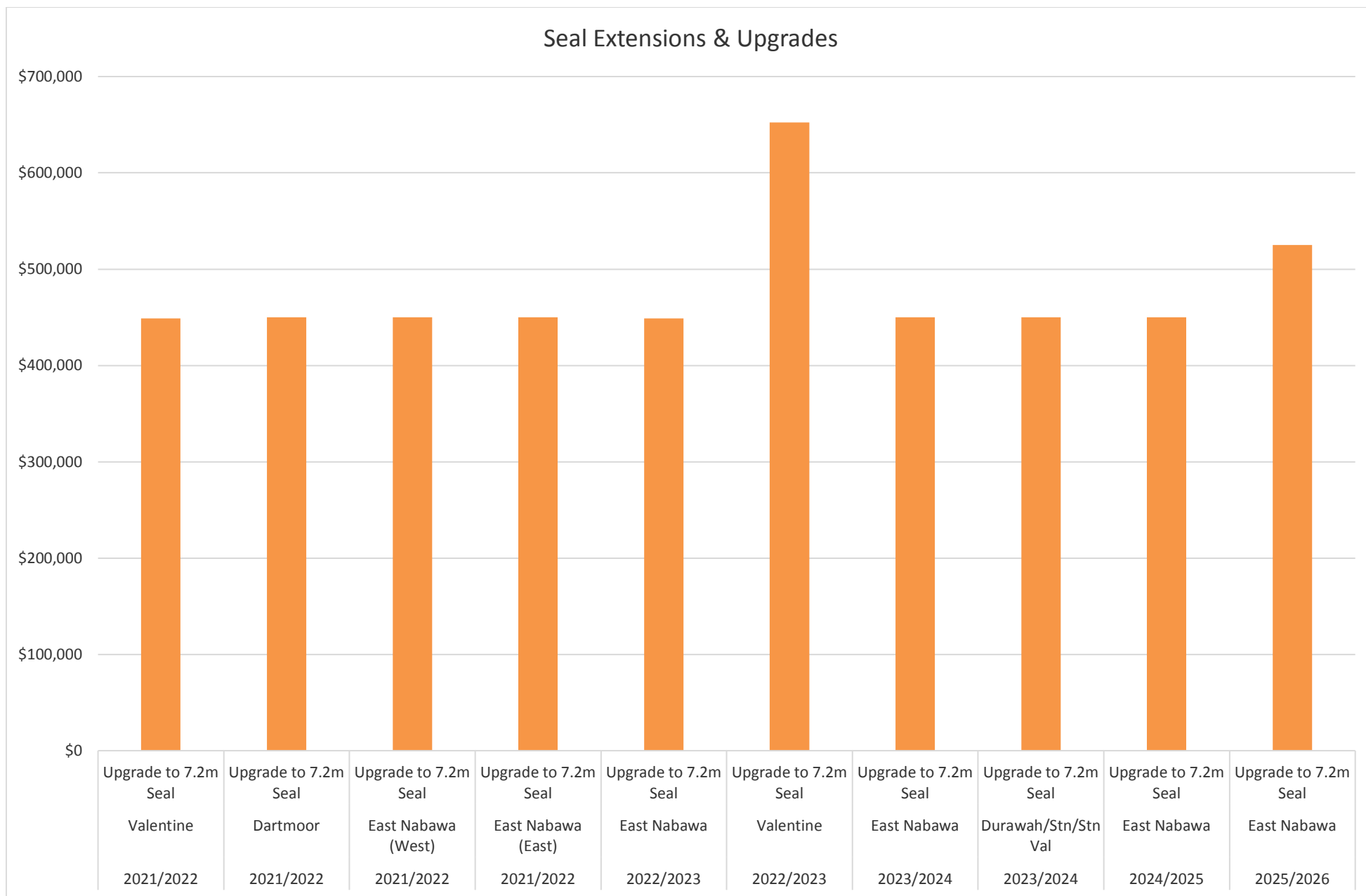


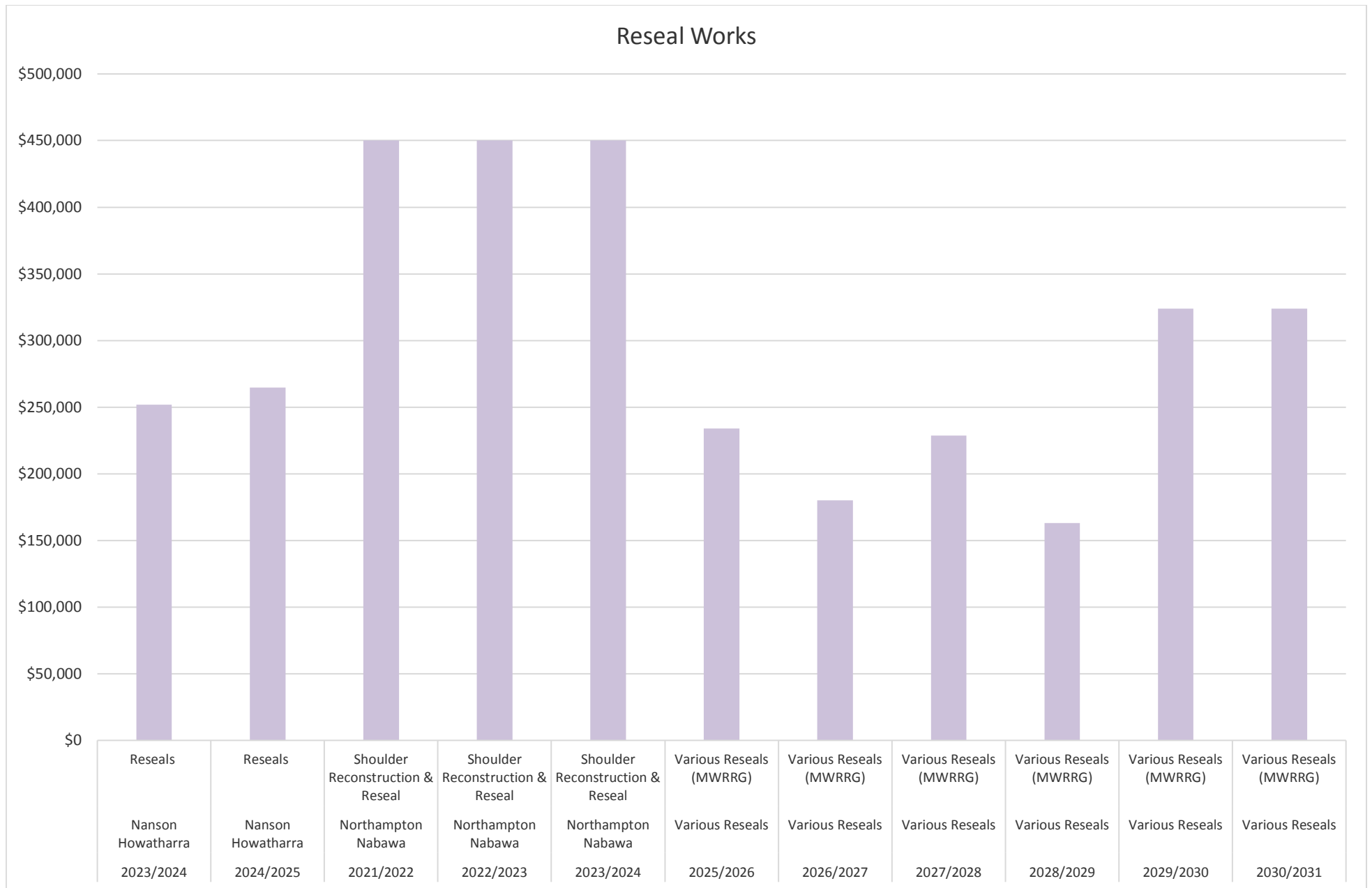
Road Expenditure Budget 2029/2030



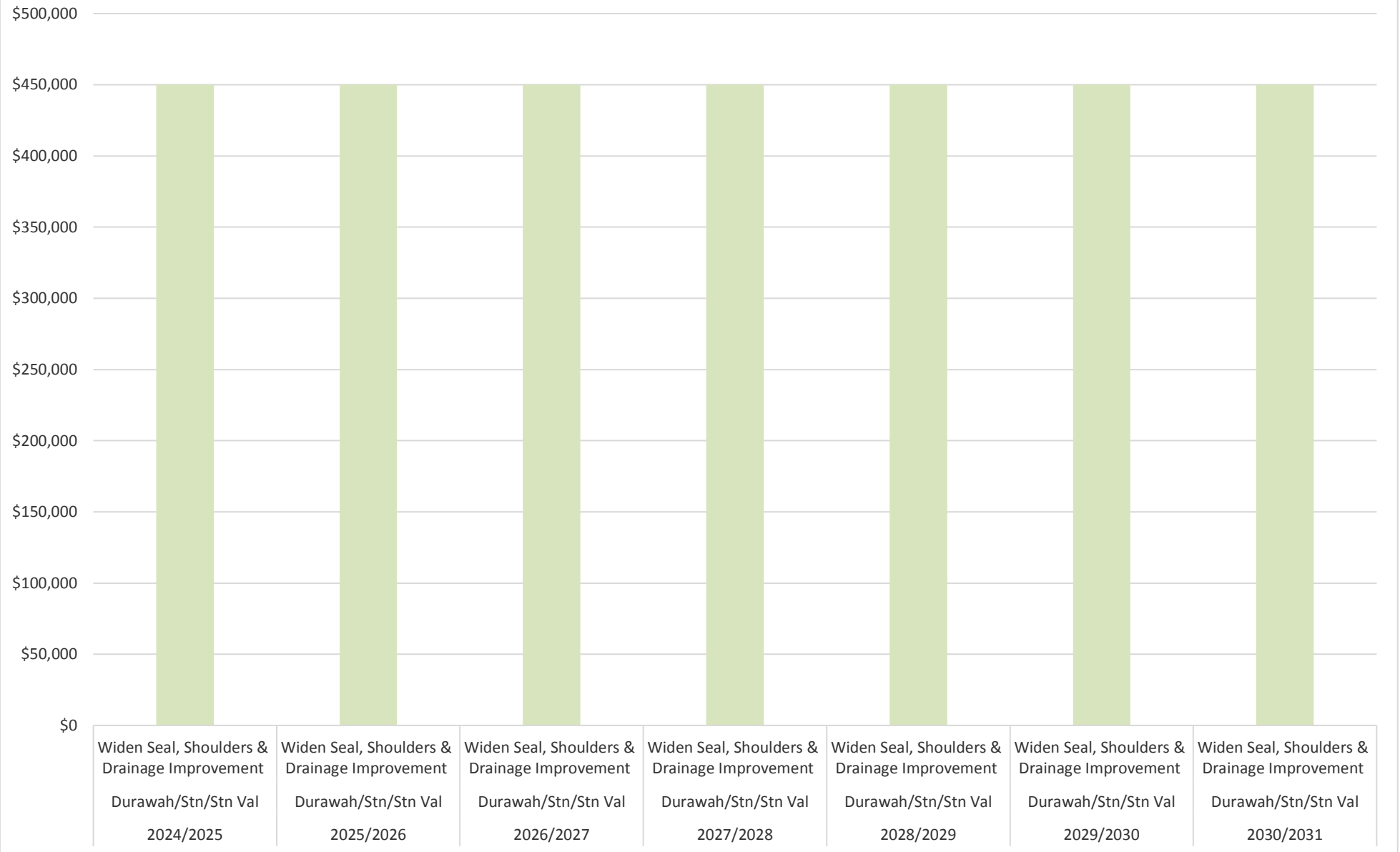
Road Expenditure Budget 2030/2031







Widen Seal, Shoulder Reconstruction & Drainage



Shire of Chapman Valley

Exit Report **Year Ended 30 June 2021**



6 December 2021

Strictly Private & Confidential



Council Members
Shire of Chapman Valley
3270 Chapman Valley Road
NABAWA WA 6532

6 December 2021

Dear Council Members

Shire of Chapman Valley - Exit Report for the year ended 30 June 2021 – Communication with those charged with Governance

We are pleased to present you with our Exit Report relating to the audit of the Shire of Chapman Valley (the Shire) for the year ended 30 June 2021.

We are responsible for communicating significant matters related to the audit that are, in our professional judgement, relevant to the responsibilities in overseeing the financial reporting process. This report includes an analysis of the audit outcomes, key review risk areas, our audit opinion and other recommendations for your attention.

We have substantially completed our audit work, with only the following matters outstanding:

- Receipt of the signed management representation letter;
- Confirmation that there are no subsequent events which might affect the financial statements; and
- Receipt of the signed financial report.

We expect to issue an unmodified audit report to the Office of the Auditor General (OAG) after these matters are completed.

We would like to take this opportunity to thank the Shire of Chapman Valley's finance and administrative team for their assistance over the course of the audit.

If you have any queries or wish to discuss any issues further, please do not hesitate to contact us.

Yours faithfully,

Muranda Janse van Nieuwenhuizen CA RCA
Director
Nexia Perth Audit Services Pty Ltd

Renuka Venkatraman
Director – Financial Audit
Office of the Auditor General for Western Australia

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1. Audit Scope

Scope

Financial Audit

The primary scope and objective is to express an opinion to the electors of the Shire on whether the Shire's general purpose financial report as a whole is free from material misstatements (whether due to fraud or error) and is prepared (in all material respects) in accordance with applicable Australian Accounting Standards, the Local Government Act 1995 (as amended) and the Local Government (Financial Management) Regulations 1996 (as amended).

Statutory Reporting

The audit will also report on the following matters in accordance with Reg 10(3) of the Local Government (Audit) Regulations 1996:

- a) trends in the financial position or the financial management practices of the Shire;
- b) compliance with Part 6 of the Local Government Act 1995 (as amended), the Local Government (Financial Management) Regulations 1996 (as amended) or applicable financial controls of any other written law;
- c) whether or not the following financial ratios included in the annual financial report are supported by verifiable information and reasonable assumptions
 - i. the asset consumption ratio; and
 - ii. the asset renewal funding ratio.
- d) details of whether information and explanations were obtained by the auditor; and
- e) the conduct of the audit.

2. Audit risk areas

The areas below are audit risk areas that we identified based on our understanding the Shire's operations, discussions with management as well as any additional risks that arose during the audit. These audit risk areas were included in our Audit Strategy Memorandum at the commencement of the audit and are summarised as follows;

- Operational and capital expenditure;
- Revenue recognition;
- Property, plant and equipment and infrastructure;
- Management override of controls;
- Related party transactions and disclosures;
- Financial ratios;
- Reserve accounts;
- Employee benefit provisions;
- Information Technology General Controls (ITGC);
- Casual employees' entitlements;
- Key changes to accounting standards (AASB 1059 Service Concession Arrangements: Grantors)
- Key changes to local government legislative provisions; and
- Impact from natural disasters and the COVID-19 pandemic.

This is not a complete list of all audit risks considered or all audit procedures performed. We have presented the risks in three categories: high, medium and low. These are defined as follows:

HIGH	A judgmental assessment of inherent risk as high relates to those risks which require special audit consideration (in terms of the nature, timing or extent of testing) because of: the nature of the risk, the likely magnitude of the potential misstatements (including the possibility that the risk may give rise to multiple misstatements) and the likelihood of the risk occurring.
MEDIUM	A judgmental assessment of inherent risk as medium relates to a risk that requires additional audit consideration beyond what would be required for a low risk, but which does not rise to the level of a high risk.
LOW	A judgmental assessment of inherent risk as low is related to relatively routine, non-complex transactions that tend to be subject to systematic processing and require little management judgement. Although it is considered that there is a risk of material misstatement, there are no elevated or special factors related to the nature, the likely magnitude of the potential misstatements or the likelihood of the risk occurring. We do not, as a matter of course, discuss normal risks with those charged with governance unless we seek their confirmation on the judgment that has been applied.

2. Audit risk areas (continued)

AUDIT RISK AREA	AUDIT CONCLUSION
<p>R1 Operational expenditure and capital expenditure</p> <p>As is prevalent in the local government industry, expenditure forms a large part of the Shire's operations. This takes the form of both operating expenditure and capital expenditure.</p>	<p>Based on the work performed, we are satisfied that operational and capital expenditure were correctly treated during the year and there are effective internal controls in place. Further, we are satisfied that Shire's accounting policy has been consistently applied and is in accordance Australian accounting standards.</p>
<p>R2 Revenue recognition (presumed risk in accordance with ASA 240 <i>The Auditor's Responsibility to Consider Fraud in an Audit of a Financial Report</i>)</p> <p>The Shire's main sources of revenue are:</p> <ul style="list-style-type: none"> ■ government grants; ■ rates; and ■ other fees and charges. 	<p>Based on the work performed, we are satisfied that operating and non-operating revenue/income has been correctly recognised during the year in accordance with the Shire's accounting policy and Australian accounting standards.</p>
<p>R3 Property, plant and equipment and infrastructure</p> <p>Under regulation 17A of the Financial Management Regulations, the Shire's Property, Plant and Equipment and Infrastructure is to be carried at fair value less accumulated depreciation and accumulated impairment losses. Under regulation 17(4) of the Financial Management Regulations, the Shire is required to revalue an asset:</p> <ul style="list-style-type: none"> ■ whenever the local government believes the fair value of the asset is likely to be materially different from its carrying amount; and, ■ in any event, within a period of at least every 5 years after the day on which the asset was last valued or revalued. <p>There is a risk that the fair value assessment has not been performed in accordance with AASB 13 <i>Fair value measurement</i>.</p> <p>Furthermore, in accordance with paragraph 9 of AASB 136 <i>Impairment of Assets</i>, the Shire is required to assess at each reporting date whether there is any indication that an asset may be impaired.</p> <p>2018, regulation 17A (5) of the Financial Management Regulations provides that an asset is to be excluded from the assets of a local government if the fair value of the asset as at the date of acquisition is under \$5,000.</p>	<p>Based on the work performed, we are satisfied that property, plant and equipment and infrastructure are fairly stated at the reporting date. Further, we are satisfied that Shire's accounting policies have been consistently applied and are in accordance Australian accounting standards.</p> <p>There were no revaluations performed on Property, plant and equipment and infrastructure during the year.</p>

2. Audit risk areas (continued)

AUDIT RISK AREA	AUDIT RESPONSE AND CONCLUSION
<p>R4 Management override of controls (presumed risk in accordance with ASA 240 <i>The Auditor's Responsibility to Consider Fraud in an Audit of a Financial Report</i>)</p> <p>Management is involved in the day-to-day operations and monitoring of the business, which gives them the ability to manipulate accounting records and manipulate financial disclosures by overriding controls in place. Due to the unpredictable way in which such override could occur, this leads to potential fraud risk.</p>	<p>Based on the work performed, we are satisfied that there are adequate internal controls in place surrounding journal entries and that these are operating effectively. Further, journals processed during the year which we examined were supported by appropriate documentation. Lastly, there was no evidence of management bias noted in the use of accounting estimates.</p>
<p>R5 Related party transactions and disclosures</p> <p>The Shire is subject to the requirements of AASB 124 Related Party Disclosures (AASB 124) as they prepare general purpose financial statements. AASB 124 requires the disclosures of key management personnel compensation, elected members remuneration and other transactions and balances with related parties.</p>	<p>Based on the work performed, we are satisfied that related party transactions were all conducted at arm's length and have been appropriately disclosed in the financial report.</p>
<p>R6 Financial ratios</p> <p>Under Regulation 50 of the Financial Management Regulations, the Shire needs to include financial ratios in their financial report. Financial ratios are designed to enable users of the financial reports to interpret more clearly the Shire's performance and financial results as well as provide trend analysis over a number of years.</p>	<p>Based on work performed, we are satisfied that financial ratios have been calculated correctly and are fairly stated in the financial report.</p> <p>There was one significant adverse trend noted. Please see section 3 <i>Current year findings and recommendations</i>.</p>
<p>R7 Reserve accounts</p> <p>The Shire has set up various reserve accounts under section 6.11 of the Act for the purpose of setting aside money for a specific purpose to be used in a future period. Cash reserves are required to be held in separate bank accounts.</p>	<p>Based on work performed, we are satisfied that the transfers to and from these accounts were in accordance with the specific purpose of the reserves and they were all approved by Council.</p>
<p>R8 Employee benefit provisions</p> <p>Employee benefit provisions are a material balance in the Statement of Financial Position. Provisions for annual leave and long service leave involve a degree of management estimation and a level of uncertainty in their calculations.</p>	<p>Based on work performed, we are satisfied that there are adequate controls around leave approvals and that these are operating effectively. We are also satisfied that the assumptions and inputs used in calculating employee benefit provisions are appropriate and in accordance the Shire's accounting policy and Australian accounting standards.</p>

2. Audit risk areas (continued)

	AUDIT RISK AREA	AUDIT RESPONSE AND CONCLUSION
	R9 Information Technology General Controls (ITGC) Integrated financial information and financial reporting relies on the security, integrity and reliability of a Shire's information technology environment.	Based on work performed, we are satisfied that, overall, there are strong Information Technology General Controls in place. There was one finding noted. Please see section 3 <i>Current year findings and recommendations</i>.
	R10 Casual employees' entitlements including: <ul style="list-style-type: none"> Long service leave under the Long Service Leave Act 1958 (Act) Other entitlements relevant to the "Rossato" case. 	The Shire had no long serving casual employees that might be entitled to employee entitlements at the reporting date. Thus, there was no further work performed on this area.
	R11 Key changes to accounting standards that may impact your agencies for the first time this year: <ul style="list-style-type: none"> AASB 1059 – <i>Service Concession Arrangements: Grantors</i> The Shire adopted AASB 1059 on 1 July 2020 resulting in changes in accounting policies. In accordance with the transition provisions of AASB 1059 the Shire adopted the new rules retrospectively by recognising and measuring service concession assets on 1 July 2020.	Based on work performed, we are satisfied that the impact of AASB 1059 <i>Service Concession Arrangements: Grantors</i> has been appropriately considered by management and have concluded that adoption of this standard had no material impact on the financial report.
	R12 Key changes to local government legislative provisions that may impact the financial report this year: <ul style="list-style-type: none"> November 2020: <i>Local Government (Financial Management) Regulations 1996</i> Sections 27(I) (Annual Budget) and 44 (Annual Financial Report) now require fees, expenses or allowances paid to Council members, the Mayor or the President to be disclosed for each person. September 2020: <i>Planning and Development Act 2005</i> Section 154 relating to Monies paid in lieu of open space, now requires monies received by a Local Government under Section 153 of this Act to be held in a separate reserve account rather than in a separate trust fund. 	Based on work performed, we are satisfied that fees, expenses or allowances paid to Council members and the President have been appropriately disclosed in the financial report. The Shire had appropriately recorded and held the monies paid in lieu of open space in a separate reserve account in accordance with the guidance issued to the sector by the Department of Local Government Sports and Cultural Industries.
	R13 Impact from natural disasters and the COVID-19 pandemic: Tropical Cyclone (TC) Seroja and COVID-19 pandemic may impact number of operational areas which may in turn have a financial impact.	Based on work performed and inquiries made with management as part of pre-planning discussion, there was no material impact from the cyclone or the COVID-19 pandemic.

3. Current year findings and recommendations

Internal controls findings and recommendations

We are required to report to you any material weaknesses in the accounting and internal control systems identified during the audit.

During our audit for the year ended 30 June 2021, we evaluated the effectiveness of controls on three levels – design, implementation and operating effectiveness. As part of this evaluation, we gained a detailed understanding of the policies and procedures over the following processes:

1. Procurement, purchases and payments;
2. Property, plant and equipment
3. Payroll;
4. Bank and cash;
5. Monthly financial reporting; and
6. Journal entries.

Control weaknesses or deficiencies identified during the course of our fieldwork are categorised and reported in accordance with the categories defined below. The categories are:

Significant	Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating may be reported as a matter of non-compliance in the audit report in the current year, or in a subsequent reporting period if not addressed. However, even if the issue is not likely to impact the audit report, it should be addressed promptly.
Moderate	Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.
Minor	Those findings that are not of primary concern but still warrant attention and/or action being taken.

	OBSERVATION	RECOMMENDATION	MANAGEMENT RESPONSE
	Based on work performed, we concluded that based on our observations and testing, no significant internal control deficiencies were identified.	None	None

3. Current year findings and recommendations (continued)

Other findings and recommendations

	OBSERVATION	RECOMMENDATION	MANAGEMENT RESPONSE
	<p>IT Disaster Recovery Plan</p> <p>Finding</p> <p>We noted from our review of IT General Controls that the Shire's IT Disaster Recovery Plan (the plan) dated back to July 2016 and has not been reviewed or updated since then.</p> <p>This plan is important to maintain essential services through the disaster recovery period and re-establish services and operations as quickly as possible to minimise the effect on the community, staff and Council. Regular review and update of the plan is essential to make sure that it is current and fit for purpose.</p> <p>Implication</p> <p>Without a Disaster Recovery Plan that is updated and current, new and emerging risks to electronic data may not be identified and/or safeguards in place may not be adequate to minimise the risks. This could potentially result in loss of electronic data through cyber threats, damage to backed up data, equipment etc. This also increases the risk of significant delays and business interruptions in the event of unforeseen circumstances.</p>	<p>We recommend that the Shire regularly review and update the disaster recovery plan, to reflect current changes to the IT environment and new/emerging threats.</p>	<p>The IT Disaster Recovery Plan was tested and proved effective during the April 2021 TC Seroja event. The IT Disaster Recovery document has just been reviewed with the service provider November 2021 testing the IT environments with a failover and fail back without major issues. A documented process will be supplied by the service provider and the IT Disaster Recovery Plan document updated from this testing.</p>
	<p>Excess leave management</p> <p>Finding</p> <p>During our audit we noted that three employees had annual leave balances ranging from 350 to 850 hours. This represents 41% of the Shire's total employee leave balance and 50% of its annual leave liability at 30 June 2021.</p> <p>Implication</p> <p>Excess annual leave entitlements may have adverse effects on the Shire, including:</p> <ul style="list-style-type: none"> Health and safety concerns with staff members not taking their leave entitlements; Increase the Shire's costs given salary rises and increments over time; and Key staff not being rotated, a preventative control against fraud <p>The build-up of large balances could create financial pressures, should large amounts of leave be taken at the same time or in close proximity. There is also a management risk to Council of having key personnel on leave for long periods of time.</p>	<p>We recommend that management regularly reviews excessive employee leave balances and takes appropriate measures (eg. leave management plans) to minimise the implications of excessive leave.</p>	<p>Council resolved to allow the Senior Ranger to defer an accrued 717 hours of annual leave which is a significant portion of excess annual leave (copy of minutes attached).</p> <p>The current Corporate Management Procedure for Annual Leave will be reviewed to examine risk of excess leave and ensure this complies with current award and fair work legislation.</p>

3. Current year findings and recommendations (continued)

Other findings and recommendations

	OBSERVATION	RECOMMENDATION	MANAGEMENT RESPONSE
	Matters indicating significant adverse trends in the financial position Findings <ul style="list-style-type: none"> The Operating Surplus Ratio has been below the Department of Local Government, Sport and Cultural Industries standard for the past three years. The financial ratios are reported in Note 33 of the financial report. 	N/a	N/a
	Matters indicating non-compliance with Part 6 of the Local Government Act 1995, the Local Government (Financial Management) Regulations 1996 or applicable financial controls of any other written law No instances of non-compliance identified.	N/a	N/a
	Compliance with laws and regulations Laws and Regulations applicable to the Shire include the following: <ul style="list-style-type: none"> <i>Local Government Act 1995;</i> <i>Local Government (Financial Management) Regulations 1996;</i> <i>Local Government (Audit) Regulations 1996;</i> Australian Tax Office (GST / FBT / PAYG) compliance; and Compliance with conditions of program funding arrangements. No instances of non-compliance identified.	N/a	N/a

4. Materiality & audit adjustments

Materiality

Misstatements, including omissions, are considered to be material if they, individually or in aggregate, could reasonably be expected to influence the economic decisions of users of the financial report. The determination of materiality is a matter of professional judgement and is affected by our perception of the financial information needs of users of the financial report. Having considered the nature of the entity, the industry and economic environment in which the entity operates and the relative volatility of alternative benchmarks, we determined the most appropriate benchmark for calculating materiality to use was total expenses.

Unadjusted misstatements

Australian Auditing Standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management.

Unadjusted misstatements identified during the audit

Date	Description	Debit	Credit
30/6/2021	Municipal Bank Account	17,841	
30/6/2021	Bonds and Deposits payable		17,841

Being recognition of trust funds money in the municipal bank account.

Material adjusted misstatements identified during the audit

None were identified.



5. Other reporting requirements

	AREA	RESPONSE
	Fraud and compliance with laws & regulations	<p>Our audit procedures include discussion with management and those charged with governance as to the existence of any known or suspected material fraud. There was no known or suspected material fraud noted from these discussions. Those charged with governance may contact Muranda Janse van Nieuwenhuizen at Nexia on (08) 9463 2463 if they are aware of any known or suspected fraud.</p> <p>We are not aware of any known or suspected material fraud, nor has it been brought to our attention by management. We will obtain in writing, representations regarding the existence of fraud, policies and procedures in place to prevent and detect fraud, noting no instances of fraud of which management are aware.</p> <p>We are not aware of any known or suspected non-compliance with laws or regulations applicable to the entity that may be material to the financial report. We will also receive representations from management confirming that the Group is in compliance with all laws and regulations that impact the organisation.</p>
	Appropriateness of accounting policies	<p>We considered management's assessment of the effects of any accounting policy changes on the entity's financial statements for the current financial year as well as their assessment of any potential effects arising from those standards applicable for the first time in subsequent financial periods.</p> <p>No new or revised accounting standards applicable for the first time for this financial year had an effect on the accounting policies previously adopted.</p> <p>We consider that the accounting policies adopted in the financial statements are appropriately applied and disclosed.</p> <p>We noted no transactions entered into by the Group during the year for which there is a lack of authoritative guidance or consensus.</p> <p>There are no significant transactions that have been recognised in the financial statements in a different period than when the transaction occurred.</p>
	Ethics and independence	<p>We have obtained independence declarations from all staff engaged in the audit.</p> <p>We confirmed that to the best of our knowledge, we met the relevant ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 <i>Code of Ethics for Professional Accountants (including Independence Standards)</i> (the Code) that are relevant to our audit of the financial report.</p> <p>We have further considered the safeguards the Nexia Australia network has in place, and we are not aware of any services being provided that would compromise our independence as external auditor.</p>
	Appropriateness of the use of Going Concern Basis of Accounting	<p>Based on the audit evidence obtained up to the date of our auditor's report, we are not aware of material uncertainty exists related to events or conditions that may cast significant doubt on the Shire's ability to continue as a going concern.</p>
	Interacting with management	<p>The Shire's finance and management team were well prepared for the audit and documentation requested over the course of the audit was provided in a timely manner. The audit was largely performed as planned.</p>



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ANNUAL ELECTORS MEETING

UNCONFIRMED MINUTES

6.00pm 8 February 2022
Bill Hemsley Park Community
Centre

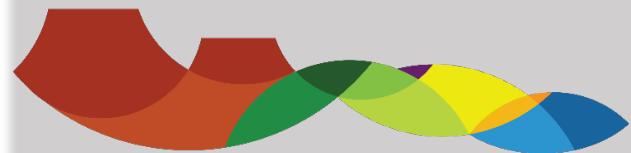
FEBRUARY 2022

SHIRE OF CHAPMAN VALLEY

Jamie Criddle

CHIEF EXECUTIVE OFFICER

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



SHIRE OF

Chapman Valley

love the rural life!

DISCLAIMER



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

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

The Shire of Chapman Valley warns that anyone who has any application or request with the Shire of Chapman Valley must obtain and should rely on WRITTEN CONFIRMATION of the outcome of the application or request of the decision made by the Shire of Chapman Valley.

A handwritten signature in black ink, appearing to read 'Jamie Criddle'. The signature is fluid and cursive, with a long, sweeping underline.

Jamie Criddle
CHIEF EXECUTIVE OFFICER

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ORDER OF BUSINESS

1.0 DECLARATION OF OPENING

The President, Cr Warr welcomed Electors, Elected Members and Staff declaring the meeting open at 6:05pm.

2.0 ACKNOWLEDGMENT OF COUNTRY

I would like to acknowledge the traditional owners of the land we are meeting on today, the Naaguja people, and we pay our respects to elders both past, present and emerging.

3.0 RECORD OF ATTENDANCE/APOLOGIES

3.1 Attendees

Elected Members	In	Out
Cr Kirrilee Warr (President)	6:05pm	6:50pm
Cr Darrell Forth (Deputy President)	6:05pm	6:50pm
Cr Nicole Batten	6:05pm	6:50pm
Cr Beverley Davidson	6:05pm	6:50pm
Cr Liz Elliott-Lockhart	6:05pm	6:50pm
Cr Catherine Low	6:05pm	6:50pm
Cr Peter Humphrey	6:05pm	6:50pm
Cr Trevor Royce	6:05pm	6:50pm

Officers	In	Out
Jamie Criddle, Chief Executive Officer	6:05pm	6:50pm
Simon Lancaster, Deputy Chief Executive Officer	6:05pm	6:50pm
Dianne Raymond, Manager Finance & Corporate Services	6:05pm	6:50pm

Visitors	In	Out
Rhonda Oliver	6:05pm	6:50pm
David Oliver	6:05pm	6:50pm
John Collingwood	6:05pm	6:50pm
Sue Collingwood	6:05pm	6:50pm
Shirley Mincherton	6:05pm	6:50pm
Bruce Davidson	6:05pm	6:50pm
Delphine Williams	6:05pm	6:50pm
Peter Williams	6:05pm	6:50pm
Stephanie Boyce	6:05pm	6:50pm
Tom Davies	6:05pm	6:50pm
Tony Webb	6:05pm	6:50pm

Charmaine Webb	6:05pm	6:50pm
----------------	--------	--------

3.2 Apologies

Nil

4.0 PUBLIC QUESTION TIME

3.1 Response to previous public questions taken on notice

Nil

3.2 Public Question Time

Mr Tony Webb

Question

What process took place for consultation for the proposed Local Government Act reforms?

Response

All Elected Members were consulted over a period and during Ordinary Meetings of Council and further discussion taking place at Northern Country Zone meetings with all response & feedback considered. The Shire of Chapman Valley Council does not support the payment of Superannuation to elected members. Yet should to be noted this is a Local Government level of response and may not be regarded by the State Government.

Mr John Collingwood

Question

What are the updates on Oakajee?

Response

The Shire is aware of a potential proponent for development at Oakajee Industrial Estate, although this is not locked down as yet. The State Government is currently in a process of expression of interest for hydrogen technologies. As a stakeholder the Shire will continue to advocate for the Shire of Chapman Valley Community across this area, yet again this is Development WA owned land within the Strategic Industrial Estate.

5.0 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/Officer	Type of Interest	Nature of Interest
NIL			

6.0 CONFIRMATION OF MINUTES FROM PREVIOUS ANNUAL ELECTORS MEETING

MOVED: Cr Davidson

SECONDED: Cr Forth

The Minutes of the Annual Meeting of Electors held 11th March 2021 be confirmed as true and accurate

Voting F22/A0

CARRIED

Minute Reference: AEM 02/22-01

7.0 RECEIVING 2020/2021 ANNUAL REPORT

7.1 Receiving of the Annual Report 2020/2021 which incorporates:

- 2020/2021 Annual Financial Statements
- 2020/2021 Audit Report & Management Report
- Presidents Report
- Chief Executive Officer Report

The 2020/2021 Annual Report including Annual Financial Statements, Audit Report, Management Report, Presidents Report and Chief Executive Officer Report be endorsed as presented without amendments.

RESOLUTION

MOVED: Cr Batten

SECONDED: Cr Humphrey

The 2020/2021 Annual Report including Annual Financial Statements, Audit Report, Management Report, Presidents Report and Chief Executive Officer Report be endorsed as presented without amendments.

Voting F17/A0

CARRIED

Minute Reference: AEM 02/22-02

8.0 GENERAL BUSINESS

8.1 Mr Tom Davies

What is council's response to the issues of power outages during DFES total fire bans and Western Powers lack of ability to respond to outages under these bans?

The President made comment on the difficulties associated with the power outages especially during these DFES bans, across the shire and is well aware on a personal level the disruption these cause. The Elected Members and Staff have worked hard with Western Power since the impacts from TC Seroja to resolve. Meetings have progressed the issues for the Chapman Valley community and will be ongoing with further advocacy on its behalf.

8.2 Mr John Collingwood

Made comments as to the fantastic asset the Bill Hemsley Park Community Center and surrounds are for the area; hoping to see the building used for council meetings in the future. Mr Collingwood requested the Minutes of this meeting recorded the appreciation for the excellent work the Elected Members and Shire Staff do for our Shire as these efforts are not recognised enough within the community.

8.3 Ms. Delphine Williams

Supported John Collingwood's comments on the building to be used for council meetings with the Local Government to show appreciation of the community by bringing the meeting to Bill Hemsley Park Community Center.

8.4 Mr Peter Williams

Sought clarification on who responds to a bushfire in the White Peak area.

Shire President advised the local Volunteer Bushfire Brigade would respond and DFES would attend if requested..

8.5 Mr David Oliver

Sought clarification on whether the office at Bill Hemsley Park Community Center would be utilised by staff ongoing?

Shire President advised the office area is used as a meeting room when required, building & planning officers utilise as a meeting point in the area, although more generally site visits are requested.

8.6 Ms Stephanie Boyce

Sought clarification on whether a form for complaints was available on the shire website and if the Register of Complaints should show the names of the complainant?

Shire President advised staff would investigate both questions to clarify a response.

ELECTORS MOTION

MOVED: John Collingwood

SECONDED: Delphine Williams

That one (1) Ordinary Meeting of Council a year be held at Bill Hemsley Park Community Center

Voting F20/A1

CARRIED

Minute Reference: AEM 02/22-03

9.0 CLOSURE

The Presiding Member thanked members, ratepayers, visitors and staff for attending and declared the electors meeting closed at 6:50pm.

Remote Engagement Program

Local Co-design Group

Statement of Intent

Context

1. The Australian Government intends to introduce a new Remote Engagement Program to replace the Community Development Program (CDP) in 2023. The new program will be co-designed and trialled in five regions across remote Australia between now and 2023.
2. The Government is committed to establishing three layers of engagement to co-design the Remote Engagement Program to ensure the new program is responsive to local circumstances and labour markets and meets the needs of job seekers:
 - a. Local co-design groups in each trial region to co-design the trial program for the region
 - b. National co-design group to co-design the Remote Engagement Program that will be rolled out nationally in remote areas in 2023; and
 - c. a national consultation process to provide an opportunity for stakeholders not directly involved in the trials, or the national co-design group to have a say about the future of employment services in remote Australia.
3. The National Indigenous Australians Agency (NIAA) intends to publish the outcomes of the co-design and consultation process for full transparency.

Purpose of local co-design group

1. Provide a forum to work with the Australian Government to:
 - a. Co-design the trial Remote Engagement Program for the region.
 - b. Consider early learnings from implementation of the trial program and provide recommendations about whether, and how, to adapt program features during the trial period.
 - c. Provide recommendations about learnings from the trial program to share with the national co-design group.
2. Consider and co-design how to implement the building blocks for the Remote Engagement Program to be trialled in the Region. The building blocks the Australian Government would like to discuss include:
 - a. options to access non-vocational support like family or mental health services;
 - b. options to build vocational skills and training for job seekers;
 - c. an option to trial a new supplementary payment in the social security system for job seekers to take on a placement in a local community service to build skills and experience, and provide a pathway to a job in the open labour market; and
 - d. options to support job seekers find jobs and apprenticeships.

3. Provide ideas and perspectives, including from lived experiences, on preferred options and approaches for what the trial Remote Engagement Program will look like for the region.

Activities

1. Broadly, the expected activities and responsibilities of a member of the local co-design group will include:
 - a. Attend all scheduled meetings of the local co-design group (noting as part of the first meeting, the group will determine the formalised co-design session agenda, including timing, duration and location of sessions).
 - b. Regularly participate in and contribute to the local co-design group sessions and contribute ideas about how to design a new program with enough flexibility for employment services providers to tailor the supports they offer to meet the needs of job seekers.
 - c. Read and agree to guidelines for conduct as provided by NIAA. This will include documents such as the media guidelines (noting these guidelines will be circulated as part of the formal invitation package).
 - d. Work in collaboration with third parties contracted by NIAA, including an early learnings partner and facilitators for the co-design working groups. The early learnings partner will be tasked with capturing, monitoring and assessing the co-design approach of the trials.
 - e. Assess lessons learnt and consider any subsequent changes that may be required to be made within the trial region, during the trial period.
 - f. Be responsible for the completion and submission of reimbursement forms for incidental and travel costs to the nominated secretariat. Please note, reimbursements may not be available whereby a third party, such as place of employment, are covering the participant's incidental and travel cost.
 - g. Consider the design and implementation of core components of the program within the trial region.

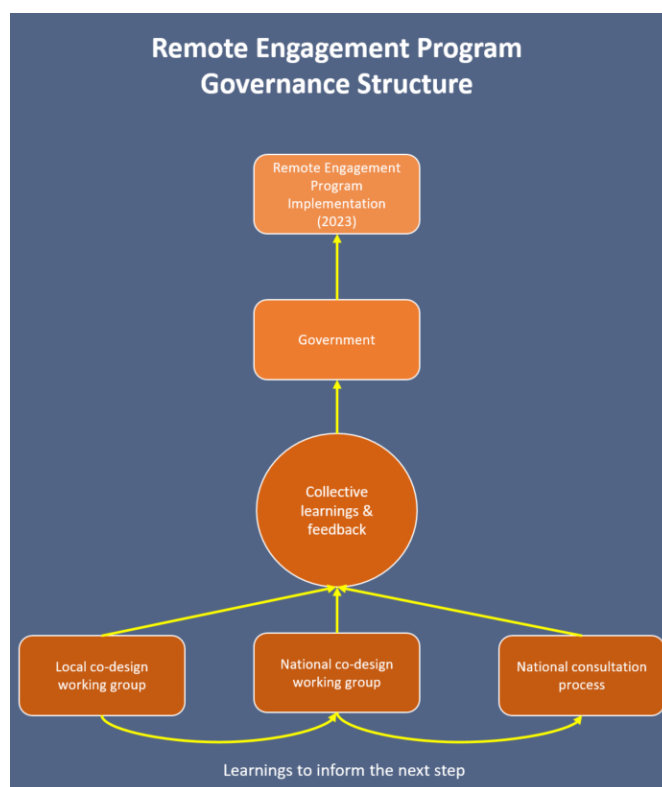
Timeframes

1. It is anticipated the co-design process will span a period of approximately 6 months
 - a. During the co-design period, the Local Co-design group will have formal meetings <frequency to be agreed at first formal meeting of the local co-design group>.
2. A transition period will follow the co-design period. The purpose of the transition period will be to communicate the features of the trial program to stakeholders including job seekers.
 - a. It is anticipated the transition period will span a period of approximately 6-8 weeks.
3. Implementation of the trial program will commence following the transition period and run until national roll out of the Remote Engagement Program in 2023.

Governance

Government will put forward a proposal and settle details about decision making at the first meeting of the local co-design group.

Figure one -



Membership

1. There will be one local co-design group in each Remote Engagement Program trial region.
2. NIAA Regional Managers in trial regions have worked with communities to identify traditional owners, representatives from Indigenous community controlled organisations and other Indigenous leadership or cultural authority.
3. To ensure the program also incorporates the perspectives of employers, the relevant CDP provider and other members who can add business, employment and government perspectives will be represented. This could include significant local employers as well as state and local government representatives.
4. It is anticipated membership will comprise up to 20 members (noting final membership for each group will be outlined in the terms of reference for each group).
5. There will be scope to review membership of the local co-design group on a regular basis (noting this will be agreed and outlined in the terms of reference for each group).
6. The local co-design groups will be co-chaired by the NIAA Regional Manager (or delegate) of the trial region and a community member nominated by the group.
7. The NIAA will engage facilitators to provide secretariat and logistical support and facilitate the local co-design sessions to ensure the voices of all members are heard.

Scope

1. During the local co-design group sessions, members will be asked to consider the design and implementation of core components of the program within the trial region. Broadly, these components will be co-designed according to the indicative forward work plan, as follows:

- a. Item 1: Regional vision, aspirations & opportunities, consultation & communication mechanisms, and planning for success (focused within relevant program parameters)
- b. Item 2: Remote Engagement Program Payment & Placement opportunities across local/regional industries
- c. Item 3: Training, vocational support and tailored assistance options
- d. Item 4: Non-vocational & wrap-around support options
- e. Item 5: Jobseeker engagement & transition through Remote Engagement Program
- f. Item 6: Bringing it all together – the trial Remote Engagement Program in region

Out of Scope

While the trials will be bespoke, the national rollout of the new program in 2023 will have some elements of consistency.

The following matters will be out of scope for the local co-design groups:

- 1. Amending existing Commonwealth policy or programs outside of CDP/remote employment programs.
- 2. Further changes to the social security system and to the way income support payments are made beyond co-designing the detail of the Remote Engagement Program Payment.
- 3. Matters related to Commonwealth funding and timeframes of the program.

Principles for Co-designing the Remote Engagement Program

Co-design is flexible – it will look different depending on the circumstances. While flexible, the following features are generally present across co-design processes:

- 1. **Clarity regarding roles and governance structure** and how parties participate in the decision-making process.
- 2. **Transparency** before and throughout the process.
- 3. **Flexibility and adaptability** in process as co-design can be a non-linear process.
- 4. Space that allows for **constructive and robust** conversations and resolution of conflict.
- 5. Simplicity in both the structure of the process and the way information and communication is exchanged, **removing barriers to participation**.
- 6. **Adequate support** for the process, including time and resources.
- 7. As part of the co-design process, the Commonwealth will bring to the table the following building blocks for communities to draw on when co-designing their pilot:
 - a. options to access non-vocational support like family or mental health services
 - b. options to build vocational skills and training for job seekers
 - c. an option for a new supplementary payment in the social security system for job seekers to take on a placement in a local community service, such as a school or in local government, to build skills and experience and provide a pathway to a job in the open labour market
 - d. options to support job seekers find jobs and apprenticeships.

OFFICIAL

**A/G CHIEF EXECUTIVE OFFICER
BLAIR EXELL**

Reference: EC21-002209

Mr Darrell Forth
Deputy President
Chapman Valley Shire
drforth@bigpond.net.au

Dear Mr Forth

Thank you for your interest in the Remote Engagement Program local co-design group in the Mid West/West region.

As you may be aware, the Australian Government intends to replace the Community Development Program (CDP) with a new Remote Engagement Program in 2023. The Remote Engagement Program will be co-designed and trialled in five regions across remote Australia. Learnings from the trials will inform the design of the national roll out of the Remote Engagement Program.

A local co-design group is being established in each trial region and I am pleased to invite you to be a member of the local co-design group for the trial region of Mid West/West. The group will guide the co-design process by providing input and advice about the new Remote Engagement Program in your region.

Your expertise combined with your ideas, perspectives and lived experience will be critical in supporting the development and implementation of the Remote Engagement Program and what it will look like for the region.

An independent facilitator will be engaged for each local co-design group to facilitate and guide the local co-design sessions to ensure the voices of all members are heard.

The local co-design groups will operate concurrently with, and inform, a national co-design group on the learnings and feedback received during the trial period. The national co-design group will focus on the new program to be implemented in 2023, and will not oversee the local co-design groups.

It is anticipated that the first meeting of the local co-design working group in the Mid West/West region will be held in early 2022.

Please find enclosed a Statement of Intent for the Mid West/West local co-design group.

If you would like to discuss further I encourage you to contact the National Indigenous Australians Agency (NIAA) Regional Manager in your region, Mr Richard Aspinall on (08) 942 43701.

To formally accept this invitation to be appointed as a member of the local co-design group for the trial region of Mid West/West, please respond with your RSVP using the form enclosed with this letter by Friday 18 February 2022.

Should you accept the invitation to be a member of the local co-design group for the Mid West/West region, the NIAA will provide you with further details about next steps.

I look forward to your contribution to the development and implementation of the Remote Engagement Program to ensure it is responsive to local circumstances and meets the needs of job seekers and participants.

Yours sincerely

A handwritten signature in dark ink, appearing to read 'Blair Exell', with a stylized flourish at the end.

BLAIR EXELL

A/g Chief Executive Officer

28 January 2022

OFFICIAL

I, _____, accept my appointment as a member of the local co-design group for the Remote Engagement Program in the _____ region.

I have read and agree to adhere to the principles for co-design, outlined in the Statement of Intent, and state that in submitting this form, all the facts given by me are true to the best of my knowledge.

Signature: _____

Print name: _____

Date: _____

Please submit completed forms to NREP@niaa.gov.au no later than Friday 18 February 2022.