

ORDINARY COUNCIL MEETING

AGENDA

**8.30am Thursday
17 November 2022
Council Chambers**

November 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', is positioned above the printed name and title.

Jamie Criddle
CHIEF EXECUTIVE OFFICER

Table of Contents

1.0	DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS	5
2.0	ANNOUNCEMENTS FROM THE PRESIDING MEMBER	5
3.0	RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED) ..	5
3.1	Attendees	5
3.2	Apologies	5
3.3	Previously Approved Leave of Absence (By Resolution of Council)	5
4.0	PUBLIC QUESTION TIME	5
4.1	Response to Previous Public Questions on Notice	5
4.2	Public Question Time	5
5.0	APPLICATIONS FOR LEAVE OF ABSENCE (by Resolution of Council)	5
6.0	DISCLOSURE OF INTEREST	5
7.0	PETITIONS/DEPUTATIONS/PRESENTATIONS	6
7.1	Petitions	6
7.2	Presentations	6
7.3	Deputations	6
8.0	CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS	6
8.1	Ordinary Meeting of Council held on Thursday 20 October 2022	6
9.0	ITEMS TO BE DEALT WITH EN BLOC	6
10.0	OFFICERS REPORTS	6
10.1	Deputy Chief Executive Officer	7
10.1.1	Coronation Beach Food Van	8
10.1.2	Proposed Water Sports Clinic	17
10.1.3	Proposed Farm Shed	27
10.1.4	Proposed Subdivision	38
10.2	Manager of Finance & Corporate Services	52
10.2.1	Financial Management Report	53
10.3	Chief Executive Officer	55
10.3.1	Covid Leave Policy Update 2022	56
11.0	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	60
12.0	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING	60
13.0	DELEGATES REPORTS	60
14.0	ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION	60

15.0	MATTERS FOR WHICH MEETING TO BE CLOSED TO MEMBERS OF THE PUBLIC.....	60
16.0	CLOSURE	60

ORDER OF BUSINESS

1.0 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS

2.0 ANNOUNCEMENTS FROM THE PRESIDING MEMBER

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)

Cr Humphrey for the October and November 2022 Ordinary Council Meeting.

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

Citizenship Ceremony commencing at 10.00am

7.3 Deputations

Nil

8.0 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

8.1 Ordinary Meeting of Council held on Thursday 20 October 2022

That the Minutes of the Ordinary Meeting of Council held Thursday 20 October 2022 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 Coronation Beach Food Van
- 10.1.2 Proposed Water Sport Clinic
- 10.1.3 Proposed Farm Shed
- 10.1.4 Proposed Subdivision -

10.1.1 Coronation Beach Food Van

PROPOSER:	E Ward & S Foster
SITE:	Reserve 50066 Coronation Beach Road, Oakajee
FILE REFERENCE:	A1956 & 502.00
PREVIOUS REFERENCE:	7/99-35, 10/00-8, 10/20-04, 12/20-06, 11/21-03 & 09/22-06
DATE:	4 November 2022
AUTHOR:	Simon Lancaster, Deputy Chief Executive Officer

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
Nil			

DISCLOSURE OF INTEREST

Nil

BACKGROUND

Council approved the operation of a food van at Coronation Beach for a 12 month period at its 17 November 2021 meeting. The operators have written to Council seeking an extension of their approval. This report recommends that Council conditionally approve the food van for a further 12 months and issue delegated authority to the Shire CEO to issue further approvals beyond that time (for a period not greater than 12 months) in the event that no complaints or issues are raised with the operation of the food van.

COMMENT

The application for a food van at Coronation Beach was initially presented to the 16 December 2020 Council meeting.

The original application sought approval to site a food van at Coronation Beach from Thursday-Sunday 10:00am-3:00pm, and potentially also 5:00pm-8:00pm dependant upon demand. The applicant advised that it was not their intention to keep the food van at Coronation Beach when not in use, and that it would be parked at the applicant's property on Nanson-Howatharra Road approximately 10km east of Coronation Beach. The applicant also sought approval to set up 4 temporary gazebos when the food van was on-site with tables and chairs to provide shade for customers.

Council approved the Coronation Beach Food Van application at its 16 December 2020 meeting for a 12 month trial period. The Agenda from this meeting, that includes the originally received can be viewed at the following link, along with a second link to the 16 December 2020 Council Minutes to provide further background:

<https://www.chapmanvalley.wa.gov.au/documents/727/agenda-ordinary-council-meeting-december-2020>

<https://www.chapmanvalley.wa.gov.au/documents/731/confirmed-ordinary-meeting-of-council-december-2020>

Following discussions with Shire staff the location as illustrated in **Figure 10.1.1(a)** was selected for the siting of the food van due to its proximity to nearby gazebos, bins and toilets and as it would not reduce the number of available car parking bays.

During their trial period the operators found that it was not feasible to continually relocate the food van to their own property and sought Shire permission for it to remain on-site. Shire staff did not raise objection to this, considering that the purpose of the trial period was to enable the operators to explore how and whether the operation might be commercially feasible, and for the Shire (and the operators) to gauge which location might be suitable and not present issue to other reserve users, whether they were day use or overnight visitors, and to also assess whether the operations incurred additional servicing cost to Council that may need to be recouped.

Figure 10.1.1(a) – Location of Coronation Beach Food Van



The operators of the food van took longer than they anticipated to commence on-site due to issues with transporting the food van into Western Australia, upgrading it to meet the relevant legislative requirements, COVID restrictions and Cyclone Seroja. As a result the food van did not commence operations until May 2021. As a result the food van operators made application to Council seeking an extension of their trial period for a further 6 months to enable them to operate over the summer period to gauge whether the business might be commercially viable for them.

Council resolved at its 17 November 2021 meeting to extend the trial siting of a food van at Coronation Beach, subject to the original conditions of approval, until 30 November 2022. The minutes from this meeting can be viewed at the following link:

<https://www.chapmanvalley.wa.gov.au/documents/754/confirmed-ordinary-meeting-of-council-november-2021>

The applicant has now approached the Shire seeking a further extension of their approval as follows:

"Dear Councillors,

We are writing to request an extension on our lease to run a food van down at Coronation Beach and that this arrangement roll over each year (unless situations change and there is a reason for Council to deem otherwise).

We are still ticking along – winter was a bit disappointing with downturn of customers, as to be expected, but some weeks we make wages! We are looking forward to summer bringing more people as everyone gets back to international travelling after Covid restrictions. We also continue to promote local brands like Lirravale Eggs and now offer our own, Chapman Valley grown Breakaway Ridge Lamb on the menu (processed by Hagans Abattoir). Feedback is still overwhelmingly positive.

To the best of our knowledge there has been no issues relating to the operation of the food van at the site and we continue to comply with all council requirements.

We hope the Council continues to support our little endeavour by renewing our lease.

Yours Sincerely,

Elanor Ward and Sharrone Foster"

The Shire has received no complaints concerning the operation of the food van at since its commencement. It is considered that the business assists in the greater activation of Coronation Beach for campers, visitors, local community and recreational water users and therefore Shire staff raise no objection to the extension of the approval period

Figure 10.1.1(b) – View of Coronation Beach Food Van looking west from car park



STATUTORY ENVIRONMENT

Reserve 50066 has a management order issued to the Shire of Chapman Valley for the purpose of 'Camping and Recreation' with the power to lease (or sub lease or licence) the whole or any portion of the reserve for any term not exceeding 10 years.

Reserves 50066 is zoned 'Public Open Space' under the Shire of Chapman Valley Local Planning Scheme No.3. Table 1 of the Scheme lists the objectives for this zone as being:

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

Part 1 Section 4 of the *Planning & Development Act 2005* ('the Act') defines development as follows:

"development means the development or use of any land, including —

- (a) any demolition, erection, construction, alteration of or addition to any building or structure on the land;*
- (b) the carrying out on the land of any excavation or other works;*
- (c) in the case of a place to which a Conservation Order made under section 59 of the Heritage of Western Australia Act 1990 applies, any act or thing that —*
 - (i) is likely to change the character of that place or the external appearance of any building; or*
 - (ii) would constitute an irreversible alteration of the fabric of any building."*

Whilst the siting of a food van does not constitute a development as defined within parts (a)-(c) is still considered a development as by operating a commercial/retail activity from the land it does constitute the *"use of any land"*.

The proposal is further considered to constitute the use of land as it is established for extended periods, and should therefore be viewed differently to a more transitory operation such as an ice cream van that is generally in motion and might typically only be stationary when hailed by customers, that might be able to be considered under the exemption provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Schedule 2 Part 9 Clause 67 of the *Planning and Development (Local Planning Schemes) Regulations 2015* lists the following relevant matters to be considered by local government in considering a development application:

- "(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;...*
- ...(j) in the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve;...*
- ...(m) the compatibility of the development with its setting including —*

- (i) *the compatibility of the development with the desired future character of its setting; and*
- (ii) *the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;*
- (n) *the amenity of the locality including the following —*
 - (i) *environmental impacts of the development;*
 - (ii) *the character of the locality;*
 - (iii) *social impacts of the development*
- (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;...*
- ...(q) *the suitability of the land taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bushfire, soil erosion, land degradation or any other risk...*
- ...(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;...*
- ...(v) *the potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses;*
- (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;...*
- ...(zb) *any other planning consideration the local government considers appropriate."*

POLICY/PROCEDURE IMPLICATIONS

The Shire of Chapman Valley Coastal Management Strategy and Action Plan (2016) identifies the objective for Coronation Beach as being:

"Land Use & Facilities

- *Protection and enhancement of recreational activities popular in the area such as windsurfing, kiteboarding and longboarding.*
- *The need to identify provision of facilities with appropriate controls to sustainably provide for tourist and recreational demands. (page 16)*

"To protect and enhance the ambiance and low impact character of Coronation Beach and to facilitate the continued recreational uses in the area." (page 61)

It is considered that the operation of a food van aligns with these objectives.

It is also noted that both the previous Kitewest food outlet proposal and the current food van proposal are facilities that can be removed from the site, or relocated elsewhere at Coronation Beach (rather than permanent structures) in the event that coastal erosion, or economic or compliance issues, or future Council requirements deem this necessary.

The Mid West Development Commission's 'Tourism Development Strategy' (2014) includes amongst its identified priorities, increasing the range of eco nature based tourism activities, attractions and experiences. The Economic Development element of the Commission's Mid West Blueprint (2015) notes the Mid West Tourism Potential as follows:

"The long term aspiration of this Blueprint is for the Mid West to attract one million overnight visitors (annually) by 2050. The Mid West would be highly developed as an inspiring nature based destination, that offers a wide range of high quality, year round experiences."

FINANCIAL IMPLICATIONS

The Shire charges an annual fee of \$500 for commercial operations at Coronation Beach.

The Shire also charges food outlets additional inspection fees in the event that inspections are required arising from matters of non-compliance with the requirements of the *Food Act 2008* and *Food Regulations 2009*.

The \$500 annual fee is intended to assist in cost recovery e.g. for any additional emptying of the skip bin or servicing of toilets and other facilities that are sited at Coronation Beach that may be required as a result of commercial demands.

Long Term Financial Plan (LTFP):

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

STRATEGIC IMPLICATIONS

Council previously approved the operation of a food van at Coronation Beach, calling for expressions of interest at its 20 July 1999 meeting and again at its 17 October 2000 meeting.

After 2004 a food van has not been present at Coronation Beach (other than for approved one-off events such as windsurfing and surfing competitions or Shire Australia Day events) until the commencement of the current food van operator in May 2021 following approval by Council in December 2020.

The operation of food outlet(s) can be considered to align with Council's desire to see greater activation and servicing for campers and visitors at Coronation Beach, along with supporting its residents with their business ventures. It would also be in keeping with Council's previous approval of food van operators at Coronation Beach.

Council approved the application from the other existing commercial lessee (Kitewest) for the establishment of a food outlet at Coronation Beach at its 21 October 2020 meeting, that would consist of a sea container being sited alongside, and upgraded (including wood cladding, decking and shade sails) to match visually, their existing watersports school facility. At the time Kitewest advised that they would not be seeking to site the second sea container until November 2021 with a view to commencing operation of their food outlet for summer 2021/2022. Since that time the lessee has progressed their ideas but has not advanced to the stage of lodgement of building/health applications that are required prior to on-ground works and business commencement.

Council's 21 October 2020 resolution relating to the water sports lessee included specific notation that:

"The management licence issued to the applicant is not to be construed as the granting of an exclusive commercial use of the reserve, Council reserves the right to enter into management licences and/or other arrangements with other parties who may seek to conduct commercial activities at Coronation Beach."

Council's 16 December 2020 and 17 November 2021 resolutions relating to the food van operator also included notation advising that:

"This planning approval issued to the applicant is not to be construed as the granting of an exclusive commercial use and the local government reserves the right to issue approval to other parties who may seek to conduct commercial activities."

The intention of this advice was to make clear that Council's granting of approval should not be deemed to mean that it would not entertain approaches from other parties seeking to operate either a watersports school or food outlet at Coronation Beach.

The food van applicant themselves acknowledged the issue of Council's prior approval to the existing water sports lessee in their original correspondence as follows:

"Points of consideration / difference with Kite West proposed business:

Though on the surface we appear to have a similar business in mind, it is likely that we will not be in direct competition as much as first thought. Firstly, Kite West caters primarily for the wind surfing crowd for which favourable conditions usually involve a lot of wind. We would be looking to utilise the calmer days with better weather, making for a more enjoyable customer experience. We also hope to (in time) run some late afternoon/ sundowner events (from 5 – 8 PM) that will run outside of current Kite West hours (9AM–5PM). In addition, we would be looking to do this in good weather (obviously intermittently!) through the winter months, a time when Kite West School historically has not operated. An 8PM finish would allow for quiet at a reasonable time for campers.

We also believe we will have a point of difference in the food we offer with minimal pre-packaged foods on offer and a focus on good home cooked food, in a generous portion at a good price that will make it worth the drive! The idea behind the name of "The Home Cooks" for the business is that it allows us to be versatile in our offerings and take advantage of local food sources as they arise (and we cultivate relationships) but does not restrict us to one type of offering (e.g. Taco Van). Hopefully "The Home Cooks"

evokes thoughts of wholesome rustic nourishing fare that is real, honest and above all, delicious! We envisage that in time, our online presence coupled with good reputation would entice potential customers to come out for a visit and supplement the casual visitors and campers that would comprise our normal customer base."

Freedom of economic competition, preventing undue restraint of trade and impact on existing local businesses are issues that local governments are often forced to grapple with, particularly where arguments have been mounted that an existing retailing operation offers multiple services and employment to a local community, and when faced with an arriving competitor that offers a more limited service (in terms of products or hours of operation) that undermines their profitability, this can result in the existing service provider no longer being viable and the local community resultantly losing those associated services and employment.

Council can have some (limited) regard for this issue with Clause 67 of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* listing the following matter to be considered by local government:

"(v) the potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses."

This is also an issue that Section 3.3.7 'Economic Competition' of the Western Australian Planning Commission publication 'Development Assessment Panel Training Notes – Making Good Planning Decisions' (2011) addresses as follows:

"The threat of competition to existing businesses is not a relevant planning consideration. It only becomes a relevant planning consideration if there is a prospect that there will be a reduction in the facilities available to the community."

This was made clear in the High Court decision of Kentucky Fried Chicken Pty Ltd v Gantidis (1979) 140 CLR 675. In that case, Barwick CJ at [681] said that:

"economic competition feared or expected from a proposed use is not a planning consideration within the terms of the planning ordinance governing this matter".

Stephen J at [687] noted that:

"...the mere threat of competition to existing businesses, if not accompanied by a prospect of a resultant overall adverse effect upon the extent and adequacy of facilities available to the local community if the development be proceeded with, will not be a relevant town planning consideration."

Strategic Community Plan/Corporate Business Plan:

The Shire of Chapman Valley Strategic Community Plan was endorsed by Council at its 18 August 2022 meeting and includes the following objectives of relevance:

Ref	Strategies & Actions	Timeline	2022 Status	Desired Status
<i>Economy and Population</i>				
Objective 2.1 Build population and business activity with targeted strategies				
Strategy: Support business development, lifestyle changes and short/term accommodation				
2.1.1	Ensure planning is in place to encourage business development, promoting investment opportunities, Facilitate collaborative approach to attract staff within communities.	Short	Solid and appropriate planning is in place.	Retain and improve where necessary
Objective 2.2 Provide support for business development and local employment				
Strategy: Consider business start-up incentives				
2.2.1	Investigate possible planning improvements	Medium	Planning in place	Strategies in place and business initiatives developing
Objective 2.4 Ensure town planning scheme allows for economic development/population retention/growth				
Strategy: Town Planning Review for residential land, aged care facilities or business/industrial development opportunities				

Ref	Strategies & Actions	Timeline	2022 Status	Desired Status
2.4.1	Ensure planning is in place to encourage economic development activities, owned and rental accommodation and short stay opportunities	Medium	Solid and appropriate planning is in place.	Retain and improve growth opportunities where indicated

CONSULTATION

The Shire has not received any complaints concerning the food van's operations since its commencement in May 2021.

The Shire has the ability to monitor/seek feedback on the food van's operations on an ongoing capacity.

The Coronation Beach Planning Study (2002) that guided the Shire's development of the Coronation Beach Campground was based on extensive public consultation and Section 2.1-Consultation of the study noted that:

"There is a general presumption by existing users and key stakeholders with an interest in this coastal area, that Coronation Beach should be maintained for low-key tourist use (no major development), with informal camping/caravanning being one of the preferred activities." (page 3)

"The opportunity to upgrade facilities, including the provision of designated windsurf rigging area, shade shelters, additional ablutions, international signage, fire rings and barbeques, kiosk/information building, and improve carparking, traffic flow, beach access and general recreation areas." (page 6)

"Some opportunity exists for on-site servicing to support a small building such as a kiosk. The type of facility provided will depend on the level of management proposed for the Reserve (for example a full-time, on-site caretaker would require a different type of facility and different level of servicing to that of a seasonal operator of a kiosk facility only)." (page 20)

It is considered that the siting of a food van, whether occasional or permanent, is low-key in nature and does not conflict with the objectives of this study.

The relatively small footprint of the food van operations (and the ability to relocate it if required) is not considered to be prejudicial to the ongoing discussion in regards to the Coronation Beach Masterplan, and the low-key nature of the proposal aligns with the feedback of the Steering Group during this project.

RISK ASSESSMENT

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

VOTING REQUIREMENTS

Simple majority required

STAFF RECOMMENDATION

That Council extend the approval for the siting of a food van (The Country Cooks Cornucopia) upon Reserve 50066 Coronation Beach Road, Oakajee subject to the following:

Conditions:

- 1 The approval is valid until 30 November 2023 after which time the application shall be reconsidered by the Shire Chief Executive Officer (under the delegated authority of Council) as to any impacts arising from the operation of the development in the local government's determination on whether to grant any extension to the approval period.
- 2 Any additions to or change of use of any part of the development (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.

-
- 3 The hours/days of operation of the food van being to the approval of the local government.
 - 4 The location of the food van and associated shade/seating area being to the approval of the local government.
 - 5 Maintenance of public access about the food van being to the approval of the local government.
 - 6 The applicant shall ensure that the food van and immediate surrounding area is kept clean and tidy to the approval of the local government.
 - 7 The applicant shall ensure that rubbish associated with the operation of the food van is managed to the approval of the local government.
 - 8 The applicant shall ensure that wastewater generated while on-site is stored and disposed of into a suitable septic system or other approved system, and no wastewater is to be disposed of via the toilets/showers at Coronation Beach, or on the ground or into the ocean at Coronation Beach.
 - 9 All furniture and objects (including, but not limited to, shade gazebos, chairs and tables) are to be well constructed/maintained and not a hazard (e.g. they should be able to withstand windy conditions).
 - 10 No freestanding signs or hoardings advertising the operation of the food van are permitted to be erected whether temporary or permanent in nature unless approved by the Shire Chief Executive Officer.
 - 11 The use of mechanical chimes or amplified music which could cause a noise nuisance is not permitted. The food van shall at all times comply with the *Environmental Protection (Noise) Regulations 1997*.
 - 12 The food van shall comply with the requirements of the *Food Act 2008* and *Food Regulations 2009*.
 - 13 The applicant must possess (and provide copy to the local government) public liability insurance cover of not less than \$10 million.
 - 14 This approval is issued only to the applicant and is not transferable to any other party.
 - 15 The applicant making payment to the Shire of the \$500 annual commercial fee for use of the location.

Notes:

- (a) In relation to condition 1 the applicant is advised that this approval is issued for a period of 12 months and the operation of this development will be monitored by the local government and should complaints arise and not be adequately managed to the satisfaction of the local government, then the local government reserves the right to terminate the approval period prior to the expiry date of 30 November 2023.
- (b) That Council delegate authority to the Shire Chief Executive Officer for the annual renewal of the approval should no written, author-identified complaints be received during the preceding 12 month period, and there being no change in the circumstances under which the previous approval was granted. In the event that written, author-identified complaints are received in relation to the development this matter is to be returned to Council for further consideration.
- (c) In relation to condition 15 the applicant is advised that the \$500 amount covers the annual fee charged to commercial operators at Coronation Beach. However additional fees may be charged in the event that follow-up inspections are required arising from matters of non-compliance with the *Food Act 2008* and *Food Regulations 2009*.
- (d) The applicant is advised that this planning approval does not negate the requirement for any additional approvals which may be required under separate legislation and it is the applicant's responsibility to obtain any additional approvals required before the development commences.
- (e) This planning approval issued to the applicant is not to be construed as the granting of an exclusive commercial use and the local government reserves the right to issue approval to other parties who may seek to conduct commercial activities.

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

10.1.2 Proposed Water Sports Clinic

PROPONENT:	King Wingfoil Centre
SITE:	Reserve 50066 Coronation Beach Road, Oakajee
FILE REFERENCE:	A1956
PREVIOUS REFERENCE:	12/21-02 & 09/22-06
DATE:	7 November 2022
AUTHOR:	Simon Lancaster, Deputy Chief Executive Officer

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.1.2	Application		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

Council is in receipt of an application to hold a water sports clinic at Coronation Beach from 27 December 2022 until 15 January 2023 providing wingfoil lessons. This report recommends approval subject to amendment.

COMMENT

Council previously approved the applicant to conduct wingfoil lessons between 26 December 2021 and 4 January 2022 (10 days) at Coronation Beach, at its 15 December 2021 meeting and a copy of the relevant minutes can be viewed at the below link:

<https://www.chapmanvalley.wa.gov.au/documents/755/title-agenda-ordinary-council-meeting-december-2021>

The applicant is now seeking approval to conduct wingfoil lessons between 10:00am and 6:00pm over 20 days from Tuesday 27 December 2022 to Sunday 15 January 2023 at Coronation Beach. Lessons would generally be 1 on 1 or at most small groups of 4-8 (maximum) people and would be approximately 1½-2 hours in length. The operation would require 1 van to be parked in the car park and the placement of water sports equipment on the beach. People not already staying at the campground taking lessons would also require car parking bays.

Figure 10.1.2(a) – examples of wingfoil activity



When the applicant previously applied in 2021 they sought approval to operate from a location towards the centre of Coronation Beach as illustrated in **Figures 10.1.2(b) and 10.1.2(c)**.

Figure 10.1.2(b) – Previous 2021 wingfoil clinic application location at Coronation Beach (windsurfing club can be seen at bottom of picture and kitesurfing school location at top)



Figure 10.1.2(c) – Previous 2021 wingfoil clinic application van parking and launching location looking west



The applicant is now seeking approval to operate from a location approximately 50m further north as illustrated in Figures 10.1.2(d) and 10.1.2(e).

Figure 10.1.2(d) – Proposed 2022 wingfoil clinic application location at Coronation Beach (windsurfing club can be seen at bottom of picture and kitesurfing school location at top)

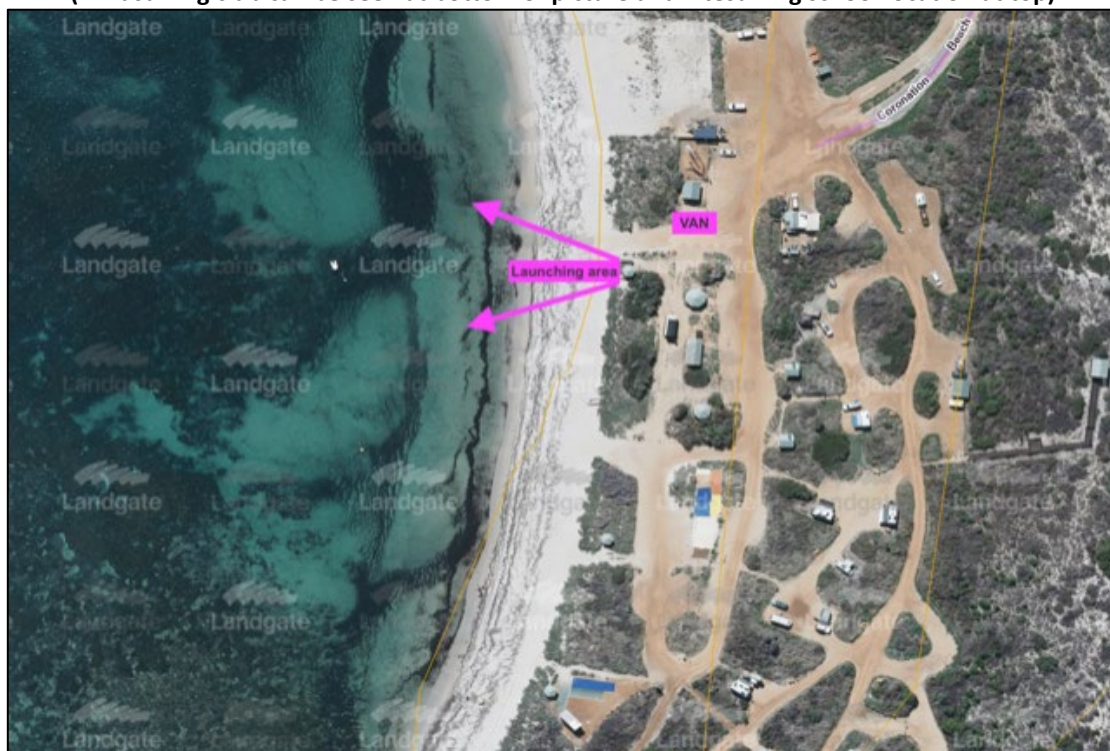


Figure 10.1.2(e) – Proposed 2022 wingfoil clinic application van parking and launching location looking west



The applicant has provide the following explanation for their wishing to change the location:

"The reason of that is shallow water and reef just at the front where we were launching last year. All wingers who coming to the beach are park and launching from this new maps area. This part have enough deep water to safety go out with foil under the board (between 70-85cm mast length). I believe there is enough room to follow safety rules. All beach classes will be provide 150m in South direction from boat launching. We need this area just to go to the water."

The new launching location would move the wingfoil operations further away from the windsurfing activities at the Windsurfing Club facility where the water is shallower and contains reef which interferes with the foils.

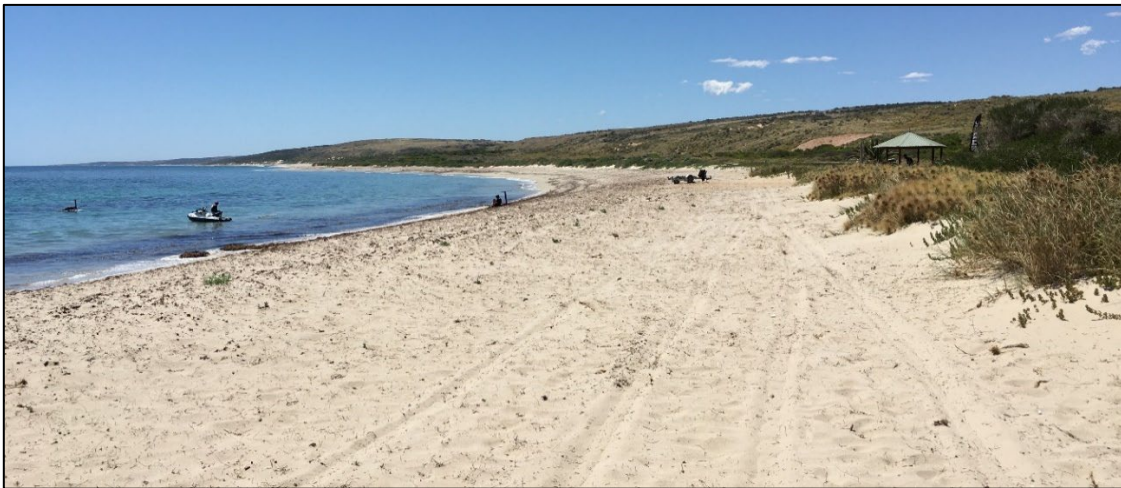
The proposed wingfoil location offers water still sufficiently shallow to suit people learning.

However, moving the wingfoil operations further north will move them closer to the kitesurfing activities at the Kitewest water sports school to the north, with a new separation distance of approximately 50m.

Figure 10.1.2(f) – Proposed 2022 wingfoil clinic van parking area looking north-west



Figure 10.1.2(g) – 2021 wingfoil launching area looking north toward proposed 2022 wingfoil launching area with kite surfing area further north of this



A copy of the received application, which includes copies of their accreditation, insurance certificate and Risk Management Policy has been provided as **separate Attachment 10.1.2**.

The proposed new location 50m further north would increase the potential for people learning to wingfoil drifting into the area where people are learning to kitesurf.

The parking of the wingfoil operator's van 25m south of the other water sports facility is considered to provide insufficient separation distance between vehicles parking to visit either business, and also give regard for vehicles parking more generally in this part of the day use area that are not associated with either business.

It is also noted that whilst generally people launching boats tend to do so earlier in the day than people undertaking water sports there is still a concern that the parking of the van in the proposed location would create an unsafe situation with people carrying water sports gear across the main throughfare used by vehicles with trailers to launch dinghies from the beach.

For this reason it is recommended that Council approve the application to hold wingfoil lessons, but subject to the van being parked in the location 50m further south as approved by Council in 2021 and not the location being sought by the applicant in 2022. The wingfoil launching would then be undertaken between the location where the van is parked and the gazebo south of the main boat launching access point as illustrated in **Figure 10.1.2(h)**.

Figure 10.1.2(h) – Recommended van parking location and wingfoil launching area



STATUTORY ENVIRONMENT

Reserve 50066 has a management order issued to the Shire of Chapman Valley for the purpose of 'Camping and Recreation' with the power to lease (or sub lease or licence) the whole or any portion of the reserve for any term not exceeding 10 years.

Reserve 50066 is zoned 'Public Open Space' under the Shire of Chapman Valley Local Planning Scheme No.3. Table 1 of the Scheme lists the objectives for this zone as being:

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

The holding of a water sports clinic would be in keeping with the intent of this zoning.

Part 1 Section 4 of the *Planning & Development Act 2005* ('the Act') defines development as follows:

“development means the development or use of any land, including —

- (a) any demolition, erection, construction, alteration of or addition to any building or structure on the land;*
- (b) the carrying out on the land of any excavation or other works;*
- (c) in the case of a place to which a Conservation Order made under section 59 of the Heritage of Western Australia Act 1990 applies, any act or thing that —*
 - (i) is likely to change the character of that place or the external appearance of any building; or*
 - (ii) would constitute an irreversible alteration of the fabric of any building.”*

Whilst the operating of a commercial activity such as a water sports business does not constitute a development as defined within parts (a)-(c) it should still be considered a development as by operating a commercial activity from the land it does constitute the “*use of any land*”.

Schedule 2 Part 9 Clause 67 of the *Planning and Development (Local Planning Schemes) Regulations 2015* lists the following relevant matters to be considered by local government in considering a development application:

- “(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;...*
- ...(g) any local planning policy for the Scheme area;...*
- ...(j) in the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve;...*
- ...(m) the compatibility of the development with its setting including —*

- (i) *the compatibility of the development with the desired future character of its setting; and*
- (ii) *the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;*
- (n) *the amenity of the locality including the following —*
 - (i) *environmental impacts of the development;*
 - (ii) *the character of the locality;*
 - (iii) *social impacts of the development*
- (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;...*
- ...(q) *the suitability of the land taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bushfire, soil erosion, land degradation or any other risk...*
- ...(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;...*
- ...(v) *the potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses;*
- (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;...*
- ...(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.

The Shire of Chapman Valley Local Planning Policy 7.2 – Event Application contains the following objectives:

- 3.1 *Encourage events that enhance a wide variety of opportunities to residents and visitors.*
- 3.2 *Protect the health and safety of persons attending events.*
- 3.3 *Provide an efficient and timely approval process and response.*
- 3.4 *Ensure compliance with regulatory requirements and standards.*
- 3.5 *Incorporate controls to minimise any adverse impacts of events and protect the amenity of residents in adjoining and nearby properties."*

The Policy Statement also provides the following guidance for Councillors in its consideration of this application:

"The following issues will be considered by the Shire in the assessment and approval process of event applications:

- 6.1 *The nature, size and suitability of the event in relation to the venue requested (including the presence of alcohol) and the likely impact of the event on the facility.*
- 6.3 *The amenity of the event.*
- 6.3 *The ability of the facility to accommodate the event at the proposed time (taking into consideration weather and the condition of the land, if on a community reserve or public open space).*
- 6.4 *The likely impact on residents as a result of the event (including noise, dust, excessive light, or other adverse effects perceptible outside the venue).*
- 6.5 *The availability of the venue at the required time(s) and on the required day(s).*
- 6.6 *The period of time for which the event will operate and the proposed times of operation.*
- 6.7 *Conflict or potential conflict with other events in that location or a surrounding location.*
- 6.8 *The estimated number of participants associated with the special event in relation to the carrying capacity of the facility.*
- 6.9 *The benefits to the community.*
- 6.10 *Reputation of the operator.*
- 6.11 *Any other factors that may be considered necessary in relation to a particular event."*

Both the 'Event Application' Local Planning Policy and the event application form can be viewed at the following link to the Shire website: <https://www.chapmanvalley.wa.gov.au/local-planning-policies.aspx>

FINANCIAL IMPLICATIONS

The Shire's charges a one-off commercial fee of \$200 at Coronation Beach.

The applicant was made aware that the Shire charges an annual fee of \$500 for commercial operations at Coronation Beach in the event that they were considering lodging other one-off clinic applications within 12 months of the sought dates but have advised that they are choosing to lodge a one-off application due to other commitments in Perth.

Long Term Financial Plan (LTFP):

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

STRATEGIC IMPLICATIONS

The Shire of Chapman Valley Coastal Management Strategy and Action Plan (2016) identifies the objective for Coronation Beach as being:

"Land Use & Facilities

- *Protection and enhancement of recreational activities popular in the area such as windsurfing, kiteboarding and longboarding.*
- *The need to identify provision of facilities with appropriate controls to sustainably provide for tourist and recreational demands. (page 16)*

"To protect and enhance the ambiance and low impact character of Coronation Beach and to facilitate the continued recreational uses in the area." (page 61)

It is considered that the holding of a water sports (wingfoil) clinic would align with these objectives.

Council resolved at its 18 May 2016 meeting to lease an area at Coronation Beach to enable a locally based operator (Kitewest) to operate a water sports school for a summer 4-month trial period. At the end of the trial period Kitewest sought to enter into a longer lease and Council resolved at its 17 May 2017 meeting to offer a 5 year lease. Council approved a further 5 year lease at its 17 June 2020 meeting, in response to the lessee's request for an extension to provide them with greater financial certainty, and the current lease expires on 30 June 2027.

Council's 21 October 2020 resolution in which it gave approval to the existing water sports school operator included specific notation that:

"The management licence issued to the applicant is not to be construed as the granting of an exclusive commercial use of the reserve, Council reserves the right to enter into management licences and/or other arrangements with other parties who may seek to conduct commercial activities at Coronation Beach."

Council has been consistent in this advice at Coronation Beach with its 16 December 2020 and 17 November 2021 resolutions for the food van operator also including notation advising that:

"This planning approval issued to the applicant is not to be construed as the granting of an exclusive commercial use and the local government reserves the right to issue approval to other parties who may seek to conduct commercial activities."

The intention of this advice was to make clear that Council's granting of approval should not be deemed to mean that it would not entertain approaches from other parties seeking to operate either water sports commercial activities or food outlets at Coronation Beach. The Windsurfing Club (who also have a lease with the Shire for their Coronation Beach facility) have also held training events but these have been club run and not commercial operations.

Freedom of economic competition, preventing undue restraint of trade and impact on existing local businesses are issues that local governments are often forced to grapple with, particularly where arguments have been mounted that an existing retailing operation offers multiple services and employment to a local community, and when faced with an arriving competitor that offers a more limited service (in terms of products or hours of operation) that undermines their profitability, this can result in the existing service provider no longer being viable and the local community resultantly losing those associated services and employment.

Council can have some (limited) regard for this issue with Clause 67 of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* listing the following matter to be considered by local government:

“(v) the potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses.”

This is also an issue that Section 3.3.7 ‘Economic Competition’ of the Western Australian Planning Commission publication ‘Development Assessment Panel Training Notes – Making Good Planning Decisions’ (2011) addresses as follows:

“The threat of competition to existing businesses is not a relevant planning consideration. It only becomes a relevant planning consideration if there is a prospect that there will be a reduction in the facilities available to the community.

This was made clear in the High Court decision of Kentucky Fried Chicken Pty Ltd v Gantidis (1979) 140 CLR 675. In that case, Barwick CJ at [681] said that:

“economic competition feared or expected from a proposed use is not a planning consideration within the terms of the planning ordinance governing this matter”.

Stephen J at [687] noted that:

“...the mere threat of competition to existing businesses, if not accompanied by a prospect of a resultant overall adverse effect upon the extent and adequacy of facilities available to the local community if the development be proceeded with, will not be a relevant town planning consideration.”

Strategic Community Plan/Corporate Business Plan:

The Shire of Chapman Valley Strategic Community Plan was endorsed by Council at its 18 August 2022 meeting and includes the following objectives of relevance:

Ref	Strategies & Actions	Timeline	2022 Status	Desired Status
<i>Community Health and Lifestyle</i>				
Objective 1.5 To maximise health and lifestyle outcomes through environment and health strategies				
Strategy: To adopt an integrated approach to the provision of services to address the wider health and wellbeing of the community.				
1.5.1	To develop and adopt a public health plan for the Shire of Chapman Valley	Short	Health Plan development in progress	There is a plan for public health that will support strategies and projects
<i>Economy and Population</i>				
Objective 2.1 Build population and business activity with targeted strategies				
Strategy: Support business development, lifestyle changes and short/term accommodation				
2.1.1	Ensure planning is in place to encourage business development, promoting investment opportunities, Facilitate collaborative approach to attract staff within communities.	Short	Solid and appropriate planning is in place.	Retain and improve where necessary
Objective 2.2 Provide support for business development and local employment				
Strategy: Consider business start-up incentives				
2.2.1	Investigate possible planning improvements	Medium	Planning in place	Strategies in place and business initiatives developing
Objective 2.4 Ensure town planning scheme allows for economic development/population retention/growth				
Strategy: Town Planning Review for residential land, aged care facilities or business/industrial development opportunities				
2.4.1	Ensure planning is in place to encourage economic development activities, owned and rental accommodation and short stay opportunities	Medium	Solid and appropriate planning is in place.	Retain and improve growth opportunities where indicated

CONSULTATION

Section 7.0 of the Shire of Chapman Valley Local Planning Policy 7.2 – Event Application provides for the advertising of a received event application should Council wish to consult with any party.

RISK ASSESSMENT

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

VOTING REQUIREMENTS

Simple majority required

STAFF RECOMMENDATION

That Council approve the application from King Wingfoil Centre for the operation of a water sports (wingfoil) clinic upon Reserve 50066 Coronation Beach Road, Oakajee subject to the following:

Conditions:

- 1 The approval is valid from 27 December 2022 until 15 January 2023.
- 2 The van parking associated with the water sports clinic shall be in accordance with the location illustrated in Figure 10.1.2(h) as contained in the Council Agenda Report unless otherwise approved by the Shire Chief Executive Officer.
- 3 Any additions to or change of use of any part of the development (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.
- 4 Maintenance of public access about the water sports clinic being to the approval of the local government.
- 5 The applicant shall ensure that equipment and rubbish associated with the operation of the water sports clinic is managed to the approval of the local government and not provide a hazard.
- 6 The applicant must possess public liability insurance cover of not less than \$20 million.
- 7 The applicant must possess and implement a Risk Management Plan to the approval of the local government.
- 8 This approval is issued only to the applicant and is not transferable to any other party.
- 9 The applicant making payment of the \$200 fee to the Shire for use of the location.

Notes:

- (a) The applicant is advised that the operation of this development will be monitored by the local government and should complaints arise and not be adequately managed to the satisfaction of the local government, then the local government will give regard to this in its consideration of any future applications that may be lodged by the applicant.
- (b) The applicant is advised that this planning approval does not negate the requirement for any additional approvals which may be required under separate legislation and it is the applicant's responsibility to obtain any additional approvals required before the development commences.
- (c) This approval issued to the applicant is not to be construed as the granting of an exclusive commercial use and the local government reserves the right to issue approval to other parties who may seek to conduct commercial activities.

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

10.1.3 Proposed Farm Shed

PROPONENT:	Carimor Sheds for T & J Daly
SITE:	579 (Lot 306) Chapman Valley Road, Waggrakine
FILE REFERENCE:	A14
PREVIOUS REFERENCE:	12/12-6, 06/13-2, 02/16-3 & 09/21-05
DATE:	8 November 2022
AUTHOR:	Simon Lancaster, Deputy Chief Executive Officer

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.1.3	Application		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

Council approved an application for a 981.72m² farm shed upon 579 (Lot 306) Chapman Valley Road, Waggrakine at its 15 September 2021 meeting. An amended application has been received seeking approval to increase the outbuilding area to 1,224.72m². This report recommends approval of the application.

Figure 10.1.3(a) – Map of 579 (Lot 306) Chapman Valley Road illustrating proposed location of farm shed



COMMENT

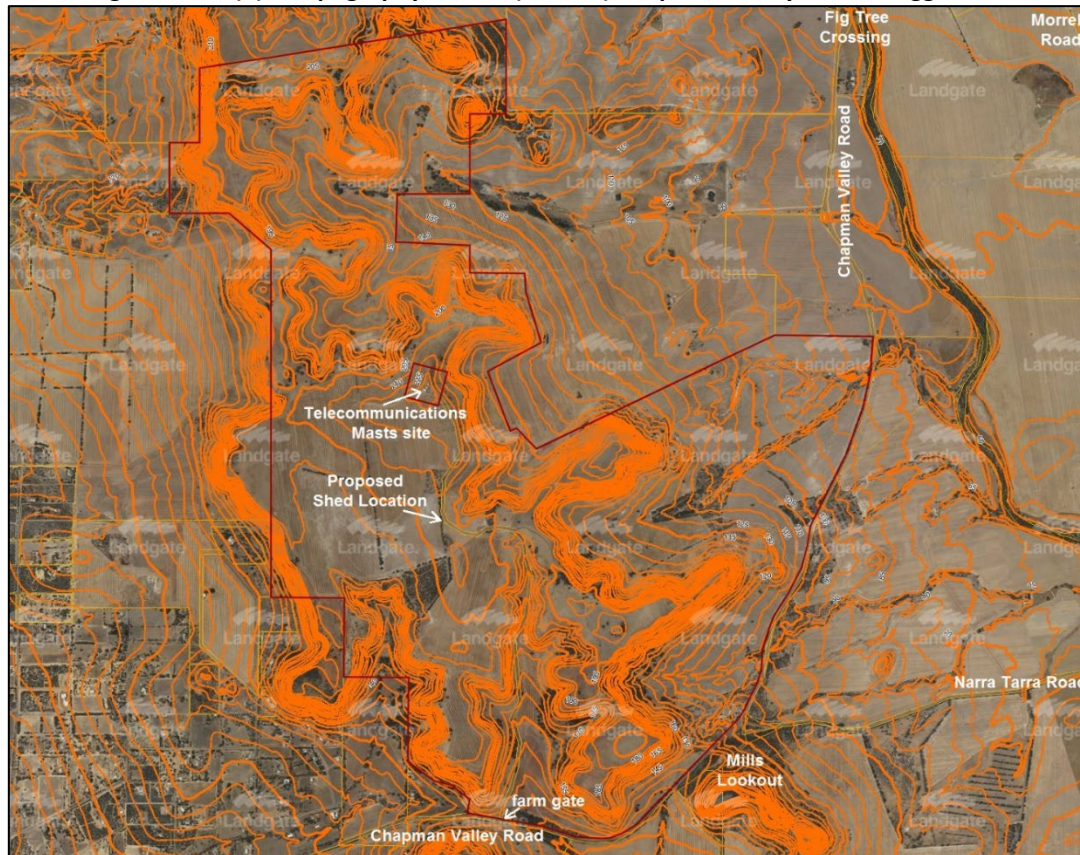
Lot 306 is a 1,049.2953ha property located on the northern side of Chapman Valley Road. The property is largely cleared and used for cropping and grazing purposes with pockets of remnant vegetation upon the more steeply sloping areas and tributary lines upon the property.

The western boundary of Lot 306 generally aligns with the steeply sloping western face of the Moresby Range. The central portion of the property contains the flat topped area of the Moresby Range that extends eastwards for approximately 1½km before reaching the steeply sloping eastern face and lower foothills area that slopes downwards towards the north-south section of Chapman Valley Road as it commences its approach to the Chapman River/Fig Tree Crossing. The contours as shown on **Figure 10.1.3(b)** help to illustrate that the majority of Lot 306 is contained in the mesa area.

The access point for Lot 306 is a farm gate on the northern side of the east-west section of Chapman Valley Road as it passes through the Waggrakine Cutting. The gravel farm track that heads northwards from the gate provides the access

into the property and onto the top of the Moresby Range, this is also the alignment for the access easement across Lot 306 for the 4 telecommunications masts atop the Moresby Range.

Figure 10.1.3(b) – Topography for 579 (Lot 306) Chapman Valley Road, Waggrakine



Council approved an application to construct a 24.3m x 40.4m (981.72m²) outbuilding with a 6.5m wall height and a 8.645m total height at its 15 September 2021 meeting. A copy of the minutes from this meeting can be viewed at the following link:

<https://www.chapmanvalley.wa.gov.au/documents/749/agenda-ordinary-council-meeting-september-2021>

The Shire subsequently issued a building permit for the farm shed on 21 December 2021, however, building works have not commenced to date.

The applicant lodged an amended plan on 3 November 2022 seeking to extend the length of the farm shed by 10m with a further 2 x 5m bays to take the floor area to 1,224.72m² (24.3m x 50.4m). The eastern elevation of the amended shed would have 8 sliding door segments instead of the previously approved 6. The height of the outbuilding would remain unchanged (6.5m wall height/8.645m total height) as would the proposed cladding (Dune coloured trimdeck walls, doors and roof).

The applicant is seeking to increase the floor area to better house the equipment and machinery that services their farm, and the internal area would comprise 408.6m² (20m x 24.3m) concrete floor and 729m² (30m x 24.3m) gravel floor areas, with the extended section being to the gravel floor area.

A copy of the amended application has been provided as **separate Attachment 10.1.3** along with site photographs taken from various points about the proposed shed location.

The outbuilding would remain setback 930m at its closest point from the top edge of the Moresby Range western face, and setback 450m at its closest point from the top edge of the south-western face of the Moresby Range (behind the Coffee Pot heritage building) which would assist in reducing its visual impact from these directions.

The outbuilding would be more visible from the east as it would be setback 150m at its closest point from the top edge of the Moresby Range eastern face, where a gully cuts into the steep slope. This would mean that the outbuilding would be able to be seen by vehicles travelling towards Geraldton along the section of Chapman Valley Road between the

Morrell Road intersection and a point past the Pet Cemetery, and by vehicles travelling southwards along Morrell Road from the Chapman Valley Road intersection to a point near the East Chapman Road intersection.

Figure 10.1.3(c) – Proposed outbuilding location relative to existing structures upon Lot 306 Chapman Valley Road



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

- the outbuilding is required for the running of the farm that is the primary land use for this property;
- the outbuilding would be sited 90m north-west of an existing open sided outbuilding;
- the outbuilding would be 540m from the closest of the 4 telecommunications masts and would appear to be in general proximity to existing built structures when considered in the overall scale of the property;
- the applicant is seeking to locate the outbuilding in a position where it would be setback 930m from the top edge of the western face of the Moresby Range to reduce the visual impact of the outbuilding as viewed from the more populated Geraldton-side of the Moresby Range, and also setback 450m from the top edge of the south-western face to reduce its impact as drivers travel through the Waggrakine Cutting section of the Chapman Valley Road scenic drive;
- the outbuilding would have Dune coloured wall and roof cladding (rather than reflective materials) to assist in reducing its visual impact;
- there is ability for Council to impose condition of approval requiring the landowner to undertake landscaping, with a suggested location being at the head of the gully where the steep slope of the Moresby Range eastern face is at its closest point to the outbuilding as shown on **Figure 10.1.3(d)**. Whilst this tree planting would not screen the outbuilding entirely it would soften its appearance as viewed from the general area about the Morrell Road/Chapman Valley intersection and Pet Cemetery;
- whilst visible, the farm shed would be setback some distance from the road, being 5.7km south-west of the Morrell Road/Chapman Valley Road intersection and 3.6km south-west of Chapman Valley Road near the pet cemetery which is the stretch of Chapman Valley Road the farm shed would be most visible from;
- the outbuilding would provide a secure storage area out of the weather for the farm's equipment and machinery and it might be considered that it would be preferable to have these items stored in one building rather than spread more haphazardly along the skyline;
- the Moresby Range Management Strategy does make some allowance for permitting development on the flat tops where it can be demonstrated that such development is consistent with the objectives of this strategy, and it might also be considered that sensitively sited development upon the flat top might be less visually intrusive in certain circumstances than on the side slopes.
- the previously approved farm shed is of a significant size being 981.72m² which means it will be noticeable as a change in the landscape when first constructed, the proposed increase in the wall length by 10m (from 40.4m to 50.4m) will add to this impact but not unduly given the overall scale and location of the development;
- the proposed amendment to the outbuilding is in its length and not its height which may be considered a lesser component in this setting.

Figure 10.1.3(d) – Potential revegetation area that would assist in softening the proposed outbuilding’s visual impact as viewed from the Chapman Valley Road/Morrell Road intersection area



STATUTORY ENVIRONMENT

579 (Lot 306) Chapman Valley Road, Waggrakine is zoned ‘Rural’ under Shire of Chapman Valley Local Planning Scheme No.3 (‘the Scheme’) the objectives for which are listed in Table 1 as being:

- *To provide for 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 construction of a farm shed upon Lot 306 would meet with the definition of ‘agriculture-extensive’ under the *Planning & Development (Local Planning Schemes) Regulations 2015*:

“agriculture — extensive means premises used for the raising of stock or crops including outbuildings and earthworks, but does not include agriculture — intensive or animal husbandry — intensive;

‘Agriculture-extensive’ is listed as an ‘P’ use in the ‘Rural’ zone under the Scheme, that is a use that is permitted if it complies with all relevant development standards and requirements of the Scheme.

Lot 306 is 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	<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>landscape values of the area, 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>	<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> <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>
--	--

The Scheme also notes the following relevant to this application:

“37 Appearance of land and buildings

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

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;...*
- ...(fa) any local planning strategy 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;...*
 - ...(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;...*
 - ...(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 1.4 – Outbuildings has the following objectives:

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

The Outbuildings Policy does not set a maximum height or floor area for ‘Rural’ zoned lots greater than 4ha.

FINANCIAL IMPLICATIONS

Nil

Long Term Financial Plan (LTFP):

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

STRATEGIC IMPLICATIONS

The Shire of Chapman Valley Local Planning Strategy identifies the proposed outbuilding location upon Lot 306 as being within Precinct No.4-Moresby Range which has the following vision:

“The Moresby Ranges are visually and environmentally preserved as a landscape feature, natural resource and a recreational and tourist resource for the general population, whilst recognising the rights of existing landowners.”

The Strategy makes the following comment:

“Land uses are commonly lifestyle and small farming activities with some broadacre cereal/sheep rotation on larger holdings which can be sustained. Limited farm diversification is occurring and this has the potential for low-key tourism linked to local industries, farm stays and landscape values in close proximity to established tourist routes. The most limiting factor is that the area has limited accessibility. The local road network consists of gravel formed and paved roads with the exception of Chapman Valley Road constructed to bitumen seal standard.

The Moresby Ranges have been identified in numerous planning studies as having high conservation value in addition some areas have agricultural, landscape, tourism and recreational values. The Precinct is subject to current planning associated with the Moresby Range Management Strategy.

Areas and sites of significance for fauna, flora or habitat conservation, located on private lands are not intended for acquisition by Council. Rather the general aim is in every way possible to encourage and make it easier for landowners to protect and manage the conservation values present. The value of the Moresby Ranges lies in its landscape qualities and remnant vegetation. The protection of these resources should override any pressure for development, however it is considered that the objectives of protection/management for conservation, and those of development do not necessarily have to be in conflict."

The Local Planning Strategy lists the following relevant objectives for Planning Precinct No.4:

"4.2 Economic Objectives

- 4.2.1 Promote sustainable agricultural production in suitable areas with due regard of the high conservation values and visual amenity of the Moresby Ranges.*
- 4.2.2 Encourage agricultural diversification in appropriate areas where there will be no detrimental impact to the surrounding land.*
- 4.2.3 Promote low-key tourist related land use/development associated with the conservation values and scenic qualities of the Moresby Ranges. To be assessed in conjunction with related strategies and policies.*

4.3 Environmental Objectives

- 4.3.1 Protect the scenic values and visual amenity of the Moresby Ranges while encouraging suitable tourist development.*
- 4.3.2 Encourage revegetation and retention of existing vegetation in order to minimise soil erosion.*
- 4.3.3 Protect and enhance existing catchments, botanical linkages and vegetation/wildlife corridors.*
- 4.3.4 Promote sound land management practices in consideration of the high conservation values of the area.*
- 4.3.5 Ensure that land use conflicts (i.e. noise, dust, odour, spray drift, vermin etc) are avoided through appropriate environmental and planning controls.*
- 4.3.6 Ensure fire prevention measures are implemented and maintained in accordance with statutory requirements as a minimum.*
- 4.3.8 Encourage conservation of biodiversity and farm sustainability.*
- 4.3.8 Promote a detailed planning exercise be undertaken in partnership with all relevant stakeholders for Area A of the Moresby Ranges, depicted on the Precinct Maps as 'Special Investigation Area – Conservation and Development', to identify a range opportunities in consideration of current environmental values and constraints."*

Lot 306 falls within the study boundary of the Moresby Range Management Strategy (WAPC, 2009) which generally identifies visually sensitive areas on the footslopes and steep side slope of the Moresby Range, rather than the mesa, although Sections 4.5.1 and 4.5.2 of the Strategy do make the following recommendations of relevance in the assessment of this application:

"Recommendations: land use and development planning

- 43 Ensure that land uses and infrastructure are sited and designed to complement the landscape qualities of the range and reduce their overall impact. The key elements of effective landscape planning and design to be considered are:*
 - describing the landscape values that need to be protected;*
 - defining areas that can accommodate more intensive land use or development;*
 - selecting suitable land uses and development, including consideration of noise, dust and other potential impacts;*
 - providing for a density compatible with retaining landscape values;*
 - sensitive siting; and*
 - designing buildings and structures to blend into their setting.*
- 44 Ensure that buildings, structures and public or private roads are sited and designed to have minimal impact on views of the range and reflect surrounding character, with reference to the manual, Visual Landscape Planning in Western Australia (DPI, 2007), so that they:*
 - Do not dominate the landscape but are compatible in form, scale, bulk, and mass to their setting.*

- Give thought to visually concealing all buildings and associated services, such as delivery and storage areas and necessary infrastructure. Where possible, buildings are to be constructed behind or among trees.
- Reflect the rural nature of the range and cater for expected level of use, particularly any public or private road, and vehicle manoeuvre areas associated with lookouts;
- Blend into the surroundings through use of appropriate colour schemes.
- Take advantage of views to the range through appropriate orientation of roads in new subdivisions."

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

- 45 *Minimise more intensive land use and development on the flat tops and side slopes and in key view corridors (identified in map 5) that has the potential to be clearly seen and that would adversely affect the landscape values of the view. Permit more intensive land use and development on the flat tops and side slopes and key view corridors only where it can be demonstrated that such land use and/or development is consistent with the objectives of this strategy.*
- 46 *Support land use and development proposals abutting areas of high landscape significance, as identified in map 6, where it can be demonstrated that the land use and/or development:*
 - a) *will not adversely affect views of the range; and*
 - b) *enhances opportunities for people to enjoy views of or from the range, or experience the range in some other way.*
- 47 *Minimise development in key view corridors and travel route corridors (map 5 and map 6 respectively); advocate the siting and design of buildings and structures to have minimum possible impact on key view corridors and from travel routes, and to reflect the surrounding character:*
 - *particular attention should be paid to the location and orientation of large sheds and screening to minimise their impact on views to the range; and*
 - *lower sites should be chosen, sheds should be orientated perpendicular to the primary view and screening should be provided, whether by vegetation or other development.*
- 48 *Ensure that future land use or development maintains the landscape value of the foreground when viewed from major travel routes, and that revegetation and landscaping along and near major travel routes does not affect views of the range from these routes.*
- 49 *Consider the impact remnant vegetation clearing may have on views of the range. Discourage the clearing of remnant vegetation where it forms part of a view corridor from a major travel route."*

The Moresby Range Management Strategy recognised that there were particular issues relating to the southern section of the Moresby Range that were of particular importance to the regional community, and recommended that a Management Plan be prepared for this area.

The resulting Moresby Range Management Plan (2010) was prepared jointly by the Shire of Chapman Valley and City of Greater Geraldton to address the section of the Moresby Range immediately south of White Peak Road and east of Geraldton. It is this section that is under the most immediate pressure from a range of demands including urban and rural-residential development from the west, infrastructure corridor alignments to the east and north, recreational demands from the community, economic interest from renewable venture proponents and tourism possibilities.

The consultation that informed the Plan had a general consensus that the community considered the Moresby Range to be an iconic resource that should be accessible for recreation and tourism and that they should not have urban development or significant buildings on the side slopes, along the skyline or on top of the Range.

Figure 4.4 of the Plan provides a map of visually important areas synthesised from information developed by the DPLH between 1998 and 2009, ranking areas as 'features of visual significance', 'visually sensitive areas' and 'broad landscape features that should be preserved and enhanced'. The proposed outbuilding location is outside of these identified areas.

Section 1.5 of the Plan makes the following comment on Visual Landscape Assessment for the Moresby Range and its surrounding landform.

"The WAPC's publication, Visual Landscape Planning in Western Australia – a manual for evaluation, assessment, siting and design, provides concepts and processes for developing guidelines for managing

changes to be made in the Range and surrounding landscape. The manual spells out three broad visual management objectives:

- protection and maintenance of valued landscape character;*
- restoration and enhancement of degraded visual landscape character, or opportunities for enhancement;*
- best practice siting and design, where either a combination of the first two objectives may be appropriate, and for all other areas.*

In working to achieve these broad level objectives, the following more specific objectives are relevant:

- “not evident”, where development may be hidden, screened or not visible from specified viewing locations;*
- “blending” where development may be evident, but generally not “prominent” in the landscape;*
- “prominent” where development may intentionally be a dominant feature in the landscape.*

The fundamental visual management concept for the Range and its surrounds is that they should have their own identity in the landscape and not be an extension of the city or farmland.

The overall visual management objectives for the Range, subject to the comments below about large structures, would be to “protect and maintain” the existing valued character and to “restore and enhance” degraded bush land areas while, in response to community desires, also preserving some of the agricultural character of certain parts of the Range. Figure 11.5 and 11.6 shows areas that have been identified for restoration and revegetation and includes faces of the Range particularly those that are seen from the City, ridges and edges of elevated areas, linking and enhancing blocks of remnant vegetation and water courses. There are no major developments planned for the Range Precinct except for the Central Facility that will serve as a hub for activities in the rest of the Range Precinct. The visual landscape objective for the majority of the Range Precinct is that developments should be “not evident” and for the Central Facility that it should generally be “blending” with occasional “prominent” structures where their prominence can be used to promote the existence and identity of the Range Precinct. This is reflected in the intention not to create any new roads into the Range Precinct other than using existing tracks or cleared areas, and design structures in an architectural character that interprets the landscape and the history of human activity in the Range.

The areas of land around the Range Precinct can be broadly divided into two categories - the urban areas west of the Range, see Section 4, and the other, non-urban, areas that surround the Range Precinct to the north, east and south. The visual landscape objectives for the lands around the Range Precinct are broadly determined from the MRMS Map 3 - Landscape Classes and Map 510 as it highlights visually sensitive areas located adjacent to the Range.”

“01.5.3 Visual Management Objective east and south of the Range Precinct

The objective for these areas are that they should retain their agricultural uses but stabilise the landscape and be revegetated to produce better visual integration between the agricultural areas and the Range Precinct. In this context the visual management objective is to ‘restore and enhance’ the lower side slopes of the Range, the cleared watercourses and road verges. While it is anticipated that there will be no urban development and minimal new built structures in this area the visual management objective for these areas should be “blending”. “

The Chapman Valley Road is a drive of scenic value to both the local community and visitors to the region and Council might consider its role in the assessment of rezoning, subdivision and development as being to protect the natural landscape character of this route to maintain its appeal.

The ‘Visual Landscape Planning in Western Australia: a manual for evaluation, assessment, siting and design’ (WAPC, 2007) generally recommends that vegetation should be retained and development avoided on skylines as seen from important viewing locations and sensitive roads.

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

Strategic Community Plan/Corporate Business Plan:

The Shire of Chapman Valley Strategic Community Plan was endorsed by Council at its 18 August 2022 meeting and includes the following objectives of relevance:

Ref	Strategies & Actions	Timeline	2022 Status	Desired Status
<i>Economy and Population</i>				
Objective 2.1 Build population and business activity with targeted strategies				
Strategy: Support business development, lifestyle changes and short/term accommodation				
2.1.1	Ensure planning is in place to encourage business development, promoting investment opportunities, Facilitate collaborative approach to attract staff within communities.	Short	Solid and appropriate planning is in place.	Retain and improve where necessary
Objective 2.4 Ensure town planning scheme allows for economic development/population retention/growth				
Strategy: Town Planning Review for residential land, aged care facilities or business/industrial development opportunities				
2.4.1	Ensure planning is in place to encourage economic development activities, owned and rental accommodation and short stay opportunities	Medium	Solid and appropriate planning is in place.	Retain and improve growth opportunities where indicated
<i>Environment and Sustainability</i>				
Objective 3.3 Build the green canopy of the Shire's town, public facilities and rural areas				
Strategy: To increase the green canopy in building applications, facility development or upgrades, and incentive schemes to get more trees planted				
3.3.1	Commit to planning and planting of shade trees in towns and public buildings and facilities encourage residents to plant shade trees on their properties	Medium	Desire from the Community for more shade trees	Increased number of trees in towns and on rural properties

CONSULTATION

Council is not required to undertake community consultation for this application. However Council may also choose to advertise the application for public comment under Schedule 2 Part 8 Clause 64 of the *Planning and Development (Local Planning Schemes) Regulations 2015* should it wish to seek comment on the proposal and return the matter to a future meeting of Council for consideration of any received submissions, prior to making its determination.

RISK ASSESSMENT

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

VOTING REQUIREMENTS

Simple majority required

STAFF RECOMMENDATION

That Council grant planning approval for the amended application for an outbuilding upon 579 (Lot 306) Chapman Valley Road, Waggrakine subject to compliance with the following conditions:

- 1 Development shall be in accordance with the approved plans as contained within Attachment 10.1.3 and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government.
- 2 Any additions to or change of use of any part of the building or land (not the subject of this consent/approval) requires further application and planning approval for that use/addition.
- 3 The outbuilding is only to be used for general storage purposes associated with the predominant use of the land and must not be used for habitation, commercial or industrial purposes.

-
- 4 The development is required to use colours and materials complementary to the natural landscape features, and be to a (non-reflective) finish, to the approval of the local government.
 - 5 Installation and maintenance of landscaping about the development for the purposes of screening to the approval of the local government.
 - 6 Any lighting devices must be positioned so as to not cause glare to neighbouring properties or vehicles on the Chapman Valley Road or Morell Road to the approval of the local government.
 - 7 If the development/land use, the subject of this approval, is not substantially commenced within a period of two years after the date of determination, the approval shall lapse and be of no further effect.

Notes:

- (a) Where an approval has so lapsed, no development/land use shall be carried out without the further approval of the local government having first been sought and obtained.
- (b) In relation to condition 5 the applicant shall undertake the planting of native trees capable of growing to a height of at least 3 metres to reduce the outbuilding's visual impact, with particular emphasis on the area illustrated in Figure 10.1.3(d) as contained in the Council Agenda Report.
- (c) If an applicant is aggrieved by this determination there is a right (pursuant to the *Planning and Development Act 2005*) to have the decision reviewed by the State Administrative Tribunal. Such application must be lodged within 28 days from the date of determination.

10.1.4 Proposed Subdivision

PROPONENT:	LandWest for G. Neil
SITE:	50 (Lot 171) Dolbys Drive, Waggrakine
FILE REFERENCE:	A1221
PREVIOUS REFERENCE:	Nil
DATE:	8 November 2022
AUTHOR:	Simon Lancaster, Deputy Chief Executive Officer

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.1.4	Subdivision Application		✓

DISCLOSURE OF INTEREST

Nil

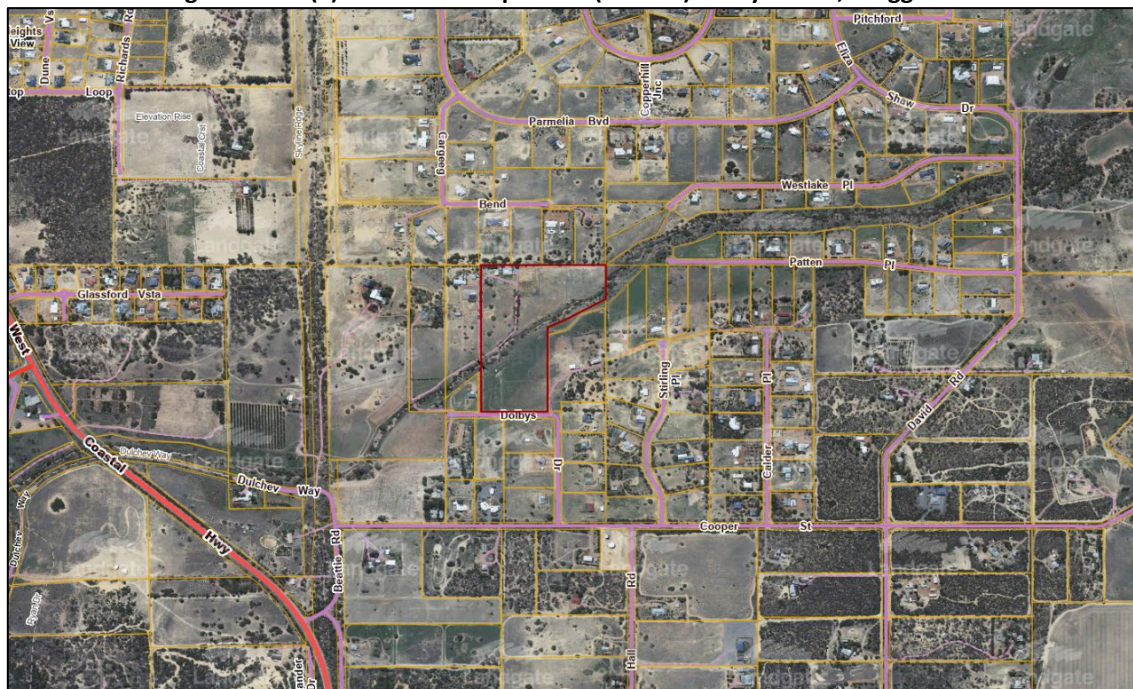
BACKGROUND

Council is in receipt of correspondence from the Western Australian Planning Commission ('WAPC') seeking its comment upon an application to subdivide 50 (Lot 171) Dolbys Drive, Waggrakine. This report recommends approval subject to amendment.

COMMENT

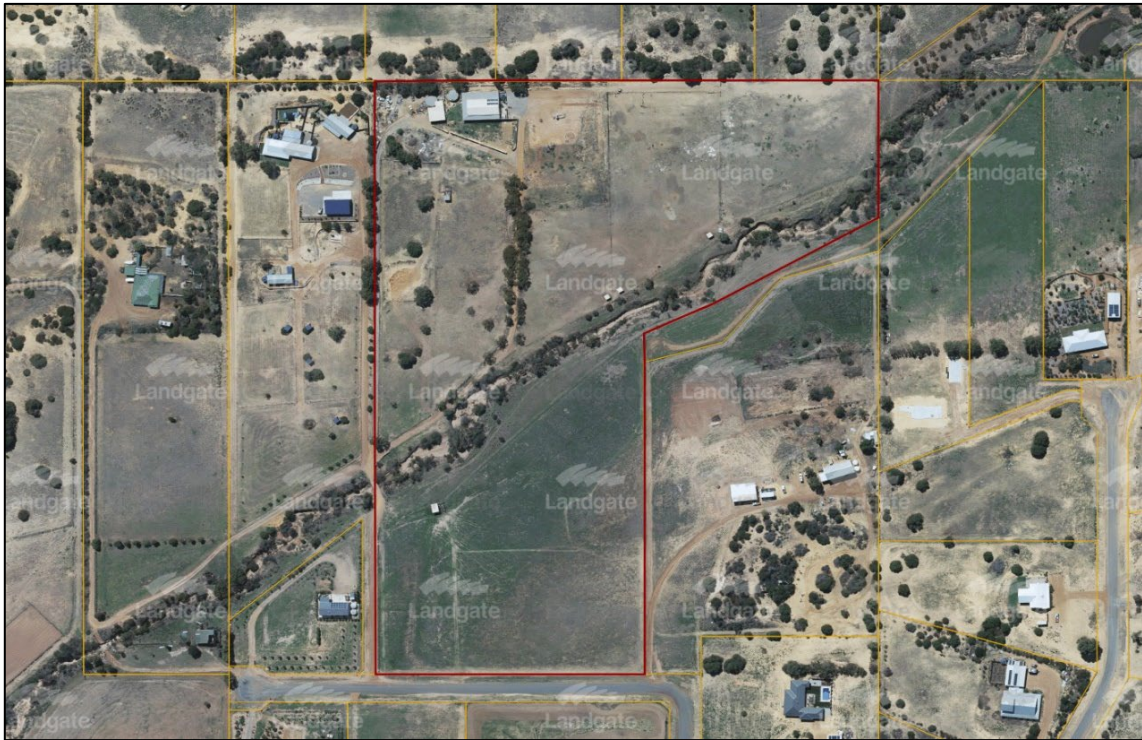
Lot 171 Dolbys Drive is a 9.526ha property that contains a residence and outbuilding located in the north-western corner at the 65m contour. The property slopes downwards from its northern boundary to Dolby Creek which runs east-west through the property at the 50m contour, there is a paddock between the Dolby Creek and Dolbys Drive generally situated at the 55m contour.

Figure 10.1.4(a) – Location Map for 50 (Lot 171) Dolbys Drive, Waggrakine



The residence upon Lot 171 gains access across Dolby Creek via a concrete culvert crossing point and gravel driveway that is half owned (with reciprocal access rights for the other half) by the landowner of Lot 171 and neighbouring Lot 31 to the west.

Figure 10.1.4(b) – Aerial photo of 50 (Lot 171) Dolbys Drive, Waggrakine



The application is seeking to subdivide Lot 171 into the following:

- 2 vacant lots (1.215ha and 1.7147ha) on the south side of Dolby Creek with directly frontage onto Dolbys Drive;
- 5.1655ha balance lot on the north side of Dolby Creek that would contain the existing buildings that would gain access to Dolbys Drive via a 10m wide battleaxe driveway access leg along the existing driveway/right of carriageway easement;
- 1.431ha reserve along the Dolby Creek watercourse, the subdivision plan includes notation that *“final alignment and width foreshore reserve to be determined on site with Department of Water and Environmental Regulation. The final alignment and area may vary at time final survey from that indicated on this plan”*.

A copy of the subdivision application inclusive of the consultants' explanatory letter of support and bushfire management report has been provided as **separate Attachment 10.1.4**.

Lot 171 is located within the land area addressed by the Dolbys Drive Structure Plan which is discussed in the Strategic Implications section of this report.

The subdivision plan generally accords with the structure plan layout although the structure plan does allow for 3 lots to be created on the south side of Dolby Creek. The applicant was made aware that there was the opportunity to create an additional lot fronting Dolbys Drive but have chosen to create 2 larger lots instead.

Figure 10.1.4(c) – Subdivision Plan for 50 (Lot 171) Dolbys Drive, Waggrakine

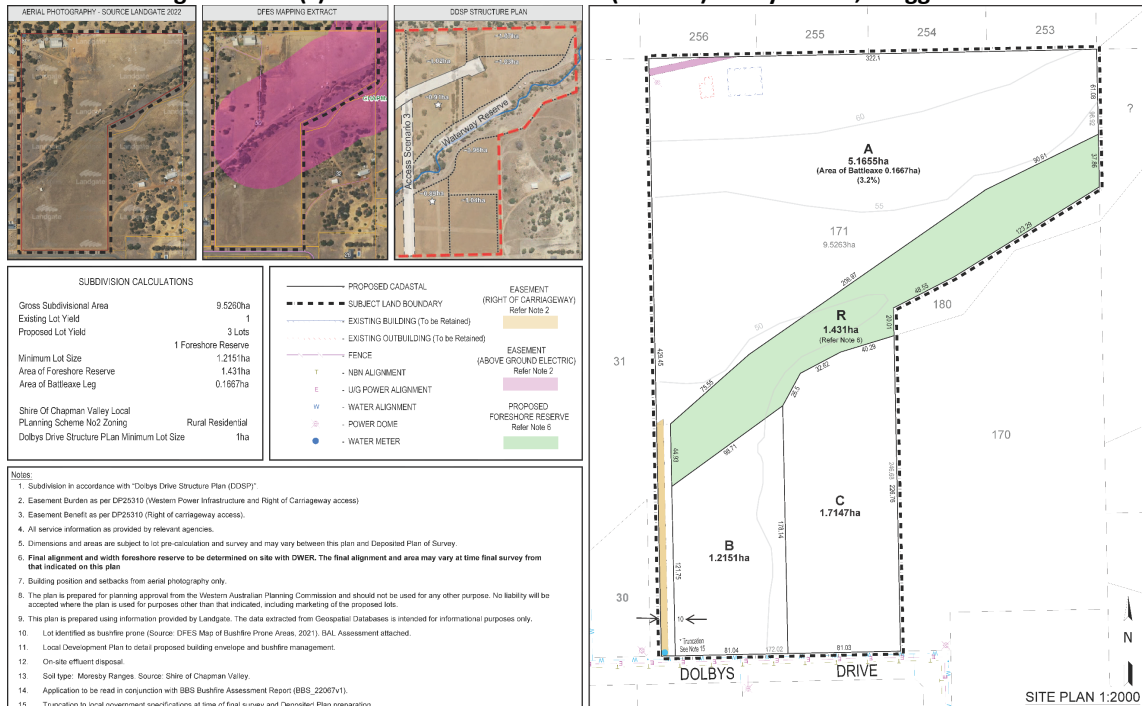


Figure 10.1.4(d) – View from Dolby Creek looking north at proposed 5.1655ha balance lot area



Figure 10.1.4(e) – View from Dolbys Drive looking north-east at proposed 1.2151ha & 1.7147ha lot area



STATUTORY ENVIRONMENT

Lot 171 Dolbys Drive, Waggrakine is zoned 'Rural Residential 1' under the Shire of Chapman Valley Local Planning Scheme No.3 ('the Scheme').

Figure 10.1.4(f) – Shire of Chapman Valley Local Planning Scheme Zoning Map extract

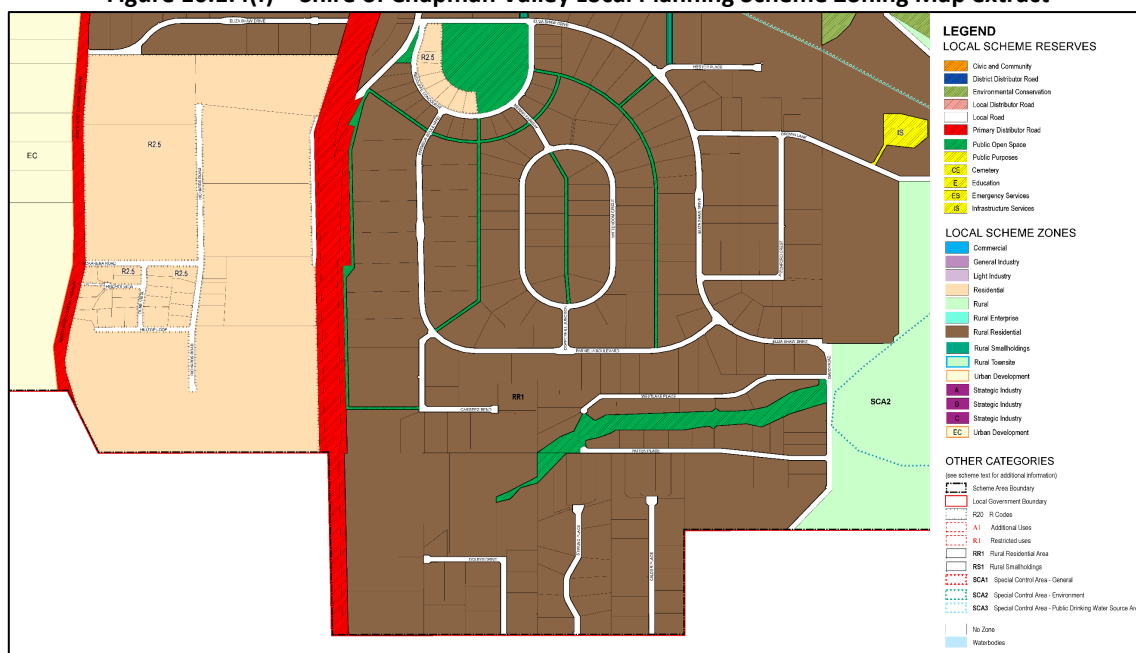


Table 2 of the Scheme lists the objectives of the 'Rural Residential' zone as being:

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

Schedule 5 of the Scheme lists the following of relevance in the 'Rural Residential' zone to this subdivision application:

"1 Structure Plan

-
- (a) Subdivision, development and land use shall generally be in accordance with a structure plan as adopted by the local government and the Western Australian Planning Commission in accordance with Part 4 of the deemed provisions;
- (b) Subdivision, development and land-use shall generally be in accordance with any other matters outlined on the structure plan...
- ...3 Vegetation...
- ...(b) Re-vegetation of identified areas with the intent of rehabilitating degraded land or for screening purposes may be required on consideration of subdivision or development applications.
- 4 Foreshores/Watercourses
- (a) At the time of subdivision, the local government may request that the Western Australian Planning Commission impose conditions requiring that an Urban Water Management Plan and/or Watercourse Management Plan be prepared and implemented.
- (b) At time of subdivision, the local government may request that the Western Australian Planning Commission impose condition/s requiring suitable arrangements to be made for the ceding of foreshore reserves or management and/or rehabilitation of foreshores retained in private ownership.
- (c) Vehicle and pedestrian crossings over watercourses shall be designed and constructed to minimise impact on their natural form and function.
- 5 Fire Management
- (a) At time of subdivision, the local government may request that the Western Australian Planning Commission impose condition/s requiring the preparation of a fire management plan; and
- (b) At time of subdivision, the local government may request that the Western Australian Planning Commission impose condition/s requiring a contribution toward firefighting facilities in the district.
- 6 Vehicular Access
- (a) At time of subdivision, the local government may request that the Western Australian Planning Commission impose condition/s requiring the construction of any roads, battle-axe access legs, or shared access legs required to provide adequate vehicular access to the proposed lots; and
- (b) At time of subdivision, the local government may request that the Western Australian Planning Commission impose condition/s requiring a contribution to the upgrading of the local road system.
- (c) At time of development approval, the local government may require a crossover to be constructed to the specifications of the Shire and/or Main Roads WA.
- 7 Fencing
- (a) At time of subdivision, the local government may request that the Western Australian Planning Commission impose condition/s requiring the installation of boundary fencing and fencing around areas of remnant vegetation and/or re-vegetation. All such fences are to be constructed to control stock to the satisfaction of local government and maintained in good condition thereafter to the satisfaction of the local government; and
- (b) Prior to the stocking of any particular lot, the local government may require that areas of remnant vegetation within or adjoining the lot shall be protected by stock proof fencing to the specification and satisfaction of the local government. All such fences are to be maintained in good condition thereafter to the satisfaction of the local government.
- 8 Advice to Prospective Purchasers
- (a) At time of subdivision, the local government may request that the Western Australian Planning Commission impose condition/s requiring the subdivider to advise prospective purchasers of the special provisions contained herein and any other provisions of the Scheme considered relevant by the local government."

Schedule 6 'Rural Residential 1' of the Scheme also lists the following of relevance to this subdivision application:

“4 The following fencing requirements shall apply:

- (a) The minimum standard of fencing shall be seven line ringlock with single strand wire on top, with pine posts at six metre separation;
- (b) The subdivider shall construct perimeter boundary fencing to the minimum standard at each stage of subdivision.
- (c) The developer shall fence all bridle trails to the minimum standard as the bridle trails are developed at each progressive stage of subdivision.
- (d) Prior to final approval of subdivision of the land, the watercourse and all remnant vegetation (excluding areas for fire control, driveway access and servicing) shall be protected from livestock by means of fencing to an appropriate standard as prescribed by the local government.
- (e) All other fencing shall be constructed by individual landowners to the minimum standard, prior to the issue of a building permit.”

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.

Council has prepared Shire of Chapman Valley Local Planning Policy 7.5 – Subdivision Standards a copy of which can be viewed at the following link: <https://www.chapmanvalley.wa.gov.au/local-planning-policies.aspx>

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

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

FINANCIAL IMPLICATIONS

Nil.

Long Term Financial Plan (LTFP):

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

STRATEGIC IMPLICATIONS

The Dolbys Drive Structure Plan was prepared to address the 38ha area comprised of 6 individually owned lots, zoned ‘Rural Residential’ each of which contain a residence, and are all capable of being further subdivided.

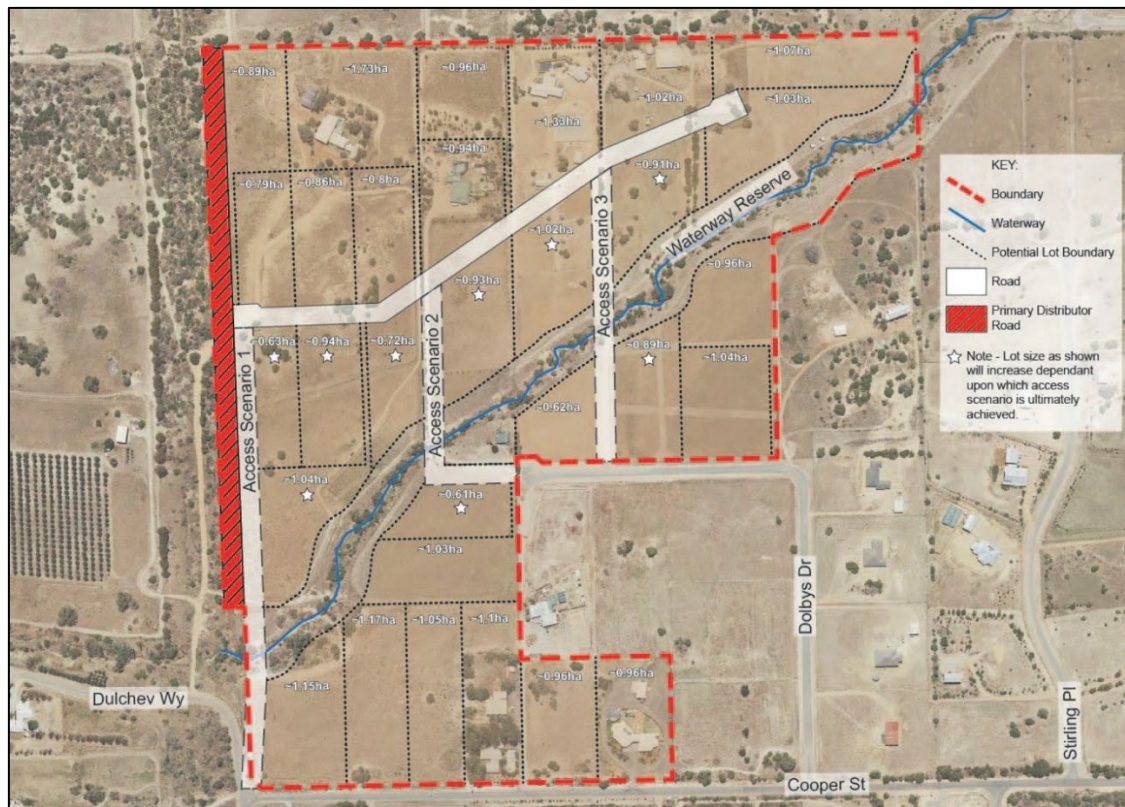
Given that the Dolbys Drive Structure Plan area is under multiple ownership, and several of the landowners had differing timeframes for subdivision, the Shire assumed the role of lead agency to resolve the matter.

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

The Dolbys Drive Structure Plan was adopted by Council at its 15 February 2017 meeting and approved by the WAPC on 15 August 2017 and the Dolbys Drive Structure Plan document can be viewed at the following link to the WAPC website:

<https://www.wa.gov.au/system/files/2021-11/SPL-SPN2075-Chapman-Valley-Dolby-Drive.pdf>

Figure 10.1.4(g) – Dolbys Drive Structure Plan Figure 11 - Indicative Lot Layout



The key issues the Dolbys Drive Structure Plan was required to address were:

- designation of an appropriate reserve along Dolby Creek to assist in the strategic goal of providing a recreation and wildlife corridor between the coast and Moresby Range (the width of the reserve as proposed by the structure plan was established through on-site walking of the watercourse by representatives from the Shire and the Department of Water and Environmental Regulation);
- regard for the requirements of Main Roads WA in relation to the proposed Primary Distributor Road alignment as identified by the Greater Geraldton Structure Plan along the western boundary of the structure plan area;
- identification of a crossing location to enable subdivision of the land north of Dolby Creek, the structure plan has taken the view that to identify one crossing location would be unnecessarily constraining on an area under multiple ownership, and therefore identified 3 potential crossing locations that would enable landowners' to act independently of one another if necessary, and the creation of the first crossing location on-ground would guide the pattern of further subdivision (with the other 2 locations then not being required);
- preparation of a Local Water Management Strategy to coordinate stormwater management;
- bushfire hazard assessment to ensure development upon the future lots could achieve a Bushfire Attack Level rating of 29 or less.

The proposed subdivision layout for Lot 171 would retain the flexibility to pursue Access Scenario 3 across the Dolby Creek at a later time should the landowners of Lot 171 and Lot 31 (to the west) seek to subdivide the northern portions of their lots independent of Access Scenario 1 or 2 having been created (by a prior subdivision).

The Dolbys Drive Structure Plan notes the following regarding the creek crossing access scenarios:

"Figure 9: Movement

Access scenarios as shown provide options for access across Dolby Creek. Three alternative scenarios are provided to ensure flexibility due to the fragmented nature of landholding, the need for landowners to cooperate in providing access, and the varied development aspirations and timeframes of landowner.

Only one access scenario will be required to be constructed.

Access scenarios 2 and 3 are located on the existing creek crossings. These crossings will be retained via easements (if the access scenario is not built) to provide for emergency access."

"2.8.2 Access scenarios

The structure plan proposes three access scenarios. The rationale for identifying three access options are:

- *Fragmented ownership.*
- *Development timeframe aspirations of landowners differ, and will also change as there is likelihood that parcels may change hands (be sold) during the life of the structure plan.*
- *If only one access option is identified it may limit when other landowners can develop if they are dependent on others. The provision of access options will allow development to occur independent of other landowners development intentions.*
- *A series of possible scenarios is presented as the most flexible approach.*

The structure plan currently comprises six lots and the structure plan access option will depend on which landowner chooses to subdivide first. Option one proposes an access way from Dulchev Way and options two and three propose access off Dolbys Drive.”

The Shire has been working towards achieving a recreational and native vegetation corridor along the Dolby Creek with the ultimate long-term strategic vision of linking the Moresby Range and the coast with a walking trail and wildlife corridor.

The subdivision of Lot 171 represents an opportunity to create another section of this corridor as a reserve.

(This page is intentionally left blank)

Figure 10.1.4(h) – View on the Moresby Range looking west along Dolby Creek to the ocean



Figure 10.1.4(i) – Existing Dolby Creek Reserve marked in red and Lot 171 marked in blue



Shire staff recommend that the subdivision application be supported subject to modification that the section of the proposed battleaxe access leg (right of reciprocal carriageway) between the southern edge of the foreshore reserve boundary and Dolbys Drive instead be created as a road reserve.

This amendment would retain the ability of the landowners of Lot 171 and 31 to drive along it to gain access to their properties but would also provide the wider community recreational advantage of creating a walking trail between Dolbys Drive and the Dolby Creek foreshore. The creation of this section as a road reserve would also provide improved emergency (particularly fire fighting) vehicle access into Dolby Creek.

It is suggested that the road reserve not be extended further northwards than the southern edge of the foreshore reserve (i.e. the remaining length be retained as battleaxe access leg) so that the concrete culvert is retained within private ownership and responsibility, as it is not constructed to a standard that is suitable for a road reserve.

Figure 10.1.4(j) – View of reciprocal right of carriageway easement (right hand side forms part of Lot 171)



Figure 10.1.4(k) – View of culvert shared by Lots 171 and 31 to cross Dolby Creek



The created foreshore reserve will enable the existing walk trail that runs from David Road to be extended westwards. Whilst the anticipated Shire assets ultimately within the corridor would be limited to a walk trail and potentially some limestone benches, similar to those constructed elsewhere along Dolby Creek, the Shire must be mindful that when Dolby Creek does experience a flow event it can be quite significant as illustrated in **Figure 10.1.4(l)** which was taken 1km downstream at the Chapman Road crossing.

On this basis the support of the presented subdivision application is subject to the dimensions of the foreshore reserve being identified on-site at time of survey by Department of Water & Environmental Regulation and Shire staff to ensure that it is of sufficient width to protect future Shire assets such as a walking trail.

Figure 10.1.4(l) – Dolby Creek during 1 in 200 year rainfall event



Figure 10.1.4(m) – Area of Lot 171 looking west that would become part of Dolby Creek foreshore reserve



Figure 10.1.4(n) – Example of Dolby Creek foreshore reserve previously created by subdivision further east



Lot 171 is located within Precinct No.7 – South West of the Shire of Chapman Valley Local Planning Strategy (2008). Figures 4 and 11 of the Local Planning Strategy identify Lot 171 as being ‘Existing Rural Residential’.

The subdivision application can be considered to accord with the following objectives of the Local Planning Strategy:

“7.1.2 Encourage the rezoning and subdivision of land into Rural Smallholdings and Rural Residential lots in accordance with Figure 4 as a rounding off the greater northern Geraldton area.”

“7.2.3 Ensure that Urban and Rural Residential development are adequately serviced by existing services and infrastructure that includes connection to a potable scheme water supply.”

“7.3.3 Ensure that land use and development adjacent to and in proximity to coastal and river areas incorporate appropriate environmental protection based on natural resource management measures.”

The consideration of this subdivision should be undertaken with regard for the following objectives of the Local Planning Strategy:

“7.3.5 Ensure fire prevention measures are implemented and maintained in accordance with statutory requirements as a minimum.”

“7.4.1 Enhance the standards of servicing and infrastructure commensurate with urban development standards (i.e. bitumen sealed roads, reticulated water, underground power etc.).

7.4.2 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.

7.4.3 Identify, support and facilitate the efficient and coordinated use of existing road linkages.”

The Local Planning Strategy addresses subdivision within Precinct No.7 - South West as follows:

“Council may support the subdivision/amalgamation of land within this Precinct, having due regard to the objectives of the Precinct, in the following circumstances:

- e) For urban and rural residential purposes in accordance with the Greater Geraldton Structure Plan 1999 development subject to structure planning, a potable reticulated scheme water supply, detailed land capability/suitability assessment and appropriate rezoning.”*

Strategic Community Plan/Corporate Business Plan:

The Shire of Chapman Valley Strategic Community Plan was endorsed by Council at its 18 August 2022 meeting and includes the following objectives of relevance:

Ref	Strategies & Actions	Timeline	2022 Status	Desired Status
<i>Community Health and Lifestyle</i>				
Objective 1.1: Nurture the sense of community throughout the Shire while maintaining/supporting the differing residential groups and volunteers				
Strategy: Development of plans and strategies relevant to emerging population needs				
1.1.1	Review existing plans and develop new plans as required	Ongoing	Monitor existing plans to ensure they remain current and pursue funding opportunities should they arise	Policies & Plans remain relevant and implemented as funding becomes available
Objective 1.5: To maximise health and lifestyle outcomes through environment and health strategies				
Strategy: To adopt an integrated approach to the provision of services to address the wider health and wellbeing of the community.				
1.5.1	To develop and adopt a public health plan for the Shire of Chapman Valley	Short	Health Plan development in progress	There is a plan for public health that will support strategies and projects
<i>Economy and Population</i>				
Objective 2.3: Embrace local tourism & regional strategies and trails.				
Strategy: Seek opportunities to establish more recreational trails in the Shire for local population and visitors				
2.3.3	Determine potential trail sites and carry out feasibility studies that include types of users, costs, and environmental risks	Short	Reviews of potential sites and feasibility studies to be considered such as Moresby Range and Coronation Beach	More trails established and promoted to community and visitors
<i>Environment and Sustainability</i>				

Ref	Strategies & Actions	Timeline	2022 Status	Desired Status
Objective 3.2 Maintain the rural identity of the Shire				
Strategy: Develop western peri-urban environment in context to rural lifestyle				
3.2.1	Ensure planning is in place to encourage peri-urban development activities	Ongoing	Solid and appropriate planning is in place.	Retain and improve where necessary

CONSULTATION

The WAPC is not obliged to undertake public consultation in its assessment of subdivision applications, but has referred the application out to the Shire of Chapman Valley, Department of Biodiversity, Conservation & Attractions, Department of Fire and Emergency Services, Department of Health, Water Corporation and Western Power seeking comment.

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 Western Australian Planning Commission that it supports the proposed subdivision of Lot 171 Dolbys Drive, Waggrakine as shown upon Plan No.22145-01 (WAPC date stamped 18/10/22) subject to the following modification, conditions and advice notes:

Requested Modification:

The length of the proposed battleaxe access leg between Dolbys Drive and the southern boundary of the proposed foreshore reserve instead being created as a 10m wide road reserve.

Requested Conditions:

- The proposed foreshore reserve shown on the approved plan of subdivision being shown on the deposited plan of survey as a Reserve for Recreation and vested in the Crown under Section 152 of the *Planning and Development Act 2005*, such land to be ceded free of cost and without any payment of compensation by the Crown.
- The foreshore reserve being free of any building (including fencing) projections associated with existing site development to the requirements of the local government. (local government)
- A walking trail/strategic fire break to be constructed on both banks of the Dolby Creek within the foreshore reserve at the subdivider's cost to the requirements of the local government. (local government)
- Uniform fencing to be constructed along the boundaries of all proposed lots abutting the foreshore reserve and road reserve(s) at the subdivider's cost to the requirements of the local government. (local government)
- The road reserve (as referenced in the requested modification) being shown on the deposited plan of survey as a road reserve, inclusive of truncation at the intersection with Dolbys Drive, and such land to be ceded free of cost and without any payment of compensation by the Crown.
- Notification, pursuant to section 70A of the *Transfer of Land Act 1893* shall be placed on the Certificate of Title of proposed Lot A advising of the existence of a hazard or other factor. Notice of this notification is to be included on the deposited plan of survey. The notification is to state as follows: "This lot has connection to Dolbys Drive via a crossing of Dolby Creek that may be subject to occasional inundation denying access."

-
- 7 Notification, pursuant to section 70A of the *Transfer of Land Act 1893* shall be placed on the Certificate of Title of proposed Lots B & C advising of the existence of a hazard or other factor. Notice of this notification is to be included on the deposited plan of survey. The notification is to state as follows: *"Finished floor levels shall be established above the 1 in 100 year flood level and in the absence of detailed flood information, not less than 0.5m above the existing ground surface."*
 - 8 Notification, pursuant to Section 70A of the *Transfer of Land Act 1893* shall be placed on the Certificate of Title of proposed Lots A, B & C. Notice of this notification is to be included on the deposited plan of survey. The notification is to state as follows *"A reticulated sewerage service is not available to the lot/s."*
 - 9 Arrangements being made with the Water Corporation for the provision of a suitable water supply service to each lot shown on the approved plan of subdivision. (Water Corporation)
 - 10 Arrangements being made with Western Power for the provision of an underground electricity distribution system that can supply electricity to each lot shown on the approved plan of subdivision. (Western Power).

Requested Advice Notes:

- (a) In regards to condition 1 the width of the foreshore reserve shall be determined on-site at survey stage to the requirements of the Department of Water and Environmental Regulation and the local government.
- (b) In regards to condition 3 the local government advises that the walking trail/strategic fire break shall be installed to a 3m wide gravel standard and the alignment on both banks shall be immediately adjacent to the foreshore reserve fencing. The local government further advises that it will accept a financial contribution by the subdivider towards the construction of the walking trail/strategic fire break to subsequently then be constructed by the local government in lieu of the works being undertaken by the subdivider.
- (c) In regards to condition 4 the local government advises that fencing shall be installed to a minimum standard of 7 line ring lock with single strand wire on top and pine posts at 6m separation, fencing to the requirements of the local government.

10.2

Manager of Finance & Corporate Services

10.2 AGENDA ITEMS

10.2.1 Financial Management Report

10.2.1

Financial Management Report

PROPONENT:	Shire of Chapman Valley
SITE:	Shire of Chapman Valley
FILE REFERENCE:	307.00
PREVIOUS REFERENCE:	Nil
DATE:	17 November 2022
AUTHOR:	Dianne Raymond, Manager Finance & Corporate Services

SUPPORTING DOCUMENTS:

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

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	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

Not applicable

RISK ASSESSMENT

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

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

VOTING REQUIREMENTS

Simple Majority

STAFF RECOMMENDATION

That Council receives the financial management report supplied under separate cover for the month of October 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

Summary of Payments

Bank Reconciliation

Credit Card Statement

10.3

Chief Executive Officer

10.3 AGENDA ITEMS

10.3.1 Covid Leave Policy Update 2022

10.3.1 Covid Leave Policy Update 2022

PROPONENT:	Shire of Chapman Valley
SITE:	Whole of Shire
FILE REFERENCE:	901.00
PREVIOUS REFERENCE:	03/20-18, 10/22-08
DATE:	8/11/2022
AUTHOR:	Jamie Criddle, Chief Executive Officer

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.3.1	Covid Leave Policy 2022	✓	
10.3.2	Covid-19 Employee Return to Work Plan	✓	

DISCLOSURE OF INTEREST

As this matter contains advice related to terms or conditions of all employees, the following Officers have declared a financial interest in the matter:

- Chief Executive Officer
- Deputy CEO
- Acting Manager Finance & Corporate Services

BACKGROUND

COVID-19 is a significant public health issue, leading Australian Government employers to take the lead in preventing and managing its spread in the community and workplaces. It is likely that some staff may contract the virus at some stage over the coming months, if not already, which may have a significant impact on sick leave entitlements available to staff. Special, time limited arrangements to practically deal with the emerging health issues are therefore considered through the development of the COVID-19 leave policy.

Council discussed this issue in March 2020 knowing that Covid-19 may have a significant impact on sick leave entitlements available to staff. This resulted in Council resolving to deal with the emerging health issue by introducing a fourteen 14 day additional Covid-19 leave allocation to Council employees.

OCM 20 March 2020

MOVED: Cr Farrell

SECONDED: Cr Warr

Council introduce a maximum of up to 14 working days paid personal and/or carers leave for staff in the event of absence for imposed isolation due to the COVID-19 virus. To be implemented at the discretion of the CEO.

Voting F8/A0

CARRIED

Minute Reference: 03/20-18

While Council did not introduce a policy per say, it did resolve (above) to introduce additional leave and is included on staff files as a reference.

Council have since resolved to formulate a Policy that outlines the Council's responsibilities as well as the rights of the employees. This policy is also outlines the suggested procedures for taking leave whilst with Covid as an employee or an Elected Member.

COMMENT

Local Governments still have an obligation to provide a safe and healthy working environment for its employees and Elected Members and ensure others are also not put at risk. Local Governments are encouraged to conduct a safety risk assessment and think about the approach that will be adopted when mandatory isolation ends on 14th October

2022. Local Governments should consider implementing or amending an existing policy for managing employees who test positive to COVID-19 whilst meeting any applicable consultation obligations under Work Health and Safety legislation, enterprise/industrial agreements, and the relevant award(s).

1. COVID-19 Leave for Staff

1.1 Objective

This policy outlines the provision of additional paid leave for employees in response to the COVID-19 pandemic under circumstances where an absence from the usual workplace is unforeseen and the conditions under which it may be taken. It is important that the provision of additional paid leave for employees be considered in conjunction with the following policies:

- CMP-042 Annual Leave
- CMP-054 Working From Home
- CMP-059 Leave without Pay

1.2 Policy

Paid Pandemic Leave Allocation

Full Time and Part Time employees are entitled to up to 5 days COVID-19 leave per annum (38 hours for a Full Time employee, pro rata for part time employees) following an applicable confirmed diagnosis of COVID-19, a positive PCR or Rapid Antigen Test or in the event that they are mandated to quarantine or self-isolate by the WA Department of Health in the case of exposure to a locally transmitted case. Other circumstances related to COVID-19 and the application of this leave may be granted or declined at the CEO's discretion. Each 'day' of COVID-19 leave will be calculated according to the rostered or ordinary hours an employee would have worked on that day.

Mandatory Pandemic Leave

All Full time and Part time employees who test positive to COVID-19 are required to self-isolate for a period of at least two (2) days prior to considering to return to work, regardless if they have no symptoms and/or have no accrued leave available, the employee should be asked to work from home where possible. If it is not possible for the employee to work from home, the Local Government is to consider measures such as asking the employee to wear a mask or physical distance at work (i.e. moving them to duties where they work alone). If an employee works remotely and alone and there is no risk to themselves or others, then the employee could attend work as usual. Deep cleaning practices should be adhered to during this occurrence.

Employees can access the Paid Pandemic Leave Allocation or other leave entitlements if they require more than the 5 days leave allocated per annum or elect not to use the pandemic leave. These include:

- Annual Leave – at half or full pay
- Long Service Leave – at half, full or double pay
- Personal Leave
- Leave without Pay – once all other leave types are exhausted

For New employees with insufficient accrued leave, the CEO be allowed discretion to approve additional leave (provided the Annual Budget allocation is not extinguished).

Working Arrangements

Working from home is encouraged (within five days of contraction) where it is available and where you feel it is safe to do.

Measures such as asking the employee to wear a mask or physical distance at work (i.e. moving them to duties where they work alone). If an employee works remotely and alone and there is no risk to themselves or others, then the employee could attend work as usual.

The provision of Microsoft Teams and Zoom access is preferred to attending official meetings.

1.3 Procedure

- a) Employees should read this policy and discuss it with their Line Manager and/or their People and Development representative.
- b) The employee requesting COVID-19 leave must submit a leave request through the Payroll officer, and include the required evidence as outlined in 1.2 Policy - Paid Pandemic Leave Allocation.
- c) Upon approval, the employee is to remain in contact with their Line Manager to arrange a return to work/work from home timing.
- d) Complete the COVID-19 Return to Work Plan and return to their Line Manager/Payroll Officer.

2. COVID-19 Leave for Elected Members

2.1 Objective

This policy outlines the relationship between the Local Government and the Elected Member and the obligation to provide a safe and healthy working environment for its employees and Elected Members and ensure others are also not put at risk. Local Governments are encouraged to conduct a safety risk assessment and think about the approach

that will be adopted when mandatory isolation ends on 14th October 2022. Local Governments should consider implementing or amending an existing policy for managing employees who test positive to COVID-19 whilst meeting any applicable consultation obligations under Work Health and Safety legislation, enterprise/industrial agreements, and the relevant award(s).

2.2 Policy

Pandemic Leave Allocation

Elected Members are not considered employees of the Local Government and therefore not eligible for Paid Pandemic Leave.

Following positive test to COVID-19, Elected Member are required to self-isolate from Council duties for a period of at least two (2) days prior to considering to return to 'in-person' duties regardless if they have no symptoms.

Working Arrangements

Working from home is encouraged (within five days of contraction) where it is available and where it is felt it is safe to do.

Measures such as asking the Elected Member to wear a mask or physical distance during 'in-person' duties.

The provision of Microsoft Teams and Zoom access is preferred to attending official meetings.

2.3 Procedure

a) Elected Members should read this policy and discuss it with the Chief Executive Office and Shire President following a positive test and discuss a 'Return to Normal Duties' plan.

STATUTORY ENVIRONMENT

Statutory Environment

- Local Government Industry Award 2010
- Operations Team Enterprise Bargaining Agreement 2016
- National Employment Standards

POLICY/PROCEDURE IMPLICATIONS

New Policy CP-026

FINANCIAL IMPLICATIONS

The provision of additional sick leave proposed in the COVID-19 Leave policy, will amount to the cost of one weeks salary for the organization, which is approximately \$25,000. This is not an additional cost for Shire but is the value of the potential lost productivity if all staff access the maximum leave provisions of the policy.

STRATEGIC IMPLICATIONS

COVID-19 was not identified or planned for in the Shire's Strategic Community Plan or Corporate Business Plan.

The Shire is currently reviewing its Corporate Business Plan, which is expected to be completed in the coming months prior to June 2023.

CONSULTATION

- Internal
- State Government WA
- Other Local Governments

RISK ASSESSMENT

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Moderate (3)	Medical type injuries	\$10,001 - \$50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies

VOTING REQUIREMENTS

Absolute Majority

STAFF RECOMMENDATION

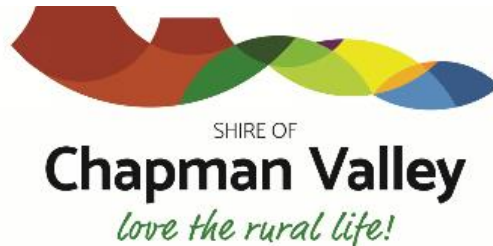
That Council ADOPTS Council Policy CP-026 - COVID-19 Leave, as contained within attachment 10.3.1, including approving an amendment to the sick leave allocation to five (5) days as per for those staff that meet the eligibility criteria of the policy from Council resolution 03/20-18 to adhere to recent updates to National Policy via the National Cabinet Decision on 30th September 2022.

-
- 11.0 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
 - 12.0 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING**
 - 13.0 DELEGATES REPORTS**
 - 14.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**
 - 15.0 MATTERS FOR WHICH MEETING TO BE CLOSED TO MEMBERS OF THE PUBLIC**
 - 16.0 CLOSURE**



SOURCE DOCUMENTATION

Shire of Chapman Valley



Event Application Form

This form is to be completed and submitted together with the other information outlined in this package. You will be notified in writing when your event application has been processed. Applications must be submitted at least 8 weeks prior to your event.

DISCLAIMER

This package details the requirements of the Shire of Chapman Valley only. Additional information and/or approvals may be required from other agencies. It is the sole responsibility of the Applicant, not the Shire of Chapman Valley, to ensure all relevant information and approvals are obtained in relation to each particular event.

(Event Application - Local Planning Policy 7.2)

January 2020

SHIRE OF CHAPMAN VALLEY LOCAL PLANNING SCHEME No.3

FORM OF APPLICATION FOR PLANNING APPROVAL

OWNER DETAILS:

Name(s): KING WING Foil Center

Postal Address: P O Box 464 South Fremantle, WA Postcode: 6162

Contact Person: Anna Ambroziak

Phone: 0466546887 Email: anna@kingwing.com.au

Signature: Ambroziak Date: 21 / 10/ 2022

Signature: *Ambroziak* Date: _____

NOTE: The signatures of ALL the owner(s) is required to process this application.

APPLICANT DETAILS: (if different from owner)

Name(s): _____

Postal Address: _____ Postcode: _____

Contact Person: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

PROPERTY DETAILS:

Lot/Location No: _____ House/Street No: _____

Street Name: _____ Locality/Suburb: _____

Diagram/Plan No: _____ Volume No: _____ Folio No: _____

Event Details

Event Name: KING WING Clinic at Corronation Beach

Date: 27 / 12 / 2022 to 15 / 01 / 2023

Event set up date: 27 / 12 / 2022

Event start time/date: 10:00am 27/12/2022

Event finish time/date: 6:00pm 15 / 01 / 2023

Completion of Event clean up date: 15/01/2023

Proposed venue details: (e.g. name of reserve, building or public open space)

Coronation Beach, Howatharra WA 6532

Event description: (e.g. sporting, commercial, entertainment and in addition please state whether the event is a one-off or proposed as an annual event)

WING FOIL lesson on request after booking

A one-off commercial sporting event that can be repeated in the future

Entertainment: Brief details (number of stalls/products/entertainment-bands, amplified music/animals/activities/farm machinery/rides)

One van, all sports equipment distributed on the beach for lessons directly from the car.

Wingfoil lessons will be conducted from the beach and in the shallow water.

Private lessons 1 on 1, 2 on 1 or 3 on 1 (instructor with student). Groups from 4 to 8 people max per instructor. Lesson duration 1 hour, 1.5hrs - 2 hrs.

Primary purpose of event: (eg. fundraiser for community group)

Introducing a new sport discipline, encouraging physical activity for the whole family.

Will alcohol be available/consumed on site? (tick) Yes ☐ No ☒

Will food be available? (tick) Yes ☐ No ☒

Details of any tents, marquees, stages etc. to be used for the event:

N/A

Details of any road closures or use of roads for the event: (Note: separate approvals required through police services)

N/A

Will the event have implications for local residents, (eg. Noise, traffic management, parking, crowds etc.) and if so how is it proposed to manage these implications?

.....
 The event will have no consequences for local residents.
 This event is aimed for people who will already be staying at a Coronation Beach campsite.

Parking Arrangements: (where, how directed etc.)

The participants of the event are people who will be already camping in Coronation Beach, from private Christmas holidays stays, and possible locals from Geraldton who will visit the beach for one day. To carry out the event, we will need one parking space for the organizer and a few places in the daily parking for locals.

Details of rubbish removal and site cleaning:

N/A

Expected Attendance

Maximum number of people expected at any given time: ...3-6 people.....

Anticipated total number for entire event: 10-20 people

Target audience: (eg. youth, adult, family etc.) adults , family , children above 12 years old

Have you ever conducted this event before and if so, when/where was it held?

.....
 Yes, we where conduct this event last year at Corronation Beach.....
 we are currently running wingfoil lessons in the same format in Perth.....
 Our instructor Bastien Escofet coached kids in Royal Perth Yacht Club.....
 and we colaborating with Geraldton Windsurfing Club.....

Have you determined whether a risk assessment is required? (tick) Yes ☒ No ☐

Event Facilities

Power supply details: N/A

Water supply details: We provide drinking water during lessons

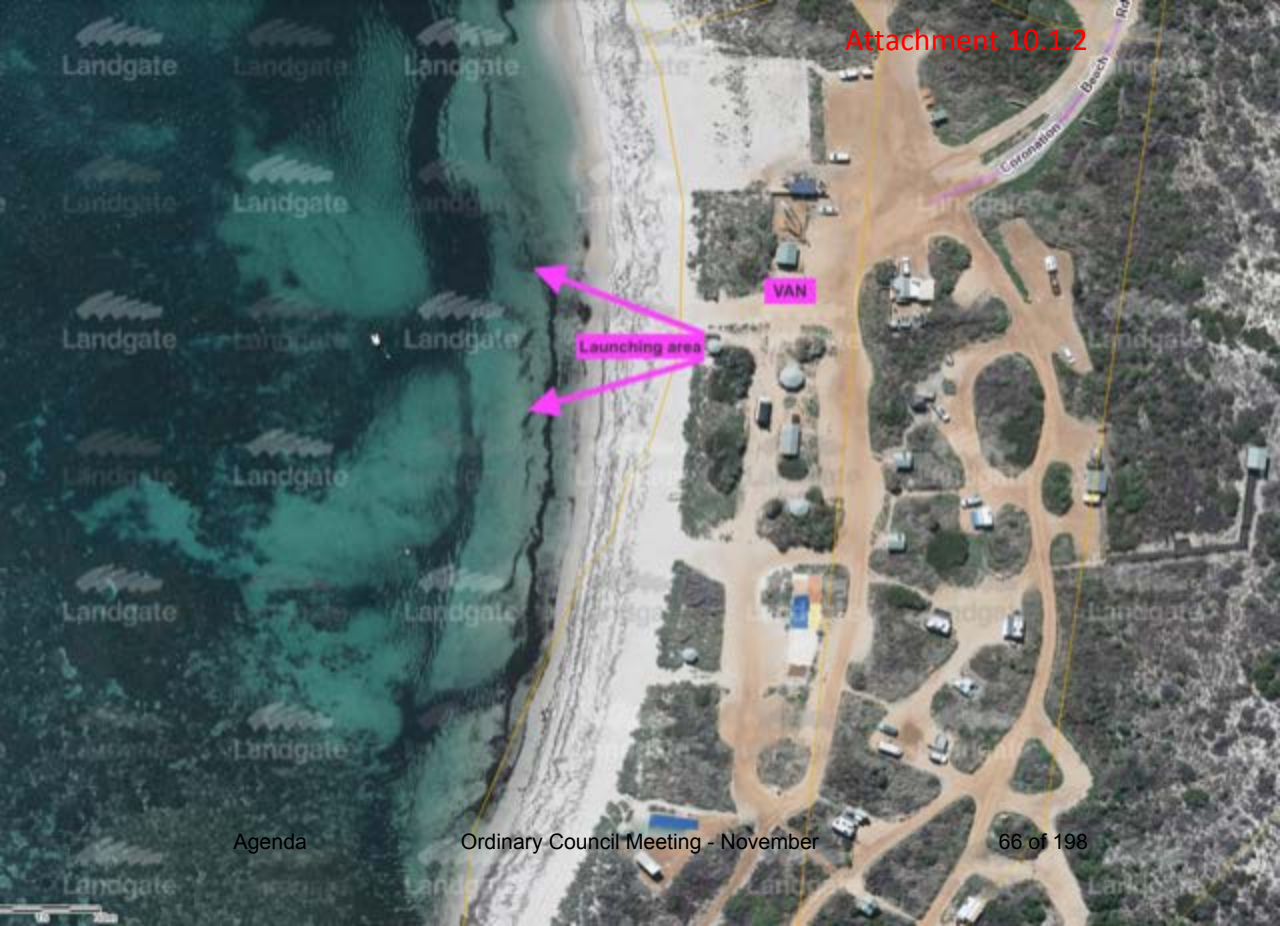
Number of toilets available:

Male: Closets: 3 Hand Wash Basins: 3 Urinals:

Female: Closets: 3 Hand Wash Basins: 3

Disabled: Closets: 3 Hand Wash Basins: 3

**YOU MAY WISH TO ATTACH ANY OTHER RELEVANT INFORMATION
 TO ASSIST WITH THE APPROVAL PROCESS**



ACKNOWLEDGEMENT

I, Anna Ambroziak as the event organiser,

applying for approval to host an event in the Shire of Chapman Valley I acknowledge that the information and completed actions in my application are true and correct. I accept full responsibility of the facility and/or reserve during the specified event period and will ensure compliance with the Shire of Chapman Valley's conditions of approval.

I will indemnify the Shire of Chapman Valley and landowner against any action, suit or proceeding caused by my failure to observe all statutory and other requirements or as a result of my negligence or wilful actions. I will ensure that appropriate liability and other insurances are in place for the activities to be conducted, with evidence in this regard to be presented to the Shire of Chapman Valley prior to commencement of the event.

I understand and acknowledge the Event Application Package has been compiled according to a number of statutory requirements, and any forthcoming Planning Consent (including conditions of approval) are lawfully binding and can be enforced pursuant to the Shire of Chapman Valley Local Planning Scheme No.3 and *Planning and Development Act 2005*. Furthermore I understand there could be other requirements outside of this package and that, as the event organiser, I am responsible to meet.

Signature: *Ambroziak* Date: 21 / 10/ 2022

Print Name: Anna Ambroziak

Important Notes:

- *You may not proceed with your event without written planning consent being issued by the Shire and all other statutory requirements have been satisfied. This may take between 3 to 4 weeks depending on the scale and size of your event.*
- *All conditions will be outlined in a formal notice of Planning Consent. It is your responsibility as the applicant/event organiser to adhere to the conditions of approval.*
- *Applications and approvals for an event are not transferable. Therefore the organiser cannot transfer Shire approval for an event to an alternative venue, date or time, without further consent being granted by the Shire.*
- *You must ensure the event adequately caters for the needs of people with disabilities.*
- *You may be required at the request of the Shire to attend a 'de-brief' of the event to discuss any associated issues and/or possible improvements to the ant future events.*



V-Insurance Group Pty Ltd
(AR No 432898) is an
Authorised Representative of Willis Australia
ABN 90 000 321 237 AFSL No 240600
Level 25, 123 Pitt Street, Sydney NSW 2000
Tel (02) 8599 8660
Fax (02) 8599 8661

12 May 2022

CERTIFICATE OF CURRENCY

In our capacity as Insurance Broker to the Named Insured shown below, we confirm having arranged the following insurance, the details of which are correct as at the Issue Date:

Named Insured Kiteboarding Australia Limited, including all affiliated State / Territory Associations, affiliated clubs, including all members, temporary/trialing members, first aid personnel, administrators, officials, coaches, referees, employees, event managers, executives and voluntary workers and Kiteboarding Schools and Instructors as declared by Kiteboarding Australia.

Business Description: The principal activities of Kiteboarding Australia Limited are to administer, co-ordinate, promote and develop the sport of Kiteboarding, Kite skiing, hydro foils, wind wings, surfing, stand up paddle boarding and snow kiting, Risk Management and governance of sanctioned events, games, tournaments and training sessions and any other activity incidental thereto

Club / School King Wing

Policy Period 01 May 2022 at 4:00pm to 01 May 2023 at 4.00pm

Class of Insurance Combined Liability Insurance

Limit of Liability

Professional Indemnity	\$ 2,500,000 each and every occurrence and in the aggregate
Public Liability	\$20,000,000 each and every occurrence
Products Liability	\$20,000,000 each and every occurrence and in the aggregate

Insurer(s) Coast Insurance

Policy Number LIAMT02269

Policy Territory Worldwide excluding USA and Canada

Interested Party

In all instances, cover afforded is subject to the policy terms, conditions and exclusions. Please address any queries concerning this insurance arrangement to this office.

Yours sincerely

Shauna Hewitt
Senior Account Manager

Authorised Representative Number: 455908



V-Insurance Group Pty Ltd
(AR No 432898) is an
Authorised Representative of Willis Australia
ABN 90 000 321 237 AFSL No 240600
Level 25, 123 Pitt Street, Sydney NSW 2000
Tel (02) 8599 8660
Fax (02) 8599 8661

Disclaimer

This document has been prepared at the request of our client and does not represent an insurance policy, guarantee or warranty and cannot be relied upon as such. All coverage described is subject to the terms, conditions and limitations of the insurance policy and is issued as a matter of record only. This document does not alter or extend the coverage provided or assume continuity beyond the Expiry Date. It does not confer any rights under the insurance policy to any party. V-Insurance Group is under no obligation to inform any party if the insurance policy is cancelled, assigned or changed after the Issue Date.

Accreditation Certificate

AWARDED TO

Anna Ambroziak

National Member ID: 5795

Member expiry: 15 Jul 2023

FOR

Kiteboarding Australia Accredited School

Accredited Entity: King Wing

AWARDED ON

Sunday 1st May 2022

EXPIRES 1 MAY 2023

WING FOILING, WING FOIL , WING SURF, WIND WINGS

This **new sport discipline** is a hybrid, a mix, a coming together of new technologies and possibilities from its sibling sports of windsurfing, surf foiling and kiting however is much safer than kite boarding.

In simple terms you hold the wing in your hands above your head much like a sail, first kneeling, then standing and pumping the board onto the 'plane' or foil. Once you're up, you're away and you can use the wing, the swell, a wave or your own pumping effort to continue both across up and downwind.



- **THE WING** is a simplistic no lines kite type constructed inflatable batwing that you hold in your hands without a harness. Some have a solid boom and most simply inflatable struts and leading edge with handles.
- **BOARDS** are changing dramatically and reducing in length and volume to an impressively small 'water-startable' volume, now varying between 150 litres to less than 40 in some extreme examples. Uni directional and generally specifically designed for wingsurfing, most don't have alternative fins and are becoming boxy and short, and are unique to this growing specific sport.
- **FOILS** are also changing all the time. Generally they are a little bigger than kitesurf foils around 1500cm² in surface area for the front wing. This is becoming wider by the minute with more of a glider shape than the low aspect short fat surf front wings used for kite and surf foiling. Masts are of medium length between 60-80cm. All of the equipment is changing and evolving fast as the sport develops rapidly and disciplines become established within it.



One thing is for sure, it has huge potential, is lots of fun and pretty straight forward and **safe to learn**.

WHO CAN DO IT?

Anyone! It is very accessible initially with big SUP type boards and medium wing sizes without foils. It's safe, straightforward to learn and now accessible to learn in numerous locations nationwide. Anyone who can swim can have a go on the foil.

Who doesn't want to 'float' silently on the ocean blasting in super light winds, cruising down swells or waves riding the foil alone, silently carving back and forth...?

WHERE TO DO IT?

It opens up an enormous new amount of spots both inland and coastal. All you need is space, and depth with flat or choppy water is ideal.



Risk Management Policy

KING WING FOIL CENTER

Date: [01.07.2021]

KING WING Foil Center
17 Alpha Way , North Coogee , 6163 WA

TABLE OF CONTENTS

1.	INTRODUCTION	1
2.	OBJECTIVES	1
3.	WHAT IS RISK MANAGEMENT?	1
4.	RISK RESPONSIBILITY	2
5.	RISK MANAGEMENT PROCESS.....	2
5.1	Risk Identification	2
5.2	Risk Categories.....	2
5.3	Risk Assessment.....	3
5.4	Risk Treatment (action plan)	5
5.5	Monitor and Review	5
5.6	Communication	5

Risk Management Policy

1. INTRODUCTION

ANNA AMBROZIAK (**Operator**) is responsible for the management of an [school] for kiteboarding (**School**) in Perth, WA.

The directors or management of the Operator recognise risk management as an integral component of good corporate governance and that it is fundamental to allow the Operator to achieve its objectives.

Administrators and Operators owe a duty of care to participants in their events and activities where there is a reasonably foreseeable risk of harm or injury to participants as a result of their actions. In exercising this duty of care, the law requires reasonable steps to be taken to reduce the likelihood of injury to participants as a result of those risks which are foreseeable.

Risks need to be managed in order to prevent the effects they can have. Risk management is a logical method of identifying, analysing, assessing, treating, monitoring and communicating the risks that are associated with various activities, so that negative effects and losses can be minimised. Managing the risks associated with the School will encourage more people to participate because of the fact the environment is safe.

The Operator's risk management policy provides the framework to manage the risks associated with the School.

2. OBJECTIVES

The objectives of this Risk Management Policy (**Policy**) are to:

- (a) to protect the Operator from all areas of operation;
- (b) to reduce the incidence of injury to participants, officials and other persons;
- (c) to provide a fun, healthy and safe sporting environment; and
- (d) to minimise potential liability as a result of poor management.

3. WHAT IS RISK MANAGEMENT?

- (a) Risk management is the process of systematically eliminating or minimising the adverse impact of all activities which may give rise to injurious or dangerous situations. This requires the development of a framework within which risk exposure can be monitored and controlled. Risk management is a tool by which persons involved in sport can seek to meet their duties and thus avoid liability.
- (b) Risks which can be covered by a risk management program include:
 - (i) Legal risks – losses and costs arising from legal actions for breach of a common law or statutory duty of care;
 - (ii) Physical risks – injuries to participants and the public;
 - (iii) Financial risks – increased insurance premiums, costs associated with injuries for business reasons, loss of financial stability and asset value,

replacement costs and earning capacity and increased external administrative costs;

- (iv) Moral and ethical risks – loss of quality of participant experience and confidence, adverse publicity and damage to image or reputation.

4. RISK RESPONSIBILITY

The Manager of the Operator is responsible for overseeing the establishment and implementation of risk management systems by the Operator. The Manager is also responsible for reviewing the on-going effectiveness of these systems.

5. RISK MANAGEMENT PROCESS

Having considered the matters set out at items 5.1 to 5.6 of this Policy, the Operator should develop a risk management plan by completing the Risk Management Table at Schedule 1.

5.1 Risk Identification

- (a) The first step in the risk management program is to identify what risks exist (or may exist in the future). It is important that people who will be involved in all levels of the Sport are involved in identifying risk areas. There is no substitute for actual practical experience in working out why accidents may occur, or what presents a potential problem.
- (b) There are a number of things that must be considered in identifying risks:
 - (i) The type of activities conducted;
 - (ii) Injury history (including type of injury and cause);
 - (iii) How operational procedures are conducted, and whether there have been any previous problems.

5.2 Risk Categories

The following are some example risk categories to consider:

- (a) Administration / Relations

For example: personnel (i.e. loss of staff); damage to office (i.e. loss of vital documents); information management (i.e. loss of information); legal; health; safety; insurance; death; compensation; privacy; and intellectual property protection /ambush marketing.
- (b) Finance

For example: government; participants; and sponsorships.
- (c) Communications / Public Relations

For example: dealing with the media; spokesperson; and action plans re: response.
- (d) Sport / Schools

For example: ensuring venue is safe to conduct lesson, are appropriate licences in place etc.

See **Annexure A** to this Policy for a comprehensive (not exhaustive) checklist of matters to consider from a risk management perspective and which may inform the risks to be identified in the Risk Management Table at Schedule 1.

5.3 Risk Assessment

Having identified the risks involved in the Operator's activities we need to assess them in terms of their likelihood to occur and the seriousness of the consequences arising from their occurrence.

Each identified risk must be rated. These ratings describe:

- the likelihood of the risk occurring (likelihood); and
- the loss or damage impact if the risk occurred (severity);
- the priority, or degree of urgency required to address the risk.

In order to systematically assess the risks identified in the first stage of the process, we apply the risk rating scales set out below in Tables 1 – 3. The risk rating scales will allow you to rate identified risks and then identify risk management priorities.

(a) Likelihood

The likelihood is related to the potential for a risk to occur over an evaluation cycle.

Table 1: Likelihood Scale:

Rating	LIKELIHOOD The potential for problems to occur in a year
A	ALMOST CERTAIN: Will probably occur, could occur several times per year
B	LIKELY: High probability, likely to arise once per year
C	POSSIBLE: Reasonable likelihood that it may arise over a five-year period
D	UNLIKELY: Plausible, could occur over a five to ten year period
E	RARE: Very unlikely but not impossible, unlikely over a ten year period

(b) Severity

The severity of a risk refers to the degree of loss or damage which may result from its' occurrence.

Table 2: Severity Scale:

Rating	POTENTIAL IMPACT In terms of the objectives of the organisation
A	CATASTROPHIC: Most objectives may not be achieved, or several severely affected
B	MAJOR: Most objectives threatened, or one severely affected
C	MODERATE: Some objectives affected, considerable effort to rectify

Rating	POTENTIAL IMPACT
	In terms of the objectives of the organisation
D	MINOR: Easily remedied, with some effort the objectives can be achieved
E	NEGLIGIBLE: Very small impact, rectified by normal processes

Having assessed each risk in terms of its likelihood and severity we are in a position to prioritise the risks to assist in the decision making of what action is warranted to manage the risks (where possible).

(c) Risk Priority

The risk priority scale determines the nature of the risk and the action required. They are indicators to assist in the decision making of what action is warranted for the risks.

Table 3: Risk Priority Scale

		IMPACT				
		A	B	C	D	E
L I K E L I H O O D	A	Extreme (1)	Extreme (1)	Major (2)	Major (2)	Medium (3)
	B	Extreme (1)	Extreme (1)	Major (2)	Medium (3)	Minor (4)
		Extreme (1)	Major (2)	Major (2)	Medium (3)	Minor (4)
	D	Major (2)	Major (2)	Medium (3)	Minor (4)	Minor (4)
	E	Medium (3)	Medium (3)	Minor (4)	Minor (4)	Minor (4)

Key:

1	Extreme risks that are likely to arise and have potentially serious consequences requiring urgent attention
2	Major risks that are likely to arise and have potentially serious consequences requiring urgent attention or investigation
3	Medium risks that are likely to arise or have serious consequences requiring attention
4	Minor risks and low consequences that maybe managed by routine procedures
5	Use this to note a risk that does not apply to your organisation

Once a risk priority has been determined the Operator can consider the level of risk treatment and action required for each risk.

5.4 Risk Treatment (action plan)

- (a) This stage is all about identifying and testing strategies to manage the risks which have been identified and subsequently evaluated as posing a real risk to the Operator and / or the participants. Ideally personnel will work together to brainstorm a variety of treatment strategies and then consider each strategy in terms of its effectiveness and implementation. This will necessarily involve some “reality testing” of risk treatment strategies as personnel determine what reasonable steps they may take to reduce the impact of the risk arising.
- (b) If the risk has been assessed and the risk has rated highly you will need to carefully consider necessary policies, procedures and strategies to treat the risk. These will include what is needed to treat the risk, who has the responsibility and what is the timeframe for risk management. These elements will comprise your action plan. If you already have a strategy in place to address or manage an identified risk, insert details of that strategy in the space provided. If not, you will have to devise a strategy.

5.5 Monitor and Review

- (a) It is very important that the Operator review the risk management plan annually and otherwise as often as is required. The risk management plan should be a fluid document which is regularly updated to take account of changes.
- (b) The keeping of records, and the continued evaluation of the risk management plan in the light of such records is crucial. Your risk management procedures should include the documentation of any accidents, as well as information on the effectiveness of the risk management plan. Statistics on continuing injuries or accident occurrences should be used to determine whether there are specific activities that require either increased precautions or supervision.
- (c) Your risk management plan cannot remain static. Risks can change according to changes in the law, development of safe practices and techniques, and developing technology. Constant evaluation and updating must be done to take account of developing trends and the Operator’s own experience.

5.6 Communication

- (a) It is essential that all the Operator’s personnel and participants are aware of the risk management program and are consulted in its development, implementation and evaluation.

PLEASE NOTE this Resource is a guide. The risks which have been included under the respective Risk Categories in the following Risk Management tables are identified as a starting point. There will be circumstances where risks which are particular to your role may not have been addressed. Space has been provided for you to identify and address these.

**SCHEDULE 1
RISK MANAGEMENT TABLE**

E	Likelihood	Severity	Risk Rating	Treatment	Likelihood after treatment	Severity after treatment	Risk Rating after treatment	Resources	Responsible Person
PERSONAL INJURY TO STUDENT OR INSTRUCTOR									
<i>Eg Impact with solid hazard</i>	<i>A</i>	<i>A</i>	<i>(1) Extreme</i>	<ul style="list-style-type: none"> <i>Instructor to choose launch/ landing zone with sufficient (2 kite line) downwind hazard free</i> <i>Instructor to launch/ land kite for student and walk into water until student demonstrates necessary skills on water</i> 	<i>E</i>	<i>A</i>	<i>(3) Medium</i>	<ul style="list-style-type: none"> <i>KA Instructor Manual</i> <i>KA Centre Manual</i> 	<i>Instructor on beach</i>
Impact with solid hazard	C	C	(4) Minor	1. Instructor will give clear instructions Maintain a clear distance/5 metres from all solid hazards. Jetty, boat, other recreational users.	E	E	(4) Minor	KA Instructor Manual KA Centre Manual	Instructor on beach
Drowning	E	A	3 Medium	1. All clients must be strong swimmers 2. Students to wear the buoyancy vest during the lesson 3. Maintain adequate distance - 3-5 meters (to apply the 3-minute rule) 4. Constantly maintain eye contact with the student	E	E	(4) Minor	KA Instructor Manual KA Centre Manual	Instructor on beach
Drop in wind strength	B	C	3	1. Ensure student can demonstrate the safety and self-rescue procedure. 2. Ensure student knows how to prone paddle with wing	B	D	(4) Minor	KA Instructor Manual KA Centre Manual	Instructor on beach
Accidental/un expected fall	A	C	3	1. Ensure student can demonstrate the safety and self-rescue procedure. 2. Recommend the use of booties. 3. Administer first aid if required - call 000 if required	B	D	4	KA Instructor Manual KA Centre Manual	Instructor on beach
Sprain or strain from physical activity	C	C	3	- Lesson time to be no more than 2 hours to avoid excessive fatigue - Introduce short breaks to rest, drink water	D	D	4	KA Instructor Manual KA Centre Manual	Instructor on beach
Equipment malfunction	C	D	3	1. check all equipment before each lesson 2. Monitor your equipment during the season and replace it when it is damaged or worn 3.If equipment damage occurs basis during the lesson: - make sure that the student is safe and is not in danger of injury - replace the equipment with working order to continue the lesson	D	E	4	KA Instructor Manual KA Centre Manual	Instructor on beach
Sunburn to skin or eyes	C	C	3	1.Recommend students to apply sunscreen and wear sunglasses 2. Appropriate protective clothing /cap , rashy etc. 3. Administer first aid if required - call 000 if required	E	E	4	KA Instructor Manual KA Centre Manual	Instructor on beach

E	Likelihood	Severity	Risk Rating	Treatment	Likelihood after treatment	Severity after treatment	Risk Rating after treatment	Resources	Responsible Person
Dehydration or heatstroke	C	C	3	- Lesson time to be no more than 2 hours to avoid excessive fatigue - Introduce short breaks to rest, drink water 3. introduce short breaks to rest, drink water - Administer first aid if required - call 000 if required	E	E	4	<i>KA Instructor Manual</i> <i>KA Centre Manual</i>	<i>Instructor on beach</i>
Hypothermia	D	C	2	1. Inform the student about the weather and water temperature 2.. Recommend the students wear appropriate clothing – wetsuit if needed 3. Ensure student is comfortable at all times, cease lesson if required. 4. Administer first aid if required - call 000 if required	E	E	4	<i>KA Instructor Manual</i> <i>KA Centre Manual</i>	<i>Instructor on beach</i>
Changes in weather resulting in significant increase in wind, storm activity	B	B	3	1.Consider modifying or cancelling session if weather conditions deteriorate 2. Advise customers of hazards of wind 3. Instructor to maintain close supervision of all participant 4. Advise customers to carry board and wing adequately in stronger winds - two people per board and wing or one by one , first wing	B	D	4	<i>KA Instructor Manual</i> <i>KA Centre Manual</i>	<i>Instructor on beach</i>
Impact between people	B	C	3	1. Maintain a safe distance from other participants in the water min 5m 2. Explain to the student what to do in the event of an impending danger - e.g. kite and lines (jump into the water and cover your head with your hands) etc. 3.Administer first aid if required - call 000 if required	D	D	4	<i>KA Instructor Manual</i> <i>KA Centre Manual</i>	<i>Instructor on beach</i>
Shark attack or other dangerous marine animal	C	C	1	Instruct all customers on emergency water evacuation procedures 1. Take immediate action in the event of shark sighting 2. Implement water evacuation procedures 3. Account for all customers 4. Render immediate first aid and call 000 5. Cancel remainder of session	D	D	4	<i>KA Instructor Manual</i> <i>KA Centre Manual</i>	<i>Instructor on beach</i>
Crossing road or pedestrian path to beach area	C	D	4	Instruct all customers before leaving wing surf school of Bike Path crossing hazards 1. Identify high risk locations specific to wing surf school operations , i 2. Locate customer mustering, equipment dispatch and briefing areas away from road/cycle path 3. Instructor to maintain close supervision of all participant 4. Administer first aid if required - call 000 if required	C	E	4	<i>KA Instructor Manual</i> <i>KA Centre Manual</i>	<i>Instructor on beach</i>
Cuts to feet due to walking to/from car or on beach	C	D	3	1. recommend student is wearing booties. 2. in case of injury, follow the safety procedures 3.Administer first aid if required - call 000 if required	D	E	4	<i>KA Instructor Manual</i> <i>KA Centre Manual</i>	<i>Instructor on beach</i>

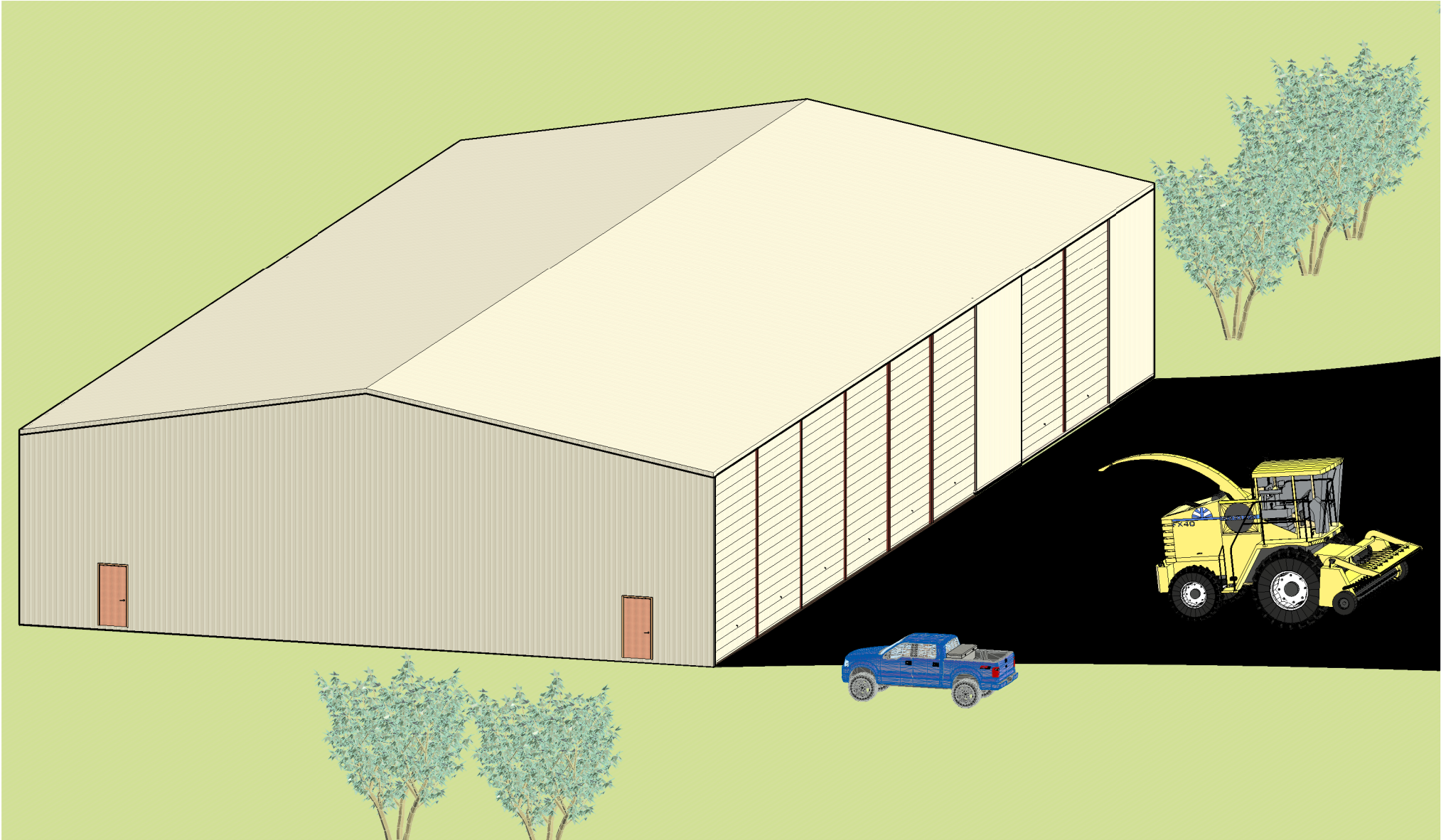
E	Likelihood	Severity	Risk Rating	Treatment	Likelihood after treatment	Severity after treatment	Risk Rating after treatment	Resources	Responsible Person
Tripping on hand/leg rope or other hazard on beach	B	C	3	1. Clearly demonstrate safe water entry and exit with equipment as part of lesson plan.	D	E	4	KA Instructor Manual KA Centre Manual	Instructor on beach
Shark Sighting	C	C	3	1. Take immediate action in the event of shark sighting 2. Implement water evacuation procedures 3. Account for all customers 4. Cancel remainder of session	E	D	4	KA Instructor Manual KA Centre Manual	Instructor on beach
[THIS IS NOT A COMPREHENSIVE LIST AND EACH SCHOOL NEEDS TO UNDERTAKE THE RISK MANGEMENT PROCESS SET OUT IN THIS TEMPLATE TO IDENTIFY APPROPRIATE RISKS FOR YOUR CIRCUMSTANCES]									
hit injury with a board or foil	B	C	3	1. Maintain an eye contact 2. Check student on injury 3.Administer first aid if required - call 000 if required	C	E	4	KA Instructor Manual KA Centre Manual	Instructor on beach
Cuts to body from sharp foil	B	C	3	1. Recommend always wear wetsuit and impact vest 2. in case of injury, apply first aid 3. finish the lesson and refer the student to the nearest medical centre. 4.In the event of a serious injury, administer first aid if required - call 000 if required	C	E	4	KA Instructor Manual KA Centre Manual	Instructor on beach
hitting the foil mast/wing to the head	B	C	3	1. Recommend always wear wetsuit and impact vest 2. in case of injury, apply first aid 3. finish the lesson and refer the student to the nearest medical centre. 4.In the event of a serious injury, administer first aid if required - call 000 if required	C	E	4	KA Instructor Manual KA Centre Manual	Instructor on beach
dropping the foil onto the leg	B	C	3	1. Recommend always wear wetsuit and impact vest 2. in case of injury, apply first aid 3. finish the lesson and refer the student to the nearest medical centre. 4.In the event of a serious injury, administer first aid if required - call 000 if required	C	E	4	KA Instructor Manual KA Centre Manual	Instructor on beach
Complication with wrist leash/ leg rope	B	C	3	1. Clearly demonstrate safe water entry and exit with equipment as part of lesson plan. 2. Lesson plan to include detailed instruction of wrist and leg rope use ie. How to attach and detach safely .	C	E	4	KA Instructor Manual KA Centre Manual	Instructor on beach

E	Likelihood	Severity	Risk Rating	Treatment	Likelihood after treatment	Severity after treatment	Risk Rating after treatment	Resources	Responsible Person
fall on foil	B	C	3	1. Ensure student can demonstrate the safety and self-rescue procedure. 2. Recommend always wear wetsuit and impact vest 3. Lesson plan to include correct fall technique 4. Administer first aid if required - call 000 if required	C	E	4	<i>KA Instructor Manual</i> <i>KA Centre Manual</i>	<i>Instructor on beach</i>
fall to the wing	B	C	3	1. Ensure student can demonstrate the safety and self-rescue procedure. 2. Recommend always wear wetsuit and impact vest 3. Lesson plan to include correct fall technique 4. Administer first aid if required - call 000 if required	C	E	4	<i>KA Instructor Manual</i> <i>KA Centre Manual</i>	<i>Instructor on beach</i>
Separation from wing or board	D	C	3	1. Ensure student can demonstrate the safety and self-rescue procedure. 2. Student to stay with board all times and prone paddle back to shore 3. If any equipment is compromised, student to stay with board if possible.	E	E	4	<i>KA Instructor Manual</i> <i>KA Centre Manual</i>	<i>Instructor on beach</i>
Heart attack	E	B	3	1. Access the situation and take immediate action 2. Call 000 3. Cancel the remainder of the session	E	C	4	<i>KA Instructor Manual</i> <i>KA Centre Manual</i>	<i>Instructor on beach</i>
Floating objects	C	C	3	1. Access the situation and take immediate action if injury occurs 2. Ensure access to first aid is readily available to treat any cuts/abrasions 3. Administer First Aid if required	D	E	4	<i>KA Instructor Manual</i> <i>KA Centre Manual</i>	<i>Instructor on beach</i>
Seizure	E	B	3	1. Access the situation and take immediate action if injury occurs 2. Administer first Aid if required 3. Call 000 if required	E	C	4	<i>KA Instructor Manual</i> <i>KA Centre Manual</i>	<i>Instructor on beach</i>
Fatigue	D	C	3	1. Access the situation and take immediate action if injury occurs 2. Administer First Aid if required	E	E	4	<i>KA Instructor Manual</i> <i>KA Centre Manual</i>	<i>Instructor on beach</i>
Lightning	D	C	3	1. Consult weather and surf conditions forecast 2. If weather conditions deteriorate evacuate beach 3. Cancel remainder of session if lightening is imminent	E	E	4	<i>KA Instructor Manual</i> <i>KA Centre Manual</i>	<i>Instructor on beach</i>
Pre-existing Illness, Allergy or Medical Condition	D	C	3	1. Access the situation and take immediate action if injury occurs 2. Administer first Aid if required 3. Monitor student/customer condition 4. Call 000 if required 5. Cancel remainder of session if required	E	E	4	<i>KA Instructor Manual</i> <i>KA Centre Manual</i>	<i>Instructor on beach</i>
Tides/ Shallow	C	C	3	Tides 1. Instruct all customers and students to prone paddle or walk with a gear in safe zone	D	E	4	<i>KA Instructor Manual</i> <i>KA Centre Manual</i>	<i>Instructor on beach</i>

E	Likelihood	Severity	Risk Rating	Treatment	Likelihood after treatment	Severity after treatment	Risk Rating after treatment	Resources	Responsible Person
holes/sand bar				2. Instruct all customers and students to adequately prone paddle to avoid strong tide and current 3. Instruct all customers and students to prone paddle if required Shallow holes 1. Instruct customers safe water entering procedures including walk only 2. Advise customers of possible hazard from holes and care required when stepping from board 3. Advise customers not to jump feet first from their board Sand Bar 1. Advise customers of whereabouts of sand bars 2. Advise customers of falling 'flat' technique rather than diving when falling from board, do not nose dive board 3. Inspect and select surf zone away from obvious sand bars likely to attract 'dumping' conditions 4. Inspect surf conditions prior to each lesson 5. Inspect fitness levels of participants					
Bee Stings	C	D	3	1. Monitor conditions 2. Ensure access to first aid treatment is readily available to treat stings 3. Administer First Aid if required	E	E	4	<i>KA Instructor Manual</i> <i>KA Centre Manual</i>	<i>Instructor on beach</i>
Submerged obstacles	C	C	3	1. Access the situation and take immediate action if injury occurs 2. Ensure access to first aid and take and treat any cuts/abrasions	D	E	4	<i>KA Instructor Manual</i> <i>KA Centre Manual</i>	<i>Instructor on beach</i>
PERSONAL INJURY TO 3rd PARTY BYSTANDER									
Kite or lines impacting with 3 rd party	N/A	N/A	N/A	N/A in wing foil most impact can be with mast and foil under the board. Make sure you instruct students to all awareness with foil	N/A	N/A	N/A	<i>KA Instructor Manual</i> <i>KA Centre Manual</i>	N/A
Body to body impact with 3 rd	C	D	3	1. Keep a safe distance from others, minimum 5m 2. When starting lessons, make sure you have enough space to conduct the lessons safely	E	E	4	<i>KA Instructor Manual</i> <i>KA Centre Manual</i>	<i>Instructor on beach</i>

E	Likelihood	Severity	Risk Rating	Treatment	Likelihood after treatment	Severity after treatment	Risk Rating after treatment	Resources	Responsible Person
party				3.Warn the student to look around and be cautious about possible hazards 4. the instructor is aware of the dangers and observes the training area to avoid hazards					
Pedestrian or cyclist when crossing road to lesson area from car	C	D	3	1. Identify high risk locations specific to wing surf school operations 2. Locate customer mustering, equipment dispatch and briefing areas away from road/cycle path 3. Instructor to maintain close supervision of all participant 4. Administer first aid if required - call 000 if required	E	E	4	<i>KA Instructor Manual</i> <i>KA Centre Manual</i>	<i>Instructor on beach</i>
Noise pollution for local residents	E	E	4	There is no such risk in the case of wing foil lessons however - make sure you conduct lessons at a sufficient distance from the student so that you can be heard clearly without having to raise your voice or shout	E	E	4	<i>KA Instructor Manual</i> <i>KA Centre Manual</i>	<i>Instructor on beach</i>
Tripping on wing /board or leg rope lines or other lesson equipment	B	C	3	1. Clearly demonstrate safe water entry and exit with equipment as part of lesson plan.	D	E	4	<i>KA Instructor Manual</i> <i>KA Centre Manual</i>	<i>Instructor on beach</i>
DAMAGE TO THE ENVIRONMENT									
Wing or foil crash on vegetation	E	E	4	1.Lessons to operate no vegetation area	E	E	4	<i>KA Instructor Manual</i> <i>KA Centre Manual</i>	<i>Instructor on beach</i>
Trampling of dunal vegetation	E	E	4	2.Lessons to operate no vegetation area	E	E	4	<i>KA Instructor Manual</i> <i>KA Centre Manual</i>	<i>Instructor on beach</i>
Migratory birds	E	E	4	N/A local council permits will not allowed operate in birds sanctuary zone	E	E	4	<i>KA Instructor Manual</i> <i>KA Centre Manual</i>	<i>Instructor on beach</i>


E	Likelihood	Severity	Risk Rating	Treatment	Likelihood after treatment	Severity after treatment	Risk Rating after treatment	Resources	Responsible Person
Rubbish accumulation at lesson area	E	E	4	Instruct the student about leaving nothing on the beach	E	E	4	<i>KA Instructor Manual KA Centre Manual</i>	<i>Instructor on beach</i>
ADMINISTRATIVE OR LEGAL RISKS									
Legal action against school owner or instructor	E	E	4	make sure everyone in your school knows and follows the procedures conduct training for all team members each time follow the standards and regulations	E	E	4	<i>KA Instructor Manual KA Centre Manual</i>	<i>School Lawyer and owner</i>
No permits issues by local council for lessons	E	E	4	report to the appropriate authority and ask for re-approval if you do not have permission in a given location, do not conduct classes there When applying for a permit, make sure that you have prepared all documents correctly and that you meet the requirements of local authorities	E	E	4	<i>KA Instructor Manual KA Centre Manual</i>	<i>School Lawyer and owner</i>
Reputational damage after accident	E	E	4	-check all school procedures again -arrange a meeting with the entire team and make sure everyone knows the safety procedures - watch /supervise the instructors during the lessons - take all possible actions not to repeat the accident	E	E	4	<i>KA Instructor Manual KA Centre Manual</i>	<i>School Lawyer</i>



1 PROPOSAL VIEW



2	3/11/2022	ADD 10mtrs TO SOUTH END
1	31/8/2021	PRELIMINARY PLANS
Rev	Date	Revisions

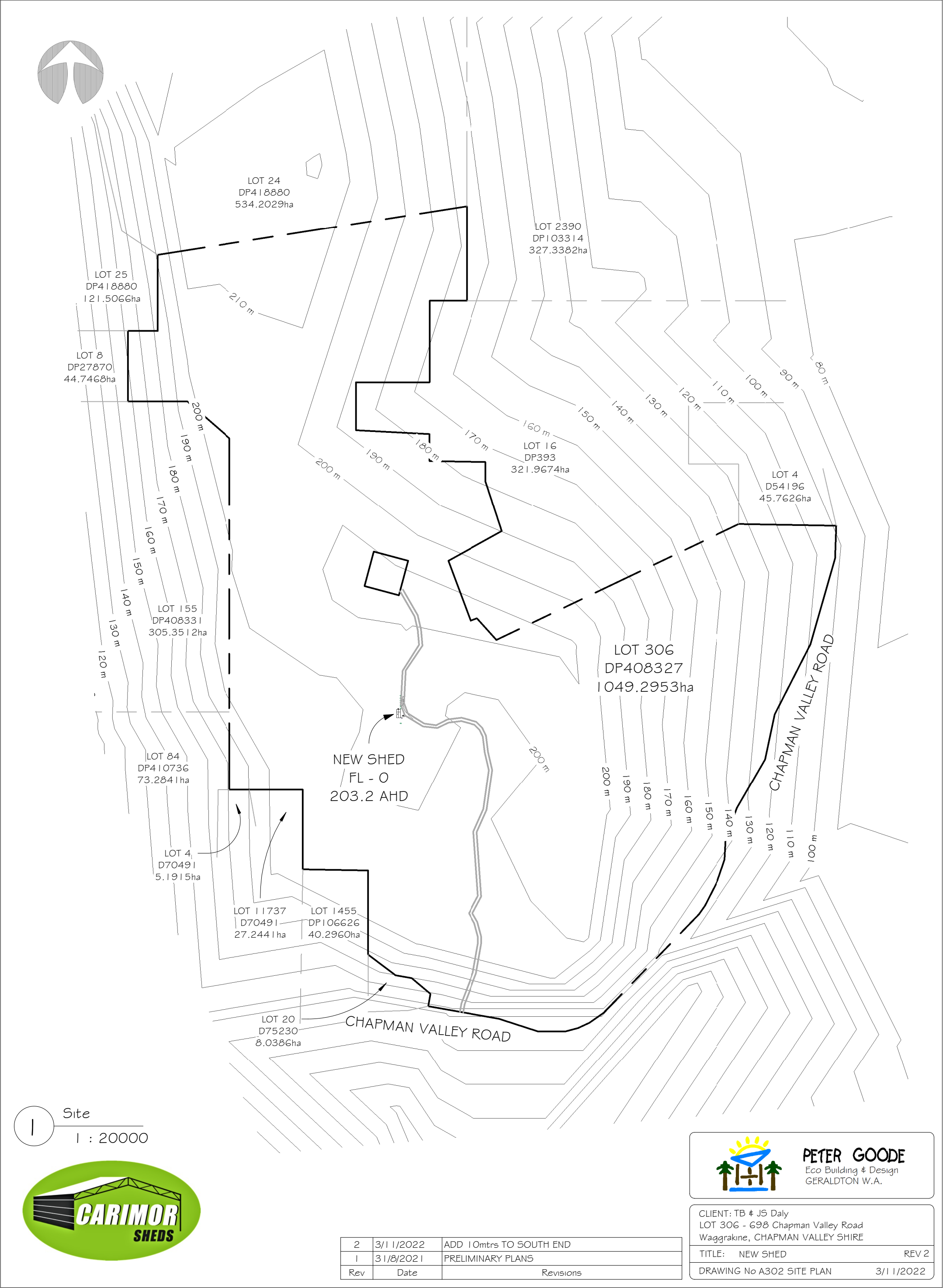


PETER GOODE
Eco Building & Design
GERALDTON W.A.

CLIENT: TB & JS Daly
LOT 306 - 698 Chapman Valley Road
Waggrakine, CHAPMAN VALLEY SHIRE

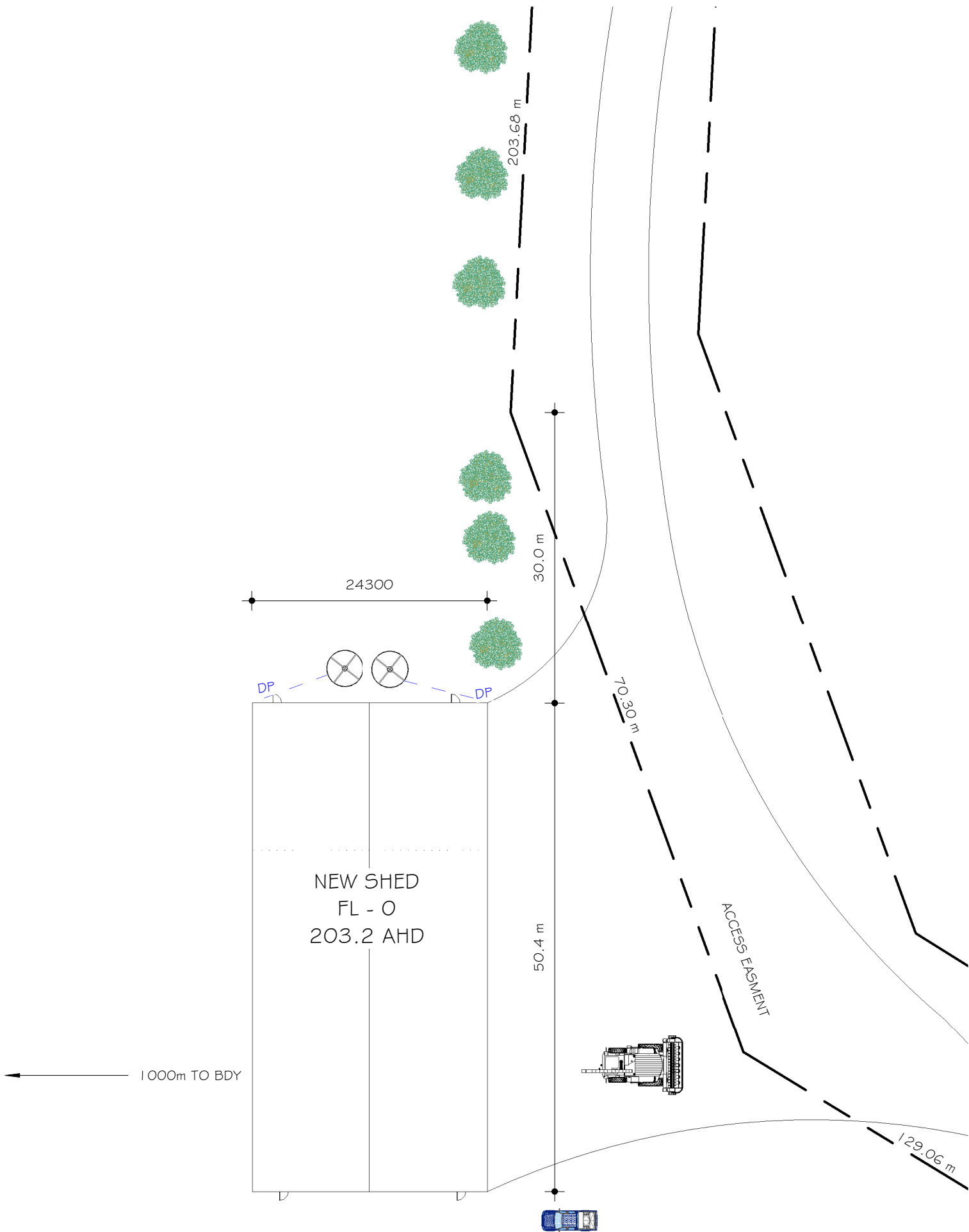
TITLE: NEW SHEDREV 2

DRAWING No A301 PROPOSAL3/11/2022






PETER GOODE
Eco Building & Design
GERALDTON W.A.



1 LOCATION PLAN
1 : 500



2	3/11/2022	ADD 10mtrs TO SOUTH END
1	31/8/2021	PRELIMINARY PLANS
Rev	Date	Revisions

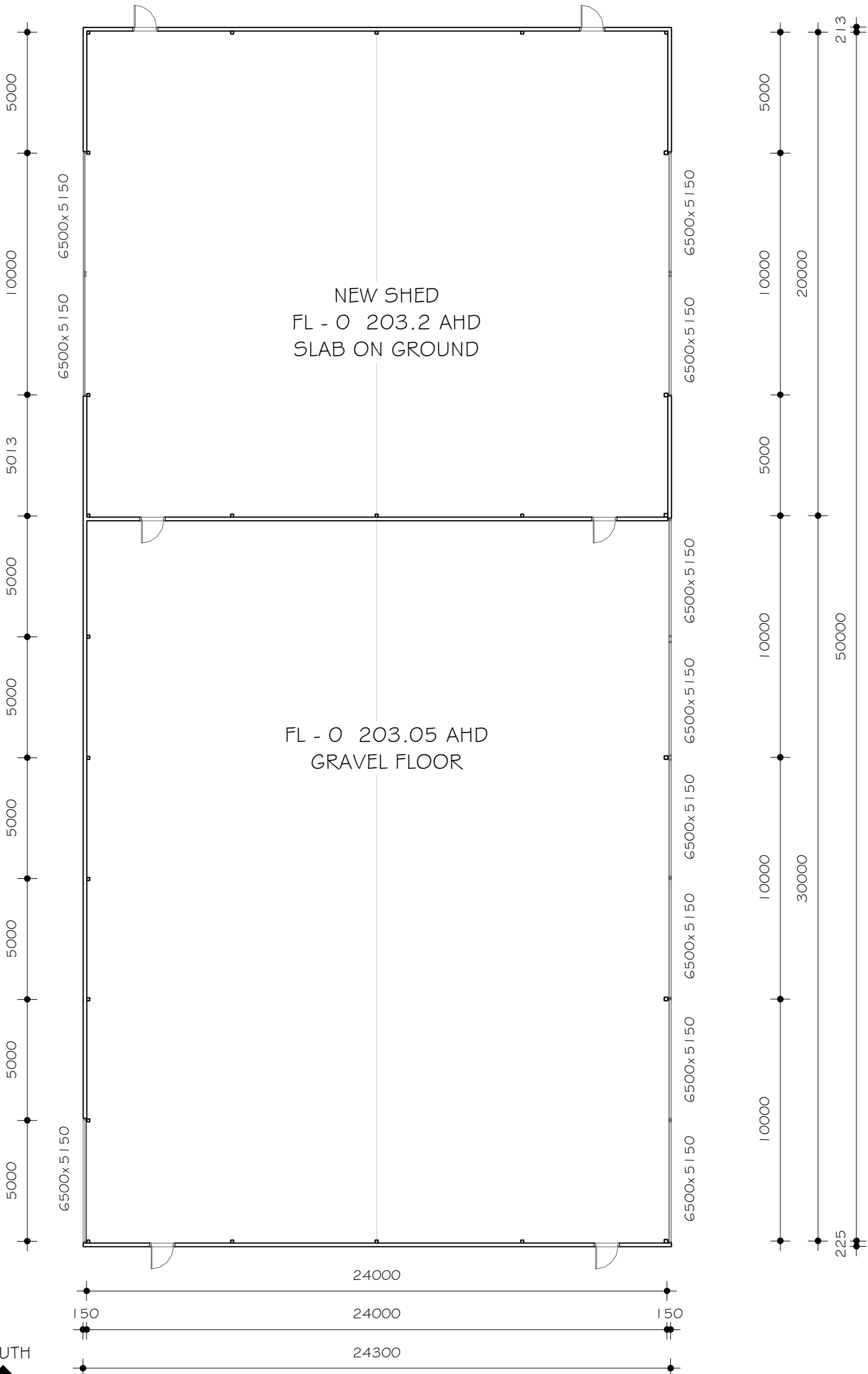
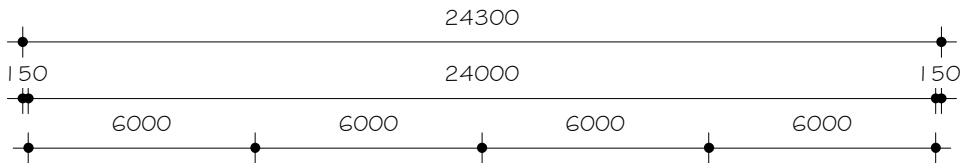


PETER GOODE
Eco Building & Design
GERALDTON W.A.

CLIENT: TB & JS Daly
LOT 306 - 698 Chapman Valley Road
Waggrakine, CHAPMAN VALLEY SHIRE

TITLE: NEW SHED
DRAWING No A303 LOCATION

REV 2
3/11/2022



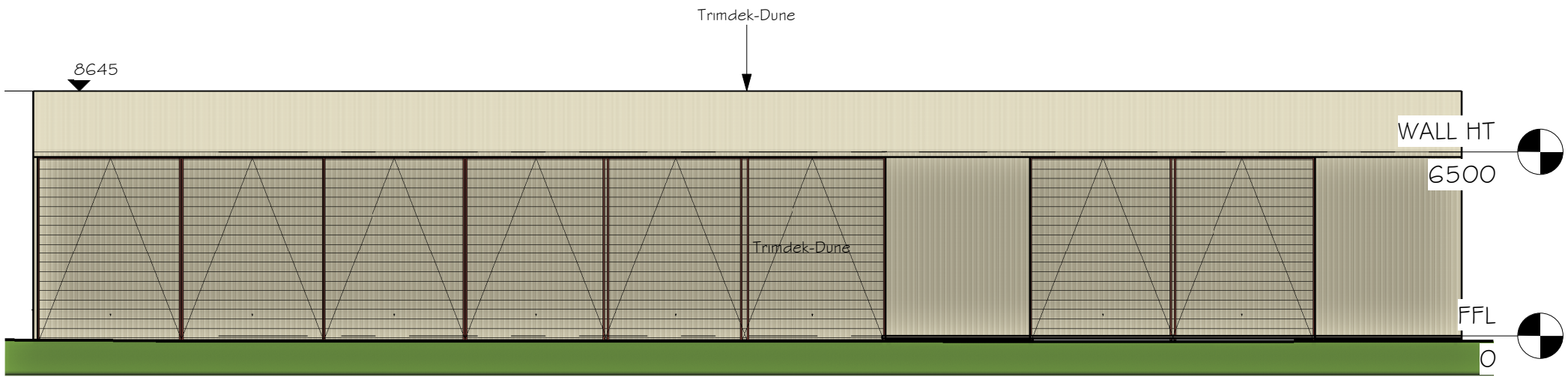
FL
1 : 200



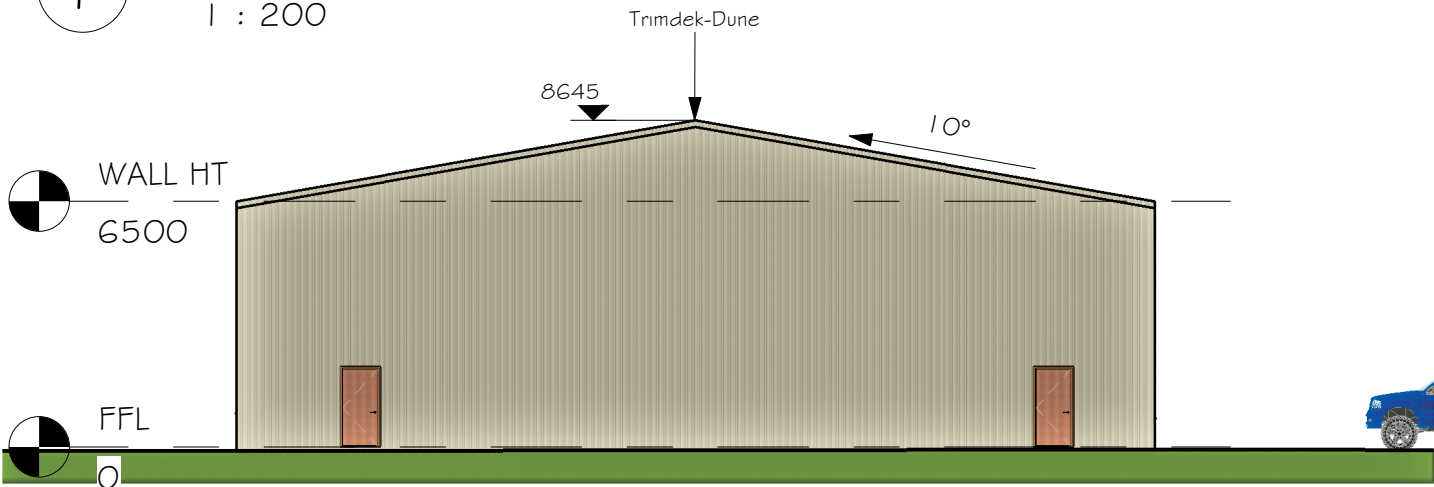
PETER GOODE
Eco Building & Design
GERALDTON W.A.

2	3/11/2022	ADD 10mtrs TO SOUTH END
1	31/8/2021	PRELIMINARY PLANS
Rev	Date	Revisions

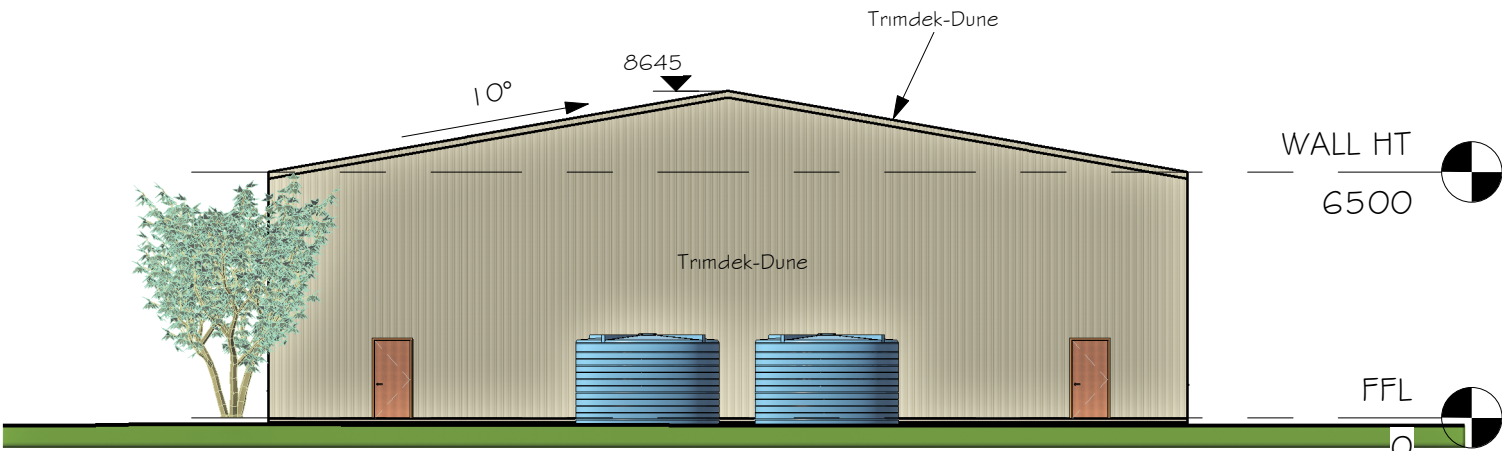
CLIENT: TB & JS Daly LOT 306 - 698 Chapman Valley Road Waggrakine, CHAPMAN VALLEY SHIRE	
TITLE: NEW SHED	REV 2
DRAWING No A304 FLOOR PLAN	3/11/2022



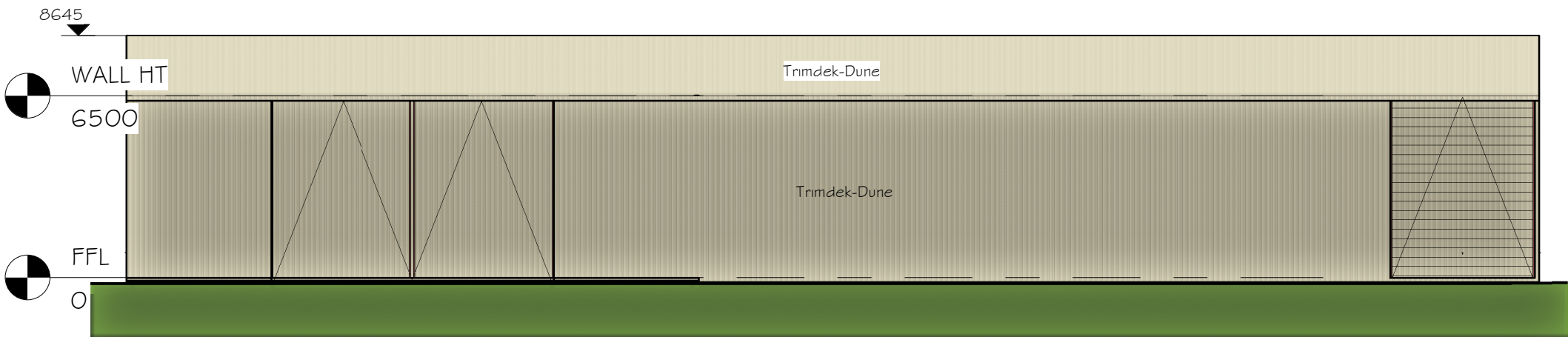
1 EAST
1 : 200



2 NORTH
1 : 200



3 SOUTH
1 : 200



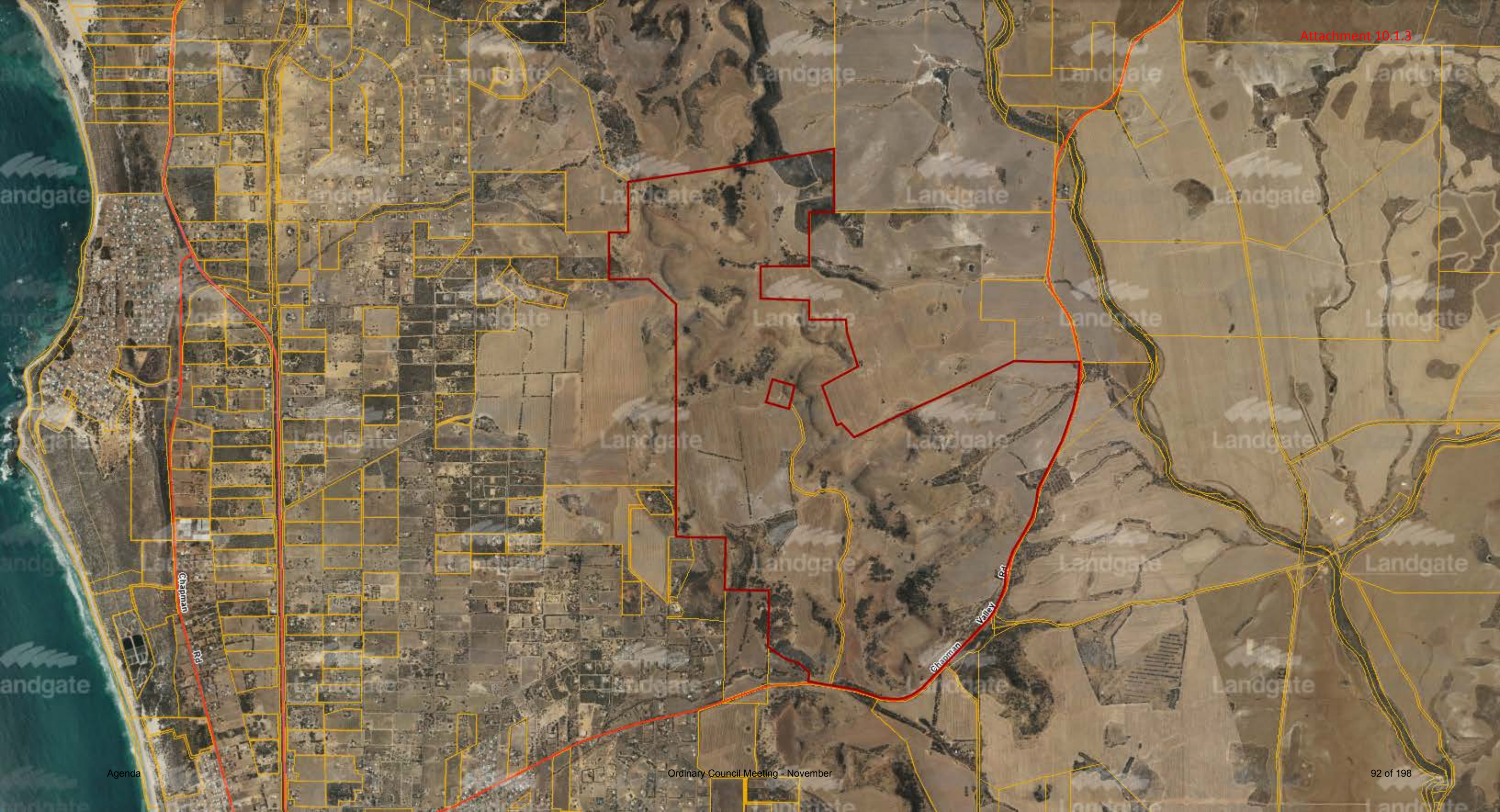
4 WEST
1 : 200



PETER GOODE
Eco Building & Design
GERALDTON W.A.

2	3/11/2022	ADD 10mtrs TO SOUTH END
1	31/8/2021	PRELIMINARY PLANS
Rev	Date	Revisions

CLIENT: TB & JS Daly LOT 306 - 698 Chapman Valley Road Waggrakine, CHAPMAN VALLEY SHIRE	REV 2
TITLE: NEW SHED	
DRAWING No A305 ELEVATIONS	3/11/2022





Agenda





Above: View looking north towards mast along access easement with proposed shed location to the left

Below: View looking west from proposed shed location, the line of trees is approximately 400m away, and the top of the edge of the western face is approximately 500m further beyond the line of trees





Above: View looking east from proposed shed location towards the top edge of the eastern face approximately 150m away

Below: View looking south from farm and mast access track alongside proposed shed location





Above: View looking south-west at proposed shed location, the top edge of the south-western face is approximately 450m away

Below: View looking south-east from proposed shed location to existing outbuilding





Above: View looking east from Cooper Street towards existing masts and proposed shed location

Below: View looking west from Chapman Valley Road towards existing masts and proposed shed location



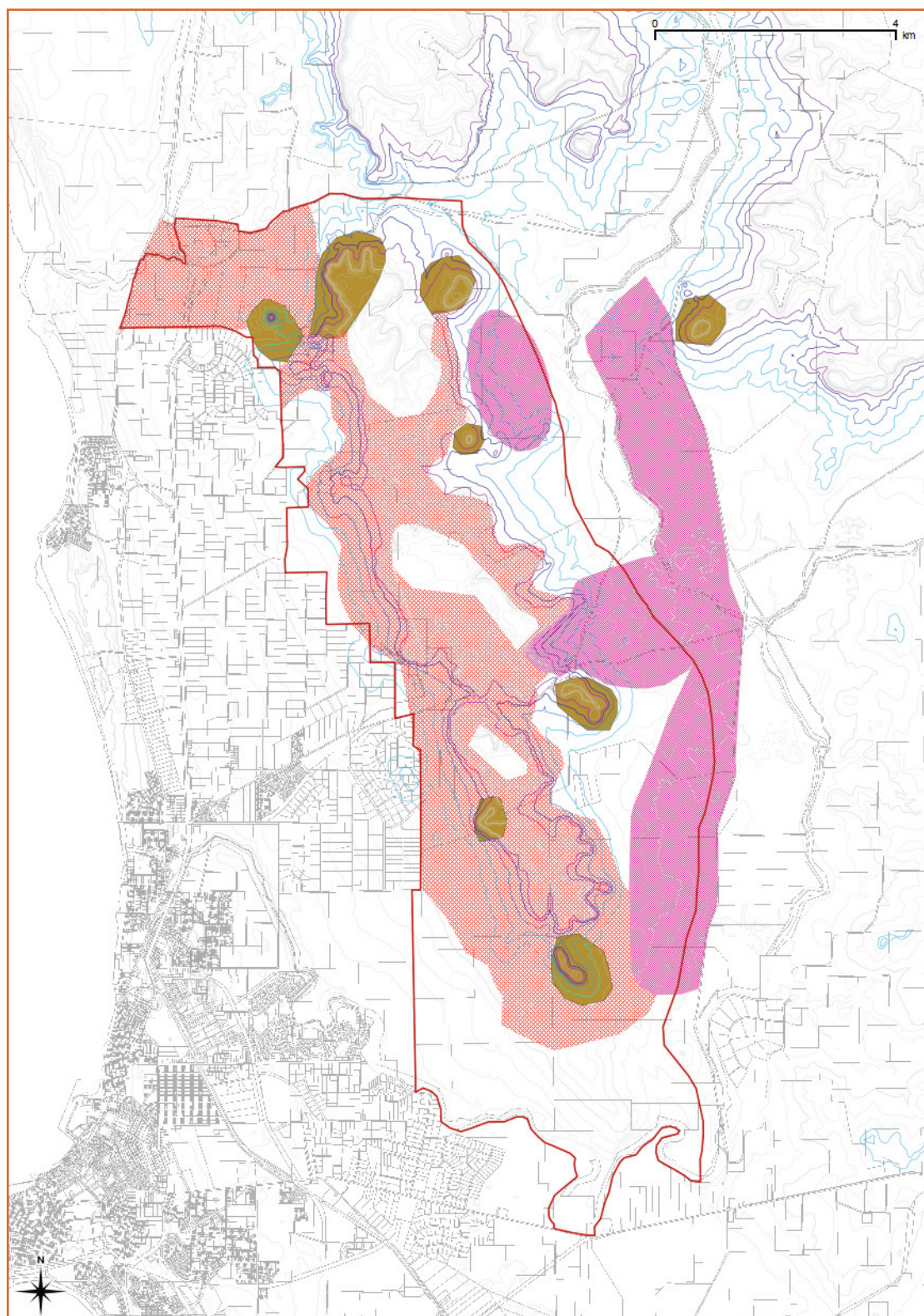


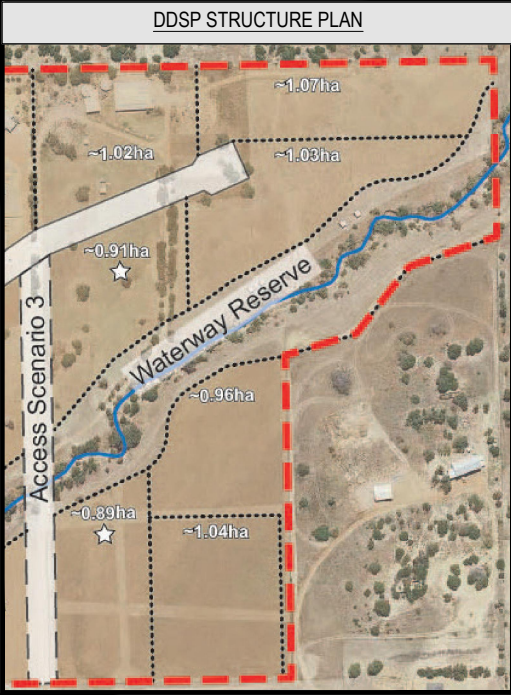
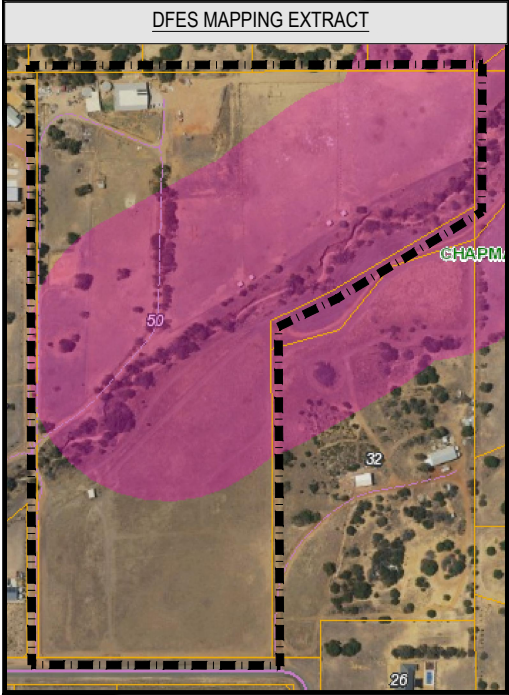
Figure 04.4

Image of visually important areas synthesised from information developed by the Department of Planning between 1998 - 2009

■ features of visual significance

■ visually sensitive areas

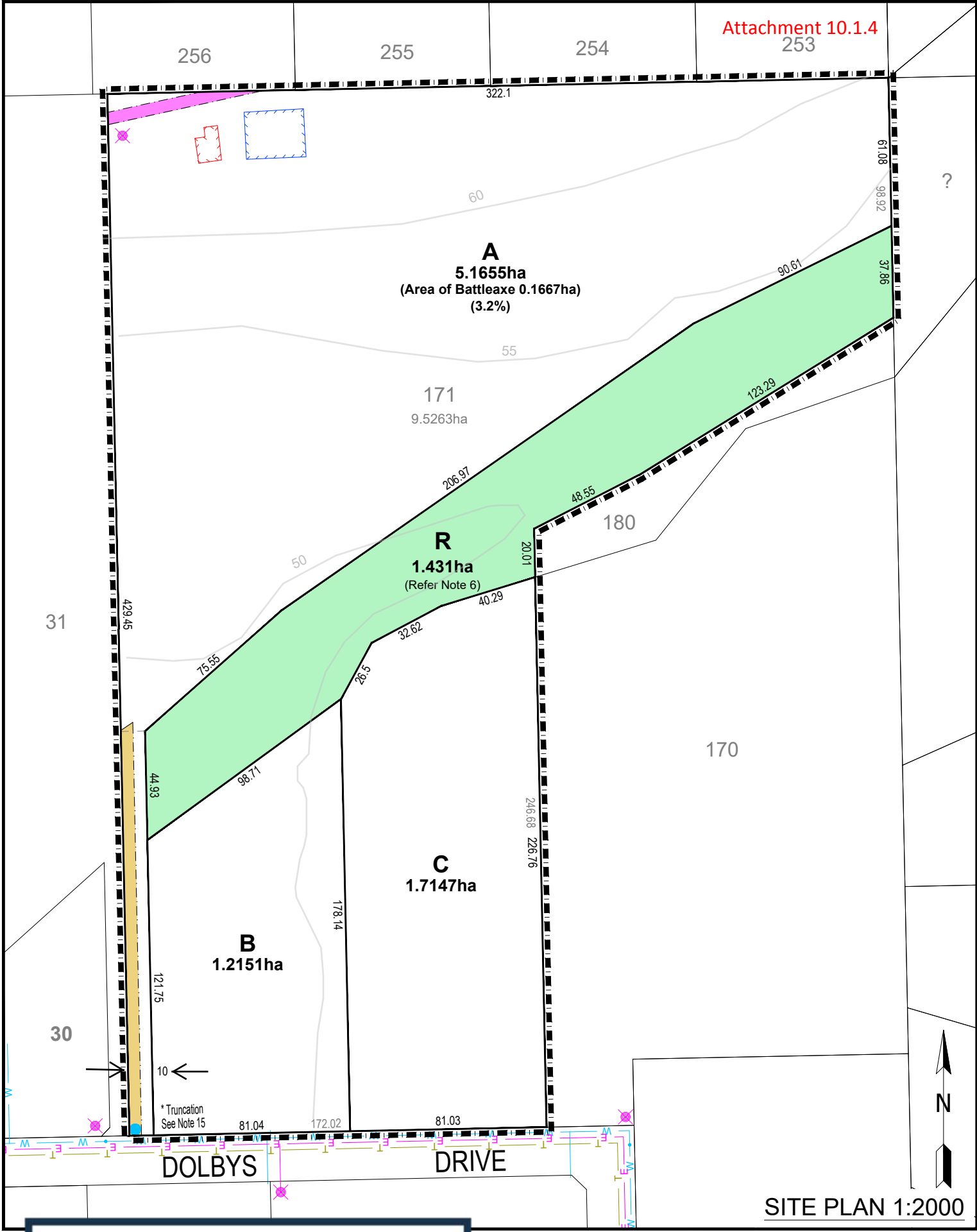
■ broad landscape features that should be preserved and enhanced



SUBDIVISION CALCULATIONS	
Gross Subdivisional Area	9.5260ha
Existing Lot Yield	1
Proposed Lot Yield	3 Lots
Minimum Lot Size	1.2151ha
Area of Foreshore Reserve	1.431ha
Area of Battleaxe Leg	0.1667ha
Shire Of Chapman Valley Local PLanning Scheme No2 Zoning	Rural Residential
Dolbys Drive Structure PPlan Minimum Lot Size	1ha

PROPOSED CADASTAL	EASEMENT (RIGHT OF CARRIAGEWAY) Refer Note 2
SUBJECT LAND BOUNDARY	
EXISTING BUILDING (To be Retained)	
EXISTING OUTBUILDING (To be Retained)	
FENCE	EASEMENT (ABOVE GROUND ELECTRIC) Refer Note 2
NBN ALIGNMENT	
U/G POWER ALIGNMENT	
WATER ALIGNMENT	PROPOSED FORESHORE RESERVE Refer Note 6
POWER DOME	
WATER METER	

- Notes:
- Subdivision in accordance with "Dolbys Drive Structure Plan (DDSP)".
 - Easement Burden as per DP25310 (Western Power Infrastructure and Right of Carriageway access)
 - Easement Benefit as per DP25310 (Right of carriageway access).
 - All service information as provided by relevant agencies.
 - Dimensions and areas are subject to lot pre-calculation and survey and may vary between this plan and Deposited Plan of Survey.
 - Final alignment and width foreshore reserve to be determined on site with DWER. The final alignment and area may vary at time final survey from that indicated on this plan**
 - Building position and setbacks from aerial photography only.
 - The plan is prepared for planning approval from the Western Australian Planning Commission and should not be used for any other purpose. No liability will be accepted where the plan is used for purposes other than that indicated, including marketing of the proposed lots.
 - This plan is prepared using information provided by Landgate. The data extracted from Geospatial Databases is intended for informational purposes only.
 - Lot identified as bushfire prone (Source: DFES Map of Bushfire Prone Areas, 2021). BAL Assessment attached.
 - Local Development Plan to detail proposed building envelope and bushfire management.
 - On-site effluent disposal.
 - Soil type: Moresby Ranges. Source: Shire of Chapman Valley.
 - Application to be read in conjunction with BBS Bushfire Assessment Report (BBS_22067v1).
 - Truncation to local government specifications at time of final survey and Deposited Plan preparation.



TITLE:
PROPOSED SUBDIVISION
LOT 171 ON DEPOSITED PLAN 25310
DOLBYS DRIVE, WAGGRAKINE

Agenda

* This plan remains the property of Landwest and must not be used for any purpose other than which it was prepared for, in relation to the land duly described, Landwest accepts no responsibility for any losses or damages caused to any person/s who may use the information for a purpose for which it was not intended.

CLIENT:
G & F NEIL

CERTIFICATE OF TITLE(S):
2507/449

DATE LAST MODIFIED:
11/10/2022

SCALE:
1:2000 @ A3

DEPARTMENT OF PLANNING, LANDS AND HERITAGE

DATE
18-Oct-2022

FILE
162927

Ordinary Council Meeting November

REV: DATE: DETAILS: BY: APPROVED:

APPROVED:

DESIGNED: GMB DRAWN: DW

PLAN: 102145-01



Our Ref: 22145

11 October 2022

Chief Executive Officer
Western Australian Planning Commission
Locked Bag 2506
PERTH WA 6001

Dear Sir/Madam

**PROPOSED SUBDIVISION LOT 171 ON DEPOSITED PLAN 25310 DOLBYS DRIVE,
WAGGRAKINE**

On behalf of the registered proprietor of the above lots, application is now made for the subdivision of the landholding. Please find enclosed:

1. Endorsed consent to apply.
2. Completed Form 1A checklist.
3. Landwest plan number 22145-01 dated 11/10/2022.
4. Certificate of Title 2507/449.
5. Mapping extract: Landform/Soil Type (source: Shire of Chapman Valley).
6. Pre-lodgement consultation local government.

Introduction

Landwest has been engaged to prepare and submit a subdivision application to the Western Australian Planning Commission (WAPC) for the above landholdings. The application demonstrates compliance with the statutory environment, including the Dolbys Drive Structure Plan (DDSP).

The Landholding

The landholding is located in the Waggrakine locality, north of Dolbys Drive.

1. Lot Area: 9.52ha
2. Lot Frontage to Dolbys Drive: 172m
3. Lot 171 contains a single dwelling/outbuilding.
4. Lots sit between 50m and 60m AHD: the lot is afforded significant City and ocean views from the northern section of the lot.

8 Anzac Terrace Geraldton WA 6531
Telephone: (08) 9965 0550 Email: info@landwest.net.au
ABN: 18 492 913 035



5. All services are available to the lot:
 - Reticulated water
 - Reticulated underground power
 - Telecommunications infrastructure.
6. Easements registered on title:
 - Easement burden:
 - Right of carriageway access in favour Lot 31 (ex-Lot 172) and Lot 173.
 - Western Power infrastructure
 - Easement benefit:
 - Right of carriageway access over adjoining Lot 30.
7. DFES Bushfire Mapping: bushfire prone (see inset on plan of subdivision). .
8. Soil Type: Moresby Range (yellow sandplain).
9. Lot contains remnant vegetation associated with the water course which traverse the lot (Dolbys Creek).
10. Adjoining landholdings: all developed for rural living lots including previous subdivision in accordance with DDSP.

Statutory Considerations:

1. Zoning: Shire of Chapman Valley Local Planning Scheme No 2 Rural Residential
2. Dolbys Drive Structure Plan (DDSP) applicable.
3. DDSP prescribed minimum lot size: 1ha
Structure plan delineates a future road network and the creation of an interconnected foreshore reserve for Dolbys Creek along its entirety from the local government boundary to the west, to David Road North, to the north east.

The Proposal:

1. Proposed Lot A:
 - 5.165ha.
 - Battle axe configuration.
 - Width of access leg: 10m. as basis for future road reserve as indicated on DDSP.
 - Area of battle axe leg: approximately 1667m² (inc in total lot area).
 - Western side of battleaxe boundary where it adjoins Dolbys Drive to be truncated to local government requirements at final survey stage.
 - Contains all existing development.
 - Maintains existing crossover and access across Dolbys Creek (shared access with adjoining landholdings). Local Government have not requested vesting of a road reserve at this time.
 - Proposed lot has underground power supply in north-west corner lot and existing dwelling connected.

8 Anzac Terrace Geraldton WA 6531
 Telephone: (08) 9965 0550 Email: info@landwest.net.au
 ABN: 18 492 913 035



- No change to Water Corporation service required: point of connection and all internal mains located wholly within proposed lot boundary.
- Existing habitable building located outside bushfire prone extent of proposed lot.



Figure 1 – existing battleaxe leg/shared access looking north from Dolbys Drive

2. Proposed Lot B:

- 1.2ha.
- Frontage 81m to Dobys Drive.
- Vacant.
- New service infrastructure points of connection required to be installed.
- Refer bushfire assessment appended to application for detail of classification and recommended building envelope position.
- Final lot area may be impacted on changes to the boundary of the proposed foreshore reserve (once determined on site – see note below).
- Final lot area may be impacted by truncation of western boundary where it adjoins Dolbys Drive at final survey stage.

8 Anzac Terrace Geraldton WA 6531
 Telephone: (08) 9965 0550 Email: info@landwest.net.au
 ABN: 18 492 913 035



Figure 2 – view north-east across proposed Lots B & C from Dolbys Drive

3. Proposed Lot C:
 - 1.7ha.
 - Frontage 81m to Dobys Drive.
 - Vacant.
 - New service infrastructure points of connection required to be installed.
 - Refer bushfire assessment appended to application for detail of classification and recommended building envelope position.
 - Final lot area may be impacted on changes to the boundary of the proposed foreshore reserve (once determined on site – see note below).
4. Proposed Foreshore Reserve:
 - Area of reserve approximately 1.43ha.
 - Proposed boundary and alignment of proposed foreshore reserve derived from the DDSP.
 - DWER unable to provide site inspection to inform to final alignment and area of the foreshore reserve at subdivision application stage. DWER requirements determined at final survey stage, where different to that indicated on the application plan.
 - As noted on subdivision plan, the final alignment and are of the foreshore reserve may vary, subject to DWER requirements/inspection.
 - Existing access arrangements across Dolbys Creek maintained in private ownership as required by the local government.

8 Anzac Terrace Geraldton WA 6531
 Telephone: (08) 9965 0550 Email: info@landwest.net.au
 ABN: 18 492 913 035



- Creation of this section of foreshore reserve will assist with realising the vision of an interconnected foreshore reserve from David Road North to the Shire's western boundary west near Dulchev Way (see Figure 3 below).

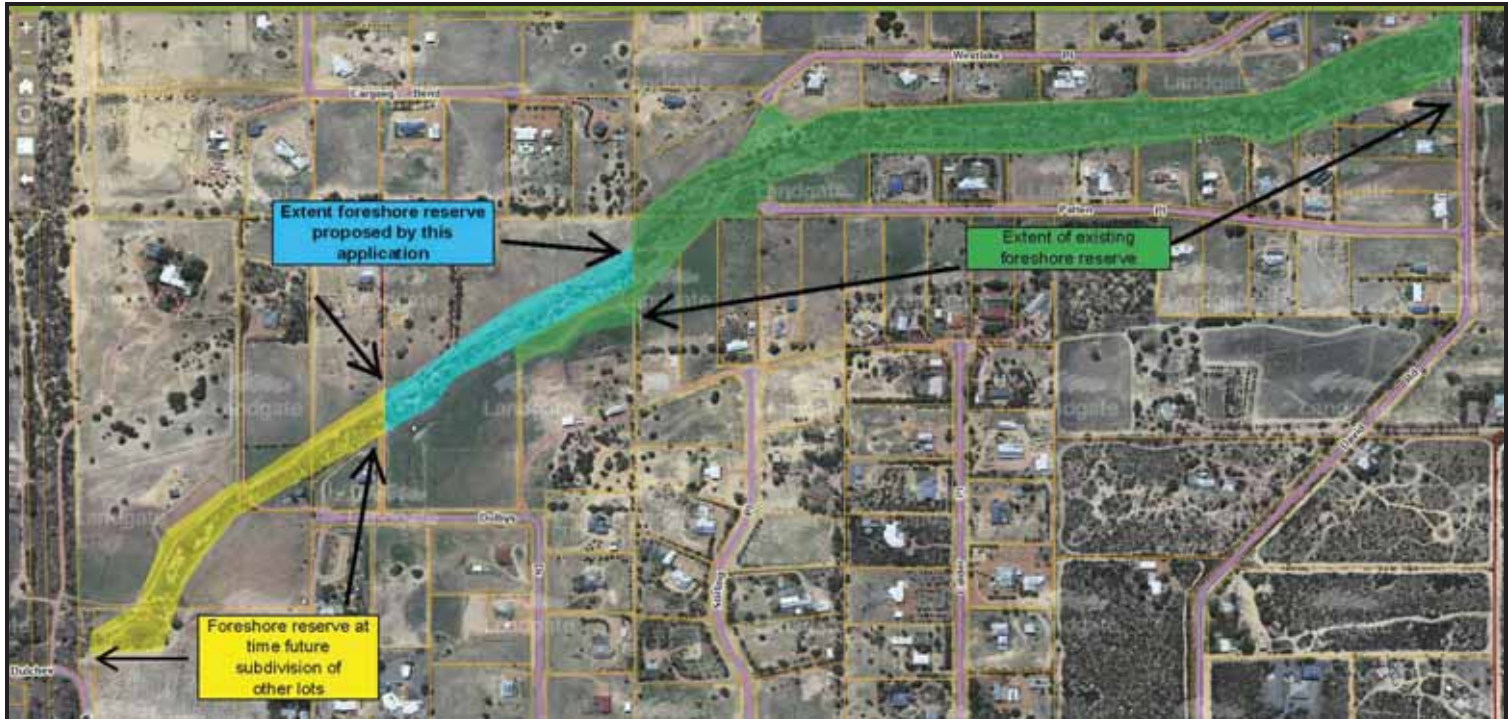


Figure 3 – extent of existing and proposed Dolbys Creek foreshore reserve



Figure 4 – existing shared access across Dolbys Creek – to remain in private ownership

8 Anzac Terrace Geraldton WA 6531
Telephone: (08) 9965 0550 Email: info@landwest.net.au
ABN: 18 492 913 035



Figure 5 – section of Dolbys Creek, April 2022.

5. Other:

- Existing development connected to on-site effluent disposal. Soil type and proposed lot size does not indicate secondary effluent treatment system will be required.
- Other structure plan implementation requirements as condition/s of subdivision including local development plan to address building envelope/s, fire management, foreshore management and vegetation protection.
- Contribution to local government for road upgrading requirements and maintenance Shire managed fire hydrants.
- Notifications on title/s as required: existence of bushfire assessment; inundation risk to battleaxe leg which may impact access; no sewerage service.

Conclusion:

The proposal is consistent with the strategic direction envisioned for the landholding via zoning and the endorsed locality structure plan. The proposal will assist with staged implementation of the Dolbys Drive structure plan with the vesting of a further significant section of the Dolbys Creek foreshore reserve. The proposal does not compromise the structure plan from full implementation.

We look forward to your determination in due course. Please do not hesitate to contact our office with any further queries regarding this application.

8 Anzac Terrace Geraldton WA 6531
 Telephone: (08) 9965 0550 Email: info@landwest.net.au
 ABN: 18 492 913 035

Bushfire management plan/Statement addressing the Bushfire Protection Criteria coversheet

Attachment 15.1.4

Site address:

Site visit: Yes ☒ No ☐

Date of site visit (if applicable): Day Month Year

Report author:

WA BPAD accreditation level (please circle):

Not accredited ☐ Level 1 BAL assessor ☐ Level 2 practitioner ☒ Level 3 practitioner ☐

If accredited please provide the following.

BPAD accreditation number: Accreditation expiry: Month Year

Bushfire management plan version number:

Bushfire management plan date: Day Month Year

Client/business name:

	Yes	No
Has the BAL been calculated by a method other than method 1 as outlined in AS3959 (tick no if AS3959 method 1 has been used to calculate the BAL)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Have any of the bushfire protection criteria elements been addressed through the use of a performance principle (tick no if only acceptable solutions have been used to address all of the bushfire protection criteria elements)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Is the proposal any of the following (see [SPP 3.7 for definitions](#))?

	Yes	No
Unavoidable development (in BAL-40 or BAL-FZ)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Strategic planning proposal (including rezoning applications)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Minor development (in BAL-40 or BAL-FZ)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
High risk land-use	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Vulnerable land-use	<input type="checkbox"/>	<input checked="" type="checkbox"/>

None of the above ☐

Note: Only if one (or more) of the above answers in the tables is yes should the decision maker (e.g. local government or the WAPC) refer the proposal to DFES for comment.

Why has it been given one of the above listed classifications (E.g. Considered vulnerable land-use as the development is for accommodation of the elderly, etc.)?

The information provided within this bushfire management plan to the best of my knowledge is true and correct:

Signature of report author
Agenda



Ordinary Council Meeting - November

Date

107 of 198

Bushfire Consulting Bushfire Assessment

BBS_22067 v1

Attachment 10.1.4



Barron Building Surveying

PO Box 610 Dongara WA 6525

0476 000 842

chadwick@bbswa.com.au

www.bbswa.com.au

Property Address

Lot 171 Dolbys Drive, Waggrakine

Client

Garry Neil



Contents

A. Disclaimer and Limitation	3
B. Scope of Assessment	3
C. Assessment Methods/Processes	3
D. Executive Conclusion	4
E. Acknowledgement by Stakeholder/Owners	4
1. Proposal Details	5
1.1 Site Location	5
2. Bushfire Assessment Results	6
2.1 Assessment Inputs.....	6
2.2 Bushfire Assessment Outputs	9
3. Identification of Bushfire Hazard Issues	14
4. Assessment against Bushfire Protection Criteria.....	14
5. Additional Management Strategies	19
6. Responsibilities for Implementation and Management of the Bushfire Measures.....	21

List of Tables

Table 1 Hazard Level Table	9
Table 2 Bushfire Attack Level Output on Proposed Development – BAL	10
Table 3 SPP3.7 Solution Compliance Table.....	14

List of Figures

Figure 1 Site Location	5
Figure 2 DFES Mapping Screen Shot (June 2022)	5
Figure 3 Bushfire Vegetation Classification (A3 Page)	7
Figure 4 Photo Location Map	8
Figure 5 Bushfire Hazard Level Map (A3 Page).....	12
Figure 6 Bushfire Hazard Level Map Building Envelopes (A3 Page).....	13
Figure 7 Recommended Building Envelope Areas Map (A3 Page)	20

List of Appendices

Appendix 1 Bushfire Consulting Photographic Data

Appendix 2 State Planning Policy SPP3.7 Guidelines for Planning in Bushfire Prone Areas V1.4, Schedule 1

Appendix 3 Landwest Plan 22145-01 – 20/05/2022

A. Disclaimer and Limitation

This assessment has been completed in accordance with *AS 3959* and *WA State Planning Policy SPP3.7* for the sole purpose of calculating the potential Bushfire Hazard to the proposed subdivision of allotment for residential use.

A fire event is in most cases, unpredictable and can be influenced by many factors. Some of these factors include, but are not limited to, temperature, wind speed, wind direction, humidity, the slope of the land, vegetation fuel load, growth, planting or the level of implementation and maintenance of fire prevention measures and the construction of additional structures upon the property that are not included as part of this assessment. If you are concerned or notice that factors have changed, a review of this management or assessment should be undertaken.

As permitted by the law and to its greatest extent, Barron Building Surveying (Chadwick Barron) and its associated employees exclude all liability whatsoever for: damage, loss, injury, death or claim to any property and/or person caused by a fire regardless of how that fire was caused and errors and/or omissions in this report with the client expressly acknowledging that such exclusion of liability is reasonable in all circumstances.

This assessment, recommendation and development of Bushfire Management Statement (BMS) does not in any way certify that the proposed structure(s) have been constructed in accordance with the assessed BAL rating. In providing this report as part of a development application or building license the client and landowner acknowledges that they understand, approve and will comply with all requirements to maintain the separation distances detailed in this report. Furthermore, the client/landowner acknowledges and accepts all responsibility in maintaining the required Asset Protection Zone.

This report is valid for 12 months only from the date of issue and supersedes all previous assessment if not noted otherwise.

B. Scope of Assessment

Assessment for the proposed subdivision of allotment on land at Lot 171 Dolbys Drive, Waggrakine which is located within the Bushfire Prone Area as predefined by the *Department of Fire and Emergency Services Bushfire Prone Areas*. The scope of this document is to address the Bushfire Protection Criteria for compliance with *State Planning Policy SPP3.7 Clause 6.2* and to provide a Bushfire Management Statement (BMS) for proposed development. Consideration shall be taken as far as possible to address the Shire of Chapman Valley Scheme.

This Bushfire Management Statement has been prepared by Barron Building Surveying in accordance with the scope of services set out in the contract, or as otherwise agreed, between the clients. In some circumstances, a range of factors such as time, budget, access and/or site disturbance constraints may have limited the scope of services. This report is strictly limited to the matters stated in it and is not to be read as extending, by implication, to any other matter in connection with the matters addressed in the assessment method below.

C. Assessment Methods/Processes

Method of assessment is to determine the type of classifiable vegetation that may increase bushfire risk to the proposed development area. This will be undertaken by using method one assessment as per *AS 3959* and comprise of an assessment against the *State Planning Policy SPP3.7 Clause 6.2* as an acceptable solution. This will be determined using all reference documents and liaising with the owner of the property and other consultants as required.

D. Executive Conclusion

The proposed development achieves an acceptable solution, by implementation of the proposed management strategies. The management strategies are reducing the overall bushfire risk to proposed buildings and the surrounding community. The seating locations of the recommended building envelopes on the allotment reduces the impact to the development and provides a good balance between both potential risk and land use. Essentially this provides a good effective land use are for a subdivision of allotment that the landowner can manage. This will be achieved by the install of an Asset Protection Zone and the building location being seated away from the extreme bushfire risk.

E. Acknowledgement by Stakeholder/Owners

As the Stakeholders for which this Bushfire Management Statement has addressed and has been assessed, We/I understand the proposed development and confirm and agree with the executive conclusion, outputs, and management strategies of this Bushfire Management Statement. I shall comply with this report, and I am aware and understand the requirements set out within this Bushfire Management Statement and must ensure it is fulfilled in its entirety.

STAKEHOLDER/OWNER NAME	OWNER POSTAL ADDRESS	SIGNATURE(S)	DATE
Gary Neil	50 Dolbys Drive Waggrakine		
Fiona Neil	50 Dolbys Drive Waggrakine		

CERTIFICATION / PBAD ACCREDITED PRACTITIONER DETAILS

Chadwick Barron – Barron Building Surveying
 Building Surveying Contractor (Level 2) BSC Reg 93
 Bushfire Planning and Design Accreditation Scheme (Level 2) BPAD 36543

Signature & Date 30/06/2022

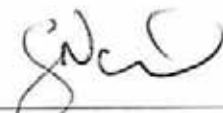



12. EXECUTIVE CONCLUSION

The proposed development achieves an acceptable solution, by implementation of the proposed management strategies. The management strategies are reducing the overall bushfire risk to proposed buildings and the surrounding community. The seating locations of the recommended building envelopes on the allotment reduces the impact to the development and provides a good balance between both potential risk and land use. Essentially this provides a good effective land use for a subdivision of allotment that the landowner can manage. This will be achieved by the install of an Asset Protection Zone and the building location being seated away from the extreme bushfire risk.

E. Acknowledgement by Stakeholder/Owners

I, As the Stakeholders for which this Bushfire Management Statement has addressed and has been assessed, We/I understand the proposed development and confirm and agree with the executive conclusion, outputs, and management strategies of this Bushfire Management Statement. I shall comply with this report, and I am aware and understand the requirements set out within this Bushfire Management Statement and must ensure it is fulfilled in its entirety.

STAKEHOLDER/OWNER NAME	OWNER POSTAL ADDRESS	SIGNATURE(S)	DATE
Garv Neil	50 Dolbys Drive Waggrakine		13/07/22
Fiona Neil	50 Dolbys Drive Waggrakine		13/07/22

CERTIFICATION / PBAD ACCREDITED PRACTITIONER DETAILS

Chadwick Barron – Barron Building Surveying
Building Surveying Contractor (Level 2) BSC Reg 93
Bushfire Planning and Design Accreditation Scheme (Level 2) BPAD 36543

Signature & Date 30/06/2022




Chadwick Barron

Digitally signed by Chadwick
Barron
DN: C=AU,
E=chadwick@bbswa.com.au,
O=Barron Building Surveying,
CN=Chadwick Barron
Reason: I am approving this
document
Date: 2022.07.27 13:34:35+08'00'

1. Proposal Details

PROPERTY DESCRIPTION	
Address of Development	Lot 171 Dolbys Drive, Waggrakine
Local Government Area	Shire of Chapman Valley
Proposal	Subdivision of existing allotment.
Town Planning Scheme	Scheme 3

1.1 Site Location



Figure 1 Site Location

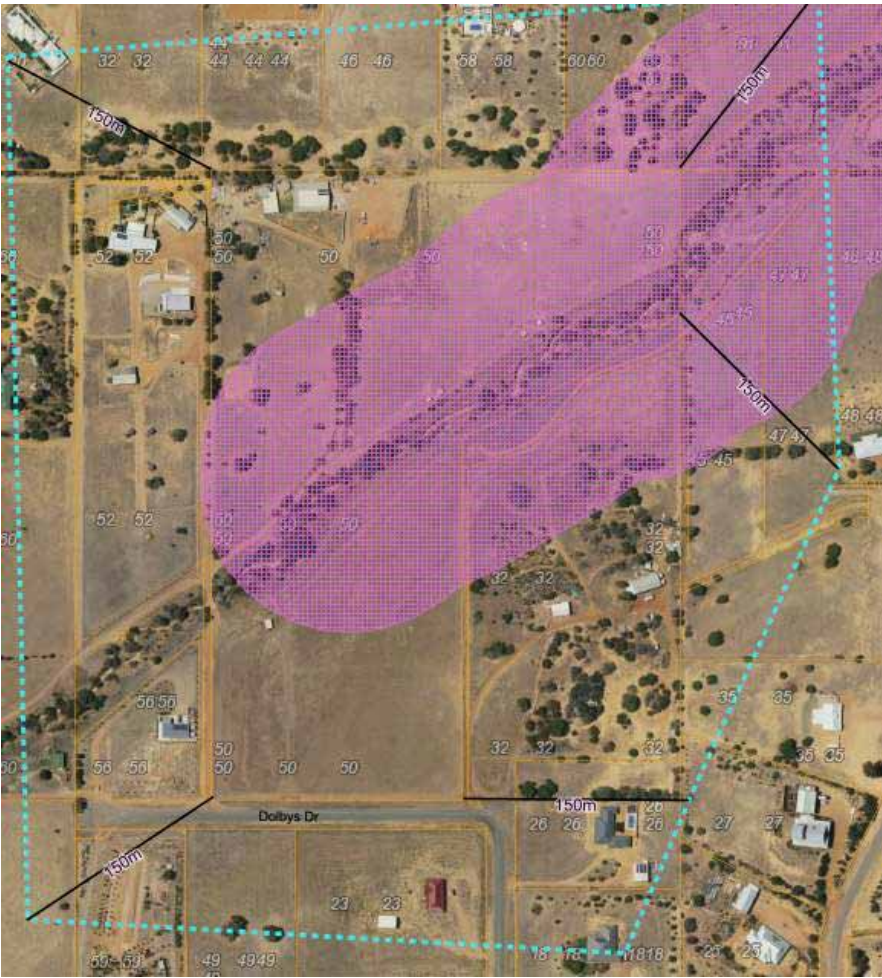


Figure 2 DFES Mapping Screen Shot (June 2022)

2. Bushfire Assessment Results

2.1 Assessment Inputs

Site plots plan, *Figure 3 Bushfire Vegetation Classification (A3 Page)* shows all classifiable vegetation within 150m of the allotment boundaries also shows all exclusions considered under *AS 3959 Clause 2.2.3.2*. The inputs are to identify the vegetation classification and hazard for justification for the proposed development. Onsite assessment and data collection has taken place and clarifies the results in *Table 1 Hazard Level Table* and *Table 2 Bushfire Attack Level Output on Proposed Development – BAL*.

Topography

The allotment is located on a coastal plain vegetation. The allotment has some slightly higher points and has mixed of slopes that effect the bushfire risk. The classification of the site would be deemed to be located where there is Non-Shielded, Terrain 3, and Topographic T2.5 as per *AS 4055*.

Vegetation Classification Assessment

All vegetation within 150m of the site/proposed development was classified in accordance with *AS 3959 Clause 2.2.3.1*, *Department of Planning Visual Guide for Bushfire Risk Assessment* and the *Fire and Emergency Services Authority Visual Fuel Load Guide*. Each distinguishable type of vegetation has been plotted with the potential to determine the Bushfire Attack Level and Bushfire Hazard Level is identified. Refer to *Figure 3 Bushfire Vegetation Classification (A3 Page)*.

Lot 171 Dolbys Drive Vegetation



Figure 3 Bushfire Vegetation Classification (A3 Page)

Lot 171 Dolbys Drive Photo Location



Map Printed from FireMaps on Wed Jun 29 13:31:21 AWST 2022

Figure 4 Photo Location Map

2.2 Bushfire Assessment Outputs

The potential bushfire impact to the site/proposed development from each of the identified vegetation plots is as per Figure 3 Bushfire Vegetation Classification (A3 Page). The fire danger index for this site has been determined in accordance with *AS 3959 Table 2.1 (FDI 80)*. The potential bushfire impact to the allotment from each of the identified vegetation plots are referred in *Table 1 Hazard Level Table* and show in *Figure 5 Bushfire Hazard Level Map (A3 Page)*. A Bushfire Contour Map has been produced to show the impact on the building and allotment area, refer to *Figure 7 Recommended Building Envelope Areas Map (A3 Page)*.

Table 1 Hazard Level Table

HAZARD LEVEL TABLE			
Vegetation Plot	Vegetation Classification	Effective Slope Under Classified Vegetation	Hazard Level
1	Class D Scrub	All upslopes and flat land (0 degrees)	Extreme
2	Excludable – Clause 2.2.3.2(f)	All upslopes and flat land (0 degrees)	Moderate
3	Excludable – Clause 2.2.3.2(f)	All upslopes and flat land (0 degrees)	Moderate
4	Class G Grassland	All upslopes and flat land (0 degrees)	Moderate
5	Class G Grassland	Downslope >0 to 5 degrees	Moderate
6	Class G Grassland	All upslopes and flat land (0 degrees)	Moderate
7	Excludable – Clause 2.2.3.2(f)	All upslopes and flat land (0 degrees)	Moderate
8	Class D Scrub	All upslopes and flat land (0 degrees)	Extreme
9	Class G Grassland	All upslopes and flat land (0 degrees)	Moderate
10	Excludable – Clause 2.2.3.2(f)	All upslopes and flat land (0 degrees)	Moderate
11	Excludable – Clause 2.2.3.2(e)	All upslopes and flat land (0 degrees)	Moderate
12	Class G Grassland	All upslopes and flat land (0 degrees)	Moderate
13	Class G Grassland	All upslopes and flat land (0 degrees)	Moderate
14	Excludable – Clause 2.2.3.2(f)	All upslopes and flat land (0 degrees)	Moderate
15	Excludable – Clause 2.2.3.2(f)	All upslopes and flat land (0 degrees)	Moderate
16	Class D Scrub	All upslopes and flat land (0 degrees)	Extreme
17	Excludable – Clause 2.2.3.2(f)	All upslopes and flat land (0 degrees)	Moderate
18	Class G Grassland	All upslopes and flat land (0 degrees)	Moderate
19	Class G Grassland	All upslopes and flat land (0 degrees)	Moderate

Table 2 Bushfire Attack Level Output on Proposed Development – BAL

Vegetation Plot	Photo Numbers	Vegetation Classification	Effective Slope	Lot A Existing Building	Lot B Building Envelope	Lot C Building Envelope
1	1 – 3 -20	Class D Scrub - Open scrub D-14 Shrubs greater than 2 m high: 10%–30% foliage cover with a mixed species composition. Excludable - 2.2.3.2(f) Low Threat Vegetation	All upslopes and flat land (0 degrees)			
2	20 -30	Managed Land areas with residential low threat vegetation, including buildings and roadways. Excludable - 2.2.3.2(f) Low Threat Vegetation	All upslopes and flat land (0 degrees)			
3	2 -25 -24	Managed Land areas with residential low threat vegetation, including buildings and roadways. Class G Grassland – Spare open tussock G-24	All upslopes and flat land (0 degrees)	N/A	N/A	N/A
4	2 -34 -35	All forms including situations with shrubs and trees, if the overstorey foliage cover is less than 10%. Includes pasture and cropland. Class G Grassland – Low open shrubland G-19	All upslopes and flat land (0 degrees)			
5	8 -10 -13	All forms including situations with shrubs and trees, if the overstorey foliage cover is less than 10%. Includes pasture and cropland.	Downslope >0 to 5 degrees	Buildings not located with the Bushfire Prone Area. Existing Buildings.	Separation to Plot 5 25m to building envelope and 10m APZ install BAL 12.5	Separation to Plot 5 96m to building envelope and 10m APZ install BAL Low
6	28	Class G Grassland – Low open shrubland G-19 All forms including situations with shrubs and trees, if the overstorey foliage cover is less than 10%. Includes pasture and cropland.	All upslopes and flat land (0 degrees)		Hazard Level Moderate	Hazard Level Moderate
7	28	Excludable - 2.2.3.2(f) Low Threat Vegetation Managed Land areas with residential low threat vegetation, including buildings and roadways.	All upslopes and flat land (0 degrees)			
8	28 -29	Class D Scrub - Closed scrub (Tall heaths) D-13 Shrubs greater than 2 m high: <30% foliage cover with a mixed species composition. Class G Grassland – Low open shrubland G-19	All upslopes and flat land (0 degrees)	N/A	N/A Plots not adjacent to building envelope	N/A Plots not adjacent to building envelope
9	28 -32	All forms including situations with shrubs and trees, if the overstorey foliage cover is less than 10%. Includes pasture and cropland. Grassy area with some isolated scrub. Excludable - 2.2.3.2(f) Low Threat Vegetation	All upslopes and flat land (0 degrees)			
10	29 -32	Managed Land areas with residential low threat vegetation, including buildings and roadways. Excludable - 2.2.3.2(e) Non Vegetated Areas	All upslopes and flat land (0 degrees)			
11	15 -32 -16		All upslopes and flat land (0 degrees)			

Lot 171 Dolbys Drive Hazard

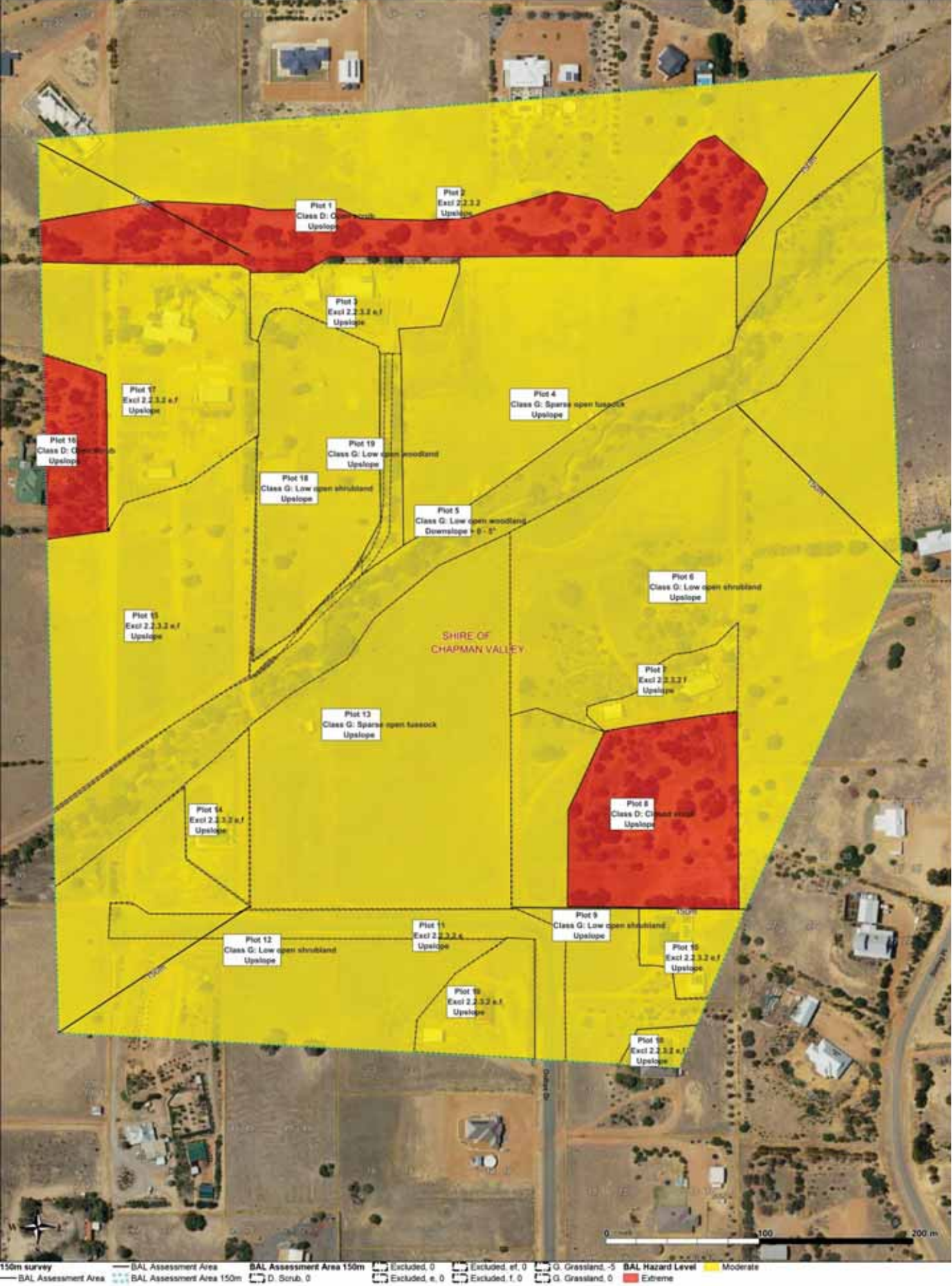
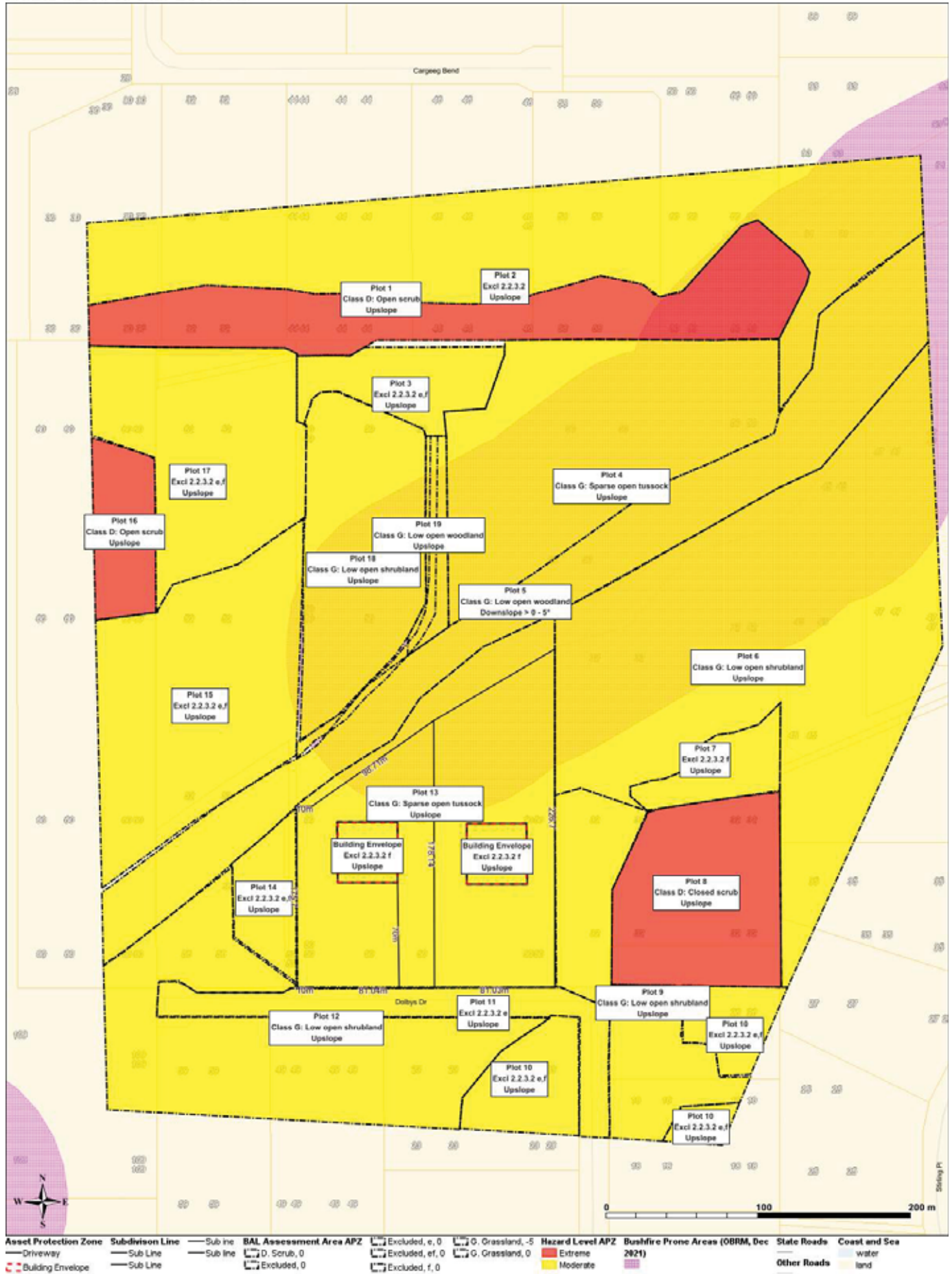


Figure 5 Bushfire Hazard Level Map (A3 Page)

Hazard Level Sub Division



Map Printed from FireMaps on Thu Jun 30 13:00:54 AWST 2022

Figure 6 Bushfire Hazard Level Map Building Envelopes (A3 Page)

3. Identification of Bushfire Hazard Issues

The proposed development is located adjacent to creek line that maybe hard to manage the vegetation within. The main access to the existing dwelling is by a over bridge crossing.

4. Assessment against Bushfire Protection Criteria

Objectives

- Avoid any increase in the threat of bushfire to people, property and infrastructure.
- Reduce vulnerability to bushfire.
- Ensure that all level of planning documents consider bushfire protection requirements and include specified bushfire protection measures.
- Achieve an appropriate balance between bushfire risk management measures and other environmental issues.

Table 3 SPP3.7 Solution Compliance Table is based on the *State Planning Policy SPP3.7 Guidelines for Planning in Bushfire Prone Areas Version 1.4 Appendix 4, Bushfire Protection Criteria*. The details for the acceptable solution of the *State Planning Policy SPP3.7*, are commented on and show how the development is addressing the bushfire risk.

Table 3 SPP3.7 Solution Compliance Table

ELEMENT 1: LOCATION	
PERFORMANCE PRINCIPLE	PROPOSED ACCEPTABLE SOLUTIONS
P1	A1.1 Development location
STATEMENT OF COMPLIANCE	
The subdivision is proposed over an area that has a partial bushfire prone area. The allotment vegetation has been assessed and mapped as per Figure 3 Bushfire Vegetation Classification (A3 Page). The proposed new B and C allotments will have partial bushfire prone area to rear of the allotments. On assessment of the vegetation the recommended building envelope area will be located with a BAL Moderate Level and will be able to achieve a BAL 29. Refer to Figure 7 Recommended Building Envelope Areas Map (A3 Page)	
ELEMENT 2: SITING AND DESIGN OF DEVELOPMENT	
PERFORMANCE PRINCIPLE	PROPOSED ACCEPTABLE SOLUTIONS
P2	A2.1 Asset Protection Zone (APZ)
STATEMENT OF COMPLIANCE	
The recommend building envelopes will not be located within a bushfire prone area. The objective principle has been determined to apply and APZ area of no less than 10m to the external part of the building within the recommended building envelope. The principle is that the building envelopes are located far enough away for vegetation plot 5 (reserve) being the bushfire risk and surrounding predominate vegetation will be most likely be grassland. Refer to Figure 7 Recommended Building Envelope Areas Map (A3 Page). The Bushfire Assessment has included the schedule 1 of the guidelines to ensure the building envelope are managed accordingly.	


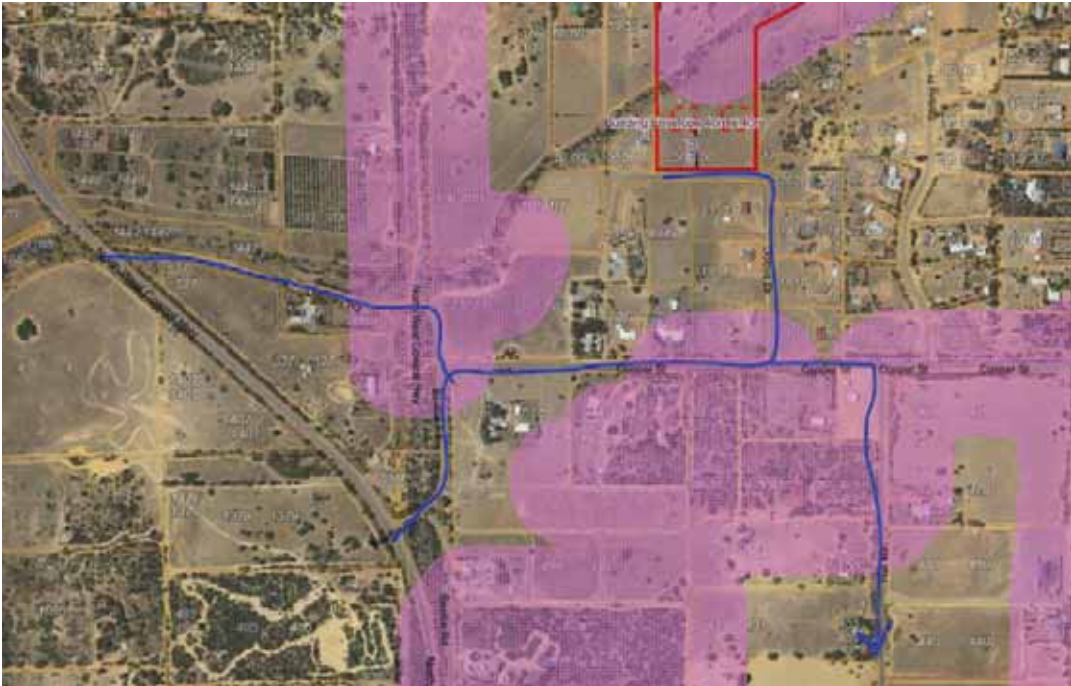
ELEMENT 3: VEHICULAR ACCESS	
PERFORMANCE PRINCIPLE	PROPOSED ACCEPTABLE SOLUTIONS
P3i	A3.1 Public roads
STATEMENT OF COMPLIANCE	
The existing roadway network complies.	






Dolbys Drive



Cooper intersection.

PERFORMANCE PRINCIPLE	PROPOSED ACCEPTABLE SOLUTIONS
P3i	A3.2a Multiple access routes
STATEMENT OF COMPLIANCE	
<p>The existing roadway network will provide access to existing road Copper Street intersection that leads to North West Coastal Highway which can be travelled North or South to a safe destination. Travelling by Dolbys Drive to Copper Street is more than 200m but Dolbys Drive is not located within and bushfire prone area and is within and residential built-out area. The path of travel to North West Coastal Highway is through areas with BAL low ratings too.</p>	
	
	
PERFORMANCE PRINCIPLE	PROPOSED ACCEPTABLE SOLUTIONS
P3i	A3.2b Emergency access way
STATEMENT OF COMPLIANCE	
None proposed.	
N/A	

PERFORMANCE PRINCIPLE P3i	PROPOSED ACCEPTABLE SOLUTIONS A3.3 Through-roads
STATEMENT OF COMPLIANCE	
No new road proposed roads the existing road meets 3.2a	
 <p>56 Dolbys Dr, Waggrakine WA 6530, Australia</p> <p>269°W (T) -28.671791, 114.633362 ±4 m ▲ 22 m</p> <p>Barron Building Surveyin</p>	
Turn around end of Dolbys Drive.	
PERFORMANCE PRINCIPLE P3ii	PROPOSED ACCEPTABLE SOLUTIONS A3.4a Perimeter roads
STATEMENT OF COMPLIANCE	
None propsoed	
PERFORMANCE PRINCIPLE P3iii	PROPOSED ACCEPTABLE SOLUTIONS A3.4b Fire service access route
STATEMENT OF COMPLIANCE	
Existing allotment within and existing land development area being land locked. None proposed.	
PERFORMANCE PRINCIPLE P3iv	PROPOSED ACCEPTABLE SOLUTIONS A3.5 Battle-axe access legs
STATEMENT OF COMPLIANCE	
The proposed allotment layout creates a battle-axe leg. The proposed Lot A, the existing building area is not located with a bushfire prone area. The Battle-axe leg will be solely used for Lot A.	
PERFORMANCE PRINCIPLE P3iv	PROPOSED ACCEPTABLE SOLUTIONS A3.6 Private driveways
STATEMENT OF COMPLIANCE	
The proposed new building envelopes are not located with a Bushfire prone area. The existing Lot A has existing internal access paths that comply.	
	

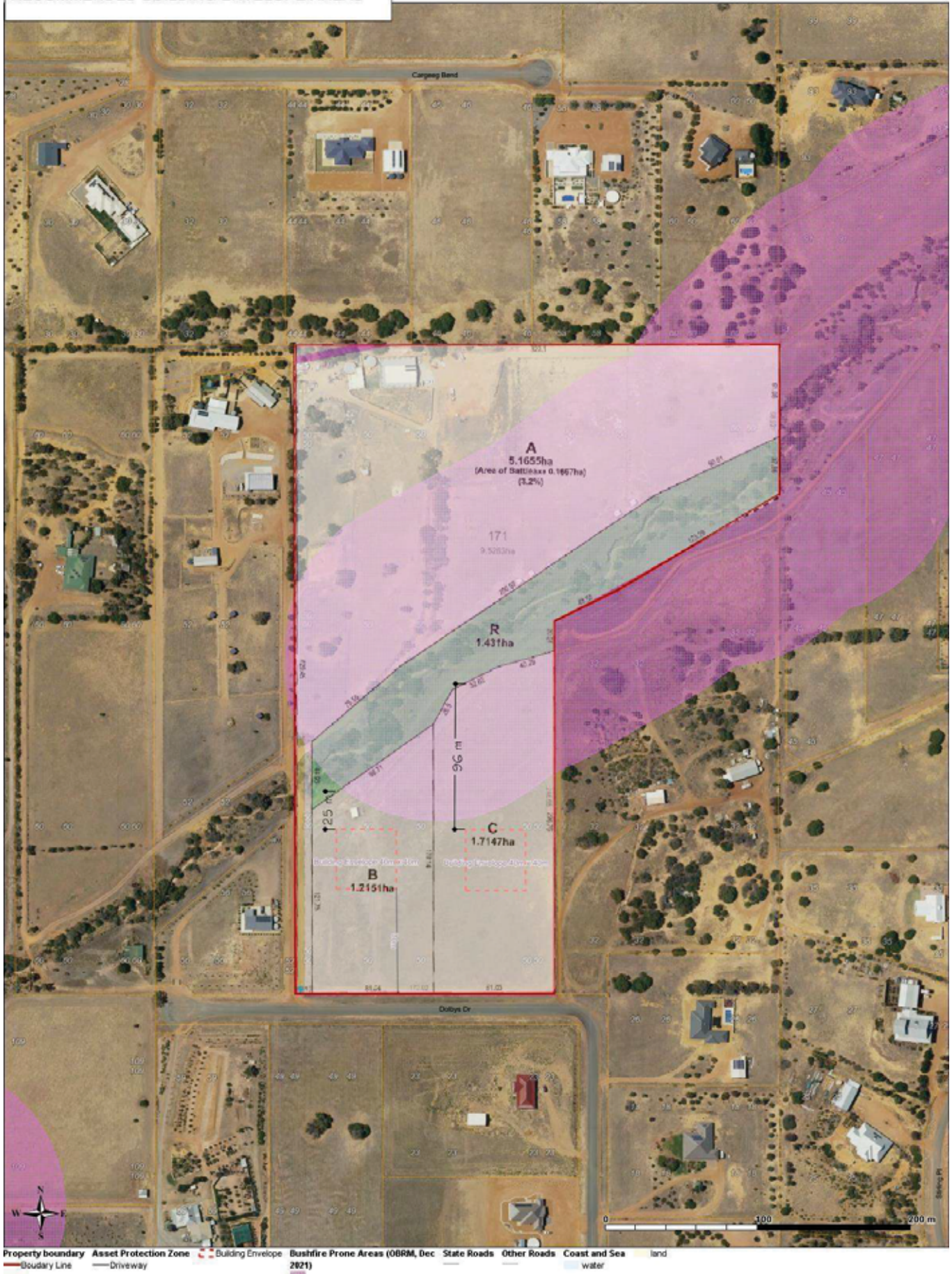
Lot A Building area.	
ELEMENT 4: WATER	
PERFORMANCE PRINCIPLE	PROPOSED ACCEPTABLE SOLUTIONS
	A4.1 Identification of future water supply
STATEMENT OF COMPLIANCE	
Existing street hydrant serviced to the area. Complies.	
PERFORMANCE PRINCIPLE	PROPOSED ACCEPTABLE SOLUTIONS
P4	A4.2 Provision of water for firefighting purposes
STATEMENT OF COMPLIANCE	
The Dolbys Drive is serviced by Street Hydrants. (Blue Marking) (DFES mapping Service)	
	
	
Coopers Street.	

5. Additional Management Strategies

The proposed development has been designed to include management strategies that are acceptable under the *State Planning Policy SPP3.7 Guidelines for Planning in Bushfire Prone Areas Version 1.4*.

1. Ensure owners listed as having responsibility under this Bushfire Management Assessment have endorsed it and provided future owners on transfers of land a complete copy of the current Bushfire Management Assessment for their information.
2. All new buildings that the landowner/proponent has responsibility for, are designed and constructed in full compliance with the requirements of the *WA Building Act 2011* and the referenced *Building Code of Australia (BCA)*, and with any identified additional requirements of the relevant local government. For any Class 1, 2, or 3 buildings and associated Class 10a buildings or decks, this will include compliance with *AS 3959 Construction of Buildings in Bushfire Prone Areas (2018 as amended)* and/or for Class 1 buildings, the *National Association of Steel Housing – (NASH) Standard – Steel Framed Construction in Bushfire Prone Areas*, whereby construction standards corresponding to the assessed BAL will be applied.
3. Lodge a Section 70A (Transfer of Land Act 1893) notification on the certificate(s) of title of the proposed lot(s). Notice of this notification is to be included on the diagram or plan of survey (deposited plan). The notification is to state 'The lot(s) is/are in a bushfire prone area and (if applicable) are subject to a Bushfire Management Statement'. This shall alert the purchasers of land and successors in title of their responsibilities (*SPP3.7 s6.10 and 'Guidelines' s4.6.4 and s5.3.2*).
4. Asset Protection Zone to be installed within Building Envelopes on Lot B and C to a minimum of 10m to the external wall/part of a building. Must be managed as per *State Planning Policy SPP3.7 Guidelines for Planning in Bushfire Prone Areas V1.4, Schedule 1* (refer to *Appendix 2*).
5. If vegetation planting is to take place within the Building Envelopes, it shall be installed to meet the requirements of *State Planning Policy SPP3.7* (refer to *Appendix 2*).
6. Any classified vegetation that has directly contributed to the determined BAL rating must be managed such as to not change that vegetation to a higher risk classification.

RECOMMENDED BUILDING ENVELOPE AREAS



6. Responsibilities for Implementation and Management of the Bushfire Measures

This section relates to the responsibilities of the developers(s), landowner(s) and local government with regards to the initial implementation and ongoing maintenance of the required actions.

LANDOWNER / DEVELOPER – PRIOR TO SALE OR OCCUPANCY	
No.	Implementation Action
1	Lodge a Section 70A (Transfer of Land Act 1893) notification on the certificate(s) of title of the proposed lot(s). Notice of this notification is to be included on the diagram or plan of survey (deposited plan). The notification is to state 'The lot(s) is/are located in a bushfire prone area and (if applicable) are subject to a Bushfire Management Statement'. This shall alert the purchasers of land and successors in title of their responsibilities (<i>SPP3.7 s6.10 and 'Guidelines' s4.6.4 and s5.3.2</i>).
2	Implementation of the Asset Protection Zone (APZ) and always maintained.
LANDOWNER/OCCUPIER – ONGOING MANAGEMENT	
No.	Management Action
1	Comply with the relevant local government annual firebreak notice issued under <i>s33 of the Bush Fires Act 1954</i> .
2	Maintain vehicular access routes within the lot to the required surface condition and clearances.
3	Asset Protection Zone (APZ) always maintained.
Local Government Recommendation Conditions	
1	Due regard to be taken for the recommend building envelopes as per Figure 7 Recommended Building Envelope Areas Map (A3 Page).

Bushfire Consulting Photographic Appendix 1

22067 v1

Attachment 10.1.4



Barron Building Surveying

PO Box 610 Dongara WA 6525

0476 000 842

chadwick@bbswa.com.au

www.bbswa.com.au

Property Address

Lot 171 Dolbys Drive Warrakine



This photographic evidence is supplied in support of the Bushfire Assessment BMP 22067. Each photo has been taken to identify the vegetation type and slope under the classifiable vegetation plots that are referred to in each photo heading or ID numbers.

Contents

1 - Plot 2	1
2 - Plot 4	1
3 - Plot 2	1
4 - Plot 2	1
5 - Plot 3	1
6 - Plot 6	1
7 - Plot 8	1
8 - Plot 5	1
9 - Plot 8	1
10 - Plot 5	1
12 - Plot 13 & 12	1
13 - Plot 5	1
14 - Plot 13	1
15 - Plot 11	1
16 - Plot 11	1
17 - Plot 14	1
18 - Plot 14	1
19 - Plot 14	1
20 - Plot 1	1
21 - Plot 8 Aerial	1
22 - Plot 13 & 10	1
23 - Plot 3	1
24 - Plot 6 & 3	1
25 - Plot 3	1
26 - Plot 8	1
27 - Plot 12	1
28 - Plot 7 & 8	1
29 - Plot 10 & 11	1
30 - Plot 2	1
31 - Plot 11	1
32 - Plot 10 & 11	1
33 - Plot 1 & 2 & 16	1
34 - Plot 5 & 13	1

35 - Plot 4 & 5 & 6	1
1 - Plot 2	4
2 - Plot 4	4
3 - Plot 2	5
4 - Plot 2	5
5 - Plot 3	6
6 - Plot 19	6
7 - Plot 8	7
8 - Plot 5	7
9 - Plot 4	8
10 - Plot 5	8
12 - Plot 13 & 12	9
13 - Plot 5	9
14 - Plot 13	10
15 - Plot 11	10
16 - Plot 11	11
17 - Plot 15	11
18 - Plot 15	12
19 - Plot 15	12
20 - Plot 1	13
21 - Plot 8 Aerial	13
22 - Plot 13 & 10	14
23 - Plot 3	15
24 - Plot 18 & 19	16
25 - Plot 3	17
26 - Plot 15 - 18	18
27 - Plot 12	19
28 - Plot 7 & 8	20
29 - Plot 10 & 11	21
30 - Plot 2	22
31 - Plot 11	23
32 - Plot 10 & 11	24
33 - Plot 1 & 2 & 16	25
34 - Plot 5 & 13	26
35 - Plot 4 & 5 & 6	27



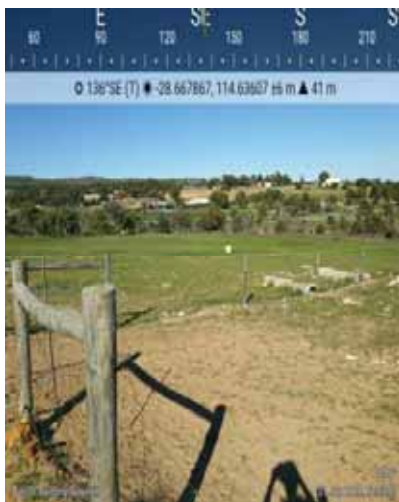
1 - Plot 2

Date: 2022:06:01 14:42:29

Latitude: -28.667838, Longitude: 114.636073, Direction: 41 degrees

Comments:

Open Scrub - Trees and scrub 2m to 4m high, less than 30% foilage to area.



2 - Plot 4

Date: 2022:06:01 14:43:53

Latitude: -28.667868, Longitude: 114.63607, Direction: 134 degrees

Comments:

Grassland, Low snow pasture and open tussock



3 - Plot 2

Date: 2022:06:01 14:44:26

Latitude: -28.667829, Longitude: 114.63583, Direction: 27 degrees

Comments:

Open Scrub, Trees 2m to 4m with open understory, walk through.



4 - Plot 2

Date: 2022:06:01 14:45:46

Latitude: -28.667928, Longitude: 114.635071, Direction: 289 degrees

Comments:

Open Scrub



5 - Plot 3

Date: 2022:06:01 14:46:13

Latitude: -28.668354, Longitude: 114.634871, Direction: 303 degrees

Comments:

Excluded area, driveway and residential land use area, managed vegetation to low threat.



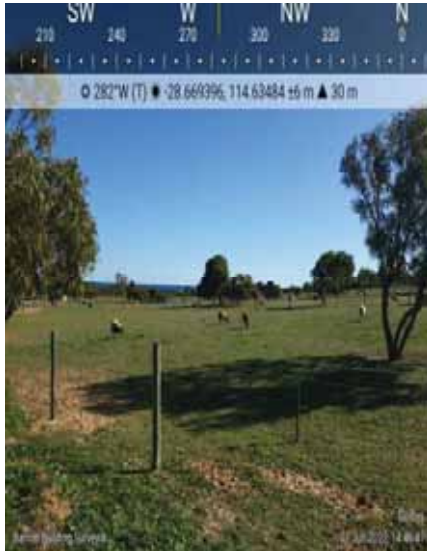
6 - Plot 19

Date: 2022:06:01 14:46:32

Latitude: -28.668975, Longitude: 114.634855, Direction: 186 degrees

Comments:

Grassland - Low Open Woodland. driveway area with line of trees, grassy understory.



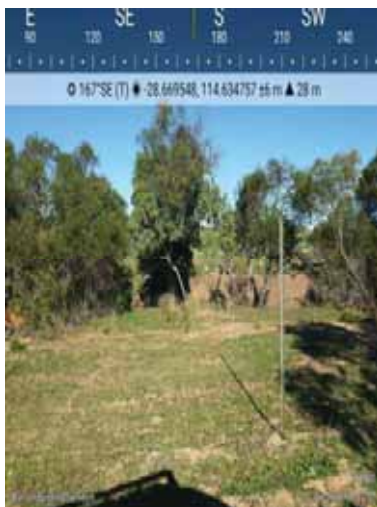
7 - Plot 8

Date: 2022:06:01 14:46:47

Latitude: -28.669396, Longitude: 114.63484, Direction: 278 degrees

Comments:

Grassland Low Open Shrubland area, grassy grassed area.



8 - Plot 5

Date: 2022:06:01 14:47:02

Latitude: -28.669548, Longitude: 114.634757, Direction: 162 degrees

Comments:

Grassland Low Open Woodland area. Creek line with isolated trees and grassy understory.



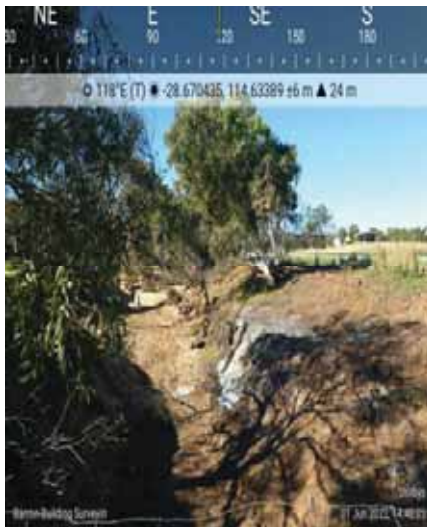
9 - Plot 4

Date: 2022:06:01 14:47:43

Latitude: -28.670202, Longitude: 114.633998, Direction: 357 degrees

Comments:

Low Open Shrubland



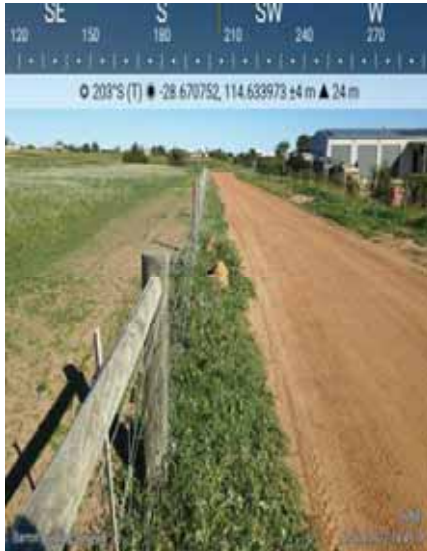
10 - Plot 5

Date: 2022:06:01 14:48:05

Latitude: -28.670435, Longitude: 114.63389, Direction: 119 degrees

Comments:

Grassland - Low Open woodland area, creek line.



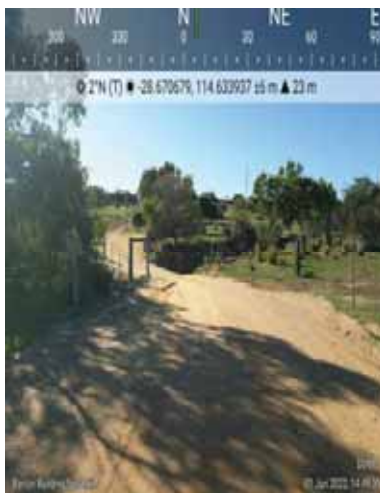
12 - Plot 13 & 12

Date: 2022:06:01 14:49:18

Latitude: -28.670752, Longitude: 114.633973, Direction: 201 degrees

Comments:

Plot 13 Grassland Plot 12 managed land area residential land.



13 - Plot 5

Date: 2022:06:01 14:49:31

Latitude: -28.670679, Longitude: 114.633937, Direction: 0 degrees

Comments:

Access way to allotment.



14 - Plot 13

Date: 2022:06:01 14:50:46

Latitude: -28.671777, Longitude: 114.634512, Direction: 342 degrees

Comments:

Grassland - Spares open tussock grassy.



15 - Plot 11

Date: 2022:06:01 14:51:06

Latitude: -28.671781, Longitude: 114.634387, Direction: 270 degrees

Comments:

Excluded Roadway.



16 - Plot 11

Date: 2022:06:01 14:51:34

Latitude: -28.671791, Longitude: 114.633362, Direction: 262 degrees

Comments:

Excluded Roadway area.



17 - Plot 15

Date: 2022:06:01 14:53:19

Latitude: -28.670237, Longitude: 114.633898, Direction: 314 degrees

Comments:

Excluded area, managed land area, Horse stable.



18 - Plot 15

Date: 2022:06:01 14:53:40

Latitude: -28.669642, Longitude: 114.633927, Direction: 249 degrees

Comments:

Excluded managed land area, horse stable and open grass area.



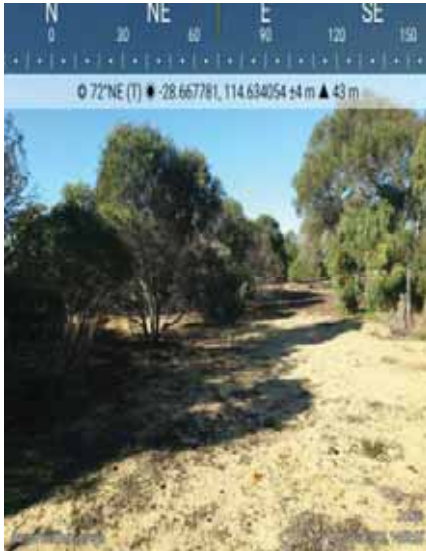
19 - Plot 15

Date: 2022:06:01 14:54:00

Latitude: -28.669266, Longitude: 114.633938, Direction: 276 degrees

Comments:

Excluded area, managed to low threat vegetation.



20 - Plot 1

Date: 2022:06:01 14:55:55

Latitude: -28.667781, Longitude: 114.634054, Direction: 69 degrees

Comments:

Open Scrub Area, trees wiht little under story and open walk through.



21 - Plot 8 Aerial

Date: 2022:06:01 14:34:54

Latitude: -28.669758, Longitude: 114.634284, Direction: 200 degrees

Comments:

Grassland - Low open shrubland



22 - Plot 13 & 10

Date: 2022:06:01 14:24:28

Latitude: -28.670308, Longitude: 114.635149, Direction: 180 degrees

Comments:

Plot 13 Grassland and Plot 13 over the road excluded.



23 - Plot 3

Date: 2022:06:01 14:37:03

Latitude: -28.667944, Longitude: 114.634707, Direction: 0 degrees

Comments:

Aerial view down, Plot 3 excluded area and plot 1 open scrub area.



24 - Plot 18 & 19

Date: 2022:06:01 14:30:43

Latitude: -28.668892, Longitude: 114.634579, Direction: 0 degrees

Comments:

Plot 6 grassland open woodland and Plot 3 excluded area.



25 - Plot 3

Date: 2022:06:01 14:35:43

Latitude: -28.668203, Longitude: 114.634872, Direction: 290 degrees

Comments:

Excluded area managed land area to low threat vegetation.



26 - Plot 15 - 18

Date: 2022:06:01 14:26:05

Latitude: -28.670839, Longitude: 114.634365, Direction: 355 degrees

Comments:

Aerial view



27 - Plot 12

Date: 2022:06:01 14:34:54

Latitude: -28.669758, Longitude: 114.634284, Direction: 200 degrees

Comments:

Excluded land area managed to low threat vegetation. Also plot 14



28 - Plot 7 & 8

Date: 2022:06:01 14:24:34

Latitude: -28.670086, Longitude: 114.635162, Direction: 140 degrees

Comments:

Plot 7 Excluded area Plot 8 Open Scrub area.



29 - Plot 10 & 11

Date: 2022:06:01 14:25:07

Latitude: -28.671422, Longitude: 114.635185, Direction: 150 degrees

Comments:

Excluded areas - roadways and residential land use. Plot 9 to the left side low open shrubland.



30 - Plot 2

Date: 2022:06:01 14:20:25

Latitude: -28.668002, Longitude: 114.634594, Direction: 0 degrees

Comments:

Excluded area, managed land to low threat vegetation.



31 - Plot 11

Date: 2022:06:01 14:25:20

Latitude: -28.671419, Longitude: 114.635193, Direction: 230 degrees

Comments:

Grassland low open shrubland.



32 - Plot 10 & 11

Date: 2022:06:01 14:25:12

Latitude: -28.671463, Longitude: 114.634947, Direction: 140 degrees

Comments:

Excluded and lo open shrubland.



33 - Plot 1 & 2 & 16

Date: 2022:06:01 14:36:16

Latitude: -28.668327, Longitude: 114.634369, Direction: 300 degrees

Comments:

Plot 1 Open scrub Plot 2 Excluded Plot 16 excluded.



34 - Plot 5 & 13

Date: 2022:06:01 14:34:04

Latitude: -28.668971, Longitude: 114.635682, Direction: 210 degrees

Comments:

Grassland area with creek line in middle.



35 - Plot 4 & 5 & 6

Date: 2022:06:01 14:27:07

Latitude: -28.669552, Longitude: 114.634752, Direction: 60 degrees

Comments:

Plot 4 & 6 Grassland and Plot 5 creek line Low open Woodland.



ELEMENT 2: SITING AND DESIGN OF DEVELOPMENT

EXPLANATORY NOTES

Fine fuel load should be maintained to less than two tonnes per hectare, however this is often a subjective assessment. Reducing fuel load levels does not necessarily require the removal of existing vegetation. A combination of methods can be utilised to reduce fuel load such as raking, weed removal, pruning, mulching and/or the removal of plant material.

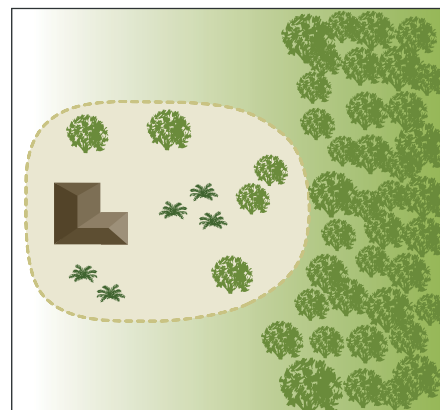
A simple method to estimate fuel load is to roughly equate one tonne of fuel load per hectare as 100 grams per square metre. For example, two tonnes per hectare of leaf litter is roughly 200 grams of leaf litter per square metre and eight tonnes per hectare is roughly 800 grams. Eucalyptus leaf litter is approximately 100 grams per handful, so two handfuls of litter per square metre will roughly equate to two tonnes per hectare. Different types of fine fuel, like mulch or pine needles may be more or less than a handful, however the 100 grams per square metre rule of thumb can still be used.

The landowner or proponent is responsible for maintaining an APZ in accordance with Schedule 1 - Standards for Asset Protection Zones. Ongoing maintenance of an APZ is usually enforced through the local government firebreak notice issued under section 33 of the *Bushfires Act 1954*, and/or through a condition of a development approval, which requires the implementation of measures identified within a BMP.

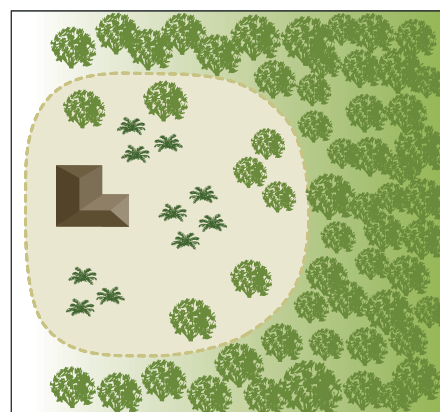
A copy of the firebreak notice and Schedule 1 should be included in a BMP specifically as a how-to guide for the landowner, and to demonstrate to decision-makers that the measures outlined in the BMP to achieve the appropriate BAL rating through provision and ongoing management of an APZ, can be implemented.

Regardless of whether an Asset Protection Zone exists in accordance with the acceptable solutions and is appropriately maintained, it should be noted that fire fighters are not obliged to protect an asset if they think the separation distance between the dwelling and vegetation is unsafe.

Hazard on
one side



Hazard on
three sides



Legend

- APZ
- trees
- shrubs

Figure 18: Design of Asset Protection Zone

Refer to Schedule 1: Standards for Asset Protection Zones



ELEMENT 2: SITING AND DESIGN OF DEVELOPMENT

EXPLANATORY NOTES

E2 Landscaping and design of an asset protection zone

Landscaping, design, and maintenance of an APZ in a bushfire prone area can significantly improve the bushfire resilience of a building. An APZ should not be seen as an area entirely cleared of vegetation, but as a strategically designed space that gives holistic consideration to how existing or proposed vegetation or non-combustible features interact with, or affect the building's bushfire resilience.

A well designed APZ provides a greater level of vegetation management within the first few metres of a building with, for example, less vegetation or inclusion of non-combustible materials. The vegetation within the remainder of an APZ can increase further away from the building with carefully considered plant selection and landscaping techniques.

Strategic landscaping measures can be applied, such as replacing weeds with low flammability vegetation (refer to E2 Plant Flammability) to create horizontal and vertical separations between the retained vegetation. The accumulation of fine fuel load from different plants is an important consideration for ongoing maintenance in accordance with Schedule 1. For example, when planting ground covers under deciduous trees within an APZ, the total fine fuel load prescribed in Schedule 1 will include any dead plant material from ground covers and leaf litter from the trees.

Plant density and final structure and form of mature vegetation should be considered in the initial landscaping stages. For example, clumps of sapling shrubs planted at a density without consideration of future growth, may increase the bushfire risk as a clump will quickly grow to exceed 5m². It should be noted that in some cases, a single shrub in a mature state may be so dense as to fill a 5m² clump alone.

The location of plants within an APZ is a key design technique. Separation of garden beds with areas of low fuel or non-combustible material, will break up fuel continuity and reduce the likelihood of a bushfire running through an APZ and subjecting a dwelling to radiant heat or direct flame contact. It is important to note, where mature trees are separated from a building by six metres, but the canopy has grown to extend or overhang a building, maintenance and pruning to remove the overhanging branches should be undertaken without the entirety of the tree being removed.

Mulches used within the APZ should be non-combustible. The use of stone, gravel, rock and crushed mineral earth is encouraged. Wood mulch >6mm in thickness may be used, however it is recommended that it is used in garden beds or areas where the moisture level is higher by regular irrigation. These materials could be sourced from non-toxic construction and demolition waste giving the added benefit of reducing the environmental impact of any 'hard landscaping' actions.

Combustible objects, plants, garden supplies such as mulches, fences made from combustible material, should be avoided within 10 metres of a building. Vines or climbing plants on pergolas, posts or beams, should be located away from vulnerable parts of the building, such as windows and doors. Non-flammable features can be used to provide hazard separation from classified vegetation, such as tennis courts, pools, lawns and driveways or paths that use inorganic mulches (gravel or crushed rock). Consider locating firewood stacks away from trees and habitable buildings.

Incorporation of landscaping features, such as masonry feature walls can provide habitable buildings with barriers to wind, radiant heat and embers. These features can include noise walls or wind breaks. Use of Appendix F of AS 3959 for bushfire resistant timber selection within areas of 29kW/m² (BAL-29) or below, or the use of non-combustible fencing materials such as iron, brick, limestone, metal post and wire is encouraged.

In addition to regular maintenance of an APZ, further bushfire protection can be provided at any time by:

- ensuring gutters are free from vegetation;
- installing gutter guards or plugs;
- regular cleaning of underfloor spaces, or enclosing them to prevent gaps;
- trimming and removing dead plants or leaf litter;
- pruning climbing vegetation (such as vines) on a trellis, to ensure it does not connect to a building, particularly near windows and doors;
- removing vegetation in close proximity to a water tank to ensure it is not touching the sides of a tank; and/or
- following the requirements of the relevant local government section 33 fire break notice, which may include additional provisions such as locating wood piles more than 10 metres from a building.



ELEMENT 2: SITING AND DESIGN OF DEVELOPMENT

EXPLANATORY NOTES

Preparation of a property prior to the bushfire season and/or in anticipation of a bushfire is beneficial even if your plan is to evacuate. As embers can travel up to several kilometres from a bushfire and fall into small spaces and crevices or land against the external walls of a building, best practice recommends that objects within the APZ are moved away from the building prior to any bushfire event. Objects may include, but are not limited to:

- door mats;
- outdoor furniture;
- potted plants;
- shade sails or umbrellas;
- plastic garbage bins;
- firewood stacks;
- flammable sculptures; and/or
- playground equipment and children's toys.

E2 Plant flammability

There are certain plant characteristics that are known to influence flammability, such as moisture or oil content and the presence and type of bark. Plants with lower flammability properties may still burn during a bushfire event, but may be more resistant to burning and some may regenerate faster post-bushfire.

There are many terms for plant flammability that should not be confused, including:

- Fire resistant – plant species that survive being burnt and will regrow after a bushfire and therefore may be highly flammable and inappropriate for a garden in areas of high bushfire risk.
- Fire retardant – plants that may not burn readily or may slow the passage of a bushfire.
- Fire wise – plants that have been identified and selected based on their flammability properties and linked to maintenance advice and planting location within a garden.

Although not a requirement of these Guidelines, local governments may develop their own list of fire wise or fire-retardant plant species that suit the environmental characteristics of an area. When developing a recommended plant species list, local governments should consult with ecologists, land care officers or environmental authorities to ensure the plants do not present a risk to endangered ecological communities, threatened, or endangered species or their habitat.

When selecting plants, private landholders and developers should aim for plants within the APZ that have the following characteristics:

- grow in a predicted structure, shape and height;
- are open and loose branching with leaves that are thinly spread;
- have a coarse texture and low surface-area-to-volume ratio;
- will not drop large amounts of leaves or limbs, that require regular maintenance;
- have wide, flat, and thick or succulent leaves;
- trees that have bark attached tightly to their trunk or have smooth bark;
- have low amounts of oils, waxes, and resins (which will often have a strong scent when crushed);
- do not produce or hold large amounts of fine dead material in their crowns; and/or
- will not become a weed in the area.

Refer to the WAPC Bushfire and Vegetation Fact Sheet for further information on clearing and vegetation management and APZ landscaping, design and plant selection reference material.



ELEMENT 2: SITING AND DESIGN OF DEVELOPMENT

SCHEDULE 1: STANDARDS FOR ASSET PROTECTION ZONES

OBJECT	REQUIREMENT
Fences within the APZ	<ul style="list-style-type: none"> Should be constructed from non-combustible materials (for example, iron, brick, limestone, metal post and wire, or bushfire-resisting timber referenced in Appendix F of AS 3959).
Fine fuel load (Combustible, dead vegetation matter <6 millimetres in thickness)	<ul style="list-style-type: none"> Should be managed and removed on a regular basis to maintain a low threat state. Should be maintained at <2 tonnes per hectare (on average). Mulches should be non-combustible such as stone, gravel or crushed mineral earth or wood mulch >6 millimetres in thickness.
Trees* (>6 metres in height)	<ul style="list-style-type: none"> Trunks at maturity should be a minimum distance of six metres from all elevations of the building. Branches at maturity should not touch or overhang a building or powerline. Lower branches and loose bark should be removed to a height of two metres above the ground and/or surface vegetation. Canopy cover within the APZ should be <15 per cent of the total APZ area. Tree canopies at maturity should be at least five metres apart to avoid forming a continuous canopy. Stands of existing mature trees with interlocking canopies may be treated as an individual canopy provided that the total canopy cover within the APZ will not exceed 15 per cent and are not connected to the tree canopy outside the APZ. <p>Figure 19: Tree canopy cover – ranging from 15 to 70 per cent at maturity</p> <p>The figure consists of three 2x2 grids of circles representing tree canopies. The first grid (15%) shows sparse, small circles. The second grid (30%) shows more circles, some larger. The third grid (70%) shows a dense cluster of circles of various sizes, representing a high canopy cover.</p> <p>15% 30% 70%</p>
Shrub* and scrub* (0.5 metres to six metres in height). Shrub and scrub >6 metres in height are to be treated as trees.	<ul style="list-style-type: none"> Should not be located under trees or within three metres of buildings. Should not be planted in clumps >5 square metres in area. Clumps should be separated from each other and any exposed window or door by at least 10 metres.
Ground covers* (<0.5 metres in height. Ground covers >0.5 metres in height are to be treated as shrubs)	<ul style="list-style-type: none"> Can be planted under trees but must be maintained to remove dead plant material, as prescribed in 'Fine fuel load' above. Can be located within two metres of a structure, but three metres from windows or doors if >100 millimetres in height.

**ELEMENT 2: SITING AND DESIGN OF DEVELOPMENT****SCHEDULE 1: STANDARDS FOR ASSET PROTECTION ZONES**

OBJECT	REQUIREMENT
Grass	<ul style="list-style-type: none"> Grass should be maintained at a height of 100 millimetres or less, at all times. Wherever possible, perennial grasses should be used and well-hydrated with regular application of wetting agents and efficient irrigation.
Defendable space	<ul style="list-style-type: none"> Within three metres of each wall or supporting post of a habitable building, the area is kept free from vegetation, but can include ground covers, grass and non-combustible mulches as prescribed above.
LP Gas Cylinders	<ul style="list-style-type: none"> Should be located on the side of a building furthest from the likely direction of a bushfire or on the side of a building where surrounding classified vegetation is upslope, at least one metre from vulnerable parts of a building. The pressure relief valve should point away from the house. No flammable material within six metres from the front of the valve. Must sit on a firm, level and non-combustible base and be secured to a solid structure.

* Plant flammability, landscaping design and maintenance should be considered – refer to explanatory notes



Attachment 10 of 14

SITE PLAN 1:2000

MISSING OR INVALID REFERENCE
FILE: \DFES Mapping Extr
Sheet 1

MISSING OR INVALID REFERENCE
FILE: \DOSP Structure Plan
Sheet 1

MISSING OR INVALID REFERENCE
FILE: \Aerial Photography - Source Landgate 2022
Sheet 1

SUBDIVISION CALCULATIONS

Gross Subdivisional Area	9.5260ha
Existing Lot Yield	1
Proposed Lot Yield	3 Lots
Minimum Lot Size	1 Foreshore Reserve
Area of Foreshore Reserve	1.2151ha
Area of Battlexe Leg	1.431ha
Area of Battlexe Leg	0.1667ha

Shire of Chapman Valley Local Planning Scheme No2 Zoning
Dolbys Drive Structure Plan Minimum Lot Size
1ha

EASEMENT
(RIGHT OF CARRIAGEWAY)

EASEMENT
(ABOVE GROUND ELECTRIC)

PROPOSED FORESHORE RESERVE

PROPOSED CADASTRAL

- SUBJECT LAND BOUNDARY
- EXISTING BUILDING
- EXISTING OUTBUILDING
- FENCE
- NBN ALIGNMENT
- U/G POWER ALIGNMENT
- WATER ALIGNMENT
- POWER DOME
- WATER METER

NOTES

1. Subdivision in accordance with "Dolbys Drive Structure Plan (DOSP)".
2. Easement Burden as per DP25310 (Western Power Infrastructure and Rights of Carriageway access).
3. Easement Benefit as per DP25310 (Right of carriageway access).
4. All service information as provided by relevant agencies.
5. Dimensions and areas are subject to lot pre-calculation and survey and may vary between this plan and Deposited Plan of Survey.
6. Foreshore reserve determined on site with DWER. Quantum Surveys Ref: 9050
7. Building position and setbacks from aerial photography only.
8. The plan is prepared for planning approval from the Western Australian Planning Commission and should not be used for any other purpose. No liability will be accepted where the plan is used for purposes other than that indicated, including marketing of the proposed lots.
9. This plan is prepared using information provided by Landgate. The data extracted from Geospatial Databases is intended for informational purposes only.
10. Lot identified as bushfire prone (Source: DFES Map of Bushfire Prone Areas, 2021). BAL Assessment attached.
11. Local Development Plan to detail proposed building envelope and bushfire management.
12. On-site effluent disposal.
13. Soil type: Source: Shire of Chapman Valley.
14. Depth to groundwater: Source: DWER
15. Application plan to be read in conjunction with BBS Statement Report

v1.

CLIENT: G & F NEIL

CERTIFICATE OF TITLE(S): 2507/449

DATE LAST MODIFIED: 20/05/2022

SCALE: 1:2000 @ A3

TITLE: PROPOSED SUBDIVISION
LOT 171 ON DEPOSITED PLAN 25310
DOLBYS DRIVE, WAGGRAKINE

CLIENT: G & F NEIL

CERTIFICATE OF TITLE(S): 2507/449

DATE LAST MODIFIED: 20/05/2022

SCALE: 1:2000 @ A3

DESIGNED: GMB

DRAWN: DW

PLAN: 22145-01

REV: DATE: APPROVED: DETAIL: APPROVED:

LANDWEST
URBAN AND RURAL PLANNING CONSULTANTS

8 Anzac Terrace Geraldton WA 6530
PO BOX 1597 Geraldton WA 6531
Email: info@landwest.net.au
Phone: (08) 9965 0550
Fax: (08) 9965 0559

List of Accounts Paid - October 2022			
Chq/EFT	Date	Name	Amount
EFT26941	05/10/2022	Australia Post	-\$ 1,189.48
EFT26942	05/10/2022	Batavia Fencing	-\$ 449.90
EFT26943	05/10/2022	Bruce Rock Engineering	-\$ 816.74
EFT26944	05/10/2022	Bunnings Group Limited	-\$ 57.63
EFT26945	05/10/2022	Cleanaway Co Pty Ltd (Commercial)	-\$ 4,759.74
EFT26946	05/10/2022	Cleanaway Co Pty Ltd (Domestic)	-\$ 6,292.07
EFT26947	05/10/2022	Cleanpak Total Solutions	-\$ 797.38
EFT26948	05/10/2022	Complete Office Supplies	-\$ 196.68
EFT26949	05/10/2022	David Carrington-Twiss	-\$ 700.00
EFT26950	05/10/2022	Emma Boys	-\$ 530.00
EFT26951	05/10/2022	Five Star Business Solutions & Innovation	-\$ 796.97
EFT26952	05/10/2022	Freemans Liquid Waste	-\$ 3,465.20
EFT26953	05/10/2022	GAS Structural Pty Ltd	-\$ 28,834.09
EFT26954	05/10/2022	Glenfield Fresh IGA	-\$ 41.90
EFT26955	05/10/2022	Integrated ICT	-\$ 3,061.08
EFT26956	05/10/2022	Llew Withers	-\$ 400.00
EFT26957	05/10/2022	MOD Designs	-\$ 1,805.00
EFT26958	05/10/2022	Queens Supa IGA Supermarket	-\$ 397.86
EFT26959	05/10/2022	Refuel Australia	-\$ 26,727.35
EFT26960	05/10/2022	Services Australia Child Support	-\$ 142.74
EFT26961	05/10/2022	Southside Mechanical Services	-\$ 373.75
EFT26962	05/10/2022	TeletracNavman Australia	-\$ 769.45
EFT26963	05/10/2022	The Event Team (WA) Pty Ltd	-\$ 48,000.00
EFT26964	05/10/2022	Westrac Pty Ltd	-\$ 930.19
EFT26965	05/10/2022	Woolworths Group	-\$ 180.45
EFT26966	05/10/2022	Australian Taxation Office	-\$ 72,643.00
EFT26967	05/10/2022	Synergy	-\$ 1,432.27
EFT26968	05/10/2022	Telstra Corporation Limited	-\$ 1,925.23
EFT26970	14/10/2022	JA Diesel Pty Ltd	-\$ 6,264.72
EFT26971	18/10/2022	Building and Construction Industry Training Fund	-\$ 131.75
EFT26972	18/10/2022	Department of Mines, Industry Regulation & Safety	-\$ 147.55
EFT26973	18/10/2022	Shire of Chapman Valley	-\$ 18.25
EFT26974	19/10/2022	AFGRI	-\$ 2,397.67
EFT26975	19/10/2022	APV Valuers And Asset Management	-\$ 934.73
EFT26976	19/10/2022	Baba Marda Road Services	-\$ 1,335.62
EFT26977	19/10/2022	Bolts R Us	-\$ 295.35
EFT26978	19/10/2022	Conplant Pty Limited	-\$ 243.69
EFT26979	19/10/2022	Department Of Fire And Emergency Services	-\$ 26,002.80
EFT26980	19/10/2022	Diocese Of Geraldton	-\$ 530.00
EFT26981	19/10/2022	Finishing WA	-\$ 522.50
EFT26982	19/10/2022	Fleet Network	-\$ 997.61
EFT26983	19/10/2022	Goodyear & Dunlop Tyres (Aust) Pty Ltd	-\$ 67.25
EFT26984	19/10/2022	Hersey's Safety Pty Ltd	-\$ 1,474.00
EFT26985	19/10/2022	IPEC Pty Ltd (Toll Global Express)	-\$ 134.81
EFT26986	19/10/2022	Ivey Contracting	-\$ 4,180.00
EFT26987	19/10/2022	MOD Designs	-\$ 3,875.00
EFT26988	19/10/2022	Natasha Joyce Forrester	-\$ 700.00
EFT26989	19/10/2022	Refuel Australia	-\$ 8,061.61
EFT26990	19/10/2022	Reg Pomery Building Service	-\$ 8,450.00
EFT26991	19/10/2022	Storytowns Pty Ltd	-\$ 788.70
EFT26992	19/10/2022	Westrac Pty Ltd	-\$ 8,495.02
EFT26993	19/10/2022	Williams Mufflers Brakes Tyres	-\$ 291.95
EFT26994	25/10/2022	Atom Supply	-\$ 106.17
EFT26995	25/10/2022	Australia Post	-\$ 98.23
EFT26996	25/10/2022	Batavia Coast Blinds & Shade Sails	-\$ 360.00
EFT26997	25/10/2022	Batavia Timber and Salvage	-\$ 1,606.00

EFT26998	25/10/2022	Bunnings Group Limited	-\$	562.52
EFT26999	25/10/2022	CJD Equipment Pty Ltd	-\$	649.70
EFT27000	25/10/2022	Cleanpak Total Solutions	-\$	167.86
EFT27001	25/10/2022	Complete Office Supplies	-\$	469.17
EFT27002	25/10/2022	Fleet Network	-\$	997.61
EFT27003	25/10/2022	GG Pumps And Electrical Pty Ltd	-\$	1,908.43
EFT27004	25/10/2022	Geraldton Ag Services	-\$	408.49
EFT27005	25/10/2022	Geraldton Lock And Key	-\$	445.41
EFT27006	25/10/2022	Geraldton Mower & Repair Specialists	-\$	4,031.05
EFT27007	25/10/2022	Integrated ICT	-\$	556.88
EFT27008	25/10/2022	Ivey Contracting	-\$	12,980.00
EFT27009	25/10/2022	JA Diesel Pty Ltd	-\$	3,007.84
EFT27010	25/10/2022	Kimberley Quarry Pty Ltd	-\$	18,932.99
EFT27011	25/10/2022	Kruize Asphalt & Contracting	-\$	7,656.00
EFT27012	25/10/2022	Lenane Holdings Pty Ltd	-\$	7,700.00
EFT27013	25/10/2022	McIntosh Holdings Pty Ltd t/as Purcher International (W.A.)	-\$	2,162.52
EFT27014	25/10/2022	Mitchell & Brown	-\$	338.20
EFT27015	25/10/2022	NAPA - Cows Parts Pty Ltd	-\$	673.52
EFT27016	25/10/2022	Paper Plus Office National	-\$	550.00
EFT27017	25/10/2022	Refuel Australia	-\$	28,811.22
EFT27018	25/10/2022	Searange Holdings Pty Ltd	-\$	833.35
EFT27019	25/10/2022	Services Australia Child Support	-\$	142.74
EFT27020	25/10/2022	Shire of Chapman Valley	-\$	30.50
EFT27021	25/10/2022	Truckline	-\$	111.87
EFT27022	25/10/2022	Ultimate Positioning Group Pty Ltd	-\$	5,881.70
EFT27023	25/10/2022	Winc Australia Pty Limited	-\$	165.85
EFT27024	25/10/2022	Australian Taxation Office	-\$	24,064.00
EFT27025	25/10/2022	City of Greater Geraldton	-\$	1,395.93
EFT27026	25/10/2022	Synergy	-\$	6,503.92
EFT27027	25/10/2022	Telstra Corporation Limited	-\$	1,505.62
EFT27028	25/10/2022	Water Corporation	-\$	1,132.43
EFT27029	27/10/2022	Young Motors	-\$	39,088.10
EFT27030	28/10/2022	Young Motors	-\$	632.05
EFT27032	04/10/2022	Westpac Geraldton	-\$	55.21
DD17793.1	11/10/2022	Aware Super Pty Ltd	-\$	8,113.20
DD17793.2	11/10/2022	Rest Superannuation	-\$	950.08
DD17793.3	11/10/2022	Wealth Personal Superannuation and Pension Fund	-\$	553.36
DD17793.4	11/10/2022	Cameron Fishing Superannuation Fund	-\$	44.38
DD17793.5	11/10/2022	OnePath Custodians Pty Limited	-\$	241.78
DD17793.6	11/10/2022	Hostplus Superannuation	-\$	15.44
DD17793.7	11/10/2022	Prime Super	-\$	273.80
DD17793.8	11/10/2022	ANZ Smart Choice Super	-\$	294.30
DD17803.1	25/10/2022	Aware Super Pty Ltd	-\$	10,288.23
DD17803.2	25/10/2022	Rest Superannuation	-\$	814.24
DD17803.3	25/10/2022	Wealth Personal Superannuation and Pension Fund	-\$	553.36
DD17803.4	25/10/2022	Cameron Fishing Superannuation Fund	-\$	126.34
DD17803.5	25/10/2022	OnePath Custodians Pty Limited	-\$	268.89
DD17803.6	25/10/2022	Hostplus Superannuation	-\$	106.50
DD17803.7	25/10/2022	Prime Super	-\$	273.80
DD17803.8	25/10/2022	ANZ Smart Choice Super	-\$	294.30
			-\$	483,991.81

CP-026 Covid-19 Leave Policy

POLICY NO	CP-026
POLICY	Covid-19 Leave Policy
RESPONSIBLE OFFICER	CEO
PREVIOUS POLICY No.	-
LEGISLATION	National Cabinet Decision 30 September 2022
RELEVANT DELEGATIONS	-

OBJECTIVES:

The objective of this Policy is to outline the terms and conditions associated with leave related to the COVID-19 pandemic. This policy covers provisions that are in addition to other leave provisions prescribed by the National Employment Standards and the Local Government Industry Award 2020. It also relates to non-paid leave associated with Elected Members.

SCOPE:

This Policy is intended to supplement and summarise employment conditions contained in awards, legislation and enterprise agreements but not to override them. To ascertain the rights and responsibilities of both the Shire, employees and Elected Members the parties should always refer to the primary documentation, e.g. Local Government Industry Award 2020.

POLICY STATEMENT/S:

Local Governments still have an obligation to provide a safe and healthy working environment for its employees and Elected Members and ensure others are also not put at risk. Local Governments are encouraged to conduct a safety risk assessment and think about the approach that will be adopted when mandatory isolation ends on 14th October 2022. Local Governments should consider implementing or amending an existing policy for managing employees who test positive to COVID-19 whilst meeting any applicable consultation obligations under Work Health and Safety legislation, enterprise/industrial agreements, and the relevant award(s).

1. COVID-19 Leave for Staff

1.1 Objective

This policy outlines the provision of additional paid leave for employees in response to the COVID-19 pandemic under circumstances where an absence from the usual workplace is unforeseen and the conditions under which it may be taken. It is important that the provision of additional paid leave for employees be considered in conjunction with the following policies:

- CMP-042 Annual Leave
- CMP-054 Working From Home
- CMP-059 Leave without Pay

1.2 Policy

Paid Pandemic Leave Allocation

Full Time and Part Time employees are entitled to up to **5 days COVID-19 leave per annum** (38 hours for a Full Time employee, pro rata for part time employees) following an applicable confirmed diagnosis of COVID-19, a positive PCR or Rapid Antigen Test or in the event that they are mandated to quarantine or self-isolate by the WA Department of Health in the case of exposure to a locally transmitted case. Other circumstances related to COVID-19 and the application of this leave may be granted or declined at the CEO's discretion. Each 'day' of COVID-19 leave will be calculated according to the rostered or ordinary hours an employee would have worked on that day.

Mandatory Pandemic Leave

All Full time and Part time employees who test positive to COVID-19 are required to self-isolate for a period of **at least two (2) days** prior to considering to return to work, regardless if they have no symptoms and/or have no accrued leave available, the employee should be asked to work from home where possible. If it is not possible for the employee to work from home, the Local Government is to consider measures such as asking the employee to wear a mask or physical distance at work (i.e. moving them to duties where they work alone). If an employee works remotely and alone and there is no risk to themselves or others, then the employee could attend work as usual. Deep cleaning practices should be adhered to during this occurrence.

Employees can access the Paid Pandemic Leave Allocation or other leave entitlements if they require more than the 5 days leave allocated per annum or elect not to use the pandemic leave. These include:

- Annual Leave – at half or full pay
- Long Service Leave – at half, full or double pay
- Personal Leave
- Leave without Pay – once all other leave types are exhausted

For New employees with insufficient accrued leave, the CEO be allowed discretion to approve additional leave (provided the Annual Budget allocation is not extinguished).

Working Arrangements

Working from home is encouraged (within five days of contraction) where it is available and where you feel it is safe to do.

Measures such as asking the employee to wear a mask or physical distance at work (i.e. moving them to duties where they work alone). If an employee works remotely and alone and there is no risk to themselves or others, then the employee could attend work as usual.

The provision of Microsoft Teams and Zoom access is preferred to attending official meetings.

1.3 Procedure

a) Employees should read this policy and discuss it with their Line Manager and/or their People and Development representative.

b) The employee requesting COVID-19 leave must submit a leave request through the Payroll officer, and include the required evidence as outlined in 1.2 Policy - Paid Pandemic Leave Allocation.

- c) Upon approval, the employee is to remain in contact with their Line Manager to arrange a return to work/work from home timing.
- d) Complete the COVID-19 Return to Work Plan and return to their Line Manager/Payroll Officer.

2. COVID-19 Leave for Elected Members

2.1 Objective

This policy outlines the relationship between the Local Government and the Elected Member and the obligation to provide a safe and healthy working environment for its employees and Elected Members and ensure others are also not put at risk. Local Governments are encouraged to conduct a safety risk assessment and think about the approach that will be adopted when mandatory isolation ends on 14th October 2022. Local Governments should consider implementing or amending an existing policy for managing employees who test positive to COVID-19 whilst meeting any applicable consultation obligations under Work Health and Safety legislation, enterprise/industrial agreements, and the relevant award(s).

2.2 Policy

Pandemic Leave Allocation

Elected Members are not considered employees of the Local Government and therefore not eligible for Paid Pandemic Leave.

Following positive test to COVID-19, Elected Member are required to self-isolate from Council duties for a period of **at least two (2) days** prior to considering to return to 'in-person' duties regardless if they have no symptoms.

Working Arrangements

Working from home is encouraged (within five days of contraction) where it is available and where it is felt it is safe to do.

Measures such as asking the Elected Member to wear a mask or physical distance during 'in-person' duties.

The provision of Microsoft Teams and Zoom access is preferred to attending official meetings.

2.3 Procedure

- a) Elected Members should read this policy and discuss it with the Chief Executive Office and Shire President following a positive test and discuss a 'Return to Normal Duties' plan.

ADDITIONAL EXPLANATORY NOTES:

Legislative and Strategic Context

- Local Government Industry Award 2010
- National Employment Standards (NES)

Review Position and Date

This policy is to be reviewed by the Management Team as required and in-line with changes and directives issued by government bodies throughout the pandemic.

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

Adopted – Council Resolution:	
--------------------------------------	--

Reviewed/Amended – Council Resolution:	
---	--

COVID-19 Return to Work Plan



PERSONAL INFORMATION:			
Name:		Date:	
Supervisor:		Company (contractors):	
<i>For personnel who tested positive for COVID-19 and are returning to work after their 7-day quarantine period</i>			
Date Quarantine Commenced:		Date Quarantine Ended:	
Date 7-day Post Quarantine Restrictions Ends:			
<i>For personnel who are asymptomatic close contacts</i>			
Date Restrictions Commence:		Date Restrictions End:	

GENERAL INFORMATION:	
<p>This return-to-work plan shall be used for personnel who are asymptomatic close contacts or have tested positive for COVID-19 and are returning to work after their mandated 7-day quarantine period.</p> <p>Personnel shall only return to work after the completion of their 7-day quarantine period if they do not have any COVID-19 symptoms.</p> <p>Sometimes people can return a positive COVID-19 test although they have recovered. This is because people with COVID-19 have infected cells in their body that release the virus into the environment through breathing, sneezing, or coughing, or through their faeces and urine. This is called 'viral shedding'.</p> <p>After recovering from COVID-19, some people can have non-infectious fragments of the virus left in their bodies for some time.</p> <p>If you have recovered from COVID-19 (diagnosed by RAT or PCR), you do not need to be tested for COVID-19 within the 12 weeks after you have completed your required isolation, including if you have symptoms that could be consistent with COVID-19 and/or are told you are a close contact. This includes the shire requirement for a daily RAT prior to coming to work if feeling unwell.</p> <p>You shall, however, stay at home until your symptoms resolve to prevent the spread of other infections. Your healthcare provider may suggest you are tested for other respiratory viruses, such as influenza, during this time.</p> <p>If you have recovered from COVID-19 and are told you are a close contact of a case within the 12 weeks since you completed isolation for COVID-19, you will not be required to be tested for COVID-19. You shall, however, not return to work if you have any symptoms until your symptoms resolve to prevent the spread of other infections.</p> <p>If you have recovered from COVID-19 and you develop symptoms more than 12 weeks after you have completed your required isolation for COVID-19, you will need to be retested for COVID-19 in case you have been re-infected.</p> <p>Leaving isolation</p> <p>If you have respiratory symptoms at the end of 7 complete days, you must continue to isolate until your respiratory symptoms resolve. Respiratory symptoms include a frequent cough, sore throat, shortness of breath, runny nose or blocked (congested) nose. If you have any of these symptoms at the end of 7 complete days, you must continue to isolate until they resolve. Some people with COVID-19 may have very mild respiratory or other symptoms that continue after their recovery. These include a mild and infrequent cough (e.g. a mild cough that occurs only a few times per day), loss of taste and/or smell, and tiredness or muscle/joint pain. These symptoms do not prevent you from leaving isolation if you have isolated for 7 complete days from the date of your positive test and your other respiratory symptoms have resolved (as described above). If you require further advice, or are concerned about any symptoms, call 13 COVID (13 268 43) or book a telehealth appointment with your GP.</p>	
Date 12 Weeks Commences:	
Date 12 Weeks Ends:	

COVID-19 Return to Work Plan



THE FOLLOWING PARTIES AGREE TO THE PROGRAM AND UNDERSTAND THEIR RESPONSIBILITIES:	Comments or initial
The 7-day isolation period means 7 complete days after the day you became positive or a case. This means 7 x 24 hours. For example, if you became a case/positive at 11.45pm on 4 May 2022, your isolation period will not finish until 11.45 pm on 11 May 2022.	
If you do not have symptoms at the end of 7 complete days, you can leave isolation. You do not need to be cleared by WA Health and you are not required to show a negative result at the end of isolation to return to work or school	
When you isolate, you must stay at your home or other accommodation. This is a legal requirement. More information about how to isolate is available at HealthyWA – Quarantine and isolation. If you are unable to safely isolate at home, and cannot find alternative accommodation, call 13 COVID (13 26 843) for help finding alternative options	
Tell your close contacts, especially those in your household, as soon as you can, that you have tested positive for COVID-19. With high numbers of COVID-19 cases in the community, it is often quicker for cases to identify and inform their close contacts. WA Health may not be able to get in touch with all close contacts directly.	
Your close contacts are people you have had contact with during your infectious period (see below). These include people who <ul style="list-style-type: none"> • are a household member and/or intimate partner of the COVID-19 case, or • had close personal interaction with a person with COVID-19 during their infectious period, where they spent 4 hours of cumulative contact with them in a residential setting (including a home, residential care facility, or other accommodation facility) in any 24-hour period where masks have been removed by both people for all this period, or • Have been informed that they are a close contact by WA Health. 	
The infectious period is taken from 48 hours before onset of symptoms, or 48 hours before your positive test if you do not have symptoms, until the end of your isolation period. For example, if you first had symptoms on Wednesday afternoon, your infectious period started on Monday afternoon	

THE FOLLOWING PARTIES AGREE TO THE PROGRAM AND UNDERSTAND THEIR RESPONSIBILITIES:				
Asymptomatic close contact or person returning to work post COVID-19 Quarantine:				
I have read, understand, and will comply with the requirements set out in this return-to-work plan.				
Name:		Signature:		Date:
Supervisor:				
I have read, understand, and will monitor the above-mentioned conformance with the requirements set out in this return-to-work plan.				
Name:		Signature:		Date:

After signing, a copy of this plan shall be given to the worker, supervisor, and the Work Health Safety Coordinator.

SHIRE OF CHAPMAN VALLEY
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 31 October 2022

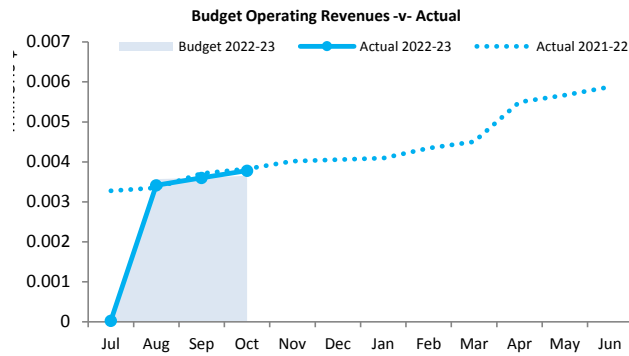
LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

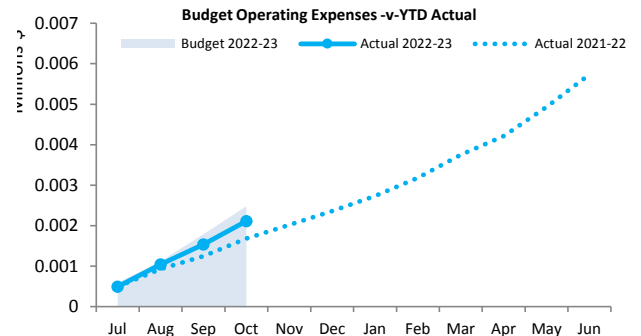
Statement of Financial Activity by Nature or Type	5
Basis of Preparation	6
Note 1 Statement of Financial Activity Information	7
Note 2 Cash and Financial Assets	8
Note 3 Receivables	9
Note 4 Other Current Assets	10
Note 5 Payables	11
Note 6 Disposal of Assets	12
Note 7 Capital Acquisitions	13
Note 8 Borrowings	15
Note 9 Lease Liabilities	16
Note 10 Reserve Accounts	17
Note 11 Other Current Liabilities	18
Note 12 Operating grants and contributions	19
Note 13 Non operating grants and contributions	20
Note 14 Trust Fund	21
Note 15 Budget Amendments	22
Note 16 Explanation of Material Variances	23

OPERATING ACTIVITIES

OPERATING REVENUE

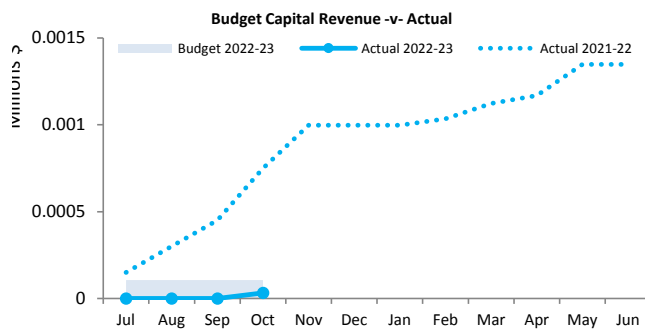


OPERATING EXPENSES

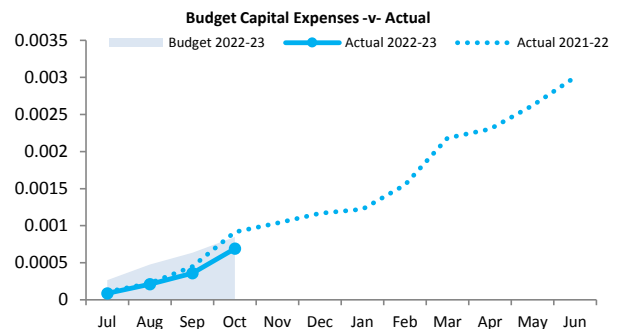


INVESTING ACTIVITIES

CAPITAL REVENUE

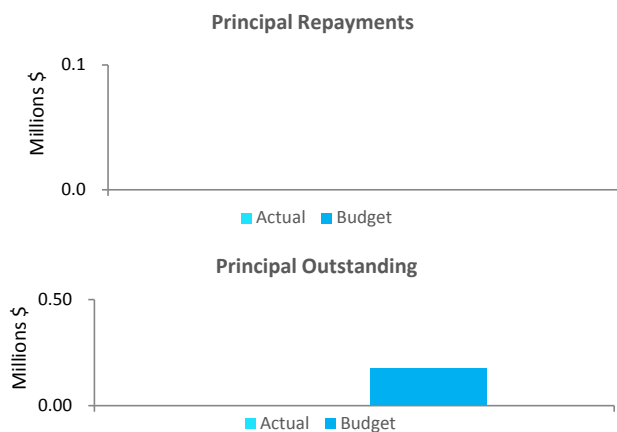


CAPITAL EXPENSES

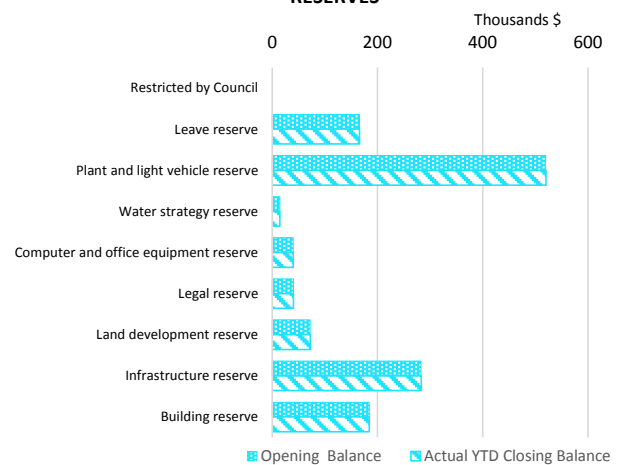


FINANCING ACTIVITIES

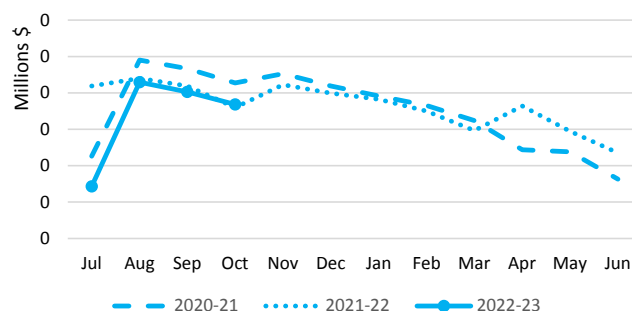
BORROWINGS



RESERVES



Closing funding surplus / (deficit)



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	\$1.82 M	\$1.82 M	\$1.82 M	\$0.00 M
Closing	\$0.00 M	\$3.16 M	\$3.68 M	\$0.52 M
Refer to Statement of Financial Activity				

Cash and cash equivalents		
	\$5.96 M	% of total
Unrestricted Cash	\$4.64 M	77.9%
Restricted Cash	\$1.32 M	22.1%
Refer to Note 2 - Cash and Financial Assets		

Payables		
	\$0.71 M	% Outstanding
Trade Payables	\$0.41 M	
0 to 30 Days		93.0%
Over 30 Days		7.0%
Over 90 Days		0.2%
Refer to Note 5 - Payables		

Receivables		
	\$0.06 M	% Collected
Rates Receivable	\$0.78 M	76%
Trade Receivable	\$0.06 M	% Outstanding
Over 30 Days		32.9%
Over 90 Days		24.1%
Refer to Note 3 - Receivables		

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.46 M	\$1.89 M	\$2.37 M	\$0.48 M
Refer to Statement of Financial Activity			

Rates Revenue		
YTD Actual	\$3.05 M	% Variance
YTD Budget	\$3.05 M	(0.1%)
Refer to Statement of Financial Activity		

Operating Grants and Contributions		
YTD Actual	\$0.41 M	% Variance
YTD Budget	\$0.33 M	23.8%
Refer to Note 12 - Operating Grants and Contributions		

Fees and Charges		
YTD Actual	\$0.28 M	% Variance
YTD Budget	\$0.26 M	9.7%
Refer to Statement of Financial Activity		

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$2.47 M)	(\$0.74 M)	(\$0.50 M)	\$0.24 M
Refer to Statement of Financial Activity			

Proceeds on sale		
YTD Actual	\$0.03 M	%
Adopted Budget	\$0.11 M	(69.2%)
Refer to Note 6 - Disposal of Assets		

Asset Acquisition		
YTD Actual	\$0.69 M	% Spent
Adopted Budget	\$3.50 M	(80.3%)
Refer to Note 7 - Capital Acquisitions		

Capital Grants		
YTD Actual	\$0.16 M	% Received
Adopted Budget	\$0.93 M	(83.1%)
Refer to Note 7 - Capital Acquisitions		

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.19 M	\$0.20 M	(\$0.01 M)	(\$0.20 M)
Refer to Statement of Financial Activity			

Borrowings	
Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal due	\$0.00 M
Refer to Note 8 - Borrowings	

Reserves	
Reserves balance	\$1.32 M
Interest earned	\$0.00 M
Refer to Note 10 - Cash Reserves	

Lease Liability	
Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal due	\$0.05 M
Refer to Note 9 - Lease Liabilities	

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

KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 31 OCTOBER 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. Excludes 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, and 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 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, reimbursements 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 associated 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, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, 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)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

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

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets. Excluding Land.

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 OCTOBER 2022**

BY NATURE OR TYPE

	Ref	Adopted Budget	YTD Budget	YTD Actual	Variance \$	Variance %	Var.
	Note	(a)	(b)	(c)	(c) - (b)	((c) - (b))/(b)	
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	1,816,325	1,816,325	1,816,325	0	0.00%	
Revenue from operating activities							
Rates		3,049,621	3,049,621	3,047,797	(1,824)	(0.06%)	
Operating grants, subsidies and contributions	12	3,021,405	333,993	413,528	79,535	23.81%	▲
Fees and charges		357,252	256,951	281,912	24,961	9.71%	
Interest earnings		14,615	8,647	18,614	9,967	115.27%	
Other revenue		17,374	5,376	3,853	(1,523)	(28.33%)	
Profit on disposal of assets	6	55,876	0	17,200	17,200	0.00%	▲
		6,516,143	3,654,588	3,782,904	128,316	3.51%	
Expenditure from operating activities							
Employee costs		(2,428,051)	(714,552)	(673,162)	41,390	5.79%	
Materials and contracts		(3,154,631)	(839,864)	(475,496)	364,368	43.38%	▲
Utility charges		(65,969)	(16,483)	(15,835)	648	3.93%	
Depreciation on non-current assets		(2,132,983)	(710,996)	(744,164)	(33,168)	(4.67%)	
Interest expenses		(2,456)	(816)	(583)	233	28.55%	
Insurance expenses		(184,624)	(187,411)	(181,032)	6,379	3.40%	
Other expenditure		(128,136)	(7,055)	(2,933)	4,122	58.43%	
Loss on disposal of assets	6	(19,302)	0	(19,279)	(19,279)	0.00%	▼
		(8,116,152)	(2,477,177)	(2,112,484)	364,693	(14.72%)	
Non-cash amounts excluded from operating activities	1(a)	2,058,909	710,996	699,674	(11,322)	(1.59%)	
Amount attributable to operating activities		458,900	1,888,407	2,370,094	481,687	25.51%	
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	13	928,620	0	156,892	156,892	0.00%	▲
Proceeds from disposal of assets	6	106,304	106,304	32,721	(73,583)	(69.22%)	▼
Payments for property, plant and equipment and infrastructure	7	(3,502,148)	(848,362)	(690,544)	157,819	18.60%	▲
Amount attributable to investing activities		(2,467,224)	(742,058)	(500,931)	241,128	(32.49%)	
Financing Activities							
Proceeds from new debentures	8	175,000	175,000	0	(175,000)	(100.00%)	▼
Transfer from reserves	10	250,000	250,000	0	(250,000)	(100.00%)	▼
Payments for principal portion of lease liabilities	9	(7,886)	0	(2,602)	(2,602)	0.00%	
Transfer to reserves	10	(225,115)	(225,115)	(2,442)	222,673	98.92%	▲
Amount attributable to financing activities		191,999	199,885	(5,044)	(204,929)	(102.52%)	
Closing funding surplus / (deficit)	1(c)	0	3,162,559	3,680,444	517,886	(16.38%)	▲

KEY INFORMATION

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

Refer to Note 15 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, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

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.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 14 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 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 not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimation of fair values of certain financial assets
- estimation of fair values of fixed assets shown at fair value
- impairment of financial assets

GOODS AND SERVICES TAX

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

ROUNDING OFF FIGURES

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 October 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	6	(55,876)	0	(17,200)
Less: Movement in liabilities associated with restricted cash		0	0	0
Less: Fair value adjustments to financial assets at amortised cost		0	0	0
Movement in pensioner deferred rates (non-current)		0	0	0
Movement in employee benefit provisions		(37,500)	0	(50,772)
Movement in lease liabilities (non-current)		0	0	0
Movement in other provisions (non-current)		0	0	4,203
Add: Loss on asset disposals	6	19,302	0	19,279
Add: Depreciation on assets		2,132,983	710,996	744,164
Total non-cash items excluded from operating activities		2,058,909	710,996	699,674

(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.

		Adopted Budget Opening 30 June 2022	Last Year Closing 30 June 2022	Year to Date 31 October 2022
Adjustments to net current assets				
Less: Reserves - restricted cash	10	(1,293,181)	(1,318,066)	(1,320,508)
Add: Borrowings	8	175,000	0	0
Add: Provisions employee related provisions	11	327,768	327,768	0
Add: Lease liabilities	9		7,886	7,886
Total adjustments to net current assets		(790,413)	(982,412)	(1,312,622)

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

Current assets

Cash and cash equivalents	2	4,941,705	4,941,705	5,964,363
Rates receivables	3	218,737	218,737	782,094
Receivables	3	2,848	2,848	63,792
Other current assets	4	6,767	6,767	26,018

Less: Current liabilities

Payables	5	(1,434,010)	(1,434,010)	(705,730)
Contract liabilities	11	(601,656)	(601,656)	(711,254)
Lease liabilities	9	(7,886)	(7,886)	(7,886)
Provisions	11	(365,268)	(365,268)	(418,331)
Less: Total adjustments to net current assets	1(b)	(944,912)	(944,912)	(1,312,622)

Closing funding surplus / (deficit)		1,816,325	1,816,325	3,680,444
--	--	------------------	------------------	------------------

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	1,267,406	0	1,267,406		Westpac Banking Corporation
Petty Cash	Cash and cash equivalents	700	0	700		Westpac Banking Corporation
Municipal Investment Account	Cash and cash equivalents	3,375,463	0	3,375,463		Westpac Banking Corporation
Leave Reserve	Cash and cash equivalents	0	166,047	166,047		Westpac Banking Corporation
Water Strategy Reserve	Cash and cash equivalents	0	14,274	14,274		Westpac Banking Corporation
Plant/Light Vehicle Reserve	Cash and cash equivalents	0	520,287	520,287		Westpac Banking Corporation
Computer & Office Equipment Reserve	Cash and cash equivalents	0	39,846	39,846		Westpac Banking Corporation
Legal Reserve	Cash and cash equivalents	0	40,119	40,119		Westpac Banking Corporation
Land Development Reserve	Cash and cash equivalents	0	72,246	72,246		Westpac Banking Corporation
Infrastructure Reserve	Cash and cash equivalents	0	283,119	283,119		Westpac Banking Corporation
Building Reserve	Cash and cash equivalents	0	184,570	184,570		Westpac Banking Corporation
Trust Account	Cash and cash equivalents	0	0	0	155,970	Westpac Banking Corporation
Credit Card	Cash and cash equivalents	286	0	286		Westpac Banking Corporation
Total		4,643,855	1,320,508	5,964,363	155,970	
Comprising						
Cash and cash equivalents		4,643,855	1,320,508	5,964,363	155,970	
		4,643,855	1,320,508	5,964,363	155,970	

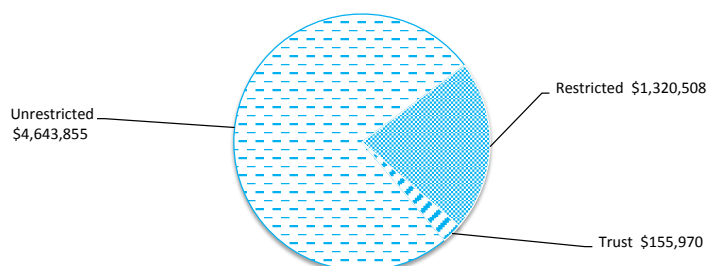
KEY INFORMATION

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

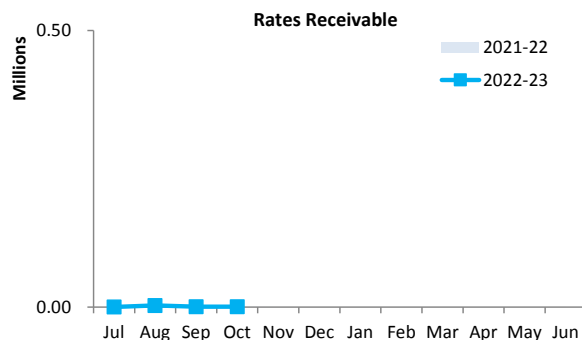
The local government classifies financial assets at amortised cost if both of the following criteria are met:

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

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



Rates receivable	30 Jun 2022	31 Oct 2022
	\$	\$
Opening arrears previous years	97,209	213,887
Levied this year	2,946,952	3,047,797
Less - collections to date	(2,830,274)	(2,479,590)
Gross rates collectable	213,887	782,094
Net rates collectable	213,887	782,094
% Collected	93%	76%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(1,918)	10,552	0	1,131	3,098	12,863
Percentage	(14.9%)	82%	0%	8.8%	24.1%	
Balance per trial balance						
Sundry receivable						12,863
GST receivable						50,929
Total receivables general outstanding						63,792

Amounts shown above include GST (where applicable)

KEY INFORMATION

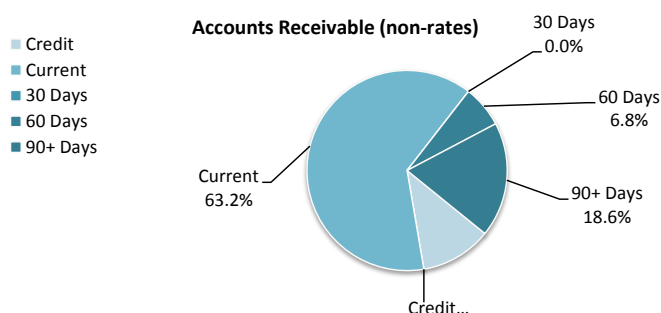
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



	Opening Balance 1 July 2022	Asset Increase	Asset Reduction	Closing Balance 31 October 2022
Other current assets	\$	\$	\$	\$
Inventory				
Fuel	6,767	0	(2,566)	4,201
Other Assets				
Prepayments	9,068	12,749	0	21,817
Total other current assets	15,835	12,749	(2,566)	26,018
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Inventory

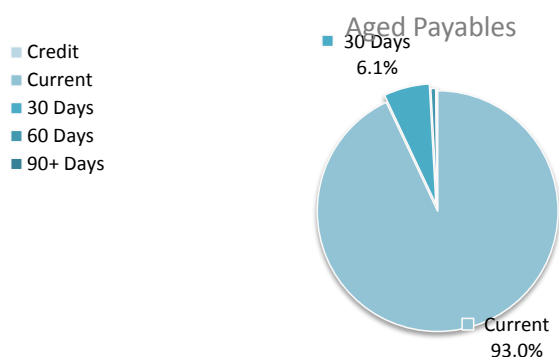
Inventories are measured at the lower of cost and net realisable value.

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

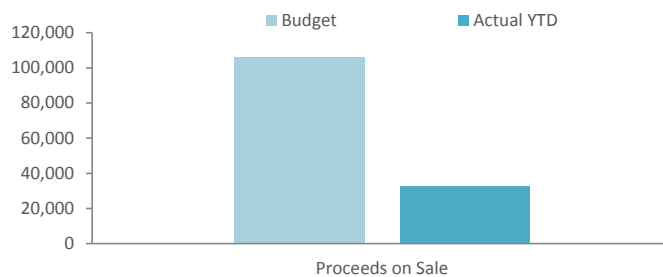
Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	377,910	24,983	2,661	875	406,428
Percentage	0%	93%	6.1%	0.7%	0.2%	
Balance per trial balance						
Sundry creditors						406,428
Accrued salaries and wages						56,985
ATO liabilities						44,741
Receipts in advance						70,690
Bonds and deposits						60,455
ESL Payable						59,831
Total payables general outstanding						705,730
Amounts shown above include GST (where applicable)						

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Transport								
	P35 Caterpillar Primemover	16,428	50,000	33,572	0	0	0	0	0
	P43 Ford Ranger PX	4,500	8,304	3,804	0	1,500	9,091	7,591	0
	P45 Water Tanker Trailer	29,302	10,000	0	(19,302)	0	0	0	0
	P48 Mazda BT-50	4,500	10,000	5,500	0	1,300	10,909	9,609	0
	P55 Mitsubishi Triton	4,500	13,000	8,500	0	0	0	0	0
	P65 Ford Ranger XLT	10,500	15,000	4,500	0	0	0	0	0
	Other property and services								
	3269 & 3271 Chapman Valley Road	0	0	0	0	32,000	12,721	0	(19,279)
		69,730	106,304	55,876	(19,302)	34,800	32,721	17,200	(19,279)



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022**

**INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS**

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land and buildings	773,480	8,000	84,243	76,243
Plant and equipment	727,104	122,000	91,004	(30,996)
Infrastructure - roads	2,001,564	718,362	515,298	(203,065)
Payments for Capital Acquisitions	3,502,148	848,362	690,544	(157,819)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	928,620	0	156,892	156,892
Borrowings	175,000	175,000	0	(175,000)
Other (disposals & C/Fwd)	106,304	106,304	32,721	(73,583)
Cash backed reserves				
Leave reserve	0	0	0	0
Plant and light vehicle reserve	(150,000)	0	0	0
Water strategy reserve	0	0	0	0
Computer and 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	2,542,224	567,058	500,931	(66,128)
Capital funding total	3,502,148	848,362	690,544	(157,819)

SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

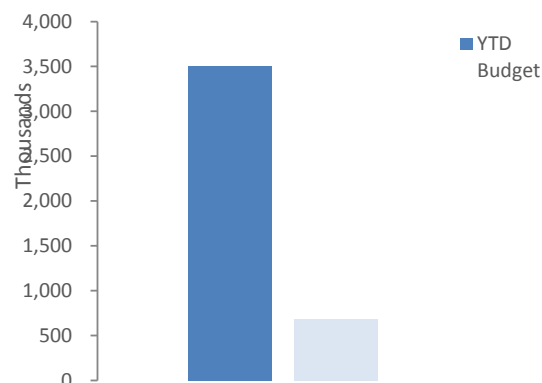
Initial recognition and measurement for assets held at cost

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

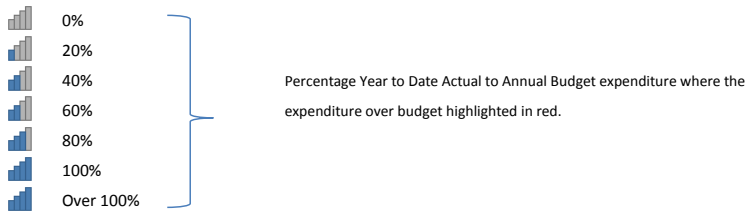
In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Payments for Capital Acquisitions



Capital expenditure total

Level of completion indicators



Level of completion indicator, please see table at the end of this note for further detail.

Ledger Account	Account Description	Adopted		YTD Actual	Variance (Under)/Over
		Budget	YTD Budget		
		\$	\$	\$	\$
0564	Building Improvements (Governance)	57,700	0	2,468	2468
2644	Land & Buildings Purchases (Public Halls)	139,343	0	81,775	81775
2834	Land & Building Purchases (Other Recreation & Culture)	385,437	0	0	0
3104	Plant & Equipment Purchases (Community Amenities)	15,000	0	0	0
3264	Depot Construction (Transport)	191,000	8,000	0	-8000
3554	Plant & Equipment Purchases (Transport)	697,104	122,000	91,003	-30997
7074	Plant & Equipment Purchases (Swimming Areas & Beaches)	15,000	0	0	0
3114	Capital Roadworks Program Purchases (Transport)	2,001,564	718,362	515,298	-203064
		3,502,148	848,362	690,544	(157,818)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022**

FINANCING ACTIVITIES

NOTE 8

BORROWINGS

Repayments - borrowings

Information on borrowings		New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.	1 July 2022	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Transport										
Depot Building	99	0	0	175,000	0	0	0	175,000	0	0
Total		0	0	175,000	0	0	0	175,000	0	0
Current borrowings		0					0			
Non-current borrowings		0					0			
		0					0			

All debenture repayments were financed by general purpose revenue.

New borrowings 2022-23

Particulars	Amount Borrowed	Amount Borrowed	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
	\$	\$				\$	%	\$	\$	\$
Depot Building - Loan 99	0	175,000	WBC	Fixed Rate	5	18,397	3.7	0	175,000	0
	0	175,000				18,397		0	175,000	0

The Shire has no unspent debenture funds as at 30th June 2021, nor is it expected to have unspent funds as at 30th June 2022.

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022**

FINANCING ACTIVITIES

NOTE 9

LEASE LIABILITIES

Movement in carrying amounts

Information on leases		1 July 2022	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	50,495	0	0	(2,602)	(7,886)	47,893	42,609	(429)	(1,206)
Total		50,495	0	0	(2,602)	(7,886)	47,893	42,609	(429)	(1,206)
Current lease liabilities		7,886					5,284			
Non-current lease liabilities		42,609					42,609			
		50,495					47,893			

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 OCTOBER 2022**

OPERATING ACTIVITIES

NOTE 10

RESERVE ACCOUNTS

Reserve accounts

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
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council									
Leave reserve	165,740	10	307	0	0	0	0	165,750	166,047
Plant and light vehicle reserve	519,325	50	962	50,000	0	(150,000)	0	419,375	520,287
Water strategy reserve	14,248	5	26	0	0	0	0	14,253	14,274
Computer and office equipment reserve	39,772	5	74	125,000	0	0	0	164,777	39,846
Legal reserve	40,045	5	74	0	0	0	0	40,050	40,119
Land development reserve	72,113	5	133	0	0	0	0	72,118	72,246
Infrastructure reserve	282,595	15	524	0	0	0	0	282,610	283,119
Building reserve	184,228	20	342	50,000	0	(100,000)	0	134,248	184,570
	1,318,066	115	2,442	225,000	0	(250,000)	0	1,293,181	1,320,508

In accordance with Council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Reserve name	Purpose of the reserve
Leave reserve	To be used to fund annual and long service leave requirements.
Plant and light vehicle reserve	To be used for the purchase of and/or major repair of major plant and light vehicles.
Water strategy reserve	To be used for the construction and operational costs of facilities for fire fighting purposes.
Computer and office equipment reserve	To be used to replace Information and Communications Technology equipment.
Legal reserve	To be used to fund legal expenses incurred as a result of tribunals, hearings, litigation etc.
Land development reserve	To be used for further subdivisional development in the Shire of Chapman Valley.
Infrastructure reserve	To be used to fund road and building infrastructure projects, including yet not limited to, natural disasters upfront or insurance excess costs, annual roadworks maintenance and construction works.
Building reserve	To be used for the construction of shire buildings or capital upgrades of existing buildings, including yet not limited to, covering insurance excess component of claims for repair/replace buildings.

	Note	Opening Balance 1 July 2022	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 October 2022
Other current liabilities		\$		\$	\$	\$
Other liabilities						
- Contract liabilities		601,656	0	680,018	(570,420)	711,254
Total other liabilities		601,656	0	680,018	(570,420)	711,254
Employee Related Provisions						
Annual leave		203,661	0	32,623	0	236,284
Long service leave		161,607	(18,149)	38,589	0	182,047
Total Employee Related Provisions		365,268	(18,149)	71,212	0	418,331
Total other current assets		966,924	(18,149)	751,230	(570,420)	1,129,585
Amounts shown above include GST (where applicable)						

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 12

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

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 2022	Liability	Liability	31 Oct 2022	Liability	Budget	Budget	Revenue
	\$	\$	(As revenue)	\$	\$	Revenue	\$	Actual
Operating grants and subsidies								
General purpose funding								
Financial Assistance Grants (Local Roads Funding)	0	73,381	(73,381)	0	0	272,000	68,000	73,381
Financial Assistance Grants (General Purpose)	0	29,653	(29,653)	0	0	308,410	77,102	29,653
Law, order, public safety								
DFES Grant Income	0	4,102	(4,102)	0	0	19,500	6,500	4,102
Community amenities								
Australian Sports Commission & Queens Jubilee	53,500	0	(48,000)	5,500	5,500	53,500	5,500	48,000
Meerilinga Young Childrens Week Grant	0	1,100	0	1,100	1,100	0	0	0
Recreation and culture								
LRCIP 3 (A)	365,437	0	0	365,437	365,437	365,437	0	0
LRCIP 3 (B)	0	0	0	0	0	730,874	0	0
Transport								
Main Roads WA Direct Grant	0	150,902	(150,902)	0	0	147,724	147,724	150,902
Regional Road Group & LRCIP 3 (Coro Beach Rd)	182,719	0	(90,234)	92,485	92,485	829,060	0	90,234
	601,656	259,138	(396,272)	464,522	464,522	2,726,505	304,826	396,272
Operating contributions								
General purpose funding								
Ex Gratia Rates	0	10,664	(10,664)	0	0	10,000	10,000	10,664
Recreation and culture								
Insurance Reimbursements (Cyclone Seroja)	0	0	0	0	0	252,400	0	0
Transport								
Hudson Resources Contribution (Dartmoor Rd)	0	0	0	0	0	12,500	12,500	0
Other property and services								
Diesel Fuel Rebate	0	6,592	(6,592)	0	0	20,000	6,666	6,592
	0	17,256	(17,256)	0	0	294,900	29,166	17,256
TOTALS	601,656	276,394	(413,528)	464,522	464,522	3,021,405	333,992	413,528

Provider	Capital grant/contribution liabilities					Non operating grants, subsidies and contributions revenue		
	Liability 1 July 2022	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Oct 2022	Current Liability 31 Oct 2022	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies								
Transport								
Main Roads WA Regional Road Group Funding	0	403,624	(156,892)	246,732	246,732	600,000	0	156,892
Roads to Recovery Funding	0	0	0	0	0	328,620	0	0
TOTALS	0	403,624	(156,892)	246,732	246,732	928,620	0	156,892

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022**

**NOTE 14
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	Amount	Amount	Closing Balance
	1 July 2022	Received	Paid	31 Oct 2022
	\$	\$	\$	\$
Contributions from Sub Divider	150,357	0	0	150,357
CTF Levy	1,514	2,236	(587)	3,163
Building Commission	1,441	1,772	(763)	2,450
	153,312	4,008	(1,350)	155,970

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 OCTOBER 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 2022-23 year is \$10,000 or 10.00% whichever is the greater.

Nature or type	Var. \$	Var. %	Explanation of variances	
			Timing	Permanent
	\$	%		
Revenue from operating activities				
Operating grants, subsidies and contributions	79,535	23.81%	▲ Timing	
Fees and charges	24,961	9.71%	Timing	
Expenditure from operating activities				
Employee costs	41,390	5.79%	Timing	
Materials and contracts	364,368	43.38%	▲ Timing	
Depreciation on non-current assets	(33,168)	(4.67%)	Timing	
Investing activities				
Proceeds from disposal of assets	(73,583)	(69.22%)	▼ Timing	
Payments for property, plant and equipment and infrastr	157,819	18.60%	▲ Timing	
Financing activities				
Proceeds from new debentures	(175,000)	(100.00%)	▼ Timing	
Transfer from reserves	(250,000)	(100.00%)	▼ Timing	
Transfer to reserves	222,673	98.92%	▲ Timing	

BANK RECONCILIATION - Muni Accounts As at 31st of October 2022

SYNERGY

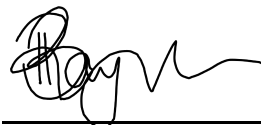
Balance as per Cash at Bank Account GL 160000	1,267,403.91
Balance as per Cash at Bank Account GL 170000	3,375,462.66
Balance as per Interfund Transfer A/c GL 161100	-
Plus Income on Bank Stmt not in ledgers	-
Less Expenditure on Bank Stmt not in ledgers	-
	\$4,642,866.57

BANK

Muni Bank Account (Account No 000040)	1,277,574.21
Investment Account (Account No 305784)	3,375,462.66
	<u>4,653,036.87</u>
Less Outstanding Payments	12,725.66
Plus Outstanding Deposits	1,312.65
Plus Tfer from Trust to Muni <u>or</u> [Tfer to Trust from Muni]	1,242.71
	\$4,642,866.57

Difference Check 0.00

Completed by:



Beau Raymond - Senior Finance Officer

08/11/2022

Date

Reviewed by:



Jamie Criddle - Chief Executive Officer

08/11/2022

Date



Corporate Card Statement

1 NOV 2022



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

Facility Number

00018023 20000001

Payment Due Date

31 October 2022

Closing Balance

\$5,622.05

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 Sep 2022	20 Oct 2022	31 Oct 2022	213.00 -	5,622.05 -	4,377.95

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		
213.00 -	55.21 -	5,890.26	0.00	0.00	0.00	5,622.05	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

SC00742 / M000257 / 294 / 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
Jameon Criddle	5163 2531 0145 4541	6,000	1,729.74

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 OCT	Payments AUTOMATIC PAYMENT	55.21-	
	Sub Total:	55.21-	
	Purchases		
27 SEP	LOCAL GOVERNEMENT MANA EAST PERTH AUS	1,320.00	
27 SEP	GOVERNMENT SERVICES NOT ELSE SEARANGE HOLDINGS PL GERALDTON AUS	57.00	
	EATING PLACES, RESTAURANTS		
02 OCT	Crown Perth Burswood AUS	953.03	
	HOTELS, MOTELS, RESORTS - LO		
03 OCT	Crown Perth Burswood AUS	171.45	
	HOTELS, MOTELS, RESORTS - LO		
04 OCT	Crown Metropol Perth Burswood AUS	635.36	
	HOTELS, MOTELS, RESORTS - LO		
04 OCT	Crown Perth Burswood AUS	635.36	
	HOTELS, MOTELS, RESORTS - LO		
04 OCT	Crown Perth Burswood AUS	120.50	
	HOTELS, MOTELS, RESORTS - LO		
03 OCT	CROWN PERTH THE MERRYW BURSWOOD AUS	106.00	
	EATING PLACES, RESTAURANTS		
09 OCT	Crown Perth Burswood AUS	914.71-	
	HOTELS, MOTELS, RESORTS - LO		
10 OCT	Crown Perth Burswood AUS	462.45	
	HOTELS, MOTELS, RESORTS - LO		
14 OCT	SAFETYCULTURE TOWNSVILLE CI AUS	501.60	
	COMPUTER SOFTWARE		
16 OCT	BP MERREDIN 6232 MERREDIN AUS	222.22	
	SERVICE STATIONS		
	Sub Total:	4,270.26	

Corporate Card Statement

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		
55.21	55.21 -	4,270.26	0.00	0.00	0.00	4,270.26	0.00

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

Cardholder Signature

Date 8/11/22

Transactions examined and approved

Manager/Supervisor Signature

Date 8/11/22

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

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	2,648.21

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
06 OCT	Purchases Samsung Electronics AU Sydney AUS	949.05	
06 OCT	ELECTRONICS STORES Harvey Norman Online Homebush West AUS	670.95	
	DEPARTMENT STORES		
	Sub Total:	1,620.00	

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions		
268.21 -	0.00 -	1,620.00	0.00	0.00	0.00	1,351.79	0.00

I have checked the above details and verify that they are correct.	
Cardholder Signature _____	Date 7/11/22
Transactions examined and approved _____	
Manager/Supervisor Signature _____	Date 8/11/22

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.

Corporate Card Statement

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