



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

# **ORDINARY COUNCIL MEETING**

## **Agenda**

**Meeting Date Thursday 18 May  
2023**

**Meeting Time 12:00 am**

**To be held at Chapman Valley  
Administration Office, 3270 Chapman  
Valley Road, Nabawa WA 6532,  
Council Chambers.**

**Jamie Criddle  
Chief Executive Officer**



SHIRE OF

**Chapman Valley**

*love the rural life!*

# Strategic Community Plan 2022-2032



## Snapshot

### OUR VISION

"A thriving and diverse community, embracing our coastline, ranges and rural settings to support growth and prosperity, while enjoying our peaceful and quiet lifestyle."

### OUR VALUES

Ethical, Honest, Integrity,  
Leadership, Respectful, Trustful



#### COMMUNITY, HEALTH & LIFESTYLE

- 1.1 Nurture the sense of community and unity across the Shire, while supporting towns and their volunteers in local issues
- 1.2 Address identified ageing population issues
- 1.3 Strengthen our role in regional partnerships and advocacy for continuity of local services/ facilities
- 1.4 Maintain and enhance safety and security in the Shire
- 1.5 Maximise health and lifestyle outcomes through environmental and public health strategies



#### ECONOMY & POPULATION

- 2.1 Build population and business activity through targeted strategies  
Provide support for business development and local employment
- 2.2 Embrace local tourism and regional strategies and trails
- 2.3 Ensure town planning compliments economic and business development, population retention and growth strategies
- 2.4 Develop marketing plan to promote Chapman Valley as place to live, invest, work or visit



#### ENVIRONMENT & SUSTAINABILITY

- 3.1 Preserve and protect the natural environment and address environmental risks as they arise
- 3.2 Maintain the rural identity of the Shire
- 3.3 Build the green canopy of the Shire's town areas
- 3.4 Address weed and vermin control
- 3.5 Fire mitigation and control



#### PHYSICAL & DIGITAL INFRASTRUCTURE

- 4.1 Develop, manage, and maintain built infrastructure
- 4.2 Manage and maintain roads, drainage, and other essential infrastructure assets
- 4.3 Aspire to robust communication and digital infrastructure in the Shire through strong partnerships and alliances
- 4.4 Advocate for improved power networks
- 4.5 Advocate for improved water security within the Shire



#### GOVERNANCE & ACCOUNTABILITY

- 5.1 Ensure governance and administration systems, policies and processes are current and relevant
- 5.2 Be accountable and transparent while managing human and physical resources effectively
- 5.3 Make informed decisions within resources and areas of responsibility
- 5.4 Ensure robust processes and guidelines for development

## ACKNOWLEDGEMENT OF COUNTRY

The Shire of Chapman Valley would like to respectfully acknowledge the Naaguja peoples who are the traditional owners and first people of the land on which we stand.

We would like to pay our respect to the elders past, present and emerging for they hold the memories, the traditions, the culture and hopes of the Naaguja peoples.

## 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.

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## **1 Declaration of Opening & Announcements of Visitors**

The President will welcome elected members, staff and visitors to the council meeting and declaring the meeting open.

*“The Shire of Chapman Valley would like to respectfully acknowledge the Naaguja peoples who are the traditional owners and first people of the land on which we stand.*

*We would like to pay our respect to the elders past, present and emerging for they hold the memories, the traditions, the culture and hopes of the Naaguja peoples.”*

## **2 Announcements from the Presiding Member**

## **3 Record of Attendance**

### **3.1 Attendees**

The following are anticipated to attend the council meeting:

#### **Elected Members**

Cr Kirrilee Warr (President)

Cr Darrell Forth (Deputy President)

Cr Nicole Batten

Cr Beverley Davidson

Cr Elizabeth Elliott-Lockhart

Cr Peter Humphrey

Cr Catherine Low

Cr Trevor Royce

#### **Officers**

Jamie Criddle, Chief Executive Officer

Simon Lancaster, Deputy Chief Executive Officer

Dianne Raymond, Manager Finance & Corporate Services

#### **Visitors**

### **3.2 Apologies**

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

Nil

## 4 Public Question Time

### 4.1 Response to Previous Public Questions on Notice

Nil

### 4.2 Public Question Time

**Local Government Act 1995**  
**SHIRE OF CHAPMAN VALLEY**  
**Standing Orders Local Law 2016**  
**Part 6 - Public participation**

#### **6.6 Procedures for question time for the public**

Procedures for question time for the public are dealt with in the Regulations.

#### **6.7 Other procedures for question time for the public**

- (1) A member of the public who raises a question during question time, is to state his or her name and address.
- (2) A question may be taken on notice by the Council for later response.
- (3) When a question is taken on notice the CEO is to ensure that:
  - (a) a response is given to the member of the public in writing; and
  - (b) a summary of the response is included in the agenda of the next meeting of the Council.
- (4) Where a question relating to a matter in which a relevant person has an interest is directed to the relevant person, the relevant person is to:
  - (a) declare that he or she has an interest in the matter; and
  - (b) allow another person to respond to the question.
- (5) Each member of the public with a question is entitled to ask up to 2 questions before other members of the public will be invited to ask their questions.
- (6) Where a member of the public provides written questions then the Presiding Member may elect for the questions to be responded to as normal business correspondence.
- (7) The Presiding Member may decide that a public question shall not be responded to where:
  - (a) the same or similar question was asked at a previous meeting, a response was provided and the member of the public is directed to the minutes of the meeting at which the response was provided;
  - (b) the member of the public uses public question time to make a statement, provided that the Presiding Member has taken all reasonable steps to assist the member of the public to phrase the statement as a question; or
  - (c) the member of the public asks a question that is offensive or defamatory in nature, provided that the Presiding Member has taken all reasonable steps to assist the member

- of the public to phrase the question in a manner that is not offensive or defamatory.
- (8) A member of the public shall have two minutes to submit a question.
- (9) The Council, by resolution, may agree to extend public question time.
- (10) Where an answer to a question is given at a meeting, a summary of the question and the answer is to be included in the minutes.

## 5 Applications for Leave of Absence

## 6 Disclosure of Interest

### **Local Government Act 1995**

#### **Administration Part 5**

#### **Disclosure of financial interests and gifts Division 6**

##### **s. 5.59**

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

##### **Section 5.60A:**

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

##### **Section 5.60B:**

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

- (a) a proposed change to a planning scheme affecting land that adjoins the person's land;
- or (b) a proposed change to the zoning or use of land that adjoins the person's land; or
- (c) a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land.”

##### **Regulation 34C (Impartiality):**

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

## 7 Presentations

**Local Government Act 1995**  
**SHIRE OF CHAPMAN VALLEY**



## **Standing Orders Local Law 2016**

### **Part 6 - Public participation**

#### **6.9 Deputations**

- (1) Any person or group wishing to be received as a deputation by the Council is to either:
  - (a) apply, before the meeting, to the CEO for approval; or
  - (b) with the approval of the Presiding Member, at the meeting, address the Council.
- (2) The CEO may either:
  - (a) approve the request and invite the deputation to attend a meeting of the Council; or
  - (b) refer the request to the Council to decide by simple majority whether or not to receive the deputation.
- (3) Unless the council resolves otherwise, a deputation invited to attend a Council meeting:
  - (a) is not to exceed 5 persons, only 2 of whom may address the Council, although others may respond to specific questions from Members;
  - (b) is not to address the Council for a period exceeding 10 minutes without the agreement of the Council; and,
  - (c) additional members of the deputation may be allowed to speak with the leave of the Presiding Member.
- (4) Any matter which is the subject of a deputation to the Council is not to be decided by the Council until the deputation has completed its presentation.

#### **6.10 Petitions**

- (1) A petition is to -
  - (a) be addressed to the President;
  - (b) be made by electors of the district;
  - (c) state the request on each page of the petition;
  - (d) contain the name, address and signature of each elector making the request, and the date each elector signed;
  - (e) contain a summary of the reasons for the request; and
  - (f) state the name of the person to whom, and an address at which, notice to the petitioners can be given.
- (2) Upon receiving a petition, the local government is to submit the petition to the relevant officer to be included in his or her deliberations and report on the matter that is the subject of the petition, subject to subclause (3).
- (3) At any meeting, the Council is not to vote on any matter that is the subject of a petition presented to that meeting, unless:
  - (a) the matter is the subject of a report included in the agenda; and
  - (b) the Council has considered the issues raised in the petition.

#### **6.11 Presentations**

- (1) In this clause, a presentation means the acceptance of a gift or an award by the

Council on behalf of the local government or the community.

(2) A presentation may be made to the Council at a meeting only with the prior approval of the CEO.

## **7.1 Petitions**

The Council has not received any petitions at the time of writing this report.

## **7.2 Presentations**

The Council does not anticipate any presentations at the time of writing this report.

## **7.3 Deputations**

The Council has not received any deputations at the time of writing this report.

# **8 Confirmation of Minutes from Previous Meetings**

### **Recommendation**

That the Minutes of the Ordinary Council Meeting held on 20 April 2023 be confirmed as true and accurate.

# ORDINARY COUNCIL MEETING

## Minutes

Meeting Date Thursday 20 April 2023

Meeting Time 8:30 am

Held at Chapman Valley Administration Office, 3270 Chapman Valley Road,  
Nabawa WA 6532, Council Chambers.

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



**Jamie Criddle**  
Chief Executive Officer

# Strategic Community Plan 2022-2032



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UNCONFIRMED MINUTES

Ordinary Council Meeting 20 April 2023 - Minutes

## **1 Declaration of Opening & Announcements of Visitors**

The President welcomed elected members, staff and visitors to the council meeting and declaring the meeting open at 8.40am.

The Shire acknowledged the traditional landowners through the reading of our Acknowledgement of Country.

*"The Shire of Chapman Valley would like to respectfully acknowledge the Naaguja peoples who are the traditional owners and first people of the land on which we stand.*

*We would like to pay our respect to the elders past, present and emerging for they hold the memories, the traditions, the culture and hopes of the Naaguja peoples."*

## **2 Announcements from the Presiding Member**

Nil

## **3 Record of Attendance**

### **3.1 Attendees**

The following attended the council meeting:

#### **Elected Members**

Cr Kirrilee Warr (President)  
Cr Darrell Forth (Deputy President)  
Cr Nicole Batten  
Cr Beverley Davidson  
Cr Peter Humphrey  
Cr Trevor Royce

#### **Officers**

Jamie Criddle, Chief Executive Officer  
Simon Lancaster, Deputy Chief Executive Officer  
Dianne Raymond, Manager Finance & Corporate Services

#### **Visitors**

Wayne Boys  
Emma Boys

### **3.2 Apologies**

Cr Catherine Low

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



Ordinary Council Meeting 20 April 2023 - Minutes

Cr Kirrilee Warr (President) and Cr Elizabeth Elliott-Lockhart have been approved by resolution to take a leave of absence for the meeting held on April 2023.

## 4 Public Question Time

### 4.1 Response to Previous Public Questions on Notice

Nil

### 4.2 Public Question Time

Nil

## 5 Applications for Leave of Absence

Nil

## 6 Disclosure of Interest

Meeting Details:	Person	Type of Interest	Agenda Item
Ordinary Council Meeting 20 April 2023	Cr Trevor Royce	Proximity	10.1.1 Own land adjoining

## 7 Presentations

### 7.1 Petitions

The council has not received any petitions.

### 7.2 Presentations

The council did not accept any presentations in the course of the meeting.

### 7.3 Deputations

The council did not receive any deputations in the course of the meeting

## 8 Confirmation of Minutes from Previous Meetings

### Council Resolution

Ordinary Council Meeting 20 April 2023 - Minutes

**Moved:** Cr Darrell Forth **Seconded:** Cr Nicole Batten

That the Minutes of the Ordinary Council Meeting held on 16 March 2023 be confirmed as true and accurate.

**For** Cr Beverley Davidson, Cr Darrell Forth, Cr Nicole Batten, Cr Peter Humphrey, Cr Trevor Royce and Cr Kirrilee Warr

**Against** Nil

6 / 0

**CARRIED UNANIMOUSLY**  
Minute Reference OCM 2023/04-1

## 9 Items to be dealt with En Bloc

### Council Resolution

**Moved:** Cr Nicole Batten **Seconded:** Cr Beverley Davidson

Council resolves to move the following items En Bloc:  
10.2.1 & 10.3.3.

**For** Cr Beverley Davidson, Cr Darrell Forth, Cr Nicole Batten, Cr Peter Humphrey, Cr Trevor Royce and Cr Kirrilee Warr

**Against** Nil

6 / 0

**CARRIED UNANIMOUSLY**  
Minute Reference OCM 2023/04-2

Ordinary Council Meeting 20 April 2023 - Minutes

## 10 Officer Reports

### 10.1 Deputy Chief Executive Officer

<b>10.1.1</b>	<b>Coronation Beach Nature Based Campground</b>
<b>Department</b>	Development Service Planning
<b>Author</b>	Simon Lancaster
<b>Reference(s)</b>	A356
<b>Attachment(s)</b>	1. Coronation Beach Nature Based Campground Application [10.1.1.1 - 47 pages] 2. Extract from 17.9.08 Council Minutes [10.1.1.2 - 15 pages]

### Voting Requirements

Simply Majority

### Staff Recommendation

That Council grant planning approval for an amendment to the previously approved short stay/tourism development upon Lot 171 Coronation Beach Road, Howatharra (Planning Permit 2008/058) to enable its staged development subject to the following:

#### Conditions

- 1 Development shall be in accordance with the information provided as Attachment 10.1.1.1 and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government.
- 2 Any additions to or change of use of any part of the buildings or land (not the subject of this consent/approval) considered by the local government Chief Executive Officer to represent significant variation from the approved development plan requires further application and planning approval for that use/addition.
- 3 The applicant is to prepare, submit and adhere to a Management Plan to the approval of the local government.
- 4 The applicant is to implement and maintain reporting mechanisms for complaints concerning the operation of the development. In the event of a substantiated complaint being received the applicant is required to demonstrate mitigation response(s) to the approval of the local government. Such response(s) will be treated as conditions of approval/required modifications to the Management Plan.
- 5 The development shall comply with the requirements of the *Caravan Parks and Camping Grounds Regulations 1997* and the 'Nature-based Parks: Licensing Guidelines for Developers and Local Governments' to the approval of the local government.
- 6 The office/reception/shop/manager's residence building and toilet/ablution building shall be sited (or elevated) so that the finished floor level is above the 5.0 metre contour line (AHD).
- 7 All permanent buildings including sheds and storage tanks shall be located, and sympathetic in design and colour (muted tones) to the coastal environs, to complement the natural features of the area and minimise visual impact to the approval of the local government (the use of zincalume is not permitted).
- 8 All fencing, barriers and bollards shall be sympathetic to the natural environs and consistent with the overall colour scheme for the development.

## Ordinary Council Meeting 20 April 2023 - Minutes

- 9 The placement of renewable energy/power sources on-site shall not detract from the natural environment and visual amenity of the area. In this regard further consultation shall be undertaken with the local government prior to the placement of these facilities.
- 10 The placement of any generator on-site shall not detract from the natural environment and amenity of the area. In this regard further consultation shall be undertaken with the local government prior to the placement of these facilities with preference that generator(s) are positioned to the north of the development and sufficiently sound proofed so as to minimise any noise impact upon the patrons of the development and users of the Shire's camping and day use facility.
- 11 All lighting devices shall be installed and shaded in such a way as to not cause undue light spill to the approval of the local government.
- 12 The installation of any directional signage shall be to the requirements of the local government (or Main Roads WA where required).
- 13 The installation and subsequent maintenance of any signage associated with the development shall be to the approval of the local government.
- 14 Signage is required to be installed to all taps to the approval of the local government advising visitors where the water is non-potable. Promotional material for the nature based campground shall clearly state to the approval of the local government that water is non-potable and that visitors must provide their own potable water (where the water is non-potable).
- 15 The installation and subsequent maintenance of landscaping shall be to the approval of the local government.
- 16 The development shall be connected to on-site wastewater and effluent disposal systems that are located, designed, installed and operated to the requirements of the Department of Health and the approval of the local government.
- 17 All external water pipes associated with the development shall be laid underground to a minimum depth of 300mm to withstand the effects of a bush fire.
- 18 The internal road network, bays, vehicle manoeuvring and parking areas shall be constructed and maintained to an all-weather compacted gravel standard to the approval of the local government.
- 19 The applicant is to ensure that the location, design, construction and maintenance of the access point from the development site onto the road network shall be to the approval of the local government.
- 20 The applicant is responsible to ensure that no parking of vehicles associated with the development occurs within a public carriageway, including the road verge.
- 21 The applicant is to make contribution to the cost of the operation of the existing dump point to the approval of the local government.

## Advice Notes

- (a) In relation to condition 3 the Management Plan is to include sections addressing Bushfire Management and Emergency Evacuation to the approval of the local government, and the development is required to be operated in accordance with the recommendations contained therein.
- (b) In relation to condition 3 the Bushfire Management and Emergency Evacuation sections shall be periodically reviewed to ensure they remain current with on-ground site characteristics, user patterns/demands and the bushfire planning framework. In the event of a concern being raised by the Department of Fire & Emergency Services or the local government the Management Plan may require modification to ensure they address the raised concern(s) to the approval of the local government.
- (c) In relation to condition 3 the Management Plan is to include a section relating to Water Supply prepared to the requirements of the Department of Health and the approval of the local government (noting that Stage 1 will not be serviced with water).
- (d) In relation to condition 3 the Management Plan is to include a section relating to Waste and Wastewater Management prepared to the requirements of the Department of



## Ordinary Council Meeting 20 April 2023 - Minutes

- Health and the approval of the local government (noting that Stage 1 will not be serviced with toilet facilities).
- (e) In relation to condition 3 the Management Plan is to include a section relating to Food Management prepared to the requirements of the Department of Health and the approval of the local government (noting that Stage 1 will not be serviced with camper kitchen or bbq facilities).
  - (f) In relation to condition 5 the development shall only permit short stay accommodation for a period of not more than 28 nights in total in a 3 month period starting on the first day that the person occupies a site at the facility.
  - (g) In relation to condition 14 in the event that the local government and/or applicant require the development to be serviced with provision of potable water, the potable water supply shall meet the minimum prescribed Australian Drinking Water Standards and be tested by the applicant at their cost on a periodic basis as directed by the local government, with the results to be submitted to the local government. If deemed required by the local government, a suitable water treatment system such as chlorination or ultra violet light shall be provided (noting that Stage 1 will not be serviced with water).
  - (h) In relation to condition 19 the crossover onto Coronation Beach Road shall be constructed to a bitumen seal standard to a minimum width of 7.5 metres and minimum length of 20 metres at the applicant's expense and to the specification and approval of the local government (noting that the local government may deem that this crossover upgrade not be required as part of Stage 1).
  - (i) In relation to condition 21 the local government Chief Executive Officer shall establish the contribution amount to be paid by the applicant, and in the event that the contribution amount is disputed by the applicant the matter shall be presented to Council for consideration.
  - (j) The applicant is advised that this planning approval does not negate the requirement for any additional approvals which may be required under separate legislation including but not limited to the, Building Code of Australia, *Building Act 2011*, *Building Regulations 2012*, *Caravan Parks and Camping Grounds Act 1995*, *Caravan Parks and Camping Grounds Regulations 1997*, *Health Act 1911*, *Liquor Control Act 1988*, and the *Local Government (Miscellaneous Provisions) Act 1960*. It is the applicant's responsibility to obtain any additional approvals required before the development/use lawfully commences.
  - (k) The local government advises that the existing Coronation Beach Nature Based Camping Area provides benefit to the broader community and the local government is not obliged to withdraw from the operation of this facility.
  - (l) The local government advises that the proposed Lot 171 development site is located in proximity to the coast and may be subject to future impacts associated with this proximity for which the local government bears no responsibility.
  - (m) 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.

8:44 pm - Cr Trevor Royce left the meeting.

**Council Resolution**

**Moved:** Cr Peter Humphrey    **Seconded:** Cr Nicole Batten

That Council grant planning approval for an amendment to the previously approved short stay/tourism development upon Lot 171 Coronation Beach Road, Howatharra (Planning Permit 2008/058) to enable its staged development subject to the following:  
Conditions

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- 1 Development shall be in accordance with the information provided as Attachment 10.1.1.1 and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government.
- 2 Any additions to or change of use of any part of the buildings or land (not the subject of this consent/approval) considered by the local government Chief Executive Officer to represent significant variation from the approved development plan requires further application and planning approval for that use/addition.
- 3 The applicant is to prepare, submit and adhere to a Management Plan to the approval of the local government.
- 4 The applicant is to implement and maintain reporting mechanisms for complaints concerning the operation of the development. In the event of a substantiated complaint being received the applicant is required to demonstrate mitigation response(s) to the approval of the local government. Such response(s) will be treated as conditions of approval/required modifications to the Management Plan.
- 5 The development shall comply with the requirements of the *Caravan Parks and Camping Grounds Regulations 1997* and the 'Nature-based Parks: Licensing Guidelines for Developers and Local Governments' to the approval of the local government.
- 6 The office/reception/shop/manager's residence building and toilet/ablution building shall be sited (or elevated) so that the finished floor level is above the 5.0 metre contour line (AHD).
- 7 All permanent buildings including sheds and storage tanks shall be located, and sympathetic in design and colour (muted tones) to the coastal environs, to complement the natural features of the area and minimise visual impact to the approval of the local government (the use of zincalume is not permitted).
- 8 All fencing, barriers and bollards shall be sympathetic to the natural environs and consistent with the overall colour scheme for the development.
- 9 The placement of renewable energy/power sources on-site shall not detract from the natural environment and visual amenity of the area. In this regard further consultation shall be undertaken with the local government prior to the placement of these facilities.
- 10 The placement of any generator on-site shall not detract from the natural environment and amenity of the area. In this regard further consultation shall be undertaken with the local government prior to the placement of these facilities with preference that generator(s) are positioned to the north of the development and sufficiently sound proofed so as minimise any noise impact upon the patrons of the development and users of the Shire's camping and day use facility.
- 11 All lighting devices shall be installed and shaded in such a way as to not cause undue light spill to the approval of the local government.
- 12 The installation of any directional signage shall be to the requirements of the local government (or Main Roads WA where required).
- 13 The installation and subsequent maintenance of any signage associated with the development shall be to the approval of the local government.
- 14 Signage is required to be installed to all taps to the approval of the local government advising visitors where the water is non-potable. Promotional material for the nature based campground shall clearly state to the approval of the local government that water is non-potable and that visitors must provide their own potable water (where the water is non-potable).
- 15 The installation and subsequent maintenance of landscaping shall be to the approval of the local government.
- 16 The development shall be connected to on-site wastewater and effluent disposal systems that are located, designed, installed and operated to the requirements of the Department of Health and the approval of the local government.
- 17 All external water pipes associated with the development shall be laid underground to a minimum depth of 300mm to withstand the effects of a bush fire.

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- 18 The internal road network, bays, vehicle manoeuvring and parking areas shall be constructed and maintained to an all-weather compacted gravel standard to the approval of the local government.
- 19 The applicant is to ensure that the location, design, construction and maintenance of the access point from the development site onto the road network shall be to the approval of the local government.
- 20 The applicant is responsible to ensure that no parking of vehicles associated with the development occurs within a public carriageway, including the road verge.
- 21 The applicant is to make contribution to the cost of the operation of the existing dump point to the approval of the local government.

## Advice Notes

- (a) In relation to condition 3 the Management Plan is to include sections addressing Bushfire Management and Emergency Evacuation to the approval of the local government, and the development is required to be operated in accordance with the recommendations contained therein.
- (b) In relation to condition 3 the Bushfire Management and Emergency Evacuation sections shall be periodically reviewed to ensure they remain current with on-ground site characteristics, user patterns/demands and the bushfire planning framework. In the event of a concern being raised by the Department of Fire & Emergency Services or the local government the Management Plan may require modification to ensure they address the raised concern(s) to the approval of the local government.
- (c) In relation to condition 3 the Management Plan is to include a section relating to Water Supply prepared to the requirements of the Department of Health and the approval of the local government (noting that Stage 1 will not be serviced with water).
- (d) In relation to condition 3 the Management Plan is to include a section relating to Waste and Wastewater Management prepared to the requirements of the Department of Health and the approval of the local government (noting that Stage 1 will not be serviced with toilet facilities).
- (e) In relation to condition 3 the Management Plan is to include a section relating to Food Management prepared to the requirements of the Department of Health and the approval of the local government (noting that Stage 1 will not be serviced with camper kitchen or bbq facilities).
- (f) In relation to condition 5 the development shall only permit short stay accommodation for a period of not more than 28 nights in total in a 3 month period starting on the first day that the person occupies a site at the facility.
- (g) In relation to condition 14 in the event that the local government and/or applicant require the development to be serviced with provision of potable water, the potable water supply shall meet the minimum prescribed Australian Drinking Water Standards and be tested by the applicant at their cost on a periodic basis as directed by the local government, with the results to be submitted to the local government. If deemed required by the local government, a suitable water treatment system such as chlorination or ultra violet light shall be provided (noting that Stage 1 will not be serviced with water).
- (h) In relation to condition 19 the crossover onto Coronation Beach Road shall be constructed to a bitumen seal standard to a minimum width of 7.5 metres and minimum length of 20 metres at the applicant's expense and to the specification and approval of the local government (noting that the local government may deem that this crossover upgrade not be required as part of Stage 1).
- (i) In relation to condition 21 the local government Chief Executive Officer shall establish the contribution amount to be paid by the applicant, and in the event that the contribution amount is disputed by the applicant the matter shall be presented to Council for consideration.
- (j) The applicant is advised that this planning approval does not negate the requirement for any additional approvals which may be required under separate legislation

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including but not limited to the, Building Code of Australia, *Building Act 2011*, *Building Regulations 2012*, *Caravan Parks and Camping Grounds Act 1995*, *Caravan Parks and Camping Grounds Regulations 1997*, *Health Act 1911*, *Liquor Control Act 1988*, and the *Local Government (Miscellaneous Provisions) Act 1960*. It is the applicant's responsibility to obtain any additional approvals required before the development/use lawfully commences.

- (k) The local government advises that the existing Coronation Beach Nature Based Camping Area provides benefit to the broader community and the local government is not obliged to withdraw from the operation of this facility.
- (l) The local government advises that the proposed Lot 171 development site is located in proximity to the coast and may be subject to future impacts associated with this proximity for which the local government bears no responsibility.
- (m) 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.

**For** Cr Beverley Davidson, Cr Darrell Forth, Cr Nicole Batten, Cr Peter Humphrey and Cr Kirrilee Warr

**Against** Nil

5 / 0

**CARRIED UNANIMOUSLY**  
**Minute Reference OCM 2023/04-3**

8:47 am - Cr Trevor Royce returned to the meeting.

8:47 am - Visitors left the meeting

### Disclosure of Interest

No officer declared an interest under the *Local Government Act 1995*, Subdivision 1 (LGA 1995) in the preparation of this report.

The Shire operates a nature based campground upon adjoining Reserve 19893.

### Background

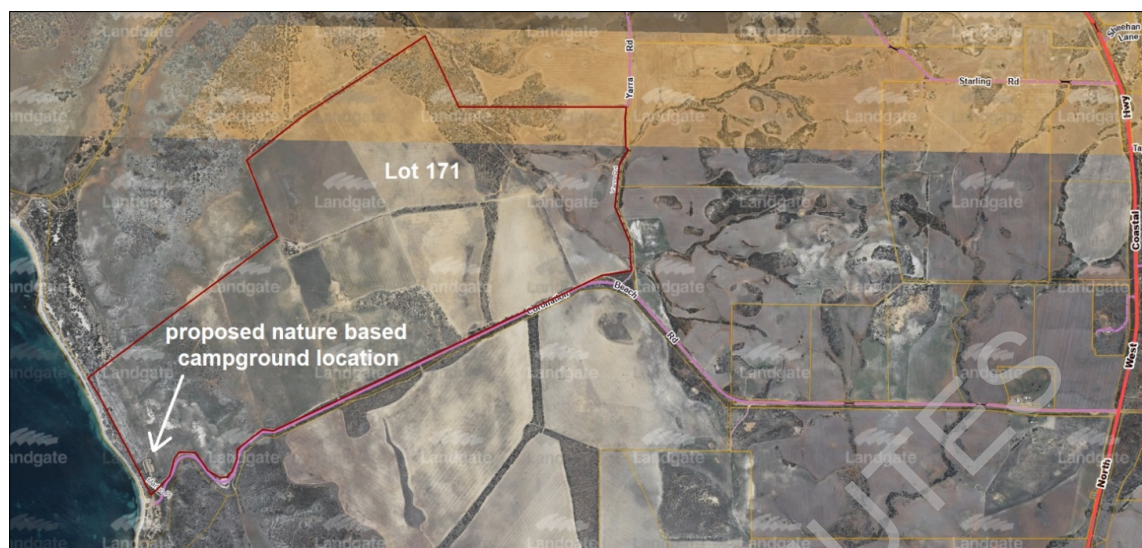
Council is in receipt of an application to operate a nature based campground upon Lot 171 Coronation Beach Road, Howatharra as an initial stage of a wider caravan park development (that was previously approved by Council). This report recommends conditional approval of the nature based campground.

### Comment

Lot 171 is a 570.7882ha property located on the northern side of Coronation Beach Road.

**Figure 10.1.1(a) – Location Map of Lot 171 Coronation Beach Road, Howatharra**

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The majority of Lot 171 is used for farming purposes and largely cleared, excepting some remnant vegetation along tributary lines and outcrops. A residence and associated outbuildings are located towards the centre of Lot 171.

The western end of Lot 171 slopes steeply downwards from the 50m contour line to an approximately 100m wide strip of land at the 5m contour that abuts the coastal reserve. It is on this strip of land that the applicant seeks to operate a nature based campground (immediately to the north of the existing Shire operated nature based campground).

**Figure 10.1.1(b) – Aerial Photo of proposed development site upon Lot 171**



The landowner has previously received Council approval to develop a 50 bay caravan park upon Lot 171. The development experienced delays due to the need to create a formal road



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access to the lower ground section of the property with this Department of Planning, Lands & Heritage (DPLH) administered process taking 5 years to conclude.

The landowner has also faced difficulties in delivering water/power servicing to the site, along with COVID and Cyclone Seroja impacts including rising constructions costs and labour/materials availability. As a result they are now seeking Council approval to commence operation as a reduced 20 bay nature based park within the footprint of the previous approval area. This would serve as a first stage to enable the development to commence operation and in the event that the project proves economically viable the subsequent stages could be proceeded with.

The nature based park application also seeks to make modifications to the previously approved internal vehicle network layout. These amendments are designed to improve maneuverability based upon the landowner's experiences as they have progressed on-ground works. The modifications are contained within the original approved footprint and are considered minor and would assist visitor movement.

A copy of the nature based park application that provides further information has been provided as **Attachment Coronation Beach Nature Based Campground Application**.

The development history for the proposed caravan park upon Lot 171 is as follows:

- 17/9/08 Council approved an application for the development of a 50 bay caravan park with accompanying shop/office/manager's residence, ablution/laundry building and campers kitchen, to be serviced by water (bore groundwater) and power (renewable solar and wind and diesel generation). The planning approval was given approval for a period of 2 years expiring on 17/9/10 unless the development had been substantially commenced. A copy of the relevant extract from the 17/9/08 Council Minutes, along with the originally submitted plans has been provided as **Attachment Extract from 17.9.08 Council Minutes**. The complete original application inclusive of the preliminary servicing report can be provided to Councillors upon request.
- 25/8/10 Council resolved to renew the caravan park development approval given that the delay in commencing on-ground works had arisen from matters beyond both the applicant's and the Shire's control, namely the DPLH requirements to undertake a heritage survey and complete a part reserve closure and road realignment to provide legal means of access to the site. The renewal was for a further 2 years which then gave the application an expiry date of 17/9/12.
- 16/11/11 Council resolved to close an unconstructed section of Coronation Beach Road and create a new road reserve (that would become Marloo Place) to provide level road access to the caravan park site upon Lot 171.
- 18/7/12 Council resolved to renew the caravan park development approval for a further 2 year period, with a new expiry date for works to substantially commence of 17/9/14.
- 19/2/14 Council resolved to name the new road reserve Marloo Place.
- 4/11/14 Landowner had completed the internal vehicle access network and caravan bays siteworks and commenced landscaping works that satisfied the requirement for 'substantial commencement' so that the development approval remained active.
- 26/4/16 DPLH advised that action to close the unconstructed section of Coronation Beach Road and formally create Marloo Place had been concluded.
- 19/3/18 Landowner had sited transportable building upon Lot 171 to be repurposed as the shop/office.
- 20/2/19 Shire issued building permit for office/shop upgrade works to transportable building.
- 14/4/22 Applicant had sited 2 water tanks upon Lot 171 to service development.

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Shire staff do not raise objection to the proposed staging of the development, and the requested nature based level of servicing (i.e. no power or water connection) as this is comparable to the adjoining Coronation Beach Nature Based Campground.

The existing Coronation Beach Nature Based Campground was developed by the Shire in response to unmanaged camping activities at this location that were leading to environmental degradation. During the 1990's and 2000's the Shire campground primarily catered for windsurfing tourists attracted to the location.

However, with the increasing popularity of self-contained RV vans, along with the growth in kitesurfing and wingfoiling, the Shire campground is no longer full just during windsurfing season, but all year round, and the Shire is frequently required to put the no-vacancy sandwich board out on the highway turn-off to Coronation Beach.

The Shire reserve that the Coronation Beach Nature Based Campground exists upon is almost entirely developed with limited scope for the creation of additional bays. Therefore the development of further short stay opportunities upon Lot 171 to the north by the private landowner was welcomed by the Shire, as it would relieve disappointment for travellers to this region, and prevent instances of campers then seeking to setup in areas not capable of sustaining this activity both in terms of environmental damage but management of fire, litter and access risks.

**Figure 10.1.1(c) – View of under construction office/shop/manager's residence**



**Figure 10.1.1(d) – View of bays and landscaping upon Lot 171**





**Figure 10.1.1(e) – View of central vehicle network alignment upon Lot 171**



**Figure 10.1.1(f) – View west over Lot 171 from Coronation Beach Road lookout**



### **Statutory Environment**

The report complies with the requirements of the:  
Shire of Chapman Valley Local Planning Policy  
Shire of Chapman Valley Local Planning Scheme No.3  
*Planning & Development (Local Planning Schemes) Regulations 2015*

Lots 171 is zoned 'Rural' under the Shire of Chapman Valley Local Planning Scheme No.3 ('the Scheme') the objectives for which are listed in Table 1 as being:

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

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'Camping Ground' is listed as an 'A' use in the 'Rural' zone, that is a use that must be advertised for comment prior to determination.

However, it is considered that the application for a nature based campground should be assessed under the provisions of Schedule 2, Part 10A Clause 77 of the *Planning and Development (Local Planning Schemes) Regulations 2015* which allows for the owner of land, of which development approval has been granted, to make application to the local government to amend an aspect of the development approval which, if amended would not substantially change the development approved.

It is considered that the staging of the previously approved 50 bay caravan park, with a 20 bay nature based campground as the initial stage would be acceptable in this instance. The development footprint had not been altered and the minor modifications to the internal vehicle network would assist in visitors manoeuvring about the site. The reduced level of servicing proposed in Stage 1 of this new staged development is comparable to the existing nature based campground immediately to the south of Lot 171 and the subsequent stages of development would be in accordance with the previous Council approval and would be triggered by demand and economic viability.

The staff recommendation is for approval and has been structured to incorporate the original conditions of approval (excepting those relating to the road realignment which has now been met) and insert new conditions relating more specifically to matters associated with the management of a nature based campground.

Schedule 2 Part 9 Clause 67(2) of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* lists the following relevant matters in considering this development application:

- “(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;...
- ...(c) any approved State planning policy;...
- ...(fa) any local planning strategy policy for this Scheme endorsed by the Commission;
- (g) any local planning policy for the Scheme area;...
- ...(m) the compatibility of the development with its setting including:
  - (i) the compatibility of the development with the desired future character of its setting; and
  - (ii) relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;
- (n) the amenity of the locality including the following —
  - (i) environmental impacts of the development;
  - (ii) the character of the locality;
  - (iii) social impacts of the development;
- (o) the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource;
- (p) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;
- (q) the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk;

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- (r) *the suitability of the land for the development taking into account the possible risk to human health or safety;*
- (s) *the adequacy of —*
  - (i) *the proposed means of access to and egress from the site; and*
  - (ii) *arrangements for the loading, unloading, manoeuvring and parking of vehicles;*
- (t) *the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;...*
- ...(w) *the history of the site where the development is to be located;*
- (x) *the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;*
- (y) *any submissions received on the application;*
- (za) *the comments or submissions received from any authority consulted under clause 66;*
- (zb) *any other planning consideration the local government considers appropriate.”*

The *Caravan Parks and Camping Grounds Act 1995* and *Caravan Parks and Camping Regulations 1997* provide statutory direction in relation to this application.

Section 5 of the *Caravan Parks and Camping Grounds Act 1995* defines camping grounds and caravan parks as follows:

*“camping ground means an area of land on which camps, but not caravans, are situated for habitation but does not include any land prescribed for the purposes of this definition;*

*caravan park means an area of land on which caravans, or caravans and camps, are situated for habitation.”*

Part 1 Section 3 of the *Caravan Parks and Camping Grounds Regulations 1997* defines a nature based park as follows:

*“nature based park means a facility in an area that —*

- (a) *is not in close proximity to an area that is built up with structures used for business, industry or dwelling-houses at intervals of less than 100m for a distance of 500m or more; and*
- (b) *has been predominantly formed by nature; and*
- (c) *has limited or controlled artificial light and noise intrusion.”*

Regulation 19(1)(m) notes that it is duty of the licence holder to:

- “(m) for a nature based park, all advertising material and other information sources about the facility, the content of which is controlled by the licence holder, specify each of the following amenities that is not provided for occupiers at the facility —*
  - (i) *toilets;*
  - (ii) *showers;*
  - (iii) *hand basins;*
  - (iv) *washing-up facilities;*
  - (v) *laundry facilities;*
  - (vi) *hot water for showering or for washing-up or laundry facilities;*
  - (vii) *power points;*
  - (viii) *lighting.”*

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Schedule 7 Clause 5A(1) of the Regulations notes that:

*“A person cannot be an occupier at a nature based park for more than 28 nights in total in a 3 month period starting on the first day that the person occupies a site at the facility.”*

The Department of Local Government and Communities have prepared the ‘Nature-based Parks: Licensing Guidelines for Developers and Local Governments’ and this application has been assessed with regard for these guidelines.

The application to establish a nature based park at Coronation Beach is considered to be in accordance with the requirements of the *Caravan Parks and Camping Regulations 1997* and ‘Nature-based Parks: Licensing Guidelines for Developers and Local Governments’ with the exception of Schedule 7 Clause 42 of the Regulations which states that:

*“Potable water for sites*

- (1) A supply of potable water of at least 300L per day, or such lesser amount as is approved under subclause (2), is to be available for use by each site at a facility.*
- (2) The local government may, with the written approval of the Executive Director, Public Health (within the meaning of the Health Act 1911), approve of a lesser quantity of water than that specified in subclause (1) being available at a facility.”*

The applicant is proposing that Stage 1 would have no water servicing, this is a similar arrangement to the adjacent Coronation Beach Nature Based Campground. The applicant is proposing that Stage 2 would be serviced by a 25,000L tank to be located in proximity to the bbq/washing up area. Stage 1 would not meet with the standard requirements of Schedule 7 Clause 42(1) of the regulations and would therefore require consideration under the performance criteria of Schedule 7 Clause 42(1).

Were the water supply to be advertised as potable in Stage 2, then tests would be required to be carried out to ensure the supply was potable, this may require ongoing treatment with chlorine or ultra violet light.

The ‘Nature-based Parks: Licensing Guidelines for Developers and Local Governments’ notes in relation to this requirement that:

*“Potable water for sites*

*Current: Schedule 7, Clause 42, if potable water can be readily made available then it should be provided. There is a health requirement that an adequate supply of drinking water be provided; if not, the operator needs to seek an exemption. Application for exemption is to be made to the local government and will be dealt with on a case by case basis. Every effort must be made to notify potential visitors if no potable water is available – this includes on all advertising materials, websites and on signs at the entrance to the facility.”*

It is suggested that overall development approval for the facility should be made subject to the following condition:

*“Signage is required to be installed to all taps to the approval of the local government advising visitors where the water is non-potable. Promotional material for the nature based campground shall clearly state to the approval of the local*

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*government that water is non-potable and that visitors must provide their own potable water.”*

### Policy/Procedure Implications

A Policy or Procedure is affected:

Planning and Development Policy & Procedures

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 2.3 – Rural Tourism to guide assessment of applications and a copy of the policy can be viewed at the following link:

[https://www.chapmanvalley.wa.gov.au/Profiles/chapmanvalley/Assets/ClientData/Document-Centre/planning/policies/SoCV\\_LPP\\_2\\_3\\_Rural\\_Tourism.pdf](https://www.chapmanvalley.wa.gov.au/Profiles/chapmanvalley/Assets/ClientData/Document-Centre/planning/policies/SoCV_LPP_2_3_Rural_Tourism.pdf)

Policy 2.3 contains the following objectives:

- “• To provide for a range of low impact accommodation and other low impact tourist related uses in the rural and rural lifestyle areas of the Shire in a manner that is complementary and sensitive to the agricultural and environmental fabric of the municipality.
- To set out the circumstances under which the Local Government may approve low impact tourist development in the rural and rural lifestyle areas of the municipality as provided in the Scheme.”

Policy 2.3 also contains the following within the policy statement:

- “6.1 Applications for Rural Tourism will only be supported where the Local Government is satisfied that the proposal will not result in unacceptable environmental or amenity impacts as a result of noise, dust, light spill, odour, vibration, traffic movement, visual intrusion or contamination on the nearby residents or environment and that the quality of the development will present a positive image of the locality.
- 6.2 Depending on the nature of the proposed Rural Tourism, local wind, topography and vegetation conditions, setback distances from site boundaries and existing watercourse or bodies may need to be increased. When determining such setbacks the Local Government shall consider existing and potential land-uses on adjoining and nearby properties.”

Use	Criteria	Standard
Caravan Park & Camping Ground	1. Location	1. Within close proximity to public recreation areas/natural attractions–beaches, walk trails, scenic lookouts etc & distances from other caravan parks/campsites as prescribed by Caravan Parks & Camping Grounds Act 1995
	2. Public Road Access	2. Type 5 – 7m bitumen seal + bitumen seal crossover to Local Government specifications or Type 3 – 12m form/8m gravel paved at Local Government discretion
	3. Potable Water Supply	3. As per Caravan & Camping Regs 1997
	4. Ablutions	4. As per Caravan & Camping Regs 1997 & Building Code

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5. Car Parking	5. 1 car bay per caravan/camp site + 1 bay for manager – gravel std/Local Government specs
6. Lot size	6. 15ha
7. Setback	7. 30m from the front boundary and 75m from water features with all other boundaries to comply with Local Planning Scheme requirements unless otherwise determined by the Local Government.
8. Siting	8. Away from sand dunes, ridge lines and side slope/breakaway areas
9. Clearing	9. No removal of remnant vegetation
10. Screening	10. Well screened from view of neighbouring properties
11. Design & Materials	11. Buildings to be complementary with landscape – earth tones – no reflection
12. Management	12. On site manager's residence

It is considered that the application meets with the Policy Statement requirements, as it is located at a popular public recreation destination, fronts a sealed road, has been subject to extensive landscaping works by the applicant, and the shop/office building would also serve as an on-site manager's residence.

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

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

### **Financial Implications**

#### **Long Term Financial Plan**

No major effect is anticipated on the Long Term Financial Plan.

The applicant is seeking to establish Stage 1 without toilet facilities or a dump point and is seeking Council support to be able to direct guests staying at the development upon Lot 171 to make use of the existing Shire operated dump point within the Coronation Beach Nature Based Campground, in exchange for the applicant making financial contribution to the operating cost of the dump point.

The servicing of the dump point at Coronation Beach Road generally costs the Shire approximately \$10,000 annually at a current rate of approximately \$633 on average for 16 visits (the costs during 19/20 and 20/21 were lower due to COVID and Cyclone Seroja impacts but is now again at this level).

It is considered reasonable that the increased costs for the Shire to operate the dump point arising from the extra demand arising following the opening of the facility upon Lot 171 should be charged to that landowner.

The applicant has made separate arrangement with the Shire's waste contractor to empty the bins on-site upon Lot 171 weekly and this should therefore not impact the Shire's budget.

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However, in the event that the Shire's operational costs for the skip bin at Coronation Beach are found to increase dramatically following the opening of the facility upon Lot 171 then this will be a matter the Shire will discuss with the applicant.

**Strategic Implications**

Lot 171 is located within Planning Precinct No.5 – Howatharra West in the Shire of Chapman Valley Local Planning Strategy. The Vision for this Precinct is as follows:

*“Low to medium-key tourist development and activities coexist with agricultural practices undertaken in the Precinct in accordance with rural, landscape and conservation functions.”*

It is considered that the proposed development can meet with the following strategic objectives for this Precinct:

- “5.1.1 Support the coordinated development of a recreation and tourist node at Coronation Beach.”*
- “5.2.2 Promote tourist related uses/development and encourage agricultural diversification in appropriate areas where there will be no detrimental impact to the surrounding land and existing uses.”*
- “5.3.3 Ensure that land use and development adjacent to and in proximity to coastal and river areas incorporate appropriate environmental protection measures.”*
- “5.3.5 Ensure fire prevention measures are implemented and maintained in accordance with statutory requirements as a minimum.”*
- “5.4.2 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.*
- 5.4.3 Identify, support and facilitate the efficient and coordinated use of existing road linkages.”*

The Local Planning Strategy identifies 'Tourism (low to medium key and eco-tourism)' as a land use that is considered appropriate within the Howatharra West Precinct subject to compliance with the provisions of the Local Planning Scheme and specific policies of the Council.

The Shire's Strategy falls into line with the Mid-West Region vision statement of the State Planning Strategy which notes that:

*“In the next three decades, the Mid-West Region will continue to diversify its economic base in the areas of agriculture, minerals development, downstream processing of commodities and tourism. Geraldton will develop as the largest regional centre north of Perth, offering a wide range of facilities and attractions.”*

The Mid West Development Commission, in collaboration with Regional Development Australia, the DPLH and the Mid West Tourism Alliance released the 'Tourism Development Strategy' (2014) with one of the identified priorities being to increase 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:



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*"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."*

The Western Australian Planning Commission's 'Planning Bulletin 83 - Planning for Tourism' (2013) sets out the policy position to guide decision making by the WAPC and local government for rezoning, subdivision and development proposals for tourism purposes. The Bulletin emphasises the importance of strategic planning for tourism and that this should be addressed through the local government's Local Planning Strategy identifying tourism sites and determine their strategic value and importance to tourism development.

The Bulletin notes that identification of tourism sites does not imply that the site is suitable for immediate development or re-development (in many cases sites may be identified to facilitate the long term protection of land for tourism purposes where economic conditions appropriate for development may not be reached for a number of years) but does set out general location criteria to determine the tourism value of a site as follows:

*"Accessibility*

*The site has adequate existing or proposed transport links (such as major road or airport access).*

*Uniqueness*

*The site contains, or is in the vicinity of, an attraction or prominent and/or unique landmark of local, regional or State significance.*

*Setting*

*The setting of the site has an aspect and outlook that supports recreational tourism activities and/or the creation of a tourism character and ambience (e.g. immediately adjacent to a beach).*

*Tourism activities and amenities*

*The site provides, has easy access to, or is capable of development of supporting activities and amenities such as tours, fishing, historic sites, walk trails, environmental interpretation, cafes, restaurants, shops and the like.*

*Supply of land*

*The site has an element of scarcity in that it may be the only opportunity, or one of a limited number of opportunities, to achieve a significant tourism development in an area.*

*Site specific criteria to determine the tourism value of the site includes:*

*Suitability in a land use context*

*The site is located in a land use context that will not limit the extent of activities available to guests due to amenity impacts on adjoining residents or where the adjoining uses potentially detract from the tourism character of the site (e.g. located within a residential area).*

*Capability*

*The site has the capacity to be developed for tourism purposes and accommodate the associated services in a manner that does not detract from the natural attributes of the site or result in environmental degradation. Examples include: clearing for bushfire protection, sewerage capacity, water supply and rubbish disposal.*

*Size*



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*The size of the site should be adequate to accommodate a sustainable tourism facility with respect to its design, operation and function, and its site specific and wider impacts and consideration of future growth/expansion. This will require a site to be able to be developed without compromising the sustainable use of natural and cultural resources or existing social structures. Development of the site should also contribute to the delivery of diversified and balanced tourism opportunities.*

**Function**

*The use of the site meets a particular accommodation, market need and/or ensures a range of tourism accommodation within the locality. Examples are: beachfront caravan parks, school holiday camps and Crown tourism leases.*

*These criteria are to guide local government in the assessment of the strategic value of tourism sites and determination of the value will be based on the outcome of the assessment of the site against all criteria."*

The Shire of Chapman Valley Coastal Management Strategy and Action Plan notes the following in regards to the proposed development:

*"A Development Application has been approved for the owner of Lot 171 for the development of a caravan park on the property directly north of the Coronation Beach campsite. At this stage it is not known over what timeframe the developer might proceed with the development as the provision of water and other services may be difficult. The owner of the property south of Coronation Beach (Lot 169) has also considered developing chalets on the ridge. However, should either development go ahead it is considered that the facility will complement the Coronation Beach camp site and increase the number and range of short stay accommodation facilities. The Shire is conscious of maintaining a low-key campsite which will not compete with the caravan park."*

Issues	Opportunities
The proposed caravan park on Lot 171 located directly north of the Coronation Beach camping area and potential development plans for other adjacent private landowners could have impacts on the use and management of Coronation Beach (higher visitor numbers, possible provision of services etc.)	Council aims to keep Coronation Beach low-key in nature and to provide for camping and caravans only in order to provide a slightly different service to what may be proposed and developed on one of the private landholdings in the future.

**Strategic Community Plan/Corporate Business Plan Implications****ECONOMY & POPULATION**

2.1 Build population and business activity with targeted strategies.

2.1.1 Support business development, lifestyle changes and short/ term accommodation.

**ECONOMY & POPULATION**

2.2 Provide support for business development and local employment.

2.2.2 Consider business start-up incentives.

**ECONOMY & POPULATION**

2.3 Embrace local tourism & regional strategies and trails.

2.3.1 Research a local tourism plan/initiatives & integrate with regional tourism plans.

2.3.2 Explore support needed by local tourism industries.

**Consultation**

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Consultation has not been undertaken in regards to this matter as the proposal is considered to be the initial stage of a previously approved overall development. However, Council has the ability to advertise the application inviting comment prior to determination should it wish to do so.

**Risk Assessment**

A Minor Compliance Risk of Level 2 - Which will likely result in some temporary non-compliance.

UNCONFIRMED MINUTES

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<b>10.1.2</b>	<b>Outbuilding Extension</b>
<b>Department</b>	Development Service Planning
<b>Author</b>	Simon Lancaster
<b>Reference(s)</b>	A1732
<b>Attachment(s)</b>	1. Proposed Pitchford Crest Outbuilding Extension [ <b>10.1.2.1</b> - 4 pages]

**Voting Requirements**

Simply Majority

**Staff Recommendation**

That Council grant formal planning approval for an outbuilding extension with a reduced side boundary setback of 3.7m upon 76 (Lot 274) Pitchford Crest, White Peak subject to compliance with the following

Conditions:

- 1 Development shall be in accordance with the approved plan(s) as contained within Attachment 10.1.2 and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government.
- 2 Any additions to or change of use of any part of the buildings or land (not the subject of this consent/approval) considered by the local government Chief Executive Officer to represent significant variation from the approved development plan requires further application and planning approval for that use/addition.
- 3 The development shall be clad in colours that are complementary to the existing outbuilding, and be to a finish, to the satisfaction of the local government.
- 5 All stormwater must be contained and disposed of on-site to the satisfaction of the local government.
- 6 Any soils disturbed or deposited on site shall be stabilised to the satisfaction of the local government.
- 7 The area between the shed and the northern side property boundary must be kept free of items that reduce visual amenity or contribute to fire hazard, and maintained, to the satisfaction of the local government
- 8 If the development/land use, the subject of this approval, is not substantially commenced within a period of two years after the date of determination, the approval shall lapse and be of no further effect.

Notes:

- (a) 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) The application has been determined by Council based upon its specific merit and this determination should not be deemed to create a precedent for future applications.
- (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.

**Council Resolution**

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**Moved:** Cr Nicole Batten    **Seconded:** Cr Darrell Forth

That Council grant formal planning approval for an outbuilding extension with a reduced side boundary setback of 3.7m upon 76 (Lot 274) Pitchford Crest, White Peak subject to compliance with the following

Conditions:

- 1 Development shall be in accordance with the approved plan(s) as contained within Attachment 10.1.2 and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government.
- 2 Any additions to or change of use of any part of the buildings or land (not the subject of this consent/approval) considered by the local government Chief Executive Officer to represent significant variation from the approved development plan requires further application and planning approval for that use/addition.
- 3 The development shall be clad in colours that are complementary to the existing outbuilding, and be to a finish, to the satisfaction of the local government.
- 5 All stormwater must be contained and disposed of on-site to the satisfaction of the local government.
- 6 Any soils disturbed or deposited on site shall be stabilised to the satisfaction of the local government.
- 7 The area between the shed and the northern side property boundary must be kept free of items that reduce visual amenity or contribute to fire hazard, and maintained, to the satisfaction of the local government
- 8 If the development/land use, the subject of this approval, is not substantially commenced within a period of two years after the date of determination, the approval shall lapse and be of no further effect.

Notes:

- (a) 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) The application has been determined by Council based upon its specific merit and this determination should not be deemed to create a precedent for future applications.
- (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.

**For** Cr Beverley Davidson, Cr Darrell Forth, Cr Nicole Batten and Cr Kirrilee Warr  
**Against** Cr Peter Humphrey and Cr Trevor Royce

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**CARRIED**  
**Minute Reference OCM 2023/04-4**

### Disclosure of Interest

No officer declared an interest under the *Local Government Act 1995*, Subdivision 1 (LGA 1995) in the preparation of this report.

### Background

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Council is in receipt of an application to extend an existing outbuilding upon 76 (Lot 274) Pitchford Crest, White Peak. The extension would result in a side boundary setback of 3.7m which is a variation to the 5m side boundary setback requirement in the 'Rural Residential' zone. The application has been advertised for comment and 1 submission expressing support was received and no objections were received. This report recommends approval.

### Comment

Lot 274 is a 1ha property that contains a single storey residence and outbuilding and slopes downwards from the 120m contour at the rear (eastern end of the property) to the 115m contour towards the front (west) of the property.

**Figure 10.1.2(a) – Location Map for 76 (Lot 274) Pitchford Crest, White Peak**



The existing outbuilding is 164m<sup>2</sup> in area and the proposed 52m<sup>2</sup> extension (comprising 28m<sup>2</sup> enclosed and 24m<sup>2</sup> unenclosed floor area) would create an outbuilding with a total floor area of 216m<sup>2</sup>.

The proposed outbuilding would meet with the maximum 240m<sup>2</sup> floor area requirements of the Shire of Chapman Valley Outbuildings Local Planning Policy, and the proposed 3m height would also meet with the policy's 4.5m maximum wall height/5.5 maximum total height requirements for the 'Rural Residential' zone.

However, the outbuilding extension is proposed to be sited 3.7m from the side (northern) property boundary which is a variation to Schedule 3 of the Shire of Chapman Valley Local Planning Scheme which establishes a minimum side boundary setback requirement of 5m in the 'Rural Residential' zone and the application is therefore required to be presented to Council for determination.

A copy of the application that includes the site, elevation and floor plans and the applicant's supporting correspondence is provided as **Attachment Proposed Pitchford Crest Outbuilding Extension**

**Figure 10.1.2(b) – Aerial photo of 76 (Lot 274) Pitchford Crest, White Peak**



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**Figure 10.1.2(c) – View looking east from road along Lot 274 side property boundary**



**Figure 10.1.2(d) – View looking south-east from road at Lot 274 existing built form**

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It is considered that the application can be supported based upon the following:

- the general impact of the variation on the wider rural-residential amenity and streetscape would be lessened by the shed being sited 65m back from the front property boundary and 71m back from the Pitchford Crest carriageway;
- the shed extension's visual impact would be reduced through being sited in cut earthworks rather than upon fill, and being only 3m in height;
- the proposed shed meets with the requirements of the Outbuildings Policy pertaining to floor area and height;
- the extension would be constructed with matching colours to the existing outbuilding;
- the lean-to is required to be located on the northern side of the shed, rather than the southern side (where it would comply with the boundary setback requirements) to enable a trailer to be backed directly into it along the existing gravel driveway;
- the landowner of Lot 274 has commenced landscaping that will ultimately assist in reducing the visual impact of the shed from Pitchford Crest;
- Council has the ability to impose condition that the area between the shed and the side boundary be kept free of items that reduce visual amenity or contribute to fire hazard;
- Council has the ability to impose condition that all stormwater runoff from the shed be retained within Lot 274.
- the application was advertised to the surrounding landowners inviting comment and no objections to the proposed development were received;
- the extension to the side of the shed would be in a location that would not impact upon the neighbouring landowner's views, whereas if the shed extension was constructed forward/west of the shed (and thereby comply with the 5m side boundary setback requirement) it would be need to be sited atop fill to achieve a level floor area to the existing shed and this would have a greater visual impact from the road and potential to impact the neighbour's outlook.

### Statutory Environment

The report complies with the requirements of the:

Shire of Chapman Valley Local Planning Policy

Shire of Chapman Valley Local Planning Scheme No.3

*Planning & Development (Local Planning Schemes) Regulations 2015*



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76 (Lot 274) Pitchford Crest, White Peak is zoned 'Rural Residential 1' under Shire of Chapman Valley Local Planning Scheme No.3 ('the Scheme').

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 3 of the Scheme sets the minimum rear and side boundary setback in the 'Rural Residential' zone as being 5m.

Section 34 of the Scheme establishes the following in relation to 'Variations to site and development requirements':

- “(2) The local government may approve an application for a development approval that does not comply with an additional site and development requirements.
- (3) An approval under subclause (2) may be unconditional or subject to any conditions the local government considers appropriate.
- (4) If the local government is of the opinion that the non-compliance with an additional site and development requirement will mean that the development is likely to adversely affect any owners or occupiers in the general locality or in an area adjoining the site of the development the local government must –
  - (a) consult the affected owners or occupiers by following one or more of the provisions for advertising applications for development approval under clause 64 of the deemed provisions; and
  - (b) have regard to any expressed views prior to making its determination to grant development approval under this clause.
- (5) The local government may only approve an application for development approval under this clause if the local government is satisfied that –
  - (a) approval of the proposed development would be appropriate having regard to the matters that the local government is to have regard to in considering an application for development approval as set out in clause 67 of the deemed provisions; and
  - (b) the non-compliance with the additional site and development requirement will not have a significant adverse effect on the occupiers or users of the development, the inhabitants of the locality or the likely future development of the locality.”

Section 37(1) of the Scheme notes the following in relation to the 'Appearance of land and buildings' generally for the Scheme area:

*“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.”*



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Schedule 5(2) of the Scheme notes the following of relevance to this application that applies more specifically to buildings in the 'Rural Residential' zone:

*“(2) Buildings*

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

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

- “(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;...*
- ...(g) any local planning policy for the Scheme area;*
- (h) any structure plan or local development plan that relates to the development;...*
- ...(m) the compatibility of the development with its setting including:*
  - (i) the compatibility of the development with the desired future character of its setting; and*
  - (ii) relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;*
- (n) the amenity of the locality including the following —*
  - (i) environmental impacts of the development;*
  - (ii) the character of the locality;*
  - (iii) social impacts of the development;...*
- ...(p) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;*
- (q) the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk;...*
- ...(x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;*
- (y) any submissions received on the application;...*
- ...(zb) any other planning consideration the local government considers appropriate.”*

### **Policy/Procedure Implications**

A Policy or Procedure is affected:

Planning and Development Policy & Procedures

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.

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Council has prepared Shire of Chapman Valley Local Planning Policy 1.4 – Outbuildings to guide assessment of applications and a copy of this policy can be viewed at the following link:

[SoCV LPP 1 4 Outbuildings.pdf \(chapmanvalley.wa.gov.au\)](#)

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

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

The proposed extension would create an outbuilding with a total area of 216m<sup>2</sup> with a 3m height and would meet with the maximum 360m<sup>2</sup> area (comprising 240m<sup>2</sup> enclosed & 120m<sup>2</sup> open-sided floor area) and maximum 4.5m wall height/5.5m total height requirements of the Outbuildings policy.

The application is unable to be determined by Shire staff under delegated authority and has been placed before Council for determination as it seeks variation to the following aspect of the Outbuildings policy:

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

## **Financial Implications**

No Financial Implications Identified.

## **Strategic Implications**

### **Strategic Community Plan/Corporate Business Plan Implications**

#### **COMMUNITY HEALTH & LIFESTYLE**

1.1 Nurture the sense of community and unity across the Shire, while supporting towns and their volunteers in local issues.

1.1.1 Development of plans and strategies relevant to emerging population needs.

#### **ENVIRONMENT & SUSTAINABILITY**

3.2 Maintain the rural identity of the Shire.

3.2.1 Develop western peri-urban environment in context to rural lifestyle.

## **Consultation**

Section 7.2 of the Shire's Outbuildings Local Planning Policy notes that applications seeking variation require consultation as follows:

*“7.1 Should the application be considered to meet the requirements of this policy the application may be dealt with under delegated authority by Shire staff. However should the application not be considered to meet the requirements of the policy or in the opinion of Shire staff require further consideration, the matter may be advertised in accordance with the Local*

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*Planning Scheme before being placed before a meeting of Council for determination."*

The application was advertised from 9 March 2023 until 31 March 2023 with the Shire writing to the 6 surrounding landowners inviting comment. An advisory sign was placed on-site and the application was also placed on the Shire website and made available for viewing at the Shire office.

At the conclusion of the advertising period, 1 submission had been received expressing support for the application, no objections were received.

**Risk Assessment**

No Risks have been Identified.

UNCONFIRMED MINUTES

Ordinary Council Meeting 20 April 2023 - Minutes

**10.2 Manager of Finance & Corporate Services**

<b>10.2.1</b>	<b>FARM Committee</b>
<b>Department</b>	Finance, Governance & Corporate Services Finance Risk Management
<b>Author</b>	Dianne Raymond
<b>Reference(s)</b>	403.05
<b>Attachment(s)</b>	1. Unconfirmed Minutes FARM [10.2.1.1 - 57 pages]

**Voting Requirements**

Simply Majority

**Staff Recommendation**

Council receives and endorse the Finance, Audit and Risk Management Committee Minutes with all recommended improvements for compliance and control

**Council En Bloc Resolution - Minute Reference OCM 2023/04-2**

Council receives and endorse the Finance, Audit and Risk Management Committee Minutes with all recommended improvements for compliance and control

**Disclosure of Interest**

No officer declared an interest under the Local Government Act 1995, Subdivision 1 (LGA 1995) in the preparation of this report.

**Background**

The Shire of Chapman Valley Finance, Audit & Risk Committee met on the 15 March 2023 via a TEAMS meeting. The Minutes of the meeting have been supplied under separate cover.

**Comment**

The Minutes and recommendations from the Finance, Audit & Risk Committee meeting dated 15 March 2023 are presented for Council consideration.

The Financial Management Review conducted by Dry Kirkness covered the period 1 July 2019 to 30 June 2022 in relation to financial management controls and was performed in October 2022. Audit officers from Dry Kirkness attended the office and performed a

## Ordinary Council Meeting 20 April 2023 - Minutes

- (a) Review of the Shire's compliance with Local Government laws and regulations through enquiry, inspection and observation.
- (b) Review of the appropriateness and effectiveness of the Shire's systems and procedures in relation to financial management by performing system walkthroughs, enquiry, inspection, and observation.

The scope included review of policies, procedures and plans for legislative compliance and internal controls and has noted areas of concern which are detailed in the attached Financial Management Review Report. Findings are detailed in relation to these areas are categorized as "Moderate" or "Minor", which indicate a generally good system of internal control. Recommendations for improvement identified during the review have been discussed with management (Manager Finance & Corporate Services, Chief Executive Officer and Financial Services Officer) and action plans or implementation to address these risks within acceptable timeframes were agreed upon.

All areas of concern have been noted with a management comment in red in the attached Financial Management Review Report.

### **Statutory Environment**

The report complies with the requirements of the:  
Local Government Act 1995  
Local Government (Financial Management) Regulations 1996

### **Policy/Procedure Implications**

No Policy or Management Procedure affected.

### **Financial Implications**

No Financial Implications Identified.

### **Strategic Implications**

#### **Strategic Community Plan/Corporate Business Plan Implications**

#### **GOVERNANCE & ACCOUNTABILITY**

5.1 Ensure governance and administration systems, policies and processes are current and relevant.

5.1.1 Review policy categories and set ongoing accountability for review processes.

#### **Consultation**

Elected Members and staff discussed the outcomes of the independent audits and recommended management procedures.

#### **Risk Assessment**

An Insignificant Financial Impact Risk of Level 1 - Which will likely be less than \$1,000.

An Insignificant Compliance Risk of Level 1 - Which will likely result in no noticeable regulatory or statutory impact.

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10.2.2	Financial Management Report March 2023
<b>Department</b>	Finance, Governance & Corporate Services Finance
<b>Author</b>	Dianne Raymond
<b>Reference(s)</b>	307.00
<b>Attachment(s)</b>	1. Financial Managment Report Feb 2023 [10.2.2.1 - 32 pages]

**Voting Requirements**

Simply Majority

**Staff Recommendation**

That Council receives the financial management report supplied under separate cover for the month of February 2023 comprising the following:  
Statement of Financial Activities by Nature or Type  
Summary of Payments  
Bank Reconciliation  
Credit Card Statement

**Council Resolution****Moved:** Cr Darrell Forth **Seconded:** Cr Trevor Royce

That Council receives the financial management report supplied under separate cover for the month of February 2023 comprising the following:  
Statement of Financial Activities by Nature or Type  
Summary of Payments  
Bank Reconciliation  
Credit Card Statement

**For** Cr Beverley Davidson, Cr Darrell Forth, Cr Nicole Batten, Cr Peter Humphrey, Cr Trevor Royce and Cr Kirrilee Warr

**Against** Nil

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**CARRIED UNANIMOUSLY**  
Minute Reference OCM 2023/04-5

**Disclosure of Interest**

No officer declared an interest under the Local Government Act 1995, Subdivision 1 (LGA 1995) in the preparation of this report.

**Background**

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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 February 2023 is detailed in the monthly management report provided as a separate attachment for Council's review.

### **Statutory Environment**

The report complies with the requirements of the:  
Local Government Act 1995  
Local Government (Financial Management) Regulations 1996

### **Policy/Procedure Implications**

No Policy or Management Procedure affected.

### **Financial Implications**

No Financial Implications Identified.

### **Strategic Implications**

#### **Strategic Community Plan/Corporate Business Plan Implications**

##### **GOVERNANCE & ACCOUNTABILITY**

5.1 Ensure governance and administration systems, policies and processes are current and relevant.

5.1.1 Review policy categories and set ongoing accountability for review processes.

### **Consultation**

Not applicable

### **Risk Assessment**

An Insignificant Financial Impact Risk of Level 1 - Which will likely be less than \$1,000.

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**10.3 Chief Executive Officer**

<b>10.3.1</b>	<b>Policy &amp; Procedures Review 2023</b>
<b>Department</b>	Finance, Governance & Corporate Services Chief Executive Officer
<b>Author</b>	Jamie Criddle
<b>Reference(s)</b>	411.01
<b>Attachment(s)</b>	<ol style="list-style-type: none"> <li>1. 10.3.1 Works &amp; Services Manual [10.3.1.1 - 58 pages]</li> <li>2. 10.3.1 Building &amp; Projects Manual [10.3.1.2 - 16 pages]</li> <li>3. 10.3.1 EM &amp; Governance Manual [10.3.1.3 - 70 pages]</li> <li>4. 10.3.1 Finance Manual [10.3.1.4 - 65 pages]</li> <li>5. 10.3.1 HR &amp; Induction Manual [10.3.1.5 - 84 pages]</li> <li>6. 10.3.1 Organisational Corporate Manual [10.3.1.6 - 94 pages]</li> <li>7. 10.3.1 Planning &amp; Development Manual [10.3.1.7 - 78 pages]</li> </ol>

**Voting Requirements**

Absolute Majority

**Staff Recommendation**

That Council endorse amendments, deletions and additions to the following Shire of Chapman Valley Policies & Management Procedures as presented.

CMP-064	Financial Assistance
CMP-065	Community Enhancement Donations & Sponsorship
CMP-067	Community Growth Fund - Operational

**Council Resolution****Moved:** Cr Nicole Batten **Seconded:** Cr Peter Humphrey

That Council endorse amendments, deletions and additions to the following Shire of Chapman Valley Policies & Management Procedures as presented.

CMP-064	Financial Assistance
CMP-065	Community Enhancement Donations & Sponsorship
CMP-067	Community Growth Fund - Operational

and with additional wording to CMP-065 Individuals only one (1) application approved per year

**For** Cr Beverley Davidson, Cr Darrell Forth, Cr Nicole Batten, Cr Peter Humphrey, Cr Trevor Royce and Cr Kirrilee Warr

**Against** Nil

**6 / 0**  
**CARRIED UNANIMOUSLY**



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**Minute Reference OCM 2023/04-6****Disclosure of Interest**

No officer declared an interest under the Local Government Act 1995, Subdivision 1 (LGA 1995) in the preparation of this report.

**Background**

To allow Council to review and consider changes to the Shire Policy & Procedures Manuals

At the March 2022 OCM the following was resolved:

**MOVED: Cr Low**

**SECONDED: Cr Elliott-Lockhart**

**COUNCIL RESOLUTION/STAFF RECOMMENDATION**

Council endorse amendments, deletions and additions to the following Shire of Chapman Valley Policies & Management Procedures as presented i.e.

Organisational Corporate Policy, Procedure & Guidelines Manual

- i. CP-003 – Complaints Handling System – Insert at 1(f) Due to FOI restrictions, the register will be located at the Shire administration building and not released on the Shire's website.'
- ii. CP-002 – Objections & Appeals – Insert at ADDITIONAL EXPLANATORY NOTES – Appropriate staff will ensure that All Objections & Appeals will be dealt with in accordance with the relevant legislative requirements pertaining to the timing of the response.

Elected Members Governance and Policy Manual

- iii. Elected Member Governance & Policy Manual Preface 2.1 Insert at Informing Strategies – 'Public Health Plan'

Building & Projects Policy, Procedures & Guidelines Manual

- iv. CMP-010 - Building & Facility Hire Conditions – Insert at note 11. To include the Yuna Hall/Community Centre.

Works & Services Policy, Procedure & Guidelines Manual

- v. IMP-006 – Sale of Used Grader Blades delete '~~be allowed to remain with the Shire Staff Social Group~~' and insert 'to be used for health & wellbeing purposes within the staff social group.

**Voting F8/A0**

**CARRIED**

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**Minute Reference: 03/22-08**

**Reason for deviation from the original recommendation being that Councillors identified some additional minor changes to existing policies, discussed and resolved at the meeting.**

**Comment**

Council undertook an extensive review of all policies and procedures during 2018 with the result being an up to date, segregated manual, which has categorised policies and procedures into specific organisation responsibility areas. This has ensured there are specified areas of responsibility and a defined process on how the policies & procedures are communicated to Elected Members & Staff.

The Policies & Procedures are categories in the following areas, which will have separate Manuals for each area of responsibility i.e.

Building

Finance

Governance

HR Induction

Organisational Corporate

Planning & Development

Works & Services

Each Manual has a designated *Responsible Officer* who is required for ensuring the policies & procedures relevant to their areas are communicated to staff under their management and to present recommended updates, amendments, additions, etc. to the CEO for consideration as required.

The *Elected Members Governance & Policy Manual* has been provided to all Elected Members and will be CEO's responsibility to present to Council any recommended updates, amendments, additions, etc. for consideration.

All staff proposed Policy & Procedures adjustments presented will have the recommended amendments, adoption or deletion tracked and shown in colored text to assist Council with clearly identifying any proposed changes to the existing policies & procedures.

With the testing of some Council Policies pertaining to HR Human Resources, the following Council Policies will not be reviewed as part of this review and remain unchanged pending a more in-depth review to coincide with recent WHS Work, Health & Safety act changes and are expected to be presented to the May OCM.

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CP-014	Employee Safety & Health
CP-016	Drug & Alcohol
CP-018	Bullying
CP-020	Sexual Harassment

The following Council Management Procedures are listed to be reviewed:

CMP-064	Financial Assistance
CMP-065	Community Enhancement Donations & Sponsorship
CMP-067	Community Growth Fund - Operational

## Statutory Environment

The report complies with the requirements of the:  
Local Government Act 1995 – Section 2.7(2)(b)

Role of Council

1. The council:
  - a. Governs the local government's affairs; and
  - b. Is responsible for the performance of the local government's function.
  - c.
2. Without limiting subsection (1), the council is to:
  - a. Oversee the allocation of the local government's finances and resources; and
  - b. Determine the local government policies.

The legislation has no specific period for the review of Policies, yet Council has attempted to undertake a review annually.

## Policy/Procedure Implications

A Policy or Procedure is affected:  
Organisational Corporate Policy & Procedures  
Elected Member Governance Policy & Procedures  
Planning and Development Policy & Procedures  
HR & Induction Policy & Procedures  
Finance Policy & Procedures  
Works and Services Policy & Procedures  
Building & Projects Policy & Procedures

## Financial Implications

No Financial Implications Identified.

## Strategic Implications

It is important Councillors and staff are fully conversant with Policies and Procedures of the organisations in the first instance and for these to be accessible to the Elected Members, Staff and the community to ensure all ambiguity are removed regarding how the Shire operates.

It is also important Councillors and staff review the policies & procedures to ensure these remain current and relevant.

## Strategic Community Plan/Corporate Business Plan Implications

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#### **GOVERNANCE & ACCOUNTABILITY**

5.1 Ensure governance and administration systems, policies and processes are current and relevant.

5.1.1 Review policy categories and set ongoing accountability for review processes.

#### **GOVERNANCE & ACCOUNTABILITY**

5.3 Make informed decisions within resources and areas of responsibility.

5.3.1 Council and Shire process formally incorporate integrated plans as references.

#### **Consultation**

All *Responsible Staff* members have been given to opportunity to recommend to the CEO any amendments, deletions and additions to the existing policies & procedures, which forms the basis of the Staff Recommendation presented for Council consideration.

#### **Risk Assessment**

An Insignificant Compliance Risk of Level 1 - Which will likely result in no noticeable regulatory or statutory impact.

An Insignificant Reputational Risk of Level 1 - Which will likely result in unsubstantiated, low impact, low profile or 'no news' item.

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10.3.2 Road Infrastructure Committee 2023	
<b>Department</b>	Works & Services Capital Works
<b>Author</b>	Jamie Criddle
<b>Reference(s)</b>	403.03
<b>Attachment(s)</b>	1. Road Infrastructure Committee March 2023 - Attachments [10.3.2.1 - 55 pages] 2. Road Infrastructure Committee March 2023 Minutes [10.3.2.2 - 26 pages]

### Voting Requirements

Simply Majority

### Staff Recommendation

That Council receive the Road Infrastructure Committee Minutes and endorse the recommendations within i.e.

#### 1. Minute Reference RIC 2023/03-2

That Council endorses the Road Hierarchy Procedure (IMP-025) as presented as Attachment Road Hierarchy Procedure (IMP-025) with the following changes:

- Calder Place to be reclassified from C Minor Feeder Roads to E Minor Access Road.

#### 2. Minute Reference RIC 02/22-5

The Road Infrastructure Committee recommends Council endorse the 10 Year Road Works Program 2022/23 to 2031/2032 as presented at **Attachment Road Infrastructure Committee March 2023 Attachments** with the following changes and this Program be used as a basis for resource allocation into the Draft 2022/2023 Budget:

- 1- Include gravel sheeting of Nanson Showground internal track to Chapman Valley Agricultural Society
- 2- Include gravel sheeting of Wandana and Newmarracarra Roads
- 3- Include Nanson Showgrounds access track within Minor Maintenance Program

#### 3. Minute Reference RIC 02/22-6

The Road Infrastructure Committee recommends Council endorses the *Management Procedure (IMP-025) – Heavy Haulage Vehicle Permits* as presented without change.

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### 3. Minute Reference RIC 02/22-9

The Road Infrastructure Committee recommends Council endorses the *Proposed Plant Replacement Program* as presented at **Attachment Road Infrastructure Committee March 2023 Minutes** with the following changes and request the Chief Executive Officer use this Program as a basis for resources to be allocated in the forthcoming budget

1. Include a quote on catchers for mowers
2. Include Traffic Management Lights
3. Increase the value of purchase for the Prime Mover by \$40,000

#### Council Resolution

**Moved:** Cr Darrell Forth    **Seconded:** Cr Nicole Batten

That Council receive the Road Infrastructure Committee Minutes and endorse the recommendations within i.e.

#### 1. Minute Reference RIC 2023/03-2

That Council endorses the Road Hierarchy Procedure (IMP-025) as presented as Attachment Road Hierarchy Procedure (IMP-025) with the following changes:

- Calder Place to be reclassified from C Minor Feeder Roads to E Minor Access Road.

#### 2. Minute Reference RIC 02/22-5

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- 1- Include gravel sheeting of Nanson Showground internal track to Chapman Valley Agricultural Society
- 2- Include gravel sheeting of Wandana and Newmarracarra Roads
- 3- Include Nanson Showgrounds access track within Minor Maintenance Program

#### 3. Minute Reference RIC 02/22-6

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The Road Infrastructure Committee recommends Council endorses the *Management Procedure (IMP-025) – Heavy Haulage Vehicle Permits* as presented without change.

### 3. Minute Reference RIC 02/22-9

The Road Infrastructure Committee recommends Council endorses the *Proposed Plant Replacement Program* as presented at **Attachment Road infrastructure Committee March 2023 Minutes** with the following changes and request the Chief Executive Officer use this Program as a basis for resources to be allocated in the forthcoming budget

1. Include a quote on catchers for mowers
2. Include Traffic Management Lights
3. Increase the value of purchase for the Prime Mover by \$40,000

**For** Cr Beverley Davidson, Cr Darrell Forth, Cr Nicole Batten, Cr Peter Humphrey, Cr Trevor Royce and Cr Kirrilee Warr

**Against** Nil

6 / 0  
**CARRIED UNANIMOUSLY**  
**Minute Reference OCM 2023/04-7**

### Disclosure of Interest

No officer declared an interest under the Local Government Act 1995, Subdivision 1 (LGA 1995) in the preparation of this report.

### Background

The Road Infrastructure Committee met on the 21st February 2022 to review the following:

1. Road Works Program;
2. Road Hierarchy;
3. Heavy Haulage Vehicle Permit Roads; and
4. Plant Replacement Program
- 5.

The Unconfirmed Minutes of the meeting have been provided under separate cover for Council reference and information

### Comment

Determination from the Road Infrastructure Committee will form recommendations to Council for consideration and endorsement for allocation of funding and resources to the forthcoming Draft Budget.

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Rather than repeat the content of the Committee Meeting in this report I refer Councillors to the Committee Minutes and welcome any comments/questions.

## **Statutory Environment**

The report complies with the requirements of the:  
Local Government Act 1995

## **Policy/Procedure Implications**

A Policy or Procedure is affected:  
Works and Services Policy & Procedures

As stated in the Road Infrastructure Committee Minutes, various Policies and Procedures affect the decision-making process. These Policies and Procedures were considered during the Committee's deliberations.

## **Financial Implications**

### **Long Term Financial Plan**

The Long Term Financial Plan will be affected by the following:

The Proposed 2023/2024 Road Works Program, Ten Year Road Works Program and Plant Replacement Program have been structured in a way to complement the LTFP. However; the Annual Budget can vary the amounts shown in the LTFP due to these Programs being more detailed. There will also be variation to the amounts indicated in the Programs when compared to the forthcoming budget as, again, the budget figures will be more detailed and analysed prior to being placed into the Draft Budget

Road works is the largest income and expenditure component of the Shires operations, which makes it important to ensure the limited resources made available by grants and those allocated by Council to this function are maximised, whilst remaining conscious of the need to ensure road infrastructure maintenance is also preserved.

## **Strategic Implications**

It is imperative Council carefully considers where resources are allocated in future road works programs to ensure the higher priority roads are catered for. The Shire's Road Hierarchy identifies the priority roads into the following categories:

- A. Main Arterial Roads (Significant Roads and approved by the RRG only);
- B. Main Feeder Roads;
- C. Minor Feeder Roads;
- D. Major Access Roads; and



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#### E. Minor Access Roads

It is important the Policy/Procedure to amend the Road Hierarchy is adhered to. This will ensure the integrity of the Road Hierarchy list and therefore the integrity of how Council allocates its resources to road works within the Shire is maintained.

#### **Strategic Community Plan/Corporate Business Plan Implications**

##### **PHYSICAL & DIGITAL INFRASTRUCTURE**

4.2 Manage and maintain roads, drainage, and other essential infrastructure.

4.2.1 Capital Road Works Programs.

4.2.2 Plant Replacement Programs.

##### **Consultation**

Consultation occurred with the Shire's Manager Works and Services (Esky Kelly), Works Leading Hand (Marty Elks) and Greenfield Technical Services (consultant engineer) when developing the proposed road works and/or plant replacement programs.

##### **Risk Assessment**

A Minor Service Disruption Risk of Level 2 - Which will likely result in short term temporary interruptions with backlogs cleared in less than one day.

A Moderate Reputational Risk of Level 3 - Which will likely result in substantiated, public embarrassment, moderate impact, moderate news profile.

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<b>10.3.3 Tourism &amp; Events Advisory Group</b>	
<b>Department</b>	Development Service Community Development  Finance, Governance & Corporate Services Administration & Governance Chief Executive Officer
<b>Author</b>	Jamie Criddle
<b>Reference(s)</b>	403.04
<b>Attachment(s)</b>	1. 10.3.5 Att Tourism and Events Working Group Minutes [10.3.3.1 - 6 pages]

**Voting Requirements**

Simply Majority

**Staff Recommendation**

That Council

1. Council confirms the minutes of the Tourism & Events Advisory Group held in March 2023 are true and correct.
2. The Tourism & Events Advisory Group recommend that Council consider the following at the May Concept forum for budget discussion:
  - i. the potential of engaging a blogger during wildflower season to add to social media presence. Potential collaboration with Mullewa wildflower trail can be investigated.
  - ii. administration investigate potential Shire website modules relevant to tourism, facilities bookings and linking social media to the Shire website.
  - iii. the potential of a mural scenic drive. Implications on private landholders will be investigated

**Council En Bloc Resolution - Minute Reference OCM 2023/04-2**

That Council

1. Council confirms the minutes of the Tourism & Events Advisory Group held in March 2023 are true and correct.
2. The Tourism & Events Advisory Group recommend that Council consider the following at the May Concept forum for budget discussion:
  - i. the potential of engaging a blogger during wildflower season to add to social media presence. Potential collaboration with Mullewa wildflower trail can be investigated.
  - ii. administration investigate potential Shire website modules relevant to tourism, facilities bookings and linking social media to the Shire website.
  - iii. the potential of a mural scenic drive. Implications on private landholders will be

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investigated

## Disclosure of Interest

Nil

## Background

The Tourism & Events Advisory Group met on 15 March 2023 to discuss potential budget items for Council consideration in the 2023/2024 Draft Budget and set future priorities within the tourism and events focus.

## Comment

The Shire of Chapman Valley Tourism & Events Advisory Group comprises of the following Council appointed representatives:

Cr Liz Elliott-Lockhart (Presiding Member)

Cr Nicole Batten

Cr Darrell Forth

Chief Executive Officer

Deputy Chief Executive Officer

Community Development Officer

The TEAG met to discuss:

The purpose of the Advisory Group is as follows:

- Australia Day- Community function- feedback
- Australia Day 2024 Long Weekend thoughts?
- 2022-23 Budget – Progress updates
- Discussion points submitted by Cr Elliott-Lockhart

There are also a number of Concept Forum discussion points that arose from the meeting (listed below)

2022/23 Budget items: The Tourism & Events Advisory Group recommend that Council consider the following at the May Concept forum for budget discussion:

- i. the potential of engaging a blogger during wildflower season to add to social media presence. Potential collaboration with Mullewa wildflower trail can be investigated.
- ii. administration investigate potential Shire website modules relevant to tourism, facilities bookings and linking social media to the Shire website.

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- iii. the potential of a mural scenic drive. Implications on private landholders will be investigated

A copy of the Unconfirmed Briefing Notes of the Tourism & Events Advisory Group held on the 15th March 2023 is attached.

## **Statutory Environment**

The report complies with the requirements of the:  
Local Government Act 1995

## **Policy/Procedure Implications**

A Policy or Procedure is affected:  
Organisational Corporate Policy & Procedures

Below is an extract from Management Procedure CMP-033 (Honour Awards) relevant to the Australian Day Awards:

### **Shire of Chapman Valley Australia Day Awards and Function**

*For personal commitment, service and contribution to the community of the Shire of Chapman Valley*

*Nominations called in October and close in November (or as determined by the Australia Day Council).*

*The Council Appointed Working Group shall:*

1. *Evaluate annual Australia Day Award Nominations and submitting these to Council in readiness for presenting the awards at the Shire's annual Australia Day Function.*
2. *Assist with coordinating the annual Australia Day function(s).*
3. *Discuss all other item(s) referred to them by Council in the areas of tourism and events.*
- 4.

## **Financial Implications**

No Financial Implications Identified.

No financial implications are envisaged at this stage as the costs for Australia Day Awards/Event has been budgeted for as per previous years and it not expected to exceed this amount.

Potential Budget implications on approval of TEAG recommendations

## **Strategic Implications**

### **Strategic Community Plan/Corporate Business Plan Implications**

#### **COMMUNITY HEALTH & LIFESTYLE**

1.1 Nurture the sense of community and unity across the Shire, while supporting towns and their volunteers in local issues.

1.1.3 Identify all volunteers and determine their support needs.

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## **Consultation**

Nil

## **Risk Assessment**

An Insignificant Reputational Risk of Level 1 - Which will likely result in unsubstantiated, low impact, low profile or 'no news' item.

UNCONFIRMED MINUTES

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**11 Elected Members Motions**

The Council has not received any notice of motion from an elected member at the time of writing this report.

**12 New Business of an Urgent Nature Introduced by Decision of the Meeting**

Nil

**13 Delegates Reports**

That council receive the following Delegates Reports - April 2023

Delegate	Details
Cr Kirrilee Warr (President)	FARM Committee Meeting
	Community Chest Fund Committee Meeting
	Melissa Pexton Cyclone Seroja State Recovery Controller
	Sam Edwards Cyclone Seroja Recovery Officer
	Melissa Price
Cr Darrell Forth (Deputy President)	FARM Committee Meeting
	Road Infrastructure Committee
	FabCV Quiz Night
	Chapman Valley Ag Society
Cr Nicole Batten	FARM Committee Meeting
	FabCV Shinema
	Road Infrastructure Committee
	Drought Resilience (Zoom)
Cr Beverley Davidson	FARM Committee Meeting
	Community Growth Fund
Cr Trevor Royce	Road Infrastructure Committee
	Bushfire Brigades Advisory Committee

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## 14 Announcements by Presiding Member Without Discussion

No announcements were made by the Presiding Member throughout the course of the meeting.

## 15 Matters for which Meeting to be Closed to Members of the Public

### Council Resolution

**Moved:** Cr Darrell Forth    **Seconded:** Cr Beverley Davidson

Council close the meeting to the public for Agenda Items 15.1 in accordance with the *Local Government Act, 1995* due to the item dealt with the personal affairs of a person(s) as Section 5.23(2)(b), item relates to contract(s) entered into, or which may be entered into, by the local government which relate to matters to be discussed at the meeting as per Section 5.23(2)(c) and item relates to a matter that if disclosed, would reveal information that has a commercial value to a person or information about the business, commercial or financial affairs of a person as per Section 5.23(2)(e).

**For** Cr Beverley Davidson, Cr Darrell Forth, Cr Nicole Batten, Cr Peter Humphrey, Cr Trevor Royce and Cr Kirrilee Warr

**Against** Nil

6 / 0

**CARRIED UNANIMOUSLY**  
Minute Reference OCM 2023/04-8

9.29am - Meeting closed to the public

### 15.1 Confidential Items

**Department** Finance, Governance & Corporate Services  
Chief Executive Officer

Works & Services  
Capital Works

**Author** Jamie Criddle

**Reason for Confidentiality**

#### CONFIDENTIAL REPORT

Reason for confidentiality - Local Government Act 1995, Section 5.23(c) - A contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

#### CONFIDENTIAL ATTACHMENT

Reason for confidentiality - Local Government Act 1995, Section

5.23(c) - A contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

### **Council Resolution**

**Moved:** Cr Peter Humphrey **Seconded:** Cr Darrell Forth

That Council:

1. Awards RFQ 5-2023 to Truck Centre with their tender for the supply of one (1) only Mack Anthem Day Cab and accept their offer for the trade item of plant.
2. The acceptance of this offer is under the condition the supplier complies with all specifications stipulated in the tender.
3. Not accept tenders for the Outright Purchase of the I CAT CT630 -X-CAB Prime Mover trade item of plant, and inform the unsuccessful tenderers.

**For** Cr Nicole Batten, Cr Beverley Davidson, Cr Darrell Forth, Cr Peter Humphrey, Cr Trevor Royce and Cr Kirrilee Warr

**Against** Nil

6 / 0

**CARRIED UNANIMOUSLY**  
Minute Reference OCM 2023/04-9

### **Council Resolution**

**Moved:** Cr Trevor Royce **Seconded:** Cr Nicole Batten

Council open the meeting to the public.

**For** Cr Beverley Davidson, Cr Darrell Forth, Cr Nicole Batten, Cr Peter Humphrey, Cr Trevor Royce and Cr Kirrilee Warr

**Against** Nil

6 / 0

**CARRIED UNANIMOUSLY**  
Minute Reference OCM 2023/04-10

**9.32am - Meeting open to the public**

### **16 Closure**

The Shire President thanked Elected Members and Staff for their attendance and closed the Ordinary Council Meeting 20 April 2023 at 9:32 am.



## **9 Items to be dealt with En Bloc**

## 10 Officer Reports

### 10.1 Deputy Chief Executive Officer

10.1.1	Proposed Holiday House
<b>Department</b>	Development Service Planning
<b>Author</b>	Simon Lancaster
<b>Reference(s)</b>	A675
<b>Attachment(s)</b>	1. Holiday House Application [10.1.1.1 - 4 pages]

### Voting Requirements

Simply Majority

### Staff Recommendation

That Council grant formal planning approval for short stay accommodation (holiday house) to be operated from the existing residence at 3287 (Lot 18) Chapman Valley Road, Nabawa for a trial period of 12 months subject to compliance with the following:

#### Conditions

- 1 Development shall be in accordance with the plans and supporting information provided as separate Attachment 10.1.1.1 to the Council Agenda report 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 The approval is issued only to the landowner making initial application and is not transferable to any other person or to any other land parcel. Should there be a change of land ownership in respect of which this planning approval is issued this approval shall no longer be valid (and separate application would be required to be made).
- 3 The approval is valid for a period of 12 months (expiry date 18/5/24) after which time the application shall be considered by the local government Chief Executive Officer (under the delegated authority of Council) as to any impacts arising from the operation of the development in the determination on whether to grant any extension to the approval period.
- 4 Any additions to or change of use of any part of the buildings or land (not the subject of this consent/approval) considered by the local government Chief Executive Officer to represent significant variation from the approved development plan may require further application and planning approval for that use/addition.
- 5 The applicant is to prepare, submit and adhere to a management plan to the approval of the local government.
- 6 The landowner/applicant is to implement and maintain reporting mechanisms for complaints concerning the operation of the development. In the event of a substantiated complaint being received the applicant is required to demonstrate mitigation response(s) to the approval of the local government. Such response(s) will be treated as conditions of approval/required modifications to the management plan.
- 7 The use hereby permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason of the emission of noise, smoke, dust, fumes, odour, noise, vibration, waste product, vehicle parking and manoeuvring or otherwise.

- 8 All parking of vehicles (and trailers) associated with the guests shall be provided for within the property boundary, and the street verge area shall be kept free of such vehicles.
- 9 The installation and subsequent maintenance of any signage shall be to the approval of the local government.

#### Advice Notes

- (a) With regard to conditions 5 & 6, in the event that a complaint is not adequately managed by the landowner to the satisfaction of the local government, then the local government Chief Executive Officer may refer the matter to a meeting of Council for its further consideration and determination.
- (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 including but not limited to the following where required, Building Code of Australia, *Building Regulations 2012* and *Health Act 1911*. It is the applicant's/landowner's responsibility to obtain any additional approvals required before the development/use lawfully commences.
- (c) Should the applicant be aggrieved by the decision of the Council (in part or whole) 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.

#### **Disclosure of Interest**

No officer declared an interest under the *Local Government Act 1995*, Subdivision 1 (LGA 1995) in the preparation of this report.

#### **Background**

Council is in receipt of an application to use the residence at 3287 (Lot 18) Chapman Valley Road, Nabawa for short stay accommodation purposes. The application was advertised for comment and one submission in support and one objection were received. This report recommends that Council approve the application for a trial period of 12 months. In the event that Council considers the application should be refused, alternative recommended wording is also provided.

#### **Comment**

3354 (Lot 1) Chapman Valley Road is an 807m<sup>2</sup> property in the Nabawa townsite that contains a single storey, 3 bedroom, 1 bathroom residence, shed and swimming pool.

#### **Figure 10.1.1(a) – Location map for 3287 (Lot 18) Chapman Valley Road, Nabawa**



The landowners (M & C Ramshaw) are applying to use their residence for short stay accommodation purposes. A copy of the received application, including plans and supporting letter has been provided as **Attachment Holiday House Application**.

**Figure 10.1.1(b) – Aerial photo of 3287 (Lot 18) Chapman Valley Road, Nabawa**



**Figure 10.1.1(c) – View of 3287 (Lot 18) Chapman Valley Road, Nabawa**





The short stay accommodation would be 'unhosted' with guests obtaining a key from the owners or via a coded lock-box.

This form of short stay accommodation differs from the previous approvals that Council has issued (at 19 Dolbys Drive and 53 Redcliffe Concourse) which were hosted accommodation, where the owner lives on-site and the operation therefore is largely 'self-policed' for issues that may arise e.g. noise, nuisance and parking.

Unhosted accommodation may be considered to have potential for greater impact as it does not have an on-site manager and complaints may arise when people in a holiday-mode can have conflicting behaviour patterns to surrounding residents in a work/retirement routine.

The rapid emergence of hosted and unhosted short stay accommodation offered through on-line booking platforms is an issue that local governments have been required to address in the absence of overarching state government legislation. This has resulted in a mixture of approved and unapproved operations of varying standards and limited regulation (e.g. to verify whether basic requirements such as hard wired smoke alarms are installed) and short stay accommodation being provided in residential buildings and neighbourhoods that have not been designed to accommodate or provide these services

The economic return that short stay accommodation provides to owners does however also impact availability in the longer term rental market and carry a social cost, with the impact in larger cities and tourism destinations being a frequent topic of media discussion, with some examples provided below:

[After 10 years of Airbnb and short-stay rentals, is Australia ready for regulation? - ABC News](#)

[Airbnb boom on Mornington Peninsula generates fears for local communities \(theworldnews.net\)](#)

Whilst at a different scale, the rise in short stay accommodation has also had impact in the regional and rural setting, as illustrated in the below figure.

**Figure 10.1.1(d) – Mid West Times article 15 March 2023**



Whilst the availability of short stay accommodation in a smaller townsite setting can provide economic benefit through enabling tourists to stay and visit local attractions and businesses, it also does mean that housing stock can be underutilised and is not occupied by longer term residents (who may be unable to find local long term rental accommodation) who would ordinarily support and be involved in local services such as schools, sporting and community groups and be employed by local businesses.

In its response to this issue the State Government's Parliamentary Standing Committee on Economics and Industry held an enquiry 2019 into short stay accommodation.

The Parliamentary Inquiry found that short-term rentals are a genuine income source for some people and are increasingly used by guests, however, there was often inconsistent regulatory requirements and numerous examples of adverse impacts on neighbours and local communities. Planning legislation has not kept pace with this rapid growth, and in the absence of state government guidance about how to manage this issue it has resulted in an inconsistent approach across the state which has led to many local governments regulating short stay accommodation through their local planning framework and the *Local Government Act 1995*.

The Standing Committee explored a practical framework for emerging forms of short stay accommodation such as Airbnb, Stayz etc. and their impact on the tourism industry and links between short stay accommodation and rental affordability. The Committee received over 350 submissions from a range of stakeholders, including industry providers, representative bodies and local governments amongst others most of whom supported greater regulation of short stay accommodation and accompanying streamlining of the process (i.e. establishing criteria whereby certain types of low-key short stay accommodation would not require application to be made, and other forms more likely to give rise to land use conflict would be regulated).

The Standing Committee's final report into short stay accommodation '*Levelling the Playing Field – Managing the impact of the rapid increase of Short-Term Rental in Western Australia*' included the following recommendations:

- implement a mandatory state-wide registration scheme;
- require online platforms to display a valid registration number for short term rentals;
- ensure that online platforms be required to provide data on all short-term rental properties listed in Western Australia to the government agency with primary responsibility for the registration scheme;
- establish an information sharing mechanism between state and local government;

- set and impose penalties for non-compliance;
- manage complaints about short term rentals;
- enforce compliance with local government control.

The subsequent Draft Planning for Tourism Position Statement was made available for comment from December 2021 until March 2022:

[New policy to guide the management of short-term accommodation \(www.wa.gov.au\)](http://www.wa.gov.au)

#### [Tourism Position Statement - WA DPLH - Citizen Space](#)

At this time the Position Statement remains in a draft format, and the State Government's proposed state-wide development exemptions for short stay accommodation are not legislated. In the absence of a consistent approach to planning policies and controls relevant to short stay accommodation it would be reasonable for local governments to maintain a conservative approach and give some consideration to refusal when considered necessary, or ensuring that approvals are subject to time limitations/annual renewal.

The State Government proposes through its Draft Position Statement that Unhosted Accommodation be exempted from the need to make application to local government in the following circumstances (which does give rise to queries on how this legislative monitoring and compliance burden on local government would be funded and administered):

*"The WAPC is considering recommending to Government to exempt the following forms of low-scale short-term rental accommodation from the need to obtain development approval...*

*...Unhosted accommodation*

*Unhosted accommodation in a single house, grouped or multiple dwelling where it is let for no more than 60 days per calendar year.*

*Note: This exemption is for a change of use. Unhosted accommodation in a single house, grouped or multiple dwelling operating for more than 60 days per calendar year would be subject to the requirements of the relevant local government's local planning framework.*

*Subject to the results of consultation, amendments to the LPS Regulations may be undertaken to make hosted and unhosted accommodation, which meet the conditions outlined above, forms of development for which development approval is not required.*

*It is proposed that these forms of short-term rental accommodation would still be required to register with the state-wide registration scheme."*

In the event that Council deems that this application should be refused it may consider the following wording appropriate:

*"That Council refuse the application for short stay accommodation (holiday house) to be operated from 3287 (Lot 18) Chapman Valley Road, Nabawa for the following reasons:*

- 1 The development is not considered to be consistent with the objectives of the 'Residential' zoning which caters for primarily longer term accommodation rather than the commercial operation of short stay accommodation purposes.*
- 2 The development is not considered to satisfy Clause 67 of the deemed provisions of the Planning and Development (Local Planning Schemes) Regulations 2015.*
- 3 Council is not satisfied that sufficient justification has been provided to warrant its exercising of its discretion to grant approval.*



- 4 *Approval of this application may well set an undesirable precedent for future variation to the Shire's statutory and policy requirements, which in time could prove to be detrimental to the character of the Nabawa townsite, the level of support for local community services, and the amenity of residents of the surrounding locality.*

*Note:*

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

## **Statutory Environment**

The report complies with the requirements of the:

Shire of Chapman Valley Local Planning Scheme No.3

*Planning & Development (Local Planning Schemes) Regulations 2015*

3287 (Lot 18) Chapman Valley Road, Nabawa is zoned 'Residential R10' under the Shire of Chapman Valley Local Planning Scheme No.3. Table 1 of the Scheme lists the objectives for this zone as being:

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

The proposal would meet with the definition of 'Holiday House' which is defined as:

*“means a single dwelling on one lot used to provide short-term accommodation but does not include a bed and breakfast.”*

The State Government's Draft Position Statement proposes that the land use definition for 'Holiday House' (which covers unhosted accommodation) be amended in the *Planning and Development (Local Planning Schemes) Regulations 2015* to state *“means a single dwelling used to provide short-term accommodation.”*

'Holiday House' is listed as an 'A' land use in the 'Residential' zone, which means *“means that the use is not permitted unless the local government has exercised its discretion by granting development approval after giving notice in accordance with clause 64 of the deemed provisions.”*

Schedule 2 Part 9 Clause 67(2) of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* lists the following relevant matters in considering this development application:

- “(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;...*
- ...(c) any approved State planning policy;...*
- ...(fa) any local planning strategy 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;...*
- (u) *the availability and adequacy for the development of the following —*
  - (i) *public transport services;*
  - (ii) *public utility services;*
  - (iii) *storage, management and collection of waste;*
  - (iv) *access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities);*
  - (v) *access by older people and people with disability;...*
- ...(w) *the history of the site where the development is to be located;*
- (x) *the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;*
- (y) *any submissions received on the application...*
- ...(zb) *any other planning consideration the local government considers appropriate."*

## **Policy/Procedure Implications**

No Policy or Management Procedure affected.

The State Government's 'Draft Position Statement: Planning for Tourism' (December 2021) recommends that local government prepare a local planning policy to guide discretionary decision making in relation to short stay accommodation. This is an approach the Shire of Chapman Valley may consider appropriate once the draft Position Statement is finalised and it is likely that WALGA will be giving consideration to preparing a model template local planning policy as this is an issue facing many local governments in Western Australia, particularly in the metropolitan area and the south-west.

### ***"5.3.2.2 Unhosted short-term rental accommodation***

*Local government has the flexibility to regulate unhosted short-term rental accommodation through its local planning framework to respond to local*

*conditions (subject to regulatory processes). This Position Statement sets out considerations and approaches to achieve this.*

*It is acknowledged there are various approaches to the regulation of unhosted short-term rental accommodation currently undertaken across Western Australia.*

*The regulatory and policy response of the local government should be proportional to the significance of the issues arising from unhosted short-term rental accommodation in their municipality. In determining the appropriate way to regulate unhosted short-term rental accommodation the following statutory planning mechanisms can be considered:*

- *Utilising the zoning table, land use permissibility and other scheme mechanisms to control the locations whereby unhosted short-term rental accommodation proposals may be designated either permitted, discretionary, discretionary with advertising, or prohibited.*
- *Capping guest numbers permitted within a holiday home, holiday unit or holiday apartment through local planning policy and/or condition of a planning approval, to respond to constraints such as availability of vehicle parking, capacity of infrastructure (such as onsite effluent disposal) or to maintain appropriate levels of amenity in line with expectations (such as concerns regarding party houses).*
- *Utilising a local planning policy to guide discretionary decision making, which may include but not be limited to, any of the following matters:*
  - *locational factors which may assist in determining appropriate locations for unhosted forms of short term rental accommodation within residential areas (refer to the Guidelines for further information)*
  - *limits to the number of guests and/or rooms*
  - *limits to nights the property can be made available for rental in any one year*
  - *provision of car parking*
  - *minimum services such as potable water and reticulated sewerage*
  - *preparation and approval of a Management Plan*
  - *waste management*
  - *whether pets of guests (such as dogs) are permitted*
  - *managing for potential noise nuisance.*
- *If appropriate, initial development approval can be granted for a limited period (for example 12 months) and renewed on a longer basis (for example three to five years, or permanently) to ensure there is appropriate management of potential impacts on the amenity of neighbouring properties.”*

## **Financial Implications**

No Financial Implications Identified.

## **Long Term Financial Plan**

No major effect is anticipated on the Long Term Financial Plan.

## **Strategic Implications**

The subject property is located within Planning Precinct No.9 - Nabawa in the Shire of Chapman Valley Local Planning Strategy. The Vision for this Precinct is as follows:

*“The planned expansion of the Nabawa townsite as the administration centre for the Shire with the provision of light industry and rural residential opportunities.*

It is considered that the proposed development should be assessed with regard for the following strategic objectives of this Precinct:

- “9.2.2 Promote commercial, light industrial and tourist related uses/development to support economic growth...*
- 9.3.4 Ensure that land use conflicts (i.e. noise, dust, odour, spray drift, vermin etc) are avoided through appropriate environmental controls...*
- 9.4.2 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.”*

The Local Planning Strategy identifies ‘Tourism (low-medium key)’ as a land use that is considered appropriate within the Nabawa Precinct subject to compliance with the provisions of the Local Planning Scheme and specific policies of the Council.

The proposed development would address one of the challenges identified in the Nabawa Townsite Revitalisation Plan of limited tourist accommodation but would also reduce the town’s permanent population:

In 2014 the Mid West Development Commission released its ‘Tourism Development Strategy’ with the long term aspiration for the Mid West to attract one million overnight visitors annually by 2050. The Strategy noted one of the Challenges as being:

*“The subregion’s hinterland is host to scenery, niche ventures, quaint communities and natural attractions yet is largely overlooked and under developed as a destination for day trips. The hinterland’s accommodation capacity, hospitality services and RV amenities are limited and restrictive.”*  
(page 26)

The State Government’s ‘Draft Position Statement: Planning for Tourism’ (December 2021) provides some general guidance in relation to planning for short stay accommodation as follows:

*“5.2.2.2 Location of short-term rental accommodation*  
*Consideration should be given to the appropriate location of short term rental accommodation; where it should be prioritised, permitted or avoided to further strategic planning objectives, enhance the tourism experience and avoid adverse impacts on surrounding land uses.*

*It is recognised that there is variation amongst local government in approaches taken, from broad acceptance of short-term rental accommodation in all residential areas, through to consideration in selective locations and/or prohibiting in others.*

*In seeking to guide the location of short-term rental accommodation, the following considerations may be relevant to the local government:*

- Provision of and access to tourist amenity proximity to social, cultural, and leisure attractions, and accessibility to transport routes and public transport services.*

- *Adequate standard of services and infrastructure necessary, for example reticulated or drinking water supply and service, capacity of on-site solutions.*
- *Locations to minimise adverse interface issues, particularly amenity impacts on surrounding residential and other land uses (for example rural).*
- *Risk of natural hazards and the extent of measures which may need to be in place to address the level of risk.*
- *Any other relevant planning consideration and/or policy instruments within the planning framework.*

### **5.3 Statutory planning considerations**

*The local planning scheme and supporting local planning instruments (such as local planning policies) give effect to local strategic planning through statutory land use and development control.*

*Local planning schemes and amendments should:*

- *Include a range of tourism and mixed-use zonings allowing for tourism development and the permissibility of land uses in each zone, to provide for a diverse tourism industry consistent with the local planning strategy.*
- *Utilise land use definitions as set out in this Position Statement and LPS Regulations.*

*To complement local planning scheme provisions and guide the exercise of discretion, local government may utilise local planning policy to inform land use and development decisions.”*

## **Strategic Community Plan/Corporate Business Plan Implications**

### **ECONOMY & POPULATION**

2.1 Build population and business activity with targeted strategies.

2.1.1 Support business development, lifestyle changes and short/ term accommodation.

### **ECONOMY & POPULATION**

2.2 Provide support for business development and local employment.

2.2.1 Research mixed land use opportunities.

2.2.2 Consider business start-up incentives.

### **ECONOMY & POPULATION**

2.3 Embrace local tourism & regional strategies and trails.

2.3.1 Research a local tourism plan/initiatives & integrate with regional tourism plans.

2.3.2 Explore support needed by local tourism industries.

### **ECONOMY & POPULATION**

2.4 Ensure town planning scheme allows for economic development / population retention / growth.

2.4.1 Town Planning review for residential land, aged care facilities or business / industrial development opportunities.

## **Consultation**

The proposed land use is listed under the Shire of Chapman Valley Local Planning Scheme as a development that must be advertised for comment.

The Shire wrote to the 14 surrounding landowners on 23 March 2023 providing details of the application and inviting comment upon the proposal prior to 21 April 2023. A sign was also

erected on-site advising of the received application and the opportunity for comment and a copy of the application was also placed on the Shire website for viewing.

At the conclusion of the advertising period 2 submissions had been received, 1 expressing support and 1 in objection. A summary of the issues raised during the submission period is provided below:

*“All OK just behave yourself”*

*“Would you like one of these next door to you? A constant stream of random people next to your property?*

*I don’t know how you would feel but I emphatically do not.*

*In theory if all customers were unintrusive (physically, audibly etc.) it would be fine, a quick google search reveals it is potentially nightmare inducing to have one of these as a neighbour.*

*If there are any breaches to ‘house rules’ that affect me (noise, number of people etc.) I do not believe the owners will follow up on what they say they are going to do.”*

The applicant was provided with the above summary of the issues raised (with the identity of respondents redacted as per standard Shire practice) and invited to respond to the issues raised. A summary of the applicant’s response is provided below:

*“encouraged by the support shown for this application indicated by the general lack of response and the positive feedback we have received. In relation to the negative response we believe we have addressed all the requirements set out in the “Accompanying Information” of the application and have therefore addressed this person’s concerns.”*

## **Risk Assessment**

A Minor Property Risk of Level 2 - Likely resulting in localised damage rectified by routine internal procedures.

**10 March 2023**

SHIRE OF CHAPMAN VALLEY  
PO BOX 1  
CHAPMAN VALLEY ROAD  
NABAWA WA 6532

RE: 3287 CHAPMAN VALLEY ROAD NABAWA

APPLICATION FOR PLANNING APPROVAL  
PROPOSED SHORT TERM HOLIDAY ACCOMMODATION

Please find attached Application for Planning Approval for the above, along with a floor plan, site plan and site diagram.

The intention is to use the entire three (3) bedroom one (1) bathroom dwelling as short term holiday accommodation, with the beds configured to sleep a total of six (6) as per the attached floor plan. Commencement date will be immediately following consent being granted. There is ample parking in either of the two driveways.

The property will be managed by us, the Owners, who will manage check in and check out either in person or via the coded lock box bolted on the front verandah.

We will undertake the cleaning or engage contract cleaners to ensure the property is cleaned thoroughly before and after use. The rubbish will be removed via the rubbish bin collection service paid to the Shire. Cleaning equipment and consumables and all other materials such as linen and toiletries will be stored in the locked garage at the north rear of the property. (This is shown as the 'shed' on the site plan.) This is also accessed by a coded lock box with a different code, bolted to the external wall of the garage.

MM & CM Ramshaw

House rules will be supplied to the tenants prior to booking, on confirmation of booking and a copy will be supplied at the premises. The list will include, but not be limited to: the maximum people allowed at the dwelling; rules relating to the accommodating of pets; notification of local laws regarding noise pollution, pets etc..

Both our mobile numbers will be provided to tenants. They will also be supplied to the Shire and the neighbours, to be used should there be a breach of rules that impact the neighbours in any way. We reside locally in Waggrakine so can respond quickly to any issues.

All safety legislation will be complied with. This includes the existing hard-wired smoke alarm, and provision of fire extinguisher, fire blanket and first aid kit at the property. All swimming pool safety legislation will continue to be applied.

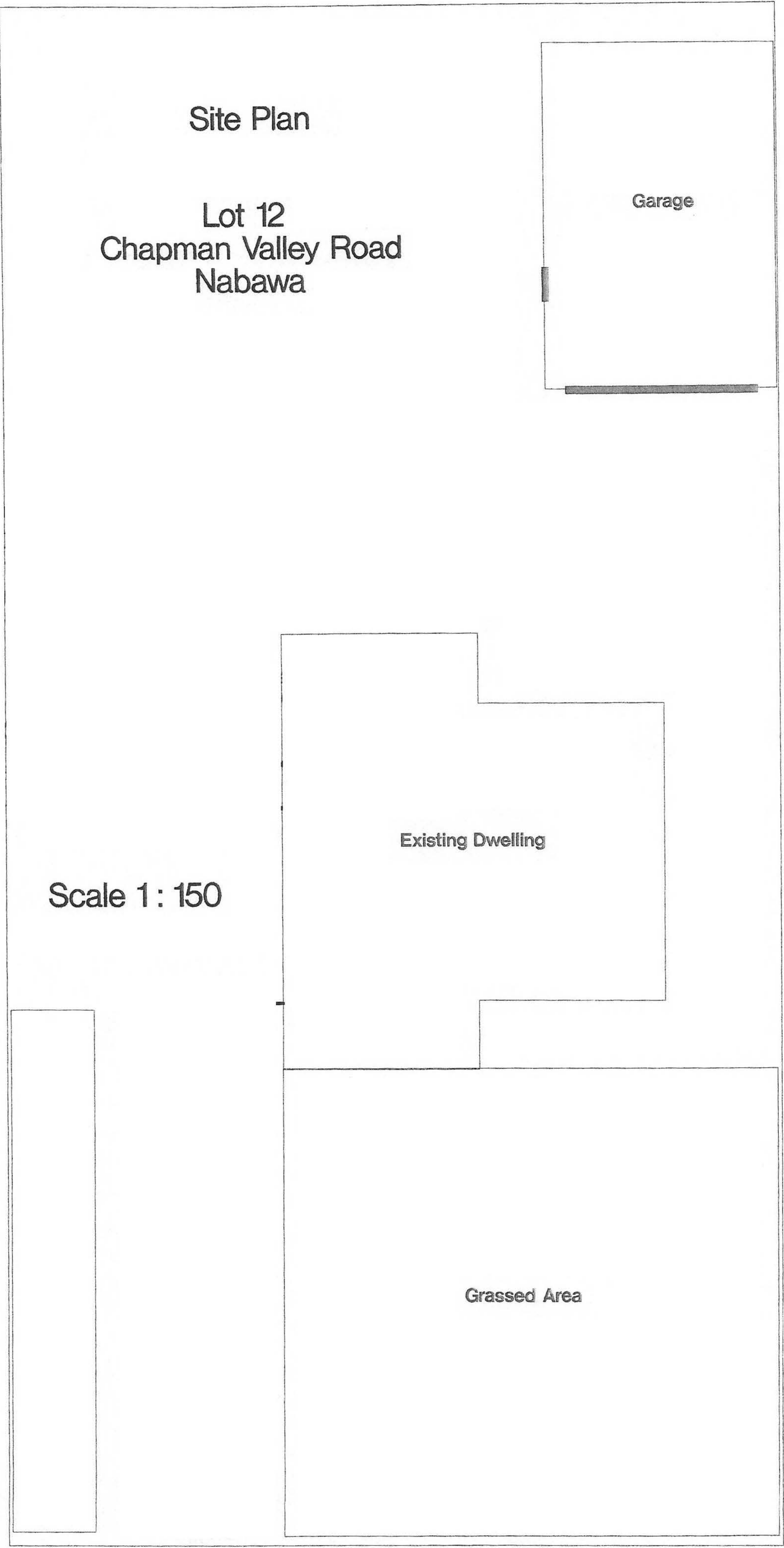
In reference to parts (a) i. to v., (b) and (c) of the 'Accompanying Information' for Application for Planning Approval; Following Cyclone Seroja, all major repairs and renovations have been completed at the property and it is not proposed at this stage that there will be any further development at the property, rendering any consequences or impact of development irrelevant. There will be no impact, other than continued residential dwelling of tenants, with only existing development being used.

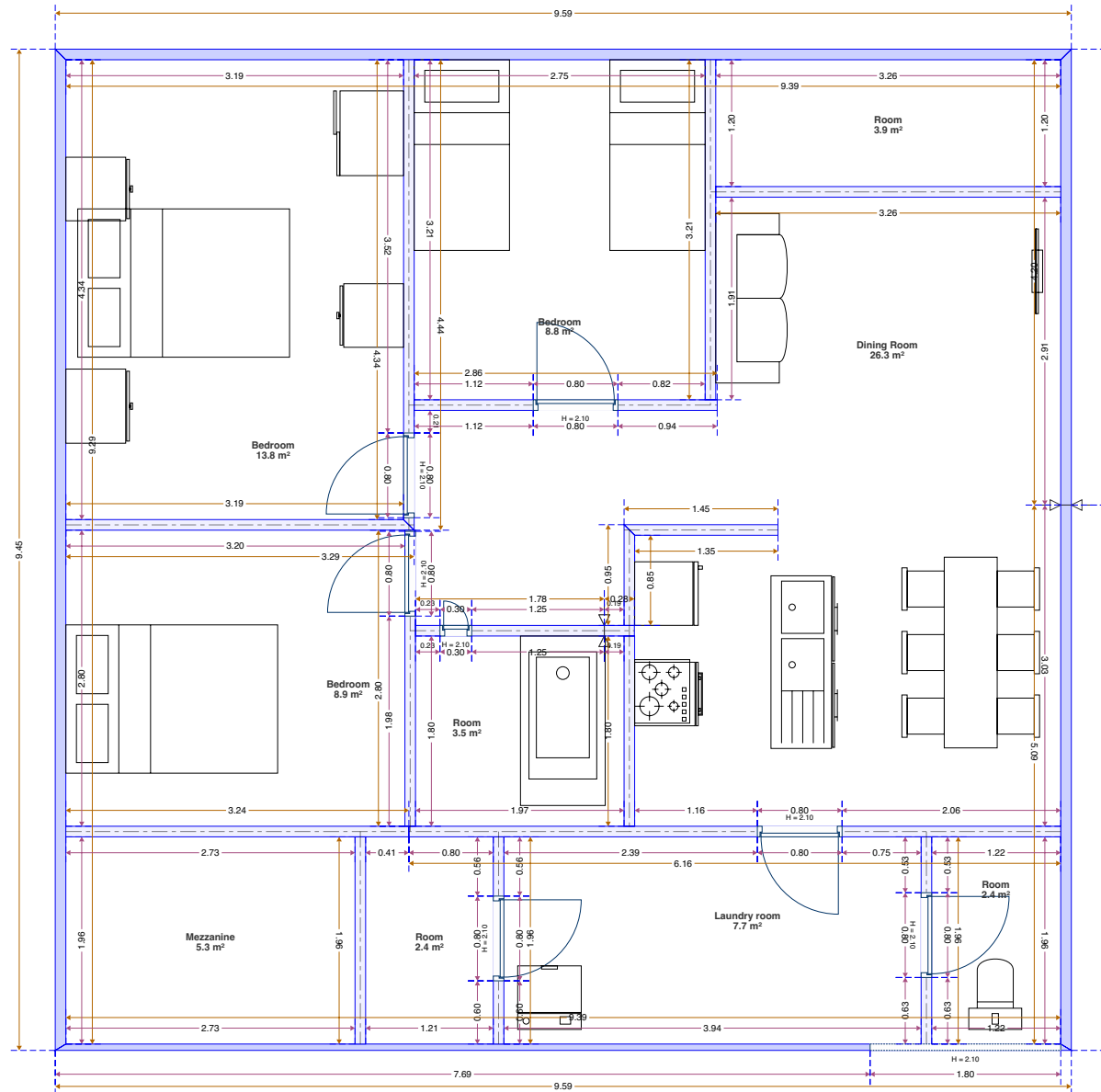
The popularity of local dining, event and function experiences such as the Nabawa Valley Tavern, Nukara, Burnt Barrel, Chapman Valley Fishing Park and Lavender Valley Farm along with local wildflower tours and The Chapman Valley Show, has meant there are enquiries about local accommodation. We believe The Valley Cottage will be an asset to Chapman Valley, and appreciate your consideration of our proposal.

Yours sincerely

Mark & Cassandra Ramshaw







Scale

0

5m

10.1.2	<b>Proposed Tourist Development (Nabawa Valley Tavern)</b>
<b>Department</b>	Development Service Planning
<b>Author</b>	Simon Lancaster
<b>Reference(s)</b>	A657
<b>Attachment(s)</b>	1. Valley Tavern Tourist Development Application [10.1.2.1 - 8 pages]

## Voting Requirements

Simply Majority

## Staff Recommendation

That Council grant formal planning approval for a Tourist Development upon 3354 (Lot 1) Chapman Valley, Nabawa subject to compliance with the following:

### Conditions

- 1 Development shall be in accordance with the plans and management statement included within Attachment 10.1.2.1 to the Council Agenda report and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government.
- 2 Any additions to or change of use of any part of the buildings or land (not the subject of this consent/approval) considered by the local government Chief Executive Officer to represent significant variation from the approved development plan may require further application and planning approval for that use/addition.
- 3 The use hereby permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason of the emission of noise, waste product, vehicle parking and manoeuvring or otherwise.
- 4 The applicant is to prepare, submit and adhere to a management plan to the approval of the local government.
- 5 The landowner/applicant is to implement and maintain reporting mechanisms for complaints concerning the operation of the development. In the event of a substantiated complaint being received the applicant is required to demonstrate mitigation response(s) to the approval of the local government. Such response(s) will be treated as conditions of approval/required modifications to the management plan.
- 6 The development shall utilise colours and materials and be to a finish to the approval of the local government.
- 7 All stormwater is to be disposed of on-site to the approval of the local government.
- 8 All parking of vehicles (and trailers) associated with the guests shall be provided for within the property boundary.
- 9 The internal road network and vehicle manoeuvring and parking areas shall be constructed and maintained to the approval of the local government.
- 10 The vehicle access onto Chapman Valley Road shall be appropriately located, designed, constructed and maintained to the requirements of Main Roads WA.
- 11 The installation and subsequent maintenance of any roadside signage shall be to the requirements of Main Roads WA.
- 12 The installation and subsequent maintenance of any signage associated with the development shall be to the approval of the local government.

- 13 The installation and maintenance of landscaping about the development site for the purposes of providing shade and screening shall be to the approval of the local government.
- 14 The development shall be serviced by reticulated water and power connection, and wastewater and effluent disposed of to the requirements of the Department of Health and the approval of the local government.
- 15 The buildings shall not be occupied until compliant with the requirements of the Building Code of Australia, the *Health Act 1911* and the *Health (Treatment Of Sewage And Disposal Of Effluent And Liquid Waste) Regulations 1974*.

#### Advice Notes

- (a) The landowner/applicant is advised that this planning approval does not negate the requirement for any additional approvals which may be required under separate legislation including but not limited to the, Building Code of Australia, *Building Act 2011*, *Building Regulations 2012*, *Health Act 1911*, *Liquor Control Act 1988*, and the *Local Government (Miscellaneous Provisions) Act 1960*. It is the applicant's responsibility to obtain any additional approvals required before the development/use lawfully commences.
- (b) Should the applicant be 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.

#### **Disclosure of Interest**

No officer declared an interest under the *Local Government Act 1995*, Subdivision 1 (LGA 1995) in the preparation of this report.

#### **Background**

Council is in receipt of an application to site 8 x 'tiny cabin' transportable accommodation units at the rear of the Valley Tavern. This report recommends that Council approve the application.

#### **Comment**

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

**Figure 10.1.2(a) – Location map for 3354 (Lot 1) Chapman Valley Road, Nabawa**



The applicant/landowner (Searange Holdings Pty Ltd) is seeking to site 8 x 'tiny home' accommodation units in the south-western corner of the property, approximately 50m behind the tavern building. The units would be sited in a row, 3m from the rear (southern) boundary, and 3m from the side (western) boundary. The 'tiny cabin' units are wheel mounted and each contain 1 bedroom, ensuite and kitchenette.

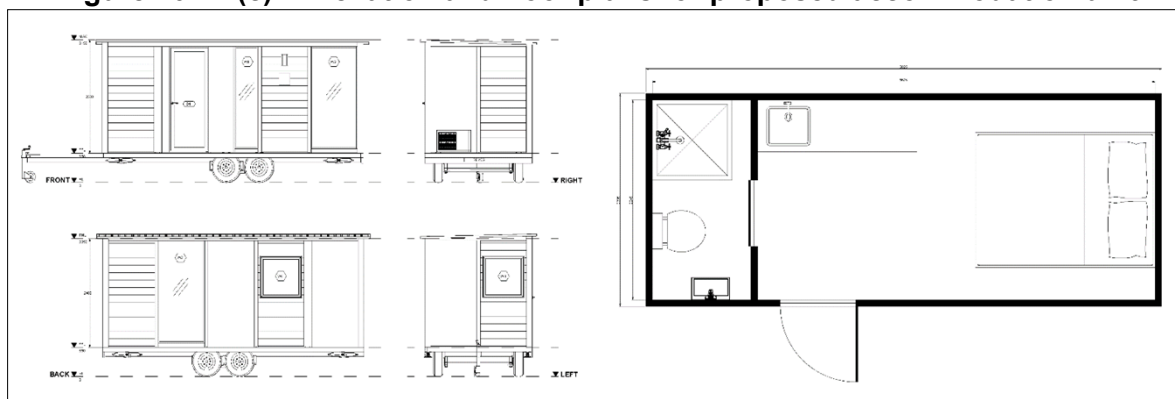
A copy of the received application, including plans, supporting letter, example photos and a management statement has been provided as **Attachment Valley Tavern Tourist Development Application**.

**Figure 10.1.2(b) – Nabawa Valley Tavern aerial photograph**





**Figure 10.1.2(c) – Elevation and floor plans for proposed accommodation unit**



Guests would obtain a key through the tavern when it is open for business (generally 8:30am to 8:00pm) or via a combination lock-box if out of hours.

Guest vehicles would access the site via the exiting business' crossover onto Chapman Valley Road and guest parking would be alongside the cabins, rather than at the front of the tavern in the general car park.

Waste would be handled via wheelie bins that will be provided for each cabin that would be emptied by tavern staff into the on-site skip bins that are serviced weekly by waste contractor.

The toilets for the units are handled via a cassette system (similar setup to a caravan or self-contained van) and the greywater from the shower, hand basin and kitchen sink can be connected to an onsite wastewater system.

Since it opened in 1973 the Nabawa Valley Tavern has been subject to several proposals to develop accommodation that did not proceed. Council approved the siting of transportable accommodation units along with development of a caravan park and camping area to the

rear/south of the tavern at its 17 October 2000 meeting, however this was not proceeded with, and the approval subsequently lapsed. Council also resolved at its 19 November 2014 meeting to support the establishment of a caravan park and camping ground when a subsequent owner made enquiry.

## Statutory Environment

The report complies with the requirements of the:

Shire of Chapman Valley Local Planning Scheme No.3

*Planning & Development (Local Planning Schemes) Regulations 2015*

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

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

The proposal would meet with the definition of 'Tourist Development' which is defined as:

*"tourist development means a building, or a group of buildings forming a complex, other than a bed and breakfast, a caravan park or holiday accommodation, used to provide —*

- (a) short-term accommodation for guests; and*
- (b) onsite facilities for the use of guests; and*
- (c) facilities for the management of the development"*

'Tourist Development' is listed as a discretionary land use in the 'Commercial' zone, which means *"that the use is not permitted unless the local government has exercised its discretion by granting development approval"*

Lot 1 also falls within the 'Special Control Area 3 – Public Drinking Water Supply' zone for which the Scheme notes the following:

Name of Area	Purpose & Objective	Additional Provisions
Special Control Area 3 – Public Drinking Water Supply (SCA3)	(a) To identify the proclaimed Public Drinking Water Source Protection Areas; and (b) to ensure that land use and development within is compatible with the protection and long term management of	(1) Relevant considerations (a) In determining land uses and development proposals, the local government will have due regard to relevant State Government policies and the most recent Department of Water and Environmental Regulation Land Use Compatibility Tables for Public Drinking Supply Areas; and (b) In determining land uses and development proposals, the local government is to have due regard to any comments and recommendations from the Department of Water and Environmental Regulation and may impose relevant conditions to prevent or minimise the potential risk of groundwater contamination. The local government

	water resources for public water supply.	<p>should also have regard to the management direction provided by priority classification of certain areas, noting that: i) Priority 2 areas are defined to ensure that there is no increased risk of pollution of the water source; and ii) Priority 3 areas are defined to manage the risk of pollution to the water source. 6.4.3</p> <p>(2) Prior to approving land uses in Special Control Area 3, the local government may refer applications to the Department of Water and Environmental Regulation and the Water Corporation for consideration and recommendation.</p>
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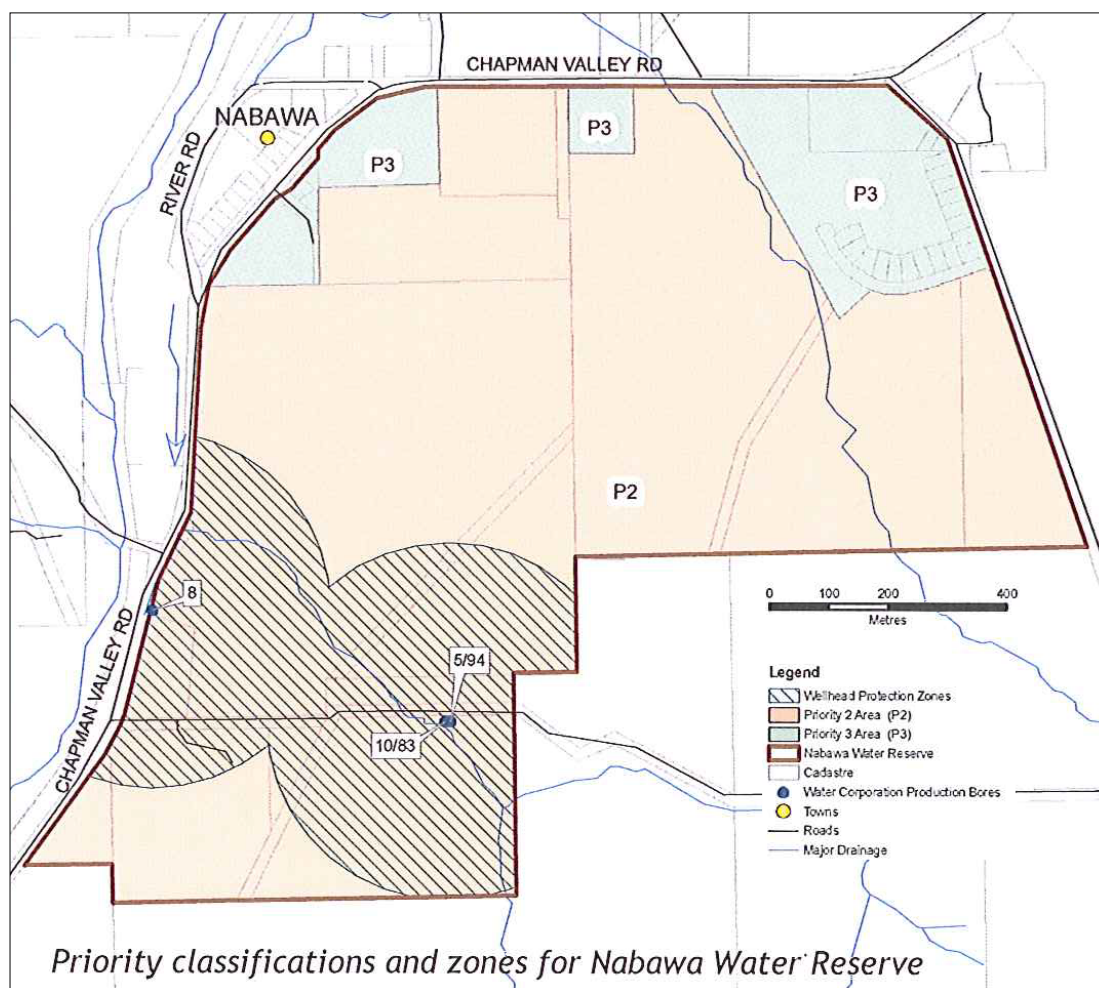
The Valley Tavern site falls within the Priority 3 Area of the Nabawa Water Reserve as identified in the Department of Water and Environmental Regulation Nabawa Water Reserve Drinking Water Source Protection Plan.

Priority 3 source protection areas have the fundamental water quality objective of risk mitigation, and recognises that Nabawa's water supply sources need to co-exist with the following land uses in this area; residential, community, recreation, school, hotel and service station.

However, whilst Priority 3 source protection areas are the lowest category in the Protection Plan it is still recommended that any approval of this development be subject to condition that wastewater and effluent must be disposed of to the requirements of the Department of Health.

#### **Figure 10.1.2(d) – Nabawa Water Reserve**





Schedule 2 Part 9 Clause 67(2) of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* lists the following relevant matters in considering this development application:

- “(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;...
- ...(c) any approved State planning policy;...
- ...(fa) any local planning strategy for this Scheme endorsed by the Commission;...
- ...(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**

No Policy or Management Procedure affected.

### **Financial Implications**

No Financial Implications Identified.

### **Long Term Financial Plan**

No major effect is anticipated on the Long Term Financial Plan.

### **Strategic Implications**

The Valley Tavern is located within Planning Precinct No.9 - Nabawa in the Shire of Chapman Valley Local Planning Strategy. The Vision for this Precinct is as follows:

*“The planned expansion of the Nabawa townsite as the administration centre for the Shire with the provision of light industry and rural residential opportunities.*

It is considered that the proposed development can meet with the following strategic objectives for this Precinct:

- “9.2.1 Promote commercial, light industrial and tourist related uses/development to support economic growth...*
- 9.3.4 Ensure that land use conflicts (i.e. noise, dust, odour, spray drift, vermin etc) are avoided through appropriate environmental controls.*
- 9.3.5 Ensure fire prevention measures are implemented and maintained...*
- 9.4.1 Enhance the standards of servicing and infrastructure commensurate with urban development standards (i.e. bitumen sealed roads, reticulated water, underground power etc).*
- 9.4.2 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.”*

The Local Planning Strategy identifies ‘Commercial’ and ‘Tourism (low-medium key)’ as land uses that are considered appropriate within the Nabawa Precinct subject to compliance with the provisions of the Local Planning Scheme and specific policies of the Council.

The proposed development would align with the 'Proposed Actions and Approaches' as outlined in the Nabawa Townsite Revitalisation Plan which recommends:

*"Construction of a short term accommodation within town for RV and caravans – Potential for short stay site in proximity to Valley Tavern.  
Shire of Chapman Valley to discuss with Valley Tavern to negotiate dump point & potential for RV stop and camping within their property. This initiative aligns with the strategy stated in the Shire of Chapman Valley Corporate Business Plan  
"New infrastructure such as caravan/camping rounds in protected areas, improving overflow parks and amenities and creating additional rest areas and dump points along major routes".*

In 2014 the Mid West Development Commission released its 'Tourism Development Strategy' with the long term aspiration for the Mid West to attract one million overnight visitors annually by 2050. The Strategy noted one of the Challenges as being:

*"The subregion's hinterland is host to scenery, niche ventures, quaint communities and natural attractions yet is largely overlooked and under developed as a destination for day trips. The hinterland's accommodation capacity, hospitality services and RV amenities are limited and restrictive." (page 26)*

The Western Australian Planning Commission's 'Planning Bulletin 83 - Planning for Tourism' (2013) sets out the policy position to guide decision making by the WAPC and local government for rezoning, subdivision and development proposals for tourism purposes. The Bulletin emphasises the importance of strategic planning for tourism and that this should be addressed through the local government's Local Planning Strategy identifying tourism sites and determine their strategic value and importance to tourism development.

The Bulletin notes that identification of tourism sites does not imply that the site is suitable for immediate development or re-development (in many cases sites may be identified to facilitate the long term protection of land for tourism purposes where economic conditions appropriate for development may not be reached for a number of years) but does set out general location criteria to determine the tourism value of a site as follows:

*"Accessibility*

*The site has adequate existing or proposed transport links (such as major road or airport access).*

*Uniqueness*

*The site contains, or is in the vicinity of, an attraction or prominent and/or unique landmark of local, regional or State significance.*

*Setting*

*The setting of the site has an aspect and outlook that supports recreational tourism activities and/or the creation of a tourism character and ambience (e.g. immediately adjacent to a beach).*

*Tourism activities and amenities*

*The site provides, has easy access to, or is capable of development of supporting activities and amenities such as tours, fishing, historic sites, walk trails, environmental interpretation, cafes, restaurants, shops and the like.*

*Supply of land*

*The site has an element of scarcity in that it may be the only opportunity, or one of a limited number of opportunities, to achieve a significant tourism development in an area.*

*Site specific criteria to determine the tourism value of the site includes:*

*Suitability in a land use context*

*The site is located in a land use context that will not limit the extent of activities available to guests due to amenity impacts on adjoining residents or where the adjoining uses potentially detract from the tourism character of the site (e.g. located within a residential area).*

*Capability*

*The site has the capacity to be developed for tourism purposes and accommodate the associated services in a manner that does not detract from the natural attributes of the site or result in environmental degradation. Examples include: clearing for bushfire protection, sewerage capacity, water supply and rubbish disposal.*

*Size*

*The size of the site should be adequate to accommodate a sustainable tourism facility with respect to its design, operation and function, and its site specific and wider impacts and consideration of future growth/expansion. This will require a site to be able to be developed without compromising the sustainable use of natural and cultural resources or existing social structures. Development of the site should also contribute to the delivery of diversified and balanced tourism opportunities.*

*Function*

*The use of the site meets a particular accommodation, market need and/or ensures a range of tourism accommodation within the locality. Examples are: beachfront caravan parks, school holiday camps and Crown tourism leases.*

*These criteria are to guide local government in the assessment of the strategic value of tourism sites and determination of the value will be based on the outcome of the assessment of the site against all criteria.”*

## **Strategic Community Plan/Corporate Business Plan Implications**

### **ECONOMY & POPULATION**

2.1 Build population and business activity with targeted strategies.

2.1.1 Support business development, lifestyle changes and short/ term accommodation.

### **ECONOMY & POPULATION**

2.2 Provide support for business development and local employment.

2.2.2 Consider business start-up incentives.

### **ECONOMY & POPULATION**

2.3 Embrace local tourism & regional strategies and trails.

2.3.1 Research a local tourism plan/initiatives & integrate with regional tourism plans.

2.3.2 Explore support needed by local tourism industries.

### **ECONOMY & POPULATION**

2.4 Ensure town planning scheme allows for economic development / population retention / growth.

2.4.1 Town Planning review for residential land, aged care facilities or business / industrial development opportunities.

### **Consultation**

The Local Planning Scheme does not require consultation for the proposed “Tourist Development” land use in the ‘Commercial’ zone, however, Council has the ability to advertise the application inviting comment prior to determination should it wish to do so.

### **Risk Assessment**

An Insignificant Environmental Risk of Level 1 - Which will likely result in contained, reversible impact managed by on site response.

### **Proposed Tiny Cabin Accommodation for 3354 Chapman Valley Road. Nabawa**

Enclosed are our plans for the proposal for Tiny Cabins to be placed on the rear of the property at 3354 Chapman Valley Road Nabawa.

We are planning to work with Tiny Cabins Australia to introduce an alternative accommodation option to the valley region.

We are very keen to introduce this accommodation serve to the region. In direct response to an overwhelming number of requests for short term accommodation as well as workers during the seeding & harvest periods.

We believe the addition of these cabins will enhance the region and provide a facility that has not been previously available.

Upon approval Tiny Cabins will send the first 1 -2 cabins within 2 weeks.

The number of additional persons required to be employed will be managed according to occupancy and we hope to fill these positions with local people.

Vehicles will be parked directly next to the Tiny Cabin and any over flow will park in the existing car parks.

The cabins are on wheels and can be relocated into the cyclone rated shed if any serious weather condition occurs.

**SHORT STAY ACCOMMODATION MANAGEMENT STATEMENT**

Name of Business: Valley Tavern Nabawa  
 Property Address: 3354 Chapman Valley Road Nabawa 6532  
 Property Owner: Searange Holdings Pty Ltd  
 Property Manager: Scott Simister & Krishna Drage.  
 Maximum occupancy: 16 people.  
 Bedding configuration: -

Facilities & Carparking: Maximum 8 tiny cabins (2 per cabin) Each cabin with bedroom, ensuite & Mini Kitchen.  
Parking area will be next to each cabin/van.

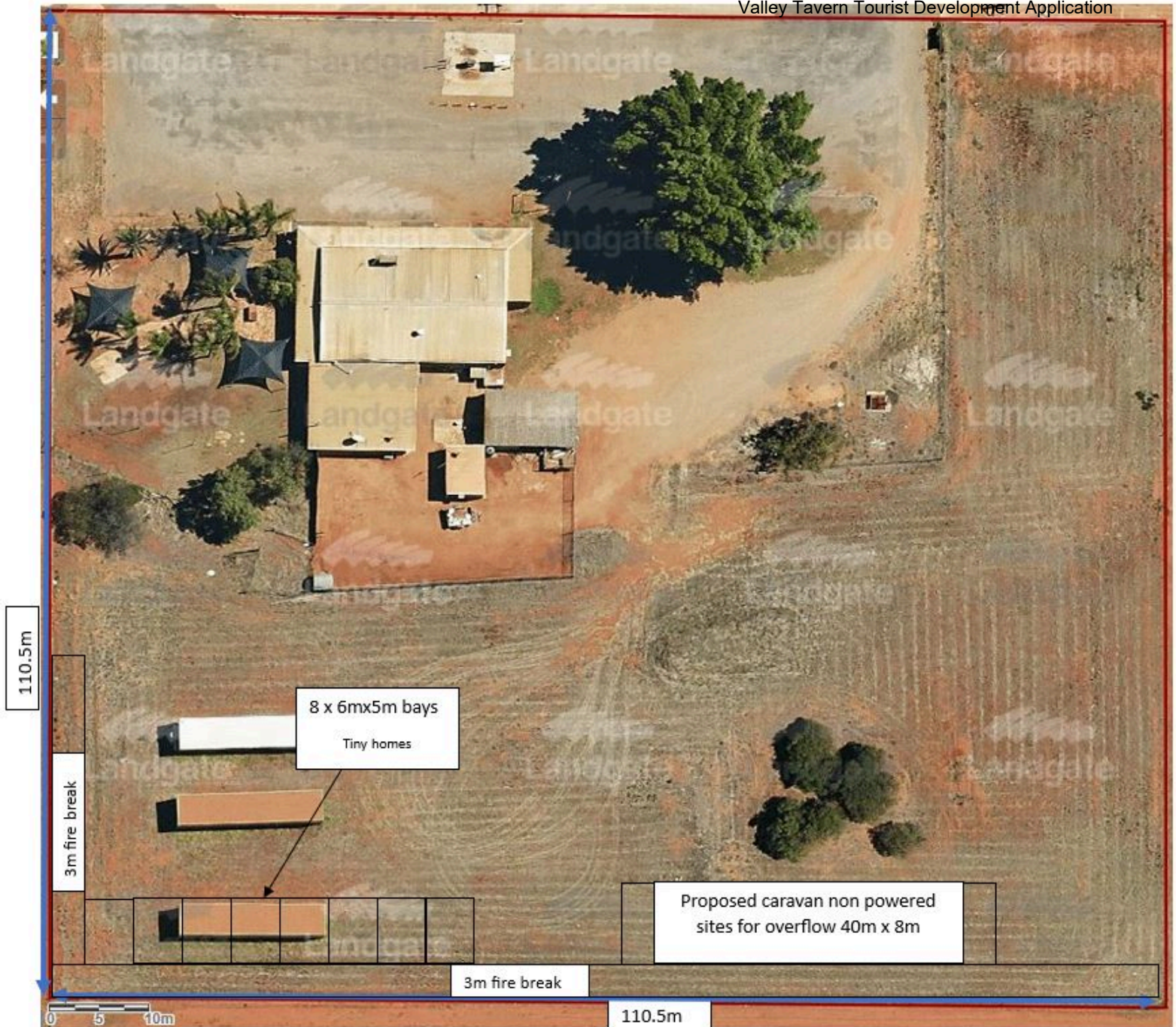
**Day To Day Management** (outlining how premises will be managed on a day-to-day basis, including how keys are accessed for entry, provision of on-site assistance, cleaning & waste management):

• Keys issued through cafe/reception during trading hours  
8-30 am - 8pm. With combination lock box for after hours  
access. Compendium in each cabin with management /  
emergency services details. Cleaner on site as required.  
Waste in wheelie bins (for each cabin) then emptied in skip bin,  
which is emptied weekly by Veolia.

**Fire & Emergency Management:** Compendium will contain emergency  
contact details (managers / fire / police / ambulance / emergency  
exit plan / muster point). Site plans showing emergency  
muster points & fire extinguishers / blankets / fire hose  
locations.

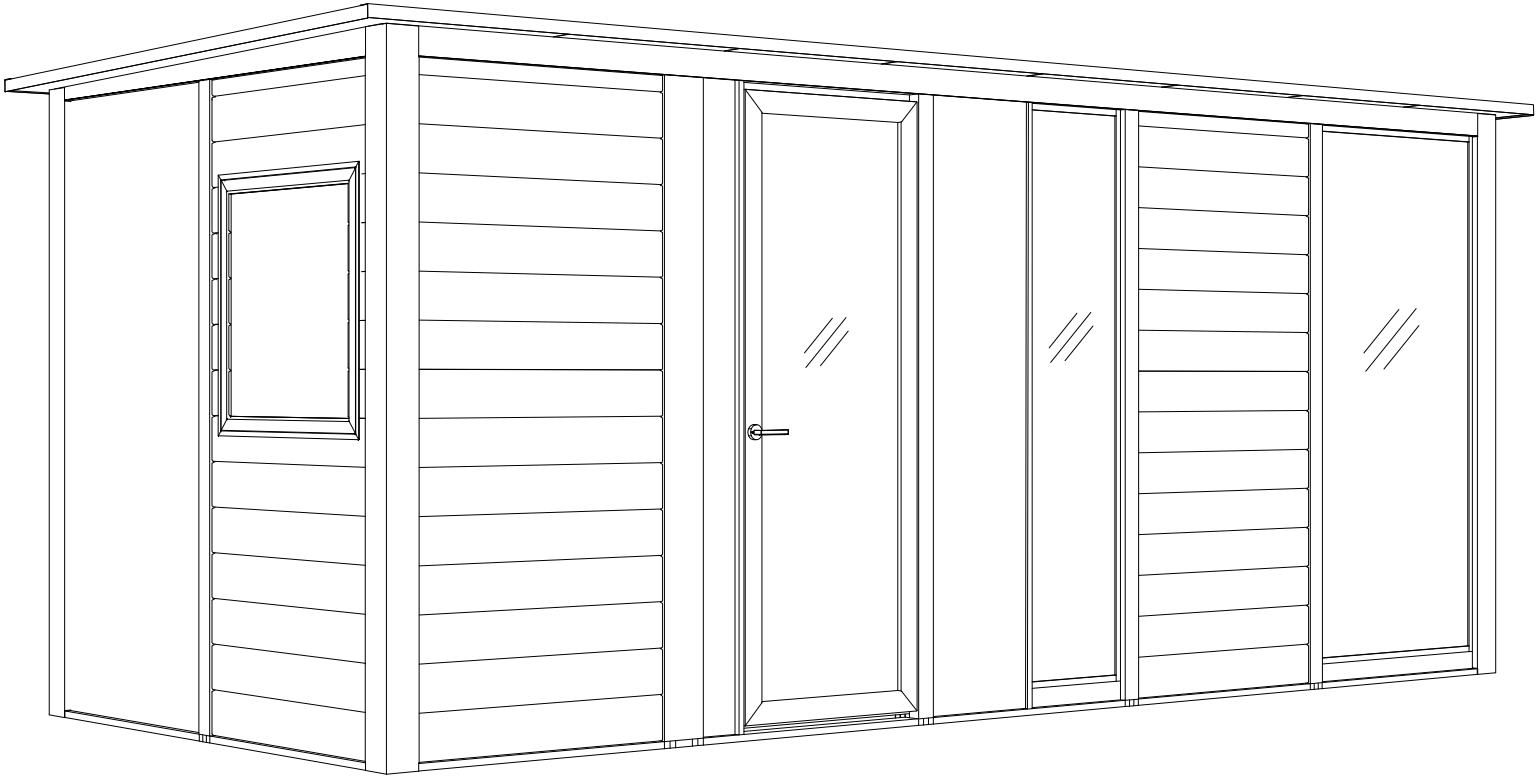
**Nuisance, Noise & Complaint Management:** Compendium will contain  
business & after hours contact details for complaints  
to be dealt with promptly. Noise curfews will  
be clearly displayed & monitored.







REYES




**BUILD TINY**  
15 Yishun Industrial Street 1,  
Win 5 #02-15, Singapore 768091

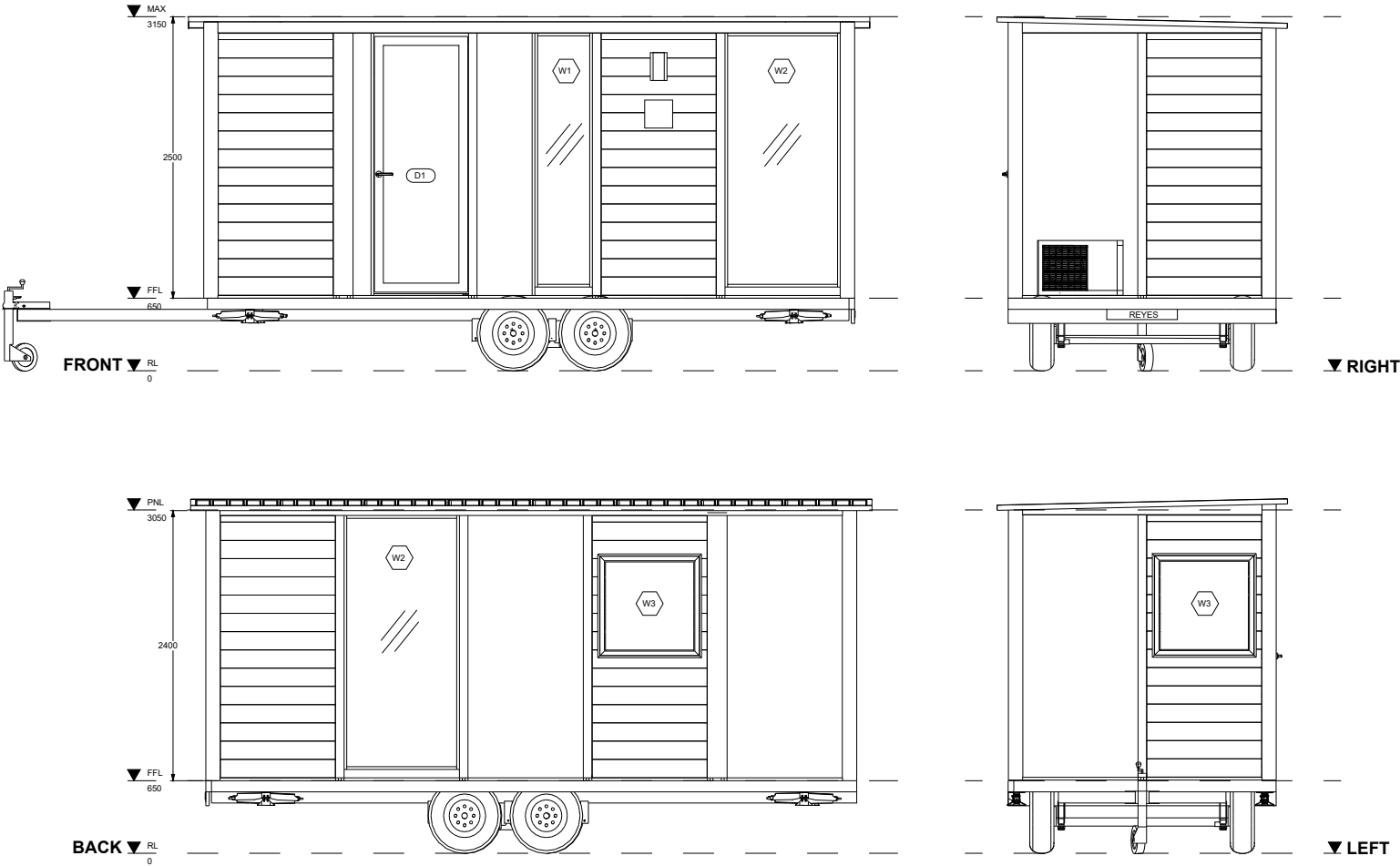
DWG TITLE	REYES-2021
REF. CODE	R002
DRAWN BY	ZHONGHUA
APPROVE BY	-
DATE	17-MAY-2021

MATERIAL/ FINISHES
Exterior Wall: - Composite Wood (10/15mm), Aluminium Sheet (2mm)
Interior Wall: - Plywood & Composite Panel (3mm)
Flooring: - Plywood & Vinyl (6mm)

REMARKS
-

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REYES  
ELEVATION PLAN



- GLASS PANELS
- D1 - Door (850 x 2150) x 1
  - W1 - Window (550 x 2300) x 1
  - W2 - Window (1100 x 2300) x 2
  - W3 - Window (900 x 900) x 2




**BUILD TINY**  
15 Yishun Industrial Street 1,  
Win 5 #02-15, Singapore 768091

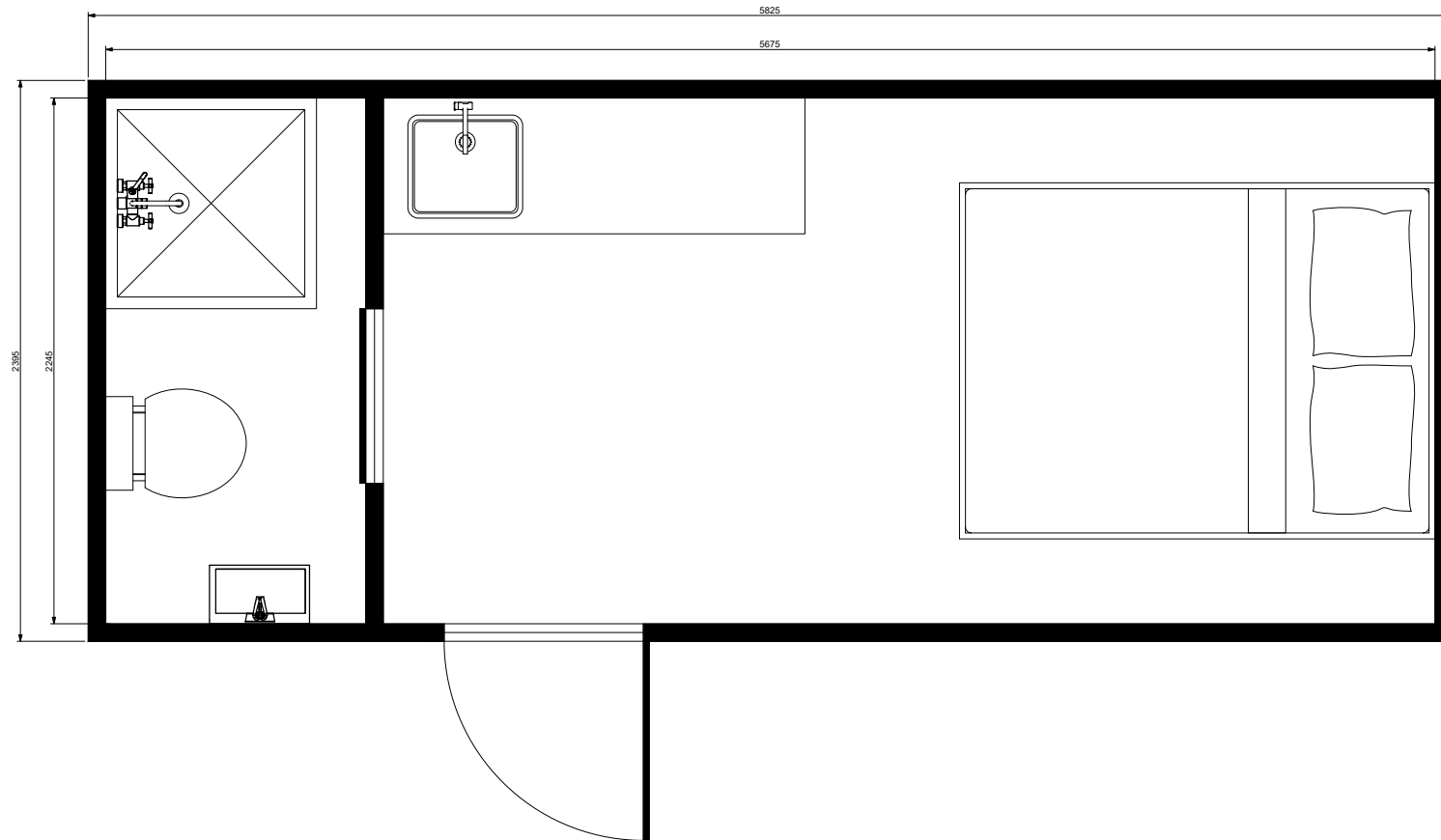
DWG TITLE	REYES-2021
REF. CODE	R002
DRAWN BY	ZHONGHUA
APPROVE BY	-
DATE	17-MAY-2021

MATERIAL/ FINISHES
-

REMARKS
-

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**REYES  
FLOOR PLAN**



**BUILDING INVENTORY**

- Toilet & Bathroom  
 - W/C x 1  
 - Basin x 1  
 - Shower Cubicle x 1
- Living Area & Bedroom  
 - Kitchen Cabinet x 1  
 - Bedding Set (Queen Size) x 1



**BUILD TINY**

15 Yishun Industrial Street 1,  
Win 5 #02-15, Singapore 768091

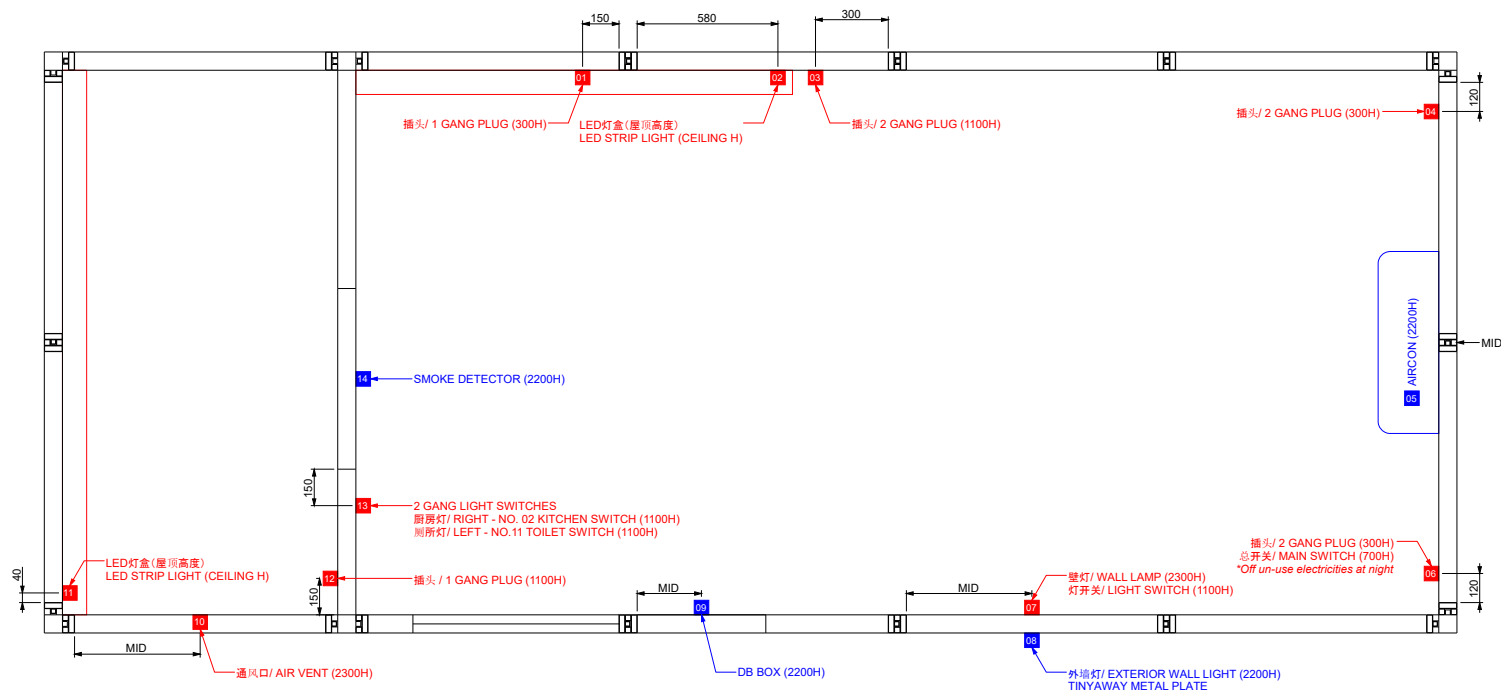
DWG TITLE	REYES-2021
REF. CODE	R002
DRAWN BY	ZHONGHUA
APPROVE BY	-
DATE	17-MAY-2021

MATERIAL/ FINISHES
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REMARKS
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REYES  
ELECTRICAL PLAN



ELECTRICAL CONDUIT  
MYS  
AUS



**BUILD TINY**  
15 Yishun Industrial Street 1,  
Win 5 #02-15, Singapore 768091

DWG TITLE	REYES-2021
REF. CODE	R002
DRAWN BY	ZHONGHUA
APPROVE BY	-
DATE	17-MAY-2021

MATERIAL/ FINISHES	-
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REMARKS	-
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Please see attached some photos of other Tiny Cabins.

Tiny Away is the company we are working with, please see the link to their facebook page

<https://www.facebook.com/tinyaway> Also please see the website <https://tinyaway.com/>

In addition to our advertising (social & TV) Tiny Away will promote the Chapman Valley Region and the accommodation (this is nation wide)

We are so excited to get this happening and once we are able to receive approval we expect to have the cabins within 2 weeks



## 10.2 Manager of Finance & Corporate Services

10.2.1	Fees and Charges
Department	Finance, Governance & Corporate Services Finance
Author	Dianne Raymond
Reference(s)	Nil
Attachment(s)	1. 2023-2024 Proposed Schedule Fees & Charges [10.2.1.1 - 14 pages] 2. J Myers Correspondence F& C [10.2.1.2 - 1 page]

### Voting Requirements

Absolute Majority

### Staff Recommendation

That the proposed 2023/2024 Draft Fees and Charges as presented to Council be endorsed and included into the 2023/2024 Annual Budget in accordance with the requirements of the Local Government Act, 1995.

### Disclosure of Interest

No officer declared an interest under the Local Government Act 1995, Subdivision 1 (LGA 1995) in the preparation of this report.

### Background

As part of the function of local government and its operations, each year the Council is required, under Section 6.2 of the Local Government Act 1995, to formally adopt its annual financial year budget, to enable the administration to carry out the defined services and programs and to raise revenue through rates and fees and charges. In preparation for the compilation of the 2023/2024 Annual Budget the Proposed Schedule of Fees and Charges for 2023/2024 is attached for review and approval to list in the 2023/2024 Draft Budget

### Comment

A considerable number of Council's fees and charges are set by legislation and as such remain the same as last year until various agencies advise of changes. These generally include fees and charges associated with Planning, Building and Health regulations.

#### Current Consumer Price Index (CPI)

The Australian Bureau of Statistics recently released the CPI figures for the March quarter. The All-Groups CPI (weighted average of the eight capital cities) for the March quarter 2022 to March quarter 2023 is 7.0%

From the WALGA Economic Briefing statement forecasts for Local Government costs is expected to slow in 2023/24. Services inflation is at its highest since 2001 with electricity being rebates being wound back will see further effects in the last quarter for 2023.

The draft 2023/2024 Proposed Schedule of Fees & Charges are based on the previous format endorsed fees and charges and in line with the Long-Term Financial Plan assumptions of a total revenue increase of 1.50%. It is prudent local government find a balance between cost recovery of providing services and facilities without unnecessary impact on the community. Continual increase costs in cleaning, power, water, and general maintenance however adds to budget pressures. It is important therefore to keep this to the forefront of mind when receiving submissions for waiving fees and charges. Cost recovery of outgoing expenses need to be considered. Each non statutory line item has a basic increase of 6% to assist with recovering inflationary costs to the Shire of Chapman Valley.

## Statutory Environment

The report complies with the requirements of the:  
Local Government Act 1995

*Section 6.16 is the primary piece of legislation under the Local Government Act 1995 that requires fees and charges to be reviewed and adopted as part of the budget process.*

### **6.16. Imposition of fees and charges**

- (1) *A local government may impose\* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.*

*\* Absolute majority required.*

- (2) *A fee or charge may be imposed for the following —*
  - (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*
  - (b) supplying a service or carrying out work at the request of a person;*
  - (c) subject to section 5.94, providing information from local government records;*
  - (d) receiving an application for approval, granting an approval, making an inspection and issuing a license, permit, authorisation or certificate;*
  - (e) supplying goods;*
  - (f) such other service as may be prescribed.*
- (3) *Fees and charges are to be imposed when adopting the annual budget but may be —*
  - (a) imposed\* during a financial year; and*
  - (b) amended\* from time to time during a financial year.*

*\* Absolute majority required.*

### **6.17. Setting the level of fees and charges**

- (1) *In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —*
  - (a) the cost to the local government of providing the service or goods;*
  - (b) the importance of the service or goods to the community; and*
  - (c) the price at which the service or goods could be provided by an alternative provider.*
- (2) *A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.*

- (3) *The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service —*
  - (a) *under section 5.96;*
  - (b) *under section 6.16(2)(d); or*
  - (c) *prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.*
- (4) *Regulations may —*
  - (a) *prohibit the imposition of a fee or charge in prescribed circumstances; or*
  - (b) *limit the amount of a fee or charge in prescribed circumstances.*

**6.18. Effect of other written laws**

- (1) *If the amount of a fee or charge for a service or for goods is determined under another written law a local government may not —*
  - (a) *determine an amount that is inconsistent with the amount determined under the other written law; or*
  - (b) *charge a fee or charge in addition to the amount determined by or under the other written law.*
- (2) *A local government is not to impose a fee or charge for a service or goods under this Act if the imposition of a fee or charge for the service or goods is prohibited under another written law.*

**6.19. Local government to give notice of fees and charges**

- If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —*
- (a) *its intention to do so; and*
  - (b) *the date from which it is proposed the fees or charges will be imposed.*

## **Policy/Procedure Implications**

Shire of Chapman Valley 2023/2024 Draft Budget.

## **Financial Implications**

### **Long Term Financial Plan**

No major effect is anticipated on the Long Term Financial Plan.

Shire of Chapman Valley 2023/2024 Schedule of Fees and Charges

## **Strategic Implications**

### **Strategic Community Plan/Corporate Business Plan Implications**

#### **GOVERNANCE & ACCOUNTABILITY**

5.2 Be accountable and transparent while managing human and physical resources effectively

5.2.2 Long Term Financial Management .



## **GOVERNANCE & ACCOUNTABILITY**

5.3 Make informed decisions within resources and areas of responsibility.

5.3.1 Council and Shire process formally incorporate integrated plans as references.

5.3.2 Regular and relevant briefings to Elected Members.

## **Consultation**


Input has been sought from all key members of staff.

## **Risk Assessment**

An Insignificant Financial Impact Risk of Level 1 - Which will likely be less than \$1,000.

A Minor Compliance Risk of Level 2 - Which will likely result in some temporary non-compliance.

The associated risk would be the failure to comply with Local Government Financial Management Regulations.

Proposed 2023/2024 Schedule of Fees and Charges for the draft annual budget				
Shire of Chapman Valley Budget For the Year Ended 30 June 2024 Fees and Charges Effective 1 July 2023				
ADMINISTRATION	Proposed Fees & Charges 2023/2024	Endorsed Fees & Charges for financial year 2022/2023	Charge Basis	GST
Account Enquiries and Requisitions				
Rates Account Enquiry Only (No Requisitions)	\$32.00	\$30.00	Per Lot	GST N/A
Orders And Requisitions Account Enquiry (No Rates)	\$64.00	\$60.00	Per Lot	GST N/A
Rates, Orders And Requisitions Account Enquiry	\$95.00	\$90.00	Per Lot	GST N/A
Instalment Administration Fee	\$10.00	\$9.00	Per Instalment	GST N/A
Instalment Interest Charge		5.50%	Upper limit LGA	GST N/A
Penalty Interest On Overdue Rates And Debtors Current		7.00%	Upper limit LGA	GST N/A
Administration fee for Debt Clearance confirmation	Cost plus \$25.00	Cost plus \$25.00	Per Assessment	Inc GST
Administration fee for Debt Recovery	\$32.00	\$30.00	Per Assessment	Inc GST
Recovery of Dishonour Fees	Cost plus \$15.00	Cost plus \$11.00	Per item	Inc GST
DFES ESL Penalty Interest	7.00%	7.00%	As per legislation	
Postal Boxes at Shire Office				
Deposit to cover fitting new lock if keys not handed in	Cost Recovery	Cost Recovery	Recover cost as required per Post Box	GST N/A
Annual fee for use of box - Non Pensioner	\$68.00	\$64.00		Inc GST
Discounted Annual fee - 25% discount based on Seniors Rate Eligibility Criteria	\$51.00	\$48.00	Per Post Box	Inc GST
Discounted Annual fee - 50% discount based on Full Pensioner Rate Eligibility Criteria	\$34.00	\$32.00	Per Post Box	Inc GST
	\$0.00			
Copy of Rate Notice - electronic only	\$6.00	\$5.00	Per Copy	GST N/A
Library Services				
Lost or damaged materials while on loan	Replacement cost plus 10% admin fee	Replacement cost plus 10% admin fee	Per item	Inc GST
Maps				
Tourism Maps of Shire	Cost Recovery	Cost Recovery	Per Map	Inc GST
	No Charge	No Charge	No Charge	
Heritage Inventory Booklet				
	\$30.00	\$27.50	No Charge	Inc GST
Photocopying				
Black and White	\$1.00	\$0.60	Per A4 sheet	Inc GST
Colour	\$3.00	\$2.05	Per A4 sheet	Inc GST
Black and White	\$2.00	\$1.10	Per A3 sheet	Inc GST
Colour	\$4.00	\$3.18	Per A3 sheet	Inc GST
Council Minutes - Copies				
	\$30.00	\$27.50	Per Copy	Inc GST

ADMINISTRATION	Proposed Fees & Charges 2023/2024	Endorsed Fees & Charges for financial year 2022/2023	Charge Basis	GST
Binding			Per Item	Inc GST
Softcover	\$9.00	\$7.70	Per Item	Inc GST
Wire Comb	\$6.00	\$5.50	Per Item	Inc GST
Plastic Comb	\$5.00	\$4.40		
Laminating			Per Item	Inc GST
A4 per sheet	\$3.00	\$2.20	Per Item	Inc GST
A3 per sheet	\$3.00	\$2.75		
Electoral Rolls	\$22.00	\$20.00	Per Roll Owners & Occupiers Only	GST N/A
Freedom of Information Charges (as set by FOI Act Regulations 1993)			As per current legislation	
			No Charge	
Personal Information about the applicant	No Fee	No Fee	Per Application	GST N/A
Application fee (for non personal information)	\$32.00	\$30.00	Per Hour or Pro Rata	GST N/A
Charge for time dealing with application	\$32.00	\$30.00	Per Hour or Pro Rata	GST N/A
Access time supervised by staff	\$32.00	\$30.00	Per Hour or Pro Rata	GST N/A
Photocopying staff time	\$32.00	\$30.00	Per Sheet	Inc GST
Photocopy	\$1.00	\$0.20	Per Hour or Pro Rata	GST N/A
Transcribing from tape, film or computer	\$32.00	\$30.00	Cost Recovery	Inc GST
Film or computer information	Cost Recovery	At Cost	Cost Recovery	Inc GST
Delivery, packaging and postage	Cost Recovery	At Cost	From Estimated Charges	GST N/A
Advance deposit which may be required by an agency under section 18(1) of the Act, expressed as a percentage of the estimated charges which will be payable in excess of the application fee	25%	25%	From Estimated Charges	GST N/A
Further advance deposit which may be required by an agency under section 18(4) of the Act, expressed as a percentage of the estimated charges which will be payable in excess of the application fee	75%	75%		
Further advance deposit may be required to meet the charges for dealing with the application.				
For financially disadvantaged applicants with prescribed pensioner concession cards, the charge payable may be reduced by 25% at the CEO's discretion.				

PROPERTY HIRE	Proposed Fees & Charges 2023/2024	Endorsed Fees & Charges for financial year 2022/2023	Charge Basis	GST
Venue Hire				
Note: The CEO is to impose bonds on the hire of Council facilities at their discretion				
All Venues Refundable Bond - Events without Liquor	\$530.00	\$530.00	Bonds to be imposed at CEOs discretion	GST N/A
All Venues Refundable Bond - Events with Liquor	\$700.00	\$700.00	Bonds to be imposed at CEOs discretion	GST N/A
All Venues Bond - Long Term Key Bond	\$50.00	\$50.00	Bonds to be imposed at CEOs discretion	GST N/A
Exemptions: Chapman Valley & Yuna Primary School P & C's Refer Statutory Budget Notes	Refer Statutory Budget Notes	\$0.00	Per Annum	Inc GST
<b><u>Nabawa Community Centre</u></b>				
Annual Booking Fee (Up to 2 uses per week only)	\$586.00	\$586.00	Per Annum	Inc GST
All Venue Hire Non Local Community Member	\$159.00	\$150.00	Per Use	Inc GST
All Venue Hire Local Community Member	\$53.00	\$50.00	Upon supply of proof to evidence either a ratepayer or resident	Inc GST
<b><u>Nabawa Library - Meeting Use Only</u></b>				
All Venue Hire to Local Community Groups ONLY	\$53.00	\$50.00	Meeting use only	Inc GST
<b><u>Yuna Multipurpose Community Centre</u></b>				
Annual Booking Fee (Up to 2 uses per week only)	\$586.00	\$586.00	Per Annum	Inc GST
All Venue Hire Non Local Community Member	\$159.00	\$150.00	Per Use	Inc GST
All Venue Hire Local Community Member	\$53.00	\$50.00	Upon supply of proof to evidence either a ratepayer or resident	Inc GST
Main Hall only	\$93.00	\$88.00	per use	Inc GST
Kitchen	\$59.00	\$55.00	per use	Inc GST
Creche/Small Meeting Room	\$47.00	\$44.00	per use	Inc GST
<b><u>Yuna Hall</u></b>				
Annual Booking Fee (Up to 2 uses per week only)	\$586.00	\$586.00	Per Venue Per Annum	Inc GST
All Venue Hire Non Local Community Member	\$159.00	\$150.00	Per Venue Per Use	Inc GST
All Venue Hire Local Community Member	\$53.00	\$50.00	Upon supply of proof to evidence either a ratepayer or resident	Inc GST

PROPERTY HIRE	Proposed Fees & Charges 2023/2024	Endorsed Fees & Charges for financial year 2022/2023	Charge Basis	GST
<b>Nabawa Recreation Centre</b>				
Annual Booking Fee (Up to 2 uses per week only)	\$586.00	\$586.00	Per Annum	Inc GST
All Venue Hire Non Local Community Member	\$159.00	\$150.00	Per Use	Inc GST
All Venue Hire Local Community Member	\$53.00	\$50.00	Upon supply of proof to evidence either a ratepayer or resident	Inc GST
Whole of stadium facilities	\$159.00	\$150.00	per use	Inc GST
Clubrooms (Upstairs area)	\$80.00	\$75.00	per use	Inc GST
Changerooms (1 section only)	\$24.00	\$22.00	per use	Inc GST
Kitchen (downstairs)	\$53.00	\$50.00	per use	Inc GST
Basketball Courts	\$59.00	\$55.00	per use	Inc GST
Oval, Kitchen, Clubroom and Changerooms Hire	\$175.00	\$165.00	per use	Inc GST
<b>Bill Hemsley Park Community Centre</b>				
Annual Booking Fee - Local Community Member (Up to 2 uses per week only)	\$586.00	\$586.00	Per Annum	Inc GST
Annual Booking Fee (Short sessions under 2 hours up to 2 uses per week)	\$792.00	\$750.00	Per Use	Inc GST
Annual Booking Fee (Long sessions over 2 hours up to 2 uses per week)	\$1,055.00	\$1,000.00	Per Use	
All Venue Hire Non Local Community Member	\$317.00	\$300.00	Per Use	
All Venue Hire Local Community Member	\$106.00	\$100.00	Upon supply of proof to evidence either a ratepayer or resident	
Whole of facility includes the outside veranda	\$317.00	\$300.00	Per Venue Per Use	
Bond required as per All Venue Bond above				Inc GST
				Inc GST
<b>Nanson Showgrounds</b>				
All Venue Hire Non Local Community Member	\$159.00	\$150.00	Per Use	Inc GST
All Venue Hire Local Community Member	\$53.00	\$50.00	Upon supply of proof to evidence either a ratepayer or resident	Inc GST
Annual Booking Fee (Up to 2 uses per week only)	\$586.00	\$586.00	Per Annum	Inc GST
Camping fees as below.				
Bond required as per All Venue Bond above				
Nanson Showgrounds Camping- Chapman Valley Show Carnival	\$291.00	\$275.00	Per Week Maximum stay 2 weeks	Inc GST
Kitchen Hire Exemption - Annual Ram Sale	Exempt	Exempt	Single Use Only	GST N/A
<b>Furniture Hire</b>				
Tables	\$11.00	\$10.00	each	Inc GST
Chairs	\$2.00	\$1.50	each	Inc GST
Portable Shade & 10 Chair Hire	\$135.00	\$127.27	per hire	Inc GST

PROPERTY HIRE Cont	Proposed Fees & Charges 2023/2024	Endorsed Fees & Charges for financial year 2022/2023	Charge Basis	GST
Recreation Centre Facilities				
LI24 Chapman Valley Football Club	\$2,050.00	\$1,942.93	per annum -subject to change as per management license (reviewed by council annually at budget)	Inc GST
LI25 Chapman Valley Northampton Cricket Club (CVNCC)	\$1,698.00	\$1,608.64	per annum -subject to change as per management license (reviewed by council annually at budget)	Inc GST
Geraldton Regional Cricket Board - fixtures not involving the Chapman Valley Northampton Cricket Team	\$77.00	\$72.94	per game	Inc GST
LI 22 Tennis Club - Nabawa	\$429.00	\$406.21	per annum -subject to change as per management license (reviewed by council annually at budget)	Inc GST
Badminton Club	\$21.00	\$19.25	per use	Inc GST
LI18 Chapman Valley Western Riding Club - Showgrounds Reserve	\$511.00	\$484.21	per annum -subject to change as per management license (reviewed by council annually at budget)	Inc GST
LI13 Chapman Valley Agricultural Society - Showgrounds Reserve	\$511.00	\$484.21	per annum -subject to change as per management license (reviewed by council annually at budget)	Inc GST
LI16 Yuna Multipurpose Community Centre - CABY Management License	\$1,909.00	\$1,809.22	per annum -subject to change as per management license (reviewed by council annually at budget)	Inc GST
LI20 KiteWest Water Sports & Tours	\$619.00	\$586.53	per annum -subject to change as per ground lease -rent review date 1 July each year Expires 30/06/2027	Inc GST
LI23 Chapman Valley Historical Society	\$0.00	\$0.00	per annum -subject to change as per management license Peppercorn on demand expire 21/04/2027	Inc GST
LI30 Parkfalls Residents Association	\$0.00	\$0.00	per annum -subject to change as per management license Peppercorn on demand expire 16/05/2021	Inc GST
L12 Mens Shed Inc	\$0.00	\$0.00	per annum -subject to change as per management license Peppercorn on demand	Inc GST
Caravan and Camping Fees				
Tier 1 - Camping Fees Coronation Beach - <b>Non Pensioner</b> (Children Under 16 when accompanied by an adult	\$16.00	\$15.00	Per Person Per Night 1) Maximum of thirty (30) days in one financial year period for all campers	Inc GST
Tier 1 - Camping Fees Coronation Beach - <b>Pensioner</b>	\$11.00	\$10.00	Per Person Per Night 1) Maximum of thirty (30) days in one financial year period for all campers	Inc GST
Tier 3 Camping Fees Yuna Hall - <b>Non Pensioner</b>	\$0.00	\$0.00	Donation Only 1) Maximum of two (2) nights - unless otherwise approved by CEO	Inc GST
Tier 3 Camping Fees Yuna Hall - <b>Pensioner</b>	\$0.00	\$0.00	Donation Only 1) Maximum of two (2) nights - unless otherwise approved by CEO	Inc GST
Tier 3 - Camping Fees Fig Tree Crossing Reserve - <b>Non Pensioner</b>	\$16.00	\$15.00	Per Person Per Night 1) Overnight only - unless otherwise approved by CEO	Inc GST
Tier 3 - Camping Fees Fig Tree Crossing Reserve - <b>Pensioner</b>	\$11.00	\$10.00	Per Person Per Night 1) Overnight only - unless otherwise approved by CEO	Inc GST
Tier 3 - Camping Fees Yuna Golf Club Reserve - <b>Non Pensioner</b>	\$16.00	\$15.00	Per Person Per Night 1) Maximum of two (2) nights - unless otherwise approved by CEO	Inc GST
Tier 3 - Camping Fees Yuna Golf Club Reserve - <b>Pensioner</b>	\$11.00	\$10.00	Per Person Per Night 1) Maximum of two (2) nights - unless otherwise approved by CEO	Inc GST
Tier 3 - Camping Fees Nabawa Oval Reserve - <b>Non Pensioner</b>	\$16.00	\$15.00	Per Person Per Night 1) Maximum of two (2) nights - unless otherwise approved by CEO	Inc GST
Tier 3 - Camping Fees Nabawa Oval Reserve - <b>Pensioner</b>	\$11.00	\$10.00	Per Person Per Night 1) Maximum of two (2) nights - unless otherwise approved by CEO	Inc GST
Tier 2 - Camping Fees Nanson Showground Reserve - All	\$16.00	\$15.00	Per Person Per Night 1) Maximum of two (2) nights - unless otherwise approved by CEO	Inc GST

PROPERTY HIRE Cont		Proposed Fees & Charges 2023/2024	Endorsed Fees & Charges for financial year 2022/2023	Charge Basis	GST
Property Leases/licenses					
AG22 E O'Donnell		\$150.00	\$150.00	Legal agreement - license for grazing - \$150 + GST Expires 30/6/2026	Ex GST
AG23 E O'Donnell		\$150.00	\$150.00	Legal agreement - license for grazing - \$150 + GST Expires 30/06/2026	Ex GST
AG24 T Cooper		\$150.00	\$150.00	Legal agreement - license for grazing - \$150 + GST Expires 30/06/2026	Ex GST
LI17 - T Jeffrey		\$1.00	\$1.00	as per license agreement \$1.00 on demand Expire 30/06/2025	Ex GST
Animal Traps -Bond		\$59.00	\$55.00	Hire Agreement	Inc GST

REFUSE CHARGES	Proposed Fees & Charges 2023/2024	Endorsed Fees & Charges for financial year 2022/2023	Charge Basis	GST
Waste Management Charge - Domestic	\$493.00	\$467.00	per service per annum	GST N/A
Waste Management Charge - Commercial	\$510.00	\$483.00	per service per annum for 1-5 bins	Inc GST
Waste Management Charge - Commercial	\$428.00	\$405.00	per service per annum for 6-14 bins	Inc GST
Waste Management Charge - Commercial	\$376.00	\$356.00	per service per annum 15+ bins	Inc GST
Refuse Site Charges (Non Residents)	\$0.00			
Lawncippings and greenwaste	\$44.00	\$41.00	per m3 (Ute or Trailer load)	Inc GST
Any/all household rubbish (deemed to be generated day to day)	\$52.00	\$49.00	per m3 (Ute or Trailer load)	Inc GST
Building/backyard rubble under 0.4 m3 (approximately 2 wheelbarrows)	\$52.00	\$49.00	per m3 (Ute or Trailer load)	Inc GST
Household oil (under 20 litres)	\$52.00	\$49.00	up to 20 litres	Inc GST
Special Burial (by prior arrangement only):	\$0.00			
Paint containers and medical waste	\$225.00	\$213.00	per m3 for first m3 or less	Inc GST
Crayfish offal or similar	\$225.00	\$213.00	per m3 for first m3 or less	Inc GST
Commercial Items	\$0.00			
General waste	\$52.00	\$49.00	per m3 (Ute or Trailor load)	Inc GST
Syringe containers - first 7 litres	\$31.00	\$29.00	for first 7 litre container	Inc GST
- per litre thereafter	\$15.00	\$14.00	per litre thereafter	Inc GST
Cardboard	\$15.00	\$14.00	per m3 (Ute or trailor load)	Inc GST

PRIVATE WORKS	Proposed Fees & Charges 2023/2024	Endorsed Fees & Charges for financial year 2022/2023	Charge Basis	GST
Private Works (Includes Operator)				
Grader Hire	\$270.00	\$255.00	per hour	Inc GST
Truck Hire (incl trailer/water tanker or side-tipper if required)	\$320.00	\$303.00	per hour	Inc GST
Light Truck Hire	\$268.00	\$254.00	per hour	Inc GST
Roller Hire - Vibrating	\$230.00	\$218.00	per hour	Inc GST
Backhoe	\$294.00	\$278.00	per hour	Inc GST
Bobcat (Skidsteer) Hire	\$245.00	\$232.00	per hour	Inc GST
Other plant not listed	\$0.00	\$0.00	As quoted by MWS for Private Works	Inc GST
Yellow Sand - Yuna	\$4.00	\$3.00	per cubic meter	Inc GST
Gravel	\$9.00	\$8.00	per cubic meter	Inc GST
Aggregate	\$68.00	\$64.00	per cubic meter	Inc GST
Other	\$0.00	\$0.00	Minimum charge \$100 per truck load plus plant hire rates	
Administration Fee	\$38.00	\$36.00		Inc GST
Labour only - plant operators	\$82.00	\$77.00	per hour	Inc GST
Labour only - senior works staff (Works supervisor/leading hand)	\$108.00	\$102.00	per hour	Inc GST



LAW, ORDER & PUBLIC SAFETY	Proposed Fees & Charges 2023/2024	Endorsed Fees & Charges for financial year 2022/2023	Charge Basis	GST
Dog Registrations				
As per current legislation				
Unsterilised Dog 1 Year	\$50.00		Dog Act & Regulations	GST N/A
Unsterilised Dog 3 Years	\$120.00		Dog Act & Regulations	GST N/A
Unsterilised Dog Lifetime	\$250.00		Dog Act & Regulations	GST N/A
Sterilised Dog 1 Year	\$20.00		Dog Act & Regulations	GST N/A
Sterilised Dog 3 Years	\$42.50		Dog Act & Regulations	GST N/A
Sterilised Dog Lifetime	\$100.00		Dog Act & Regulations	GST N/A
Dog kept in approved establishment licensed under s.27	\$200.00		Dog Act & Regulations	GST N/A
Sterilisation Certificate must be produced				
Dog Impounding Fees				
1st Day	\$32.00	\$30.00	For first day	GST N/A
Subsequent Days	\$16.00	\$15.00	per day	GST N/A
Sustenance	\$8.00	\$7.00	per day	GST N/A
Microchip of any impounded dog or cat	\$47.00	\$44.00		Inc GST
Dog Act 1976				
Unregistered Dog	\$200.00		per offence	GST N/A
Dog causing a nuisance	\$200.00		per offence	GST N/A
Dog in a public place without collar	\$200.00		per offence	GST N/A
Owners details and registration tag not on collar	\$200.00		per offence	GST N/A
Dog in a public place without a collar or tag	\$200.00		per offence	GST N/A
Dog not held by a leash in public	\$200.00		per offence	GST N/A
Uncontrolled dog in exercise/ rural area	\$200.00		per offence	GST N/A
Cat Registrations				
Sterilised Male or Female 1 Year	\$20.00		Cat Act & Regulations	GST N/A
Sterilised Male or Female 3 Year	\$42.00		Cat Act & Regulations	GST N/A
Sterilised Male or Female Whole of Life	\$100.00		Cat Act & Regulations	GST N/A
Sterilisation Certificate must be produced				
Cat Impounding Fees				
1st Day	\$30.00	\$28.00	For first day	GST N/A
Subsequent Days	\$12.00	\$11.00	per day	GST N/A

Cat Act 2011					
	Unregistered Cat	\$200.00		per offence	GST N/A
	Failure to ensure cat is wearing its registration tag in public	\$200.00		per offence	GST N/A
	Removing, or interfering with, a cat's registration tag	\$200.00		per offence	GST N/A
	Failure to ensure cat is microchipped	\$200.00		per offence	GST N/A
	Removing, or interfering with, a cat's microchip	\$200.00		per offence	GST N/A
	Failure to ensure cat is sterilised	\$200.00		per offence	GST N/A
	Identifying a cat as sterilised that is not	\$200.00		per offence	GST N/A
	Transfer of a cat that is not microchipped (and is not exempt)	\$200.00		per offence	GST N/A
	Transfer of a cat that is not sterilised (and is not exempt)	\$200.00		per offence	GST N/A
	Failure to notify local government or microchip database company of a new owner	\$200.00		per offence	GST N/A
	Failure to notify local government or microchip database company of a change of details	\$200.00		per offence	GST N/A
	Breeding cats, not being an approved cat breeder	\$200.00		per offence	GST N/A
	Cats not to be offered as prizes	\$200.00		per offence	GST N/A
	Refusal by alleged offender to give information on request	\$200.00		per offence	GST N/A
Abandoned Vehicles					
	Towing/Impounding of Vehicles	Cost Recovery plus 10%		Cost Recovery External Contractor plus 10%	Inc GST
	Ranger Attendance	\$75.00		Per Vehicle Attendance	Inc GST
	Adminstration Charge	\$55.00		Per Vehicle	Inc GST
Fire Prevention					
	Fire Prevention Works Infringed Properties	Cost Recovery plus 10%		Cost Recovery External Contractor plus 10%	Inc GST
	Ranger Attendance	\$75.00		Per Inspection	Inc GST
	Adminstration Charge	\$55.00		Per Inspection	Inc GST
CEMETERY CHARGES		Proposed Fees & Charges 2023/2024	Endorsed Fees & Charges for financial year 2022/2023	Charge Basis	GST
Cemetery					
1	1 Burial - Sinking, exhumation, reopening and closing a grave***	\$739.00	\$ 700.00	to a depth of 2.1metres	GST N/A
	Additional sinking ordered in excess of 2.1 metres***	\$80.00	\$ 75.00	Each additional 0.3 cubic metres or part thereof	GST N/A
4	Re-sinking and closing any grave***	\$739.00	\$ 700.00	For the purpose of second interment or exhumation	GST N/A
	Public Holidays	\$0.00			
	Removal of kerbing, tiles, grass, etc	\$45.00	\$42.00	per hour	GST N/A
	Plot reservation (Burial or Niche Wall)	\$301.00	\$285.00	per lot	GST N/A
2	2 Plot Charge (for land where grave is situated)	\$61.00	\$57.00	per lot	GST N/A
	Permission for Exhumation	\$27.00	\$25.00	For exhumation	GST N/A
5	Permission to erect a monument headstone and/or kerbing	\$29.00	\$27.00	Per monument headstone/kerbing	GST N/A
	Interment without specified notice - Extra	\$29.00	\$27.00	Extra for interment without notice	Inc GST
	Interment not in usual hours	\$29.00	\$27.00	Extra for interment without notice	Inc GST
	Single Niche Wall Position Fee	\$185.00	\$175.00	Single position	Inc GST
	Memorial Wall Position Fee	\$123.00	\$116.00	Single position	Inc GST
	Plaque for Niche Wall	\$507.00	\$480.00	Single position	Inc GST
3	3 Funeral Directors fee for conducting funeral within cemetery	\$27.00	\$25.00	Funeral Directors Fee	GST N/A
	Maximum fee paid by each (or any one) Funeral Director shall not in any financial year (1st July to 30th June), exceed the total amount of:	\$100.00	\$100.00	Maximum Funeral Direction Fee	GST N/A

BUILDING & HEALTH	Proposed Fees & Charges 2023/2024	Endorsed Fees & Charges for financial year 2022/2023	Charge Basis	GST
BUILDING PERMIT CHARGES - SET BY LEGISLATION NOT BY COUNCIL			Building Act	
			Value/Quantity	
Building Services Levy for building, demolition or occupancy permit because of damage caused by Severe Tropical Cyclone Seroja			Waiver as per Government Gazette 1469 20 April 2021	
Construction Training Fund (CTF) Levy over \$20,000	0.2%x total contract price (inclusive of GST) or \$200 in every \$100,000 worth of project value.	0.2%x total contract price (inclusive of GST) or \$200 in every \$100,000 worth of project value.	Set by legislation	GST N/A
Building Commission Levy (old BRB) under \$45,000	\$61.65	\$61.65	Set by legislation	GST N/A
Building Commission Levy (old BRB) over \$45,000	0.137% of value of work	0.137% of value of work	Set by legislation	GST N/A
Building Permit Application -Certified- Class 1 or 10 s16(1)	0.19% of value of work but not less than \$110.00	0.19% of value of work but not less than \$110.00	Set by legislation	GST N/A
Building Permit Application - Certified -Class 2 to 9	0.09% of value of work but not less than \$110.00	0.09% of value of work but not less than \$110.00	Set by legislation	GST N/A
Building Permit Application - Uncertified	0.32% of value of work but not less than \$105.00	0.32% of value of work but not less than \$105.00	Set by legislation	GST N/A
Demolition Permit Application - Class 1 or Class 10 Residential	\$105.00	\$105.00	Set by legislation	GST N/A
Demolition Permit Application - Class 2 to Class 9 Commercial	\$105.00 for each storey	\$105.00 for each storey	Set by legislation	GST N/A
Application Fee to extend time for Building or Demolition Permit has effect	\$105.00	\$105.00	Set by legislation	GST N/A
Application for an occupancy permit for a completed building s 46	\$105.00	\$105.00	Set by legislation	GST N/A
Application for a temporary occupancy permit for an incomplete building s47	\$105.00	\$105.00	Set by legislation	GST N/A
Application for modification of an occupancy permit for additional use of a building on a temporary basis s48	\$105.00	\$105.00	Set by legislation	GST N/A
Application for a replacement occupancy permit for permanent change of the building's use, classification s 49	\$105.00	\$105.00	Set by legislation	GST N/A
Occupancy Permit or Building Approval cert for rego of strata scheme, plan of re-subdiv s50(1) and (2)Application Unauthorised Work s51(2)	\$11.60 for each Strata Unit covered by the application, but less than \$115.00	\$11.60 for each Strata Unit covered by the application, but less than \$115.00	Set by legislation	GST N/A
Occupancy Permit Application Unauthorised Work s51(2)	0.18% of value of work but not less than \$105.00	0.18% of value of work but not less than \$105.00	Set by legislation	GST N/A
Building Approval Certificate Unauthorised Work s51(3)	0.38% of value of work but not less than \$105.00	0.38% of value of work but not less than \$105.00	Set by legislation	GST N/A
Application to replace an occupancy permit for an existing building s52(1)	\$105.00	\$105.00	Set by legislation	GST N/A
Building Approval Certificate-existing building where unauthorised work has not been done s52(2)	\$105.00	\$105.00	Set by legislation	GST N/A
Application to extend the time during which an occupancy permit or building approval certificate has effect s65(3)(a)	\$105.00	\$105.00	Set by legislation	GST N/A
Application for Approval of Septic Apparatus	\$118.00	\$118.00	Set by legislation	GST N/A
Issuing of a "Permit to use an Apparatus"	\$118.00	\$118.00	Set by legislation	GST N/A
Health (Treatment of Sewerage and Disposal of Effluent and Liquid Waste) Regulations 1974				
Meat Inspection	Cost Recovery	Cost Recovery	At cost	Ex GST
Itinerant food vendor's license	\$200.00	\$200.00	per annum	GST N/A

BUILDING & HEALTH Cont	Proposed Fees & Charges 2023/2024	Endorsed Fees & Charges for financial year 2022/2023	Charge Basis	GST
Licenses				
Caravan Park Caravan Parks & Camping Grounds Act 1995	Set by Legislation	Set by Legislation	per annum	GST N/A
Swimming pool inspection				
Checked 4 yearly - charge spread over 4 years on rate notice Building Reg Clause 53 (a) must not exceed \$57.45 per year	\$15.00	\$15.00	per annum	GST N/A
	\$30.00	\$30.00	per sample taken	Ex GST
Analysis of public & semi public pool water	\$30.00 Min	\$30.00 Min	\$30.00 up to 36,000 litres then 80c kL (1,000 litres) thereafter	GST Free
Water from Standpipe				
Swipe Card Bond	\$49.00	\$49.00	Held in trust	GST N/A
Recoverable Water charges from Standpipes & Bores	Cost Recovery	Cost Recovery		
Food Act 2008	\$50.00	\$50.00	Registration Fee per premises	GST N/A
Development Application				
			Note: Ceiling for Planning Fees set by State Government	
- Not more than \$50,000	\$147.00	\$147.00	Development Application	GST N/A
- More than \$50,000 but not more than \$500,000			0.32% of the estimated cost of the development	GST N/A
- More than \$500,000 but not more than \$2.5 million	\$1,700.00	\$1,700.00	.+ 0.257% for every \$1 in excess of \$500,000	GST N/A
- More than \$2.5 million but not more than \$5 million	\$7,161.00	\$7,161.00	.+ 0.206% for every \$1 in excess of \$2.5 million	GST N/A
- More than \$5 million but not more than \$21.5 million	\$12,633.00	\$12,633.00	.+ 0.123% for every \$1 in excess of \$5 million	GST N/A
- More than \$21.5 million	\$34,196.00	\$34,196.00	Development Application	GST N/A
Note - If development has commenced or been carried out: an additional amount by way of penalty, that is twice the amount of the fee payable for determination of the application (in addition to the initial application fee)				
Amended Plans				
This applies where a determination is already given by the Shire or where amended plans are submitted and not requested by the Shire				
	66% of the original application fee with a minimum of \$72	66% of the original application fee with a minimum of \$72	66% of the original application fee with a minimum of \$73	GST N/A
Single House - Residential Design Codes				
Performance criteria or Town Planning Scheme variation assessment	\$147 - \$729	\$147 - \$729	\$73 per performance criteria/ Town Planning Scheme variation assessed with a minimum charge of \$147 and a maximum of \$730	Ex GST
Demolition				
Demolition where planning approval is required	\$147.00	\$147.00	per demolition	GST N/A
Home Based Business (including Cottage industry):				
Initial Fee	\$222.00	\$222.00	per application	GST N/A
Renewal Fee	\$73.00	\$73.00	per renewal	GST N/A
Note - If home based business or cottage industry has commenced: an additional amount of \$666 by way of penalty				
			an additional amount of \$666 by way of penalty	GST N/A

BUILDING & HEALTH Cont	Proposed Fees & Charges 2023/2024	Endorsed Fees & Charges for financial year 2022/2023	Charge Basis	GST
Application for Change of Use or Alteration or Extension				
Change of use or for alteration or extension or change of a non-conforming use which item 1 does not apply	\$ 294.00	\$ 294.00	Application Change	GST N/A
Note - If change of use or the alteration or extension or change of the non-conforming use has commenced:	an additional amount of \$885 by way of penalty	an additional amount of \$885 by way of penalty		GST N/A
Extension of Current Planning Approval				
Extension of current Planning Approval	\$131.00	\$131.00	per extension	GST N/A
Relocation of Building Envelope				
Relocation of building envelope	\$147.00	\$147.00	per relocation	GST N/A
Development Application for Extractive Industry				
Initial Fee	\$739.00	\$739.00	per application	GST N/A
Note - If development has commenced or been carried out: an additional amount by way of penalty, that is twice the amount of the fee payable for determination of the application (in addition to the initial application fee)				GST N/A
Provision of a subdivision clearance:				
Not more than 5 lots	\$73.00	\$73.00	per lot	GST N/A
More than 5 lots but not more than 195 lots	\$73.00	\$73.00	per lot for first 5 lots then \$35 per lot	GST N/A
More than 195 lots	\$7,393.00	\$7,393.00	max	GST N/A
Town Planning Scheme Amendments-Minor				
* Minor Scheme amendment (ie an amendment that involving only textural changes or rectifies a zoning anomaly) Note: 50%refundable if not advertised	\$3,657.27	\$3,657.27	Total with payments in stages as follows 50% refundable if not advertised	Ex GST
Town Planning Scheme Amendments-Major				
* Major Scheme Amendment (ie. an amendment that involves a zoning change) Note: 50%refundable if not advertised	\$6,706.36	\$6,706.36	Total with payments in stages as follows 50% refundable if not advertised	Ex GST
Structure Plans-Minor				
* Minor Structure Plans, Outline Development Plans, Subdivision Guide Plans or Similar Note: 50% refundable if not advertised	\$3,043.64	\$3,043.64	Total with payments in stages as follows	Ex GST
Modifications to Plans once approval given	\$979.10	\$979.10	Plan modifications	Ex GST
Structure Plans-Major				
Major Structure Plans, Outline Development Plans, Subdivision Guide Plans or Similar (Excluding Oakajee):	\$5,493.64	\$5,493.64	Total with payments in stages as follows	Ex GST
Lodgement of documentation (major)			(50% refundable if not advertised)	Ex GST
Conclusion of advertising for Council adoption (major)			advertising conclusion	Ex GST
Modifications to Plans once approval given	\$1,951.82	\$1,951.82	plan modifications	Ex GST

BUILDING & HEALTH Cont	Proposed Fees & Charges 2023/2024	Endorsed Fees & Charges for financial year 2022/2023	Charge Basis	GST
Detailed Area Plan				
Detailed Area Plan	\$847.27	\$847.27	per plan arrangement	Ex GST
Zoning Certificate				
Issue of a Zoning Certificate	\$73.00	\$73.00	per certificate	GST N/A
Section 40 Certificate				
Issue of Section 40 Certificate	\$69.10	\$69.10	per certificate	Ex GST
Planning Advice				
Issue of written planning advice	\$73.00	\$73.00	for written advice	Ex GST
Road/Right-of-Way Closures				
* - Road/R.O.W./P.A.W. requests for closure	\$597.27	\$597.27	per request	Ex GST
Advertising Fee				
On site signage	\$293.64	\$293.64	per sign	Ex GST
Newspaper advertising	\$293.64	\$293.64	per advertisement	Ex GST
Planning Documents				
CD Digital Copy	\$23.64	\$23.64	per copy	Ex GST
Paper Copy	Cost recovery + 10% Administration	Cost recovery + 10% Administration	Cost recovery + 10% Administration	
Inspection				
Pre-strata Inspection	\$298.10	\$298.10	per inspection	Ex GST
<div>NB: All fees are exempt from GST unless otherwise indicated</div> <div>Fee is inclusive of all associated advertising charges</div> <div>A ‘minor’ Town Planning Scheme Amendment is one that involves only textural changes or rectifies a zoning anomaly.</div> <div>A ‘major’ Town Planning Scheme Amendment is one that involves the rezoning of land.</div> <div>Fees are non-refundable unless otherwise stated.</div> <div>Notes:</div> <div>1. Cost Recovery' is calculated on the basis of costs incurred by Council from outside suppliers plus a 10% administration charge.</div> <div>2. At Cost' is calculated on the basis of costs incurred by Council from outside suppliers.</div> <div>3. An additional hourly rate may be levied by Council for Officer's time pursuant to the Town planning Regulations should an excessive work load be incurred.</div> <div>4. Cost may increase in line with increase from supplier.</div>				

PLANNING SERVICES CHARGE - CONTRACT WORKS	Proposed Fees & Charges 2023/2024	Endorsed Fees & Charges for financial year 2022/2023	Charge Basis	GST
<b>Higher Order Strategic/Statutory Planning</b> Processing and reporting on Schemes & Amendments, Strategies Development Applications & Subdivisions > \$1,000,000, Structure Plans, ODP's, etc				
	\$80.00 per hour	\$80.00 per hour		Ex GST
<b>Lower Order Strategic/Statutory Planning</b> Processing and reporting on Developments & Subdivision Applications < \$1,000,000, Preparation of Local Planning Policies, etc				
	\$80.00 per hour	\$80.00 per hour		Ex GST
<b>Preparation of Minor Scheme Amendments</b> Textural amendments to the Shire Town Planning Scheme				
	\$80.00 per hour	\$80.00 per hour		Ex GST
<b>Telephone/Written Advice (Council Community, Govt Agencies etc)</b> Advice on R Codes, general development standards, subdivision and policy requirements, and other planning matters				
	\$80.00 per hour	\$80.00 per hour		Ex GST
<b>Representation on Appeals</b> Includes telephone, written and in person attendance				
	\$80.00 per hour	\$80.00 per hour		Ex GST
<b>Travel</b>  Includes officer time and vehicle costs				
	\$50.00 per hour + \$0.70 per km	\$50.00 per hour + \$0.70 per km		Ex GST
<b>Accommodation</b> General standard to be hotel/motel accommodation inclusive of dinner and breakfast All fees are GST inclusive and charged at 15 minute intervals (except travel and accommodation) Fees to be reviewed annually				
	Arranged by Client	Arranged by Client		
<b>Notes</b> <b>Hypothetically</b> 1      8 hours (1 day pw) x \$80.00 per hour = \$33,280 pa  2      Travel from Geraldton to Mingenew return (3 hours 12 mins - 237km) @ \$50 hour + \$0.70 km = \$325.90  3      Travel from Geraldton to Three Springs return (3 hours 22 mins- 313km) @ \$50 hour + \$0.70 km = \$394.10  4      Travel from Geraldton to Perenjori return (6 hours 38 mins - 439km) @\$50 hour + \$0.70 km = \$638.96  5      Travel from Geraldton to Menziesi return (20 hours 28 mins - 1,752km) @ \$50 hour + \$0.70 km = \$2,276.40				



**From:** julie myers <[julie.myers@LIVE.COM.AU](mailto:julie.myers@LIVE.COM.AU)>  
**Sent:** Friday, May 5, 2023 8:35 AM  
**To:** Customer Service <[cso@chapmanvalley.wa.gov.au](mailto:cso@chapmanvalley.wa.gov.au)>  
**Cc:** julie myers <[julie.myers@live.com.au](mailto:julie.myers@live.com.au)>  
**Subject:** CR2322748 - Bill Hemsley Hall - Concession request

**Caution:** This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Attn: Di Raymond  
Manager Finance & Corporate Services

Good afternoon Di,

RE: Bill Hemsley Hall Annual Hire Fees

Since hiring Bill Hemsley Hall for Yoga classes, I have been paying the annual rate of \$586.00.

As you informed me last month that the Councillors have made an amendment to fees and charges, and increased the annual hire fee to \$750.00, I am writing to kindly request a concession.

I am not a commercial business earning a large return. My classes are very small numbers, sometimes with only one person attending. Most weeks, I would average 5 people in total for both classes combined. The return I receive is minimal for my time and instruction.

My interest and sole purpose are to offer local residents the convenience and opportunity to participate and enjoy the benefits that Yoga provides. I feel this is a very positive community service and activity. The regular few who attend are local residents who greatly appreciate that I continue to conduct the classes, despite such small numbers.

I have been a Park Falls resident and Shire of Chapman Valley annual local ratepayer for 17 years and I would appreciate a concession fee equivalent to my current annual fee, so I may continue to conduct these classes. Also, a number of the participants are seniors so increasing the class fee is not an option as I would not want to discourage their attendance - it's so good for them!

I would be happy to reciprocate and offer the Shire two complimentary yoga sessions in conjunction with any Shire events at Bill Hemsley Park Community Centre e.g. Australia Day celebrations, long-weekend or event, where my availability allows.

Thank you for your time and I look forward to your reply.

Kind regards,  
Julie Myers  
0467 777 030



## **10.2.2**

### **Financial Management Report**

<b>Department</b>	Finance, Governance & Corporate Services Finance
<b>Author</b>	Dianne Raymond
<b>Reference(s)</b>	307.00
<b>Attachment(s)</b>	1. March 2023 MFR [10.2.2.1 - 35 pages]

### **Voting Requirements**

Simply Majority

### **Staff Recommendation**

That Council receives the financial management report supplied under separate cover for the month of March 2023.

### **Disclosure of Interest**

No officer declared an interest under the Local Government Act 1995, Subdivision 1 (LGA 1995) in the preparation of this report.

### **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 March 2023 is detailed in the monthly management report provided as a separate attachment for Council's review.

### **Statutory Environment**

The report complies with the requirements of the:  
Local Government Act 1995 Section 6.4  
Local Government (Financial Management) Regulations 1996

### **Policy/Procedure Implications**

Nil

### **Financial Implications**

**Long Term Financial Plan**

No major effect is anticipated on the Long-Term Financial Plan.

**Strategic Implications**

**Strategic Community Plan/Corporate Business Plan Implications**

**GOVERNANCE & ACCOUNTABILITY**

5.1 Ensure governance and administration systems, policies and processes are current and relevant.

5.1.1 Review policy categories and set ongoing accountability for review processes.

**Consultation**

Not Applicable

**Risk Assessment**

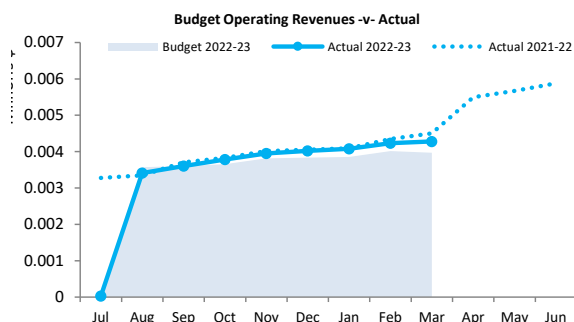
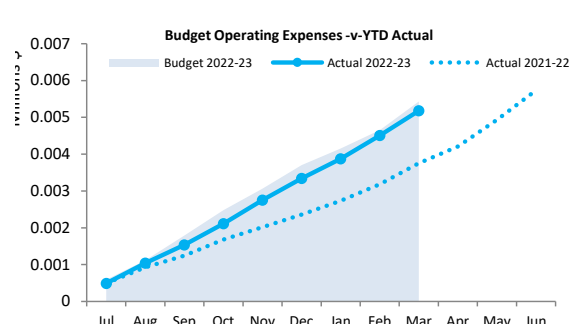
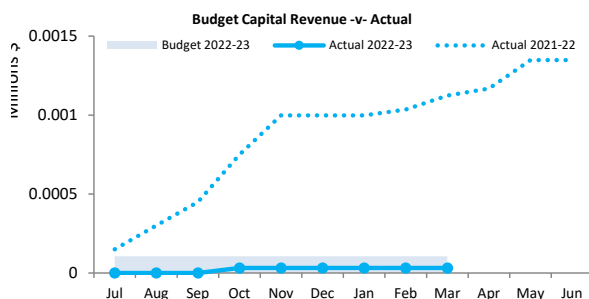
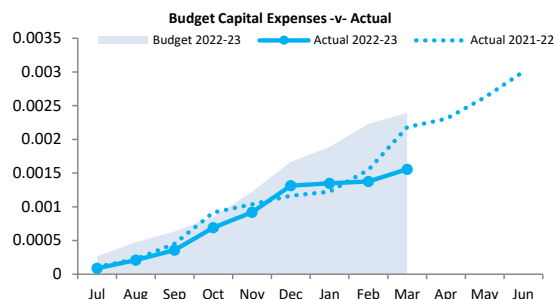
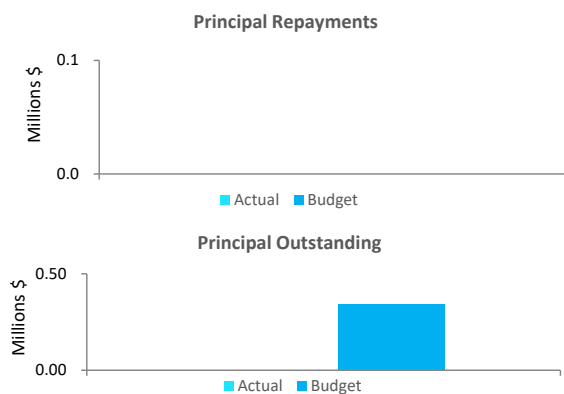
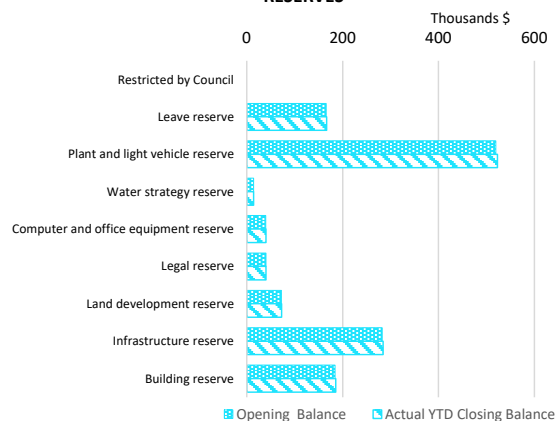
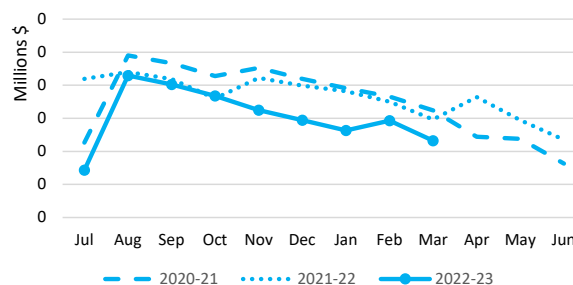
An Insignificant Financial Impact Risk of Level 1 - Which will likely be less than \$1,000.

**SHIRE OF CHAPMAN VALLEY**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the period ending 31 March 2023**

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

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**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 MARCH 2023****SUMMARY INFORMATION - GRAPHS****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.

**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 MARCH 2023****EXECUTIVE SUMMARY****Funding surplus / (deficit) Components**

<b>Funding surplus / (deficit)</b>				
	<b>Adopted Budget</b>	<b>YTD Budget (a)</b>	<b>YTD Actual (b)</b>	<b>Var. \$ (b)-(a)</b>
Opening	\$2.19 M	\$2.19 M	\$2.19 M	\$0.00 M
Closing	\$0.00 M	\$1.27 M	\$2.32 M	\$1.05 M

Refer to Statement of Financial Activity

<b>Cash and cash equivalents</b>		
	<b>\$3.83 M</b>	<b>% of total</b>
Unrestricted Cash	\$2.50 M	65.3%
Restricted Cash	\$1.33 M	34.7%

Refer to Note 2 - Cash and Financial Assets

<b>Payables</b>		
	<b>\$0.22 M</b>	<b>% Outstanding</b>
Trade Payables	\$0.08 M	
0 to 30 Days		90.3%
Over 30 Days		9.7%
Over 90 Days		0%

Refer to Note 5 - Payables

<b>Receivables</b>		
	<b>\$0.02 M</b>	<b>% Collected</b>
Rates Receivable	\$0.30 M	90.9%
Trade Receivable	\$0.02 M	% Outstanding
Over 30 Days		2.1%
Over 90 Days		1.9%

Refer to Note 3 - Receivables

**Key Operating Activities**

<b>Amount attributable to operating activities</b>			
<b>Adopted Budget</b>	<b>YTD Budget (a)</b>	<b>YTD Actual (b)</b>	<b>Var. \$ (b)-(a)</b>
(\$0.30 M)	\$0.08 M	\$0.81 M	\$0.72 M

Refer to Statement of Financial Activity

<b>Rates Revenue</b>		
<b>YTD Actual</b>	<b>\$3.05 M</b>	<b>% Variance</b>
YTD Budget	\$3.05 M	0.1%

Refer to Statement of Financial Activity

<b>Operating Grants and Contributions</b>		
<b>YTD Actual</b>	<b>\$0.78 M</b>	<b>% Variance</b>
YTD Budget	\$0.52 M	49.4%

Refer to Note 12 - Operating Grants and Contributions

<b>Fees and Charges</b>		
<b>YTD Actual</b>	<b>\$0.38 M</b>	<b>% Variance</b>
YTD Budget	\$0.32 M	19.4%

Refer to Statement of Financial Activity

**Key Investing Activities**

<b>Amount attributable to investing activities</b>			
<b>Adopted Budget</b>	<b>YTD Budget (a)</b>	<b>YTD Actual (b)</b>	<b>Var. \$ (b)-(a)</b>
(\$2.48 M)	(\$1.60 M)	(\$0.66 M)	\$0.94 M

Refer to Statement of Financial Activity

<b>Proceeds on sale</b>		
<b>YTD Actual</b>	<b>\$0.03 M</b>	<b>%</b>
Adopted Budget	\$0.11 M	(69.2%)

Refer to Note 6 - Disposal of Assets

<b>Asset Acquisition</b>		
<b>YTD Actual</b>	<b>\$1.56 M</b>	<b>% Spent</b>
Adopted Budget	\$3.51 M	(55.6%)

Refer to Note 7 - Capital Acquisitions

<b>Capital Grants</b>		
<b>YTD Actual</b>	<b>\$0.87 M</b>	<b>% Received</b>
Adopted Budget	\$0.93 M	(6.8%)

Refer to Note 7 - Capital Acquisitions

**Key Financing Activities**

<b>Amount attributable to financing activities</b>			
<b>Adopted Budget</b>	<b>YTD Budget (a)</b>	<b>YTD Actual (b)</b>	<b>Var. \$ (b)-(a)</b>
\$0.59 M	\$0.59 M	(\$0.01 M)	(\$0.61 M)

Refer to Statement of Financial Activity

<b>Borrowings</b>	
Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal due	\$0.00 M

Refer to Note 8 - Borrowings

<b>Reserves</b>	
Reserves balance	\$1.33 M
Interest earned	\$0.01 M

Refer to Note 10 - Cash Reserves

<b>Lease Liability</b>	
Principal repayments	\$0.01 M
Interest expense	\$0.00 M
Principal due	\$0.04 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 MARCH 2023

### 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 MARCH 2023

## BY NATURE OR TYPE

	Ref	Adopted Budget	YTD Budget	YTD Actual	Variance \$	Variance %	Var.
	Note	(a)	(b)	(c)	(c) - (b)	((c) - (b))/(b)	
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1(c)	2,188,065	2,188,065	2,188,065	0	0.00%	
<b>Revenue from operating activities</b>							
Rates		3,049,621	3,049,621	3,051,584	1,963	0.06%	
Operating grants, subsidies and contributions	12	2,481,632	520,659	777,920	257,261	49.41%	▲
Fees and charges		357,252	318,243	380,065	61,822	19.43%	▲
Interest earnings		14,615	13,069	45,465	32,396	247.88%	▲
Other revenue		17,375	13,042	8,082	(4,960)	(38.03%)	
Profit on disposal of assets	6	55,876	55,876	17,200	(38,676)	(69.22%)	▼
		<b>5,976,371</b>	<b>3,970,510</b>	<b>4,280,316</b>	<b>309,806</b>	<b>7.80%</b>	
<b>Expenditure from operating activities</b>							
Employee costs		(2,466,051)	(1,633,838)	(1,466,328)	167,510	10.25%	▲
Materials and contracts		(3,335,131)	(1,891,033)	(1,724,583)	166,450	8.80%	
Utility charges		(65,969)	(59,161)	(31,443)	27,718	46.85%	▲
Depreciation on non-current assets		(2,132,983)	(1,599,741)	(1,704,767)	(105,026)	(6.57%)	
Interest expenses		(2,456)	(1,836)	(1,078)	758	41.29%	
Insurance expenses		(184,624)	(183,626)	(180,840)	2,786	1.52%	
Other expenditure		(128,137)	(61,977)	(50,925)	11,052	17.83%	▲
Loss on disposal of assets	6	(19,302)	0	(19,279)	(19,279)	0.00%	▼
		<b>(8,334,653)</b>	<b>(5,431,212)</b>	<b>(5,179,243)</b>	<b>251,969</b>	<b>(4.64%)</b>	
Non-cash amounts excluded from operating activities	1(a)	2,058,909	1,543,865	1,706,845	162,980	10.56%	▲
<b>Amount attributable to operating activities</b>		<b>(299,373)</b>	<b>83,163</b>	<b>807,918</b>	<b>724,755</b>	<b>871.49%</b>	
<b>Investing activities</b>							
Proceeds from non-operating grants, subsidies and contributions	13	928,620	688,620	865,799	177,179	25.73%	▲
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	(3,510,148)	(2,391,818)	(1,557,944)	833,875	34.86%	▲
<b>Amount attributable to investing activities</b>		<b>(2,475,224)</b>	<b>(1,596,894)</b>	<b>(659,424)</b>	<b>937,471</b>	<b>(58.71%)</b>	
<b>Financing Activities</b>							
Proceeds from new debentures	8	344,533	344,533	0	(344,533)	(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	(5,894)	(5,894)	0.00%	
Transfer to reserves	10	(115)	(115)	(8,726)	(8,611)	(7487.83%)	
<b>Amount attributable to financing activities</b>		<b>586,532</b>	<b>594,418</b>	<b>(14,620)</b>	<b>(609,038)</b>	<b>(102.46%)</b>	
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>0</b>	<b>1,268,752</b>	<b>2,321,939</b>	<b>1,053,188</b>	<b>(83.01%)</b>	▲

## 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.

**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 MARCH 2023****BASIS OF PREPARATION****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 March 2023



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2023****NOTE 1  
STATEMENT OF FINANCIAL ACTIVITY INFORMATION****(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)
<b>Non-cash items excluded from operating activities</b>				
		\$	\$	\$
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals	6	(55,876)	(55,876)	(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	0
Movement in lease liabilities (non-current)		0	0	0
Movement in other provisions (non-current)		0	0	(1)
Add: Loss on asset disposals	6	19,302	0	19,279
Add: Depreciation on assets		2,132,983	1,599,741	1,704,767
<b>Total non-cash items excluded from operating activities</b>		<b>2,058,909</b>	<b>1,543,865</b>	<b>1,706,845</b>

**(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 March 2023
<b>Adjustments to net current assets</b>				
Less: Reserves - restricted cash	10	(1,318,066)	(1,318,066)	(1,326,792)
Add: Borrowings	8	0	0	0
Add: Provisions employee related provisions	11	418,331	418,331	418,331
Add: Lease liabilities	9	7,886	7,886	7,886
<b>Total adjustments to net current assets</b>		<b>(891,849)</b>	<b>(891,849)</b>	<b>(900,575)</b>

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

<b>Current assets</b>				
Cash and cash equivalents	2	4,941,705	4,941,705	3,827,028
Rates receivables	3	218,737	218,737	297,865
Receivables	3	2,848	2,848	19,345
Other current assets	4	15,835	15,835	47,093
<b>Less: Current liabilities</b>				
Payables	5	(1,071,338)	(1,071,338)	(219,938)
Contract liabilities	11	(601,656)	(601,656)	(322,662)
Lease liabilities	9	(7,886)	(7,886)	(7,886)
Provisions	11	(418,331)	(418,331)	(418,331)
<b>Less: Total adjustments to net current assets</b>	1(b)	<b>(891,849)</b>	<b>(891,849)</b>	<b>(900,575)</b>
<b>Closing funding surplus / (deficit)</b>		<b>2,188,065</b>	<b>2,188,065</b>	<b>2,321,939</b>

**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.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2023OPERATING ACTIVITIES  
NOTE 2  
CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution
		\$	\$	\$	\$	
<b>Cash on hand</b>						
Municipal Account	Cash and cash equivalents	274,073	0	274,073		Westpac Banking Corporation
Petty Cash	Cash and cash equivalents	700	0	700		Westpac Banking Corporation
Municipal Investment Account	Cash and cash equivalents	2,225,463	0	2,225,463		Westpac Banking Corporation
Leave Reserve	Cash and cash equivalents	0	166,837	166,837		Westpac Banking Corporation
Water Strategy Reserve	Cash and cash equivalents	0	14,342	14,342		Westpac Banking Corporation
Plant/Light Vehicle Reserve	Cash and cash equivalents	0	522,763	522,763		Westpac Banking Corporation
Computer & Office Equipment Reserve	Cash and cash equivalents	0	40,036	40,036		Westpac Banking Corporation
Legal Reserve	Cash and cash equivalents	0	40,310	40,310		Westpac Banking Corporation
Land Development Reserve	Cash and cash equivalents	0	72,590	72,590		Westpac Banking Corporation
Infrastructure Reserve	Cash and cash equivalents	0	284,466	284,466		Westpac Banking Corporation
Building Reserve	Cash and cash equivalents	0	185,448	185,448		Westpac Banking Corporation
Trust Account	Cash and cash equivalents	0	0	0	158,264	Westpac Banking Corporation
<b>Total</b>		<b>2,500,236</b>	<b>1,326,792</b>	<b>3,827,028</b>	<b>158,264</b>	
<b>Comprising</b>						
Cash and cash equivalents		2,500,236	1,326,792	3,827,028	158,264	
		<b>2,500,236</b>	<b>1,326,792</b>	<b>3,827,028</b>	<b>158,264</b>	

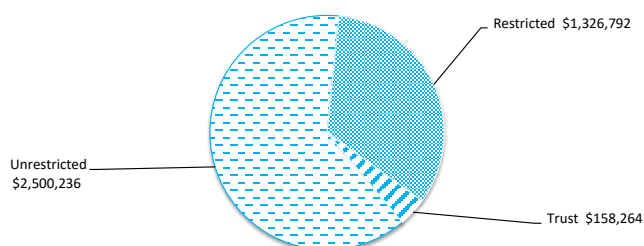
## KEY INFORMATION

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.

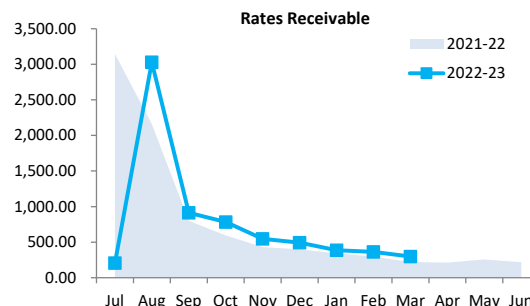
Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2023**

**OPERATING ACTIVITIES  
NOTE 3  
RECEIVABLES**

Rates receivable	30 June 2022	31 Mar 2023
	\$	\$
Opening arrears previous years	97,209	218,737
Levied this year	2,946,952	3,051,584
Less - collections to date	(2,825,424)	(2,972,456)
Gross rates collectable	<b>218,737</b>	<b>297,865</b>
Net rates collectable	<b>218,737</b>	<b>297,865</b>
% Collected	92.8%	90.9%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(1,918)	20,869	30	0	364	19,345
Percentage	(9.9%)	107.9%	0.2%	0%	1.9%	
Balance per trial balance						19,345
Sundry receivable						19,345
<b>Total receivables general outstanding</b>						<b>19,345</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

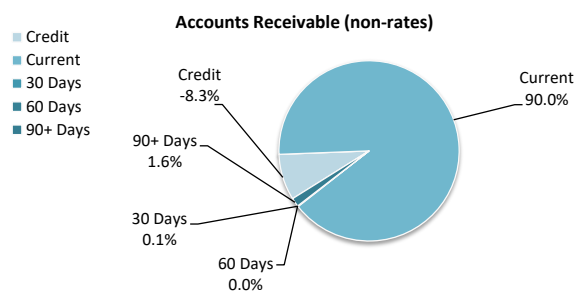
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2023**

**OPERATING ACTIVITIES  
NOTE 4  
OTHER CURRENT ASSETS**

	Opening Balance 1 July 2022	Asset Increase	Asset Reduction	Closing Balance 31 March 2023
<b>Other current assets</b>	\$	\$	\$	\$
<b>Inventory</b>				
Fuel	6,767	0	(3,307)	3,460
<b>Other Assets</b>				
Prepayments	9,068	34,565	0	43,633
<b>Total other current assets</b>	<b>15,835</b>	<b>34,565</b>	<b>(3,307)</b>	<b>47,093</b>
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.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2023**

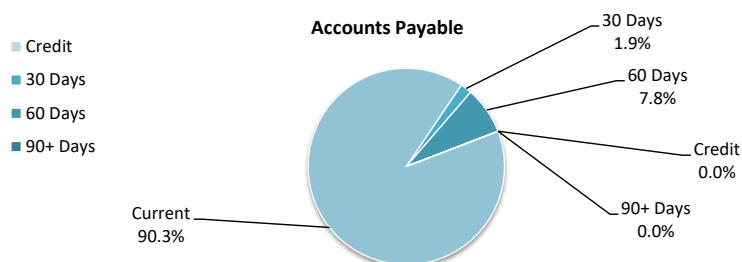
**OPERATING ACTIVITIES  
NOTE 5  
PAYABLES**

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	73,616	1,532	6,360	5	81,513
Percentage	0%	90.3%	1.9%	7.8%	0%	
<b>Balance per trial balance</b>						
Sundry creditors						81,513
ATO liabilities						791
Receipts in advance						69,300
Bonds and deposits						59,750
ESL Payable						8,584
<b>Total payables general outstanding</b>						<b>219,938</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

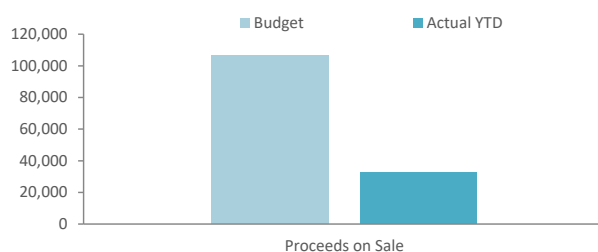
Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised 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.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2023**

**OPERATING ACTIVITIES  
NOTE 6  
DISPOSAL OF ASSETS**

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Plant and equipment</b>								
	<b>Transport</b>								
	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
	<b>Other property and services</b>								
	3269 & 3271 Chapman Valley Road	0	0	0	0	32,000	12,721	0	(19,279)
		<b>69,730</b>	<b>106,304</b>	<b>55,876</b>	<b>(19,302)</b>	<b>34,800</b>	<b>32,721</b>	<b>17,200</b>	<b>(19,279)</b>



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2023**
**INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS**

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land and buildings	781,480	143,756	230,815	87,059
Plant and equipment	727,104	377,104	198,323	(178,781)
Infrastructure - roads	2,001,564	1,870,958	1,128,806	(742,152)
<b>Payments for Capital Acquisitions</b>	<b>3,510,148</b>	<b>2,391,818</b>	<b>1,557,944</b>	<b>(833,875)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	928,620	688,620	865,799	177,179
Borrowings	344,533	344,533	0	(344,533)
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	2,380,691	1,252,361	659,424	(592,938)
<b>Capital funding total</b>	<b>3,510,148</b>	<b>2,391,818</b>	<b>1,557,944</b>	<b>(833,875)</b>

**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.

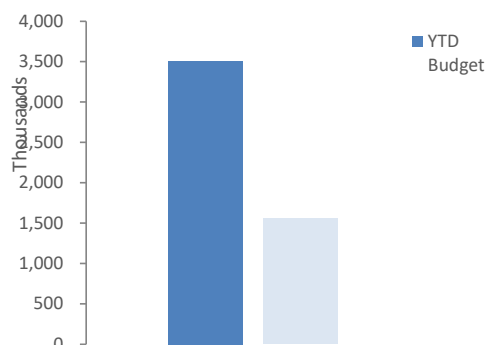
Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

**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.

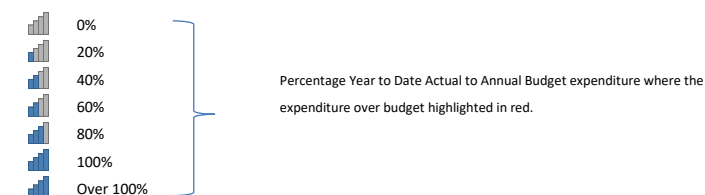
**Payments for Capital Acquisitions**


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2023**

**INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS (CONTINUED)**

**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	22,700	19,038	(3,662)
2644	Land & Buildings Purchases (Public Halls)	139,343	105,056	207,377	102,321
2834	Land & Building Purchases (Other Recreation & Culture)	393,437	0	2,070	2,070
3104	Plant & Equipment Purchases (Community Amenities)	15,000	15,000	17,462	2,462
3264	Depot Construction (Transport)	191,000	16,000	2,330	(13,670)
3554	Plant & Equipment Purchases (Transport)	697,104	347,104	168,626	(178,478)
7074	Plant & Equipment Purchases (Swimming Areas & Beaches)	15,000	15,000	12,234	(2,766)
3114	Capital Roadworks Program Purchases (Transport)	2,001,564	1,870,958	1,128,806	(742,152)
		<b>3,510,148</b>	<b>2,391,818</b>	<b>1,557,944</b>	<b>(833,875)</b>



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2023FINANCING ACTIVITIES  
NOTE 8  
BORROWINGS

## Repayments - borrowings

Information on borrowings		1 July 2022	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Transport</b>										
Depot Building	99	0	0	175,000	0	0	0	175,000	0	0
Road Plant Capex	100	0	0	169,533	0	0	0	169,533	0	0
<b>Total</b>		0	0	344,533	0	0	0	344,533	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 Actual	Amount Borrowed Budget	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	\$	\$						Actual	Budget	
Depot Building - Loan 99	0	175,000	WBC	Fixed Rate	5	18,397	3.7	0	175,000	0
Road Plant Capex - Loan 100	0	169,533	WBC	Fixed Rate	5	17,822	3.7	0	169,533	0
	0	344,533				36,219		0	344,533	0

The Shire has no unspent debenture funds as at 30th June 2022, nor is it expected to have unspent funds as at 30th June 2023.

## 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 MARCH 2023**

**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
		\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Community amenities</b>										
Nabawa Fuel Station	LE01	50,495	0	0	(5,894)	(7,886)	44,601	42,609	(924)	(1,206)
<b>Total</b>		50,495	0	0	(5,894)	(7,886)	44,601	42,609	(924)	(1,206)
Current lease liabilities		7,886					1,992			
Non-current lease liabilities		42,608					42,609			
		50,494					44,601			

**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 MARCH 2023****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
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Restricted by Council</b>									
Leave reserve	165,740	10	1,097	0	0	0	0	165,750	166,837
Plant and light vehicle reserve	519,325	50	3,438	0	0	(150,000)	0	369,375	522,763
Water strategy reserve	14,248	5	94	0	0	0	0	14,253	14,342
Computer and office equipment reserve	39,772	5	264	0	0	0	0	39,777	40,036
Legal reserve	40,045	5	265	0	0	0	0	40,050	40,310
Land development reserve	72,113	5	477	0	0	0	0	72,118	72,590
Infrastructure reserve	282,595	15	1,871	0	0	0	0	282,610	284,466
Building reserve	184,228	20	1,220	0	0	(100,000)	0	84,248	185,448
	<b>1,318,066</b>	<b>115</b>	<b>8,726</b>	<b>0</b>	<b>0</b>	<b>(250,000)</b>	<b>0</b>	<b>1,068,181</b>	<b>1,326,792</b>

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.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2023OPERATING ACTIVITIES  
NOTE 11  
OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2022	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 March 2023
<b>Other current liabilities</b>		\$		\$	\$	\$
<b>Other liabilities</b>						
- Contract liabilities		601,656	0	1,364,725	(1,643,719)	322,662
<b>Total other liabilities</b>		601,656	0	1,364,725	(1,643,719)	322,662
<b>Employee Related Provisions</b>						
Annual leave		236,284	0	0	0	236,284
Long service leave		182,047	0	0	0	182,047
<b>Total Employee Related Provisions</b>		418,331	0	0	0	418,331
<b>Total other current assets</b>		<b>1,019,987</b>	<b>0</b>	<b>1,364,725</b>	<b>(1,643,719)</b>	<b>740,993</b>
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.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2023NOTE 12  
OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Adopted Budget	YTD Budget	YTD Revenue
	1 July 2022		(As revenue)	31 Mar 2023	31 Mar 2023	Revenue		Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Operating grants and subsidies</b>								
<b>General purpose funding</b>								
Financial Assistance Grants (Local Roads Funding)	0	220,145	(220,145)	0	0	272,000	204,000	220,145
Financial Assistance Grants (General Purpose)	0	88,958	(88,958)	0	0	140,137	105,103	88,958
<b>Law, order, public safety</b>								
DFES Grant Income	0	13,430	(13,430)	0	0	19,500	13,000	13,430
Trainee Ranger Grant Income	0	0	0	0	0	38,000	9,500	0
<b>Community amenities</b>								
Australian Sports Commission & Queens Jubilee	53,500	0	(53,500)	0	0	56,000	5,500	53,500
Meerilinga Young Childrens Week Grant	0	1,100	(1,100)	0	0	0	0	1,100
Dept of Community - Volunteer Day	0	1,650	(1,650)	0	0	0	0	1,650
<b>Recreation and culture</b>								
LRCIP 3 (A)	0	0	0	0	0	365,437	0	0
LRCIP 3 (B)	0	0	0	0	0	310,874	0	0
<b>Transport</b>								
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)	0	159,319	(159,319)	0	0	829,060	0	159,319
	<b>53,500</b>	<b>635,504</b>	<b>(689,004)</b>	<b>0</b>	<b>0</b>	<b>2,178,732</b>	<b>484,827</b>	<b>689,004</b>
<b>Operating contributions</b>								
<b>General purpose funding</b>								
Ex Gratia Rates	0	10,664	(10,664)	0	0	10,000	10,000	10,664
<b>Law, order, public safety</b>								
Lions Club Contribution	0	2,070	(2,070)	0	0	0	0	2,070
<b>Community amenities</b>								
Dolby Creek Management Plan	0	9,538	(9,538)	0	0	0	0	9,538
<b>Recreation and culture</b>								
Insurance Reimbursements (Cyclone Seroja)	0	10,000	(10,000)	0	0	252,400	0	10,000
Lions Club Contribution	0	0	0	0	0	8,000	0	0
<b>Transport</b>								
Hudson Resources Contribution (Dartmoor Rd)	0	17,127	(17,127)	0	0	12,500	12,500	17,127
<b>Other property and services</b>								
Diesel Fuel Rebate	0	39,517	(39,517)	0	0	20,000	13,332	39,517
	<b>0</b>	<b>88,916</b>	<b>(88,916)</b>	<b>0</b>	<b>0</b>	<b>302,900</b>	<b>35,832</b>	<b>88,916</b>
<b>TOTALS</b>	<b>53,500</b>	<b>724,420</b>	<b>(777,920)</b>	<b>0</b>	<b>0</b>	<b>2,481,632</b>	<b>520,659</b>	<b>777,920</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2023

NOTE 13  
NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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 Mar 2023	Current Liability 31 Mar 2023	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Non-operating grants and subsidies</b>								
<b>Recreation and culture</b>								
LRCIP Round 3 Grant Funding	124,842	0	(113,335)	11,507	11,507	0	0	113,335
<b>Transport</b>								
Main Roads WA Regional Road Group Funding	0	640,305	(636,000)	4,305	4,305	600,000	360,000	636,000
Roads to Recovery Funding	0	0	0	0	0	328,620	328,620	0
LRCIP Round 3 Grant Funding	423,314	0	(116,464)	306,850	306,850	0	0	116,464
<b>TOTALS</b>	<b>548,156</b>	<b>640,305</b>	<b>(865,799)</b>	<b>322,662</b>	<b>322,662</b>	<b>928,620</b>	<b>688,620</b>	<b>865,799</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2023****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 1 July 2022	Amount Received	Amount Paid	Closing Balance 31 Mar 2023
	\$	\$	\$	\$
Contributions from Sub Divider	150,357	0	0	150,357
CTF Levy	1,515	7,431	(7,060)	1,886
Building Commission	1,439	6,826	(6,732)	1,533
Unclaimed Monies	0	4,488	0	4,488
	<b>153,311</b>	<b>18,745</b>	<b>(13,792)</b>	<b>158,264</b>

## NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 MARCH 2023

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
	\$	%		
<b>Revenue from operating activities</b>				
Operating grants, subsidies and contributions	257,261	49.41%	▲ Timing	
Fees and charges	61,822	19.43%	▲ Timing	
Interest earnings	32,396	247.88%	▲	Permanent
Profit on disposal of assets	(38,676)	(69.22%)	▼ Timing	
<b>Expenditure from operating activities</b>				
Employee costs	167,510	10.25%	▲ Timing	
Utility charges	27,718	46.85%	▲ Timing	
Depreciation on non-current assets	(105,026)	(6.57%)	Timing	
Other expenditure	11,052	17.83%	▲ Timing	
Loss on disposal of assets	(19,279)	0.00%	▼ Timing	
Non-cash amounts excluded from operating activities	162,980	10.56%	▲ Timing	
<b>Investing activities</b>				
Proceeds from non-operating grants, subsidies and contributions	177,179	25.73%	▲ Timing	
Proceeds from disposal of assets	(73,583)	(69.22%)	▼ Timing	
Payments for property, plant and equipment and infrastructure	833,875	34.86%	▲ Timing	
<b>Financing activities</b>				
Proceeds from new debentures	(344,533)	(100.00%)	▼ Timing	
Transfer from reserves	(250,000)	(100.00%)	▼ Timing	
<b>Closing funding surplus / (deficit)</b>	1,053,188	(83.01%)	▲	Permanent



List of Accounts Paid - March 2023				
Chq/EFT	Date	Name	Description	Amount
EFT27431	02/03/2023	Midwest Auto Group	Supply 2023 Ford XLT Ranger V6, 10 Speed Auto, Cab Chassis with H/D Ali Tray as per quote 50556 (8) including on road costs	-64467.12
EFT27432	03/03/2023	Block 275	Thank a Volunteer Hmaper Items - Department of Communities successful grant	-391.00
EFT27433	03/03/2023	Reg Pomery Building Service	Cyclone Damage Repair Works - Roof resheeting Naraling Hall - Payment #4	-24000.00
EFT27434	03/03/2023	Shire of Chapman Valley	P88, P90 and P91 - Registration up to 30/06/2023 for common expiry date	-118.25
EFT27435	03/03/2023	LW & KM Wheeldon	Access to Water Point upon Lot 8256 on the Wheeldon Hosking Road for the Financial Year 2021/2022 and 2022/2023	-2200.00
EFT27436	09/03/2023	Telstra Limited	Telephone Charges and TIMS SMS Messaging Services	-1631.41
EFT27437	09/03/2023	Baba Marda Road Services	M131 Northampton Nabawa Road Maintenance - Traffic Control as per Tender 1- 2022; C10 Nanson Howatharra Rd Reseal - Capital Renewal - Provide traffic Management as per Tender 1- 2022; M151 Eliza Shaw Drive Maintenance - Provide traffic management for verge clearing	-35461.17
EFT27438	09/03/2023	Battery Mart	P79 Mitsubishi Triton (2020) GLX 4x4 - New Battery	-191.40
EFT27439	09/03/2023	Bob Waddell & Associates Pty Ltd	External contractor for rates back office work	-1113.75
EFT27440	09/03/2023	Cleanaway Co Pty Ltd (Commercial)	Commercial Waste Clearance	-6317.37
EFT27441	09/03/2023	Cleanaway Co Pty Ltd (Domestic)	Domestic Waste Clearance	-6242.72
EFT27442	09/03/2023	Comms Tech Services	Navman spares for vehicles	-550.00
EFT27443	09/03/2023	Complete Office Supplies	Office supplies and amenities	-282.89
EFT27444	09/03/2023	Department Of Fire And Emergency Services	MONTHLY FESA LEVY RETURN - ESLB 3rd Qtr Contribution	-25472.70
EFT27445	09/03/2023	Design Catering	Supply meeting refreshments	-282.70
EFT27446	09/03/2023	Fleet Network	Employee Novated Lease Arrangements Pre & Post Tax MUN	-1995.22
EFT27447	09/03/2023	Freemans Liquid Waste	Pump out septic tanks and dump point at Coronation Beach Campsite	-1760.20
EFT27448	09/03/2023	GCM Agencies Pty Ltd	P75 - ROLLER MULTIPAC 524H Multi Tyred 2019 - 2000 hour service kit	-840.35
EFT27449	09/03/2023	GCo Australia Pty Ltd	Test and Tag Workshop Appliances; Hire of M/V; Tool Register; Tags	-1224.43
EFT27450	09/03/2023	Greenfield Technical Service	M10 Nanson-Howatharra Road Maint - Site inspection and preliminary assessment of pavement failure, preparation of a preliminary assessment memo detailing the potential cause of the issue and the suggested next steps to repair the failure	-2585.00
EFT27451	09/03/2023	Highway Auto Barn	P47 - FIRE TRUCK 4.4LTR - Isuzu FTS 800 (Nabawa) - Replace fire damaged tyre	-660.00
EFT27452	09/03/2023	Intelife Group Ltd	M68 BELLA VISTA ROAD MAINTENANCE - Clear verges; M149 BUNTER ROAD MAINTENANCE - Clear verges; M67 HICKETY ROAD MAINTENANCE - Clear verges; M10 Nanson-Howatharra Road Maintenance - Roadside Tree Mulching and Pruning	-39215.00
EFT27453	09/03/2023	JA Diesel Pty Ltd	P76 - Service/repair steering, remove chain; P26 - Calibrate transmission, repair hydraulic leaks; P73 - Test auto greaser; P57 - Repair steering fault in harness; P66 - Repair LHS roller speed sensor	-3092.10
EFT27454	09/03/2023	Kicksolutions	Thank a Volunteer Cards	-65.00
EFT27455	09/03/2023	Kruize Asphalt & Contracting	M131 NORTHAMPTON/NABAWA ROAD - Supply water for shoulder works	-13904.00
EFT27456	09/03/2023	Lenane Holdings Pty Ltd	RC131 Nabawa Northampton Road - Hire of Smooth Drum Roller	-2667.50
EFT27457	09/03/2023	Logic IT Solutions Pty Ltd	Network Management for CCTV Cameras	-627.00
EFT27458	09/03/2023	ML Communications	Upgrade solar and batteries to Coronation Beach caretakers hut as per quote 5058; 4x Uniden battery; Repair of CCTV switches at Mills Point; P71 - Toyota Landcruiser Workmate - New Antenna	-6859.48
EFT27459	09/03/2023	MOD Designs	Standing order for cleaning of various Shire Buildings and Provision of Gardening Services at White Peak	-2610.00
EFT27460	09/03/2023	Miralec	Council Chambers - Replace ant damaged circuit breaker at switchboard, 3x front verandah lights; Sports Ground - Nabawa Oval - Install new sprinkler controller	-1001.00
EFT27461	09/03/2023	Nigels Service Centre	Supply double sided electronic display boards as per quote	-32665.88
EFT27462	09/03/2023	Option Refrigeration & Air Conditioning	Repair damaged glass front fridge door hinge; Service as per schedule: Nabawa Shire Office and Yuna Community Centre air conditioners; replace ant damaged circuit board in creche room; powder treat board for ant attack	-1795.09
EFT27463	09/03/2023	Pest A Kill WA	Treat for all ant infestation at Shire Depot & Gardener Shed	-143.00
EFT27464	09/03/2023	Queens Supa IGA Supermarket	Refreshments for Annual Electors' Meeting and Catering for Australia Day 2023 Breakfast & Awards Ceremony	-134.16
EFT27465	09/03/2023	Refuel Australia	Refill depot diesel storage tank 3500L @ \$1.8698 per litre; Carton 24x450g Mobil grease XHP 222	-7001.38
EFT27466	09/03/2023	Rural Edge Australia Inc.	VENUE BOND REFUND	-700.00
EFT27467	09/03/2023	Searange Holdings Pty Ltd	February 2023 Fuel Bowser Lease - Refer lease agreement LE01- Principle + Interest	-833.35
EFT27468	09/03/2023	Services Australia	Payroll deductions	-142.74
EFT27469	09/03/2023	Shire of Northampton	WHS Co-ordinator contribution 50% plus other shared costs 01.07.2022 - 31.12.2022 excluding 50% contribution to new vehicle	-24023.98
EFT27470	09/03/2023	Southside Mechanical Services WA Pty Ltd	P82 - Toyota Prado GXL (2020) - 90,000km Service; P65 - Service CV580, 165,000km	-1476.45
EFT27471	09/03/2023	Sun City Plumbing	Fault find & service west BBQ, flame sensor probe, jets & gas burner clogged	-437.25
EFT27472	09/03/2023	TeletacNavman Australia	Teletac navman subscription for various vehicles	-769.45
EFT27473	09/03/2023	Think Water Geraldton	P45 Water Tanker, Howard Porter - New Actuator; Sports Ground - Nabawa Oval, Tennis Area & Surrounds - Solenoids, Sprinklers and Sprinkler Parts	-1442.35
EFT27474	09/03/2023	Transwest Tyre & Auto	P65 - Replace 4x tyres on CV580 - 167,000km	-923.00

List of Accounts Paid - March 2023				
Chq/EFT	Date	Name	Description	Amount
EFT27475	09/03/2023	Westrac Pty Ltd	P35 - Caterpillar Primemover - Service Kit and New Washer Bottle; P57 - Grader, John Deere 670G, 2016 - New Batteries; P76 - GRADER, 120M CATERPILLAR 2019 - Sensor GP-PO and seal; P66 - Caterpillar CS78B Self Propelled Vibrating Roller - Harness AS;	-3347.89
EFT27476	09/03/2023	Williams Mufflers Brakes Tyres	P35 Caterpillar Primemover - Heat Shield to Protect Water Bottle	-55.00
EFT27477	09/03/2023	Woolworths Group	Meetings and refreshments and Staff amenities and janitorial supplies	-212.93
EFT27480	21/03/2023	AFGRI	P57 - Grader, John Deere 670G, 2016 - Service Kit, New Steps, Rocker Gasket and Cutting Edges	-9025.59
EFT27481	21/03/2023	Atom Supply	PROTECTIVE KNEE PADS; COBALT DRILL SET; TECH BIT; 372 ADHESIVE; Sun Hats; Jamie McAulay - PPE & Uniform; D shackles and chain hooks	-1377.96
EFT27482	21/03/2023	Australia Post	Postage Expenses	-219.73
EFT27483	21/03/2023	BDP Distribution Pty Ltd T/AS Cleanpak Total Solutions	Coronation Beach - 3x boxes Jumbo Single ply toilet roll	-112.05
EFT27484	21/03/2023	Baba Marda Road Services	M131 NORTHAMPTON/NABAWA ROAD MAINTENANCE - Traffic Management	-9631.44
EFT27485	21/03/2023	Bolts R Us	Milwaukee M18 28m SDS rotary hammer; Milwaukee M18 12a/h battery; Milwaukee 3 in 1 vacuum; Milwaukee M12-18 car charger	-2462.47
EFT27486	21/03/2023	Brooks Hire Service Pty Ltd	RC131 Nabawa Northampton Road - Hire of Backhoe as per quote 17760 and Mobilisation of Backhoe as per quote Q6436; Environmental Levy	-6449.53
EFT27487	21/03/2023	Bunnings Group Limited	Ryobi cordless drill & screw gun 18V kit (replacement of damaged tool); 240L bin, cleaning products; RC131 Nabawa Northampton Road - Parafix Salistic for concrete, Expandable foam, Masonry Bits; Insect sprays, Rodent baits, Smoke alarm battery; Hand sanitiser for public WC's; Containers to move office; 9kg exchange gas bottle, 8x storage crates for kitchen equipment	-1314.78
EFT27488	21/03/2023	CJD Equipment Pty Ltd	P73 - Loader, Volvo L90F (2018) w/ Sieve Bucket - Service kit + grease line; P57 - Grader, John Deere 670G, 2016 - Trans oil and parts for service	-3433.47
EFT27489	21/03/2023	CSB & ME PTY LTD t/as Midwest Mulching Mowing	Fire Prevention Mulching Recoverable	-440.00
EFT27490	21/03/2023	Chapman Valley Menshed Inc	Open and close Nabawa tip gates on Wednesday and Sunday of each week	-800.00
EFT27491	21/03/2023	Cleanaway Co Pty Ltd (Commercial)	Commercial Waste Clearance	-5838.98
EFT27492	21/03/2023	Cleanaway Co Pty Ltd (Domestic)	Domestic Waste Clearance	-6079.28
EFT27493	21/03/2023	Complete Office Supplies	Janitorial Supplies for Nabawa Depot	-278.19
EFT27494	21/03/2023	Design Catering	Supply meeting refreshments	-282.70
EFT27495	21/03/2023	Fleet Network	Employee Novated Lease Arrangements Pre & Post Tax	-997.61
EFT27496	21/03/2023	Freemans Liquid Waste	Pump out septic tanks and dump point at Coronation Beach Campsite	-1861.40
EFT27497	21/03/2023	Geraldton Mower & Repair Specialists	New pump for water pod trailer	-699.00
EFT27498	21/03/2023	Geraldton Toyota	Service Kits for: P44 - FIRE TRUCK - Landcruiser (2013) 1EGR565; P39 - Fire Truck CV434 - Toyota Landcruiser; P49 - Naraling Fire Truck - Toyota Landcruiser (2014); P59 - Yetna Brigade Fire Truck, Toyota Landcruiser 2016; P70 - HOWATHARRA FIRE TRUCK - TOYOTA LANDCRUISER 2016	-1386.15
EFT27499	21/03/2023	Glenfield Fresh IGA	Staff amenities and janitorial supplies	-71.46
EFT27500	21/03/2023	Goodyear & Dunlop Tyres (Aust) Pty Ltd	New Tyres, Repairs and Fittings for: P81 - Freightliner Coronado Tipper (2020); P46 - Side Tipper, Howard Porter Tri-axle (2014); P72 - Freightliner, Coronado 122SD Prime Mover, 2013; P7723 - HOWARD PORTER SIDE TIPPING TRAILER (2008); P63 - Dolly (2009), Tandem Axle, Haulmore; P85 - Freightliner Coronado Prime Mover (2021); P45 - Water Tanker, Howard Porter 30000KL Tri-axle (2014); P74 - Side Tipper, AllRoads Tri-axle (2018); P47 - FIRE TRUCK 4.4LTR - Isuzu FTS 800 (Nabawa); P76 - GRADER, 120M CATERPILLAR 2019	-24294.69
EFT27501	21/03/2023	Great Northern Rural Services	2x Bulkabags of gypsum, 50x 20kg BAIF 3.1.1 (Granulated Fertilizer) and 54x 25kg LLFX Ammonium Sulphate Spray Grade including freight; Sports Ground - Nabawa Oval - New sprinkler controller - hunter; Fittings for pod on trailer	-8281.28
EFT27502	21/03/2023	Greenfield Technical Service	Preliminary drainage assessment of Richards Road based on proposed design by others	-392.70
EFT27503	21/03/2023	Guardian Print & Graphics	Window Faced DL Envelopes	-245.00
EFT27504	21/03/2023	Team Global Express Pty Ltd	Freight for Yuna Bushfire Brigade Uniforms and Water Samples to QEII Medical Centre	-33.13
EFT27505	21/03/2023	Incite Security Pty Ltd	Security system repairs at Nabawa Office (insurance claim) and Alarm monitoring fee standing order Q3	-5499.89
EFT27506	21/03/2023	Independent Rural Pty Ltd	C02016 ROUNDUP ULTRAMAX 20LT (AGENCY)	-3315.84
EFT27507	21/03/2023	Integrated ICT	Managed Service Agreement & Shared Services Agreement (Storage, software & monitoring)	-5249.94
EFT27508	21/03/2023	Intelife Group Ltd	C10 Nanson Howatharra Rd Reseal - Capital Renewal - Clear Shoulders	-10725.00
EFT27509	21/03/2023	JA Diesel Pty Ltd	P62 - Backhoe Loader, Case 580ST- Repair hydraulics; P73 - Loader, Volvo L90F (2018) - Service / fix aircon	-3038.20
EFT27510	21/03/2023	Jupps Carpets & Ceramics Pty Ltd	Supply & install vertical blind in new office as per quote	-290.00
EFT27511	21/03/2023	LMR Photography	2x President Prints and Frame including replacement of A.S.Farrell print	-385.00
EFT27512	21/03/2023	Landgate	Online Enquiries (Town Planning) and Interim Valuations	-291.40
EFT27513	21/03/2023	Lenane Holdings Pty Ltd	RC131 Nabawa Northampton Road - Hire of Smooth Drum Roller	-7700.00
EFT27514	21/03/2023	M2 Technology Group	M2 On Hold Agreement - On Hold and phone system messages	-231.00
EFT27515	21/03/2023	MOD Designs	Standing order for cleaning various Shire Buildings	-930.00
EFT27516	21/03/2023	Mach 1 Auto One	P65 - Ford Ranger XLT (2017) - Tray cover and windscreen shade	-67.95

List of Accounts Paid - March 2023				
Chq/EFT	Date	Name	Description	Amount
EFT27517	21/03/2023	Market Creations Agency Pty Ltd	SSL Certificate, set up and renewal for - stp.chapmanvalley.wa.gov.au and remote.chapmanvalley.wa.gov.au	-440.00
EFT27518	21/03/2023	Mattben Pty Ltd t/as Freight Lines Group	P62 - Backhoe Loader, Case 580ST - Deliver repaired part from Perth	-71.09
EFT27519	21/03/2023	Mcintosh & Son	P62 - Backhoe Loader, Case 580ST - Hydraulic Repair Kit and Seal Kit	-1000.90
EFT27520	21/03/2023	Miralec	Naraling Hall Capital Works Cyclone Rebuild; Reinstall lights on new ceilings; Nabawa Community Centre Upgrades - Disconnect all lights and make safe electrical for renovation works	-2464.00
EFT27521	21/03/2023	Mitchell & Brown	Vacuum Cleaner for Nabawa Library; Keyboard, Kitchenware	-701.41
EFT27522	21/03/2023	NAPA - Cova Parts Pty Ltd	P73 - Loader, Volvo L90F (2018) w/ Sieve Bucket and HD Scrub Rake - Aircon Compressor; P80 - Sewell Sweeper TB1800E P80 - Hose and clamps	-567.60
EFT27523	21/03/2023	Node1Internet	Wireless Internet Services at Nabawa Office & Library, Coronation Beach and Yuna Multipurpose Community Centre	-476.95
EFT27524	21/03/2023	Paper Plus Office National	3x printer cartridges for building printer	-90.43
EFT27525	21/03/2023	Pest A Kill WA	Museum - Treat all buildings internal and external for spiders	-286.00
EFT27526	21/03/2023	Pirtek Geraldton	P35 - Caterpillar Primemover - Heat Shield and Hydraulic Fitting; P73 - Loader, Volvo L90F (2018) w/ Sieve Bucket and HD Scrub Rake - Assemble new grease line	-222.88
EFT27527	21/03/2023	QHSE INTEGRATED SOLUTIONS PTY LTD t/as Skytrust Intelligence System	Skytrust Intelligence System Tier 2 - Core monthly subscription and Online Induction & Training	-493.90
EFT27528	21/03/2023	Refuel Australia	Purchase of fuel for Shire Operations	-24310.07
EFT27529	21/03/2023	Road Runner Mechanical Services	P47 - FIRE TRUCK 4.4LTR - Isuzu FTS 800 (Nabawa) - Service Kit	-336.01
EFT27530	21/03/2023	Searange Holdings Pty Ltd	Fuel Bowser Lease - Refer lease agreement LE01	-833.35
EFT27531	21/03/2023	Services Australia	Payroll deductions	-142.74
EFT27532	21/03/2023	Southside Mechanical Services WA Pty Ltd	P61 - UTILITY, TOYOTA HILUX(2016) 4X4, 2.4LT DSL - Scheduled Service	-857.95
EFT27533	21/03/2023	Stewart & Heaton Clothing Co Pty Ltd.	Bushfire clothing for Yuna Brigade	-203.96
EFT27534	21/03/2023	The Dog Line	Dangerous Dog Signs and Collars	-375.00
EFT27535	21/03/2023	Truckline	OH&S Expense - Oil tray on wheels to reduce manual handling strain; P999 - OTHER PLANT VARIOUS (NON-GARDENING) Handcleaner; Nylon Tube Black 1/4",187.10"	-1402.15
EFT27536	21/03/2023	Ultimate Positioning Group Pty Ltd	RC131 Nabawa Northampton Road - Hire of GPS for road design, setout and checks	-5881.70
EFT27537	21/03/2023	Western Australian Local Government Association (WALGA)	Record Keeping Awareness for Elected Members Online Training	-264.00
EFT27538	21/03/2023	Westrac Pty Ltd	P76 - GRADER, 120M CATERPILLAR 2019 - supply parts of headlights and protective covers; hardware to perform modification to prevent light rotating on bar; P35 - Caterpillar Primemover - Parts (Light-Positi); P26 - CATERPILLAR 950H WHEEL LOADER (2008) - Parts to repair steering column; P88 - CATERPILLAR 150 MOTOR GRADER (2022) - 1250hr service kit	-2338.54
EFT27539	21/03/2023	Woolworths Group	Meetings and refreshments	-116.70
EFT27540	22/03/2023	Australian Taxation Office	BAS FEBRUARY 2023	-14292.00
EFT27541	22/03/2023	City of Greater Geraldton	Library Cards	-58.00
EFT27542	22/03/2023	Synergy	Electricity charges various shire operations	-1131.18
EFT27543	22/03/2023	Telstra Limited	Telephone Charges and TMS SMS Messaging Services	-1498.86
EFT27544	07/03/2023	Westpac Geraldton	Credit Card Transactions - Adobe Creative Cloud Subscription Renewal; P82 - Toyota Prado GXL (2020) CV1 - Fuel; Card fees	-915.40
EFT27545	30/03/2023	Water Corporation	Water supply and usage charges various shire operations	-33.56
EFT27546	30/03/2023	Anthony Abbott	EMPLOYEE REIMBURSEMENT - City of Greater-Geraldton - Asbestos Containing Materials Disposal at Meru Waste Disposal Facility from NCC Project	-24.92
EFT27547	30/03/2023	Baba Marda Road Services	C10 Nanson Howatharra Rd Reseal - Capital Renewal - Provide Traffic Management	-4897.16
EFT27548	30/03/2023	Battery Mart	P999 - New starter battery for water trash pumps and battery for UPS; P78 - Toyota Hilux (2020) SR 2.8L 4x4 - New Battery; P39 - Fire Truck CV434 - Toyota Landcruiser - New battery	-697.40
EFT27549	30/03/2023	CJ Detailing	P65 - UTILITY, FORD RANGER XLT (2017) DUALCAB CV580 - Clean & detail for pre-sale	-350.00
EFT27550	30/03/2023	Chem-dry Power	Deep clean carpets -Bill Hemsley Park Community Centre and Chambers	-680.00
EFT27551	30/03/2023	Complete Office Supplies	Hand Towel for Nabawa Community Centre and Nabawa Office	-147.53
EFT27552	30/03/2023	Five Star Business Solutions & Innovation	Printing Charges	-705.12
EFT27553	30/03/2023	Greenfield Technical Service	Preliminary drainage assessment of Richards Road	-589.05
EFT27554	30/03/2023	Hersey's Safety Pty Ltd	Various Roads - Delineators and Guide Posts; Rags, Window Cleaner, Cables Ties, Rakes, Shovel, D Shackles, Demo Hammer, Break Cleaner, Contact Cleaner, Heavy Duty WD	-4374.70
EFT27555	30/03/2023	Incite Security Pty Ltd	Supply and install electronic swipe token entry locks at rear doors and electronic strike lock at front office doors as per quote; Alarm monitoring fee Q4	-6656.92
EFT27556	30/03/2023	Kruize Asphalt & Contracting	M131 Northampton Nabawa Road Maintenance - supply water cart as per Tender 1 - 2022	-18392.00
EFT27557	30/03/2023	Miralec	Naraling Hall Cyclone Rebuild: Reinstall meter box and breakers; Manager Works Office: Install new circuit and cable for AC; Nabawa Community Centre Upgrades: circuits for proposed 2x 8kw ACs and make existing wiring safe	-2343.00
EFT27558	30/03/2023	Queens Supa IGA Supermarket	Meetings and refreshments	-51.83

List of Accounts Paid - March 2023				
Chq/EFT	Date	Name	Description	Amount
EFT27559	30/03/2023	Reel Boats & Maintenance	UTILITY, FORD RANGER - Refabricate roof rack to fit new vehicle	-601.70
EFT27560	30/03/2023	Refuel Australia	Purchase of fuels & oils for shire operations	-8466.60
EFT27561	30/03/2023	Services Australia	Payroll Deductions	-142.74
EFT27562	30/03/2023	Teakle & Lalor	Draft concept plans, engage quantity surveyor to estimate cost of proposed works for Nabawa Rec. Centre renovation for grant funding; Draft floor plan, specifications & prepare tender document for transportable office / crib room	-10898.00
EFT27563	30/03/2023	TeletracNavman Australia	Teletrac Navman subscription for various vehicles	-769.45
EFT27564	30/03/2023	Terrence Andrew Noden	Nabawa Community Centre Upgrades - Labour to carry out renovation works	-2880.00
EFT27565	30/03/2023	Westrac Pty Ltd	Cutting Edges & Tips - Grader Blades	-4241.05
EFT27566	30/03/2023	Woolworths Group	Staff amenities and janitorial supplies	-158.40
DD17947.1	14/03/2023	Aware Super Pty Ltd	Payroll deductions	-8099.71
DD17947.2	14/03/2023	Rest Superannuation	Superannuation contributions	-1319.60
DD17947.3	14/03/2023	Wealth Personal Superannuation and Pension Fund	Superannuation contributions	-553.36
DD17947.4	14/03/2023	Cameron Fishing Superannuation Fund	Superannuation contributions	-79.29
DD17947.5	14/03/2023	OnePath Custodians Pty Limited	Superannuation contributions	-252.73
DD17947.6	14/03/2023	Prime Super	Superannuation contributions	-292.32
DD17947.7	14/03/2023	Hostplus Superannuation	Superannuation contributions	-12.35
DD17947.8	14/03/2023	MLC Masterkey	Superannuation contributions	-253.68
DD17947.9	14/03/2023	ANZ Smart Choice Super	Superannuation contributions	-294.30
DD17961.1	28/03/2023	Aware Super Pty Ltd	Payroll deductions	-8116.32
DD17961.2	28/03/2023	ANZ Smart Choice Super	Superannuation contributions	-294.30
DD17961.3	28/03/2023	Rest Superannuation	Superannuation contributions	-1319.60
DD17961.4	28/03/2023	Wealth Personal Superannuation and Pension Fund	Superannuation contributions	-553.36
DD17961.5	28/03/2023	Cameron Fishing Superannuation Fund	Superannuation contributions	-116.64
DD17961.6	28/03/2023	OnePath Custodians Pty Limited	Superannuation contributions	-215.77
DD17961.7	28/03/2023	Hostplus Superannuation	Superannuation contributions	-82.11
DD17961.8	28/03/2023	BT Australia Super	Superannuation contributions	-194.09
DD17961.9	28/03/2023	MLC Masterkey	Superannuation contributions	-375.25
DD17961.10	28/03/2023	Prime Super	Superannuation contributions	-273.80
EFT27429	02/03/2023	Department of Mines, Industry Regulation & Safety	Buildings Services Levies Forwarded	-3155.04
EFT27430	02/03/2023	Shire of Chapman Valley	Buildings Services Levies Commissions Collected	-50.00
EFT27478	21/03/2023	Building and Construction Industry Training Fund	CTF Levies Forwarded	-4289.12
EFT27479	21/03/2023	Shire of Chapman Valley	CTF Commissions Collected	-57.75
		<b>Total</b>		<b>-\$ 607,789.86</b>

### BANK RECONCILIATION - Muni Accounts As at 31st of March 2023

**SYNERGY**

Balance as per Cash at Bank Account GL 160000	274,073.73
Balance as per Cash at Bank Account GL 170000	2,225,462.66
Balance as per Interfund Transfer A/c GL 161100	-
<i>Plus</i> Income on Bank Stmt not in ledgers	14,724.17
<i>Less</i> Expenditure on Bank Stmt not in ledgers	-
	<b>\$2,514,260.56</b>

**BANK**

Muni Bank Account (Account No 000040)	288,862.48
Investment Account (Account No 305784)	2,225,462.66
	<u>2,514,325.14</u>
<i>Less</i> Outstanding Payments	194.09
<i>Plus</i> Outstanding Deposits	268.00
<i>Plus</i> Tfer from Trust to Muni <u>or</u> [ Tfer to Trust from Muni ]	(138.49)
	<b>\$2,514,260.56</b>

Difference Check                      0.00

Completed by:



Beau Raymond - Senior Finance Officer

26/04/2023

Date

Reviewed by:



Dianne Raymond - Manager of Finance &amp; Corporate Services

03.05.2023

Date

20 FEB 2023

WICOPY

## Corporate Card Statement

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

ENTERED

## CREDITOR AUTHORISATION

RECEIVED:

APPROVED:

GL/JOB:

Facility Number

00018023 20000001

Payment Due Date

02 March 2023

Closing Balance

\$915.40

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

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

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

Company Name		Number of Cards		Cash Advance Annual % Rate	
Shire Of Chapman Valley		2		15.65%	
Contact Name		Facility Number		Facility Credit Limit	
The Shire Clerk		00018023 20000001		10,000	
Statement From	Statement To	Payment Due Date	Opening Balance	Closing Balance	Available Credit
23 Jan 2023	20 Feb 2023	02 Mar 2023	1,227.88	915.40	9,084.60

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		
1,227.88	1,227.88 -	878.90	0.00	36.60	0.00	915.40	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](http://www.afca.org.au)Email: [info@afca.org.au](mailto:info@afca.org.au)

Phone 1800 931 678

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

S000660 / M000231 / 052 / CN1VP4P1

800060 / M000231 / 052 / CN1/P4/P1



## Corporate Card Statement

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

## CARDHOLDER TRANSACTION DETAILS

Cardholder Name	Card Number	Credit Limit	Available Credit
Jameon Criddle	5163 2531 0145 4541	6,000	5,102.85

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 FEB	<b>Payments</b> AUTOMATIC PAYMENT	278.83-	
	<b>Sub Total:</b>	<b>278.83-</b>	
02 FEB ✓	<b>Purchases</b> Adobe Sydney AUS	240.64	Gr 0472
07 FEB ✗	DIGITAL GOODS - APPS		
07 FEB ✗	AMPOL WONTHELLA 51039F WONTHELLA SERVICE STATIONS AUS	263.12✓	CV1 Fuel
13 FEB ✗	AMPOL NTH WANNE 55045F NOWERGUP SERVICE STATIONS AUS	187.90✓	CV1 Fuel
19 FEB ✗	PUMA ENERGY GLENFIEL GLENFIEL SERVICE STATIONS AUS	187.24✓	CV1 Fuel
	<b>Sub Total:</b>	<b>878.90</b>	
20 FEB	<b>Interest, Fees &amp; Government Charges</b> CARD FEE	18.25	
	<b>Sub Total:</b>	<b>18.25</b>	

## 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		
278.83	278.83 -	878.90	0.00	18.25	0.00	897.15	0.00

S000662 / M000231 / 052 / CN1VPA1



**Corporate Card Statement**

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

Cardholder Signature

Date 13.3.23

Transactions examined and approved.

Manager/Supervisor Signature

Date 13.3.2023

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

**Complaints**

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Online: [www.afca.org.au](http://www.afca.org.au)

Email: [info@afca.org.au](mailto:info@afca.org.au)

Phone 1800 931 678

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



## Corporate Card Statement

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

ENTERED

COPY

## CARDHOLDER TRANSACTION DETAILS

Cardholder Name	Card Number	Credit Limit	Available Credit
Simon Lancaster	5163 2531 0083 4453	4,000	3,981.75

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 FEB	Payments AUTOMATIC PAYMENT	949.05-	
	Sub Total:	949.05-	
20 FEB	Interest, Fees & Government Charges CARD FEE	18.25	all 10720.
	Sub Total:	18.25	

## Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions		
949.05	949.05 -	0.00	0.00	18.25	0.00	18.25	0.00

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

Cardholder Signature

Date 13/3/23

Transactions examined and approved.

Manager/Supervisor Signature

Date 13.3.2023

S000661 / M000231 / 052 / CN1 VPAPI

## Corporate Card Statement

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

### Complaints

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

Online: [www.afca.org.au](http://www.afca.org.au)

Email: [info@afca.org.au](mailto:info@afca.org.au)

Phone 1800 931 678

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

3/22/23, 3:16 PM

Transaction details



**Transaction details**

**22 March 2023 18:16 AEDT**

Office: SHIRE OF CHAPMAN VALLEY  
Group: AUD Accounts  
Account: 01 - Municipal Fund 036103 000040  
Date: 7 March 2023  
Description: PAYMENT BY AUTHORITY TO CC PAYMENT  
CC0001802320000001  
Amount: AUD 915.40DR  
Type: Debit  
Serial number: 0008697  
Code: 013  
Comments:

No image is available for this transaction.

\*\*\* END OF LIST \*\*\*

Westpac Banking Corporation, ABN 33 007 457 141



10.2.3	Finance, Audit and Risk Management Committee Meeting
Department	Finance, Governance & Corporate Services Finance Risk Management
Author	Dianne Raymond
Reference(s)	403.05
Attachment(s)	1. Unconfirmed Minutes FARM Committee - May 2023 [10.2.3.1 - 76 pages]

### Voting Requirements

Simply Majority

### Staff Recommendation

That Council receives and endorse the Finance, Audit and Risk Management Committee Minutes which include the reviewed Long-Term Financial Plans.

### Disclosure of Interest

No officer declared an interest under the Local Government Act 1995, Subdivision 1 (LGA 1995) in the preparation of this report.

### Background

The Shire of Chapman Valley Finance, Audit & Risk Committee met on the 5 May 2023 via a TEAMs meeting. The Minutes of the meeting have been supplied under separate cover

### Comment

The Minutes and recommendations from the Finance, Audit & Risk Committee meeting dated 5 May 2023 are presented for Council consideration of endorsing the reviewed Long-Term Financial Plans.

### Statutory Environment

The report complies with the requirements of the:  
Local Government Act 1995 and & Local Government Audit Regulations 1996.

### Policy/Procedure Implications

Nil

### Financial Implications

#### Long Term Financial Plan

No major effect is anticipated on the Long Term Financial Plan.

## **Strategic Implications**

### **Strategic Community Plan/Corporate Business Plan Implications**

#### **GOVERNANCE & ACCOUNTABILITY**

5.1 Ensure governance and administration systems, policies and processes are current and relevant.

5.1.1 Review policy categories and set ongoing accountability for review processes.

#### **Consultation**

Elected Members and staff discussed the Long-Term Financial Plan and recommended endorsement for council.

#### **Risk Assessment**

An Insignificant Financial Impact Risk of Level 1 - Which will likely be less than \$1,000.

An Insignificant Compliance Risk of Level 1 - Which will likely result in no noticeable regulatory or statutory impact.



SHIRE OF

**Chapman Valley**

*love the rural life!*

## **FINANCE, AUDIT & RISK MANAGEMENT COMMITTEE**

### **Unconfirmed Minutes**

**5 May 2023 Via TEAMS &  
Nabawa Council Chambers**

#### **Committee Purpose & Delegations**

To provide a review of Council's ongoing financial situation, provide a forum for ongoing review of strategic management plan for Council operations and discuss the Audit System.

Delegation – Nil

The Finance, Audit & Risk Management Committee is comprised of:

#### **4 x Councillors**

- Cr Warr (Presiding Member)
- Cr Forth
- Cr Davidson
- Cr Batten
- Grant Middleton (External, Independent Member)

#### **Observers:**

- CEO
- Manager Finance & Corporate Services



## DISCLAIMER



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.

**Jamie Criddle**  
**CHIEF EXECUTIVE OFFICER**

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**ORDER OF BUSINESS****1.0 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS**

Presiding member declared meeting open at 1.45pm.

"The Shire of Chapman Valley would like to respectfully acknowledge the Naaguja peoples who are the traditional owners and first people of the land on which we stand.

We would like to pay our respect to the elders past, present and emerging for they hold the memories, the traditions, the culture and hopes of the Naaguja peoples.

**2.0 ANNOUNCEMENTS FROM THE PRESIDING MEMBER**

Nil

**3.0 RECORD OF ATTENDANCE****3.1 Attendees**

Elected Members
Cr Warr (Presiding Member)
Cr Forth
Grant Middleton (External, Independent Member)

Officers
Jamie Criddle - Chief Executive Officer
Dianne Raymond - Manager Finance & Corporate Services

Visitors	In	Out
Nil		

**3.2 Apologies**

Cr Batten, Cr Davidson, Financial Services Officer Beau Raymond

Previously Approved Leave of Absence

Nil

**4.0 DISCLOSURE OF INTEREST**

Nil

## **5.0 PETITIONS/DEPUTATIONS/PRESENTATIONS**

### **5.1 Petitions**

Nil

### **5.2 Presentations**

Nil

### **5.3 Deputations**

Nil

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

### **6.1 Finance, Audit & Risk Management Committee held on 15 March 2023.**

#### **COMMITTEE RESOLUTION**

**MOVED: Cr Forth**

**SECONDED: Cr Warr**

The Minutes of the Ordinary Meeting of Council held on 15 March 2023 be confirmed as true and accurate.

**Voting 3/0**  
**CARRIED UNANAMOUSLY**  
**Minute Reference: FARM 05-23-01**

## **7.0 ITEMS TO BE DEALT WITH EN BLOC**

## **8.0 OFFICERS REPORTS**

## 8.0

# Manager Finance & Corporate Services

### 8.1 Long Term Financial Plan Review 2023

#### 8.1 Long Term Financial Plan Review 2023

8.1	Long Term Financial Plan Review 2023
Department	Finance & Governance
Author	Dianne Raymond
Reference(s)	Nil
Attachment(s)	Long Term Financial Plan 8.1.1 Asset Management Plan 8.1.2

#### Voting Requirements

Simple Majority

#### Staff Recommendation

That the Finance, Audit & Risk Management Committee receives the Long-Term Financial Plan and Asset Management Plan and present to council

#### Committee Resolution/Staff Recommendation

**MOVED: Cr Forth**

**SECONDED: Grant Middleton**

That the Finance, Audit & Risk Management Committee receives the Long-Term Financial Plan and Asset Management Plan and present to council.

**Voting 3/0**

**CARRIED UNANAMOUSLY**  
**Minute Reference: FARM 05-23-02**

**Disclosure of Interest**

Nil

**Background**

A desktop review of the Long-Term Financial Plan (LTFP) and Asset Management Plan (AMP) were previously conducted and presented to the February 2022 Ordinary meeting of Council as part of the annual review cycle.

**Comment**

Staff have continued to work on improvements to the LTFP and AMP since the original adoption of these plans in an attempt to make these more integrated, encompassing of all asset areas, cognisant of past actual expenditures incurred and revenues received and hopefully easier to follow and update annually.

**Statutory Environment**

Local Government Act 1995 & Local Government Audit Regulations 1996

**Policy/Procedure Implications**

Nil

**Financial Implications**

The long-term financial viability of the Shire is of importance for future service delivery levels provided to the Shire's constituents.

Long Term Financial Plan (LTFP):

The annual review of the Shire's operations is integral to monitoring how the Shire is tracking with its integrated strategic planning.

**Strategic Implications**

Enter-Text-Here-(Arial Size 11 ONLY)

**Strategic Community Plan/Corporate Business Plan Implications**

GOVERNANCE AND ACCOUNTABILITY

5.1 Ensure governance and administration systems, policies and processes are current and relevant.

### **Consultation**

Chief Executive Officer, Manager Finance & Corporate Services and Financial Services Officer with all relevant existing plans and forecast projects.

### **Risk Assessment**

An Insignificant Compliance Risk of Level 1 - Which will likely result in no noticeable regulatory or statutory impact.

## **9 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING**

Nil

## **10 CLOSURE**

The Presiding Member thanked the staff involved in presenting these plans for the immense work which is involved. Elected Members and Staff were thanked for their attendance and closed the meeting at 2.01pm



*Photo courtesy of Explored Vision by GD*

# LONG TERM FINANCIAL PLAN

**April 2023**

**OUR VISION**

***"We are a thriving community, making the most of our coastline, ranges and rural settings to **SUPPORT** us to **GROW** and **PROSPER**."***

**Council Endorsed: July 2017 – Minute Ref: 07/17-6  
Desktop Update - July 2018;  
Desktop Update - February 2020  
Desktop Update - February 2021  
Desktop Update – January 2022  
Desktop Update – April 2023**



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## Document Status

<b>Adopted</b>	<b>Original Document</b>	<b>September 2013</b>
<b>Reviewed</b>	<b>Modifications undertaken by Shire</b>	<b>July 2017</b>
<b>Updated</b>	<b>Financials updated from 2017/2018 Annual Adopted Budget</b>	<b>July 2018</b>
<b>Updated</b>	<b>Financials updated from 2018/2019 Annual Adopted Budget</b>	<b>December 2019</b>
<b>Updated</b>	<b>Financials updated from 2019/2020 Annual Adopted Budget</b>	<b>February 2021</b>
<b>Updated</b>	<b>Financials updated from 2020/2021 Annual Adopted Budget</b>	<b>January 2022</b>
<b>Updated</b>	<b>Financials updated from 2021/2022 Annual Adopted Budget</b>	<b>April 2023</b>

## 1. INTRODUCTION

### The Challenges We Face

The main challenges facing Council are the need to meet community aspirations for improved services and infrastructure with a limited funding base. Chapman Valley has a small population and funding base, and any new project needs to be considered carefully.

The majority of assets and infrastructure are only affordable to Council with the assistance of State and/or Federal funding. This can be unpredictable and uncertain which makes it difficult to determine the exact timing of being able to afford new infrastructure. However, it is important to not lose sight of the Community's aims.

It is also important to be reminded of purpose of the Financial Assistance Grants (FAGs) being "*as of right funding*" for local governments to operate and not "*one-off grants*". This is reflected under section 3 of the *Local Government (Financial Assistance) Act 1995* where it states the Australian Government provides financial assistance for local government purposes by means of grants to the states and self-governing territories for the purpose of improving i.e.

- *The financial capacity of local governing bodies;*
- *The capacity of local governing bodies to provide their residents with an equitable level of services;*
- ***The certainty of funding for the local governing bodies;***
- ***The efficiency and effectiveness of local governing bodies; and***
- *The provision, by local governing bodies, of services to Aboriginal & Torres Strait Islander communities.*

The road network is the Shire's biggest asset and transport the main priorities. Maintaining and upgrading the road network is important to the community.

As well as core services such as roads the declining inland population, recruitment & retention of skilled people, affordable community housing, improve mobile phone and internet telecommunications, heritage and protecting natural features are all important to the community.

Local Government costs continually increase at a higher rate than the headline Consumer Price Index (CPI), combined with the additional costs associated with the remoteness of the region. This, along with the continuing practice of "*cost shifting*" by the State and Australian Governments and the ongoing additional legislative burdens and "*red tape*" being forced onto local government provide a massive funding challenge to ensure sustainability and to meet increasing community expectations.

The Long Term Financial Plan (LTFP) projects the continuation of Council's services as currently provided allowing for increases in revenues and expenditure based on the key assumptions outlined in the Plan. However; it is expected Council may undertake a Service Delivery Review during the life of this LTFP.



*Photo courtesy of Explored Vision by GD*

## **Integrated Planning and Reporting Framework**

In October 2009 the WA Government introduced a new integrated planning and reporting framework for Local Government.

An essential element of integrated strategic planning is the provisions for long term financial planning.

The Long Term Financial Plan (LTFP) ideally should be for a minimum 10 years and updated regularly. The LTFP should represent the outcomes, strategies and objectives of the Strategic Community Plan.

## **Purpose of the Long Term Financial Plan**

The LTFP acts as a tool to use in deciding what resources Council needs to apply to deliver on the outcomes contained within the Chapman Valley Strategic Community Plan and seeks to answer to the following questions:

- Can we survive the financial pressures of the future?
- What are the opportunities for future income and economic growth?
- Can we afford what the community wants?
- How can we go about achieving these outcomes?

## **How the Long Term Financial Plan Was Developed**

The Shire budgets form the base upon which the LTFP financial projections are built. Budgets are developed through a rigorous process of consultation and review with Council and staff.

The aspirations and projects put forward in the various forward capital works plans have been modified as they are tested against the realities of a limited amount of money available

to the Shire. The projects included in this LTFP reflect what the Shire believes it can afford over the next 10 years based on a range of revenue and expenditure assumptions.

## 2. KEY CHALLENGES FOR THE SHIRE OF CHAPMAN VALLEY'S FINANCES GOING FORWARD

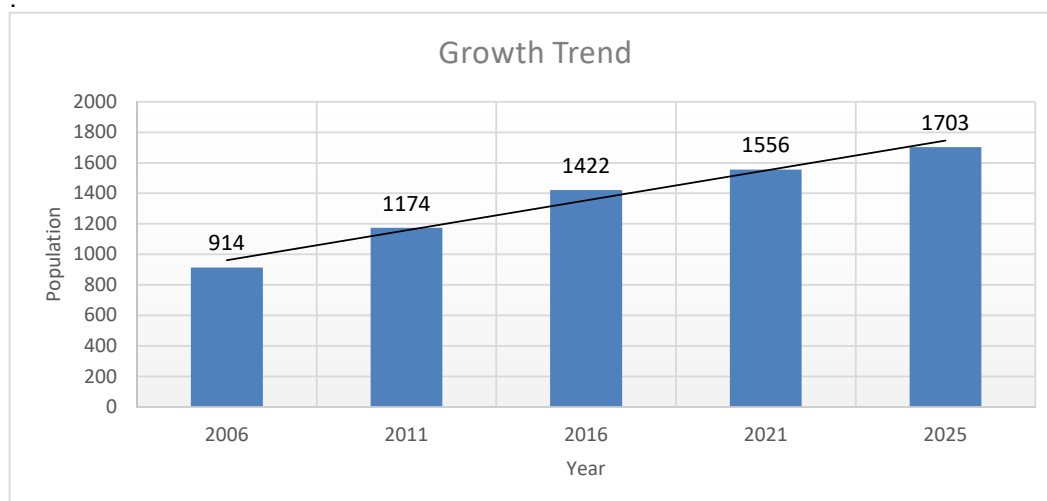
### Threats to Long Term Sustainability

The following have been identified as key issues impacting of the Shire's finances:

- Being able to establish a revenue base so sufficient operational revenue is available to fund all operating expenses;
- The ability to maintain the Shire's asset base by renewing identified ageing infrastructure, ensuring cash reserves are quarantined and undertaking service delivery and asset rationalisation reviews;
- The continued availability of state and commonwealth funding to support asset renewals and the creation of new assets; and
- Managing community aspirations within a confined fiscal envelope.

### Growth

The Shire's projected population increase over the next 15 years, based on current statistics indicates an annual growth of 9% per annum. The growth trend chart below is indicative of trends based on the actual 2006 – 2021 census data. This growing population, particularly in the Shire's coastal and rural-residential areas will place increasing demands on Council for services.



### 3. MAJOR PROJECTS

## Major Projects Proposed in this Long-Term Financial Plan

The major projects proposed in this plan are detailed in the Shires 10 Year Roadworks Program, Plant Replacement Program and capital Buildings Program with estimated costs included in the LTFP. The key risks associated with these Programs is the ability for the Shire to continue to attract State and Commonwealth grants, specifically for the roadworks scheduled.

### 4. FINANCIAL MANAGEMENT IN COUNCIL

## Regulatory Environment

Council operates in a highly regulated environment driven by legislation policies, procedure, guideline and best practice strategies.



## Financial Environment – The State of the Council's Finances

The Shire is currently in a strong financial position however due to the small size of the Shire it remains exposed to the impact of any major new asset replacement requirement or external shock and is reliant on continued State and Commonwealth funding to maintain its assets and current levels of service.

The LTFP includes Ratios set under legislation upon which local governments are required to report on annually. Though the basis upon which these Ratios are calculated is disputed and will be contested until they have more realistic outcomes, the intention of including the anticipated movement in the Ratios is to help with decision making on the organisation's activities into the future.

## Financial Management Principles

In preparing the revised LTFP the following underpinning principles have been used:

- Council will maintain its existing service levels to residents.
- Management will continually look for ways to structurally realign resources without changes to service standards.
- While limited growth is expected services and infrastructure in any new areas will be provided when they are needed.
- Council will continue to explore ways to improve its capacity to fund its recurrent operations and renew critical infrastructure;
- Council will manage within the existing financial constraints as much as possible.

In conjunction with these principles, Council's LTFP is guided by several policies and strategies which are outlined as follows:

#### **4.1.1 Investments**

Council has an Investment Policy, which reinforces an ongoing commitment to maintain a conservative risk/return portfolio, an important component of its ongoing prudent financial management practices.

The policy outlines:

- The manner in which Council may invest funds;
- The institutions and products which Council can invest in;
- Delegations

#### **4.1.2 Loan Borrowings**

Council's past practices for the use of debt (borrowings) is an appropriate guide for the use of this type of revenue to assist with the funding of major new assets or to smooth the cost of major asset renewals. Minor asset acquisitions and a normal level of asset renewals should be funded out of operating revenues.

#### **4.1.3 Cash Reserves and Restrictions**

Council has a number of established cash reserves.

The establishment and funding of cash reserves is a financial management strategy to provide funds for future expenditure, which could not otherwise be financed during a single year without having a material impact on the budget.

#### **4.1.4 Discretionary and Regulatory Fees and Charges**

Council has the ability to raise revenues through the adoption of a fee or a charge for services or facilities. Fees and charges are reviewed on an annual basis in conjunction with the preparation of the annual budget.

The general principles under which Council sets its fees and charges are predominantly to recover the cost of services provided.

#### **4.1.5 Asset Disposal and Investment Strategy**

Asset sales forecast in this LTFP are basically from the sale of plant and equipment traded in on replacement or the disposal of unutilised staff residential properties.

## 5. LONG TERM FINANCIAL SUSTAINABILITY

### 5.1 Long Term Financial Sustainability

A financially sustainable council is described as one with the ability to fund ongoing service delivery, and the renewal and replacement of assets without imposing excessive debt or rate increases on future generations. This definition has been translated into four key financial sustainability principles:

- Council should aspire to achieve a **fully funded operating** position reflecting the collection enough revenue from rate revenue, “*as of right*” FAGs and normal, continuing operations, to fund all operational expenditure.
- Council should aspire to **maintain sufficient cash reserves** to ensure it can meet its short-term working capital requirements.
- Council should aspire to have a **fully funded capital program**, where the source of funding is identified and secured for both capital renewal and new capital works.
- Council should aspire to **maintain its asset base**, by renewing ageing infrastructure, which are identified or envisaged.

It is important to note while these principles represent financial sustainability, in the current environment, most councils will find it difficult to obtain this level of sustainability as:

- Funding the life cycle of assets is a major issue for all levels of Government.
- The backlog in asset renewal is a direct result of councils in WA not being able to cash fund the Fair Value replacement cost of assets (represented by the annual depreciation charge). Current asset renewal funding is based on the actual renewals program, and this is often modified to fit within budgetary restraints. This means as assets are consumed funds are generally not being put aside to replace the asset at the end of its useful life. This is not a result of poor management; councils simply cannot afford to fund asset renewal without compromising existing levels of service.

## 6. ASSUMPTIONS

### 6.1 Long Term Financial Plan Assumptions

The long-term financial model requires Council to identify all material items of revenue and expenditure, and determine the external and internal influences, which could significantly impact on Council's finances.

A number of key assumptions underpin the financial projections in the LTFP. The following are the broad assumptions used for revenue and expenditure projections. Due to the nature of forecasting, it should be recognised it becomes increasingly difficult to forecast revenues and expenditures the further out you go. All projections in this financial plan are based on the best available data at the time of preparing the plan and reflect the expected revenues and expenditure based on a range of assumptions. The plan will be reviewed and updated on a regular basis and key assumptions and budget forecasts may be revised at that time.

#### 6.1.1 Revenue

- All rates revenue will be collected;;
- State and Federal Government grants will continue to be available at current levels and will be adjusted for inflation annually;



- FAGs are considered as an “*as of right*” funding source in accordance with *Local Government (Financial Assistance) Act, 1995*; and
- Other revenues will be collected at the levels budgeted in the LTFP.

#### **6.1.2 Expenditure**

The cost of labour, materials and services will increase by an annual factor, based on expected inflation, national salary & wage movements, etc., and may be adversely affected by external factors such as supply shortages or other abnormal events currently being experienced post the COVID-19 pandemic.

## **6.2 Population Forecasts and Growth in the Rating Base**

### **6.2.1 Population**

The next 15 years are expected to see approximately another 500 people living in the Shire of Chapman Valley if current trends of a 9 percent increase is consistent (this population projection should be considered a conservative estimate).

### **6.2.2 Rating Base**

An increasing population usually means the rating base (number and value of properties) is also growing.

The LTFP has been based on a “*rate revenue*” increase of approximately 4% per annum, however this will increase in stages over the next few budgets to an increase of 5.50% by 2027/2028 to sustain service delivery.

## **6.3 Asset Management**

The objective of asset management is to meet a required Level of Service in the most cost-effective manner through the management of assets for present and future customers.

The capital works program included within the LTFP has been developed based on the projections in Council's various Capital Works Plan (e.g., Roadworks, Plant, and Building). This is dealt with in more detail in the Shire's Asset management Plan, which is fully integrated with the LTFP.



## **APPENDIX A**

# **FINANCIAL STATEMENTS**

**Shire of Chapman Valley**  
**LONG TERM STRATEGIC FINANCIAL PLAN**  
**For the period**  
**2022-2023**  
**to**  
**2031-2032**



**SHIRE OF CHAPMAN VALLEY**  
**Calc. Base****Long Term Financial Plan**

CALCULATION BASE	Actual - History			Base Yr	Adjustments/Exclusions				
	18-19	19-20	20-21	21-22	Carryovers	One offs	Interest	(Gains)/Losses	Depreciation
<b>INCOME STATEMENT - INPUT</b>									
<b>Operating Revenues</b>									
Rates	2,743,381	2,857,970	2,854,496	2,946,952					2,946,952
Operating grants, subsidies and contributions	1,550,318	1,495,070	2,079,750	2,408,298					2,408,298
Non-Operating grants, subsidies and contributions	1,138,684	1,514,620	1,228,260	1,529,197					1,529,197
Profit on Asset Disposal	30,102	3,569	72,554	86,856					86,856
Fees and charges	334,320	302,524	371,177	370,093					370,093
Interest earnings - General	55,212	52,667	15,767	19,964					19,964
Interest earnings - Reserves	3,258	921	286	157					157
Other revenue	45,460	19,531	36,359	46,099					46,099
Fair Value Adjustments to Assets	477,526	52,551	2,804	2,998					
<b>Total Revenue</b>	<b>6,378,261</b>	<b>6,299,423</b>	<b>6,661,453</b>	<b>7,410,614</b>	-	-	-	-	<b>7,407,616</b>
<b>Operating Expenses</b>									
Employee costs	(1,873,191)	(1,803,506)	(1,745,316)	(1,802,378)					(1,802,378)
Materials and contracts	(1,363,031)	(1,105,426)	(1,885,391)	(1,633,375)					(1,633,375)
Utility charges (electricity, gas, water etc.)	(49,226)	(47,320)	(52,741)	(51,750)					(51,750)
Depreciation on non-current assets	(1,894,769)	(1,970,940)	(2,051,812)	(2,089,998)					(2,089,998)
Interest expense	(7,713)	(6,323)	(3,620)	(2,209)					(2,209)
Loss on Asset Disposal	(1,981)	(22,715)	-	-					-
Insurance expense	(151,905)	(163,318)	(160,363)	(167,721)					(167,721)
Other expenditure	(128,342)	(99,830)	(113,445)	(111,683)					(111,683)
<b>Total Expenses</b>	<b>(5,470,158)</b>	<b>(5,219,378)</b>	<b>(6,012,688)</b>	<b>(5,859,114)</b>	-	-	-	-	<b>(5,859,114)</b>
<b>NET RESULT</b>	<b>908,103</b>	<b>1,080,045</b>	<b>648,765</b>	<b>1,551,500</b>	-	-	-	-	<b>1,548,502</b>

**SHIRE OF CHAPMAN VALLEY**  
**Calc. Base**

**Long Term Financial Plan**

CALCULATION BASE	Actual - History			Base Yr	Adjustments/Exclusions		
	18-19	19-20	20-21	21-22	Fixed Assets	Borrowings	Reserves
<b>BALANCE SHEET - INPUT</b>							
<b>CURRENT ASSETS</b>							
Cash and Cash Equivalents (Unrestricted)	1,467,597	2,176,075	2,626,312	3,623,639			3,623,639
Cash and Cash Equivalents (Restricted)							
Cash Backed Reserves	879,630	839,451	1,160,487	1,318,066			1,318,066
Trade and Other Receivables	102,378	94,694	180,789	221,585			221,585
Inventories	4,220	1,170	5,140	6,767			6,767
Prepayments		8,382	8,382	9,068			9,068
<b>TOTAL CURRENT ASSETS</b>	<b>2,453,825</b>	<b>3,119,772</b>	<b>3,981,110</b>	<b>5,179,125</b>	-	-	<b>5,179,125</b>
<b>NON-CURRENT ASSETS</b>							
Other Receivables	5,801	5,052	4,938	8,342			8,342
Other Assets	-	118,058	111,991	106,889			106,889
Property Plant and Equipment	19,325,549	17,758,680	17,809,587	19,474,071			19,474,071
Infrastructure Roads	129,027,300	129,788,908	130,237,784	131,112,692			131,112,692
Infrastructure Other	-	-	-	-			-
<b>TOTAL NON-CURRENT ASSETS</b>	<b>148,358,650</b>	<b>147,670,698</b>	<b>148,164,300</b>	<b>150,701,994</b>	-	-	<b>150,701,994</b>
<b>TOTAL ASSETS</b>	<b>150,812,475</b>	<b>150,790,470</b>	<b>152,145,410</b>	<b>155,881,119</b>	-	-	<b>155,881,119</b>
<b>CURRENT LIABILITIES</b>							
Trade and Other Payables	93,269	239,479	855,603	1,071,338			1,071,338
Current Portion Borrowings & Lease Liabilities	68,626	54,120	49,811	7,886			7,886
Other Liabilities	-	-	185,456	601,656			
Provisions	423,049	435,584	394,118	418,331			418,331
<b>TOTAL CURRENT LIABILITIES</b>	<b>584,944</b>	<b>729,183</b>	<b>1,484,988</b>	<b>2,099,211</b>	-	-	<b>1,497,555</b>
<b>NON-CURRENT LIABILITIES</b>							
Long-term Portion Borrowings & Lease Liabilities	88,121	100,305	50,494	42,608			42,608
Provisions	29,998	16,683	16,310	34,459			34,459
Contract Liability	-	158,961	159,515	159,515			159,515
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>118,119</b>	<b>275,949</b>	<b>226,319</b>	<b>236,582</b>	-	-	<b>236,582</b>
<b>TOTAL LIABILITIES</b>	<b>703,063</b>	<b>1,005,132</b>	<b>1,711,307</b>	<b>2,335,793</b>	-	-	<b>1,734,137</b>
<b>NET ASSETS</b>	<b>150,109,412</b>	<b>149,785,338</b>	<b>150,434,103</b>	<b>153,545,326</b>	-	-	<b>154,146,982</b>
<b>EQUITY</b>							
Retained Surplus	31,384,647	32,384,738	32,712,467	34,106,389			34,106,389
Reserves - Cash Backed	832,617	839,451	1,160,487	1,318,066			1,318,066
Reserves - Revaluation	117,892,148	116,561,149	116,561,149	118,120,871			118,120,871
<b>TOTAL EQUITY</b>	<b>150,109,412</b>	<b>149,785,338</b>	<b>150,434,103</b>	<b>153,545,326</b>	-	-	<b>153,545,326</b>

**SHIRE OF CHAPMAN VALLEY  
Variables**

**Long Term Financial Plan**

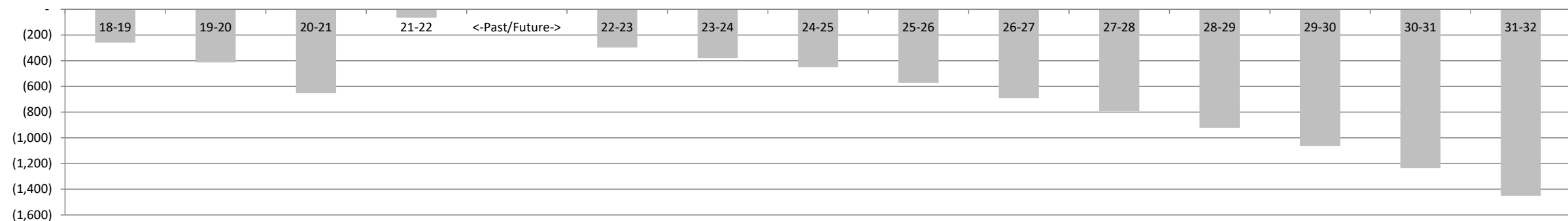
				Projection									
	Actual		Calc Base	1	2	3	4	5	6	7	8	9	10
	19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32
<b>OPERATIONS-Revenue</b>													
Rates	4.19%	-0.14%	3.26%	4.00%	3.50%	4.00%	4.50%	5.00%	5.50%	5.50%	5.50%	5.50%	5.50%
Operating grants, subsidies and contributions	-3.55%	39.13%	15.77%	1.00%	0.95%	0.90%	0.85%	0.80%	0.75%	0.70%	0.65%	0.60%	0.55%
Non-Operating grants, subsidies and contributions	33.01%	-18.94%	24.51%	-12.49%	4.41%	-12.03%	-11.72%	-2.21%	3.11%	-4.02%	10.19%	0.00%	-12.71%
Fees and charges	-9.28%	22.44%	-0.27%	17.00%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%
Interest Yield	-6.90%	-70.37%	25.00%	8.00%	1.20%	1.30%	1.60%	1.75%	1.94%	2.13%	2.32%	2.51%	2.70%
Other revenue	-55.56%	80.00%	27.78%	1.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
<b>OPERATIONS-Expenditure</b>													
Employee costs	-3.68%	-3.27%	3.27%	8.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
Materials and contracts	-18.93%	70.59%	-13.37%	28.00%	5.00%	5.00%	8.00%	8.00%	8.00%	8.00%	8.00%	8.50%	9.00%
Utility charges (electricity, gas, water etc.)	-4.08%	12.77%	-1.89%	12.00%	3.00%	3.00%	3.00%	4.00%	4.00%	4.00%	3.00%	3.00%	3.00%
Interest Expense	-25.00%	-33.33%	-50.00%	3.65%	3.65%	3.65%	3.65%	3.65%	3.65%	3.65%	3.65%	3.65%	3.65%
Insurance expense	7.24%	-1.84%	5.00%	1.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Other expenditure	-21.88%	13.00%	-0.88%	3.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
<b>CAPITAL-Assets</b>													
Average Depreciation - PPE (Buildings)				1.50%	1.48%	1.46%	1.44%	1.42%	1.40%	1.38%	1.36%	1.34%	1.32%
Average Depreciation - PPE (Other)				11.00%	11.00%	11.00%	11.00%	11.00%	11.00%	11.00%	11.00%	11.00%	11.00%
Average Depreciation - Infrastructure Roads				1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%

**SHIRE OF CHAPMAN VALLEY**  
**Income Statement**

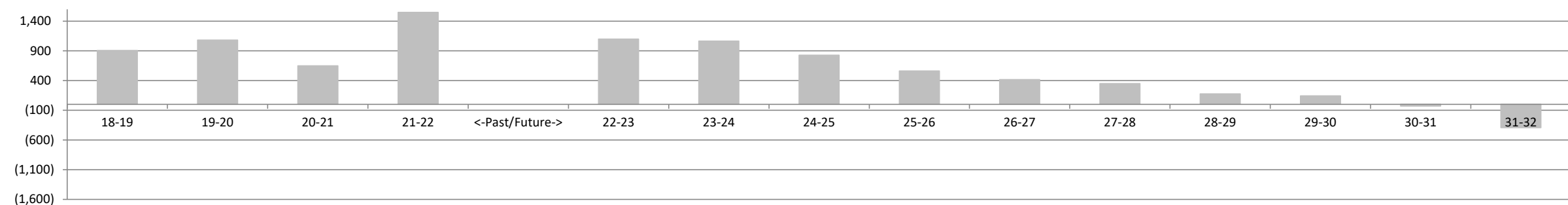
**Long Term Financial Plan**

	Actual				Predictions									
				Calc Base	1	2	3	4	5	6	7	8	9	10
	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)
INCOME STATEMENT	18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32
<b>Operating Revenues (see exclusions below)</b>														
Rates - Base	2,743	2,858	2,854	2,947	3,065	3,172	3,299	3,447	3,619	3,818	4,028	4,250	4,484	4,731
Operating grants, subsidies and contributions	1,550	1,495	2,080	2,408	2,432	2,455	2,477	2,498	2,518	2,537	2,555	2,572	2,587	2,601
Fees and charges	334	303	371	370	433	439	446	453	460	467	474	481	488	495
Interest earnings - General	55	53	16	20	22	22	22	22	23	23	24	24	25	26
Interest earnings - Reserves	3	1	-	-	9	10	10	10	11	12	12	12	12	12
Other revenue	45	20	36	46	46	47	48	49	50	53	55	57	59	61
Fair Value Adjustments to Assets	478	53	3	3	4	4	4	4	4	5	5	5	5	5
<b>Operating Expenses</b>														
Employee costs	(1,873)	(1,804)	(1,745)	(1,802)	(1,946)	(2,043)	(2,145)	(2,252)	(2,365)	(2,483)	(2,607)	(2,737)	(2,874)	(3,018)
Materials and contracts	(1,363)	(1,105)	(1,885)	(1,633)	(2,090)	(2,195)	(2,305)	(2,489)	(2,688)	(2,903)	(3,135)	(3,386)	(3,674)	(4,005)
Utility charges (electricity, gas, water etc.)	(49)	(47)	(53)	(52)	(58)	(60)	(62)	(64)	(67)	(70)	(73)	(75)	(77)	(79)
Depreciation on non-current assets	(1,895)	(1,971)	(2,052)	(2,090)	(1,929)	(1,935)	(1,938)	(1,929)	(1,917)	(1,894)	(1,891)	(1,882)	(1,877)	(1,876)
Interest expense	(8)	(6)	(4)	(2)	-	-	-	(5)	(9)	(14)	(14)	(14)	(9)	(5)
Insurance expense	(152)	(163)	(160)	(168)	(170)	(175)	(180)	(185)	(191)	(197)	(203)	(209)	(215)	(221)
Other expenditure	(128)	(100)	(113)	(112)	(115)	(121)	(127)	(133)	(140)	(147)	(154)	(162)	(170)	(179)
	(260)	(413)	(652)	(65)	(297)	(380)	(451)	(573)	(692)	(792)	(924)	(1,063)	(1,236)	(1,452)
<b>Operating Revenue (Asset related)</b>														
Non-Operating grants, subsidies and contributions	1,139	1,515	1,228	1,529	1,338	1,397	1,229	1,085	1,061	1,094	1,050	1,157	1,157	1,010
Profit on asset disposal	30	4	73	87	60	50	50	50	50	50	50	50	50	50
Loss on asset disposal	(2)	(23)	-	-	-	-	-	-	-	-	-	-	-	-
<b>NET OPERATING RESULT</b>	<b>907</b>	<b>1,083</b>	<b>649</b>	<b>1,551</b>	<b>1,101</b>	<b>1,067</b>	<b>828</b>	<b>562</b>	<b>419</b>	<b>352</b>	<b>176</b>	<b>144</b>	<b>(29)</b>	<b>(392)</b>

**Operating Result - Before Asset Related Items**



**Operating Result - After Asset Related Items**



SHIRE OF CHAPMAN VALLEY  
Balance Sheet

## Long Term Financial Plan

	Actual				Predictions									
	\$('000)	\$('000)	\$('000)	\$('000)	1	2	3	4	5	6	7	8	9	10
	18-19	19-20	20-21	21-22	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)
					22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32
<b>BALANCE SHEET</b>														
<b>CURRENT ASSETS</b>														
Unrestricted Cash and Equivalents	1,468	2,176	2,626	3,624	3,607	3,498	4,256	4,774	5,444	6,102	6,375	6,471	6,367	6,039
Restricted Cash and Cash Equivalent	880	839	1,160	1,318	1,302	1,292	1,384	1,481	1,582	1,488	1,420	1,353	1,326	1,412
Non-Cash Investments					-	-	-	-	-	-	-	-	-	-
Receivables	102	95	181	222	333	366	403	443	488	536	590	649	714	785
Inventories	4	1	5	7	5	5	6	6	6	6	6	7	7	7
Prepayments	-	8	8	9	8	8	9	9	10	10	10	10	10	10
<b>TOTAL CURRENT ASSETS</b>	<b>2,454</b>	<b>3,119</b>	<b>3,980</b>	<b>5,180</b>	<b>5,247</b>	<b>5,162</b>	<b>6,049</b>	<b>6,705</b>	<b>7,519</b>	<b>8,132</b>	<b>8,391</b>	<b>8,479</b>	<b>8,414</b>	<b>8,243</b>
<b>NON-CURRENT ASSETS</b>														
Other Receivables	6	5	5	8	-	-	-	-	-	-	-	-	-	-
Other Assets	-	118	112	107	-	-	-	-	-	-	-	-	-	-
Property Plant and Equipment	19,326	17,759	17,810	19,474	19,542	20,017	19,834	19,553	19,255	18,873	18,658	18,389	18,153	17,965
Infrastructure Roads	119,988	120,828	121,232	122,003	117,447	117,873	118,046	118,080	117,987	117,943	117,835	117,887	117,939	117,790
Infrastructure Other	9,039	8,961	9,006	9,110	9,201	9,293	9,386	9,480	9,574	9,670	9,767	9,865	9,963	10,063
<b>TOTAL NON-CURRENT ASSETS</b>	<b>148,359</b>	<b>147,671</b>	<b>148,165</b>	<b>150,702</b>	<b>146,190</b>	<b>147,183</b>	<b>147,266</b>	<b>147,112</b>	<b>146,816</b>	<b>146,487</b>	<b>146,260</b>	<b>146,140</b>	<b>146,055</b>	<b>145,818</b>
<b>TOTAL ASSETS</b>	<b>150,813</b>	<b>150,790</b>	<b>152,145</b>	<b>155,882</b>	<b>151,437</b>	<b>152,345</b>	<b>153,315</b>	<b>153,817</b>	<b>154,336</b>	<b>154,619</b>	<b>154,650</b>	<b>154,620</b>	<b>154,469</b>	<b>154,061</b>
<b>CURRENT LIABILITIES</b>														
Trade and Other Payables	93	239	856	1,071	1,000	1,020	1,040	1,061	1,082	1,104	1,126	1,149	1,172	1,195
Current Portion of Long-term Liabilities	69	54	50	8	-	-	40	80	120	120	120	80	40	-
Provisions	423	436	394	418	424	431	437	444	450	457	464	471	478	485
Other Liabilities	-	-	185	602	650	660	670	680	690	700	711	721	732	743
<b>TOTAL CURRENT LIABILITIES</b>	<b>585</b>	<b>729</b>	<b>1,485</b>	<b>2,099</b>	<b>2,074</b>	<b>2,110</b>	<b>2,187</b>	<b>2,265</b>	<b>2,343</b>	<b>2,381</b>	<b>2,421</b>	<b>2,421</b>	<b>2,422</b>	<b>2,423</b>
<b>NON-CURRENT LIABILITIES</b>														
Long-term Borrowings	88	100	50	43	-	-	160	80	-	(240)	(240)	(200)	(120)	(40)
Provisions	30	17	16	34	35	35	36	37	38	38	39	40	41	41
Contract Liability	-	159	160	160	200	180	200	180	200	135	135	150	180	150
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>118</b>	<b>276</b>	<b>226</b>	<b>237</b>	<b>235</b>	<b>215</b>	<b>396</b>	<b>297</b>	<b>238</b>	<b>(67)</b>	<b>(66)</b>	<b>(10)</b>	<b>101</b>	<b>151</b>
<b>TOTAL LIABILITIES</b>	<b>703</b>	<b>1,005</b>	<b>1,711</b>	<b>2,336</b>	<b>2,309</b>	<b>2,326</b>	<b>2,583</b>	<b>2,561</b>	<b>2,580</b>	<b>2,315</b>	<b>2,355</b>	<b>2,411</b>	<b>2,522</b>	<b>2,575</b>
<b>NET ASSETS</b>	<b>150,110</b>	<b>149,785</b>	<b>150,434</b>	<b>153,546</b>	<b>149,128</b>	<b>150,020</b>	<b>150,731</b>	<b>151,256</b>	<b>151,755</b>	<b>152,304</b>	<b>152,296</b>	<b>152,209</b>	<b>151,947</b>	<b>151,486</b>
<b>EQUITY</b>														
Retained Surplus	31,385	32,385	32,712	34,106	29,704	30,605	31,225	31,653	32,051	32,694	32,754	32,735	32,499	31,953
Reserves - Cash Backed	833	839	1,160	1,318	1,302	1,292	1,384	1,481	1,582	1,488	1,420	1,353	1,326	1,412
Reserves - Revaluation	117,892	116,561	116,562	118,122	118,122	118,122	118,122	118,122	118,122	118,122	118,122	118,122	118,122	118,122
<b>TOTAL EQUITY</b>	<b>150,110</b>	<b>149,785</b>	<b>150,434</b>	<b>153,546</b>	<b>149,128</b>	<b>150,020</b>	<b>150,731</b>	<b>151,256</b>	<b>151,755</b>	<b>152,304</b>	<b>152,296</b>	<b>152,209</b>	<b>151,947</b>	<b>151,486</b>
	-	-	-	-	-	-	-	-	-	-	-	-	-	-

**SHIRE OF CHAPMAN VALLEY**  
**Funding Statement**

**Long Term Financial Plan**

	Actual				Projections/Predictions									
	Calc Base				1	2	3	4	5	6	7	8	9	10
	\$('000)	\$('000)	\$('000)		\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)
FUNDING STATEMENT	18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32
<b>Operating</b>														
<b>Operating Revenues</b>														
Rates	2,743	2,858	2,854	2,947	3,065	3,172	3,299	3,447	3,619	3,818	4,028	4,250	4,484	4,731
Operating grants, subsidies and contributions	1,550	1,495	2,080	2,408	2,432	2,455	2,477	2,498	2,518	2,537	2,555	2,572	2,587	2,601
Profit on Asset Disposal	30	4	73	87	60	50	50	50	50	50	50	50	50	50
Fees and charges	334	303	371	370	433	439	446	453	460	467	474	481	488	495
Service charges	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest earnings - General	55	53	16	20	22	22	22	22	23	23	24	24	25	26
Interest earnings - Reserves	3	1	-	-	9	10	10	10	11	12	12	12	12	12
Other revenue	45	20	36	46	46	47	48	49	50	53	55	57	59	61
<b>Total Revenue</b>	<b>4,760</b>	<b>4,734</b>	<b>5,430</b>	<b>5,878</b>	<b>6,067</b>	<b>6,195</b>	<b>6,352</b>	<b>6,529</b>	<b>6,731</b>	<b>6,960</b>	<b>7,198</b>	<b>7,446</b>	<b>7,705</b>	<b>7,976</b>
<b>Operating Expenses</b>														
Employee costs	(1,873)	(1,804)	(1,745)	(1,802)	(1,946)	(2,043)	(2,145)	(2,252)	(2,365)	(2,483)	(2,607)	(2,737)	(2,874)	(3,018)
Materials and contracts	(1,363)	(1,105)	(1,885)	(1,633)	(2,090)	(2,195)	(2,305)	(2,489)	(2,688)	(2,903)	(3,135)	(3,386)	(3,674)	(4,005)
Utility charges (electricity, gas, water etc.)	(49)	(47)	(53)	(52)	(58)	(60)	(62)	(64)	(67)	(70)	(73)	(75)	(77)	(79)
Depreciation on non-current assets	(1,895)	(1,971)	(2,052)	(2,090)	(1,929)	(1,935)	(1,938)	(1,929)	(1,917)	(1,894)	(1,891)	(1,882)	(1,877)	(1,876)
Loss on Asset Disposal	(2)	(23)	-	-	-	-	-	-	-	-	-	-	-	-
Interest Expense	(8)	(6)	(4)	(2)	-	-	-	(5)	(9)	(14)	(14)	(14)	(9)	(5)
Insurance expense	(152)	(163)	(160)	(168)	(170)	(175)	(180)	(185)	(191)	(197)	(203)	(209)	(215)	(221)
Other expenditure	(128)	(100)	(113)	(112)	(115)	(121)	(127)	(133)	(140)	(147)	(154)	(162)	(170)	(179)
<b>Total Expenses</b>	<b>(5,470)</b>	<b>(5,219)</b>	<b>(6,012)</b>	<b>(5,859)</b>	<b>(6,308)</b>	<b>(6,529)</b>	<b>(6,757)</b>	<b>(7,057)</b>	<b>(7,377)</b>	<b>(7,708)</b>	<b>(8,077)</b>	<b>(8,465)</b>	<b>(8,896)</b>	<b>(9,383)</b>
<b>FUNDING FROM GENERAL OPERATIONS</b>	<b>(710)</b>	<b>(485)</b>	<b>(582)</b>	<b>19</b>	<b>(241)</b>	<b>(334)</b>	<b>(405)</b>	<b>(528)</b>	<b>(646)</b>	<b>(748)</b>	<b>(879)</b>	<b>(1,019)</b>	<b>(1,191)</b>	<b>(1,407)</b>
<b>Funding Position Adjustments</b>														
Depreciation on non-current assets	1,895	1,971	2,052	2,090	1,929	1,935	1,938	1,929	1,917	1,894	1,891	1,882	1,877	1,876
Net profit and losses on Disposal	28	(19)	73	87	60	50	50	50	50	50	50	50	50	50
Other Non Cash Items	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>NET OPERATIONS</b>	<b>1,923</b>	<b>1,952</b>	<b>2,125</b>	<b>2,177</b>	<b>1,989</b>	<b>1,985</b>	<b>1,988</b>	<b>1,979</b>	<b>1,967</b>	<b>1,944</b>	<b>1,941</b>	<b>1,932</b>	<b>1,927</b>	<b>1,926</b>
<b>Strategic Projects and New Assets</b>														
Strategic-Capital	-	-	-	-	(416)	(774)	(15)	-	-	-	-	-	-	-
<b>NET FUNDING BEFORE FINANCING</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(416)</b>	<b>(774)</b>	<b>(15)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Asset Renewal</b>														
<b>Acquisitions</b>														
Property Plant and Equipment	(574)	(518)	(522)	(837)	(516)	(610)	(665)	(655)	(530)	(390)	(595)	(550)	(575)	(595)
Infrastructure - Roads	(1,321)	(1,843)	(1,459)	(1,875)	(2,102)	(1,617)	(1,365)	(1,227)	(1,099)	(1,148)	(1,082)	(1,243)	(1,243)	(1,040)
Proceeds on Disposal	(58)	(102)	(30)	(28)	(85)	(165)	(118)	(199)	(103)	(69)	(110)	(128)	(125)	(96)
Non-Operating grants, subsidies and contributions	1,139	1,515	1,228	1,529	1,338	1,397	1,229	1,085	1,061	1,094	1,050	1,157	1,157	1,010
<b>NET FUNDING BEFORE FINANCING</b>	<b>(814)</b>	<b>(948)</b>	<b>(783)</b>	<b>(1,211)</b>	<b>(1,365)</b>	<b>(995)</b>	<b>(919)</b>	<b>(996)</b>	<b>(671)</b>	<b>(512)</b>	<b>(737)</b>	<b>(764)</b>	<b>(786)</b>	<b>(721)</b>
<b>Financing</b>														
<b>Inflows</b>														
Transfer from Reserves (Utalisation)	258	63	35	378	250	175	175	175	175	325	300	300	260	150
New Borrowings	-	-	-	-	-	-	200	200	200	-	-	-	-	-
<b>Outflows</b>														
Transfer to Reserves (Increasing)	(304)	(70)	(356)	(536)	(234)	(166)	(267)	(272)	(276)	(231)	(232)	(233)	(234)	(236)
Repayment of Past Borrowings	(99)	(69)	(46)	(42)	-	-	-	(40)	(80)	(120)	(120)	(120)	(80)	(40)
<b>NET FINANCING</b>	<b>(145)</b>	<b>(76)</b>	<b>(367)</b>	<b>(200)</b>	<b>16</b>	<b>9</b>	<b>108</b>	<b>63</b>	<b>19</b>	<b>(26)</b>	<b>(52)</b>	<b>(53)</b>	<b>(54)</b>	<b>(126)</b>
<b>Period Balances</b>														
Opening Balance	1,428	1,683	2,610	3,585	4,351	4,334	4,226	4,983	5,502	6,171	6,829	7,102	7,198	7,095
Closing Balance	1,683	2,610	3,585	4,351	4,334	4,226	4,983	5,502	6,171	6,829	7,102	7,198	7,095	6,767



SHIRE OF CHAPMAN VALLEY					Long Term Financial Plan									
Capital Contributions														
Actual					Predictions									
18-19	19-20	20-21	21-22		1	2	3	4	5	6	7	8	9	10
					22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32
Asset Renewal					Link									
Roads to Recovery	244,109	328,620	328,260	328,260	328,620	328,620	328,620	328,620	328,620	328,620	328,620	328,620	328,620	328,620
Regional Road Group Funding	883,666	1,186,000	900,000	1,199,800	1,009,060	1,068,000	900,000	756,000	732,667	765,067	721,387	828,667	828,667	680,880
Closing balance	1,127,775	1,514,620	1,228,260	1,528,060	1,337,680	1,396,620	1,228,620	1,084,620	1,061,287	1,093,687	1,050,007	1,157,287	1,157,287	1,009,500
Grant Utilisation					Information Only									
Infrastructure	1,127,775	1,514,620	1,228,260	1,528,060	1,337,680	1,396,620	1,228,620	1,084,620	1,061,287	1,093,687	1,050,007	1,157,287	1,157,287	1,009,500
Land Use	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Community Enrichment	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Community Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Governance	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Creating Opportunities	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfer to Reserve Funds	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	1,127,775	1,514,620	1,228,260	1,528,060	1,337,680	1,396,620	1,228,620	1,084,620	1,061,287	1,093,687	1,050,007	1,157,287	1,157,287	1,009,500
Variance	-	-	-	-	-	-	-	-	-	-	-	-	-	-

**SHIRE OF CHAPMAN VALLEY**  
**Strategic (New) Projects**

**Long Term Financial Plan**

Doc Ref	STRATEGIC REFERENCE	Predictions									
		1 22-23	2 23-24	3 24-25	4 25-26	5 26-27	6 27-28	7 28-29	8 29-30	9 30-31	10 31-32
Summary											
Capital											
	New Land	-	-	-	-	-	-	-	-	-	-
	New Buildings	415,543	774,000	15,000	-	-	-	-	-	-	-
	New Plant & Equip	-	-	-	-	-	-	-	-	-	-
	New Furn & Equip	-	-	-	-	-	-	-	-	-	-
	New Infra. Roads	-	-	-	-	-	-	-	-	-	-
	New Infra. Other	-	-	-	-	-	-	-	-	-	-
	Borrowings	(175,000)	-	-	-	-	-	-	-	-	-
	Cash Reserves	-	-	-	-	-	-	-	-	-	-
	Proceeds from Sale of Asset	-	-	-	-	-	-	-	-	-	-
	Grants and Contributions	(85,056)	(365,437)	-	-	-	-	-	-	-	-
	Net Capital	155,487	408,563	15,000	-	-	-	-	-	-	-
One											
3.1.1	Community Enrichment										
	Bill Hemsley Park Developments										
Capital											
	New Land										
	New Buildings		525,000	15,000							
	New Plant & Equip										
	New Furn & Equip										
	New Infra. Roads										
	New Infra. Other										
	Borrowings										
	Cash Reserves										
	Proceeds from Sale of Asset										
	Grants and Contributions		(365,437)								
	Net Capital	-	159,563	15,000	-	-	-	-	-	-	-
	Net Community Enrichment	-	159,563	15,000	-	-	-	-	-	-	-
Two											
4.1.1	Community Services										
	Nanson Showgrounds										
Capital											
	New Land										
	New Buildings	105,056	75,000								
	New Plant & Equip										
	New Furn & Equip										
	New Infra. Roads										
	New Infra. Other										
	Borrowings										
	Cash Reserves										
	Proceeds from Sale of Asset										
	Grants and Contributions	(85,056)									
	Net Capital	20,000	75,000	-	-	-	-	-	-	-	-
4.1.2 Nabawa Museum & Old Road Board Precinct											
Capital											
	New Land										

SHIRE OF CHAPMAN VALLEY Strategic (New) Projects											Long Term Financial Plan
Doc Ref	STRATEGIC REFERENCE	Predictions									
		1 22-23	2 23-24	3 24-25	4 25-26	5 26-27	6 27-28	7 28-29	8 29-30	9 30-31	10 31-32
	New Buildings		10,000								
	New Plant & Equip										
	New Furn & Equip										
	New Infra. Roads										
	New Infra. Other										
	Borrowings										
	Cash Reserves										
	Proceeds from Sale of Asset										
	Grants and Contributions										
	Net Capital	-	10,000	-	-	-	-	-	-	-	-
4.1.3	Nabawa Community Centre & Sports Pavilion Capital										
	New Land										
	New Buildings	45,287	39,000								
	New Plant & Equip										
	New Furn & Equip										
	New Infra. Roads										
	New Infra. Other										
	Borrowings										
	Cash Reserves										
	Proceeds from Sale of Asset										
	Grants and Contributions										
	Net Capital	45,287	39,000	-	-	-	-	-	-	-	-
4.1.4	Yuna Townsite & Greater Region Capital										
	New Land										
	New Buildings	9,000	25,000								
	New Plant & Equip										
	New Furn & Equip										
	New Infra. Roads										
	New Infra. Other										
	Borrowings										
	Cash Reserves										
	Proceeds from Sale of Asset										
	Grants and Contributions										
	Net Capital	9,000	25,000	-	-	-	-	-	-	-	-
4.1.5	Coronation Beach Capital										
	New Land										
	New Buildings		20,000								
	New Plant & Equip										
	New Furn & Equip										
	New Infra. Roads										
	New Infra. Other										
	Borrowings										

		SHIRE OF CHAPMAN VALLEY Strategic (New) Projects										Long Term Financial Plan
Doc Ref	STRATEGIC REFERENCE	Predictions										
		1 22-23	2 23-24	3 24-25	4 25-26	5 26-27	6 27-28	7 28-29	8 29-30	9 30-31	10 31-32	
	Cash Reserves											
	Proceeds from Sale of Asset											
	Grants and Contributions											
	Net Capital	-	20,000	-	-	-	-	-	-	-	-	
	Net Community Services											
4.1.6	Howatharra Region Capital											
	New Land											
	New Buildings		10,000									
	New Plant & Equip											
	New Furn & Equip											
	New Infra. Roads											
	New Infra. Other											
	Borrowings											
	Cash Reserves											
	Proceeds from Sale of Asset											
	Grants and Contributions											
	Net Capital	-	10,000	-	-	-	-	-	-	-	-	
	Net Community Services											
Three	Governance											
5.1.1	Nabawa Office & Depot Capital											
	New Land											
	New Buildings	256,200	70,000									
	New Plant & Equip											
	New Furn & Equip											
	New Infra. Roads											
	New Infra. Other											
	Borrowings	(175,000)										
	Cash Reserves											
	Proceeds from Sale of Asset											
	Grants and Contributions											
	Net Capital	81,200	70,000	-	-	-	-	-	-	-	-	
	Net Governance											

**SHIRE OF CHAPMAN VALLEY**  
**Property, Plant and Equipment****Long Term Financial Plan**

					Predictions									
Actual					1	2	3	4	5	6	7	8	9	10
18-19					22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32
SUMMARY OF PPE														
Class Summary Totals	Link/Notes													
Opening Balance		20,433,585	19,878,219	18,972,173	19,840,666	22,269,604	23,115,647	24,334,647	24,897,147	25,353,147	25,780,147	26,101,647	26,586,647	27,008,647
Accumulated Depreciation		(2,169,368)	(552,670)	(1,213,493)	(2,031,079)	(2,830,552)	(3,573,560)	(4,317,723)	(5,063,571)	(5,800,304)	(6,525,394)	(7,228,179)	(7,928,766)	(8,620,142)
Written Down Value	Balance Sheet	18,264,217	19,325,549	17,758,680	17,809,587	19,439,052	19,542,087	20,016,924	19,833,576	19,552,843	19,254,753	18,873,468	18,657,881	18,388,505
Additions														
Assets at no cost		-	-	-	-	-	-	-	-	-	-	-	-	-
New		152,023	134,561	376,199	100,683	415,543	774,000	15,000	-	-	-	-	-	-
Renewal		574,335	518,488	522,013	836,812	515,500	610,000	665,000	655,000	530,000	390,000	595,000	550,000	575,000
Disposals														
Cost	Asset write out	(57,842)	(102,090)	(29,719)	(28,144)	(85,000)	(165,000)	(117,500)	(199,000)	(103,000)	(68,500)	(110,000)	(128,000)	(125,000)
Write offs		-	-	-	-	-	-	-	-	-	-	-	-	-
Revaluation														
Increment	Balance sheet	477,526	104,493	-	1,559,722	-	-	-	-	-	-	-	-	-
Decrement	Balance sheet	-	(1,448,092)	-	-	-	-	-	-	-	-	-	-	-
Depreciation														
Depreciation Charge	Income statement	(759,750)	(774,229)	(817,586)	(804,589)	(743,008)	(744,163)	(745,848)	(736,733)	(725,089)	(702,785)	(700,588)	(691,376)	(685,935)
Closing balance WDV	Balance sheet	18,650,509	17,758,680	17,809,587	19,474,071	19,542,087	20,016,924	19,833,576	19,552,843	19,254,754	18,873,468	18,657,880	18,388,505	18,152,570
Funding Sources	Link/Notes													
Proceeds on sale	Source for RSS	-	-	-	-	-	-	-	-	-	-	-	-	-
Borrowings		(211,681)	-	-	(27,886)	-	-	-	-	-	-	-	-	-
Private Contributions		-	-	(25,000)	-	-	-	-	-	-	-	-	-	-
Government Grants		-	-	-	-	-	-	-	-	-	-	-	-	-
Total Capital Contributions		(211,681)	-	(25,000)	(27,886)	-	-	-	-	-	-	-	-	-
Net Cost General Purpose Revenue		514,677	653,049	873,212	909,609	931,043	1,384,000	680,000	655,000	530,000	390,000	595,000	550,000	575,000
Gains or losses on disposal	Link/Notes													
Gains on Disposal		-	-	-	-	-	-	-	-	-	-	-	-	-
Losses on Disposal		-	-	-	-	-	-	-	-	-	-	-	-	-
Net Gains or Losses on Disposal		-	-	-	-	-	-	-	-	-	-	-	-	-

					Predictions									
Actual					1	2	3	4	5	6	7	8	9	10
18-19					22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32
LAND & BUILDINGS														
Class Summary Totals	Link/Notes													
Opening Balance		15,512,124	15,664,147	14,381,028	14,757,227	16,417,632	16,833,175	17,607,175	17,622,175	17,622,175	17,622,175	17,622,175	17,622,175	17,622,175
Accumulated Depreciation		(211,083)	(445,227)	(675,665)	(914,886)	(1,166,311)	(1,401,314)	(1,644,402)	(1,884,068)	(2,120,140)	(2,352,671)	(2,581,713)	(2,807,320)	(3,029,543)
Written down Value	Balance Sheet	15,301,041	15,218,920	13,705,363	13,842,341	15,251,321	15,431,861	15,962,773	15,738,107	15,502,035	15,269,504	15,040,462	14,814,855	14,592,632
Additions														
Assets at no cost	Free or discounted	-	-	-	-	-	-	-	-	-	-	-	-	-
New		152,023	134,561	376,199	100,683	415,543	774,000	15,000	-	-	-	-	-	-
Asset Reclassification						-	-	-	-	-	-	-	-	-
Renewal	Replacing Existing					-	-	-	-	-	-	-	-	-
Disposals														
Written Down Value	Asset write out		(74,081)			-	-	-	-	-	-	-	-	-
Write offs						-	-	-	-	-	-	-	-	-
Revaluation														
Increment	Balance sheet				1,559,722	-	-	-	-	-	-	-	-	-
Decrement	Balance sheet		(1,343,599)		-	-	-	-	-	-	-	-	-	-
Depreciation														
Depreciation Charge	Income statement	(234,144)	(230,438)	(239,221)	(251,425)	(235,003)	(243,088)	(239,667)	(236,072)	(232,531)	(229,043)	(225,607)	(222,223)	(218,889)
Closing balance WDV		15,218,920	13,705,363	13,842,341	15,251,321	15,431,861	15,962,773	15,738,107	15,502,035	15,269,504	15,040,462	14,814,855	14,592,632	14,373,743

SHIRE OF CHAPMAN VALLEY  
Property, Plant and Equipment

Long Term Financial Plan

Funding Sources		Link/Notes													
Proceeds on sale	Source for RSS	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Borrowings	Information only	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Private Contributions	Information only	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Reserve Transfers	Information only	(32,961)	-	(25,000)	-	-	-	-	-	-	-	-	-	-	-
Government Grants	Information only	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Capital Contributions		(32,961)	-	(25,000)	-	-	-	-	-	-	-	-	-	-	-
Net Cost		119,062	134,561	351,199	100,683	415,543	774,000	15,000	-	-	-	-	-	-	-
Gains or losses on disposal		Link/Notes													
Gains on Disposal	Information only	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Losses on Disposal	Information only	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Gains or Losses on Disposal		-	-	-	-	-	-	-	-	-	-	-	-	-	-

		Actual				Predictions									
		Calc Base				1	2	3	4	5	6	7	8	9	10
		18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32
Tools and Equipment		Notes													
Class Summary Totals		Link/Notes													
Opening Balance			144,705	161,033	56,540	80,185	80,185	80,185	80,185	80,185	80,185	80,185	80,185	80,185	80,185
Accumulated Depreciation			(63,334)	(104,493)	(7,232)	(15,734)	(26,276)	(32,206)	(37,484)	(42,181)	(46,361)	(50,082)	(53,393)	(56,340)	(58,963)
Written down Value		Balance Sheet	81,371	56,540	49,308	64,451	53,909	47,979	42,701	38,004	33,824	30,103	26,792	23,845	21,222
Additions															
Assets at no cost		Free or discounted	-	-	-	-	-	-	-	-	-	-	-	-	-
New			-	-	-	-	-	-	-	-	-	-	-	-	-
Renewal		Replacing Existing	6,069	-	23,645	30,638	-	-	-	-	-	-	-	-	-
Disposals															
Cost		Asset write out	-	-	-	-	-	-	-	-	-	-	-	-	-
Write offs			-	-	-	-	-	-	-	-	-	-	-	-	-
Revaluation															
Increment		Balance sheet	10,259	104,493	-	-	-	-	-	-	-	-	-	-	-
Decrement		Balance sheet	-	(104,493)	-	-	-	-	-	-	-	-	-	-	-
Depreciation															
Depreciation Charge		Income statement	(41,159)	(7,232)	(8,502)	(10,542)	(5,930)	(5,278)	(4,697)	(4,180)	(3,721)	(3,311)	(2,947)	(2,623)	(2,334)
Closing balance WDV		Balance sheet	56,540	49,308	64,451	84,547	47,979	42,701	38,004	33,824	30,103	26,792	23,845	21,222	18,887
Funding Sources		Link/Notes													
Proceeds on sale	Source for RSS	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Borrowings		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Private Contributions		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Government Grants		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Capital Contributions			-	-	-	-	-	-	-	-	-	-	-	-	-
Net Cost General Purpose Revenue			6,069	-	23,645	30,638	-	-	-	-	-	-	-	-	-
Gains or losses on disposal		Link/Notes													
Gains on Disposal	Information only	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Losses on Disposal	Information only	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Gains or Losses on Disposal			-	-	-	-	-	-	-	-	-	-	-	-	-

SHIRE OF CHAPMAN VALLEY										Long Term Financial Plan						
Property, Plant and Equipment										Predictions						
PLANT AND EQUIPMENT	Notes	Actual			Calc Base	1	2	3	4	5	6	7	8	9	10	
		18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	
Class Summary Totals		Link/Notes														
Opening Balance		4,515,757	3,860,368	4,344,856	4,804,253	5,572,786	6,003,286	6,448,286	6,995,786	7,451,786	7,878,786	8,200,286	8,685,286	9,107,286	9,557,286	
Accumulated Depreciation		(1,829,369)	-	(526,743)	(1,092,373)	(1,629,879)	(2,110,954)	(2,588,060)	(3,072,910)	(3,554,586)	(4,030,248)	(4,488,953)	(4,950,549)	(5,407,790)	(5,864,235)	
Written down Value		Balance Sheet	2,686,388	3,860,368	3,818,113	3,711,880	3,942,907	3,892,332	3,860,226	3,922,876	3,897,200	3,848,538	3,711,333	3,734,737	3,699,496	3,693,051
Additions																
Assets at no cost		Free or discounted	-	-	-	-	-	-	-	-	-	-	-	-	-	
New			-	-	-	-	-	-	-	-	-	-	-	-	-	
Renewal		Plant Replacement	567,493	518,488	489,116	796,677	515,500	610,000	665,000	655,000	530,000	390,000	595,000	550,000	575,000	595,000
Disposals																
Cost		Asset write out	(57,435)	(28,009)	(29,719)	(28,144)	(85,000)	(165,000)	(117,500)	(199,000)	(103,000)	(68,500)	(110,000)	(128,000)	(125,000)	(96,000)
Asset Reclassification																
Revaluation																
Increment		Balance sheet	428,935													
Decrement		Balance sheet														
Depreciation																
Depreciation Charge		Income statement	(440,053)	(532,734)	(565,630)	(537,506)	(481,075)	(477,107)	(484,850)	(481,676)	(475,662)	(458,704)	(461,597)	(457,241)	(456,445)	(461,126)
Closing balance WDV		Balance sheet	3,185,328	3,818,113	3,711,880	3,942,907	3,892,332	3,860,226	3,922,876	3,897,200	3,848,538	3,711,333	3,734,737	3,699,496	3,693,051	3,730,926
Funding Sources		Link/Notes														
Proceeds on sale		Source for RSS	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Borrowings			-	-	-	-	-	-	-	-	-	-	-	-	-	-
Reserves Transfers			(211,681)	-	-	(27,886)	-	-	-	-	-	-	-	-	-	-
Private Contributions			-	-	-	-	-	-	-	-	-	-	-	-	-	-
Government Grants			-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Capital Contributions			(211,681)	-	-	(27,886)	-	-	-	-	-	-	-	-	-	-
Net Cost General Purpose Revenue			355,812	518,488	489,116	768,791	515,500	610,000	665,000	655,000	530,000	390,000	595,000	550,000	575,000	595,000
Gains or losses on disposal		Link/Notes														
Gains on Disposal			-	-	-	-	-	-	-	-	-	-	-	-	-	-
Losses on Disposal			-	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Gains or Losses on Disposal			-	-	-	-	-	-	-	-	-	-	-	-	-	-

SHIRE OF CHAPMAN VALLEY						Long Term Financial Plan										
Property, Plant and Equipment																
FURNITURE AND EQUIPMENT	Notes	Actual				Calc Base	Predictions									
		18-19	19-20	20-21	21-22	1	2	3	4	5	6	7	8	9	10	
Class Summary Totals	Link/Notes	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32					
Opening Balance		260,999	192,671	189,749	199,001	199,001	199,001	199,001	199,001	199,001	199,001	199,001	199,001	199,001	199,001	
Accumulated Depreciation		(65,582)	(2,950)	(3,853)	(8,086)	(8,086)	(29,087)	(47,777)	(64,412)	(79,217)	(92,393)	(104,120)	(114,557)	(123,846)	(132,113)	
Written down Value	Balance Sheet	195,417	189,721	185,896	190,915	190,915	169,914	151,224	134,589	119,784	106,608	94,881	84,444	75,155	66,888	
Additions																
Assets at no cost	Free or discounted															
New		-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Renewal		773	-	9,252	9,497	-	-	-	-	-	-	-	-	-	-	
Disposals																
Written Down Value	Asset write out	(407)				-	-	-	-	-	-	-	-	-	-	
Write offs						-	-	-	-	-	-	-	-	-	-	
Revaluation																
Increment	Balance sheet	38,332				-	-	-	-	-	-	-	-	-	-	
Decrement	Balance sheet					-	-	-	-	-	-	-	-	-	-	
Depreciation																
Depreciation Charge	Income statement	(44,394)	(3,825)	(4,233)	(5,116)	(21,001)	(18,691)	(16,635)	(14,805)	(13,176)	(11,727)	(10,437)	(9,289)	(8,267)	(7,358)	
Closing balance WDV	Balance sheet	189,721	185,896	190,915	195,296	169,914	151,224	134,589	119,784	106,608	94,881	84,444	75,155	66,888	59,531	
Funding Sources	Link/Notes															
Proceeds on sale	Source for RSS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Borrowings		-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Private Contributions		-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Government Grants		-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Capital Contributions		-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Net Cost General Purpose Revenue		773	-	9,252	9,497	-	-	-	-	-	-	-	-	-	-	



SHIRE OF CHAPMAN VALLEY Roadworks Construction						Long Term Financial Plan									
INFRASTRUCTURE ROADWORKS						Projections/Predictions									
		Actual				1	2	3	4	5	6	7	8	9	10
Notes		18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32
Class Summary Totals	Link														
Opening Balance		120,977,863	122,298,978	124,141,815	125,600,352	122,003,218	124,105,528	125,722,528	127,087,528	128,314,028	129,413,028	130,560,628	131,642,708	132,885,708	134,128,708
Accumulated Depreciation		(1,343,230)	(2,311,383)	(3,314,178)	(4,368,837)	(5,472,054)	(6,658,389)	(7,849,030)	(9,041,415)	(10,234,141)	(11,425,930)	(12,617,277)	(13,807,531)	(14,998,313)	(16,189,617)
Written down Value		119,634,633	119,987,595	120,827,637	121,231,515	116,531,164	117,447,139	117,873,498	118,046,113	118,079,887	117,987,098	117,943,351	117,835,177	117,887,395	117,939,091
Additions															
Assets at no cost	Free or discounted														
Renewal Priority One	Priority 1	1,321,115	1,842,837	1,458,537	1,874,920	2,102,310	1,617,000	1,365,000	1,226,500	1,099,000	1,147,600	1,082,080	1,243,000	1,243,000	1,040,320
Disposals															
Write offs															
Revaluation															
Increment	Balance sheet		-	-	-	-	-	-	-	-	-	-	-	-	-
Decrement	Balance sheet	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Depreciation															
Depreciation Charge	Income statement	(968,153)	(1,002,795)	(1,054,659)	(1,103,217)	(1,186,335)	(1,190,641)	(1,192,385)	(1,192,726)	(1,191,789)	(1,191,347)	(1,190,254)	(1,190,782)	(1,191,304)	(1,189,794)
Closing balance WDV	Balance sheet	119,987,595	120,827,637	121,231,515	122,003,218	117,447,139	117,873,498	118,046,113	118,079,887	117,987,098	117,943,351	117,835,177	117,887,395	117,939,091	117,789,617
Funding Sources	Information														
Proceeds on sale															
Borrowings															
Private Contributions															
Government Grants		(1,127,775)	(1,514,620)	(1,228,260)	(1,529,197)	(1,757,680)	(1,396,620)	(1,243,620)	(1,099,620)	(1,076,287)	(1,108,687)	(1,065,007)	(1,172,287)	(1,172,287)	(1,024,500)
Total Capital Contributions		(1,127,775)	(1,514,620)	(1,228,260)	(1,529,197)	(1,757,680)	(1,396,620)	(1,243,620)	(1,099,620)	(1,076,287)	(1,108,687)	(1,065,007)	(1,172,287)	(1,172,287)	(1,024,500)
Net Cost General Purpose Revenue		193,340	328,217	230,277	345,723	344,630	220,380	121,380	126,880	22,713	38,913	17,073	70,713	70,713	15,820

SHIRE OF CHAPMAN VALLEY RESERVES						Long Term Financial Plan									
SUMMARY RESERVES		Actual				Projections/Predictions									
LG PURPOSES	Notes	18-19	19-20	20-21	21-22	1 22-23	2 23-24	3 24-25	4 25-26	5 26-27	6 27-28	7 28-29	8 29-30	9 30-31	10 31-32
Summary	Link														
Opening balance	Balance Sheet	786,850	832,617	839,451	1,160,487	1,318,066	1,301,730	1,292,349	1,384,148	1,481,291	1,582,210	1,487,899	1,419,585	1,352,512	1,326,192
Increasing	Funding statement	304,026	69,729	355,536	535,579	233,664	165,619	266,798	272,143	275,919	230,690	231,686	232,927	233,939	235,796
Utilisation	Funding statement	(258,259)	(62,895)	(34,500)	(378,000)	(250,000)	(175,000)	(175,000)	(175,000)	(175,000)	(325,000)	(300,000)	(300,000)	(260,259)	(150,001)
Closing balance	Balance sheet	832,617	839,451	1,160,487	1,318,066	1,301,730	1,292,349	1,384,148	1,481,291	1,582,210	1,487,899	1,419,585	1,352,512	1,326,192	1,411,988
Reserves															

						SHIRE OF CHAPMAN VALLEY RESERVES										Long Term Financial Plan	
SUMMARY RESERVES LG PURPOSES		Notes	Actual				Projections/Predictions										
			18-19	19-20	20-21	21-22	1	2	3	4	5	6	7	8	9	10	
Leave Reserve																	
Opening balance	Balance Sheet	115,054	115,552	115,678	115,716	165,740	167,204	169,210	171,410	174,153	177,200	180,638	184,486	188,766	193,504		
Increasing	Funding statement	498	126	38	50,024	1,464	2,006	2,200	2,743	3,048	3,438	3,848	4,280	4,738	5,225		
Utilisation	Funding statement	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Closing balance	Balance sheet	115,552	115,678	115,716	165,740	167,204	169,210	171,410	174,153	177,200	180,638	184,486	188,766	193,504	198,728		
Water Strategy Reserve																	
Opening balance	Balance Sheet	14,164	14,225	14,240	14,245	14,248	14,368	14,539	14,726	14,958	15,216	15,506	15,830	16,190	16,587		
Increasing	Funding statement	61	15	5	3	120	171	187	233	258	290	324	360	397	437		
Utilisation	Funding statement	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Closing balance	Balance sheet	14,225	14,240	14,245	14,248	14,368	14,539	14,726	14,958	15,216	15,506	15,830	16,190	16,587	17,025		
Plant/Light Vehicle Reserve																	
Opening balance	Balance Sheet	213,579	256,599	256,877	547,211	519,325	420,949	426,000	431,538	438,443	446,116	454,770	464,457	475,232	487,161		
Increasing	Funding statement	254,701	278	290,334	250,114	51,624	155,051	155,538	156,905	157,673	158,655	159,687	160,775	161,928	163,153		
Utilisation	Funding statement	(211,681)	-	-	(278,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,001)		
Closing balance	Balance sheet	256,599	256,877	547,211	519,325	420,949	426,000	431,538	438,443	446,116	454,770	464,457	475,232	487,161	500,313		
Unspent Grant Reserve																	
Opening balance	Balance Sheet	13,617	47,013	9,500	-	-	-	-	-	-	-	-	-	-	-		
Increasing	Funding statement	47,013	9,534	-	-	-	-	-	-	-	-	-	-	-	-		
Utilisation	Funding statement	(13,617)	(47,047)	(9,500)	-	-	-	-	-	-	-	-	-	-	-		
Closing balance	Balance sheet	47,013	9,500	-	-	-	-	-	-	-	-	-	-	-	-		
Computer & Office Equipment Reserve																	
Opening balance	Balance Sheet	39,537	39,708	39,751	39,763	39,772	165,124	142,105	118,953	95,856	72,534	73,941	75,516	77,268	79,207		
Increasing	Funding statement	171	43	12	9	125,352	1,981	1,847	1,903	1,677	1,407	1,575	1,752	1,939	2,139		
Utilisation	Funding statement	-	-	-	-	-	(25,000)	(25,000)	(25,000)	(25,000)	-	-	-	-	-		
Closing balance	Balance sheet	39,708	39,751	39,763	39,772	165,124	142,105	118,953	95,856	72,534	73,941	75,516	77,268	79,207	81,346		

SHIRE OF CHAPMAN VALLEY  
RESERVES

Long Term Financial Plan

SUMMARY RESERVES LG PURPOSES		Actual				Projections/Predictions									
		1	2	3	4	5	6	7	8	9	10				
Notes		18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32
Legal Reserve															
Opening balance	Balance Sheet	39,807	39,980	40,023	40,036	40,044	40,396	40,881	41,412	42,075	42,811	43,642	44,571	45,605	46,750
Increasing	Funding statement	173	43	13	8	352	485	531	663	736	831	930	1,034	1,145	1,262
Utilisation	Funding statement	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Closing balance	Balance sheet	39,980	40,023	40,036	40,044	40,396	40,881	41,412	42,075	42,811	43,642	44,571	45,605	46,750	48,012
Land Development Reserve															
Opening balance	Balance Sheet	51,803	52,028	52,084	52,101	72,112	72,744	73,617	74,574	75,767	77,093	78,589	80,263	82,125	84,186
Increasing	Funding statement	225	56	17	20,011	632	873	957	1,193	1,326	1,496	1,674	1,862	2,061	2,273
Utilisation	Funding statement	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Closing balance	Balance sheet	52,028	52,084	52,101	72,112	72,744	73,617	74,574	75,767	77,093	78,589	80,263	82,125	84,186	86,459
Infrastructure Reserve															
Opening balance	Balance Sheet	101,621	102,060	102,171	167,224	282,596	285,092	288,513	392,264	498,540	607,264	494,045	404,569	313,955	261,576
Increasing	Funding statement	439	111	65,053	115,372	2,496	3,421	103,751	106,276	108,724	61,781	60,523	59,386	57,880	57,063
Utilisation	Funding statement	-	-	-	-	-	-	-	-	-	(175,000)	(150,000)	(150,000)	(110,259)	-
Closing balance	Balance sheet	102,060	102,171	167,224	282,596	285,092	288,513	392,264	498,540	607,264	494,045	404,569	313,955	261,576	318,638
Building Reserve															
Opening balance	Balance Sheet	181,902	149,618	209,127	184,191	184,229	135,853	137,483	139,271	141,499	143,975	146,768	149,894	153,372	157,222
Increasing	Funding statement	677	59,509	64	100,038	51,624	1,630	1,787	2,228	2,476	2,793	3,126	3,478	3,850	4,245
Utilisation	Funding statement	(32,961)	-	(25,000)	(100,000)	(100,000)	-	-	-	-	-	-	-	-	-
Closing balance	Balance sheet	149,618	209,127	184,191	184,229	135,853	137,483	139,271	141,499	143,975	146,768	149,894	153,372	157,222	161,467
Landcare Reserve															
Opening balance	Balance Sheet	15,766	15,834	-	-	-	-	-	-	-	-	-	-	-	-
Increasing	Funding statement	68	14	-	-	-	-	-	-	-	-	-	-	-	-
Utilisation	Funding statement	-	(15,848)	-	-	-	-	-	-	-	-	-	-	-	-
Closing balance	Balance sheet	15,834	-	-	-	-	-	-	-	-	-	-	-	-	-

SHIRE OF CHAPMAN VALLEY  
Borrowings

Long Term Financial Plan

						Predictions									
		Actual		Calc Base		1	2	3	4	5	6	7	8	9	10
BORROWINGS	Notes	18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32
Summary															
Opening balance	Balance Sheet	255,883	156,747	88,121	42,125	-	-	-	-	-	-	-	-	-	-
New borrowings	Funding statement	-	-	-	-	-	-	200,000	200,000	200,000	-	-	-	-	-
Principal repayments	Funding statement	(99,136)	(68,626)	(45,996)	(42,125)	-	-	-	(40,000)	(80,000)	(120,000)	(120,000)	(120,000)	(80,000)	(40,000)
Closing balance	Balance sheet	156,747	88,121	42,125	-	-	-	200,000	160,000	120,000	(120,000)	(120,000)	(120,000)	(80,000)	(40,000)
Interest expense	Income statement	(7,713)	(4,480)	(2,018)	(798)	-	-	-	(4,500)	(9,000)	(13,500)	(13,500)	(13,500)	(9,000)	(4,500)
Total Principal and Interest	Information only	(106,849)	(73,106)	(48,014)	(42,923)	-	-	-	(44,500)	(89,000)	(133,500)	(133,500)	(133,500)	(89,000)	(44,500)
LG PURPOSES															
Loan 89 - Community Centre Upgrades															
Opening balance	Balance Sheet	23,395	14,452	4,961	-	-	-	-	-	-	-	-	-	-	-
New borrowings	Funding statement	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Principal repayments	Funding statement	(8,943)	(9,491)	(4,961)	-	-	-	-	-	-	-	-	-	-	-
Closing balance	Balance sheet	14,452	4,961	-	-	-	-	-	-	-	-	-	-	-	-

SHIRE OF CHAPMAN VALLEY															Long Term Financial Plan									
Borrowings															Predictions									
BORROWINGS	Notes	Actual			Calc Base	1	2	3	4	5	6	7	8	9	10									
		18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32									
Loan 96 - Side Tipper & Water Tanker																								
Opening balance	Balance Sheet	32,561		-	-	-	-	-	-	-	-	-	-	-	-									
New borrowings	Funding statement	-		-	-	-	-	-	-	-	-	-	-	-	-									
Principal repayments	Funding statement	(32,561)		-	-	-	-	-	-	-	-	-	-	-	-									
Closing balance	Balance sheet	-	-	-	-	-	-	-	-	-	-	-	-	-	-									
Loan 97 - Grader																								
Opening balance	Balance Sheet	37,857	19,163		-	-	-	-	-	-	-	-	-	-	-									
New borrowings	Funding statement	-	-		-	-	-	-	-	-	-	-	-	-	-									
Principal repayments	Funding statement	(18,694)	(19,163)		-	-	-	-	-	-	-	-	-	-	-									
Closing balance	Balance sheet	19,163	-	-	-	-	-	-	-	-	-	-	-	-	-									
Loan 98 - Hemsley Park Building																								
Opening balance	Balance Sheet	162,070	123,132	83,160	42,125	-	-	-	-	-	-	-	-	-	-									
New borrowings	Funding statement	-	-	-	-	-	-	-	-	-	-	-	-	-	-									
Principal repayments	Funding statement	(38,938)	(39,972)	(41,035)	(42,125)	-	-	-	-	-	-	-	-	-	-									
Closing balance	Balance sheet	123,132	83,160	42,125	-	-	-	-	-	-	-	-	-	-	-									
Interest expense	Income statement	(7,713)	(4,480)	(2,018)	(798)	-	-	-	-	-	-	-	-	-	-									
Total Principal and Interest	Information only	(106,849)	(73,106)	(48,014)	(42,923)	-	-	-	-	-	-	-	-	-	-									
Loan 99 - 101																								
Opening balance	Balance Sheet	-	-	-	-	-	-	-	200,000	360,000	480,000	360,000	240,000	120,000	40,000									
New borrowings	Funding statement	-	-	-	-	-	-	200,000	200,000	200,000	-	-	-	-	-									
Principal repayments	Funding statement	-	-	-	-	-	-	-	(40,000)	(80,000)	(120,000)	(120,000)	(120,000)	(80,000)	(40,000)									
Closing balance	Balance sheet	-	-	-	-	-	-	200,000	360,000	480,000	360,000	240,000	120,000	40,000	-									
Interest expense	Income statement	-	-	-	-	-	-	-	(4,500)	(9,000)	(13,500)	(13,500)	(13,500)	(9,000)	(4,500)									
Total Principal and Interest	Information only	-	-	-	-	-	-	-	(44,500)	(89,000)	(133,500)	(133,500)	(133,500)	(89,000)	(44,500)									
Allocated Purpose		Information																						
Infrastructure																								
Plant & Equipment																								
Total																								
Variance																								



# ASSET MANAGEMENT PLAN

**April 2023**

Council Endorsed: July 2017 – Minute Ref: 07/17-6  
Desktop Update - July 2018;  
Desktop Update - February 2020  
Desktop Update - February 2021  
Desktop Update – January 2022  
Desktop Update – April 2023

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## Document Status

<b>Adopted</b>	<b>Original Document</b>	<b>November 2013</b>
<b>Reviewed</b>	<b>Modifications undertaken by Shire</b>	<b>July 2017</b>
<b>Reviewed</b>	<b>Modifications undertaken by Shire</b>	<b>Feb 2019</b>
<b>Reviewed</b>	<b>Modifications undertaken by Shire</b>	<b>Jan 2020</b>
<b>Reviewed</b>	<b>Modifications undertaken by Shire</b>	<b>Feb 2021</b>
<b>Reviewed</b>	<b>Modifications undertaken by Shire</b>	<b>Jan 2022</b>
<b>Reviewed</b>	<b>Modifications undertaken by Shire</b>	<b>April 2023</b>



## 1. INTRODUCTION

### 1.1 Background

The Asset Management Plan is designed to demonstrate responsive management of assets (and services provided from assets), compliance with regulatory requirements and, in conjunction and reference to the Long-Term Financial Plan, to communicate funding needed to provide the required levels of service.

The Asset Management Plan is to be read with following associated planning documents:

- Ten Year Road Works Program
- Ten Year Plant Replacement Program
- Five Year Building program
- Strategic Community Plan

The infrastructure assets covered by this Asset Management Plan is comprised of:

- Roads Infrastructure
- Plant and Equipment
- Land and Buildings

### 1.2 Goals and Objectives of Asset Management

The Asset Management Plan is prepared under the direction of Council's vision, mission, goals and objectives.

Our Vision is:

*"We are a thriving community, making the most of our coastline, ranges and rural settings to **SUPPORT** us to **GROW** and **PROSPER**."*

Relevant goals and objectives and how these are addressed in this Asset Management Plan are as follows.

	Objective	Strategy	Action
<b>PHYSICAL &amp; DIGITAL INFRASTRUCTURE</b>			
4.1	Develop, manage, and maintain built infrastructure	Asset Management Plan	Review Asset Management Plan regularly and maintain integration with other Strategic Plans within the Shire
		Development Projects	Review Strategic Community Plan to identify possible development projects and advocate and encourage public private investment
4.2	Manage and maintain roads, drainage, and other essential infrastructure	Capital Road Works Programs	Review Road Hierarchy and 10 Year Road Works Program/ Widen roads and improve storm drainage where practicable
		Plant Replacement Programs	Review Plant Replacement Program

4.3	Aspire to develop robust communication and digital infrastructure in the Shire	Ongoing engagement with infrastructure and service providers	Continue advocating for improvements to existing infrastructure and introduction of new infrastructure for digital communications wherever practicable
4.4	Advocate for improved power networks	To liaise and advocate with Western Power to strengthen power infrastructure in the Shire	Determine number and length of power outages in Chapman Valley and explore potential for alternative power supplies into the future
4.5	Advocate for improved scheme water supply to townsites	To liaise and advocate with Water Corporation to increase water security with the Shire	Continue advocating for reticulated scheme water supply to various townsites

### 1.3 Plan Framework

Key elements of the plan are:

- Future demand – how this will impact on future service delivery and how this is to be met
- Life cycle management – how the organisation will manage its existing and future assets to provide the required services
- Financial summary – what funds are required to provide the required services
- Monitoring – how the plan will be monitored to ensure it is meeting the organisation's objectives

## 2. LEVELS OF SERVICE

### 2.1 Current Levels of Service

Council has defined service levels in two terms.

**Community Levels of Service** relate to the service outcomes the community wants in terms of safety, quality, quantity, reliability, responsiveness, cost effectiveness and legislative compliance.

Community levels of service measures used in the Asset Management Plan are:

Quality	How good is the service?
Function	Does it meet users' needs?
Safety	Is the service safe?

**Technical Levels of Service** - Supporting the community service levels are operational or technical measures of performance. These technical measures relate to the allocation of resources to service activities the council undertakes to best achieve the desired community outcomes.

Technical service measures are linked to annual budgets covering:

- Operations – the regular activities to provide services such as opening hours, cleaning frequency, mowing frequency
- Maintenance – the activities necessary to retain an assets as near as practicable to its original condition (e.g. road patching, unsealed road grading, building and structure repairs)
- Renewal – the activities return the service capability of an asset up to that which it had originally (e.g. frequency and cost of road resurfacing and pavement reconstruction, plant and building component replacement)
- Upgrade – the activities to provide a higher level of service (e.g. widening a road, sealing an unsealed road, replacing buildings) or a new service that did not exist previously.

### 2.2 Desired Levels of Service

At present, indications of desired levels of service are obtained from various sources including residents' feedback to Councillors and staff, service requests and correspondence. Council has yet to quantify desired levels of service. This may be done in future as part of an overall *Service Delivery Review*. However, at this stage Council wishes to maintain its current levels of service.

## 3. FUTURE DEMAND

Factors affecting demand include population change, changes in demographics, seasonal factors, consumer preferences and expectations, economic factors, agricultural practices, environmental awareness and the like.

Demand factor trends and impacts on service delivery could be:

Demand factor	Present position	Projection	Impact on services
Population	The population of the Shire of Chapman Valley, as per ABS 2021, was 1556.	It is forecast the population of Chapman Valley will increase over the next 15 years by approximately 500 people. It is expected that there will be growth on the coast.	The increase in population may not make a significant change in demand on the Shire's assets.
Demographics	At the 2021 census it was identified the work age persons represent approximately 63% of the Shire's population whilst persons aged greater than 65 represent 15% of the population.	By 2026 the age profile will see the largest groupings of people living in the Shire, being in the 45 – 74 age years.	The increase in the percentage of an aging population in the community may lead to an increased demand on services.
Tourism	The Strategic Community Plan has an objective to embrace local tourism and regional strategies and trials. The Corporate Business Plan encourages industry support.	Increase in numbers of visitors to the Shire over the next 10 years.	An increase in demand on road infrastructure assets.
Oakajee Strategic Industrial Area.	There is the potential for the development of Oakajee Strategic Industrial Area. The 21/22 State Budget included allocation of \$7.5 million to fund the construction of an access road	This could result in increased economic activity and hence employment.	It is expected progression of this development would result in an increased demand on all Shire facilities and assets.
Community Expectations	The community's expectations around the levels and scope of services provided by the Shire have increased as identified in the Community Strategic Plan consultation.	The increase in expectation is likely to continue.	There will be a requirement to improve the level and quality of services into the future.

#### 4 ROUTINE MAINTENANCE

Routine maintenance is the regular on-going work necessary to keep assets operating, including instances where portions of the asset fail and need immediate repair to make the asset operational again.

Maintenance includes reactive, planned and specific maintenance work activities.

Reactive maintenance is unplanned repair work carried out in response to service requests and management/supervisory directions.

Planned maintenance is repair work identified and managed activities including inspection, assessing the condition against failure/breakdown experience, prioritising, scheduling, actioning the work and reporting what was done to develop a maintenance history and improve maintenance and service delivery performance.

Specific maintenance is replacement of higher value components/sub-components of assets undertaken on a regular cycle (e.g. road grading, ongoing plant maintenance & repairs, annual termite inspection/treatment

on buildings, etc.). This work generally falls below the capital programs and will require a specific budget allocation.

Assessment and prioritisation of reactive maintenance is undertaken by operational staff using experience and judgement. Maintenance work is carried out mainly with in-house knowledge rather than documented maintenance manuals (Council still to confirm this).

Maintenance is funded from the operating budget and grants where available. This is catered for in the operational expenditure section of the Shire's Long Term Financial Plan.

## **5 RENEWAL/REPLACEMENT PROGRAMS**

Renewal expenditure is major work which does not increase the asset's design capacity but restores, rehabilitates, replaces or renews an existing asset to its original service potential. Work over and above restoring an asset to original service potential is upgrade/expansion or new works expenditure.

### **5.1 Renewal plan**

Assets requiring renewal are identified by using the Asset Register data to project the renewal costs for renewal years using

The ranking criteria used to determine priority of identified renewal proposals for road infrastructure assets is based on the Shire's Road Hierarchy List, which is reviewed annually. The ranking criteria for other asset types is based on staff knowledge and inspections upon which the programs are developed and amended annually

### **5.2 Renewal standards**

Renewal work is carried out in accordance with the following Standards and Specifications.

- All new road construction is to Regional Road Group standards
- All new building construction is to the Building Code of Australia

### **5.3 Summary of projected renewal expenditure**

Projected future renewal expenditures are forecast to increase over time as the asset stock ages. The costs are summarised in in this Plan and use current day dollars.

## **6 CREATION/ACQUISITION/UPGRADE PLAN**

New works are those works to create a new asset which did not previously exist or works which upgrade or improve an existing asset beyond its existing capacity. They may result from growth, social or environmental needs.

New assets and upgrade/expansion of existing assets are identified from various sources such as councillor, staff or community requests, proposals identified by strategic plans or partnerships with other organisations. Proposals are investigated to verify need and to develop a preliminary estimate. Verified proposals are ranked by priority and available funds and scheduled in future works programmes. The following programs should be referred to:

- Ten Year Road Works Program
- Ten Year Plant Replacement Program
- Five Year Building program
- Strategic Community Plan

## **7. DISPOSALS**

Disposal includes any activity associated with disposal of a decommissioned asset including sale, demolition or old housing stock no longer required as staff residences.

## **8. KEY ASSUMPTIONS MADE IN FINANCIAL FORECASTS**

Key assumptions made in this Asset Management Plan are:

- No allowance has been made for inflation

- Renewals and new/upgrade capital forecasts are in accordance with the following annually reviewed Programs:
  - ~ Ten Year Road Works Program
  - ~ Ten Year Plant Replacement Program
  - ~ Five Year Building program
- The average useful life and average remaining life of assets are based on current local knowledge, industry standards, historical trends and condition assessment
- Operations and maintenance forecasts have been based on current expenditure levels and percentages of replacement costs for each asset class

## **9. PLAN IMPROVEMENT AND MONITORING**

### **9.1 Performance Measures**

The effectiveness of the Asset Management Plan can be measured in the following ways:

- The degree to which the required cashflows identified in this Asset Management Plan are incorporated into the organisation's Long Term Financial Plan and community/strategic planning processes and documents

### **9.2 Monitoring and Review Procedures**

This Asset Management Plan will be reviewed during annual budget preparation and amended to recognise any material changes in service levels and/or resources available to provide those services as a result of the budget decision process.

## **APPENDICES**

Appendix A      Financial Statements & Supporting Programs

## **Appendix A**

# **Financial Statements & Supporting Programs**

# **Shire of Chapman Valley**

## **ASSET MANAGEMENT PLAN**

**For the period**

**2022-2023**

**to**

**2031-2032**



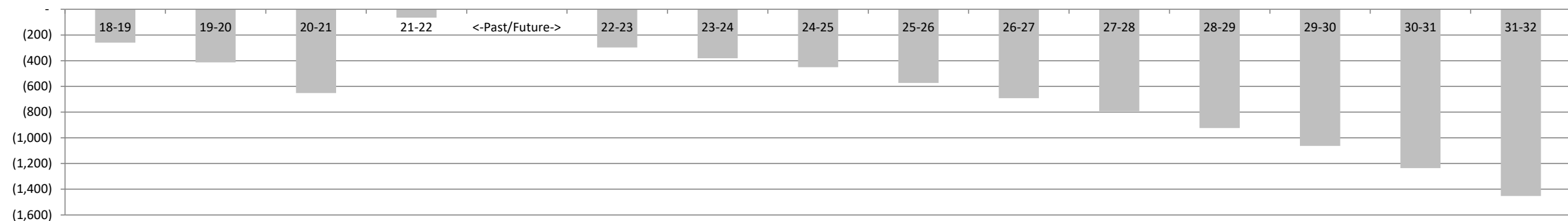


**SHIRE OF CHAPMAN VALLEY**  
**Income Statement**

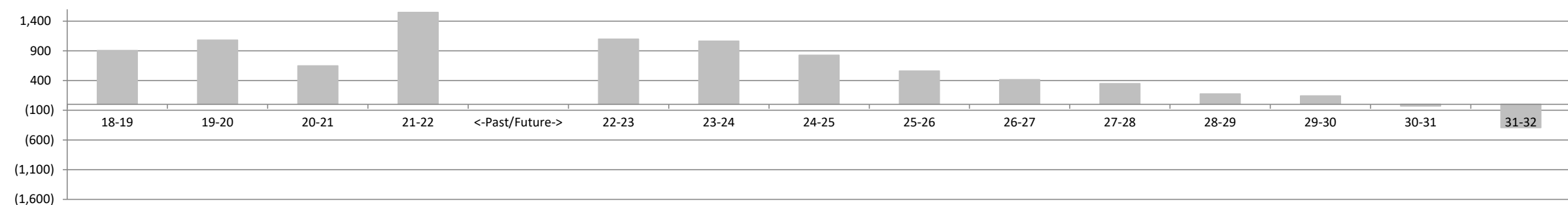
**Long Term Financial Plan**

INCOME STATEMENT	Actual				Predictions									
	Calc Base				1	2	3	4	5	6	7	8	9	10
	\$('000)	\$('000)	\$('000)		\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)
	18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32
<b>Operating Revenues (see exclusions below)</b>														
Rates - Base	2,743	2,858	2,854	2,947	3,065	3,172	3,299	3,447	3,619	3,818	4,028	4,250	4,484	4,731
Operating grants, subsidies and contributions	1,550	1,495	2,080	2,408	2,432	2,455	2,477	2,498	2,518	2,537	2,555	2,572	2,587	2,601
Fees and charges	334	303	371	370	433	439	446	453	460	467	474	481	488	495
Interest earnings - General	55	53	16	20	22	22	22	22	23	23	24	24	25	26
Interest earnings - Reserves	3	1	-	-	9	10	10	10	11	12	12	12	12	12
Other revenue	45	20	36	46	46	47	48	49	50	53	55	57	59	61
Fair Value Adjustments to Assets	478	53	3	3	4	4	4	4	4	5	5	5	5	5
<b>Operating Expenses</b>														
Employee costs	(1,873)	(1,804)	(1,745)	(1,802)	(1,946)	(2,043)	(2,145)	(2,252)	(2,365)	(2,483)	(2,607)	(2,737)	(2,874)	(3,018)
Materials and contracts	(1,363)	(1,105)	(1,885)	(1,633)	(2,090)	(2,195)	(2,305)	(2,489)	(2,688)	(2,903)	(3,135)	(3,386)	(3,674)	(4,005)
Utility charges (electricity, gas, water etc.)	(49)	(47)	(53)	(52)	(58)	(60)	(62)	(64)	(67)	(70)	(73)	(75)	(77)	(79)
Depreciation on non-current assets	(1,895)	(1,971)	(2,052)	(2,090)	(1,929)	(1,935)	(1,938)	(1,929)	(1,917)	(1,894)	(1,891)	(1,882)	(1,877)	(1,876)
Interest expense	(8)	(6)	(4)	(2)	-	-	-	(5)	(9)	(14)	(14)	(14)	(9)	(5)
Insurance expense	(152)	(163)	(160)	(168)	(170)	(175)	(180)	(185)	(191)	(197)	(203)	(209)	(215)	(221)
Other expenditure	(128)	(100)	(113)	(112)	(115)	(121)	(127)	(133)	(140)	(147)	(154)	(162)	(170)	(179)
	(260)	(413)	(652)	(65)	(297)	(380)	(451)	(573)	(692)	(792)	(924)	(1,063)	(1,236)	(1,452)
<b>Operating Revenue (Asset related)</b>														
Non-Operating grants, subsidies and contributions	1,139	1,515	1,228	1,529	1,338	1,397	1,229	1,085	1,061	1,094	1,050	1,157	1,157	1,010
Profit on asset disposal	30	4	73	87	60	50	50	50	50	50	50	50	50	50
Loss on asset disposal	(2)	(23)	-	-	-	-	-	-	-	-	-	-	-	-
<b>NET OPERATING RESULT</b>	<b>907</b>	<b>1,083</b>	<b>649</b>	<b>1,551</b>	<b>1,101</b>	<b>1,067</b>	<b>828</b>	<b>562</b>	<b>419</b>	<b>352</b>	<b>176</b>	<b>144</b>	<b>(29)</b>	<b>(392)</b>

**Operating Result - Before Asset Related Items**



**Operating Result - After Asset Related Items**



SHIRE OF CHAPMAN VALLEY					Long Term Financial Plan									
Balance Sheet					Predictions									
	Actual			Calc Base	1	2	3	4	5	6	7	8	9	10
	\$('000) 18-19	\$('000) 19-20	\$('000) 20-21	\$('000) 21-22	\$('000) 22-23	\$('000) 23-24	\$('000) 24-25	\$('000) 25-26	\$('000) 26-27	\$('000) 27-28	\$('000) 28-29	\$('000) 29-30	\$('000) 30-31	\$('000) 31-32
BALANCE SHEET														
CURRENT ASSETS														
Unrestricted Cash and Equivalents	1,468	2,176	2,626	3,624	3,607	3,498	4,256	4,774	5,444	6,102	6,375	6,471	6,367	6,039
Restricted Cash and Cash Equitant	880	839	1,160	1,318	1,302	1,292	1,384	1,481	1,582	1,488	1,420	1,353	1,326	1,412
Non-Cash Investments					-	-	-	-	-	-	-	-	-	-
Receivables	102	95	181	222	333	366	403	443	488	536	590	649	714	785
Inventories	4	1	5	7	5	5	6	6	6	6	6	7	7	7
Prepayments	-	8	8	9	8	8	9	9	10	10	10	10	10	10
TOTAL CURRENT ASSETS	2,454	3,119	3,980	5,180	5,247	5,162	6,049	6,705	7,519	8,132	8,391	8,479	8,414	8,243
NON-CURRENT ASSETS														
Other Receivables	6	5	5	8	-	-	-	-	-	-	-	-	-	-
Other Assets	-	118	112	107	-	-	-	-	-	-	-	-	-	-
Property Plant and Equipment	19,326	17,759	17,810	19,474	19,542	20,017	19,834	19,553	19,255	18,873	18,658	18,389	18,153	17,965
Infrastructure Roads	119,988	120,828	121,232	122,003	117,447	117,873	118,046	118,080	117,987	117,943	117,835	117,887	117,939	117,790
Infrastructure Other	9,039	8,961	9,006	9,110	9,201	9,293	9,386	9,480	9,574	9,670	9,767	9,865	9,963	10,063
TOTAL NON-CURRENT ASSETS	148,359	147,671	148,165	150,702	146,190	147,183	147,266	147,112	146,816	146,487	146,260	146,140	146,055	145,818
TOTAL ASSETS	150,813	150,790	152,145	155,882	151,437	152,345	153,315	153,817	154,336	154,619	154,650	154,620	154,469	154,061
CURRENT LIABILITIES														
Trade and Other Payables	93	239	856	1,071	1,000	1,020	1,040	1,061	1,082	1,104	1,126	1,149	1,172	1,195
Current Portion of Long-term Liabilities	69	54	50	8	-	-	40	80	120	120	120	80	40	-
Provisions	423	436	394	418	424	431	437	444	450	457	464	471	478	485
Other Liabilities	-	-	185	602	650	660	670	680	690	700	711	721	732	743
TOTAL CURRENT LIABILITIES	585	729	1,485	2,099	2,074	2,110	2,187	2,265	2,343	2,381	2,421	2,421	2,422	2,423
NON-CURRENT LIABILITIES														
Long-term Borrowings	88	100	50	43	-	-	160	80	-	(240)	(240)	(200)	(120)	(40)
Provisions	30	17	16	34	35	35	36	37	38	38	39	40	41	41
Contract Liability	-	159	160	160	200	180	200	180	200	135	135	150	180	150
TOTAL NON-CURRENT LIABILITIES	118	276	226	237	235	215	396	297	238	(67)	(66)	(10)	101	151
TOTAL LIABILITIES	703	1,005	1,711	2,336	2,309	2,326	2,583	2,561	2,580	2,315	2,355	2,411	2,522	2,575
NET ASSETS	150,110	149,785	150,434	153,546	149,128	150,020	150,731	151,256	151,755	152,304	152,296	152,209	151,947	151,486
EQUITY														
Retained Surplus	31,385	32,385	32,712	34,106	29,704	30,605	31,225	31,653	32,051	32,694	32,754	32,735	32,499	31,953
Reserves - Cash Backed	833	839	1,160	1,318	1,302	1,292	1,384	1,481	1,582	1,488	1,420	1,353	1,326	1,412
Reserves - Revaluation	117,892	116,561	116,562	118,122	118,122	118,122	118,122	118,122	118,122	118,122	118,122	118,122	118,122	118,122
TOTAL EQUITY	150,110	149,785	150,434	153,546	149,128	150,020	150,731	151,256	151,755	152,304	152,296	152,209	151,947	151,486
	-	-	-	-	-	-	-	-	-	-	-	-	-	-

**SHIRE OF CHAPMAN VALLEY**  
**Strategic (New) Projects**

**Long Term Financial Plan**

Doc Ref	STRATEGIC REFERENCE	Predictions									
		1 22-23	2 23-24	3 24-25	4 25-26	5 26-27	6 27-28	7 28-29	8 29-30	9 30-31	10 31-32
Summary											
Capital											
	New Land	-	-	-	-	-	-	-	-	-	-
	New Buildings	415,543	774,000	15,000	-	-	-	-	-	-	-
	New Plant & Equip	-	-	-	-	-	-	-	-	-	-
	New Furn & Equip	-	-	-	-	-	-	-	-	-	-
	New Infra. Roads	-	-	-	-	-	-	-	-	-	-
	New Infra. Other	-	-	-	-	-	-	-	-	-	-
	Borrowings	(175,000)	-	-	-	-	-	-	-	-	-
	Cash Reserves	-	-	-	-	-	-	-	-	-	-
	Proceeds from Sale of Asset	-	-	-	-	-	-	-	-	-	-
	Grants and Contributions	(85,056)	(365,437)	-	-	-	-	-	-	-	-
	Net Capital	155,487	408,563	15,000	-	-	-	-	-	-	-
One											
3.1.1	Community Enrichment										
	Bill Hemsley Park Developments										
Capital											
	New Land										
	New Buildings		525,000	15,000							
	New Plant & Equip										
	New Furn & Equip										
	New Infra. Roads										
	New Infra. Other										
	Borrowings										
	Cash Reserves										
	Proceeds from Sale of Asset										
	Grants and Contributions		(365,437)								
	Net Capital	-	159,563	15,000	-	-	-	-	-	-	-
	Net Community Enrichment	-	159,563	15,000	-	-	-	-	-	-	-
Two											
4.1.1	Community Services										
	Nanson Showgrounds										
Capital											
	New Land										
	New Buildings	105,056	75,000								
	New Plant & Equip										
	New Furn & Equip										
	New Infra. Roads										
	New Infra. Other										
	Borrowings										
	Cash Reserves										
	Proceeds from Sale of Asset										
	Grants and Contributions	(85,056)									
	Net Capital	20,000	75,000	-	-	-	-	-	-	-	-
4.1.2 Nabawa Museum & Old Road Board Precinct											
Capital											
	New Land										

**SHIRE OF CHAPMAN VALLEY  
Strategic (New) Projects****Long Term Financial Plan**

Doc Ref	STRATEGIC REFERENCE	Predictions									
		1 22-23	2 23-24	3 24-25	4 25-26	5 26-27	6 27-28	7 28-29	8 29-30	9 30-31	10 31-32
	New Buildings		10,000								
	New Plant & Equip										
	New Furn & Equip										
	New Infra. Roads										
	New Infra. Other										
	Borrowings										
	Cash Reserves										
	Proceeds from Sale of Asset										
	Grants and Contributions										
	<b>Net Capital</b>	-	10,000	-	-	-	-	-	-	-	-
<b>4.1.3</b>	<b>Nabawa Community Centre &amp; Sports Pavilion</b>										
	<b>Capital</b>										
	New Land										
	New Buildings	45,287	39,000								
	New Plant & Equip										
	New Furn & Equip										
	New Infra. Roads										
	New Infra. Other										
	Borrowings										
	Cash Reserves										
	Proceeds from Sale of Asset										
	Grants and Contributions										
	<b>Net Capital</b>	45,287	39,000	-	-	-	-	-	-	-	-
<b>4.1.4</b>	<b>Yuna Townsite &amp; Greater Region</b>										
	<b>Capital</b>										
	New Land										
	New Buildings	9,000	25,000								
	New Plant & Equip										
	New Furn & Equip										
	New Infra. Roads										
	New Infra. Other										
	Borrowings										
	Cash Reserves										
	Proceeds from Sale of Asset										
	Grants and Contributions										
	<b>Net Capital</b>	9,000	25,000	-	-	-	-	-	-	-	-
<b>4.1.5</b>	<b>Coronation Beach</b>										
	<b>Capital</b>										
	New Land										
	New Buildings		20,000								
	New Plant & Equip										
	New Furn & Equip										
	New Infra. Roads										
	New Infra. Other										
	Borrowings										

		SHIRE OF CHAPMAN VALLEY Strategic (New) Projects										Long Term Financial Plan
Doc Ref	STRATEGIC REFERENCE	Predictions										
		1 22-23	2 23-24	3 24-25	4 25-26	5 26-27	6 27-28	7 28-29	8 29-30	9 30-31	10 31-32	
	Cash Reserves											
	Proceeds from Sale of Asset											
	Grants and Contributions											
	<b>Net Capital</b>	-	20,000	-	-	-	-	-	-	-	-	-
	<b>Net Community Services</b>											
<b>4.1.6</b>	<b>Howatharra Region Capital</b>											
	New Land											
	New Buildings		10,000									
	New Plant & Equip											
	New Furn & Equip											
	New Infra. Roads											
	New Infra. Other											
	Borrowings											
	Cash Reserves											
	Proceeds from Sale of Asset											
	Grants and Contributions											
	<b>Net Capital</b>	-	10,000	-	-	-	-	-	-	-	-	-
	<b>Net Community Services</b>											
<b>Three</b>	<b>Governance</b>											
<b>5.1.1</b>	<b>Nabawa Office &amp; Depot Capital</b>											
	New Land											
	New Buildings	256,200	70,000									
	New Plant & Equip											
	New Furn & Equip											
	New Infra. Roads											
	New Infra. Other											
	Borrowings	(175,000)										
	Cash Reserves											
	Proceeds from Sale of Asset											
	Grants and Contributions											
	<b>Net Capital</b>	81,200	70,000	-	-	-	-	-	-	-	-	-
	<b>Net Governance</b>											

**SHIRE OF CHAPMAN VALLEY**  
**Property, Plant and Equipment****Long Term Financial Plan**

					Predictions									
Actual					1	2	3	4	5	6	7	8	9	10
18-19					22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32
SUMMARY OF PPE														
Class Summary Totals	Link/Notes													
Opening Balance		20,433,585	19,878,219	18,972,173	19,840,666	22,269,604	23,115,647	24,334,647	24,897,147	25,353,147	25,780,147	26,101,647	26,586,647	27,008,647
Accumulated Depreciation		(2,169,368)	(552,670)	(1,213,493)	(2,031,079)	(2,830,552)	(3,573,560)	(4,317,723)	(5,063,571)	(5,800,304)	(6,525,394)	(7,228,179)	(7,928,766)	(8,620,142)
Written Down Value	Balance Sheet	18,264,217	19,325,549	17,758,680	17,809,587	19,439,052	19,542,087	20,016,924	19,833,576	19,552,843	19,254,753	18,873,468	18,657,881	18,388,505
Additions														
Assets at no cost		-	-	-	-	-	-	-	-	-	-	-	-	-
New		152,023	134,561	376,199	100,683	415,543	774,000	15,000	-	-	-	-	-	-
Renewal		574,335	518,488	522,013	836,812	515,500	610,000	665,000	655,000	530,000	390,000	595,000	550,000	575,000
Disposals														
Cost	Asset write out	(57,842)	(102,090)	(29,719)	(28,144)	(85,000)	(165,000)	(117,500)	(199,000)	(103,000)	(68,500)	(110,000)	(128,000)	(125,000)
Write offs		-	-	-	-	-	-	-	-	-	-	-	-	-
Revaluation														
Increment	Balance sheet	477,526	104,493	-	1,559,722	-	-	-	-	-	-	-	-	-
Decrement	Balance sheet	-	(1,448,092)	-	-	-	-	-	-	-	-	-	-	-
Depreciation														
Depreciation Charge	Income statement	(759,750)	(774,229)	(817,586)	(804,589)	(743,008)	(744,163)	(745,848)	(736,733)	(725,089)	(702,785)	(700,588)	(691,376)	(685,935)
Closing balance WDV	Balance sheet	18,650,509	17,758,680	17,809,587	19,474,071	19,542,087	20,016,924	19,833,576	19,552,843	19,254,754	18,873,468	18,657,880	18,388,505	18,152,570
Funding Sources	Link/Notes													
Proceeds on sale	Source for RSS	-	-	-	-	-	-	-	-	-	-	-	-	-
Borrowings		(211,681)	-	-	(27,886)	-	-	-	-	-	-	-	-	-
Private Contributions		-	-	(25,000)	-	-	-	-	-	-	-	-	-	-
Government Grants		-	-	-	-	-	-	-	-	-	-	-	-	-
Total Capital Contributions		(211,681)	-	(25,000)	(27,886)	-	-	-	-	-	-	-	-	-
Net Cost General Purpose Revenue		514,677	653,049	873,212	909,609	931,043	1,384,000	680,000	655,000	530,000	390,000	595,000	550,000	575,000
Gains or losses on disposal	Link/Notes													
Gains on Disposal		-	-	-	-	-	-	-	-	-	-	-	-	-
Losses on Disposal		-	-	-	-	-	-	-	-	-	-	-	-	-
Net Gains or Losses on Disposal		-	-	-	-	-	-	-	-	-	-	-	-	-

					Predictions									
Actual					1	2	3	4	5	6	7	8	9	10
18-19					22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32
LAND & BUILDINGS														
Class Summary Totals	Link/Notes													
Opening Balance		15,512,124	15,664,147	14,381,028	14,757,227	16,417,632	16,833,175	17,607,175	17,622,175	17,622,175	17,622,175	17,622,175	17,622,175	17,622,175
Accumulated Depreciation		(211,083)	(445,227)	(675,665)	(914,886)	(1,166,311)	(1,401,314)	(1,644,402)	(1,884,068)	(2,120,140)	(2,352,671)	(2,581,713)	(2,807,320)	(3,029,543)
Written down Value	Balance Sheet	15,301,041	15,218,920	13,705,363	13,842,341	15,251,321	15,431,861	15,962,773	15,738,107	15,502,035	15,269,504	15,040,462	14,814,855	14,592,632
Additions														
Assets at no cost	Free or discounted	-	-	-	-	-	-	-	-	-	-	-	-	-
New		152,023	134,561	376,199	100,683	415,543	774,000	15,000	-	-	-	-	-	-
Asset Reclassification						-	-	-	-	-	-	-	-	-
Renewal	Replacing Existing					-	-	-	-	-	-	-	-	-
Disposals														
Written Down Value	Asset write out		(74,081)			-	-	-	-	-	-	-	-	-
Write offs						-	-	-	-	-	-	-	-	-
Revaluation														
Increment	Balance sheet				1,559,722	-	-	-	-	-	-	-	-	-
Decrement	Balance sheet		(1,343,599)			-	-	-	-	-	-	-	-	-
Depreciation														
Depreciation Charge	Income statement	(234,144)	(230,438)	(239,221)	(251,425)	(235,003)	(243,088)	(239,667)	(236,072)	(232,531)	(229,043)	(225,607)	(222,223)	(218,889)
Closing balance WDV		15,218,920	13,705,363	13,842,341	15,251,321	15,431,861	15,962,773	15,738,107	15,502,035	15,269,504	15,040,462	14,814,855	14,592,632	14,373,743

SHIRE OF CHAPMAN VALLEY  
Property, Plant and Equipment

Long Term Financial Plan

Funding Sources		Link/Notes			
Proceeds on sale	Source for RSS	-	-	-	-
Borrowings	Information only	-	-	-	-
Private Contributions	Information only	-	-	-	-
Reserve Transfers	Information only	(32,961)	-	(25,000)	-
Government Grants	Information only	-	-	-	-
Total Capital Contributions		(32,961)	-	(25,000)	-
Net Cost		119,062	134,561	351,199	100,683

Gains or losses on disposal		Link/Notes			
Gains on Disposal	Information only	-	-	-	-
Losses on Disposal	Information only	-	-	-	-
Net Gains or Losses on Disposal		-	-	-	-

		Actual				Calc Base
Tools and Equipment		18-19	19-20	20-21	21-22	
Class Summary Totals		Link/Notes				
Opening Balance		144,705	161,033	56,540	80,185	
Accumulated Depreciation		(63,334)	(104,493)	(7,232)	(15,734)	
Written down Value		81,371	56,540	49,308	64,451	
Additions						
Assets at no cost		Free or discounted	-	-	-	-
New			-	-	-	-
Renewal		Replacing Existing	6,069		23,645	30,638
Disposals						
Cost		Asset write out				
Write offs						
Revaluation						
Increment		Balance sheet	10,259	104,493		
Decrement		Balance sheet		(104,493)		
Depreciation						
Depreciation Charge		Income statement	(41,159)	(7,232)	(8,502)	(10,542)
Closing balance WDV		Balance sheet	56,540	49,308	64,451	84,547

Funding Sources		Link/Notes			
Proceeds on sale	Source for RSS	-	-	-	-
Borrowings		-	-	-	-
Private Contributions		-	-	-	-
Government Grants		-	-	-	-
Total Capital Contributions		-	-	-	-
Net Cost General Purpose Revenue		6,069	-	23,645	30,638

Gains or losses on disposal		Link/Notes			
Gains on Disposal	Information only	-	-	-	-
Losses on Disposal	Information only	-	-	-	-
Net Gains or Losses on Disposal		-	-	-	-

Predictions										
1	2	3	4	5	6	7	8	9	10	
22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	
80,185	80,185	80,185	80,185	80,185	80,185	80,185	80,185	80,185	80,185	80,185
(26,276)	(32,206)	(37,484)	(42,181)	(46,361)	(50,082)	(53,393)	(56,340)	(58,963)	(61,298)	
53,909	47,979	42,701	38,004	33,824	30,103	26,792	23,845	21,222	18,887	
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
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SHIRE OF CHAPMAN VALLEY Property, Plant and Equipment						Long Term Financial Plan									
						Predictions									
PLANT AND EQUIPMENT	Notes	Actual			Calc Base	1	2	3	4	5	6	7	8	9	10
		18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32
Class Summary Totals		Link/Notes													
Opening Balance		4,515,757	3,860,368	4,344,856	4,804,253	5,572,786	6,003,286	6,448,286	6,995,786	7,451,786	7,878,786	8,200,286	8,685,286	9,107,286	9,557,286
Accumulated Depreciation		(1,829,369)	-	(526,743)	(1,092,373)	(1,629,879)	(2,110,954)	(2,588,060)	(3,072,910)	(3,554,586)	(4,030,248)	(4,488,953)	(4,950,549)	(5,407,790)	(5,864,235)
Written down Value		2,686,388	3,860,368	3,818,113	3,711,880	3,942,907	3,892,332	3,860,226	3,922,876	3,897,200	3,848,538	3,711,333	3,734,737	3,699,496	3,693,051
Additions															
Assets at no cost		Free or discounted	-	-	-	-	-	-	-	-	-	-	-	-	-
New			-	-	-	-	-	-	-	-	-	-	-	-	-
Renewal		Plant Replacement	567,493	518,488	489,116	796,677	515,500	610,000	665,000	655,000	530,000	390,000	595,000	550,000	575,000
Disposals															
Cost		Asset write out	(57,435)	(28,009)	(29,719)	(28,144)	(85,000)	(165,000)	(117,500)	(199,000)	(103,000)	(68,500)	(110,000)	(128,000)	(125,000)
Asset Reclassification															
Revaluation															
Increment		Balance sheet	428,935												
Decrement		Balance sheet													
Depreciation															
Depreciation Charge		Income statement	(440,053)	(532,734)	(565,630)	(537,506)	(481,075)	(477,107)	(484,850)	(481,676)	(475,662)	(458,704)	(461,597)	(457,241)	(456,445)
Closing balance WDV		Balance sheet	3,185,328	3,818,113	3,711,880	3,942,907	3,892,332	3,860,226	3,922,876	3,897,200	3,848,538	3,711,333	3,734,737	3,699,496	3,693,051
Funding Sources		Link/Notes													
Proceeds on sale		Source for RSS	-	-	-	-	-	-	-	-	-	-	-	-	-
Borrowings			-	-	-	-	-	-	-	-	-	-	-	-	-
Reserves Transfers			(211,681)	-	-	(27,886)	-	-	-	-	-	-	-	-	-
Private Contributions			-	-	-	-	-	-	-	-	-	-	-	-	-
Government Grants			-	-	-	-	-	-	-	-	-	-	-	-	-
Total Capital Contributions			(211,681)	-	-	(27,886)	-	-	-	-	-	-	-	-	-
Net Cost General Purpose Revenue			355,812	518,488	489,116	768,791	515,500	610,000	665,000	655,000	530,000	390,000	595,000	550,000	575,000
Gains or losses on disposal		Link/Notes													
Gains on Disposal			-	-	-	-	-	-	-	-	-	-	-	-	-
Losses on Disposal			-	-	-	-	-	-	-	-	-	-	-	-	-
Net Gains or Losses on Disposal			-	-	-	-	-	-	-	-	-	-	-	-	-

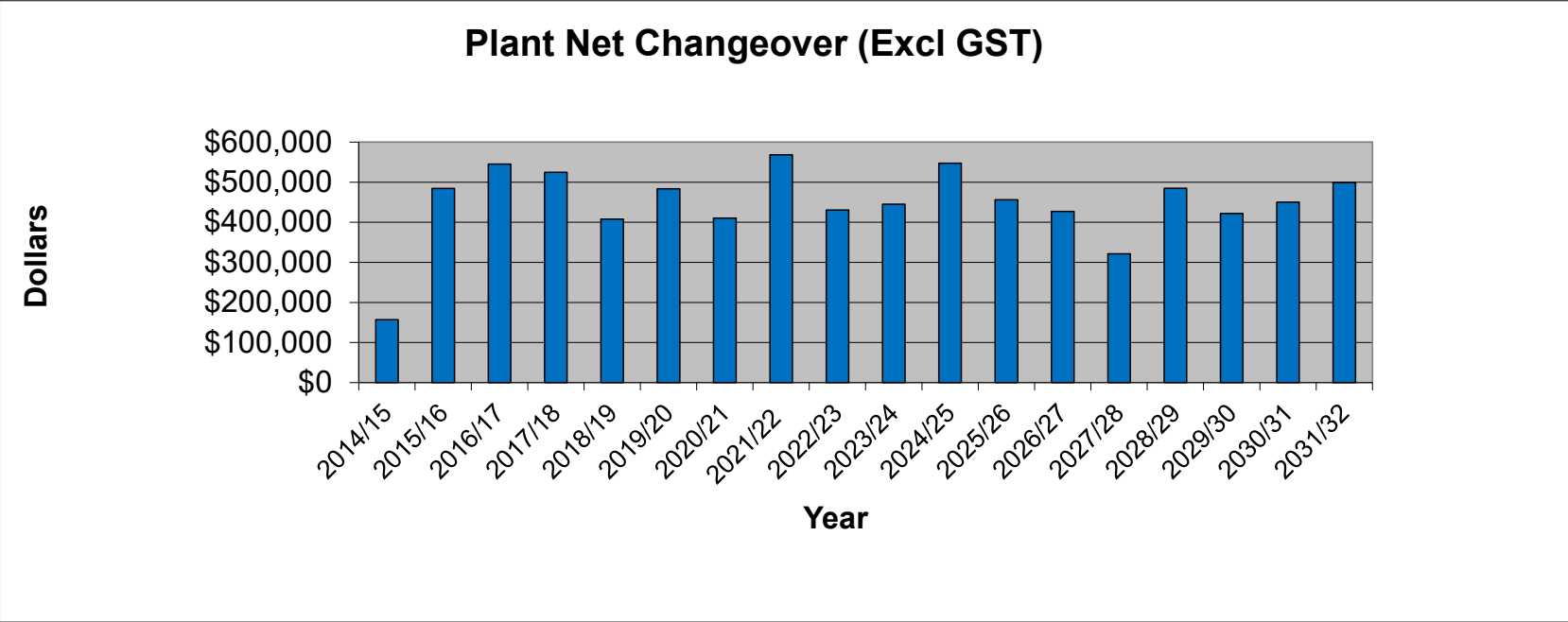


SHIRE OF CHAPMAN VALLEY										Long Term Financial Plan									
Property, Plant and Equipment																			
						Predictions													
		Actual			Calc Base	1	2	3	4	5	6	7	8	9	10				
FURNITURE AND EQUIPMENT	Notes	18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32				
Class Summary Totals		Link/Notes																	
Opening Balance		260,999	192,671	189,749	199,001	199,001	199,001	199,001	199,001	199,001	199,001	199,001	199,001	199,001	199,001				
Accumulated Depreciation		(65,582)	(2,950)	(3,853)	(8,086)	(8,086)	(29,087)	(47,777)	(64,412)	(79,217)	(92,393)	(104,120)	(114,557)	(123,846)	(132,113)				
Written down Value		195,417	189,721	185,896	190,915	190,915	169,914	151,224	134,589	119,784	106,608	94,881	84,444	75,155	66,888				
Additions																			
Assets at no cost		Free or discounted																	
New		-	-	-	-	-	-	-	-	-	-	-	-	-	-				
Renewal		773	-	9,252	9,497	-	-	-	-	-	-	-	-	-	-				
Disposals																			
Written Down Value		Asset write out				-	-	-	-	-	-	-	-	-	-				
Write offs						-	-	-	-	-	-	-	-	-	-				
Revaluation																			
Increment		Balance sheet				-	-	-	-	-	-	-	-	-	-				
Decrement		Balance sheet				-	-	-	-	-	-	-	-	-	-				
Depreciation																			
Depreciation Charge		Income statement				(44,394)	(3,825)	(4,233)	(5,116)	(21,001)	(18,691)	(16,635)	(14,805)	(13,176)	(11,727)	(10,437)	(9,289)	(8,267)	(7,358)
Closing balance WDV		Balance sheet				189,721	185,896	190,915	195,296	169,914	151,224	134,589	119,784	106,608	94,881	84,444	75,155	66,888	59,531
Funding Sources		Link/Notes																	
Proceeds on sale		Source for RSS				-	-	-	-	-	-	-	-	-	-	-	-	-	-
Borrowings						-	-	-	-	-	-	-	-	-	-	-	-	-	-
Private Contributions						-	-	-	-	-	-	-	-	-	-	-	-	-	-
Government Grants						-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Capital Contributions						-	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Cost General Purpose Revenue						773	-	9,252	9,497	-	-	-	-	-	-	-	-	-	-

Asset No	Reg No	Plant No	SHIRE OF CHAPMAN VALLEY 10 YEAR PLANT REPLACEMENT SCHEDULE	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
CAPITAL PURCHASE EXPENDITURE													
Existing Plant Type													
TRUCKS													
MV13	CV2806	P52	2015 Isuzu 450 Tipper Truck			\$70,000							\$75,000
MV18	CV2859	P60	2016 Isuzu FRR 110-260, Crew Cab Truck				\$180,000						
MV23	CV2726	P72	2013 Coronado Freightliner Primemover (secondhand)			\$250,000							
364	CV918	P918	2008 Iveco Powerstar 6 x 4 Tip Truck (Not to be Replaced)										
393	CV69	P35	2010 Caterpillar Primemover	\$310,000									
MV18	CV2877	P81	2020 Coronado Freightliner 6 x 4 Tip Truck									\$310,000	
MV31	CV2962	P85	2021 Coronado Freightliner Prime Mover (New)										\$310,000
GRADERS													
PE26	CV2938	P76	2019 120M Caterpillar Grader								\$400,000		
PE10	CV2861	P57	2016 John Deere 670G Grader					\$375,000					
NEW	NEW	NEW	2021 CAT 150L3 Grader										
ROLLERS													
51	CV1029	P1029	1976 Multi Tyred Roller - tow along			\$65,000							
PE25	CV2895	P75	2019 Multipac 524H Multi Tyred Roller									\$140,000	
PE15	CV2863	P66	2016 Cat CS78b Vibrating Roller							\$200,000			
342	CV2570	P2570	2007 Amman pneumatic Multi Tyred Roller				\$200,000						
NEW	NEW	NEW	Drawn Roller										
137	NA	P162	McDonalds Cricket Pitch Roller										
LOADERS													
PE14	CV2846	P62	2016 Case 580 ST Backhoe		\$200,000								
P23	CV2892	P73	2018 Volvo loader L90F							\$325,000			
PE18	CV485	P67	2016 Caterpillar 236D Skid Steer			\$50,000							
385	950CV	P26	2008 Caterpillar 950H wheel loader		\$320,000								
PE33	NA	P87	Heli Forklift - 2.5t										
TRACTORS													
PE11	CV2856	P56	2016 Case 60B Tractor						\$45,000				
MOWERS													
NEW	NEW	NEW	New Slasher 8ft approx.	\$20,000									
PE32	TBC	P84	2021 Bushranger Spartan SRT Lawn Mower					\$25,000					
PE9	CV2896	P1924	2015 Hustler RO Mower					\$30,000					
PE27	NA	P1926	2019 John Deere Ztrak ROM - 72" Diesel						\$30,000				
PE30	CV2897	P1927	2019 Club Cadet ROM						\$35,000				
PE24	NA	P007	2018 John Deere Ztrak ROM (Yuna)									\$5,000	
TRAILERS (HEAVY)													
227	CV7887	P148	2001 Low bed tilt trailer (Not to be Replaced)										
MV09	CV7886	P45	2014 Water Tanker Trailer (Howard Porter)	\$100,000									
343	CV7723	P7723	2008 Howard Porter side tipping trailer				\$110,000						
344	CV7724	P7724	2008 Side Tipping Trailer										
MV08	CV7882	P46	2014 Side Tipper Trailer (Howard Porter)						\$110,000				
P22	CV7881	P74	2018 Side Tipper Trailer (All Roads)										\$110,000
MV32	1TWC604	P86	Rockwheeler Tri-Axle Side Tipper (2021)										
358	CV7725	P7725	2007 Dolly						\$25,000				
363	CV7716	P7716	2008 Dolly							\$25,000			
PE16	CV7883	P63	2009 Dolly (for Tri-Axle Low Loader - Purchased 2017)										
PE17	CV7880	P64	2017 Tri-Axle Dropdeck Trailer (& Ramps)										
LIGHT TRAILERS & OTHER ITEMS													
77	CV1922	P1922	1990 Trailer - Papas (Tandem) - Portable Toilet										
PE19	CV7884	P1925	2017 Trailer Hydraulic Tipper w/Cage (Rubbish)										
199	CV7589	P7589	1968 Trailer Tanker (Fuel) - purchased 1999 ex MRWA										
282	CV7670	P7670	2003 Trailer - (carries Generator P42)										
304	CV96	P96	2005 Trailer - Tandem (Small)										
318	CV619	P619	2006 Trailer & Water Tank (Coro Beach)										
336	CV7717	P7717	2007 Trailer (Water Pump)										
396	CV7800	P37	2012 Trailer - Plant (Coast MAC 4.5t for Skid Steer)										
PE7	CV7833	P50	2015 Trailer - Weedsprayer (10,000Lt Custom Built)										
PE8	CV7885	P1923	2014 Trailer - Flatbed										
329	CV7750	P7750	2006 Trailer (SAM - Shared with Shire of NR)										
NA	CV7729	P25	2009 Trailer (Mobile Standpipe)										
NEW	NEW	NEW	Transp. Radar Display Trailer										
MV27	1TVC172	P80	Tow Along Broom Sweeper										
LIGHT VEHICLES													
MV16	CV2736	P55	2016 Mitsubishi MQ Triton 4x 4 Utility (LH Gardener)	\$45,500					\$50,000				
MV19	CV2843	P61	2016 Toyota Hilux 4x4 Utility (Ranger)		\$40,000				\$50,000				
MV26	CV2952	P79	2020 Mitsubishi Triton GLX 4x4 (Mechanic)				\$45,000						
MV12	CV2807	P51	2015 Toyota Hilux Dual cab 4x4 (RW Mntce)			\$40,000					\$50,000		
MV25	CV2932	P78	2020 Toyota Hilux SR4x4 (LH Works)			\$40,000					\$50,000		
MV29	CV1	P82	2020 Toyota Prado GXL (CEO)									\$65,000	
MV30	CV2944	P83	Ford Ranger (2020) XLT 3.2L 4x4 (DCEO)				\$55,000					\$55,000	
MV20	CV580	P65	2017 Ford Ranger XLT dual cab 4x4 (Building Surveyor)	\$40,000					\$45,000				
MV22	CV2890	P71	2010 Toyota L/cruiser Workmate(Mtce Grader purchased 2017)			\$40,000				\$45,000			
MV05	CV396	P43	2013 Ford PX Ranger 4X2 2.2Lt Turbo Diesel(Gardener)					\$50,000					\$50,000
MV10	CV2732	P48	2014 Mazda BT50 Single Cab 4x4 Utility (Mntce Grader)					\$50,000					\$50,000
MV24	CV2933	P77	2020 Ford Ranger 4x4 Duel Cab (Manager Works & Svce)										
MV14	CV187	P53	2016 Ford PX Ranger Dual Cab		\$50,000						\$50,000		
FIRE CONTROL VEHICLES													
MV11	CV19	P49	2014 Fire Truck - Toyota Landcruiser (Naraling)										
MV21	1GIC469	P70	2016 Fire Truck - Toyota Landcruiser (Howatharra)										
MV17	1EZY782	P59	2016 Fire Truck - Toyota Landcruiser (Yetna)										
MV02	CV434	P39	2012 Fire Truck - Toyota Landcruiser (Nabawa)										
MV07	1EKO147	P47	2013 Fire Truck - Isuzu 4.4 Rural Tanker (Nabawa)										
MV06	1ERG565	P44	2013 Fire Truck - Toyota Landcruiser (Yuna)										
TOTAL CAPITAL PURCHASES EXCLUDING GST				\$515,500	\$610,000	\$665,000	\$655,000	\$530,000	\$390,000	\$595,000	\$550,000	\$575,000	\$595,000
TOTAL CAPITAL PURCHASES INCLUDING GST				\$567,050	\$671,000	\$731,500	\$720,500	\$583,000	\$429,000	\$654,500	\$605,000	\$632,500	\$654,500

Asset No	Reg No	Plant No	SHIRE OF CHAPMAN VALLEY 10 YEAR PLANT REPLACEMENT SCHEDULE									
			2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
CAPITAL TRADE-IN INCOME												
Existing Plant Type												
TRUCKS												
MV13	CV2806	P52	2015 Isuzu 450 Tipper Truck		\$17,500							\$18,000
MV18	CV2859	P60	2016 Isuzu FRR 110-260, Crew Cab Truck			\$60,000					\$60,000	
MV23	CV2726	P72	2013 Coronado Freightliner Primemover (secondhand)		\$30,000							\$30,000
364	CV918	P918	2008 Iveco Powerstar 6 x 4 Tip Truck (Not to be Replaced)									
393	CV69	P35	2010 Caterpillar Primemover	\$50,000.00								
MV31	CV2962	P85	2021 Coronado Freightliner Prime Mover (New)									
GRADERS												
PE26	CV2938	P76	2019 120M Caterpillar Grader									
PE10	CV2861	P57	2016 John Deere 670G Grader				\$80,000					
NEW	NEW	NEW	2021 CAT 150L3 Grader							\$80,000		
ROLLERS												
51	CV1029	P1029	1976 Multi Tyred Roller - tow along		\$0							
PE25	CV2895	P75	2019 Multipac 524H Multi Tyred Roller								\$15,000	
PE15	CV2863	P66	2016 Cat CS78b Vibrating Roller						\$20,000	\$15,000		
342	CV2570	P2570	2007 Amman pneumatic Multi Tyred Roller			\$50,000						
NEW	NEW	NEW	Drawn Roller									
137	NA	P162	McDonalds Cricket Pitch Roller									
LOADERS												
PE14	CV2846	P62	2016 Case 580 ST Backhoe	\$40,000								
P23	CV2892	P73	2018 Volvo loader L90F						\$85,000			
PE18	CV485	P67	2016 Caterpillar 236D Skid Steer		\$17,000							
385	950CV	P26	2008 Caterpillar 950H wheel loader	\$100,000								
PE33	NA	P87	Heli Forklift - 2.5t									
TRACTORS												
PE11	CV2856	P56	2016 Case 60B Tractor					\$7,500				
MOWERS												
NEW	NEW	NEW	New Slasher 8ft approx.									
PE9	CV2896	P1924	2015 Hustler RO Mower				\$5,000					
PE27	NA	P1926	2019 John Deere Ztrak ROM - 72" Diesel					\$1,500				
PE30	CV2897	P1927	2019 Club Cadet ROM					\$1,500				
PE24	NA	P007	2018 John Deere Ztrak ROM (Yuna)								\$0	
TRAILERS (HEAVY)												
227	CV7887	P148	2001 Low bed tilt trailer (Not to be Replaced)									
MV09	CV7886	P45	2014 Water Tanker Trailer (Howard Porter)	\$10,000								
343	CV7723	P7723	2008 Howard Porter side tipping trailer									
344	CV7724	P7724	2008 Side Tipping Trailer									
MV08	CV7882	P46	2014 Side Tipper Trailer (Howard Porter)		\$30,000	\$30,000						
P22	CV7881	P74	2018 Side Tipper Trailer (All Roads)									\$30,000
MV32	1TWC604	P86	Rockwheeler Tri-Axle Side Tipper (2021)									
358	CV7725	P7725	2007 Dolly					\$0				
363	CV7716	P7716	2008 Dolly						\$0			
PE16	CV7883	P63	2009 Dolly (for Tri-Axle Low Loader - Purchased 2017)									
PE17	CV7880	P64	2017 Tri-Axle Dropdeck Trailer (& Ramps)									
LIGHT TRAILERS & OTHER ITEMS												
77	CV1922	P1922	1990 Trailer - Papas (Tandem) - Portable Toilet									
PE19	CV7884	P1925	2017 Trailer Hydraulic Tipper w/Cage (Rubbish)									
199	CV7589	P7589	1968 Trailer Tanker (Fuel) - purchased 1999 ex MRWA									
282	CV7670	P7670	2003 Trailer - (carries Generator P42)									
304	CV96	P96	2005 Trailer - Tandem (Small)									
318	CV619	P619	2006 Trailer & Water Tank (Coro Beach)									
336	CV7717	P7717	2007 Trailer (Water Pump)									
396	CV7800	P37	2012 Trailer - Plant (Coast MAC 4.5t for Skid Steer)									
PE7	CV7833	P50	2015 Trailer - Weedsprayer (10,000L Custom Built)									
PE8	CV7885	P1923	2014 Trailer - Flatbed									
329	CV7750	P7750	2006 Trailer (SAM - Shared with Shire of NR)									
NA	CV7729	P25	2009 Trailer (Mobile Standpipe)									
NEW	NEW	NEW	Transp. Radar Display Trailer									
MV27	1TVC172	P80	Tow Along Broom Sweeper									
LIGHT VEHICLES												
MV16	CV2736	P55	2016 Mitsubishi MQ Triton 4x 4 Utility (LH Gardener)	\$10,000				\$10,000				
MV19	CV2843	P61	2016 Toyota Hilux 4x4 Utility (Ranger)		\$10,000			\$10,000				
MV26	CV2952	P79	2020 Mitsubishi Triton GLX 4x4 (Mechanic)			\$9,000						
MV12	CV2807	P51	2015 Toyota Hilux Dual cab 4x4 (RW Mntce)			\$9,000				\$9,000		
MV25	CV2932	P78	2020 Toyota Hilux SR4x4 (LH Works)							\$9,000		
MV29	CV1	P82	2020 Toyota Prado GXL (CEO)				\$30,000				\$30,000	
MV30	CV2944	P83	Ford Ranger (2020) XLT 3.2L 4x4 (DCEO)			\$20,000					\$20,000	
MV20	CV580	P65	2017 Ford Ranger XLT dual cab 4x4 (Building Surveyor)	\$15,000								
MV22	CV2890	P71	2010 Toyota L/cruiser Workmate(Mtce Grader purchased 2017)		\$5,000				\$5,000			
MV05	CV396	P43	2013 Ford PX Ranger 4X2 2.2L Turbo Diesel(Gardener)				\$8,000					\$8,000
MV10	CV2732	P48	2014 Mazda BT50 Single Cab 4x4 Utility (Mntce Grader)				\$10,000					\$10,000
MV24	CV2933	P77	2020 Ford Ranger 4x4 Dual Cab (Manager Works & Svce)		\$15,000					\$15,000		
MV14	CV187	P53	2016 Ford PX Ranger Dual Cab									
FIRE CONTROL VEHICLES												
MV11	CV19	P49	2014 Fire Truck - Toyota Landcruiser (Naraling)									
MV21	1GIC469	P70	2016 Fire Truck - Toyota Landcruiser (Howatharra)									
MV17	1EZY782	P59	2016 Fire Truck - Toyota Landcruiser (Yetna)									
MV02	CV434	P39	2012 Fire Truck - Toyota Landcruiser (Nabawa)									
MV07	1EKO147	P47	2013 Fire Truck - Isuzu 4.4 Rural Tanker (Nabawa)									
MV06	1ERG565	P44	2013 Fire Truck - Toyota Landcruiser (Yuna)									
TOTALCAPITAL INCOME EXCL GST			\$85,000	\$165,000	\$117,500	\$199,000	\$103,000	\$68,500	\$110,000	\$128,000	\$125,000	\$96,000
TOTALS CAPITAL INCOME INCL GST			\$93,500	\$181,500	\$129,250	\$218,900	\$113,300	\$75,350	\$121,000	\$140,800	\$137,500	\$105,600
TOTAL NET CHANGEOVER EXCL GST			\$430,500	\$445,000	\$547,500	\$456,000	\$427,000	\$321,500	\$485,000	\$422,000	\$450,000	\$499,000

Asset No	Reg No	Plant No	SHIRE OF CHAPMAN VALLEY 10 YEAR PLANT REPLACEMENT SCHEDULE										
			2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	
PLANT RESERVE & MUNICIPAL FUND TRANSACTIONS REQUIRED													
			Opening Balance 1st July - Plant Reserve Fund	\$128,698	\$128,698	\$128,698	\$128,698	\$128,698	\$128,698	\$128,698	\$128,698	\$128,698	
			Transfer From Muni to Plant Reserve	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
			Net Changeover figure	\$430,500	\$445,000	\$547,500	\$456,000	\$427,000	\$321,500	\$485,000	\$422,000	\$450,000	\$499,000
			Transfer From Plant Reserve to Muni	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
				\$280,500	\$295,000	\$397,500	\$306,000	\$277,000	\$171,500	\$335,000	\$272,000	\$300,000	\$349,000
			Closing Balance 30th June - Plant Reserve Fund	\$128,698	\$128,698	\$128,698	\$128,698	\$128,698	\$128,698	\$128,698	\$128,698	\$128,698	\$128,698



TEN YEAR ROADWORKS PROGRAM

Per KM average cost for work types (Note these can vary due to culvert numbers, lead distance, alignments, location, project size, etc.)			ESTIMATED AVERAGE COST BASED ON CURRENT YEAR COSTS								
				Dist	Est Cost	Aver/Km					
\$67,000	Gravel Sheetting Average		Gravel Sheetting	4.00	\$268,401	\$67,100					
\$155,000	Reconstruct from Gravel to 7.2m Seal		Recnst to 7.2m seal	12.65	\$1,944,869	\$153,745					
\$130,000	Widen from 4m to 7.2m Seal		Widen 4m to 7.2m	NA	\$130,000	\$130,000					
\$75,000	Shoulder Reconstruction		Shoulder Reconst	NA	\$75,000	\$75,000					
\$5	Reseal 14mm per m2										

Year	RRG	Hierarchy	Own Resource/Other Funding Sources/Comments	Type of work	Length SLK or Area	Estimated Total Project Cost (Excl Trnsfers to Infrast. Reserve)	Funding Sources				
							Shire	RRG/SBS	R2R	Direct Grant	Other
ONE	2022/23	RRG Grant Projects	Other Grant; Maintenance & Own Resource								
Priority 1 "Grant Funded" Projects will take precedence over all other road works											
	East Nabawa	A		Upgrade to 7.2m Seal	3.00	\$449,000	\$0	\$300,000	\$149,000		
	Valentine	A		Upgrade to 7.2m Seal	4.35	\$674,250	\$194,630	\$300,000	\$179,620		
	Northampton Nabawa	A		Shoulder Reconstruction & Reseal	3.50	\$450,000	\$150,000	\$300,000			
	Coronation Beach	A	MWRRG & LRCIP (Full Contractors)	Reseal/Shoulders/Drainage	0.00	\$529,060	\$0	\$109,060		\$420,000	
Priority 2 & 3 Works - "Own Resources Projects - Carried Over & New"											
Continuation of Priority Own Resource Road Works Projects - Non Specific											
Only if not completed by Contractors in 21/22			Nanson Howatharra -LRCIP (Full Contractors)	Gravel Sheetting (including CVAS internal track)	12.00	\$804,000	\$804,000			\$0	
				Reseal/Shoulders/Drainage	0.00	\$144,418	\$0			144418	
	Additional Employee Costs & Contract/Material Contingency					\$250,000	\$250,000				
	Contingency Transferred TO Road Infrastructure Reserve					\$0	\$0				
Priority 4 Works "Maintenance" (Amount listed is indicative only and may vary)											
		-	Major Maintenance Works - Various Roads	Vegetation Clearance; Drainage Works; Etc)	0.00	\$451,403	\$328,930		\$107,473	\$15,000	
		-	Minor Maintenance Works - Various Roads	Maintenance Grading; Etc)	0.00	\$171,036	\$161,573		\$9,463		
						\$3,923,167	\$1,889,133	\$1,009,060	\$328,620	\$116,936	\$579,418
				Total Grants & Contributions			\$2,034,034				
				% of Grants/Contribution to Total Program of Works			51.85%				

Notes:

Indicates Variation to Previously endorsed Road Works Program

Annual Gravel Sheetting distance will vary to bring Program into approximate annual average Road Work Program amount

	Contract & Materials	SoCV Plant & Labour	
	\$246,950	\$202,050	
	\$370,838	\$303,413	
	\$247,500	\$202,500	
LRCIP	\$529,060	\$0	
Tranf FROM Res	\$120,600	\$683,400	
LRCIP	\$144,418	\$0	
	\$175,000	\$75,000	
	0		
Hudson	\$203,131	\$248,272	
	\$10,262	\$160,774	
\$3,923,167	\$2,047,759	\$1,875,408	Cont/Materials - Grants Differential
Bal Aid		\$3,923,167	-\$13,725
	Reduction/Increase in Contract & Materials Contingency		-\$25,000
52%	Percentage of Contract & Materials for whole RW Program		

Year	RRG	Hierarchy	Own Resource/Other Funding Sources/Comments	Type of work	Length SLK or Area	Estimated Total Project Cost (Excl Trnsfers to Infrast. Reserve)	Funding Sources				
							Shire	RRG/\$B5	R2R	Direct Grant	Other
ONE	2023-24	RRG Grant Projects	Other Grant: Maintenance & Own Resource								
Priority 1 "Grant Funded" Projects will take precedence over all other road works											
	East Nabawa	A		Upgrade to 7.2m Seal	3.00	\$465,000	\$0	\$300,000	\$165,000		
	Northampton Nabawa	A		Shoulder Reconstruction & Reseal	3.29	\$450,000	\$28,380	\$300,000	\$121,620		
	Durawah/Stn/Stn Val	A		Upgrade to 7.2m Seal	3.00	\$450,000	\$108,000	\$300,000	\$42,000		
	Coronation Beach Rd	A	Continuation of 22/23 not completed	Reseal/Shoulders/Drainage	0.00	TBD	\$0				
	Nanson Howatharra	A		Reseals	7.00	\$252,000	\$84,000	\$168,000			
Priority 2 & 3 Works - "Own Resources Projects - Carried Over & New"											
Continuation of Priority Own Resource Road Works Projects - Non Specific											
				Gravel Sheetting	13.00	\$871,000	\$871,000				\$0
				Reseal (Own Resources)	6.56	\$230,660	\$230,660				
				Additional Employee Costs & Contract/Material Contingency		\$275,000	\$275,000				
				Contingency Transferred TO Road Infrastructure Reserve		\$0	\$0				
Priority 4 Works "Maintenance" (Amount listed is indicative only and may vary)											
		-	Major Maintenance Works - Various Roads	Vegetation Clearance; Drainage Works; Etc)	0.00	\$451,403	\$328,930			\$107,473	\$15,000
		-	Minor Maintenance Works - Various Roads	Maintenance Grading; Etc)	0.00	\$171,036	\$171,036			\$9,463	
						\$3,616,099	\$2,097,006	\$1,068,000	\$328,620	\$116,936	\$15,000
				Total Grants & Contributions						\$1,528,556	
				% of Grants/Contribution to Total Program of Works						42.27%	
TWO	2024/25	RRG Grant Projects	Other Grant: Maintenance & Own Resource								
Priority 1 "Grant Funded" Projects will take precedence over all other road works											
	East Nabawa	A		Upgrade to 7.2m Seal	3.00	\$465,000	\$0	\$300,000	\$165,000		
	Nanson Howatharra	A		Reseals	7.35	450000	86667	300000	63333		
	Durawah/Stn/Stn Val	A		Widen Seal, Shoulders & Drainage Improvement	3.00	\$450,000	\$34,713	\$300,000	\$100,287		\$15,000
Priority 2 & 3 Works - "Own Resources Projects - Carried Over & New"											
Continuation of Priority Own Resource Road Works Projects - Non Specific											
				Gravel Sheetting	21.00	\$1,407,000	\$1,407,000				\$0
				Additional Employee Costs & Contract/Material Contingency		\$225,000	\$225,000				
				Contingency Transferred TO Road Infrastructure Reserve		\$100,000	\$100,000				
Priority 4 Works "Maintenance" (Amount listed is indicative only and may vary)											
		-	Major Maintenance Works - Various Roads	Vegetation Clearance; Drainage Works; Etc)	0.00	\$451,403	\$343,930			\$107,473	
		-	Minor Maintenance Works - Various Roads	Maintenance Grading; Etc)	0.00	\$171,036	\$161,573			\$9,463	
						\$3,719,439	\$2,358,883	\$900,000	\$328,620	\$116,936	\$15,000
				Total Grants & Contributions						\$1,360,556	
				% of Grants/Contribution to Total Program of Works						36.58%	
THREE	2025/26	RRG Grant Projects	Other Grant: Maintenance & Own Resource								
Priority 1 "Grant Funded" Projects will take precedence over all other road works											
	East Nabawa	A		Upgrade to 7.2m Seal	3.50	\$542,500	\$0	\$300,000	\$242,500		
	Various Reseals	A		Various Reseals (MWR/RRG)	6.50	\$234,000	\$18,000	\$156,000	\$60,000		
	Durawah/Stn/Stn Val	A		Widen Seal, Shoulders & Drainage Improvement							

G:\030 Finance Rates and General Purpose Income\313 Strategic Community Plan\313.02 Asset Management Plan\2023\Asset Management Plan - March 2023

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TEN YEAR ROADWORKS PROGRAM

Year	RRG	Hierarchy	Own Resource/Other Funding Sources/Comments	Type of work	Length SLK or Area	Estimated Total Project Cost (Excl Trnsfers to Infrast. Reserve)	Funding Sources				
							Shire	RRG/SBS	R2R	Direct Grant	Other
FOUR	2026/27	RRG Grant Projects	Other Grant; Maintenance & Own Resource								
Priority 1 "Grant Funded" Projects will take precedence over all other road works											
		Various Reseals	A	Various Reseals (MWRRG)	5.00	\$180,000	\$0	\$120,000	\$60,000		
		Dartmoor/Dartmoor LN	A	Gravel Sheetting	7.00	\$469,000	\$7,000	\$312,667	\$134,333	\$15,000	
		Durawah/Stn/Stn Val	A	Widen Seal, Shoulders & Drainage Improvement	3.00	\$450,000	\$15,713	\$300,000	\$134,287		
Priority 2 & 3 Works - "Own Resources Projects - Carried Over & New"											
Continuation of Priority Own Resource Road Works Projects - Non Specific											
				Gravel Sheetting	25.00	\$1,675,000	\$1,675,000			\$0	
Additional Employee Costs & Contract/Material Contingency						\$225,000	\$225,000				
Contingency Transferred TO Road Infrastructure Reserve						\$150,000	\$150,000				
Priority 4 Works "Maintenance" (Amount listed is indicative only and may vary)											
		-	Major Maintenance Works - Various Roads	Vegetation Clearance; Drainage Works; Etc)	0.00	\$451,403	\$343,930		\$107,473		
		-	Minor Maintenance Works - Various Roads	Maintenance Grading; Etc)	0.00	\$171,036	\$171,036		\$9,463		
						\$3,771,439	\$2,587,680	\$732,667	\$328,620	\$116,936	
Total Grants & Contributions						\$1,193,223					
% of Grants/Contribution to Total Program of Works						31.64%					
FIVE	2027/28	RRG Grant Projects	Other Grant; Maintenance & Own Resource								
Priority 1 "Grant Funded" Projects will take precedence over all other road works											
		Various Reseals	A	Various Reseals (MWRRG)	6.35	\$228,600	\$0	\$152,400	\$76,200		
		Dartmoor/Dartmoor LN	A	Gravel Sheetting	7.00	\$469,000	\$7,000	\$312,667	\$134,333	\$15,000	
		Durawah/Stn/Stn Val	A	Widen Seal, Shoulders & Drainage Improvement	3.00	\$450,000	\$31,913	\$300,000	\$118,087		
Priority 2 & 3 Works - "Own Resources Projects - Carried Over & New"											
Continuation of Priority Own Resource Road Works Projects - Non Specific											
				Gravel Sheetting	22.00	\$1,474,000	\$1,299,000		\$0	\$175,000	
				Reseal (Own Resources)	1.56	\$55,660	\$55,660				
Additional Employee Costs & Contract/Material Contingency						\$225,000	\$225,000				
Contingency Transferred TO Road Infrastructure Reserve						\$125,000					
Priority 4 Works (Amount listed is indicative only and may vary. If additional Maintenance Works required Priority 3 Works will reduce)											
		-	Major Maintenance Works - Various Roads	Vegetation Clearance; Drainage Works; Etc)	0.00	\$451,403	\$343,930		\$107,473		
		-	Minor Maintenance Works - Various Roads	Maintenance Grading; Etc)	0.00	\$171,036	\$171,036		\$9,463		
						\$3,649,699	\$2,133,540	\$765,067	\$328,620	\$116,936	
Total Grants & Contributions						\$1,400,623					
% of Grants/Contribution to Total Program of Works						38.38%					
SIX	2028/29	RRG Grant Projects	Other Grant; Maintenance & Own Resource								
Priority 1 "Grant Funded" Projects will take precedence over all other road works											
		Various Reseals	A	Various Reseals (MWRRG)	6.53	\$163,080	-\$39,240	\$108,720	\$93,600		
		Dartmoor/Dartmoor LN	A	Gravel Sheetting	7.00	\$469,000	\$7,000	\$312,667	\$134,333	\$15,000	
		Durawah/Stn/Stn Val	A	Widen Seal, Shoulders & Drainage Improvement	3.00	\$450,000	\$49,313	\$300,000	\$100,687		
Priority 2 & 3 Works - "Own Resources Projects - Carried Over & New"											
Continuation of Priority Own Resource Road Works Projects - Non Specific											
				Gravel Sheetting	24.00	\$1,608,000	\$1,458,000		\$0	\$150,000	
Additional Employee Costs & Contract/Material Contingency						\$275,000	\$275,000				
Contingency Transferred TO Road Infrastructure Reserve						\$0					
Priority 4 Works "Maintenance" (Amount listed is indicative only and may vary)											
		-	Major Maintenance Works - Various Roads	Vegetation Clearance; Drainage Works; Etc)		\$135,640	\$28,167		\$107,473		
		-	Minor Maintenance Works - Various Roads	Maintenance Grading; Etc)		\$386,879	\$377,416		\$9,463		
						\$3,487,599	\$2,155,656	\$721,387	\$328,620	\$116,936	
Total Grants & Contributions						\$1,331,943					
% of Grants/Contribution to Total Program of Works						38.19%					

Notes:  
Indicates Variation to Previously endorsed Road Works Program  
Annual Gravel Sheetting distance will vary to bring Program into approximate annual average Road Work Program amount

Contract & Materials	SoCV Plant & Labour
\$180,000	\$0
\$70,350	\$398,650
\$247,500	\$202,500
\$251,250	\$1,423,750
\$150,000	\$75,000
150000	
\$203,131	\$248,272
\$10,262	\$160,774
\$3,780,902	
\$1,262,494	\$2,508,946
\$3,771,439	
Reduction/Increase in Contract & Materials Contingency	
Percentage of Contract & Materials for whole RW Program	
Contract & Materials	SoCV Plant & Labour
\$228,600	\$0
\$70,350	\$398,650
\$247,500	\$202,500
\$221,100	\$1,252,900
\$55,660	\$0
\$150,000	\$75,000
125000	
\$203,131	\$248,272
\$10,262	\$160,774
\$3,534,162	
\$1,311,604	\$2,338,096
\$3,649,699	
Reduction/Increase in Contract & Materials Contingency	
Percentage of Contract & Materials for whole RW Program	
Contract & Materials	SoCV Plant & Labour
\$163,080	\$0
\$70,350	\$398,650
\$247,500	\$202,500
\$241,200	\$1,366,800
\$200,000	\$75,000
0	
\$61,038	\$74,602
\$23,213	\$363,666
\$3,487,599	
\$1,006,381	\$2,481,218
\$3,487,599	
Reduction/Increase in Contract & Materials Contingency	
Percentage of Contract & Materials for whole RW Program	

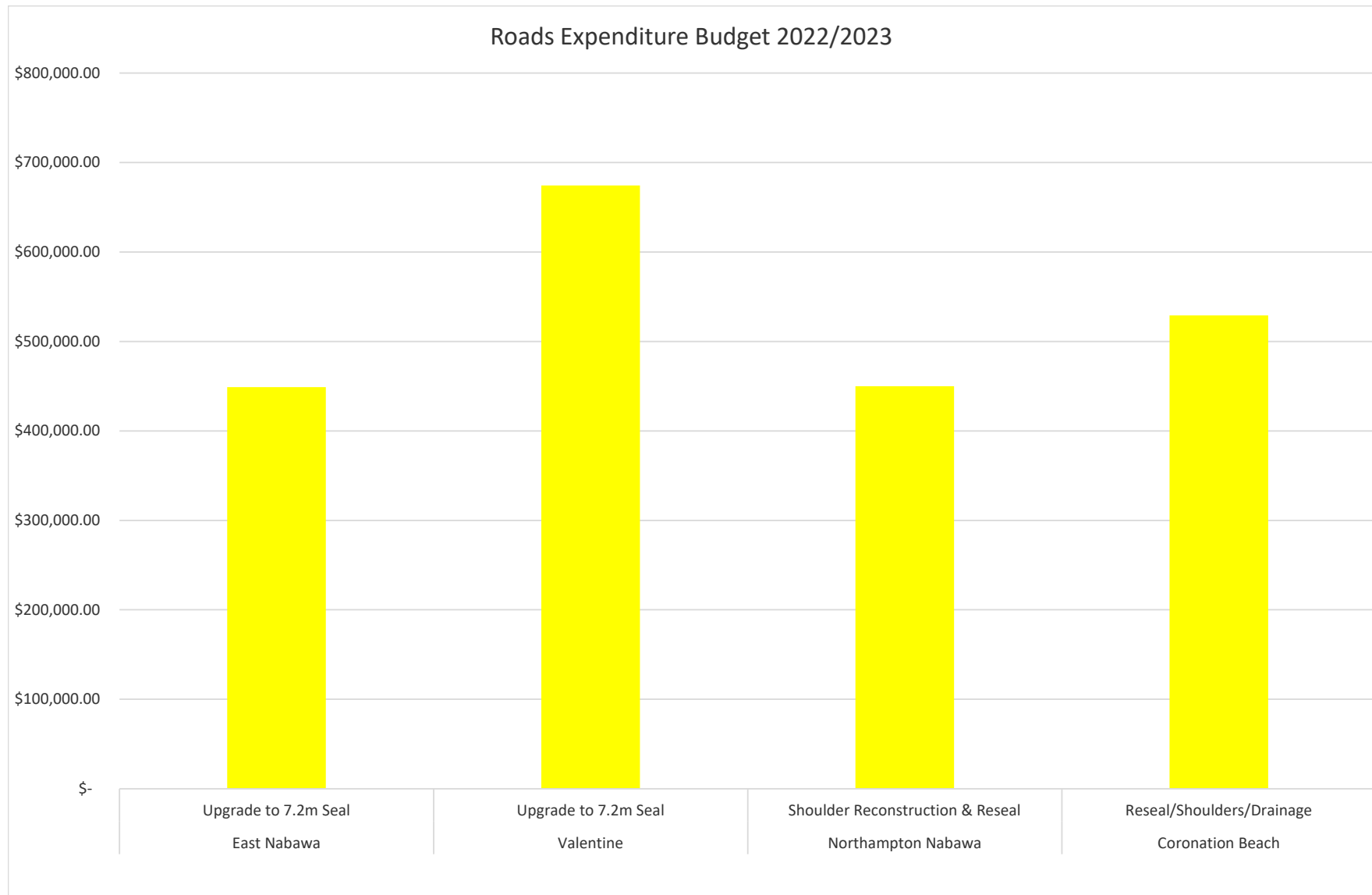


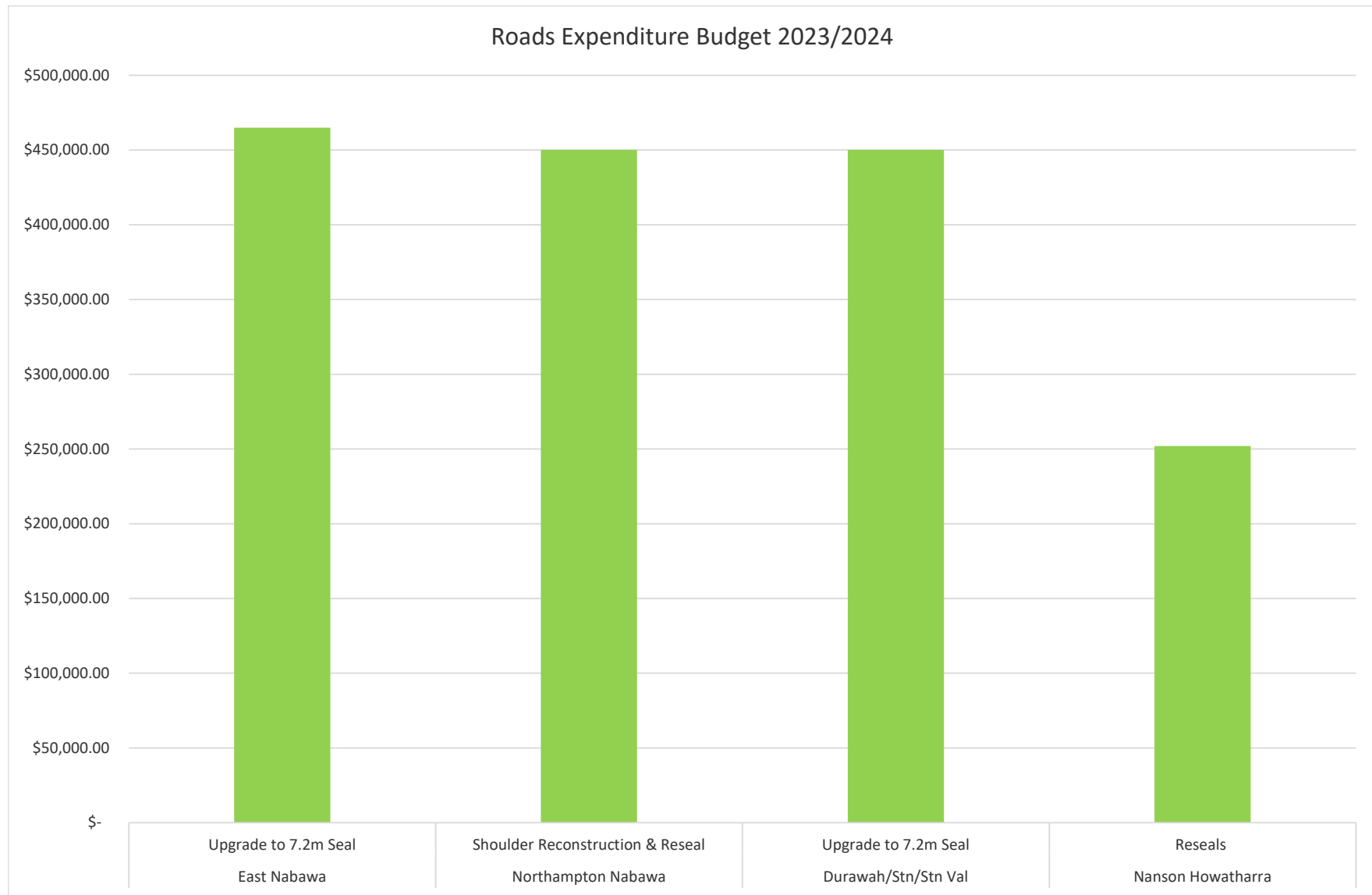
TEN YEAR ROADWORKS PROGRAM

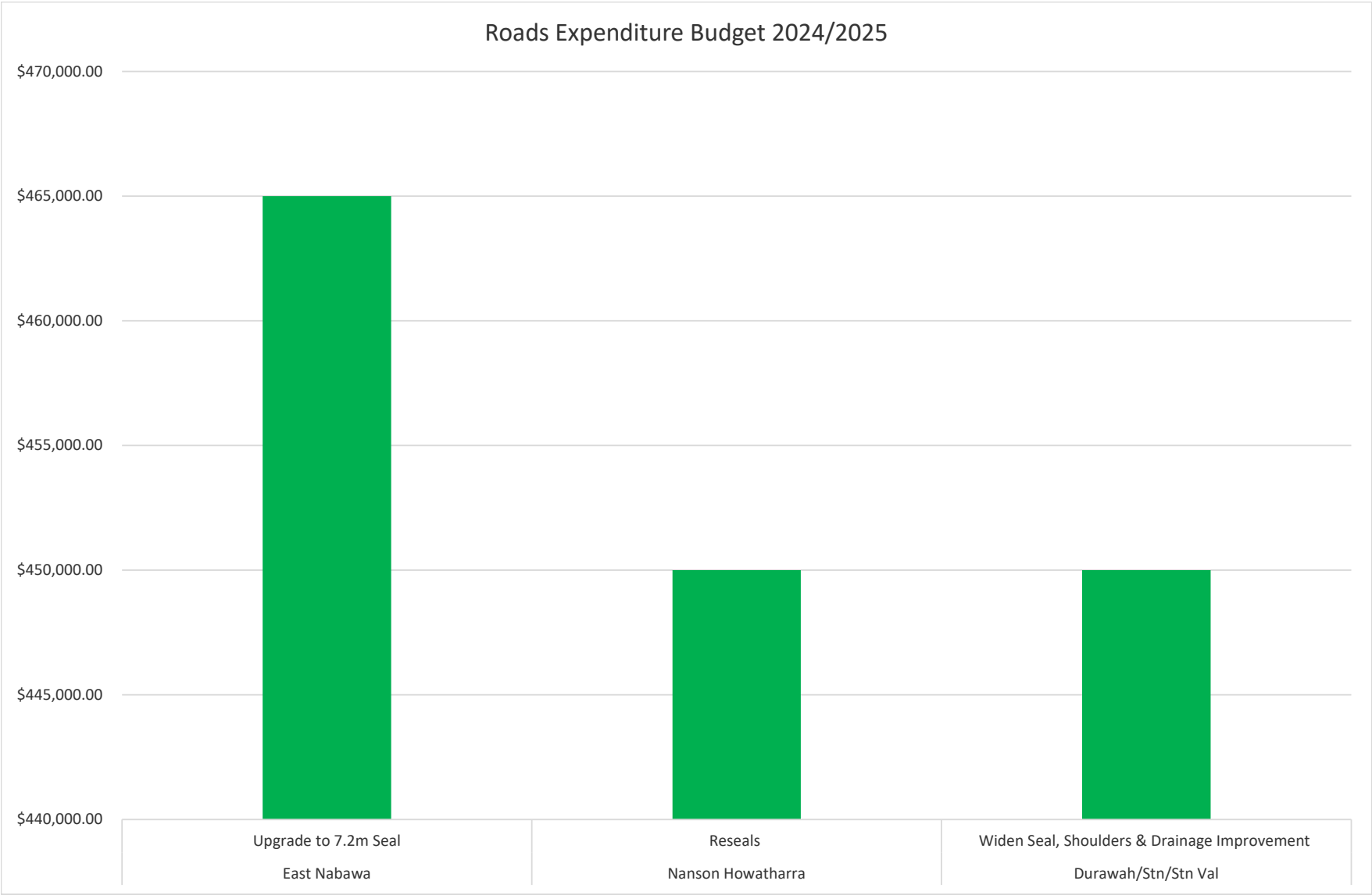
Year	RRG	Hierarchy	Own Resource/Other Funding Sources/Comments	Type of work	Length SLK or Area	Estimated Total Project Cost (Excl Trnsfers to Infrast. Reserve)	Funding Sources				
							Shire	RRG/SBS	R2R	Direct Grant	Other
SEVEN	2029/2030	RRG Grant Projects	Other Grant; Maintenance & Own Resource								
Priority 1 "Grant Funded" Projects will take precedence over all other road works											
		Various Reseals	A		Various Reseals (MWRRG)	9.00	\$324,000	\$14,400	\$216,000	\$93,600	
		Dartmoor/Dartmoor LN	A		Gravel Sheetting	7.00	\$469,000	\$7,000	\$312,667	\$134,333	\$15,000
		Durawah/Stn/Stn Val	A		Widen Seal, Shoulders & Drainage Improvement	3.00	\$450,000	\$49,313	\$300,000	\$100,687	
Priority 2 & 3 Works - "Own Resources Projects - Carried Over & New"											
Continuation of Priority Own Resource Road Works Projects - Non Specific											
					Gravel Sheetting	22.00	\$1,474,000	\$1,324,000			\$150,000
					Additional Employee Costs & Contract/Material Contingency		\$275,000	\$275,000			
					Contingency Transferred TO Road Infrastructure Reserve		\$0				
Priority 4 Works "Maintenance" (Amount listed is indicative only and may vary)											
			-	Major Maintenance Works - Various Roads	Vegetation Clearance; Drainage Works; Etc)		\$135,640	\$28,167		\$107,473	
			-	Minor Maintenance Works - Various Roads	Maintenance Grading; Etc)		\$386,879	\$377,416		\$9,463	
							\$3,514,519	\$2,075,296	\$828,667	\$328,620	\$165,000
					Total Grants & Contributions			\$1,439,223			
					% of Grants/Contribution to Total Program of Works			40.95%			
EIGHT	2030/2031	RRG Grant Projects	Other Grant; Maintenance & Own Resource								
Priority 1 "Grant Funded" Projects will take precedence over all other road works											
		Various Reseals	A		Various Reseals (MWRRG)	9.00	\$324,000	\$14,400	\$216,000	\$93,600	
		Dartmoor/Dartmoor LN	A		Gravel Sheetting	7.00	\$469,000	\$7,000	\$312,667	\$134,333	\$15,000
		Durawah/Stn/Stn Val	A		Widen Seal, Shoulders & Drainage Improvement	3.00	\$450,000	\$49,313	\$300,000	\$100,687	
Priority 2 & 3 Works - "Own Resources Projects - Carried Over & New"											
Continuation of Priority Own Resource Road Works Projects - Non Specific											
					Gravel Sheetting	22.00	\$1,474,000	\$1,363,741			\$110,259
					Additional Employee Costs & Contract/Material Contingency		\$275,000	\$275,000			
					Contingency Transferred TO Road Infrastructure Reserve		\$0				
Priority 4 Works "Maintenance" (Amount listed is indicative only and may vary)											
			-	Major Maintenance Works - Various Roads	Vegetation Clearance; Drainage Works; Etc)		\$135,640	\$28,167		\$107,473	
			-	Minor Maintenance Works - Various Roads	Maintenance Grading; Etc)		\$386,879	\$377,416		\$9,463	
							\$3,514,519	\$2,115,037	\$828,667	\$328,620	\$125,259
					Total Grants & Contributions			\$1,399,482			
					% of Grants/Contribution to Total Program of Works			39.82%			
NINE	2031/2032	RRG Grant Projects	Other Grant; Maintenance & Own Resource								
Priority 1 "Grant Funded" Projects will take precedence over all other road works											
		Various Reseals	A		Various Reseals (MWRRG)	3.37	\$121,320	\$0	\$80,880	\$40,440	
		Dartmoor/Dartmoor LN	A		Gravel Sheetting	7.00	\$469,000	\$0	\$300,000	\$154,000	\$15,000
		Durawah/Stn/Stn Val	A		Widen Seal, Shoulders & Drainage Improvement	3.00	\$450,000	\$15,820	\$300,000	\$134,180	
Priority 2 & 3 Works - "Own Resources/Other Grant Projects - Carried Over & New"											
Continuation of Priority Own Resource Road Works Projects - Non Specific											
					Gravel Sheetting	25.00	\$1,675,000	\$1,675,000			\$0
					Additional Employee Costs & Contract/Material Contingency		\$275,000	\$275,000			
					Contingency Transferred TO Road Infrastructure Reserve		\$0	\$0			
Priority 4 Works "Maintenance" (Amount listed is indicative only and may vary)											
			-	Major Maintenance Works - Various Roads	Vegetation Clearance; Drainage Works; Etc)		\$150,000	\$42,527		\$107,473	
			-	Minor Maintenance Works - Various Roads	Maintenance Grading; Etc)		\$400,000	\$390,537		\$9,463	
							\$3,540,320	\$2,398,884	\$680,880	\$328,620	\$15,000
					Total Grants & Contributions			\$1,141,436			
					% of Grants/Contribution to Total Program of Works			32.24%			
						Ten Year Projected Total Amounts	\$36,597,410	\$21,636,741	\$9,109,180	\$3,285,840	\$1,169,360
						Average per Year for 10 Year Program of Works	\$3,659,741	\$2,163,674	\$910,918	\$328,584	\$116,936
						Opening Balance Infrastructure Res @ 1/7	\$167,224	Transfer TO Reserve Fund	\$605,035	Transfer FROM Reserve Fund	\$585,259
										Balance Reserve Fund	
										Closing Bal Infrastructure Res @ 30/6	\$187,000

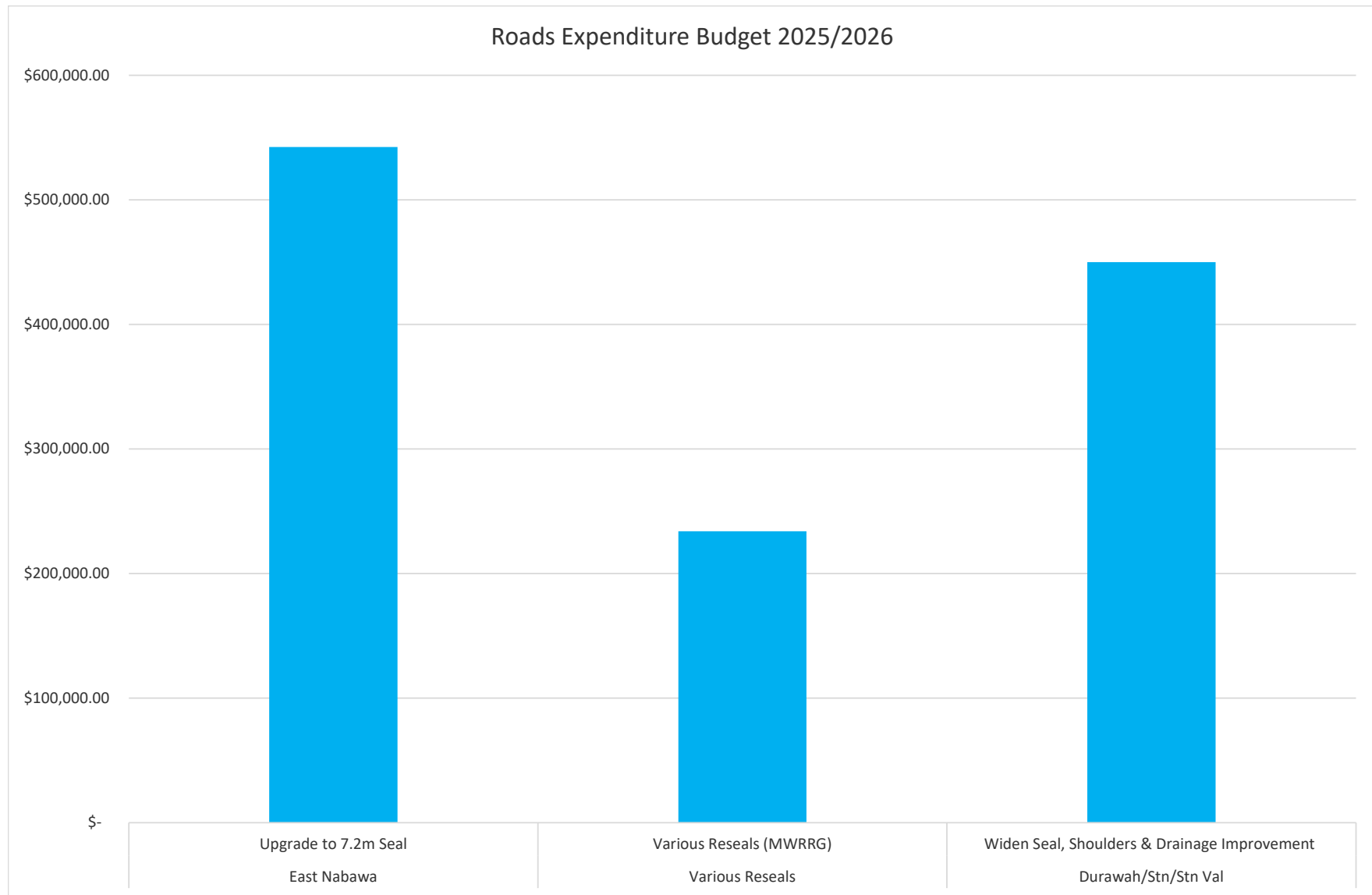


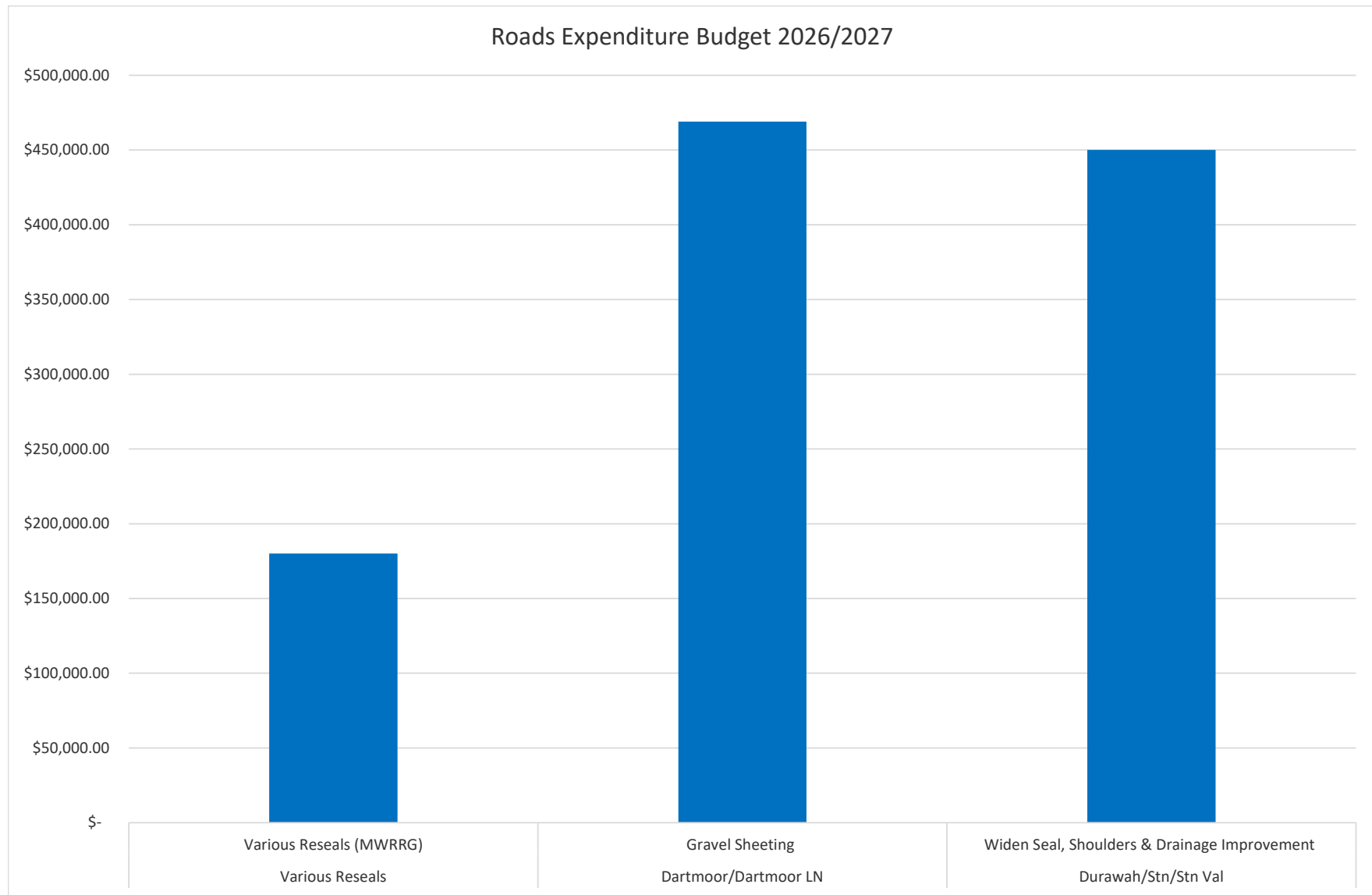
SHIRE OF CHAPMAN VALLEY										Long Term Financial Plan						
Roadworks Construction																
INFRASTRUCTURE ROADWORKS						Projections/Predictions										
		Actual				1	2	3	4	5	6	7	8	9	10	
Notes		18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	
Class Summary Totals		Link														
Opening Balance			120,977,863	122,298,978	124,141,815	125,600,352	122,003,218	124,105,528	125,722,528	127,087,528	128,314,028	129,413,028	130,560,628	131,642,708	132,885,708	134,128,708
Accumulated Depreciation			(1,343,230)	(2,311,383)	(3,314,178)	(4,368,837)	(5,472,054)	(6,658,389)	(7,849,030)	(9,041,415)	(10,234,141)	(11,425,930)	(12,617,277)	(13,807,531)	(14,998,313)	(16,189,617)
Written down Value			119,634,633	119,987,595	120,827,637	121,231,515	116,531,164	117,447,139	117,873,498	118,046,113	118,079,887	117,987,098	117,943,351	117,835,177	117,887,395	117,939,091
Additions																
Assets at no cost		Free or discounted														
Renewal Priority One		Priority 1	1,321,115	1,842,837	1,458,537	1,874,920	2,102,310	1,617,000	1,365,000	1,226,500	1,099,000	1,147,600	1,082,080	1,243,000	1,243,000	1,040,320
Disposals																
Write offs																
Revaluation																
Increment		Balance sheet		-	-	-	-	-	-	-	-	-	-	-	-	-
Decrement		Balance sheet	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Depreciation																
Depreciation Charge		Income statement	(968,153)	(1,002,795)	(1,054,659)	(1,103,217)	(1,186,335)	(1,190,641)	(1,192,385)	(1,192,726)	(1,191,789)	(1,191,347)	(1,190,254)	(1,190,782)	(1,191,304)	(1,189,794)
Closing balance WDV		Balance sheet	119,987,595	120,827,637	121,231,515	122,003,218	117,447,139	117,873,498	118,046,113	118,079,887	117,987,098	117,943,351	117,835,177	117,887,395	117,939,091	117,789,617
Funding Sources		Information														
Proceeds on sale																
Borrowings																
Private Contributions																
Government Grants			(1,127,775)	(1,514,620)	(1,228,260)	(1,529,197)	(1,757,680)	(1,396,620)	(1,243,620)	(1,099,620)	(1,076,287)	(1,108,687)	(1,065,007)	(1,172,287)	(1,172,287)	(1,024,500)
Total Capital Contributions			(1,127,775)	(1,514,620)	(1,228,260)	(1,529,197)	(1,757,680)	(1,396,620)	(1,243,620)	(1,099,620)	(1,076,287)	(1,108,687)	(1,065,007)	(1,172,287)	(1,172,287)	(1,024,500)
Net Cost General Purpose Revenue			193,340	328,217	230,277	345,723	344,630	220,380	121,380	126,880	22,713	38,913	17,073	70,713	70,713	15,820

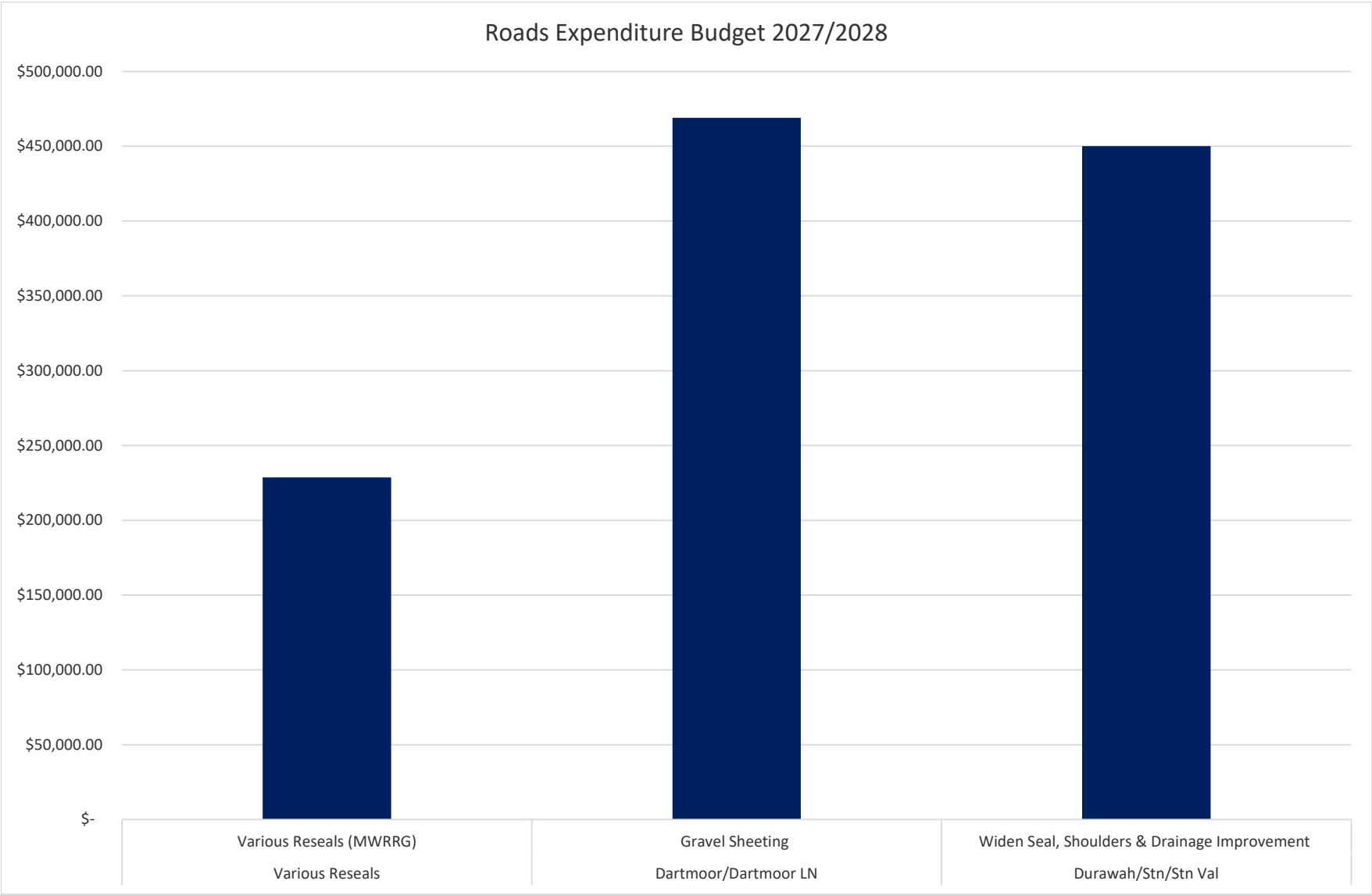


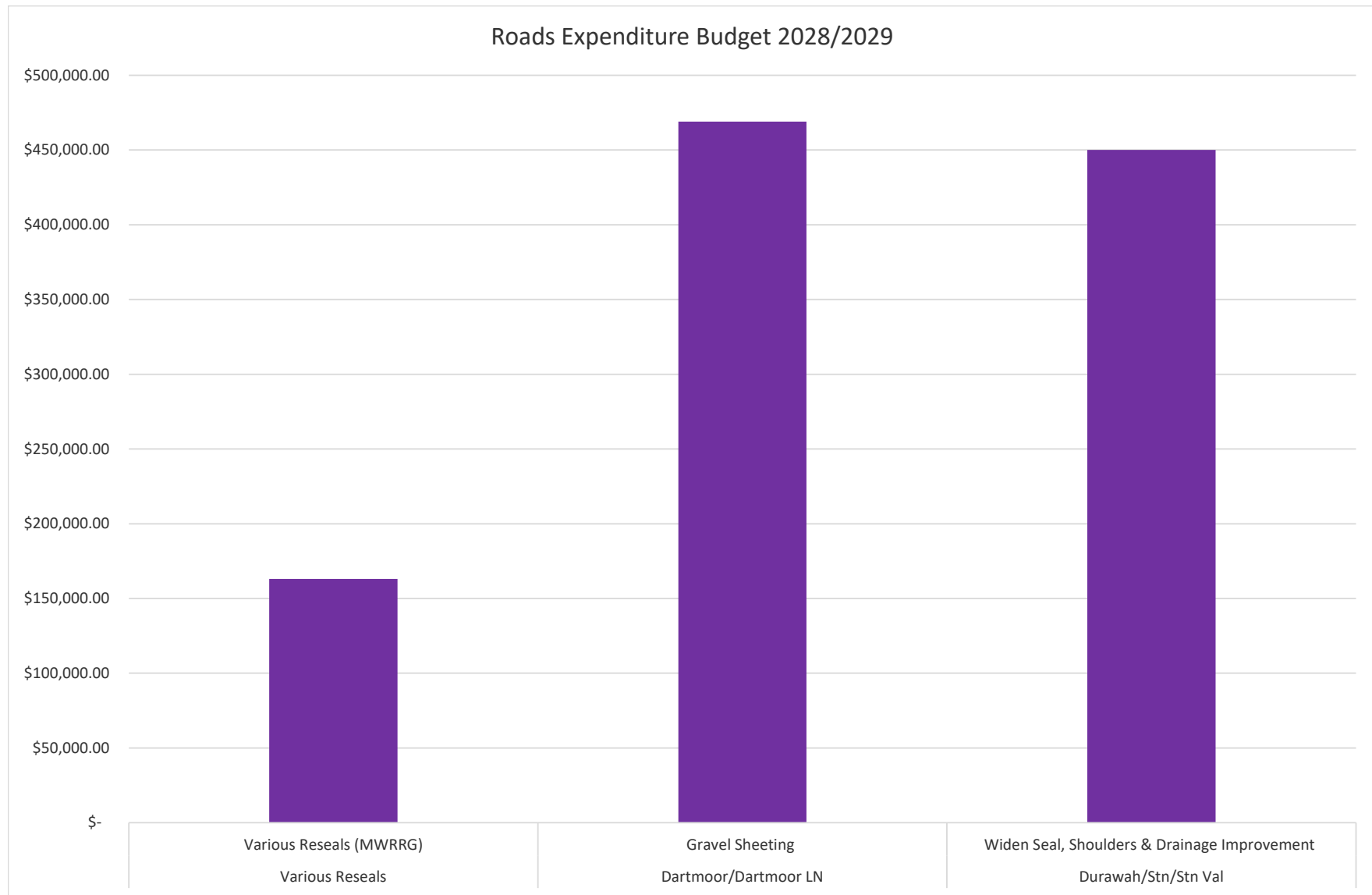




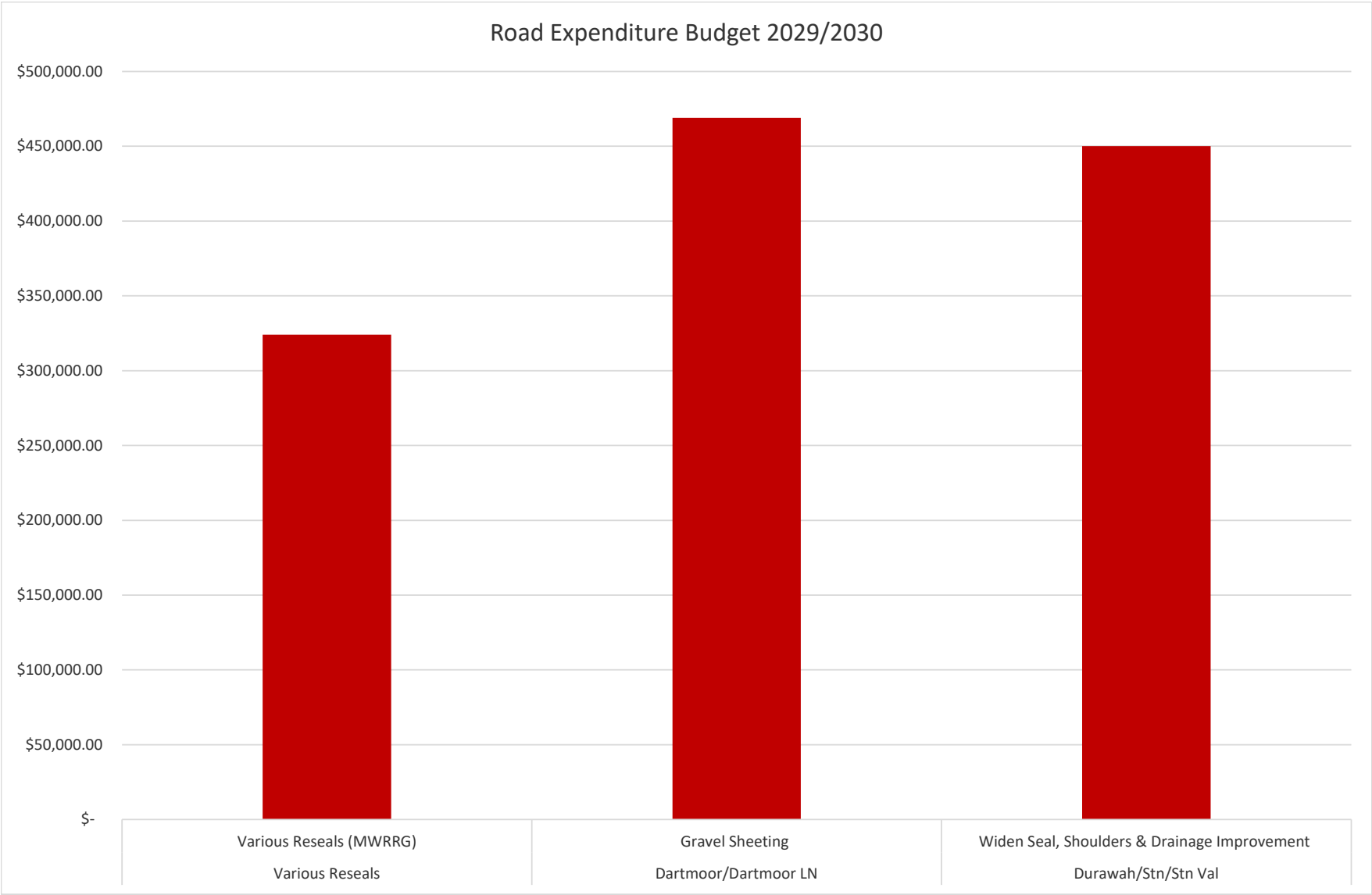


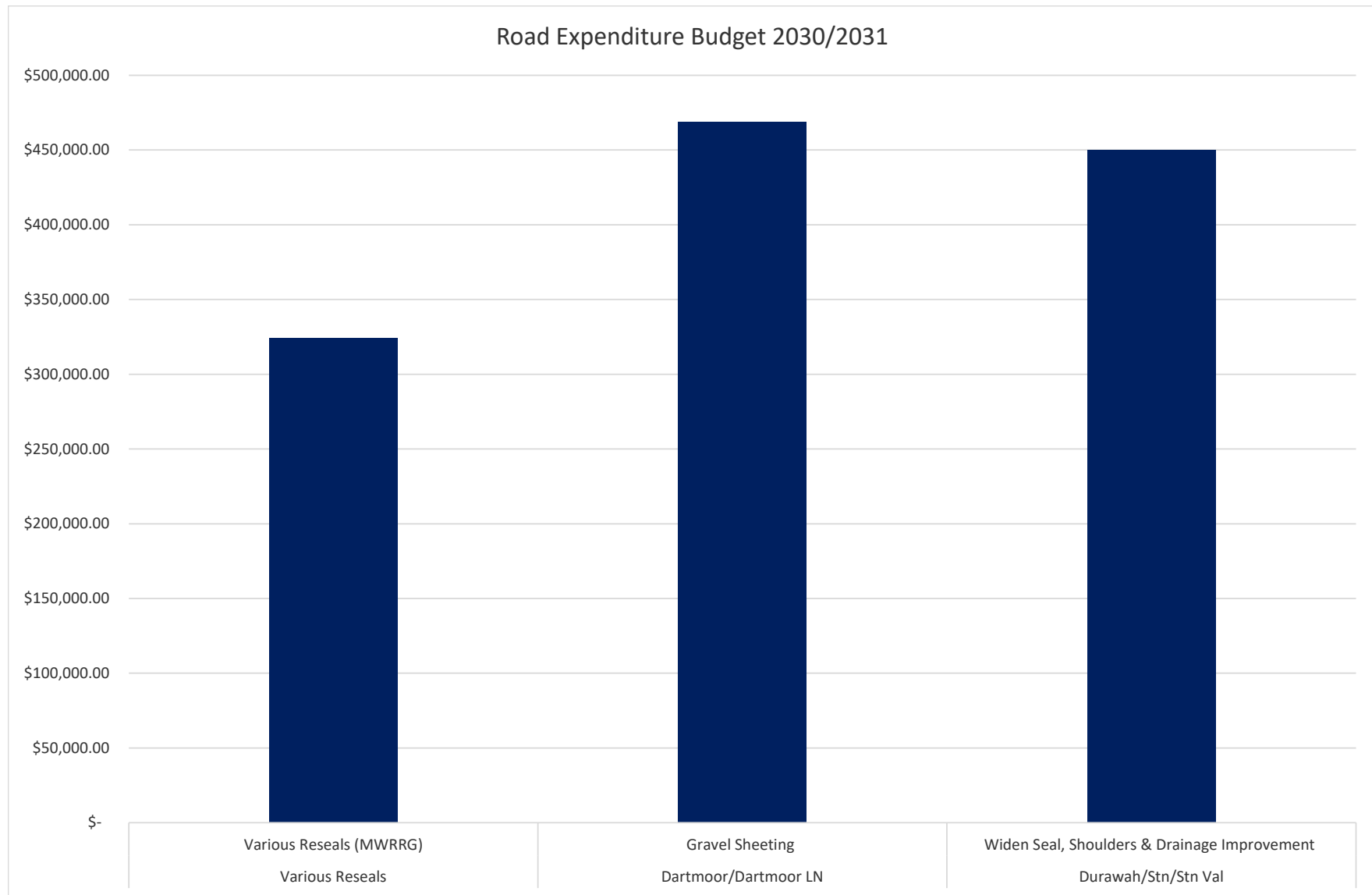


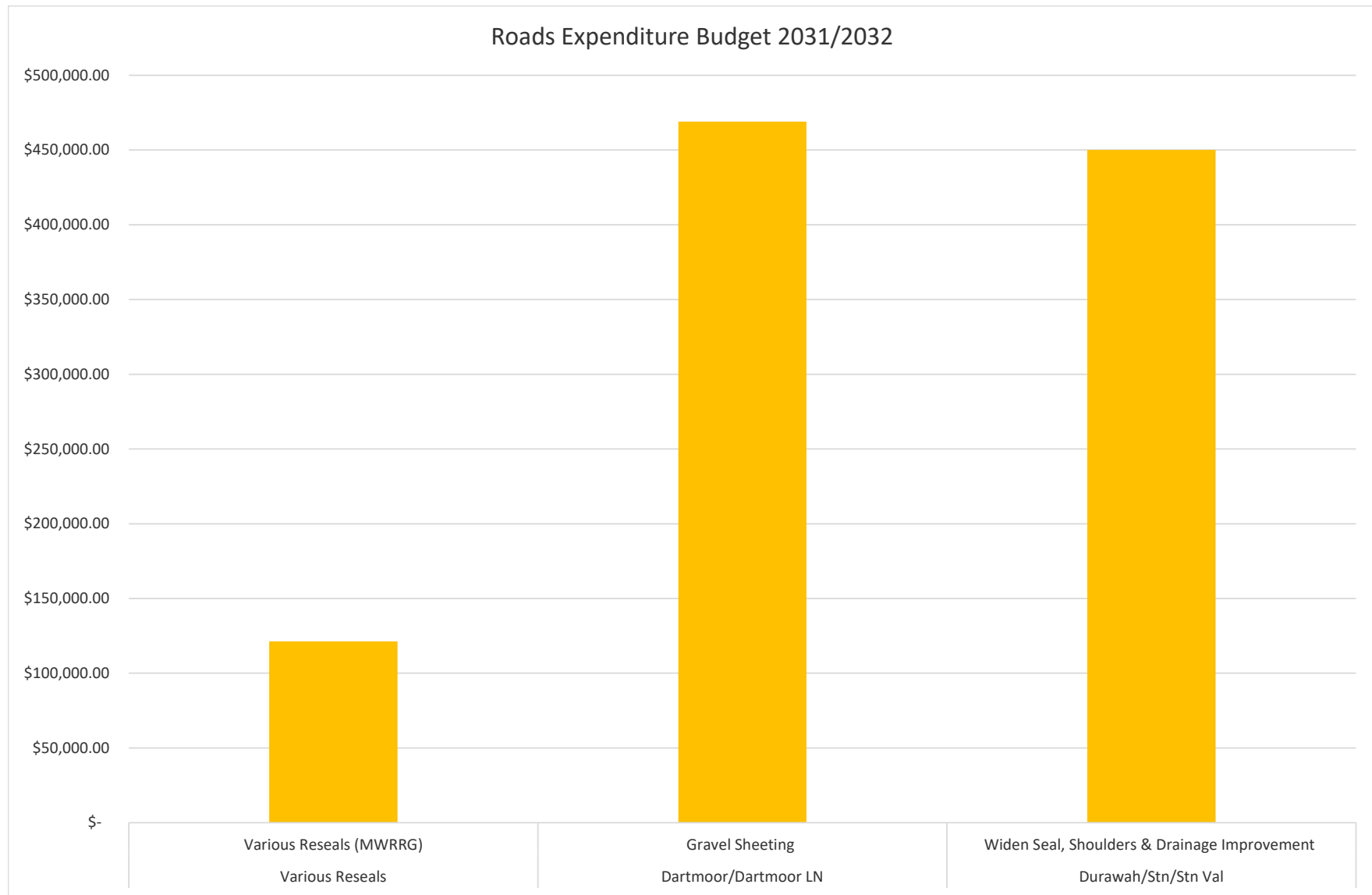












<b>10.2.4 Differential Rating 2023/2024</b>	
<b>Department</b>	Finance, Governance & Corporate Services Finance
<b>Author</b>	Dianne Raymond
<b>Reference(s)</b>	306.08
<b>Attachment(s)</b>	<ol style="list-style-type: none"> <li>1. Differential Rate Model May OCM [10.2.4.1 - 1 page]</li> <li>2. Object and Reasons for Differential Rating [10.2.4.2 - 2 pages]</li> <li>3. Local Public Notice [10.2.4.3 - 1 page]</li> </ol>

## Voting Requirements

Simply Majority

## Staff Recommendation

That Council:

1. Provides 21 days local public notice, as required by s6.36 (1) of the Local Government Act 1995, of its intention to impose differential rates for the 2023/2024 financial year as listed below.
2. Agrees to staff using the following rates in the dollar and minimum rates as the basis for the preparation of the 2023/2024 Draft Annual Budget.

<u>Differential Rating Category</u>	<u>Rate in \$</u>	<u>Minimum Rate</u>
UV Rural	0.9778	\$400.00
UV Oakajee Industrial Estate	1.8504	\$400.00
GRV	9.9526	\$700.00

## Disclosure of Interest

No officer declared an interest under the Local Government Act 1995, Subdivision 1 (LGA 1995) in the preparation of this report.

## Background

The ability to raise local government property rates is set out under the Local government Act 1995. Sections 6.33 and 6.34 of the Local Government Act 1995 allow local governments to impose differential rates and minimum payment. Section 6.36 requires local governments to give notice of certain rates before imposing. Council must consider the current Strategic Community Plan which communicates the vision for the Shire; the Corporate Business Plan describing how the vision will be achieved over the next four years along with the Long-Term Financial Plan for the next ten years. Information from all the informing documents forms part of the annual budget process. A significant component of the Shire's budget revenue is derived from property rates with the purpose of levying rates being to meet the budget requirement in order to deliver services and projects each financial year.

The Shire can apply a uniform rate or a differential rate for each of the valuation categories; it is the rate in the dollar imposed which determines whether there is a differential rate category. Local Governments under Section 6.33 of the Local Government Act 1995 have the power to implement differential rating in order to take into account certain characteristics of the rateable land. These characteristics include:

- The purpose for which the land is zoned under the town planning scheme in force;
- The predominant use for which the land is held or used as determined by the local government; and
- Whether or not the land is vacant.

Differential rates may be applied according to any, or a combination of the above characteristics. However, local governments are constrained in the range of differential rates for which they may impose. That is, a local government may not impose a differential rate which is more than twice the lowest differential rate applied by that local government unless approval from the Minister is sought.

Before imposing a differential rate, a local government must provide local public notice a copy of which is supplied under separate cover 10.2.2(c) of its intention to do so and consider any resultant submissions. Section 6.36(3)(c) of the Local Government Act requires preparation of a document describing the objects of, and the reason for, each differential rate and minimum to be available for public inspection and for public submissions to be called and considered before imposing a differential rate a copy of which is supplied under separate cover 10.2.2(b).

Historically the Shire of Chapman Valley has imposed a different rate for the Unimproved Valued land contained in the Special Control Area of the Shire of Chapman Valley Town Planning Scheme set aside for the purpose of strategic industry and deep-water port known as the Oakajee Industrial Estate and buffer areas.

## **Comment**

The purpose of this report is to determine whether council wish to continue with this rating methodology for the preparation of the draft 2023/2024 Annual Budget. The objective of the proposed differential rate is to ensure there is consistency with the previous year. The Gross Rental Valuation has not increased as the valuations have an effective date of 1 July 2019 and will remain so until the next revaluation (set for 2024). The Unimproved Value properties have an annual revaluation process which to date has not been received and implemented. This report has utilised the current values as at April 2023 to determine the total rates revenue per differential rate type. This was based on the 3.5% increase on the differential rate in the dollar and minimum rates set as per 2022/2023 budget adoption as per the current Long-Term Financial Plan.

The objective of the differential rate on Oakajee Industrial Estate properties is to recover from this sector an equitable share of the rates relating to the land held by Landcorp whereby the Shire of Chapman Valley should not be financially disadvantaged due to the acquisition and subsequent development of the land. In order to reduce the impact of the Oakajee development on ratepayers Council previously sought to introduce a differential rate. The annual revaluation review of all Unimproved Valuations from Landgate Valuation Services has not been received for processing.

The UV Oakajee Industrial Estate Buffer Zone category includes any property zoned Oakajee Industrial Estate and Buffer within Town Planning Scheme No.1. A rate in the

dollar of 1.8504 cents on Unimproved Values with a minimum of \$400 is proposed which is a 3.54% increase to rate revenue from 2022/2023 and affects two (2) rateable assessments.

The balance of the unimproved value rating area is the UV Rural General Rate defined as: Any other property in the Shire of Chapman Valley zoned Rural within the Shire of Chapman Valley Town Planning Scheme. A rate in the dollar of 0.9778 cents on Unimproved Values with a minimum of \$400 is proposed which is a 3.54% increase to rate revenue from 2022/2023.

The advertising of a differential rate does not bind a local government to use the rate in the dollar at the time of adopting its' budget. The prime purpose of the advertisement is the opportunity for the public to prepare submissions on the existence of the differential rate and its indicative level. If a differential general rate or minimum payment differs from the proposed rate the reasons are required to be disclosed in the relevant budget and rate notice information.

A Differential Rate Model is attached under separate cover for the proposed differential rate revenue, however, is indicative only without the input of the new valuations yet to be applied to the rate book.

## **Statutory Environment**

The report complies with the requirements of the:  
Local Government Act 1995

### **Local Government Act 1995**

*S.6.32 States that a local government, in order to make up the budget deficiency, is to impose a general rate on rateable land that may be imposed uniformly or differentially.*

*S6.33 (1) Provides that a local government may impose differential rates based upon characteristic of zoning, predominant land use, whether or not the land is vacant.*

*S6.34 States that a local government cannot without the approval of the Minister yield a general rate that exceeds 100% of the budget deficiency or less than 90% of the budget deficiency.*

*S6.35 States that a local government may impose on any rateable land in its district a minimum payment which is greater than the general rate which would otherwise be payable on that land.*

*S6.35(4) States that a minimum payment is not to be imposed on more than the prescribed percentage of a) the number of separately rated properties in the district; or b) the number of properties in each category.*

### **Financial Management Regulations**

*S5 s.52 States that the percentage prescribed for the purposes of s6.35 (4) is 50%.*

*S6.36(1) States that before imposing any differential general rates or a minimum payment applying to a differential rate category under section 6.35(6)(c) a local government is to give local public notice of its intention to do so*

*S6.36(2) States that a local government is required to ensure that a notice referred to in subsection (1) is published in sufficient time to allow compliance with the requirements specified in this section and section 6.2(1).*

*S6.36(3) States that a notice referred to in subsection (1) —*

- (a) may be published within the period of 2 months preceding the commencement of the financial year to which the proposed rates are to apply on the basis of the local government's estimate of the budget deficiency;*
- (b) is to contain —*

- (i) details of each rate or minimum payment the local government intends to impose;*
- (ii) an invitation for submissions to be made by an elector or a ratepayer in respect of the proposed rate or minimum payment and any related matters within 21 days (or such longer period as is specified in the notice) of the notice; and*
- (iii) any further information in relation to the matters specified in subparagraphs (i) and (ii) which may be prescribed;*
- and*
- (c) is to advise electors and ratepayers of the time and place where a document describing the objects of, and reasons for, each proposed rate and minimum payment may be inspected.*

*S6.36(4) States that a local government is required to consider any submissions received before imposing the proposed rate or minimum payment with or without modification.*

## **Policy/Procedure Implications**

No Policy or Management Procedure affected.

## **Financial Implications**

### **Long Term Financial Plan**

No major effect is anticipated on the Long Term Financial Plan.

2023/2024 Annual Draft Budget additional rate revenue equivalent to 3.54%

## **Strategic Implications**

Section 6.2(2) of the Local Government Act requires council in formulating the budget, to have regard to the contents of the plan for the future of the district. The proposed 3.54% rate revenue increase using differential rating remains consistent with the Long-Term Financial Plan (LTFP) endorsed at the May 2023 Ordinary Meeting of Council.

## **Strategic Community Plan/Corporate Business Plan Implications**

### **GOVERNANCE & ACCOUNTABILITY**

5.1 Ensure governance and administration systems, policies and processes are current and relevant.

5.1.1 Review policy categories and set ongoing accountability for review processes.

## **Consultation**

Not Applicable – consistent with the LTFP

## **Risk Assessment**

Associated risk would be a failure to comply with the Local Government Act 1995 and relevant Financial Management Regulations requiring local governments to advertise their intent to levy differential rates prior to setting the annual budget.

A Minor Compliance Risk of Level 2 - Which will likely result in some temporary non-compliance.

Rate Category	Total Props	UV Value	GRV Value	Min Amts	UV R:\$	GRV R:\$	Calculated Rates	Props on Min	Concession	Actual Rates to Raise	% of rates from Minimums
GRV	474		5738669.00	700.00		9.9526	571146.80	169	0.00	\$ 617,677.33	36%
UV RURAL	447	238566360.00	0.00	400.00	0.9778		2332701.90	24	0.00	\$ 2,340,367.20	5%
UV OAKAJEE INDUSTRIAL ESTATE	2	10778000.00	20000.00	400.00	1.8504		199436.11		0.00	\$ 199,436.11	

Forecast Revenue	\$ 3,157,480.64
Last years billing revenue	\$ 3,049,639.00
Additional revenue	\$ 107,841.64
Percentage increase	3.54%





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### **2023/2024 Intention to Levy Differential Rates and Charges**

In accordance with Sections 6.33 and 6.36 of the Local Government Act 1995 and the Council's "Notice of Intention to Levy Differential Rates", this paper details the objectives and reasons for proposed differential rates for 2023/2024.

#### **What are Rates?**

The raising of rates is the primary source of revenue for all Councils throughout Australia. The purpose of levying rates is to meet Council's proposed budget requirements each year in a manner that is fair and equitable to the ratepayers of the community.

In Western Australia land is valued by Landgate Valuation Services (Valuer General's Office - a state government agency) and those values are forwarded to each Local Government. The Valuer-General sets the standards and policies used to ensure land in Western Australia is valued in a consistent, accurate and transparent manner and the valuations determined are fair, just, equitable and correct.

There are two types of values calculated:

- Gross Rental Value (GRV) for urban areas; and
- Unimproved Value (UV) for rural land.

To calculate the rate account, councils multiply a rate in the dollar by the supplied value. The rate in the dollar is determined by the level of revenue the council wishes to raise and is dependent on their proposed budget.

Throughout Australia, the basis of using property valuations has been found to be the most appropriate means of achieving rating equity; however, the achievement of a wholly equitable rating system for all properties, in all areas, is a difficult task if it is based on the property valuations alone.

#### **Differential Rating**

Local Governments, under section 6.33 of the Local Government Act, have the power to implement differential rating in order to take into account certain characteristics of the rateable land. These characteristics include:

- ◆ The purpose for which the land is zoned under the town planning scheme in force;
- ◆ The predominant use for which the land is held or used as determined by the local government; and
- ◆ Whether or not the land is vacant.

Differential rates may be applied according to any, or a combination of the above characteristics. However, local governments are constrained in the range of differential rates that they may impose. That is, a local government may not impose a differential rate which is more than twice the lowest differential rate applied by that local government unless approval from the Minister is sought.

The overall objective of the proposed rates is to provide for the net funding requirements of the budget expenditure, after taking into account all other forms of revenue. Apart from the need to

ensure sufficient revenue to meet its expenditure needs Council must be mindful of the impact and affordability of rates to the community.

### **Statement of Objects and Reason for Differential Rates**

The Shire of Chapman Valley services a diverse region consisting of many different land zones and uses. In order to reflect this diversity and ensure that rating levels are fair and equitable, Council imposes a differential rating system. As has been in previous budgets the Shire of Chapman Valley proposes to differentially rate Unimproved Valued land contained in the Special Control Area of the Shire of Chapman Valley Town Planning Scheme set aside for the purpose of strategic industry and deep-water port known as the Oakajee Industrial Estate and buffer areas.

The objects of, and reasons for the differential rate on Oakajee Industrial Estate properties is to recover from this sector an equitable share of the rates relating to the land held by Landcorp. This follows on from the written commitment of 14<sup>th</sup> September 1998, by the then Minister for Resources Development & Energy, the Shire of Chapman Valley should not be financially disadvantaged due to the acquisition and subsequent development of land by the State. In order to reduce the impact of the Oakajee development on all ratepayers Council sought to introduce a differential rate. To enable council to maintain a revenue base which provides various facilities, services and infrastructure to electors, residents and property owners a differential rate is again proposed for the UV Oakajee Industrial Estate.

### **Differential Rating Category**

The following differential rate category has been established:

#### **UV Oakajee Industrial Estate**

This category includes any property zoned Oakajee Industrial Estate and Buffer within Town Planning Scheme No.1. A rate in the dollar of 1.8504 cents on Unimproved Values with a minimum of \$400 is proposed.

The general Unimproved Value rating category of UV Rural General Rate is the only other Unimproved Valued category.

#### **UV Rural General Rate**

This category includes any other property in the Shire of Chapman Valley zoned Rural within Shire of Chapman Valley Town Planning Scheme. A rate in the dollar of 0.9778 cents on Unimproved Values with a minimum of \$400 is proposed.

There is no proposed differential rating category for the Gross Rental Valuation properties for 2023/2024. The rate in the dollar is based on the valuations supplied by Landgate Valuation Services and proposed at 9.9526 cents on Gross Rental Values with a minimum of \$700.

In implementing suitable rating systems and procedures, Council seeks to observe the principles of objectivity, fairness and equity, consistency, transparency, and administrative efficiency. Council proposes to increase the rate in the dollar for the 2023/2024 annual budget based on the Long-Term Financial Plan 4% however, due to the annual revaluation of Unimproved land values the impact on an individual ratepayer may vary.

Jameon Criddle  
**CHIEF EXECUTIVE OFFICER**



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**NOTICE OF INTENTION  
TO LEVY DIFFERENTIAL RATES 2023/2024**

Pursuant to Section 6.33 and 6.36 of the Local Government Act 1995 Notice is hereby given to ratepayers of the intention of the Shire of Chapman Valley to levy the following differential rates for the 2023/2024 rating year:

**General Rates**

Differential Rating Category	Rate in \$	Minimum Rate
UV Rural	0.9778	\$ 400.00
UV Oakajee Industrial Estate	1.8504	\$ 400.00
GRV	9.9526	\$ 700.00

All submissions in writing with reference to the proposed differential rates or minimum payments should be forwarded to the Shire of Chapman Valley no later than 4pm on 14 July 2023.

A document outlining the objects of, and reasons for, the proposed differential rates can be inspected at the Shire Administration Offices, 3270 Chapman Valley Road, Nabawa during normal office hours; or viewed on the website [www.chapmanvalley.wa.gov.au](http://www.chapmanvalley.wa.gov.au)

Jameon Criddle  
CHIEF EXECUTIVE OFFICER

## 10.3 Chief Executive Officer

10.3.1	Public Health & Wellbeing Plan 2023-2027
Department	Finance, Governance & Corporate Services Chief Executive Officer
Author	Jamie Criddle
Reference(s)	Nil
Attachment(s)	1. Draft Shire of Chapman Valley PHP 2023-2027 [10.3.1.1 - 14 pages]

### Voting Requirements

Simply Majority

### Staff Recommendation

That following a period of public comment closing on the 17<sup>th</sup> May, Council considers any comments, makes any minor adjustments and adopts the Draft Shire of Chapman Valley Public Health Plan 2023 – 2027.

### Disclosure of Interest

No officer declared an interest under the Local Government Act 1995, Subdivision 1 (LGA 1995) in the preparation of this report.

### Background

Following the recent advertising of Council's Draft Public Health Plan 2023-2027, consideration is requested to adopt the plan, taking in consideration any comments made to Council.

The purpose of the Shire of Chapman Valley Public Health Plan (the Plan) is to protect, improve and promote public health and wellbeing for all residents and ratepayers in the Shire of Chapman Valley. The Plan's intent is to support all members of the community, through various life stages to enable good health and wellbeing to be enjoyed across a range of identified health issues.

The Plan focuses on what the Shire can do directly within its functions and capacity, and through partnerships, to enhance public health, and recognises that many factors influence health and wellbeing, including those which occur within the social, built, economic and natural environments.

In partnership with key health, community, education and government organisations and private industry, the Shire of Chapman Valley is committed to implementing a range of initiatives across Council functions that contribute to the health and wellbeing of individuals and families, particularly those most vulnerable and in need of support.

The development of this Plan has used an evidenced-based framework, supported by a sound understanding and acknowledgement of the many factors in our environments and residential areas that affect health and wellbeing.

The methodology used to develop this Plan included a policy alignment process to identify existing public health priorities within the Shire, the identification of community needs and aspirations, involvement of Shire of Chapman Valley staff to identify local public health risks, advice from key stakeholders on the issues affecting their clients and communities and the integration of local health data.

Through this process a list of four Community & Public Health Outcomes were identified and include:

- Harm Minimisation
- Encourage use of recreation activities
- Promote preventative public health services & minimise disease
- Environmental Health Risk Management

It is expected that implementation of the Plan will occur through:

- the implementation of actions directly identified in this document; and
- the development and subsequent implementation of a range of action plans or existing plans that are called up, which reflect the policy directions and community issues identified in the Plan.

The Shire will measure and report against an agreed range of community health indicators to track outcomes over time. This will focus on improvements to health and wellbeing, partnerships and communication within the Shire of Chapman Valley.

Central to the development of this Plan is an acknowledgement of the need and value of integrated health planning and strong partnerships in the Shire of Chapman Valley. The nature of the Plan is dynamic, reflecting a commitment to work with partner organisations to progressively address priority health and wellbeing issues and to develop and implement a number of strategies under this Plan.

## **Comment**

When gazetted in 2016, the Public Health Act 2016 required a local government to develop and implement a public health plan within five (5) years. That requirement has since been amended to require local governments to initiate, support and manage public health planning as well as develop and implement policies and programmes to achieve the objects of the Act.

The Plan meets the Shire's legislative obligations under the Act, and aims to establish an integrated health and wellbeing planning process that fits into existing planning frameworks and strategies within local government and can support a wider local vision for a healthier community.

The Plan aims to identify the health and wellbeing needs of the community and establish priorities and strategies for a five-year period with a focus on the following key areas:

- Healthy People and Community: – To guide and encourage our community to lead healthier lifestyles through the provision of lifestyle and educational opportunities.
- Healthy Places and Spaces: – To provide healthy places and spaces to encourage and support healthy lifestyle opportunities.
- Healthy Partnerships: – To develop collaborative partnerships with community, business, government, non-government and key stakeholders to improve health and wellbeing.

The Plan is at the same time a stand-alone document as well as dovetailing in with the State Public Health Plan for Western Australia. Where possible repetition with the State Plan has been kept to a minimum.

This document is meant to be a living Plan and will change in the future to reflect the community and the Shire's aspirations over time.

## **Statutory Environment**

The report complies with the requirements of the:  
Public Health Act 2016

*“A local government has the following functions in relation to the administration of this Act —*  
*(a) to initiate, support and manage public health planning for its local government district;*  
*(b) to develop and implement policies and programmes to achieve the objects of this Act within its local government district;*  
*(c) to perform the functions that are conferred on local governments by or under this Act;”*

## **Policy/Procedure Implications**

No Policy or Management Procedure affected.

## **Financial Implications**

No Financial Implications Identified.

## **Strategic Implications**

### **Strategic Community Plan/Corporate Business Plan Implications**

#### **COMMUNITY HEALTH & LIFESTYLE**

1.1 Nurture the sense of community and unity across the Shire, while supporting towns and their volunteers in local issues.

1.1.1 Development of plans and strategies relevant to emerging population needs.

#### **COMMUNITY HEALTH & LIFESTYLE**

1.5 To maximise health and lifestyle outcomes through environment and public health strategies.

1.5.1 To adopt an integrated approach to the provision of services to address the wider health and wellbeing of the community.

## **Consultation**

Following the period of consultation any suggestions made will be considered and a report prepared for consideration to incorporate into the final plan. To this point, no comment has been made.

## **Risk Assessment**

An Insignificant Health Risk of Level 1 - Which could result in negligible injuries.

DRAFT 19-04-2023



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# Public Health & Wellbeing Plan 2023-2027





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## Acknowledgement of Country

The Shire of Chapman Valley would like to respectfully acknowledge the Naaguja Peoples, who are the traditional owners and first people of the land on which we stand.

## Introduction

The Shire of Chapman Valley is proud to present the Public Health & Wellbeing Plan 2023-2027. The plan has been developed to protect, promote, and improve public health and wellbeing in our community and we are committed to ensuring that the residents of the Shire have an acceptable level of health today and into the future. Health is important to each of us as individuals, to our families and to our communities and we hope to ensure that we all have the opportunity to enjoy our health to the fullest extent.

The development of the Public Health & Wellbeing Plan has been a process of research and community consultation which has resulted in a roadmap for the people of Chapman Valley and their families to enjoy the benefits of a healthy community, lifestyle and environment. Traditional health protection initiatives will continue to occur while adopting a new focus on assisting the Local Health service providers and the State in preventing long term disease caused by poor lifestyle choices. Residents of the Shire will be encouraged to live healthy and fulfilling lives. The Shire is working towards having more opportunities for residents to engage in a healthy lifestyle and to make the choices that will lead them to greater physical, social, and mental health wellbeing while being a part of a growing and thriving community.

This Public Health & Wellbeing Plan will assist Chapman Valley in being and continuing to be a place where social, cultural, and economic benefits promote the quality of life necessary to maintain a healthy lifestyle and environment. The Shire is committed to working with its stakeholders, including the State Government, to make the goals of this plan a reality and to fully realise the benefits of a healthy lifestyle, through the right choices in exercise, diet and community interaction to our community today and into the future. This Public Health & Wellbeing Plan will guide our community along a path of health and wellbeing, which will be enjoyed by all residents now and into the future.

Kirrilee Warr  
Shire President

May 2023

Jamie Criddle  
Chief Executive Officer

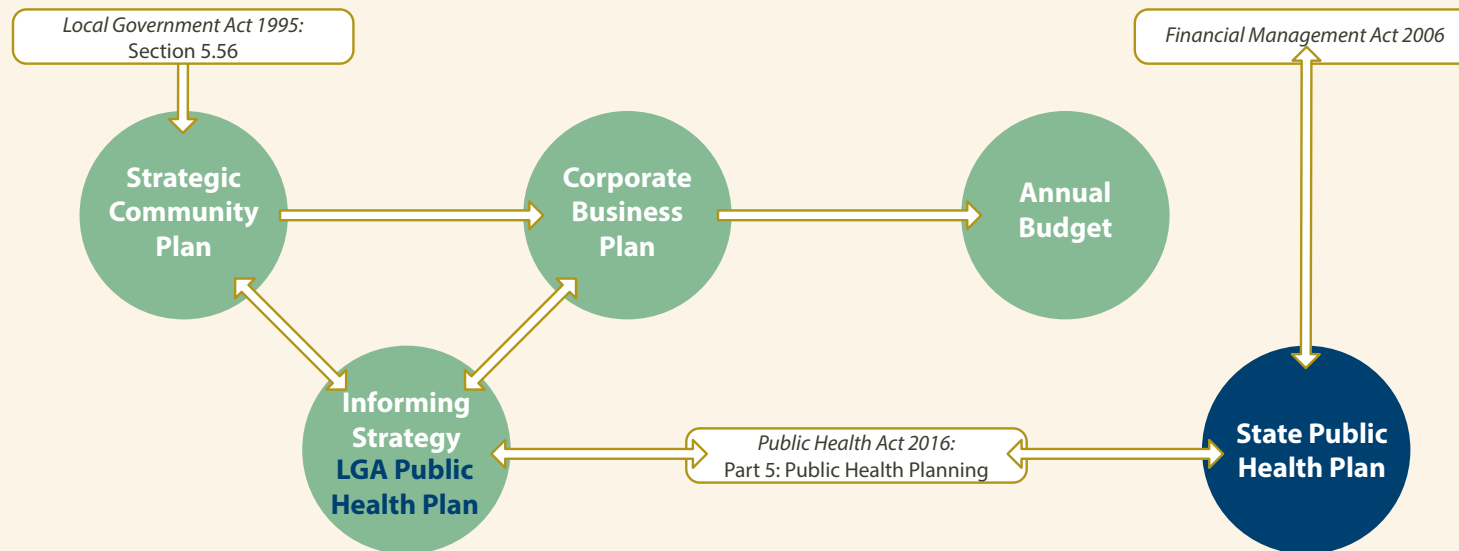
May 2023



## Plan Implementation

The State Public Health Plan is a stand-alone plan. Each Local Government Authority is required to create its own Public Health Plan, which in turn is to be incorporated into the Council's Strategic Community Plan. The Strategic Community Plan connects with Council's Business Plan which is funded by each Local Government Authority through its revenue stream. Each Local Government is then required to prepare and adopt a Local Government Public Health Plan.

The diagram below provides a pictorial representation of how this is to be achieved.



Linkages between Part 5: Public Health Planning of the *Public Health Act 2016* and Local Government Planning for the future requirements under section 5.56 of the *Local Government Act 1995*



## Our Current Health Role

The Shire of Chapman Valley provides a range of funding to support the health of our community

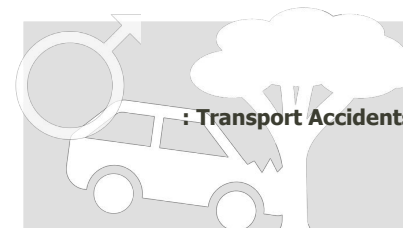
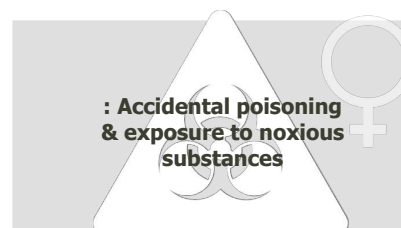
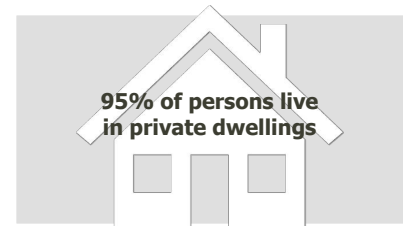
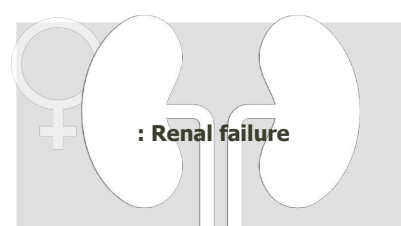
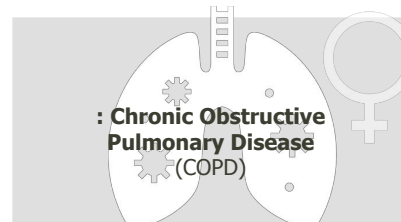
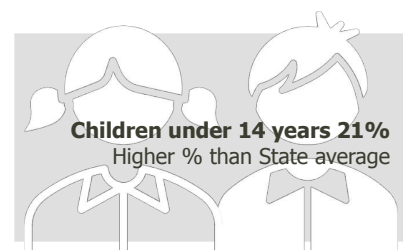
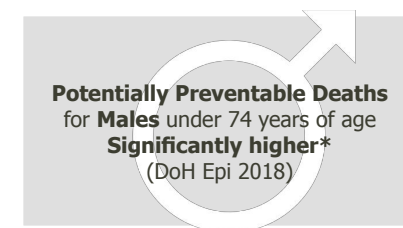
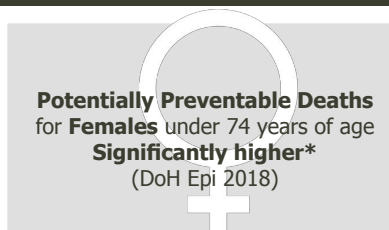
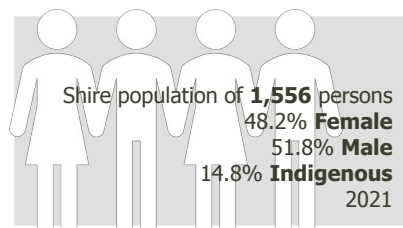


These are explained in more detail in the core business described here:

- Infrastructure and property services, including provision of local roads, footpaths, drainage, waste collection and management.
- Environmental Health Services to prevent and control environmental health hazards, emissions and communicable diseases (i.e., tobacco control, water and food safety, noise and air pollution and animal & mosquito control).
- Community development, tourism, and events promotion.
- Cultural facilities and services, such as libraries, art galleries and places of historic importance and museums.
- Provision of recreation facilities, such as parks, sports fields, golf courses, recreation and community centres, and camping sites.
- Building services, planning and development control, including inspections, licensing, certification and enforcement.
- Administration of facilities, such as cemeteries, street parking, & refuse sites.
- Local Government Health Law Enforcement, Ranger and Emergency Services.



## Snapshot of the health of people living in the Mid West Region



\*Compared with the WA State average





## Key results from our 2022 Public Health & Wellbeing Survey

# THE RESIDENTS OF CHAPMAN VALLEY SPEAK

### AS THINGS ARE NOW

We think the three most serious health risks in our community are:

- Using illegal drugs 63.2%
- Sniffing volatile substances 57.9%
- No regular medical checkups 47.4%

We think the three most serious mental & social health issues in our community are:

- Depression 73.7%
- Anxiety 68.4%
- Alcoholism 63.2%

We say our top four volunteering activities are:

- Community groups/services
- Public events
- Charities
- Sporting

The two sport & recreation facilities we use the most are:

- Coronation Beach
- Playgrounds

quieter lifestyle sense of place  
distance great communities, all different,  
rural feel but great all the same  
people life landscape

What is the thing you like the best about living in the Shire of Chapman Valley?

### CHANGE FOR THE FUTURE

Our top three programs to improve the health of our community:

- Programs for teens 84.2%
- Community events for residents 84.2%
- Routine screening for health issues eg cervical & prostate cancers 79.0%

Our top two programs to help us be more physically active are:

- More hikes, walks, cycle paths & maps 66.7%
- Free fitness classes 66.7%

Our top three facilities or resources for good community health are:

- Safe roads 94.7%
- Parks & public open spaces 89.5%
- Recreation facilities eg: Nabawa Basketball Court, Yuna & Nanson Golf Courses etc 84.2%

Our top two priorities to encourage the eating of healthy food:

- More healthy food options in takeaway/fast food outlets 52.9%
- Healthy food options at sporting & community clubs & events 47.1%

### SURVEY RESPONDENTS AGREED WITH THESE STATEMENTS:

There is strong community spirit in our Shire (94%)

I feel the Shire cares about our welfare (65%)

I know where to get help when I need it (76%)

I am proud of the community where I live (59%)

I feel like I belong in my local community (41%)

I enjoy interacting with my neighbours (82%)

I feel like my life has a sense of purpose (65%)

## Adding the Public Health Vision to the Strategic Community Plan

Themes for the Strategic Community Plan 2017 – 2027 are:

- **Community and Lifestyle**
- **Environmental Protection and Sustainability**
- **Economic Development and Business Attraction**
- **Physical and Digital Infrastructure**
- **Governance and Accountability**

And incorporating:

- **Healthy Lifestyles**





# The Integrated Strategic Community Plan

Community and Lifestyle	Environmental Protection and Sustainability	Economic Development and Business Attraction	Physical and Digital Infrastructure	Governance and Accountability	Environmental Health and Risk Management
Nurture the sense of community	Preserve the Natural Environment and address environmental risks as they arise	Build population and business activity through targeted strategies	Develop, manage, and maintain built infrastructure	Ensure governance and administration systems, policies and processes are current and relevant	Minimise harm and promote healthy lifestyles in sustainable communities
Strengthen our advocacy role and regional partnerships to support provision of local services and facilities	Maintain the rural identity of the Shire	Provide support for business development and local employment	Manage and maintain roads, drainage and other essential infrastructure assets	Be accountable and transparent while managing resources effectively	Encourage community participation in recreational activities to improve health and wellbeing
Maintain and enhance safety and security for the community		Welcome local tourism and participation in regional strategy	Aspire to robust communication and digital infrastructure in the Shire	Make informed decisions within resources and areas of responsibility	Promote preventative public health e.g. cancer screening and minimise disease transmission
		Ensure town planning complements economic development activities		Ensure robust processes and guidelines for development	Improve health outcomes through environmental health risk management





## Community & Public Health Outcomes

Harm Minimisation	Encourage use of recreation activities	Promote preventative public health services & minimise disease	Environmental Health Risk Management
Promote health education opportunities to minimise the harmful effects of alcohol, drugs and tobacco	Provide safe and accessible public open spaces, walking trails and cycle paths	Promote health and wellbeing initiatives to improve mental and physical health	Maintain an environmental health service to minimise health risks in the community
Promote strategies that encourage the community to reduce smoking	Continue to provide recreation facilities to promote healthy lifestyle choices, including programs for seniors and aged persons.	Promote personal health services such as prostate and cervical cancer screening, mammograms, and blood pressure	Maintain food standards by regular surveillance of food premises
		Support relevant agencies in maintaining awareness for mitigating the presence of COVID-19 in the community	Monitor drinking and recreational waters to maintain standards and reduce public health risk









## Conclusion

This Plan was developed over 18 months duration in consultation with elected members and the local community. This is the first public health plan of many to follow that will require the Shire Council to consider the needs of the community when planning for better public health outcomes.

While public health is the responsibility of all persons in the community, this plan focusses on the need to address present shortcomings to improve the health of every person. Improving the health of individuals through exercise and nutrition were identified as key messages, and attention to mental health, the prevention of transport accidents, and increased screening for cancer-related illnesses will be beneficial in the longer term.

The Council will need to provide leadership to improve public health outcomes by:

- Leading the community by advocacy to provide better public health planning,
- Having a whole of Council approach,
- Encouraging partnerships with Government and NGOs for health planning, and
- Elected members encouraging and mentoring to promote healthy lifestyles.

The Plan was developed by including:

- Extensive analysis of health data (a well-developed Health Profile Report)
- Participation in an electronic Health and Well Being Survey, and
- Consultation with elected members and senior officers.



## The Way Forward

The strategies contained in the Shire of Chapman Valley's Public Health Plan are intended to mirror work already underway. The Shire is well known for the promotion of tourism and recreational pursuits, and living in harmony with the natural environment and practising sustainability. This connection with community was recognised through encouraging comments drawn from the 2022 Public Health & Wellbeing Survey.

The Shire of Chapman Valley may give consideration to liaising with the Mid West Population Health Unit Health Promotion Officer in conjunction with neighbouring shires to review the supporting information in the Health Profile Report and the Public Health & Wellbeing Survey, and to work with government and funding agencies to raise awareness of the need for healthy lifestyles.

The Plan requires Council to ensure that its citizens are afforded protection from disease, minimise harm, promote active healthy lifestyles sustainably and the provide a safe environment by reducing risks to public health. This Plan is the first of many public health plans that will provide a direct focus on supporting better health outcomes of constituents living in the Shire.

Information used in the research phase of this plan was principally drawn from ABS Census material, SEIFA Index, AEDC (Education) data, Health Department hospital admissions data (2018 – 2020), and the Shire of Chapman Valley 2022 Public Health & Wellbeing Survey.







<b>10.3.2 Bushfire Brigade Advisory Group</b>	
<b>Department</b>	Development Service Law, Order & Public Safety
<b>Author</b>	Jamie Criddle
<b>Reference(s)</b>	601.08
<b>Attachment(s)</b>	1. CV Bushfire Brigades Unconfirmed Minutes April 2023 [10.3.2.1 - 4 pages] 2. EMP 005 [10.3.2.2 - 1 page]

## Voting Requirements

Simply Majority

## Staff Recommendation

Council endorse:

### 1. **BFB 4/23-02 - Election of Officers – All One Year Terms**

6.1	Chief Fire Control Officer	Current Position Holder	A Vlahov
6.2	Deputy Chief Bushfire Control Officer	Current Position Holder	J Stokes
6.3	Fire Prevention Officer	Current Position Holder	E O'Donnell
6.4	Group Training Officer	Current Position Holder	E O'Donnell
6.5	Group Administrative Officer	Current Position Holder	Chief Executive Officer
6.6	Noxious Weed & Clover Permit Officer	Current Position Holder	A Vlahov
6.7	Fire Weather Officer	Current Position Holder	A Vlahov
	Deputy Fire Weather Officer	Current Position Holder	J Stokes

(Note: All terms of office will commence upon endorsement by Council and subject to condition stated in Corporate Management Procedure EMP-005.)

### 2. **BFB 4/23-03 - Appointments of Bushfire Control Officers**

- Darryl Burton – Durawah/Valentine Brigade
- Calvin Royce – Howatharra Brigade
- Neil Kupsch – Nabawa Brigade

- Craig Mincherton – Naraling Brigade
- Jason Stokes – Yetna Brigade
- Shaun Earl – Yuna Brigade

(Note: All terms of office will commence upon endorsement by Council and subject to condition stated in Corporate Management Procedure EMP-005.)

### **3. BFB 4/23-04 - Fire Break Notice**

The existing Bush Fire Notice as presented with annual date changes made.

### **4. BFB 4/23-05 - Annual Inspections**

The Annual Fire Break Inspection procedures remain the same.

## **Disclosure of Interest**

No officer declared an interest under the Local Government Act 1995, Subdivision 1 (LGA 1995) in the preparation of this report.

## **Background**

The Chapman Valley Bushfire Brigades Group Management Advisory Committee met at the Shire of on the 18<sup>th</sup> April 2023.

## **Comment**

Rather than repeat in formation I refer Councillors to the Minutes at ***Attachment CV***  
**Bushfire Brigades Unconfirmed Minutes April 2023**

## **Statutory Environment**

The report complies with the requirements of the:  
Local Government Act 1995

Bushfire Act, 1954

## **Policy/Procedure Implications**

A Policy or Procedure is affected:  
Works and Services Policy & Procedures

Council's Management Procedure EMP-005 provides guidelines and procedures for the appointment of Bush Fire Control Officers

## **Financial Implications**

No Financial Implications Identified.

## **Strategic Implications**

## **Strategic Community Plan/Corporate Business Plan Implications**

### **GOVERNANCE & ACCOUNTABILITY**

5.1 Ensure governance and administration systems, policies and processes are current and relevant.

5.1.1 Review policy categories and set ongoing accountability for review processes.

### **Consultation**

The Chapman Valley Bushfire Brigades Group Management Advisory Committee comprises of the following:

#### **President (Presiding Member) and 2 x Councillors**

Cr Warr (President)

Cr Royce

Cr Humphrey

CBFCO

DCBFCO

All Brigade FCOs

Chief Executive Officer

Senior Ranger

#### **Observers**

1 x DFES Rep.

1 x DBCA Rep.

The consultation process is ongoing throughout the year by way of emails, telephone discussions, etc. as well as the pre-season meeting and the annual Bush Fire Brigades Group Management Advisory Committee meeting.

### **Risk Assessment**

A Minor Compliance Risk of Level 2 - Which will likely result in some temporary non-compliance.

A Moderate Property Risk of Level 3 - Likely resulting in localised damage requiring external resources to rectify.





**ANNUAL GENERAL MEETING OF THE CHAPMAN VALLEY BUSHFIRE  
BRIGADES GROUP MANAGEMENT ADVISORY COMMITTEE  
TO BE HELD IN THE COUNCIL CHAMBERS, NABAWA  
TUESDAY 18<sup>th</sup> APRIL 2023  
COMMENCING AT 5:45PM**

## UNCONFIRMED MINUTES

### 1.0 ATTENDANCE & APOLOGIES

*(Note: Brigades are invited to bring other representative along to the meeting. However, such representatives will have "Observer" status only).*

#### ATTENDANCE

Cr Trevor Royce	Council Representative/Presiding Member
Andrew Vlahov	Chief Bush Fire Control Officer
Darryl Burton	Durawah/Valentine Brigade
Jamie Criddle	Chief Executive Officer
Calvin Royce	Howatharra Brigade

#### OBSERVERS

Nil	
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#### APOLOGIES

Jason Stokes	Yetna Brigade
Cr Kirrilee Warr	President/Presiding Member
Neil Kupsch	Deputy CBFCO/Nabawa Brigade
Earl O'Donnell	Ranger/Fire Prevention Officer
Cr Peter Humphrey	Council Representative
Cameron Sutherland	Trainee Ranger

### 2.0 OPENING ADDRESS

In the absence of the Shire President, Cr Trevor Royce, Council Representative chaired the meeting and welcomed Members and Observers and declared the meeting open at 5:45pm.

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 DECLARATION OF INTEREST

Nil



#### 4.0 CONFIRMATION OF MINUTES

**MOVED: Andrew Vlahov**

**SECONDED: Darryl Burton**

- 4.1 Confirmation of Minutes of the Annual General Meeting of the Chapman Valley Bushfire Brigades Group Management Advisory Committee held Tuesday 5<sup>th</sup> April 2022.

**CARRIED**

**Voting 5/0**

**Minute Ref: BFB 4/23-01**

- 4.2 Business Arising from Minutes.

Nil

#### 5.0 CORRESPONDENCE

Nil

#### 6.0 ELECTION OF OFFICERS FOR COUNCIL APPROVAL – ALL ONE YEAR TERMS

**MOVED: Andrew Vlahov**

**SECONDED: Calvin Royce**

- |     |                                       |                         |                         |
|-----|---------------------------------------|-------------------------|-------------------------|
| 6.1 | Chief Fire Control Officer            | Current Position Holder | A Vlahov                |
| 6.2 | Deputy Chief Bushfire Control Officer | Current Position Holder | J Stokes                |
| 6.3 | Fire Prevention Officer               | Current Position Holder | E O'Donnell             |
| 6.4 | Group Training Officer                | Current Position Holder | E O'Donnell             |
| 6.5 | Group Administrative Officer          | Current Position Holder | Chief Executive Officer |
| 6.6 | Noxious Weed & Clover Permit Officer  | Current Position Holder | A Vlahov                |
| 6.7 | Fire Weather Officer                  | Current Position Holder | A Vlahov                |
|     | Deputy Fire Weather Officer           | Current Position Holder | J Stokes                |

(Note: All terms of office will commence upon endorsement by Council and subject to condition stated in Corporate Management Procedure EMP-005.)

**CARRIED**

**Voting 5/0**

**Minute Ref: BFB 4/23-02**

#### 7.0 ENDORSEMENT OF APPOINTMENTS OF BUSHFIRE CONTROL OFFICERS

**MOVED: Andrew Vlahov**

**SECONDED: Darryl Burton**

The following be recommended as appointed Bushfire Control Officers:

- Darryl Burton – Durawah/Valentine Brigade
- Calvin Royce – Howatharra Brigade
- Neil Kupsch – Nabawa Brigade
- Craig Mincherton – Naraling Brigade
- Jason Stokes – Yetna Brigade
- Shaun Earl – Yuna Brigade



(Note: All terms of office will commence upon endorsement by Council and subject to condition stated in Corporate Management Procedure EMP-005.)

**CARRIED**  
**Voting 5/0**  
**Minute Ref: BFB 4/23-03**

## **8.0 FIRE BREAK NOTICE/ANNUAL INSPECTIONS**

### **8.1 Firebreak Notice**

**MOVED: Calvin Royce**                      **SECONDED: Andrew Vlahov**

The Committee recommend Council endorse the existing Bush Fire Notice as presented.

**CARRIED**  
**Voting 5/0**  
**Minute Ref: BFB 4/23-04**

### **8.2 Annual Inspections**

**MOVED: Calvin Royce**                      **SECONDED: Andrew Vlahov**

It is recommended to Council the Annual Inspection procedures remain the same.

**CARRIED**  
**Voting 5/0**  
**Minute Ref: BFB 4/23-05**

## **9.0 ANNUAL REPORTS**

### **9.1 Chief Bush Fire Control Officer – A Vlahov**

The CBFCO, Andrew Vlahov gave a verbal account of the year in review. Items covered:

- For some reason there were a large number of fires in the Howatharra area this year.
- There was a large fire on the Carbon Conscious Tree Farm which was concerning as there were a number of dwellings situated on the property that were not to building/planning standard and did not comply with Bushfire Planning regs. Shire Staff are following up.
- The arial Bombers that were situated in the Midwest over the summer period were a great idea and used at every opportunity, particularly the hard to access areas in the Howatharra area.
- Increased pole top fires recently due to the humidity and recent rains.
- Thank you to CV Shire, FCO's and all volunteers to assisted throughout the year.

### **9.2 Department of Fire and Emergency Services** Not in attendance

### **9.3 Fire Prevention Officer – E O'Donnell** Not in attendance.



9.4 Other Reports  
Nil

**MOVED: Calvin Royce**

**SECONDED: Darryl Burton**

All reports be received with no further action necessary.

**CARRIED**  
**Voting 5/0**  
**Minute Ref: BFB 4/23-06**

**10.0 MAINTENANCE & CAPITAL REPLACEMENT PROGRAMMES**

10.1 Chief Executive Officer

The Chief Executive Officer gave an update on the alternative Capital Replacement program submission to DFES via the ESL application process. Unfortunately we were again advised that we were unsuccessful in obtaining a 4.4 Broadacre appliance for Howatharra. The Nabawa Light tanker is also up for replacement in the 2022/23 financial year.

**11.0 FUTURE CONTROL BURNING OF RESERVES**

11.1 Department of Biosecurity, Conservation & Attractions (DBCA)

Not in attendance – No Report provided.

**12.0 GENERAL BUSINESS**

**12.1 Workplace Health & Safety Legislation (Bush Fire Volunteers)**

The CEO gave an update on the requirements for Brigade volunteers. The WHS Act applies to all workplaces (both private and government operations) within the natural jurisdiction of Western Australia. The WHS Act provides a framework to protect the health, safety and welfare of both those persons undertaking work and those persons who might be affected by that work.

**13.0 NOMINATIONS FOR PRESENTATION OF LONG SERVICE MEDALS**

It was requested that Shire Ranger and the CBFCO liaise to formulate a group of worthy nominations for long service medals.

**14.0 CLOSURE**

The Acting Chairperson thanked Members for their attendance and declared the meeting closed at 6.29pm

**ATTACHMENT 3**

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

**OBJECTIVES:**

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

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

**MANAGEMENT PROCEDURE STATEMENT/S:**

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

10.3.3	Local Operation Recovery Plan - Chapman Valley - Northampton
<b>Department</b>	Finance, Governance & Corporate Services Chief Executive Officer
<b>Author</b>	Jamie Criddle
<b>Reference(s)</b>	603.05
<b>Attachment(s)</b>	1. DRAFT Chapman Valley and Northampton LORP [10.3.3.1 - 3 pages]

## Voting Requirements

Simply Majority

## Staff Recommendation

Council adopt the Local Operation Recovery Plan (as presented) for the disaster event (Cyclone Seroja) for the Shires of Chapman Valley and Northampton and advise the Local Recovery Coordination Group (LRCG) and DFES of the adoption.

## Disclosure of Interest

No officer declared an interest under the Local Government Act 1995, Subdivision 1 (LGA 1995) in the preparation of this report.

## Background

Severe Tropical Cyclone Seroja crossed the Western Australian coast south of Kalbarri on 11 April 2021, as a Category 3 system. STC Seroja is the strongest system to have hit the Midwest Gascoyne region. It impacted a population of almost 50,000 covering an area of more than 170,000 square kilometres and 16 local government areas.

A Local Recovery Coordination Group (LRCG) has been established by the Shire of Chapman Valley and the Shire of Northampton, two of the most impacted Shires. The LRCG is preparing a Local Operational Recovery Plan to identify objectives, actions, governance arrangements, resources and priorities to guide ongoing recovery efforts by the two Shires.

A Term of Reference for the group was outlined early in the piece to guide the LRCG in preparing a suitable Local Operational Recovery Plan for the two districts. (attached)

## Comment

The Local Operational Recovery Plan was presented to Council in June 2021 but as the Shire of Northampton had not yet presented the plan to Council, the Shire of Chapman Valley reviewed their document in preparation for future adoption.

Since the Shire of Northampton adoption, there have been a couple of minor adjustments to the plan:

**Built Environment** (Priority 3 Multipurpose Community Centre for Kalbarri) – Text has been added to include Future upgrades to the Nabawa Recreation Centre to ensure adequate facilities are in place to continue service delivery during an emergency,

**Economic Environment** (Priority 5 Economic & Community Development Coordination) – Text was included for the creation of a 3 yr. joint funded Economic Development officer to assist lost/existing businesses post DFES recovery

The State Government recently announced new programs to boost resilience and recovery totalling \$9.2 million.

“Sixteen local government areas were impacted after STC Seroja crossed the Kalbarri coast on 11 April 2021, destroying homes, businesses and critical infrastructure.

Emergency Services Minister Stephen Dawson today announced two new programs to boost the ongoing recovery process.

The funding was requested by local governments to support their communities' long-term recovery as they near the two-year anniversary of the cyclone crossing.

The 2023-24 State Budget will include \$8 million for a new grants scheme, where all 16 local governments will be eligible for up to \$500,000 for projects to improve resilience in their communities.

The projects could include upgrades to community centres to help withstand future weather events or funding for the demolition of properties abandoned in the wake of the cyclone.

In addition, \$1.2 million will be provided to five of the worst affected local governments under the Community Benefit Fund. The Shire of Northampton will receive \$400,000 while the Shires of Chapman Valley, Morawa, Mingenew and Perenjori will receive \$200,000. The money will go towards programs and activities that have been identified by local governments and community members to support the ongoing recovery.

The \$9.2 million commitment is the latest investment in the recovery of the region and is in addition to grants and financial assistance, clean-up and rebuild support and the provision of wellbeing support services provided over the past two years.

The LRCG met in Kalbarri on Tuesday 2<sup>nd</sup> May to discuss possible projects/programs for the approved funding. The results of this are listed in the attached LRCG minutes

## **Statutory Environment**

This report has no statutory environment requirements.

## **Policy/Procedure Implications**

No Policy or Management Procedure affected.

## **Financial Implications**

No Financial Implications Identified.

It is important to note that Local Governments are the key driver for the local recovery process with all recovery tasks requiring external and internal funding. Council will need to ensure that sufficient resources are secured to aid in the recovery effort.

## **Strategic Implications**

### **Strategic Community Plan/Corporate Business Plan Implications**

#### **GOVERNANCE & ACCOUNTABILITY**

5.3 Make informed decisions within resources and areas of responsibility.

5.3.1 Council and Shire process formally incorporate integrated plans as references.

## **Consultation**

Chapman Valley Northampton Local Recovery Coordination Group (LRCG)

Sam Edwards Community Recovery Officer, DFES

## **Risk Assessment**

A Moderate Service Disruption Risk of Level 3 - Which will likely result in medium term temporary interruptions with backlogs cleared in less than one week.

A Minor Property Risk of Level 2 - Likely resulting in localised damage rectified by routine internal procedures.



## LOCAL OPERATIONAL RECOVERY PLAN

### Shire of Chapman Valley and Shire of Northampton



## RECOVERY NARRATIVE

### About our community

This plan has been developed for the Shire of Chapman Valley and the Shire of Northampton across three zones:

1. Coastal townsites of Kalbarri, Port Gregory and Horrocks.
2. Town of Northampton and surrounding agricultural areas.
3. Shire of Chapman Valley.

#### Shire of Northampton

The Shire of Northampton encompasses several towns and settlements, from popular coastal destinations and historical fishing locations to broadacre cropping and grazing land. Industries include broadacre agriculture, tourism, fishing, horticulture and mining. Northampton is one of Western Australia's oldest towns, with historic buildings lining the main street. Kalbarri, historically a small fishing village, is now a popular tourism town with focus on the sea and inland national parks. Northampton and Kalbarri have primary and secondary schools, regional tier hospitals, supermarkets, and cafes. At the 2021 Census, the Shire of Northampton had a population of 3227, and a median age of 53.

#### Shire of Chapman Valley

The Shire of Chapman Valley comprises of broadacre agriculture to the central and east, and fast-growing peri-urban development to the west. Local industries include broadacre farming and smaller diversified farming lots, agri-food tourism and creative industries, with limited retail and commercial industry. There are several sporting and community groups across its three main townsites, Nabawa, Nanson and Yuna. The Shire's administrative centre is in Nabawa and primary schools are in Nabawa and Yuna. At the 2021 Census, the Shire of Chapman Valley had a population of 1556, with a median age of 44. The most significant age range in the Shire is 45-59 years, with median age increasing in the rural localities.

#### Key Challenges

Key challenges for the Shire of Chapman Valley and Shire of Northampton include an ageing population which impacts health profiles and support service requirements and infrastructure; susceptibility to supply shortages and broader economic challenges; and a lack of state infrastructure capable of supporting population and town growth.

### About the disaster event

Severe Tropical Cyclone (STC) Seroja crossed the Western Australian coast south of Kalbarri on 11 April 2021, as a Category 3 system, bringing wind gusts of up to 170 kilometres per hour. STC Seroja is the strongest system recorded to have impacted the Midwest Gascoyne Region. The cyclone impacted a population of almost 50,000 people and an area of more than 170,000 km<sup>2</sup> in 16 local government areas. The Shire of Northampton bore the brunt of the cyclone, with Kalbarri being the most severely impacted townsites.

State and nation-wide events, community priorities, and existing vulnerabilities continue to influence recovery. These include the complexity of insurance; sharing of data at local, state, and federal levels; limited workforce accommodation; shortages in skilled tradespeople; COVID-19 restrictions; and seasonal weather patterns.

### Local Recovery Coordination Group

The Shire of Chapman Valley and the Shire of Northampton have a joint Local Recovery Coordination Group (LRCG) established in November 2021. The LRCG includes representatives from local government, local community groups and relevant recovery agencies.

**Chair:** Elected Member Shire of Northampton (Cr Horstman).

**Deputy Chair:** Elected Member Shire of Chapman Valley (Cr Warr).

#### Key Recovery Stakeholders:

- Shire of Chapman Valley
- Shire of Northampton
- Industry / local businesses
- Community members / groups
- Department of Fire and Emergency Services
- St John Ambulance
- Australian Red Cross
- Department of Communities
- Department of Education
- WA Police
- Tourism WA
- WA Country Health Service

AND UPGRADE FACILITIES IN NABAWA

## RECOVERY PRIORITIES

Through the development of this Local Operational Recovery Plan, activities were identified that form the foundation of long-term recovery for the Shire of Chapman Valley and Shire of Northampton.

These projects require significant collaboration, resourcing and expertise beyond the current capacity of local governments and community.

#### PRIORITY 1

#### Affordable Housing

Partner with all levels of Government and the private sector to develop affordable housing solutions to attract and retain a skilled workforce and their families across key industries in the district.

#### PRIORITY 2

#### Kalbarri Foreshore Revitalisation

Secure funding for coastal redevelopment in Kalbarri to support tourism and local industry and sense of place, per the Kalbarri Foreshore Revitalisation Plan.

#### PRIORITY 3

#### Multipurpose Community Centre

Secure funding for the development of a multi-purpose centre in Kalbarri that meets the requirements for an all-hazards evacuation centre and secure place for continuance of service delivery in an emergency.

#### PRIORITY 4

#### Individual and Community Support

Partner with local support services and relevant Government agencies to develop and resource a managed transition plan for at-risk community members into ongoing, long-term recovery support.

#### PRIORITY 5

#### Economic & Community Development Coordination

Engage an economic and community development coordinator to facilitate and support community building and place activation projects identified in the LORP across the Shire of Chapman Valley and Shire of Northampton.

## LOCAL OPERATIONAL RECOVERY PLAN

### Shire of Chapman Valley and Shire of Northampton



	KEY DAMAGE AND IMPACTS	RECOVERY OBJECTIVES	RECOVERY TASKS/ ACTIVITIES	MEASURES OF SUCCESS
NATURAL ENVIRONMENT	<p>Air, Water, Land and Soil</p> <ul style="list-style-type: none"> <li>Potential for environmental asbestos contamination.</li> <li>Severe coastal/river erosion and degradation.</li> </ul> <p>Hazardous vegetation</p> <ul style="list-style-type: none"> <li>Perceived and actual increase to fuel loads because of defoliation.</li> <li>Perceived and actual increase to risk of structurally compromised (uprooted/ defoliated) trees and widespread debris.</li> </ul> <p>Public Land/Recreation</p> <ul style="list-style-type: none"> <li>Significant debris and fallen trees affecting creek lines, rivers, reserves and parks and reducing shade/shelter for public.</li> </ul>	<ul style="list-style-type: none"> <li>To create a safe natural environment that promotes vibrancy and encourages connection with nature.</li> </ul>	<p>N1 Finalise the removal and safe disposal of remaining cyclone waste, including asbestos and other hazardous waste and ongoing road verge clean-ups if required.</p> <p>N2 Facilitate community tree planting initiatives for public areas which also support community engagement.</p> <p>N3 Ongoing support for the recovery of significant community natural and culturally significant areas.</p>	<p>N1 All public areas, including road verges, identified as having remaining cyclone related waste are cleaned up by September 2022.</p> <p>N1 Number of homeowners, primary producers and small businesses receiving clean-up grant support or uninsured clean-up assistance.</p> <p>N2 At least one community tree planning activity in Kalbarri, Northampton and Chapman Valley by June 2023.</p> <p>N3 Work commenced on dune stabilisation, rehabilitation, fencing, signage and rebuild of infrastructure for high priority sites that support sense of place.</p>
BUILT ENVIRONMENT	<p>Public infrastructure</p> <ul style="list-style-type: none"> <li>Damage to multiple community or shire owned properties.</li> <li>Damage to foot paths, trails and signs in public areas and national parks.</li> <li>Damage to public open space infrastructure.</li> </ul> <p>Private infrastructure</p> <ul style="list-style-type: none"> <li>Residences deemed uninhabitable.</li> <li>High number of properties still under tarps, with uncleared cyclone debris and active clean-up notices.</li> <li>Difficulty accessing building contractors, engineers, materials. Inflation of costs associated with rebuild.</li> </ul> <p>Essential services</p> <ul style="list-style-type: none"> <li>Road signs damaged.</li> <li>Debris on roads required clearing.</li> <li>Significant damage to electricity and telecommunication infrastructure with ongoing supply and reliability issues.</li> </ul> <p>Clean up</p> <ul style="list-style-type: none"> <li>Damage to private buildings and materials containing asbestos.</li> <li>Waste disposal, including a mixture of green waste, water, damaged building and shed material and general rubbish.</li> <li>Retail and supermarket food waste.</li> </ul> <p>Rapid Damage Assessments</p> <ul style="list-style-type: none"> <li>Further assessments are ongoing to validate and identify damaged properties. Significant number of properties impacted.</li> </ul>	<ul style="list-style-type: none"> <li>To support rebuild of high priority critical infrastructure and continued recovery of cultural sites.</li> <li>To ensure information is available to people and organizations to facilitate rebuilding efforts.</li> <li>Promote the Build Back Better philosophy to the repair and rebuild of private and public infrastructure.</li> </ul>	<p>Priority 3: Multipurpose Community Centre</p> <p>B1 Coordinate an approach to recovery for abandoned properties.</p> <p>B2 Connect under or un-insured owners with appropriate and relevant supports.</p> <p>B3 Conduct an audit of current housing stocks and needs.</p> <p>B4 Encourage rebuild and repair of public infrastructure to align with the 'Build Back Better' philosophy.</p>	<p>AND UPGRADES</p> <p>B1 Approach to coordinating recovery for abandoned buildings is developed and being implemented by June 2023.</p> <p>Number of abandoned properties managed.</p> <p>B2 Community satisfaction with support, and progress of reconstruction for private buildings in June 2023.</p> <p>B2 Number of planning permits and development approvals requested and granted for cyclone impact related work.</p> <p>B3 Feasibility of a housing audit investigated by September 2022. If viable, audit of housing stock completed by June 2023.</p> <p>B4 Adequate funding is secured to repair and replace public infrastructure.</p> <p>P3 - ADEQUATE FACILITIES IN PLACE TO CONTINUE SERVICE DELIVERY DURING EMERGENCY!</p>



## LOCAL OPERATIONAL RECOVERY PLAN

### Shire of Chapman Valley and Shire of Northampton



	KEY DAMAGE AND IMPACTS	RECOVERY OBJECTIVES	RECOVERY TASKS/ACTIVITIES	MEASURES OF SUCCESS
<b>SOCIAL ENVIRONMENT</b>	<p><b>Groups, Institutions and Social Connection</b></p> <ul style="list-style-type: none"> <li>Schools closed / temporarily relocated.</li> <li>Population loss due to lack of housing/rebuild times.</li> <li>Reduced activities for all cohorts and ages.</li> <li>Over time, pressures have caused some business closures.</li> </ul> <p><b>Cultural / Heritage</b></p> <ul style="list-style-type: none"> <li>Damage to heritage assets on private and public land.</li> </ul> <p><b>Health and Medical</b></p> <ul style="list-style-type: none"> <li>Outpatient clinics operation impacted.</li> <li>Mental health and psychosocial support services under-resourced and overcommitted.</li> <li>Anecdotal increase in suicidal presentation, relationship breakdowns, domestic violence.</li> </ul> <p><b>Psychosocial and Wellbeing</b></p> <ul style="list-style-type: none"> <li>Concerns about upcoming storm season.</li> <li>Insurance challenges and pre-existing mental and physical health conditions increase stress.</li> <li>Red Cross outreach suggests a higher-than-normal percentage experiencing distress.</li> <li>Those concerned for others were most concerned for the elderly, male family members and children.*</li> </ul>	<ul style="list-style-type: none"> <li>To strengthen community resilience by supporting community leaders and community connection.</li> <li>To increase community awareness of and access to community mental health support.</li> <li>To increase community awareness and resilience to future disaster events.</li> </ul>	<p><b>Priority 4: Individual and Community Support</b></p> <p><b>S1</b> Develop a community resilience kit 'how to prepare' for upcoming storm season. Include disaster communication, keeping yourself and your property safe, the insurance process and info on building standards for cyclone and flooding.</p> <p><b>S2</b> Facilitate or sponsor a program of support for volunteer-run community groups and activities to reduce volunteer fatigue and increase collective capacity.</p> <p><b>S3</b> Funding made available to community organisations and groups to assist with delivery of activities with social value.</p> <p><b>S4</b> Develop and administer a program to collect lessons learnt/stories to support community wellbeing in recovery.</p>	<p><b>S1</b> Number of preparedness events and participation. # and % participants who take / intend to take action to prepare following session.</p> <p><b>S2</b> Community champions program initiated by September 2022.</p> <p><b>S2</b> Community groups report reduced volunteer fatigue and have recruited new people to participate or take on leadership roles.</p> <p><b>S3</b> # and \$ provided to support community groups to deliver activities to June 2023 and beyond.</p> <p><b>S4</b> Number of community lessons learnt sessions and participation.</p>
<b>ECONOMIC ENVIRONMENT</b>	<p><b>Individual and Household</b></p> <ul style="list-style-type: none"> <li>Whether people were insured or not is a key factor in level of financial impact. Most residents reported some financial impact.</li> <li>Key challenges: <ul style="list-style-type: none"> <li>Uninsured residents.</li> <li>Navigating insurance and challenges with insurer engagement / processes.</li> <li>Fuel costs for generators.</li> </ul> </li> </ul> <p><b>Local and State Government Infrastructure/Resources</b></p> <ul style="list-style-type: none"> <li>Limited LG resources and fatigue of LG officers.</li> </ul> <p><b>Primary Production</b></p> <ul style="list-style-type: none"> <li>90% primary producers impacted both Shires.</li> <li>Key challenges: <ul style="list-style-type: none"> <li>Attracting and housing workforce.</li> <li>Seeding and clean up competing priorities, impact to programs.</li> <li>Loss of critical infrastructure.</li> </ul> </li> </ul> <p><b>Tourism, Industry and Small Business</b></p> <ul style="list-style-type: none"> <li>Competition for accommodation between contractors, residents, and tourists.</li> <li>Extensive damage to critical, public tourism infrastructure.</li> <li>Loss of operational stock.</li> </ul>	<ul style="list-style-type: none"> <li>To facilitate new and existing businesses to thrive by connecting with small business support.</li> </ul> <p>CREATION OF 3 YR FUNDED JOINT ECONOMIC DEV. OFFICER TO ASSIST. LOSS/ EXISTING BUSINESSES POST DISASTER RECOVERY</p>	<p><b>Priority 1: Affordable Housing</b></p> <p><b>Priority 2: Kalbarri Foreshore Revitalisation</b></p> <p><b>Priority 5: Economic and Community Development Coordination</b></p> <p><b>E1</b> Continue the provision of support programs and funding for businesses that want to restart or increase their capacity, to sustain economic recovery.</p> <p><b>E2</b> Support hospitality businesses to coordinate opening times, days and holidays to ensure visitors can access food and beverage.</p> <p><b>E3</b> Encourage innovative business models to deliver better food and beverage availability (food trucks, new events and community activities, making public space available to private traders etc.).</p>	<p><b>E1</b> Number of preparedness events and participation. # and % participants who take / intend to take action to prepare following session.</p> <p><b>E1</b> Number of businesses participating at June 2023. and # % participants that feel more positive or hopeful about their business future.</p> <p><b>E2</b> Hospitality businesses in Kalbarri have agreed and taken action to coordinate and ensure access to food and beverage.</p> <p><b>E3</b> At least 2 innovative business models have been trialed by June 2023 with community feedback and feedback on business viability.</p> <p>PS: HOSPITALITY / TOURISM BUSINESSES STRENGTHEN BUSINESS MODELS + ADAPTABILITY TO ENSURE VIABILITY.</p>

\*Based on self-reported data to Red Cross from April-September 2021

This plan was developed with funding support through the Commonwealth-State Disaster Recovery Funding Arrangements and the support of the following organisations:



Department of Fire and Emergency Services  
Department of Communities



### 10.3.4

### Local Government Elections

<b>Department</b>	Finance, Governance & Corporate Services Chief Executive Officer
<b>Author</b>	Jamie Criddle
<b>Reference(s)</b>	402.00
<b>Attachment(s)</b>	1. Chapman Valley Elections [10.3.4.1 - 2 pages]

### Voting Requirements

Simply Majority

### Staff Recommendation

That Council, as per Minute Reference: 06/19-7 continue to utilise the WA Electoral Commission for the 2023 Ordinary Postal Election.

### Disclosure of Interest

No officer declared an interest under the Local Government Act 1995, Subdivision 1 (LGA 1995) in the preparation of this report.

### Background

The next local government ordinary elections will be held on 21 October 2023. While this is still some distance in the future, the WA Electoral commission has enclosed an estimate for your next ordinary election (should you wish to hold a postal election) to assist in your 2023/2024 budget preparations.

The estimated cost for the 2023 election if conducted as a postal ballot is \$18,000 inc GST, which has been based on the following assumptions:

1. 1100 electors
2. response rate of approximately 55%
3. 4 vacancies
4. count to be conducted at the offices of the Shire of Chapman Valley
5. appointment of a local Returning Officer
6. regular Australia Post delivery service to apply.

An additional amount of \$250 will be incurred if your Council decides to opt for the Australia Post Priority Service for the lodgement of election packages.

The Commission is required by the Local Government Act to conduct local government elections on a full cost recovery basis. The price you have been quoted is an estimate only, and the final cost incurred may vary depending on a range of factors.

Costs not incorporated in this estimate include:

7. any legal expenses other than those that are determined to be borne by the Western Australian Electoral Commission incurred as part of an invalidity complaint lodged with the Court of Disputed Returns
8. the cost of any casual staff to assist the Returning Officer on election day or night
9. any unanticipated costs arising from public health requirements for the COVID-19 pandemic.

## Comment

Council's recommendation at the June 2019 OCM Minute Reference: 06/19-7:

That Council:

1. Resolve, in accordance with section 4.61(2) of the Local Government Act 1995, the method of conducting all future Local Government Elections and Polls will be as Postal Election (Ordinary and Extraordinary);
2. Declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Western Australian Electoral Commissioner to be responsible to conduct all future Local Government Election and Polls as Postal Elections (Ordinary and Extraordinary);
3. Council reserves the right to review this position at any time, subject to budgetary constraints and any decision to terminate the contract with the Western Australian Electoral Commissioner not being able to be made after the 80th day being the legislative cut-off period of an election process as any time after this date renders the services from the WAEC having already commenced.

This automatically approves Postal Elections to be conducted by the WAEC, unless otherwise wishing to terminate the contract.

The 2013 was the first Council Ordinary Election conducted by postal election with the 2015, 2017 and 2019 also being Postal Elections. This has resulted in a significant increase in voter participation i.e.

2011	NE Ward 18.6% Participation (In-Person)
	SE Ward 23.9% Participation (In-Person)
2013	NE Ward 52.9% Participation (Postal)
	SE Ward 44.4% Participation (Postal)
2015	NE Ward – No Election
	SE Ward 37.28% Participation (Postal)
<b>No Ward System</b>	
2017	51.66% (Postal)
2019	55.00% (Postal)
2021	No Election

The above figures indicate a significant increase in voter participation between the last *In-Person* Election (2011) and the subsequent three *Postal Elections* (2013, 2015 & 2017) along with the fact the cost are basically the same when compared with staff time and resources to contracting the WAEC to undertake this function. This makes it imperative to

retain the *Postal Election* process for all future Elections to be continued. It would be disappointing for the Shire to revert back to the old *In-Person* procedure for conducting Local Government Elections as this would obviously minimise interest and participation in the elections.

The other important advantage with the WAEC being the contractor for the *Postal Election* process is the fact this distances the Chief Executive Officer and most Shire staff from the election process, therefore removing any accusations of staff influence throughout the election process.

## Statutory Environment

The report complies with the requirements of the:  
Local Government Act 1995

Local Government Act 1995 and Local Government (Election) Regulations

### **4.20. CEO to be returning officer unless other arrangements made**

*A local government may, having first obtained the written agreement of the Electoral Commissioner, declare\* the Electoral Commissioner to be responsible for the conduct of an election, or all elections conducted within a particular period of time, and, if such a declaration is made, the Electoral Commissioner is to appoint a person to be the returning officer of the local government for the election or elections.*

*\* Absolute majority required.*

### **4.61. Choice of methods of conducting election**

- (1) The election can be conducted as a —  
***postal election*** which is an election at which the method of casting votes is by posting or delivering them to an electoral officer on or before election day; or  
***voting in person election*** which is an election at which the principal method of casting votes is by voting in person on election day but at which votes can also be cast in person before election day, or posted or delivered, in accordance with regulations.
- (2) *The local government may decide\* to conduct the election as a postal election.*  
*\* Absolute majority required.*
- (3) *A decision under subsection (2) has no effect if it is made after the 80th day before Election Day unless a declaration has already been made in respect of an election for the local government and the declaration is in respect of an additional election for the same local government.*

(4) *A decision under subsection (2) has no effect unless it is made after a declaration is made under section 4.20(4) that the Electoral Commissioner is to be responsible for the conduct of the election or in conjunction with such a declaration.*

(5) *A decision made under subsection (2) on or before the 80th day before election day cannot be rescinded after that 80th day.*

(6) *For the purposes of this Act, the poll for an election is to be regarded as having been held on election day even though the election is conducted as a postal election.*

(7) *Unless a resolution under subsection (2) has effect, the election is to be conducted as a voting in person election.*

## **Policy/Procedure Implications**

No Policy or Management Procedure affected.

## **Financial Implications**

### **Budgetary Implications**

The budget will be affected in the following ways:

The 2019 Postal Elections (last one held) cost \$13,363 with the estimated cost for this year to be \$16,363 (ex GST)

## **Strategic Implications**

Maximising Elector participation at Local Government Elections should be the main priority when deciding the form in which the election process should be undertaken. It is proven the percentage of voter participation at *Postal Elections* significantly exceeds participation at *In-Person Elections*.

### **Strategic Community Plan/Corporate Business Plan Implications**

#### **COMMUNITY HEALTH & LIFESTYLE**

1.1 Nurture the sense of community and unity across the Shire, while supporting towns and their volunteers in local issues.

1.1.2 Determine a whole of Shire community integration approach.

## **Consultation**

Informal discussions have occurred between the WAEC and Chief Executive Officer.

## **Risk Assessment**

A Moderate Reputational Risk of Level 3 - Which will likely result in substantiated, public embarrassment, moderate impact, moderate news profile.

LGE 028

Mr Jamie Criddle  
Chief Executive Officer  
Shire of Chapman Valley  
PO Box 1  
NABAWA WA 6532

Dear Mr Criddle

**Local Government Ordinary Election: 2023**

The next local government ordinary elections will be held on 21 October 2023. While this is still some distance in the future, I have enclosed an estimate for your next ordinary election (should you wish to hold a postal election) to assist in your 2023/2024 budget preparations.

The estimated cost for the 2023 election if conducted as a postal ballot is \$18,000 inc GST, which has been based on the following assumptions:

- 1100 electors
- response rate of approximately 55%
- 4 vacancies
- count to be conducted at the offices of the Shire of Chapman Valley
- appointment of a local Returning Officer
- regular Australia Post delivery service to apply.

An additional amount of \$250 will be incurred if your Council decides to opt for the Australia Post Priority Service for the lodgement of election packages.

The Commission is required by the *Local Government Act* to conduct local government elections on a full cost recovery basis. The price you have been quoted is an estimate only, and the final cost incurred may vary depending on a range of factors.

Costs not incorporated in this estimate include:

- any legal expenses other than those that are determined to be borne by the Western Australian Electoral Commission incurred as part of an invalidity complaint lodged with the Court of Disputed Returns
- the cost of any casual staff to assist the Returning Officer on election day or night



- any unanticipated costs arising from public health requirements for the COVID-19 pandemic.

As you are aware, the Government is currently considering reforms to the *Local Government Act 1995*, which include how elections are to be conducted. In order to assist with your local government's budget planning, we have included, to the best of our knowledge, costs that will arise from the changes proposed in legislation. For example, if under the amendments your local government will be required to conduct a mayoral/presidential election this has been included.

Some local governments may also note an increase in costs from their 2021 ordinary costs. These include increases arising from inflation in recent years affecting salaries for Returning Officers and other staff, printing and packaging costs as well as the increase in postage announced by Australia Post. Additional costs from the Commission have been included arising from improved processing procedures and additional resources to supplement the Commission's education, complaints management, investigation and legal efforts.

The current procedure required by the *Local Government Act 1995* is prior to a Local Government declaring me responsible for the conduct of the election, my written agreement must be obtained before the vote is taken. I have noted that the Shire of Chapman Valley at the meeting of 19/6/2019, declared me responsible for the conduct of all ordinary elections for an indefinite period.

I look forward to conducting this election for the Shire of Chapman Valley. If you have any further queries please contact Shani Wood Director, Election Operations on 9214 0400.

Yours sincerely



Robert Kennedy  
**ELECTORAL COMMISSIONER**

9 February 2023

10.3.5	Authorised Officers
<b>Department</b>	Development Service Animal Control  Finance, Governance & Corporate Services Chief Executive Officer
<b>Author</b>	Jamie Criddle
<b>Reference(s)</b>	604.00
<b>Attachment(s)</b>	Nil

## Voting Requirements

Absolute Majority

## Staff Recommendation

That Council:

1. Appoint the following persons:

Jameon Criddle;  
Erskine Kelly;  
Earl O'Donnell;  
Cameron Sutherland;  
Peter Smith and  
Robert McKenzie

As authorised persons in accordance with the following acts:

Section 449 of the Local Government (Miscellaneous Provisions) Act 1960;  
Section 9.10 of the Local Government Act 1995 for Local Laws;  
Section 17(1) of the Caravan Parks and Camping Grounds Act 1995;  
Section 29(1) of the Dog Act 1976 and Regulations;  
Section 38(1) of the Bush Fires Act 1954 and Regulations;  
Section 26(1) of the Litter Act 1979;  
Section 38(3) of the Control of Vehicles (Off Road Areas) Act 1978;  
Shire of Chapman Valley Local Laws; and

2.Appoint the following persons as registration officers in accordance with the Dog Act 1976 and Regulations:

Jameon Criddle;  
Dianne Raymond;  
Beau Raymond;  
Jennifer Chapman;  
Anne-Marie Cox;  
Rachael Galloway;  
Kasey Brown; and  
Earl O'Donnell  
Cameron Sutherland

3. Cancel all previous appointments.

### **Disclosure of Interest**

No officer declared an interest under the Local Government Act 1995, Subdivision 1 (LGA 1995) in the preparation of this report.

### **Background**

With the appointment of the new Trainee Ranger (Cameron Sutherland), and the addition of new employees in previous years, Council is required to appoint staff as authorised persons to enforce the provisions of various laws and regulations.

### **Comment**

It is recommended that Council appoint the following persons:

Jameon Criddle;  
Erskine Kelly;  
Earl O'Donnell;  
Cameron Sutherland;  
Peter Smith and  
Robert McKenzie

As authorised persons in accordance with the following acts:

Section 449 of the Local Government (Miscellaneous Provisions) Act 1960;  
Section 9.10 of the Local Government Act 1995 for Local Laws;  
Section 17(1) of the Caravan Parks and Camping Grounds Act 1995;  
Section 29(1) of the Dog Act 1976 and Regulations;  
Section 38(1) of the Bush Fires Act 1954 and Regulations;  
Section 26(1) of the Litter Act 1979;  
Section 38(3) of the Control of Vehicles (Off Road Areas) Act 1978;  
Shire of Chapman Valley Local Laws

The following persons have been authorised as Registration Officers in accordance with the Dog Act 1976 and Regulations:

Jameon Criddle;  
Dianne Raymond;  
Beau Raymond;  
Jennifer Chapman;  
Anne-Marie Cox;  
Rachael Galloway;  
Kasey Brown; and  
Earl O'Donnell  
Cameron Sutherland

### **Statutory Environment**

The report complies with the requirements of the:

Local Government Act 1995

Local Government Act (Miscellaneous Provisions) 1960, Part XX (Ranger/Pound Keeper);

Local Government Act 1995, Part 3—Executive Functions of Local Government and Part 9—Miscellaneous Provisions;  
Caravan and Camping Grounds Act 1995;  
Dog Act 1976 and Regulations;  
Bush Fires Act 1954 and Regulations;  
Litter Act 1979 and Regulations;  
Control of Vehicles (Off Road Areas) Act 1978 and Regulations;  
Shire of Chapman Valley Local Laws.

### **Policy/Procedure Implications**

No Policy or Management Procedure affected.

### **Financial Implications**

No Financial Implications Identified.

### **Strategic Implications**

Nil

### **Strategic Community Plan/Corporate Business Plan Implications**

#### **COMMUNITY HEALTH & LIFESTYLE**

- 1.4 Maintain and enhance community safety and security.
- 1.4.2 Enhance community and property security.

#### **ENVIRONMENT & SUSTAINABILITY**

- 3.4 Manage the impact of waste, water, weed and vermin control on the environment.
- 3.4.2 Address weed and vermin control.

### **Consultation**

Nil

### **Risk Assessment**

- A Minor Health Risk of Level 2 - Which could result in first aid injuries.
- A Minor Service Disruption Risk of Level 2 - Which will likely result in short term temporary interruptions with backlogs cleared in less than one day.
- A Minor Compliance Risk of Level 2 - Which will likely result in some temporary non-compliance.

### 10.3.6

### Community Growth Fund Applications

<b>Department</b>	Development Service Community Development  Finance, Governance & Corporate Services Chief Executive Officer
<b>Author</b>	Jamie Criddle
<b>Reference(s)</b>	205.00
<b>Attachment(s)</b>	1. Unconfirmed Minutes CGF Advisory Group [10.3.6.1 - 5 pages]

### Voting Requirements

Simply Majority

### Staff Recommendation

1. Minute Ref: CGF 03/22-4 Community Growth Fund Allocations

That Council receives the minutes from the 29 March 2023 Community Growth Fund Advisory Group meeting and endorses the following funding allocation under the Shire of Chapman Valley's Community Growth Funds for 2023/2024 budget consideration:

Yuna Playgroup	Outdoor play area	\$ 5,290.30
Chapman Valley Agricultural Society	BBQ	\$ 5,000.00
Chapman Valley Football Club	Coaches Boxes redevelopment, <i>grant funding subject too leveraging other external grant funding to achieve the original scope of works</i>	\$ 10,000.00
Chapman Valley Basketball Club	Uniform upgrade, <i>grant funding subject to the inclusion of the official Shire of Chapman Valley logo on playing jerseys</i>	\$ 8,400.00

### Disclosure of Interest

No officer declared an interest under the Local Government Act 1995, Subdivision 1 (LGA 1995) in the preparation of this report.

### Background

Council has in previous budgets set an amount aside of \$30,000 for Community Growth Fund (CGF) applications. Applications opened 14 February 2023 and closed 17 March 2023 with the Community Growth Fund Advisory Group meeting held on 28 March 2023 for evaluation of all applications in readiness for Council determination.

## **Comment**

The Shire of Chapman Valley Community Growth Fund (CGF) Advisory Group comprises of the following Council appointed representatives:

Cr Kirrilee Warr (Presiding Member)  
Cr Bev Davidson  
Cr Royce  
Cr Low  
Chief Executive Officer  
Manager Finance & Corporate Services  
Community Development Officer

The purpose of the Advisory Group is as follows:

“Evaluate applications received for funding under the Shire of Chapman Valley Community Growth Fund program in accordance with Guidelines, policies and procedures set by Council and make recommendations to Council to allocate funds.”

A copy of the Unconfirmed Minutes of the CGF Advisory Group held on the 28 March 2023 is provided at Attachment *Unconfirmed Minutes CGF Advisory Group*.

- Total of all Submissions received - \$50,685

## **Statutory Environment**

This report has no statutory environment requirements.

## **Policy/Procedure Implications**

A Policy or Procedure is affected:  
Organisational Corporate Policy & Procedures

## **Financial Implications**

### **Budgetary Implications**

The budget will be affected in the following ways:

The 2023/2024 Budget will be determined by Councils resolution.

## **Strategic Implications**

Supporting Community organisations and individuals in accordance with the CGF Operational Procedures is designed to develop and assist the Chapman Valley community. It is also designed to remove the ongoing, periodical requests for funding assistance requests made to Council.

## **Strategic Community Plan/Corporate Business Plan Implications**

### **COMMUNITY HEALTH & LIFESTYLE**

1.1 Nurture the sense of community and unity across the Shire, while supporting towns and their volunteers in local issues.

1.1.3 Identify all volunteers and determine their support needs.

### **Consultation**

The Community Development Officer has had regular dialogue with the groups and individuals within the community to explain the CGF Operational Procedures and will continue to do this.

### **Risk Assessment**

An Insignificant Financial Impact Risk of Level 1 - Which will likely be less than \$1,000.

A Minor Reputational Risk of Level 2 - Which will likely result in substantiated, low impact, low news item.



# AGENDA

## COMMUNITY GROWTH FUND ADVISORY GROUP

**28 MARCH 2023  
11.30 AM  
COUNCIL CHAMBERS  
NABAWA**

<b>Community Growth Fund Advisory Group</b>	<p>Purpose: Evaluate application received for funding under the Shire of Chapman Valley Community Growth Fund program in accordance with guideline, policies and procedures set by Council and make recommendations to Council to allocate funds</p> <p><b>Delegation – Nil</b></p>	<p><u>President (Presiding Member) &amp; 3 x Councillors (Members)</u></p> <ul style="list-style-type: none"> <li>• Cr Warr (President)</li> <li>• Cr Davidson</li> <li>• Cr Low</li> <li>• Cr Royce</li> </ul> <p>~ Chief Executive Officer</p> <p>~ Manager Finance &amp; Corp Services</p> <p>~ Community Development Officer</p>
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## 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 name and title.

Jamie Criddle  
**CHIEF EXECUTIVE OFFICER**

**COMMUNITY GROWTH FUND ADVISORY GROUP MEETING  
11.30am – 28 MARCH 2023 COUNCIL CHAMBERS, NABAWA**

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*Purpose of the Advisory: Evaluate applications received for funding under the Shire of Chapman Valley Community Growth Fund program in accordance with Guidelines, policies and procedures set by Council and make recommendations to Council to allocate funds*

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## ORDER OF BUSINESS

### 1.0 Declaration of Opening / Announcements of Visitors

**Chair for the meeting on this occasion: Cr Royce**

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.

### 2.0 Record of Attendance

#### 2.1 Present

Elected Members	In	Out
Cr Kirrilee Warr (Presiding Member)	11.40am	12.47pm
Cr Beverley Davidson	11.40am	12.47pm
Cr Catherine Low	11.40am	12.47pm
Cr Trevor Royce	11.40am	12.47pm

Officers	In	Out
Jamie Criddle (Chief Executive Officer)	11.40am	12.47pm
Solataire Cameron (Community Development Officer)	11.40am	12.47pm
Dianne Raymond (Manager Finance and Corporate Service)	11.40am	12.47pm

#### 2.2 Apologies

### 3.0 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."*

Interests	
Cr Kirrilee Warr (Presiding Member)	Member of CABY, CVAS, CVFC, CVBC (son player)
CEO Jamie Criddle	Committee Member- CVFC

**4.0 Petitions / Deputations / Presentations****5.0 Agenda Items****5.1 Confirmation of the previous Community Growth Fund Advisory Group notes from 2022.****ADVISORY GROUP RECOMMENDATION**

The meeting notes from the 2022 Community Growth Advisory Group of the Shire of Chapman Valley be confirmed as a true and accurate record of proceedings. (Supplied under separate cover)

**MOVED: Cr Low****SECONDED: Cr Davidson****Voting F7/A0****CARRIED****Minute Reference CGF 03/23-1****5.2 Consideration of Applications Received and Recommendation to Council**

- A copy of the Council approved "Community Growth Fund Operational Procedures – CMP-067" under separate cover for Advisory Group guidance in evaluating applications. (see **Attachment A**)

**ADVISORY GROUP RECOMMENDATION**

That Section 9. Grant Conditions as listed in CMP-067 be amended to;

- provide delegated authority to the CEO to approve extensions and carry-over funding upon request; and
- update eligibility conditions for new round grant applications where by current round grant funds are not yet acquitted.

See changes listed in red as attachment.

**MOVED: Cr Davidson****SECONDED: Cr Low****Voting F7/A0****CARRIED****Minute Reference CGF 03/23-2**

- Copies of all applications are supplied under separate cover for Advisory Group consideration. (see **Attachment B**)
- Matrix Summary of all applications are supplied under separate cover. (see **Attachment C**)

**ADVISORY GROUP RECOMMENDATION**

Council endorses the following funding allocation under the Shire of Chapman Valley's Community Growth Funds for 2023/2024 budget consideration.

Yuna Playgroup	Outdoor play area	\$ 5,290.3
Chapman Valley Agricultural Society	BBQ	\$ 5,000
Chapman Valley Football Club	Coaches Boxes redevelopment, <i>grant funding subject too leveraging other external grant funding to achieve the original scope of works.</i>	\$ 10,000
Chapman Valley Basketball Club	Uniform upgrade, <i>grant funding subject to the inclusion of the official Shire of Chapman Valley logo on playing jerseys</i>	\$ 8,400

Council endorses the following funding redirection to CMP- 65 Community Enhancement, Donations and Sponsorships for consideration prior to the end of the 2022/23 financial year.

CABY	Yuna Community Pool Aquatic Course	\$ 1,000
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**MOVED: Cr Royce****SECONDED: Cr Low****Voting F7/A0****CARRIED****Minute Reference CGF 03/23-3****6.0 General Business****7.0 Closure**

The Presiding Member thanked the Advisory Group members for their attendance and declared the meeting closed at 12.47pm.

### 10.3.7

### CEO Performance Review

<b>Department</b>	Finance, Governance & Corporate Services Chief Executive Officer Human Resources
<b>Author</b>	Jamie Criddle
<b>Reference(s)</b>	Enter-Text-Here-(Arial Size 11 ONLY)
<b>Attachment(s)</b>	1. CEO Standards Policy CP-023 [10.3.7.1 - 6 pages]

### Voting Requirements

Simply Majority

### Staff Recommendation

That Council:

1. Appoints the Shire President, Deputy Shire President and Cr(s) \_\_\_\_\_ to undertake the Chief Executive Officer Annual Performance Appraisal and Remuneration Review for 2022 and bring this back to Council for consideration and work with the Chief Executive Officer to formulate sufficient Key Performance Indicators(KPI's) for the ensuing 12 month period.
2. Provide the Chief Executive Officer written notice of his Annual Performance Appraisal and Remuneration Review to be undertaken.

### Disclosure of Interest

Officer: Jameon Criddle (Employee or Consultant) Type of conflict: Financial

### Background

The purpose of this Agenda Item is to commence the process to undertake the Chief Executive Officer's Annual Performance Appraisal and Remuneration Review for 2022 and to formulate and adopt the Key Performance Indicators (KPI's) for the Chief Executive Officer, in accordance with the Local Government Act 1995 section 5.38 and the Chief Executive Officer's contract of employment.

In accordance with Council Policy CMP - 23 - Mandatory Standards for CEO Recruitment, Performance and Termination, Council and the CEO must agree on the performance review process, and any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.

Clause 4.1 of the employment contract for the Chief Executive Officer states that the initial KPI's are to be agreed and set by Council within the first three months of the contract start date.

### Comment

The Chief Executive Officer commenced with the Shire of Chapman Valley on 27th January 2022 and after a successful probationary period the initial contract was endorsed for a five-year period to January 2027.

In December 2019 the DLGSCI developed a Draft Consultation Paper titled “*Standards & Guidelines for Local Government CEO Recruitment & Selection, Performance Review & Termination*”. This Draft Paper was strongly rejected by the local government authorities and WALGA, resulting in no legislative amendment being developed for parliamentary consideration on these matters at this stage. Therefore the guidance given by WALGA is for local government authorities to continue as they have in the past until the Draft Paper dealing with the recruitment, selection, performance review and termination of a CEO can be revisited.

An extract from the Draft Paper referring to the CEO's performance review is provided at **Attachment CEO Standards Policy CP-023** for information only and with the understanding Council is not obligated to introduce any of the suggestions/recommendation included in the Draft Paper as these have been rejected and opposed by the local government industry at this stage. I do believe some of the suggestions/recommendations within the Draft Paper do have some merit. However; feel it is sound to stay with the current system for now and deal with any legislative amendment as they occur.

## **Statutory Environment**

The report complies with the requirements of the:  
Local Government Act 1995

## **Policy/Procedure Implications**

A Policy or Procedure is affected:  
HR & Induction Policy & Procedures

## **Financial Implications**

### **Budgetary Implications**

The budget will be affected in the following ways:  
The 2023/2024 Budget has not been completed as yet and will be guided by the Sub-Committees decisions.

## **Strategic Implications**

Undertaking a strong recruitment process to appoint a replacement CEO is sound and the use of a recruitment consultant will strengthen this process and hopefully a positive outcome.

### **Strategic Community Plan/Corporate Business Plan Implications**

#### **GOVERNANCE & ACCOUNTABILITY**

- 5.3 Make informed decisions within resources and areas of responsibility.
- 5.3.2 Regular and relevant briefings to Elected Members.

## **Consultation**

The performance appraisal and remuneration review requires consultation to be evident between the Council and the Chief Executive Officer. The President, Deputy President, Cr Batten & Royce were member of the previous committee.

## **Risk Assessment**

An Insignificant Compliance Risk of Level 1 - Which will likely result in no noticeable regulatory or statutory impact.

An Insignificant Reputational Risk of Level 1 - Which will likely result in unsubstantiated, low impact, low profile or 'no news' item.

## CP-023 Standards for CEO Recruitment, Performance &amp; Termination

POLICY NO	CP-023
POLICY	STANDARDS FOR CEO RECRUITMENT, PERFORMANCE & TERMINATION
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	NA
LEGISLATION	LOCAL GOVERNMENT ACT 1995; and LOCAL GOVERNMENT (ADMINISTRATION) REGULATIONS
RELEVANT DELEGATIONS	NA

## Division 1 — Preliminary provisions

## 1. Citation

These are the *Shire of Chapman Valley Standards for CEO Recruitment, Performance and Termination*.

## 2. Terms used

## (1) In these standards —

**Act** means the *Local Government Act 1995*;

**additional performance criteria** means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

**applicant** means a person who submits an application to the local government for the position of CEO;

**contract of employment** means the written contract, as referred to in section 5.39 of the Act, which governs the employment of the CEO;

**contractual performance criteria** means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

**job description form** means the job description form for the position of CEO approved by the local government under clause 5(2);

**local government** means the *[insert name of local government]*;

**selection criteria** means the selection criteria for the position of CEO determined by the local government under clause 5(1) and set out in the job description form;

**selection panel** means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

## (2) Other terms used in these standards, which are also used in the Act, have the same meaning as they have in the Act, unless the contrary intention appears.

## Division 2 — Standards for recruitment of CEOs

## 3. Overview of Division

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

## 4. Application of Division



- (1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.
- (2) This Division does not apply —
  - (a) if it is proposed the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or
  - (b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

## 5. Determination of selection criteria and approval of job description form

- (1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.
- (2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —
  - (a) the duties and responsibilities of the position; and
  - (b) the selection criteria for the position determined in accordance with subclause (1).

## 6. Advertising requirements

- (1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the *Local Government (Administration) Regulations 1996* regulation 18A.
- (2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the *Local Government (Administration) Regulations 1996* regulation 18A as if the position was vacant.

## 7. Job description form to be made available by local government

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

- (a) inform the person of the website address referred to in the *Local Government (Administration) Regulations 1996* regulation 18A(2)(da); or
- (b) if the person advises the local government they are unable to access the website address —
  - (i) email a copy of the job description form to an email address provided by the person; or
  - (ii) mail a copy of the job description form to a postal address provided by the person.

## 8. Establishment of selection panel for employment of CEO

- (1) In this clause —  
**independent person** means a person other than any of the following —
  - (a) a council member;
  - (b) an employee of the local government;
  - (c) a human resources consultant engaged by the local government.

- (2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.
- (3) The selection panel must comprise —
  - (a) council members (the number of which must be determined by the local government); and
  - (b) at least 1 independent person.

#### **9. Recommendation by selection panel**

- (1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.
- (2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —
  - (a) a summary of the selection panel's assessment of each applicant; and
  - (b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.
- (3) If the selection panel considers none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —
  - (a) a new recruitment and selection process for the position be carried out in accordance with these standards; and
  - (b) the changes (if any) the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.
- (4) The selection panel must act under subclauses (1), (2) and (3) —
  - (a) in an impartial and transparent manner; and
  - (b) in accordance with the principles set out in section 5.40 of the Act.
- (5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —
  - (a) assessed the applicant as having demonstrated the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and
  - (b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and
  - (c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.
- (6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

#### **10. Application of cl. 5 where new process carried out**

- (1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.
- (2) Unless the local government considers changes should be made to the duties and responsibilities of the position or the selection criteria —
  - (a) clause 5 does not apply to the new recruitment and selection process; and

- (b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

#### 11. Offer of employment in position of CEO

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

- (a) the making of the offer of employment to the applicant; and
- (b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

#### 12. Variations to proposed terms of contract of employment

- (1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the **negotiated contract**) containing terms different to the proposed terms approved by the local government under clause 11(b).
- (2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

#### 13. Recruitment to be undertaken on expiry of certain CEO contracts

- (1) In this clause —  
**commencement day** means the day on which the *Local Government (Administration) Amendment Regulations 2021* regulation 6 comes into operation.
- (2) This clause applies if —
  - (a) upon the expiry of the contract of employment of the person (the **incumbent CEO**) who holds the position of CEO —
    - (i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether the period commenced before, on or after commencement day; and
    - (ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether the process was carried out before, on or after commencement day;
  - and
  - (b) the incumbent CEO has notified the local government they wish to have their contract of employment renewed upon its expiry.
- (3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.
- (4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

#### 14. Confidentiality of information

The local government must ensure information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is

not disclosed, or made use of, except for the purpose of, or in connection with, the recruitment and selection process.

### **Division 3 — Standards for review of performance of CEOs**

#### **15. Overview of Division**

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

#### **16. Performance review process to be agreed between local government and CEO**

- (1) The local government and the CEO must agree on —
  - (a) the process by which the CEO's performance will be reviewed; and
  - (b) any performance criteria to be met by the CEO in addition to the contractual performance criteria.
- (2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.
- (3) The matters referred to in subclause (1) must be set out in a written document.

#### **17. Carrying out a performance review**

- (1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.
- (2) The local government must —
  - (a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
  - (b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on evidence.

#### **18. Endorsement of performance review by local government**

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

#### **19. CEO to be notified of results of performance review**

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

- (a) the results of the review; and
- (b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

### **Division 4 — Standards for termination of employment of CEOs**

#### **20. Overview of Division**

This Division sets out standards to be observed by the local government in relation to the termination of the employment of CEOs.

**21. General principles applying to any termination**

- (1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.
- (2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —
  - (a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and
  - (b) notifying the CEO of any allegations against the CEO; and
  - (c) giving the CEO a reasonable opportunity to respond to the allegations; and
  - (d) genuinely considering any response given by the CEO in response to the allegations.

**22. Additional principles applying to termination for performance-related reasons**

- (1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.
- (2) The local government must not terminate the CEO's employment unless the local government has —
  - (a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the **performance issues**) related to the performance of the CEO; and
  - (b) informed the CEO of the performance issues; and
  - (c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and
  - (d) determined the CEO has not remedied the performance issues to the satisfaction of the local government.
- (3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12-month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

**23. Decision to terminate**

Any decision by the local government to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

**24. Notice of termination of employment**

- (1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.
- (2) The notice must set out the local government's reasons for terminating the employment of the CEO.

**ADDITIONAL EXPLANATORY NOTES:****ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:****Adopted – Council Resolution:****03/21-10****Reviewed/Amended – Council Resolution:**

## 11 Elected Members Motions

**Local Government Act 1995**  
**SHIRE OF CHAPMAN VALLEY**  
**Standing Orders Local Law 2016**

**Part 5 - Business of a meeting**

**5.3 Motions of which previous notice has been given**

- (1) Unless the Act, Regulations or this local law otherwise provide, a Member may raise at a meeting such business as he or she considers appropriate, in the form of a motion, of which notice has been given in writing to the CEO and which has been included on the agenda.
- (2) A notice of motion under subclause (1) is to be given at least 10 clear working days before the meeting at which the motion is moved.
- (3) A notice of motion is to relate to the good governance of the district.
- (4) The CEO -
- (a) may, with the concurrence of the President, may exclude from the notice paper any notice of motion deemed to be, or likely to involve, a breach of any of this local law or any other written law;
- (b) will inform Members on each occasion that a notice has been excluded and the reasons for that exclusion;
- (c) may, after consultation with the Member where this is practicable, make such amendments to the form but not the substance as will bring the notice of motion into due form; and
- (d) may provide to the Council relevant and material facts and circumstances pertaining to the notice of motion on such matters as policy, budget and law.
- (5) A motion of which notice has been given is to lapse unless:
- (a) the Member who gave notice of it, or some other Member authorised by the originating Member in writing, moves the motion when called on; or
- (b) the Council on a motion agrees to defer consideration of the motion to a later stage or date.
- (6) If a notice of motion is given and lapses under subclause (5), notice of a motion in the same terms or to the same effect is not to be given again for at least 3 months from the date of such lapse.

The Council has not received any notice of motion from an elected member at the time of writing this report.

## 12 New Business of an Urgent Nature Introduced by Decision of the Meeting

**Local Government Act 1995**  
**SHIRE OF CHAPMAN VALLEY**  
**Standing Orders Local Law 2016**

**Part 5 - Business of a meeting**

**5.4 New business of an urgent nature**

- (1) In cases of extreme urgency or other special circumstances, matters may, on a motion

by the Presiding Member that is carried by the meeting, be raised without notice and decided by the meeting.

(2) In subclause (1), 'cases of extreme urgency or other special circumstances' means matters that have arisen after the preparation of the agenda that are considered by the Presiding Member to be of such importance and urgency that they are unable to be dealt with administratively by the local government and must be considered and dealt with by the Council before the next meeting.

### 13 Delegates Reports

Delegate	Details
Cr Kirrilee Warr (President)	FFI Meeting
	BP Meeting
	Drought Resilience Hub Announcement
	Cyclone Recovery Meeting
	Catch up with NR President & Vice President
	FARM Meeting
Cr Darrell Forth (Deputy President)	FARM Meeting
	Pilot Energy Public Consultation – Seismic Tests
	Budget Breakfast with Roger Cook
Cr Nicole Batten	Nil
Cr Beverley Davidson	Nil
Cr Elizabeth Elliott-Lockhart	Nil
Cr Peter Humphrey	Nil

Cr Catherine Low	Nil
Cr Trevor Royce	Nil

## 14 Announcements by Presiding Member Without Discussion

## 15 Matters for which Meeting to be Closed to Members of the Public

<p style="text-align: center;"><b>Local Government Act 1995</b></p> <p style="text-align: center;"><b>Administration Part 5</b></p> <p style="text-align: center;"><b>Council meetings, committees and their meetings and electors'</b></p> <p style="text-align: center;"><b>meetings Division 2</b></p> <p style="text-align: center;"><b>s. 5.23</b></p> <p>The council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —</p> <p>(a) a matter affecting an employee or employees; and</p> <p>(b) the personal affairs of any person; and</p> <p>(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and</p> <p>(d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and</p> <p>(e) a matter that if disclosed, would reveal —</p> <p>(i) a trade secret; or</p> <p>(ii) information that has a commercial value to a person; or</p> <p>(iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government; and</p> <p>(f) a matter that if disclosed, could be reasonably expected to —</p> <p>(i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or</p> <p>(ii) endanger the security of the local government's property; or</p> <p>(iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety; and</p> <p>(g) information which is the subject of a direction given under section 23(1a) of the</p>
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Parliamentary Commissioner Act 1971; and  
(h) such other matters as may be prescribed.  
(3) A decision to close a meeting or part of a meeting and the reason for.

15.0.1	Confidential Items
Department	Development Service Building  Finance, Governance & Corporate Services Chief Executive Officer
Author	Jamie Criddle
Reason for Confidentiality	<b><u>CONFIDENTIAL REPORT</u></b> Reason for confidentiality - <i>Local Government Act 1995, Section 5.23(a) - A matter affecting an employee or employees.</i>  <b><u>CONFIDENTIAL ATTACHMENT</u></b> Reason for confidentiality - <i>Local Government Act 1995, Section 5.23(a) - A matter affecting an employee or employees.</i>

## 16 Closure