



*“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 20 July
2023**

Meeting Time 8:30 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

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)

Cr Royce has been approved by resolution to take a leave of absence for the meeting held on July 2023.

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 15 June 2023 be confirmed as true and accurate.

ORDINARY COUNCIL MEETING

Minutes

Meeting Date Thursday 15 June 2023

Meeting Time 8:30 am

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



Jamie Criddle
Chief Executive Officer

Strategic Community Plan 2022-2032



Snapshot

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- 4.2 Manage and maintain roads, drainage, and other essential infrastructure assets
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UNCONFIRMED MINUTES

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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 8:38 am.

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 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

Nil

3.2 Apologies

Cr Beverley Davidson

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

Nil

Ordinary Council Meeting 15 June 2023 - Minutes

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

Council Resolution

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

That Cr Trevor Royce be approved for a leave of absence for the Ordinary Meeting of Council July 2023.

For Cr Katie Low, Cr Elizabeth Elliott-Lockhart, Cr Darrell Forth, Cr Nicole Batten, Cr Peter Humphrey, Cr Trevor Royce and Cr Kirrilee Warr**Against** Nil

7 / 0

CARRIED UNANIMOUSLY**Minute Reference OCM 2023/06-1**

6 Disclosure of Interest

Meeting Details:	Person	Type of Interest	Agenda Item
Ordinary Council Meeting 15 June 2023	Cr Darrell Forth	Impartiality	10.2.2 - Member of FabCV
Ordinary Council Meeting 15 June 2023	Cr Kirrilee Warr	Impartiality	10.2.2 - Member and Committee member of FabCV
Ordinary Council Meeting 15 June 2023	Cr Elizabeth Elliott-Lockhart	Impartiality	10.2.2 - Member of FabCV
Ordinary Council Meeting 15 June 2023	Cr Peter Humphrey	Impartiality	10.3.1 - Issue with current complaints

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

Ordinary Council Meeting 15 June 2023 - Minutes

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

8 Confirmation of Minutes from Previous Meetings

Council Resolution

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

That the Minutes of the Ordinary Council Meeting held on 18 May 2023 be confirmed as true and accurate.

For Cr Katie Low, Cr Elizabeth Elliott-Lockhart, Cr Darrell Forth, Cr Nicole Batten, Cr Peter Humphrey, Cr Trevor Royce and Cr Kirrilee Warr

Against Nil

7 / 0

CARRIED UNANIMOUSLY

Minute Reference OCM 2023/06-2

9 Items to be dealt with En Bloc

Nil

Ordinary Council Meeting 15 June 2023 - Minutes

10 Officer Reports

10.1 Deputy Chief Executive Officer

10.1.1	Unconstructed Road Closure
Department	Development Service Planning
Author	Simon Lancaster
Reference(s)	A1528
Attachment(s)	1. NWAC Letter of Support 28.5.23 [10.1.1.1 - 2 pages]

Voting Requirements

Simply Majority

Staff Recommendation

That Council:

- 1 Pursuant to Section 58 of the *Land Administration Act 1997* initiate closure action for the unconstructed, unnamed road reserve across Lot 2075 Old-Nabawa Northampton Road, Nabawa and its amalgamation into Lot 2075 as shown upon the plan included as Figure 10.1.1(a) to this report.
- 2 Request that the Department of Planning, Lands & Heritage waive its costs (inclusive of land valuation/acquisition costs and document preparation fees/costs) relating to the closure and disposal of the road reserve across Lot 2075 and provide copy of the supporting correspondence from the Naaguja Warangkarri Aboriginal Corporation to the Department.

Council Resolution

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

That Council:

- 1 Pursuant to Section 58 of the *Land Administration Act 1997* initiate closure action for the unconstructed, unnamed road reserve across Lot 2075 Old-Nabawa Northampton Road, Nabawa and its amalgamation into Lot 2075 as shown upon the plan included as Figure 10.1.1(a) to this report.
- 2 Request that the Department of Planning, Lands & Heritage waive its costs (inclusive of land valuation/acquisition costs and document preparation fees/costs) relating to the closure and disposal of the road reserve across Lot 2075 and provide copy of the supporting correspondence from the Naaguja Warangkarri Aboriginal Corporation to the Department.

For Cr Katie Low, Cr Elizabeth Elliott-Lockhart, Cr Darrell Forth, Cr Nicole Batten, Cr Peter Humphrey, Cr Trevor Royce and Cr Kirrilee Warr**Against** Nil

7 / 0

CARRIED UNANIMOUSLY
Minute Reference OCM 2023/06-3

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

An unformed 450m long road reserve runs across Lot 2075 Old Nabawa-Northampton Road which is considered surplus to Shire requirements and negatively impacts the landowner. This report recommends that Council commence the public advertising period of the road closure process (following which the matter is required to be returned to Council for further consideration). This report also recommends that Council request that the Department of Planning Lands & Heritage (DPLH) waive the land purchase cost and associated fees for the landowner in this instance.

Comment

Lot 2075 Old Nabawa-Northampton Road, Nabawa is owned by the Naaguja Warangkarri Aboriginal Corporation and contains the residence, cultural centre and farm outbuildings that serve the wider farm landholding.

A 450m long, 20m wide road reserve with an approximate area of 9,517m² runs across Lot 2075 splitting the cultural centre from the residence and sheds. The road reserve is not constructed on-ground and is surplus to Shire requirements.

The closure and disposal of the unconstructed road reserve would benefit the Shire by removing an unrequired asset and would benefit the Naaguja Warangkarri Aboriginal Corporation as the alignment runs in immediate proximity to, and between, the buildings upon their farm.

Figure 10.1.1(a) – Aerial Photo of Unconstructed Road Reserve impacting Lot 2075



As part of the Nanson Showground Land Exchange, whereby 9.7ha of privately owned land is to be provided by the neighbouring landowner (Ballycastle Pty Ltd) to amalgamate into the Nanson Showground in exchange for 10.21ha of Crown Land being provided to the private landowner, the Shire was required to reach agreement for the taking of native title rights.

The Shire identified that the 9.5657ha Reserve 9061 on the western side of Chapman Valley Road (opposite the Nabawa Cemetery) was surplus to its requirements and considered it appropriate that this parcel should be included in the native title settlement. As a side matter the Shire also considered that the 9,517m² unformed road reserve that runs across Lot 2075 should also form part of the native title settlement.

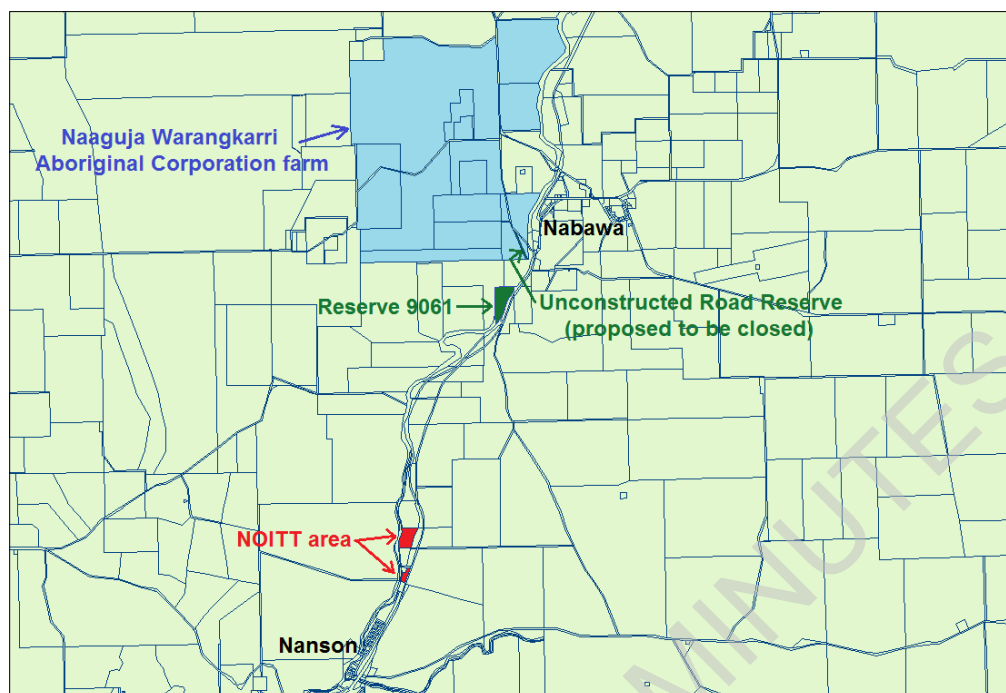
Council resolved at its 18 March 2020 meeting as follows:

“That Council:

- 1 *Advise the Yamatji Marlpa Aboriginal Corporation that it agrees to Reserve 9061 being included within the Yamatji Nation Indigenous Land Use Agreement in exchange for the withdrawal of its objection to Notice of Intention to Take N982297.*
- 2 *Advise the Department of Planning, Lands & Heritage of Council’s resolution relevant to Reserve 9061 and, as a separate matter, advise the Department that Council supports the inclusion of the approximately 9,517m² unconstructed road reserve running across Lot 2075 Old Nabawa-Northampton Road, Nabawa into the Yamatji Nation Land Use Agreement and it being provided into the surrounding Naaguja Warangkarri Aboriginal Corporation freehold title landholding.”*

Figure 10.1.1(b) – Land parcels in the native title discussions relevant to the Nanson Showground Land Exchange

Ordinary Council Meeting 15 June 2023 - Minutes



The native title claimants advised on 3 August 2020 that the objection to the native title notice of intent (NOITT) had been withdrawn enabling the Shire and the DPLH to commence finalisation of the Nanson Showground Land Exchange with Ballycastle Pty Ltd.

Reserve 9061 was included in the Yamatji Nation Indigenous Land Use Agreement Committed Land package.

However, the DPLH advised that due to timing it was unable to coordinate the inclusion of the road reserve across Lot 2075 into the Yamatji Nation Land Use Agreement, but that this could be considered as a separate formal road closure and disposal action.

The Shire made query with DPLH as to whether the land purchase costs that would normally be required to be paid to the DPLH by the acquiring landowner (in this case being the Naaguja Warangkarri Aboriginal Corporation) could be waived in this instance as the road reserve would have been provided free of cost if it had been included in the native title settlement package.

The DPLH advised that waiving, reducing or minimising fees and charges was a matter that its Assistant Director General would need to authorise.

The Shire therefore made contact with the Naaguja Warangkarri Aboriginal Corporation seeking a letter of support to assist it in its request to DPLH to waive the costs and fees involved in the road closure process.

The Naaguja Warangkarri Aboriginal Corporation have provided to the Shire correspondence which has been provided as Attachment 10.1.1.1 outlining their connection to country and their role in the community. It is recommended that a copy of this supporting correspondence be provided to the DPLH along with a Council request for the DPLH to waive the fees and costs it would normally charge for a road closure action (including land valuation and purchase costs).

Ordinary Council Meeting 15 June 2023 - Minutes

Shire staff support the closure and disposal of the road reserve across Lot 2075 on the following basis:

- the road reserve is unconstructed and does not provide general access;
- the road reserve is considered surplus to Shire requirements as it does not provide a through purpose and duplicates a parallel constructed road;
- the road reserve is not required to be constructed in future as the only other lot that it connects with (Lot 450) already has a constructed road frontage to Old Nabawa-Northampton Road;
- the closure of the unconstructed road would benefit the Shire by removing an unrequired asset, management responsibility and public liability concerns;
- the closure of the unconstructed road would benefit the landowner as the alignment runs between their cultural centre and the residence and farms sheds;
- the amalgamation of the road reserve into the surrounding lot will improve farm security for the landowner and ensure that the cadastral layout for the area corresponds with the on-ground reality and farming operations;
- the road already appears on-ground to form part of the landowner's property;
- it is considered that the subject land would be better managed under the private ownership of the adjoining landowner rather than under public ownership;
- the road closure process will provide the opportunity to consult with the adjoining landowners and all relevant service authorities to ensure that they have no objection to the proposed road disposal action.

Statutory Environment

The report complies with the requirements of the:
Shire of Chapman Valley Local Planning Scheme No.3

The subject road reserve is zoned 'Rural' under the Shire of Chapman Valley Local Planning Scheme No.3 which corresponds with the surrounding Lot 2075 that it is proposed to be amalgamated into.

Figure 10.1.1(c) – Nabawa Townsite Zoning Map

“58 *Closing roads*

- (1) When a local government wishes a road in its district to be closed permanently, the local government may, subject to subsection (3), request the Minister to close the road.
- (2) When a local government resolves to make a request under subsection (1), the local government must in accordance with the regulations prepare and deliver the request to the Minister.
- (3) A local government must not resolve to make a request under subsection (1) until a period of 35 days has elapsed from the publication in a newspaper circulating in its district of notice of motion for that resolution, and the local government has considered any objections made to it within that period concerning the proposals set out in that notice.
- (4) On receiving a request delivered to him or her under subsection (2), the Minister may, if he or she is satisfied that the relevant local government has complied with the requirements of subsections (2) and (3) –
 - (a) by order grant the request; or
 - (b) direct the relevant local government to reconsider the request, having regard to such matters as he or she thinks fit to mention in that direction; or
 - (c) refuse the request.
- (5) If the Minister grants a request under subsection (4) –
 - (a) the road concerned is closed on and from the day on which the relevant order is registered; and
 - (b) any rights suspended under section 55(3)(a) cease to be so suspended.
- (6) When a road is closed under this section, the land comprising the former road
 - (a) becomes unallocated Crown land; or

Ordinary Council Meeting 15 June 2023 - Minutes

- (b) *if a lease continues to subsist in that land by virtue of section 57(2), remains Crown land."*

In the event that the road closure process is concluded by Council to the satisfaction of the DPLH, the DPLH can then issue Crown Survey instruction for the preparation of a survey diagram to amalgamate the land into the surrounding lot and dispose of the Crown Land pursuant to Section 87 of the *Land Administration Act 1997*.

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.

The DPLH have advised that this road closure process would incur the following costs:

- \$2,500 GST exclusive Land Valuation; &
- \$1,356 DPLH Document Preparation Fee.

The Shire and Naaguja Warangkarri Aboriginal Corporation have prepared information that would be submitted to the DPLH outlining the reasons why the land valuation and purchase costs should be waived in this instance. This includes the cultural association of the Naaguja people to the subject land, its immediate relevance to the Naaguja farm, and that the land should have been included in the native title settlement package as it was identified by the Shire and native title claimants through joint discussion prior to the finalisation of the Yamatji Nation Indigenous Land Use Agreement, and if the land has been included in the agreement there would not have been a purchase or conveyancing cost.

The Shire will also make argument that for this reason the survey cost of a Deposited Plan being prepared that amalgamates the road reserve (in the event it is formally closed) should also be borne by the DPLH. However, should the DPLH not agree to this aspect the Shire has ability to cover this cost within its Surveying & Land Expenses Account 7052. The Shire has sought quote from a local surveyor and the anticipated cost of preparation of the Deposited Plan would be approximately \$2,000.

Strategic Implications

The closure and disposal of the road reserve that impacts the Naaguja cultural centre would align with the following objectives of both the Western Australian and Mid West Tourism Development Strategy:

"Aboriginal. Outcome: Provide every visitor with the opportunity to have an Aboriginal tourism experience: facilitate and support opportunities for access to land and tenure for the development of tourism; supporting industry in interfacing with government, maximising involvement in government tourism programs; opportunities and pathways for Aboriginal employment in tourism and hospitality, including through traineeships and cadetships". (MWDC, page 11)

Strategic Community Plan/Corporate Business Plan Implications

COMMUNITY HEALTH & LIFESTYLE

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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.

COMMUNITY HEALTH & LIFESTYLE

1.4 Maintain and enhance community safety and security.

1.4.1 Maintain safe roads and infrastructure.

Consultation

Should Council initiate the road closure process, it is required under Section 58 of the *Land Administration Act 1997* to be publicly advertised for 35 days and would include the following actions inviting comment:

- notice being placed in the Mid West Times;
- advisory letters being sent to surrounding landowners;
- advisory letters being sent to relevant service/government authorities (this would be considered to be ATCO, Australian Gas Infrastructure Group, Telstra, Water Corporation and Western Power); &
- a sign detailing the proposed road closure being erected onsite.

At the conclusion of the advertising period the proposal is required to be returned to a meeting of Council for consideration of any received submission and determination.

Risk Assessment

An Insignificant Property Risk of Level 1 - Likely resulting in inconsequential or no damage.

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10.2 Manager of Finance & Corporate Services

10.2.1	Financial Management Report
Department	Finance, Governance & Corporate Services Finance
Author	Dianne Raymond
Reference(s)	307.00
Attachment(s)	1. Financial Management Report [10.2.1.1 - 67 pages]

Voting Requirements

Simply Majority

Staff Recommendation

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

Council Resolution

Moved: Cr Darrell Forth **Seconded:** Cr Elizabeth Elliott-Lockhart

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

For Cr Katie Low, Cr Elizabeth Elliott-Lockhart, Cr Darrell Forth, Cr Nicole Batten, Cr Peter Humphrey, Cr Trevor Royce and Cr Kirrilee Warr

Against Nil

7 / 0

CARRIED UNANIMOUSLY
Minute Reference OCM 2023/06-4

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

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

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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

No Policy or Management Procedure affected.

Financial Implications

No Financial Implications Identified.

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.

5.3.2 Regular and relevant briefings to Elected Members.

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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10.2.2 Waiver Fees & Charges For a Better Chapman Valley	
Department	Finance, Governance & Corporate Services Finance
Author	Dianne Raymond
Reference(s)	Minute Ref 11/20-07; 07/21-04; 06/22-09 & 12/22-09
Attachment(s)	1. CM P-066 Waiver of Fees Charges Application June 2023 Fab CV [10.2.2.1 - 2 pages]

Voting Requirements

Absolute Majority

Staff Recommendation

Council advise For a Better Chapman Valley (FabCV) of the following regarding their application to waiver fees, charges and bond relevant to the hire of the Nabawa community Centre (including Library meeting area, Yuna & Bill Hemsley Park Community Centres for the 2023/2024 budget year only:

- 1 Full waiver of fees, charges and bond for all venues, as requested, is not agreed to;
- 2 An annual fee equivalent to the hire of one venue, as set by the Shire's adopted annual budget, is to be paid, yet all three venues can be used for a maximum of 34 uses (meetings/events) per venue. Any use in excess of the this for 2023/2024 will incur the budgeted one-off local community event hire fee;
- 3 The full bond equivalent to the hire of one venue, as set by the Shires' adopted budget is to be paid, yet the bond will be relevant to all three venues used.

Council Resolution**Moved:** Cr Nicole Batten **Seconded:** Cr Elizabeth Elliott-Lockhart

Council advise For a Better Chapman Valley (FabCV) of the following regarding their application to waiver fees, charges and bond relevant to the hire of the Nabawa community Centre (including Library meeting area, Yuna & Bill Hemsley Park Community Centres for the 2023/2024 budget year only:

- 1 Full waiver of fees, charges and bond for all venues, as requested, is not agreed to;
- 2 An annual fee equivalent to the hire of one venue, as set by the Shire's adopted annual budget, is to be paid, yet all three venues can be used for a maximum of 34 uses (meetings/events) per venue. Any use in excess of the this for 2023/2024 will incur the budgeted one-off local community event hire fee;
- 3 The full bond equivalent to the hire of one venue, as set by the Shires' adopted budget is to be paid, yet the bond will be relevant to all three venues used.

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For Cr Katie Low, Cr Elizabeth Elliott-Lockhart, Cr Darrell Forth, Cr Nicole Batten, Cr Peter Humphrey, Cr Trevor Royce and Cr Kirrilee Warr
Against Nil

7 / 0

CARRIED UNANIMOUSLY
Minute Reference OCM 2023/06-5

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

For A Better Chapman Valley (FabCV) Inc commenced in late 2020 (post TC Seroja event) to support and foster community ideas, visions and create social connectedness amongst the community within our shire.

Council has already resolved to assist FabCV since November 2020 and continued to support amendments to the fee structure in July 2021, June 2022, and December 2022 Ordinary Council Meetings:

MOVED: Cr. Batten

SECONDED: Cr. Davidson

1. *Waive fees and charges for the venue hire of Nabawa Community Centre for 2020/2021*
2. *Waive the bond fee required for the venue hire of Nabawa Community Centre for 2020/2021*
3. *Cover agreed Public and Associations Liability, as well as Volunteer Insurance for the first year of FABCV operation as determined by the CEO.*
4. *Investigate annual online meeting platform subscription for Chapman Valley not for profit organisations to utilise, including FABCV to bring back to council for further consideration.*

Voting F6/A0

CARRIED

Minute Reference: 11/20-07

MOVED: Cr. Forth

SECONDED: Cr. Davidson

COUNCIL RESOLUTION/STAFF RECOMMENDATION

Council advise For A Better Chapman Valley (FABCV) of the following regarding their application to waiver fees, charges and bond relevant to the hire of the Nabawa, Yuna & Bill Hemsley Park Community Centres for the 2021/2022 financial year only:

1. *Full waiver of fees, charges and bond for all venues, as requested, is not agreed to;*

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2. *An annual fee equivalent to the hire of one venue, as set by the Shire's adopted annual budget, is to be paid, yet all three venues can be used for a combined maximum of twelve meetings/events held at all venues. Any use in excess of the twelve events per annum will incur the budgeted one-off local community event hire fee;*
3. *The full bond equivalent to the hire of one venue, as set by the Shires adopted budget is to be paid, yet the bond will be relevant to all three venues used.*

Voting F6/A0

CARRIED

Minute Reference: 07/21-04

At the June 2022 OCM, an application has been received from the community group For A Better Chapman Valley (FABCV) requesting financial assistance by the waiver of fees/charges and bond for the following venues:

- *Nabawa Community Centre;*
- *Yuna Community Centre; and*
- *Bill Hemsley Park Community Centre*

The application list various dates for the use of the venues and approximately ten meetings and a further uses for community events throughout the year i.e.

- *Ten (10) FABCV Meeting per annum; and*
- *Ten (10+) Community Events*

MOVED: Cr Batten

SECONDED: Cr Humphrey

COUNCIL RESOLUTION/STAFF RECOMMENDATION

Council advise For A Better Chapman Valley (FABCV) of the following regarding their application to waiver fees, charges and bond relevant to the hire of the Nabawa, Yuna & Bill Hemsley park Community Centres for the 2022/2023 financial year only:

1. *Full waiver of fees, charges and bond for all venues, as requested, is not agreed to due to the preference of alignment for all local organisations with the multiuse fee system which allows for affordable and accessible use of all Shire facilities;*
2. *An annual fee equivalent to the hire of one venue, as set by the Shire's adopted annual budget, is to be paid, yet all three venues can be used for a combined maximum of twelve meetings/events held at all venues. Any use in excess of the twelve events per annum will incur the budgeted one-off local community event hire fee;*
3. *The full bond equivalent to the hire of one venue, as set by the Shires adopted budget is to be paid, yet the bond will be relevant to all three venues used.*

Voting F8/A0

CARRIED

Minute Reference: 06/22-9

MOVED: Cr Batten

SECONDED: Cr Humphrey

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COUNCIL RECOMMENDATION (Absolute Majority)

That Council significantly amend Minute Reference: 06/22-9 to state the following:

- 2 *An annual fee equivalent to the hire of one venue (\$586), as set by the Shire's adopted annual budget, is to be paid, yet all three venues can be used for a combined maximum of thirty-six meetings/events held at all venues. Any use in excess of the thirty-six events per annum will incur the budgeted one-off local community event hire fee;*

Voting F8/A0

CARRIED

Minute Reference: 12/22-09

Comment

The FabCV committee has completed a Waiver of Fees and Charges application which is attached to this agenda item seeking further ongoing support in 2023/2024 budget year.

There are two sets of thought process to be considered for this application. One being that as an active group and advocate for our community removing financial barriers is assists in fostering inclusivity, promoting engagement, and enhancing the overall well-being of our community.

- **Fostering Inclusivity:** By waiving fees & charges for this community group we encourage individuals from all socio-economic backgrounds can participate without facing financial constraints. This inclusivity promotes diversity, encourages representation, and creates an environment where everyone's voice can be heard, regardless of their financial circumstances.
- **Promoting Engagement:** By removing the financial burden, we encourage increased involvement, leading to a more vibrant and connected community. This engagement, in turn, strengthens social bonds and fosters a sense of belonging across all our community.
- **Enhancing Well-being:** Our community groups play a pivotal role in enhancing the overall well-being of our residents. By offering a waiver of fees, we enable individuals to access valuable resources, opportunities, and recreational activities that contribute to their physical, mental, and emotional health. This support aligns with our shared goal of promoting a thriving and resilient community.

The second consideration is the long-term financial impacts of reduced revenue for the waiving fees & charges against ongoing building maintenance, electricity, water, cleaning costs etc.

- **Financial Implications:** Waiving fees for events, groups or bookings reduces the revenue we are able to raise during the year to assist in covering the ongoing costs across the buildings the shire must maintain.
- **Equity and Fairness:** While the intention of the waiver is to promote inclusivity, it may inadvertently create inequities within the community. Those who pay fees may perceive the waiver as an unfair advantage, leading to potential dissatisfaction among community groups.

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- Resource Allocation: Waiving fees may lead to an increased demand for services and resources (cleaning, mowing, specific maintenance) which would otherwise be adequately met without stretching the organization's capacity to meet those needs.

It is essential to strike a balance between providing access to all while maintaining fairness and equity.

Instead of a blanket waiver of fees & charges I would encourage alternative solutions which address the financial concerns of the group. A sliding scale structure as we have seen in the past of an annual booking fee which allows access across various facilities for the budget year. Full fees and charges for Bill Hemsley Park Community Centre, Nabawa Community Centre & Yuna Community Centre would be \$1,758.00 for 2x uses per week for a local community member. To scale this back to one fee across all three venues would equate to annual venue hire of \$586.00 (\$1758/3) for 0.66x (104/3) uses per week at one of the three venues ie: 34 uses per year at each venue. I would suggest this would adequately cover any events, meetings, workshops, or educational programs which FabCV wish to promote.

Statutory Environment

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

The council has a legal process to follow regarding waiving fees and charges: All waivers of Fees & Charges are to be reported in the Annual Financial Report.

Local Government Act, 1995 – Section 6.12 – Power to Defer, Grant Discount, Waive or Write off Debts

- (1) *Subject to subsection (2) and any other written law, a local government may —*
- (a) *when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or*
 - (b) ***waive or grant concessions in relation to any amount of money; or***
 - (c) *write off any amount of money,*
- which is owed to the local government.*

* *Absolute majority required.*

- (2) *Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.*
- (3) *The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.*
- (4) *Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.*

Policy/Procedure Implications

A Policy or Procedure is affected:
Finance Policy & Procedures

Council has several Finance Policy & Procedures for financial assistance:

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Corporate Management Procedure CMP-064 Financial Assistance
Corporate Management Procedure CMP-065 Community Enhancement & Sponsorship
Corporate Management Procedure CMP-066 Waiver of Fees & Charges
Corporate Management Procedure CMP-067 Community Growth Fund

Financial Implications

Budgetary Implications

The budget will be affected in the following ways:

Loss of revenue for venue hire

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.

1.1.2 Determine a whole of Shire community integration approach.

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

The only consultation has been by the FabCV Application for waiver.

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

10.3.1	Policy & Procedure Review
Department	Finance, Governance & Corporate Services Chief Executive Officer
Author	Jamie Criddle
Reference(s)	411.01
Attachment(s)	<ol style="list-style-type: none"> 1. Reviewed Drug & Alcohol Policy 2023 [10.3.1.1 - 4 pages] 2. Grievance, Investigations & Resolution Policy 2023 [10.3.1.2 - 3 pages] 3. Complaints Management Policy 2023 [10.3.1.3 - 3 pages] 4. Habitual & Vexatious Complainants 2023 [10.3.1.4 - 3 pages] 5. Disciplinary Action Policy 2023 [10.3.1.5 - 3 pages] 6. Service Request Complaints (Management Directive) [10.3.1.6 - 3 pages] 7. Complaints Register 2023 [10.3.1.7 - 1 page]

Voting Requirements

Simply Majority

Staff Recommendation

That 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

- Drug & Alcohol Policy
- Grievance, Investigations & Resolution Policy
- Complaint Management Policy
- Habitual & Vexatious Complainants
- Disciplinary Action Policy
- Service Request Complaints (Management Directive)

9:08 am - Cr Peter Humphrey left the meeting.

Council Resolution**Moved:** Cr Elizabeth Elliott-Lockhart **Seconded:** Cr Trevor Royce

10:16 am, That as per part 17.1 of the Shire of Chapman Valley Standing Order Local Laws 2016, Council suspend the operation of the following clauses to allow sufficient discussion of item 10.3.1:

8.5 Priority when speaking,
8.7 Relevance,

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8.8 Speaking twice,
8.9 Duration of speeches

For Cr Katie Low, Cr Elizabeth Elliott-Lockhart, Cr Darrell Forth, Cr Nicole Batten, Cr Trevor Royce and Cr Kirrilee Warr

Against Nil

6 / 0

CARRIED UNANIMOUSLY
Minute Reference OCM 2023/06-6

Discussion was undertaken on the item.

Council Resolution

Moved: Cr Nicole Batten **Seconded:** Cr Elizabeth Elliott-Lockhart

10:18 am, That as per part 17.1 of the Shire of Chapman Valley Standing Order Local Laws 2016, Council reinstate the operation of the following clauses to allow sufficient discussion of item 10.3.1:

8.5 Priority when speaking,
8.7 Relevance,
8.8 Speaking twice,
8.9 Duration of speeches

For Cr Katie Low, Cr Elizabeth Elliott-Lockhart, Cr Darrell Forth, Cr Nicole Batten, Cr Trevor Royce and Cr Kirrilee Warr

Against Nil

6 / 0

CARRIED UNANIMOUSLY
Minute Reference OCM 2023/06-7

Council Resolution

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

That 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

- Drug & Alcohol Policy
- Grievance, Investigations & Resolution Policy
- Complaint Management Policy
- Habitual & Vexatious Complainants
- Disciplinary Action Policy
- Service Request Complaints (Management Directive)

For Cr Katie Low, Cr Elizabeth Elliott-Lockhart, Cr Darrell Forth, Cr Nicole Batten, Cr Trevor Royce and Cr Kirrilee Warr

Against Nil

6 / 0

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CARRIED UNANIMOUSLY
Minute Reference OCM 2023/06-8

9:56 am - Cr Peter Humphrey returned to 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.

Background

Council reviewed its Policy suite at the April OCM, with some discussion surrounding further work to continue on several existing policies and the possible inclusion of some others.

At the April 2023 OCM the following was resolved:

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

Comment

Section 2.7(2)(b) of the Local Government Act 1995 ("the Act") states that the making of policy is a role of the Council. Policies provide clarity, ownership and accountability to the Chapman Valley community and for the staff of the Shire.

The following policies have been amended or included for adoption:

- Drug & Alcohol Policy
- Grievance, Investigations & Resolution Policy
- Complaint Management Policy
- Habitual & Vexatious Complainants
- Disciplinary Action Policy

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There has also been a Management Directive added to the Complaint Management Policy for direction:

- Service Request Complaints (Management Directive)

Statutory Environment

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

Local Government Act 1995 – Section 2.7(2)(b)

Role of Council

1. *The council:*
 1. *Governs the local government's affairs; and*
 2. *Is responsible for the performance of the local government's function.*
 - 3.
 - 4.
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

All of the Shire of Chapman Valley existing policies & procedures are reviewed annually by Senior Staff, with those being recommended for amendments, adoption or deletion presented to Council for consideration.

Financial Implications

No Financial Implications Identified.

Strategic Implications

Nil

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.

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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.

UNCONFIRMED MINUTES

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10.3.2	Local Government's Interface with Future Industries & Renewable Energy Developments
Department	Finance, Governance & Corporate Services Chief Executive Officer
Author	Jamie Criddle
Reference(s)	Nil
Attachment(s)	1. Renewable Energy Developments - Community Engagement Issues Paper [10.3.2.1 - 4 pages]

Voting Requirements

Simply Majority

Staff Recommendation

That Council requests WALGA (via Northern Country Zone of WALGA) to formulate a State wide Local Government Future Industries Engagement Framework to serve as a blueprint for LGA's to navigate the complexities of emerging industries to help drive economic growth, foster innovation, and improve the overall well-being of their communities.

9:56 am - Cr Katie Low left the meeting.

9:56 am - Cr Elizabeth Elliott-Lockhart left the meeting.

9:57 am - Cr Katie Low returned to the meeting.

9:57 am - Cr Elizabeth Elliott-Lockhart returned to the meeting.

Council Resolution

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

That Council requests WALGA (via Northern Country Zone of WALGA) to formulate a State wide Local Government Future Industries Engagement Framework to serve as a blueprint for LGA's to navigate the complexities of emerging industries to help drive economic growth, foster innovation, and improve the overall well-being of their communities.

For Cr Katie Low, Cr Elizabeth Elliott-Lockhart, Cr Darrell Forth, Cr Nicole Batten, Cr Peter Humphrey, Cr Trevor Royce and Cr Kirrilee Warr

Against Nil

7 / 0

CARRIED UNANIMOUSLY
Minute Reference OCM 2023/06-9

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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In the rapidly evolving global landscape, local governments (LGA's) are facing the challenge of adapting to emerging industries and technologies. As Australia moves towards net zero emissions LGAs are increasing being approached by industry proponents, state and federal government representatives, companies and organisations.

To this end, what is the role of LGAs in the evolving landscape, and how does local government engage and "stay in the lane"? recognising demands on LGAs are increasing, and day-to-day operations and compliance requirements are modernising and a focal priority.

To navigate this dynamic environment successfully, it is crucial for LGA's to develop a robust engagement framework that fosters collaboration with future industries, levels of government, supporting industries/ organisations and community.

This paper aims to raise the necessity of a universal comprehensive framework that LGA's can utilise to engage with and support future industries effectively.

The Shire of Chapman Valley believes a universal framework is essential for Western Australia Local Governments to understand the opportunities, threats, challenges, risks, and leverage associated with future industries, and respectfully request WALGA to undertake research and development of such policy and framework.

Comment

The rapid advancing of net zero policies and transition to renewables and future industries, such as green hydrogen and ammonia requires careful planning and consideration. We don't know what we don't know! LGAs welcome a greater understanding of future industries and developing an engagement framework they can reference and adopt while dealing with multiple large-scale infrastructure and future industry projects all while attaining best possible outcomes for their community. Key points to help scope such a strategy.

- Economic and Social Impact
- Technological Advancements
- Workforce Transformation
- Infrastructure, Investment, and Development
- Policy and Regulatory Alignment
- Collaboration and Partnerships
- Environmental & Synergistic
- Funding and Investment Mechanisms
- Engagement Strategies

OPPORTUNITIES AND PROPOSED ACTIONS:

Development of best practices and case studies via

1. International Examples

Highlight successful engagement frameworks implemented by international cities and regions to illustrate best practices and lessons learned in engaging with future industries.

2. National Examples

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Highlight successful engagement frameworks implemented by other Australian state, regional, or cities/towns to illustrate best practices and lessons learned in engaging with future industries.

3. Local Success Stories

Several LGAs in WA have already had development in future industries approved and constructed, which provides a learning point. Showcase case studies of local governments that have effectively engaged with future industries, demonstrating the positive outcomes, tangible benefits achieved through collaboration and strategic planning along with any negative detractions and lessons learnt.

Development of an MOU to support partnerships across levels of government and stakeholders.

DESIRED OUTCOMES:

A Local Government Future Industries Engagement Framework serves as a blueprint for LGA's to navigate the complexities of emerging industries successfully. By adopting a proactive approach and implementing effective strategies, LGA's can harness the potential of future industries to drive economic growth, foster innovation, and improve the overall well-being of their communities. With a comprehensive framework in place, LGA's can become key facilitators of sustainable development in the era of rapid technological advancements and transformative industries.

Statutory Environment

The report complies with the requirements of the:
Planning & Development (Local Planning Schemes) Regulations 2015

Planning and Development Act 2005 and Planning and Development (Local Planning Schemes) Regulations 2015.

Policy/Procedure Implications

No Policy or Management Procedure affected.

Western Australian Planning Commission Position Statement: Renewable Energy Facilities (March 2020) which replaced the former Planning Bulletin 67 Guidelines for Wind Farm Development (2004).

Financial Implications

No Financial Implications Identified.

Strategic Implications

It is important Councillors and staff are fully conversant with Policies/Procedures and external frameworks of the organisations to assist in the way Council communicates with its stakeholders.

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.

5.3.2 Regular and relevant briefings to Elected Members.

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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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

10:06 am - Cr Nicole Batten left the meeting.
10:06 am - Dianne Raymond left the meeting.
10:08 am - Cr Nicole Batten returned to the meeting.
10:08 am - Dianne Raymond returned to the meeting.

That council receive the following Delegates Reports.

Cr Kirrilee Warr (President) - MW Economic Summit, ACH Art Education Workshop, Bendigo Bank Event
Cr Darrell Forth (Deputy President) - CVAS Meeting, FabCV Meeting
Cr Nicole Batten - MW Economic Summit, ACH Act Education Workshop
Cr Elizabeth Elliott-Lockhart - MW Economic Summit, FabCV Meeting, CVAS Meeting
Cr Peter Humphrey - Batavia LEMC, Tree sapling giveaway at BHPCC
Cr Catherine Low - FabCV Meeting
Cr Trevor Royce - MW Economic Summit, ACH Act Education Workshop, Tree sapling giveaway at BHPCC

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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

Local Government Act 1995
Administration Part 5
Council meetings, committees and their meetings and electors'
meetings Division 2
s. 5.23

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 —

- (a) a matter affecting an employee or employees; and
- (b) the personal affairs of any person; and
- (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
- (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
- (e) a matter that if disclosed, would reveal —
 - (i) a trade secret; or
 - (ii) information that has a commercial value to a person; or
 - (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
- (f) a matter that if disclosed, could be reasonably expected to —
 - (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
 - (ii) endanger the security of the local government's property; or
 - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety; and
- (g) information which is the subject of a direction given under section 23(1a) of the 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.

The Council has no confidential items for consideration.

Ordinary Council Meeting 15 June 2023 - Minutes

16 Closure

The Shire President thanked Elected Members and Staff for their attendance and closed the Ordinary Council Meeting 15 June 2023 at 10:29 am.

UNCONFIRMED MINUTES

9 Items to be dealt with En Bloc

10 Officer Reports

10.1 Deputy Chief Executive Officer

Nil

10.2 Manager of Finance & Corporate Services

10.2.1	Financial Management Report
Department	Finance, Governance & Corporate Services Finance
Author	Dianne Raymond
Reference(s)	307.00
Attachment(s)	1. Financial Management Report May 2023 [10.2.1.1 - 31 pages]

Voting Requirements

Simply Majority

Staff Recommendation

That Council receives the financial management report supplied under separate cover for the months of May and June 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 May and June 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

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

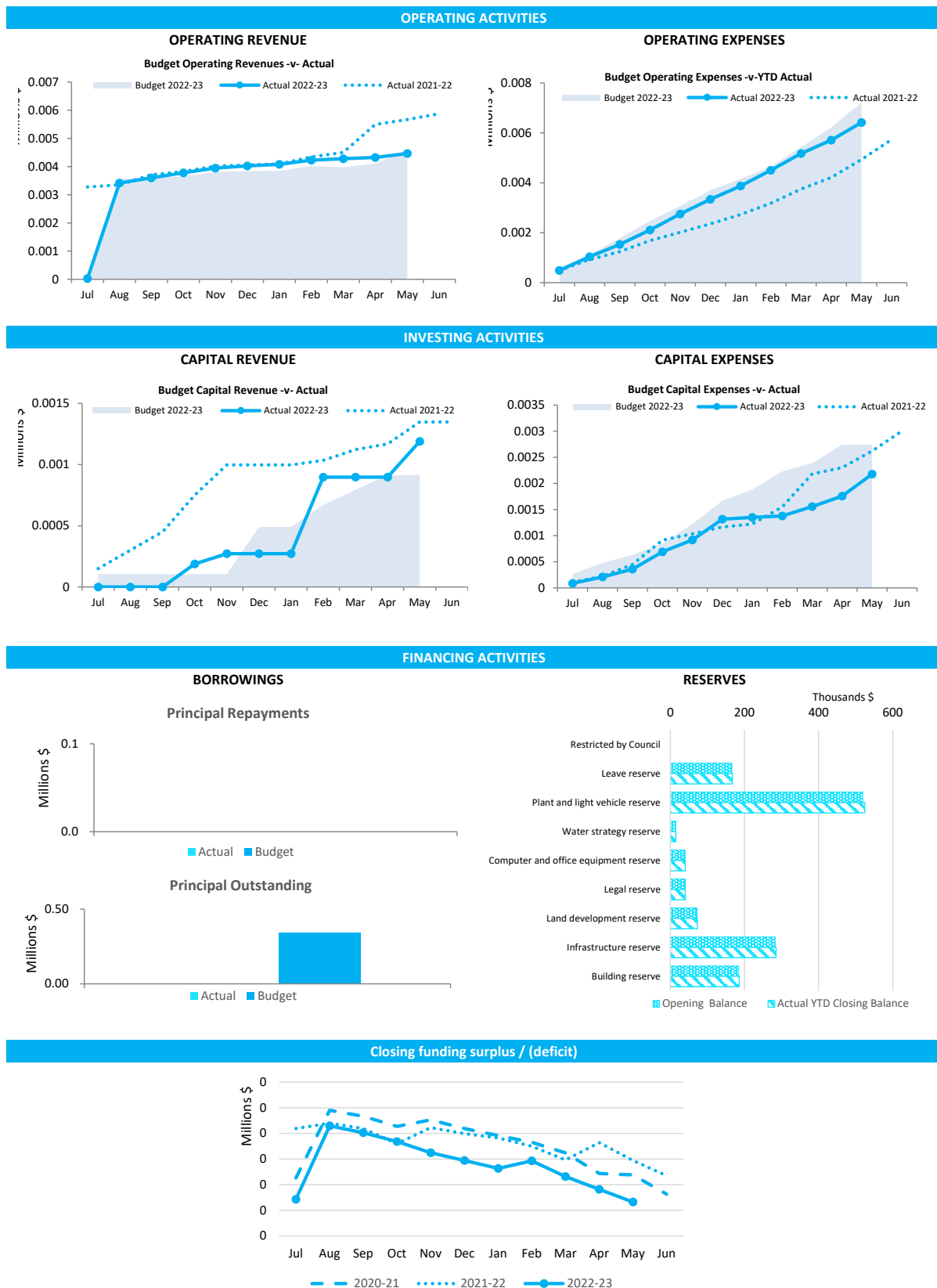
An Insignificant Financial Impact Risk of Level 1 - Which will likely be less than \$1,000.

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

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

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

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

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

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$2.19 M	\$2.19 M	\$2.19 M	\$0.00 M
Closing	\$0.00 M	\$0.22 M	\$1.33 M	\$1.11 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$3.29 M	% of total
Unrestricted Cash	\$1.96 M	59.5%
Restricted Cash	\$1.33 M	40.5%

Refer to Note 2 - Cash and Financial Assets

Payables		
	\$0.70 M	% Outstanding
Trade Payables	\$0.49 M	
0 to 30 Days		100.0%
Over 30 Days		0.0%
Over 90 Days		0%

Refer to Note 5 - Payables

Receivables		
	\$0.08 M	% Collected
Rates Receivable	\$0.26 M	92.1%
Trade Receivable	\$0.08 M	% Outstanding
Over 30 Days		4.2%
Over 90 Days		3.1%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.30 M)	(\$0.73 M)	\$0.15 M	\$0.88 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$3.05 M	% Variance
YTD Budget	\$3.05 M	0.1%

Refer to Statement of Financial Activity

Operating Grants and Contributions		
YTD Actual	\$0.91 M	% Variance
YTD Budget	\$1.11 M	(18.3%)

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges		
YTD Actual	\$0.42 M	% Variance
YTD Budget	\$0.34 M	21.2%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$2.48 M)	(\$1.83 M)	(\$0.99 M)	\$0.84 M

Refer to Statement of Financial Activity

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

Refer to Note 6 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$2.18 M	% Spent
Adopted Budget	\$3.51 M	(37.9%)

Refer to Note 7 - Capital Acquisitions

Capital Grants		
YTD Actual	\$1.16 M	% Received
Adopted Budget	\$0.93 M	24.7%

Refer to Note 7 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.59 M	\$0.59 M	(\$0.02 M)	(\$0.61 M)

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal due	\$0.00 M

Refer to Note 8 - Borrowings

Reserves	
Reserves balance	\$1.33 M
Interest earned	\$0.01 M

Refer to Note 10 - Cash Reserves

Lease Liability	
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 MAY 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 MAY 2023****BY NATURE OR TYPE**

	Ref	Adopted Budget	YTD Budget	YTD Actual	Variance \$	Variance %	Var.
	Note	(a)	(b)	(c)	(c) - (b)	((c) - (b))/(b)	
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	2,188,065	2,188,065	2,188,065	0	0.00%	
Revenue from operating activities							
Rates		3,049,621	3,049,621	3,051,734	2,113	0.07%	
Operating grants, subsidies and contributions	12	2,481,632	1,112,086	908,870	(203,216)	(18.27%)	▼
Fees and charges		357,252	344,392	417,552	73,160	21.24%	▲
Interest earnings		14,615	14,494	56,459	41,965	289.53%	▲
Other revenue		17,375	15,104	13,215	(1,889)	(12.51%)	
Profit on disposal of assets	6	55,876	55,876	17,200	(38,676)	(69.22%)	▼
		5,976,371	4,591,573	4,465,030	(126,543)	(2.76%)	
Expenditure from operating activities							
Employee costs		(2,466,051)	(2,194,564)	(1,834,763)	359,801	16.40%	▲
Materials and contracts		(3,335,131)	(2,749,694)	(2,188,641)	561,053	20.40%	▲
Utility charges		(65,969)	(65,738)	(44,399)	21,339	32.46%	▲
Depreciation on non-current assets		(2,132,983)	(1,955,239)	(2,095,818)	(140,579)	(7.19%)	
Interest expenses		(2,456)	(2,244)	(1,371)	873	38.90%	
Insurance expenses		(184,624)	(184,626)	(180,840)	3,786	2.05%	
Other expenditure		(128,137)	(71,979)	(51,036)	20,943	29.10%	▲
Loss on disposal of assets	6	(19,302)	0	(19,279)	(19,279)	0.00%	▼
		(8,334,653)	(7,224,084)	(6,416,147)	807,937	(11.18%)	
Non-cash amounts excluded from operating activities	1(a)	2,058,909	1,899,363	2,097,897	198,534	10.45%	▲
Amount attributable to operating activities		(299,373)	(733,148)	146,780	879,928	(120.02%)	
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	13	928,620	808,620	1,158,059	349,439	43.21%	▲
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)	(2,746,818)	(2,179,506)	567,312	20.65%	▲
Amount attributable to investing activities		(2,475,224)	(1,831,894)	(988,726)	843,168	(46.03%)	
Financing Activities							
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	(7,886)	(7,886)	0.00%	
Transfer to reserves	10	(115)	(115)	(11,790)	(11,675)	(10152.17%)	▼
Amount attributable to financing activities		586,532	594,418	(19,676)	(614,094)	(103.31%)	
Closing funding surplus / (deficit)	1(c)	0	217,441	1,326,443	1,109,002	(510.02%)	▲

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 MAY 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 POLICIES**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 May 2023

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 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)
Non-cash items excluded from operating activities		\$	\$	\$
Adjustments to operating activities				
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	0
Add: Loss on asset disposals	6	19,302	0	19,279
Add: Depreciation on assets		2,132,983	1,955,239	2,095,818
Total non-cash items excluded from operating activities		2,058,909	1,899,363	2,097,897

(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 May 2023
Adjustments to net current assets				
Less: Reserves - restricted cash	10	(1,318,066)	(1,318,066)	(1,329,856)
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
Total adjustments to net current assets		(891,849)	(891,849)	(903,639)

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

Current assets				
Cash and cash equivalents	2	4,941,705	4,941,705	3,286,184
Rates receivables	3	218,737	218,737	258,524
Receivables	3	2,848	2,848	84,161
Other current assets	4	15,835	15,835	48,373
Less: Current liabilities				
Payables	5	(1,071,338)	(1,071,338)	(702,586)
Contract liabilities	11	(601,656)	(601,656)	(318,357)
Lease liabilities	9	(7,886)	(7,886)	(7,886)
Provisions	11	(418,331)	(418,331)	(418,331)
Less: Total adjustments to net current assets	1(b)	(891,849)	(891,849)	(903,639)
Closing funding surplus / (deficit)		2,188,065	2,188,065	1,326,443

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 MAY 2023OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution
		\$	\$	\$	\$	
Cash on hand						
Municipal Account	Cash and cash equivalents	730,165	0	730,165		Westpac Banking Corporation
Petty Cash	Cash and cash equivalents	700	0	700		Westpac Banking Corporation
Municipal Investment Account	Cash and cash equivalents	1,225,463	0	1,225,463		Westpac Banking Corporation
Leave Reserve	Cash and cash equivalents	0	167,223	167,223		Westpac Banking Corporation
Water Strategy Reserve	Cash and cash equivalents	0	14,375	14,375		Westpac Banking Corporation
Plant/Light Vehicle Reserve	Cash and cash equivalents	0	523,970	523,970		Westpac Banking Corporation
Computer & Office Equipment Reserve	Cash and cash equivalents	0	40,128	40,128		Westpac Banking Corporation
Legal Reserve	Cash and cash equivalents	0	40,403	40,403		Westpac Banking Corporation
Land Development Reserve	Cash and cash equivalents	0	72,758	72,758		Westpac Banking Corporation
Infrastructure Reserve	Cash and cash equivalents	0	285,123	285,123		Westpac Banking Corporation
Building Reserve	Cash and cash equivalents	0	185,876	185,876		Westpac Banking Corporation
Trust Account	Cash and cash equivalents	0	0	0	159,515	Westpac Banking Corporation
Total		1,956,328	1,329,856	3,286,184	159,515	
Comprising						
Cash and cash equivalents		1,956,328	1,329,856	3,286,184	159,515	
		1,956,328	1,329,856	3,286,184	159,515	

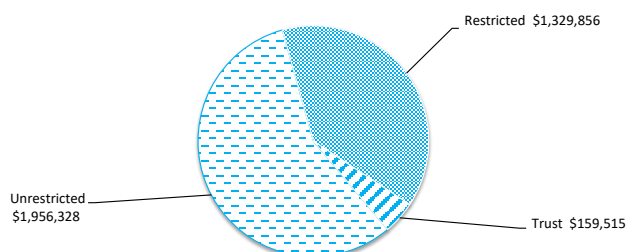
KEY INFORMATION

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:

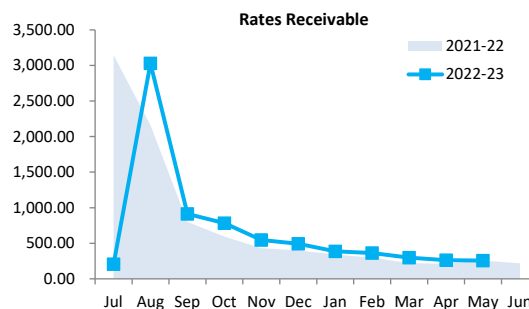
- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

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 MAY 2023****OPERATING ACTIVITIES
NOTE 3
RECEIVABLES**

Rates receivable	30 June 2022	31 May 2023
	\$	\$
Opening arrears previous years	97,209	218,737
Levied this year	2,946,952	3,051,734
Less - collections to date	(2,825,424)	(3,011,947)
Gross rates collectable	218,737	258,524
Net rates collectable	218,737	258,524
% Collected	92.8%	92.1%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	10,082	120	0	330	10,532
Percentage	0.0%	95.7%	1.1%	0%	3.1%	
Balance per trial balance						
Sundry receivable						10,532
Total receivables general outstanding						84,161

Amounts shown above include GST (where applicable)

KEY INFORMATION

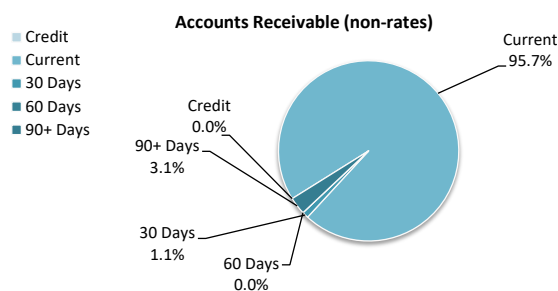
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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 MAY 2023**

**OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS**

	Opening Balance 1 July 2022	Asset Increase	Asset Reduction	Closing Balance 31 May 2023
Other current assets	\$	\$	\$	\$
Inventory				
Fuel	6,767	0	(2,027)	4,740
Other Assets				
Prepayments	9,068	34,565	0	43,633
Total other current assets	15,835	34,565	(2,027)	48,373
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 MAY 2023**

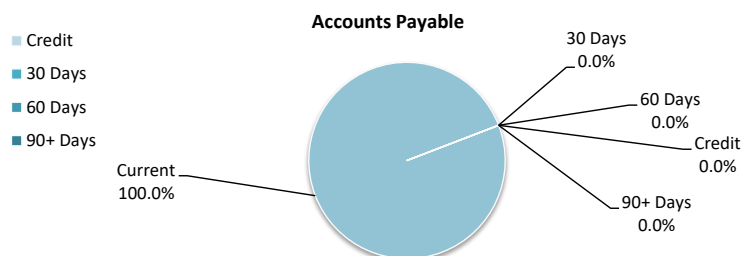
**OPERATING ACTIVITIES
NOTE 5
PAYABLES**

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	485,835	61	0	5	485,901
Percentage	0%	100%	0%	0%	0%	
Balance per trial balance						
Sundry creditors						485,901
ATO liabilities						75,799
Receipts in advance						79,283
Bonds and deposits						61,510
ESL Payable						93
Total payables general outstanding						702,586

Amounts shown above include GST (where applicable)

KEY INFORMATION

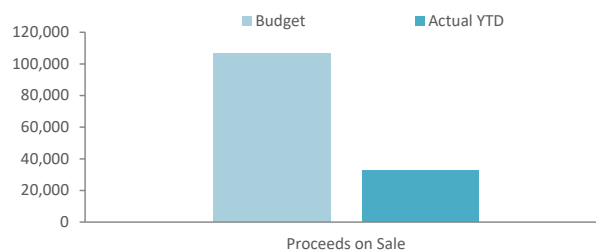
Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised 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 MAY 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)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Transport								
	P35 Caterpillar Primemover	16,428	50,000	33,572	0	0	0	0	0
	P43 Ford Ranger PX	4,500	8,304	3,804	0	1,500	9,091	7,591	0
	P45 Water Tanker Trailer	29,302	10,000	0	(19,302)	0	0	0	0
	P48 Mazda BT-50	4,500	10,000	5,500	0	1,300	10,909	9,609	0
	P55 Mitsubishi Triton	4,500	13,000	8,500	0	0	0	0	0
	P65 Ford Ranger XLT	10,500	15,000	4,500	0	0	0	0	0
	Other property and services								
	3269 & 3271 Chapman Valley Road	0	0	0	0	32,000	12,721	0	(19,279)
		69,730	106,304	55,876	(19,302)	34,800	32,721	17,200	(19,279)



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

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land and buildings	781,480	148,756	347,559	198,803
Plant and equipment	727,104	727,104	342,962	(384,142)
Infrastructure - roads	2,001,564	1,870,958	1,488,985	(381,973)
Payments for Capital Acquisitions	3,510,148	2,746,818	2,179,506	(567,312)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	928,620	808,620	1,158,059	349,439
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	1,487,361	988,726	(498,635)
Capital funding total	3,510,148	2,746,818	2,179,506	(567,312)

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.

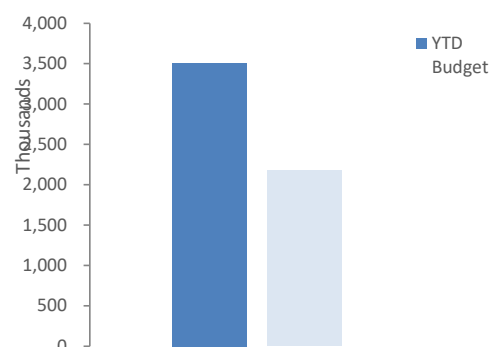
Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

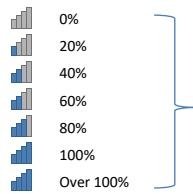
Initial recognition and measurement for assets held at cost

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 MAY 2023****INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS (CONTINUED)****Capital expenditure total****Level of completion indicators**

Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

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	27,700	23,230	(4,470)
2644	Land & Buildings Purchases (Public Halls)	139,343	105,056	273,930	168,874
2834	Land & Building Purchases (Other Recreation & Culture)	393,437	0	45,760	45,760
3104	Plant & Equipment Purchases (Community Amenities)	15,000	15,000	18,562	3,562
3264	Depot Construction (Transport)	191,000	16,000	4,638	(11,362)
3554	Plant & Equipment Purchases (Transport)	697,104	697,104	312,167	(384,937)
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	1,488,985	(381,973)
		3,510,148	2,746,818	2,179,506	(567,312)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2023****FINANCING 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
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Transport										
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
Total		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 MAY 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
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Community amenities										
Nabawa Fuel Station	LE01	50,495	0	0	(7,886)	(7,886)	42,609	42,609	(1,206)	(1,206)
Total		50,495	0	0	(7,886)	(7,886)	42,609	42,609	(1,206)	(1,206)
Current lease liabilities		7,886					0			
Non-current lease liabilities		42,608					42,609			
		50,494					42,609			

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 MAY 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
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council									
Leave reserve	165,740	10	1,483	0	0	0	0	165,750	167,223
Plant and light vehicle reserve	519,325	50	4,645	0	0	(150,000)	0	369,375	523,970
Water strategy reserve	14,248	5	127	0	0	0	0	14,253	14,375
Computer and office equipment reserve	39,772	5	356	0	0	0	0	39,777	40,128
Legal reserve	40,045	5	358	0	0	0	0	40,050	40,403
Land development reserve	72,113	5	645	0	0	0	0	72,118	72,758
Infrastructure reserve	282,595	15	2,528	0	0	0	0	282,610	285,123
Building reserve	184,228	20	1,648	0	0	(100,000)	0	84,248	185,876
	1,318,066	115	11,790	0	0	(250,000)	0	1,068,181	1,329,856

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 MAY 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 May 2023
Other current liabilities		\$		\$	\$	\$
Other liabilities						
- Contract liabilities		601,656	0	1,783,630	(2,066,929)	318,357
Total other liabilities		601,656	0	1,783,630	(2,066,929)	318,357
Employee Related Provisions						
Annual leave		236,284	0	0	0	236,284
Long service leave		182,047	0	0	0	182,047
Total Employee Related Provisions		418,331	0	0	0	418,331
Total other current assets		1,019,987	0	1,783,630	(2,066,929)	736,688
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 MAY 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	YTD
	1 July 2022		(As revenue)	31 May 2023	31 May 2023	Revenue	Budget	Revenue
	\$	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies								
General purpose funding								
Financial Assistance Grants (Local Roads Funding)	0	293,526	(293,526)	0	0	272,000	272,000	293,526
Financial Assistance Grants (General Purpose)	0	118,611	(118,611)	0	0	140,137	140,137	118,611
Law, order, public safety								
DFES Grant Income	0	22,759	(22,759)	0	0	19,500	19,500	22,759
Trainee Ranger Grant Income	0	0	0	0	0	38,000	28,500	0
Community amenities								
Australian Sports Commission & Queens Jubilee	53,500	0	(53,500)	0	0	56,000	56,000	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
Recreation and culture								
LRCIP 3 (A)	0	0	0	0	0	365,437	0	0
LRCIP 3 (B)	0	0	0	0	0	310,874	0	0
Transport								
Main Roads WA Direct Grant	0	150,902	(150,902)	0	0	147,724	147,724	150,902
Regional Road Group & LRCIP 3 (Coro Beach Rd)	0	163,624	(163,624)	0	0	829,060	409,060	163,624
	53,500	752,172	(805,672)	0	0	2,178,732	1,072,921	805,672
Operating contributions								
General purpose funding								
Ex Gratia Rates	0	10,665	(10,665)	0	0	10,000	10,000	10,665
Law, order, public safety								
Lions Club Contribution	0	2,070	(2,070)	0	0	0	0	2,070
Community amenities								
Dolby Creek Management Plan	0	9,538	(9,538)	0	0	0	0	9,538
Recreation and culture								
Insurance Reimbursments (Cyclone Seroja)	0	10,000	(10,000)	0	0	252,400	0	10,000
Lions Club Contribution	0	11,140	(11,140)	0	0	8,000	0	11,140
Transport								
Hudson Resources Contribution (Dartmoor Rd)	0	17,127	(17,127)	0	0	12,500	12,500	17,127
Other property and services								
Diesel Fuel Rebate	0	42,658	(42,658)	0	0	20,000	16,665	42,658
	0	103,198	(103,198)	0	0	302,900	39,165	103,198
TOTALS	53,500	855,370	(908,870)	0	0	2,481,632	1,112,086	908,870

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 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 May 2023	Current Liability 31 May 2023	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies								
Recreation and culture								
LRCIP Round 3 Grant Funding	124,842	0	(113,335)	11,507	11,507	0	0	113,335
Transport								
Main Roads WA Regional Road Group Funding	0	600,000	(600,000)	0	0	600,000	480,000	600,000
Roads to Recovery Funding	0	328,260	(328,260)	0	0	328,620	328,620	328,260
LRCIP Round 3 Grant Funding	423,314	0	(116,464)	306,850	306,850	0	0	116,464
TOTALS	548,156	928,260	(1,158,059)	318,357	318,357	928,620	808,620	1,158,059

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 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 May 2023
	\$	\$	\$	\$
Contributions from Sub Divider	150,357	0	0	150,357
CTF Levy	1,515	8,696	(7,583)	2,628
Building Commission	1,439	7,899	(7,296)	2,042
Unclaimed Monies	0	4,488	0	4,488
	153,311	21,083	(14,879)	159,515

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 MAY 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
	\$	%		
Revenue from operating activities				
Operating grants, subsidies and contributions	(203,216)	(18.27%)	▼ Timing	
Fees and charges	73,160	21.24%	▲ Timing	
Interest earnings	41,965	289.53%	▲	Permanent
Profit on disposal of assets	(38,676)	(69.22%)	▼ Timing	
Expenditure from operating activities				
Employee costs	359,801	16.40%	▲ Timing	
Materials and contracts	561,053	20.40%	▲ Timing	
Utility charges	21,339	32.46%	▲ Timing	
Depreciation on non-current assets	(140,579)	(7.19%)	Timing	
Other expenditure	20,943	29.10%	▲ Timing	
Loss on disposal of assets	(19,279)	0.00%	▼ Timing	
Non-cash amounts excluded from operating activities	198,534	10.45%	▲ Timing	
Investing activities				
Proceeds from non-operating grants, subsidies and contributions	349,439	43.21%	▲ Timing	
Proceeds from disposal of assets	(73,583)	(69.22%)	▼ Timing	
Payments for property, plant and equipment and infrastructure	567,312	20.65%	▲ Timing	
Financing activities				
Proceeds from new debentures	(344,533)	(100.00%)	▼ Timing	
Transfer from reserves	(250,000)	(100.00%)	▼ Timing	
Transfer to reserves	(11,675)	(10152.17%)	▼ Timing	
Closing funding surplus / (deficit)	1,109,002	(510.02%)	▲	Permanent

List of Accounts Paid - May 2023				
Chq/EFT	Date	Name	Description	Amount
EFT27661	15/05/2023	Australian Communications And Media Authority	Radiocommunication apparatus licence renewal	-\$ 114.00
EFT27662	15/05/2023	MM Electrical Merchandising	Stadium improvements - 10x electrical wall boxes	-\$ 12.53
EFT27663	15/05/2023	Synergy	Streetlighting expense	-\$ 1,012.22
EFT27664	15/05/2023	Western Power	Non Energy Invoice Details: Vegetation Encroachment	-\$ 637.06
EFT27665	15/05/2023	Abrolhos Steel	Stadium improvements - 1x 100x100x4x 4m duragal	-\$ 199.57
EFT27666	15/05/2023	Atom Supply	Works Crew - PPE	-\$ 90.71
EFT27667	15/05/2023	Australia Post	Postage Expenses	-\$ 561.07
EFT27668	15/05/2023	Bitutek Pty Ltd	RC131 Nabawa Northampton Road Reseal	-\$ 174,048.55
EFT27669	15/05/2023	Bob Waddell & Associates Pty Ltd	End of Financial Year Rates Services including Annual Roll uploads, EOFY process, Rates Billing process	-\$ 165.00
EFT27670	15/05/2023	Brooks Hire Service Pty Ltd	RC131 Nabawa Northampton Road - Hire and Mobilisation of Backhoe as per quotes 17760 and Q6436	-\$ 2,396.59
EFT27671	15/05/2023	Bunnings Group Limited	Stadium improvements - Sundry supplies and materials; Sports Ground - Nabawa Oval, Tennis - 6x15 paint for line marking. Office Expenses - Key safe, knife, cut off wheels. Bill Hemsley Park Community Centre - 1x 9kg gas each; 2x BBQ batteries.	-\$ 2,368.93
EFT27672	15/05/2023	CJD Equipment Pty Ltd	P73 - Pump	-\$ 181.12
EFT27673	15/05/2023	Chapman Valley Menshed Inc	Open and close Nabawa tip gates - 15.03.23 to 09.04.23	-\$ 400.00
EFT27674	15/05/2023	Cleanaway Co Pty Ltd (Commercial)	Commercial Waste Clearance	-\$ 6,029.68
EFT27675	15/05/2023	Cleanaway Co Pty Ltd (Domestic)	Domestic Waste Clearances	-\$ 6,262.39
EFT27676	15/05/2023	Clinipath Pathology Pty Ltd	Employee Drug and Alcohol Testing	-\$ 93.50
EFT27677	15/05/2023	Complete Landscape Solutions Pty Ltd	Lay grass in front of Nabawa Community Centre and Saltine grass for cricket pitch	-\$ 2,762.00
EFT27678	15/05/2023	Complete Office Supplies	Janitorial products, office supplies and amenities	-\$ 676.56
EFT27679	15/05/2023	Craigies Tiling	Stadium improvements - Labour and travel to install tiles floor to ceiling in kitchen	-\$ 4,000.00
EFT27680	15/05/2023	Danthonia Designs	Entry Sign design project	-\$ 4,620.00
EFT27681	15/05/2023	Fleet Network	Employee Novated Lease Arrangements Pre and Post Tax	-\$ 997.61
EFT27682	15/05/2023	Geraldton Ceramics	Stadium improvements - Nonslip tiles and grout and delivery to site	-\$ 426.34
EFT27683	15/05/2023	Geraldton Mower & Repair Specialists	P49 - Filter	-\$ 28.00
EFT27684	15/05/2023	Goodyear & Dunlop Tyres (Aust) Pty Ltd	P57 - Tyre repair and replace O-ring	-\$ 200.00
EFT27685	15/05/2023	Integrated ICT	Microsoft Office 365 (monthly licensing); Managed Service Agreement & Shared Services Agreement (Storage, software & monitoring); Building Surveyor Expenses Transfer data & commission new iPad; OH&S - Skytrust set up for Intune deployment on 12 tablets for works crew	-\$ 7,499.72
EFT27686	15/05/2023	JA Diesel Pty Ltd	P76 - repairs and parts; P75 - Repair steering; P35 - Repairs & parts; P60 - Repair crank chain guard	-\$ 2,550.24
EFT27687	15/05/2023	Logic IT Solutions Pty Ltd	Network Management for CCTV Cameras	-\$ 627.00
EFT27688	15/05/2023	M & B Quality Building Products	Stadium improvements - 4x Hardiplank @300mm, 6x 120x45, 4x 90x45; 1x 2100x920 blockdoor, hinges and screws	-\$ 948.47
EFT27689	15/05/2023	ML Communications	Mower's and Small Plant (Gardening) - Repair vehicle signal booster	-\$ 282.81
EFT27690	15/05/2023	MOD Designs	Standing order for cleaning various Shire Buildings	-\$ 875.00
EFT27691	15/05/2023	McDonalds Wholesalers	Stadium improvements - Cobra 600mm Flat Griddle Plate on Cabinet Base \$3726.39; Coabra 600mm 4 Burner on Cabinet Base \$3726.39; Turbofan Convection Oven \$4801.50	-\$ 12,254.30
EFT27692	15/05/2023	McIntosh Holdings Pty Ltd t/as Purcher International (W.A.)	P72 - Side Marker Lamps; P918 - Filters and Radiator Cap	-\$ 578.24
EFT27693	15/05/2023	Mitchell & Brown	Building Surveyor Expenses - 1x 9th Gen Wi-Fi 64G iPad and Defender Case protective cover and 1x keyboard; Office cabling for IT equipment; Coffee Machine descaler & filters	-\$ 1,007.80
EFT27694	15/05/2023	NAPA - Cows Parts Pty Ltd	P918 - DTM connection kit and reverse light; Washer hose; P71 - 230,000km service kit; P59 - Reverse lights	-\$ 705.17
EFT27695	15/05/2023	Node1Internet	Wireless Internet Services at Nabawa Office and Library, Coronation Beach and Yuna Multipurpose Community Centre	-\$ 476.95
EFT27696	15/05/2023	Paper Plus Office National	Office expenses - 1x key for cash box	-\$ 91.87
EFT27697	15/05/2023	Pirtek Geraldton	P66 - Replacement hydraulic hose	-\$ 650.24
EFT27698	15/05/2023	QHSE INTEGRATED SOLUTIONS PTY LTD t/as Skytrust Intelligence System	Skytrust Intelligence System Tier 2 - Core Monthly Subscription; Online Induction & Training	-\$ 493.90
EFT27699	15/05/2023	R Poynton Door Frames	Stadium improvements - 1x 2125 x 925 door frame	-\$ 385.00
EFT27700	15/05/2023	RGI Signworks WA Pty Ltd	P65 - Supply & install 2x Shire logo sticker on Building & Projects Officer vehicle; Supply "McCagh Road" street sign and "For Fire Fighting Purposes Only" sign	-\$ 660.00
EFT27701	15/05/2023	Reece Pty Ltd	Joiner for sprinkler system	-\$ 309.58
EFT27702	15/05/2023	Refuel Australia	Purchase of fuels & oils for shire operations	-\$ 16,736.74
EFT27703	15/05/2023	Reg Pomery Building Service	Naraling Hall Capital Works - Cyclone Damage Repair Works - Roof resheeting Naraling Hall Final Payment	-\$ 7,800.00
EFT27704	15/05/2023	Searange Holdings Pty Ltd	Fuel Bowser Lease - Refer lease agreement LE01	-\$ 833.35
EFT27705	15/05/2023	Services Australia	Payroll Deductions	-\$ 142.74
EFT27706	15/05/2023	Team Global Express Pty Ltd	Freight - Water Samples to QEII Medical Centre; Tools & Consumables from UPG; Transport books to State Library 23.03.2023	-\$ 68.42

List of Accounts Paid - May 2023				
Chq/EFT	Date	Name	Description	Amount
EFT27707	15/05/2023	Terrence Andrew Noden	Nabawa Community Centre Upgrades - Labour to carry out renovation works	-\$ 4,800.00
EFT27708	15/05/2023	Totally Work Wear	PPE & Uniforms	-\$ 1,154.85
EFT27709	15/05/2023	Transwest Tyre & Auto	P73 - New tyres; P71 - New Tyre; P57 - Repair tyres; P88 - Repair tyres	-\$ 3,118.80
EFT27710	15/05/2023	Ultimate Positioning Group Pty Ltd	Survey equipment scheduled service	-\$ 2,200.00
EFT27711	15/05/2023	Westrac Pty Ltd	P35 - Service Kit and new wiper motor incl. freight; P67 - New Battery	-\$ 1,084.25
EFT27712	15/05/2023	XW Engineering Pty Ltd	Install beam & cleat ar west wall Stadium Kitchen	-\$ 931.43
EFT27716	22/05/2023	Australian Taxation Office	BAS APR'23	-\$ 5,767.00
EFT27717	03/05/2023	Westpac Geraldton	Credit Card Transactions - P82 - Diesel and New Tyre & Wheel Balance; WALGA - CEO Registration: 2023 WA Transport and Roads Forum; Adobe Acropro Subs; Forum Accommodation, Meals & Parking Expenses; Brayco Commercial Pty Ltd - Purchase of Kitchen Components, CEO Meeting with Hon. Melissa Price MP, Animal Control Expenses - Dog Food for impounded dogs; P83 - Diesel	-\$ 14,516.93
EFT27718	31/05/2023	Telstra Limited	Telephone Charges	-\$ 1,470.08
EFT27719	31/05/2023	Water Corporation	Water supply and usage charges various shire operations	-\$ 1,612.49
EFT27720	31/05/2023	Anthony Abbott	Staff Reimbursement - Black Fabric for Nabawa Community Centre (minor hall) ceiling lining; purchase of LED Spotlights for Building and Projects Officer vehicle	-\$ 215.00
EFT27721	31/05/2023	Bob Waddell & Associates Pty Ltd	End of Financial Year Rates Services including Annual Roll uploads, EOFY process, Rates Billing process and back office work	-\$ 618.75
EFT27722	31/05/2023	Chapman Valley Football Club	BOND REFUND - VENUE HIRE	-\$ 700.00
EFT27723	31/05/2023	Chapman Valley Menshed Inc	Open and close Nabawa tip gates on Wednesday and Sunday of each week	-\$ 400.00
EFT27724	31/05/2023	DBCEC (WA) Pty Ltd	Installation of 100mm conduit under Coastal Crest (to enable future bore reticulation 50mm blue line pipe)	-\$ 1,264.00
EFT27725	31/05/2023	Department Of Fire And Emergency Services	MONTHLY FESA LEVY RETURN - ESLB 4th Qtr Contribution	-\$ 8,490.90
EFT27726	31/05/2023	Design Catering	Supply meeting refreshments	-\$ 275.00
EFT27727	31/05/2023	Dr John Harlock t/as Perth Laser and Face	Audiology attendance and report requested by WorkCover WA	-\$ 625.00
EFT27728	31/05/2023	Fleet Network	Employee Novated Lease Arrangements Pre & Post Tax	-\$ 997.61
EFT27729	31/05/2023	Freemans Liquid Waste	Pump out all septic tanks and dump point at Coronation Beach Campsite	-\$ 1,760.20
EFT27730	31/05/2023	Geraldton Ceramics	Stadium improvements - 6x mastic for sealing tiles	-\$ 129.00
EFT27731	31/05/2023	Glenfield Fresh IGA	Janitorial products, office supplies and amenities	-\$ 22.00
EFT27732	31/05/2023	Greenfield Technical Service	C10 Nanson Howatharra Rd Reseal - Capital Renewal - Project manage repair of pavement failure	-\$ 589.05
EFT27733	31/05/2023	Hersey's Safety Pty Ltd	RC31 Newmarracarra Road resheet Fence droppers; P999 - Magic Trees, bag of rags, brake cleaner; PPE - rigger gloves	-\$ 1,071.85
EFT27734	31/05/2023	It Vision	SynergySoft DatabaseUniverse Server Migration to updated server	-\$ 2,227.50
EFT27735	31/05/2023	JA Diesel Pty Ltd	P88 - Repair Indicators; P35 - Replace wiper motor; P26 - Replace wiper motor; P102 - Fit Block; P72 - Fit case drain, fit new air switch and airline, fit block to water cart	-\$ 3,054.70
EFT27736	31/05/2023	Jameon Criddle	Staff Reimbursement - 9kg gas bottle refill at Coronation Beach Campgrounds	-\$ 26.00
EFT27737	31/05/2023	Jupps Carpets & Ceramics Pty Ltd	Stadium improvements - Supply, prepare & install commercial vinyl flooring	-\$ 8,900.00
EFT27738	31/05/2023	Kicksolutions	6x Ranger ID cards includes CEO authority	-\$ 109.00
EFT27739	31/05/2023	Landgate	Annual UV Valuations - 2022 / 2023 - Valuation Roll and Mining Tenements and Country Urban UV Revaluation 2022/2023	-\$ 411.50
EFT27740	31/05/2023	MOD Designs	Standing order for cleaning various Shire Buildings	-\$ 1,470.00
EFT27741	31/05/2023	Mark Andrew Slawinski t/as blackcrowconcrete	Supply and install approx 30m2 concrete at NCC landing, path & ramp	-\$ 4,950.00
EFT27742	31/05/2023	Midwest Mini Excavator Hire	Digging of grave in Anglican section E13	-\$ 519.75
EFT27743	31/05/2023	Midwest Windscreens and Window Tinting	P77 - Repair windscreen	-\$ 1,034.00
EFT27744	31/05/2023	Miralec	Stadium improvements - Supply & install new lights and reconnect GPOs; Nabawa Community Centre Upgrades - Supply & install new earth stake and make good	-\$ 1,998.92
EFT27745	31/05/2023	O'Briens Smash Repairs	P55 - Repair damage	-\$ 990.00
EFT27746	31/05/2023	Refuel Australia	Case of general purpose grease	-\$ 609.45
EFT27747	31/05/2023	Reg Pomery Building Service	Cyclone Damage Repair Works - Roof resheeting Naraling Hall - Variations - Authorised extra works	-\$ 6,850.00
EFT27748	31/05/2023	Searange Holdings Pty Ltd	Fuel Bowser Lease - Refer lease agreement LE01	-\$ 833.35
EFT27749	31/05/2023	Services Australia	Payroll deductions	-\$ 142.74
EFT27750	31/05/2023	Southside Mechanical Services WA Pty Ltd	P83 - 70,000km Service	-\$ 719.90
EFT27751	31/05/2023	State Law Publisher	Shire of Chapman Vally Local Planing Scheme No.3 Scheme Amendment No.2 - Nabawa Church Rezoning - Government Gazette Approval Notice	-\$ 285.60
EFT27752	31/05/2023	Team Global Express Pty Ltd	Freight Costs - Brayco delivery - partially recoverable	-\$ 1,762.75
EFT27753	31/05/2023	TeletacNavman Australia	Teletac navman subscription for various vehicles 15.05.23 to 14.06.23	-\$ 769.45
EFT27754	31/05/2023	Terrence Andrew Noden	Nabawa Community Centre Upgrades - Labour to carry out renovation works	-\$ 5,640.00
EFT27755	31/05/2023	The Trustee for V Patience Family Trust t/as Amplify Marketing	12 months Social Media Management	-\$ 7,260.00
EFT27756	31/05/2023	Think Water Geraldton	Sprinklers/retic for Nabawa Community Centre Upgrade	-\$ 416.00

List of Accounts Paid - May 2023				
Chq/EFT	Date	Name	Description	Amount
EFT27757	31/05/2023	Thurkle's Earthmoving & Maintenance Pty Ltd	Push industrial waste cell into existing hole	-\$ 2,970.00
EFT27758	31/05/2023	Westrac Pty Ltd	Hydraulic Oil; P88 - 1,000hr service; P26 - 1,000hr service; P35 - New Airbags incl. freight	-\$ 5,718.38
DD17989.1	09/05/2023	Aware Super Pty Ltd	Payroll deductions	-\$ 8,169.57
DD17989.2	09/05/2023	ANZ Smart Choice Super	Superannuation contributions	-\$ 294.30
DD17989.3	09/05/2023	Rest Superannuation	Superannuation contributions	-\$ 1,527.27
DD17989.4	09/05/2023	Wealth Personal Superannuation and Pension Fund	Superannuation contributions	-\$ 553.36
DD17989.5	09/05/2023	Cameron Fishing Superannuation Fund	Superannuation contributions	-\$ 121.02
DD17989.6	09/05/2023	OnePath Custodians Pty Limited	Superannuation contributions	-\$ 215.77
DD17989.7	09/05/2023	Prime Super	Superannuation contributions	-\$ 286.15
DD17989.8	09/05/2023	Hostplus Superannuation	Superannuation contributions	-\$ 24.70
DD17989.9	09/05/2023	Mercer Super Trust	Superannuation contributions	-\$ 110.91
DD18001.1	23/05/2023	Aware Super Pty Ltd	Payroll deductions	-\$ 8,188.48
DD18001.2	23/05/2023	Rest Superannuation	Superannuation contributions	-\$ 1,527.27
DD18001.3	23/05/2023	Wealth Personal Superannuation and Pension Fund	Superannuation contributions	-\$ 553.36
DD18001.4	23/05/2023	Cameron Fishing Superannuation Fund	Superannuation contributions	-\$ 110.59
DD18001.5	23/05/2023	OnePath Custodians Pty Limited	Superannuation contributions	-\$ 240.97
DD18001.6	23/05/2023	Prime Super	Superannuation contributions	-\$ 298.50
DD18001.7	23/05/2023	Hostplus Superannuation	Superannuation contributions	-\$ 33.96
DD18001.8	23/05/2023	Mercer Super Trust	Superannuation contributions	-\$ 277.27
DD18001.9	23/05/2023	ANZ Smart Choice Super	Superannuation contributions	-\$ 294.30
DD17989.10	09/05/2023	MLC Masterkey	Superannuation contributions	-\$ 36.33
EFT27713	15/05/2023	Building and Construction Industry Training Fund	CTF Levies Forwarded	-\$ 490.03
EFT27714	15/05/2023	Department of Mines, Industry Regulation & Safety	Buildings Services Levies Forwarded	-\$ 528.77
EFT27715	15/05/2023	Shire of Chapman Valley	Buildings Services Levies Commissions and CTF Commissions Collected	-\$ 68.00
		Total		-\$ 401,695.03

BANK RECONCILIATION - Muni Accounts As at 31st of May 2023

SYNERGY

Balance as per Cash at Bank Account GL 160000	730,165.58
Balance as per Cash at Bank Account GL 170000	1,225,462.66
Balance as per Interfund Transfer A/c GL 161100	-
<i>Plus</i> Income on Bank Stmt not in ledgers	-
<i>Less</i> Expenditure on Bank Stmt not in ledgers	-
	\$1,955,628.24

BANK

Muni Bank Account (Account No 000040)	730,364.88
Investment Account (Account No 305784)	1,225,462.66
	<u>1,955,827.54</u>
<i>Less</i> Outstanding Payments	-
<i>Plus</i> Outstanding Deposits	-
<i>Plus</i> Tfer from Trust to Muni <u>or</u> [Tfer to Trust from Muni]	(199.30)
	\$1,955,628.24

Difference Check 0.00

Completed by:



08/06/2023

Beau Raymond - Senior Finance Officer

Date

Reviewed by:



09.06.2023

Dianne Raymond - Manager of Finance & Corporate Services

Date



Corporate Card Statement



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

053

30 MAY 2023

Facility Number

00018023 20000001

Payment Due Date

31 May 2023

Closing Balance

\$619.77

This amount will be swept
from a nominated account.

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

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

Company Name		Number of Cards		Cash Advance Annual % Rate	
Shire Of Chapman Valley		2		15.65%	
Contact Name		Facility Number		Facility Credit Limit	
The Shire Clerk		00018023 20000001		10,000	
Statement From	Statement To	Payment Due Date	Opening Balance	Closing Balance	Available Credit
21 Apr 2023	21 May 2023	31 May 2023	8,890.15	619.77	9,380.23

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		
8,890.15	8,890.15 -	583.27	0.00	36.50	0.00	619.77	0.00

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

Complaints

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

Online: www.afca.org.au

Email: info@afca.org.au

Phone 1800 931 678

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



Corporate Card Statement

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

CARDHOLDER TRANSACTION DETAILS

Cardholder Name	Card Number	Credit Limit	Available Credit
Jameon Criddle	5163 2531 0145 4541	6,000	5,557.48

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

Corporate Card Transactions			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
02 MAY	Payments AUTOMATIC PAYMENT	5,505.70-	
	Sub Total:	5,505.70-	
21 APR	Purchases TRYBOOKING*WVFIA SOUTH YARRA AUS	80.00	CEO Budget B/Fast
30 APR	BUSINESS SERVICES NOT ELSEWH BP KALANNIE OPT KALANNIE AUS	150.29	0462 CWI fuel P82
02 MAY	FUEL DISPENSER,AUTOMATED The Pelican Cafe Kalbarri AUS	131.00	0462 meals
12 MAY	EATING PLACES, RESTAURANTS BUNNINGS 308000 GERALDTON AUS	62.98	Desator Reany Mtg
	HOME SUPPLY WAREHOUSE STORES		NCC Job LHM1
	Sub Total:	424.27	
21 MAY	Interest, Fees & Government Charges CARD FEE	18.25	
	Sub Total:	18.25	

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions		
5,505.70	5,505.70 -	424.27	0.00	18.25	0.00	442.52	0.00

Corporate Card Statement

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

Cardholder Signature



Date

2/6/23

Transactions examined and approved



Manager/Supervisor Signature



Date

2/6/23

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.

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Corporate Card Statement

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

CARDHOLDER TRANSACTION DETAILS

Cardholder Name	Card Number	Credit Limit	Available Credit
Simon Lancaster	5163 2531 0083 4453	4,000	3,822.75

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
02 MAY	Payments AUTOMATIC PAYMENT Sub Total:	 3,384.45- 3,384.45-	
02 MAY	Purchases BRAYCO COMMERCIAL RIVERVALE AUS COMMERCIAL EQUIPMENT, NOT EL Sub Total:	 159.00 159.00	Job 1076 Nabawa Stadium Kitchen.
21 MAY	Interest, Fees & Government Charges CARD FEE Sub Total:	 18.25 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		
3,384.45	3,384.45 -	159.00	0.00	18.25	0.00	177.25	0.00

Corporate Card Statement

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

Cardholder Signature _____

Date 2/6/23

Transactions examined and approved.

Manager/Supervisor Signature _____

Date 2/6/2023

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.

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10.2.2 Policy Review CMP-050 Annual Wage Case Decisions	
Department	Finance, Governance & Corporate Services Finance Human Resources
Author	Dianne Raymond
Reference(s)	411.01
Attachment(s)	1. CMP 050 Annual Wage Decisions tracked changes [10.2.2.1 - 1 page] 2. Updated CM P-050 Annual Wage Decisions [10.2.2.2 - 1 page]

Voting Requirements

Simply Majority

Staff Recommendation

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

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 Western Australian Industrial Relations Commission (WAIRC) issues a State Wage Case General Order (State Wage Order) annually in June which sets the WA minimum wage for adults, apprentices and trainees, and adjusts wage rates under the State awards. The State Wage Order now applies to all Local Governments in WA (with the exception of the Shire of Christmas Island and the Shire of Cocos (Keeling) Islands). Local Governments must ensure that the wages paid to employees are the same as, or higher than, the State minimum wage.

Comment

As a general rule, many Local Governments provide much higher rates of pay than the State minimum wage which is important for the attraction and retention of staff. Annually WAIRC considers factors pertaining to the state of the economy and reviews the minimum wage. Submissions are sought from all sectors with the WA Local Government Association providing a response from the WA Local Government sector. Council sits as one of approximately 58 WA Local Governments out of 137 covered by either the State awards or the new state instrument – Local Government Industry Award 2020 industrial agreement, which are generally the smaller Salaries & Wages Tribunal band 4 Local Governments that have more limited revenue and capacity to pay. Council needs to

strike a balance between the need for fair wages to attract and retain essential skillsets with the requirement to carefully manage their budgets in the interest of their communities.

Statutory Environment

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

Local Government Act 1995 – Section 2.7(2)(b)

Role of Council

1. *The council:*
 1. *Governs the local government's affairs; and*
 2. *Is responsible for the performance of the local government's function.*

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:
HR & Induction Policy & Procedures
Finance Policy & Procedures

All of the Shire of Chapman Valley existing policies & procedures are reviewed annually by Senior Staff, with those being recommended for amendments, adoption or deletion presented to Council for consideration.

Financial Implications

Long Term Financial Plan

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

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

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

All Responsible Staff members are given 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.

There is a risk associated with the organisation's Policies and Management Procedures being antiquated and not relevant, which could lead to poor operations and possible areas of non-compliance with legislation.

CMP-050 National Annual Wage Case Decisions

MANAGEMENT PROCEDURE No.	CMP-050
MANAGEMENT PROCEDURE	<u>NATIONAL ANNUAL</u> WAGE CASE DECISIONS
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	14.120
RELEVANT DELEGATIONS	

OBJECTIVES:

To stipulate how the annual wage case decision reviews national wage increases are handed down to staff, irrespective of over-award payments already being made.

MANAGEMENT PROCEDURE STATEMENT:

All national annual reviewed wage case decisions (Commonwealth or State) relevant to this Local Government Authority will be passed onto all staff, unless otherwise resolved by Council to absorb all or part of any increase into existing above Award payments in place as part of the annual budget adoption process.

ADDITIONAL EXPLANATORY NOTES:

Current relevant awards affecting local government include Local Government Officers (WA 2021); Municipal Employees (WA 2021)

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

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32; 07/19-4

CMP-050 Annual Wage Case Decisions

MANAGEMENT PROCEDURE No.	CMP-050
MANAGEMENT PROCEDURE	ANNUAL WAGE CASE DECISIONS
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	14.120
RELEVANT DELEGATIONS	

OBJECTIVES:

To stipulate how the annual wage case decision reviews are handed down to staff, irrespective of over-award payments already being made.

MANAGEMENT PROCEDURE STATEMENT:

All annual reviewed wage case decisions (Commonwealth or State) relevant to this Local Government Authority will be passed onto all staff, unless otherwise resolved by Council to absorb all or part of any increase into existing above Award payments in place as part of the annual budget adoption process.

ADDITIONAL EXPLANATORY NOTES:

Current relevant awards affecting local government include Local Government Officers (WA 2021); Municipal Employees (WA 2021)

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

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32; 07/19-4

10.3 Chief Executive Officer

10.3.1	Write-off Outstanding Rate Interest
Department	Finance, Governance & Corporate Services Chief Executive Officer Finance
Author	Jamie Criddle
Reference(s)	Rate Assessment Numbers A1693, A 1064 & A1692
Attachment(s)	Nil

Voting Requirements

Absolute Majority

Staff Recommendation

That Council write-off a portion of interest on Rate Assessment Numbers A1693, A1064 & A1692 for the period (November 2022 to April 2023) due to an administrative error on Councils behalf totalling:

A1693	\$150.25
A1064	\$538.42
A1692	<u>\$680.39</u>
	\$1,369.06

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 have received correspondence from Matt & Brenda Williamson pertaining to statements received for outstanding Rates & Charges (including penalty interest) on lots 6822 (A1692), 6095, 6818, 5, 3, 4 (A1064), 6789 (A1692) which were part of the sale between DK Williamson and M & B Williamson on 2nd May 2023.

The sale occurred on 2nd November 2022 but due to Council's external rates contractor not picking up the change of ownership until Council bought the function back "in-house" and the error of ownership being corrected in early May. This meant that the new owners were not aware of the overdue amounts (including interest) until this time.

Once the new owners were aware of the outstanding amount, the rates were paid, they are now just questioning the interest charged during the November 2022 to April 2023 period and are happy to pay the remainder.

The Chief Executive Officer has delegated authority to write off amounts of under \$100, but in this case as there was an error on our part in sending the rate notices to the new owners, it seems fair that Council write-off a portion of interest (November 2022 to April 2023), but the remainder rest with the new owners.

A1693 \$150.25

A1064 \$538.42

A1692 \$680.39

 \$1,369.06

Comment

The total arrears owing on the assessments (\$19,755.42) rates with late payment interest fees (\$2,934.36) relates to these arrears.

Due to a changeover in staff (going from external back 'in-house'), a small error was picked up in that the rate record didn't update the ownership until recently (early May), resulting in the new owners (M & B Williamson) only receiving the overdue notice in early May.

Statutory Environment

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

6.12. Power to defer, grant discounts, waive or write off debts

- (1) *Subject to subsection (2) and any other written law, a local government may —*
- (a) *when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money;*
 - (b) *waive or grant concessions in relation to any amount of money; or*
 - (c) *write off any amount of money,*

which is owed to the local government.

** Absolute majority required.*

- (2) *Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.*
- (3) *The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.*
- (4) *Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.*

Policy/Procedure Implications

A Policy or Procedure is affected:
Finance Policy & Procedures

Delegation 3007 allows the Chief Executive Officer to write off penalty and legal fees up to the value of \$100.

Financial Implications

Budgetary Implications

The budget will be affected in the following ways:

Should Council approve the write-off of interest, the amount being written-off is \$1,369.06

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.

Consultation

Nil

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.

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

No reports submitted

14 Announcements by Presiding Member Without Discussion

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

Local Government Act 1995

Administration Part 5

Council meetings, committees and their meetings and electors'

meetings Division 2

s. 5.23

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 —

- (a) a matter affecting an employee or employees; and
- (b) the personal affairs of any person; and
- (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
- (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
- (e) a matter that if disclosed, would reveal —
 - (i) a trade secret; or
 - (ii) information that has a commercial value to a person; or
 - (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
- (f) a matter that if disclosed, could be reasonably expected to —
 - (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

- (ii) endanger the security of the local government's property; or
 - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety; and
 - (g) information which is the subject of a direction given under section 23(1a) of the 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 Item

Department

Finance, Governance & Corporate Services
Chief Executive Officer

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.

16 Closure