

*“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 19  
October 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

Cr Trevor Royce

#### **Officers**

Jamie Criddle, Chief Executive Officer

Simon Lancaster, Deputy Chief Executive Officer

Solataire Cameron, Minute Taker

#### **Visitors**

### **3.2 Apologies**

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

Nil

## 4 Public Question Time

### 4.1 Response to Previous Public Questions on Notice

Nil

### 4.2 Public Question Time

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

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

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

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

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

- (8) A member of the public shall have two minutes to submit a question.
- (9) The Council, by resolution, may agree to extend public question time.
- (10) Where an answer to a question is given at a meeting, a summary of the question and the answer is to be included in the minutes.

## 5 Applications for Leave of Absence

## 6 Disclosure of Interest

### Local Government Act 1995

#### Administration Part 5

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

#### s. 5.59

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

#### Section 5.60A:

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

#### Section 5.60B:

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

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

#### Regulation 34C (Impartiality):

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

## 7 Presentations

Local Government Act 1995  
SHIRE OF CHAPMAN VALLEY  
Standing Orders Local Law 2016

## **Part 6 - Public participation**

### **6.9 Deputations**

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

### **6.10 Petitions**

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

### **6.11 Presentations**

- (1) In this clause, a presentation means the acceptance of a gift or an award by the Council on behalf of the local government or the community.



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

### **7.1 Petitions**

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

### **7.2 Presentations**

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

### **7.3 Deputations**

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

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

### **Recommendation**

That the Minutes of the Ordinary Council Meeting held on 21 September 2023 be confirmed as true and accurate.

# ORDINARY COUNCIL MEETING

## Minutes

Meeting Date Thursday 21 September 2023

Meeting Time 8:30 am

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

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



SHIRE OF  
**Chapman Valley**  
*love the rural life!*

**Jamie Criddle**  
Chief Executive Officer

# Strategic Community Plan 2022-2032



## Snapshot

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#### COMMUNITY, HEALTH & LIFESTYLE

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- 1.2 Address identified ageing population issues
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#### ECONOMY & POPULATION

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Provide support for business development and local employment
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#### PHYSICAL & DIGITAL INFRASTRUCTURE

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#### GOVERNANCE & ACCOUNTABILITY

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- 5.2 Be accountable and transparent while managing human and physical resources effectively
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- 5.4 Ensure robust processes and guidelines for development

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## ACKNOWLEDGEMENT OF COUNTRY

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UNCONFIRMED MINUTES

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## 1 Declaration of Opening & Announcements of Visitors

The Deputy President welcomed elected members, staff and visitors to the council meeting and declaring the meeting open at 8:37 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

### 3 Record of Attendance

#### 3.1 Attendees

The following attended the council meeting:

##### **Elected Members**

Cr Darrell Forth (Deputy President)  
Cr Nicole Batten  
Cr Beverley Davidson  
Cr Elizabeth Elliott-Lockhart  
Cr Peter Humphrey  
Cr Catherine Low  
Cr Trevor Royce

##### **Officers**

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

##### **Visitors**

Nil

#### 3.2 Apologies

Cr Kirrilee Warr (President)

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

Nil

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## 4 Public Question Time

### 4.1 Response to Previous Public Questions on Notice

Nil

### 4.2 Public Question Time

Nil

## 5 Applications for Leave of Absence

Nil

## 6 Disclosure of Interest

Nil

## 7 Presentations

### 7.1 Petitions

The council has not received any petitions.

### 7.2 Presentations

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

### 7.3 Deputations

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

## 8 Confirmation of Minutes from Previous Meetings

### Council Resolution

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

That the Minutes of the Ordinary Council Meeting held on 17 August 2023 be confirmed as true and accurate.

**For** Cr Katie Low, Cr Beverley Davidson, Cr Elizabeth Elliott-Lockhart, Cr Darrell Forth, Cr Nicole Batten, Cr Peter Humphrey and Cr Trevor Royce

**Against** Nil

7 / 0  
**CARRIED UNANIMOUSLY**  
Minute Reference OCM 2023/09-1



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

Nil

UNCONFIRMED MINUTES

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## **10 Officer Reports**

### **10.1 Deputy Chief Executive Officer**

Nil

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## 10.2 Manager of Finance & Corporate Services

10.2.1	Financial Management Report
<b>Department</b>	Finance, Governance & Corporate Services Finance
<b>Author</b>	Dianne Raymond
<b>Reference(s)</b>	Nil
<b>Attachment(s)</b>	1. Financial Management Report [10.2.1.1 - 30 pages] 2. Budget by Program Internal Working document [10.2.1.2 - 7 pages]

### Voting Requirements

Simply Majority

### Staff Recommendation

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

### Council Resolution

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

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

**For** Cr Katie Low, Cr Beverley Davidson, Cr Elizabeth Elliott-Lockhart, Cr Darrell Forth, Cr Nicole Batten, Cr Peter Humphrey and Cr Trevor Royce

**Against** Nil

7 / 0

**CARRIED UNANIMOUSLY**  
**Minute Reference OCM 2023/09-2**

### 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.

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## **Comment**

The financial position at the end of July 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.

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<b>10.2.2</b>	<b>2023/2024 Fees and Charges Tier 3 Camping</b>
<b>Department</b>	Finance, Governance & Corporate Services Finance
<b>Author</b>	Dianne Raymond
<b>Reference(s)</b>	SCM 2023/08-3
<b>Attachment(s)</b>	1. 2023-2024 Schedule Fees & Charges (amended OCM September 2023) [10.2.2.1 - 14 pages]

### Voting Requirements

Absolute Majority

### Staff Recommendation

That Council amends the Tier 3 Camping Fees and Charges to a Donation Only requirement effective from 9<sup>th</sup> August 2023 and advertise as per the requirements for the Local Government Act 1995.

### Council Resolution

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

That Council amends the Tier 3 Camping Fees and Charges to a Donation Only requirement effective from 9<sup>th</sup> August 2023 and advertise as per the requirements for the Local Government Act 1995.

**For** Cr Katie Low, Cr Beverley Davidson, Cr Elizabeth Elliott-Lockhart, Cr Darrell Forth, Cr Nicole Batten, Cr Peter Humphrey and Cr Trevor Royce

**Against** Nil

**7 / 0**  
**CARRIED UNANIMOUSLY**  
**Minute Reference OCM 2023/09-3**

### 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

As part of the function of local government and its operations, each year the Council is required, under Section 6.2 of the Local Government Act 1995, to formally adopt its annual financial year budget, to enable the administration to carry out the defined services and programs and to raise revenue through rates and fees and charges. In preparation for the compilation of the 2023/2024 Annual Budget a proposed Schedule of Fees and Charges for 2023/2024 was distributed and discussed extensively for approval to list in the 2023/2024 Annual Draft Budget adopted on 9<sup>th</sup> August 2023.

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## Comment

During the workshops and distribution of various information to elected members an error has occurred which requires an amended 2023/2024 Schedule of Fees and Charges to be advertised to make a true & correct schedule. At the July 2022 Ordinary Council Meeting it was resolved to endorse the fees and charges for camping within the shire to become a tiered system as below:

**MOVED: Cr Forth****SECONDED: Cr Elliott-Lockhart**

### **COUNCIL RESOLUTION/STAFF RECOMMENDATION**

*That the proposed 2022/2023 Draft Fees and Charges for camping areas as presented below be endorsed and included into the 2022/2023 Annual Budget in accordance with the requirements of the Local Government Act 1995.*

- Tier 1 - \$15 per person per night; Pensioners \$10
- Tier 2 – \$10 per person per night
- Tier 3 – Donation only

**Council En Bloc Resolution**  
**Voting F7/A0**  
**CARRIED**  
**Minute Reference: 07/22-03**

Following the adoption of the Annual Budget at the August Special Meeting of Council the error for Tier 3 Camping Fees was highlighted and a correction to the schedule of fees and charges required.

All Tier 3 Camping Fees for all Reserves are set at a "Donation Only" for a maximum of two (2) nights - unless otherwise approved by CEO. The following reserves are listed as Tier 3:

- Fig Tree Crossing Reserve
- Yuna Golf Club Reserve
- Nabawa Oval Reserve

## Statutory Environment

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

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

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

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

*\* Absolute majority required.*

**(2)** *A fee or charge may be imposed for the following —*

- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*
- (b) supplying a service or carrying out work at the request of a person;*
- (c) subject to section 5.94, providing information from local government records;*
- (d) receiving an application for approval, granting an approval, making an inspection and issuing a license, permit, authorisation or certificate;*

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- (e) *supplying goods;*  
 (f) *such other service as may be prescribed.*  
 (3) *Fees and charges are to be imposed when adopting the annual budget but may be*  
 —  
 (a) *imposed\* during a financial year; and*  
 (b) *amended\* from time to time during a financial year.*  
 \* *Absolute majority required.*

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

- (1) *In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —*  
 (a) *the cost to the local government of providing the service or goods;*  
 (b) *the importance of the service or goods to the community; and*  
 (c) *the price at which the service or goods could be provided by an alternative provider.*  
 (2) *A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.*  
 (3) *The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service —*  
 (a) *under section 5.96;*  
 (b) *under section 6.16(2)(d); or*  
 (c) *prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.*  
 (4) *Regulations may —*  
 (a) *prohibit the imposition of a fee or charge in prescribed circumstances; or*  
 (b) *limit the amount of a fee or charge in prescribed circumstances.*

#### 6.18. *Effect of other written laws*

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

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

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

### **Policy/Procedure Implications**

Council Management Procedure CMP-019 incorporates a tiered system

### **Financial Implications**

No Financial Implications Identified.

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## **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.

#### **GOVERNANCE & ACCOUNTABILITY**

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

5.2.1 Asset Management.

5.2.2 Long Term Financial Management .

5.2.4 Effectively Engage and communicate with the community.

#### **Consultation**

Affected Senior Staff and relevant administration workers

#### **Risk Assessment**

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

UNCONFIRMED MINUTES



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<b>10.2.3</b>	<b>Finance, Audit &amp; Risk Management Committee Meeting Minutes</b>
<b>Department</b>	Finance, Governance & Corporate Services Finance
<b>Author</b>	Dianne Raymond
<b>Reference(s)</b>	403.05
<b>Attachment(s)</b>	1. Unconfirmed FARM Minutes September 2023 [10.2.3.1 - 96 pages]

### Voting Requirements

Simply Majority

### Staff Recommendation

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

### Council Resolution

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

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

**For** Cr Katie Low, Cr Beverley Davidson, Cr Elizabeth Elliott-Lockhart, Cr Darrell Forth, Cr Nicole Batten, Cr Peter Humphrey and Cr Trevor Royce

**Against** Nil

7 / 0  
**CARRIED UNANIMOUSLY**  
**Minute Reference OCM 2023/09-4**

### 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

The Shire of Chapman Valley Finance, Audit & Risk Committee (FARM) met on the 14 September 2023 via a TEAMS meeting. The Minutes of the meeting are supplied in the agenda item attachments.

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## **Comment**

The Shire of Chapman Valley Finance, Audit & Risk Committee met on the 14 September 2023 via a TEAMS meeting to discuss the outcomes of the Interim Audit conducted by Nexia on behalf of the Office of Auditor General.

The Minutes and recommendations from the Finance, Audit & Risk Committee meeting dated 14 September 2023 are presented for Council consideration.

The Annual Financial Report Interim Audit results for the year ending 30 June 2023 has been completed and results advised 14 August 2023. The focus of the interim audit was to evaluate the overall control environment, but not for the purpose of expressing an opinion on the effectiveness of internal control, and to obtain an understanding of the key business processes, risks and internal controls relevant to our audit of the annual financial report.

Management control issues have been highlighted, discussed with the Chief Executive Office and Manager Finance & Corporate Services. The report is and management comments are attached to the agenda item which the Finance, Audit & Risk Committee were able to discuss and determine if the resolutions are considered appropriate for this shire.

## **Statutory Environment**

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

## **Policy/Procedure Implications**

No Policy or Management Procedure affected.

## **Financial Implications**

No Financial Implications Identified.

## **Strategic Implications**

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

#### **GOVERNANCE & ACCOUNTABILITY**

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

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

## **Consultation**

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

## **Risk Assessment**

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

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### 10.3 Chief Executive Officer

10.3.1 Council Meeting Dates 2024	
<b>Department</b>	Finance, Governance & Corporate Services Chief Executive Officer
<b>Author</b>	Jamie Criddle
<b>Reference(s)</b>	401.09
<b>Attachment(s)</b>	Nil

#### Voting Requirements

Simply Majority

#### Staff Recommendation

That Council ordinary meeting time, dates and locations for the 2024 calendar year be discussed, adopted and advertised in accordance with the Local Government (Administration) Regulations:

DATE	MEETING LOCATION
15 February	Nabawa Chambers/Bill Hemsley CC (remove location not required)
21 March	Nabawa Chambers
18 April	Nabawa Chambers
16 May	Nabawa Chambers
20 June	Nabawa Chambers
18 July	Nabawa Chambers
15 August	Nabawa Chambers/Bill Hemsley CC (remove location not required)
19 September	Nabawa Chambers
17 October	Nabawa Chambers
21 November	Nabawa Chambers
19 December	Nabawa Chambers

#### Council Resolution

**Moved:** Cr Peter Humphrey **Seconded:** N/A

That Council ordinary meeting time, dates and locations for the 2024 calendar year be discussed, adopted and advertised in accordance with the Local Government (Administration) Regulations:

DATE	MEETING LOCATION
15 February	Bill Hemsley CC
21 March	Nabawa Chambers

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18 April	Nabawa Chambers
16 May	Nabawa Chambers
20 June	Nabawa Chambers
18 July	Nabawa Chambers
15 August	Bill Hemsley CC
19 September	Nabawa Chambers
17 October	Nabawa Chambers
21 November	Nabawa Chambers
19 December	Nabawa Chambers

**Motion Lapsed due to lack of a Seconder.**

**Council Resolution**

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

That Council ordinary meeting time, dates and locations for the 2024 calendar year be discussed, adopted and advertised in accordance with the Local Government (Administration) Regulations:

DATE	MEETING LOCATION
15 February	Bill Hemsley CC
21 March	Nabawa Chambers
18 April	Nabawa Chambers
16 May	Nabawa Chambers
20 June	Nabawa Chambers
18 July	Nabawa Chambers
15 August	Nabawa Chambers
19 September	Nabawa Chambers
17 October	Nabawa Chambers
21 November	Nabawa Chambers
19 December	Nabawa Chambers

**Motion withdrawn by Cr Elizabeth Elliott-Lockhart and Cr Trevor Royce**

**Council Resolution**

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

The Deputy Shire President put the motion withdrawal request to vote.

**For** Cr Katie Low, Cr Beverley Davidson, Cr Elizabeth Elliott-Lockhart, Cr Darrell Forth, Cr Nicole Batten, Cr Peter Humphrey and Cr Trevor Royce

**Against** Nil

**7 / 0**  
**CARRIED UNANIMOUSLY**  
**Minute Reference OCM 2023/09-5**

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

8:57 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,  
8.8 Speaking twice,  
8.9 Duration of speeches

**For** Cr Katie Low, Cr Beverley Davidson, Cr Elizabeth Elliott-Lockhart, Cr Darrell Forth, Cr Nicole Batten, Cr Peter Humphrey and Cr Trevor Royce

**Against** Nil

7 / 0

**CARRIED UNANIMOUSLY**  
**Minute Reference OCM 2023/09-6**

Discussion was undertaken on the item.

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

9:04 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 Beverley Davidson, Cr Elizabeth Elliott-Lockhart, Cr Darrell Forth, Cr Nicole Batten, Cr Peter Humphrey and Cr Trevor Royce

**Against** Nil

7 / 0

**CARRIED UNANIMOUSLY**  
**Minute Reference OCM 2023/09-7**

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

That Council ordinary meeting time, dates and locations for the 2024 calendar year be deferred until the meeting after the 2023 elections.

**For** Cr Katie Low, Cr Beverley Davidson, Cr Elizabeth Elliott-Lockhart, Cr Darrell Forth, Cr Nicole Batten, Cr Peter Humphrey and Cr Trevor Royce

**Against** Nil

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**7 / 0**  
**CARRIED UNANIMOUSLY**  
**Minute Reference OCM 2023/09-8**

**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**

After leaving the item on the table for discussion at the September ordinary meeting, council is now required under the Local Government Act 1995 to at least once a year set and advertise meeting dates, times and venues for Ordinary Council meetings for the next 12 month period.

Council has previously resolved in previous years to hold All OCM in Nabawa at the Council Chambers. In 2023 Council, after consultation with the Community resolved to hold the August meeting in the Western Regions (Bill Hemsley Community Centre) with the remainder of the ordinary Council Meeting to be held at the Nabawa Administration Building.

**MOVED: Cr Royce**

**SECONDED: Cr Elliott-Lockhart**

**COUNCIL RESOLUTION /STAFF RECOMMENDATION**

Council Ordinary Meeting time, dates and locations for the next Calendar Year as listed below be adopted and advertised in accordance with the Local Government (Administration) Regulations, to be reviewed in the February 2023 Ordinary Council Meeting:

<b>DATE</b>	<b>MEETING LOCATION</b>
16 February	Nabawa Chambers
16 March	Nabawa Chambers
20 April	Nabawa Chambers
18 May	Nabawa Chambers
15 June	Nabawa Chambers
20 July	Nabawa Chambers
17 August	Bill Hemsley Community Centre
21 September	Nabawa Chambers
19 October	Nabawa Chambers
16 November	Nabawa Chambers
14 December	Nabawa Chambers

*Note: All Ordinary Council Meetings are to commence at 8.30am.*

**Voting F8/A0**  
**CARRIED**  
**Minute Reference: 08/22-07**

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### Comment

Council meeting days were changed at the March 2022 OCM and are now held at Nabawa on the third Thursday of the month and Bill Hemsley Community Centre in August, commencing at 8.30am with the exception of January when no Ordinary Council Meeting is held. The proposed commencement time of meetings would be 9.00am.

There does not seem to be any clashes with dates throughout the year, but maybe amended with the correct notice as per the Local Government Act.

### 2024 Public Holidays

New Year's Day	Monday 1 January
Australia Day	Friday 26 January
Labour Day	Monday 4 March
Good Friday	Friday 29 March
Easter Sunday	Sunday 31 March
Easter Monday	Monday 1 April
Anzac Day	Thursday 25 April
Western Australia Day	Monday 3 June
King's Birthday	Monday 23 September
Christmas Day	Wednesday 25 December
Boxing Day	Thursday 26 December

There has also been further conversation surrounding the ability to hold Councils February Ordinary meeting to coincide with the Annual Electors meeting at the Bill Hemsley Community Centre.

Annual Electors meetings are required to be held by the local government by not more than 56 days after the local government accepts the annual report for the previous financial year. Provided the report is accepted after the 21<sup>st</sup> December 2023, the Annual Elector Meeting can coincide with the February 15 meeting in 2024. This may require a Special meeting but is obtainable.

Below are suggested meeting locations and dates for the 2024 Ordinary Council Meeting (OCM) with a NEW start time for these OCM's remaining at 9.00am:

DATE	MEETING LOCATION
15 February	Nabawa Chambers/Bill Hemsley CC
21 March	Nabawa Chambers
18 April	Nabawa Chambers
16 May	Nabawa Chambers
20 June	Nabawa Chambers
18 July	Nabawa Chambers
15 August	Nabawa Chambers/Bill Hemsley CC
19 September	Nabawa Chambers
17 October	Nabawa Chambers
21 November	Nabawa Chambers
19 December	Nabawa Chambers

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## **Statutory Environment**

Local Government (Administration) Regulations 1996 Clause 12 (1) states: Public notice of Council or Committee meetings – s 5.25(G)

At least once each year a local government is to give local public notice:

1. Of the dates, time and place of the ordinary council meetings;
2. The committee meetings that are required under the Act to be open to the members of the public or that are proposed to be open to members of the public are to be held in the next 12 months.

## **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.

5.3.2 Regular and relevant briefings to Elected Members.

## **Consultation**

The practice of relocating the Council Meetings has previously been discussed in the past and I believe this has proven to be successful as it portrays a clear indication Council will continue to reach out to the community.

## **Risk Assessment**

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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<b>10.3.2 Seroja Community Benefit &amp; Resilience Fund</b>	
<b>Department</b>	Development Service Emergency Management  Finance, Governance & Corporate Services Chief Executive Officer
<b>Author</b>	Jamie Criddle
<b>Reference(s)</b>	205.03
<b>Attachment(s)</b>	<ol style="list-style-type: none"> <li>1. Community Benefit Fund Application Form [10.3.2.1 - 5 pages]</li> <li>2. LG Resilience Fund Application Form [10.3.2.2 - 6 pages]</li> <li>3. 23 107444 Cyclone Seroja Community Benefit and Resilience Funding Programs - Shire of Chapman Valle [10.3.2.3 - 2 pages]</li> </ol>

### Voting Requirements

Simply Majority

### Staff Recommendation

That Council

1. Endorse an application to the Community Benefit Fund for additional Shire of Chapman Valley for resources that focusses on community development, projects that assist volunteer drain and removal of cyclone waste (including asbestos & abandoned buildings).
2. Endorse an application to the Local Government Resilience Fund to assist in the redevelopment of the Nabawa Recreation Centre; and
3. Note that additional funding will be required to complete point 2 above.

### Council Resolution

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

That Council

1. Endorse an application to the Community Benefit Fund for additional Shire of Chapman Valley resources that focusses on community development and wellbeing projects that assist volunteer drain and removal of cyclone waste (including asbestos & abandoned buildings).
2. Endorse an application to the Local Government Resilience Fund to assist in the redevelopment of the Nabawa Recreation Centre; and
3. Note that additional funding will be required to complete point 2 above.

**For** Cr Katie Low, Cr Beverley Davidson, Cr Elizabeth Elliott-Lockhart, Cr Darrell Forth, Cr Nicole Batten, Cr Peter Humphrey and Cr Trevor Royce

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**Against Nil**

7 / 0

**CARRIED UNANIMOUSLY**  
**Minute Reference OCM 2023/09-9****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**

On 13 June 2023 the State Recovery Controller – Cyclone Seroja wrote to the Shire of Chapman Valley to advise eligibility for two funding programs as a result of Cyclone Seroja recovery.

The first program is the Community Benefit Fund which allocates up to \$200,000 to the Shire to deliver local led recovery programs. No timeframe on expenditure applies.

The second program is the Local Government Resilience Fund which allocates up to \$500,000 to the Shire to improve the resilience of evacuation facilities and other community infrastructure, or to improve the resilience within the community. The timeframe on expenditure is two years with a possible time extension upon application.

The deadline for applications for both programs is 30 September 2023.

The purpose of this report is to seek desired Council outcomes prior to making a grant application to both programs.

**Comment**

Since the initial announcement, Council have regularly discussed a series of potential projects. During that discussion prospective projects were proposed and are now provided to Council to provide formal direction to assist the CEO in making application to the Department of Fire and Emergency Services under the Local Government Cyclone Seroja Funding Program.

**Community Benefit Fund**

The proposal for the Community Benefit Fund is for the Shire to provide a focus on several aspects within the Local Operational Recovery Plan (LORP). Whilst the finer detail of how this would work is yet to be determined, it is expected that coverage across the Shire district would be provided and would focus on community development, connecting community, community events, projects that assist volunteer drain and removal of cyclone waste (including asbestos & abandoned buildings). It must be noted that initially as part of the LORP discussions, the Shire's of Chapman Valley & Northampton were looking to resource share in the Economic Development sphere, but that position seems to have changed with Northampton going through a staff restructure. Council will now look at an alternative approach in developing Economic Development & Tourism strategies to progress.

**Local Government Resilience Fund**

The proposal under the Local Government Resilience Fund is to assist in the Redevelopment of the Nabawa Recreational Centre to a multi-purpose facility that would

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increase the Shire's capacity to respond during times of disaster, something that was severely limited by a lack of local infrastructure in the recovery period post the impact of Severe Tropical Cyclone (STC) Seroja which devastated the Mid-West region in April 2021. During times of non- disaster, the facility is a community sporting facility which is reaching the end of its useful life, even though sporting participation numbers continue to grow. There are significant social-economic benefits to delivering new community facilities to regional areas including enhanced community connectedness, improved community identity, elevated community development opportunities. Whilst \$500,000 would be insufficient to provide such a facility, Staff are currently working on additional funding as highlighted at the recent Special Meeting of Council to undertake a project such as this.

It is recommended that Council consider the options provided, or propose any alternate options, to enable grant applications to be made to the Community Benefit Fund and the Local Government Resilience Fund.

### **Statutory Environment**

Nil.

### **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 two funding programs could collectively provide \$700,000 to the Shire in 2023/24. Council should also give consideration to the replacement of significant infrastructure such as buildings as this will come with ongoing maintenance costs that will need to be provided on an annual basis.

### **Strategic Implications**

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

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

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

1.1.3 Identify all volunteers and determine their support needs.

### **Consultation**

Nil by the Shire of Chapman Valley, outside of Council discussion, however the redevelopment of the Nabawa Recreation Centre has been widely discussed along with the need to address volunteer drain and connect communities.

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### **Risk Assessment**

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

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

A Minor Environmental Risk of Level 2 - Which will likely result in contained, reversible impact managed by internal response.

UNCONFIRMED MINUTES

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## 11 Elected Members Motions

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

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

Nil

## 13 Delegates Reports

That council receive the following Delegates Reports.

Delegate	Details
Cr Kirrilee Warr (President)	Oakajee Community Chat
	Northern Country Zone Meeting
	CV Show – Minister Pappailli
	Special Council Meeting - CSRFF
	FARM Committee Meeting
Cr Darrell Forth (Deputy President)	Special Council Meeting - CSRFF
	Chapman Valley Show
	CV Agricultural Society debrief
	FARM Budget Meeting
Cr Nicole Batten	Oakajee SIA Community Chat (virtual) and follow up comms
	Chapman Valley Show
	Midwest Trails Development Meeting
Cr Elizabeth Elliott-Lockhart	Chapman Valley Show
Cr Peter Humphrey	Batavia LEMC Meeting
	John Hawes Foundation (Shire

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	Representative)
Cr Catherine Low	John Hawes Foundation Launch
	Special Council Meeting - CSRFF

#### **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**

The Council has no confidential items for consideration.

#### **16 Closure**

The Shire Deputy President thanked Elected Members and Staff for their attendance and closed the Ordinary Council Meeting 21 September 2023 at 9:41 am.

UNCONFIRMED MINUTES

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

## 10 Officer Reports

### 10.1 Deputy Chief Executive Officer

<b>10.1.1</b>	<b>Proposed Outbuilding - 27 (Lot 115) Richards Road, Buller</b>
<b>Department</b>	Development Service Planning
<b>Author</b>	Simon Lancaster
<b>Reference(s)</b>	A1869
<b>Attachment(s)</b>	1. application [10.1.1.1 - 4 pages] 2. received submissions [10.1.1.2 - 5 pages] 3. applicants response [10.1.1.3 - 1 page]

### Voting Requirements

Simply Majority

### Staff Recommendation

That Council grant formal planning approval for an outbuilding with habitable compartment upon 27 (Lot 115) Richards Road, Buller subject to the following conditions:

- 1 The development must be reduced from 6.28m overall/gable height to 5.5m overall/gable height and the fill height must not exceed 0.25m above natural ground level at its highest/western point.
- 2 The development must not be used for commercial or industrial purposes.
- 3 The walls and roof of the development are to be of materials, finish and colours that are complementary to the existing residence upon the property to the satisfaction of the local government.
- 4 The installation and maintenance of landscaping upon the property for the purpose of reducing the visual impact of the development to the satisfaction of the local government.
- 5 All stormwater must be contained and disposed of on-site to the satisfaction of the local government.
- 6 Any soils disturbed or deposited on site shall be stabilised to the satisfaction of the local government.
- 7 If the development/land use, the subject of this approval, is not substantially commenced within a period of two years after the date of determination, the approval shall lapse and be of no further effect.

Notes:

- (a) Where an approval has so lapsed, no development/land use shall be carried out without the further approval of the local government having first been sought and obtained.
- (b) If an applicant is aggrieved by this determination there is a right (pursuant to the *Planning and Development Act 2005*) to have the decision reviewed by the State Administrative Tribunal. Such application must be lodged within 28 days from the date of determination.



## Disclosure of Interest

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

## Background

Council is in receipt of an application for a brick walled and colorbond roofed outbuilding upon 27 (Lot 115) Richards Road, Buller that exceeds the side boundary setback requirements of State Planning Policy 7.3-Residential Design Codes ('R-Codes') and the floor area and height requirements of the Shire of Chapman Valley 'Outbuildings' Local Planning Policy.

The application has been advertised for comment and 3 supporting submissions were received and 2 objections, both in relation to the proposed outbuilding height. No objections were received in relation to the proposed reduced boundary setback or floor area aspects of the development. The applicant has advised that they wish to modify their proposed development and reduce the outbuilding height in response to the issues raised in the received objections.

This report recommends approval of the outbuilding at the modified height.

**Figure 10.1.1(a) – Location Plan for 27 (Lot 115) Richards Road, Buller**



## Comment

Lot 115 is a 4,008m<sup>2</sup> property on the western side of Richards Road in the Wokarena Heights Estate that contains a single storey brick walled, colorbond roof residence. The property slopes down from the 51.5m contour in the north-east corner to the 47.5m contour in the south-western corner.

**Figure 10.1.1(b) – Aerial Photo of 27 (Lot 115) Richards Road, Buller**



The proposed outbuilding, being 228.36m<sup>2</sup> in area (comprising 175.32m<sup>2</sup> enclosed area and 53.03m<sup>2</sup> lean-to area) exceeds the maximum 180m<sup>2</sup> floor area requirement of the Shire of Chapman Valley Outbuildings Local Planning Policy for the 'Residential R2.5' zone.

The outbuilding is also proposed to contain both Class 1a (deemed habitable under the Building Code of Australia) and Class 10 (non-habitable) components with a 59.02m<sup>2</sup> habitable compartment comprising 2 bedrooms, living room/kitchen and bathroom/toilet at the western end of the structure, and the eastern end used for vehicle storage accessed by roller doors.

The proposed outbuilding (as originally lodged and subsequently advertised) had a wall height of 3.5m and a total height of 6.28m which exceeds the maximum 4m wall height/5m total height requirements of the Shire of Chapman Valley Outbuildings Local Planning Policy for the 'Residential R2.5' zone.

The outbuilding is proposed to be sited 7.5m from the rear (western) boundary and 1.5m from the side (northern) boundary which is a variation to the R-Codes recommendation of a setback distance of 7.5m from (non-front) boundaries in the 'Residential R2.5' zone.

A copy of the originally received (and advertised) application and the applicant's supporting correspondence has been provided as **separate Attachment 10.1.1.1**.

Due to the application proposing variation to the area and height requirements of the Outbuildings Policy and the side boundary setback requirements of the R-Codes, the Shire advertised the application inviting comment prior to this application being presented to a meeting Council for determination. 5 submissions were received, 3 in support of the application and 2 in objection, and copies of the submissions are provided as **separate Attachment 10.1.1.2**. The objections related to the proposed height of the building only and objecting comments were not received in regards to other aspects of the proposal (e.g. boundary setback reduction, floor area, materials etc.). Further detail on the advertising period is provided in the Consultation section of this report.

The applicant was provided with redacted copies of the submissions and the opportunity to respond to the issues raised. The applicant has submitted correspondence, provided as **separate Attachment 10.1.1.3** advising that they wished to modify their proposed outbuilding by reducing the overall height by 0.78m in response to the concerns raised in the

advertising period. The modified outbuilding would have a wall height of 3.9m and overall height of 5.5 instead of the previous 3.5m wall height and 6.28m overall height.

The applicant also provided further information on the intended building aesthetic, materials, colour palette and purpose of the building to provide storage for a boat and caravan.

**Figure 10.1.1(c) – View looking west at Lot 115 from Richards Road**



**Figure 10.1.1(d) – View looking south-west towards Lot 115 (across Lot 114) from Richards Road**



**Figure 10.1.1(e) – View looking north towards Lot 115  
(across Lot 116) from Hilltop Loop**



**Figure 10.1.1(f) – View looking east towards Lot 115 (across Lot 119) from Dune Vista**

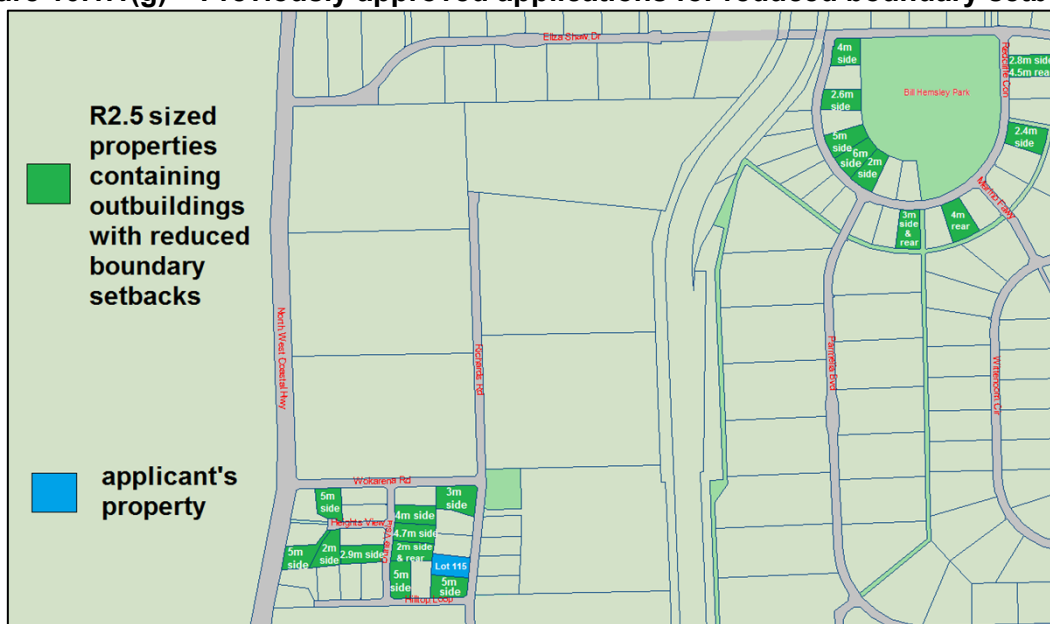


It is considered that the modified outbuilding design could be supported on the following basis:

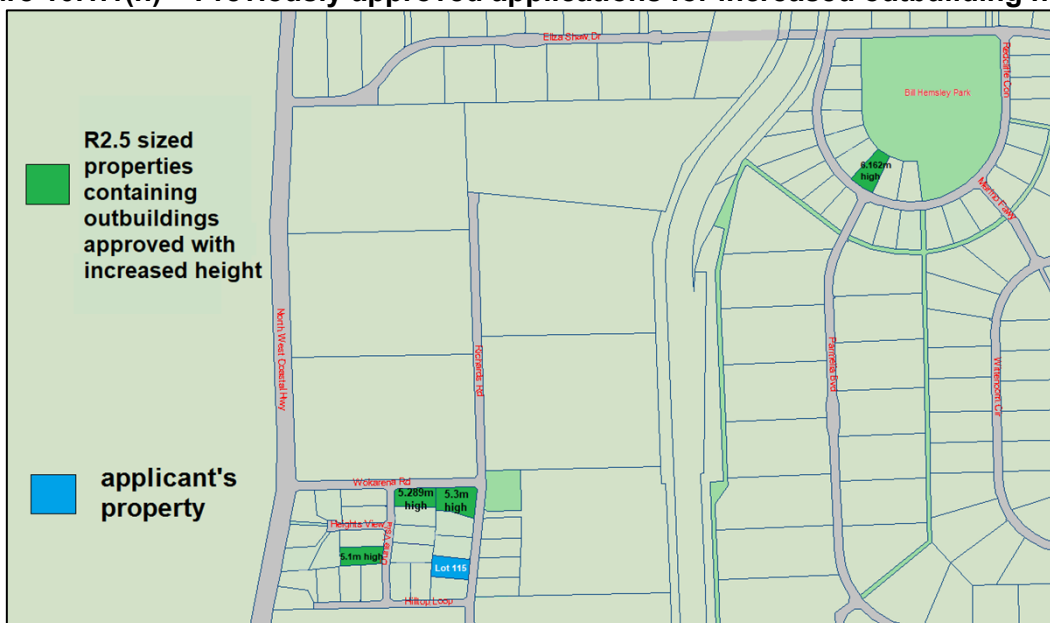
- the outbuilding would not be a typical metal walled/metal roofed shed with elevations containing just blank sheeting, but instead a brick walled/colorbond roofed structure with architectural features on every elevation;
- the outbuilding would be clad in materials designed to match in with the existing house;

- whilst the outbuilding, being 228.36m<sup>2</sup> in area would exceed the 180m<sup>2</sup> policy requirement, it is noted that 175.32m<sup>2</sup> of the structure would be enclosed and the additional area would be a 53.03m<sup>2</sup> open-sided lean-to that would have a lesser visual impact;
- the outbuilding would be set in cut and fill earthworks so that the north-eastern corner of the outbuilding would be approximately 0.5m below natural ground level and the floor level of the structure would be approximately 0.25m above natural ground level at its highest point in the south-western corner. This would result in the modified 5.5m high outbuilding meeting the overall 5m height policy requirement for the eastern portion of the floor area and the western end only would exceed the overall height requirement;
- the outbuilding would meet the 4m wall height policy requirement for the majority of the floor area being 3.4m above natural ground level in the north-eastern corner, and would only exceed the 4m requirement by 0.15m at its highest point in the south-western corner;
- when the application was advertised for comment to surrounding landowners no objections were raised regarding the proposed variations to the standard floor area or boundary setback requirements;
- when the application was advertised for comment it was the issue of the height of the outbuilding that gave rise to objections and the applicant has given regard to this issue by proposing to reduce the outbuilding height by 0.78m;
- the outbuilding would enable items to be stored securely and out of the elements which would be of benefit to the applicant, but also result in them being stored out-of-sight which would be an amenity benefit for the neighbours;
- the reduced 1.5m side boundary setback would be on the open-sided lean-to side of the outbuilding which may be considered as less visually impactful than were it to be an enclosed wall;
- the combining of the 59.02m<sup>2</sup> granny flat with the 169.34m<sup>2</sup> shed into a single 228.36m<sup>2</sup> structure would create a lesser overall visual impact than the building of 2 separate structures which under the policy requirements can be up to 160m<sup>2</sup> granny flat and 180m<sup>2</sup> shed each;
- the reduction in the side boundary setback R-Code requirements would not be out of character with the surrounding area where a number of buildings have been approved with a reduced setback in the Wokarena Heights Estate as illustrated in Figure 10.1.1(g);
- the approval of the modified outbuilding would not be out of character with the surrounding area where a number of outbuildings have been approved at heights above the policy requirement of 5m above natural ground level in the R2.5 zone due to the sloping nature of the land and the need for cut and fill earthworks to achieve a levelled building site and address drainage aspects as illustrated in Figure 10.1.1(h).

**Figure 10.1.1(g) – Previously approved applications for reduced boundary setbacks**



**Figure 10.1.1(h) – Previously approved applications for increased outbuilding height**



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

*“That Council refuse the application for an outbuilding with habitable compartment upon 27 (Lot 115) Richards Road, Buller for the following reasons:*

- 1 The development is considered contrary to Sections 9, 16 & 37 of the Shire of Chapman Valley Local Planning Scheme No.3.*
- 2 The development is considered contrary to Clause 67 of the deemed provisions of the Planning and Development (Local Planning Schemes) Regulations 2015.*
- 3 The development is considered contrary to the objectives and requirements of the Shire of Chapman Valley Local Planning Policy 1.4 – Outbuildings.*

- 4 *The development is considered contrary to the objectives and requirements of the Shire of Chapman Valley Local Planning Policy 1.1 – Ancillary Dwellings.*
- 5 *Approval of this application may well set an undesirable precedent for future variation to the Shire’s statutory and strategic planning requirements.*

*Advice Note:*

- (a) *If an applicant is aggrieved by this determination there is a right (pursuant to the Planning and Development Act 2005) to have the decision reviewed by the State Administrative Tribunal. Such application must be lodged within 28 days from the date of determination.*
- (b) *Council issue delegated authority to the Shire CEO to approve a modified outbuilding application (in the event that such an application is received) that proposed the 1.5m side boundary setback variation but was modified so that the outbuilding was not greater than the 180m<sup>2</sup> floor area, and 4m wall height/5m total height requirements of the Shire of Chapman Valley Outbuildings Local Planning Policy for the ‘Residential R2.5’ zone.”*

## **Statutory Environment**

The report complies with the requirements of the:

Shire of Chapman Valley Local Planning Policy

Shire of Chapman Valley Local Planning Scheme No.3

Planning & Development (Local Planning Schemes) Regulations 2015

27 (Lot 115) Richards Road, Buller is zoned ‘Residential R2.5’ under Shire of Chapman Valley Local Planning Scheme No.3 (‘the Scheme’).

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

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

The proposed development whilst bearing many of the design features of a shed in that it would be used for storage of items and built (in part) to a Class 10 (non-habitable) standard can not be entirely deemed as such as it does not meet the definition for an Outbuilding provided by the R-Codes:

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

Similarly given that the majority of the floor area for the proposed development would be constructed to a Class 10 (non-habitable) standard, and that many of the design features of the development would be that of a shed (e.g. 4 large roller doors) the application can not be considered entirely to meet the definition of an Ancillary Dwelling, which is defined by the R-Codes as being:

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

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

- “(4) The local government may, in respect of a use that is not specifically referred to in the zoning table and that cannot reasonably be determined as falling within a use class referred to in the zoning table —
- (a) determine that the use is consistent with the objectives of a particular zone and is therefore a use that may be permitted in the zone subject to conditions imposed by the local government; or
  - (b) determine that the use may be consistent with the objectives of a particular zone and advertise under clause 64 of the deemed provisions before considering an application for development approval for the use of the land; or
  - (c) determine that the use is not consistent with the objectives of a particular zone and is therefore not permitted in the zone.

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

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

The applicant is seeking to site the development 1.5m from the side property boundary. Section 5.1.3.C3.1 and Table 1 of the R-Codes recommend a 7.5m side boundary setback for R2.5 zoned properties.



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

*“Exceptions to basic setback provisions  
 Consideration of setbacks should have regard to the natural ground level, shape, development and orientation of adjoining lots.  
 A reduction to the R-Codes deemed-to-comply setback requirements should only be considered where it can be demonstrated this is preferable for practical or aesthetic reasons, and will not be to the detriment of the amenity of adjoining properties, particularly where the reduced setback may result in increased overshadowing, overlooking or lack of privacy. In these situations the building design would need to address the design principles of clause 5.1.3.”*

### Policy/Procedure Implications

A Policy or Procedure is affected:  
 Planning and Development Policy & Procedures

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

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

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

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

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

Section 6.2 of the Outbuildings Policy sets the following size criteria for the R2.5 zone.

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

*\* heights are to be measured from natural ground level*

The proposed outbuilding, being 228.36m<sup>2</sup> in area (comprising 175.32m<sup>2</sup> enclosed area and 53.03m<sup>2</sup> lean-to area) does not comply with the requirements of the Outbuildings Policy which establishes a 180m<sup>2</sup> maximum area for the Residential R2.5 zone.

The building (as originally submitted) would also exceed the Outbuildings Policy requirement of 4m maximum wall height/5m maximum overall height for the Residential R2.5 zone, as it had a 6.28m gable height. The modified outbuilding with a 5.5m gable height would comply with the outbuilding height requirement at its eastern end as it would be approximately 0.5m below natural ground level, but at its western end would be approximately 0.25m above natural ground level, making for a total height of 5.75m as measured from natural ground level.

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

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

A copy of the Outbuildings Local Planning Policy can be viewed at the following link:  
[SoCV\\_LPP\\_1\\_4\\_Outbuildings.pdf \(chapmanvalley.wa.gov.au\)](https://www.chapmanvalley.wa.gov.au/SoCV_LPP_1_4_Outbuildings.pdf)

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

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

Section 6.2 of the Ancillary Dwellings Policy sets the following size criteria for the R2.5 zone.

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

The development would comply with this requirement in that the Class 1a (deemed habitable under the Building Code of Australia) component would be 59.02m<sup>2</sup>, however, the total 228.36m<sup>2</sup> floor area would be over the 160m<sup>2</sup> policy requirement.

A copy of the Ancillary Dwellings Local Planning Policy can be viewed at the following link:  
[SoCV\\_LPP\\_1\\_1\\_Ancillary\\_Dwellings.pdf \(chapmanvalley.wa.gov.au\)](https://www.chapmanvalley.wa.gov.au/SoCV_LPP_1_1_Ancillary_Dwellings.pdf)

However, Council might consider that the design of the building, being a brick walled structure with design features on each elevation such as windows, doors and lean-to, warrants some consideration with regard for both policies.

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

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

It may be considered that approving the combined 228.36m<sup>2</sup> structure (comprising a 59.02m<sup>2</sup> granny flat with the 169.34m<sup>2</sup> shed) would create a lesser overall visual impact than the building of 2 separate structures which under the policy requirements can be up to a 160m<sup>2</sup> granny flat and 180m<sup>2</sup> shed each.

### **Financial Implications**

No Financial Implications Identified.

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

### **Strategic Implications**

Lot 115 is located within the Wokarena Heights Structure Plan which is a 142.79ha area located 8km north of the Geraldton CBD. The subject land is bounded by the North West Coastal Highway to the west, Parkfalls Estate to the north, the former Geraldton-Northampton railway alignment/potential Highway realignment to the east, and the Drummonds Heights Estate to the south. At time of the Structure Plan's preparation the Wokarena Heights area consisted of 11 individually owned lots (8 of which contained a residence) the majority of which were square in shape, 12ha in size and contained rural lifestyle uses.

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

The Wokarena Heights Structure Plan allows for the eventual creation of 253 x 4,000m<sup>2</sup> residential lots, with 29 of these now having been created, and a subdivision for a further 25 lots expected to be completed in 2023.

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

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

1.2 Address identified ageing population issues.

1.2.1 Advocate for current and future services and housing needs.

#### **ENVIRONMENT & SUSTAINABILITY**

3.2 Maintain the rural identity of the Shire.

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

## Consultation

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

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

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

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

The Shire wrote to the 13 surrounding landowners on 25/8/23 providing details of the application and inviting comment upon the proposal prior to 22/9/23, a sign was also erected on-site to advise of the received application and the opportunity for comment, and a copy of the application and background explanatory information was displayed on the Shire website.

At the conclusion of the advertising period 5 submissions had been received, 3 in support of the application and 2 in objection, and copies of these have been provided as **separate Attachment 10.1.1.2**. The objections were focused on the proposed height of the outbuilding rather than other aspects.

The applicant was provided with redacted copies of the submissions and the opportunity to respond to the issues raised. The applicant has submitted correspondence, provided as **separate Attachment 10.1.1.3** that proposes to reduce the outbuilding height from 6.28m to 5.5m in response to the received objections.

**Figure 10.1.1(i) – Consultation Summary Map**



## Risk Assessment

No Risks have been Identified.

22<sup>nd</sup> August 2023

Shire of Chapman Valley, PO Box 1 NABAWA, WA 6532

Attn: Planning Approval

We are applying for planning approval of the attached shed plans for Lot 115 (27) Richards Road, Buller, as the proposed lean-to and shed exceeds the maximum height and encroaches on the north side boundary setback (as per Residential Codes zone R2.5).

Our proposed shed will be positioned 5m from the northern side boundary with a 3.5m lean to on the northern side resulting in the proposed finished building being sited 1.5m from the side boundary. This positioning allows for the lean-to and front roller doors to line up with our existing driveway making the shed and undercover parking easily accessible for regularly used work vehicles (truck/ute and trailer) without requiring the unhitching, reversing or turning of vehicles when returning home (when our children are more likely to be playing outside). The ability to easily park work vehicles undercover and in the shed will improve the appearance of the property from the street and avoid the potential for expensive items contained within work vehicles to be out in the open/close to the street front.

Situating the building closer to the side boundary will allow for full use of our property and result in better management of water run-off from Richards Road (which currently runs straight down our driveway), we will be diverting this run off towards a soak-well to the southern side of the proposed shed site. Furthermore, we feel the reduced side boundary set-back will be a more aesthetically pleasing view from the street (Richards Road) with easier management of weeds/rubbish blowing against the fence.

The proposed shed will also exceed the maximum height for wall and total height as per the R2.5 requirements. Our shed/lean-to has been designed to match the current raking and window layout of our house and patio; to continue with the aesthetic of the house, the shed will also be built with matching single course bricks. The increased height will also allow for the parking of trucks and caravans undercover and away from the street frontage.

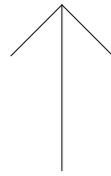
We will be directing the storm water run-off from the roof of the shed straight into rainwater tanks already in place directly behind the proposed shed site.

Thank you for taking time to consider this application for planning approval.

Kind Regards,

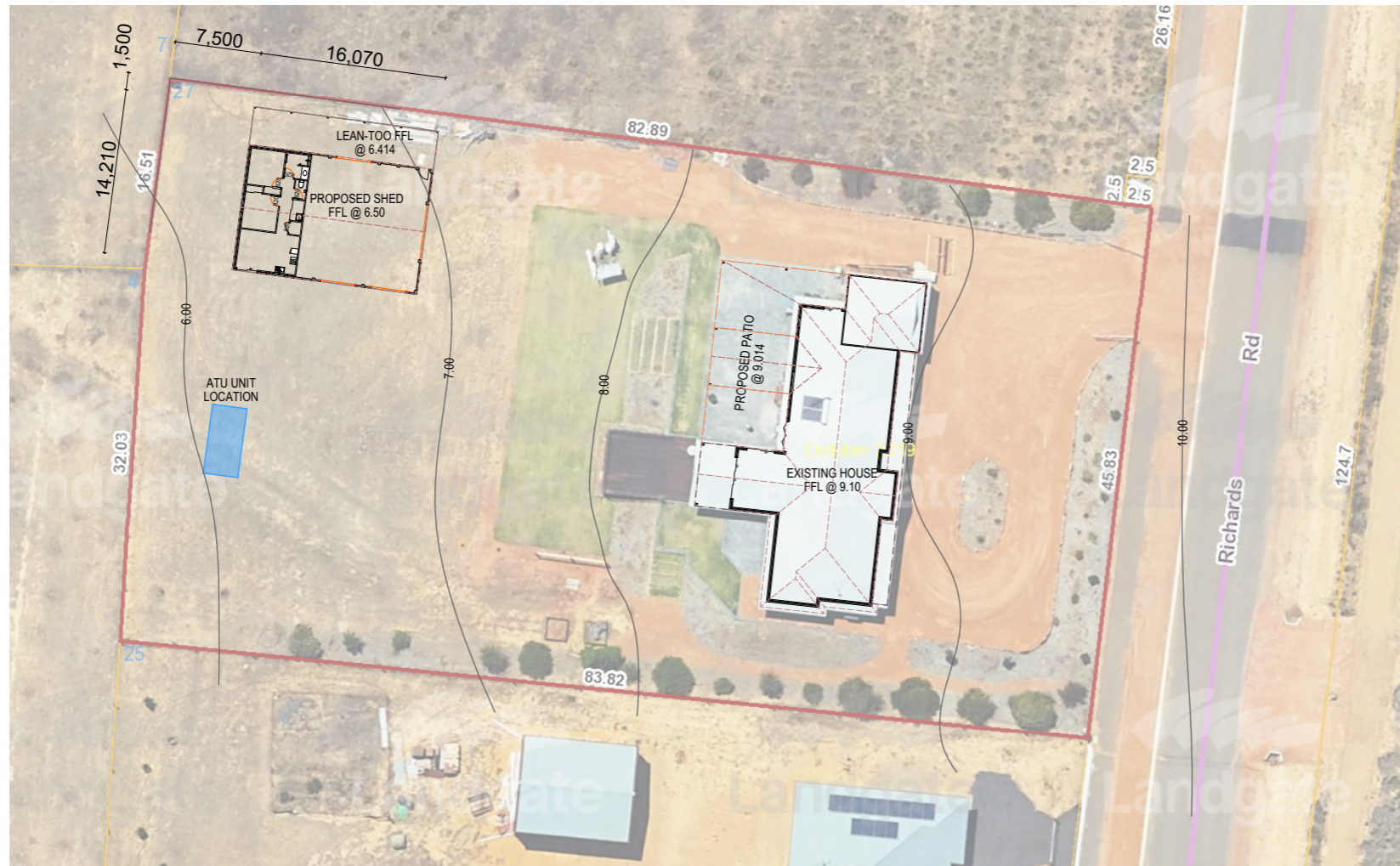
Ben and Fiona Shanks

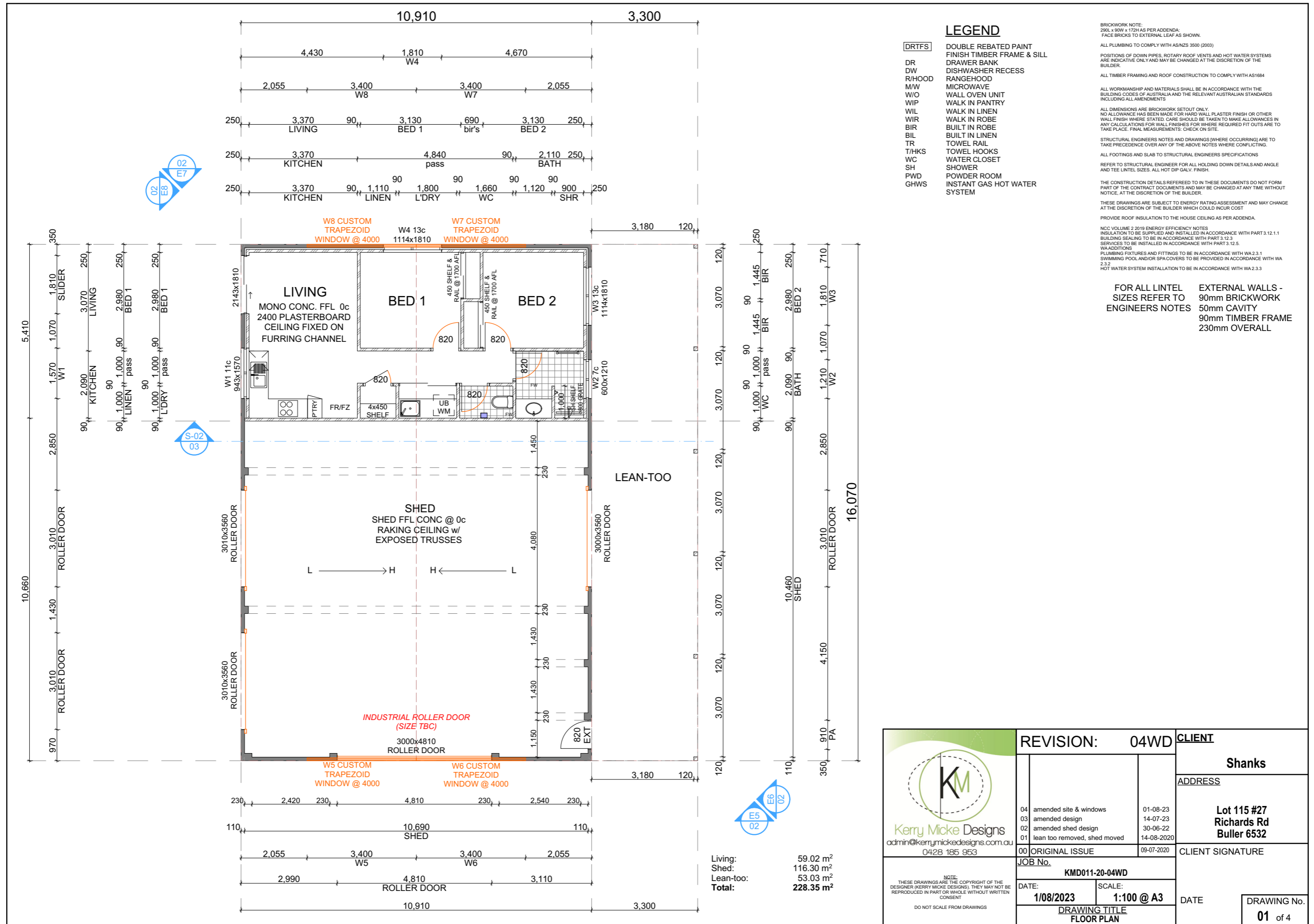
27 Richards Road, Buller

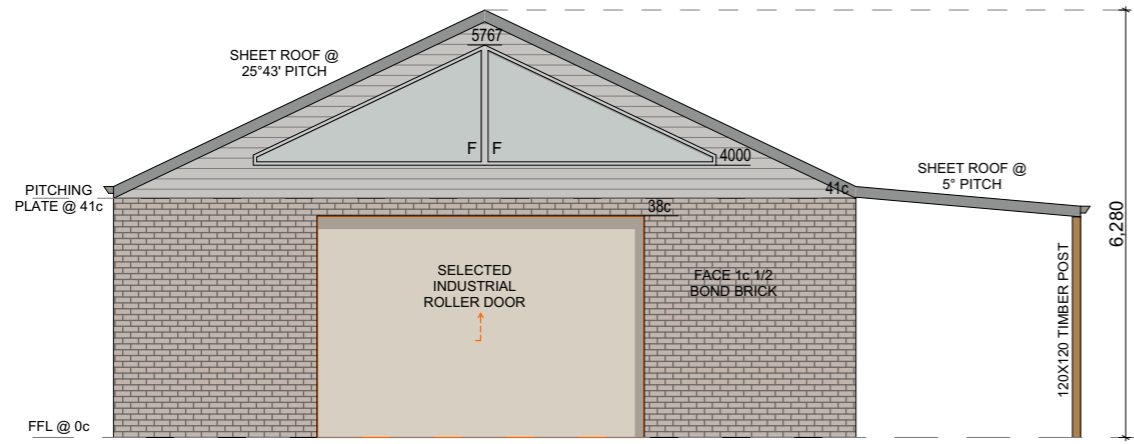


Kerry Micke Designs  
 admin@kerrymickedesigns.com.au  
 0428 185 953

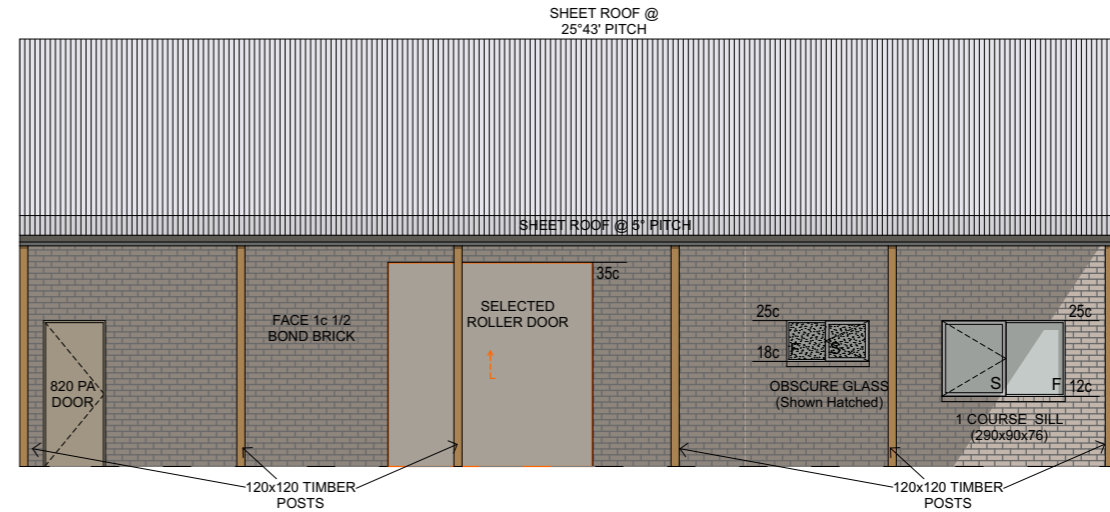
<b>CLIENT</b>	
<b>Shanks</b>	
SCALE: <b>1:500 @ A3</b>	JOB No. KMD011-20-04WD
DATE 1/08/2023	DRAWING TITLE SITE PLAN
<b>REVISION: 04WD</b>	
04 amended site & windows	01-08-23
03 amended design	14-07-23
02 amended shed design	30-06-22
01 lean too removed, shed moved	14-08-2020
00 ORIGINAL ISSUE	09-07-2020
<b>REVISION</b>	
<small>NOTE: THESE DRAWINGS ARE THE COPYRIGHT OF THE DESIGNER (KERRY MICKE DESIGNS). THEY MAY NOT BE REPRODUCED IN PART OR WHOLE WITHOUT WRITTEN CONSENT DO NOT SCALE FROM DRAWINGS</small>	
<b>CLIENT SIGNATURE</b>	
DATE	DRAWING No. <b>04</b> of 4



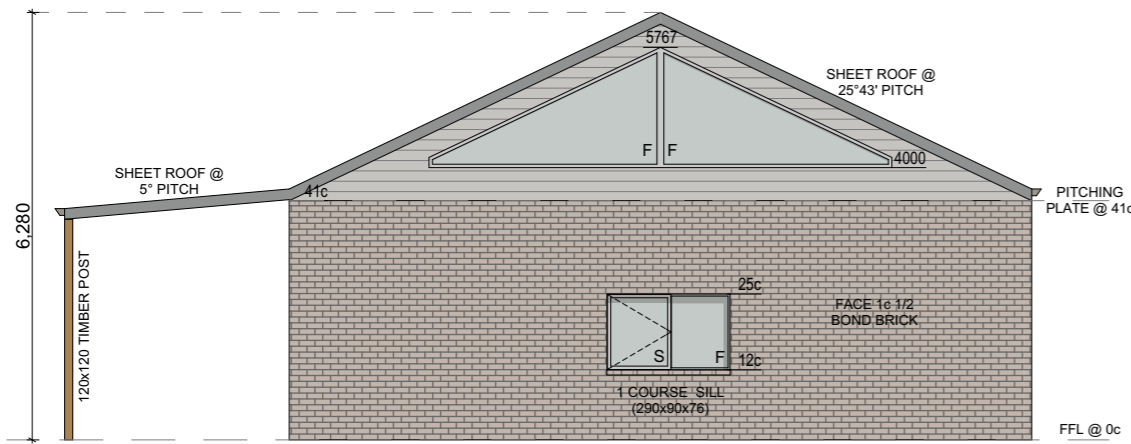




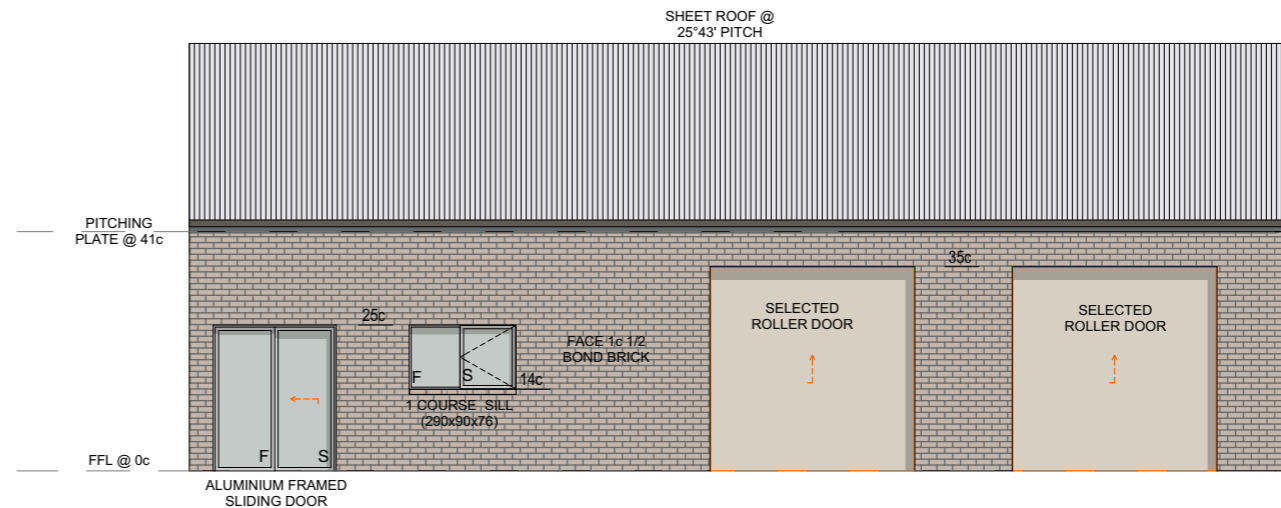
ELEVATION 5




ELEVATION 6



ELEVATION 7



ELEVATION 8

 <p>Kerry Micke Designs admin@kerrymickedesigns.com.au 0428 185 953</p>	<b>REVISION: 04WD</b>		<b>ADDRESS</b>  Lot 115 #27 Richards Rd Buller 6532	<b>CLIENT</b>  Shanks		NOTE: THESE DRAWINGS ARE THE COPYRIGHT OF THE DESIGNER (KERRY MICKE DESIGNS). THEY MAY NOT BE REPRODUCED IN PART OR WHOLE WITHOUT WRITTEN CONSENT.  DO NOT SCALE FROM DRAWINGS	
	03 amended design 14-07-23 02 amended shed design 30-06-22			JOB No. KMD011-20-04WD			CLIENT SIGNATURE
	00 ORIGINAL ISSUE 09-07-2020			SCALE: 1:100 @ A3 DATE: 1/08/2023			
	REVISION			DRAWING TITLE ELEVATIONS			DRAWING No. <b>02</b> of 4





# DEVELOPMENT APPLICATION SUBMISSION FORM

DATE	06 SEP 2023
FILE	Shire Reference: A1869
RECORD	CR2375956

**Proposed Outbuilding - 27 (Lot 115) Richards Road, Buller**

Name: [REDACTED]

Postal Address: [REDACTED]

Phone Number: [REDACTED]

**SUBMISSION:**     Support                       Object                       Indifferent

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

*In full support of proposed building.*

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Signature: [REDACTED]                      Date: *6.9.23*

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

**NOTE:** *The local government in determining the application will take into account the submissions received but is not obliged to support those views.*

**Submissions Close: 4:00pm Friday 22 September 2023**



# DEVELOPMENT APPLICATION SUBMISSION FORM

DATE	06 SEP 2023
FILE	Shire Reference: A1869
RECORD	CR2328985

**Proposed Outbuilding - 27 (Lot 115) Richards Road, Buller**

Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

SUBMISSION:     Support                       Object                       Indifferent

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

We strongly object to the height of the building. Our first shed to house our caravan could only be 3.6m wall height as council knocked back anything higher.

Another neighbour built a 4m wall height shed. We applied and built a shed with 4m high walls and 5m total roof height. We were able to fit our caravan and machinery within this easily.

The 3.5m wall shed does not need a 6.28m total height roof. This would be an eye sore from our property and certainly not within the bounds of zoning or in keeping with the rest of the neighbourhood.

Signature: \_\_\_\_\_ Date: 05/09/2023

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

**NOTE:** *The local government in determining the application will take into account the submissions received but is not obliged to support those views.*

**Submissions Close: 4:00pm Friday 22 September 2023**







Upon taking into consideration the submissions from our neighbours objecting to the original height of the planned shed we have decided that we can compromise on the overall height of the building (and therefore matching the pitch to our house); we propose an alternative option of 3.9m walls with a 5.5m gable/overall height in order to maximise the pitch of the gable and allow for boat/caravan storage while reducing the overall height by >700mm.

We believe this will reduce the negative visual impact to our neighbours across the road and will sit lower in their view than our existing house.

With regards to the comment about 'the building being an eyesore' we have designed the shed as a brick/colour bond construction that will tie-in/match our existing building (an attempt to improve the overall aesthetic of adding a shed to our property); see below pictures as example of building aesthetic.

Bricks: San Selmo Reclaimed Reclaimed Original (closest match for the bricks of our existing house we can find); Gutter/Downpipes: Basalt Colourbond; Roof: Shale Grey Coloubond



Examples of building aesthetic we are trying to achieve with timber look front roller door and window in the gable (however our proposed building will have brick side walls as well).



Thank you,  
Ben and Fiona Shanks

## 10.2 Manager of Finance & Corporate Services

10.2.1	Financial Management Reports
<b>Department</b>	Finance, Governance & Corporate Services Finance
<b>Author</b>	Beau Raymond
<b>Reference(s)</b>	Nil
<b>Attachment(s)</b>	1. Financial Management Reports - August 2023 [10.2.1.1 - 30 pages] 2. Financial Management Reports - September 2023 [10.2.1.2 - 33 pages]

### Voting Requirements

Simply Majority

### Staff Recommendation

That Council receives the financial management reports supplied under separate cover for the months of August 2023 and September 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 August 2023 & September 2023 are detailed in the monthly management reports provided as separate attachments 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 August 2023**

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

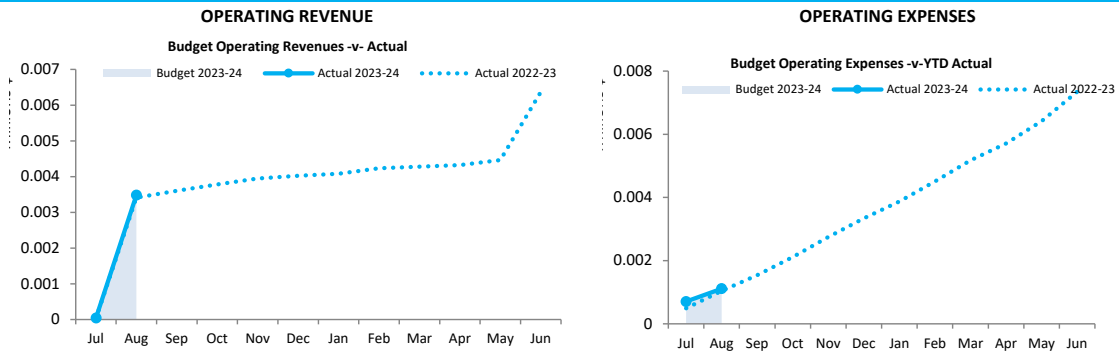
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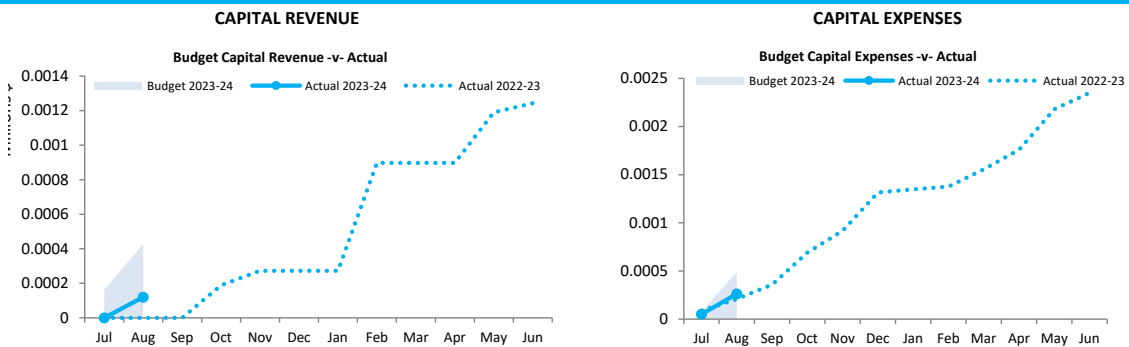
**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 AUGUST 2023**

**SUMMARY INFORMATION - GRAPHS**

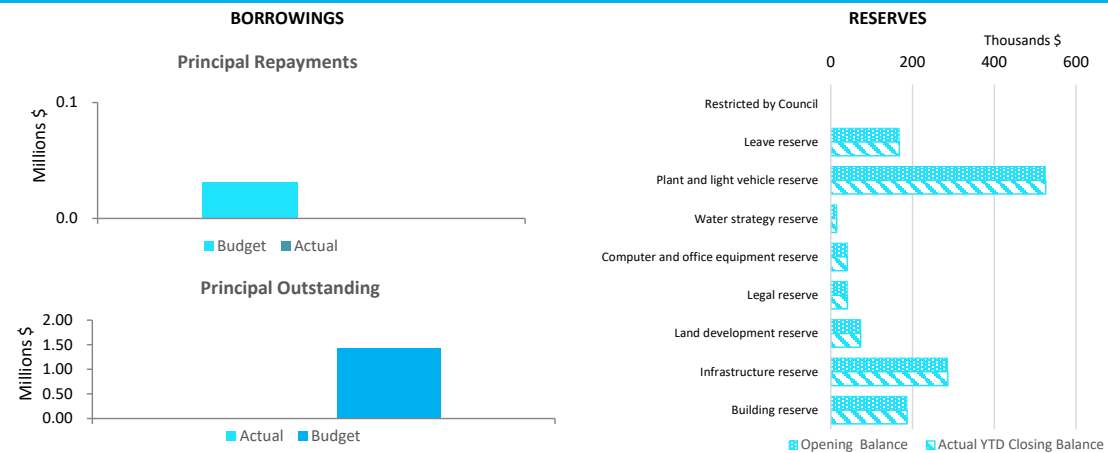
**OPERATING ACTIVITIES**



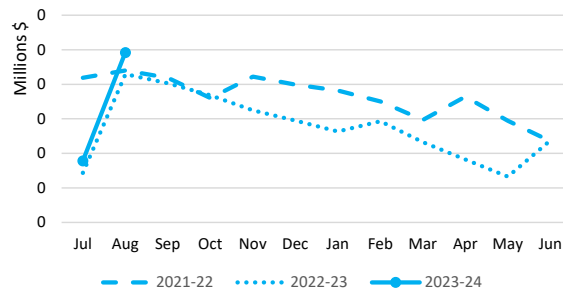
**INVESTING ACTIVITIES**



**FINANCING ACTIVITIES**



**Closing funding surplus / (deficit)**



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

**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 AUGUST 2023**

**EXECUTIVE SUMMARY**

**Funding surplus / (deficit) Components**

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$2.30 M	\$2.30 M	\$2.30 M	\$0.00 M
Closing	(\$0.00 M)	\$7.11 M	\$4.92 M	(\$2.18 M)

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$4.00 M	% of total
Unrestricted Cash	\$2.66 M	66.6%
Restricted Cash	\$1.33 M	33.4%

Refer to Note 2 - Cash and Financial Assets

Payables		
	\$0.41 M	% Outstanding
Trade Payables	\$0.16 M	
0 to 30 Days		97.9%
Over 30 Days		2.1%
Over 90 Days		0%

Refer to Note 5 - Payables

Receivables		
	\$0.05 M	% Collected
Rates Receivable	\$2.99 M	10.4%
Trade Receivable	\$0.05 M	
Over 30 Days		14.4%
Over 90 Days		1.8%

Refer to Note 3 - Receivables

**Key Operating Activities**

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$2.56 M)	\$2.68 M	\$2.77 M	\$0.09 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$3.16 M	% Variance
YTD Budget	\$3.16 M	0.1%

Refer to Statement of Financial Activity

Operating Grants and Contributions		
YTD Actual	\$0.04 M	% Variance
YTD Budget	\$0.17 M	(76.3%)

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges		
YTD Actual	\$0.27 M	% Variance
YTD Budget	\$0.24 M	14.1%

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)
(\$1.73 M)	\$0.10 M	(\$0.14 M)	(\$0.24 M)

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$0.00 M	%
Adopted Budget	\$0.16 M	(100.0%)

Refer to Note 6 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$0.26 M	% Spent
Adopted Budget	\$5.26 M	(95.0%)

Refer to Note 7 - Capital Acquisitions

Capital Grants		
YTD Actual	\$0.12 M	% Received
Adopted Budget	\$3.37 M	(96.4%)

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)
\$2.00 M	\$2.03 M	(\$0.00 M)	(\$2.03 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	\$0.00 M

Refer to Note 10 - Cash Reserves

Lease Liability	
Principal repayments	\$0.00 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 AUGUST 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 AUGUST 2023**

**BY NATURE OR TYPE**

	Ref Note	Adopted Budget (a)	YTD Budget (b)	YTD Actual (c)	Variance \$ (c) - (b)	Variance % ((c) - (b))/(b)	Var.
<b>Opening funding surplus / (deficit)</b>	1(c)	\$ 2,295,113	\$ 2,295,113	\$ 2,296,949	\$ 1,836	0.08%	
<b>Revenue from operating activities</b>							
Rates		3,158,236	3,158,236	3,162,339	4,103	0.13%	
Operating grants, subsidies and contributions	12	1,090,299	169,108	40,124	(128,984)	(76.27%)	▼
Fees and charges		371,929	235,451	268,678	33,227	14.11%	▲
Interest earnings		34,615	4,324	7,362	3,038	70.26%	
Other revenue		21,375	2,062	3,817	1,755	85.11%	
Profit on disposal of assets	6	20,000	0	0	0	0.00%	
		<b>4,696,454</b>	<b>3,569,181</b>	<b>3,482,320</b>	(86,861)	(2.43%)	
<b>Expenditure from operating activities</b>							
Employee costs		(3,020,842)	(413,479)	(287,203)	126,276	30.54%	▲
Materials and contracts		(3,727,073)	(251,599)	(326,016)	(74,417)	(29.58%)	▼
Utility charges		(56,907)	(11,542)	(3,011)	8,531	73.91%	
Depreciation on non-current assets		(2,422,606)	(403,778)	(401,480)	2,298	0.57%	
Interest expenses		(9,356)	(408)	(185)	223	54.66%	
Insurance expenses		(198,552)	(110,338)	(92,366)	17,972	16.29%	▲
Other expenditure		(134,326)	(5,008)	(998)	4,010	80.07%	
Loss on disposal of assets	6	(20,000)	0	0	0	0.00%	
		<b>(9,589,662)</b>	<b>(1,196,152)</b>	<b>(1,111,259)</b>	84,893	(7.10%)	
Non-cash amounts excluded from operating activities	1(a)	2,329,377	310,549	401,483	90,934	29.28%	▲
<b>Amount attributable to operating activities</b>		<b>(2,563,831)</b>	<b>2,683,578</b>	<b>2,772,544</b>	88,966	3.32%	
<b>Investing activities</b>							
Proceeds from non-operating grants, subsidies and contributions	13	3,372,849	427,200	120,000	(307,200)	(71.91%)	▼
Proceeds from disposal of assets	6	163,000	163,000	0	(163,000)	(100.00%)	▼
Payments for property, plant and equipment and infrastructure	7	(5,263,697)	(490,041)	(262,630)	227,412	46.41%	▲
<b>Amount attributable to investing activities</b>		<b>(1,727,848)</b>	<b>100,159</b>	<b>(142,630)</b>	(242,788)	(242.40%)	
<b>Financing Activities</b>							
Proceeds from new debentures	8	1,462,024	1,462,024	0	(1,462,024)	0.00%	▼
Transfer from reserves	10	573,543	573,543	0	(573,543)	(100.00%)	▼
Payments for principal portion of lease liabilities	9	(7,886)	(7,886)	(1,331)	6,555	83.12%	
Repayment of debentures	8	(31,000)	0	0	0	0.00%	
Transfer to reserves	10	(115)	(115)	(3,509)	(3,394)	(2951.30%)	
<b>Amount attributable to financing activities</b>		<b>1,996,566</b>	<b>2,027,566</b>	<b>(4,840)</b>	(2,032,406)	(100.24%)	
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>(0)</b>	<b>7,106,416</b>	<b>4,922,023</b>	(2,184,392)		▼

**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 AUGUST 2023**

**BASIS OF PREPARATION**

**BASIS OF PREPARATION**

The financial report has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying Regulations.

The *Local Government Act 1995* and accompanying Regulations take precedence over Australian Accounting Standards where they are inconsistent.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**THE LOCAL GOVERNMENT REPORTING ENTITY**

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 14 to these financial statements.

**SIGNIFICANT ACCOUNTING POLICES**

**CRITICAL ACCOUNTING ESTIMATES**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities not readily apparent from other sources. Actual results may differ from these estimates.

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

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

**GOODS AND SERVICES TAX**

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

**ROUNDING OFF FIGURES**

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

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 31 August 2023

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2023****NOTE 1  
STATEMENT OF FINANCIAL ACTIVITY INFORMATION****(a) Non-cash items excluded from operating activities**

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
<b>Non-cash items excluded from operating activities</b>				
		\$	\$	\$
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals	6	(20,000)	0	0
Movement in employee benefit provisions		(98,462)	(98,462)	0
Non-cash movement in employee provisions (non-current)		5,233	5,233	0
Add: Loss on asset disposals	6	20,000	0	0
Rounding		0	0	3
Add: Depreciation on assets		2,422,606	403,778	401,480
<b>Total non-cash items excluded from operating activities</b>		<b>2,329,377</b>	<b>310,549</b>	<b>401,483</b>

**(b) Adjustments to net current assets in the Statement of Financial Activity**

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

	Adopted Budget	Last Year	Year to Date	
		Opening	Closing	Date
		30 June 2023	30 June 2023	31 August 2023
<b>Adjustments to net current assets</b>				
Less: Reserves - restricted cash	10	(1,331,477)	(1,331,476)	(1,334,985)
Add: Borrowings	8	0	0	0
Add: Provisions employee related provisions	11	448,462	497,342	497,342
Add: Lease liabilities	9	8,088	8,088	8,088
<b>Total adjustments to net current assets</b>		<b>(874,927)</b>	<b>(826,046)</b>	<b>(829,555)</b>

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

Cash and cash equivalents	2	4,080,340	4,080,340	3,996,545
Rates receivables	3	200,113	179,366	2,993,110
Receivables	3	5,931	20,841	45,779
Other current assets	4	10,908	16,839	16,084
<b>Less: Current liabilities</b>				
Payables	5	(670,702)	(668,961)	(412,310)
Contract liabilities	11	0	0	(382,200)
Lease liabilities	9	(8,088)	(8,088)	(8,088)
Provisions	11	(448,462)	(497,342)	(497,342)
<b>Less: Total adjustments to net current assets</b>	1(b)	<b>(874,927)</b>	<b>(826,046)</b>	<b>(829,555)</b>
<b>Closing funding surplus / (deficit)</b>		<b>2,295,113</b>	<b>2,296,949</b>	<b>4,922,023</b>

**CURRENT AND NON-CURRENT CLASSIFICATION**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

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

**OPERATING ACTIVITIES  
NOTE 2  
CASH AND FINANCIAL ASSETS**

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution
		\$	\$	\$	\$	
<b>Cash on hand</b>						
Municipal Account	Cash and cash equivalents	1,435,166	0	1,435,166		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	167,868	167,868		Westpac Banking Corporation
Water Strategy Reserve	Cash and cash equivalents	0	14,430	14,430		Westpac Banking Corporation
Plant/Light Vehicle Reserve	Cash and cash equivalents	0	525,991	525,991		Westpac Banking Corporation
Computer & Office Equipment Reserve	Cash and cash equivalents	0	40,283	40,283		Westpac Banking Corporation
Legal Reserve	Cash and cash equivalents	0	40,559	40,559		Westpac Banking Corporation
Land Development Reserve	Cash and cash equivalents	0	73,038	73,038		Westpac Banking Corporation
Infrastructure Reserve	Cash and cash equivalents	0	286,223	286,223		Westpac Banking Corporation
Building Reserve	Cash and cash equivalents	0	186,593	186,593		Westpac Banking Corporation
Trust Account	Cash and cash equivalents	0	0	0	156,390	Westpac Banking Corporation
Credit Card	Cash and cash equivalents	231	0	231		Westpac Banking Corporation
<b>Total</b>		<b>2,661,560</b>	<b>1,334,985</b>	<b>3,996,545</b>	<b>156,390</b>	
<b>Comprising</b>						
Cash and cash equivalents		2,661,560	1,334,985	3,996,545	156,390	
		<b>2,661,560</b>	<b>1,334,985</b>	<b>3,996,545</b>	<b>156,390</b>	

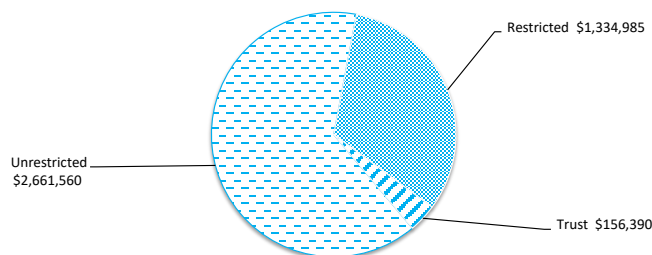
**KEY INFORMATION**

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

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

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

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

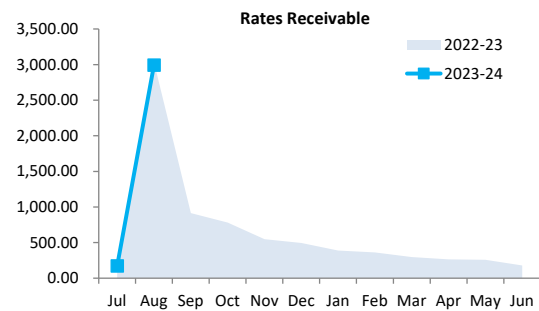




**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2023**

**OPERATING ACTIVITIES  
NOTE 3  
RECEIVABLES**

Rates receivable	30 Jun 2023	31 Aug 2023
	\$	\$
Opening arrears previous years	97,209	179,366
Levied this year	3,051,734	3,162,339
Less - collections to date	(2,969,577)	(348,595)
<b>Gross rates collectable</b>	<b>179,366</b>	<b>2,993,110</b>
<b>Net rates collectable</b>	<b>179,366</b>	<b>2,993,110</b>
% Collected	94.3%	10.4%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	21,700	0	3,183	450	25,333
Percentage	0.0%	85.7%	0%	12.6%	1.8%	
<b>Balance per trial balance</b>						
Sundry receivable						25,333
GST receivable						20,446
<b>Total receivables general outstanding</b>						<b>45,779</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

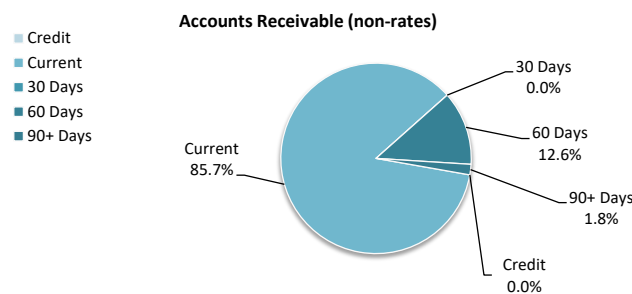
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

**Classification and subsequent measurement**

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

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



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

**OPERATING ACTIVITIES  
NOTE 4  
OTHER CURRENT ASSETS**

<b>Other current assets</b>	<b>Opening Balance 1 July 2023</b>	<b>Asset Increase</b>	<b>Asset Reduction</b>	<b>Closing Balance 31 August 2023</b>
	\$	\$	\$	\$
<b>Inventory</b>				
Fuel	5,931	0	(755)	5,176
<b>Other Assets</b>				
Prepayments	10,908	0	0	10,908
<b>Total other current assets</b>	<b>16,839</b>	<b>0</b>	<b>(755)</b>	<b>16,084</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

**Inventory**

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

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

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

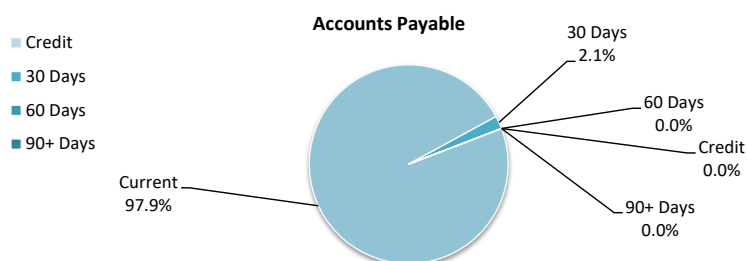
**OPERATING ACTIVITIES  
NOTE 5  
PAYABLES**

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	154,755	3,331	0	5	158,091
Percentage	0%	97.9%	2.1%	0%	0%	
<b>Balance per trial balance</b>						
Sundry creditors						158,091
ATO liabilities						108,190
Receipts in advance						27,127
Bonds and deposits						55,388
ESL Payable						63,514
<b>Total payables general outstanding</b>						<b>412,310</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

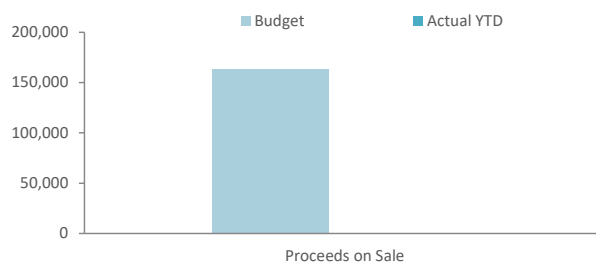
Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised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



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

**OPERATING ACTIVITIES  
NOTE 6  
DISPOSAL OF ASSETS**

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Plant and equipment</b>								
	<b>Transport</b>								
	P26 Caterpillar 950H Wheel Loader	100,000	100,000	0	0	0	0	0	0
	P35 Caterpillar Primemover	40,000	40,000	0	0	0	0	0	0
	P55 Mitsubishi Triton	13,000	13,000	0	0	0	0	0	0
	P61 Toyota Hilux	10,000	10,000	0	0	0	0	0	0
		<b>163,000</b>	<b>163,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



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

**INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS**

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land and buildings	3,214,575	0	22,803	22,803
Plant and equipment	874,000	324,000	4,240	(319,760)
Infrastructure - roads	1,175,123	166,039	235,583	69,543
<b>Payments for Capital Acquisitions</b>	<b>5,263,697</b>	<b>490,041</b>	<b>262,630</b>	<b>(227,412)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	3,372,849	427,200	120,000	(307,200)
Borrowings	1,462,024	1,462,024	0	(1,462,024)
Other (disposals & C/Fwd)	163,000	163,000	0	(163,000)
Cash backed reserves				
Leave reserve	(17,601)	0	0	0
Plant and light vehicle reserve	(393,785)	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	(62,157)	0	0	0
Infrastructure reserve	0	0	0	0
Building reserve	(100,000)	0	0	0
Contribution - operations	839,367	(1,562,183)	142,630	1,704,812
<b>Capital funding total</b>	<b>5,263,697</b>	<b>490,041</b>	<b>262,630</b>	<b>(227,412)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

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

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

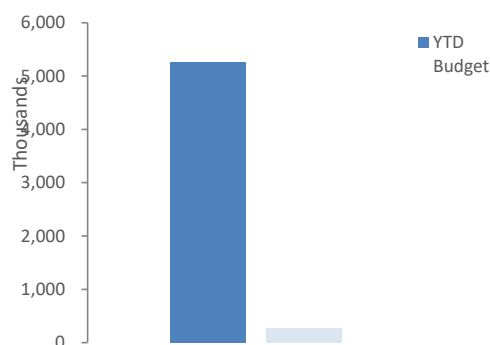
**Initial recognition and measurement for assets held at cost**

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

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

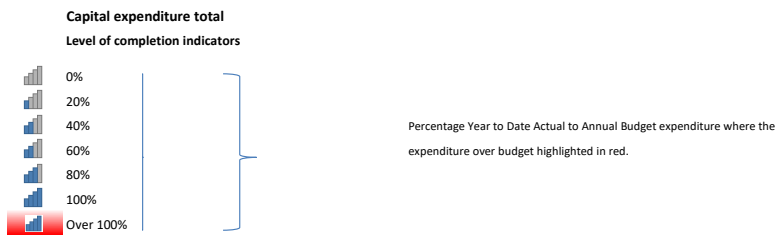
In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The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

Payments for Capital Acquisitions



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

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



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

Ledger#	Program	Job#	Account Description	Adopted		YTD Actual	Variance (Under)/Over
				Budget	YTD Budget		
				\$	\$	\$	\$
0454	Governance		Council Chamber Improvements (NCA)	10,000	0	0	-
2264	Community Amenities		Land Development (NCA)	306,463	0	0	-
3104	Community Amenities	1067	Nabawa Townsite Electronic Display Sign	0	0	3,284	3,284
1304	Recreation And Culture		Plant & Equipment Purchases (NCA)	30,000	0	0	-
2644	Recreation And Culture	1037	Yuna Golf Club	15,000	0	0	-
2644	Recreation And Culture	1066	Nanson Showgrounds Capital	88,112	0	22,803	22,803
2644	Recreation And Culture	1077	Dump Point Yuna Hall	10,000	0	0	-
2644	Recreation And Culture	1081	Disaster Recovery Centre Nabawa	2,000,000	0	0	-
2834	Recreation And Culture	1079	Lrcip Phase 3 (B)	500,000	0	0	-
7074	Recreation And Culture	1074	Coronation Beach Fixed Electronic Display Sign	15,000	0	956	956
7074	Recreation And Culture	1174	Coronation Beach Campgrounds Ticket Machine	10,000	0	0	-
3264	Transport		Depot Construction (NCA)	285,000	0	0	-
3554	Transport		Plant & Equipment Purchases (NCA)	819,000	324,000	0	(324,000)
3114	Transport		Capital Roadworks Program Purchases (Incl Grant Funded Jobs) (NCA)	1,175,123	166,039	235,583	69,543
				<b>5,263,697</b>	<b>490,039</b>	<b>262,626</b>	<b>(227,414)</b>

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

**FINANCING ACTIVITIES  
NOTE 8  
BORROWINGS**

**Repayments - borrowings**

Information on borrowings Particulars	Loan No.	1 July 2023	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	
<b>Recreation and culture</b>										
BHP Oval	101	0	0	185,000	0	0	0	185,000	0	0
Disaster Recovery Centre	102	0	0	600,000	0	0	0	600,000	0	0
<b>Transport</b>										
Depot Building	99	0	0	267,024	0	0	0	267,024	0	0
Road Plant Capex	100	0	0	410,000	0	(31,000)	0	379,000	0	(6,900)
<b>Total</b>		0	0	1,462,024	0	(31,000)	0	1,431,024	0	(6,900)
Current borrowings		0					0			
Non-current borrowings		0					0			
		0					0			

All debenture repayments were financed by general purpose revenue.

**New borrowings 2023-24**

Particulars	Amount Borrowed	Amount Borrowed	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
	\$	\$				\$	%	\$	\$	\$
Depot Building - Loan 99	0	267,024	WATC	Fixed Rate	10	53,131	4.05	0	267,024	0
Road Plant Capex - Loan 100	0	410,000	WATC	Fixed Rate	5	47,036	4.05	0	410,000	0
BHP Oval - Loan 101	0	185,000	WATC	Fixed Rate	30	63,660	4.05	0	185,000	0
Disaster Recovery Centre - Loan 102	0	600,000	WATC	Fixed Rate	30	206,464	4.05	0	600,000	0
<b>Total</b>	<b>0</b>	<b>1,462,024</b>				<b>370,291</b>		<b>0</b>	<b>1,462,024</b>	<b>0</b>

The Shire has no unspent debenture funds as at 30th June 2023, nor is it expected to have unspent funds as at 30th June 2024.

**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 AUGUST 2023**

**FINANCING ACTIVITIES**

**NOTE 9**

**LEASE LIABILITIES**

**Movement in carrying amounts**

Information on leases Particulars	Lease No.	1 July 2023	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	
<b>Community amenities</b>										
Nabawa Fuel Station	LE01	42,609	0	0	(1,331)	(7,886)	41,278	34,723	(185)	(1,206)
<b>Total</b>		42,609	0	0	(1,331)	(7,886)	41,278	34,723	(185)	(1,206)
Current lease liabilities		8,088					6,757			
Non-current lease liabilities		34,521					34,521			
		42,609					41,278			

**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 AUGUST 2023****OPERATING ACTIVITIES****NOTE 10****RESERVE ACCOUNTS****Reserve accounts**

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Restricted by Council</b>									
Leave reserve	167,426	10	442	0	0	(17,601)	0	149,835	167,868
Plant and light vehicle reserve	524,609	50	1,382	0	0	(393,785)	0	130,874	525,991
Water strategy reserve	14,392	5	38	0	0	0	0	14,397	14,430
Computer and office equipment reserve	40,177	5	106	0	0	0	0	40,182	40,283
Legal reserve	40,452	5	107	0	0	0	0	40,457	40,559
Land development reserve	72,846	5	192	0	0	(62,157)	0	10,694	73,038
Infrastructure reserve	285,471	15	752	0	0	0	0	285,486	286,223
Building reserve	186,103	20	490	0	0	(100,000)	0	86,123	186,593
	<b>1,331,476</b>	<b>115</b>	<b>3,509</b>	<b>0</b>	<b>0</b>	<b>(573,543)</b>	<b>0</b>	<b>758,048</b>	<b>1,334,985</b>

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

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

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

**OPERATING ACTIVITIES  
NOTE 11  
OTHER CURRENT LIABILITIES**

	Note	Opening Balance 1 July 2023	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 August 2023
		\$		\$	\$	\$
<b>Other current liabilities</b>						
<b>Other liabilities</b>						
- Contract liabilities		0	0	542,324	(160,124)	382,200
<b>Total other liabilities</b>		0	0	542,324	(160,124)	382,200
<b>Employee Related Provisions</b>						
Annual leave		270,457	0	0	0	270,457
Long service leave		226,885	0	0	0	226,885
<b>Total Employee Related Provisions</b>		497,342	0	0	0	497,342
<b>Total other current assets</b>		<b>497,342</b>	<b>0</b>	<b>542,324</b>	<b>(160,124)</b>	<b>879,542</b>
<b>Amounts shown above include GST (where applicable)</b>						

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 AUGUST 2023

NOTE 12  
OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability	Increase in	Decrease in	Liability	Current	Adopted	YTD	YTD Revenue
	1 July 2023	Liability	Liability	31 Aug 2023	Liability	Budget	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Operating grants and subsidies</b>								
<b>General purpose funding</b>								
Financial Assistance Grants (Local Roads Funding)	0	8,115	(8,115)	0	0	0	0	8,115
Financial Assistance Grants (General Purpose)	0	6,704	(6,704)	0	0	0	0	6,704
<b>Law, order, public safety</b>								
DFES Grant Income	0	8,840	(8,840)	0	0	23,500	0	8,840
Trainee Ranger Grant Income	0	0	0	0	0	38,000	0	0
Emergency Services Recovery & Preparedness	0	0	0	0	0	200,000	0	0
<b>Community amenities</b>								
Backroads Gravel Event	0	55,000	0	55,000	55,000	50,000	0	0
Tourism WA Regional Event Scheme	0	0	0	0	0	15,000	0	0
<b>Recreation and culture</b>								
LRCIP Phase 3	0	0	0	0	0	180,000	0	0
<b>Transport</b>								
Main Roads WA Direct Grant	0	0	0	0	0	162,442	162,442	0
	<b>0</b>	<b>78,659</b>	<b>(23,659)</b>	<b>55,000</b>	<b>55,000</b>	<b>668,942</b>	<b>162,442</b>	<b>23,659</b>
<b>Operating contributions</b>								
<b>General purpose funding</b>								
Ex Gratia Rates	0	11,038	(11,038)	0	0	11,000	0	11,038
<b>Community amenities</b>								
Developer Contributions	0	0	0	0	0	150,357	0	0
Expense Reimbursements	0	0	0	0	0	1,500	0	0
<b>Recreation and culture</b>								
Contributions Various	0	0	0	0	0	55,000	0	0
<b>Transport</b>								
Hudson Resources Contribution (Dartmoor Rd)	0	0	0	0	0	12,500	0	0
<b>Other property and services</b>								
Diesel Fuel Rebate	0	5,427	(5,427)	0	0	40,000	6,666	5,427
Insurance Claim Reimbursements	0	0	0	0	0	151,000	0	0
	<b>0</b>	<b>16,465</b>	<b>(16,465)</b>	<b>0</b>	<b>0</b>	<b>421,357</b>	<b>6,666</b>	<b>16,465</b>
<b>TOTALS</b>	<b>0</b>	<b>95,124</b>	<b>(40,124)</b>	<b>55,000</b>	<b>55,000</b>	<b>1,090,299</b>	<b>169,108</b>	<b>40,124</b>

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

NOTE 13  
NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Non operating grants, subsidies and contributions revenue		
	Liability 1 July 2023	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Aug 2023	Current Liability 31 Aug 2023	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Non-operating grants and subsidies</b>								
<b>Recreation and culture</b>								
LRCIP Phase 3	0	0	0	0	0	365,437	0	0
Disaster Ready Fund	0	0	0	0	0	900,000	0	0
Government of WA	0	0	0	0	0	500,000	0	0
Stronger Communities Grant	0	20,000	0	20,000	20,000	0	0	0
<b>Transport</b>								
Main Roads WA Regional Road Group Funding	0	427,200	(120,000)	307,200	307,200	1,068,000	427,200	120,000
Roads to Recovery Funding	0	0	0	0	0	328,620	0	0
LRCIP Phase 4	0	0	0	0	0	210,792	0	0
<b>TOTALS</b>	<b>0</b>	<b>447,200</b>	<b>(120,000)</b>	<b>327,200</b>	<b>327,200</b>	<b>3,372,849</b>	<b>427,200</b>	<b>120,000</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 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	Amount	Amount	Closing Balance
	Balance			Received
	1 July 2023			
	\$	\$	\$	\$
Contributions from Sub Divider	150,357	0	0	150,357
CTF Levy	1,835	1,798	(148)	3,485
Building Commission	1,366	1,367	(185)	2,548
Unclaimed Monies	0	237	(237)	0
	<b>153,558</b>	<b>3,402</b>	<b>(570)</b>	<b>156,390</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 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 2023-24 year is \$10,000 or 10.00% whichever is the greater.

Nature or type	Var. \$	Var. %	Explanation of variances	
			Timing	Permanent
	\$	%		
<b>Opening funding surplus / (deficit)</b>	1,836	0.08%		Permanent
<b>Revenue from operating activities</b>				
Operating grants, subsidies and contributions	(128,984)	(76.27%)	▼ Timing	
Fees and charges	33,227	14.11%	▲ Timing	
Interest earnings	3,038	70.26%	Timing	
Other revenue	1,755	85.11%	Timing	
<b>Expenditure from operating activities</b>				
Employee costs	126,276	30.54%	▲ Timing	
Materials and contracts	(74,417)	(29.58%)	▼ Timing	
Utility charges	8,531	73.91%	Timing	
Interest expenses	223	54.66%	Timing	
Insurance expenses	17,972	16.29%	▲ Timing	
Other expenditure	4,010	80.07%	Timing	
Non-cash amounts excluded from operating activities	90,934	29.28%	Timing	
<b>Investing activities</b>				
Proceeds from non-operating grants, subsidies and contributions	(307,200)	(71.91%)	▼ Timing	
Proceeds from disposal of assets	(163,000)	(100.00%)	▼ Timing	
Payments for property, plant and equipment and infrastructure	227,412	46.41%	▲ Timing	
<b>Financing activities</b>				
Proceeds from new debentures	(1,462,024)	0.00%	▼ Timing	
Transfer from reserves	(573,543)	(100.00%)	▼ Timing	
Payments for principal portion of lease liabilities	6,555	83.12%	Timing	
Transfer to reserves	(3,394)	(2951.30%)	Timing	
<b>Closing funding surplus / (deficit)</b>	(2,184,392)	0.00%	▼	

**BANK RECONCILIATION - Muni Accounts  
As at 31st of August 2023**


**SYNERGY**


Balance as per Cash at Bank Account GL 160000	1,435,626.29
Balance as per Cash at Bank Account GL 170000	1,225,462.66
Balance as per Interfund Transfer A/c GL 161100	-
Plus Income on Bank Stmt not in ledgers	-
Less Expenditure on Bank Stmt not in ledgers	460.00
	<b>\$2,660,628.95</b>

**BANK**

Muni Bank Account (Account No 000040)	1,418,468.25
Investment Account (Account No 305784)	1,225,462.66
	<u>2,643,930.91</u>
Less Outstanding Payments	-
Plus Outstanding Deposits	16,843.69
Plus Tfer from Trust to Muni or [ Tfer to Trust from Muni ]	(145.65)
	<b>\$2,660,628.95</b>

Difference Check 0.00

Completed by:  | 04/09/2023  
Beau Raymond - Senior Finance Officer Date

Reviewed by:  | 05.09.2023  
Dianne Raymond - Manager of Finance & Corporate Services Date

**BANK RECONCILIATION - Muni Accounts**

**As at 31st of August 2023**

**CASHBOOK ENTRIES NOT YET PROCESSED**

**INCOME/RECEIPTS (on bank statement not yet processed in Synergy)**

<u>DATE</u>	<u>DETAILS</u>	<u>AMOUNT</u>
		0.00

**EXPENDITURE/PAYMENTS (on bank statement not yet processed in Synergy)**

<u>DATE</u>	<u>DETAILS</u>	<u>AMOUNT</u>
02/08/2023	Credit Card Direct Debit	\$ 460.00
		460.00



**BANK RECONCILIATION - Muni Accounts**

**As at 31st of August 2023**

**Outstanding Deposits**

(Deposits not yet credited to Westpac A/c)

<u>DATE</u>	<u>DETAILS</u>	<u>REF#</u>	<u>AMOUNT</u>
30/08/2023	Business Banking Deposit	PO42122041	\$ 250.00
31/08/2023	Business Banking Deposit	PO42122042	\$ 16,593.69

Total Outstanding Deposits \$ 16,843.69



**Outstanding Payments**

(Withdrawals not yet debited to Westpac A/c)

<u>DATE</u>	<u>DETAILS</u>	<u>PAYT No#</u>	<u>AMOUNT</u>
-------------	----------------	-----------------	---------------

Total Outstanding Payments \$ -



**Bank Transfers ex Trust / [to Trust] Account**

<u>DATE</u>	<u>DETAILS</u>	<u>REF#</u>	<u>AMOUNT</u>
31/08/2023	Building Application	2023040	\$ (145.65)

Total Outstanding Transfers Required \$ (145.65)



**Corporate Card Statement**

29 AUG 2023

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

FILE	310.00
RECORD	FN231401

Facility Number	00018023 20000001
Payment Due Date	30 August 2023
Closing Balance	\$411.82

**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.

<b>Company Name</b>	<b>Number of Cards</b>	<b>Cash Advance Annual % Rate</b>			
Shire Of Chapman Valley	2	15.65%			
<b>Contact Name</b>	<b>Facility Number</b>	<b>Facility Credit Limit</b>			
The Shire Clerk	00018023 20000001	10,000			
<b>Statement From</b>	<b>Statement To</b>	<b>Payment Due Date</b>	<b>Opening Balance</b>	<b>Closing Balance</b>	<b>Available Credit</b>
21 Jul 2023	20 Aug 2023	30 Aug 2023	229.36	411.82	9,588.18

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		
229.36	460.00 -	605.96	0.00	36.50	0.00	411.82	0.00

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

**Complaints**

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

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

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

Phone 1800 931 678

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

8000788 / M000280 / 231 / CN1VP4P1



### Corporate Card Statement

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

#### CARDHOLDER TRANSACTION DETAILS

Cardholder Name	Card Number	Credit Limit	Available Credit
Jameon Criddle	5163 2531 0145 4541	6,000	5,618.03

For enquiries please call 1 300 650 107 (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
01 AUG	<b>Purchases</b> QANTAS AI0812340853370 NSW AUS	264.66	107720.52
07 AUG	QANTAS ADOBE ACROPRO SUBS Sydney AUS	240.30 ✓	0472
10 AUG	DIGITAL GOODS - APPS LOCAL GOVERNEMENT MANA MT HAWTHORN AUS	32.00 ✓	0292
16 AUG	GLENFIELD IGA GLENFIELD AUS GROCERY STORES, SUPERMARKETS	57.40 ✓	0462
	<b>Sub Total:</b>	<b>594.36</b>	
20 AUG	<b>Interest, Fees &amp; Government Charges</b> CARD FEE	18.25	107020.22
	<b>Sub Total:</b>	<b>18.25</b>	

#### Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions		
230.64 -	0.00 -	594.36	0.00	18.25	0.00	381.97	0.00



S000790 / M000280 / 231 / CN1VP4P1

### Corporate Card Statement

<b>I have checked the above details and verify that they are correct.</b>	
<b>Cardholder Signature</b> _____	<b>Date</b> <u>19/9/23</u>
<b>Transactions examined and approved</b> _____	
<b>Manager/Supervisor Signature</b> _____	<b>Date</b> <u>19/9/23</u>

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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Phone 1800 931 678

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

S000790 / M000280 / 231 / CN1VP4P1



### Corporate Card Statement

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

#### CARDHOLDER TRANSACTION DETAILS

<b>Cardholder Name</b>	<b>Card Number</b>	<b>Credit Limit</b>	<b>Available Credit</b>
Simon Lancaster	5163 2531 0083 4453	4,000	3,970.15

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
01 AUG	<b>Payments</b> AUTOMATIC PAYMENT	460.00-	
	<b>Sub Total:</b>	<b>460.00-</b>	
26 JUL	<b>Purchases</b> GLENFIELD IGA GLENFIELD AUS GROCERY STORES, SUPERMARKETS	11.60 ✓	0462.
	<b>Sub Total:</b>	<b>11.60</b>	
20 AUG	<b>Interest, Fees &amp; Government Charges</b> CARD FEE	18.25	107020.22
	<b>Sub Total:</b>	<b>18.25</b>	

#### Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions		
460.00	460.00 -	11.60	0.00	18.25	0.00	29.85	0.00



S000789 / M000280 / 231 / CN1VP4P1

### Corporate Card Statement

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

**Cardholder Signature** \_\_\_\_\_ **Date** 19/9/23

**Transactions examined and approved.**

**Manager/Supervisor Signature** \_\_\_\_\_ **Date** 19/9/23

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

**SHIRE OF CHAPMAN VALLEY**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the period ending 30 September 2023**

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

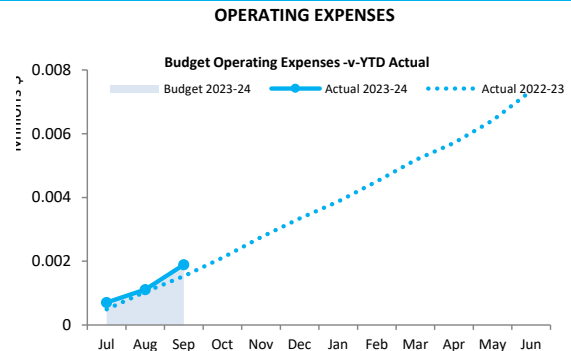
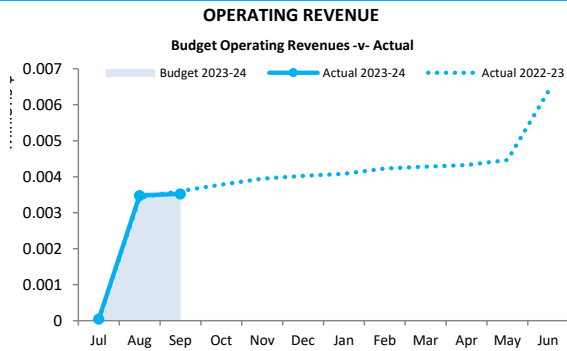
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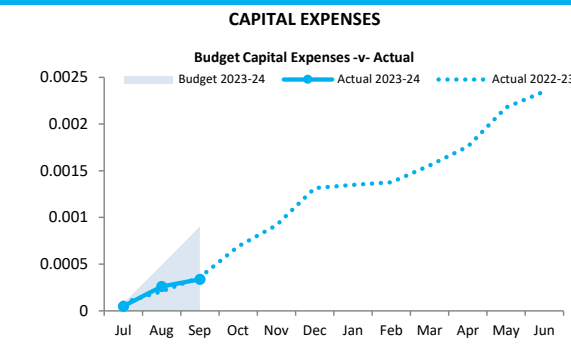
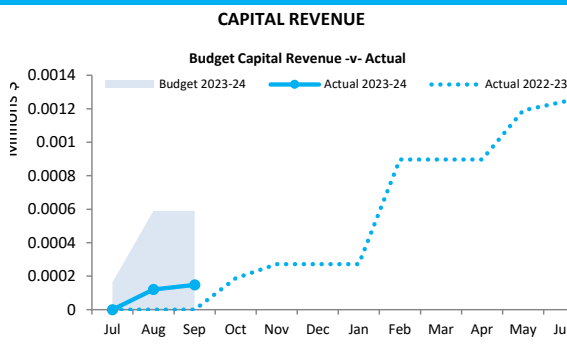
**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 30 SEPTEMBER 2023**

**SUMMARY INFORMATION - GRAPHS**

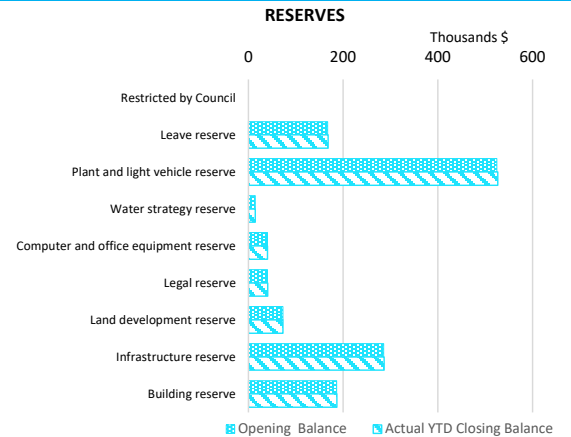
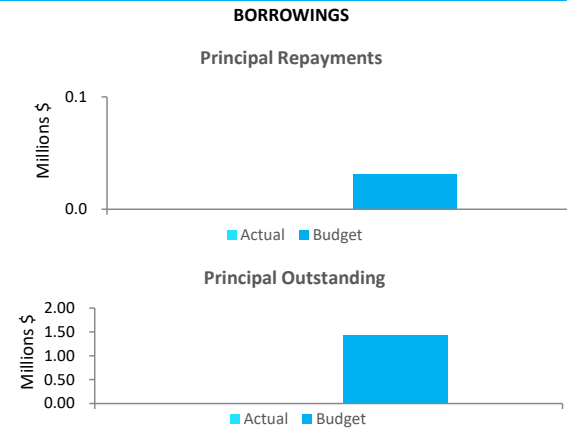
**OPERATING ACTIVITIES**



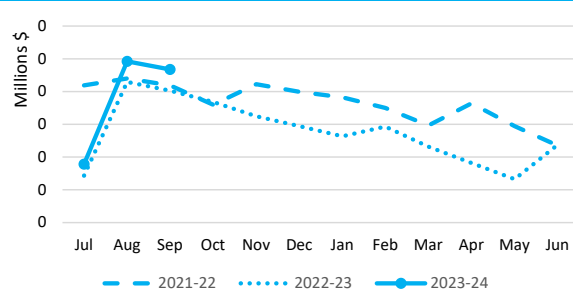
**INVESTING ACTIVITIES**



**FINANCING ACTIVITIES**



**Closing funding surplus / (deficit)**



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



**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 30 SEPTEMBER 2023**

**EXECUTIVE SUMMARY**

**Funding surplus / (deficit) Components**

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$2.30 M	\$2.30 M	\$2.30 M	\$0.00 M
Closing	(\$0.00 M)	\$6.29 M	\$4.68 M	(\$1.62 M)

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$5.60 M	% of total
Unrestricted Cash	\$4.26 M	76.1%
Restricted Cash	\$1.34 M	23.9%

Refer to Note 2 - Cash and Financial Assets

Payables		
	\$0.23 M	% Outstanding
Trade Payables	\$0.04 M	
0 to 30 Days		100.0%
Over 30 Days		0.0%
Over 90 Days		0%

Refer to Note 5 - Payables

Receivables		
	\$0.02 M	% Collected
Rates Receivable	\$0.96 M	71.2%
Trade Receivable	\$0.02 M	% Outstanding
Over 30 Days		64.0%
Over 90 Days		6.7%

Refer to Note 3 - Receivables

**Key Operating Activities**

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$2.56 M)	\$2.29 M	\$2.58 M	\$0.29 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$3.16 M	% Variance
YTD Budget	\$3.16 M	0.2%

Refer to Statement of Financial Activity

Operating Grants and Contributions		
YTD Actual	\$0.05 M	% Variance
YTD Budget	\$0.18 M	(75.1%)

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges		
YTD Actual	\$0.29 M	% Variance
YTD Budget	\$0.26 M	11.1%

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)
(\$1.73 M)	(\$0.32 M)	(\$0.19 M)	\$0.13 M

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$0.00 M	%
Adopted Budget	\$0.16 M	(100.0%)

Refer to Note 6 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$0.34 M	% Spent
Adopted Budget	\$5.26 M	(93.6%)

Refer to Note 7 - Capital Acquisitions

Capital Grants		
YTD Actual	\$0.15 M	% Received
Adopted Budget	\$3.37 M	(95.6%)

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)
\$2.00 M	\$2.03 M	(\$0.01 M)	(\$2.03 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	\$1.34 M
Interest earned	\$0.01 M

Refer to Note 10 - Cash Reserves

Lease Liability	
Principal repayments	\$0.00 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 30 SEPTEMBER 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 30 SEPTEMBER 2023**

**BY NATURE OR TYPE**

	Ref	Adopted Budget	YTD Budget	YTD Actual	Variance \$	Variance %	Var.
	Note	(a)	(b)	(c)	(c) - (b)	((c) - (b))/(b)	
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1(c)	2,295,113	2,295,113	2,296,949	1,836	0.08%	
<b>Revenue from operating activities</b>							
Rates		3,158,236	3,158,236	3,164,758	6,522	0.21%	
Operating grants, subsidies and contributions	12	1,090,299	184,108	45,842	(138,266)	(75.10%)	▼
Fees and charges		371,929	257,988	286,521	28,533	11.06%	▲
Interest earnings		34,615	9,105	20,772	11,667	128.14%	▲
Other revenue		21,375	5,346	5,101	(245)	(4.58%)	
Profit on disposal of assets	6	20,000	0	0	0	0.00%	
		<b>4,696,454</b>	<b>3,614,783</b>	<b>3,522,994</b>	(91,789)	(2.54%)	
<b>Expenditure from operating activities</b>							
Employee costs		(3,020,842)	(597,144)	(431,488)	165,656	27.74%	▲
Materials and contracts		(3,727,073)	(507,026)	(416,183)	90,843	17.92%	▲
Utility charges		(56,907)	(13,798)	(4,364)	9,434	68.37%	
Depreciation on non-current assets		(2,422,606)	(605,667)	(946,899)	(341,232)	(56.34%)	▼
Interest expenses		(9,356)	(612)	(272)	340	55.56%	
Insurance expenses		(198,552)	(111,450)	(92,366)	19,084	17.12%	▲
Other expenditure		(134,326)	(6,261)	(1,050)	5,211	83.23%	
Loss on disposal of assets	6	(20,000)	0	0	0	0.00%	
		<b>(9,589,662)</b>	<b>(1,841,958)</b>	<b>(1,892,622)</b>	(50,664)	2.75%	
Non-cash amounts excluded from operating activities	1(a)	2,329,377	512,438	946,900	434,462	84.78%	▲
<b>Amount attributable to operating activities</b>		<b>(2,563,831)</b>	<b>2,285,263</b>	<b>2,577,272</b>	292,009	12.78%	
<b>Investing activities</b>							
Proceeds from non-operating grants, subsidies and contributions	13	3,372,849	427,200	148,292	(278,908)	(65.29%)	▼
Proceeds from disposal of assets	6	163,000	163,000	0	(163,000)	(100.00%)	▼
Payments for property, plant and equipment and infrastructure	7	(5,263,697)	(905,992)	(338,947)	567,045	62.59%	▲
<b>Amount attributable to investing activities</b>		<b>(1,727,848)</b>	<b>(315,792)</b>	<b>(190,655)</b>	125,137	(39.63%)	
<b>Financing Activities</b>							
Proceeds from new debentures	8	1,462,024	1,462,024	0	(1,462,024)	0.00%	▼
Transfer from reserves	10	573,543	573,543	0	(573,543)	(100.00%)	▼
Payments for principal portion of lease liabilities	9	(7,886)	(7,886)	(2,001)	5,885	74.63%	
Repayment of debentures	8	(31,000)	0	0	0	0.00%	
Transfer to reserves	10	(115)	(115)	(5,153)	(5,038)	(4380.87%)	
<b>Amount attributable to financing activities</b>		<b>1,996,566</b>	<b>2,027,566</b>	<b>(7,154)</b>	(2,034,720)	(100.35%)	
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>(0)</b>	<b>6,292,150</b>	<b>4,676,412</b>	(1,615,738)		▼

**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 30 SEPTEMBER 2023**

**BASIS OF PREPARATION**

**BASIS OF PREPARATION**

The financial report has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying Regulations.

The *Local Government Act 1995* and accompanying Regulations take precedence over Australian Accounting Standards where they are inconsistent.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**THE LOCAL GOVERNMENT REPORTING ENTITY**

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 14 to these financial statements.

**SIGNIFICANT ACCOUNTING POLICES**

**CRITICAL ACCOUNTING ESTIMATES**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities not readily apparent from other sources. Actual results may differ from these estimates.

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

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

**GOODS AND SERVICES TAX**

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

**ROUNDING OFF FIGURES**

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

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 30 September 2023

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2023**

**NOTE 1  
STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

**(a) Non-cash items excluded from operating activities**

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
		\$	\$	\$
<b>Non-cash items excluded from operating activities</b>				
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals	6	(20,000)	0	0
Movement in employee benefit provisions		(98,462)	(98,462)	0
Non-cash movement in employee provisions (non-current)		5,233	5,233	0
Add: Loss on asset disposals	6	20,000	0	0
Rounding		0	0	1
Add: Depreciation on assets		2,422,606	605,667	946,899
<b>Total non-cash items excluded from operating activities</b>		<b>2,329,377</b>	<b>512,438</b>	<b>946,900</b>

**(b) Adjustments to net current assets in the Statement of Financial Activity**

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

	Adopted Budget	Last Year	Year to Date
		Opening	Closing
		30 June 2023	30 June 2023
			30 September 2023
<b>Adjustments to net current assets</b>			
Less: Reserves - restricted cash	10	(1,331,477)	(1,331,476)
Add: Borrowings	8	0	0
Add: Provisions employee related provisions	11	448,462	497,342
Add: Lease liabilities	9	8,088	8,088
<b>Total adjustments to net current assets</b>		<b>(874,927)</b>	<b>(826,046)</b>

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

<b>Current assets</b>				
Cash and cash equivalents	2	4,080,340	4,080,340	5,597,726
Rates receivables	3	200,113	179,366	963,351
Receivables	3	5,931	20,841	20,122
Other current assets	4	10,908	16,839	18,864
<b>Less: Current liabilities</b>				
Payables	5	(670,702)	(668,961)	(233,114)
Contract liabilities	11	0	0	(353,908)
Lease liabilities	9	(8,088)	(8,088)	(8,088)
Provisions	11	(448,462)	(497,342)	(497,342)
<b>Less: Total adjustments to net current assets</b>	1(b)	<b>(874,927)</b>	<b>(826,046)</b>	<b>(831,199)</b>
<b>Closing funding surplus / (deficit)</b>		<b>2,295,113</b>	<b>2,296,949</b>	<b>4,676,412</b>

**CURRENT AND NON-CURRENT CLASSIFICATION**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2023**

**OPERATING ACTIVITIES  
NOTE 2  
CASH AND FINANCIAL ASSETS**

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution
		\$	\$	\$	\$	
<b>Cash on hand</b>						
Municipal Account	Cash and cash equivalents	1,084,935	0	1,084,935		Westpac Banking Corporation
Petty Cash	Cash and cash equivalents	700	0	700		Westpac Banking Corporation
Municipal Investment Account	Cash and cash equivalents	3,175,463	0	3,175,463		Westpac Banking Corporation
Leave Reserve	Cash and cash equivalents	0	168,074	168,074		Westpac Banking Corporation
Water Strategy Reserve	Cash and cash equivalents	0	14,448	14,448		Westpac Banking Corporation
Plant/Light Vehicle Reserve	Cash and cash equivalents	0	526,639	526,639		Westpac Banking Corporation
Computer & Office Equipment Reserve	Cash and cash equivalents	0	40,332	40,332		Westpac Banking Corporation
Legal Reserve	Cash and cash equivalents	0	40,609	40,609		Westpac Banking Corporation
Land Development Reserve	Cash and cash equivalents	0	73,128	73,128		Westpac Banking Corporation
Infrastructure Reserve	Cash and cash equivalents	0	286,575	286,575		Westpac Banking Corporation
Building Reserve	Cash and cash equivalents	0	186,823	186,823		Westpac Banking Corporation
Trust Account	Cash and cash equivalents	0	0	0	154,667	Westpac Banking Corporation
Credit Card	Cash and cash equivalents	0	0	0		Westpac Banking Corporation
<b>Total</b>		<b>4,261,098</b>	<b>1,336,628</b>	<b>5,597,726</b>	<b>154,667</b>	
<b>Comprising</b>						
Cash and cash equivalents		4,261,098	1,336,628	5,597,726	154,667	
		<b>4,261,098</b>	<b>1,336,628</b>	<b>5,597,726</b>	<b>154,667</b>	

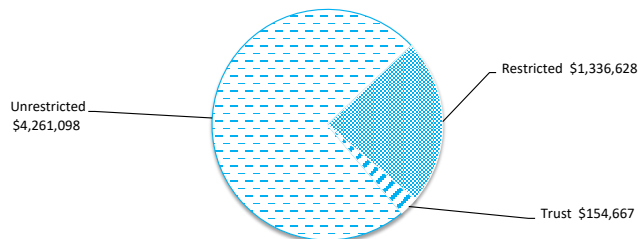
**KEY INFORMATION**

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

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

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

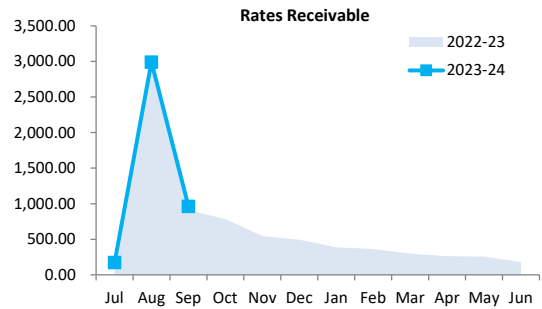
Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2023**

**OPERATING ACTIVITIES  
NOTE 3  
RECEIVABLES**

Rates receivable	30 Jun 2023	30 Sep 2023
	\$	\$
Opening arrears previous years	97,209	179,366
Levied this year	3,051,734	3,164,758
Less - collections to date	(2,969,577)	(2,380,773)
<b>Gross rates collectable</b>	<b>179,366</b>	<b>963,351</b>
<b>Net rates collectable</b>	<b>179,366</b>	<b>963,351</b>
% Collected	94.3%	71.2%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	2,413	3,839	0	450	6,702
Percentage	0.0%	36%	57.3%	0%	6.7%	
<b>Balance per trial balance</b>						
Sundry receivable						6,702
GST receivable						13,420
<b>Total receivables general outstanding</b>						<b>20,122</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

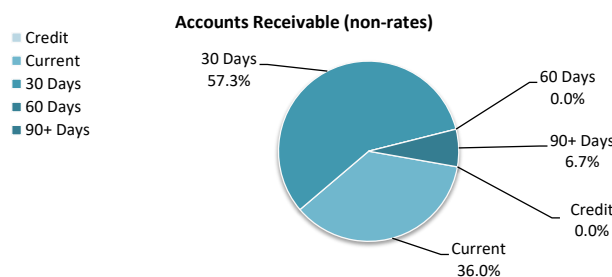
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

**Classification and subsequent measurement**

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

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



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2023**

**OPERATING ACTIVITIES  
NOTE 4  
OTHER CURRENT ASSETS**

Other current assets	Opening Balance 1 July 2023	Asset Increase	Asset Reduction	Closing Balance 30 September 2023
	\$	\$	\$	\$
<b>Inventory</b>				
Fuel	5,931	2,025	0	7,956
<b>Other Assets</b>				
Prepayments	10,908	0	0	10,908
<b>Total other current assets</b>	<b>16,839</b>	<b>2,025</b>	<b>0</b>	<b>18,864</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

**Inventory**

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

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



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2023**

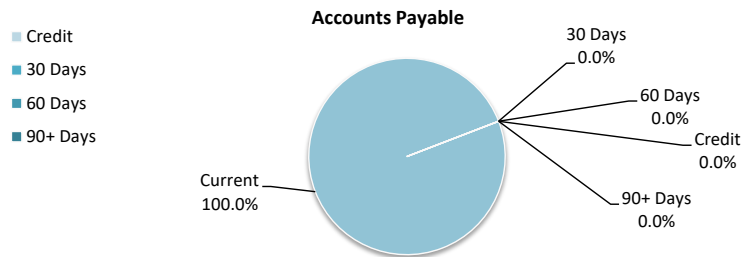
**OPERATING ACTIVITIES  
NOTE 5  
PAYABLES**

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	35,667	0	0	5	35,671
Percentage	0%	100%	0%	0%	0%	
<b>Balance per trial balance</b>						
Sundry creditors						35,671
ATO liabilities						40,798
Receipts in advance						37,899
Bonds and deposits						55,232
ESL Payable						63,514
<b>Total payables general outstanding</b>						<b>233,114</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

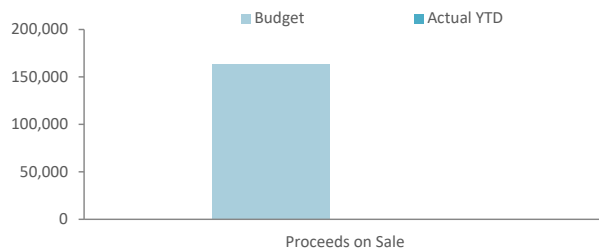
Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised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



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2023**

**OPERATING ACTIVITIES  
NOTE 6  
DISPOSAL OF ASSETS**

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book		Profit	(Loss)	Net Book		Profit	(Loss)
		Value	Proceeds			Value	Proceeds		
		\$	\$	\$	\$	\$	\$	\$	
	<b>Plant and equipment</b>								
	<b>Transport</b>								
	P26 Caterpillar 950H Wheel Loader	100,000	100,000	0	0	0	0	0	0
	P35 Caterpillar Primemover	40,000	40,000	0	0	0	0	0	0
	P55 Mitsubishi Triton	13,000	13,000	0	0	0	0	0	0
	P61 Toyota Hilux	10,000	10,000	0	0	0	0	0	0
		<b>163,000</b>	<b>163,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2023**

**INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS**

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land and buildings	3,214,575	13,112	21,111	7,999
Plant and equipment	874,000	369,000	7,299	(361,701)
Infrastructure - roads	1,175,123	523,878	310,533	(213,345)
<b>Payments for Capital Acquisitions</b>	<b>5,263,697</b>	<b>905,992</b>	<b>338,947</b>	<b>(567,045)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	3,372,849	427,200	148,292	(278,908)
Borrowings	1,462,024	1,462,024	0	(1,462,024)
Other (disposals & C/Fwd)	163,000	163,000	0	(163,000)
Cash backed reserves				
Leave reserve	(17,601)	0	0	0
Plant and light vehicle reserve	(393,785)	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	(62,157)	0	0	0
Infrastructure reserve	0	0	0	0
Building reserve	(100,000)	0	0	0
Contribution - operations	839,367	(1,146,232)	190,655	1,336,887
<b>Capital funding total</b>	<b>5,263,697</b>	<b>905,992</b>	<b>338,947</b>	<b>(567,045)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

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

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

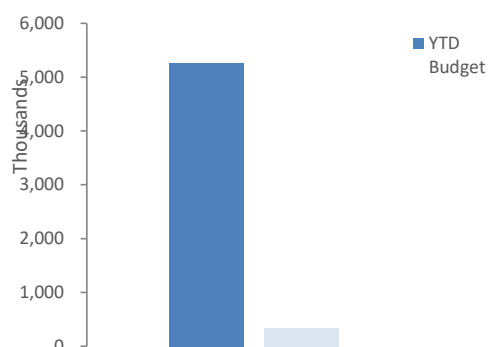
**Initial recognition and measurement for assets held at cost**

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

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

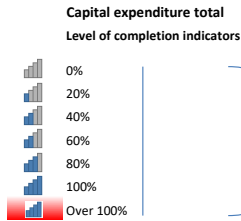
In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The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

**Payments for Capital Acquisitions**



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2023**

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



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#	Program	Job#	Account Description	Adopted			Variance (Under)/Over
				Budget	YTD Budget	YTD Actual	
			\$	\$	\$	\$	
0454	Governance		Council Chamber Improvements (NCA)	10,000	0	0	-
2264	Community Amenities		Land Development (NCA)	306,463	0	0	-
3104	Community Amenities	1067	Nabawa Townsite Electronic Display Sign	0	0	4,603	4,603
1304	Recreation And Culture		Plant & Equipment Purchases (NCA)	30,000	0	0	-
2644	Recreation And Culture	1037	Yuna Golf Club	15,000	0	0	-
2644	Recreation And Culture	1066	Nanson Showgrounds Capital	88,112	13,112	21,111	7,999
2644	Recreation And Culture	1077	Dump Point Yuna Hall	10,000	0	0	-
2644	Recreation And Culture	1081	Disaster Recovery Centre Nabawa	2,000,000	0	0	-
2834	Recreation And Culture	1079	Lrcip Phase 3 (B)	500,000	0	0	-
7074	Recreation And Culture	1074	Coronation Beach Fixed Electronic Display Sign	15,000	0	2,696	2,696
7074	Recreation And Culture	1174	Coronation Beach Campgrounds Ticket Machine	10,000	0	0	-
3264	Transport		Depot Construction (NCA)	285,000	0	0	-
3554	Transport		Plant & Equipment Purchases (NCA)	819,000	369,000	0	(369,000)
3114	Transport		Capital Roadworks Program Purchases (Incl Grant Funded Jobs) (NCA)	1,175,123	523,878	310,533	(213,345)
				<b>5,263,697</b>	<b>905,990</b>	<b>338,943</b>	<b>(567,047)</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2023**

**FINANCING ACTIVITIES  
NOTE 8  
BORROWINGS**

**Repayments - borrowings**

Information on borrowings Particulars	Loan No.	1 July 2023	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	
<b>Recreation and culture</b>										
BHP Oval	101	0	0	185,000	0	0	0	185,000	0	0
Disaster Recovery Centre	102	0	0	600,000	0	0	0	600,000	0	0
<b>Transport</b>										
Depot Building	99	0	0	267,024	0	0	0	267,024	0	0
Road Plant Capex	100	0	0	410,000	0	(31,000)	0	379,000	0	(6,900)
						0				
<b>Total</b>		0	0	1,462,024	0	(31,000)	0	1,431,024	0	(6,900)
Current borrowings		0					0			
Non-current borrowings		0					0			
		0					0			

All debenture repayments were financed by general purpose revenue.

**New borrowings 2023-24**

Particulars	Amount Borrowed	Amount Borrowed	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
	\$	\$				%	\$	\$	\$	
Depot Building - Loan 99	0	267,024	WATC	Fixed Rate	10	53,131	4.05	0	267,024	0
Road Plant Capex - Loan 100	0	410,000	WATC	Fixed Rate	5	47,036	4.05	0	410,000	0
BHP Oval - Loan 101	0	185,000	WATC	Fixed Rate	30	63,660	4.05	0	185,000	0
Disaster Recovery Centre - Loan 102	0	600,000	WATC	Fixed Rate	30	206,464	4.05	0	600,000	0
	0	1,462,024				370,291		0	1,462,024	0

The Shire has no unspent debenture funds as at 30th June 2023, nor is it expected to have unspent funds as at 30th June 2024.

**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 30 SEPTEMBER 2023**

**FINANCING ACTIVITIES  
NOTE 9  
LEASE LIABILITIES**

**Movement in carrying amounts**

Information on leases Particulars	Lease No.	1 July 2023	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Community amenities</b>										
Nabawa Fuel Station	LE01	42,609	0	0	(2,001)	(7,886)	40,608	34,723	(272)	(1,206)
<b>Total</b>		42,609	0	0	(2,001)	(7,886)	40,608	34,723	(272)	(1,206)
Current lease liabilities		8,088					6,087			
Non-current lease liabilities		34,521					34,521			
		42,609					40,608			

**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 30 SEPTEMBER 2023**

**OPERATING ACTIVITIES  
NOTE 10  
RESERVE ACCOUNTS**

Reserve accounts

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Restricted by Council</b>									
Leave reserve	167,426	10	648	0	0	(17,601)	0	149,835	168,074
Plant and light vehicle reserve	524,609	50	2,030	0	0	(393,785)	0	130,874	526,639
Water strategy reserve	14,392	5	56	0	0	0	0	14,397	14,448
Computer and office equipment reserve	40,177	5	156	0	0	0	0	40,182	40,333
Legal reserve	40,452	5	157	0	0	0	0	40,457	40,609
Land development reserve	72,846	5	282	0	0	(62,157)	0	10,694	73,128
Infrastructure reserve	285,471	15	1,104	0	0	0	0	285,486	286,575
Building reserve	186,103	20	720	0	0	(100,000)	0	86,123	186,823
	<b>1,331,476</b>	<b>115</b>	<b>5,153</b>	<b>0</b>	<b>0</b>	<b>(573,543)</b>	<b>0</b>	<b>758,048</b>	<b>1,336,629</b>

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

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2023**

**OPERATING ACTIVITIES  
NOTE 11  
OTHER CURRENT LIABILITIES**

	Note	Opening Balance 1 July 2023	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 30 September 2023
		\$		\$	\$	\$
<b>Other current liabilities</b>						
<b>Other liabilities</b>						
- Contract liabilities		0	0	548,042	(194,134)	353,908
<b>Total other liabilities</b>		0	0	548,042	(194,134)	353,908
<b>Employee Related Provisions</b>						
Annual leave		270,457	0	0	0	270,457
Long service leave		226,885	0	0	0	226,885
<b>Total Employee Related Provisions</b>		497,342	0	0	0	497,342
<b>Total other current assets</b>		<b>497,342</b>	<b>0</b>	<b>548,042</b>	<b>(194,134)</b>	<b>851,250</b>
Amounts shown above include GST (where applicable)						

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

**KEY INFORMATION**

**Provisions**

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

**Employee Related Provisions**

**Short-term employee benefits**

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

**Other long-term employee benefits**

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

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

**Contract liabilities**

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

**Capital grant/contribution liabilities**

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



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2023

NOTE 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 Revenue	YTD Budget	YTD Revenue Actual
	1 July 2023		(As revenue)	30 Sep 2023	30 Sep 2023			
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Operating grants and subsidies</b>								
<b>General purpose funding</b>								
Financial Assistance Grants (Local Roads Funding)	0	8,115	(8,115)	0	0	0	0	8,115
Financial Assistance Grants (General Purpose)	0	6,704	(6,704)	0	0	0	0	6,704
<b>Law, order, public safety</b>								
DFES Grant Income	0	8,840	(8,840)	0	0	23,500	0	8,840
Trainee Ranger Grant Income	0	0	0	0	0	38,000	0	0
Emergency Services Recovery & Preparedness	0	0	0	0	0	200,000	0	0
<b>Community amenities</b>								
Backroads Gravel Event	0	55,000	0	55,000	55,000	50,000	0	0
Tourism WA Regional Event Scheme	0	0	0	0	0	15,000	15,000	0
<b>Recreation and culture</b>								
LRICIP Phase 3	0	0	0	0	0	180,000	0	0
<b>Transport</b>								
Main Roads WA Direct Grant	0	0	0	0	0	162,442	162,442	0
	<b>0</b>	<b>78,659</b>	<b>(23,659)</b>	<b>55,000</b>	<b>55,000</b>	<b>668,942</b>	<b>177,442</b>	<b>23,659</b>
<b>Operating contributions</b>								
<b>General purpose funding</b>								
Ex Gratia Rates	0	11,038	(11,038)	0	0	11,000	0	11,038
<b>Community amenities</b>								
Developer Contributions	0	0	0	0	0	150,357	0	0
Expense Reimbursements	0	0	0	0	0	1,500	0	0
<b>Recreation and culture</b>								
Contributions Various	0	0	0	0	0	55,000	0	0
<b>Transport</b>								
Hudson Resources Contribution (Dartmoor Rd)	0	0	0	0	0	12,500	0	0
<b>Other property and services</b>								
Diesel Fuel Rebate	0	11,145	(11,145)	0	0	40,000	6,666	11,145
Insurance Claim Reimbursements	0	0	0	0	0	151,000	0	0
	<b>0</b>	<b>22,183</b>	<b>(22,183)</b>	<b>0</b>	<b>0</b>	<b>421,357</b>	<b>6,666</b>	<b>22,183</b>
<b>TOTALS</b>	<b>0</b>	<b>100,842</b>	<b>(45,842)</b>	<b>55,000</b>	<b>55,000</b>	<b>1,090,299</b>	<b>184,108</b>	<b>45,842</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2023

NOTE 13  
NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Non operating grants, subsidies and contributions revenue		
	Liability 1 July 2023	Increase in Liability	Decrease in Liability (As revenue)	Liability 30 Sep 2023	Current Liability 30 Sep 2023	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Non-operating grants and subsidies</b>								
<b>Recreation and culture</b>								
LRCIP Phase 3	0	0	0	0	0	365,437	0	0
Disaster Ready Fund	0	0	0	0	0	900,000	0	0
Government of WA	0	0	0	0	0	500,000	0	0
Stronger Communities Grant	0	20,000	0	20,000	20,000	0	0	0
<b>Transport</b>								
Main Roads WA Regional Road Group Funding	0	427,200	(148,292)	278,908	278,908	1,068,000	427,200	148,292
Roads to Recovery Funding	0	0	0	0	0	328,620	0	0
LRCIP Phase 4	0	0	0	0	0	210,792	0	0
<b>TOTALS</b>	<b>0</b>	<b>447,200</b>	<b>(148,292)</b>	<b>298,908</b>	<b>298,908</b>	<b>3,372,849</b>	<b>427,200</b>	<b>148,292</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 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	Amount	Amount	Closing Balance
	1 July 2023	Received	Paid	30 Sep 2023
	\$	\$	\$	\$
Contributions from Sub Divider	150,357	0	0	150,357
CTF Levy	1,835	1,850	(1,722)	1,963
Building Commission	1,366	1,552	(1,271)	1,647
Unclaimed Monies	0	237	(237)	0
Nomination Deposits	0	700	0	700
	<b>153,558</b>	<b>4,339</b>	<b>(3,230)</b>	<b>154,667</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 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 2023-24 year is \$10,000 or 10.00% whichever is the greater.

Nature or type	Var. \$	Var. %	Explanation of variances	
			Timing	Permanent
	\$	%		
<b>Revenue from operating activities</b>				
Operating grants, subsidies and contributions	(138,266)	(75.10%)	▼ Timing	
Fees and charges	28,533	11.06%	▲ Timing	
Interest earnings	11,667	128.14%	▲ Timing	
<b>Expenditure from operating activities</b>				
Employee costs	165,656	27.74%	▲ Timing	
Materials and contracts	90,843	17.92%	▲ Timing	
Utility charges	9,434	68.37%	Timing	
Depreciation on non-current assets	(341,232)	(56.34%)	▼	Permanent
Interest expenses	340	55.56%	Timing	
Insurance expenses	19,084	17.12%	▲ Timing	
Other expenditure	5,211	83.23%	Timing	
Non-cash amounts excluded from operating activities	434,462	84.78%	Timing	
<b>Investing activities</b>				
Proceeds from non-operating grants, subsidies and contributions	(278,908)	(65.29%)	▼ Timing	
Proceeds from disposal of assets	(163,000)	(100.00%)	▼ Timing	
Payments for property, plant and equipment and infrastructure	567,045	62.59%	▲ Timing	
<b>Financing activities</b>				
Proceeds from new debentures	(1,462,024)	0.00%	▼ Timing	
Transfer from reserves	(573,543)	(100.00%)	▼ Timing	
Payments for principal portion of lease liabilities	5,885	74.63%	Timing	
Transfer to reserves	(5,038)	(4380.87%)	Timing	

List of Accounts Paid - September 2023				
Chq/EFT	Date	Name	Description	Amount
5009	27/09/2023	John Robert Currie	Rates refund	-467.00
EFT28104	14/09/2023	City of Greater Geraldton	Midwest Libraries Consortium, SirsiDynix Library Management System Subscription Fees	-1436.41
EFT28105	14/09/2023	MM Electrical Merchandising	Electrical conduit & fittings for Nabawa Townsite Electronic Display Sign; 1x electrical pit lid at stadium	-227.98
EFT28106	14/09/2023	Synergy	Streetlighting expense	-1057.27
EFT28107	14/09/2023	Ben Hart	BOND VENUE HIRE REFUND	-700.00
EFT28108	14/09/2023	AFGR	P57 - Replacement parts; fault diagnosis	-9312.18
EFT28109	14/09/2023	Australia Post	Postage Expenses	-916.19
EFT28110	14/09/2023	Aviassist Pty Ltd	Remote Pilot Licence Multirotor 25kg	-2316.00
EFT28111	14/09/2023	Batavia Timber and Salvage	Nabawa Waste Transfer Station - Removal of Asbestos	-3058.00
EFT28112	14/09/2023	Battery Mart	P77 - Parts	-484.00
EFT28113	14/09/2023	Blackwoods	Bolts & washers for illuminated signs (LRICIP Round 3, 22-23 budget) at Nabawa and Coronation Beach	-179.64
EFT28114	14/09/2023	Bolts R Us	Milwaukee 1/2" drive and torx screw driver set	-1195.48
EFT28115	14/09/2023	Bridgestone Tyre Centre	P71 - Wheel Alignment	-79.00
EFT28116	14/09/2023	Bunnings Group Limited	18 chairs for BHP CC hall, materials for LCD Signage	-2516.12
EFT28117	14/09/2023	CJD Equipment Pty Ltd	P35 - Parts and wheel alignment	-5518.50
EFT28118	14/09/2023	Cadgroup Australia Pty Ltd	Autodesk Subscription Contract Renewal - Annual Term	-2024.00
EFT28119	14/09/2023	Cleanaway Co Pty Ltd (Commercial)	Commercial Waste Clearance	-7099.03
EFT28120	14/09/2023	Cleanaway Co Pty Ltd (Domestic)	Domestic Waste Clearances	-12571.43
EFT28121	14/09/2023	Complete Office Supplies	2024 Diaries	-281.14
EFT28122	14/09/2023	Dillon & Oliveri Pty Ltd	Power feed to Large Open Shed, Power feed to Transportable Ablution Block. Power feed to Small Open Shed Upgrade switchboard, power & lights circuits at Small Horse Arena Shelter (Rnd 3, LRICIP, 22-23 budget)	-22783.75
EFT28123	14/09/2023	Five Star Business Solutions & Innovation	Printing charges	-499.23
EFT28124	14/09/2023	Fleet Network	Employee Novated Lease Arrangements Pre and Post Tax	-1995.22
EFT28125	14/09/2023	Freemans Liquid Waste	Pump out 3x long drop WCs & 1x dump point at Coronation Beach Campgrounds and all Showground Facilities	-2756.00
EFT28126	14/09/2023	GCo Australia Pty Ltd	Annual RCD Testing	-867.90
EFT28127	14/09/2023	Geraldton Ag Services	Jumper leads and hitch pin clips; P88 - Parts	-209.02
EFT28128	14/09/2023	Geraldton Toyota	P71 - Parts	-500.94
EFT28129	14/09/2023	Geraldton Trophy Centre	Interment Wall Plaque with photo	-440.00
EFT28130	14/09/2023	Goodyear & Dunlop Tyres (Aust) Pty Ltd	P74 - Tyres; P35, P62 - Tyre repairs	-1652.59
EFT28131	14/09/2023	Great Northern Rural Services	Sports Ground - Nabawa Oval, Tennis Area & Surrounds Gardeners Mtce - encoders for sprinklers	-807.71
EFT28132	14/09/2023	Greenfield Technical Service	Prepare seal tender as per email sent on 28/7/2023	-1980.00
EFT28133	14/09/2023	Holcim	2.4m3 concrete for footings at Nabawa	-2233.20
EFT28134	14/09/2023	Independent Parts Pty Ltd	P35 - Parts	-732.60
EFT28135	14/09/2023	Integrated ICT	Managed Service Agreement & Shared Services Agreement (Storage); Managed Service Agreement and Management Monitoring Tool; Starlink Data Plan; Microsoft 365 Licensing (NCE Annual Commitment)	-5910.31
EFT28136	14/09/2023	JA Diesel Pty Ltd	P88 - Service; P72 - Repairs	-1782.00
EFT28137	14/09/2023	Kruize Asphalt & Contracting	C16 East Nabawa Road - Labor hire	-4158.00
EFT28138	14/09/2023	Landgate	GRV Interim Valuations	-125.20
EFT28139	14/09/2023	ML Communications	C16 East Nabawa Road Hire of RTK Survey drone for road survey and design	-4400.00
EFT28140	14/09/2023	MOD Designs	Provision of Gardening Services @ White Peak; Standing order for cleaning various Shire buildings	-3295.00
EFT28141	14/09/2023	MODESCO Pty Ltd t/as Design Catering	Catering for Northern Country Zone Meeting hosted by Shire of Chapman Valley	-374.00
EFT28142	14/09/2023	Mach 1 Auto One	Kinchrome - Impact bit set and Digital Vernier Caliper 150mm; ICT F-10 Fuel Treatment; Armorrall Wipes	-251.75
EFT28143	14/09/2023	McIntosh Holdings Pty Ltd t/as Purcher International (W.A.)	P72 - Parts; P81 - Diagnosis, parts and repairs;	-3331.28
EFT28144	14/09/2023	Mcintosh & Son	P62 - Parts	-1679.97
EFT28145	14/09/2023	Miralec	Replace 1x galv cabinet & 2x 3phs outlets at south distib. board near Mcaugh Rd	-902.00
EFT28146	14/09/2023	Mitchell & Brown	Ipad mini for controlling survey equipment; USB C to HDMI; Recharge data for ipad mini; Cover for iPad; Memory card; WiFi Range Extender for the Nabawa Community Centre	-1766.65
EFT28147	14/09/2023	NAPA - Cova Parts Pty Ltd	P71 - Parts and service	-1726.77
EFT28148	14/09/2023	Option Refrigeration & Air Conditioning	Replace outdoor PC board and 3 new sensors to Building & Projects Officer's Office Aircon	-657.97
EFT28149	14/09/2023	Patience Sandland Pty Ltd.	M151 ELIZA SHAW DRIVE MAINTENANCE - Provide gravel for shoulder maintenance	-1755.52
EFT28150	14/09/2023	Pest A Kill WA	Annual Exterra Contract - Naraling Hall and Nabawa Stadium	-1760.00
EFT28151	14/09/2023	Refuel Australia	Purchase of fuel for Shire Operations	-40513.22
EFT28152	14/09/2023	Searange Holdings Pty Ltd	September 2023 Fuel Bowser Lease - Refer lease agreement LE01- Principle + Interest	-833.35
EFT28153	14/09/2023	Services Australia	Payroll deductions	-300.50
EFT28154	14/09/2023	Southside Mechanical Services WA Pty Ltd	P53 and P61 - Service	-936.50
EFT28155	14/09/2023	Sun City Plumbing	Annual backflow testing 3275 Chapman Valley Road Nabawa Meter Number - WFD9580033	-270.00
EFT28156	14/09/2023	Sun City Solar	Nabawa Townsite Electronic Display Sign - 1x 12v wire, Solar connectors x 5 packs; 1x 100m roll 12v cable,	-687.75
EFT28157	14/09/2023	Team Global Express Pty Ltd	Freight to return chain to Hersey Safety and Council Minutes binding to Finishing WA	-79.23
EFT28158	14/09/2023	Terrence Andrew Noden	Assist installation of columns, illuminated signs & solar panels at CoroBeach turn off	-1740.00
EFT28159	14/09/2023	The Event Team (WA) Pty Ltd	2023 Backroads Gravel: Fields of Gold	-55000.00
EFT28160	14/09/2023	The West Australian	Public Notice in The West Australian 25/08/23 - Special Meeting to discuss potential Community Sporting and Recreation Facilities Fund (CSRFF) applications; Public Notice in Geraldton Guardian 04/08/2023 - Special Meeting of Council Budget Adoption	-578.84
EFT28161	14/09/2023	Ultimate Positioning Group Pty Ltd	C16 East Nabawa Road Construction - Hire of TBC Plugin for Pickup and design	-9328.00
EFT28162	14/09/2023	Westrac Pty Ltd	P88 - Parts	-171.38
EFT28163	14/09/2023	Woodlake Holdings Pty Ltd t/as Geraldton Parts	Airfittings for workshop and assorted items	-331.44
EFT28164	14/09/2023	Woolworths Group	Staff amenities and janitorial supplies	-32.20
EFT28165	21/09/2023	Australian Taxation Office	BAS AUG'23	-82027.00
EFT28166	04/09/2023	Westpac Geraldton	Credit Card Transactions: Trainee Ranger Flights to Perth for course; Purchase of additional Adobe Acrobat Pro license for CEO use; Local Government Professionals Australia WA - Midwest Branch - HR Event 18/08/23; Card Fees; Staff amenities and janitorial supplies	-411.82
EFT28167	28/09/2023	Department of Health	Fee for Change of Name on Certificate of Registration as Pest Management Business	-30.00
EFT28168	28/09/2023	Shire of Mingenew	VELPIC Quarterly Fee and Usage	-47.16
EFT28169	28/09/2023	Synergy	Electricity charges	-431.04
EFT28170	28/09/2023	Telstra Limited	Telephone Charges	-1373.39
EFT28171	28/09/2023	CBH Group Geraldton	REFUND BOND VENUE HIRE	-530.00
EFT28172	28/09/2023	Lightning Netball Club	REFUND BOND VENUE HIRE	-530.00
EFT28173	28/09/2023	RSM Australia Pty Ltd	REFUND BOND VENUE HIRE	-430.00
EFT28174	28/09/2023	Anthony Abbott	Building Surveyor - Phone Cover	-30.00

List of Accounts Paid - September 2023				
Chq/EFT	Date	Name	Description	Amount
EFT28175	28/09/2023	BOC Limited	Annual Rent - R020D2 Oxygen Indust D2 Size; R020G Oxygen Indust G Size; R061D2 Argon Welding D2 Size; R040G Dissolved Acetylene G Size; R065F3VIPR Argoshield Universal - Industrial; R065D2 Argoshield Universal D2 Size	-1153.92
EFT28176	28/09/2023	Baba Marda Road Services	M151 Eliza Shaw Drive maintenance - Provide traffic amangement for Glen Ivey	-4342.25
EFT28177	28/09/2023	Battery Mart	Nabawa Townsite Electronic Display Sign - 12v 25mm cables, lugs, isolation switches for battery install. (22-23 budget, LRCIP Rnd 3)	-469.91
EFT28178	28/09/2023	Chapman Valley Agricultural Society Inc	Chapman Valley Perpetual Trophy Donation	-50.00
EFT28179	28/09/2023	Chapman Valley Menshed Inc	Open and close Nabawa tip gates	-400.00
EFT28180	28/09/2023	Fleet Network	Employee Novated Lease Arrangements Pre and Post Tax	-997.61
EFT28181	28/09/2023	GCM Agencies Pty Ltd	P75 - Parts and freight	-1358.04
EFT28182	28/09/2023	Geraldton Bobcat	Prepare grave plot K32 for burial	-550.00
EFT28183	28/09/2023	Geraldton Trophy Centre	Interment Wall Plaque	-440.00
EFT28184	28/09/2023	Greenfield Technical Service	Prepare seal tender; Provide engineering assitance evaluating Wokerena development	-3664.54
EFT28185	28/09/2023	Helene Pty Ltd t/as LO-GO Appointments	Payroll Officer Maternity Leave Coverage	-1047.28
EFT28186	28/09/2023	Incite Security Pty Ltd	Quarterly Alarm Monitoring Fee	-117.00
EFT28187	28/09/2023	JA Diesel Pty Ltd	Parts and repairs including travel - P66; P75; P85; P86; P63; P7723; P74; P72, P918, P85; P86; P63; P7723, P74; P7724, P7725, P66; P35	-7447.00
EFT28188	28/09/2023	Jungles Newsagency	Annual Newspaper	-34.20
EFT28189	28/09/2023	Kruize Asphalt & Contracting	C16 East Nabawa Road - Labour Hire	-5445.00
EFT28190	28/09/2023	Logic IT Solutions Pty Ltd	Network Management for CCTV Cameras	-627.00
EFT28191	28/09/2023	M2 Technology Group	M2 On Hold Agreement - On Hold and phone system messages	-231.00
EFT28192	28/09/2023	ML Communications	Fit DFES track device as per quote 5426 - P70; P47; P39; P49; P59; P44	-1900.80
EFT28193	28/09/2023	MOD Designs	Standing order for cleaning various Shire buildings	-635.00
EFT28194	28/09/2023	MODESCO Pty Ltd t/as Design Catering	Supply meeting refreshments	-305.80
EFT28195	28/09/2023	Node1Internet	Wireless Internet Services @ Nabawa Office & Library, Coronation Beach and Yuna Muiltpurpose Community Centre	-476.95
EFT28196	28/09/2023	QHSE INTEGRATED SOLUTIONS PTY LTD t/as Skytrust Intelligence System	Skytrust Intelligence System Tier 2 - Core Monthly Subscription and Online Induction & Training	-493.90
EFT28197	28/09/2023	Refuel Australia	Refill Diesel tank at Nabawa Depot	-8272.60
EFT28198	28/09/2023	Services Australia	Payroll deductions	-150.25
EFT28199	28/09/2023	Shire of Chapman Valley	CLEANING FEE WITHHELD FROM BOND	-100.00
EFT28200	28/09/2023	State Law Publisher	Government Gazette Notice - Lot 100 (Vol 1655/Folio 187 DP302726) Rezoning	-78.00
EFT28201	28/09/2023	Team Global Express Pty Ltd	Freight from Hersey Safety	-106.10
EFT28202	28/09/2023	TeletracNavman Australia	Teletrac navman subscription for various vehicles	-769.45
EFT28203	28/09/2023	Westrac Pty Ltd	TDTO 50 208L oil plus extender	-26.31
EFT28204	28/09/2023	Wilby Investments Pty Ltd t/as Miles Glass and Flyscreens	Nabawa Townsite Electronic Display Sign - Mesh for battery boxes	-80.00
EFT28205	28/09/2023	Woolworths Group	Meetings and refreshments; Staff amenities and janitorial supplies	-154.35
DD18133.1	12/09/2023	Aware Super Pty Ltd	Superannuation Contributions and Payroll Deductions	-8551.06
DD18133.2	12/09/2023	Rest Superannuation	Superannuation Contributions and Payroll Deductions	-1064.19
DD18133.3	12/09/2023	Mercer Super Trust	Superannuation Contributions and Payroll Deductions	-416.02
DD18133.4	12/09/2023	Wealth Personal Superannuation and Pension Fund	Superannuation Contributions and Payroll Deductions	-596.27
DD18133.5	12/09/2023	Cameron Fishing Superannuation Fund	Superannuation contributions	-153.80
DD18133.6	12/09/2023	OnePath Custodians Pty Limited	Superannuation contributions	-266.89
DD18133.7	12/09/2023	Hostplus Superannuation	Superannuation contributions	-48.65
DD18133.8	12/09/2023	Prime Super	Superannuation contributions	-301.14
DD18133.9	12/09/2023	ANZ Smart Choice Super	Superannuation contributions	-323.75
DD18152.1	26/09/2023	Aware Super Pty Ltd	Superannuation Contributions and Payroll Deductions	-8398.06
DD18152.2	26/09/2023	Rest Superannuation	Superannuation Contributions and Payroll Deductions	-1109.68
DD18152.3	26/09/2023	Mercer Super Trust	Superannuation Contributions and Payroll Deductions	-416.02
DD18152.4	26/09/2023	Wealth Personal Superannuation and Pension Fund	Superannuation Contributions and Payroll Deductions	-596.27
DD18152.5	26/09/2023	Cameron Fishing Superannuation Fund	Superannuation contributions	-252.50
DD18152.6	26/09/2023	OnePath Custodians Pty Limited	Superannuation contributions	-237.24
DD18152.7	26/09/2023	Hostplus Superannuation	Superannuation contributions	-50.39
DD18152.8	26/09/2023	Prime Super	Superannuation contributions	-301.14
DD18152.9	26/09/2023	ANZ Smart Choice Super	Superannuation contributions	-323.75
EFT28206	29/09/2023	Building and Construction Industry Training Fund	CTF Levies Forwarded	-1557.51
EFT28207	29/09/2023	Department of Mines, Industry Regulation & Safety	Buildings Services Levies Forwarded	-1075.73
EFT28208	29/09/2023	Shire of Chapman Valley	CTF and Buildings Services Levies Commissions Collected	-26.50
			<b>TOTAL</b>	<b>-\$ 387,407.59</b>

**BANK RECONCILIATION - Muni Accounts  
As at 30th of September 2023**


**SYNERGY**


Balance as per Cash at Bank Account GL 160000	1,084,935.03
Balance as per Cash at Bank Account GL 170000	3,175,462.66
Balance as per Interfund Transfer A/c GL 161100	-
Plus Income on Bank Stmt not in ledgers	-
Less Expenditure on Bank Stmt not in ledgers	-
	<b>\$4,260,397.69</b>

**BANK**

Muni Bank Account (Account No 000040)	1,083,717.58
Investment Account (Account No 305784)	3,175,462.66
	<u>4,259,180.24</u>
Less Outstanding Payments	467.00
Plus Outstanding Deposits	1,684.45
Plus Tfer from Trust to Muni or [ Tfer to Trust from Muni ]	-
	<b>\$4,260,397.69</b>

Difference Check 0.00

Completed by:  | 09/10/2023  
Beau Raymond - Senior Finance Officer | Date

Reviewed by:  | 10/10/23  
Jamie Criddle - Chief Executive Officer | Date

**BANK RECONCILIATION - Muni Accounts**

**As at 30th of September 2023**

**CASHBOOK ENTRIES NOT YET PROCESSED**

**INCOME/RECEIPTS (on bank statement not yet processed in Synergy)**

<u>DATE</u>	<u>DETAILS</u>	<u>AMOUNT</u>
		0.00

**EXPENDITURE/PAYMENTS (on bank statement not yet processed in Synergy)**

<u>DATE</u>	<u>DETAILS</u>	<u>AMOUNT</u>
		0.00



**BANK RECONCILIATION - Muni Accounts**

**As at 30th of September 2023**

**Outstanding Deposits**

(Deposits not yet credited to Westpac A/c)

<u>DATE</u>	<u>DETAILS</u>	<u>REF#</u>	<u>AMOUNT</u>
29/09/2023	Business Banking Deposit	PO42122060	\$ 1,684.45

Total Outstanding Deposits \$ 1,684.45



**Outstanding Payments**

(Withdrawals not yet debited to Westpac A/c)

<u>DATE</u>	<u>DETAILS</u>	<u>PAYT No#</u>	<u>AMOUNT</u>
27/09/2023	Outstanding Cheque	CHQ#5009	\$ 467.00

Total Outstanding Payments \$ 467.00



**Bank Transfers ex Trust / [to Trust] Account**

<u>DATE</u>	<u>DETAILS</u>	<u>REF#</u>	<u>AMOUNT</u>
-------------	----------------	-------------	---------------

Total Outstanding Transfers Required \$ -



**Corporate Card Statement**

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

DATE	20 SEP 2023
FILE	Facility Number 00018023 20000001
RECORD	Payment Due Date 02 October 2023
	Closing Balance \$875.75

CR2324187

**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.

<b>Company Name</b> Shire Of Chapman Valley	<b>Number of Cards</b> 2	<b>Cash Advance Annual % Rate</b> 15.65%
<b>Contact Name</b> The Shire Clerk	<b>Facility Number</b> 00018023 20000001	<b>Facility Credit Limit</b> 10,000
<b>Statement From</b> 21 Aug 2023	<b>Statement To</b> 20 Sep 2023	<b>Payment Due Date</b> 02 Oct 2023
	<b>Opening Balance</b> 411.82	<b>Closing Balance</b> 875.75
		<b>Available Credit</b> 9,124.25

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		
411.82	411.82 -	875.75	0.00	0.00	0.00	875.75	0.00

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

**Complaints**

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

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

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

Phone 1800 931 678

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

SC00737 / M000254 / 264 / CN1VP4P1

S000737 / M000254 / 264 / CN1VP4P1



### Corporate Card Statement

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

#### CARDHOLDER TRANSACTION DETAILS

Cardholder Name	Card Number	Credit Limit	Available Credit
Jameon Criddle	5163 2531 0145 4541	6,000	5,124.25

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
01 SEP	<b>Payments</b> AUTOMATIC PAYMENT	381.97-	
	<b>Sub Total:</b>	<b>381.97-</b>	
01 SEP	<b>Purchases</b> Skeetas Restaurant Bar Geraldton AUS	25.20	104620.02
08 SEP	EATING PLACES, RESTAURANTS QANTAS AI0812342663725 NSW AUS	809.52	107720.52
19 SEP	QANTAS SWAN TAXIS PERTH SYDNEY AUS	20.03	106320.22
19 SEP	TAXICABS/LIMOUSINES LIV*Live Payments Barangaroo AUS	21.00	106320.22
	<b>Sub Total:</b>	<b>875.75</b>	

#### Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions		
381.97	381.97 -	875.75	0.00	0.00	0.00	875.75	0.00



SC00739 / M000254 / 264 / CN1VP4P1

### Corporate Card Statement

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

Cardholder Signature \_\_\_\_\_ Date 5/10/23

Transactions examined and approved.

Manager/Supervisor Signature \_\_\_\_\_ Date 11/10/23

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.

#### Complaints

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

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

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

Phone 1800 931 678

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

S000739 / M000254 / 264 / CN1VP4P1



### Corporate Card Statement

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

#### CARDHOLDER TRANSACTION DETAILS

Cardholder Name	Card Number	Credit Limit	Available Credit
Simon Lancaster	5163 2531 0083 4453	4,000	4,000.00

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

Corporate Card Transactions			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
01 SEP	<b>Payments</b> AUTOMATIC PAYMENT	29.85-	
	<b>Sub Total:</b>	<b>29.85-</b>	

#### Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions		
29.85	29.85 -	0.00	0.00	0.00	0.00	0.00	0.00

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

Cardholder Signature \_\_\_\_\_ Date 11/6/23

Transactions examined and approved \_\_\_\_\_

Manager/Supervisor Signature \_\_\_\_\_ Date 11/16/23

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.



S000738 / M000254 / 264 / CN1VP4P1

## Corporate Card Statement

### Complaints

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

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

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

Phone 1800 931 678

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

## 10.3 Chief Executive Officer

<b>10.3.1</b>	<b>Asbestos Management Plan</b>
<b>Department</b>	Development Service Building
<b>Author</b>	Jamie Criddle
<b>Reference(s)</b>	107.00
<b>Attachment(s)</b>	1. WHS007 Asbestos Management Plan [10.3.1.1 - 15 pages] 2. ACM Asbestos Register 2023 [10.3.1.2 - 19 pages]

### Voting Requirements

Simply Majority

### Staff Recommendation

That Council note and endorse the attached Asbestos Management Plan

### 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

This plan has been developed to assist the Shire comply with legislative requirements in the management of asbestos containing materials (ACM) in Shire owned or controlled buildings and workplaces. The goal is for all Shire owned or controlled buildings and workplaces to be free of ACM. Accordingly, consideration should be given to the removal of ACM during renovation, refurbishment and/or maintenance processes in preference to other control measures such as encapsulation, enclosure or sealing.

### Comment

Council has maintained an Asbestos Register and implemented an Asbestos Management Plan since 2013 and updated as requested over time, the last update occurred in 2021. With recent incidents within the Shire, it was important to ensure that Council's Management Plan and Register were updated, particularly with the changes to the Work Health & Safety Act 2020 & Regulations.

### Statutory Environment

The Shire, as an employer, has a legislative duty to provide and maintain a working environment in which the employees of the employer are not exposed to hazards. This duty further extends to any other person who may be affected wholly or in part as a result of the



work done or caused to be done by the Shire or the Shires employees. The legislative framework which must be complied with includes the provisions of:

- [Work Health and Safety Act 2020 \(WA\)](#)
- [Work Health and Safety General Regulations 2022 \(WA\)](#) and supporting documentation.
  - Ø [National code of practice for the safe removal of asbestos 2nd edition \[NOHSC:2002\(2005\)\]](#)
  - Ø [National code of practice for the management and control of asbestos in workplaces \[NOHSC:2018 \(2005\)\]](#)
  - Ø [National guidance note on the membrane filter method for estimating airborne asbestos fibres 2nd edition \[NOHSC:3003\(2005\)\]](#)

### **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**

WHS Co-ordinator

### **Risk Assessment**

A Major Health Risk of Level 4 - Which could result in lost time injuries.  
A Moderate Financial Impact Risk of Level 3 - Which will likely be between \$10,001 to \$50,000.

A Major Environmental Risk of Level 4 - Which will likely result in uncontained, reversible impact managed by a coordinated response from external agencies.

## Asbestos Management Plan



# Shire of Chapman Valley

## Asbestos Management Plan

## Asbestos Management Plan

Policy Number WHS 007 Asbestos Management Plan  
Shire of Chapman Valley

### Adoption by Senior Management Team

Position	Name	Signature	Date
Chief Executive Officer	Jamie Criddle		
Deputy Chief Executive Officer	Simon Lancaster		
Manager of works and services	Esky Kelly		
Manager Finance & Corporate Services	Dianne Raymond		

Policy Number	WHS007
Date Reviewed	July 2023
Next Review due	July 2026
Policy reviewer	WHS Coordinator/Environmental Health Officer
Revision	1

## Asbestos Management Plan

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## Asbestos Management Plan

### Foreword

This plan has been developed to assist the Shire comply with legislative requirements in the management of asbestos containing materials (ACM) in Shire owned or controlled buildings and workplaces. The goal is for all Shire owned or controlled buildings and workplaces to be free of ACM. Accordingly, consideration should be given to the removal of ACM during renovation, refurbishment and/or maintenance processes in preference to other control measures such as encapsulation, enclosure or sealing.

Reasonable steps have been taken to identify all ACM within all Shire owned or controlled buildings or workplaces. In some instances, inaccessible areas have not been subject to inspection, as detailed in the ACM register, and in these instances such areas must be presumed to contain ACM unless a competent person inspects and subsequently declares them as free of ACM.

The National Occupational Health and Safety Commission (NOHSC) documents are collectively referred to as "The National Codes of Practice" in this management plan:

- [National code of Practice for the safe removal of Asbestos 2nd edition \[NOHSC:2002\(2005\)\]](#) and
- [National code of practice for the management and control of asbestos in workplaces \[NOHSC:2018 \(2005\)\]](#)

This asbestos management plan must be reviewed whenever the register of ACM is reviewed. The review process should critically assess all asbestos management processes and their effectiveness in;

- Preventing exposure to airborne asbestos fibres
- Controlling maintenance workers and contractors
- Highlighting the need for action to remove or maintain ACM
- Raising awareness amongst all workers; and,
- Maintaining the accuracy of the ACM register

### Legislative Duty

The Shire, as an employer, has a legislative duty to provide and maintain a working environment in which the employees of the employer are not exposed to hazards. This duty further extends to any other person who may be affected wholly or in part as a result of the work done or caused to be done by the Shire or the Shires employees. The legislative framework which must be complied with includes the provisions of:

- [Work Health and Safety Act 2020 \(WA\)](#)
- [Work Health and Safety General Regulations 2022 \(WA\)](#) and supporting documentation.
  - [National code of practice for the safe removal of asbestos 2nd edition \[NOHSC:2002\(2005\)\]](#)
  - [National code of practice for the management and control of asbestos in workplaces \[NOHSC:2018 \(2005\)\]](#)
  - [National guidance note on the membrane filter method for estimating airborne asbestos fibres 2nd edition \[NOHSC:3003\(2005\)\]](#)

## Asbestos Management Plan

### Government Policy

The long-term aim is for all buildings occupied or controlled by government agencies to be free of ACM (where practicable).

Whilst working towards this goal, agencies also have an obligation to identify and manage ACM in their facilities in order to comply with legislative requirements.

ACM in sound condition, left undisturbed, presents negligible risk to employees, building occupants and the general community. Therefore, removal of asbestos may not be immediately necessary but should take into consideration immediate health risks and be completed prior to demolition, partial demolition, renovation or refurbishment if these works are likely to disturb ACM.

Remaining ACM should be regularly inspected, and actions taken to minimise health risk, as far as is reasonably practical.

All work conducted on ACM must only be undertaken in accordance with legislative requirements and as detailed in:

- [National Code of Practice for the Safe Removal of Asbestos\(2<sup>nd</sup> Edition\)](#)  
[\[NOHSC:2002\(2005\)\]](#)
- [National Code of Practice for the Management and Control of Asbestos in Workplaces](#)  
[\[NOHSC:2018\(2005\)\]](#)

## Asbestos Management Plan

### Responsibilities

#### Shire Executive Officers

Shire executive officers have the ultimate responsibility for ensuring all works involving or potentially involving any disturbance or removal of ACM are conducted in accordance with all applicable legislative requirements, including the National Codes of Practice.

- [National Code of Practice for the Safe Removal of Asbestos\(2<sup>nd</sup> Edition\) \[NOHSC:2002\(2005\)\]](#)
- [National Code of Practice for the Management and Control of Asbestos in Workplaces \[NOHSC:2018\(2005\)\]](#)

The Shire executive shall ensure the register of ACM and associated Asbestos Management Plan is maintained, reviewed and updated at the determined intervals. A member of the Shire executive shall ensure the register of ACM is reviewed in order to identify any ACM or presumed ACM to the persons intending to perform works, prior to the commencement of any works in any Shire owned or controlled building or workplace.

The Shire executive shall ensure works involving ACM are undertaken by competent persons, using formal documented safe systems of work including suitably authorised Safe Work Method Statements and Permits to Work. Any such work shall be subject to adequate supervision to ensure compliance with legislative requirements, including as detailed in the National Codes of Practice relating to ACM, (above). A member of the Shire executive is responsible for the authorisation of documented Safe Work Method Statements, Permits to Work associated with ACM works, and the provision of sufficient supervision to ensure works are conducted strictly in accordance with requirements.

A member of the Shire executive, or their nominated representative, shall ensure competencies and licences of persons involved in works removing or disturbing ACM are verified and recorded. This obligation extends to verifying and ensuring only suitable equipment (such as vacuum cleaners compliant with AS 3544 (1988) "Industrial Vacuum Cleaners for Particulates Hazardous for Health" and AS 4260 – 1997 "High-Efficiency Particulate Air Filters – Classification, Construction, and Performance") is used in the performance of ACM works.

#### Shire Employees and Contractors

All Shire employees and contractors have a responsibility to comply with legislative provisions, the National Codes of Practice and Shire imposed safe systems of work. The employee or contractor shall consult with a member of the Shire executive prior to the commencement of any works on Shire owned or controlled buildings for the asbestos register may be reviewed, ACM locations identified, and a safe system of work determined to complete the proposed works.

All works involving the disturbance or removal of ACM must be strictly by suitably trained or licensed persons, as the situation may require, in accordance with a suitably documented and authorized Safe Work Method Statement and Permit to Work.

#### Identification of Asbestos Hazards

Surveys of Shire buildings have been conducted. The surveys include a risk assessment and recommendations for future control measures. Results of surveys are recorded in the Shire asbestos register, maintained by Building Surveyor/EHO Officer or as determined by the Chief Executive Officer, Shire) and held at the Shire administration building.

## Asbestos Management Plan

### Risk Assessment

The condition of the ACM and the likelihood of disturbance has been applied to all material found or presumed to contain asbestos during the survey process. A qualitative risk ranking has subsequently been assigned to each occurrence of ACM and may be reviewed by accessing the asbestos register and associated site/location condition assessments and accompanying photographs.

### ACM Risk Control Measures

The recommended control measures considered and approved by Shire management are as follows:

#### Category 1

Risk Ranking “**EXTREME**”. Immediate isolation until remedial action completed Immediate removal of asbestos containing material.

#### Category 2

Risk Ranking “**HIGH**”. Remove source of disturbance; or isolate asbestos containing material

#### Category 3

Risk Ranking “**MODERATE**”. Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise. Monitor risk until remedial action is completed.

#### Category 4

Risk Ranking “**LOW**”. Monitor and manage in accordance with the review of risk assessments.

### Category 1 Risk Ranking items

Category 1 items identified in the future, through register review, prior oversight or damage, are to be reported and immediately rectified through application of the risk categorisation process. Any friable, unstable ACM must be treated as a category 1 risk.

### Category 2 Risk Ranking items

Category 2 risks are characterised by an elevated risk due to likely disturbance and the control measure is designed to reduce or eliminate the possibility of disturbance. The following items were identified as Category 2 risks.

### Category 3 Risk Ranking items

Category 3 items are programmed for removal prior to a time of likely disturbance for another purpose, such as renovation. Management decision is necessary as to when this should be done.

### Category 4 Risk Ranking items

These items are determined as low risk due to good condition with a low probability of disturbance and need only future management and monitoring. Generally, they are well bonded, for example in a cement matrix, stable and relatively inaccessible. Identified Category 4 risk ranked items are as follows:



## Asbestos Management Plan

### Monitoring and Management

All identified ACM locations shall be monitored and managed according to dependant on the current or revised risk assessment and subsequent risk category assigned to the occurrence/ location of ACM. A formal review of all ACM locations and update of the ACM register will be maintained by the Shire.

### Labelling and Signage

<b>Legend</b>	
<b>ID #</b>	<b>Descriptor</b> (All works to consult ACM register for ACM locations prior to commencement.)
1	Labels in meter box/ front entrance only
2	ACM is labelled at location and/ or signs are placed at all entry points (meter box)
3	No labelling considered necessary as all areas are access controlled and remaining ACM is strongly bonded.
4	Although public access is relatively unrestricted, limited labelling or signage is considered appropriate as cautionary text may raise undue concern or lead to heightened incidence of malicious vandal damage.
5	Other

### Asbestos Management Plan

M Warning Label/ Signage Placement Table			
Location (Name / Address)	ACM Condition	ACM Presumed/ Location	Risk Rating
Nabawa Shire Depot Building	Good	Powerboard	Low
Nabawa community Centre	Good	Main	Low
	Good	Unser Sink	Low
Naraling Hall	Good	Kitchen- Interior	Low
	Good	Walls	Low
	Good	Piano Cover-AC Vinyl Floor Tiles	Mod
Chapman Valley Shire Office- Exterior	Good	Main	Low
	Good	Eves (all)	Low
Chapman Valley Shire Office- Interior	Good	Suspected-Hardies Villabaord Non-friable	Low
	Good	Suspected AC Heat Seals- Non-Friable	Low
Nabawa Showgrounds	Good	Main/Suspected-Hardies Shadowline -Non Friable	Low
	Good	Diner/Clubroom/Suspected-Hardiflex Sheeting-Non Friable	Low
	Good	Office/Suspected -Main-Power board-Zemelite Non-Friable	Low
	Good	Sub/Suspected -Main-Power board-Zemelite Non-Friable	Low
Yuna Depot	Good	Suspected -Main-Power board-Zemelite Non-Friable	Low
Yuna Community Hall- Exterior	Good	Main Hall- East Wall/ Suspected-Hardies Shadowline -Non Friable	Low
	Good	Minor Hall-North Wall/ Suspected-Hardiflex Sheeting-Non Friable	Low
	Good	Library Wall-South Wall Sybsills/ Suspected-Hardies Villabaord-Non friable	Low
	Good	Kitchen-Entrance Side pannelling/ Suspected-Hardiflex Sheeting-Non friable	Low
	Good	Main Hall-South Wall subsills/ Suspected-Hardies Villabaord-Non Friable	Low
Yuna community main hall	Good	Main power board/ Suspected Zemelite-Non Friable	Low
	Good	Projector room/ Suspected Zemelite-Non Friable	Low
	Good	Toilet Block/ Suspected Zemelite-Non Friable	Low
	Good	Stage/ Suspected Zemelite-Non Friable	Low
	Good	Interior washroom Flashings in good condition, painted	Low

### Asbestos Management Plan

		(topsides appears to be in friable state)	
	Poor	Corrugated roof sheets in fibrous condition	Mod
	Poor	Moulded AC Flue	Mod
	Good	Ceiling & wall/ Suspected Hardiflex sheeting Non friable	Low
	Good	Interior -Projector room/ Suspected Hardiflex sheeting Non friable	Low
	Good	Interior Stage/ Suspected Hardiflex sheeting Non friable	Low
	Good	Interior Hall/ Non ACM Plasterboard -Non Friable	Low
	Good	Interior Washroom/ Suspected Hardiflex sheeting Non friable	Low
	Good	Interior west Wall/ Suspected Hardiflex sheeting Non friable	Low

### Access

Works access for identified ACM locations must be strictly after consultation of site ACM register and formal approval by Shire Executive Officer. All works must be undertaken strictly in accordance with legislative requirements and the associated National Codes of Practice related to ACM. (Refer to Section 14 - "Safe Work Methods" in this plan).

Where works are undertaken that may disturb ACM then the works area must be isolated, and access restricted to essential workers only. Barricading and signage warning of the nature of the work being undertaken and site access restrictions should be employed. All barriers and warning signs must remain in place until a clearance to re-occupy has been granted by a competent person.

Areas within buildings unable to be inspected for the presence of ACM, such as ceiling spaces and wall cavities as indicated in the ACM Register, must be presumed to contain ACM unless formally inspected and identified as not containing ACM.

### Work Permits

All works on sites identified as containing ACM must be in accordance with the issuance of a work permit issued by the designated Shire Officer. Issued work permits will be recorded in the ACM Works Permit Logbook. All persons proposed to conduct works on sites identified in the ACM register, must have been provided with training in safe work methods and have the location of any ACM, actual or presumed, formally identified to them. This information must be recorded on the work permit and work permit logbook entry.

## Asbestos Management Plan

### Recording Work on ACM

Work done on ACM which materially changes a register entry is to be recorded in the asbestos register by the Building Surveyor/Projects Officer and will include details of:

- The company/ person(s) conducting the work.
- The date of the work
- The scope of the work done
- Monitoring undertaken and results of tests
- Any clearance certificates.
- Details of licenses required to be held and confirmation that these are held

### Maintenance of Asbestos Register

The asbestos register is to be maintained, reviewed and the locations of actual or presumed ACM identified to employees or contractors on every occasion work may be done which could possibly disturb ACM. Reasonable requests by staff members for inspection of the asbestos register will be granted. Safe Work Methods

All works involving disturbance or removal of any ACM must be strictly undertaken in accordance with:

- [Occupational Safety and Health Act 1984 \(WA\)](#)
- [Occupational Safety and Health Regulations 1996 \(WA\)](#), in particular;
  - Part 3 – Workplace Safety Requirements
    - Division 12 – Construction Industry
  - Part 5 – Hazardous Substances
    - Division 2 – Hazardous Substances Generally
    - Division 4, Subdivision 1 “Asbestos”
  - [Regulation 3.126 - Demolition Work Involving Asbestos](#)
  - [Regulation 5.42 – Terms Used](#)
  - [Regulation 5.43 – Identification and assessment of asbestos hazards at workplaces](#)
  - [Regulation 5.44 – Application for grant of licence](#)
  - [Regulation 5.45A – Decision to grant unrestricted asbestos licence](#)
  - [Regulation 5.45B – Decision to grant restricted asbestos licence](#)
  - [Regulation 5.45C – Application for renewal of licence](#)
  - [Regulations 5.45D - Decision to renew licence](#)
  - [Regulation 5.45E – Conditions on licence](#)
  - [Regulation 5.45F – Duration of licence](#)
  - [Regulation 5.45G – Suspension or cancellation of licence](#)
  - [Regulations 5.45H – Notifying commissioner of change of address](#)
  - [Regulation 5.45 Asbestos removal work](#)
  - [Regulation 5.46 – Commissioner to be notified of and keep register of people employed by unrestricted licence holder](#)
  - [Regulation 5.47 – Licence and Codes to be available](#)
  - [Regulation 5.48 – Commissioner may give certain directions as to asbestos at workplace](#)
  - [Regulation 5.49 – Further duties as to exposure to asbestos dust](#)
  - [Regulation 5.52 – waste asbestos material](#)

## Asbestos Management Plan

- [Regulation 5.53A Transitional arrangements for certain licence holders and certain asbestos work](#)
- [Schedule 5.3 – Hazardous Substances for which health surveillance is required](#)
- [National Code of Practice for the Safe Removal of Asbestos\(2<sup>nd</sup> Edition\) \[NOHSC:2002\(2005\)\]](#)
- [National Code of Practice for the Management and Control of Asbestos in Workplaces\[NOHSC:2018\(2005\)\]](#)

All works involving removal or disturbance of ACM must be performed in accordance with WA Code of Practice (see OSH Matrix COP-HSE-17). All persons involved in the works must be suitably trained, including licensing if the scope of works require, and adequately supervised by a responsible Shire officer.

### Equipment and techniques

Only suitable equipment and techniques shall be used in the performance of any works involving disturbance or removal of ACM. Details of considerations to be taken into account when determining suitable equipment and techniques to be employed for ACM work are detailed in the National Codes of Practice. The appendixes in these Codes contain some specific examples of safe working methods including:

- Drilling of ACM
- Sealing, painting, coating, and cleaning of ACM products
- Cleaning leaf litter from the gutters of ACM roofs
- Replacing cabling in asbestos cement conduits or boxes
- Working on electrical mounting boards (switchboards) containing asbestos

**\*NOTE:** Household vacuum cleaners must never be used where asbestos is or may be present, even if they have a HEPA filter.

**\*NOTE:** High speed abrasive power and pneumatic tools such as angle grinders, sanders, saws and high-speed drills must never be used.

The type of decontamination required will depend on the type of asbestos (friable or non-friable) and the work method employed. Details of decontamination considerations, which must be taken into account, are contained in the National Code(s) of Practice. All contaminated materials must be disposed of as asbestos waste in accordance with legislative requirements and as described in the National Codes of Practice.

### Consultation, Information Sharing and Training

Advice regarding ACM is to be included in Shire induction training procedures and follow up briefings are to be conducted after each review of the ACM register, after any material change in the ACM register, or each two years after initial survey. Induction training in regards to ACM must encompass;

- The use and location of the ACM register
- The Asbestos Management Plan
- The legislative requirements
- The National Codes of Practice [NOHSC:2002 and 2018(2005)]
- The occupational safety and health consequences of exposure to asbestos and appropriate control measures
- Licensing and competency requirements
- Safe Work Methods when dealing with ACM.

## Asbestos Management Plan

Induction briefings for employees or contractors who may work within, or on, the building(s) containing ACM are to be conducted prior to the commencement of any works.

All provision of training, including participants, training content and results shall be recorded and maintained in the Shire training register.

Updates, where a change to the Asbestos Management Plan, ACM Register, or extensive work to buildings is planned, are to be delivered by:

- Shire employee newsletter/memo
- Notice placed on safety notice boards
- Toolbox safety and health meetings
- Employee training sessions
- Email broadcast

## Shire Operational Considerations

As the definition of a 'workplace' includes any location where employees are likely to be in the course of their work, this plan also needs to consider and account for any work undertaken outside of the standard scope of works.

All Shire operations should be reviewed, listed in 19.1 Appendix A of this plan, and particular precautions and control measures identified for each operation.

Aspects to be considered could include the potential for previously unidentified ACM to be discovered, such as asbestos cement water pipes, work on brake or clutch friction components containing ACM, or during external sub-contracted works the Shire may engage in. The National Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC:2018(2005)] contains a useful listing of examples of asbestos containing materials in Appendix A of the document. Although not an exhaustive list, the listing does contain many examples of where ACM may be found and should be considered prior to the performance of works outside of the scope of ACM locations contained in the ACM register.

If potential ACM is located, then a competent person should perform a formal identification and risk assessment process and the findings included in the ACM register as appropriate.

## REVIEW

The register of ACM is to be reviewed periodically or when a change to the register is necessary.

The asbestos management plan is to be reviewed periodically or when a change to the register has been recorded, to ensure effectiveness of management processes in:

- Preventing exposure to airborne asbestos fibres;
- Controlling maintenance workers and contractors.
- Highlighting the need for action to maintain or remove ACM.
- Raising awareness among all workers; and
- Maintaining the accuracy of the register of ACM.

## Asbestos Management Plan

### Attachment B - Health aspects of Exposure to Airborne asbestos Fibres

#### **Extract from Code of Practice for the Management and Control of Asbestos in Workplaces INOHSC:2018(2005) Part 6**

Asbestos is a known carcinogen. The inhalation of asbestos fibres is known to cause mesothelioma, lung cancer and asbestosis.

Malignant mesothelioma is a cancer of the outer covering of the lung (the pleura) or the abdominal cavity (the peritoneum). It is usually fatal.

Mesothelioma is caused by the inhalation of needle-like asbestos fibres deep into the lungs where they can damage mesothelial cells, potentially resulting in cancer.

The latency period is generally between 35 and 40 years, but it may be longer, and the disease is very difficult to detect prior to the onset of illness.

Mesothelioma was once rare, but its incidence is increasing throughout the industrial world as a result of past exposures to asbestos. Australia has the highest incidence rate in the world. Lung cancer has been shown to be caused by all types of asbestos. The average latency period of the disease, from the first exposure to asbestos, ranges from 20 to 30 years. Lung cancer symptoms are rarely felt until the disease has developed to an advanced stage.

Asbestosis is a form of lung disease (pneumoconiosis) directly caused by inhaling asbestos fibres, causing a scarring (fibrosis) of the lung tissue which decreases the ability of the lungs to transfer oxygen to the blood. The latency period of asbestosis is generally between 15 and 25 years.

Asbestos poses a risk to health by inhalation whenever asbestos fibres become airborne and people are exposed to these fibres.

Accordingly, exposure should be prevented. The National Exposure Standard (NES) of 0.1 fibres/mL should never be exceeded, and control measures should be reassessed whenever air monitoring indicates the 'control level' of 0.01 fibres/mL has been reached. The National Code of Practice for the Safe Removal of Asbestos [NOHSC:2002(2005)] provides additional information on control levels.

ACM can release asbestos fibres into the air whenever they are disturbed, and especially during the following activities:

- Any direct action on ACM, such as drilling, boring, cutting, filing, brushing, grinding, sanding,
- Breaking, smashing or blowing, with compressed air (State and Territory legislation prohibits most of these actions, and the relevant laws should be checked before performing any activity on ACM);
- The inspection or removal of ACM from workplaces (including vehicles, plant and equipment);
- The maintenance or servicing of materials from vehicles, plant, equipment or workplaces; or the renovation or demolition of buildings containing ACM.

Non-friable ACM which has been subjected to extensive weathering or deterioration also has a higher potential to release asbestos fibres into the air.

## Asbestos Management Plan

### Attachment C – Awareness Training for Employees, Contractors and Others

#### ***Extract from Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC:2018(2005)] Part 7.2***

Information and training must be provided to workers, contractors and others who may come into contact with ACM in a workplace, either directly or indirectly. Depending on the circumstances this asbestos awareness training may include:

- The purpose of the training.
- The health risks of asbestos.
- The types, uses and likely occurrence of ACM in buildings, plants and/or equipment in the workplace.
- The trainees' roles and responsibilities under the workplace's asbestos management plan.
- Where the workplace's register of ACM is located and how it can be accessed.
- The timetable for removal of ACM from the workplace.
- The processes and procedures to be followed to prevent exposure, including exposure from any accidental release of asbestos dust into the workplace.
- Where applicable, the correct use of maintenance and control measures, protective equipment and work methods to minimise the risks from asbestos, limit the exposure of workers and limit the spread of asbestos fibres outside any asbestos work area;
- The NES and control levels for asbestos; and
- The purpose of any air monitoring or health surveillance which may occur.

### References

- [Work Health and Safety Act 2020 \(WA\)](#)
- [Work Health and Safety General Regulations 2022 \(WA\)](#)
- [National code of practice for the safe removal of asbestos 2nd edition \[NOHSC:2002\(2005\)\]](#)
- [National code of practice for the management and control of asbestos in workplaces \[NOHSC:2018 \(2005\)\]](#)

[National guidance note on the membrane filter method for estimating airborne asbestos fibres 2nd edition \[NOHSC:3003\(2005\)\]](#)



Shire of Chapman Valley ACM Register 2023										
Date	Address	ACM Location	ACM Presumed / Identified	ACM Condition	ACM Liable to damage or deterioration?	ACM Risk Level	Quantity sqm (Approx)	ACM Identifying Signage Present	Comments	Inspected by Competent Person
17/08/2023	Nabawa Shire Depot Building	Power board	Suspected -Zemeliite Non-Friable	Good	Accessible - unlikely to be damaged	Low		Yes		Anthony Abbott-Building Surveyor
17/08/2023	Nabawa Community Centre	Main	Suspected -Zemeliite Non-Friable	Good	Accessible - unlikely to be damaged	Low		Yes	Constructed in 1975, this indicates all fibre cement sheeting will contain asbestos.	Anthony Abbott-Building Surveyor
		Unser Sink	Sound Absorbing ACM Non-Friable	Good	Accessible - unlikely to be damaged	Low		Yes		Anthony Abbott-Building Surveyor
17/08/2023	Naraling Hall	Kitchen- Interior	Suspected-Hardiflex sheeting Non-Friable	Good	Accessible - unlikely to be damaged	Low		Yes		Anthony Abbott-Building Surveyor
	"	Walls	Plaster Non ACM Non-Friable	Good	Only Accessed by Maintenance Staff/contractors	Low	91	Yes		Anthony Abbott-Building Surveyor
	"	Piano Cover-AC Vinyl Floor Tiles	Suspected-Non Friable	Good	Accessible-Potential to be damaged	Moderate		Yes	Constructed in 1964 indicating all original fibre cement sheeting will contain asbestos.(excluding extentions,1993)	Anthony Abbott-Building Surveyor
17/08/2023	Chapman Valley Shire Office- Exterior	Main	Suspected Zemelite- Non Friable	Good	Accessible - unlikely to be damaged	Low		Yes		Anthony Abbott-Building Surveyor
		Eves (all)	Suspected-Hardiflex sheeting -Non Friable	Good	Accessible - unlikely to be damaged	Low		Yes		Anthony Abbott-Building Surveyor
	Chapman Valley Shire Office- Interior		Suspected-Hardies Villabaord Non-friable	Good	Accessible - unlikely to be damaged	Low		Yes		Anthony Abbott-Building Surveyor
			Suspected AC Heat Seals-Non-Friable	Good	Accessible - unlikely to be damaged	Low		Yes		Anthony Abbott-Building Surveyor

17/08/2023	Nabawa Showgrounds	Main	Suspected -Main-Power board-Zemelite Non-Friable	Good	Accessible - unlikely to be damaged	Low		Yes		Anthony Abbott-Building Surveyor
	"	Diner/Clubroom	Suspected -Main-Power board-Zemelite Non-Friable	Good	Accessible - unlikely to be damaged	Low		Yes		Anthony Abbott-Building Surveyor
	"	Office	Suspected -Main-Power board-Zemelite Non-Friable	Good	Accessible - unlikely to be damaged	Low		Yes		Anthony Abbott-Building Surveyor
	"	Sub	Suspected -Main-Power board-Zemelite Non-Friable	Good	Accessible - unlikely to be damaged	Low		Yes		Anthony Abbott-Building Surveyor
17/08/2023	Yuna Depot Exterior	Main	Suspected -Main-Power board-Zemelite Non-Friable	Good	Accessible - unlikely to be damaged	Low		Yes		Anthony Abbott-Building Surveyor
17-Aug-23	Yuna Community Hall- Exterior	Main Hall- East Wall	Suspected-Hardies Shadowline -Non Friable	Good	Accessible - unlikely to be damaged	Low	70	Yes		Anthony Abbott-Building Surveyor
		Minor Hall-North Wall	Suspected-Hardiflex Sheeting-Non Friable	Good	Accessible - unlikely to be damaged	Low	40	Yes		Anthony Abbott-Building Surveyor
		Library Wall-South Wall Sybsills	Suspected-Hardies Villaboard-Non friable	Good	Accessible - unlikely to be damaged	Low	1.5	Yes		Anthony Abbott-Building Surveyor
		Kitchen-Entrance Side panneling	Suspected-Hardiflex Sheeting-Non friable	Good	Accessible - unlikely to be damaged	Low	18	Yes		Anthony Abbott-Building Surveyor
		Main Hall-South Wall subsills	Suspected-Hardies Villaboard-Non Friable	Good	Accessible - unlikely to be damaged	Low	4	Yes		Anthony Abbott-Building Surveyor
	Yuna community main hall	Main power board	Suspected Zemelite-Non Friable	Good	Accessible to Public	Low	0.72	Yes		Anthony Abbott-Building Surveyor
		Projector room	Suspected Zemelite-Non Friable	Good	Accessible to Public	Low	0.36	Yes		Anthony Abbott-Building Surveyor
		Toilet Block	Suspected Zemelite-Non Friable	Fair	Accessible to Public	Low	0.36	Yes		Anthony Abbott-Building Surveyor
		Stage	Suspected Zemelite-Non Friable	Good	Accessible to Public	Low	0.36	Yes		Anthony Abbott-Building Surveyor
	Eaves	Flashings in good condition, painted (topsidess appears	Suspected Hardiflex sheeting Non friable	Good	Accessible - unlikely to be damaged	Low	90	Yes		Anthony Abbott-Building Surveyor

	Roof	Corrugated roof sheets in fibrous condition	Suspected Super six corrugated sheeting- Friable	Poor	Only Accessed by Maintenance Staff/Contractors	Moderate	392	Yes		Anthony Abbott-Building Surveyor
	Flue	Moulded AC Flue	AC Flue & Pipes Friable	Poor	Only Accessed by Maintenance Staff/Contractors	Moderate	2	Yes		Anthony Abbott-Building Surveyor
	Interior -Projector room	Ceiling & wall	Suspected Hardiflex sheeting Non friable	Good	Accessible - unlikely to be damaged	Low	12	Yes		Anthony Abbott-Building Surveyor
	Interior Stage	Wings	Suspected Hardiflex sheeting Non friable	Good	Accessible - unlikely to be damaged	Low		Yes		Anthony Abbott-Building Surveyor
	Interior Hall	Ceiling	Non ACM Plasterboard -Non Friable	Good	Accessible - unlikely to be damaged	Low		Yes		Anthony Abbott-Building Surveyor
	Interior Washroom	Ceiling	Suspected Hardiflex sheeting Non friable	Good	Accessible - unlikely to be damaged	Low		Yes		Anthony Abbott-Building Surveyor
	Interior west Wall	Wall	Suspected Hardiflex sheeting Non friable	Good	Accessible - unlikely to be damaged	Low	3.6	Yes		Anthony Abbott-Building Surveyor

Shire of Chapman Valley ACM Register of Works								
Date	Contract or Name	ACM Location	Proposed Works	ACM Location	ACM Presumed	ACM Condition	ACM Risk Level	Training & License

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RISK MATRIX								
Loss Type				Consequence				
				1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
<b>Occupational Safety and Health</b>				Negligible injuries	First aid injuries	Medical treatment injuries	Lost time injury	Fatality, permanent disability
<b>Environment</b>				Contained, reversible impact managed by on site response	Contained, reversible impact managed by internal response	Contained, reversible impact managed by external agencies	Uncontained, reversible impact managed by a coordinated response from external agencies	Uncontained, irreversible impact
<b>Service Interruption</b>				No material service interruption	Short term temporary interruption – backlog cleared < 1 day	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Prolonged interruption of services – additional resources; performance affected < 1 month	Indeterminate prolonged interruption of services – non-performance > 1 month
<b>Compliance</b>				No noticeable regulatory or statutory impact	Some temporary non-compliance	Short term non-compliance but with significant regulatory requirements imposed	Non-compliance results in termination of services or imposed penalties	Non-compliance results in litigation, criminal charges or significant damages or penalties
<b>Property</b>				Inconsequential or no damage	Localised damage rectified by routine internal procedures	Localised damage requiring external resources to rectify	Significant damage requiring internal & external resources to rectify	Extensive damage requiring prolonged period of restitution. Complete loss of plant, equipment & building
<b>Financial Impact</b>				< \$2,000	\$2,001 to \$20,000	\$20,001 to \$100,000	\$100,001 to \$1M	> \$1M
<b>Likelihood</b>	<b>A Almost Certain</b>	Consequence is expected to occur in most circumstances	More than once per year	<b>Moderate (5)</b>	<b>High (10)</b>	<b>High (15)</b>	<b>Extreme (20)</b>	<b>Extreme (25)</b>
	<b>B Likely</b>	Consequence will probably occur in most circumstances	At least once per year	<b>Low (4)</b>	<b>Moderate (8)</b>	<b>High (12)</b>	<b>High (16)</b>	<b>Extreme (20)</b>
	<b>C Possible</b>	Consequence should occur at some time	At least once in 3 years	<b>Low (3)</b>	<b>Moderate (6)</b>	<b>Moderate (9)</b>	<b>High (12)</b>	<b>High (15)</b>
	<b>D Unlikely</b>	Consequence could occur at some time	At least once in 10 years	<b>Low (2)</b>	<b>Low (4)</b>	<b>Moderate (6)</b>	<b>Moderate (8)</b>	<b>High (10)</b>
	<b>E Rare</b>	Consequence may occur only in exceptional circumstances	Less than once in 15 years	<b>Low (1)</b>	<b>Low (2)</b>	<b>Low (3)</b>	<b>Low (4)</b>	<b>Moderate (5)</b>

Workplace Address/Description	Name of Competent Person(s)
Nabawa Shire Depot (Buldings)	Anthony Abbott (Building Surveyor/Project Manager) Shire of Chapman Monty Archdale (Regional Risk Coordinator) LGIS

Component	Date Identified	Description	ACM?	Material Type	Condition	Quantity (m <sup>2</sup> )	Friable or Non Friable?	Is this an inaccessible area?	Priority	Action	CV CAR
Power Board	11/4/2013	Main	Suspected	Zemelite	Good		Non-friable	Accessible: Unlikely to be damaged	Low	N/A	994

Comments relevant (CV CAR Status on identified Actions and Close Out Dates)	
ACM Identifying signage present?	YES Signage Location Meter Box (Main)

Workplace Address/Description	Name of Competent Person(s)
Nabawa Community Centre	Anthony Abbott (Building Surveyor/Project Manager) Shire of Chapman Valley Monty Archdale (Regional Risk Coordinator) LGIS

Component	Date Identified	Description	ACM?	Material Type	Condition	Quantity (m²)	Friable or Non Friable?	Is this an inaccessible area?	Priority	Action	CV CAR
Power Board	11/4/2013	Main	Suspected	Zemelite	Good		Non-friable	Accessible: Unlikely to be damaged	Low	N/A	
Kitchen	11/4/2013	Unser Sink	Suspected	Sound Absorbing ACM	Good		Non-friable	Accessible: Unlikely to be damaged	Low	N/A	

Comments relevant (CV CAR Status on identified Actions and Close Out Dates)	
The community centre was constructed in 1975, this indicates all fibre cement sheeting will contain asbestos.	
ACM Identifying signage	<b>YES</b> Signage Location Meter Box (Main)





Workplace Address/Description	Name of Competent Person(s)
Naraling Hall	Anthony Abbott (Building Surveyor/Project Manager) Shire of Chapman Valley Monty Archdale (Regional Risk Coordinator) LGIS

Component	Date Identified	Description	ACM?	Material Type	Condition	Quantity (m <sup>2</sup> )	Friable or Non Friable?	Is this an inaccessible area?	Priority	Action	CV CAR
Kitchen	11/4/2013	Interior	Suspected	Hardiflex Sheeting	Good		Non-friable	Accessible: Unlikely to be damaged	Low	N/A	
Ceiling	11/4/2013	Walls	Non ACM	Plaster	Good	91	Non-friable	Only Accessed by Maintenance Staff/Contractors	Low	N/A	
Main Hall	11/4/2013	Piano Cover	Suspected	AC Vinyl Floor Tiles	Good	91	Non-friable	Accessible: Potential to be damaged	Medium	Identified	

Comments relevant (CV CAR Status on identified Actions and Close Out Dates)	

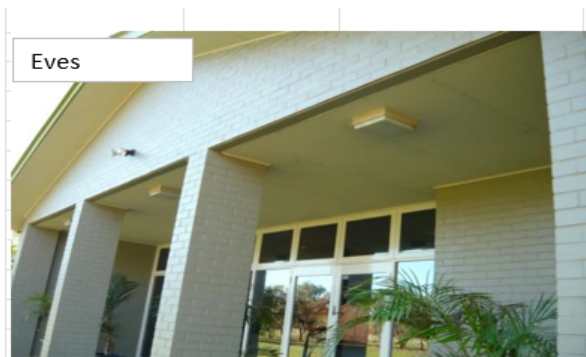
ACM Identifying signage	YES	Signage Location	Meter Box (Main)
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Workplace Address/Description	Name of Competent Person(s)
Nabawa Shire Office, Nabawa	Anthony Abbott (Building Surveyor/Project Manager) Shire of Chapman Valley Monty Archdale (Regional Risk Coordinator) LGIS

Component	Date Identified	Description	ACM?	Material Type	Condition	Quantity (m <sup>2</sup> )	Friable or Non Friable?	Is this an inaccessible area?	Priority	Action	CV CAR
Power Board	11/4/2013	Main	Suspected	Zemelite	Good		Non-friable	Accessible: Unlikely to be damaged	Low	N/A	
Verandah	11/4/2013	Eves (All)	Suspected	Hardiflex Sheeting	Good		Non-friable	Accessible: Unlikely to be damaged	Low	N/A	

Comments relevant (CV CAR Status on identified Actions and Close Out Dates)	
The original office was constructed in 1964, indicating all original fibre cement sheeting will contain asbestos.(excluding extentions,1993)	
ACM Identifying signage	YES Signage Meter Box (Main)



Workplace Address/Description	Name of Competent Person(s)
Nabawa Shire Office, Nabawa	Anthony Abbott (Building Surveyor/Project Manager) Shire of Chapman Monty Archdale (Regional Risk Coordinator) LGIS

Component	Date Identified	Description	ACM?	Material Type	Condition	Quantity (m <sup>2</sup> )	Friable or Non Friable?	Is this an inaccessible area?	Priority	Action	CV CAR
	11/28/2013		Suspected	Hardies Villaboard	Good		Non-friable	Accessible: Unlikely to be damaged	Low	N/A	
	11/28/2013		Suspected	Hardies Villaboard	Good		Non-friable	Accessible: Unlikely to be damaged	Low	N/A	
	11/28/2013		Suspected	AC Heat Seals	Good		Non-friable	Accessible: Unlikely to be damaged	Low	N/A	

Comments relevant (CV CAR Status on identified Actions and Close Out Dates)	
The original office was constructed in 1964, indicating all original fibre cement sheeting will contain asbestos.(excluding extentions,1993)	
ACM Identifying signage	YES      Signage Location      Meter Box (Main)

Workplace Address/Description	Name of Competent Person(s)
Showgrounds Nabawa	Anthony Abbott (Building Surveyor/Project Manager) Shire of Monty Archdale (Regional Risk Coordinator) LGIS

Component	Date Identified	Description	ACM?	Material Type	Condition	Quantity (m <sup>2</sup> )	Friable or Non Friable?	Is this an inaccessible area?	Priority	Action	CV CAR
Power Board	11/4/2013	Main	Suspected	Zemelite	Good		Non-friable	Accessible: Unlikely to be damaged	Low	N/A	
Power Board	11/4/2013	Diner/Club room	Suspected	Zemelite	Good		Non-friable	Accessible: Unlikely to be damaged	Low	N/A	
Power Board	11/4/2013	Office	Suspected	Zemelite	Good		Non-friable	Accessible: Unlikely to be damaged	Low	N/A	
Power Board	11/4/2013	Sub	Suspected	Zemelite	Good		Non-friable	Accessible: Unlikely to be damaged	Low	N/A	

Comments relevant (CV CAR Status on identified Actions and Close Out Dates)			
ACM Identifying signage present?	YES	Signage Location	Meter Box (Main)



Workplace Address/Description	Name of Competent Person(s)
Yuna Depot (Exterior)	Anthony Abbott (Building Surveyor/Project Manager) Shire of Monty Archdale (Regional Risk Coordinator) LGIS

Component	Date Identified	Description	ACM?	Material Type	Condition	Quantity (m <sup>2</sup> )	Friable or Non Friable?	Is this an inaccessible area?	Priority	Action	CV CAR
Power Board	11/4/2013	Main	Suspected	Zemelite	Good	1.2	Non-friable	Accessible: Unlikely to be damaged	Low	N/A	

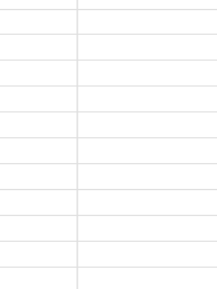
Comments relevant (CV CAR Status on identified Actions and Close Out Dates)			
ACM Identifying signage	YES	Signage Location	Meter Box (Main)



Workplace Address/Description	Name of Competent Person(s)
Yuna Community Hall (Roof and Flashings)	Anthony Abbott (Building Surveyor/Project Manager) Shire of Chapman Monty Archdale (Regional Risk Coordinator) LGIS

Component	Date Identified	Description	ACM?	Material Type	Condition	Quantity (m <sup>2</sup> )	Friable or Non Friable?	Is this an inaccessible area?	Priority	Action	CV CAR
Eaves	11/4/2013	Flashings in good condition, painted (topsides appears to be in friable state)	Suspected	Hardiflex Sheeting	Good	90	Non-friable	Accessible: Unlikely to be damaged	Low	N/A	
Roof	11/4/2013	Corrugated roof sheets in fibrous condition	Suspected	Super Six Corrugated Sheeting	Poor	392	Friable	Only Accessed by Maintenance Staff/Contractors	Priority 1	Identified	0095/0096
Flue	11/4/2013	Moulded AC Flue	Suspected	AC Flue & Pipes	Poor	2	Friable	Only Accessed by Maintenance Staff/Contractors	Priority 1	Identified	0095/0096

Comments relevant (CV CAR Status on identified Actions and Close Out Dates)			
ACM Identifying signage present?	YES	Signage Location	Meter Box (Main)





Workplace Address/Description	Name of Competent Person(s)
Yuna Community Hall (Main Hall)	Anthony Abbott (Building Surveyor/Project Manager) Shire of Chapman Monty Archdale (Regional Risk Coordinator) LGIS

Component	Date Identified	Description	ACM?	Material Type	Condition	Quantity (m <sup>2</sup> )	Friable or Non Friable?	Is this an inaccessible area?	Priority	Action	CV CAR
Power Board	11/4/2013	Main	Suspected	Zemelite	Good	0.72	Non-friable	Accessible to Public	Low	N/A	
Power Board	11/4/2013	Projector Room	Suspected	Zemelite	Good	0.36.	Non-friable	Accessible to Public	Low	N/A	
Power Board	11/4/2013	Toilet Block	Suspected	Zemelite	Fair	0.36.	Non-friable	Accessible to Public	Low	Identified	
Power Board	11/4/2013	Stage	Suspected	Zemelite	Good	0.36.	Non-friable	Accessible to Public	Low	N/A	

Comments relevant (CV CAR Status on identified Actions and Close Out Dates)			
ACM Identifying signage	YES	Signage Location	Meter Box (Main)





Workplace Address/Description	Name of Competent Person(s)
Yuna Community Hall (Building Exterior Walls/surfaces)	Anthony Abbott (Building Surveyor/Project Manager) Shire of Monty Archdale (Regional Risk Coordinator) LGIS

Component	Date Identified	Description	ACM?	Material Type	Condition	Quantity (m <sup>2</sup> )	Friable or Non-Friable?	Is this an inaccessible area?	Priority	Action	CV CAR
Main Hall	11/4/2013	East Wall	Suspected	Hardies Shadowline	Good	70	Non-friable	Accessible: Unlikely to be damaged	Low	N/A	
Minor Hall	11/4/2013	North Wall	Suspected	Hardiflex Sheeting	Good	40	Non-friable	Accessible: Unlikely to be damaged	Low	N/A	
Library Wall	11/4/2013	South Wall subsills	Suspected	Hardies Villaboard	Good	1.5	Non-friable	Accessible: Unlikely to be damaged	Low	N/A	
Kitchen	11/4/2013	Entrance side Pannelling	Suspected	Hardiflex Sheeting	Good	18	Non-friable	Accessible: Unlikely to be damaged	Low	N/A	
Main Hall	11/4/2013	South Wall subsills	Suspected	Hardies Villaboard	Good	4	Non-friable	Accessible: Unlikely to be damaged	Low	N/A	

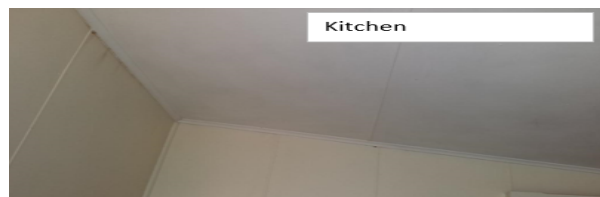
Comments relevant (CV CAR Status on identified Actions and Close Out Dates)			
ACM Identifying signage present?	YES	Signage Location	Meter Box (Main)



Workplace Address/Description	Name of Competent Person(s)
Yuna Community Hall (Interior)	Anthony Abbott (Building Surveyor/Project Manager) Shire of Chapman Monty Archdale (Regional Risk Coordinator) LGIS

Component	Date Identified	Description	ACM?	Material Type	Condition	Quantity (m <sup>2</sup> )	Friable or Non Friable?	Is this an inaccessible area?	Priority	Action	CV CAR
Projector Room	11/4/2013	Ceiling & Wall	Suspected	Hardiflex Sheeting	Good	12	Non-friable	Accessible: Unlikely to be damaged	Low	N/A	
Stage	11/4/2013	Wings	Suspected	Hardiflex Sheeting	Good		Non-friable	Accessible: Unlikely to be damaged	Low	N/A	
Hall	11/4/2013	Ceiling	Non ACM	Plasterboard	Good		Non-friable	Accessible: Unlikely to be damaged	Low	N/A	
Washroom	11/4/2013	Ceiling	Suspected	Hardiflex Sheeting	Good		Non-friable	Accessible: Unlikely to be damaged	Low	N/A	
West Wall	11/4/2013	Wall	Suspected	Hardiflex Sheeting	Good	3.6	Non-friable	Accessible: Unlikely to be damaged	Low	N/A	

Comments relevant (CV CAR Status on identified Actions and Close Out Dates)			
ACM Identifying signage present?	YES	Signage Location	Meter Box (Main)



## 11 Elected Members Motions

<p style="text-align: center;"><b>Local Government Act 1995</b> <b>SHIRE OF CHAPMAN VALLEY</b> <b>Standing Orders Local Law 2016</b></p> <p><b>Part 5 - Business of a meeting</b></p> <p><b>5.3 Motions of which previous notice has been given</b></p> <p>(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.</p> <p>(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.</p> <p>(3) A notice of motion is to relate to the good governance of the district.</p> <p>(4) The CEO -</p> <p>(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;</p> <p>(b) will inform Members on each occasion that a notice has been excluded and the reasons for that exclusion;</p> <p>(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</p> <p>(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.</p> <p>(5) A motion of which notice has been given is to lapse unless:</p> <p>(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</p> <p>(b) the Council on a motion agrees to defer consideration of the motion to a later stage or date.</p> <p>(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.</p>
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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

<p style="text-align: center;"><b>Local Government Act 1995</b> <b>SHIRE OF CHAPMAN VALLEY</b> <b>Standing Orders Local Law 2016</b></p> <p><b>Part 5 - Business of a meeting</b></p> <p><b>5.4 New business of an urgent nature</b></p> <p>(1) In cases of extreme urgency or other special circumstances, matters may, on a motion</p>
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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**

Nil

### **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.

The Council has no confidential items for consideration.

## **16 Closure**