

*“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 16
November 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 Nicole Batten (Deputy President)

Cr Philip Blakeway

Cr Elizabeth Elliott-Lockhart

Cr Catherine Low

Cr Emma Rodney

Cr Trevor Royce

Officers

Jamie Criddle, Chief Executive Officer

Simon Lancaster, Deputy Chief Executive Officer

Beau Raymond, 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 19 October 2023 be confirmed as true and accurate.

ORDINARY COUNCIL MEETING

Minutes

Meeting Date Thursday 19 October 2023

Meeting Time 8:30 am

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



Jamie Criddle
Chief Executive Officer

Strategic Community Plan 2022-2032



Snapshot

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- 3.5 Fire mitigation and control



PHYSICAL & DIGITAL INFRASTRUCTURE

- 4.1 Develop, manage, and maintain built infrastructure
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1 Declaration of Opening & Announcements of Visitors

The President welcomed elected members, staff and visitors to the council meeting and declaring the meeting open at 8:32 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 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

Peter Williams

3.2 Apologies

Nil

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

6 Disclosure of Interest

Nil

7 Presentations

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

Council Resolution

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

That the Minutes of the Ordinary Council Meeting held on 21 September 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, Cr Trevor Royce and Cr Kirrilee Warr

Against Nil

8 / 0
CARRIED UNANIMOUSLY
Minute Reference OCM 2023/10-1

Ordinary Council Meeting 19 October 2023 - Minutes

9 Items to be dealt with En Bloc

Nil

UNCONFIRMED MINUTES

Ordinary Council Meeting 19 October 2023 - Minutes

10 Officer Reports

10.1 Deputy Chief Executive Officer

10.1.1	Proposed Outbuilding - 27 (Lot 115) Richards Road, Buller
Department	Development Service Planning
Author	Simon Lancaster
Reference(s)	A1869
Attachment(s)	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.

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Cr Humphrey wished to move an alternative recommendation.

Alternative Council Resolution

Moved: Cr Peter Humphrey **Seconded:** Cr Trevor Royce

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

Notes:

- (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) In the event that a revised application is received that exceeds the Shire of Chapman Valley Outbuilding Local Planning Policy requirements it be returned to Council.

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

Against Cr Beverley Davidson, Cr Darrell Forth and Cr Nicole Batten

5 / 3
CARRIED

Minute Reference OCM 2023/10-2

Foreshadowed Motion

Moved: Cr Darrell Forth **Seconded:** N/A

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.

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- 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.

Motion lapsed

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.

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



Comment

Lot 115 is a 4,008m² 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 228.36m² in area (comprising 175.32m² enclosed area and 53.03m² lean-to area) exceeds the maximum 180m² 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 59.02m² 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.

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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.

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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



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**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



Ordinary Council Meeting 19 October 2023 - Minutes

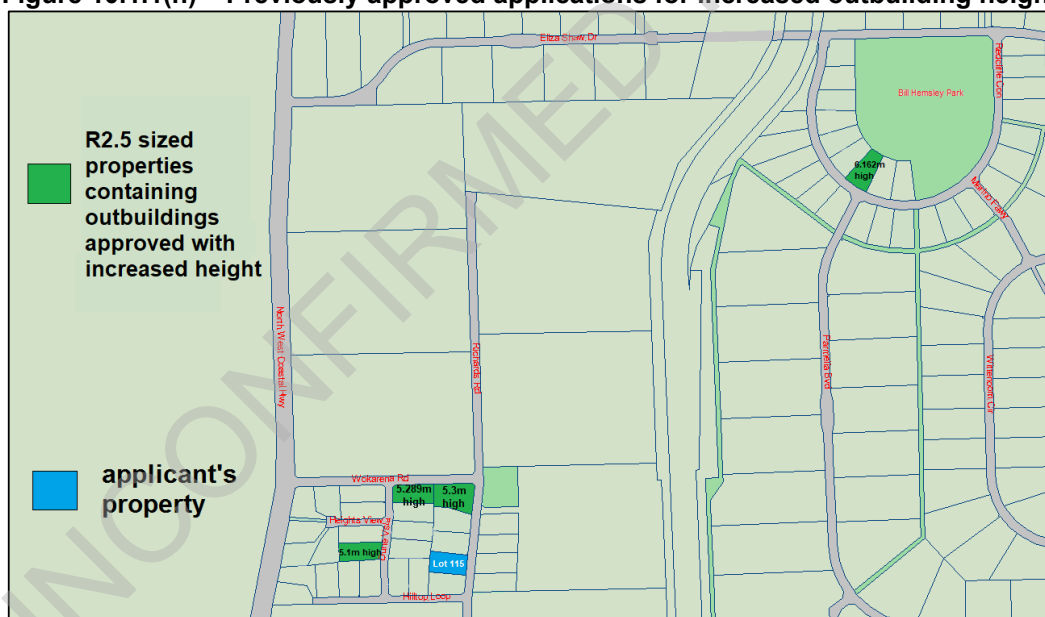
It is considered that the modified outbuilding design could be supported on the following basis:

- 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 228.36m² in area would exceed the 180m² policy requirement, it is noted that 175.32m² of the structure would be enclosed and the additional area would be a 53.03m² 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 59.02m² granny flat with the 169.34m² shed into a single 228.36m² structure would create a lesser overall visual impact than the building of 2 separate structures which under the policy requirements can be up to 160m² granny flat and 180m² 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.*

Ordinary Council Meeting 19 October 2023 - Minutes

- 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 180m² 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.”

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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.”

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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	Area (total aggregate)	180m ²

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Zone	Standard	Maximum
(R5 and lower density)	Wall Height	4m*
	Overall Height (single story)	5m*

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

The proposed outbuilding, being 228.36m² in area (comprising 175.32m² enclosed area and 53.03m² lean-to area) does not comply with the requirements of the Outbuildings Policy which establishes a 180m² 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 \(chapmanvalley.wa.gov.au\)](#)

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 ²	160m ²

The development would comply with this requirement in that the Class 1a (deemed habitable under the Building Code of Australia) component would be 59.02m², however, the total 228.36m² floor area would be over the 160m² 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 \(chapmanvalley.wa.gov.au\)](#)

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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 228.36m² structure (comprising a 59.02m² granny flat with the 169.34m² 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 160m² granny flat and 180m² 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 4,000m² 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.

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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.

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Figure 10.1.1(i) – Consultation Summary Map



Risk Assessment

No Risks have been Identified.

UNCONFIRMED MINUTES

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10.2 Manager of Finance & Corporate Services

10.2.1 Financial Management Reports	
Department	Finance, Governance & Corporate Services Finance
Author	Beau Raymond
Reference(s)	Nil
Attachment(s)	<ol style="list-style-type: none"> 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.

Council Resolution

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

That Council receives the financial management reports supplied under separate cover for the months of August 2023 and September 2023.

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

Against Nil

8 / 0
CARRIED UNANIMOUSLY
Minute Reference OCM 2023/10-3

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

Local Government (Financial Management) Regulations require monthly statements of financial activity to be reported and presented to Council.

Ordinary Council Meeting 19 October 2023 - Minutes

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.

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10.3 Chief Executive Officer

10.3.1	Asbestos Management Plan
Department	Development Service Building
Author	Jamie Criddle
Reference(s)	107.00
Attachment(s)	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

Council Resolution

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

That Council note and endorse the attached Asbestos Management Plan

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

Against Nil

8 / 0
CARRIED UNANIMOUSLY
Minute Reference OCM 2023/10-4

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

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.

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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

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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.

UNCONFIRMED MINUTES

Ordinary Council Meeting 19 October 2023 - Minutes

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

13 Delegates Reports

That council receive the following Delegates Reports.

Cr Kirrilee Warr (President)

WALGA Conference
Grain Growers Meeting
Western Power
Regional Roads Group

Cr Darrell Forth (Deputy President)

Rural Ambassador Awards
CV Rodeo

Cr Nicole Batten

Mid West Oakajee Summit
Midwest Drought Resilience

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14 Announcements by Presiding Member Without Discussion

The Shire President wished to thank Cr Bev Davidson and Cr Darrell Forth (Deputy President) for their commitment to Council and the Shire of Chapman Valley over a number of years and wished Councillors up for re-election this coming weekend the very best of luck.

The President also wished to extend her gratitude to outgoing Community Development Officer, Solataire Cameron who is leaving Council for the Education Department after six years and hundreds of thousands of dollars in grant funding for Council.

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 President thanked Elected Members and Staff for their attendance and closed the Ordinary Council Meeting 19 October 2023 at 10:29 am.

UNCONFIRMED MINUTES

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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

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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Att: 8.1.1
Unconfirmed Minutes OCM 21 September 2023 - Website

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UNCONFIRMED MINUTES

Ordinary Council Meeting 21 September 2023 - Minutes

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

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

Ordinary Council Meeting 19 October 2023 Attachments - Minutes

Att: 8.1.1
Unconfirmed Minutes OCM 21 September 2023 - Website

Ordinary Council Meeting 21 September 2023 - Minutes

9 Items to be dealt with En Bloc

Nil

UNCONFIRMED MINUTES

Ordinary Council Meeting 19 October 2023 Attachments - Minutes

Att: 8.1.1
Unconfirmed Minutes OCM 21 September 2023 - Website

Ordinary Council Meeting 21 September 2023 - Minutes

10 Officer Reports

10.1 Deputy Chief Executive Officer

Nil

UNCONFIRMED MINUTES

Ordinary Council Meeting 21 September 2023 - Minutes

10.2 Manager of Finance & Corporate Services

10.2.1	Financial Management Report
Department	Finance, Governance & Corporate Services Finance
Author	Dianne Raymond
Reference(s)	Nil
Attachment(s)	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.

Ordinary Council Meeting 21 September 2023 - Minutes

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.

10.2.2	2023/2024 Fees and Charges Tier 3 Camping
Department	Finance, Governance & Corporate Services Finance
Author	Dianne Raymond
Reference(s)	SCM 2023/08-3
Attachment(s)	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 9th 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 9th 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 9th August 2023.

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;*

Ordinary Council Meeting 21 September 2023 - Minutes

- (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.

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.

10.2.3	Finance, Audit & Risk Management Committee Meeting Minutes
Department	Finance, Governance & Corporate Services Finance
Author	Dianne Raymond
Reference(s)	403.05
Attachment(s)	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.

10.3 Chief Executive Officer

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

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:

DATE	MEETING LOCATION
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 21st 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

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.

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

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

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.

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.

Ordinary Council Meeting 19 October 2023 Attachments - Minutes

Att: 10.1.1.1
application

22nd 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.

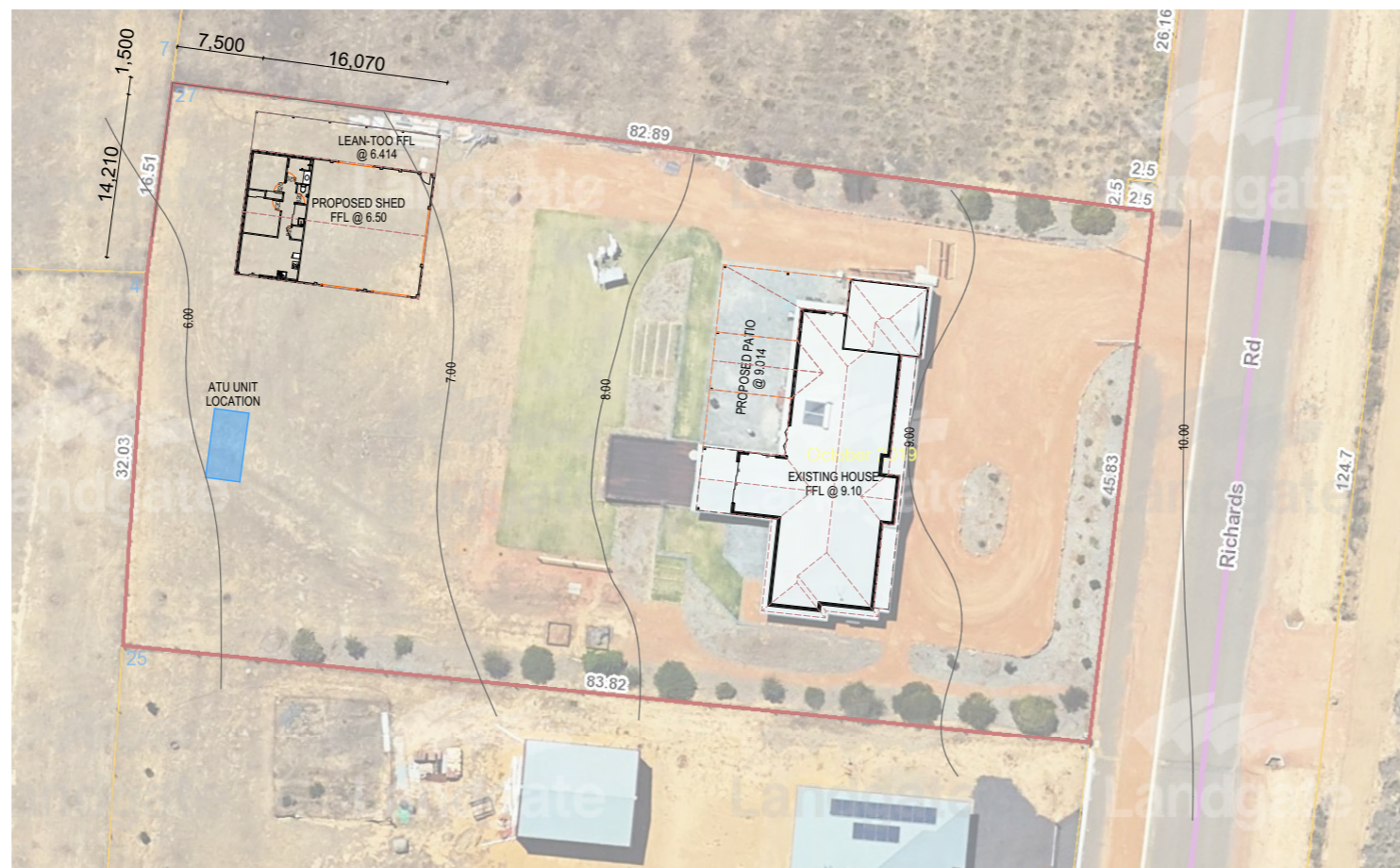
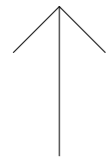
We will be directing the storm water run-off from the roof of the shed straight into rainwater tanks already in place directly behind the proposed shed site.

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

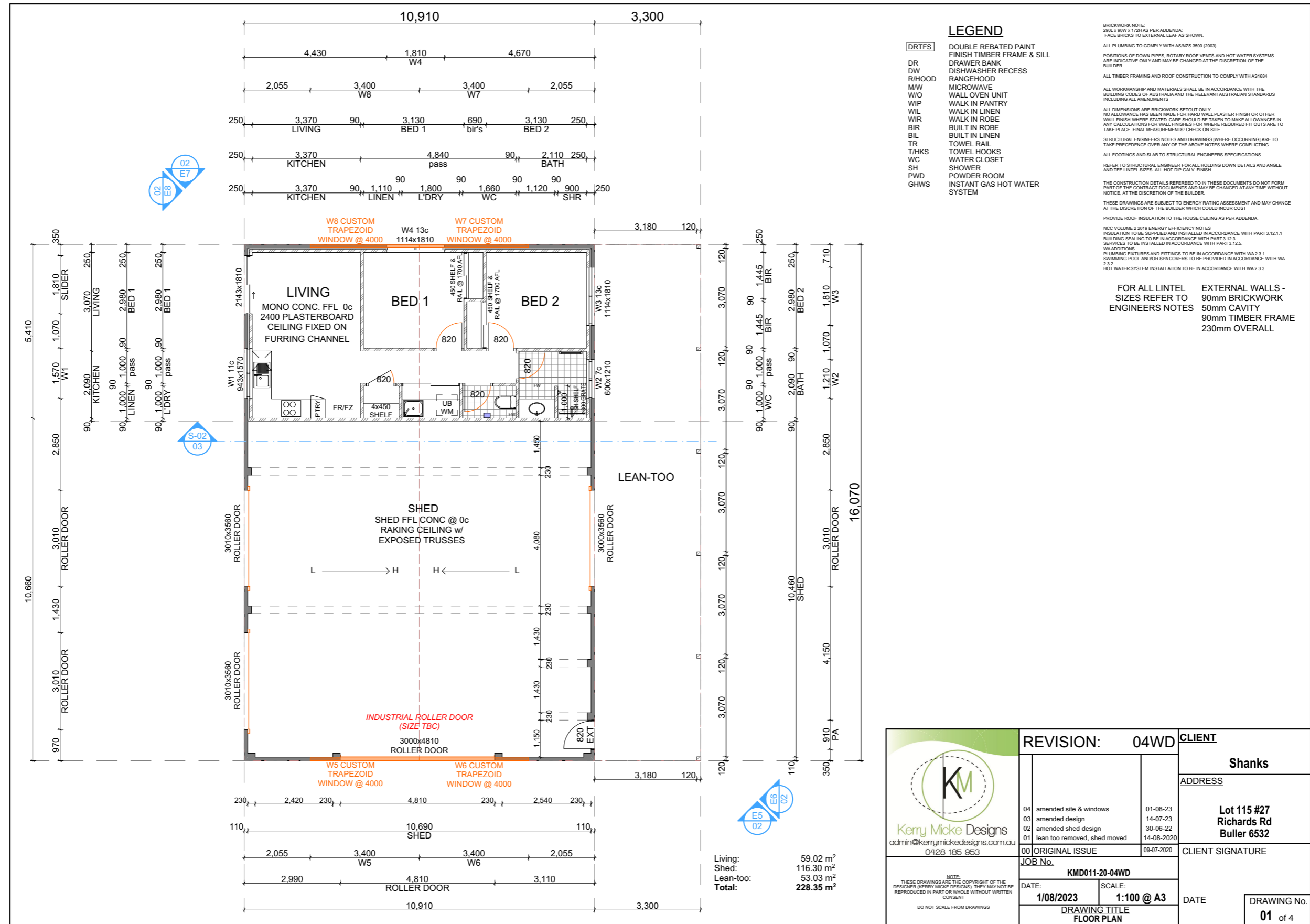
Kind Regards,

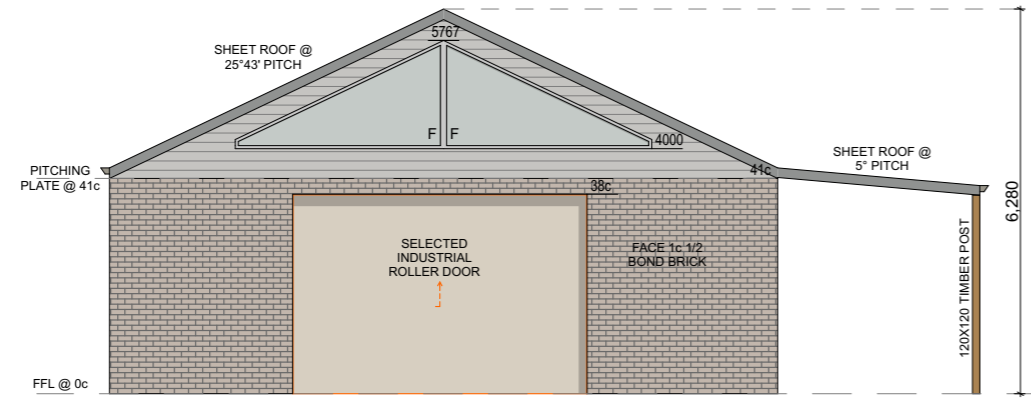
Ben and Fiona Shanks

27 Richards Road, Buller

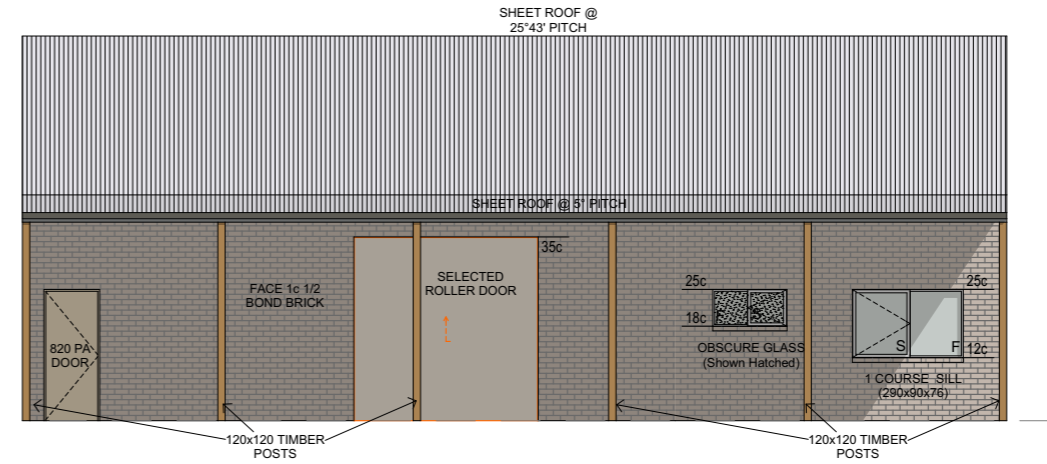


CLIENT	
Shanks	
SCALE: 1:500 @ A3	JOB No. KMD011-20-04WD
DATE 1/08/2023	DRAWING TITLE SITE PLAN
REVISION: 04WD	
04 amended site & windows	01-08-23
03 amended design	14-07-23
02 amended shed design	30-06-22
01 lean too removed, shed moved	14-08-2020
00 ORIGINAL ISSUE	09-07-2020
REVISION	
<small>NOTE: 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>	
CLIENT SIGNATURE	
DATE	DRAWING No. 04 of 4

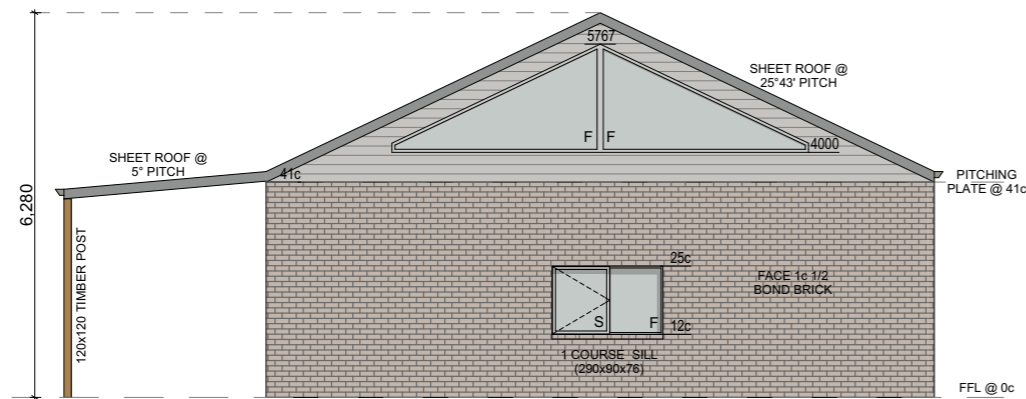




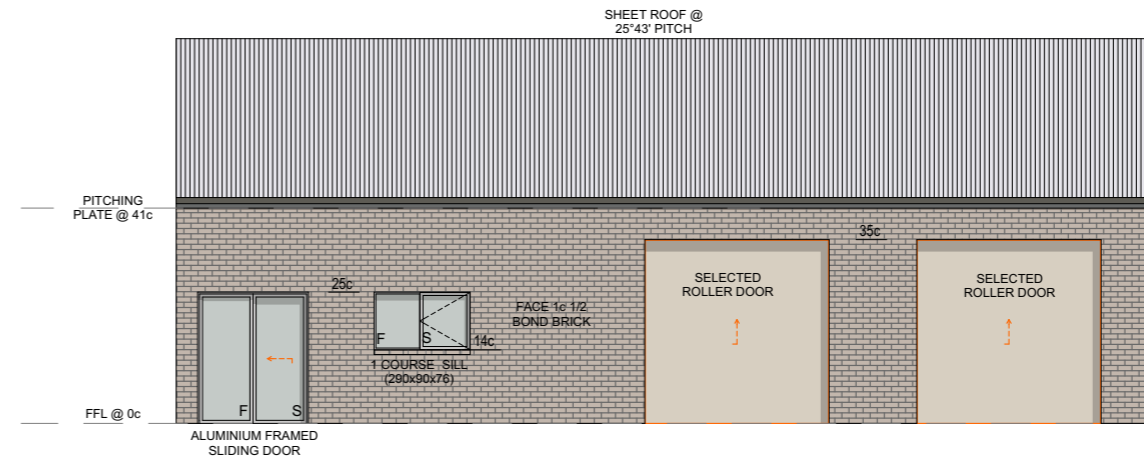
ELEVATION 5




ELEVATION 6



ELEVATION 7



ELEVATION 8

 Kerry Micke Designs admin@kerrymickedesigns.com.au 0428 185 953	REVISION: 04WD		ADDRESS Lot 115 #27 Richards Rd Buller 6532	CLIENT 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. CLIENT SIGNATURE	
	03	amended design		14-07-23	JOB No.		KMD011-20-04WD
	02	amended shed design		30-06-22	SCALE:		1:100 @ A3
	00	ORIGINAL ISSUE		09-07-2020	DATE:		1/08/2023
REVISION			DRAWING TITLE ELEVATIONS		DRAWING No. 02 of 4		



DEVELOPMENT APPLICATION SUBMISSION FORM

DATE	06 SEP 2023
FILE	Shire Reference: A1869
RECORD	CR2325455

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.

Signature: [REDACTED] Date: *6.9.23*

Please return to: Chief Executive Officer or cso@chapmanvalley.wa.gov.au
Shire of Chapman Valley or (fax) 9920 5155
PO Box 1
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	CR2328965

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
 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

Ordinary Council Meeting 19 October 2023 Attachments - Minutes

Att: 10.1.1.2
received submissions



DEVELOPMENT APPLICATION SUBMISSION FORM

DATE	8/9/23
FILE	Shire Reference: A1869
RECORD	CR232407B.

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) -

Signature: [Redacted] Date: 8/9/23

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

DATE	20 SEP 2023
FILE	A1869
RECORD	CR2324090



DEVELOPMENT APPLICATION SUBMISSION FORM

Shire Reference: A1869

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) -

Our concern for this building is the height of b.28m. It would be blocking out alot of our view from where we plan on building our house at [Redacted] Richards Rd, which we are currently in planning for. If the owners were able to move their building to a more southern location on their block it would not obstruct our view so much. They could also make a turning circle for their heavy vehicles.

Signature: [Redacted] Date: 5-9-2023

Please return to: Chief Executive Officer or ceo@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

DATE	20 SEP 2023
FILE	A1869
RECORD	CR2324122



DEVELOPMENT APPLICATION SUBMISSION FORM

Shire Reference: A1869

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) -

Signature: [Redacted] Date: 20-9-23

Please return to: Chief Executive Officer or ceo@chapmanvalley.wa.gov.au
Shire of Chapman Valley or (fax) 9920 5155
PO Box 1
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/courtyard 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

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

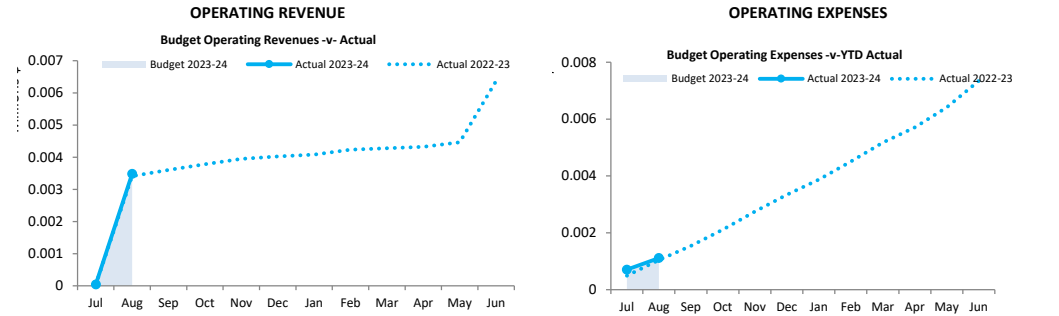
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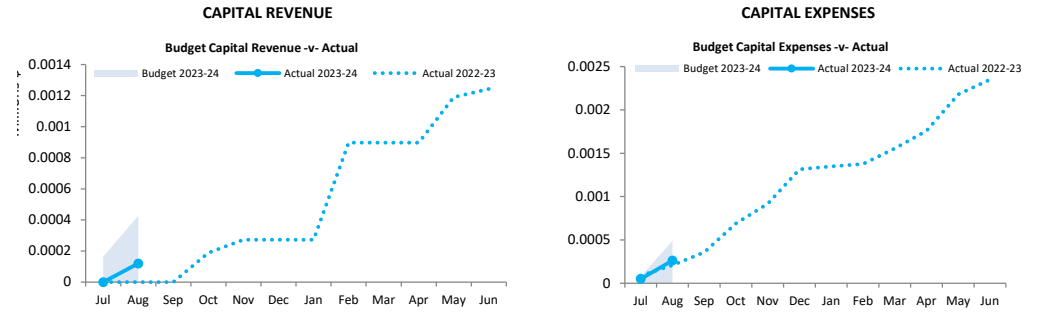
**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 AUGUST 2023**

SUMMARY INFORMATION - GRAPHS

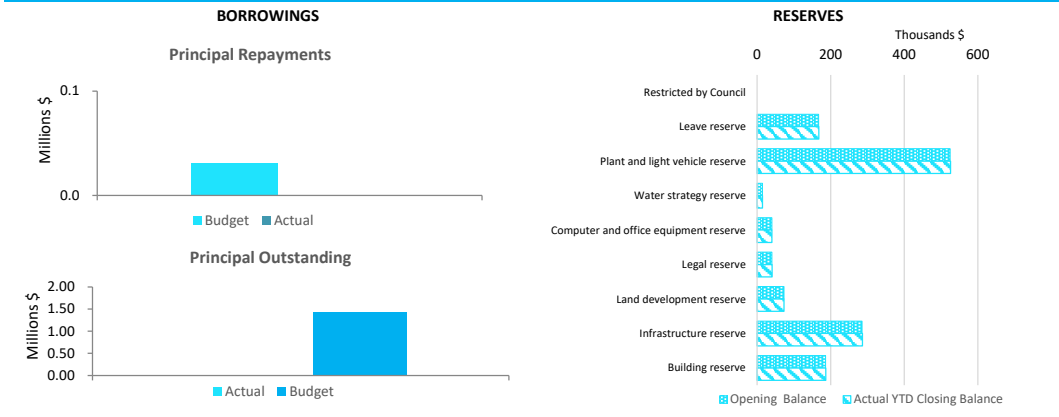
OPERATING ACTIVITIES



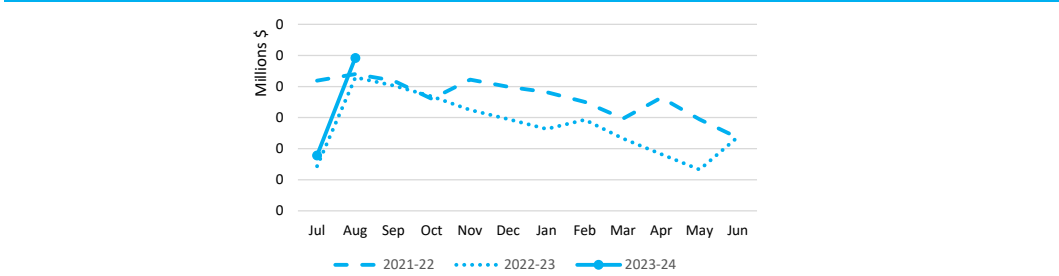
INVESTING ACTIVITIES



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

Refer to Statement of Financial Activity

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

Refer to Note 12 - Operating Grants and Contributions

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

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

Refer to Note 6 - Disposal of Assets

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

Refer to Note 7 - Capital Acquisitions

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

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****NATURE OR TYPE DESCRIPTIONS****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.

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.
Opening funding surplus / (deficit)	1(c)	\$ 2,295,113	\$ 2,295,113	\$ 2,296,949	\$ 1,836	0.08%	
Revenue from operating activities							
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%	
		4,696,454	3,569,181	3,482,320	(86,861)	(2.43%)	
Expenditure from operating activities							
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%	
		(9,589,662)	(1,196,152)	(1,111,259)	84,893	(7.10%)	
Non-cash amounts excluded from operating activities	1(a)	2,329,377	310,549	401,483	90,934	29.28%	▲
Amount attributable to operating activities		(2,563,831)	2,683,578	2,772,544	88,966	3.32%	
Investing activities							
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%	▲
Amount attributable to investing activities		(1,727,848)	100,159	(142,630)	(242,788)	(242.40%)	
Financing Activities							
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%)	
Amount attributable to financing activities		1,996,566	2,027,566	(4,840)	(2,032,406)	(100.24%)	
Closing funding surplus / (deficit)	1(c)	(0)	7,106,416	4,922,023	(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)
Non-cash items excluded from operating activities				
		\$	\$	\$
Adjustments to operating activities				
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
Total non-cash items excluded from operating activities		2,329,377	310,549	401,483

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

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

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

(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
Less: Current liabilities				
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)
Less: Total adjustments to net current assets	1(b)	(874,927)	(826,046)	(829,555)
Closing funding surplus / (deficit)		2,295,113	2,296,949	4,922,023

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
		\$	\$	\$	\$	
Cash on hand						
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
Total		2,661,560	1,334,985	3,996,545	156,390	
Comprising						
Cash and cash equivalents		2,661,560	1,334,985	3,996,545	156,390	
		2,661,560	1,334,985	3,996,545	156,390	

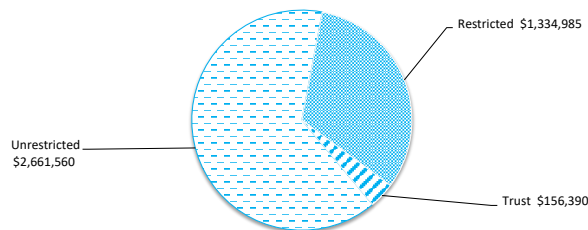
KEY INFORMATION

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.

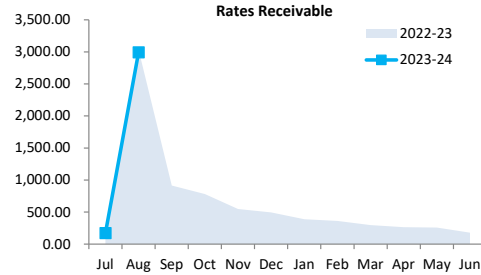
Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



**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)
Gross rates collectable	179,366	2,993,110
Net rates collectable	179,366	2,993,110
% 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%	
Balance per trial balance						
Sundry receivable						25,333
GST receivable						20,446
Total receivables general outstanding						45,779

Amounts shown above include GST (where applicable)

KEY INFORMATION

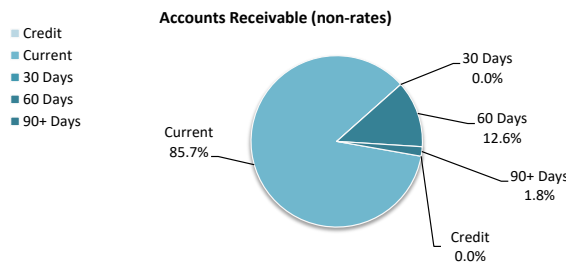
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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**

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

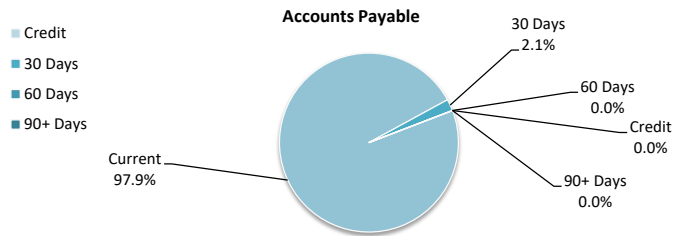
**OPERATING ACTIVITIES
NOTE 5
PAYABLES**

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%	
Balance per trial balance						
Sundry creditors						158,091
ATO liabilities						108,190
Receipts in advance						27,127
Bonds and deposits						55,388
ESL Payable						63,514
Total payables general outstanding						412,310

Amounts shown above include GST (where applicable)

KEY INFORMATION

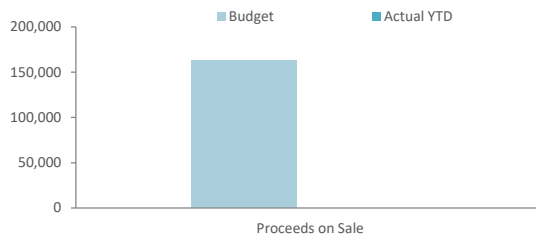
Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised 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		Profit	(Loss)	Net Book		Profit	(Loss)
		Value	Proceeds			Value	Proceeds		
		\$	\$	\$	\$	\$	\$	\$	
	Plant and equipment								
	Transport								
	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
		163,000	163,000	0	0	0	0	0	0



**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
Payments for Capital Acquisitions	5,263,697	490,041	262,630	(227,412)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
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
Capital funding total	5,263,697	490,041	262,630	(227,412)

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.

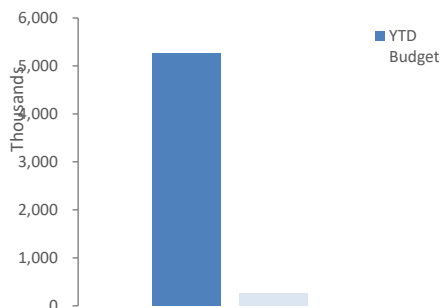
Initial recognition and measurement for assets held at cost

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.

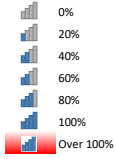
Payments for Capital Acquisitions



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

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

**Capital expenditure total
Level of completion indicators**



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

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

Ledger#	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
				5,263,697	490,039	262,626	(227,414)

**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
		\$	\$	\$	\$	\$	\$	\$	\$	
Recreation and culture										
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
Transport										
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				
Total		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 Rate	Amount (Used)		Balance Unspent
	Actual	Budget				Interest & Charges		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 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
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Community amenities										
Nabawa Fuel Station	LE01	42,609	0	0	(1,331)	(7,886)	41,278	34,723	(185)	(1,206)
Total		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
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council									
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
	1,331,476	115	3,509	0	0	(573,543)	0	758,048	1,334,985

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

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

KEY INFORMATION

Provisions

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

Employee Related Provisions

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

Contract liabilities

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

Capital grant/contribution liabilities

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

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

**NOTE 12
OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS**

Provider	Unspent operating grant, subsidies and contributions liability					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
	\$	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies								
General purpose funding								
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
Law, order, public safety								
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
Community amenities								
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
Recreation and culture								
LRCIP Phase 3	0	0	0	0	0	180,000	0	0
Transport								
Main Roads WA Direct Grant	0	0	0	0	0	162,442	162,442	0
	0	78,659	(23,659)	55,000	55,000	668,942	162,442	23,659
Operating contributions								
General purpose funding								
Ex Gratia Rates	0	11,038	(11,038)	0	0	11,000	0	11,038
Community amenities								
Developer Contributions	0	0	0	0	0	150,357	0	0
Expense Reimbursements	0	0	0	0	0	1,500	0	0
Recreation and culture								
Contributions Various	0	0	0	0	0	55,000	0	0
Transport								
Hudson Resources Contribution (Dartmoor Rd)	0	0	0	0	0	12,500	0	0
Other property and services								
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
	0	16,465	(16,465)	0	0	421,357	6,666	16,465
TOTALS	0	95,124	(40,124)	55,000	55,000	1,090,299	169,108	40,124

**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	Increase in Liability	Decrease in Liability	Liability	Current Liability	Adopted Budget	YTD Budget	YTD Revenue
	1 July 2023		(As revenue)	31 Aug 2023	31 Aug 2023	Revenue	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies								
Recreation and culture								
LRICIP 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
Transport								
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
LRICIP Phase 4	0	0	0	0	0	210,792	0	0
TOTALS	0	447,200	(120,000)	327,200	327,200	3,372,849	427,200	120,000

**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 Balance	Amount	Amount	Closing Balance
	1 July 2023	Received	Paid	31 Aug 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
	153,558	3,402	(570)	156,390

**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
	\$	%		
Opening funding surplus / (deficit)	1,836	0.08%		Permanent
Revenue from operating activities				
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	
Expenditure from operating activities				
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	
Investing activities				
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	
Financing activities				
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	
Closing funding surplus / (deficit)	(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
	\$2,660,628.95

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)
	\$2,660,628.95

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)

G:\030 Finance Rates and General Purpose Income\304 Banks & Financial Institutions\304.01 - Bank Reconciliations\1. Muni Account\2023-2024\02 - August 2023 Muni.xlsx
Outstanding Bank Transactions



Corporate Card Statement

29 AUG 2023

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

Company Name: Shire Of Chapman Valley
Number of Cards: 2
Cash Advance Annual % Rate: 15.65%

Contact Name: The Shire Clerk
Facility Number: 00018023 20000001
Facility Credit Limit: 10,000

Statement From	Statement To	Payment Due Date	Opening Balance	Closing Balance	Available Credit
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

Email: info@afca.org.au

Phone 1800 931 678

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

S000786 / 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 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	Purchases 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	GOVERNMENT SERVICES NOT ELSE GLENFIELD IGA GLENFIELD AUS	57.40	0462
	Sub Total:	594.36	
20 AUG	Interest, Fees & Government Charges CARD FEE	18.25	107020.22
	Sub Total:	18.25	

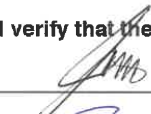

Summary of Changes in Your Account Since Last Statement

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



S000750 / M000280 / 231 / CN1VP4PT

Corporate Card Statement

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

Email: info@afca.org.au

Phone 1800 931 678

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

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

Cardholder Name	Card Number	Credit Limit	Available Credit
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	Payments AUTOMATIC PAYMENT	460.00-	
	Sub Total:	460.00-	
26 JUL	Purchases GLENFIELD IGA GLENFIELD AUS GROCERY STORES, SUPERMARKETS	11.60 ✓	0462.
	Sub Total:	11.60	
20 AUG	Interest, Fees & Government Charges CARD FEE	18.25	107020.22
	Sub Total:	18.25	

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions		
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 <u>19/9/23</u>
Transactions examined and approved.	
Manager/Supervisor Signature _____	Date <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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Online: www.afca.org.au

Email: info@afca.org.au

Phone 1800 931 678

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

S000789 / M000280 / 231 / CN1VP4P1

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

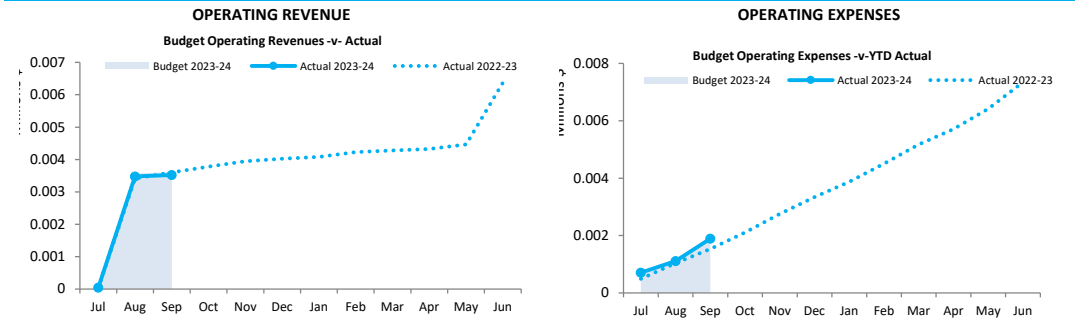
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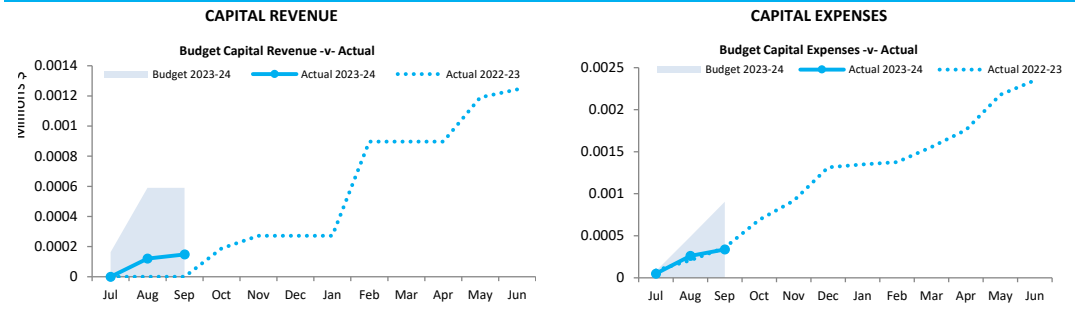
**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 SEPTEMBER 2023**

SUMMARY INFORMATION - GRAPHS

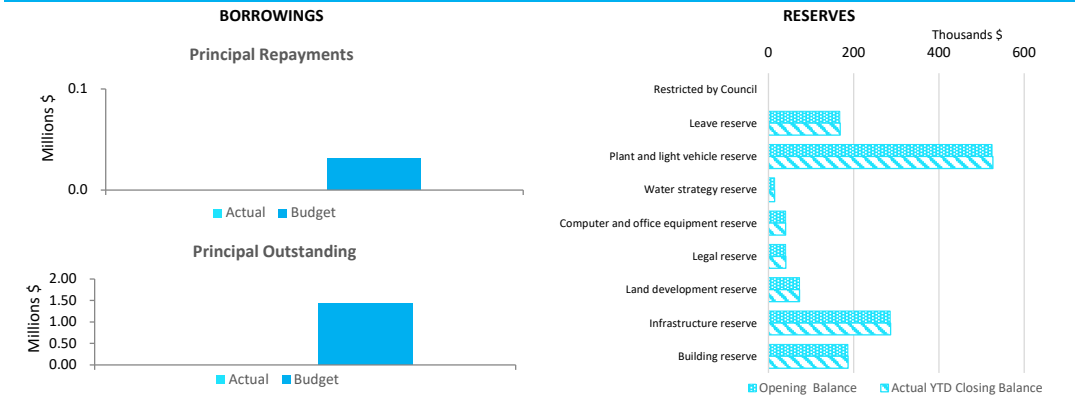
OPERATING ACTIVITIES



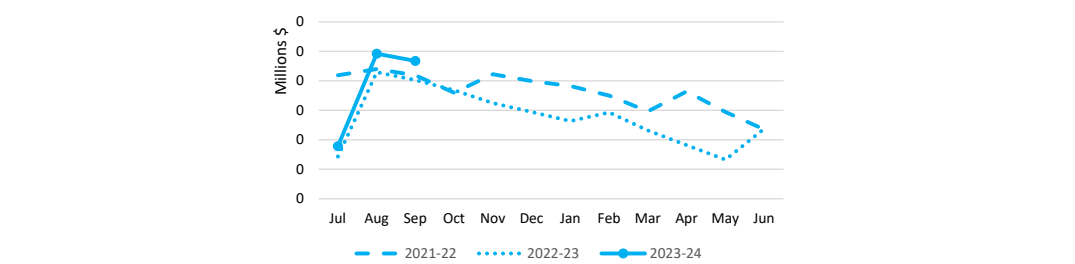
INVESTING ACTIVITIES



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		
	\$	% 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		
	\$	% 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		
	\$	% 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	\$	% Variance
YTD Budget	\$3.16 M	0.2%

Refer to Statement of Financial Activity

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

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges		
YTD Actual	\$	% 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	\$	%
Adopted Budget	\$0.16 M	(100.0%)

Refer to Note 6 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$	% Spent
Adopted Budget	\$5.26 M	(93.6%)
		0.0%

Refer to Note 7 - Capital Acquisitions

Capital Grants		
YTD Actual	\$	% 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)	
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	2,295,113	2,295,113	2,296,949	1,836	0.08%	
Revenue from operating activities							
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%	
		4,696,454	3,614,783	3,522,994	(91,789)	(2.54%)	
Expenditure from operating activities							
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%	
		(9,589,662)	(1,841,958)	(1,892,622)	(50,664)	2.75%	
Non-cash amounts excluded from operating activities	1(a)	2,329,377	512,438	946,900	434,462	84.78%	▲
Amount attributable to operating activities		(2,563,831)	2,285,263	2,577,272	292,009	12.78%	
Investing activities							
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%	▲
Amount attributable to investing activities		(1,727,848)	(315,792)	(190,655)	125,137	(39.63%)	
Financing Activities							
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%)	
Amount attributable to financing activities		1,996,566	2,027,566	(7,154)	(2,034,720)	(100.35%)	
Closing funding surplus / (deficit)	1(c)	(0)	6,292,150	4,676,412	(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)
		\$	\$	\$
Non-cash items excluded from operating activities				
Adjustments to operating activities				
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
Total non-cash items excluded from operating activities		2,329,377	512,438	946,900

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

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

	Adopted Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 30 September 2023
Adjustments to net current assets			
Less: Reserves - restricted cash	10	(1,331,477)	(1,336,629)
Add: Borrowings	8	0	0
Add: Provisions employee related provisions	11	448,462	497,342
Add: Lease liabilities	9	8,088	8,088
Total adjustments to net current assets		(874,927)	(831,199)

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

Current assets				
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
Less: Current liabilities				
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)
Less: Total adjustments to net current assets	1(b)	(874,927)	(826,046)	(831,199)
Closing funding surplus / (deficit)		2,295,113	2,296,949	4,676,412

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
		\$	\$	\$	\$	
Cash on hand						
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
Total		4,261,098	1,336,628	5,597,726	154,667	
Comprising						
Cash and cash equivalents		4,261,098	1,336,628	5,597,726	154,667	
		4,261,098	1,336,628	5,597,726	154,667	

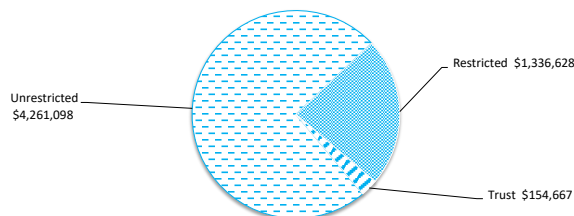
KEY INFORMATION

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.

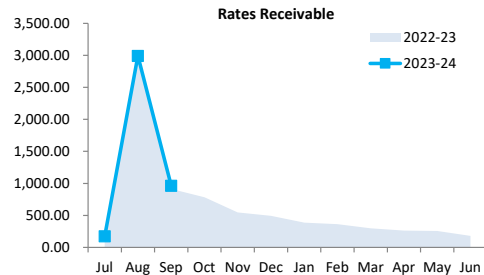
Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



**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)
Gross rates collectable	179,366	963,351
Net rates collectable	179,366	963,351
% 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%	
Balance per trial balance						
Sundry receivable						6,702
GST receivable						13,420
Total receivables general outstanding						20,122

Amounts shown above include GST (where applicable)

KEY INFORMATION

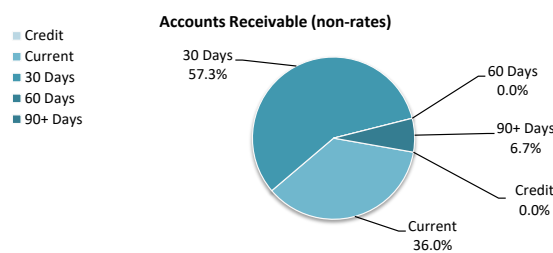
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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**

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

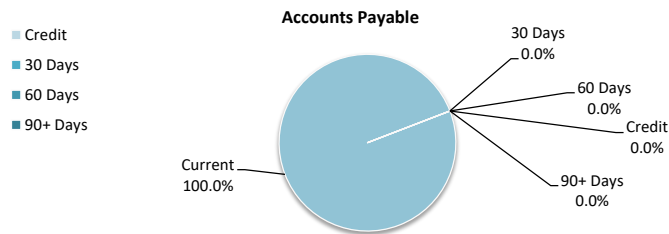
**OPERATING ACTIVITIES
NOTE 5
PAYABLES**

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%	
Balance per trial balance						
Sundry creditors						35,671
ATO liabilities						40,798
Receipts in advance						37,899
Bonds and deposits						55,232
ESL Payable						63,514
Total payables general outstanding						233,114

Amounts shown above include GST (where applicable)

KEY INFORMATION

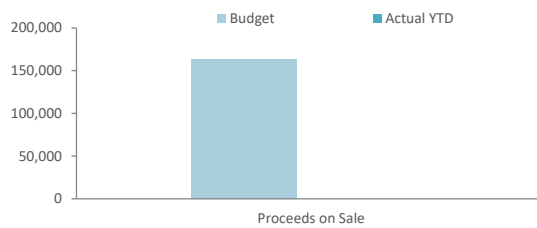
Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised 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 Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Transport								
	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
		163,000	163,000	0	0	0	0	0	0



**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)
Payments for Capital Acquisitions	5,263,697	905,992	338,947	(567,045)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
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
Capital funding total	5,263,697	905,992	338,947	(567,045)

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.

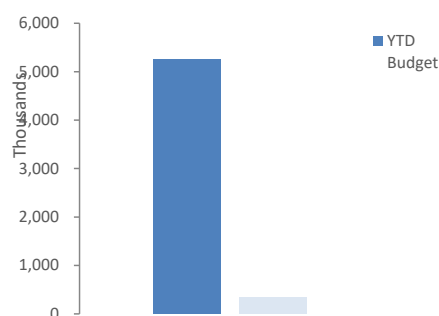
Initial recognition and measurement for assets held at cost

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

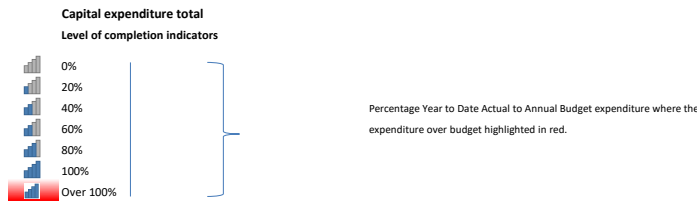
In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The 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)**



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	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)
				5,263,697	905,990	338,943	(567,047)

**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
		\$	\$	\$	\$	\$	\$	\$	\$	
Recreation and culture										
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
Transport										
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				
Total		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 Rate	Amount (Used)		Balance Unspent
	Actual	Budget				Interest & Charges		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
		\$	\$	\$	\$	\$	\$	\$	\$	
Community amenities										
Nabawa Fuel Station	LE01	42,609	0	0	(2,001)	(7,886)	40,608	34,723	(272)	(1,206)
Total		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
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council									
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
	1,331,476	115	5,153	0	0	(573,543)	0	758,048	1,336,629

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
		\$		\$	\$	\$
Other current liabilities						
Other liabilities						
- Contract liabilities		0	0	548,042	(194,134)	353,908
Total other liabilities		0	0	548,042	(194,134)	353,908
Employee Related Provisions						
Annual leave		270,457	0	0	0	270,457
Long service leave		226,885	0	0	0	226,885
Total Employee Related Provisions		497,342	0	0	0	497,342
Total other current assets		497,342	0	548,042	(194,134)	851,250
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 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
	\$	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies								
General purpose funding								
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
Law, order, public safety								
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
Community amenities								
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
Recreation and culture								
LRCIP Phase 3	0	0	0	0	0	180,000	0	0
Transport								
Main Roads WA Direct Grant	0	0	0	0	0	162,442	162,442	0
	0	78,659	(23,659)	55,000	55,000	668,942	177,442	23,659
Operating contributions								
General purpose funding								
Ex Gratia Rates	0	11,038	(11,038)	0	0	11,000	0	11,038
Community amenities								
Developer Contributions	0	0	0	0	0	150,357	0	0
Expense Reimbursements	0	0	0	0	0	1,500	0	0
Recreation and culture								
Contributions Various	0	0	0	0	0	55,000	0	0
Transport								
Hudson Resources Contribution (Dartmoor Rd)	0	0	0	0	0	12,500	0	0
Other property and services								
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
	0	22,183	(22,183)	0	0	421,357	6,666	22,183
TOTALS	0	100,842	(45,842)	55,000	55,000	1,090,299	184,108	45,842

**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
	\$	\$	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies								
Recreation and culture								
LRICIP 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
Transport								
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
LRICIP Phase 4	0	0	0	0	0	210,792	0	0
TOTALS	0	447,200	(148,292)	298,908	298,908	3,372,849	427,200	148,292

**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
	153,558	4,339	(3,230)	154,667

**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
	\$	%		
Revenue from operating activities				
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	
Expenditure from operating activities				
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	
Investing activities				
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	
Financing activities				
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, Sirsi/Dynix 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	AFGRl	P57 - Replacement parts; fault diagnosis	-9312.18
EFT28109	14/09/2023	Australia Post	Postage Expenses	-916.19
EFT28110	14/09/2023	Aviasist 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 (LRClP 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, LRClP, 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	Independant 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; Armorall 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

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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 assistance 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 Multipurpose 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	-2666.89
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
TOTAL				-\$ 387,407.59



**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	-
	\$4,260,397.69

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 <u>or</u> [Tfer to Trust from Muni]	-
	\$4,260,397.69

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 \$ -

G:\030 Finance Rates and General Purpose Income\304 Banks & Financial Institutions\304.01 - Bank Reconciliations\1. Muni Account\2023-2024\03 - September 2023 Muni.xlsx
Outstanding Bank Transactions



Corporate Card Statement



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

CR2324187

DATE	20 SEP 2023
FILE	Facility Number 310.00 00018023 20000001
RECORD	Payment Due Date 02 October 2023
	Closing Balance \$875.75

This amount will be swept from a nominated account.

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

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

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

Email: info@afca.org.au

Phone 1800 931 678

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

S000737 / M000254 / 264 / CN1VP4P1

5000737 / M000254 / 264 / CN1VPRP1



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

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





S000739 / 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

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Online: www.afca.org.au

Email: info@afca.org.au

Phone 1800 931 678

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

5000739 / M000254 / 264 / CN1V4P1



Corporate Card Statement

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

CARDHOLDER TRANSACTION DETAILS

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

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

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



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 / CN1VPAP1

Corporate Card Statement

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

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\(2nd Edition\)](#)
[\[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\(2nd Edition\)](#) [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

Legend	
ID #	Descriptor (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

		(topside 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\(2nd Edition\) \[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 [NOHSC: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 ndicating 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 Subsills	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 (topsides 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 & Licene

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RISK MATRIX								
Loss Type				Consequence				
				1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Occupational Safety and Health				Negligible injuries	First aid injuries	Medical treatment injuries	Lost time injury	Fatality, permanent disability
Environment				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
Service Interruption				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
Compliance				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
Property				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
Financial Impact				< \$2,000	\$2,001 to \$20,000	\$20,001 to \$100,000	\$100,001 to \$1M	> \$1M
Likelihood	A Almost Certain	Consequence is expected to occur in most circumstances	More than once per year	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
	B Likely	Consequence will probably occur in most circumstances	At least once per year	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
	C Possible	Consequence should occur at some time	At least once in 3 years	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
	D Unlikely	Consequence could occur at some time	At least once in 10 years	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
	E Rare	Consequence may occur only in exceptional circumstances	Less than once in 15 years	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

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 ²)	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 (m ²)	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	YES
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 ²)	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)

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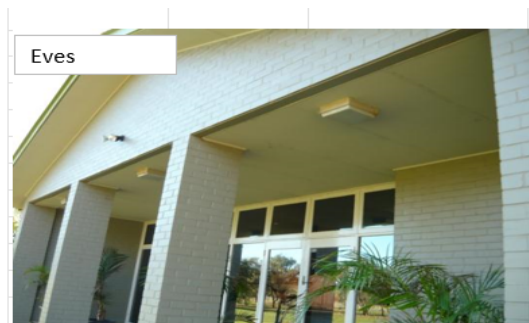
ACM Identifying signage	YES	Signage Location	Meter Box (Main)
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Workplace Address/Description	Name of Competent Person(s)
Nabawa Shire Office, Nabawa	Anthony Abbott (Building Surveyor/Project Manager) Shire of Chapman Valley Monty Archdale (Regional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

Component	Date Identified	Description	ACM?	Material Type	Condition	Quantity (m ²)	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 ²)	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 ²)	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 ²)	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 (m²)	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	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 ²)	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	

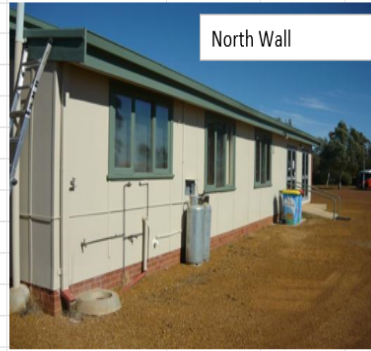
Comments relevant (CV CAR Status on identified Actions and Close Out Dates)			
ACM Identifying signage	YES	Signage Location	Meter Box (Main)



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 ²)	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	

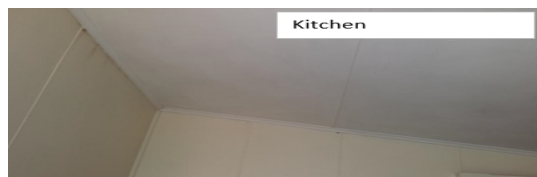
Comments relevant (CV CAR Status on identified Actions and Close Out Dates)			
ACM Identifying signage present?	YES	Signage Location	Meter Box (Main)



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 ²)	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)



9 Items to be dealt with En Bloc

10 Officer Reports

10.1 Deputy Chief Executive Officer

10.1.1	Proposed Subdivision
Department	Development Service Planning
Author	Simon Lancaster
Reference(s)	A1657 & A2141
Attachment(s)	1. Subdivision Application [10.1.1.1 - 105 pages]

Voting Requirements

Simply Majority

Staff Recommendation

That Council advise the Western Australian Planning Commission that it supports the proposed subdivision of Lots 14 & 341 Nanson-Howatharra Road, Nanson as shown upon Plan No.22250-02 subject to the following conditions:

- 1 A notification, pursuant to Section 165 of the *Planning and Development Act 2005* is to be placed on the certificate of title of the proposed lots, advising of the existence of a hazard or other factor. Notice of this notification is to be included on the diagram or plan of survey (deposited plan). The notification is to state as follows: *"This land is within a bushfire prone area as designated by an Order made by the Fire and Emergency Services Commissioner. Additional planning and building requirements may apply to development on this land"*.
- 2 A notification, pursuant to Section 165 of the *Planning and Development Act 2005* is to be placed on the certificate of title of the proposed lots, advising of the existence of a hazard or other factor. Notice of this notification is to be included on the diagram or plan of survey (deposited plan). The notification is to state as follows: *"Vehicle access to this land is required to be undertaken by means of a crossover that is located, constructed and maintained to the approval of the local government"*.
- 3 A notification, pursuant to Section 165 of the *Planning and Development Act 2005* is to be placed on the certificate of title of proposed Lots A, C and D, advising of the existence of a hazard or other factor. Notice of this notification is to be included on the diagram or plan of survey (deposited plan). The notification is to state as follows: *"The lot is in vicinity of a tourism/commercial development and may be affected by noise, light and other impacts associated with the development."*

Disclosure of Interest

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

Background

Council is in receipt of correspondence from the Western Australian Planning Commission ('WAPC') seeking its comment upon an application to subdivide 2 lots (Lots 14 & 341 Nanson-Howatharra Road, Nanson) into 4 lots. This report recommends support for the subdivision application.

Comment

Lot 321 is a 40.0547ha lot on the eastern side of Nanson-Howatharra Road, 2km west of the Nanson townsite. The property is largely cleared excepting some remnant vegetation on elevated sections, and contains no structures, there is a Geraldton Wax plantation towards the front/west of the property and several disused marron ponds in the south-eastern corner.

Lot 14 is an 88.0837ha property located on the western side of Nanson-Howatharra Road, characterised by undulating terrain with remnant vegetation on the hilltops and cleared areas in the valleys. Lot 14 is used for general farming and also intensive agricultural purposes, and contains a series of buildings in its north-eastern corner along Nanson-Howatharra Road including the Burnt Barrel restaurant and brewery <https://www.burntbarrel.com/>.

There are 2 residences upon Lot 14, one being 30m to the south-east of the Burnt Barrel and the other 200m to the north-west.

The recent development history for 305 (Lot 14) Nanson-Howatharra Road, Nanson is as follows:

22/12/1994	Council initiated Scheme Amendment No.7 to rezone Location 2248 'Cayley Springs' from 'General Farming' to 'Special Rural'.
20/6/1995	Council, following advertising, adopted Scheme Amendment No.7, enabling subsequent subdivision and creation of Lot 14.
20/2/1996	Council approved a 5ha vineyard development.
3/5/1996	Scheme Amendment No.7 was gazetted.
21/5/1996	Council approved an aquaculture development (yabby farm) comprising 5 dams (4 of which were subsequently created on-ground).
17/12/1996	Council approved a winery and brewery development.
18/2/1997	Council approved a revised floor plan for the winery and brewery development.
16/9/1997	Council approved a revised location for the winery and brewery development.
16/12/1997	Council approved 2 roadside advertising signs for the winery.
23/3/1999	Council initiated Scheme Amendment No.25 to rezone Lot 14 to introduce the following additional uses – restaurant, holiday and tourist accommodation/chalets, reception centre;
21/4/1998	Council approved a temporary wine tasting and sales area and toilet block that would serve prior to the construction of the previously approved winery and brewery development.
15/6/1999	Council approved a further 2ha of vineyards.
17/8/1999	Council, following advertising, adopted Scheme Amendment No.25.
17/8/1999	Council approved restaurant alterations to the operating winery development (including upgrading toilets, new kitchen, bar facilities, servery, service yard and insulated storeroom).
14/9/1999	Shire approved a second residence (that would be the manager's residence relevant to the current application).
9/11/1999	Scheme Amendment No.25 gazetted.
23/12/1999	Shire approved an outbuilding.
20/6/2006	Council endorsed application to seal Nanson-Howatharra Road under Mid West Regional Road Group.
11/5/2012	Shire health inspection confirmed winery operations now limited to appointment only restaurant events and had ceased general restaurant trade.
10/12/2014	Council approved a micro-brewery, restaurant, reception centre and agriculture-intensive (honey bee farm) and subsequently re-opened as the Burnt Barrel.

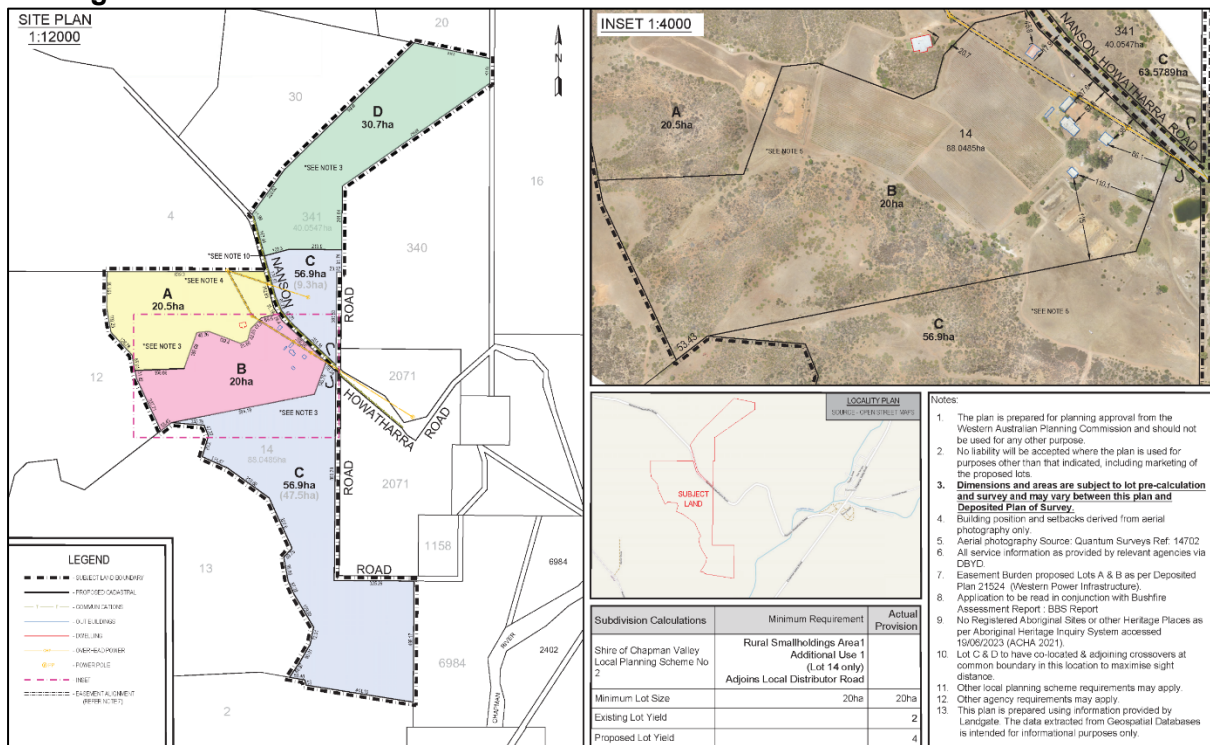
Figure 10.1.1.1 – Location Map for Lot 14 & Lot 341 Nanson-Howatharra Road, Nanson



Figure 10.1.1.2 – Aerial photo of developed areas upon Lot 14 & Lot 341 Nanson-Howatharra Road, Nanson



Figure 10.1.1.3 – Subdivision Plan for Lots 14 & 341 Nanson-Howatharra Road



The application is seeking to create 4 new lots in place of the existing 2 lots as follows:

Proposed Lot A (20.5ha)

Lot A would contain the existing residence that is located 200m uphill/north-west of the Burnt Barrel.

Lot A would have a 183.87m frontage to Nanson-Howatharra Road and would access the road from an existing crossover.

Water supply would be via existing roof catchment tanks and from a bore upon proposed Lot B that would be secured through an easement that would be created at time of subdivision.

Proposed Lot B (20ha)

Lot B would contain the Burnt Barrel business and nearby residence and outbuildings.

Lot B would have a 279.65m frontage to Nanson-Howatharra Road and would access the road from an existing crossover.

Water supply would be from an existing bore upon the proposed lot.

Proposed Lot C (30.7ha)

Lot C is proposed to straddle Nanson-Howatharra Road. There would be a 47.5ha portion on the southern side of the road, with a 55.34m frontage to Nanson-Howatharra Road. The northern portion would be 9.3ha and have a 550.02m frontage on the northern side of Nanson-Howatharra Road.

There is a soak on the southern section fed by an area on the northern section and the subdivision application proposal seeks to have these under the same ownership and within a unifying lot.

Proposed Lot D (30.7ha)

Lot D would be a vacant lot located on the northern side of Nanson-Howatharra Road and would have a 179.93m road frontage.

The applicant proposes that Lot D would be serviced by a stand-alone renewable energy source and not by Western Power connection.

A copy of the subdivision application inclusive of the consultants' explanatory letter of support that provides details on the servicing levels for the subject land, subdivision plan and bushfire management plan has been provided as **separate Attachment 10.1.1.1**.

Council may consider that the subdivision application could be supported on the following basis:

- Whilst the subject area contains land that is identified by the Department of Fire & Emergency Services as bushfire prone upon the State Map of Bushfire Prone Areas [Map of Bush Fire Prone Areas \(slip.wa.gov.au\)](http://slip.wa.gov.au) there is ability for any further development upon the vacant Lots C & D to be sited in locations outside of the identified bushfire prone areas. Alternatively there is the ability for a future applicant to lodge bushfire assessment information that is based upon on-ground analysis and legislation that is current at time of application providing solutions to the satisfaction of local government to develop upon land within proposed Lots C & D that is identified as bushfire prone.
- The subject site is not within an area identified by the Department of Planning, Lands & Heritage as having Aboriginal Cultural Heritage upon the Aboriginal Cultural Heritage Inquiry System [Aboriginal Cultural Heritage Inquiry System \(dplh.wa.gov.au\)](http://dplh.wa.gov.au).
- The subject site is located outside of the flood prone area identified by the Department of Water & Environmental Regulation in the Chapman River Flood Study.
- The subject site fronts a sealed road.
- Whilst the subject land does front a section of road that contains bends with reduced traffic visibility it is noted that the additional driveway/crossovers created by the subdivision would be required to be sited in locations that are to the satisfaction of local government and constructed and maintained to its specifications.
- The proposed lot sizes and sandy duplex soils in the valley areas (where development is existing and likely) comply with the requirements of the Department of Health for servicing by an on-site effluent disposal system.
- The subdivided lot sizes would comply with the 20ha minimum lot size for the 'Rural Smallholdings' zone established by the Shire of Chapman Valley Local Planning Strategy for this precinct.
- The proposed 20ha x 2, 30.7ha & 56.9ha lot sizes are comparable to other existing lots in the 'Rural Smallholding 1' zone.
- The proposed subdivision would introduce additional landowners to contribute to the ongoing local government maintenance costs of providing services.
- The alignments for the proposed subdivision boundaries have been selected to minimise impact upon remnant vegetation.
- Development upon the vacant Lots C & D will be required to comply with Council's statutory planning requirements as contained in its Local Planning Scheme; strategic planning requirements as contained in its Local Planning Strategy; and policy requirements as contained in its Local Planning Policies.

Alternatively Council may consider that the subdivision application should not be supported on the following basis:

- The proposed subdivision would create lots smaller than those identified on the Outline Plan of Subdivision that accompanied the Scheme Amendment No.7 to Scheme No.1 rezoning documentation that led to the creation of Lot 14 that was adopted by Council at its 21/11/95 meeting and gazetted on 3/6/96.
- The proposed subdivision would create lots smaller than those identified on the Subdivision Guide Plan that accompanied the Scheme Amendment No.23 to Scheme No.1 rezoning documentation that led to the creation of Lot 341 that was adopted by Council at its 16/6/99 meeting and gazetted on 31/3/00.

- The creation of a separate lot containing the residence that is located 200m uphill from the Burnt Barrel will enable this to become owned/occupied by a party separate to that operating the business and create potential for the resident/landowner of Lot A to lodge complaint regarding noise, light, traffic movement and other matters pertaining to the operation of the business upon Lot B, and also create potential for restriction on future expansion or holding of one-off larger events at the business upon Lot B.
- The subdivision proposes to create Lot A that does not have a bore within its lot boundaries and would rely on water through roof catchment and easement/shared access to bore located upon Lot B.
- The subdivision is proposing to create Lot D without connection to reticulated power.

In the event that Council considers that the subdivision application should not be supported it may consider the following alternative wording appropriate:

“That Council advise the Western Australian Planning Commission that it does not support the proposed subdivision of Lots 14 & 341 Nanson-Howatharra Road, Nanson as shown upon Plan No.22250-02 on the following basis:

- 1 The proposed subdivision would create lots smaller than those identified on the Outline Plan of Subdivision that accompanied the Scheme Amendment No.7 to Scheme No.1 rezoning documentation that led to the creation of Lot 14 that was adopted by Council at its 21/11/95 meeting and gazetted on 3/6/96.*
- 2 The proposed subdivision would create lots smaller than those identified on the Subdivision Guide Plan that accompanied the Scheme Amendment No.23 to Scheme No.1 rezoning documentation that led to the creation of Lot 341 that was adopted by Council at its 16/6/99 meeting and gazetted on 31/3/00.*
- 3 The separation of title proposed by Lots A & B of the residence that is located 200m uphill from the Burnt Barrel business will enable separate ownership and potential for the resident/landowner of Lot A to lodge complaint regarding noise, light, traffic movement and other matters pertaining to the operation of the business upon Lot B, and also create potential for restriction on future expansion or holding of one-off larger events at the business upon Lot B.*
- 4 The separation of the residence upon proposed Lot A from the tourism development upon proposed Lot B and potential for restricting future operation and growth of the tourism development is considered contrary to the objectives of WAPC Planning Bulletin 83 - Planning for Tourism.*
- 5 The subdivision proposes to create Lot A that does not have a bore within its lot boundaries and would rely on water through roof catchment and easement/shared access to a bore located upon Lot B; &*
- 6 The subdivision is proposing to create Lot D without connection to reticulated power.”*

Figure 10.1.1.4 – View of Lot 341 looking east from Nanson-Howatharra Road



Figure 10.1.1.5 – View of main cluster of buildings upon Lot 14 Nanson-Howatharra Rd



Statutory Environment

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

Lots 14 & 341 Nanson-Howatharra Road, Nanson are both zoned 'Rural Smallholding 1' under the Shire of Chapman Valley Local Planning Scheme No.3 ('the Scheme').

Figure 10.1.1.6 – Shire of Chapman Valley Local Planning Scheme Zoning Map extract

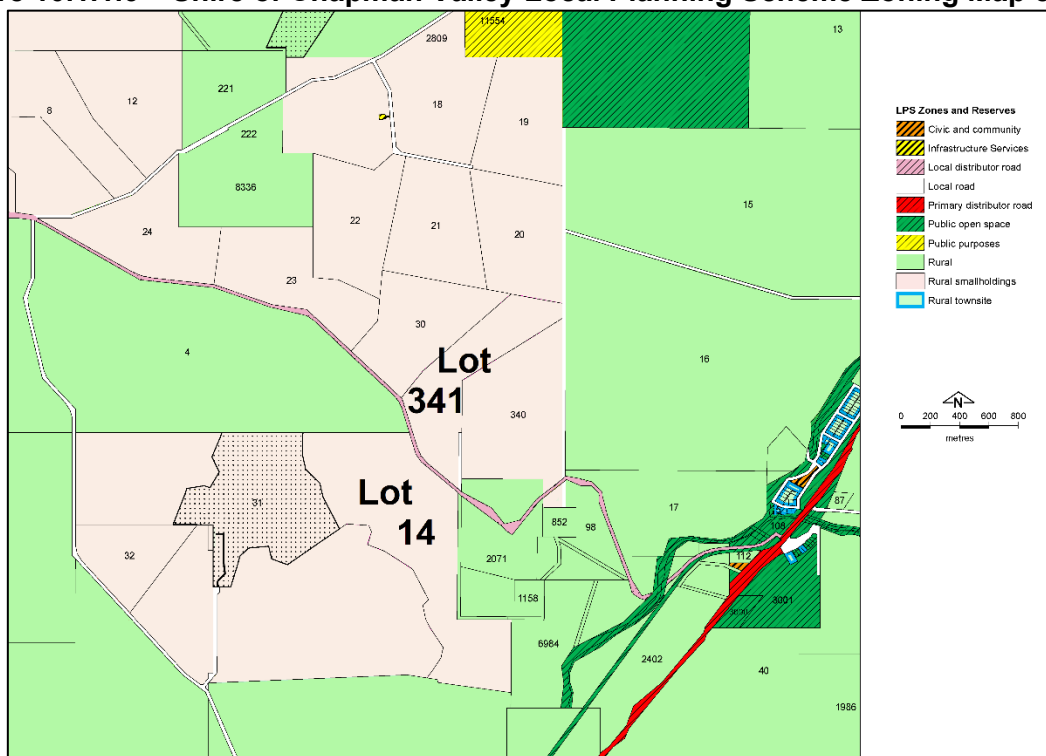


Table 2 of the Scheme lists the objectives of the ‘Rural Smallholding’ zone as being:

- *To provide for lot sizes in the range of 4 ha to 40 ha.*
- *To provide for a limited range of rural land uses where those activities will be consistent with the amenity of the locality and the conservation and landscape attributes of the land.*
- *To set aside areas for the retention of vegetation and landform or other features which distinguish the land.”*

Schedule 5 of the Scheme notes the following of relevance to this proposed subdivision in the ‘Rural Smallholding’ zone:

- “(1) *Structure Plan*
- Subdivision, development and land use shall generally be in accordance with a structure plan as adopted by the local government and the Western Australian Planning Commission in accordance with Part 4 of the deemed provisions;*
 - Subdivision, development and land-use shall generally be in accordance with any other matters outlined on the structure plan; and*
 - In addition to such other provisions of the Scheme as may affect it, any land that is included in a Rural Residential zone or Rural Smallholding zone shall be subject to those provisions as may be specifically set out against it in Schedules 6 or 7...*

- ...(5) *Fire Management*
- At time of subdivision, the local government may request that the Western Australian Planning Commission impose condition/s requiring the preparation of a fire management plan; and*

- (b) *At time of subdivision, the local government may request that the Western Australian Planning Commission impose condition/s requiring a contribution toward firefighting facilities in the district.*
- (6) **Vehicular Access**
- (a) *At time of subdivision, the local government may request that the Western Australian Planning Commission impose condition/s requiring the construction of any roads, battle-axe access legs, or shared access legs required to provide adequate vehicular access to the proposed lots; and*
- (b) *At time of subdivision, the local government may request that the Western Australian Planning Commission impose condition/s requiring a contribution to the upgrading of the local road system.*
- (c) *At time of development approval, the local government may require a crossover to be constructed to the specifications of the Shire and/or Main Roads WA.*
- (7) **Fencing**
- (a) *At time of subdivision, the local government may request that the Western Australian Planning Commission impose condition/s requiring the installation of boundary fencing and fencing around areas of remnant vegetation and/or re-vegetation. All such fences are to be constructed to control stock to the satisfaction of local government and maintained in good condition thereafter to the satisfaction of the local government; and*
- (b) *Prior to the stocking of any particular lot, the local government may require that areas of remnant vegetation within or adjoining the lot shall be protected by stock proof fencing to the specification and satisfaction of the local government. All such fences are to be maintained in good condition thereafter to the satisfaction of the local government.*
- (8) **Advice to Prospective Purchasers**
- (a) *At time of subdivision, the local government may request that the Western Australian Planning Commission impose condition/s requiring the subdivider to advise prospective purchasers of the special provisions contained herein and any other provisions of the Scheme considered relevant by the local government.”*

Lot 14 is also zoned with an overlying ‘Additional Use 1’ zoning that allows for the following:

Additional Use	Conditions
As an 'A' use: <ul style="list-style-type: none"> • Brewery • Camping ground • Caravan park • Holiday accommodation • Residential Building • Reception centre • Restaurant/café • Winery 	1 The local government may require that a local development plan be prepared to its satisfaction prior to approving development in accordance with Part 6 of the deemed provisions. 2 Following the preparation of a local development plan to the satisfaction of the local government, development is to be in accordance with the local development plan.

The 'Additional Use 1' zoning arose from Scheme Amendment No.25 to Scheme No.1 that was gazetted on 9/11/99 and introduced to allow for the Chapman Valley Winery development upon Lot 14.

Schedule 2 Part 4 clause 27(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015* states that:

"Effect of structure plan

(1) A decision-maker for an application for development approval or subdivision approval in an area that is covered by a structure plan that has been approved by the Commission is to have due regard to, but is not bound by, the structure plan when deciding the application."

Part 9 Regulation 79 of the *Planning and Development (Local Planning Schemes) Regulations 2015* states that an outline development plan or a subdivision guide plan are considered to form a structure plan.

Policy/Procedure Implications

A Policy or Procedure is affected:

Planning and Development Policy & Procedures

Schedule 2 Part 2 Division 2 Clauses 3-6 of the *Planning and Development (Local Planning Schemes) Regulations 2015* provides for Council to prepare a Local Planning Policy in respect of any matter related to the planning and development of the Scheme area.

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

Given Lots 14 & 314 already front a sealed road it is not considered that the imposition of a road upgrade/maintenance contribution is warranted in this instance.

Shire of Chapman Valley Local Planning Policy 2.3 - Rural Tourism has the objective to provide for a range of accommodation and other tourist related uses in the rural areas of the Shire in a manner that are complementary and sensitive to the agricultural and environmental fabric of the municipality.

Policy 2.3 does note the following:

"6.8 Subdivision and/or strata subdivision of rural land on which tourism development is proposed or existing will generally not be supported by the Local Government. Such proposal are not considered appropriate because they create circumstances where tourist activities can be operated independently of the principal agricultural or rural use of the land, thereby fragmenting rural land and leading to an increased likelihood of land use incompatibilities."

The subdivision, however, would accord with the minimum lot size requirement of the policy, as proposed Lot B is 20ha in area and the policy recommends a minimum lot size of 15ha for Restaurant/Cafes, 20ha for Reception Centres and 20ha for Tourist Developments.

A Local Planning Policy does not bind the local government in respect of any application for planning approval but the local government is to have due regard to the provisions of the

policy and the objectives which the policy is designed to achieve before making its determination.

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

Financial Implications

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 the determination of this application would have impact in relation to the Long Term Financial Plan.

Strategic Implications

Lots 14 & 341 are located within Precinct No.3 – Chapman Valley of the Shire of Chapman Valley Local Planning Strategy. Figure 7 of the Local Planning Strategy identifies Lots 14 & 341 as being 'Existing Rural Smallholding (20-40ha)'.

The Strategy lists the vision for 'Precinct 3 – Chapman Valley' as being:

"A diverse range of rural pursuits and incidental tourist developments that complement the sustainable use of agricultural resources.

Precinct 3 has the following objectives of relevance in the assessment of this application:

- "3.1.1 Ensure that the rezoning and subdivision of rural land into Rural Smallholdings maximises and reflects the agricultural potential of the land, and can accommodate a range of agricultural pursuits coupled with lifestyle opportunity...*
- ...3.3.4 Ensure that land use conflicts (i.e. noise, dust, odour, spray drift, vermin etc) are avoided through appropriate environmental and planning controls...*
- ...3.3.6 Ensure fire prevention measures are implemented and maintained in accordance with statutory requirements as a minimum...*
- ...3.4.1 Enhance the standards of servicing and infrastructure around the Nanson and Nabawa townsites.*
- 3.4.2 Ensure adequate levels of servicing and infrastructure, as determined by Council, exist or will be provided when supporting proposals for a change in land use, rezoning, development or subdivision, to avoid burden (financial or otherwise) on the Council's resources.*
- 3.4.3 Identify, support and facilitate the efficient and coordinated use of existing road linkages."*

The Western Australian Planning Commission's 'Planning Bulletin 83 - Planning for Tourism' sets out the policy position to guide decision making by the WAPC and local government for rezoning, subdivision and development proposals for tourism purposes. The Bulletin sets out general location criteria to determine the tourism value of a site including:

"The size of the site should be adequate to accommodate a sustainable tourism facility with respect to its design, operation and function, and its site specific and wider impacts and consideration of future growth/expansion. This will require a

site to be able to be developed without compromising the sustainable use of natural and cultural resources or existing social structures. Development of the site should also contribute to the delivery of diversified and balanced tourism opportunities.

The Bulletin also notes that:

“Subdivision of tourist zoned land In assessing a subdivision application for land zoned for tourism purposes, the WAPC will, among other things including approved or adopted plans and policies, consider whether the proposed lots will:

- facilitate the development of a quality, sustainable tourism facility;*
- Incorporate those facilities associated with tourist accommodation developments such as recreation, entertainment facilities and integrated management facilities.*
- provide for current and future tourism demand;*
- have the capacity to accommodate the necessary services, management and support facilities without compromising the character, development flexibility or tourism amenity of the site;*
- provide the flexibility necessary to facilitate development of a quality tourism facility;*
- provide for the retention or enhancement of the strategic value of the site for tourism purposes, including the relationship between individual lots and areas of high tourism amenity (such as the beachfront) and the potential to accommodate current and future tourism demand; and*
- result in the wholesale subdivision of a large tourism lot where the residential component is located on separate lot(s) to the tourism component, resulting in tourism lots remaining undeveloped and the potential for future pressure to approve residential components on these tourism lots to finance development.”*

Strategic Community Plan/Corporate Business Plan Implications

ENVIRONMENT & SUSTAINABILITY

3.2 Maintain the rural identity of the Shire.

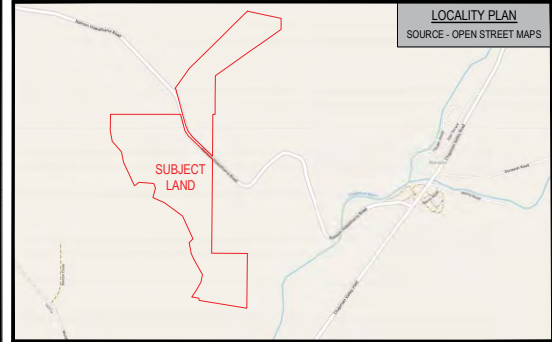
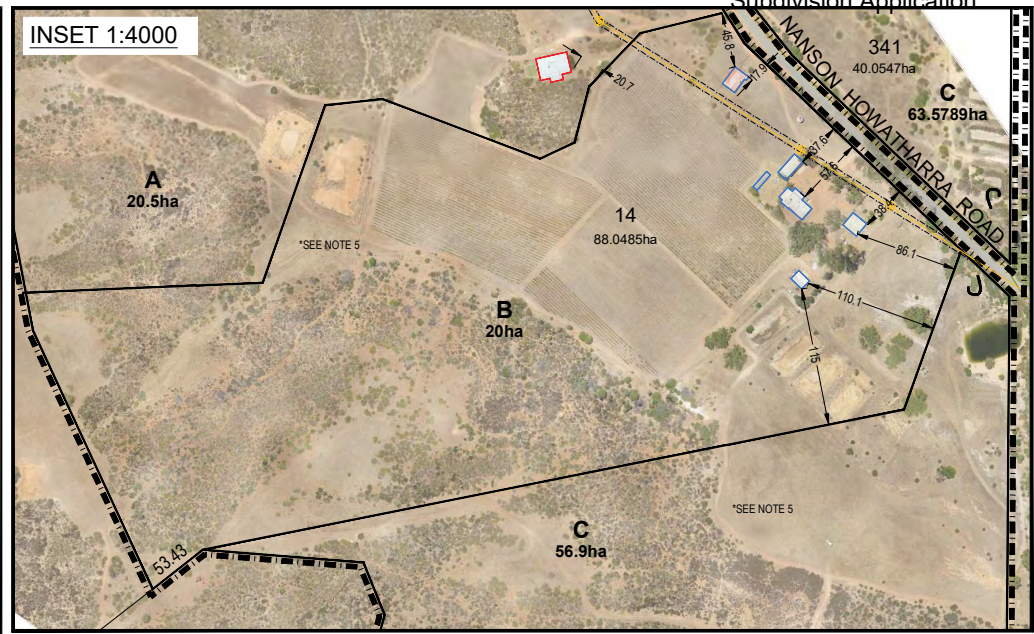
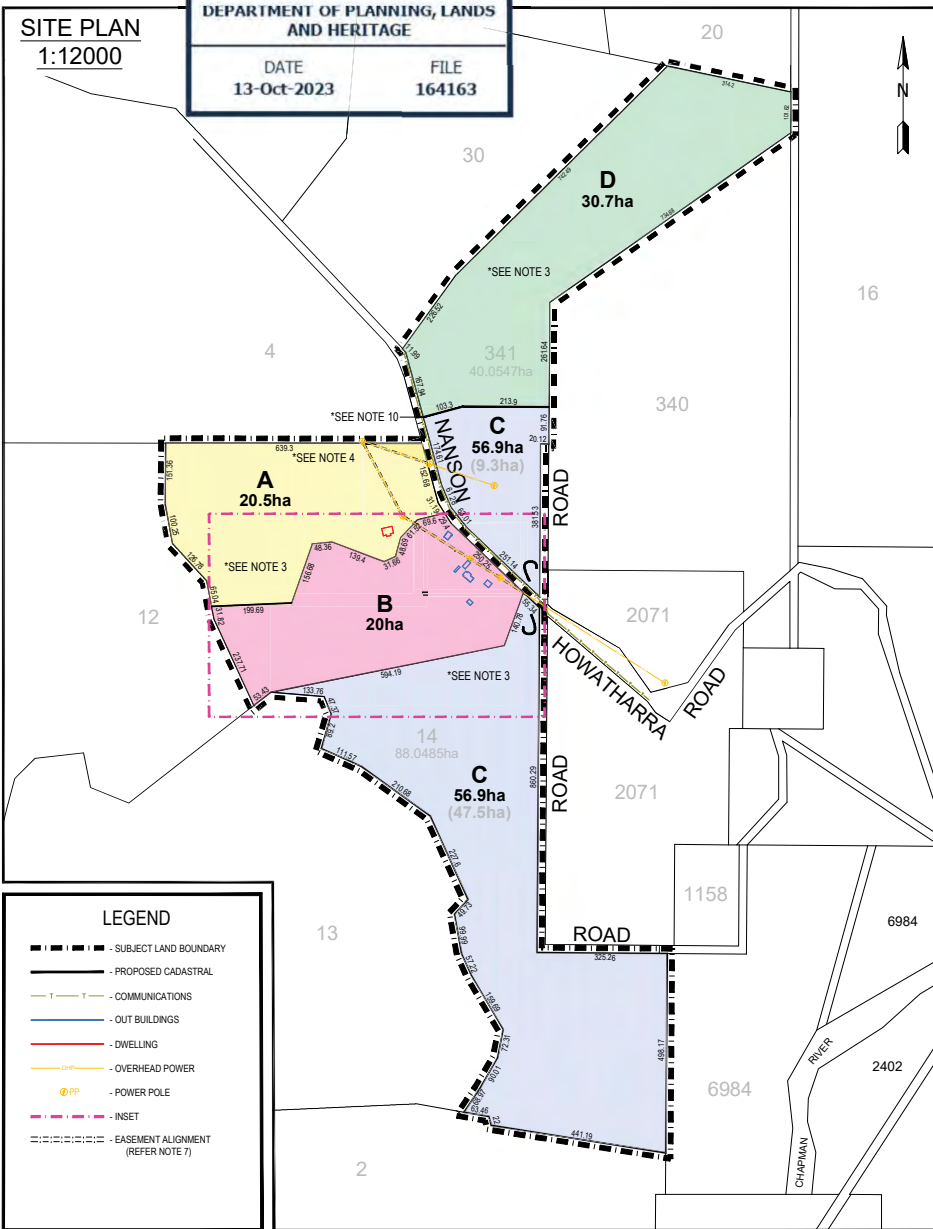
3.2.2 Ensure recreational, tourism activities on lifestyle blocks have minimal impact on sustainable farming.

Consultation

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

Risk Assessment

No Risks have been Identified.



- Notes:
- The plan is prepared for planning approval from the Western Australian Planning Commission and should not be used for any other purpose.
 - No liability will be accepted where the plan is used for purposes other than that indicated, including marketing of the proposed lots.
 - Dimensions and areas are subject to lot pre-calculation and survey and may vary between this plan and Deposited Plan of Survey.**
 - Building position and setbacks derived from aerial photography only.
 - Aerial photography Source: Quantum Surveys Ref: 14702
 - All service information as provided by relevant agencies via DBYD.
 - Easement Burden proposed Lots A & B as per Deposited Plan 21524 (Western Power Infrastructure).
 - Application to be read in conjunction with Bushfire Assessment Report : BBS Report
 - No Registered Aboriginal Sites or other Heritage Places as per Aboriginal Heritage Inquiry System accessed 19/06/2023 (ACHA 2021).
 - Lot C & D to have co-located & adjoining crossovers at common boundary in this location to maximise sight distance.
 - Other local planning scheme requirements may apply.
 - Other agency requirements may apply.
 - This plan is prepared using information provided by Landgate. The data extracted from Geospatial Databases is intended for informational purposes only.

Subdivision Calculations	Minimum Requirement	Actual Provision
Shire of Chapman Valley Local Planning Scheme No 2	Rural Smallholdings Area1 Additional Use 1 (Lot 14 only) Adjoins Local Distributor Road	
Minimum Lot Size	20ha	20ha
Existing Lot Yield		2
Proposed Lot Yield		4

TITLE: PROPOSED SUBDIVISION LOT 14 ON PLAN 21524 AND LOT 341 ON DEPOSITED PLAN 53538 NANSON HOWATHARRA ROAD, NANSON		CLIENT: BALLYCASTLE PTY LTD	
CERTIFICATE OF TITLE(S): 2081/641 & 2665/993	DATE LAST MODIFIED: 05/07/2023	SCALE: 1:12000 @ A3	

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

REV:	DATE:	DETAILS:	BY:	APPROVED:
DESIGNED:	GMB	DRAWN:	DW	PLAN: 22250-02

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



Our Ref: 22250

21 September 2023

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

Dear Sir

**PROPOSED SUBDIVISION LOT 14 ON PLAN 21524 AND LOT 341 ON DEPOSITED PLAN 53538
NANSON HOWATHARRA ROAD, NANSON**

On behalf of the owner of the above properties, application is now made for a boundary rationalisation of the lots. Please find enclosed –

- Landowner Consent to Apply
- Form 1A Checklist
- Landwest Plan 22250-02 dated 05/07/2023
- Certificates of title 2081/641 & 2665/993
- Bushfire Management Plan (BBS Bushfire Consulting)
- Appendix A:

The Landholdings

1. The landholdings are in the locality of Nanson in the Shire of Chapman Valley.
2. Lot 14 is 88ha in area on the south side of Nanson-Howatharra Road. It contains two building envelopes:
 - i. Dwelling
 - ii. Additional Use: Bar/Cafe
3. The lot is located on the foot slopes of the Moresby Range and contains remnant vegetation on the slopes of the Range.
4. The lot is serviced with a reticulated power supply.
5. Potable water:
 - i. Existing dwelling: rainfall capture and storage. Current storage capacity 224,500lt
Supplemented where necessary from underground source (bore) located adjoining Café/Bar and piped to storage tanks. Bore licenced for domestic purposes (See Appendix A).
 - ii. Café/Bar: underground source (bore). Bore licenced for domestic, and function centre facilities.
Purposes. See Appendix B
Catchment available 940m². No current significant storage capacity.
6. Both building envelopes have crossovers to Nanson-Howatharra Road, which is a sealed road.
7. A small alignment over the lot is encumbered by an easement in favour of Western Power for infrastructure which traverses the lot.



Existing building envelopes Lot 14 (Source Landgate)

- 8. Lot 341 is vacant and has a single crossover to Nanson-Howatharra Road.
- 9. Contains two water sources: NE Corner existing bore and underground source in SW corner which gravity feeds a spring on Lot 14. Dams are no longer operational or maintained.



Lot 341 (Source Landgate)



10. Neither lot is impacted by the Chapman River flood breakout extent (Source: Chapman River Flood Study Nabawa and Nanson 2020, DWER).
11. Both proposed lots are identified as being bushfire prone (Source: DFES Mapping)
12. There are no identified Aboriginal or European Heritage sites on either landholding (Source: Shire of Chapman Valley HI; ACHA Database).
13. A previous clearing permit granted for recreational purposes (mountain bike trails) over portion of Lot 14 has now expired (2021) (Source: DWER database extract).

Pre-lodgement consultation

1. DPLH June 2023:
Address structure plan issues in absence of a structure plan
Vinculum lots can be contemplated where portions are adjoining with road separation.
2. Local government May 2023:
Request for easement over proposed Lot C (southern portion) in favour of adjoining Lot 2071 (outside subject land) and local government for emergency access purposes.

Statutory Considerations

1. The lots are both zoned Rural Smallholdings (Area 1) in the Shire of Chapman Valley Local Planning Scheme No 3.
2. Scheme provisions require subdivision to accord with an endorsed structure plan. A structure plan is not in place to guide this proposal; however, the parent lots were created under a structure plan.
3. Shire of Chapman Valley Local Planning Strategy (LPS) (Precinct 3) denotes a minimum lot size of 20ha.
4. The LPS identifies Lots 14 and 341 as Existing and Proposed Rural Smallholdings with lot size in range 20ha-40ha.
5. Additional scheme provisions address development and land use prerequisites.

The Proposal

The application proposes the creation of four (4) lots.

Lot A

1. 20.5ha in area
2. Contain existing dwelling/building envelope.
3. Maintain existing crossover to Nanson – Howatharra Road.
4. Potable water from capture and tank storage and supplemented by underground source on proposed Lot B. Alignment of pipework and shared bore facility to be registered in an easement on the Deposited Plan (as condition of approval), with accompanying easement document to detail ongoing obligations and responsibilities. Sufficient capacity in bore licence to supplement supply.
5. Serviced with reticulated power – no changes required.
6. Easement in favour of Western Power will automatically carry forward on the Deposited Plan.
7. Boundary with Lot B defined by vegetation, contours and existing fencing.
8. No vegetation removal required for boundary alignment and all existing firebreaks to be maintained.

Lot B

1. 20ha in area.
2. Contain existing building envelope containing approved development (Additional Use Bar/Café).
3. Lot will maintain existing crossover to Nanson – Howatharra Road. No changes proposed.



4. Potable water from licensed bore. Sufficient capacity in bore licence for residential use and the approved Additional Use. Capture available from existing buildings 940m² where tank storage is required.
5. Serviced with reticulated power – no changes required.
6. Easement in favour of Western Power will automatically carry forward on Deposited Plan.
7. Boundary with Lot C defined by existing vegetation, to minimise the impact on revegetation area on proposed Lot B & C, and existing tracks/firebreaks.
8. *The final boundary alignment may vary at survey stage to ensure minimum lot sizes are achieved.*
9. All existing firebreaks to be maintained.



Boundary alignment (Source: Landgate date of aerial photograph June 2023).

Lot C

1. 56.9ha in area comprising:
 - Northern portion 9.3ha
 - Southern portion 47.5ha
2. Lot bisected by Nanson-Howatharra Road.
3. The purpose of the lot configuration is to retain water source for the soak on the southern section and to allow the flow of water by gravity feed irrigation. This is preferred to mechanical methods with pumps/electricity sources etc.
4. The building envelope is proposed on the northern section of the lot, to ensure a BAL compliant building area can be achieved (see accompanying BMP Report).
5. Northern portion of lot contains Western Power infrastructure and connection for a building envelope can be achieved.
6. An extension to the adjoining easement may be required to be created on a Deposited Plan for the alignment of public infrastructure which traverses this portion of the lot.
7. Potable water to be implemented at development stage to comply with local authority requirements and will be a combination of capture and storage and supplemented supply from onsite underground sources which are located on the northern portion of the Lot.
8. Boundary with Lot D defined by existing vegetation, to allow sufficient area for the BAL compliant building envelope, and to ensure both Lots C & D can have a crossover at the location of current crossover to Lot 341 to maximise sight distance and road safety considerations (see Plan 22250-02).



Boundary alignment (Source: Landgate date of aerial photograph June 2023).

Lot D

1. 30.7ha
2. Proposed building envelope demonstrated to ensure a BAL compliant building area can be achieved (see accompanying BMP Report).
3. Potable water to be implemented at development stage to comply with local authority requirements and will be a combined of capture and storage and supplemented from onsite underground bore which is located on the northern portion of the Lot.
4. Lot D is proposed to be serviced with a stand-alone renewable energy source. The cost to extend Western Power infrastructure to service the proposed Lot and particularly the building envelope location would be cost prohibitive and not reasonable when an affordable alternative secure source can be developed at building stage.
5. Crossover location in conjunction with Lot C (existing location) to maximise sight distance and road safety considerations (see Plan 22250-02).
6. Existing vegetation will not be impacted by the proposal.

Other

1. Potable water

Calculations using WAPC criteria contained in SPP2.5, indicate that lots can achieve minimum requirements for potable water via combination of rainfall catchment and underground sources. Refer to Table 1 and Appendix A.

Proposed Lot A has existing roof catchment and is supplemented with secondary supply which ensures minimum residential supply can be achieved over a 12-month period.

Lot B derives a residential supply from underground sources but has sufficient roof catchment available to implement on-site storage as required. It is assumed that the existing commercial use on Lot B has sufficient supply which will have been demonstrated as a part of a Development Application to the local authority.



The existing bore is licenced for 30000kL extraction.

Lots C & D will be both be required to demonstrate tank storage of 100,000L rainfall storage capacity as required by local planning scheme provisions (Schedule 7) and development/building stage. Both lots will have access to secondary sources as indicated above.

In the absence of scheme provisions which address minimum roof catchment required to demonstrate sufficient capacity, another mechanism may be required lots may need to indicate roof catchment area to demonstrate sufficient capacity to ensure future successors in title are aware of minimum requirement (in absence of scheme provisions which address this). This could be addressed by Notification on Title (or other mechanism required by the WAPC), or LDP prepared for these lots which specifically address this requirement.

Table 1 Potable Water Calculations*

Lot	Minimum Requirement (Residential Purposes)	Roof Catchment	Other
A	260,000lt	175,327lt	Bore licenced up to 30kL, can be separated between lots
B	260,000lt	Nil	Bore licenced up to 30kL, can be separated between lots
C	260,000lt	Minimum required for full consumption from source: 735m2 with 100,000 storage capacity.	Underground source to supplement source when total roof catchment area not available.
D	260,000lt	Minimum required for full consumption from source: 735m2 with 100,000 storage capacity.	Underground source to supplement source when total roof catchment area not available.

* (Refer Appendix A for calculations and other information)

2. Bushfire Management

BMP included with application addressing requirements for fire risk management and implementation.

3. Structure Plan requirements

The scheme requires the preparation of a structure plan prior to consideration of subdivision in the Rural Smallholdings zone. The parent landholdings were created based on an endorsed structure plan, but this does not address the revision in lot size by the subsequent Local Planning Strategy.

The absence of a structure plan in this instance does not compromise planning and development in the locality as below:

- (i) The proposal is in accordance with the local planning strategy objectives for subdivision and land use and provisions contained in LPS No 3.
- (ii) The proposed lot configuration generally confirms with the subdivision pattern in the locality where lots are of size and shape that reflects topography, vegetation and fire risk management.
- (iii) Proposed lots A & B reflect the current on-ground situation.
- (iv) No additional road reserves are required.



- (v) The proposed lot sizes are commensurate with the prevailing lot size in the locality, and with the desired rural smallholdings form of subdivision and development.
- (vi) Following subdivision, lot sizes will be at the ultimate lot size as depicted in statutory planning documents, with the exception of Lot C.
- (vii) Any further subdivision of Lot C would be assessed on its merits if that is contemplated in the future. However, the northern portion would not meet minimum lot size requirements. Additionally, it could not be contemplated under the significant physical separation principle, as it would not be assessed under DC3.4 (Rural).
- (viii) The proposal will not generate impacts, or issues that cannot be addressed as part of the normal subdivision process.
- (ix) The subdivision will not impact on existing development on the lots nor impact the potential of other lots in the locality to be subdivided and/or developed in accordance with statutory permissibility's.
- (x) No change to land use is proposed.
- (xi) Minimum development requirements are provided for in the Local Planning Scheme and other planning policies of the Shire of Chapman Valley.
- (xii) The proposed lot boundaries or smaller lot sizes do not impact on environmental or land management requirements which the application demonstrates, and which are addressed by existing applicable scheme requirements.

Conclusion

The proposal is compliant with statutory provisions in the planning framework. The application demonstrates the absence of a structure plan does not jeopardise planning for the locality or create lots that have further subdivision potential based on the current planning framework.

All proposed lots can be provided with services commensurate with the location and rural smallholding land use.

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

Yours faithfully

A handwritten signature in blue ink, appearing to read 'Gail Bermingham'.

Gail Bermingham

Enc



APPENDIX A

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

File No: RF4607



Government of Western Australia
Department of Water

Page 1 of 1
Instrument No. GWL56706(7)

LICENCE TO TAKE WATER

Granted by the Minister under section 5C of the Rights in Water and Irrigation Act 1914

Licensee(s)	The Trustee for TJ Blakeway Family Trust		
Description of Water Resource	Gascoyne Northampton - Surficial	Annual Water Entitlement	30000 kL
Location of Water Source	Bore 1 & Soak (Lot 14 on Plan 21524)		
Authorised Activities	Taking of water for	Location of Activity	
	Ablution block purposes Domestic use Function centre facilities Irrigation of up to 4 ha of wine grapes Stock watering	Lot 14 On Plan 21524 - Volume/Folio 2081/641 - Lot 14 Nanson	
Duration of Licence	From 3 March 2015 to 2 March 2025		

This Licence is subject to the following terms, conditions and restrictions:

- 1 The annual water year for water taken under this licence is defined as 1 July to 30 June.
- 2 The licensee must not, in any water year, take more water than the annual water entitlement specified in this licence.

End of terms, conditions and restrictions

This Licence is granted subject to the Rights in Water and Irrigation Regulations 2000

Rainwater calculations for roof catchments

Instructions

Yellow shaded cells are variables that can be altered

Roof catchment required (m ²)	731.78	Annual water consumption (litres)	260,000	Household size assumption	2.6	Annual per person water consumption (litres)	100,000
Roof catchment proposed (m ²)	495	Average Annual Rainfall mm	442	Tank Size assumption	100,000	If required water for firefighting	

note: State average domestic consumption is 106,000 litres per person per year (Source: Water Corporation, Water Forever 2008). Aspirational target in State Water Plan 2007 is 100,000 litres (100kL).



Year 1	Average rainfall mm	Litres generated	Average water consumption	Difference	Volume of Water in Tank (Litres)
Month					
January	7	2,146	21,667	- 19,521	
February	13	4,502	21,667	- 17,165	- 17,165
March	15	5,428	21,667	- 16,239	- 33,404
April	22	8,583	21,667	- 13,083	- 46,487
May	61	24,950	21,667	3,284	- 43,203
June	94	38,877	21,667	17,211	- 25,993
July	91	37,236	21,667	15,570	- 10,423
August	64	26,044	21,667	4,378	- 6,045
September	36	14,179	21,667	- 7,487	- 13,532
October	20	7,742	21,667	- 13,925	- 27,457
November	11	3,576	21,667	- 18,090	- 45,548
December	7	2,062	21,667	- 19,605	- 65,153
Total	441	175,327	260,000	- 84,673	

Year 2	Average rainfall mm	Litres generated	Average water consumption	Difference	Volume of Water in Tank (Litres)
Month					
January	7	2,146	21,667	- 19,521	- 84,673
February	13	4,502	21,667	- 17,165	- 101,838
March	15	5,428	21,667	- 16,239	- 118,077
April	22	8,583	21,667	- 13,083	- 131,160
May	61	24,950	21,667	3,284	- 127,877
June	94	38,877	21,667	17,211	- 110,666
July	91	37,236	21,667	15,570	- 95,096
August	64	26,044	21,667	4,378	- 90,719
September	36	14,179	21,667	- 7,487	- 98,206
October	20	7,742	21,667	- 13,925	- 112,131
November	11	3,576	21,667	- 18,090	- 130,221
December	7	2,062	21,667	- 19,605	- 149,826
Total	441	175,327	260,000	- 84,673	

Year 3	Average rainfall mm	Litres generated	Average water consumption	Difference	Volume of Water in Tank (Litres)
Month					
January	7	2,146	21,667	- 19,521	- 169,347
February	13	4,502	21,667	- 17,165	- 186,512
March	15	5,428	21,667	- 16,239	- 202,751
April	22	8,583	21,667	- 13,083	- 215,834
May	61	24,950	21,667	3,284	- 212,550
June	94	38,877	21,667	17,211	- 195,340
July	91	37,236	21,667	15,570	- 179,770
August	64	26,044	21,667	4,378	- 175,392
September	36	14,179	21,667	- 7,487	- 182,879
October	20	7,742	21,667	- 13,925	- 196,804
November	11	3,576	21,667	- 18,090	- 214,895
December	7	2,062	21,667	- 19,605	- 234,500
Total	441	175,327	260,000	- 84,673	

Calculator assumes that the tank is filled to capacity on installation

Get rainfall data here

<http://www.bom.gov.au/climate/data/>

Formula Used

Collection area (m²) = Average Household Water Consumption (L) divided by (0.85 x (local rainfall – 24mm))

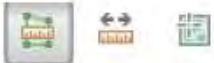
0.85 is the efficiency of the collection meaning a minimum of 85% of the water will be collected (a greater efficiency rate may be accepted if it can be demonstrated through design). Twenty four millimetres is the anticipated loss through absorption and wetting of materials based on 2 mm a month.

Disclaimer

This document has been published by the Western Australian Planning Commission. Any representation, statement, opinion or advice expressed or implied in this publication is made in good faith and on the basis that the government, its employees and agents are not liable for any damage or loss whatsoever which may occur as a result of action taken or not taken, as the case may be, in respect of any representation, statement, opinion or advice referred to herein. Professional advice should be obtained before applying the information contained in this document to particular circumstances.



Measurement ⤴

 | Sq Meters ▾

Measurement Result

494.9 Sq Meters

Clear

Rainwater calculations for roof catchments

Instructions

Yellow shaded cells are variables that can be altered

Roof catchment required (m ²)	731.78	Annual water consumption (litres)	260,000	Household size assumption	2.6	Annual per person water consumption (litres)	100,000
Roof catchment proposed (m ²)	940	Average Annual Rainfall mm	442	Tank Size assumption	100,000	If required water for firefighting	

note: State average domestic consumption is 106,000 litres per person per year (Source: Water Corporation, Water Forever 2008). Aspirational target in State Water Plan 2007 is 100,000 litres (100kL).



Year 1	Average rainfall mm	Litres generated	Average water consumption	Difference	Volume of Water in Tank (Litres)
Month					
January	7	4,075	21,667	- 17,592	
February	13	8,549	21,667	- 13,117	- 13,117
March	15	10,307	21,667	- 11,360	- 24,477
April	22	16,300	21,667	- 5,367	- 29,844
May	61	47,381	21,667	25,714	- 4,130
June	94	73,828	21,667	52,161	48,031
July	91	70,712	21,667	49,045	97,076
August	64	49,458	21,667	27,791	100,000
September	36	26,926	21,667	5,260	100,000
October	20	14,702	21,667	- 6,965	93,035
November	11	6,792	21,667	- 14,875	78,160
December	7	3,915	21,667	- 17,752	60,408
Total	441	332,943	260,000	72,943	

Year 2	Average rainfall mm	Litres generated	Average water consumption	Difference	Volume of Water in Tank (Litres)
Month					
January	7	4,075	21,667	- 17,592	42,816
February	13	8,549	21,667	- 13,117	29,699
March	15	10,307	21,667	- 11,360	18,340
April	22	16,300	21,667	- 5,367	12,972
May	61	47,381	21,667	25,714	38,686
June	94	73,828	21,667	52,161	90,847
July	91	70,712	21,667	49,045	100,000
August	64	49,458	21,667	27,791	100,000
September	36	26,926	21,667	5,260	100,000
October	20	14,702	21,667	- 6,965	93,035
November	11	6,792	21,667	- 14,875	78,160
December	7	3,915	21,667	- 17,752	60,408
Total	441	332,943	260,000	72,943	

Year 3	Average rainfall mm	Litres generated	Average water consumption	Difference	Volume of Water in Tank (Litres)
Month					
January	7	4,075	21,667	- 17,592	42,816
February	13	8,549	21,667	- 13,117	29,699
March	15	10,307	21,667	- 11,360	18,340
April	22	16,300	21,667	- 5,367	12,972
May	61	47,381	21,667	25,714	38,686
June	94	73,828	21,667	52,161	90,847
July	91	70,712	21,667	49,045	100,000
August	64	49,458	21,667	27,791	100,000
September	36	26,926	21,667	5,260	100,000
October	20	14,702	21,667	- 6,965	93,035
November	11	6,792	21,667	- 14,875	78,160
December	7	3,915	21,667	- 17,752	60,408
Total	441	332,943	260,000	72,943	

Calculator assumes that the tank is filled to capacity on installation

Get rainfall data here

<http://www.bom.gov.au/climate/data/>

Formula Used

Collection area (m²) = Average Household Water Consumption (L) divided by (0.85 x (local rainfall – 24mm))

0.85 is the efficiency of the collection meaning a minimum of 85% of the water will be collected (a greater efficiency rate may be accepted if it can be demonstrated through design). Twenty four millimetres is the anticipated loss through absorption and wetting of materials based on 2 mm a month.

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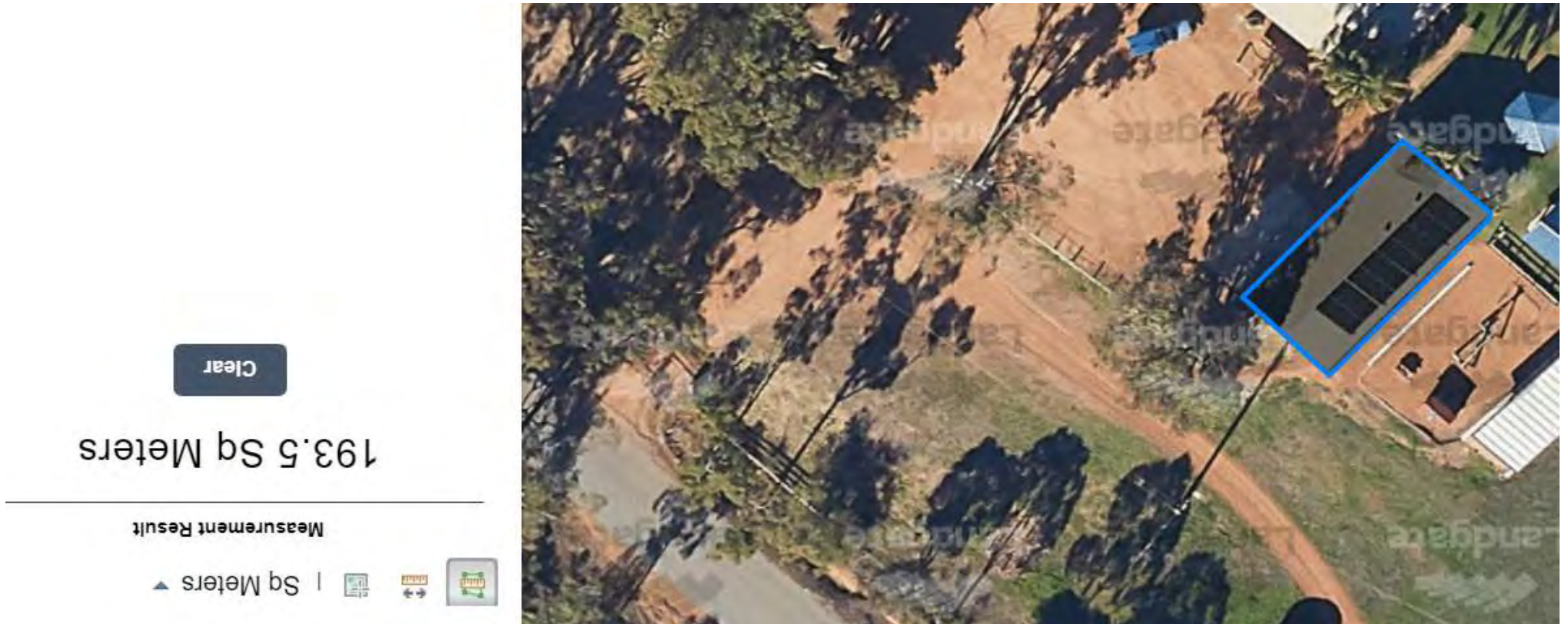
Measurement 

  | Sq Meters 

Measurement Result

240.3 Sq Meters

Clear





Measurement

📏 | Sq Meters ▾

Measurement Result

303.8 Sq Meters

Clear



Measurement ⤴

   | Sq Meters ▾

Measurement Result

207.8 Sq Meters

Clear

Bushfire management plan/Statement addressing the Bushfire Protection Criteria coversheet

Site address:

Site visit: Yes No

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

Report author:

WA BPAD accreditation level (please circle):

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

If accredited please provide the following.

BPAD accreditation number: Accreditation expiry: Month Year

Bushfire management plan version number:

Bushfire management plan date: Day Month Year

Client/business name:

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

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

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

None of the above

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

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

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

Signature of report author



Date

Bushfire Consulting

Bushfire Management Plan

BBS23037



Barron Building Surveying

City Hive, 184 Marine Terrace
Geraldton WA 6530
0476 000 842
chadwick@bbswa.com.au
www.bbswa.com.au

Property Address

Lot 14 & Lot 341 Nanson Howatharra
Road – Nanson

Client

Ballycastle Pty Ltd



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- Appendix 3 State Planning Policy SPP3.7 Guidelines for Planning in Bushfire Prone Areas V1.4, Schedule 2*
- Appendix 4 3 State Planning Policy SPP3.7 Guidelines for Planning in Bushfire Prone Areas V1.4, page 86*
- Appendix 4 Department Mines and Regulations and Safety, Guidelines for the safe management of private power pole and lines.*
- Appendix 6 Landwest Proposed Subdivision (plan number 22250-02 lasted modified 05/07/2023).*

A. Disclaimer and Limitation

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

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

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

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

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

Document Control

Author	Company	Revision Notes	Date and Number
Chadwick Barron	Barron Building Surveying	Draft report and mapping	August V1
Chadwick Barron	Barron Building Surveying	Submission	August V2

B. Executive Conclusion

The proposed development provides a good design solution for the implementation of the proposed subdivision of existing land area. The management strategies are reducing the overall bushfire risk to the proposed allotments and the surrounding community.

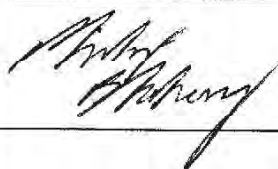
The seating of the building envelopes reduces the bushfire impact by providing adequate space to install an Asset Protection Zone (APZ) within the building envelope, this will allow a good balance between both potential bushfire risk, land use and economical benefit.


This Bushfire Management Plan (BMP) provides a good effective land use for a potential land user to be able to manage within a Moderate Hazard Level.

C. Assessment Methods/Processes

Method of assessment is to determine the type of classifiable vegetation that may have a potential hazard to the proposed subdivision areas, being Lot 14 & Lot 341 Nanson Howatharra Road – Nanson. This will be undertaken by using method one assessment as per AS 3959 and comprise of an assessment against the State Planning Policy SPP3.7 Clause 6.2 & 6.5 as an acceptable solution. This will be determined using all reference documents and liaising with stakeholders and other consultants as required.

D. Acknowledgement by Stakeholder/Owners

<p>As the Stakeholders for which this Bushfire Management Plan has addressed and has been assessed, We/I understand the proposed development and confirm and agree with the executive conclusion, outputs, and management strategies of this Bushfire Management Plan. I shall comply with this report, and I am aware and understand the requirements set out within this Bushfire Management Plan and must ensure it is fulfilled in its entirety.</p>			
STAKEHOLDER/OWNER NAME	OWNER POSTAL ADDRESS	SIGNATURE(S)	DATE
PHILIP BLAKEWAY	115 HOWATHARRA ROAD NANSON W.A. 6532		16/8/23

ISSUED DETAILS					
Author/Company	Barron Building Surveying BSC Reg 93 Bushfire Consultant	Person	Chadwick Barron	Signature	Date
					1/09/2023

1. Proposal Details

PROPERTY DESCRIPTION	
Address of Development	Lot 14 & Lot 341 Nanson Howatharra Road – Nanson
Local Government Area	Shire of Chapman Valley
Proposal	Subdivision of existing land area.
Town Planning Scheme	Scheme 3

1.1 Site Location



Figure 1 Site Location

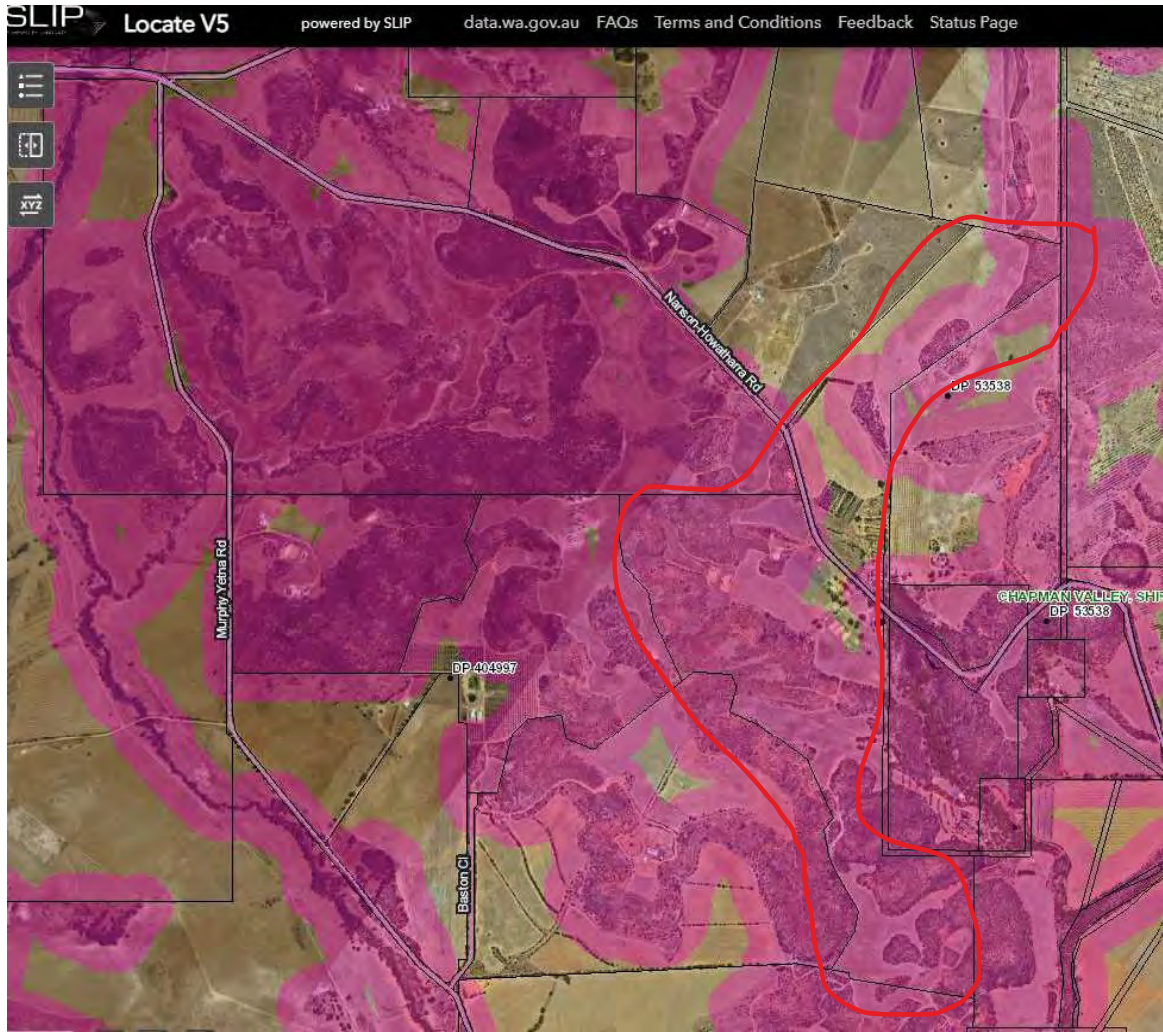


Figure 2 DFES Mapping Screen Shot (8th August 2023)

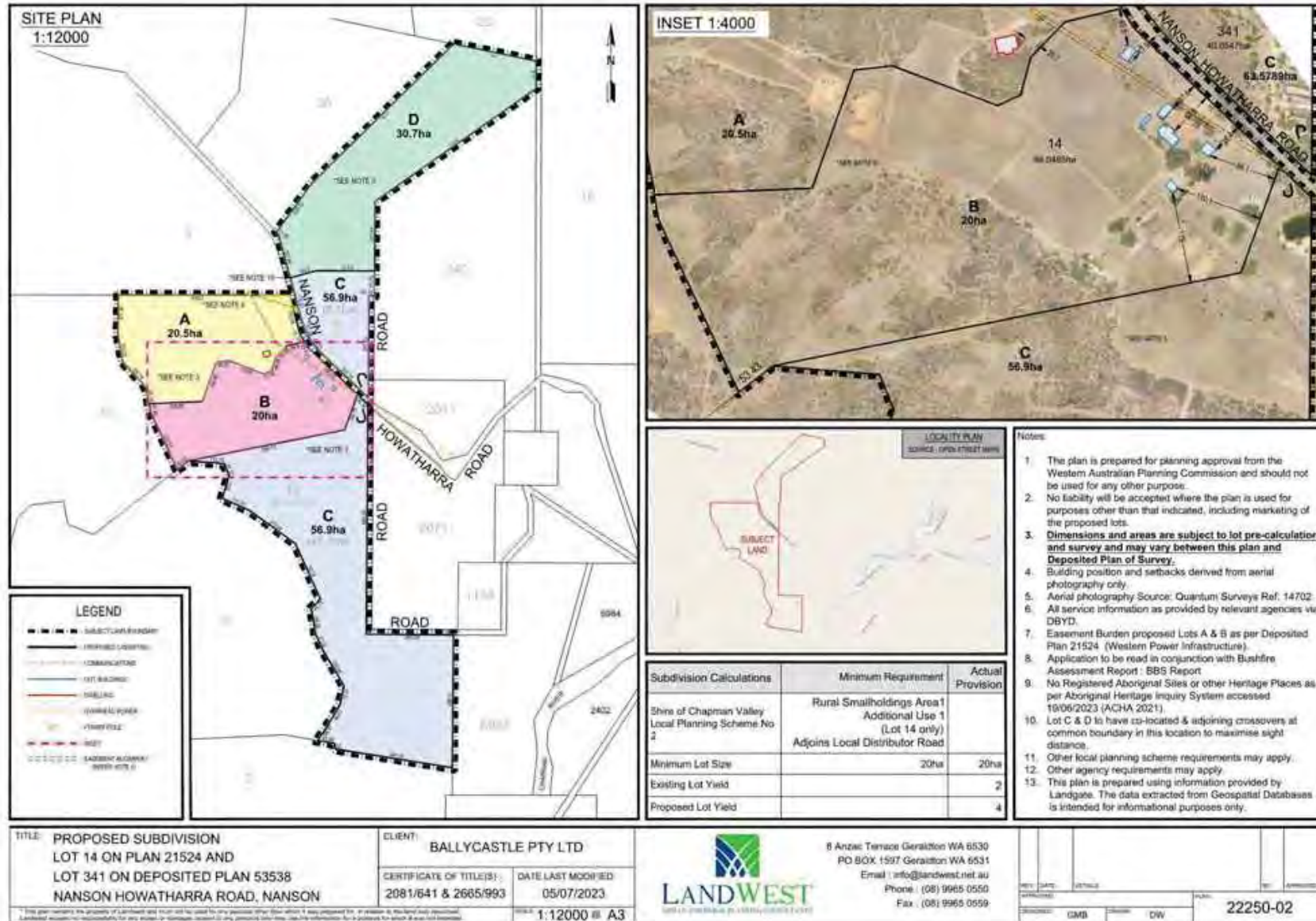


Figure 3 Site Layout Plan (Not to scale) (A3 Page)

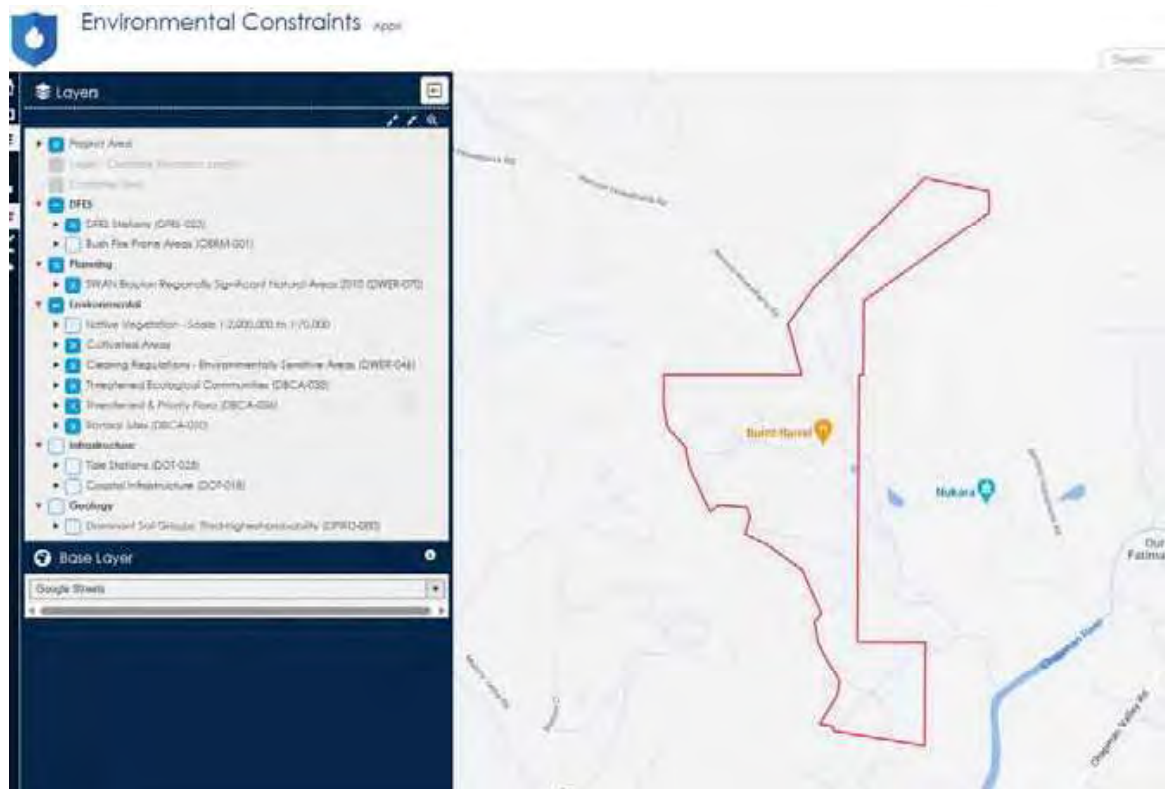
2. Environment Considerations

The proposed development is located within the administration area of the Shire of Chapman Valley . The development of the site is for a subdivision of existing land parcel.

In accordance with the *Bushfire Management Plan – BAL Contour Template* prepared by the *Department of Planning, Lands and Heritage (2018)*, this BMP has considered *Table 1 Environment Consideration* which shows these results from publicly available databases.

Table 1 Environment Consideration

Department of Biodiversity, Conservation and Attractions (DBCA)	Checked 8 th August 2023. Locate V5 (slip.wa.gov.au)
<ul style="list-style-type: none"> RAMSAR Wetlands (DBCA-010) 	None nominated on mapping system
<ul style="list-style-type: none"> Threatened and Priority Flora (DBCA-036) 	None nominated on mapping system
<ul style="list-style-type: none"> Threatened Ecological Communities (DBCA-038) 	None nominated on mapping system
<ul style="list-style-type: none"> Black Cockatoo Roosting Sites – Buffered DBCA (064) 	Yes, allotment coverage
Department of Planning, Lands and Heritage	
<ul style="list-style-type: none"> Bush Forever Areas 2000 (DOP-071) 	None nominated on mapping system
Department of Water and Environmental Resources (DWER)	
<ul style="list-style-type: none"> Clearing Regulations – Environmentally Sensitive Areas (DWER-046) 	None nominated on mapping system
<ul style="list-style-type: none"> Swan Bio-plan Regionally Significant Natural Areas 2010 (DWER-070) 	None nominated on mapping system



2.1 Re-vegetation/Landscape Plans

The subdivisions allotments are within classified vegetation as per AS 3959. Proposed allotment Lot C and D has the potential to install an APZ which can be managed as per Additional Management Strategies. Lots of A and B have existing land development over the site and consist of existing managed land areas.

It is proposed, as an additional management strategy, that each new development must comply to meet the definition as per AS 3959-2012 *Table 2.3 Classification of Vegetation and low threat vegetation*. This shall be undertaken if Local Government is satisfied, and the approval is granted under the *Planning and Development Act s157*. The justification is that this will reduce fuel load and decrease the bushfire risk and would be undertaken as per *Environmental Protection Act 1986 (Clearing of Native Vegetation) Regulations 2004, r51 schedule 6 cl 1 & 9*.

3. Bushfire Assessment Results

3.1 Assessment Inputs

The collection of input data is to identify the vegetation classification and Bushfire Hazard Levels for justification of the proposed development. Onsite assessment and data collection has taken place and clarifies the results in Figure 10 & Figure 11 with the BMP including hazard levels, BAL contour plans and slope determination. These figures and tables show all classifiable vegetation within 150m of the development areas and the impact on each allotment.

3.1.1 Topography

The indicative APZ areas are located on a rural agriculture plain vegetation. The table below shows the slopes as determined by AS 3959 figures being, up slope or down slope.

Development Area Indicative	North	East	South	West
APZ Allotment D	All upslopes and flat land (0 degrees)	All upslopes and flat land (0 degrees)	Downslope >0 to 5 degrees	Downslope >0 to 5 degrees
APZ Allotment C	All upslopes and flat land (0 degrees)	All upslopes and flat land (0 degrees)	Downslope >0 to 5 degrees	Downslope >0 to 5 degrees

3.1.2 Vegetation Classification Assessment

All vegetation within 150m of the site/proposed development has been classified in accordance with AS 3959 Clause 2.2.3.1, *Department of Planning Visual Guide for Bushfire Risk Assessment* and the *Fire and Emergency Services Authority Visual Fuel Load Guide*. Each distinguishable type of vegetation has been plotted to show the potential Bushfire Attack Level (BAL Contour) and Bushfire Hazard Levels. There are three main vegetation structures within the fringe of each development area, the vegetation classification has considered the overall predominant vegetation type within the plot. There are vegetation classification differences in AS 3959 compared to the botanical vegetation description and the BMP vegetation type area are based on AS 3959. BMP has used the supporting data from the National Cultivation Vegetation and site data collection in *Appendix 1*.

Refer to *Appendix 1* for vegetation photo data related to the locations plotted on *Figure 4 Photo Location Map North (A3 Page)* and *Figure 5 Photo Location Map South*.

The hazard level outcome has been based on the over vegetation type within each Plot. Due to the sizes of the subdivision and being local in rural allotments a table has not been produced. Refer to Figure 10 & Figure 11 for the hazard outcome. The existing buildings in Lot A, vegetation plot 23 has an outcome of Moderate. The existing building located in Lot B, vegetation plot 17 has an outcome of Moderate. This is due the vegetation type be classified as managed refer to Figure 7.

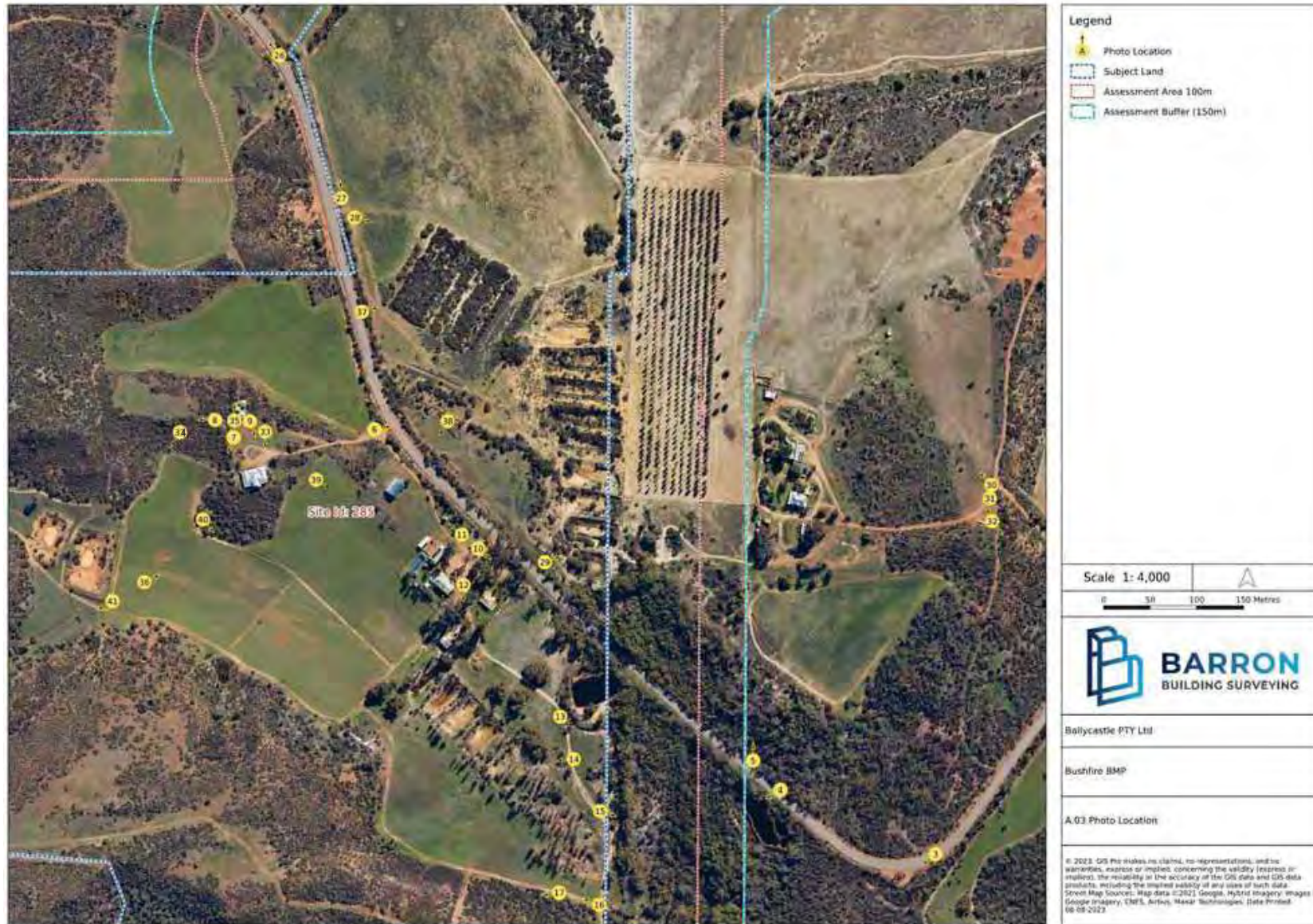


Figure 4 Photo Location Map North (A3 Page)



Figure 5 Photo Location Map South (A3 Page)

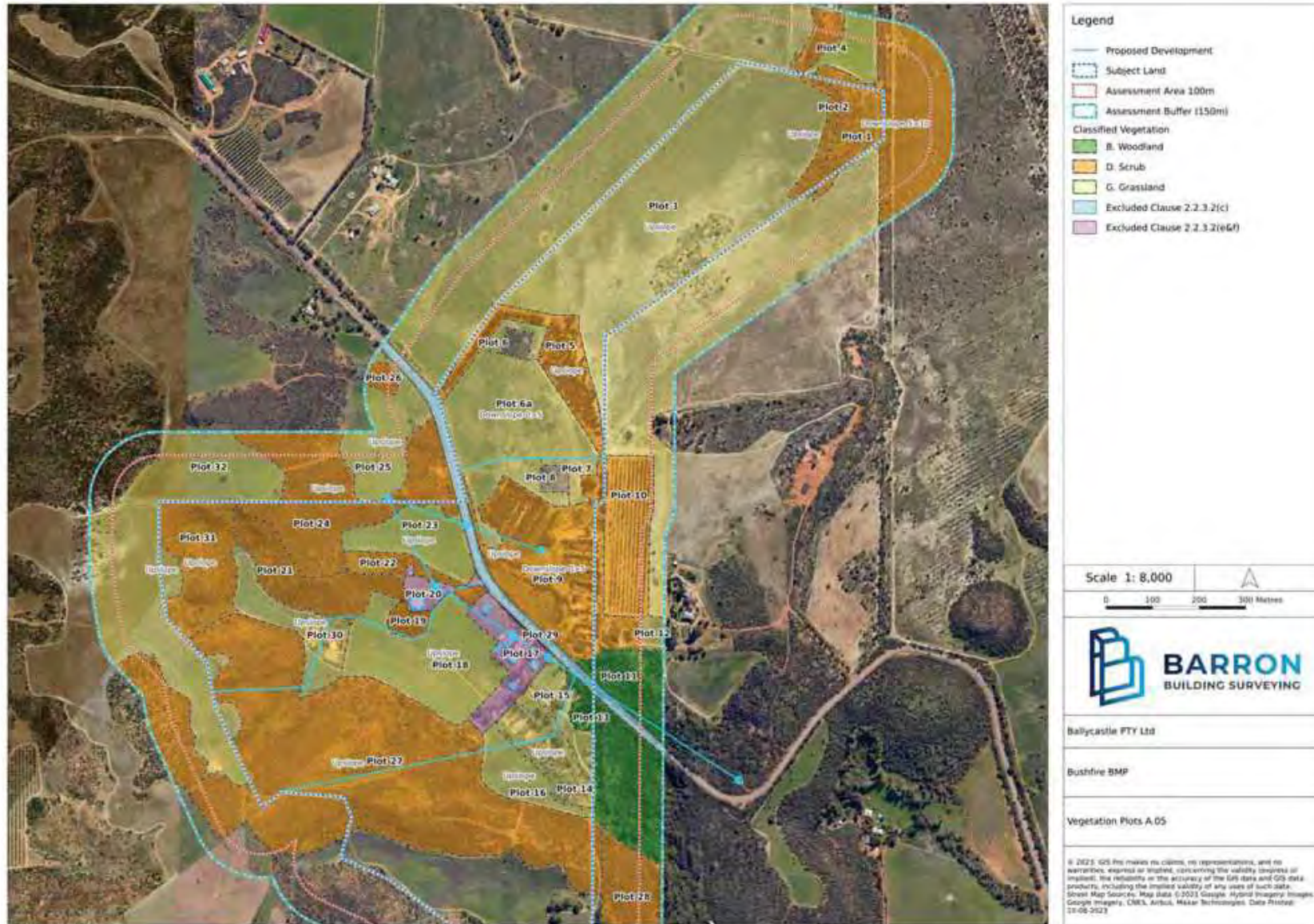


Figure 6 Plot Location Numbers (A3 Page)

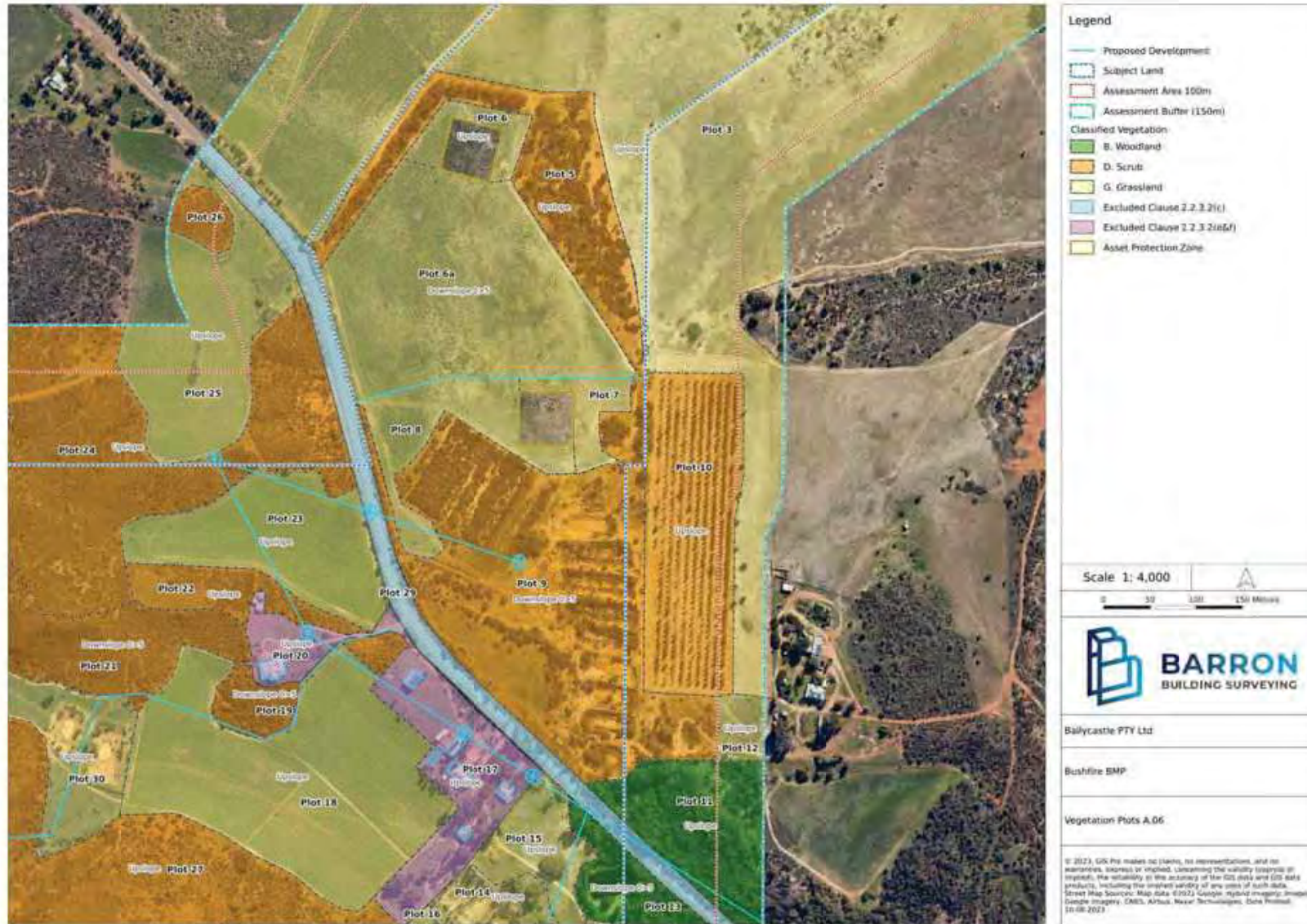


Figure 7 Vegetation Classification Mapping (A3 Page)

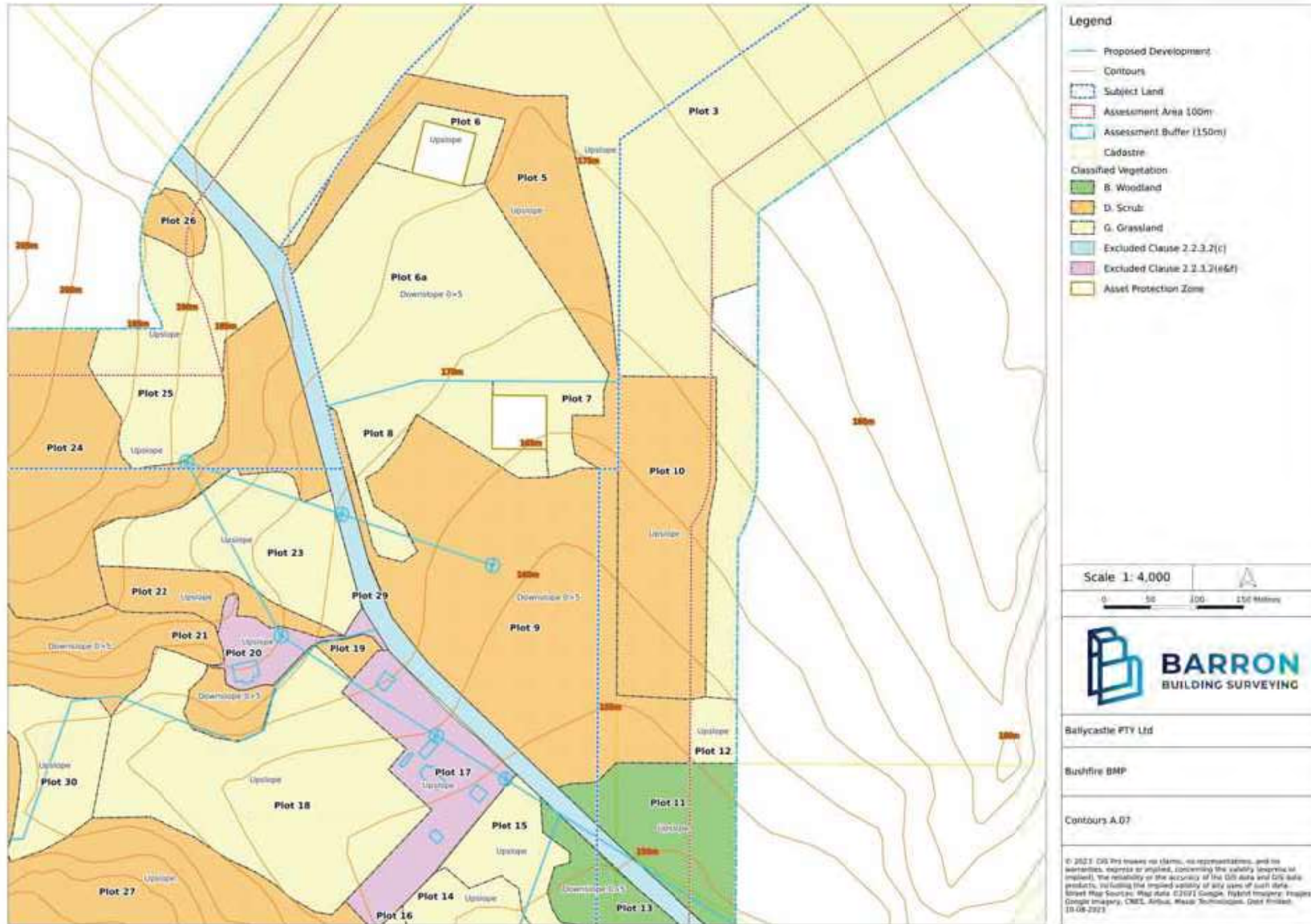


Figure 8 Slope and Contours (A3 Page)

Nanson Howatharra

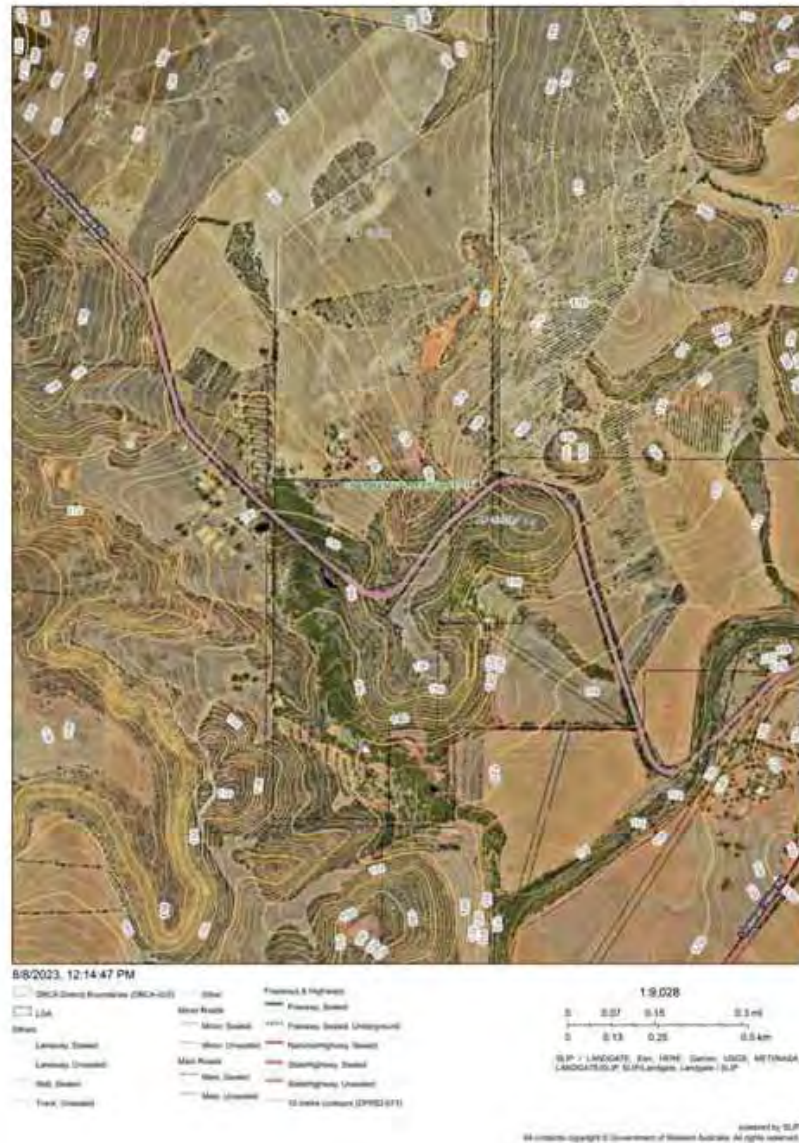


Figure 9 Slope and Contours (A3 Page)

3.2 Bushfire Assessment Outputs

The potential bushfire impact to the site/proposed development has been determined by classifying the vegetation type and slope beneath the vegetation as per AS 3959 s2.2.5.

The potential Bushfire Hazard has been determined as per *Guidelines for Planning in Bushfire Prone Areas Table 3*. The bushfire impact is as per **Error! Reference source not found.**

Bushfire contour mapping has been produced to show the impact of bushfire ember attack into the development areas and potential building envelopes. The fire danger index for this site has been determined in accordance with AS 3959 Table 2.1 (FDI 80). The BAL Contour mapping is shown in Figure 12 and Figure 13 is for the installed APZ areas and existing development. Utilising this mapping will form part of the development of the internal design layout and placement of internal roadways, fire breaks and APZ's which will need to comply with the management strategies.

Table 3: BHL and classified vegetation (as per AS-3959)

HAZARD LEVEL	CHARACTERISTICS
Extreme	<ul style="list-style-type: none"> • Class A: Forest • Class B: Woodland (05) • Class D: Scrub • Any classified vegetation with a greater than 10 degree slope
Moderate	<ul style="list-style-type: none"> • Class B: Open woodland (06), Low woodland (07), Low open woodland (08), Open shrubland (09)* • Class C: Shrubland • Class E: Mallee/Mulga • Class G: Grassland, including sown pasture and crops • Vegetation that has a low hazard level but is within 100 metres of vegetation classified as a moderate or extreme hazard, is to adopt a moderate hazard level.
Low	<ul style="list-style-type: none"> • Low threat vegetation may include areas of maintained lawns, golf courses, public recreation reserves and parklands, vineyards, orchards, cultivated gardens, commercial nurseries, nature strips and windbreaks. • Managed grassland in a minimal fuel condition (insufficient fuel is available to significantly increase the severity of the bushfire attack). For example, short-cropped grass to a nominal height of 100 millimetres. • Non-vegetated areas including waterways, roads, footpaths, buildings and rock outcrops.

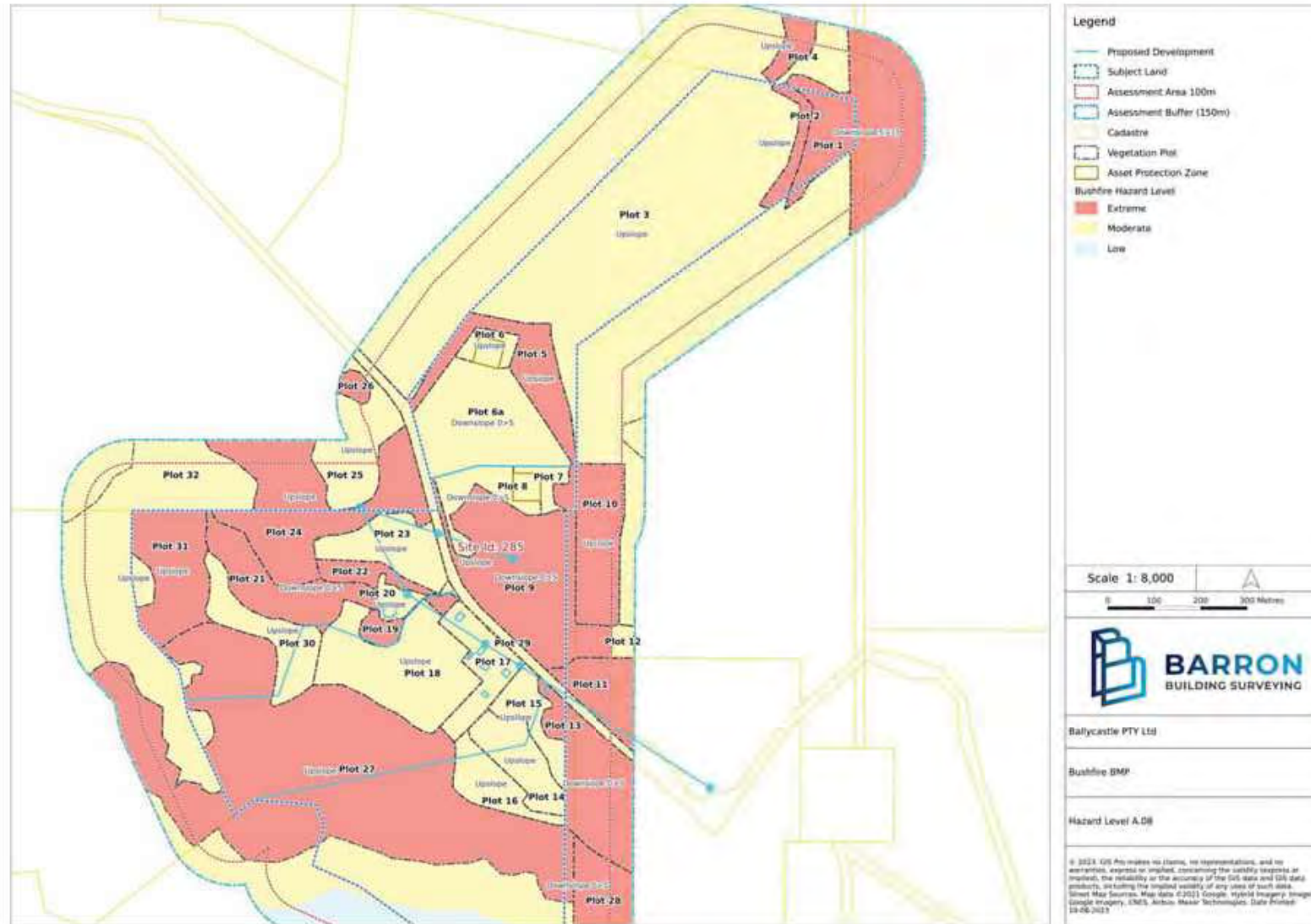


Figure 10 Hazard Level Mapping (A3 Page)

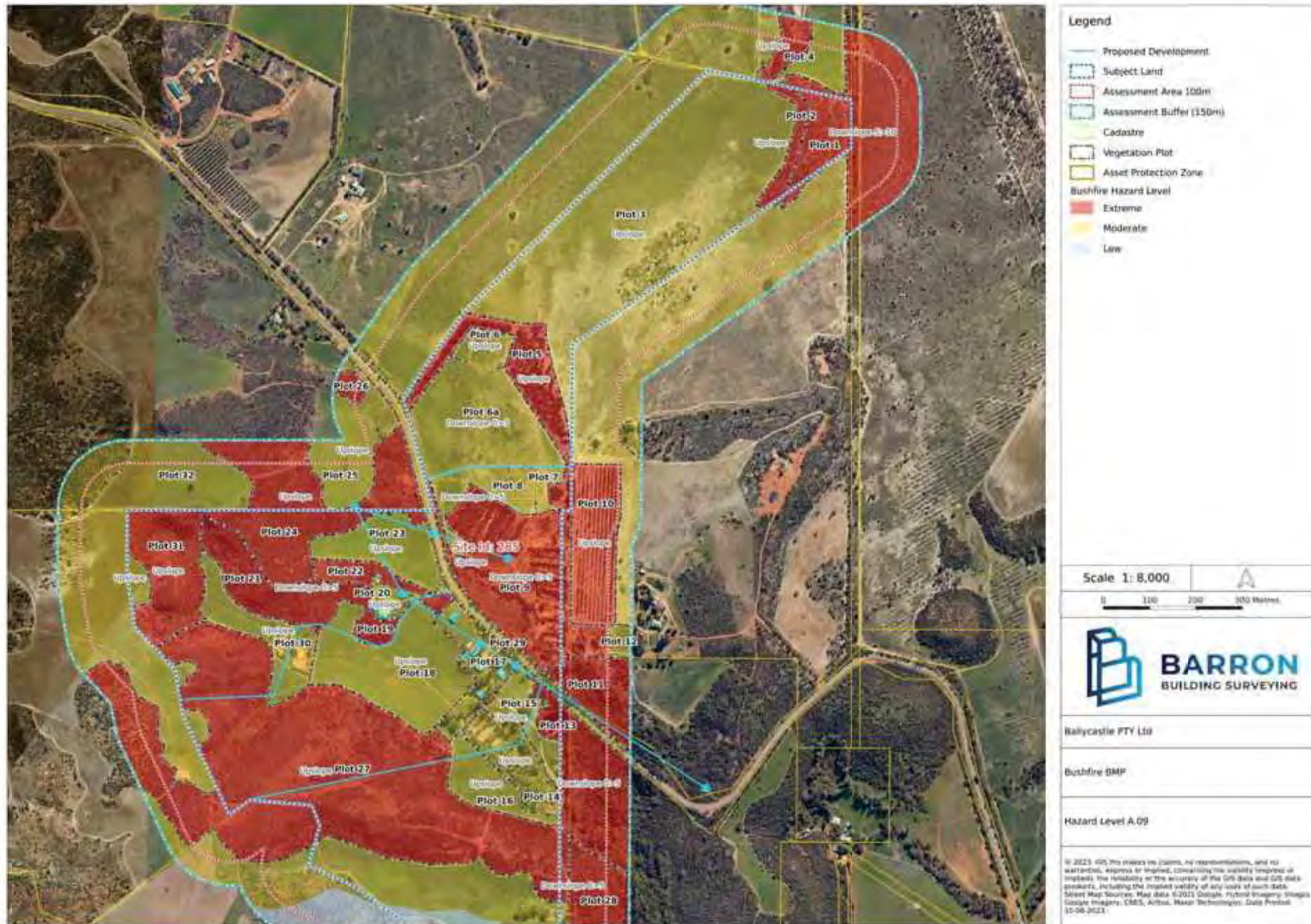


Figure 11 Hazard Level Mapping (A3 Page)

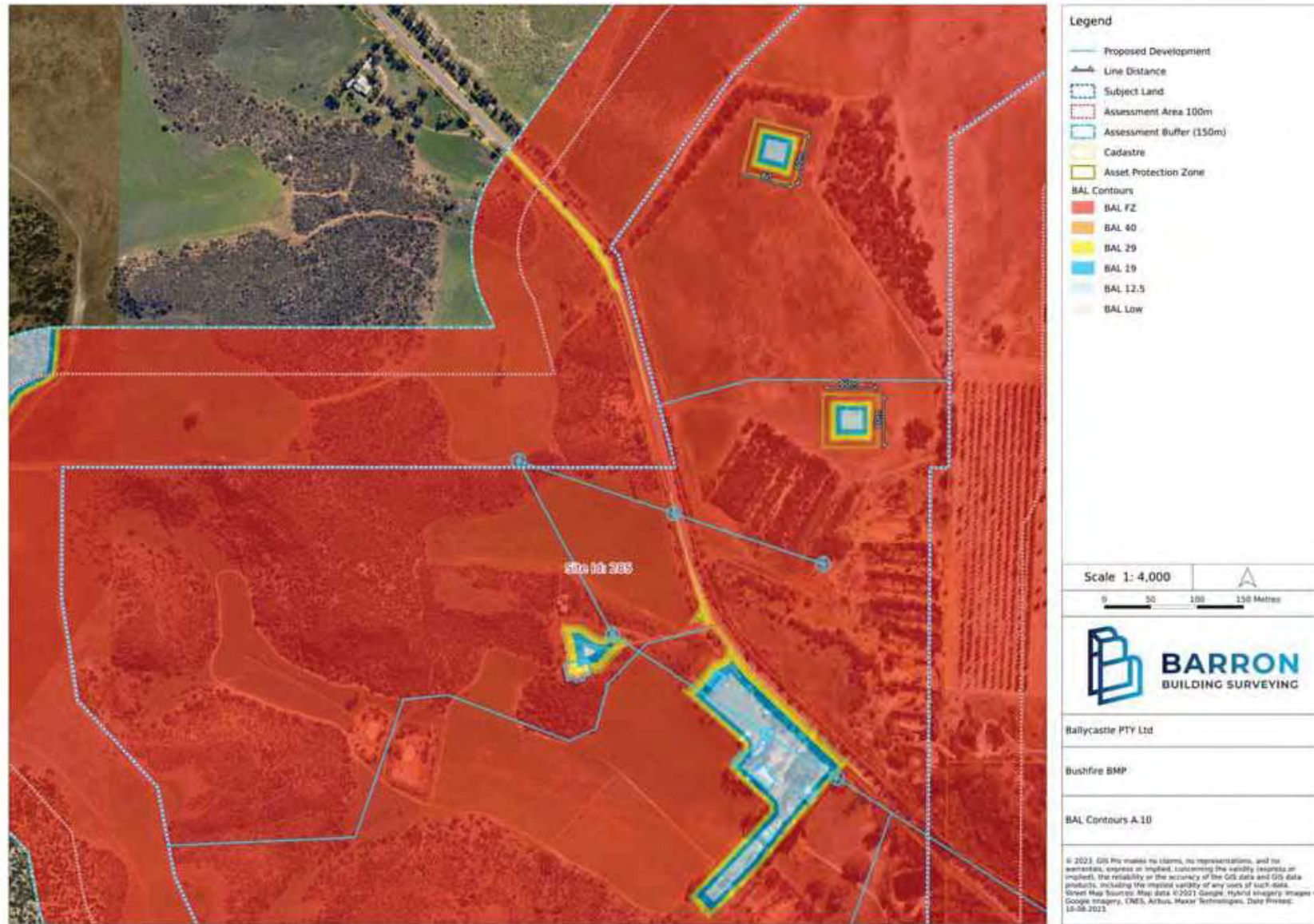


Figure 12 Bushfire BAL Contour Indicative on APZ areas and Existing Development areas (A3 Page)

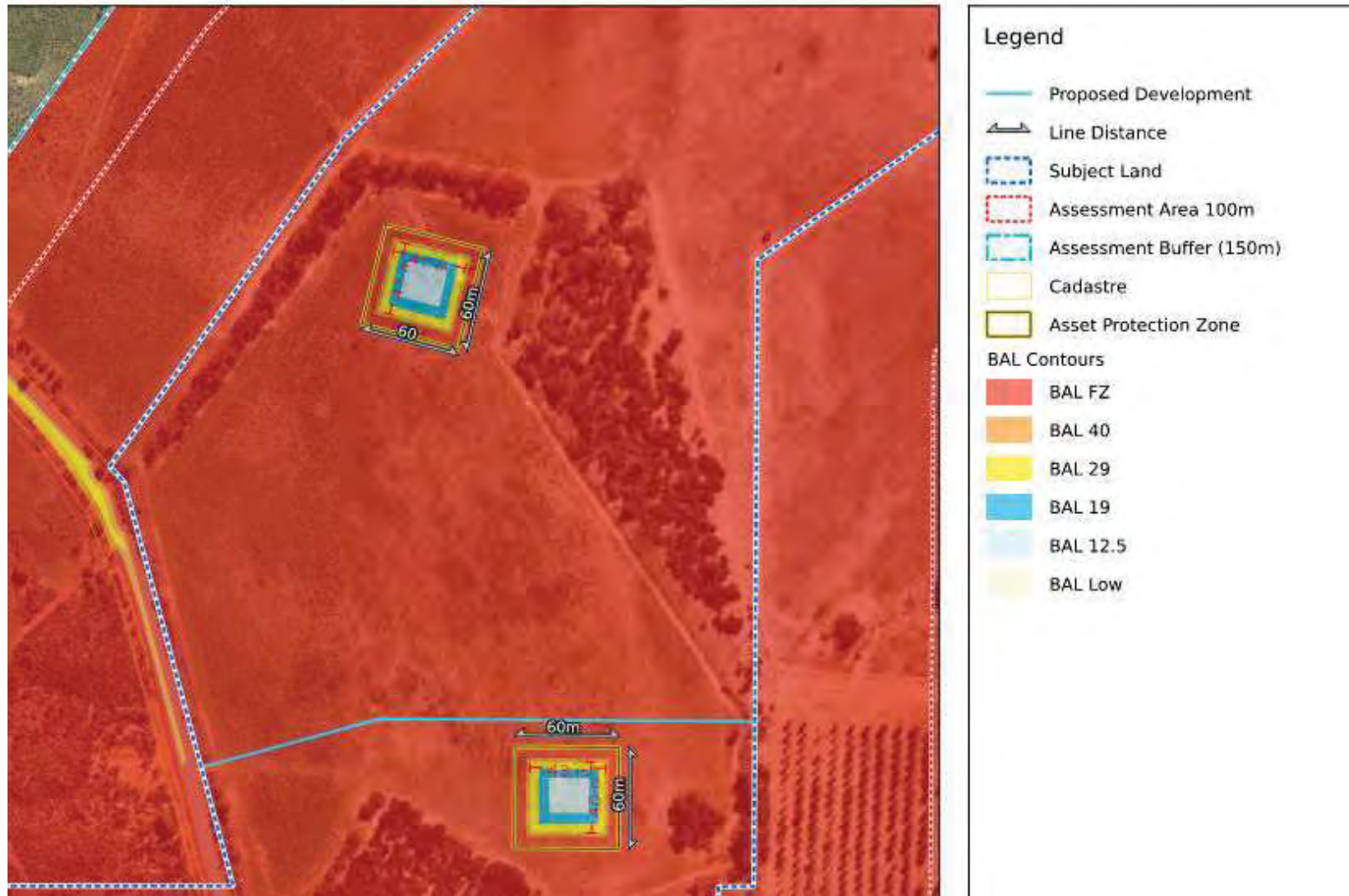


Figure 13 Bushfire BAL Contour Indicative on APZ areas Lot C & D (A3 Page)

4. Identification of Bushfire Hazard Issues

The other identified hazard issues other than bushfire, is that the proposed development area is located within a rural setting and has existing power line infrastructure over the allotments. The potential of vegetation regrowth or revegetation has a risk to this infrastructure.

5. Assessment against Bushfire Protection Criteria


Objectives

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

The bushfire management measures required to achieve the acceptable solutions of the relevant bushfire protection criteria have been discussed through this report and are presented and summarised in *Table 2 SPP3.7 Solution Compliance Table* and described in the *Additional Management Strategies*.

Table 2 SPP3.7 Solution Compliance Table is based on the *State Planning Policy SPP3.7 - Guidelines for Planning in Bushfire Prone Areas Version 1.4 Appendix 4, Bushfire Protection Criteria*. The details for the acceptable solution of the *State Planning Policy SPP3.7*, are commented on and show how the development is addressing the bushfire risk.

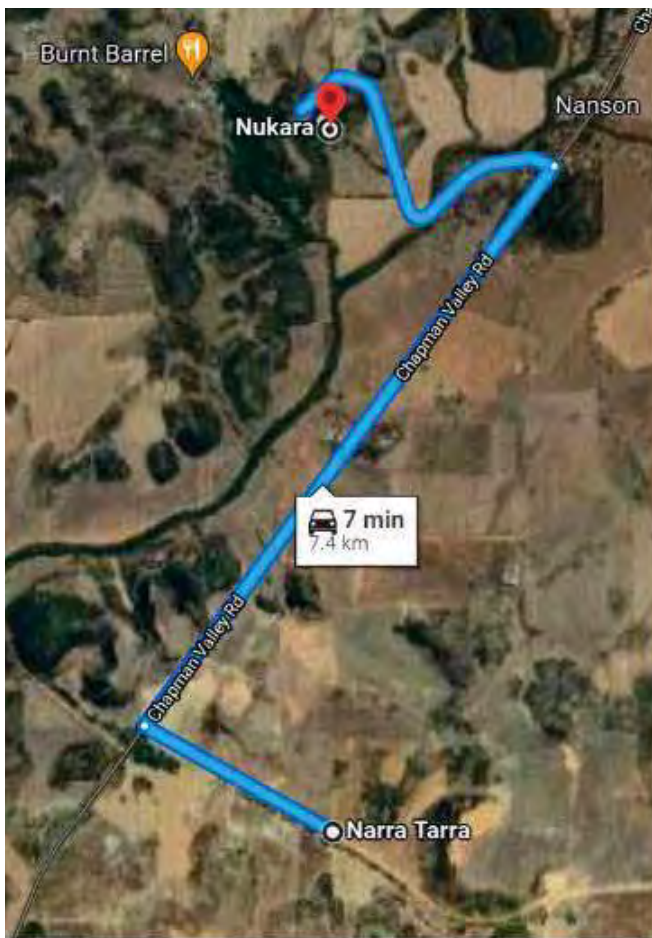
Table 2 SPP3.7 Solution Compliance Table

ELEMENT 1: LOCATION	
PERFORMANCE PRINCIPLE	PROPOSED ACCEPTABLE SOLUTIONS
P1	A1.1 Development location
STATEMENT OF COMPLIANCE	
<p>The proposed subdivision is to create 4 allotments over existing land areas. The existing Lot A has a dwelling and Lot B has existing commercial development. The land area around Lot A and B buildings has managed vegetation and the BAL contour was completed on the worst-case vegetation classification. The BAL Hazard Level of the existing buildings on allotment A and B is Moderate, this is due to the type of vegetation classification and managed land area around the buildings.</p> <p>Proposed Lot C and D have no development on the land areas. Part of the land area is Bushfire Hazard Level Extreme but there are areas of Moderate. It's noted that some areas of Lot C and D are not bushfire prone. The locality is small rural holdings therefore land development area within Lot C and D would be of some size. The BAL contour mapping has been produced to show that there is considerable land area within the proposed subdivision that can adequately seat an APZ area (building envelope) that would achieve an acceptable solution. Refer to <i>Figure 11</i> for Hazard Level and <i>Figure 13</i> for BAL level on APZ area.</p>	
	
Existing Buildings Lot A & B	

ELEMENT 2: SITING AND DESIGN OF DEVELOPMENT	
PERFORMANCE PRINCIPLE	PROPOSED ACCEPTABLE SOLUTIONS
P2	A2.1 Asset Protection Zone (APZ)
STATEMENT OF COMPLIANCE	
<p>Proposed Lot C and D can achieve the placement of an APZ area within proposed allotment boundaries, refer to <i>Figure 11</i> showing the indicative APZ area being in a BAL Moderate. The location utilizes the existing infrastructure (power, water) and not on any large hill side or adjacent to large sloping terrain. The APZ is of a rural size on 60m x 60m can achieve a building area with BAL 29 of indicative area 40m square. The 60m square area can contain a 20m buffer to the undermanaged vegetation area outside the 60m zone and would fit with the compliance with the Shire of Chapman Valley Fire Break Notice. It's noted that Lot C APZ is not located in Bushfire Prone Area but has been included in the BMP for precaution principles.</p>	
ELEMENT 3: VEHICULAR ACCESS	
PERFORMANCE PRINCIPLE	PROPOSED ACCEPTABLE SOLUTIONS
P3i	A3.1 Public roads
STATEMENT OF COMPLIANCE	
<p>Nanson and Howatharra Road is an existing road network. The existing road is in good condition and is sealed. Refer to <i>Appendix 1</i> photos 1-2-3-5-26.</p>	

PERFORMANCE PRINCIPLE P3i	PROPOSED ACCEPTABLE SOLUTIONS A3.2a Multiple access routes
STATEMENT OF COMPLIANCE	
Nanson - Howatharra Road can be traveled into direction North and South. The North/East travel direction leads to Brand Highway then to the town of Northampton and South to Geraldton. The South travel direction leads to Chapman Valley Road East to Nanson and Nabawa or West to Geraldton. There are no proposed internal roads.	
PERFORMANCE PRINCIPLE P3i	PROPOSED ACCEPTABLE SOLUTIONS A3.2b Emergency access way
STATEMENT OF COMPLIANCE	
None proposed	
PERFORMANCE PRINCIPLE P3i	PROPOSED ACCEPTABLE SOLUTIONS A3.3 Through-roads
STATEMENT OF COMPLIANCE	
None proposed	
PERFORMANCE PRINCIPLE P3ii	PROPOSED ACCEPTABLE SOLUTIONS A3.4a Perimeter roads
STATEMENT OF COMPLIANCE	
None proposed	
PERFORMANCE PRINCIPLE P3iii	PROPOSED ACCEPTABLE SOLUTIONS A3.4b Fire service access route
STATEMENT OF COMPLIANCE	
The allotment will comply with the Chapman Valley Fire Break Notice, therefore, provide internal access and fire breaks as part of the implementation actions.	
PERFORMANCE PRINCIPLE P3iv	PROPOSED ACCEPTABLE SOLUTIONS A3.5 Battle-axe access legs
STATEMENT OF COMPLIANCE	
None proposed	

PERFORMANCE PRINCIPLE P3iv	PROPOSED ACCEPTABLE SOLUTIONS A3.6 Private driveways
STATEMENT OF COMPLIANCE N/A	
ELEMENT 4: WATER	
PERFORMANCE PRINCIPLE P4	PROPOSED ACCEPTABLE SOLUTIONS A4.1 Identification of future water supply
STATEMENT OF COMPLIANCE The allotment will be serviced by internal water system on development of the buildings. Additional management strategies included in the BMP.	
PERFORMANCE PRINCIPLE P4	PROPOSED ACCEPTABLE SOLUTIONS A4.2 Provision of water for firefighting purposes
STATEMENT OF COMPLIANCE The surround area has provision of water for firefighting.	



Standpipe location at Narra Tarra



Fire Station

6. Responsibilities for Implementation and Management of Bushfire Measures

6.1 Additional Management Strategies

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

1. Ensure owners listed as having responsibility under this Bushfire Management Plan have endorsed it and provided future owners on transfers of land a complete copy of the current Bushfire Management Statement for their information.
2. All new buildings that the landowner/proponent has responsibility for, are designed and constructed in full compliance with the requirements of the *WA Building Act 2011* and the referenced *Building Code of Australia (BCA)*, and with any identified additional requirements of the relevant local government. For any Class 1, 2, or 3 buildings and associated Class 10a buildings or decks, this will include compliance with *AS 3959 Construction of Buildings in Bushfire Prone Areas (2018 as amended)* and/or for Class 1 buildings, the *National Association of Steel Housing – (NASH) Standard – Steel Framed Construction in Bushfire Prone Areas*, whereby construction standards corresponding to the assessed BAL will be applied.
3. Lodge a Section 70A (Transfer of Land Act 1893) notification on the certificate(s) of title of the proposed lot(s). Notice of this notification is to be included on the diagram or plan of survey (deposited plan). The notification is to state 'The lot(s) is/are in a bushfire prone area and (if applicable) are subject to a Bushfire Management Statement'. This shall alert the purchasers of land and successors in title of their responsibilities (*SPP3.7 s6.10 and 'Guidelines' s4.6.4 and s5.3.2*).
4. All new building development and building envelopes shall consist of Asset Protection Zone, to be installed and managed as per *State Planning Policy SPP3.7 Guidelines for Planning in Bushfire Prone Areas V1.4, Schedule 1* (refer to *Appendix 2*).
5. Access to Lot C & D is to be constructed in accordance with the standards specified by the State Planning Policy 3.7 Guidelines for Planning in Bushfire Prone Areas - A3.6 Private driveways.
6. If vegetation planting is to take place within the Asset Protection Zone area, it shall be installed to meet the requirements of *State Planning Policy SPP3.7* (refer to *Appendix 2*).
7. Insufficient fuel available to significantly increase the severity of the bushfire attack e.g. short, cropped grass to nominal height of 100mm as per *AS 3959 s2.2.3.2 (e) and (f)*. Where any existing or planned re-vegetation has been assessed as "low threat" (meeting *AS 3959 s2.2.3.2* requirements) and excluded from classification, then this area will be managed to continue to meet those requirements and enable the buildings to retain their determined BAL ratings.
8. Any classified vegetation that has directly contributed to the determined BAL rating must be managed such as to not change that vegetation to a higher risk classification.
9. A Fire map/plan shall be placed and made available in a visibly marked all-weather accessible sealed container, or on a sign, at the front of the allotment entry. Map must show locations of vehicle turn-around areas and Fire Water Tank location.
10. Provide no less than 10,000lt Water Storage Tank for dedicated fire-fighting purpose only and must have a fire-fighting hose coupling, and construction as per *State Planning Policy SPP3.7 Guidelines for Planning in Bushfire Prone Areas V1.4, Schedule 2* (refer to *Appendix 3*).
11. Protection of private power pole as per service provider requirements. Refer to *Appendix 5* for guidance.

6.2 Responsibilities for Implementation and Management of the Bushfire Measures

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

- The requirements are to be set out in a table(s) and provide the following:
 - the required initial and ongoing actions and any associated works that need to be undertaken
 - provision for those proposals that will be staged
 - responsibilities – separately identified and assigned to the developer(s), landowner and local government, as applicable
 - for each responsible entity, the actions are to be assigned a number
 - the required timing of the actions.

Table 3 Implementation Actions

Landowner/Developer - prior to the issue of titles	
No.	Implementation Action
1.	<p>A notification, pursuant to Section 165 of the <i>Planning and Development Act 2005</i> or Section 70A of the <i>Transfer of Land Act 1893</i>, is to be placed on the certificates of title of the lots advising of the existence of a hazard or other factor.</p> <p>Notice of this notification is to be included on the diagram or plan of survey (deposited plan), and/or as required by the Western Australian Planning Commission. The notification is to state as follows:</p> <p><i>“This land is within a bushfire prone area as designated by an Order made by the Fire and Emergency Services Commissioner and is subject to a Bushfire Management Plan. Additional planning and building requirements may apply to development on this land.”</i></p> <p>This is to alert potential purchasers of the land and successors in title of their responsibilities regarding bushfire mitigation and hazard management.</p>
2.	Access to Lot C & D is to be constructed in accordance with the standards specified by the <i>State Planning Policy 3.7 Guidelines for Planning in Bushfire Prone Areas - A3.6 Private driveways</i> .
3.	A static dedicated fire water storage tank, of no less than 10,000lt capacity, is to be provided to the existing dwelling(s) on Lot A for fire-fighting purposes only and constructed in accordance with the technical requirements of <i>State Planning Policy 3.7 Guidelines for Planning in Bushfire Prone Areas</i> .
4.	A fire map/plan shall be placed and made available in a visibly marked all-weather accessible sealed container, or on a sign, at the front of the allotment entry to Lot A and B Water Tank location.
Landowner/Occupier - prior to/as part of development approval	
No.	Implementation Action
2.	Future development is required to address <i>State Planning Policy 3.7 – Guidelines for Planning in Bushfire Prone Areas</i> by installing Asset Protection Zone(s) to the standards stated in this BMP to achieve the intended BAL outcomes.
3.	Future access to the development site on Lot C and D is to be constructed in accordance with the standards specified by the <i>State Planning Policy 3.7 - Guidelines for Planning in Bushfire Prone Areas - A3.6 Private driveways</i> .
4.	A static dedicated fire water storage tank, of no less than 10,000lt capacity, is to be provided to any new dwelling(s) for fire-fighting purposes only and constructed in accordance with the technical requirements of <i>State Planning Policy 3.7 - Guidelines for Planning in Bushfire Prone Areas</i> .

5.	<p>All new buildings to be designed and constructed in full compliance with the requirements of the WA <i>Building Act 2011</i> and the referenced <i>Building Code of Australia (BCA)</i>, and with any identified additional requirements of the relevant local government.</p> <p>For any Class 1, 2, or 3 buildings and associated Class 10a buildings or decks, this will include compliance with <i>AS 3959 Construction of Buildings in Bushfire Prone Areas (2018 as amended)</i> and/or for Class 1 buildings, the <i>National Association of Steel Housing – (NASH) Standard – Steel Framed Construction in Bushfire Prone Areas</i>, whereby construction standards corresponding to the assessed BAL will be applied.</p>
6.	<p>A fire map/plan shall be placed and made available in a visibly marked all-weather accessible sealed container, or on a sign, at the front of the allotment entry. Map must show locations of vehicle turn-around areas and Fire Water Tank location.</p>
Landowner/Occupier - ongoing	
No.	Implementation Action
1.	Maintain all required low threat areas (e.g. lots, APZs, etc.) to the standards stated in this BMP to achieve the intended BAL outcomes.
2.	Comply with the relevant local government annual firebreak notice issued under s.33 of the <i>Bush Fires Act 1954</i> .
3.	Protection of private power pole as per service provider requirements. Refer to <i>Appendix 5</i> for guidance.
Local Government - ongoing management	
No.	Implementation Action
1.	Maintain road verges in a low threat minimal fuel condition as per <i>AS 3959</i> .

7. Bushfire Management Confirmation

Confirmation of Additional Management Strategies have been Implemented

Property Details and Description of Works

Address Details	Unit no	Street no	Lot no	Street Name / Plan Reference		
	Suburb			State	Postcode	
Local Government Area						
Description of the BMP.						

Bushfire Attack level if required (AS3959)

Person Confirming - Name		
Company Details		
I hereby confirm that I have undertaken the assessment of the above site and it substantially compliances with the Management strategies within the Bushfire Management Plan and or AS 3959 (Incorporating Amendments 1, 2 and 3) for the bushfire attack levels stated here.		
Professional Indemnity Insurance -	<i>Authorized Practitioner Stamp</i>	

Bushfire Consulting

Photographic Appendix 1
BBS 23037



Barron Building Surveying

City Hive, 184 Marine Terrace
Geraldton WA 6530
0476 000 842
chadwick@bbswa.com.au
www.bbswa.com.au

Property Address

Lot 14 Nanson-Howatharra Road,
Nanson



This photographic evidence is supplied in support of the Bushfire Assessment BMP23037. Each photo has been taken to identify the vegetation type and slope under the classifiable vegetation plots. Referred to in each photo heading or ID numbers.

Contents

Photo Location No. 1	5
Vegetation Classification - Excludable - 2.2.3.2(e) Non Vegetated Areas	5
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Vegetation Classification - Excludable - 2.2.3.2(e) Non Vegetated Areas	5
Photo Location No. 3	6
Plot 3 - Vegetation Classification - Class B Woodland - Low woodland B-07	6
Photo Location No. 4	6
Plot 13 - Vegetation Classification - Class B Woodland - Low woodland B-07	6
Photo Location No. 5	7
Plot 11 - Vegetation Classification - Class B Woodland - Low woodland B-07	7
Photo Location No. 6	7
Plot 9 - Vegetation Classification - Class D Scrub - Closed scrub (Tall heaths) D-13	7
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Plot 20 - Vegetation Classification - Excludable - 2.2.3.2(f) Low Threat Vegetation.....	9
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 Photo Location No. 1914
 Plot 27 - Vegetation Classification - Class D Scrub - Closed scrub (Tall heaths) D-1314
 Photo Location No. 2014
 Plot Extended area - Vegetation Classification - Class D Scrub - Closed scrub (Tall heaths) D-1314
 Photo Location No. 2115
 Plot Extended area - Vegetation Classification - Class D Scrub - Closed scrub (Tall heaths) D-1315
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 Plot 9 - Vegetation Classification - Class D Scrub - Open scrub D-1419
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 Plot 12 - Vegetation Classification - Class G Grassland – Tussock grassland G-2219
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 Plot Extended Area - Vegetation Classification - Class D Scrub - Closed scrub (Tall heaths) D-1320
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 Photo Location No. 3622

Plot 18 - Vegetation Classification - Class G Grassland - Open shrubland G-0922
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Photo Location No. 4024
Plot 18 - Vegetation Classification - Class G Grassland - Open shrubland G-0924
Photo Location No. 4025
Plot 27 - Vegetation Classification - Class D Scrub - Closed scrub (Tall heaths) D-1325



Photo Location No. 1

Vegetation Classification - Excludable - 2.2.3.2(e) Non Vegetated Areas



Photo Location No. 2

Vegetation Classification - Excludable - 2.2.3.2(e) Non Vegetated Areas



Photo Location No. 3

Plot 3 - Vegetation Classification - Class B Woodland - Low woodland B-07



Photo Location No. 4

Plot 13 - Vegetation Classification - Class B Woodland - Low woodland B-07



Photo Location No. 5

Plot 11 - Vegetation Classification - Class B Woodland - Low woodland B-07



Photo Location No. 6

Plot 9 - Vegetation Classification - Class D Scrub - Closed scrub (Tall heaths) D-13

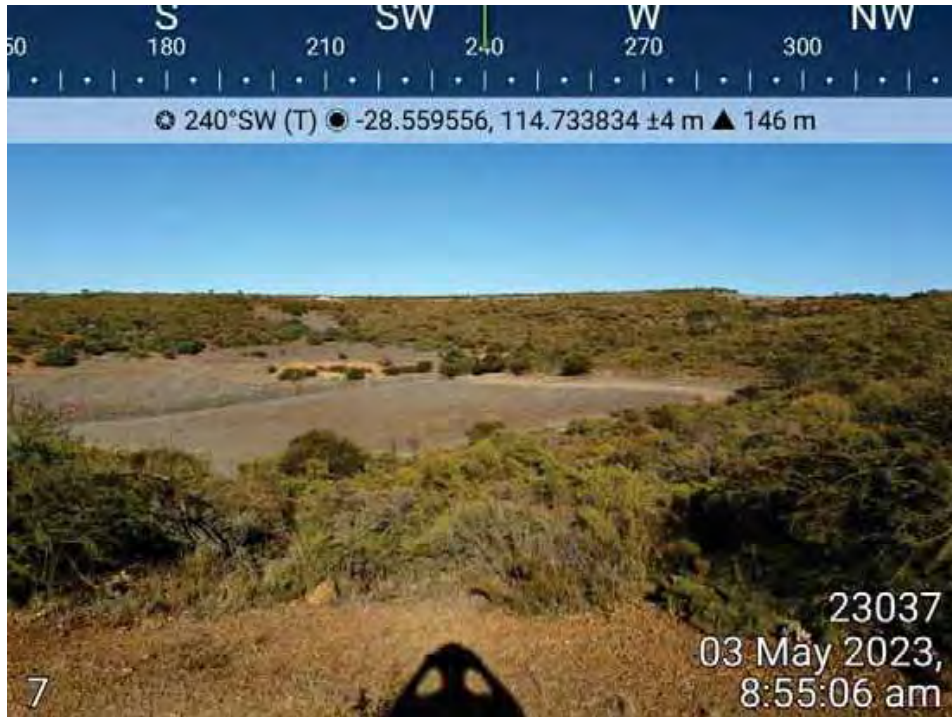


Photo Location No. 7

Plot 21 - Vegetation Classification - Class D Scrub - Closed scrub (Tall heaths) D-13



Photo Location No. 8

Plot 21 - Vegetation Classification - Class D Scrub - Closed scrub (Tall heaths) D-13



Photo Location No. 9

Plot 20 - Vegetation Classification - Excludable - 2.2.3.2(f) Low Threat Vegetation



Photo Location No. 10

Plot 17 - Vegetation Classification - Excludable - 2.2.3.2(f) Low Threat Vegetation



Photo Location No. 11

Plot 17 - Vegetation Classification - Excludable - 2.2.3.2(f) Low Threat Vegetation



Photo Location No. 12

Plot 17 - Vegetation Classification - Excludable - 2.2.3.2(f) Low Threat Vegetation



Photo Location No. 13

Plot 13 - Vegetation Classification - Class B Woodland - Low woodland B-07



Photo Location No. 14

Plot 14 - Vegetation Classification - Class G Grassland - Open woodland G-06



Photo Location No. 15

Plot 13 - Vegetation Classification - Class B Woodland - Low woodland B-07



Photo Location No. 16

Plot 16 - Vegetation Classification - Class G Grassland – Tussock grassland G-22



Photo Location No. 17

Plot 27 - Vegetation Classification - Class D Scrub - Closed scrub (Tall heaths) D-13



Photo Location No. 18

Plot Extended area - Vegetation Classification - Class G Grassland – Tussock grassland G-22



Photo Location No. 19

Plot 27 - Vegetation Classification - Class D Scrub - Closed scrub (Tall heaths) D-13



Photo Location No. 20

Plot Extended area - Vegetation Classification - Class D Scrub - Closed scrub (Tall heaths) D-13



Photo Location No. 21

Plot Extended area - Vegetation Classification - Class D Scrub - Closed scrub (Tall heaths) D-13

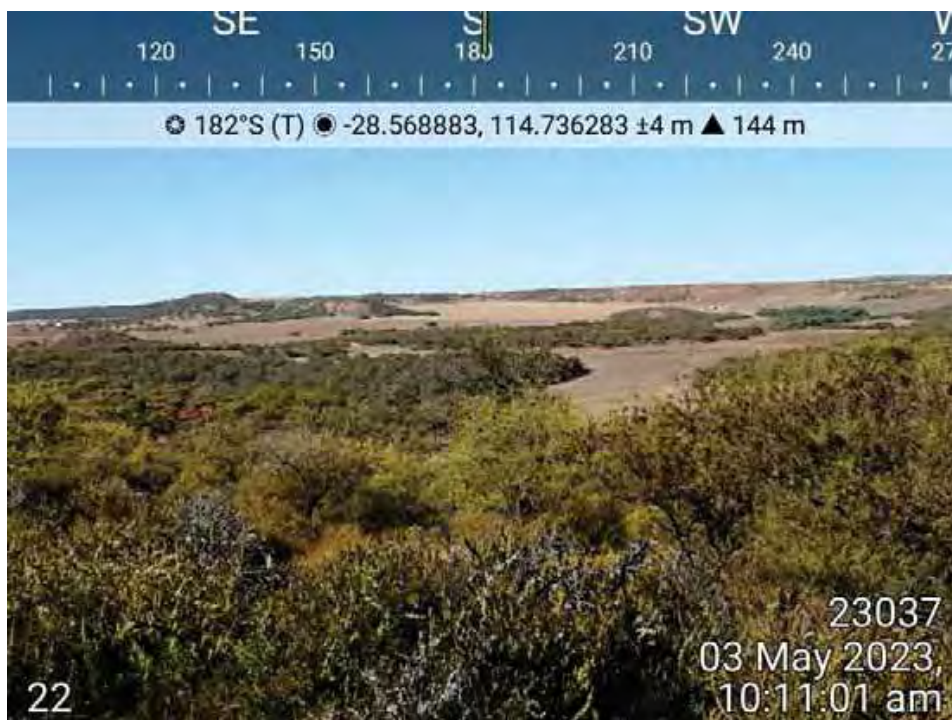


Photo Location No. 22

Plot Extended Area - Vegetation Classification - Class D Scrub - Closed scrub (Tall heaths) D-13



Photo Location No. 23

Plot Extended Area - Vegetation Classification - Class D Scrub - Closed scrub (Tall heaths) D-13



Photo Location No. 24

Plot Extended Area - Vegetation Classification - Class G Grassland – Tussock grassland G-22



Photo Location No. 25

Plot Extended Area - Vegetation Classification - Class D Scrub - Closed scrub (Tall heaths) D-13



Photo Location No. 26

Plot 29 - Vegetation Classification - Excludable - 2.2.3.2(e) Non Vegetated Areas



Photo Location No. 27

Plot 6a - Vegetation Classification - Class G Grassland – Tussock grassland G-22



Photo Location No. 28

Plot 8 - Vegetation Classification - Class G Grassland – Open tussock G-23



Photo Location No. 29

Plot 9 - Vegetation Classification - Class D Scrub - Open scrub D-14



Photo Location No. 30

Plot 12 - Vegetation Classification - Class G Grassland – Tussock grassland G-22



Photo Location No. 31

Plot Extended Area - Vegetation Classification - Class D Scrub - Closed scrub (Tall heaths) D-13



Photo Location No. 32

Plot Extended Area - Vegetation Classification - Class D Scrub - Closed scrub (Tall heaths) D-13



Photo Location No. 33

Plot 20 - Vegetation Classification - Excludable - 2.2.3.2(f) Low Threat Vegetation



Photo Location No. 34

Plot 21 - Vegetation Classification - Class D Scrub - Closed scrub (Tall heaths) D-13



Photo Location No. 35

Plot 22 - Vegetation Classification - Class D Scrub - Closed scrub (Tall heaths) D-13



Photo Location No. 36

Plot 18 - Vegetation Classification - Class G Grassland - Open shrubland G-09



Photo Location No. 37

Plot 9 - Vegetation Classification - Class D Scrub - Closed scrub (Tall heaths) D-13



Photo Location No. 38

Plot 9 - Vegetation Classification - Class D Scrub - Open scrub D-14



Photo Location No. 39

Plot 18 - Vegetation Classification - Class G Grassland - Open shrubland G-09



Photo Location No. 40

Plot 18 - Vegetation Classification - Class G Grassland - Open shrubland G-09



Photo Location No. 40

Plot 27 - Vegetation Classification - Class D Scrub - Closed scrub (Tall heaths) D-13

ELEMENT 2: SITING AND DESIGN OF DEVELOPMENT

EXPLANATORY NOTES

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

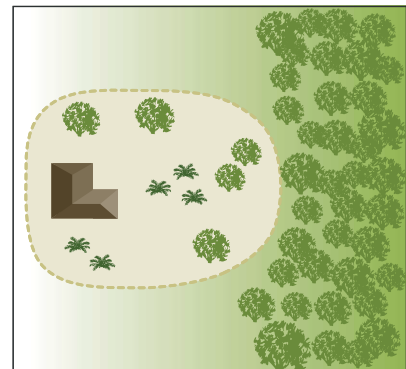
A simple method to estimate fuel load is to roughly equate one tonne of fuel load per hectare as 100 grams per square metre. For example, two tonnes per hectare of leaf litter is roughly 200 grams of leaf litter per square metre and eight tonnes per hectare is roughly 800 grams. Eucalyptus leaf litter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

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

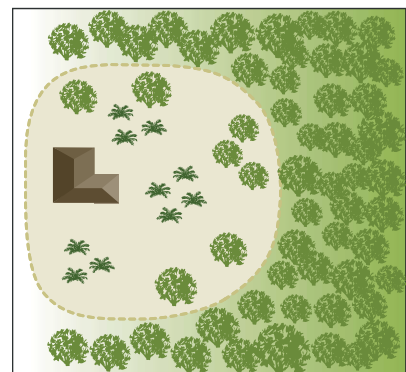
A copy of the firebreak notice and Schedule 1 should be included in a BMP specifically as a how-to guide for the landowner, and to demonstrate to decision-makers that the measures outlined in the BMP to achieve the appropriate BAL rating through provision and ongoing management of an APZ, can be implemented.

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

Hazard on one side



Hazard on three sides



Legend

- APZ
- trees
- shrubs

Figure 18: Design of Asset Protection Zone

Refer to Schedule 1: Standards for Asset Protection Zones

ELEMENT 2: SITING AND DESIGN OF DEVELOPMENT**EXPLANATORY NOTES****E2 Landscaping and design of an asset protection zone**

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

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

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

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

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

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

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

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

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

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

ELEMENT 2: SITING AND DESIGN OF DEVELOPMENT**EXPLANATORY NOTES**

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

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

E2 Plant flammability

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

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

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

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

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

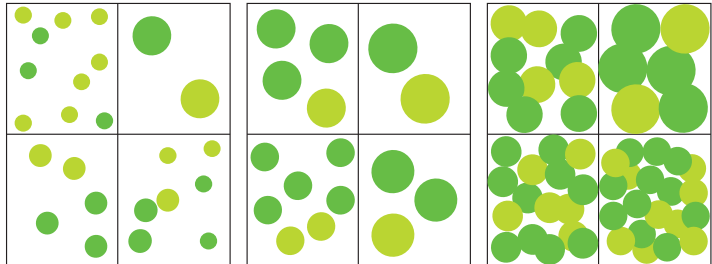
- grow in a predicted structure, shape and height;
- are open and loose branching with leaves that are thinly spread;
- have a coarse texture and low surface-area-to-volume ratio;
- will not drop large amounts of leaves or limbs, that require regular maintenance;
- have wide, flat, and thick or succulent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

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



ELEMENT 2: SITING AND DESIGN OF DEVELOPMENT

SCHEDULE 1: STANDARDS FOR ASSET PROTECTION ZONES

OBJECT	REQUIREMENT
Fences within the APZ	<ul style="list-style-type: none"> Should be constructed from non-combustible materials (for example, iron, brick, limestone, metal post and wire, or bushfire-resisting timber referenced in Appendix F of AS 3959).
Fine fuel load (Combustible, dead vegetation matter <6 millimetres in thickness)	<ul style="list-style-type: none"> Should be managed and removed on a regular basis to maintain a low threat state. Should be maintained at <2 tonnes per hectare (on average). Mulches should be non-combustible such as stone, gravel or crushed mineral earth or wood mulch >6 millimetres in thickness.
Trees* (>6 metres in height)	<ul style="list-style-type: none"> Trunks at maturity should be a minimum distance of six metres from all elevations of the building. Branches at maturity should not touch or overhang a building or powerline. Lower branches and loose bark should be removed to a height of two metres above the ground and/or surface vegetation. Canopy cover within the APZ should be <15 per cent of the total APZ area. Tree canopies at maturity should be at least five metres apart to avoid forming a continuous canopy. Stands of existing mature trees with interlocking canopies may be treated as an individual canopy provided that the total canopy cover within the APZ will not exceed 15 per cent and are not connected to the tree canopy outside the APZ. <p data-bbox="564 1283 1134 1346">Figure 19: Tree canopy cover – ranging from 15 to 70 per cent at maturity</p> 
Shrub* and scrub* (0.5 metres to six metres in height). Shrub and scrub >6 metres in height are to be treated as trees.	<ul style="list-style-type: none"> Should not be located under trees or within three metres of buildings. Should not be planted in clumps >5 square metres in area. Clumps should be separated from each other and any exposed window or door by at least 10 metres.
Ground covers* (<0.5 metres in height. Ground covers >0.5 metres in height are to be treated as shrubs)	<ul style="list-style-type: none"> Can be planted under trees but must be maintained to remove dead plant material, as prescribed in 'Fine fuel load' above. Can be located within two metres of a structure, but three metres from windows or doors if >100 millimetres in height.



ELEMENT 2: SITING AND DESIGN OF DEVELOPMENT

SCHEDULE 1: STANDARDS FOR ASSET PROTECTION ZONES

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

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



EXPLANATORY NOTES

E4 Use of water supply

Water supply for firefighting in the event of a bushfire can be provided on a lot for use by emergency services or for use by the landowner, if their [Bushfire Survival Plan](#) is to stay and defend their property. Water supply in the form of a dedicated standalone tank may be provided solely for use by emergency services, and/or a water supply may be provided for use by the landowner in the form of non-drinking water (garden or grey water for firefighting) or drinking water. It is important to note, that a combined tank of drinking water and water for firefighting purposes is not recommended. It is required to be separated in accordance with section 4.2.3 of AS/NZS 3500.1:2018. This requirement is necessary, as stagnant water may alter the quality of the drinking water and the emergency services, by law, may not be able to take water from the water supply to suppress a bushfire.

E4 Independent water and power supply

Bushfires can directly impact a water service provider's equipment or pipes. As such, a reticulated water supply may not be reliable due to a reduction in water pressure or loss of supply. Where development is in a bushfire prone area (even if there is access to reticulated water), it is recommended that the landowner consider providing an additional water supply for use by emergency services.

Where a landowner intends on staying to defend their property during a bushfire event, as identified in their [Bushfire Survival Plan](#), it is recommended that pumping equipment separate to the electricity network be provided. The pumping equipment could be a diesel or petrol powered pump, or an electric pump if there is an onsite generator or backup power supply independent from electricity network grid.

It is recommended that combustion pumps should be a minimum 5hp or 3kW diesel or petrol powered pump and should be shielded against bushfire attack. Where an electric pump is used, a backup power supply independent from electricity network grid should be provided. A 3.7kw/12kw-h sized battery (14.8kw-h reserved solely for bushfire will power a 3.7kw system for 4 hours) with blackout protection or a generator should be provided.

E4 Strategic water supplies

Many local governments have a well-developed network of strategic water tanks for firefighting within their local government area. Given this, it is at the discretion of the local government to determine if the water supply within a locality, is sufficient to cater for an increasing population when a subdivision is proposed. Local governments are encouraged to work with their local emergency services to ensure the water needs for firefighting is understood.

Where a structure plan or subdivision proposes to create more than three but less than 24 lots, it is optional as to whether each lot is provided with a 10,000 litre tank or a strategic water tank is provided for the entire development. If 25 or more lots are proposed, then it is recommended that a 50,000 litre strategic water tank (for every 25 lots) is provided. For every lot additional to the 25, it is at the discretion of the local government whether they require an additional strategic water tank or for each lot to be provided with a 10,000 litre tank. For example, 37 proposed lots require two strategic water tanks, or a 10,000 litre tank on each lot, or a combination of both with a strategic water tank and 12 proposed lots with a 10,000 litre tank on each lot. Where the local government, following consultation with the local emergency services, is of the opinion that a strategic water tank is unnecessary, a 10,000 litre standalone tank per lot can be provided.

A strategic water tank should be located no more than 10 minutes from the subject site (20-minute turnaround time). The turnaround time is the time it takes from a lot, to the water supply and return back to the lot, at legal road speeds. Where a strategic water tank has been provided at the subdivision stage and a development application is located within the 20-minute turnaround time of that (or another) strategic water source, then the decision-maker could remove the requirement for the provision of an additional water supply at the development application stage. Local government will need to consider whether the strategic water tank has the capacity to serve the lot identified in the development application i.e. what lots were identified at subdivision stage to be serviced by the strategic water tank. A landowner should enquire with their local government to determine whether a water supply on their lot will be required.



EXPLANATORY NOTES

When there is fragmented ownership of a structure plan area, or when staging of a subdivision is to occur and the local government has determined that a strategic water tank is required, then the first stage should include arrangements for the installation of a water tank and the identification of land to be ceded to the local government authority (if applicable).

Where local planning scheme provisions provide for developer contributions for public infrastructure and the local government is supportive, then a cash-in lieu arrangement may be established for the provision of a strategic water tank.

Grouped dwellings may provide dedicated firefighting water supply in one standalone tank per lot or may provide one shared standalone tank with the accumulative amount of water needed, for the number of lots it will serve. For example, a development proposing three lots may either have three tanks of 10,000L (one per lot) or one tank with 30,000L (shared between three lots).

E4 Alternative water sources

A dam, river or other source may be considered a firefighting water source if it complies with DFES guidelines and it can be demonstrated that the water level will be maintained above the top of the highest fire brigade suction point in perpetuity, if it is expected that the water supply will be used by emergency services. Approval for the use of these types of water supplies are on a case by case basis and at the discretion of the decision maker, in consultation with emergency services and local government.

E4 Location of water tanks

A water tank should be located with consideration to surrounding vegetation and should avoid locations where the tank will be situated underneath existing vegetation or where vegetation will grow against or overhang the tank, as shown in Figure 30 below. Where a tank is located on the bushfire hazard side of a building, sufficient shielding for the protection of firefighters should be provided. In addition to the tank location, the fitting should be positioned and/or shielded from the bushfire hazard to allow access by emergency services. It is recommended that the fitting face away from the bushfire hazard and be within four metres of a hardstand area.



Figure 30: A good and bad example of landscaping around a water tank

SCHEDULE 2: WATER SUPPLY DEDICATED FOR BUSHFIRE FIREFIGHTING PURPOSES

2.1 Water supply requirements

Water dedicated for firefighting should be provided in accordance with Table 7 below, and be in addition to water required for drinking purposes.

Table 7: Water supply dedicated for bushfire firefighting purposes

PLANNING APPLICATION	NON-RETICULATED AREAS
Development application	10,000L per habitable building
Structure Plan / Subdivision: Creation of 1 additional lot	10,000L per lot
Structure Plan / Subdivision: Creation of 3 to 24 lots	10,000L tank per lot or 50,000L strategic water tank
Structure Plan / Subdivision: Creation of 25 lots or more	50,000L per 25 lots or part thereof Provided as a strategic water tank(s) or 10,000L tank per lot

2.2 Technical requirements

2.2.1 Construction and design

An above-ground tank and associated stand should be constructed of non-combustible material. The tank may need to comply with AS/NZS 3500.1:2018.

Below ground tanks should have a 200mm diameter access hole to allow tankers or emergency service vehicles to refill direct from the tank, with the outlet location clearly marked at the surface. The tank may need to comply with AS/NZS 3500.1:2018. An inspection opening may double as the access hole provided that the inspection opening meets the requirements of AS/NZS 3500.1:2018. If the tank is required under the BCA as part of fire hydrant installation, then the tank will also need to comply with AS 2419.

Where an outlet for an emergency service vehicle is provided, then an unobstructed, hardened ground surface is to be supplied within four metres of any water supply.

2.2.2 Pipes and fittings

All above-ground, exposed water supply pipes and fittings should be metal. Fittings should be located away from the source of bushfire attack and be in accordance with the applicable section below, unless otherwise specified by the local government.

2.2.2.1 Fittings for above-ground water tanks:

- Commercial land uses: 125mm Storz fitting; or
- Strategic water tanks: 50mm or 100mm (where applicable and adapters are available) male camlock coupling with full flow valve; or
- Standalone water tanks: 50mm male camlock coupling with full flow valve; or
- Combined water tanks: 50mm male camlock coupling with full flow valve or a domestic fitting, being a standard household tap that enables an occupant to access the water supply with domestic hoses or buckets for extinguishing minor fires.

2.2.2.2 Remote outlets

In certain circumstances, it may be beneficial to have the outlet located away from the water supply. In such instances in which a remote outlet is to be used, the applicant should consult the local government and DFES on their proposal.



EXPLANATORY NOTES

E3.6 Private driveways

In areas serviced by reticulated water, where the road speed limit is not greater than 70 km/h, and where the distance from the public road to the further part of the habitable building is no greater than 70 metres, emergency service vehicles typically operate from the street frontage.

In the event the habitable building cannot be reached by hose reel from the public road, then emergency service vehicles will need to gain access within the property. Emergency service vehicles will also need to gain access within the property, where access to reticulated water (fire hydrants) is not possible. In these situations, the driveway and battle-axe (if applicable) will need to be wide enough for access for an emergency service vehicle and a vehicle to evacuate.

Turnaround areas should be available for both conventional two-wheel drive vehicles of residents and Type 3.4 fire appliances. Turn-around areas should be located within 30 metres of habitable buildings. Circular and loop driveway design may also be considered. Note that the design requirements for a turn-around area for a private driveway or battle-axe differ to a cul-de-sac.

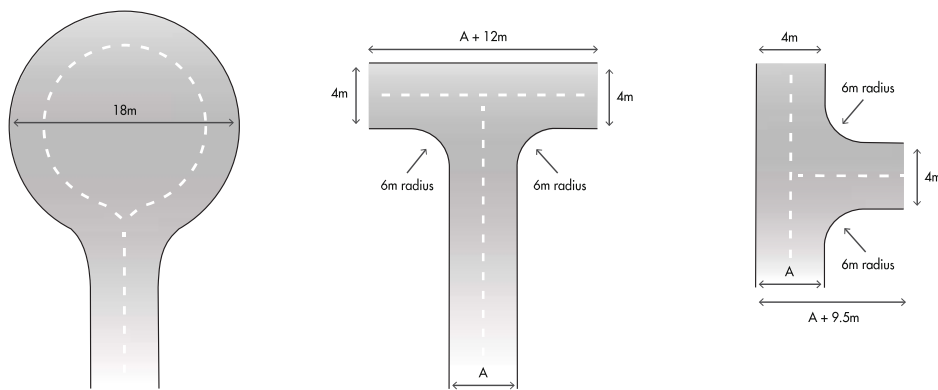


Figure 28: Design requirements for a turn-around area for a private driveway or battle-axe

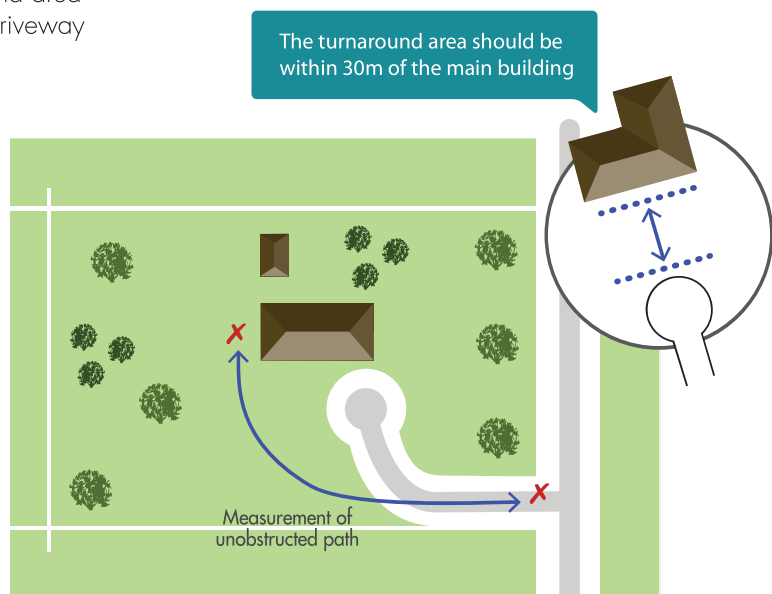


Figure 29: Design requirements for a private driveway where required under A3.6



Government of **Western Australia**
Department of **Mines, Industry Regulation and Safety**
Building and Energy

Guidelines for the Safe management of private power poles and lines



September 2019

Preface

These guidelines are issued under Section 33AA of the Electricity Act 1945 (WA) by the Director of Energy Safety, to assist property owners and electrical contractors in the selection, installation and safe management of private overhead power lines and poles.

There are risks and potential significant consequences of electrical or structural failure of private power poles and lines, including power interruptions, electrocution and fires. These risks and consequences can be mitigated through the proper selection of equipment and regular inspection and maintenance.

It is the property owner's legal responsibility (duty of care) under common law to install and maintain private power poles and lines so they do not pose a safety risk to the property occupants, adjacent properties and their occupants or the wider community.

However, any activities which constitute electrical work must be carried out by licensed electrical contractors.

These guidelines provide the recommended technical requirements and practices for the safe management of privately owned power poles and lines, including:

- repair and maintenance; and
- new construction.

I strongly recommend compliance with the safe management practices set out in these guidelines.

Should you have any suggestions and comments on these guidelines, please send them to me in writing and I will be pleased to consider them.



Saj Khan

DIRECTOR OF ENERGY SAFETY

These guidelines replace the previous Building and Energy publication
Private overhead power lines - guide for electrical contractors.

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1. Introduction

1.1 What are private power poles and lines?

Power lines on private property transporting electricity from the main switchboard and meter to the home or other buildings and facilities¹ are private power lines.

Poles on private property supporting the network operator's overhead service cable and poles supporting private power lines are private power poles.

Private power poles and lines do not include:

- the network operator's service cable;
- the meter (owned by the network operator); and
- power lines which cross private property in rural areas and are owned and managed by the network operator.

Some common private power line arrangements are shown in Figures 1 to 3 (below) and in the Appendix.

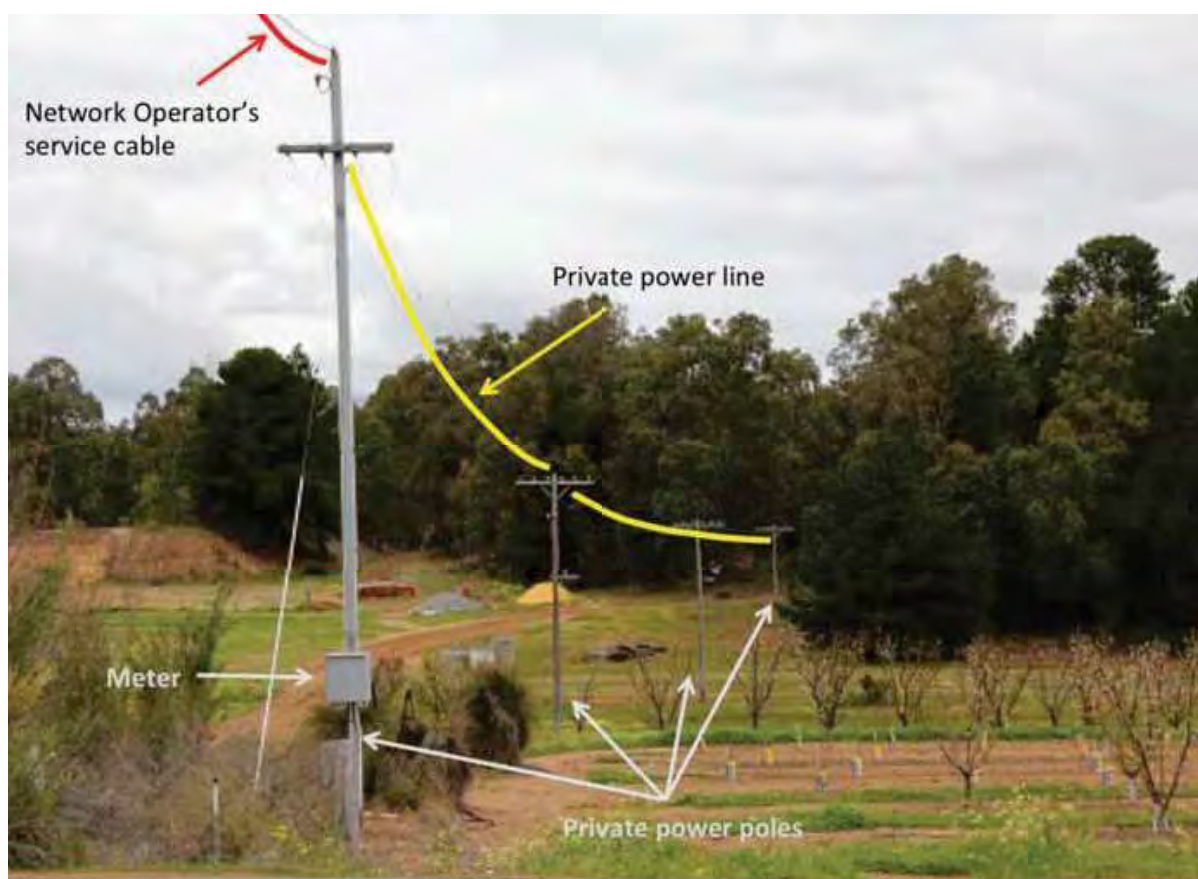


Figure 1 - Typical rural private overhead power line and private poles

¹For example, water pumps.



Figure 2 - Typical urban residential private poles supporting network operator's service cables

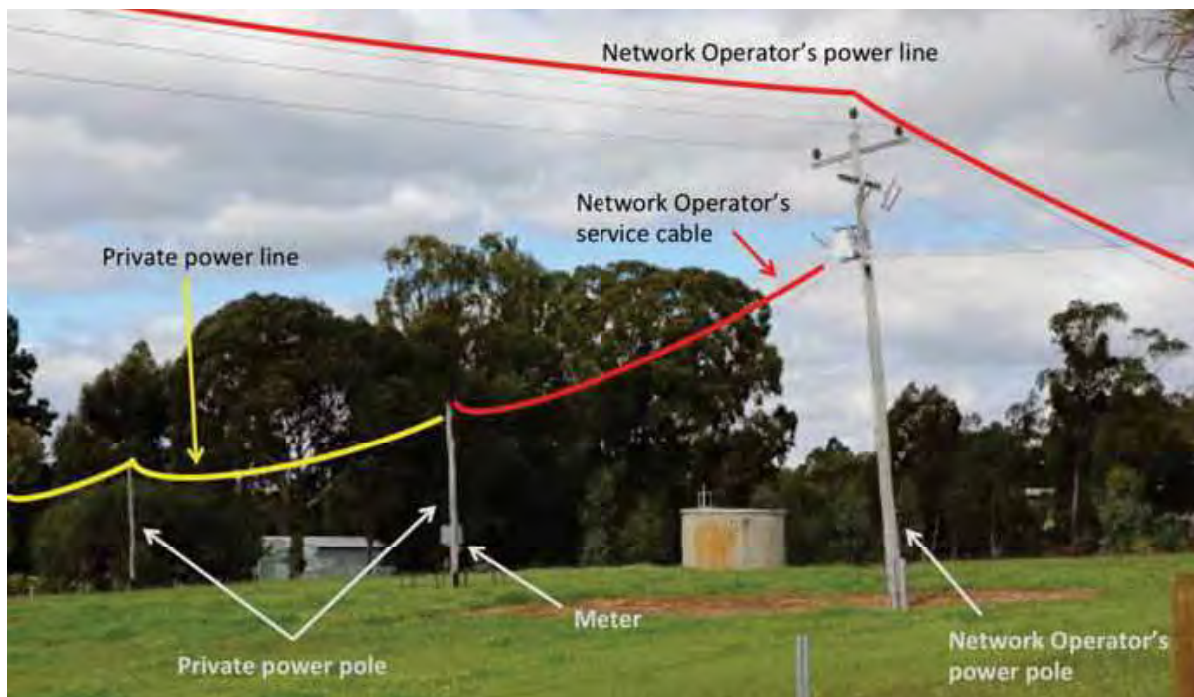


Figure 3 - Typical rural arrangement – network operator's power line transversing private property and private power line connection

1.2 Responsibilities

Property owners have a duty of care under Common Law to ensure that the assets on their property are constructed and maintained in a manner that does not present a safety risk to occupants, adjacent properties and their occupants or the wider community. These assets include any private overhead power lines or private power poles installed on the property.

Property owners should maintain all electrical equipment that they are responsible for in a safe and serviceable condition in order to reduce the risk of:

- injury or electrocution of residents or members of the public;
- a fire on the property or causing a bushfire; and
- adversely affecting the quality of electricity supply to other consumers.

Construction and maintenance of private overhead power lines will generally constitute electrical work and must be carried out by licensed electrical contractors.

1.3 Purpose of these guidelines

These guidelines provide information and recommend practices for the safe management of low voltage overhead lines on private property. They do not apply to:

- underground low voltage power lines on private property;
- high voltage (overhead or underground) power lines on private property; and
- Network operators' electrical installations covered by the Electricity (Network Safety) Regulations 2015.

These guidelines complement, and should be read together with, other related documents including (but not limited to):

- Electricity (Licensing) Regulations 1991;
- *WA Electrical Requirements (WAER)* published by Building and Energy;
- the national electrical technical standard AS/NZS 3000:2018, Wiring Rules;
- the Building and Energy publication *Guidelines for the management of vegetation near power lines*; and
- the *Western Australian Distribution Connection Manual (WADCM)* published by Western Power and Horizon Power.

1.4 Definitions

For the purposes of these guidelines:

Low voltage means an operating voltage of less than 1,000 volts.

High voltage means an operating voltage of 1,000 volts and higher.

Overhead power line means a power line constructed using aerial electrical wiring (insulated or uninsulated) supported by poles, and associated apparatus.

Network Operator has the meaning given in the Electricity (Network Safety) Regulations 2015.

Point of attachment means the point at which a network operator's aerial service cable is physically secured on a property owner's structure.

2. Technical requirements

All electrical installations (new and subsequent augmentations) must be designed and constructed to a standard consistent with good industry practice, with careful consideration of the ongoing safety of the owner, occupants of the premises and members of the public, integrity of equipment and risks to property.

The detailed technical requirements for the design and construction of private power lines are adequately covered by existing legislation and technical standards and are not repeated in these guidelines.

The relevant documents include, but are not limited to:

- AS/NZS 3000:2018, Wiring Rules;
- AS/NZS 7000:2016, Overhead line design – Detailed procedures;
- the WAER; and
- other network operator technical requirements as set out in the WADCM.

In particular, relevant provisions in the WAER require that:

- new low voltage private power lines should be in the form of underground cables except in extenuating circumstances; and
- where new overhead lines are installed, they must be constructed using only prescribed pole types and insulated conductors.

3. Inspection of private overhead power poles and lines

3.1 General requirements

Property owners should inspect private power poles and lines at least once a year for any visible signs of deterioration including:

- vegetation growth near or in contact with the power line conductors;
- wood poles which are cracked, damaged, leaning, rotting or attacked by white-ants/termites;
- steel poles showing signs of significant rust and corrosion; and
- obvious defects such as support brackets pulling away from poles/buildings, damaged stay-wires, splits in wooden crossarms, broken strands in wires, damaged insulators or wires hanging much lower than others in the same section.

Private power poles and lines should also be checked for possible damage following significant weather events involving lightning, high winds, heavy rain and/or extremes of cold and heat.

If property owners identify any apparent defects, they should promptly arrange for further detailed inspection and/or repairs by a licensed electrical contractor.

3.2 Detailed inspection requirements

The following sections provide recommended practices for inspection of private power lines and their primary components **by electrical contractors**.

3.2.1 Vegetation clearance

- Trees and branches must be maintained at least two metres away from bare power line conductors (Fig 4). Pruning vegetation within two metres of conductors must be carried out either with the electricity switched off or by using a competent vegetation control service provider².

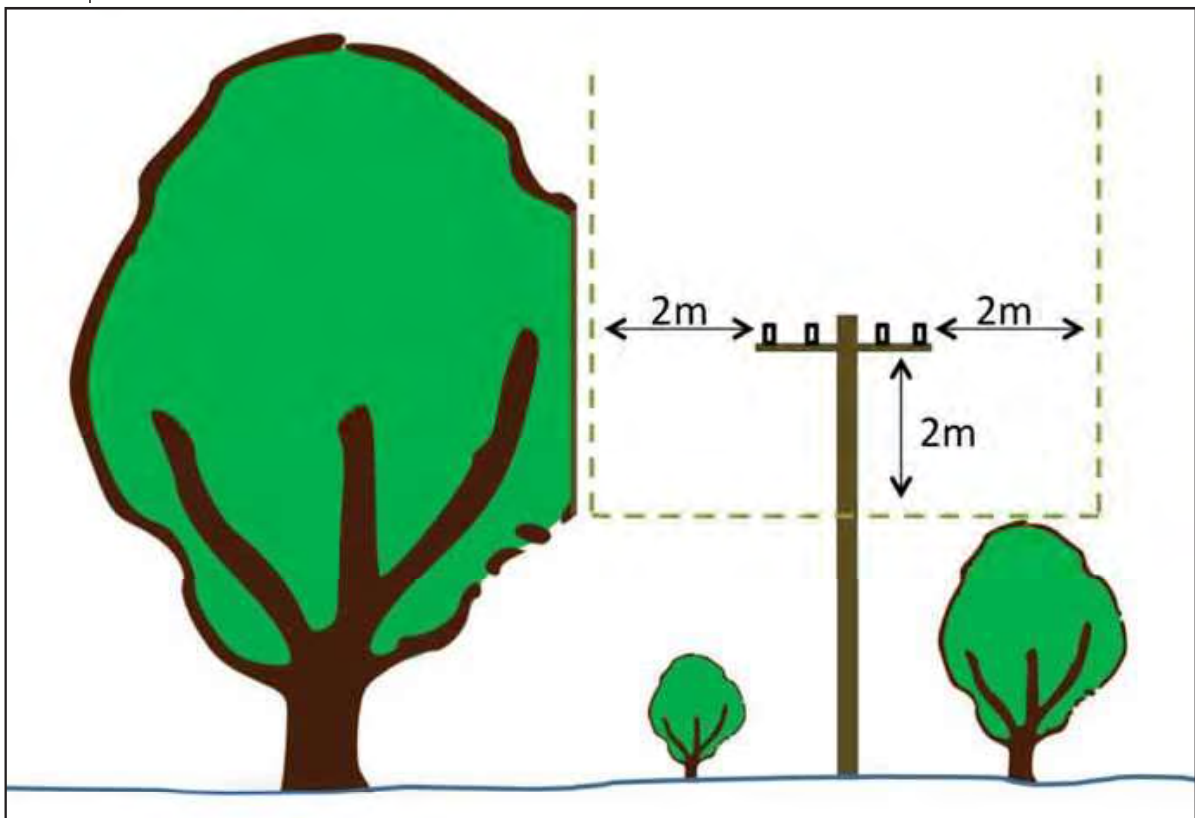


Figure 4 – Vegetation minimum clearance profile

- Safely remove any vegetation close to the base of all power poles and under the power lines to minimise the risk of starting fires or propagating ground fires.
- Further detailed information is provided in the Building and Energy publication *Guidelines for the management of vegetation near power lines* (see www.dmirs.wa.gov.au/building-and-energy).

3.2.2 Power poles

Private power poles vary in type, with different life expectancies, and may be:

- hardwood (e.g. jarrah);
- softwood (e.g. pine); or
- steel (tubular or lattice).

²Check the Yellow Pages or contact the Tree Guild of WA for a list of trained contractors.

If poles have been in service for longer than their expected life, there is a strong possibility that they are no longer safe, even though there may be no obvious evidence of deterioration. Also, the life-expectancy of wood poles can vary significantly depending on their uses, species, climatic conditions and the location's soil properties. If there are any doubts about the strength of any pole, it should either be replaced or an expert assessment should be sought from a civil/structural engineer or asset management company.

If the poles are timber:

- They should be inspected for obvious defects such as ground line rot, large cracks, splitting or excessive leaning.
- It is important to determine the species of the timber and age of the poles (where possible) to determine the appropriate treatment of any defects.
- If the poles are made of **sawn timber**, they should be **replaced immediately**. Sawn timber should not be used to support power lines because of the high risk of deterioration and early failure.
- If termites/white ants are detected during an inspection, prompt treatment should be sought from a white ant inspector/pest controller. If damage is significant, the pole should be replaced.
- In some cases, ground-line reinforcements using galvanised steel supports can be used to extend the life of wood poles. However, this work must **only** be performed by asset management companies specialising in such services. Electrical contractors must not attempt to reinforce poles unless they can certify that the reinforced poles satisfy the structural properties prescribed in Appendix D of AS/NZS 3000:2018.



Figure 5 – Typical reinforcement of timber poles with steel supports

For hardwood poles:

- The difficulty in assessing the extent of internal deterioration and rotting in wood poles makes age-based replacements the only reliable option.
- If the poles are hardwood such as jarrah and are likely to have been in service for more than 25 years, they should either be replaced or structurally reinforced (where feasible).



Figure 6 - Complete failure of Jarrah wood pole due to decay/rot at ground line

For softwood poles:

- If the poles are softwood such as treated pine, the manufacturer or supplier should be contacted (where possible) to determine their life expectancy. If they have exceeded the service life prescribed by the manufacturer, they should either be replaced or structurally reinforced.

Where poles are steel:

- The life expectancy of steel poles is 30 years or more, depending on soil conditions, and provided they are galvanised and have well-constructed concrete footings. The correct installation method is for the footing to be finished at 100mm above ground level and shaped to shed water, as shown in Figure 7 below (refer AS/NZS 3000:2018 Appendix D2 Note 3(b)).
- However, all steel poles are subject to corrosion and should be checked. Where the concrete footing is not above ground level, there is a higher risk of below ground corrosion.



Figure 7 - Correct installation of steel pole with concrete footing finished above ground

3.2.3 Cross-arms

Cross-arms should be free from deterioration such as splitting, termite attack or fungal rot.



Figure 8 – A badly split low voltage crossarm

3.2.4 Spreaders

Spreaders in low voltage lines with bare conductors should be in sound condition and correctly installed.



Figure 9 - Low voltage spreader in good condition

3.2.5 Stays

Stays should be free of any visible damage or deterioration and the integrity of the following elements confirmed:

- Above ground:
 - ☒ stay wire;
 - ☒ insulator (where applicable); and
 - ☒ preformed or bolted wire terminations.
- Below ground:
 - ☒ no in-ground corrosion of anchor; and
 - ☒ no slippage of the anchor (indicated by a leaning pole).



Figure 10 - Stay insulator correctly installed and in good condition

3.2.6 Conductors

Electrical conductors should be free of:

- Deterioration or any visible signs of damage such as:
 - broken wire strands;
 - burn marks caused by clashing conductors or contact with vegetation;
 - severe corrosion and any loss of cross section; and
 - if any of the insulation is missing or damaged, the exposed wire may be live. Contact could be fatal, and vegetation touching the bare conductor is more likely to start a fire. Damaged insulated conductors should be replaced, not repaired, so that the safety of the installation is not compromised.



Figure 11 - Broken conductor strand clearly visible

- Conductor-to-conductor clearance: Clashing bare conductors are a fire risk and can damage the conductors. Clearance between bare conductors must be maintained to reduce the risk of them clashing during windy weather. Table 3.10 of AS/NZS 3000:2018 prescribes the minimum spacing between conductors. In some cases, larger cross arms or spreaders may be required to increase or maintain the conductor clearance.
- Out of sag: If one conductor hangs much lower than the others on the same span, they are 'out of sag'. Conductors may become out of sag if the cross arms or king bolt on the pole have deteriorated, if the pole has twisted, or if the conductors were struck by tree limbs or machinery.
- Conductor ground clearance and tension: Contact with overhead conductors can be fatal. To ensure safety, conductors must meet minimum height requirements as prescribed in Table 3.8 of AS/NZS 3000:2018. Options to improve ground clearance are to untie and re-string conductors or install additional poles.
- Conductor building clearance: Minimum distances between buildings and conductors are essential to reduce the risk of accidental contact. Ensure structures have not been erected next to or underneath any power line which compromise clearances. If clearances cannot be achieved, installing an underground service may be an option. The minimum clearances to a building, structure, ground or elevated area are provided in Table 3.8 of AS/NZS 3000:2018.

3.2.7 Insulators

Insulators should be free of cracks or chips and broken wire ties.

3.2.8 Hardware and fixings

Mounting brackets should be structurally sound and not pulling away from the pole(s) or buildings. Steel components that are corroded significantly should be replaced.

3.2.9 Connections and joints in aerial conductors

- All electrical connections and joints must comply with Clause 3.7 of AS/NZS 3000:2018.
- Any defective metallic preformed terminations ('twisties') on insulated service leads must be replaced.
- Damaged or corroded mains connection boxes should be repaired or replaced.

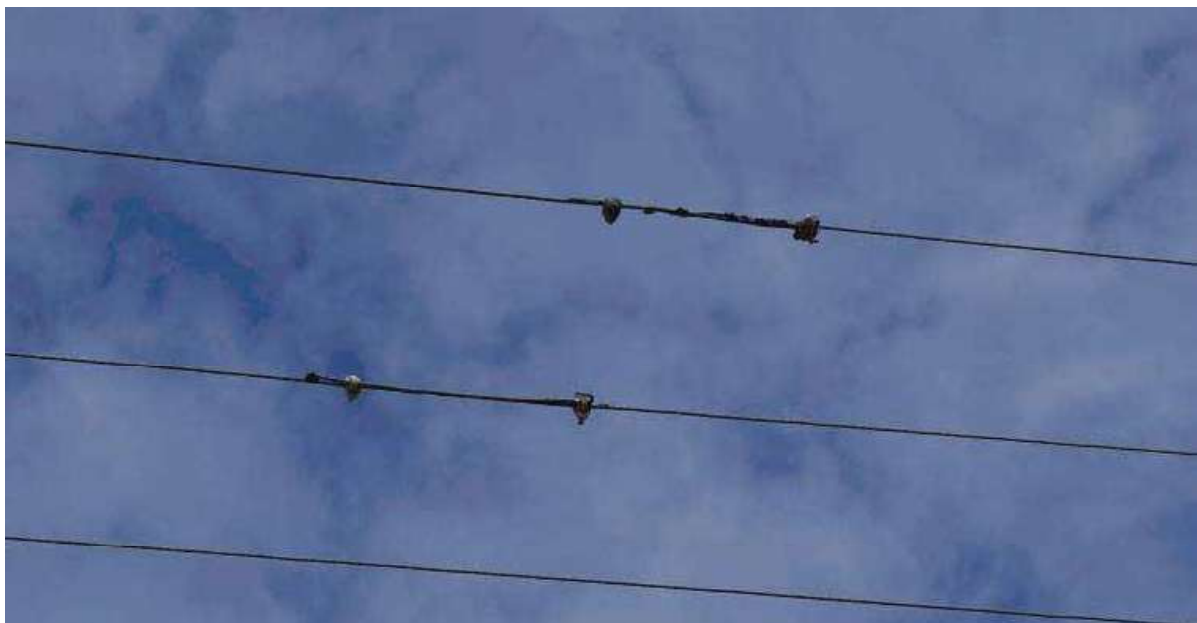


Figure 12 - Example of aged conductor joints and ongoing safety risk

3.2.10 Cable supports

All cable supports must comply with Clause 3.9.3 of AS/NZS 3000:2018.

3.2.11 Switchboards

- Switchboards must be free of any visible damage/deterioration and comply with Clause 2.9 of AS/NZS 3000:2018.
- The correct sub-main fuse sizes must be installed.

4. Refurbishment options for existing lines and poles

If the power poles on a property have exceeded their serviceable life or if the overhead power line needs substantial repair, options for remedial treatment include:

- 1) replacing the overhead line with an underground cable. This option is safer, requires less maintenance and vegetation clearance is not an issue. Refer to section 3 of the Wiring Rules for guidance;
- 2) replacing defective poles with new poles of the types prescribed in the WAER and/or replacing defective bare conductors with insulated conductors; or
- 3) reinforcing existing timber poles at the ground line with galvanised steel supports. This approach will depend on detailed assessment of the condition of the poles at and above the ground line. Installation of structural supports should only be undertaken by an asset management company specialising in such activities.

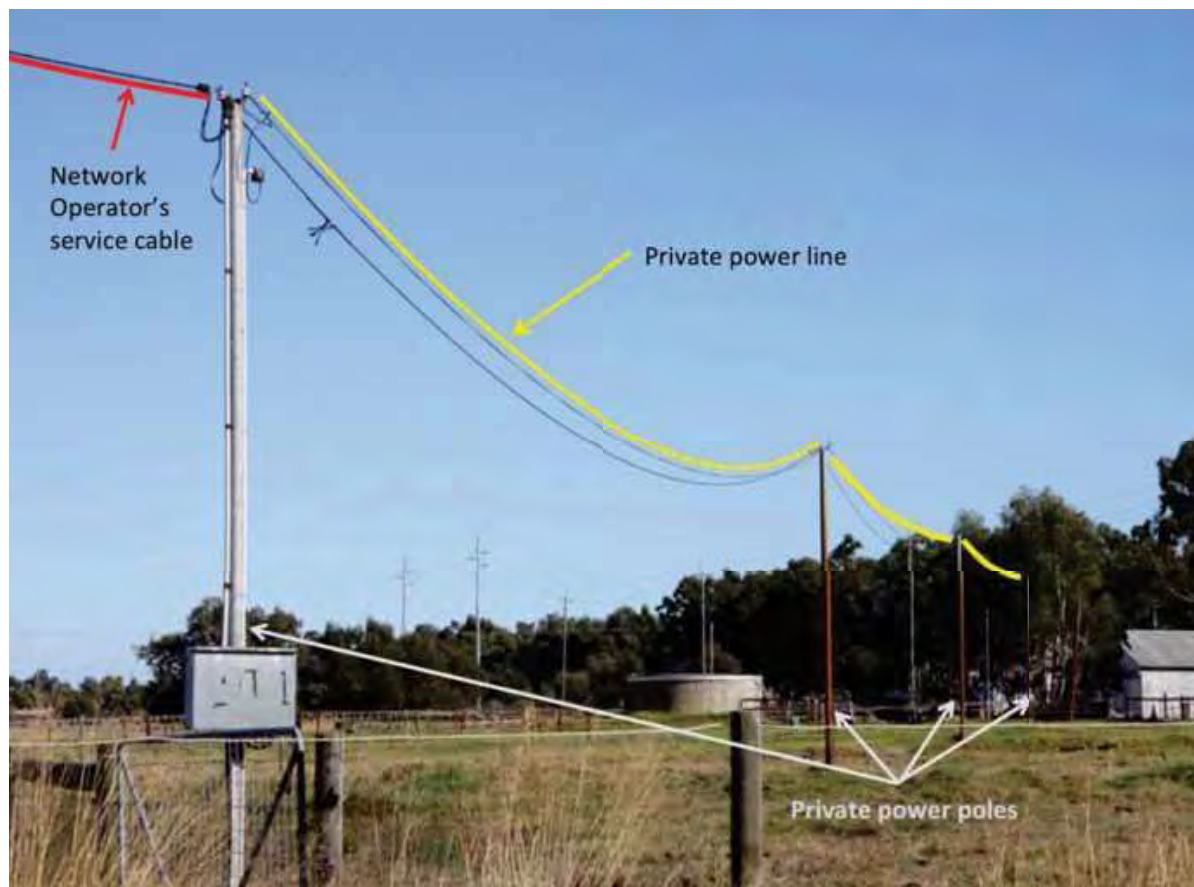


Figure 13 - Example of private line using steel poles and insulated conductors

5. New construction options

The technical requirements for new privately owned low voltage power lines and poles are set out in Sections 3.7 and 4.6 of the WA Electrical Requirements (WAER).

The WAER states that all new privately owned low voltage power lines should be in the form of underground cables to maximise the safety of property and people. However, it is acknowledged that this may not be practical or cost-effective in some circumstances.

For example:

- if it is difficult and expensive to install underground cables in ground conditions that are predominantly rock; and
- for long line lengths, underground cables may be cost prohibitive.

Installation of a new overhead line is justified where such circumstances can be demonstrated.

However the WAER requires that only prescribed pole types and insulated overhead electrical wires are used for constructing new, or replacing existing overhead lines.

The prescribed pole types are:

- timber poles treated with Copper Chrome Arsenic (CCA) wood preservative;
- fibre reinforced cement poles; or
- galvanised steel poles.

Sawn timber poles, untreated³ timber poles (both hardwood and softwood) and bare electrical wiring are no longer permitted for new lines and replacements.

6. Private pole selection guide

- 1) Poles on private property that support the network operator's service cable should comply with the network operator's technical requirements. At the time of publication of these Guidelines, all network operators required these poles to be galvanised steel.
- 2) For all poles other than those used for supporting the network operator's service cable, the choice between galvanised steel, fibre reinforced cement and CCA treated timber poles is the decision of the property owner⁴.
- 3) Where CCA treated timber poles are used, it is recommended that all poles are covered with a fire protection coating from 400mm below to 1.8 metres above the nominal ground line, as shown in Figure 16, to reduce the risk of damage from low intensity ground fires.

³ Not treated with CCA preservative

⁴ Advice should be sought from a licensed electrical contractor

16 Safe management of private power poles and lines

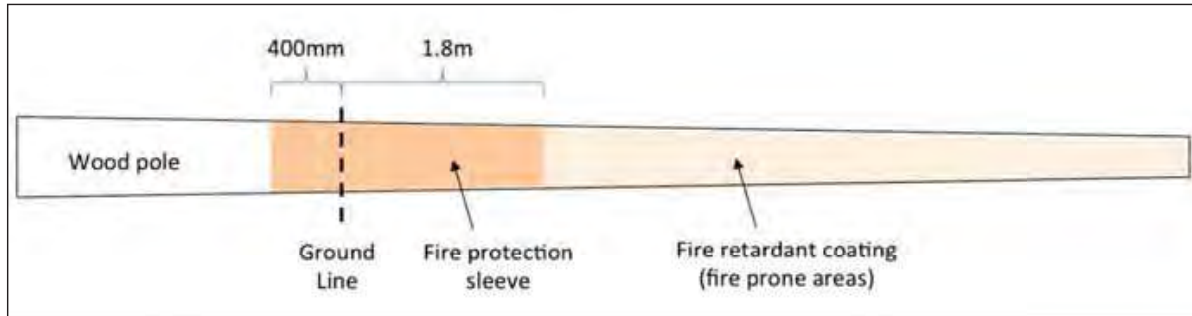


Figure 14 Wood pole fire protection details

4) Where galvanised steel poles are used in areas of known (or suspected) corrosive soil conditions, it is recommended that:

- (a) an additional corrosion protection coating is applied from the base of the pole to 200mm above the nominal ground line; and
- (b) the minimum standard of the coating is a paint system equivalent to System 3I (two pack epoxy) in Table 7.1 of AS/NZS 2312.2:2014⁵.

Typical ground conditions likely to be highly corrosive to steel include:

- saline soils; or
- low lying areas subject to seasonal flooding and/or with a high water table.

5) The following Figures 15 and 16 illustrate the recommended application of pole options in different areas of the State:

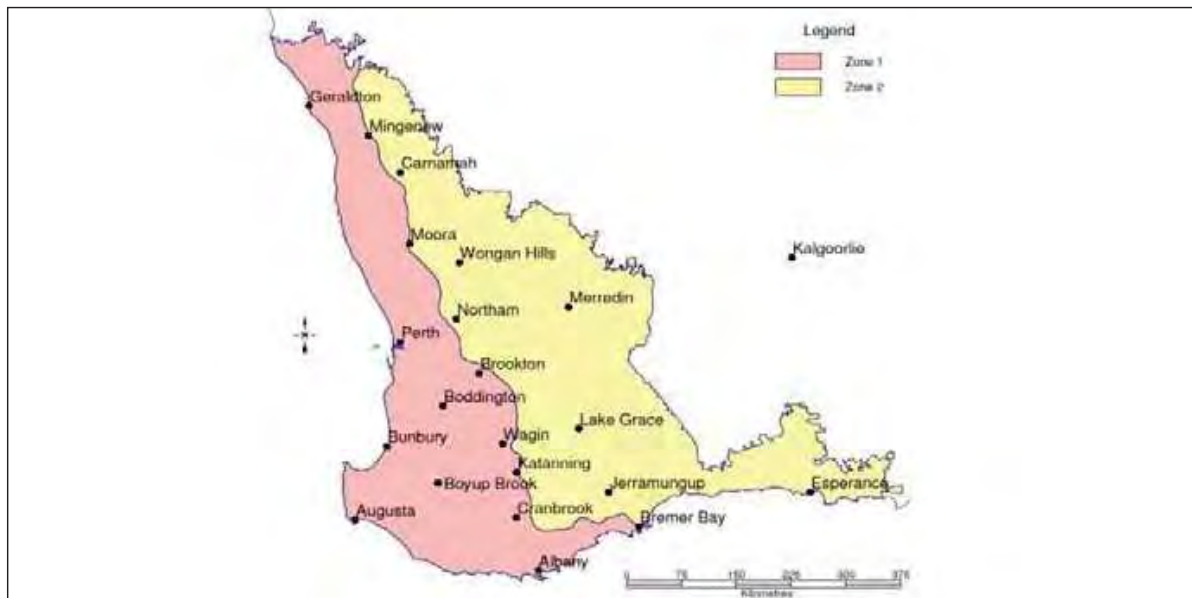


Figure 15 Recommended pole application zones

⁵ Guide to the protection of structural steel against atmospheric corrosion by the use of protective coatings Part 2: Hot dip galvanising

Zone 1

This area is characterised by predominantly benign soils and low lying areas subject to seasonal flooding.

Zone 2

This area is characterised by widespread saline soil conditions.

Rest of the State

This area is characterised by highly variable soil conditions.

LOCATION	LOCAL GROUND CONDITIONS	RECOMMENDED POLE TYPES			
		Galvanised steel	Galvanised steel with corrosion protection coating	Fibre reinforced cement	CCA treated timber with fire protection sleeve
ZONE 1	Well drained soil	✓		✓	✓
	Saline soil or low lying area subject to seasonal flooding		✓	✓	✓
ZONE 2	All soils		✓	✓	✓
REST OF THE STATE	Well drained soil	✓		✓	✓
	Saline soil or low lying area subject to seasonal flooding		✓	✓	✓

*Note: In fire prone areas, application of a fire retardant to exposed timber surfaces above ground is also recommended.

Figure 16 Recommended pole application guide

7. Regulatory requirements

The Electricity (Licensing) Regulations 1991 require that:

- Under Regulation 62(1), any defects found in an electrical installation (including private power lines and poles) which render the installation unsafe must be reported by the electrical contractor to both the property owner and the network operator.
- For any notifiable electrical work (including new or modified private power lines and poles), Regulations 51 and 52 require the electrical contractor to submit a Preliminary Notice and Notice of Completion to the relevant network operator.
- Under Regulation 52B, the electrical contractor must provide an Electrical Safety Certificate to the property owner for any electrical work performed (both notifiable and minor work).

NOTE: The property owner should also be advised that submission of the Notice of Completion may trigger a formal inspection of the electrical installation by the network operator.

8. Further information

Any questions about the ownership of the overhead power lines and poles on private property should be directed to the relevant network operator:

Western Power – 13 10 87

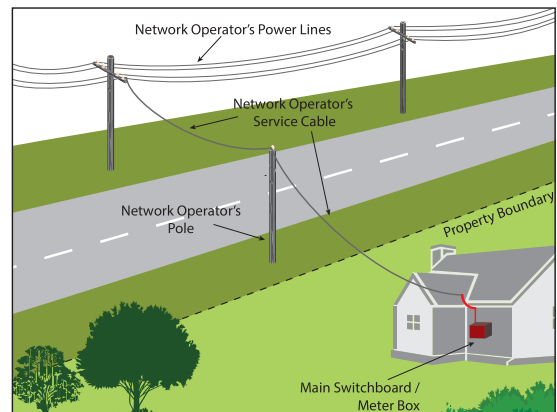
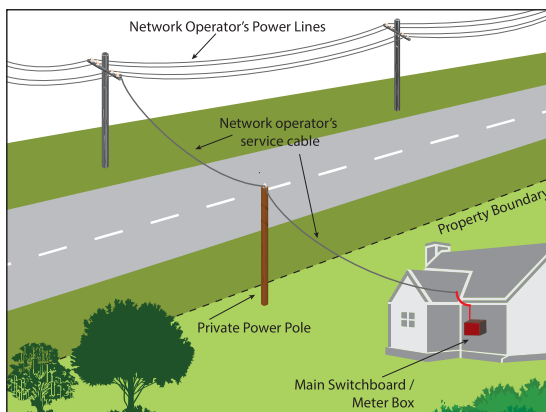
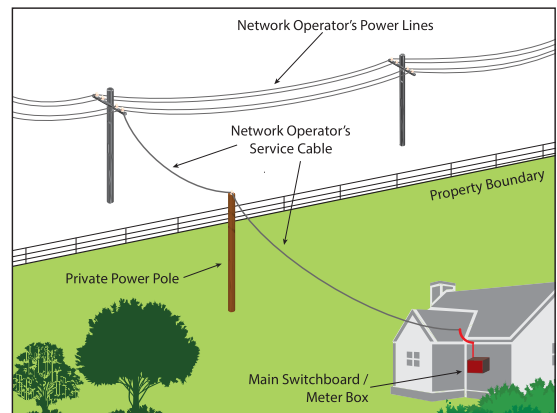
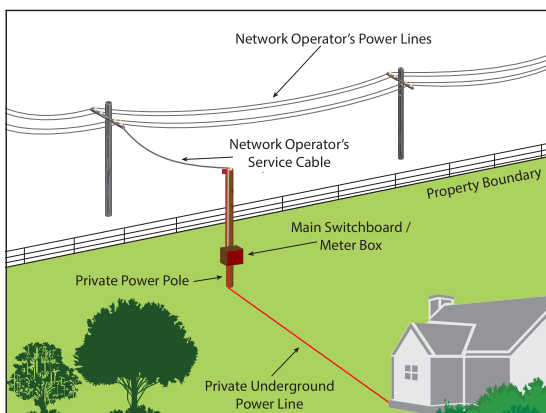
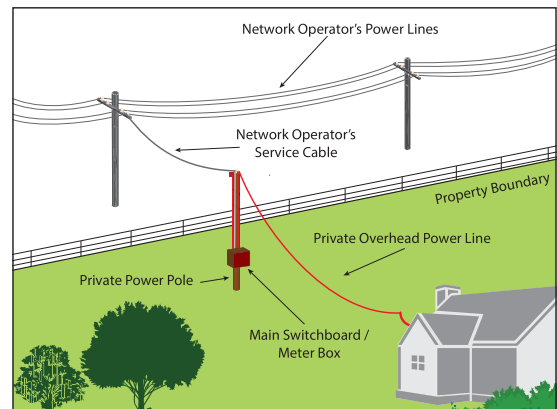
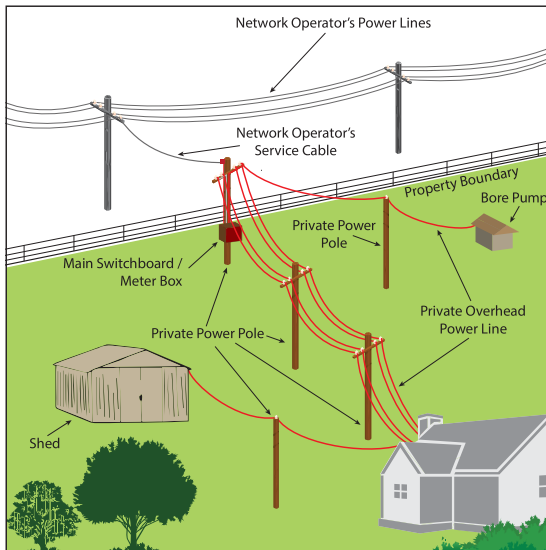
Horizon Power – 1800 267 926

Rio Tinto – 1800 992 777

BHP – Newman 1300 632 483

Appendix

A number of common private power line arrangements are shown in the following diagrams, for information only:



Government of Western Australia

**Department of Mines, Industry Regulation
and Safety**

Building and Energy

1300 489 099

8.30am – 4.30pm

Level 1 Mason Bird Building
303 Sevenoaks Street
(entrance Grose Avenue)
Cannington Western Australia 6107

Online

Website: www.dmirs.wa.gov.au/building-and-energy

Email: be.info@dmirs.wa.gov.au

Mailing address

Locked Bag 100
East Perth WA 6892

Regional offices

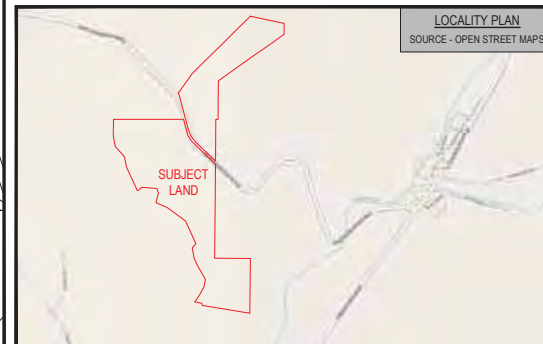
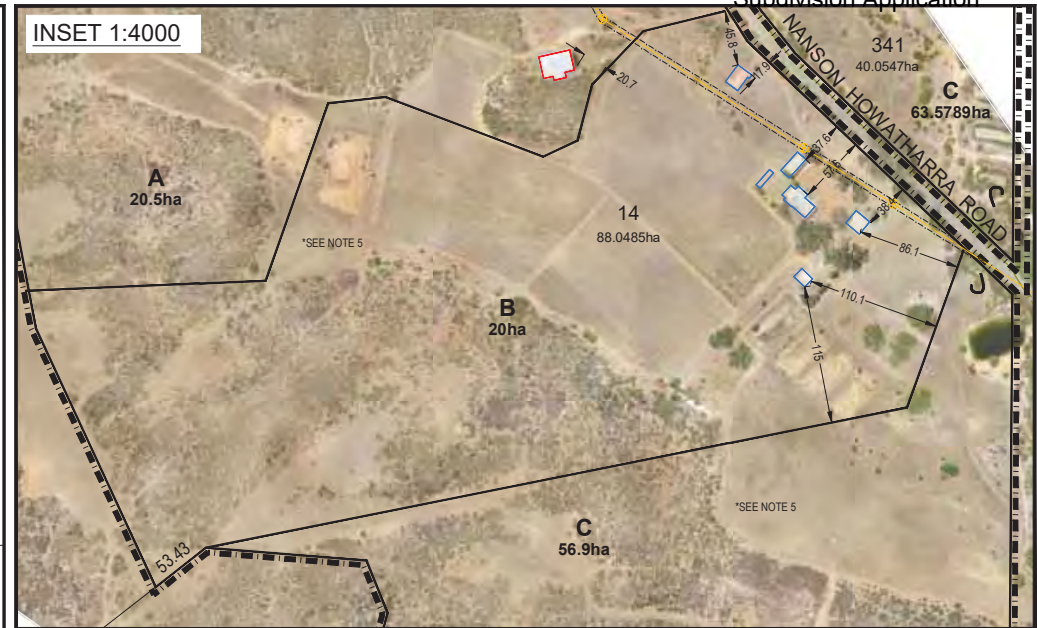
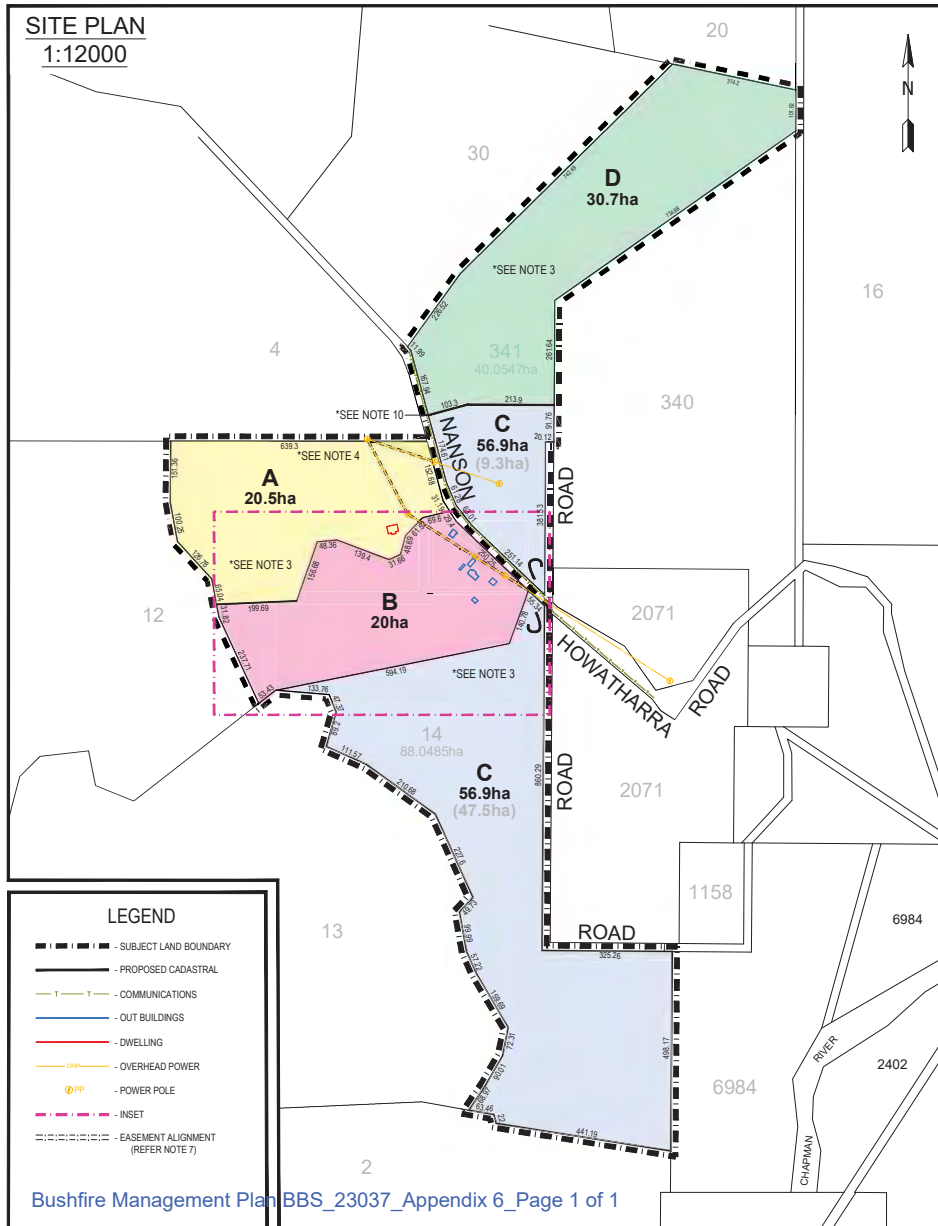
Goldfields/Esperance	(08) 9021 9494
Great Southern	(08) 9842 8366
Kimberley	(08) 9191 8400
Mid-West	(08) 9920 9800
North-West	(08) 9185 0900
South-West	(08) 9722 2888

National Relay Service: 13 36 77

Translating and Interpreting Service (TIS) 13 14 50

This publication is available in other formats
on request to assist people with special needs.

DMIRS19_6056
ESWA.E070.0915



- Notes:**
- The plan is prepared for planning approval from the Western Australian Planning Commission and should not be used for any other purpose.
 - No liability will be accepted where the plan is used for purposes other than that indicated, including marketing of the proposed lots.
 - Dimensions and areas are subject to lot pre-calculation and survey and may vary between this plan and Deposited Plan of Survey.**
 - Building position and setbacks derived from aerial photography only.
 - Aerial photography Source: Quantum Surveys Ref: 14702
 - All service information as provided by relevant agencies via DBYD.
 - Easement Burden proposed Lots A & B as per Deposited Plan 21524 (Western Power Infrastructure).
 - Application to be read in conjunction with Bushfire Assessment Report : BBS Report
 - No Registered Aboriginal Sites or other Heritage Places as per Aboriginal Heritage Inquiry System accessed 19/06/2023 (ACHA 2021).
 - Lot C & D to have co-located & adjoining crossovers at common boundary in this location to maximise sight distance.
 - Other local planning scheme requirements may apply.
 - Other agency requirements may apply.
 - This plan is prepared using information provided by Landgate. The data extracted from Geospatial Databases is intended for informational purposes only.

Subdivision Calculations	Minimum Requirement	Actual Provision
Shire of Chapman Valley Local Planning Scheme No 2	Rural Smallholdings Area1 Additional Use 1 (Lot 14 only) Adjoins Local Distributor Road	
Minimum Lot Size	20ha	20ha
Existing Lot Yield		2
Proposed Lot Yield		4

TITLE: PROPOSED SUBDIVISION LOT 14 ON PLAN 21524 AND LOT 341 ON DEPOSITED PLAN 53538 NANSON HOWATHARRA ROAD, NANSON		CLIENT: BALLYCASTLE PTY LTD		8 Anzac Terrace Geraldton WA 6530 PO BOX 1597 Geraldton WA 6531 Email : info@landwest.net.au Phone : (08) 9965 0550 Fax : (08) 9965 0559	
CERTIFICATE OF TITLE(S) : 2081/641 & 2665/993		DATE LAST MODIFIED: 05/07/2023		REV: DATE: DETAILS: BY: APPROVED:	
SCALE: 1:12000 @ A3		DESIGNED: GMB DRAWN: DW		PLAN: 22250-02	

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

10.2 Manager of Finance & Corporate Services

10.2.1	Financial Management Reports
Department	Finance, Governance & Corporate Services Finance
Author	Beau Raymond
Reference(s)	Nil
Attachment(s)	1. Financial Management Reports - October 2023 [10.2.1.1 - 34 pages]

Voting Requirements

Simply Majority

Staff Recommendation

That Council receives financial management reports supplied under separate cover for the month of October 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 October 2023 is 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 October 2023

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

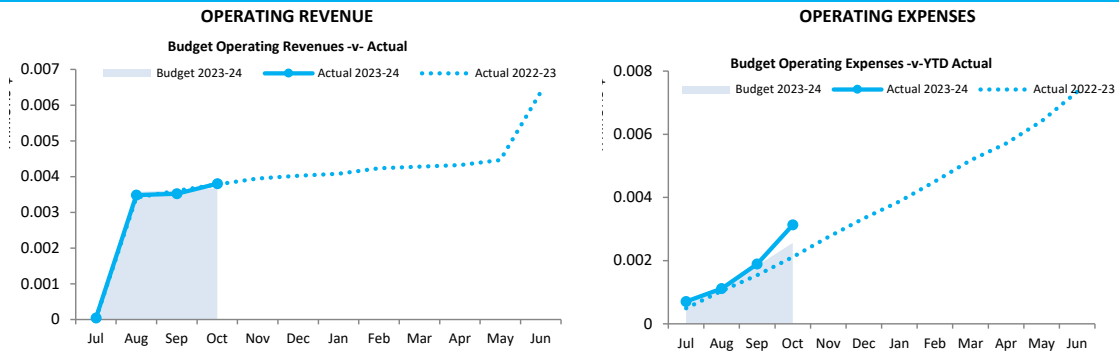
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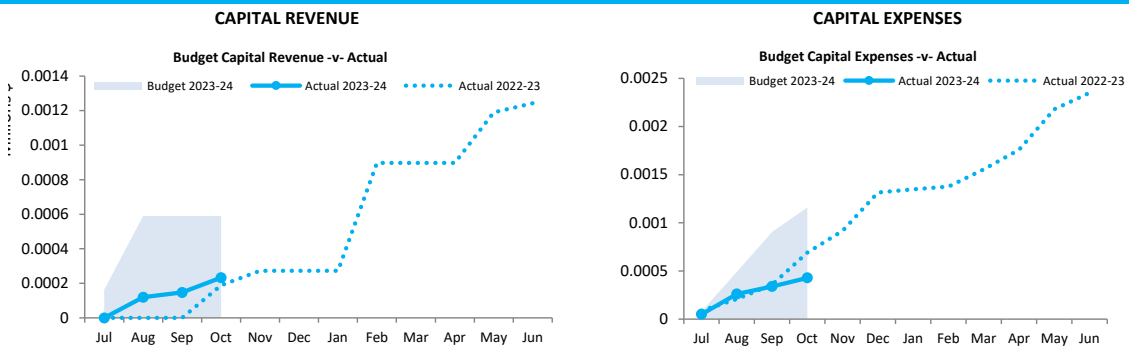
**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 OCTOBER 2023**

SUMMARY INFORMATION - GRAPHS

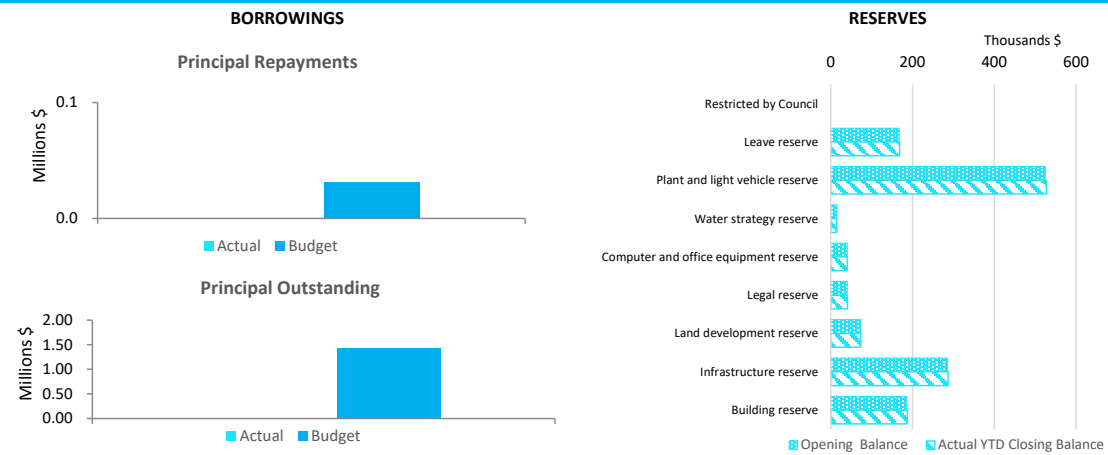
OPERATING ACTIVITIES



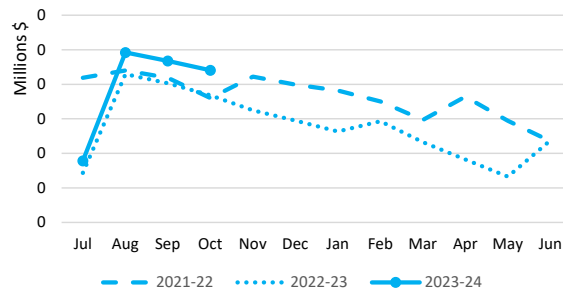
INVESTING ACTIVITIES



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 OCTOBER 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)	\$5.58 M	\$4.40 M	(\$1.18 M)

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$	% of total
Unrestricted Cash	\$5.69 M	76.5%
Restricted Cash	\$1.34 M	23.5%

Refer to Note 2 - Cash and Financial Assets

Payables		
	\$	% Outstanding
Trade Payables	\$0.54 M	
0 to 30 Days	\$0.27 M	62.9%
Over 30 Days		37.1%
Over 90 Days		0%

Refer to Note 5 - Payables

Receivables		
	\$	%
Rates Receivable	\$0.05 M	78.4%
Trade Receivable	\$0.05 M	
Over 30 Days		25.2%
Over 90 Days		3.7%

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)	\$1.83 M	\$2.31 M	\$0.48 M

Refer to Statement of Financial Activity

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

Refer to Statement of Financial Activity

Operating Grants and Contributions		
	\$	% Variance
YTD Actual	\$0.29 M	
YTD Budget	\$0.22 M	29.1%

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges		
	\$	% Variance
YTD Actual	\$0.31 M	
YTD Budget	\$0.27 M	15.0%

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)	(\$0.57 M)	(\$0.19 M)	\$0.38 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		
	\$	% Spent
YTD Actual	\$0.43 M	
Adopted Budget	\$5.26 M	(91.9%)

Refer to Note 7 - Capital Acquisitions

Capital Grants		
	\$	% Received
YTD Actual	\$0.23 M	
Adopted Budget	\$3.37 M	(93.1%)

Refer to Note 7 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$2.00 M	\$2.03 M	(\$0.01 M)	(\$2.04 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 31 OCTOBER 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 OCTOBER 2023**

BY NATURE OR TYPE

	Ref Note	Adopted Budget (a)	YTD Budget (b)	YTD Actual (c)	Variance \$ (c) - (b)	Variance % ((c) - (b))/(b)	Var.
Opening funding surplus / (deficit)	1(c)	\$ 2,295,113	\$ 2,295,113	\$ 2,296,949	\$ 1,836	0.08%	
Revenue from operating activities							
Rates		3,158,236	3,158,236	3,164,758	6,522	0.21%	
Operating grants, subsidies and contributions	12	1,090,299	222,107	286,833	64,726	29.14%	▲
Fees and charges		371,929	272,333	313,062	40,729	14.96%	▲
Interest earnings		34,615	15,403	30,315	14,912	96.81%	▲
Other revenue		21,375	6,376	6,032	(344)	(5.40%)	
Profit on disposal of assets	6	20,000	0	0	0	0.00%	
		4,696,454	3,674,455	3,801,000	126,545	3.44%	
Expenditure from operating activities							
Employee costs		(3,020,842)	(820,811)	(596,361)	224,450	27.34%	▲
Materials and contracts		(3,727,073)	(708,455)	(726,976)	(18,521)	(2.61%)	
Utility charges		(56,907)	(18,898)	(10,290)	8,608	45.55%	
Depreciation on non-current assets		(2,422,606)	(807,556)	(1,510,230)	(702,674)	(87.01%)	▼
Interest expenses		(9,356)	(816)	(360)	456	55.88%	
Insurance expenses		(198,552)	(197,778)	(282,664)	(84,886)	(42.92%)	▼
Other expenditure		(134,326)	(7,065)	(3,105)	3,960	56.05%	
Loss on disposal of assets	6	(20,000)	0	0	0	0.00%	
		(9,589,662)	(2,561,379)	(3,129,986)	(568,607)	22.20%	
Non-cash amounts excluded from operating activities	1(a)	2,329,377	714,327	1,640,714	926,387	129.69%	▲
Amount attributable to operating activities		(2,563,831)	1,827,403	2,311,728	484,325	26.50%	
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	13	3,372,849	427,200	233,326	(193,874)	(45.38%)	▼
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)	(1,160,986)	(428,219)	732,767	63.12%	▲
Amount attributable to investing activities		(1,727,848)	(570,786)	(194,893)	375,893	(65.86%)	
Financing Activities							
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)	(2,670)	5,216	66.14%	
Repayment of debentures	8	(31,000)	0	0	0	0.00%	
Transfer to reserves	10	(115)	(115)	(6,969)	(6,854)	(5960.00%)	
Amount attributable to financing activities		1,996,566	2,027,566	(9,639)	(2,037,205)	(100.48%)	
Closing funding surplus / (deficit)	1(c)	(0)	5,579,296	4,404,145	(1,175,151)		▼

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 OCTOBER 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 October 2023

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

**NOTE 1
STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

(a) Non-cash items excluded from operating activities

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

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities				
		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	6	(20,000)	0	0
Movement in employee benefit provisions		(98,462)	(98,462)	0
Movement in contract liabilities (non-current)		0	0	130,484
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	0
Add: Depreciation on assets		2,422,606	807,556	1,510,230
Total non-cash items excluded from operating activities		2,329,377	714,327	1,640,714

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

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

	Adopted Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 31 October 2023
Adjustments to net current assets			
Less: Reserves - restricted cash	10	(1,331,477)	(1,338,445)
Add: Borrowings	8	0	0
Add: Provisions employee related provisions	11	448,462	497,342
Add: Lease liabilities	9	8,088	8,088
Total adjustments to net current assets		(874,927)	(833,015)

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

Current assets				
Cash and cash equivalents	2	4,080,340	4,080,340	5,691,208
Rates receivables	3	200,113	179,366	723,081
Receivables	3	5,931	20,841	54,453
Other current assets	4	10,908	16,839	28,080
Less: Current liabilities				
Payables	5	(670,702)	(668,961)	(540,358)
Contract liabilities	11	0	0	(213,874)
Lease liabilities	9	(8,088)	(8,088)	(8,088)
Provisions	11	(448,462)	(497,342)	(497,342)
Less: Total adjustments to net current assets	1(b)	(874,927)	(826,046)	(833,015)
Closing funding surplus / (deficit)		2,295,113	2,296,949	4,404,145

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 OCTOBER 2023**

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

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution
		\$	\$	\$	\$	
Cash on hand						
Municipal Account	Cash and cash equivalents	1,176,600	0	1,176,600		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	168,303	168,303		Westpac Banking Corporation
Water Strategy Reserve	Cash and cash equivalents	0	14,468	14,468		Westpac Banking Corporation
Plant/Light Vehicle Reserve	Cash and cash equivalents	0	527,354	527,354		Westpac Banking Corporation
Computer & Office Equipment Reserve	Cash and cash equivalents	0	40,387	40,387		Westpac Banking Corporation
Legal Reserve	Cash and cash equivalents	0	40,664	40,664		Westpac Banking Corporation
Land Development Reserve	Cash and cash equivalents	0	73,227	73,227		Westpac Banking Corporation
Infrastructure Reserve	Cash and cash equivalents	0	286,965	286,965		Westpac Banking Corporation
Building Reserve	Cash and cash equivalents	0	187,077	187,077		Westpac Banking Corporation
Trust Account	Cash and cash equivalents	0	0	0	155,341	Westpac Banking Corporation
Credit Card	Cash and cash equivalents	0	0	0		Westpac Banking Corporation
Total		4,352,763	1,338,445	5,691,208	155,341	
Comprising						
Cash and cash equivalents		4,352,763	1,338,445	5,691,208	155,341	
		4,352,763	1,338,445	5,691,208	155,341	

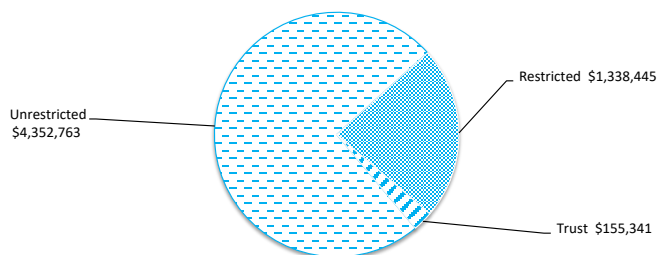
KEY INFORMATION

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.

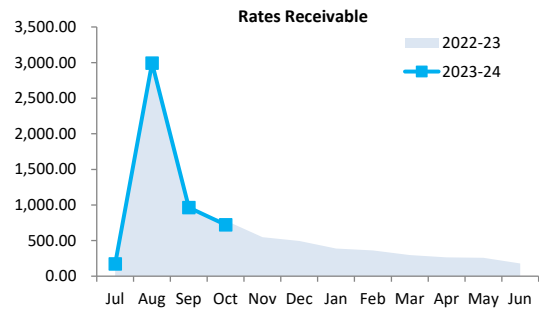
Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



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

**OPERATING ACTIVITIES
NOTE 3
RECEIVABLES**

Rates receivable	30 Jun 2023	31 Oct 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)	(2,621,043)
Gross rates collectable	179,366	723,081
Net rates collectable	179,366	723,081
% Collected	94.3%	78.4%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	9,111	787	1,831	450	12,179
Percentage	0.0%	74.8%	6.5%	15%	3.7%	
Balance per trial balance						
Sundry receivable						12,179
GST receivable						42,274
Total receivables general outstanding						54,453

Amounts shown above include GST (where applicable)

KEY INFORMATION

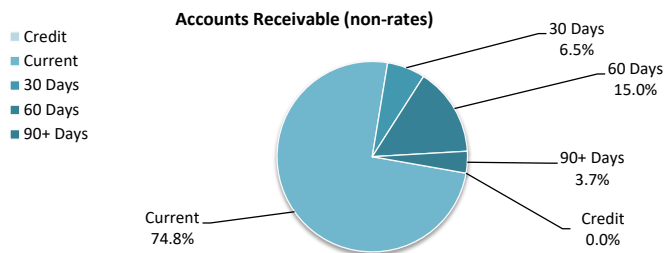
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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 OCTOBER 2023**

**OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS**

Other current assets	Opening Balance 1 July 2023	Asset Increase	Asset Reduction	Closing Balance 31 October 2023
	\$	\$	\$	\$
Inventory				
Fuel	5,931	1,245	0	7,176
Other Assets				
Prepayments	10,908	9,996	0	20,904
Total other current assets	16,839	11,241	0	28,080

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 OCTOBER 2023**

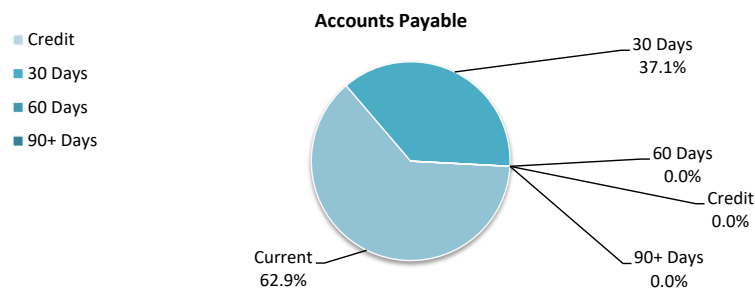
**OPERATING ACTIVITIES
NOTE 5
PAYABLES**

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	170,984	100,773	0	5	271,762
Percentage	0%	62.9%	37.1%	0%	0%	
Balance per trial balance						
Sundry creditors						271,762
ATO liabilities						48,941
Receipts in advance						25,055
Bonds and deposits						131,184
ESL Payable						63,416
Total payables general outstanding						540,358

Amounts shown above include GST (where applicable)

KEY INFORMATION

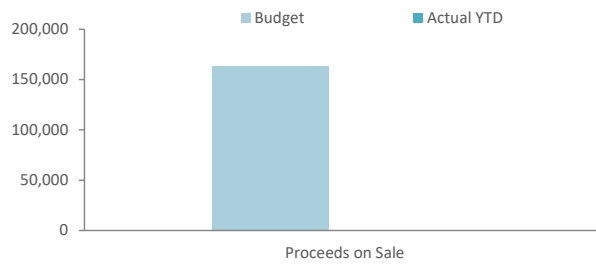
Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised 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 OCTOBER 2023**

**OPERATING ACTIVITIES
NOTE 6
DISPOSAL OF ASSETS**

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Transport								
	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
		163,000	163,000	0	0	0	0	0	0



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 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	22,433	9,321
Plant and equipment	874,000	369,000	7,299	(361,701)
Infrastructure - roads	1,175,123	778,872	398,484	(380,389)
Payments for Capital Acquisitions	5,263,697	1,160,986	428,219	(732,767)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	3,372,849	427,200	233,326	(193,874)
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	(891,238)	194,893	1,086,131
Capital funding total	5,263,697	1,160,986	428,219	(732,767)

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.

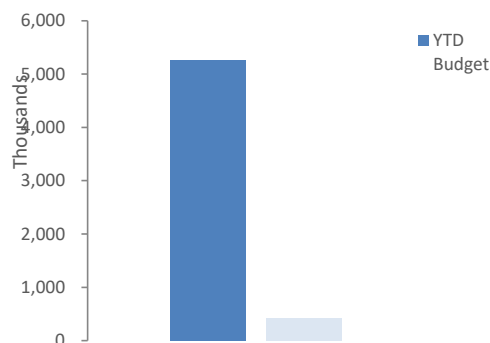
Initial recognition and measurement for assets held at cost

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

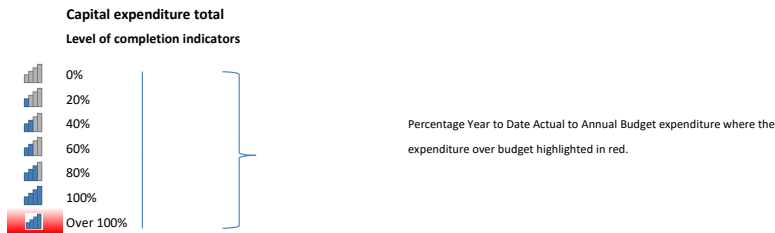
In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The 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 OCTOBER 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	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	723	723
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	598	598
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	778,872	398,484	(380,389)
				5,263,697	1,160,984	428,215	(732,769)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 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
		\$	\$	\$	\$	\$	\$	\$	\$	
Recreation and culture										
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
Transport										
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				
Total		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 31 OCTOBER 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
		\$	\$	\$	\$	\$	\$	\$	\$	
Community amenities										
Nabawa Fuel Station	LE01	42,609	0	0	(2,670)	(7,886)	39,939	34,723	(360)	(1,206)
Total		42,609	0	0	(2,670)	(7,886)	39,939	34,723	(360)	(1,206)
Current lease liabilities		8,088					5,418			
Non-current lease liabilities		34,521					34,521			
		42,609					39,939			

KEY INFORMATION

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is or contains a lease, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2023****OPERATING ACTIVITIES****NOTE 10****RESERVE ACCOUNTS****Reserve accounts**

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council									
Leave reserve	167,426	10	877	0	0	(17,601)	0	149,835	168,303
Plant and light vehicle reserve	524,609	50	2,745	0	0	(393,785)	0	130,874	527,354
Water strategy reserve	14,392	5	76	0	0	0	0	14,397	14,468
Computer and office equipment reserve	40,177	5	210	0	0	0	0	40,182	40,387
Legal reserve	40,452	5	212	0	0	0	0	40,457	40,664
Land development reserve	72,846	5	381	0	0	(62,157)	0	10,694	73,227
Infrastructure reserve	285,471	15	1,494	0	0	0	0	285,486	286,965
Building reserve	186,103	20	974	0	0	(100,000)	0	86,123	187,077
	1,331,476	115	6,969	0	0	(573,543)	0	758,048	1,338,445

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 OCTOBER 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 October 2023
		\$		\$	\$	\$
Other current liabilities						
Other liabilities						
- Contract liabilities		0	0	734,033	(520,159)	213,874
Total other liabilities		0	0	734,033	(520,159)	213,874
Employee Related Provisions						
Annual leave		270,457	0	0	0	270,457
Long service leave		226,885	0	0	0	226,885
Total Employee Related Provisions		497,342	0	0	0	497,342
Total other current assets		497,342	0	734,033	(520,159)	711,216
Amounts shown above include GST (where applicable)						

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

KEY INFORMATION

Provisions

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

Employee Related Provisions

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

Contract liabilities

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

Capital grant/contribution liabilities

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 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 Oct 2023	Liability	Budget	Budget	Actual
	\$	\$	(As revenue)	\$	\$	\$	\$	\$
Operating grants and subsidies								
General purpose funding								
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
Law, order, public safety								
DFES Grant Income	0	17,680	(17,680)	0	0	23,500	7,833	17,680
Trainee Ranger Grant Income	0	38,000	(38,000)	0	0	38,000	0	38,000
Emergency Services Recovery & Preparedness	0	0	0	0	0	200,000	0	0
Community amenities								
Backroads Gravel Event	0	50,000	(50,000)	0	0	50,000	0	50,000
Tourism WA Regional Event Scheme	0	0	0	0	0	15,000	15,000	0
Recreation and culture								
LRCIP Phase 3	0	0	0	0	0	180,000	0	0
Transport								
Main Roads WA Direct Grant	0	0	0	0	0	162,442	162,442	0
	0	120,499	(120,499)	0	0	668,942	185,275	120,499
Operating contributions								
Governance								
Long Service Leave Reimbursements	0	5,234	(5,234)	0	0	0	0	5,234
General purpose funding								
Ex Gratia Rates	0	11,038	(11,038)	0	0	11,000	11,000	11,038
Community amenities								
Developer Contributions	0	0	0	0	0	150,357	0	0
Expense Reimbursements	0	0	0	0	0	1,500	0	0
Recreation and culture								
Contributions Various	0	0	0	0	0	55,000	0	0
Transport								
Hudson Resources Contribution (Dartmoor Rd)	0	0	0	0	0	12,500	12,500	0
Other property and services								
Diesel Fuel Rebate	0	16,312	(16,312)	0	0	40,000	13,332	16,312
Insurance Claim Reimbursements - LGIS	0	133,750	(133,750)	0	0	151,000	0	133,750
	0	166,334	(166,334)	0	0	421,357	36,832	166,334
TOTALS	0	286,833	(286,833)	0	0	1,090,299	222,107	286,833

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 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 Oct 2023	Current Liability 31 Oct 2023	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies								
Recreation and culture								
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
Transport								
Main Roads WA Regional Road Group Funding	0	427,200	(233,326)	193,874	193,874	1,068,000	427,200	233,326
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
TOTALS	0	447,200	(233,326)	213,874	213,874	3,372,849	427,200	233,326

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 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			31 Oct 2023
	1 July 2023	Received	Paid	
	\$	\$	\$	\$
Contributions from Sub Divider	150,357	0	0	150,357
CTF Levy	1,835	2,250	(1,722)	2,363
Building Commission	1,366	1,826	(1,271)	1,921
Unclaimed Monies	0	237	(237)	0
Nomination Deposits	0	700	0	700
	153,558	5,013	(3,230)	155,341

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 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
	\$	%		
Opening funding surplus / (deficit)	1,836	0.08%		Permanent
Revenue from operating activities				
Operating grants, subsidies and contributions	64,726	29.14%	▲ Timing	
Fees and charges	40,729	14.96%	▲ Timing	
Interest earnings	14,912	96.81%	▲ Timing	
Expenditure from operating activities				
Employee costs	224,450	27.34%	▲ Timing	
Materials and contracts	(18,521)	(2.61%)	Timing	
Utility charges	8,608	45.55%	Timing	
Depreciation on non-current assets	(702,674)	(87.01%)	▼	Permanent
Interest expenses	456	55.88%	Timing	
Insurance expenses	(84,886)	(42.92%)	▼ Timing	
Other expenditure	3,960	56.05%	Timing	
Non-cash amounts excluded from operating activities	926,387	129.69%	Timing	
Investing activities				
Proceeds from non-operating grants, subsidies and contributions	(193,874)	(45.38%)	▼ Timing	
Proceeds from disposal of assets	(163,000)	(100.00%)	▼ Timing	
Payments for property, plant and equipment and infrastructure	732,767	63.12%	▲ Timing	
Financing activities				
Transfer from reserves	(573,543)	(100.00%)	▼ Timing	
Payments for principal portion of lease liabilities	5,216	66.14%	Timing	
Transfer to reserves	(6,854)	(5960.00%)	Timing	

List of Accounts Paid - October 2023				
Chq/EFT	Date	Name	Description	Amount
EFT28209	20/10/2023	MM Electrical Merchandising	Nabawa Townsite Electronic Display Sign - 1x solar crimping tool	-50.00
EFT28210	20/10/2023	Caolifhionn Ivors	BOND VENUE HIRE REFUND	-530.00
EFT28211	20/10/2023	Matthew Graham Pluschke	Rates refund for assessment A1652 237 BUNTER WAY HOWATHARRA WA 6532	-73.81
EFT28212	20/10/2023	Northern Biosecurity Group	BOND VENUE HIRE REFUND	-700.00
EFT28213	20/10/2023	BDP Distribution Pty Ltd T/AS Cleanpak Total Solutions	Nabawa Office and BHP CC - 8x boxes hand towel, 2x pens; Yuna CC and Nabawa Library - 2x lobby dust pan; NCC - 3x boxes 2 ply WC roll	-620.30
EFT28214	20/10/2023	BOC Limited	R040D Dissolved Acetylene D size	-99.50
EFT28215	20/10/2023	Bunnings Group Limited	Nanson Showgrounds - Construction grout for light tower bases and light globes for ablation blocks; Nabawa Townsite Electronic Display Sign - Materials for fixing down battery box (22-23 budget LRCIP Rnd 3), Heatshrink wrap for cable joins; 1x 9kg gas bottle for Coronation Beach Campgrounds; 3x data cables, hand wash	-649.23
EFT28216	20/10/2023	COHESIS PTY LTD	Licence Agreement for Request HQ (Complaints Register) - Onboarding & Setup Fee and Annual Nominal Licence	-4950.00
EFT28217	20/10/2023	Chapman Valley Mended Inc	Open and close Nabawa tip gates	-400.00
EFT28218	20/10/2023	Cleanaway Co Pty Ltd (Commercial)	Commercial Waste Clearances	-7824.82
EFT28219	20/10/2023	Cleanaway Co Pty Ltd (Domestic)	Domestic Waste Clearances	-15394.58
EFT28220	20/10/2023	Complete Office Supplies	Staff Amenities - Works Depot	-108.79
EFT28221	20/10/2023	Crown Perth	WALGA Convention 17-19 Sept 2023 - Accommodation, Meals, ALL Beverages, Room Service and Parking - President Kirrilee Warr, Cr Peter Humphrey, CEO Jamie Criddle	-3411.50
EFT28222	20/10/2023	E & MJ Roshier Pty Ltd	P1158 - Parts	-4876.60
EFT28223	20/10/2023	Finishing WA	Binding of Council Minutes	-242.00
EFT28224	20/10/2023	Five Star Business Solutions & Innovation	Monthly printing charges	-1177.42
EFT28225	20/10/2023	GCo Australia Pty Ltd	Quarterly Test and Tagging for Workshop	-1316.15
EFT28226	20/10/2023	Geraldton Mower & Repair Specialists	P1924 - Parts	-359.40
EFT28227	20/10/2023	Geraldton Toyota	P71 - Parts	-466.04
EFT28228	20/10/2023	Glenfield Fresh IGA	Staff amenities and janitorial supplies	-28.70
EFT28229	20/10/2023	Goodyear & Dunlop Tyres (Aust) Pty Ltd	P7725 - Tyres	-1983.36
EFT28230	20/10/2023	Great Northern Rural Services	Nabawa Oval, Tennis Area & Surrounds Gardens - BAIF Sure Green Turfgold Slow Rel 20kg; BAIF Energy Turf 20kg; Sunc Pallet Loscam; Sports Ground - Wetter	-6930.00
EFT28231	20/10/2023	Greenfield Technical Service	C16; C10; M01 - RRG Funding proposal as per GTSPPROP-00502	-7920.00
EFT28232	20/10/2023	Hosexpress	P918 - Parts	-1073.97
EFT28233	20/10/2023	Independant Parts Pty Ltd	P7716; P7723 - Parts; Wheel Jack; Axle Nut Socket 3.34 (95.25mm) 6 Pt incl. freight; P999 - GME3500 radios with matching antennas	-3924.26
EFT28234	20/10/2023	Integrated ICT	Managed Service Agreement and Management Monitoring Tool; Starlink Data Plan - Monthly Connection	-1716.66
EFT28235	20/10/2023	It Vision	File Resizing - SynergySoft Database	-138.60
EFT28236	20/10/2023	Ivey Contracting	M151; M163; M165 - Drainage and scour works	-10450.00
EFT28237	20/10/2023	JA Diesel Pty Ltd	P86; P75 - Parts & Repairs	-4776.31
EFT28238	20/10/2023	Kennards Hire Pty Limited	Installation & Hire of Fencing at Nabawa Tip	-720.00
EFT28239	20/10/2023	Kruize Asphalt & Contracting	C01 - Seal Upgrade	-2970.00
EFT28240	20/10/2023	Logic IT Solutions Pty Ltd	Network Management for CCTV Cameras	-627.00
EFT28241	20/10/2023	ML Communications	C01 - Hire of UAS for road survey; Yuna Golf Club - Repair CCTV; Repair and maintain mast at Coronation Beach	-6207.25
EFT28242	20/10/2023	MOD Designs	Provision of Gardening Services at White Peak; Standing order for cleaning various Shire buildings	-2525.00
EFT28243	20/10/2023	Mach 1 Auto One	P56 - Coolant	-50.85
EFT28244	20/10/2023	McIntosh Holdings Pty Ltd t/as Purcher International (W.A.)	P72; P85 - Parts	-1302.74
EFT28245	20/10/2023	Midwest Mini Excavator Hire	Dig Burial Plots	-1039.50
EFT28246	20/10/2023	Midwest Sports Federation Inc.	Midwest Trail Planning Study - grant funded project co-contribution	-5500.00
EFT28247	20/10/2023	NAPA - Cows Parts Pty Ltd	P66 - Parts	-35.65
EFT28248	20/10/2023	Option Refrigeration & Air Conditioning	Replace faulty AC in Building Office	-1918.40
EFT28249	20/10/2023	Patience Sandland Pty Ltd.	M151 - Supply 18 m³ of gravel	-849.20
EFT28250	20/10/2023	Pest A Kill WA	Treat Bees	-231.00
EFT28251	20/10/2023	Peter Groom Settlements	Rates refund	-841.51
EFT28252	20/10/2023	Refuel Australia	Purchase of fuel for Shire Operations	-37834.34
EFT28253	20/10/2023	Services Australia	Payroll deductions	-150.25
EFT28254	20/10/2023	Sun City Plumbing	Service gas HWS at Brick Ablution Block, exchange regulator & test up, Replace faulty HWS with new similar gas HWS 3x site visits	-2577.08
EFT28255	20/10/2023	Team Global Express Pty Ltd	Freight for Water Samples and Council Minutes for binding	-72.76
EFT28256	20/10/2023	Thurkle's Earthmoving & Maintenance Pty Ltd	Various Roads - Push 10,000m³ of gravel at Forrester pit as per Tender 1- 2022 - Panel Tender; C16 - Push Gravel in Greens Pit	-66805.75
EFT28257	20/10/2023	Total Toilets	RC131 - Refurbish portable toilet	-98.73
EFT28258	20/10/2023	Western Mulga Pty Ltd	Bridle Trail Sand Leveling & Removal - Parkfalls	-9680.00
EFT28259	20/10/2023	Westrac Pty Ltd	P66 - Parts	-155.07
EFT28260	25/10/2023	Australian Taxation Office	BAS SEP'23	-32207.00
EFT28261	27/10/2023	Synergy	Electricity charges	-5199.74
EFT28262	27/10/2023	Telstra Limited	Telephone charges	-1394.23
EFT28263	27/10/2023	Water Corporation	Water supply charges	-1199.72
EFT28264	27/10/2023	LEONORA FARMS	Rates refund	-18250.81
EFT28265	27/10/2023	Rachael Ritchie	BOND VENUE HIRE REFUND	-700.00
EFT28266	27/10/2023	Australia Post	Postage expenses	-92.07
EFT28267	27/10/2023	Baba Marda Road Services	Provide traffic management for work on David Road	-1936.00
EFT28268	27/10/2023	Complete Office Supplies	Standing Order for Office supplies and amenities	-406.38
EFT28269	27/10/2023	Department Of Fire And Emergency Services	2023/24 ESL in accordance with the Fire & Emergency Services Act 1998 Part 6A - ESL - Section 36L & 36M - ESL Income Local Government	-882.00
EFT28270	27/10/2023	Department of Training and Workforce Development t/as Muresk Institute	Accommodation for Trainee Ranger while on Rangers Livestock Workshop training course	-149.00
EFT28271	27/10/2023	Fleet Network	Employee Novated Lease Arrangements Pre & Post Tax	-1995.22
EFT28272	27/10/2023	GCM Agencies Pty Ltd	P75 - Parts and Freight	-2482.15
EFT28273	27/10/2023	Glenfield Fresh IGA	Staff amenities and janitorial supplies	-94.80
EFT28274	27/10/2023	Helene Pty Ltd t/as LO-GO Appointments	Payroll Officer Maternity Leave Coverage	-866.71
EFT28275	27/10/2023	Integrated ICT	Managed Service Agreement & Shared Services Agreement (Storage); Microsoft 365 Licensing (NCE Annual Commitment) paid monthly	-4213.84
EFT28276	27/10/2023	Jungles Newsagency	Annual Newspaper	-17.10
EFT28277	27/10/2023	Kalbarri Scenic Flights Pty Ltd	Fire Break Inspection Fly Over	-1800.00
EFT28278	27/10/2023	Kruize Asphalt & Contracting	RC131 - Labor Hire	-5016.00
EFT28279	27/10/2023	LGIS Insurance Broking	Regional Risk Co-ordinator Fee 2022-2023 2nd Instalment	-4262.50

List of Accounts Paid - October 2023				
Chq/EFT	Date	Name	Description	Amount
EFT28280	27/10/2023	Landgate	Annual subscription for Slip Services; Interim Valuations; Gross Rental Valuations	-2681.30
EFT28281	27/10/2023	Local Community Insurance Services	Renewal of Business Pack and Public & Products Liability Insurance Nanson Museum - Chapman Valley Historical Society	-1827.88
EFT28282	27/10/2023	ML Communications	P70 and Nabawa Brigade - Supply and Install TELSTRA CEL-FI GO MOBILE B3/5/28 +T5-4MSMA & CDQ8195-B to Fire Control Vehicles; Installation of WAERN Radio for Andrew Vlahov's Personal Vehicle	-5021.13
EFT28283	27/10/2023	MOD Designs	Standing order for cleaning various Shire buildings	-610.00
EFT28284	27/10/2023	MODESCO Pty Ltd t/as Design Catering	Supply meeting refreshments	-282.70
EFT28285	27/10/2023	Node1Internet	Wireless Internet Services AT Nabawa Office & Library, Coronation Beach and Yuna Multipurpose Community Centre	-476.95
EFT28286	27/10/2023	Patience Sandland Pty Ltd.	Supply & deliver Terra Force masonry blocks & caps to Yuna CWA Playgroup	-1290.30
EFT28287	27/10/2023	Peter John Humphrey	Reimbursement of Fuel Expenses for Attendance at Event (Local Government Week) POLICY CP-006	-257.50
EFT28288	27/10/2023	Polstar Holdings Pty Ltd t/as Localworks Geraldton	3x cartridges for Building printer	-90.43
EFT28289	27/10/2023	QHSE INTEGRATED SOLUTIONS PTY LTD t/as Skytrust Intelligence System	Skytrust Intelligence System Tier 2 - Core Monthly Subscription and Online Induction & Training	-493.90
EFT28290	27/10/2023	Searange Holdings Pty Ltd	October 2023 Fuel Bowser Lease - Refer lease agreement LE01- Principle + Interest	-833.35
EFT28291	27/10/2023	Services Australia	Payroll deductions	-150.25
EFT28292	27/10/2023	Talis Consultants Pty Ltd	Provision of Consultancy Services - Asset Valuation	-13200.00
EFT28293	27/10/2023	Urbis	Nabawa Recreation Centre Improvement Works Business Case	-7480.00
EFT28294	27/10/2023	Westrac Pty Ltd	TDTO 50 208L plus extender	-1274.23
EFT28295	03/10/2023	Westpac Geraldton	Credit Card Transactions - 21/08/23 - 20/09/23: Meeting with Shire of Irwin - IT Services; Return Flights to Perth for Trainee Ranger; Taxi Fares during Local Government Week	-875.75
DD18164.1	10/10/2023	Aware Super Pty Ltd	Superannuation contributions & Payroll deductions	-8677.07
DD18164.2	10/10/2023	Rest Superannuation	Superannuation contributions & Payroll deductions	-1067.88
DD18164.3	10/10/2023	Mercer Super Trust	Superannuation contributions & Payroll deductions	-429.32
DD18164.4	10/10/2023	Wealth Personal Superannuation and Pension Fund	Superannuation contributions & Payroll deductions	-596.27
DD18164.5	10/10/2023	Cameron Fishing Superannuation Fund	Superannuation contributions	-40.59
DD18164.6	10/10/2023	OnePath Custodians Pty Limited	Superannuation contributions	-251.83
DD18164.7	10/10/2023	Hostplus Superannuation	Superannuation contributions	-86.87
DD18164.8	10/10/2023	Prime Super	Superannuation contributions	-301.14
DD18164.9	10/10/2023	ANZ Smart Choice Super	Superannuation contributions	-323.75
DD18178.1	24/10/2023	Aware Super Pty Ltd	Superannuation contributions & Payroll deductions	-8587.08
DD18178.2	24/10/2023	Rest Superannuation	Superannuation contributions & Payroll deductions	-1064.19
DD18178.3	24/10/2023	Mercer Super Trust	Superannuation contributions & Payroll deductions	-409.37
DD18178.4	24/10/2023	Wealth Personal Superannuation and Pension Fund	Superannuation contributions & Payroll deductions	-596.27
DD18178.5	24/10/2023	Cameron Fishing Superannuation Fund	Superannuation contributions	-84.94
DD18178.6	24/10/2023	OnePath Custodians Pty Limited	Superannuation contributions	-265.04
DD18178.7	24/10/2023	Hostplus Superannuation	Superannuation contributions	-48.65
DD18178.8	24/10/2023	Prime Super	Superannuation contributions	-301.14
DD18178.9	24/10/2023	ANZ Smart Choice Super	Superannuation contributions	-323.75
TOTAL				-\$ 367,850.17

List of Purchasing Card Transactions - October 2023					
Card Type	Cardholder	Date	Name	Description	Amount
Westpac Credit Card	Jamie Criddle	01/09/2023	Skeetas	Refreshments for Meeting with Shire of Irwin - IT Services	\$ 25.20
	Jamie Criddle	08/09/2023	Qantas	Return Flights to Perth for Trainee Ranger - Dog & Cat Management and Control Course	\$ 809.52
	Jamie Criddle	19/09/2023	Swan Taxis Perth	Taxi Fares during Local Government Week	\$ 20.03
	Jamie Criddle	19/09/2023	Swan Taxis Perth	Taxi Fares during Local Government Week	\$ 21.00
				TOTAL	\$ 875.75
Bunnings Trade Card	Anthony Abbott	5/10/2023	Bunnings	Storage boxes & mat for Office works	\$ 195.26
	Anthony Abbott	5/10/2023	Bunnings	1x 9kg gas bottle exchange for Coronation Beach Campgrounds	\$ 30.87
	Anthony Abbott	5/10/2023	Bunnings	Materials for shelving Office works (Bldg Env)	\$ 48.54
	Anthony Abbott	9/10/2023	Bunnings	Materials for office works (Bldg Env)	\$ 9.66
	Anthony Abbott	10/10/2023	Bunnings	1x 9kg gas bottle exchange for Coronation Beach Campgrounds	\$ 30.87
	Anthony Abbott	10/10/2023	Bunnings	Materials to repair water leak at riding club area	\$ 183.08
	Anthony Abbott	12/10/2023	Bunnings	Intgergrain oil & equip for timber structure maintenance at Coronation Beach	\$ 1,229.76
	Anthony Abbott	12/10/2023	Bunnings	2x scrub brush for deck timber prep. (at Coronation Beach)	\$ 26.00
	Anthony Abbott	17/10/2023	Bunnings	Cut 4x keys for Bill Hemsley Park Community Centre	\$ 12.92
	Anthony Abbott	18/10/2023	Bunnings	6x globes for Chambers	\$ 45.72
	Anthony Abbott	24/10/2023	Bunnings	Disaster Recovery Centre Nabawa - Materials for Rangehood install	\$ 97.52
	Anthony Abbott	24/10/2023	Bunnings	Disaster Recovery Centre Nabawa - Materials for rangehood install	\$ 271.94
	Anthony Abbott	25/10/2023	Bunnings	1x 9kg gas bottle exchange for Coronation Beach Campgrounds	\$ 30.87
	Anthony Abbott	26/10/2023	Bunnings	Disaster Recovery Centre Nabawa - Materials for servery glazing install	\$ 244.53
	Anthony Abbott	27/10/2023	Bunnings	Disaster Recovery Centre Nabawa - Packers for window frame install	\$ 44.32
	Anthony Abbott	30/10/2023	Bunnings	1x 9kg exchange gas bottle, 4x bug spray for Bill Hemsley Park Community Centre	\$ 43.51
					TOTAL
IGA Account Card	Beau Raymond	02/10/2023	Glenfield IGA	Staff amenities and janitorial supplies (incl. milk, cheese, crackers, rubbish bags)	\$ 94.80
	Beau Raymond	10/10/2023	Glenfield IGA	Meetings and refreshments (incl. milk, coffee, confectionery, crackers)	\$ 67.00
	Anthony Abbott	11/10/2023	Glenfield IGA	Meeting & Refreshments (incl. 3x cartons cool drinks; Staff amenities and janitorial supplies incl. 6x WC cleaning gel)	\$ 63.40
	Beau Raymond	13/10/2023	Glenfield IGA	Staff amenities and janitorial supplies incl. milk, cheese, dip, crackers, surface cleaner	\$ 100.41
	Anthony Abbott	19/10/2023	Glenfield IGA	Staff amenities and janitorial supplies (incl. Water; WC Roll)	\$ 44.00
	Beau Raymond	21/10/2023	Glenfield IGA	Staff amenities and janitorial supplies (incl. milk, multipurpose spray)	\$ 32.35
	Beau Raymond	30/10/2023	Glenfield IGA	Staff amenities and janitorial supplies (incl milk)	\$ 16.60
				TOTAL	\$ 418.56

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


SYNERGY


Balance as per Cash at Bank Account GL 160000	1,176,600.46
Balance as per Cash at Bank Account GL 170000	3,175,462.66
Balance as per Interfund Transfer A/c GL 161100	-
<i>Plus</i> Income on Bank Stmt not in ledgers	-
<i>Less</i> Expenditure on Bank Stmt not in ledgers	-
	\$4,352,063.12

BANK

Muni Bank Account (Account No 000040)	1,177,206.46
Investment Account (Account No 305784)	<u>3,175,462.66</u>
	<u>4,352,669.12</u>
<i>Less</i> Outstanding Payments	-
<i>Plus</i> Outstanding Deposits	68.00
<i>Plus</i> Tfer from Trust to Muni <u>or</u> [Tfer to Trust from Muni]	(674.00)
	\$4,352,063.12

Difference Check 0.00

Completed by:  | 06/11/2023
 Beau Raymond - Senior Finance Officer | Date

Reviewed by:  | 6/11/23
 Jamie Criddle - Chief Executive Officer | Date

BANK RECONCILIATION - Muni Accounts

As at 31st of October 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 31st of October 2023

Outstanding Deposits

(Deposits not yet credited to Westpac A/c)

<u>DATE</u>	<u>DETAILS</u>	<u>REF#</u>	<u>AMOUNT</u>
31/10/2023	Bank Deposit	PO42122073	\$ 68.00

Total Outstanding Deposits \$ 68.00



Outstanding Payments

(Withdrawals not yet debited to Westpac A/c)

<u>DATE</u>	<u>DETAILS</u>	<u>PAYT No#</u>	<u>AMOUNT</u>
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Total Outstanding Payments \$ -



Bank Transfers ex Trust / [to Trust] Account

<u>DATE</u>	<u>DETAILS</u>	<u>REF#</u>	<u>AMOUNT</u>
06/11/2023	Internal Transfer	2023053	\$ (674.00)

Total Outstanding Transfers Required \$ (674.00)



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 310.00 00018023 20000001
RECORD	Payment Due Date 02 October 2023
	Closing Balance CR 2324 187 \$875.75

This amount will be swept from a nominated account.

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

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

Company Name	Number of Cards	Cash Advance Annual % Rate			
Shire Of Chapman Valley	2	15.65%			
Contact Name	Facility Number	Facility Credit Limit			
The Shire Clerk	00018023 20000001	10,000			
Statement From	Statement To	Payment Due Date	Opening Balance	Closing Balance	Available Credit
21 Aug 2023	20 Sep 2023	02 Oct 2023	411.82	875.75	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 1 300 650 107 during business hours.

Complaints

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

Online: www.afca.org.au

Email: info@afca.org.au

Phone 1800 931 678

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

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	Payments AUTOMATIC PAYMENT	381.97-	
	Sub Total:	381.97-	
01 SEP	Purchases 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
	Sub Total:	875.75	

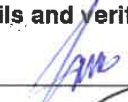


Summary of Changes in Your Account Since Last Statement

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 <u>5/10/23</u>
Transactions examined and approved. 	
Manager/Supervisor Signature _____ 	Date <u>11/10/23</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.

Complaints

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Online: www.afca.org.au

Email: info@afca.org.au

Phone 1800 931 678

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

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	Payments AUTOMATIC PAYMENT	29.85-	
	Sub Total:	29.85-	

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

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Email: info@afca.org.au

Phone 1800 931 678

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

10.3 Chief Executive Officer

10.3.1 Council Meeting Dates

Department	Finance, Governance & Corporate Services Administration & Governance
Author	Jamie Criddle
Reference(s)	401.09
Attachment(s)	Nil

Voting Requirements

Simply Majority

Staff Recommendation

That 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:

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

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 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 resolved in previous years to hold all OCM's 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:

DATE	MEETING LOCATION
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

Comment

Council has discussed the meeting dates & times recently and decided to let it lay on the table until the new Council was elected. There was a suggestion to combine the Western Region meeting with the Annual General Meeting in February, should the Audit report be available by the 21st December 2023, allowing 56 days to hold the AGM on the same day as the February OCM.

This would allow for all other meetings to be held in Nabawa (except February) at a time to be determined by the meeting with the exception of January when no Ordinary Council Meeting is held. Holding meetings outside of the Nabawa Council Chambers are logistically hard, but manageable on odd occasions, especially when we are required to move to audio recordings.

There was also a suggestion to hold the meetings on a Friday (third Friday of the month), aimed at suiting the affected sitting Councillors.

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

Below are recommended meeting locations and dates for the 2024 Ordinary Council Meeting (OCM) with a NEW start time for these OCM's to be determined by Council:

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

In addition to the above meetings, Council will need to arrange a meeting date & time for the next Tourism & Events Advisory Group (TEAG) to assess the Australia Day function and Awards. The preferred date is between 20th November and 7th December 2023 which is after the close of nominations.

Statutory Environment

The report complies with the requirements of the:

Local Government Act 1995

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

A Policy or Procedure is affected:
Elected Member Governance Policy & Procedures

Financial Implications

No Financial Implications Identified.

Strategic Implications

Strategic Community Plan/Corporate Business Plan Implications

GOVERNANCE & ACCOUNTABILITY

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

5.2.4 Effectively Engage and communicate with the community.

Consultation

Nil

Risk Assessment

No Risks have been Identified.

10.3.2

Council Committees for Appointment

Department	Finance, Governance & Corporate Services Administration & Governance
Author	Jamie Criddle
Reference(s)	402.00
Attachment(s)	1. Council Committees Advisory Group 2023 [10.3.2.1 - 5 pages]

Voting Requirements

Absolute Majority

Staff Recommendation

That Council endorse the following representation on Committees, Working, Advisory, Steering Groups, and External Organisations as follows:

Building & Disability Services Committee

4x Councillors

Cr

Cr

Cr

Cr

Observers:

CEO

Building Surveyor

Finance Audit & Risk Management Committee

4x Councillors

Cr

Cr

Cr

Cr

Grant Middleton - External, Independent Member

Observers

CEO

Manager Finance & Corporate Services

Road Infrastructure Committee

All Councillors

Observers

CEO

Manager Works & Services

Deputy CEO

Works Leading Hand

Bush Fire Brigades Group Management Advisory Committee

President (Presiding Member) & 2x Councillors

Cr Warr (President)

Cr

Cr

CBFCO

DCBFCO

All Brigade FCO's

CEO

Senior Ranger

Observers

1x DFES Rep

Proxy Councillor Rep

Cr (Proxy)

Batavia Local Emergency Management Committee

2x Councillors

Cr

Cr

CEO

Community Growth Fund Advisory Group

President (Presiding Member) & 3 x Councillors

Cr Warr (President)

Cr

Cr

C

CEO

Manager Finance & Corporate Services

Tourism & Events Advisory Group

3x Councillors

Cr

Cr

Cr

CEO

Deputy CEO

Up to 2x Community Representatives for Australia Day Awards

Coronation Beach Masterplan Steering Group

1x Councillor

Cr (Chairperson)

Deputy CEO

Department of Sport & Recreation

Neighbouring Landowners

Community / User Group Representatives

Future Industries & Renewable Energy Advisory Group

Shire President

Deputy Shire President

Cr

Cr

CEO

Deputy CEO

Chapman Valley Regional Trails Master Group

Cr

Cr

Deputy CEO

Community / User Group Representatives x2

Neighbouring Council Representatives (if required)

Nabawa Recreation Centre User Group

Cr

Cr

CEO

Community / User Group Representatives (up to 4)

Northern Country Zone (WALGA)

2x Councillors

Cr

Cr

CEO (To act as proxy in absence of Elected Members not attending)

Sub-Regional Road Group Committee

2x Councillors

Cr

Cr

CEO

Manager Works & Services

Midwest Development Assessment Panel (DAP)

2x Councillors (Members)

Cr

Cr

2x Councillors (Proxies)

Cr

Cr

Chapman Valley Northampton Local Recovery Coordination Group

1x Councillor

Cr

CEO

1x Councillor (Proxy)

Cr (Proxy)

Midwest Drought Resilient Working Group

1x Councillor

Cr

CEO

1x Councillor (Proxy)

Cr (Proxy)

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 establishment and legislative conditions of local government Committees (Grey section) is detailed in section 5.9 (2) (a) of the Local Government Act 1995 and is required to be resolved by Absolute Majority. Council currently has three (3) such committees:

- Building & Disability Services Committee
- Finance Audit & Risk Management Committee
- Road Infrastructure Committee

There must be a minimum of three (3) members on each of the above committees.

Council also selects representation of the various internal working, advisory, steering groups (Blue section), and external organisations (Green section), which are not subject to the legislative requirements of the Act and only require a simple majority. There are also a number of existing steering groups that may be discontinued due to duplication or completion. (Red section)

Comment

The President called for nominations from Councillors for various Committees, Working, Advisory & Steering Groups, and External Organisations as per the attachment **Council Committee & Advisory Group 2023** with last elections members listed.

Statutory Environment

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

Establishment of committees

5.8. A local government may establish* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees. * Absolute majority required.

Types of committees

- 5.9. (1) In this section — “other person” means a person who is not a council member or an employee.
- (2) A committee is to comprise —
- (a) council members only;
 - (b) council members and employees;
 - (c) council members, employees and other persons;
 - (d) council members and other persons;
 - (e) employees and other persons; or (f) other persons only.

Policy/Procedure Implications

No Policy or Management Procedure affected.

Financial Implications

No Financial Implications Identified.

Strategic Implications

Strategic Community Plan/Corporate Business Plan Implications

COMMUNITY HEALTH & LIFESTYLE

1.3 Strengthen our role in regional partnerships and advocacy for continuity of local services/facilities.

1.3.1 Maintain close relationships with neighbouring shires and regional bodies.

GOVERNANCE & ACCOUNTABILITY

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

5.2.4 Effectively Engage and communicate with the community.

Consultation

Nil

Risk Assessment

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

Council (Min Ref _____) endorsed & reviewed the following representatives on the internal Committees established in accordance with the *Local Government Act, 1995, Section 5.9(2)(a)*:

Council Committees - Council Members Only – Local Government Act 1995 – Section 5.9(2)(a) (ABSOLUTE MAJORITY REQUIRED FOR COMMITTEE APPOINTMENTS) (Must be 3 or More Representatives)		
	Purpose/Delegations	Representatives
Building & Disability Services Committee	Purpose: Will meet at least annually to inspect all Shire Buildings/Properties and then subsequently to: ~ Review preliminary costings for proposed works for consideration in draft Council Budget. ~ Review the Capital & Building Works Program. ~ Disability Access & Inclusion Plan; and ~ Any other building/property items referred to the Committee by Council. Delegation – Nil	<u>4 x Councillors</u> <ul style="list-style-type: none"> • Cr Elliott-Lockhart • Cr Humphrey • Cr Batten • Cr Forth <u>Observers:</u> <ul style="list-style-type: none"> ~ CEO ~ Building Surveyor
Finance Audit & Risk Management Committee	Purpose: To provide a review of Council’s ongoing financial situation, provide a forum for ongoing review of strategic management plan for Council operations and discuss the Audit System. Delegation – Nil	<u>4 x Councillors</u> <ul style="list-style-type: none"> • Cr Warr • Cr Forth • Cr Davidson • Cr Batten <ul style="list-style-type: none"> • Grant Middleton CPA (External, Independent Member) <u>Observers:</u> <ul style="list-style-type: none"> ~ CEO ~ Manager Finance & Corporate Services
Road Infrastructure Committee	Purpose: Undertake an annual review the following: ~ Road Works Program. ~ Road Hierarchy. ~ Heavy Haulage Vehicle Permit Roads; and ~ Any other works infrastructure item referred to the Committee by Council. ~ Review the plant replacement program Delegation – Nil	<ul style="list-style-type: none"> • All Councillors <u>Observers:</u> <ul style="list-style-type: none"> ~ CEO ~ Manager Works & Services ~ Deputy CEO ~ Works Leading Hand

Council (Min Ref _____) endorsed & reviewed the following representatives on internal Working/Advisory/Steering Groups and external organisations:

Representation on Internal Groups - Working, Advisory, Steering, etc. (SIMPLE MAJORITY REQUIRED) (Numbers not legislated)		
Bush Fire Brigades Group Management Advisory Committee	Purpose: Meet at least annually to: ~ Elect Office Bearers. ~ Review previous year fire season. ~ Review the Shire’s Fire Notice. ~ Liaise with external organisations (e.g. DFES, DBCA); ~ Review the DFES Capital & Operational Grants. ~ Any other bush fire related items referred to the Committee by Council. Delegation – Nil	<u>President (Presiding Member) and 2 x Councillor</u> <ul style="list-style-type: none"> • Cr Warr (President) • Cr Royce • Cr Humphrey ~ CBFCO ~ DCBFCO ~ All Brigade FCOs ~ Chief Executive Officer ~ Senior Ranger <u>Observers</u> 1 x DFES Rep. <u>Proxy Councillor Rep</u> Cr Elliott-Lockhart (Proxy)
Batavia Local Emergency Management Committee (BLEMC)	Purpose: Meet as required in accordance with legislation and Council endorsed Local Emergency Management Arrangements (LEMA) to: ~ Review the LEMA & Recovery Plan. ~ Implement Emergency Exercises as required. ~ Any other emergency management related items referred to the Committee by Council. Delegation – Nil	<u>2 x Councillor</u> <ul style="list-style-type: none"> • Cr Davidson • Cr Humphrey ~ Chief Executive Officer;
Community Growth Fund Advisory Group	Purpose: Evaluate application received for funding under the Shire of Chapman Valley Community Growth Fund program in accordance with guideline, policies and procedures set by Council and make recommendations to Council to allocate funds Delegation – Nil	<u>President (Presiding Member) & 3 x Councillors (Members)</u> <ul style="list-style-type: none"> • Cr Warr (President) • Cr Davidson • Cr Low • Cr Royce ~ Chief Executive Officer ~ Manager Finance & Corp Svc ~ Community Development Officer

<p>Tourism & Events Advisory Group</p>	<p>Purpose: Will meet on an 'as needs' basis only to:</p> <ul style="list-style-type: none"> ~ Evaluate annual Australia Day Award Nominations and submitting these to Council in readiness for presenting the awards at the Shire's annual Australia Day Function. ~ Assist with coordinating the annual Australia Day function(s); ~ Discuss all other item(s) in the areas of tourism and events. ~ Liaise with external organisations <p>Delegation – Nil</p> <p>Possible Addition of Chapman Valley Agricultural Society to Tourism & Events Committee</p>	<p><u>3 x Councillors</u></p> <ul style="list-style-type: none"> • Cr Batten • Cr Elliott-Lockhart • Cr Forth <ul style="list-style-type: none"> ~ CEO ~ Deputy CEO ~ Comm. Development Officer ~ Up to 2 x Community Representatives for Australia Day award nominations (recommend past winner as one rep.)
<p>Coronation Beach Masterplan Steering Group</p>	<p>Purpose: To review the Coronation Beach Masterplan.</p> <p>Delegation – Nil</p>	<p><u>1x Councillor</u></p> <ul style="list-style-type: none"> • Cr Forth (Chairperson) <ul style="list-style-type: none"> ~ DCEO ~ Department of Sport & Recreations ~ Neighbouring Landowners ~ Community / User Group Representatives
<p>Future Industries & Renewable Energy Advisory Group</p>	<p>Purpose: Proactively subcommittee of council designed to specifically work with stakeholders of future industries and assist with advising council about benefits, opportunities, challenges, and threats existing to the Chapman Valley Community.</p> <p>Delegation – Nil</p>	<ul style="list-style-type: none"> • Shire President • Deputy President • Cr _____ • Cr _____ • Chief Executive Officer • Deputy Chief Executive Officer
<p>Chapman Valley Regional Trails Master Group</p>	<p>Purpose: As determined by lead agency/organisation.</p> <p>Delegation – Nil</p>	<ul style="list-style-type: none"> • Cr _____ • Cr _____ • Deputy Chief Executive Officer • Community / User Group Representatives x 2 • Neighbouring Council Representatives (if required)
<p>Nabawa Recreation Centre User Group</p>	<p>Purpose To work with the external consultants (Teakle & Laylor) & others to progress the Nabawa Community & Recreational Precinct Plan and Concept design drawings for the Recreation Centre rebuild.</p> <p>Delegation – Nil</p>	<ul style="list-style-type: none"> • Cr _____ • Cr _____ • Chief Executive Officer • Community / User Group Representatives x 4
<p>Representatives on External Organisations</p>		

(SIMPLE MAJORITY REQUIRED) (Numbers pre-determined)		
Northern Country Zone (WALGA)	Purpose: As determined by lead agency/organisation. Delegation – Nil	<u>2 x Councillors</u> <ul style="list-style-type: none"> • Cr Warr • Cr Forth ~ Chief Executive Officer (To act as Proxy in absence of Elected Members not attending)
Sub-Regional Road Group Committee	Purpose: As determined by lead agency/organisation. Delegation – Nil	<u>2 x Councillors</u> <ul style="list-style-type: none"> • Cr Royce • Cr Warr ~ Chief Executive Officer ~ Manager Works & Services
Chapman Valley Agricultural Society	Possible Move to Tourism & Events Committee Purpose: As determined by lead agency/organisation. Delegation – Nil	<u>1 x Councillor</u> <ul style="list-style-type: none"> • Cr Forth <u>1 x Proxy</u> ~ Cr Davidson
Mid West Development Assessment Panel (DAP)	Purpose: As determined by lead agency/organisation. Delegation – Nil Note: Mandatory training must be undertaken prior to serving on panel.	<u>2 x Councillors (Members)</u> <ul style="list-style-type: none"> • Cr Humphrey • Cr Davidson <u>2 x Councillors (Proxies)</u> ~ Cr Batten ~ Cr Warr
Moresby Range Conservation Park Visitor Plan Steering Group	Possible Remove as not required Purpose: As determined by lead agency/organisation. Delegation – Nil	<u>1 x Councillors</u> <ul style="list-style-type: none"> • Cr Batten ~ Chief Executive Officer ~ Deputy Chief Executive Officer <u>1 x Proxy Councillor</u> ~ Cr Low

<p>Chapman Valley Northampton Local Recovery Coordination Group</p>	<p>Purpose:</p> <ol style="list-style-type: none"> 1. Inform the stakeholder engagement process for the development of the Regional Drought Resilience Plan: Midwest Region; 2. Review and advise on content of the Regional Drought Resilience Plan: Midwest Region, including the regional Drought Vulnerability Assessment, with a view to informing drought resilience investment in the region; 3. Provide a technical review and assessment of community drought resilience priorities and project ideas arising from the stakeholder engagement process; and 4. Advise on new and emerging information relevant to the Regional Drought Resilience Plan: Midwest Region. <p>Delegation – Nil</p>	<p><u>1 x Councillors</u></p> <ul style="list-style-type: none"> • Cr Warr <p>~ Chief Executive Officer</p> <p><u>1 x Proxy Councillor</u></p> <p>~ Cr Royce (Proxy)</p>
<p>Midwest Drought Resilient Working Group</p>	<p>Purpose: To enable the Midwest Drought Resilient Working Group to position the Mid West region to take advantage of emerging opportunities to continue to build sustainable agri-businesses, landscapes and communities, and for regional organisations, local government, community and industry to work in Partnership.</p> <p>Delegation – Nil</p>	<p><u>1 x Councillors</u></p> <ul style="list-style-type: none"> • Cr Batten • <p>~ Chief Executive Officer</p> <p>1 x Proxy Councillor</p> <ul style="list-style-type: none"> • Cr Royce (Proxy)

Discontinued Internal Groups – Working, Advisory, Steering, etc. (SIMPLE MAJORITY REQUIRED) (Numbers not legislated)		
<p>Strategic Community Plan Working Group</p>	<p>Purpose:</p> <p>To work with the external consultant (LG People) to undertake the full review of the Shire's Strategic Community Plan and present a Draft Plan to Council for consideration and adoption</p>	<ul style="list-style-type: none"> • Shire President • Councillor Elliott Lockhart • Councillor Humphrey • Chief Executive Officer • Deputy Chief Executive Officer • Manager Finance & Corporate Services • Consultant Marg Hemsley, LG People (non-voting)
<p>Moresby Range Conservation Park Visitor Plan Steering Group</p>	<p>Purpose: As determined by lead agency/organisation.</p> <p>Delegation – Nil</p>	<p><u>1 x Councillors</u></p> <ul style="list-style-type: none"> • Cr Batten <p>~ Chief Executive Officer</p> <p>~ Deputy Chief Executive Officer</p> <p><u>1 x Proxy Councillor</u></p> <p>~ Cr Low</p>

11 Elected Members Motions

<p style="text-align: center;">Local Government Act 1995 SHIRE OF CHAPMAN VALLEY Standing Orders Local Law 2016</p> <p>Part 5 - Business of a meeting</p> <p>5.3 Motions of which previous notice has been given</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;">Local Government Act 1995 SHIRE OF CHAPMAN VALLEY Standing Orders Local Law 2016</p> <p>Part 5 - Business of a meeting</p> <p>5.4 New business of an urgent nature</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

Delegate	Details
Cr Kirrilee Warr (President)	Minister Michael via Zoom introduction meeting
	Special Council Meeting
	Apologies – Meeting Development WA
	Regional Roads Group Meeting
	Western Power Local Government Forum
Cr Nicole Batten (Deputy President)	Special Council Meeting
	Rotary Club of Geraldton Cyclone Recovery Funding Discussions
Cr Philip Blakeway	Special Council Meeting
Cr Elizabeth Elliott-Lockhart	Special Council Meeting
Cr Catherine Low	Special Council Meeting
Cr Emma Rodney	Special Council Meeting

Cr Trevor Royce	Special Council Meeting

14 Announcements by Presiding Member Without Discussion

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

<p style="text-align: center;">Local Government Act 1995 Administration Part 5 Council meetings, committees and their meetings and electors' meetings Division 2 s. 5.23</p> <p>The council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —</p> <p>(a) a matter affecting an employee or employees; and</p> <p>(b) the personal affairs of any person; and</p> <p>(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and</p> <p>(d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and</p> <p>(e) a matter that if disclosed, would reveal —</p> <p>(i) a trade secret; or</p> <p>(ii) information that has a commercial value to a person; or</p> <p>(iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government; and</p> <p>(f) a matter that if disclosed, could be reasonably expected to —</p> <p>(i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or</p> <p>(ii) endanger the security of the local government's property; or</p> <p>(iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety; and</p> <p>(g) information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1971; and</p> <p>(h) such other matters as may be prescribed.</p> <p>(3) A decision to close a meeting or part of a meeting and the reason for.</p>

The Council has no confidential items for consideration.

16 Closure