



*“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 15
February 2024**

Meeting Time 9:00 am

**To be held at Bill Hemsley Community
Centre, Redcliffe Concourse, White
Peak WA 6532, Meeting Room.**

**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

Dianne Raymond, Manager Finance & Corporate Services

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

14 December 2023 Ordinary Council Meeting

Peter Humphrey, 12 Wittenoom Circle, White Peak

Question 1 – Can the Shire remove the padlocks on the bridle path entrance chains?

The padlocks are to remain in place at the bridle path entrances and are able to be unlocked by Shire, Shire contractor and emergency personnel. Wider general vehicle entry to bridle paths has been restricted to assist in pedestrian and horse rider safety and reduce potential for nuisance that unrestricted vehicle movement along the bridle paths may cause for adjoining landowners.

In the event that a landowner adjoining a bridle path wished to gain access to the bridle path to be able to undertake volunteer mowing works within the bridle path they could install a gate at their own expense in their fence, after first obtaining consent from the Shire and undertaking the necessary volunteer induction process.

Question 2 – Can the Shire tighten up firebreak compliance such as reducing time allowed to rectify non-compliance?

The Shire annually undertakes actions relating to its fire notice where non-compliance is identified. Enforcement actions are required to follow statutory processes and can involve timeframes that are established by the court system rather than the local government.

Question 3 – What is the Shire doing regarding sea containers?

The Shire has adopted a Sea Containers Local Planning Policy and continues to work with landowners in its observance.

Question 4 – What is the Shire doing regarding AirBnB's?

The State Government has advised that legislation introducing state-wide reforms to the short-term rental accommodation sector is anticipated to be implemented in 2024. The new legislation is proposed to introduce a registration requirement for short term rental accommodation properties. The reforms are expected to introduce exemption from the need for hosted accommodation to make application to local government, and potentially also introduce exemptions for unhosted accommodation where short-term accommodation is limited to less than 90 nights within a 12 month period.

All local governments and short-term rental accommodation operators will be governed by the new legislation following its implementation.

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 14 December 2023 be confirmed as true and accurate.

ORDINARY COUNCIL MEETING

Minutes

Meeting Date Thursday 14 December 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



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- 4.5 Advocate for improved water security within the Shire



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UNCONFIRMED

Ordinary Council Meeting 14 December 2023 - Minutes

1 Declaration of Opening & Announcements of Visitors

The President welcomed elected members, staff and visitors to the council meeting and declared the meeting open at 8:38 am.

The President respectfully acknowledged those affected by the recent bushfire event.

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 Kirilee 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
Dianne Raymond, Manager Finance & Corporate Services
Beau Raymond, Minute Taker

Visitors

Peter Humphrey
Maurice Battilana

3.2 Apologies

Nil

Ordinary Council Meeting 14 December 2023 - Minutes

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

Name Peter Humphrey of 12 Wittenoom Circle, White Peak

Question 1

Can the Shire remove the padlocks on the bridle path entrance chains?

Response

Taken on Notice by Council as per Standing Orders Local Law 2016 Part 6, Section 6.7 Subsection 2(a)

Question 2

Can the Shire tighten up firebreak compliance such as reducing time allowed to rectify non-compliance?

Response

Taken on Notice by Council as per Standing Orders Local Law 2016 Part 6, Section 6.7 Subsection 2(a)

Question 3

What is the Shire doing regarding sea containers?

Response

Taken on Notice by Council as per Standing Orders Local Law 2016 Part 6, Section 6.7 Subsection 2(a)

Question 4

What is the Shire doing regarding AirBnB's?

Response

Taken on Notice by Council as per Standing Orders Local Law 2016 Part 6, Section 6.7 Subsection 2(a)

5 Applications for Leave of Absence

Council Resolution

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

Ordinary Council Meeting 14 December 2023 - Minutes

That Cr Philip Blakeway be approved for a leave of absence for the Ordinary Meeting of Council May 2024.

For Cr Emma Rodney, Cr Katie Low, Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart, Cr Nicole Batten, Cr Trevor Royce and Cr Kirrilee Warr

Against Nil

7 / 0

CARRIED UNANIMOUSLY
Minute Reference OCM 2023/12-1

6 Disclosure of Interest

Meeting Details:	Person	Type of Interest	Agenda Item
Ordinary Council Meeting 14 December 2023	Cr Trevor Royce	Financial	12.1 Blaze Aid - Affected Landholder

7 Presentations

7.1 Petitions

The council has not received any petitions.

7.2 Presentations

The Shire President thanked Maurice Battilana for the presentation of 10.3.1 - Consolidated Services.

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 Nicole Batten **Seconded:** Cr Philip Blakeway

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

For Cr Emma Rodney, Cr Katie Low, Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart, Cr Nicole Batten, Cr Trevor Royce and Cr Kirrilee Warr

Against Nil

7 / 0

CARRIED UNANIMOUSLY

Ordinary Council Meeting 14 December 2023 - Minutes

Minute Reference OCM 2023/12-2

9 Items to be dealt with En Bloc

Council Resolution

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

Council resolves to move the following items En Bloc:
10.1.1 & 10.3.2

For Cr Emma Rodney, Cr Katie Low, Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart, Cr Nicole Batten, Cr Trevor Royce and Cr Kirrilee Warr

Against Nil

7 / 0

CARRIED UNANIMOUSLY

Minute Reference OCM 2023/12-3

Ordinary Council Meeting 14 December 2023 - Minutes

10 Officer Reports

10.1 Deputy Chief Executive Officer

10.1.1	Proposed Water Sports Clinic
Department	Development Service Planning
Author	Simon Lancaster
Reference(s)	A1956
Attachment(s)	1. Wing Foil application [10.1.1.1 - 27 pages]

Voting Requirements

Simply Majority

Staff Recommendation

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

Conditions:

- 1 The approval is valid from 21 December 2023 until 15 January 2024.
- 2 Any additions to or change of use of any part of the development (not the subject of this consent/approval) considered by the Shire Chief Executive Officer to represent significant variation from the approved development requires further application and planning approval for that use/addition.
- 3 The van parking associated with the water sports clinic shall be in sited in the southern requested location as illustrated in Figure 10.1.1.8 (and not the northern requested location) to the approval of the local government.
- 4 The equipment setup and launching area shall be as illustrated in Figure 10.1.1.8 to the approval of the local government.
- 5 Maintenance of public access about the water sports clinic being to the approval of the local government.
- 6 The applicant shall ensure that equipment and rubbish associated with the operation of the water sports clinic is managed to the approval of the local government and not provide a hazard.

Ordinary Council Meeting 14 December 2023 - Minutes

- 7 The applicant must possess public liability insurance cover of not less than \$20 million and the insurance policy shall list the Shire of Chapman Valley as an interested party.
- 8 The applicant must possess and implement a Risk Management Plan to the approval of the local government.
- 9 This approval is issued only to the applicant and is not transferable to any other party.

Notes:

- (a) In regard to conditions 3, 4 and 5 the local government reserves the right to direct the applicant to relocate or remove the van and/or water sports clinic activities in the event that safety concerns arise from these activities.
- (b) The applicant is advised that the operation of this development will be monitored by the local government and should complaints arise and not be adequately managed to the satisfaction of the local government, then the local government will give regard to this in its consideration of any future applications that may be lodged by the applicant.
- (c) The applicant is advised that this planning approval does not negate the requirement for any additional approvals which may be required under separate legislation and it is the applicant's responsibility to obtain any additional approvals required before the development commences.
- (d) This approval issued to the applicant is not to be construed as the granting of an exclusive commercial use and the local government reserves the right to issue approval to other parties who may seek to conduct commercial activities.
- (e) If an applicant is aggrieved by this determination there is a right (pursuant to the *Planning and Development Act 2005*) to have the decision reviewed by the State Administrative Tribunal. Such application must be lodged within 28 days from the date of determination.

Council En Bloc Resolution - Minute Reference OCM 2023/12-3

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

Conditions:

- 1 The approval is valid from 21 December 2023 until 15 January 2024.
- 2 Any additions to or change of use of any part of the development (not the subject of this consent/approval) considered by the Shire Chief Executive Officer to represent significant variation from the approved development requires further application and planning approval for that use/addition.

Ordinary Council Meeting 14 December 2023 - Minutes

- 3 The van parking associated with the water sports clinic shall be sited in the southern requested location as illustrated in Figure 10.1.1.8 (and not the northern requested location) to the approval of the local government.
- 4 The equipment setup and launching area shall be as illustrated in Figure 10.1.1.8 to the approval of the local government.
- 5 Maintenance of public access about the water sports clinic being to the approval of the local government.
- 6 The applicant shall ensure that equipment and rubbish associated with the operation of the water sports clinic is managed to the approval of the local government and not provide a hazard.
- 7 The applicant must possess public liability insurance cover of not less than \$20 million and the insurance policy shall list the Shire of Chapman Valley as an interested party.
- 8 The applicant must possess and implement a Risk Management Plan to the approval of the local government.
- 9 This approval is issued only to the applicant and is not transferable to any other party.

Notes:

- (a) In regard to conditions 3, 4 and 5 the local government reserves the right to direct the applicant to relocate or remove the van and/or water sports clinic activities in the event that safety concerns arise from these activities.
- (b) The applicant is advised that the operation of this development will be monitored by the local government and should complaints arise and not be adequately managed to the satisfaction of the local government, then the local government will give regard to this in its consideration of any future applications that may be lodged by the applicant.
- (c) The applicant is advised that this planning approval does not negate the requirement for any additional approvals which may be required under separate legislation and it is the applicant's responsibility to obtain any additional approvals required before the development commences.
- (d) This approval issued to the applicant is not to be construed as the granting of an exclusive commercial use and the local government reserves the right to issue approval to other parties who may seek to conduct commercial activities.
- (e) 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.

Ordinary Council Meeting 14 December 2023 - Minutes

Disclosure of Interest

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

Background

Council is in receipt of an application to hold a water sports clinic at Coronation beach over a period of 25 days from 21 December 2023 until 15 January 2024 providing wingfoil lessons. This report recommends approval subject to amendment.

Comment

Council previously approved the applicant to conduct wingfoil lessons at Coronation Beach for 10 and 20 day periods at its 15 December 2021 and 17 November 2022 meetings and a copy of the relevant minutes can be viewed at the below links:

<https://www.chapmanvalley.wa.gov.au/documents/756/confirmed-ordinary-meeting-of-council-december-2021>

[confirmed-ordinary-meeting-of-council-november-2022 \(chapmanvalley.wa.gov.au\)](https://www.chapmanvalley.wa.gov.au/documents/756/confirmed-ordinary-meeting-of-council-november-2022)

The applicant is seeking approval to conduct wingfoil lessons between 10:00am and 6:00pm over 25 days from Thursday 21 December 2023 to Monday 15 January 2024 at Coronation Beach. Lessons would generally be 1 on 1 or at most small groups of 4-8 (maximum) people and would be approximately 1-2 hours in length. The operation would require 1 van to be parked in the car park and the placement of water sports equipment on the beach. People not already staying at the campground taking lessons would also require car parking bays.

A copy of the received application, which includes copies of their accreditation, insurance certificate and Risk Management Policy has been provided as **separate Attachment 10.1.1.1**.

Figure 10.1.1.1 – examples of wingfoil activity



When the applicant originally applied in 2021 they sought approval to operate from a location towards the centre of Coronation Beach as illustrated in **Figure 10.1.1.2**.

Figure 10.1.1.2 – 2021 wingfoil clinic application location at Coronation Beach (windsurfing club can be seen at bottom of picture and kitesurfing school location at top)



In 2022 the applicant sought approval to operate from a location approximately 50m further north as illustrated in **Figure 10.1.1.3**. In support of their request the applicant advised at the time as follows:

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

Figure 10.1.1.3 – Proposed 2022 wingfoil clinic application location at Coronation Beach (windsurfing club can be seen at bottom of picture and kitesurfing school location at top)



It was noted at the time that the proposed 2022 launching location would move the wingfoil operations further away from the windsurfing activities at the Windsurfing Club facility where the water is shallower and contains reef which interferes with the foils, however, would still be sufficiently shallow to suit people learning. It was also noted that moving the wingfoil operations further north would move them closer to the kitesurfing activities at the Kitewest water sports school to the north, with a new separation distance of approximately 50m.

The 2022 proposal for the parking of the wingfoil operator's van 25m south of the other water sports facility was considered to provide insufficient separation distance between vehicles parking to visit either business, and also give regard for vehicles parking more generally in this part of the day use area that are not associated with either business.

It was also noted that whilst generally people launching boats tend to do so earlier in the day than people undertaking water sports there is still a concern that the parking of the van in the 2022 proposed location would have created an unsafe situation with people carrying water sports gear across the main throughfare used by vehicles with trailers to launch dinghies from the beach.

Resultantly Council did not support the proposed 2022 location as illustrated in **Figure 10.1.1.3** at its 17 November 2022 meeting. Instead, Council approved the application to hold wingfoil lessons, but subject to the van being parked in a location 50m further south than requested by the applicant. The wingfoil launching would then be undertaken between the location where the van is parked and the gazebo south of the main boat launching access point as illustrated in **Figure 10.1.1.4**.

Figure 10.1.1.4 – Council 17/11/22 approved van parking location and wingfoil launching area



The recently submitted 2023 application now seeks to park the van at 1 of the 2 locations as shown in **Figure 10.1.1.5** with the preference being for the northern most location advising that *“I would like to be closer to wingfoil launching area this year as it’s difficult for people to walking with the gear. I draw two potential spots”*.

Figure 10.1.1.5 – 2023 proposed wingfoil clinic location at Coronation Beach (windsurfing club can be seen at bottom of picture and kitesurfing school location at top)



Figure 10.1.1.6 – Previous 2021 and 2022 wingfoil clinic van location looking west**Figure 10.1.1.7 – Applicant's preferred 2023 wingfoil clinic van location (to left of beach access point)**

Shire staff favour the southern van location (i.e. as per 2021 and 2002 approvals) as it would not then be sited immediately alongside the main beach vehicle access point and would avoid safety issues where people may be unloading and loading gear into the van in proximity to the vehicles accessing the beach. It is noted that the southern location is also alongside a vehicle access point but it is one that is used to a lesser degree.

It is also recommended that the area for setting up equipment on the beach and launching be moved slightly southward from the applicant's requested location to avoid interference with the main vehicle access point and reduce the potential for people learning to wingfoil drifting into the area where people are learning to kitesurf.

However, Council may consider the applicant's requested northern van parking location and launching area could be supported on the basis that people launching boats tend to do so earlier in the day than people undertaking water sports and there would be a reduced level of interaction.

Figure 10.1.1.8 – Shire staff recommended 2023 proposed wingfoil clinic location

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

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

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

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

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

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

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

- (a) any demolition, erection, construction, alteration of or addition to any building or structure on the land;*
- (b) the carrying out on the land of any excavation or other works;*
- (c) in the case of a place to which a Conservation Order made under section 59 of the Heritage of Western Australia Act 1990 applies, any act or thing that —*

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- (i) *is likely to change the character of that place or the external appearance of any building; or*
- (ii) *would constitute an irreversible alteration of the fabric of any building.”*

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

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

- “(a) *the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;...*
- ...(g) *any local planning policy for the Scheme area;...*
- ...(j) *in the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve;...*
- ...(m) *the compatibility of the development with its setting including –*
 - (i) *the compatibility of the development with the desired future character of its setting; and*
 - (ii) *the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;*
- (n) *the amenity of the locality including the following —*
 - (i) *environmental impacts of the development;*
 - (ii) *the character of the locality;*
 - (iii) *social impacts of the development*
- (o) *the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource;...*
- ...(q) *the suitability of the land taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bushfire, soil erosion, land degradation or any other risk...*
- ...(s) *the adequacy of –*
 - (i) *the proposed means of access to and egress from the site; and*
 - (ii) *arrangements for the loading, unloading, manoeuvring and parking of vehicles;*
- (t) *the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;...*
- ...(v) *the potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses;*
- (w) *the history of the site where the development is to be located;*
- (x) *the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;...*
- ...(zb) *any other planning consideration the local government considers appropriate.”*

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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.

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

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

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

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

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

Both the 'Event Application' Local Planning Policy and the accompanying application form can be viewed at the following links to the Shire website:

[SoCV_LPP_7_2_Event_Application.pdf \(chapmanvalley.wa.gov.au\)](https://chapmanvalley.wa.gov.au/SoCV_LPP_7_2_Event_Application.pdf)
[Event_Application_Package \(chapmanvalley.wa.gov.au\)](https://chapmanvalley.wa.gov.au/Event_Application_Package)

Financial Implications

No Financial Implications Identified.

Council previously listed in its fees and charges a one-off commercial fee of \$200 at Coronation Beach. This was contained in the 2022/2023 budget, however, the 2023/2024 budget is silent on the matter. It is noted that this application differs from more typical Shire

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venue hire that would ordinarily provide a level of exclusive access and associated access to services (with Coronation Beach having no water or power). On this basis the \$147 fee charged for development applications (with a cost of less than \$50,000) would instead be the most relevant fee in this instance.

Long Term Financial Plan

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

Strategic Implications

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

“Land Use & Facilities

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Stephen J at [687] noted that:

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

Strategic Community Plan/Corporate Business Plan Implications

COMMUNITY HEALTH & LIFESTYLE

1.5 To maximise health and lifestyle outcomes through environment and public health strategies.

1.5.1 To adopt an integrated approach to the provision of services to address the wider health and wellbeing of the community.

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ECONOMY & POPULATION

2.1 Build population and business activity with targeted strategies.

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

ECONOMY & POPULATION

2.2 Provide support for business development and local employment.

2.2.1 Research mixed land use opportunities.

ECONOMY & POPULATION

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

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

Consultation

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

Risk Assessment

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

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10.2 Manager of Finance & Corporate Services

10.2.1	Establishment of "Cash in Lieu of Public Open Space" Reserve Account
Department	Finance, Governance & Corporate Services Finance
Author	Beau Raymond
Reference(s)	Nil
Attachment(s)	Nil

Voting Requirements

Simply Majority

Staff Recommendation

That Council approves the formation of the below reserve account:

Reserve Name	Reserve Purpose
Cash in Lieu of Public Open Space	To be used to set aside funds received from developers in lieu of land. The funds are to be used to purchase land open spaces including parks, recreation grounds and general spaces.

In addition, council endorse the transfer of cash in lieu of public open space funds totalling \$186,565.66 from the trust bank account into the above reserve bank account.

Council Resolution**Moved:** Cr Nicole Batten **Seconded:** Cr Emma Rodney

That Council approves the formation of the below reserve account:

Reserve Name	Reserve Purpose
Cash in Lieu of Public Open Space	To be used to set aside funds received from developers in lieu of land. The funds are to be used to purchase land open spaces including parks, recreation grounds and general spaces.

In addition, council endorse the transfer of cash in lieu of public open space funds totalling \$186,565.66 from the trust bank account into the above reserve bank account.

For Cr Emma Rodney, Cr Katie Low, Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart, Cr Nicole Batten, Cr Trevor Royce and Cr Kirrilee Warr

Against Nil**7 / 0**

CARRIED UNANIMOUSLY
Minute Reference OCM 2023/12-4**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

Prior to the 12th of September 2020, the Planning and Development Act 2005 required any cash received under section 154, being funds paid in lieu of open space, be held within the local government authorities trust account.

Post 12th of September 2020 Section 154 of the Planning and Development Act 2005 is as follows:

154. Money paid in lieu of open space, application of

- (1) All money received by a local government under section 153 is to be paid into a separate reserve account established and maintained under the *Local Government Act 1995* section 6.11 for the purposes set out in subsection (2)(a) to (d).
- (2) The money is to be applied —
 - (a) for the purchase of land by the local government for parks, recreation grounds or open spaces generally, in the locality in which the land included in the plan of subdivision referred to in section 153 is situated; or
 - (b) in repaying any loans raised by the local government for the purchase of any such land; or
 - (c) with the approval of the Minister, for the improvement or development as parks, recreation grounds or open spaces generally of any land in that locality vested in or administered by the local government for any of those purposes; or
 - (d) with the approval of the Commission, in reimbursing an owner (the **first owner**) of land included in a joint subdivision agreement for land that has been set aside and vested for parks, recreation grounds or open space where —
 - (i) the first owner set aside a greater proportion of land than another owner (the **second owner**); and
 - (ii) as a consequence, the local government and the Commission approved of the second owner paying to the local government a sum in lieu of land being set aside for that purpose and that sum, or the relevant proportion of that sum, being reimbursed to the first owner for the excess proportion of land set aside by the first owner.
- (3) If interest is earned from the investment of moneys held under subsection (1), that money is to be applied for a purpose set out in subsection (2).

[Section 154 amended: No. 26 of 2020 s. 86.]

The Department of Local Government has issued the following guidance on how to approach the issue of dealing with recipients of cash in lieu of open space both past and future:

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Accounting for Cash in Lieu of Open Space

Amendments to section 154 of the Planning and Development Act 2005 (PDA) changed the accounting treatment for cash in lieu of open space contributions received on or after 12 September 2020.

3 June 2021

The following guidance outlines the legislative requirements for different time periods, along with recommended practices to provide a consistency of treatment.

Contributions should be accounted for in the following manner:

1. **Post 12 September 2020**
 - a. Any cash in lieu funds received under section 154 of the PDA should be placed in a reserve account for each sub-division within the municipal account in accordance with section 6.11 of the Local Government Act 1995 (the Act).
 - b. Section 154(3) of the PDA requires interest earned on any invested funds to be applied to the respective reserve account.
2. **From 10 April 2006 until 11 September 2020**
 - c. Any cash in lieu funds received under section 154 of the PDA should be held in the local government's trust account.
 - d. Section 6.9(3) of the Act requires any interest earned on invested trust monies to be applied against the funds held.
 - e. If cash in lieu funds are held in the trust account for a sub-division, and if future cash contribution instalment(s) are received on or after 12 September 2020 for the same sub-division, those funds should be held in a reserve account (refer 1a above).
3. **Prior to 10 April 2006**
 - f. Any cash in lieu funds received prior to 10 April 2006 would have been received under section 20C of the Town Planning and Development Act 1928 (TPD).
 - g. Any remaining unexpended funds received under the TPD should be held in the municipal account as restricted cash.
 - h. Where TPD contributions were moved to the trust account and where a balance currently remains in the trust account, the balance should be moved back to the municipal account.
 - i. It is recommended any unexpended funds be placed in a separate reserve account for each sub-division, but to do that, local governments will need to create a reserve account for each sub-division under section 6.11 of the Act.
 - j. There is no legislative provision on interest earned on invested funds, but it is recommended any interest earned on invested funds be applied to the restricted funds or reserve accounts.
 - k.

The material contained in this guidance is based on departmental views and interpretation of relevant legislation. It does not purport nor is it intended to constitute legal advice. The department expressly disclaims any liability to any person in respect of anything done or not done as a result of the contents of this publication.

Comment

Consideration has been made for a variety of factors regarding the financial administration of managing multiple reserve and trust funds based on the timing of receipts from developers. In addition there are inequities regarding interest earnings as the trust account is not interest bearing, leaving funds in reserve accounts to benefit from additional earnings.

Ultimately it is believed to be in the best interest of the Shire to consolidate all current and future cash in lieu of open space received to a newly formed reserve account.

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Statutory Environment

The report complies with the requirements of the:
Local Government Act 1995
Local Government (Financial Management) Regulations 1996
Planning and Development Act 2005

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.

Strategic Implications

Strategic Community Plan/Corporate Business Plan Implications

GOVERNANCE & ACCOUNTABILITY

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

5.2.1 Asset Management.

5.2.2 Long Term Financial Management.

Consultation

Nil

Risk Assessment

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

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10.3 Chief Executive Officer

10.3.1	Consolidated Services Project - Financial, Procurement and Rates/Properties Module
Department	Finance, Governance & Corporate Services Chief Executive Officer
Author	Jamie Criddle
Reference(s)	405.00
Attachment(s)	1. Consolidated Service [10.3.1.1 - 2 pages] 2. Consolidated Service Delivery (Presidents) [10.3.1.2 - 10 pages]

Council agree to lay item on the table until further information is provided during the presentation from Maurice Battilana.

Voting Requirements

Simply Majority

Staff Recommendation

That Council:

- (1) Advise the Shire of Irwin that it wishes to be apart of the current Consolidated Services Request for Quote (RFQ) based on: • Finance (including Long Term, Asset Management and Workforce Plans);
 - Procurement;
 - Human Resources; and
 - Rates & Properties
 with the ability to opt out at any stage of the process.
- (2) Offer to contribute to the Shire of Irwin's Consolidated Services Project to show Council's commitment by offering somewhere between \$5,000 - \$10,000 (cross out not applicable) from account 0722 (accounting software).

Council Resolution**Moved:** Cr Trevor Royce **Seconded:** Cr Philip Blakeway

That Council

1. Advise the Shire of Irwin that it wishes to be a part of the current Consolidated Services Request for Quote (RFQ) based on:
 - Finance (including Long Term, Asset Management and Workforce Plans);
 - Procurement
 - Human Resources; and
 - Rates & Properties, with the ability to opt out at any stage of the process
2. Offer to contribute to the Shire of Irwin's Consolidated Services Project to show Council's commitment by offering \$10,000 from account 0722 (accounting software).

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For Cr Emma Rodney, Cr Katie Low, Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart, Cr Nicole Batten, Cr Trevor Royce and Cr Kirrilee Warr
Against Nil

7 / 0

CARRIED UNANIMOUSLY
Minute Reference OCM 2023/12-9

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

The Shire of Irwin has been working on a project for almost two years to look at possible alternatives service delivery models to improve on the historical methods which are not efficient or practical, specifically for small local government authorities (i.e. Band 3 & 4 LGAs). The concept being progressed has been described as a **Consolidated Services** model of service delivery.

Council was provided with a presentation a year or more ago on the **Consolidated Services** model by Mr. Maurice Battilana who has been project managing this proposal on behalf of the Shire of Irwin.

Documents have been attached to this report providing a basic outline of the proposed **Consolidated Services** concept. Mr. Maurice Battilana has been invited to attend the December 2023 Council Meeting to explain the concept in more detail and what progress has been made since the presentation to Council.

The Shire of Irwin has discussed the **Consolidated Services** concept with the Local Government Ministers (State), WALGA and the Department of Local Government with all giving in-principle support at this stage. A Steering Committee has been established to oversee and provide high-level support for the project. The Steering Committee includes members from WALGA, DLGSC and an independent, experienced LG practitioner/consultant.

Comment

The Shire of Irwin co-opted the services of Ernst & Young Australia to undertake a pre-feasibility analysis of the **Consolidated Services** concept. The report provided by Ernst & Young (which is currently confidential and cannot be provided with this report) identified one of the priorities is to determine what software is available to best establish and support the **Consolidated Services**.

To ensure the market is tested in a suitable and clear way it was also identified there would be a need to undertake *Process Mapping* of the existing local government processes and procedures. The *Process Mapping* would allow software providers to quote as accurately as possible on what would be required to support a **Consolidated Service**.

The Shire of Irwin acquired the Process Mapping software, and the provider of the software has spent four weeks with Working Groups comprised predominantly of Shire of Irwin staff with contributions from the Shire of Chapman Valley and Shire of Three Springs staff. The Working Groups have mapped the following priority service areas upon which the Request for Quote (RFQ) will be based.

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- Finance (including Long Term, Asset Management and Workforce Plans)
- Procurement
- Human Resources; and
- Rates & Properties

It was considered appropriate (and recommended) the transition to the establishment of a **Consolidated Service** would be best done in stages and over several years, rather than all at once.

Due to the commercial confidentiality and protection of intellectual property associated the *Process Mapping* undertaken to date, this information cannot be included with the Agenda Report. However, Mr. Battilana will present this work to Council at the meeting to explain what has been established and how this will be used as part of the RFQ specifications.

Though the *Process Mapping* undertaken has prioritised the abovementioned four service areas, the Shire of Irwin has also completed mapping on several other areas e.g.

- Customer Services
- Planning Department
- Building Services
- Health Services
- Rangers Services (Law Enforcement)
- Infrastructure Services (partial only)
- Compliance Audit Returns
- Compliance Calendar & Compliance Reports

If the **Consolidated Services** proposal does proceed the concept is to again use the Process Mapping undertaken on other local government services, functions, and compliance requirements as the basis upon which software can be established to support these areas.

It is understood the many and varied LGAs will have equally as many and varied internal processes on how they undertake and complete the same services, functions and compliance requirements. The view and clear understanding of those involved in the **Consolidated Services** proposal, is the need to standardise these processes at a high level so each LGA follows these standards. This does not remove an individual LGA from establishing lower-level processes which are unique to their organization; however, there will be a need to ensure the high-level standards are not deviated from. The high-level standards will obviously be subject to change as the **Consolidated Services** evolve, yet once high-level standards are set, they will not be able to be altered without full consensus of the **Consolidated Services** member LGAs.

The other major advantage of the standards established by a **Consolidated Services** is the in-built ability to amend these standard when the invariable legislative changes are handed down to LGAs by the other two tiers of government (i.e., the **Consolidated Service** will amend processes to conform with changes, rather than each individual LGA having to do this in isolation).

ReadyTech have recently acquire IT Vision who currently operate the SynergySoft financial system which will be phased out within the next 5 years to either their new software version "Altus" or an alternative. The full suite of Altus software products will cost in the vicinity of \$400,000 to implement as will alternative software providers to Local Government. It is anticipated that the **Consolidated Services** model will be nowhere near this cost and custom build for Local Government.

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Up until now, the Shire of Irwin have borne the cost of the entire project to date, with the exception of officer time in the process mapping development stage and with Irwin now ready to test the market in terms of building the program from the process mapping and I would like Council to be a part of this process and show its commitment to the project by offering to contribute to the process to date. An offer of somewhere between \$5,000 - \$10,000 will show Council's commitment to the project and act as an offer of good faith moving forward.

This by no means "locks Council in or out" of the project as this is purely an assessment stage with no obligations.

Statutory Environment

This report has no statutory environment requirements.

Policy/Procedure Implications

No Policy or Management Procedure affected.

Financial Implications

Budgetary Implications

The budget will be affected in the following ways:

The Ernst & Young Australia Report was quite clear on the need to determine cost estimates (as accurate as possible) for LGAs to be able to seriously consider being part of a **Consolidated Service**.

The Request for Quote (RFQ) about to be undertaken is the first step in established cost estimates for the software requirement of a **Consolidated Service**. There will obviously be other costs (staffing, ongoing IT management, etc.) however, the software component was considered the highest cost priority as many LGAs are currently being faced with the need to upgrade from the Synergy Soft software. This upgrade is imminent, and it is more than appropriate to tie in any software upgrades & improvements to a platform which will complement the possible establishment of a **Consolidated Service**.

Strategic Implications

Strategic Community Plan/Corporate Business Plan Implications

PHYSICAL & DIGITAL INFRASTRUCTURE

4.3 Aspire to develop robust communication and digital infrastructure in the Shire.

4.3.1 Ongoing engagement with infrastructure and service providers.

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

Maurice Battilana, Project Manager, Shire of Irwin
Shane Ivers, CEO, Shire of Irwin
Beau Raymond, SFO

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Risk Assessment

A Moderate Compliance Risk of Level 3 - Which will likely result in short term non-compliance but with significant regulatory requirements imposed.

A Minor Reputational Risk of Level 2 - Which will likely result in substantiated, low impact, low news item.

UNCONFIRMED

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10.3.2 Tourism & Events Advisory Group	
Department	Development Service Community Development Finance, Governance & Corporate Services Administration & Governance
Author	Jamie Criddle
Reference(s)	403.04
Attachment(s)	Nil

CONFIDENTIAL ATTACHMENT

Reason for confidentiality - Local Government Act 1995, Section 5.23(e) - A matter that if disclosed, would reveal (i) a trade secret; or (ii) information that has a commercial value to a person; or (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government.

Voting Requirements

Simply Majority

Staff Recommendation

That Council endorse the recommendations of the 4 December 2023 Tourism & Events Advisory Group meeting as contained in separate **CONFIDENTIAL Attachment 15.1.1**

Council En Bloc Resolution - Minute Reference OCM 2023/12-3

That Council endorse the recommendations of the 4 December 2023 Tourism & Events Advisory Group meeting as contained in separate **CONFIDENTIAL Attachment 15.1.1**

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 Tourism & Events Advisory Group (TEAG) met on 4 December 2023 and the minutes from this meeting have been provided as **separate CONFIDENTIAL Attachment 15.1.1**.

Due to the need to keep the Australia Day Award nominations and recommended recipients confidential until they are announced at the Australia Day Award recipients.

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Comment

Due to the need for confidentiality this report, and the Staff Recommendation will not mention the recommended Australia Day Award recipients.

Statutory Environment

This report has no statutory environment requirements.

Policy/Procedure Implications

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

Shire of Chapman Valley Australia Day Awards and Function

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

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

The Council Appointed Working Group shall:

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

Financial Implications

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

Long Term Financial Plan (LTFP):

Nil Impact

Strategic Implications

Strategic Community Plan/Corporate Business Plan Implications

COMMUNITY HEALTH & LIFESTYLE

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

1.1.2 Determine a whole of Shire community integration approach.

1.1.3 Identify all volunteers and determine their support needs.

Consultation

The TEAG met with Shire staff to determine a recommendation to Council for award recipient(s) and event details.

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Risk Assessment

An Insignificant Health Risk of Level 1 - Which could result in negligible injuries.

UNCONFIRMED

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11 Elected Members Motions

Nil

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

Cr Warr requested the introduction of new business

Council Resolution

Moved: Cr Nicole Batten **Seconded:** Cr Katie Low

That Council endorses the introduction of new business of an urgent nature being allocation of funds to establish recovery assistance for bushfire affected landholders.

For Cr Emma Rodney, Cr Katie Low, Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart, Cr Nicole Batten, Cr Trevor Royce and Cr Kirrilee Warr

Against Nil

7 / 0

CARRIED UNANIMOUSLY
Minute Reference OCM 2023/12-5

9:00 am - Cr Trevor Royce declared a financial interest and left the meeting.

Council Resolution

Moved: Cr Kirrilee Warr **Seconded:** Cr Katie Low

The Council endorses delegation of authority to the Chief Executive Officer (CEO) for the allocation, if deemed necessary, of up to \$5,000 towards the expenses associated with establishing a BlazeAid camp to facilitate the recovery efforts in the aftermath of a bushfire event. It is acknowledged that alternative revenue streams may render this contribution unnecessary. Recovery organisation selection to be determined at the CEO discretion in the event BlazeAid is not available in this instance.

For Cr Emma Rodney, Cr Katie Low, Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart, Cr Nicole Batten and Cr Kirrilee Warr

Against Nil

6 / 0

CARRIED UNANIMOUSLY
Minute Reference OCM 2023/12-6

9:11 am - Cr Trevor Royce returned to the meeting.

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13 Delegates Reports

That council receive the following Delegates Reports.

Delegate	Details
Cr Kirrilee Warr (President)	Wildflower Council Teams Meeting
	WALGA State Council Induction Perth
	Staff & Elected Members End of Year Function
	State Industry Council Sundowner
	WALGA State Council Meeting
	Introductions Meeting Circle Leadership
	Yuna Primary School Concert - Apology
	Nabawa Rec Centre Sub Committee Meeting
	Chapman Valley Primary School Concert Evening
Cr Nicole Batten (Deputy President)	WA Biosecurity Council visit
	Federal Drought Funds consultation
	Connecting Renewables to our Grid webinar
Cr Philip Blakeway	BLEMC Meeting
Cr Elizabeth Elliott-Lockhart	Tourism & Events Working Group Meeting
	Meeting with CEO, FabCV & CVAS
Cr Catherine Low	Tourism & Events Working Group Meeting
Cr Emma Rodney	No Reports Submitted
Cr Trevor Royce	BLEMC Meeting

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Council Resolution

Moved: Cr Nicole Batten **Seconded:** Cr Katie Low

Council adjourn the meeting at 9:16am

For Cr Emma Rodney, Cr Katie Low, Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart, Cr Nicole Batten, Cr Trevor Royce and Cr Kirrilee Warr

Against Nil

7 / 0
CARRIED UNANIMOUSLY
Minute Reference OCM 2023/12-7

9:16am - Peter Humphrey left the meeting.

Council Resolution

Moved: Cr Nicole Batten **Seconded:** Cr Philip Blakeway

Council declare the meeting resumed at 11:05am

For Cr Emma Rodney, Cr Katie Low, Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart, Cr Nicole Batten, Cr Trevor Royce and Cr Kirrilee Warr

Against Nil

7 / 0
CARRIED UNANIMOUSLY
Minute Reference OCM 2023/12-8

11:05am - Maurice Battilana entered the meeting for presentation.

11:58am - Maurice Battilana left the meeting.

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 President thanked Elected Members and Staff for their attendance and closed the Ordinary Council Meeting 14 December 2023 at 12:06 pm.

9 Items to be dealt with En Bloc

10 Officer Reports

10.1 Deputy Chief Executive Officer

10.1.1	Proposed Outbuilding, 27 Richards Road, Buller
Department	Development Service Planning
Author	Simon Lancaster
Reference(s)	A1869
Attachment(s)	<ol style="list-style-type: none"> Richards Road Outbuilding application [10.1.1.1 - 7 pages] Richards Road Outbuilding received submissions [10.1.1.2 - 3 pages] Richards Road Outbuilding applicant 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 Development shall be in accordance with the plans provided as Attachment 10.1.1.1 and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government.
- 2 The development must not be used for commercial or industrial purposes.
- 3 The walls and roof of the development are to be of materials, finish and colours that are complementary to the existing residence upon the property to the satisfaction of the local government.
- 4 The installation and maintenance of landscaping upon the property for the purpose of reducing the visual impact of the development to the satisfaction of the local government.
- 5 All stormwater must be contained and disposed of on-site to the satisfaction of the local government.
- 6 Any soils disturbed or deposited on site shall be stabilised to the satisfaction of the local government.
- 7 If the development/land use, the subject of this approval, is not substantially commenced within a period of two years after the date of determination, the approval shall lapse and be of no further effect.

Notes:

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

Disclosure of Interest

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

Background

Council received an initial application for an outbuilding upon 27 (Lot 115) Richards Road, Buller that was refused at the 19 October 2023 meeting. A revised outbuilding application was subsequently submitted that has been re-advertised for comment and 2 supporting submissions were received and 1 objection. This report recommends approval of the outbuilding.

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-eastern corner to the 47.5m contour in the south-western corner.

Figure 10.1.1.1 – Location Plan for 27 (Lot 115) Richards Road, Buller



Figure 10.1.1.2 – Aerial Photo of 27 (Lot 115) Richards Road, Buller



The original application (as originally lodged and subsequently advertised) was for a 228.36m² outbuilding with a proposed wall height of 3.5m and a proposed total height of 6.28m which exceeded the maximum 180m² floor area requirement, and 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 original outbuilding application was also 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.

The original application was advertised for comment in September 2023, during which time 5 submissions were received, with 3 submissions in support of the application, and 2 in objection, with both of these objections relating to the proposed height of the outbuilding. No objections were received relating to the floor area, boundary setback or materials/colours aspects of the proposed outbuilding.

Following advertising of the original application, the applicant was provided with redacted copies of the submissions and the opportunity to respond to the issues raised. In response the applicant advised 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 5.5m instead of the previous 3.5m wall height and 6.28m overall height.

This matter was then presented to the 19 October 2023 Council meeting where it was refused and the minutes from this meeting that provide further background can be viewed at the following link to the Shire website:

<https://www.chapmanvalley.wa.gov.au/documents/863/confirmed-ordinary-meeting-of-council-october-2023>

The applicant has now submitted a further revised outbuilding application that has reduced the total (i.e. top of gable) height of the outbuilding from the original 6.28m to a new proposed total height of 5.3m.

As with the previous application it is proposed that the outbuilding would be set in cut and fill earthworks. The north-eastern corner of the outbuilding would be approximately 0.5m below natural ground level, resulting in the outbuilding presenting as having a lesser height of 4.8m when viewed from the uphill/eastern side.

The floor level of the outbuilding would be set on fill with a height of approximately 0.25m above natural ground level at its highest point in the south-western corner, resulting in the 3.943m wall height being 4.193m above natural ground level in the south-western corner.

The Shire of Chapman Valley Outbuildings Local Planning Policy zone sets a maximum 4m wall height/5m total height requirement for the 'Residential R2.5', and on this basis the application was re-advertised for comment.

The floor area of the revised outbuilding application remains unchanged from the previous application, being 228.36m² in area (comprising 175.32m² enclosed area and 53.03m² lean-to area).

As the proposed floor area exceeds the maximum 180m² floor area requirement of the Shire of Chapman Valley Outbuildings Local Planning Policy for the 'Residential R2.5' zone this aspect was also re-advertised for comment.

The proposed outbuilding is again proposed to be sited 7.5m from the rear (western) boundary and 1.5m from the side (northern) boundary. State Planning Policy 7.3 - Residential Design Codes of Western Australia ('R-Codes') recommends a setback distance of 7.5m from (non-front) boundaries in the 'Residential R2.5' zone.

The outbuilding is also proposed to contain a 59.02m² habitable compartment comprising 2 bedrooms, living room/kitchen and bathroom/toilet.

A copy of the revised outbuilding 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 again wrote to the surrounding landowners inviting comment prior to this application being re-presented to a meeting Council for determination. 3 submissions were received, 2 in support of the application and 1 in objection, and copies of the submissions are provided as separate **Attachment 10.1.1.2**.

The objection related to the proposed height of the building and the assumption that the outbuilding would be used for industrial purposes. No objecting comments were received in regards to other aspects of the proposal such as boundary setbacks, materials or colours. Further detail on the advertising period is provided in the Consultation section of this report.

The applicant was again 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:

"In revising the plan for this building project and reducing the overall height to 5.3m (in line with other sheds approved and built on neighbouring properties), we have taken into consideration previous responses regarding concern about the height of the building and the impact the height would have on the views. We believe this is evidenced by a previous objection response now expressing support for the project at the reduced height.

With regards to the comment regarding our business operation; we have no plans to operate our business from this proposed shed, we have a commercial property in Geraldton for this purpose. The shed will be used as a granny flat, home workshop, storage for camper/caravan and storage for personal work vehicle on return home from work; the lean-to section will be used for undercover parking of a personal work vehicle and trailer on return home from work to avoid un-hitching/re-hitching on a daily basis."

Figure 10.1.1.3 – View looking west at Lot 115 from Richards Road



**Figure 10.1.1.4 – View looking south-west towards Lot 115
(across Lot 114) from Richards Road**



**Figure 10.1.1.5 – View looking north towards Lot 115
(across Lot 116) from Hilltop Loop**



Figure 10.1.1.6 – View looking east towards Lot 115 (across Lot 119) from Dune Vista



It is considered that the outbuilding application can 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 5.3m gable/ridge height of the 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 3.943m wall height of the outbuilding would meet the 4m maximum wall height policy requirement for much of the floor area being set at a floor level 0.5m below natural ground level in the north-eastern corner, and would only exceed the 4m wall height requirement by 0.193m at its highest point in the south-western corner where it would be sited on 0.25m fill;
- when the application was advertised for comment to surrounding landowners no objections were raised regarding the proposed variations to the boundary setback requirements;
- when the application was originally 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 submitting a re-design that reduces the outbuilding height by 0.98m;
- when the application was re-advertised for comment, no objections were received from the immediately adjoining neighbors to the sides, rear, or on the opposite side of the road from the subject property, the received objection was from a landowner whose residence is sited approximately 120m away and set at a floor height approximately 5m above the proposed outbuilding location;
- 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;
- Council has the ability to apply a condition of approval to address the raised concern that the outbuilding might be used for purposes other than domestic storage/granny flat;
- 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 were the applicant to instead construct 2 separate structures totalling 340m², due to the policy requirements allowing for up to 160m² granny flat and 180m² shed;
- 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 10.1.1.7;
- the approval of the application 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 10.1.1.8.

Figure 10.1.1.7 – Previously approved applications for reduced boundary setbacks

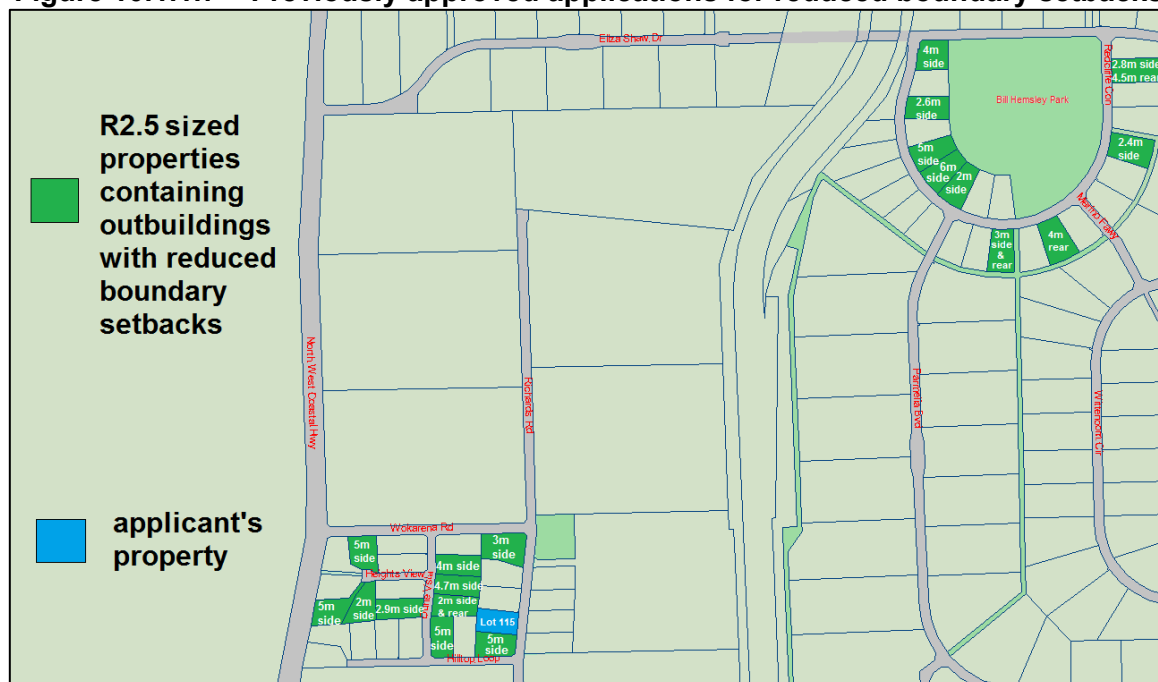
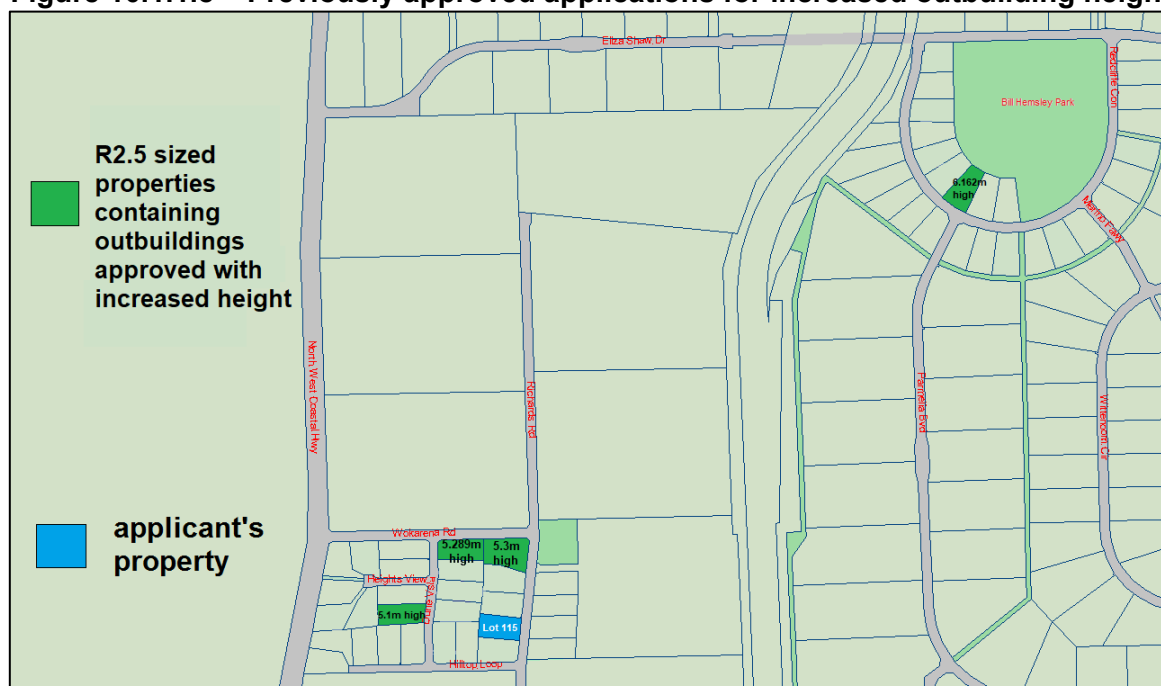


Figure 10.1.1.8 – Previously approved applications for increased outbuilding height



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

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

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

- 3 *The development is considered contrary to the objectives and requirements of the Shire of Chapman Valley Local Planning Policy 1.4 – Outbuildings.*
- 4 *The development is considered contrary to the objectives and requirements of the Shire of Chapman Valley Local Planning Policy 1.1 – Ancillary Dwellings.*
- 5 *Approval of this application may well set an undesirable precedent for future variation to the Shire's statutory and strategic planning requirements.*

Advice Note:

- (a) *If an applicant is aggrieved by this determination there is a right (pursuant to the Planning and Development Act 2005) to have the decision reviewed by the State Administrative Tribunal. Such application must be lodged within 28 days from the date of determination.*
- (b) *Council issue delegated authority to the Shire CEO to approve a modified outbuilding application (in the event that such an application is received) that proposed the 1.5m side boundary setback variation but was modified so that the outbuilding was not greater than the 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.”

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

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

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

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

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

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

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

Policy/Procedure Implications

A Policy or Procedure is affected:

Planning and Development Policy & Procedures

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

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

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

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

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

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

Zone	Standard	Maximum
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Zone	Standard	Maximum
Residential (R5 and lower density)	Area (total aggregate)	180m ²
	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 proposed outbuilding with its 5.3m gable height would exceed the 5m maximum overall height set by the Outbuildings Policy. The outbuilding would comply with the outbuilding height requirement at its eastern end as it would be set in cut earthworks approximately 0.5m below natural ground level (i.e. the shed ridgeline would be approximately 4.8m above natural ground level) but at its south-western corner would be set upon approximately 0.25m fill earthworks, making the ridgeline approximately 5.55m as measured from natural ground level at the western end of the outbuilding.

The proposed outbuilding with its 3.943m wall height would comply with the 4m maximum wall height set by the Outbuildings Policy for the majority of the site, except for the south-western corner where it would be set upon approximately 0.25m fill earthwork, making the wall height approximately 4.193m above natural ground level at this point.

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 density)	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 \(chapmanvalley.wa.gov.au\)](#)

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 the Outbuildings and Ancillary Dwellings 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 totalling 340m² 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, rural residential lots to the north, the former Geraldton-Northampton railway alignment and beyond this rural residential lots to the east, and low density residential lots 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 54 of these now having been created.

Strategic Community Plan/Corporate Business Plan Implications

The Shire of Chapman Valley Strategic Community Plan was endorsed by Council at its 15 November 2017 meeting. It is not considered that determination of this application would have impact in relation to the Strategic Community Plan.

COMMUNITY HEALTH & LIFESTYLE

1.2 Address identified ageing population issues.

1.2.1 Advocate for current and future services and housing needs.

ENVIRONMENT & SUSTAINABILITY

3.2 Maintain the rural identity of the Shire.

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

Consultation

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

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

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

The application was re-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 again wrote to the 13 surrounding landowners on 1/12/23 providing details of the application and inviting comment upon the proposal prior to 22/12/23, 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 3 submissions had been received, 2 in support of the application and 1 in objection, and copies of these have been provided as **separate Attachment 10.1.1.2**.

The applicant was provided with redacted copies of the submissions and the opportunity to respond to the issues raised, and their received response has been provided as **separate Attachment 10.1.1.3**.

Figure 10.1.1.9 – Consultation Summary Map



Risk Assessment

No Risks have been Identified.

15th November 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 resulting in the proposed finished building being sited 1.5m from the northern 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). 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 this northern side boundary will allow full use of our property and improved management of water run-off from Richards Road (which will be diverted towards a soak-well to the southern side of the proposed shed site). We plan to fully landscape the remainder of the block and install boundary fencing in the future; considering this the reduced side boundary set-back will create a more aesthetically pleasing view from the street (Richards Road) effectively avoiding a dead zone (which will be highly visible when looking down the existing driveway).

The proposed shed will also exceed the maximum total height as per the R2.5 requirements - the increased height will allow for the parking of trucks and caravans undercover and away from the street frontage, in line with sheds built by our neighbours. The shed will be set in cut and fill earthworks resulting in the northeastern corner being situated 0.5m below natural ground level and will therefore present as the lesser overall height of 4.8m when viewed by our neighbours further uphill and to the eastern sides.

The proposed shed/lean-to has been designed to match our existing house and patio; to continue with the same aesthetic, the shed will be constructed of matching single course bricks with the roof will be clad in 'Shale Grey' Colourbond with 'Basalt' guttering/downpipes.

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,

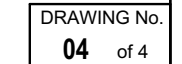
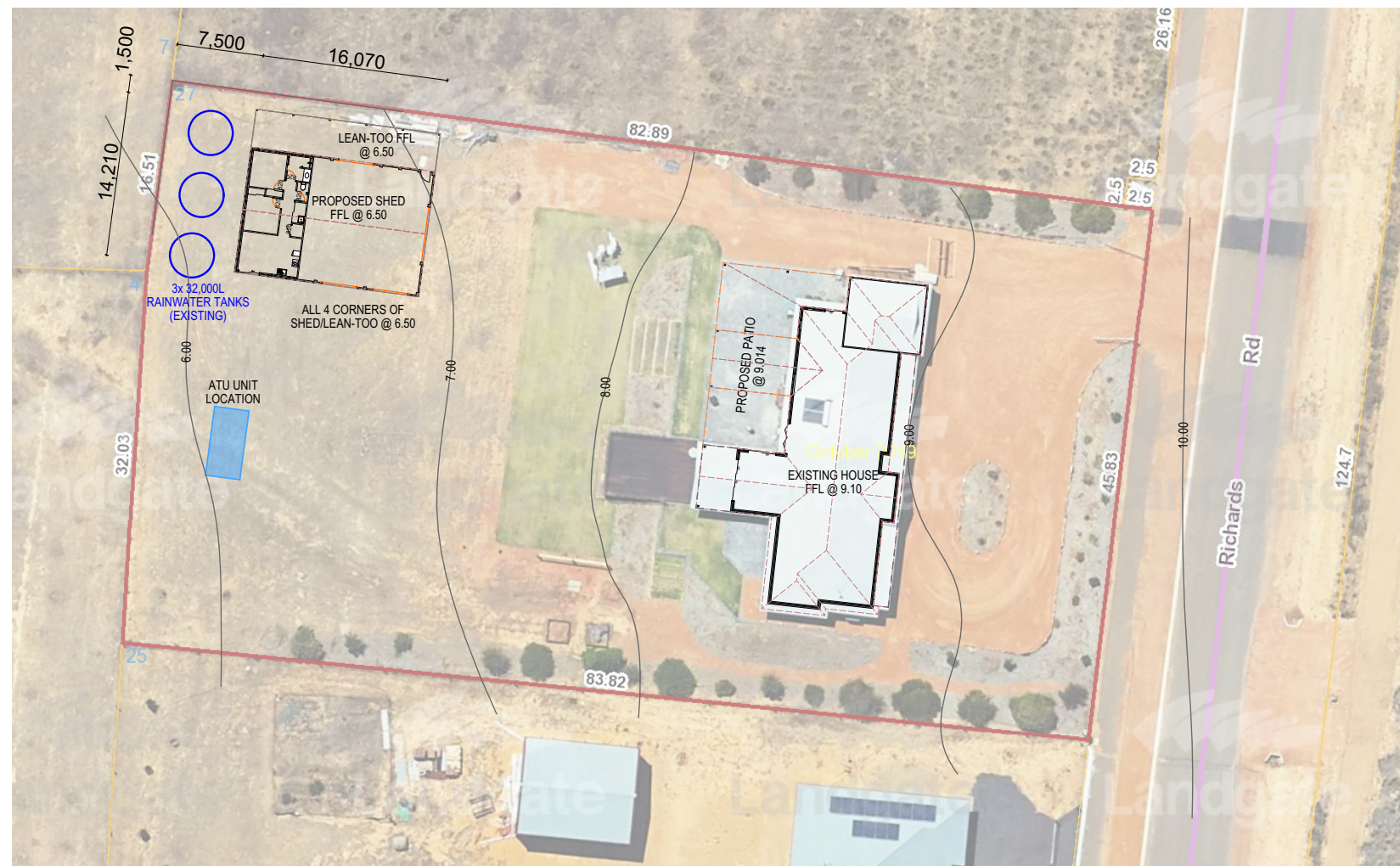
Ben and Fiona Shanks

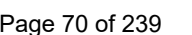
27 Richards Road, Buller

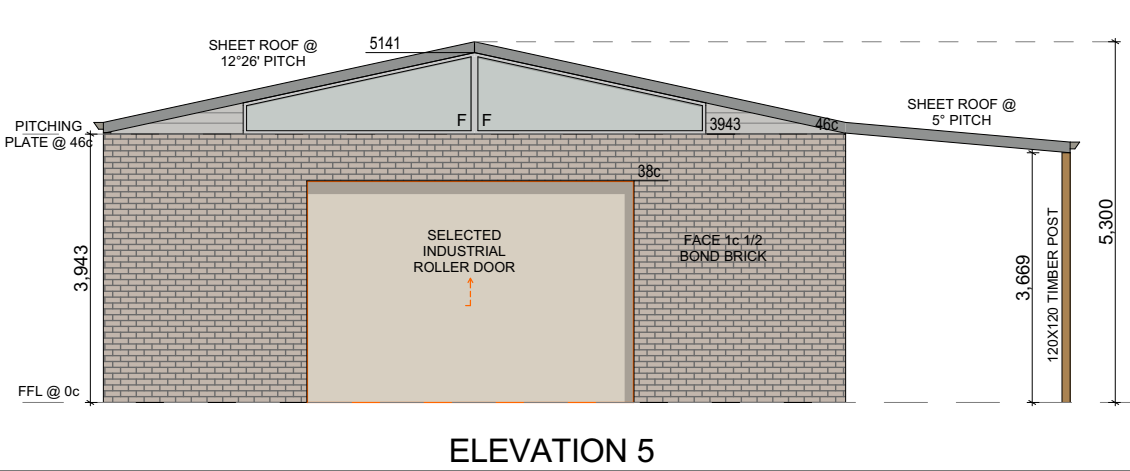
Shanks

Lot 115 #27
Richards Rd
Buller 6532

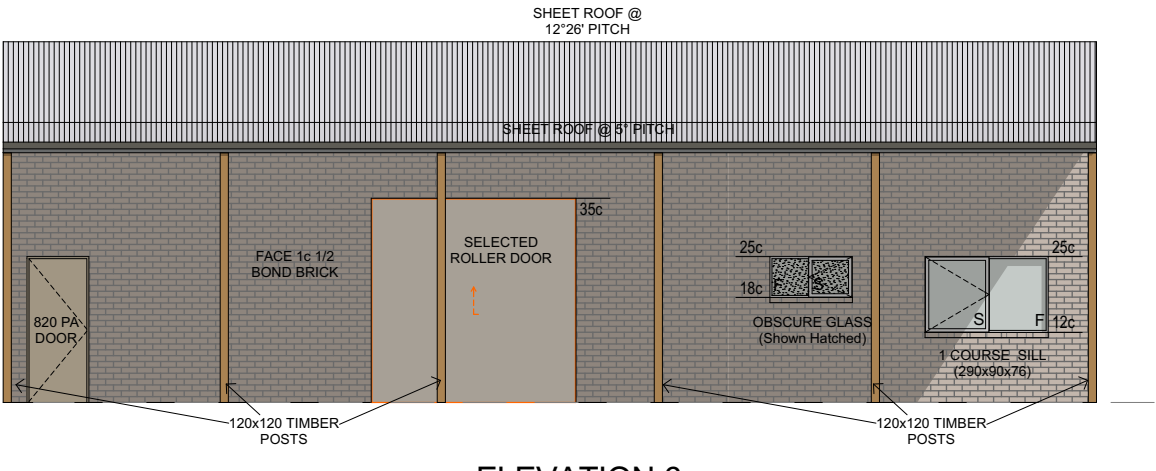
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	Date completed: 22/11/2023		
	SOIL: A Assumed		
	ZONE: R2.5		
	<small>NOTE: THESE DRAWINGS ARE THE COPYRIGHT OF THE DESIGNER (KERRY MICKE DESIGNS). THEY MAY NOT BE REPRODUCED IN PART OR WHOLE WITHOUT WRITTEN CONSENT. DO NOT SCALE FROM DRAWINGS</small>		
REVISION: 07WD		CLIENT SIGNATURE DATE	
07	wall plate higher		22-11-23
06	roof pitch lowered		09-10-23
05	amended site plan		15-08-23
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			



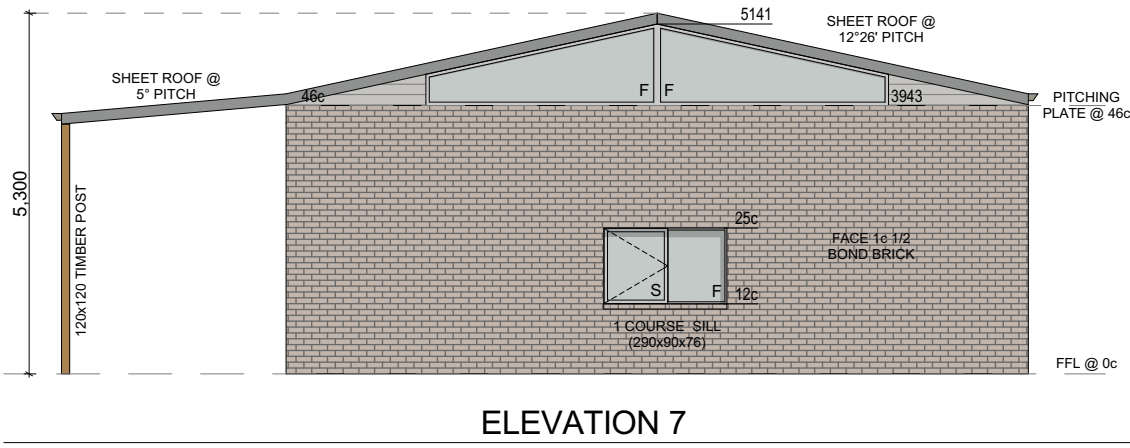




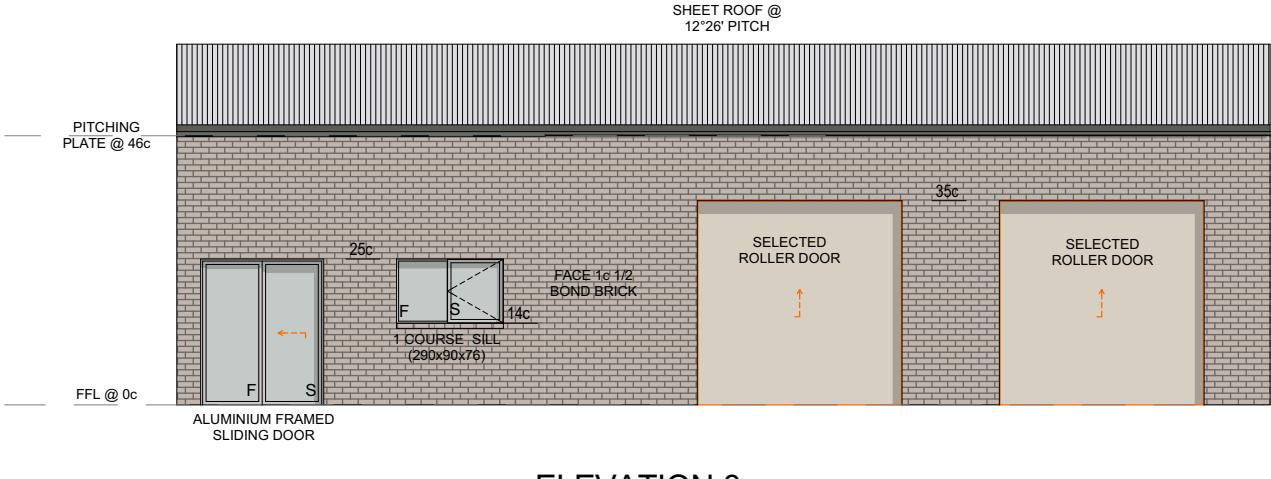
ELEVATION 5




ELEVATION 6

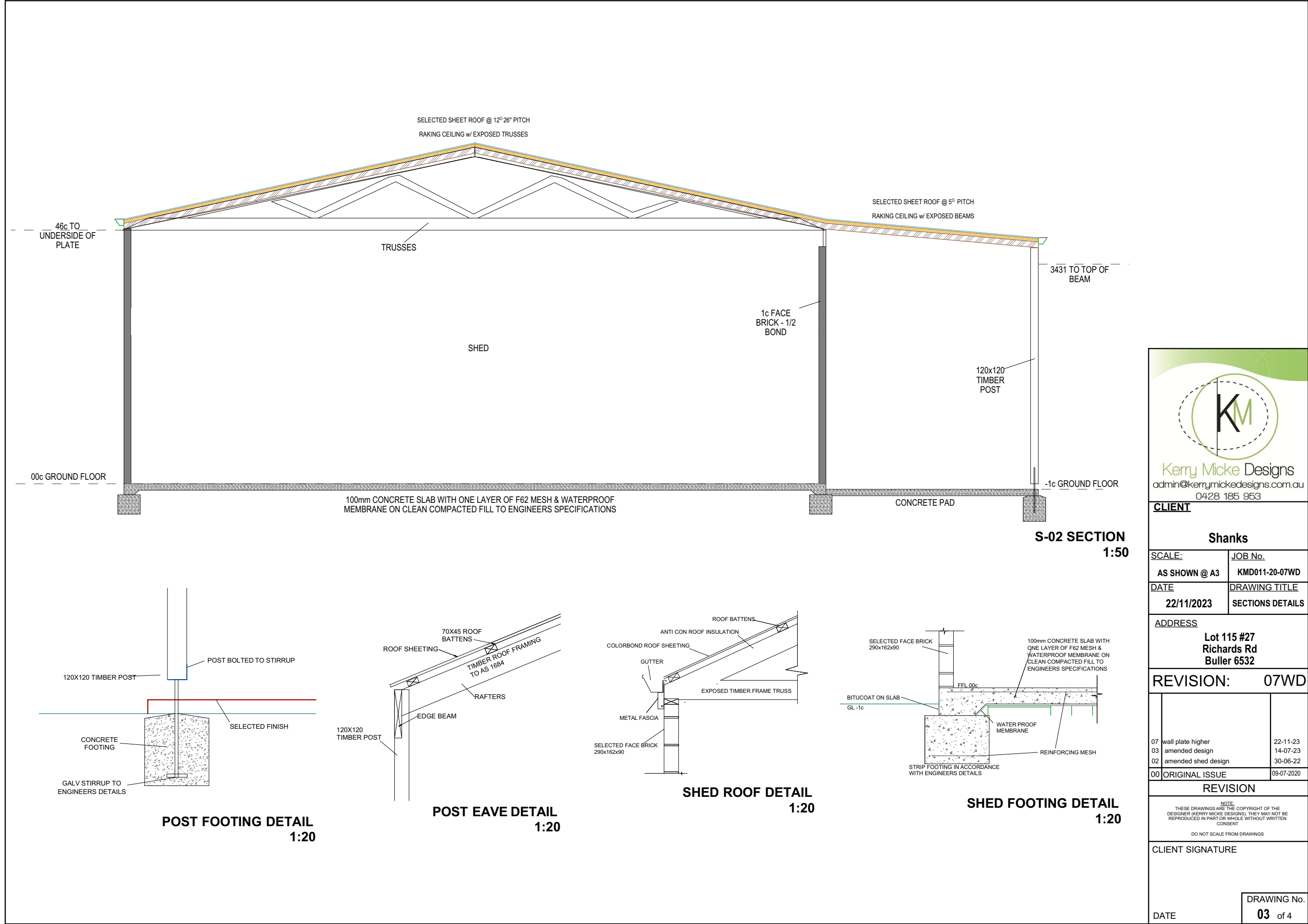



ELEVATION 7



ELEVATION 8

 Kerry Micke Designs admin@kerrymickedesigns.com.au 0428 185 953	REVISION: 07WD		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	
	07	wall plate higher			22-11-23	CLIENT SIGNATURE
	06	roof pitch lowered			09-10-23	
	03	amended design			14-07-23	
	02	amended shed design			30-06-22	
	00	ORIGINAL ISSUE			09-07-2020	
	REVISION					DRAWING No. 02 of 4





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

CLIENT	
Shanks	
SCALE: AS SHOWN @ A3	JOB No. KMD011-20-07WD
DATE 22/11/2023	DRAWING TITLE SECTIONS DETAILS
ADDRESS Lot 115 #27 Richards Rd Buller 6532	
REVISION: 07WD	
07 wall plate higher	22-11-23
03 amended design	14-07-23
02 amended shed design	30-06-22
00 ORIGINAL ISSUE	09-07-2020
REVISION	
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	
DATE	DRAWING No. 03 of 4

From: [REDACTED]
Sent: Thursday, November 30, 2023 8:19 PM
To: Simon Lancaster <dceo@chapmanvalley.wa.gov.au>
Subject: Re: invitation to comment (amended application)

Hi Simon.

We have no issues with the application.

Kind Regards
[REDACTED]



DATE	03 JAN 2024
FILE	A1869
RECORD	C232495

(AMENDED) 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) -

I HAVE NO OBJECTIONS TO THE
PROPOSED OUTBUILDING (REVISED APPLICATION)

Signature: [REDACTED]

Date:

21-12-23

Please return to:

Chief Executive Officer
Shire of Chapman Valley
PO Box 1
NABAWA WA 6532

or

ceo@chapmanvalley.wa.gov.au

or

(fax) 9920 5155

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 December 2023



(AMENDED) 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) -

I OBJECT DUE TO THE HEIGHT OF
THE BUILDING.

I BELIEVE THE BUILDING WILL PROBABLY
BE USED FOR THE ELECTRICAL BUSINESS &
THE FLOOR SIZE EXCEEDS THAT OF
OUR TWO SHEDS THAT HAD TO BE
BUILT TO COMPLY WITH THIS.
AN INDUSTRIAL SHED BELONGS IN
AN INDUSTRIAL AREA - NOT IN
OUR RESIDENTIAL AREA

Signature: [REDACTED]

Date:

22/12/2023

Please return to:

Chief Executive Officer
Shire of Chapman Valley
PO Box 1
NABAWA WA 6532

or

ceo@chapmanvalley.wa.gov.au

or

(fax) 9920 5155

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 December 2023

*Applicant's 16/1/24 emailed response to copies of (redacted) submissions
provided to them for review and comment*

Thank you for your email and copies of the submissions received.

Response:

In revising the plan for this building project and reducing the overall height to 5.3m (in line with other sheds approved and built on neighbouring properties), we have taken into consideration previous responses regarding concern about the height of the building and the impact the height would have on the views. We believe this is evidenced by a previous objection response now expressing support for the project at the reduced height.

With regards to the comment regarding our business operation; we have no plans to operate our business from this proposed shed, we have a commercial property in Geraldton for this purpose. The shed will be used as a granny flat, home workshop, storage for camper/caravan and storage for personal work vehicle on return home from work; the lean-to section will be used for undercover parking of a personal work vehicle and trailer on return home from work to avoid un-hitching/re-hitching on a daily basis.

Kind Regards,

Fiona and Ben Shanks



Dynamec Electrical Contracting PTY LTD
EC# 11597

10.1.2	Proposed Building Envelope Alteration, 33 Patten Place, White Peak
Department	Development Service Planning
Author	Simon Lancaster
Reference(s)	A1816
Attachment(s)	1. Patten Place Outbuilding application [10.1.2.1 - 5 pages]

Voting Requirements

Simply Majority

Staff Recommendation

That Council grant formal planning approval for the alteration of the building envelope to accommodate the proposed outbuilding upon 33 (Lot 306) Patten Place, White Peak subject to compliance with the following conditions:

- 1 Development shall be in accordance with the approved plan(s) as contained within Attachment 10.1.2 and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government.
- 2 Any additions to or change of use of any part of the buildings or land (not the subject of this consent/approval) considered by the local government Chief Executive Officer to represent significant variation from the approved development plan requires further application and planning approval for that use/addition.
- 3 The development shall be of materials, finish and colours that are non-reflective (i.e. not zinalume) and complementary to the natural landscape features to the satisfaction of the local government.
- 4 Landscaping is required to be installed and maintained by the landowner between the development and the eastern side property boundary for the purpose of assisting in privacy for the adjoining side landowner and reducing the visual impact of the outbuilding to the satisfaction of the local government.
- 5 All stormwater must be contained and disposed of on-site to the satisfaction of the local government.
- 6 Any soils disturbed or deposited on site shall be stabilised to the satisfaction of the local government.
- 7 The development must not be used for habitation, commercial or industrial purposes.
- 8 If the development/land use, the subject of this approval, is not substantially commenced within a period of two years after the date of determination, the approval shall lapse and be of no further effect.

Notes:

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

Disclosure of Interest

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

Background

Council is in receipt of an application to construct a shed outside of the building envelope upon 33 (Lot 306) Patten Place, White Peak. The application has been advertised for comment and no objections were received. This report recommends approval of the application.

Comment

Lot 306 is an 8,082m² cleared property on the southern side of Patten Place. The lot is oblong in shape, sloping downwards along its 146m length from the 78m contour in the rear, south-eastern corner to the 71m contour in the front, north-western corner.

Figure 10.1.2.1 – Location Map for 33 (Lot 306) Patten Place, White Peak



The property contains a single storey 4 bedroom, 2 bathroom brick walled and colorbond roof residence built for a previous landowner in 2018.

The applicant is seeking approval for a 20m x 9m (180m²) outbuilding that would be sited 17m to the rear of the residence and clad in Surfmist colorbond to complement the colour of the residence.

The outbuilding would have a wall height of 3.3m and a total gable height of 4.17m. Due to the sloping nature of the property the shed would be set into cut earthworks so that the floor level of the shed at the rear would be -1.05m below natural ground level, resulting in the rear elevation of the shed presenting as 2.25m above natural ground level when viewed from the south/rear. The front of the shed would have a finished floor level set at -0.65m below natural ground level, so that the top of the front elevation of the shed would present as 2.65m above natural ground when viewed from the north/front.

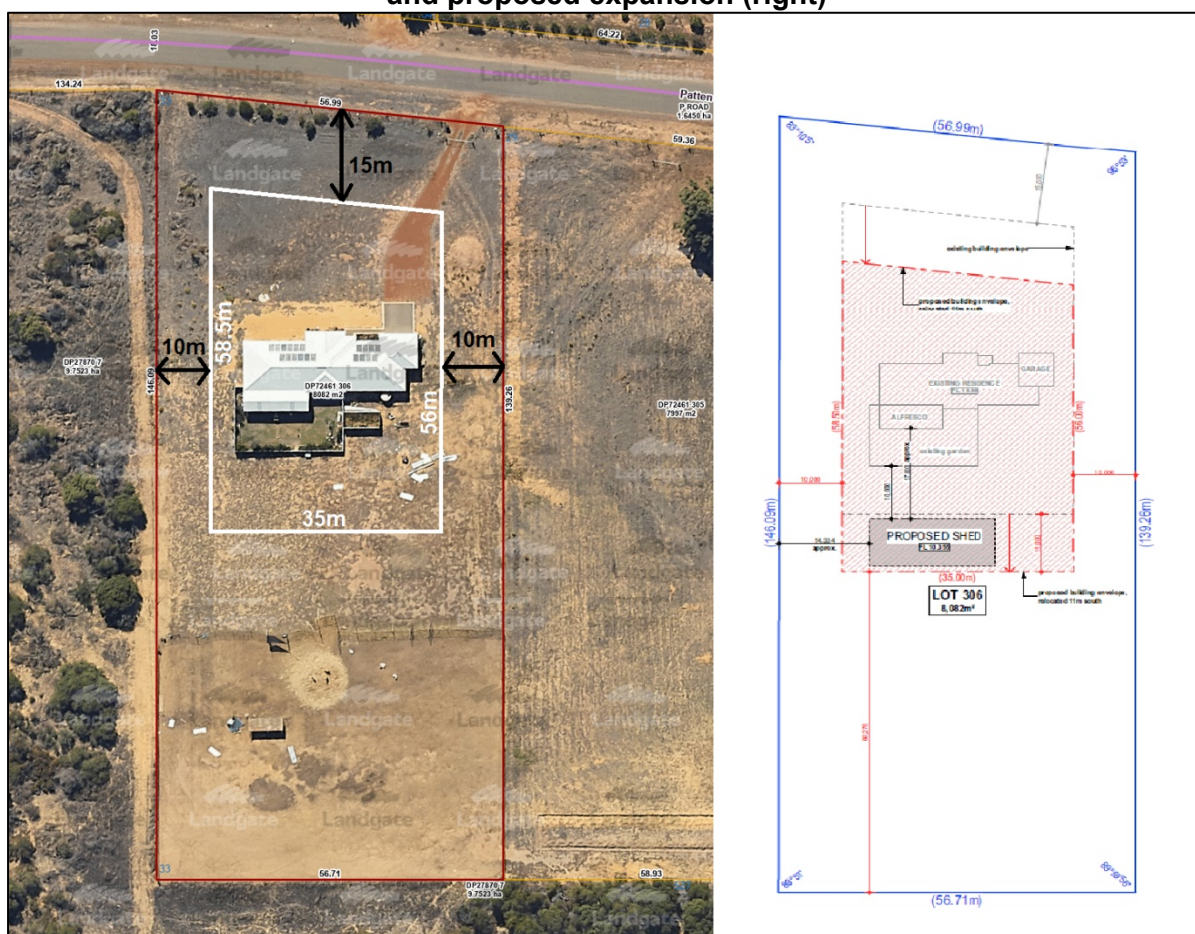
The proposed shed complies with all floor area, height, boundary setback, residence separation and cladding material and colour requirements of the Shire of Chapman Valley Outbuildings Local Planning Policy.

The reason for this application being presented to Council for determination is that the outbuilding is proposed to be sited to the immediate rear of the building envelope that is in place for Lot 306 i.e. the 9m depth of the shed would be outside the building envelope.

Council adopted the Dolby Creek Estate Structure Plan at its 20 October 2010 meeting that designated a 2,000m² building envelope for Lot 306.

A copy of the application, including site, floor and elevation plans and the applicant's supporting correspondence and also the Dolby Creek Estate building envelope plan have been provided as **separate Attachment 10.1.2**.

Figure 10.1.2.2 – Plan illustrating building envelope for Lot 306 (left) and proposed expansion (right)



As per the requirements of the Shire of Chapman Valley Building Envelope Local Planning Policy the application has been advertised for comment to surrounding landowners, during which time no objections were received and 1 submission in support of the application was received.

Council may consider that the application could be supported based upon the following:

- the shed would be set in cut earthworks of -1.05m to -0.65m to reduce its visual impact as viewed from the road and neighbouring properties;
- the shed would have a wall height of 3.3m and a total gable height of 4.17m (that would be further reduced by the shed being set into cut earthworks) and this is significantly less than the maximum 4.5m wall height and 5.5m overall height permitted in this zone;

- the shed would have a floor area of 180m² and this is significantly less than the maximum 360m² (240m² enclosed and 120m² unenclosed) area permitted in this zone;
- the shed would be sited behind the residence, at a floor level 0.355m higher than the floor level of the residence, but with a lower overall height, thereby reducing its visual impact from Patten Place;
- the shed would be clad in Surfmist colorbond designed to complement the existing residence;
- the shed would be sited 17m from the residence and 10m from the fenced garden area giving it the appearance of being clustered with the existing development, particularly when considered against the 8,082m² scale of the property, and to site the shed closer than this would present issues with vehicle manoeuvring into the shed (the shed orientation is to avoid having the vehicle openings facing the prevailing wind direction to the south and east);
- the siting of the existing residence by a previous landowner to the rear of the building envelope has complicated matters for this subsequent landowner/applicant, and to construct the residence within the building envelope may require the shed to be sited forward of the house which would present a poorer visual outcome as viewed from Patten Place;
- the shed would be setback 14.334m from the closest/western side boundary, 21m from the other/eastern side boundary, and 61m from the rear/southern boundary assisting in reducing its visual impact for immediately adjoining landowners;
- there is the ability for Council to apply condition of approval requiring the installation and ongoing maintenance of screening landscaping along the eastern side boundary to protect both the applicant's and the neighbours' privacy and reduce the visual impact of the outbuilding;
- the outbuilding location would not require clearing of any vegetation;
- the outbuilding will be used to meet the landowner's domestic storage requirements and will not be used for residential, commercial or industrial purposes;
- the application was advertised for comment to the 10 surrounding landowners and no objections were received, and 1 supporting submission from the western-side/southern-rear neighbour was received, this could be considered to indicate a level of support and/or indifference to the proposal;
- the outbuilding is not considered to reduce privacy or unduly impact the views of neighbouring landowners;
- the applicant is seeking to modify the existing building envelope for the 9m depth of the shed rather than entirely relocate the building envelope upon the property;
- the primary purpose for establishing building envelopes upon the Dolby Creek Estate Structure Plan was to set a recommended finished floor level and ensure that habitable development was located away from the Dolby Creek watercourse to reduce potential risk from flooding and away from the associated riparian vegetation to reduce fire risk. Given this application is on the opposite/southern side of Patten Place from Dolby Creek the requested modification of the building envelope does not have adverse impact in regards to this key issue.

Figure 10.1.2.3 – View of Lot 306 looking south-east from Patten Place



Figure 10.1.2.4 – View of proposed outbuilding site upon Lot 306 looking south-west



Figure 10.1.2.5 – View of Lot 306 looking north-west from rear



Figure 10.1.2.6 – View of proposed outbuilding location upon Lot 306 looking west



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

“That Council refuse the application for the expansion of the building envelope upon 33 (Lot 306) Patten Place, White Peak for the following reasons:

- 1 The development is not considered to satisfy Sections 40 and Schedule 5 of the Shire of Chapman Valley Local Planning Scheme No.3.*
- 2 The development is not considered to satisfy Clause 67 of the deemed provisions of the Planning and Development (Local Planning Schemes) Regulations 2015.*

- 3 Council is not satisfied that sufficient justification has been provided to warrant a concession being granted in this instance to the requirements under Section 6 of the Shire of Chapman Valley Local Planning Policy 'Building Envelopes'.
- 4 The proposed outbuilding location is outside of the building envelope as identified on the Dolby Creek Estate Subdivision Guide Plan.
- 5 Council considers that the building envelopes assigned for the lots on the southern side of Patten Place have created a built form designed with regard to privacy and view protection and the approval of this application will have negative impacts on the privacy of the adjoining side neighbours and future view outlooks.
- 5 Approval of this application may well set an undesirable precedent for future variation to the Shire's statutory and policy requirements, which in time could prove to be detrimental to the visual amenity, natural landscape character, privacy and amenity of residents of the surrounding locality.

Note:

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

Statutory Environment

The report complies with the requirements of the:

Shire of Chapman Valley Local Planning Policy

Shire of Chapman Valley Local Planning Scheme No.3

Planning & Development (Local Planning Schemes) Regulations 2015

33 (Lot 306) Patten Place, White Peak is zoned 'Rural Residential 1' under Shire of Chapman Valley Local Planning Scheme No.3 ('the Scheme').

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

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

The Scheme notes the following of relevance to this application:

"40 Building envelopes

- (1) *Where a building envelope is identified on a structure or fire management plan, all development shall be contained within the designated envelope area.*
- (2) *No development of any structures shall occur within any area/s identified as 'Development Exclusion Area', 'Re-vegetation Area', 'Remnant Vegetation' or similar on the structure or fire management plan;*
- (3) *Notwithstanding the requirements of Clause 62 of the deemed provisions, where a building envelope exists on a particular lot an application for development approval to change or relocate the building envelope shall be accompanied by relevant building plans*

and information addressing visual amenity, privacy and screening, vegetation loss, access, and proximity to natural features.

- (4) *In considering an application to relax the requirements of subclause (2) and (3), the local government shall, in addition to the general matters set out in Clause 67 of the deemed provisions, give particular consideration to:*
- (a) *unacceptable visual clutter, especially in elevated areas of high landscape quality or visually exposed locations; and*
 - (b) *unnecessary clearing of remnant native vegetation; and*
 - (c) *visual obtrusiveness and/or impact on an adjoining property by way of privacy, noise, odour or light spill; and*
 - (d) *suitability for landscape screening using effective screening vegetation; and*
 - (e) *compliance with the land-use, setback, building height, development exclusion, vegetation protection, bushfire requirements and other pertinent provisions of the Scheme and relevant local planning policy.”*

“Schedule 5 - Rural Residential

(1) Structure Plan

- (a) *Subdivision, development and land use shall generally be in accordance with a structure plan as adopted by the local government and the Western Australian Planning Commission in accordance with Part 4 of the deemed provisions;*
- (b) *Subdivision, development and land-use shall generally be in accordance with any other matters outlined on the structure plan;...*

...(2) Buildings

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

Clause 67 of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2033* lists the following relevant matters to be considered by Council in considering a development application:

- “(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;...*
- ...(g) any local planning policy for the Scheme area;*
- (h) any structure plan or local development plan that relates to the development;...*
- ...(m) the compatibility of the development with its setting including:*
 - (i) the compatibility of the development with the desired future character of its setting; and*
 - (ii) relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;*
- (n) the amenity of the locality including the following —*
 - (i) environmental impacts of the development;*

- (ii) *the character of the locality;*
- (iii) *social impacts of the development;...*
- ...(p) *whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;*
- (q) *the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk;...*
- ...(w) *the history of the site where the development is to be located;*
- (x) *the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;*
- (y) *any submissions received on the application;...*
- ...(zb) *any other planning consideration the local government considers appropriate."*

The Dolby Creek Estate Subdivision Guide Plan was adopted by Council at its 20 October 2010 meeting and is considered to form a Structure Plan as per Part 9 Regulation 79 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

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 2033* provides for Council to prepare a Local Planning Policy in respect of any matter related to the planning and development of the Scheme area.

Shire of Chapman Valley Local Planning Policy 5.1 – Building Envelopes provides guidance on the assessment of applications of this nature and a copy of this policy can be viewed at the following link:

[SoCV_LPP_5_1_Building_Envelopes.pdf \(chapmanvalley.wa.gov.au\)](https://chapmanvalley.wa.gov.au/SoCV_LPP_5_1_Building_Envelopes.pdf)

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 Local Planning Policy 5.1 – Building Envelopes contains the following objectives:

- “3.1 *To provide guidance with respect to the amendment of a building envelope (relocation, expansion) that will not lead to unacceptable impacts on surrounding properties.*
- 3.2 *To provide criteria by which the amendment of a building envelope should be considered to assist in protecting the integrity of the application of building envelopes.*
- 3.3 *To provide guidance in relation to the information required to be submitted as part of an application for the amendment of a building envelope.”*

Policy 5.1 also sets the following Policy Statement:

- “6.1 In considering an application to relax the development standards pursuant to Section 40 of its Local Planning Scheme, the Local Government will give particular consideration to:*
- 6.1.a justification for the proposed amendment.*
 - 6.1.b the secondary nature of the development should the application be to site a building/s outside of the envelope (e.g. horse stables, bore sheds).*
 - 6.1.c unacceptable visual clutter, especially in elevated areas of high landscape quality or visually exposed locations, such as the edge of hill or mesa tops within prominent parts of the Moresby Range.*
 - 6.1.d unnecessary clearing of remnant native vegetation.*
 - 6.1.e visual obtrusiveness and/or impact on an adjoining property by way overlooking, noise, odour or light spill.*
 - 6.1.f suitability for landscape screening using effective screening vegetation and the availability of a proven water supply for this purpose.*
 - 6.1.g use of materials and colours to assist in softening any perceived visual impact.*
 - 6.1.h compliance with the land-use, setback, building height, development exclusion, vegetation protection, bushfire requirements and other pertinent provisions of the Local Planning Scheme and associated Planning Policies.*
- 6.2 Building envelopes are generally imposed at the time of rezoning or subdivision to provide an area in which buildings upon a property will be clustered and provides an understanding for surrounding landowners of the potential location of future built form. Whilst this Policy provides guidelines for an application to be submitted to amend a building envelope it should not be construed that approval will be granted with each application assessed on its individual merits.”*

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

Council has previously granted approval for 3 structures to be partially located outside of the building envelopes identified on the Dolby Creek Estate Structure Plan. These have generally been for relatively minor encroachments where only a portion of the building was located outside of the envelope as follows:

- Council approved an outbuilding upon 2 (Lot 316) Patten Place, White Peak that extended 2.1m outside of the building envelope at its 16 December 2015 meeting due to the narrow rectangular shape of the lot;
- Council approved the siting of a shed upon 31 (Lot 321) Westlake Place, White Peak that extended 3m outside of the building envelope at its 12 December 2018 meeting, due to the irregular shape of the building envelope and the lot, the landowner later reduced the shed size and the final shed was located within the building envelope;
- Council approved an ancillary dwelling upon 1 (Lot 320) Westlake Place, White Peak that extended 5m outside of the building envelope at its 17 June 2020 meeting to provide a greater setback from the historic cottage on the lot.

Council has previously approved 2 applications for development that were entirely outside of the building envelopes as shown upon the Dolby Creek Estate Structure Plan. These being:

- Council approved a shed 18m outside of the building envelope upon 30 (Lot 330) Westlake Place, White Peak at its 16 December 2023 meeting. This application sought to elongate the building envelope (rather than entirely relocate it) and the agenda report noted the irregular triangular shape of the lot and curving street frontage as basis for consideration, and that the proposed location for the shed was at a lesser contour and therefore less likely to interfere with neighbours' views than were it to be located upon the higher contour as contained within the building envelope. Whilst that application sought to site the shed outside the building envelope, the nearby clustered residence would still be contained within it, and no objection was received in that instance from surrounding landowners when the application was advertised for comment;
- Council approved a shed 5m outside of the building envelope upon 22 (Lot 314) Patten Place, White Peak at its 17 November 2021 meeting. The outbuilding in that instance was considered minor in nature (being 88m² in area and having a 3.5m wall height and 4.72m total height) and was screened from the road by the existing residence, fencing and established landscaping. Again, whilst that application sought to site the shed outside the building envelope, the nearby clustered residence was still contained within it, and no objections were received in that instance from surrounding landowners when the application was advertised for comment.

Council has previously refused 2 applications seeking to amend building envelopes as shown upon the Dolby Creek Estate Structure Plan. These being:

- Council refused an application that sought to relocate entirely a building envelope at 29 (Lot 305) Patten Place, White Peak at its 16 December 2020 meeting. In that particular instance the applicant was seeking to relocate the entire building envelope 70m further back on the property, from the lower ground at the front of the property to the higher ground at the rear of the property, and this was objected to by neighbouring parties;
- Council refused an application that sought to relocate the building envelope upon 15 (Lot 303) Patten Place, White Peak at its 20 October 2022 meeting. The applicant was seeking to move the building envelope 25m back on the property to be able to develop a residence where only a very minor portion of the residence would have been sited within the original building envelope and the accompanying outbuilding to the rear would have been entirely outside of the original building envelope. An objection to the proposed development was received in that instance.

It is considered that the current application bears more in common with the building envelope adjustment applications that were supported by Council than the more significant building envelope relocation applications that were refused by Council.

Strategic Community Plan/Corporate Business Plan Implications

COMMUNITY HEALTH & LIFESTYLE

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

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

ENVIRONMENT & SUSTAINABILITY

3.2 Maintain the rural identity of the Shire.

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

Consultation

Section 7.0 of Shire of Chapman Valley Local Planning Policy 5.1 – Building Envelopes states that *“an application for the relocation, removal or expansion of a building envelope*

may be advertised to surrounding landowners prior to being placed before a meeting of Council for consideration”.

The application was advertised from 23 November 2023 until 15 December 2023 with the Shire writing to the 10 surrounding landowners inviting comment. An advisory sign was placed on-site and the application was also placed on the Shire website and made available for viewing at the Shire office.

At the conclusion of the advertising period, 1 submission had been received, this being from the landowner bordering Lot 306 to the south and west, and expressing support for the proposed development as follows:

“Fully support. Help the amenity of the area.”

No submissions expressing objection were received.

Risk Assessment

No Risks have been Identified.

Hi all

So I bought the block at 33 patten place about a month ago and as there is no shed on the block that was the first thing on the list, a 20 x 9 x 3.3, but after speaking to some of the guys at the shire ive realised that the previous owners have pushed the house towards the rear of the building envelope and if I was to build the shed now inside the envelope we would have 1 metre of a gap to our back garden fence,

In my opinion these are 2 acre blocks with more than enough room to build a shed of that size and it doesn't need to be up against the house, it would just not be practical for use, I'm proposing a 10 metre gap between rear garden fence and shed which will move the envelope 11 metres to the rear and make the shed a lot more usable and practical,

the shed will have 3 roller doors, east, west, north and be clad in surfmist to match the house.

As its a slopping site I'm going to dig the shed into the hill to minimise impact to neighbours and surrounding areas and retain and landscape as needed, this is coming at a considerable cost but I think aesthetically its the only way to do it.

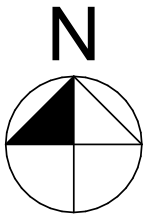
I'm a carpenter and contracted to the department of housing so I have a lot of gear and material that needs storage which at the moment is strewn around the house/ block and jammed into a double carport which is untidy and unsightly.

We have a lot of plans for this block, but the shed has to happen first.

Regards
Liam and Stevie

PLANNING NOTES

- SITE AREA = 8,082m²
- LPS NO 3 ZONE = RURAL RESIDENTIAL
- STRUCTURE PLAN = N/A
- MI HERITAGE PLACE = N/A
- BUSHFIRE PRONE AREA = YES



SITE LOCATION PLAN

Project
PROPOSED RESIDENCE AT
LOT 306 STREET NUMBER 33
PATTON PLACE, WHITE
PEAK, CHAPMAN VALLEY.

Client
L.TREACY

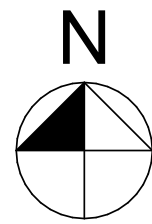
Drawing title
SITE LOCATION PLAN

TEAKLE & LALOR

building design and drafting consultants

Address: G1/219 Foreshore Drive, Geraldton.
Phone: (08) 9964 1882
Email: tl@teakleandlador.com.au
Website: www.teakleandlador.com.au

SK1	PROVIDE RELOCATED BUILDING ENEVELOPE & PROPOSED SHED	3/11/23
Rev	Description	Date
Job number	23053	Scale 1:200
Drawn by	Joseph Iaria	Sheet number. Revision
Sheet size	A3	1 OF 3 SK1



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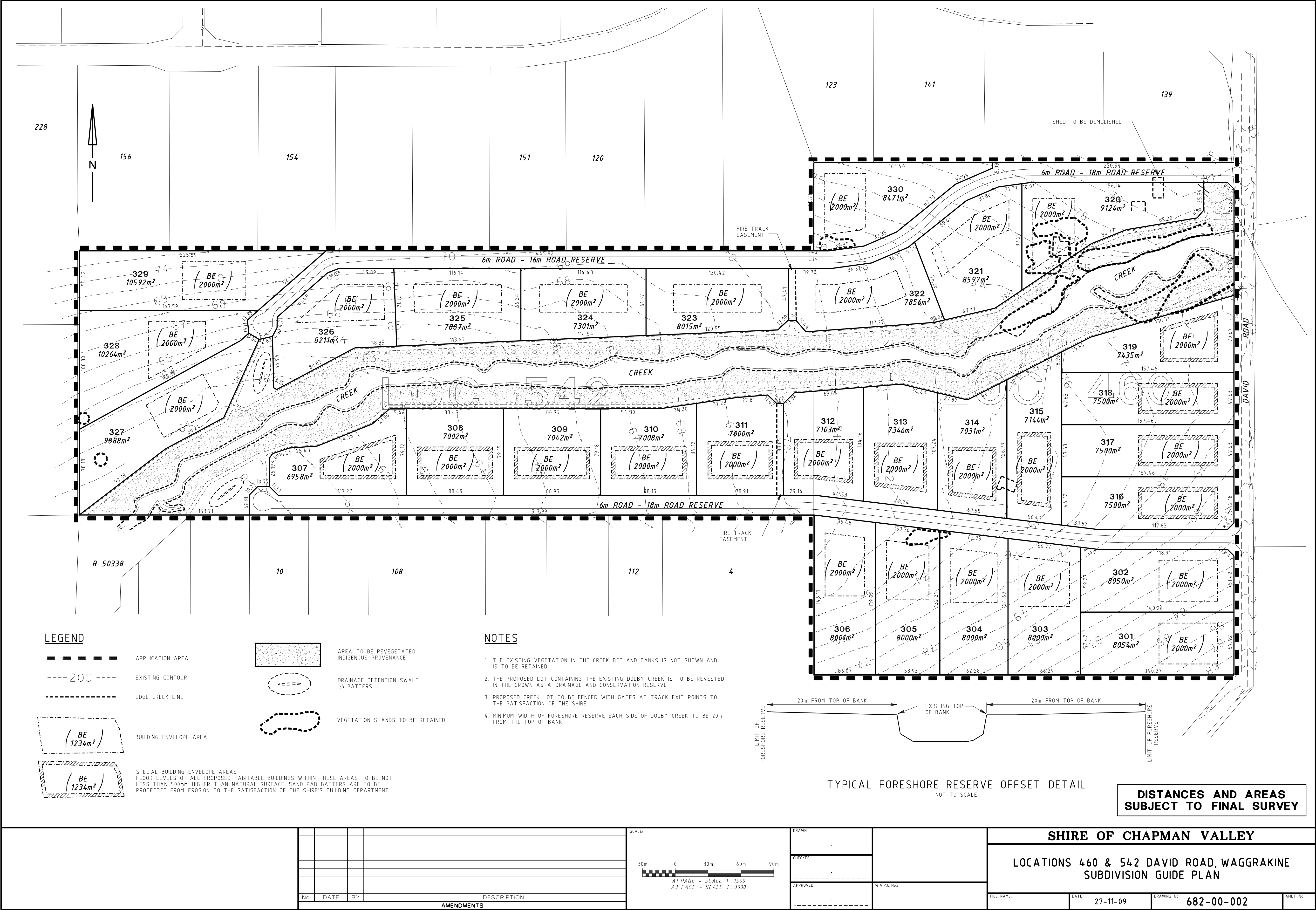
SK1	PROVIDE RELOCATED BUILDING ENVELOPE & PROPOSED SHED	3/11/23
Rev	Description	Date

Job number 23053	Scale 1:500	
Drawn by Joseph Iaria	Sheet number.	Revision
Sheet size A3	2 OF 3	SK1



SK1	PROVIDE RELOCATED BUILDING ENVELOPE & PROPOSED SHED	3/11/23
Rev	Description	Date

Job number	23053	Scale	1:100
Drawn by	Joseph Iaria	Sheet number.	Revision
Sheet size	A3	3 OF 3	SK1



10.1.3	Proposed Hosted Accommodation, 28 Cargeeg Bend, White Peak
Department	Development Service Planning
Author	Simon Lancaster
Reference(s)	A1634
Attachment(s)	1. Cargeeg Bend Short Stay application [10.1.3.1 - 3 pages]

Voting Requirements

Simply Majority

Staff Recommendation

That Council grant formal planning approval for hosted short-term rental accommodation to be operated from the existing ancillary dwelling at 28 (Lot 259) Cargeeg Bend, White Peak subject to the following conditions:

- 1 Development shall be in accordance with the plans and management statement provided as separate Attachment 10.1.3 and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans and management statement shall not be modified or altered without the prior written approval of the local government.
- 2 The approval is issued only to the applicant/landowner making initial application and is not transferable to any other person or to any other land parcel. Should there be a change of land ownership in respect of which this planning approval is issued this approval shall no longer be valid (and separate application would be required to be made).
- 3 The development must have an on-site manager in the main residence, and the approval is not for a 'Holiday House' development where there is no on-site manager.
- 4 The use hereby permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason of the emission of smoke, dust, fumes, odour, noise, vibration, waste product, vehicle parking and manoeuvring or otherwise.
- 5 All parking of vehicles (and trailers) associated with the guests shall be provided for within the property boundary, and the street verge area shall be kept free of such vehicles.
- 6 The installation and subsequent maintenance of any signage shall be to the approval of the local government.
- 7 Should any cooked food be prepared on the premises for guests an application to register a kitchen is required to be lodged with, and approved by, the Shire in accordance with the *Food Act 2008*.
- 8 The installation and subsequent maintenance of a fire blanket and/or a fire extinguisher in immediate vicinity to the area where guests are able to cook in the premises.
- 9 The landowner is to implement and maintain reporting mechanisms for complaints concerning the operation of the development. In the event of a substantiated complaint being received the landowner is required to demonstrate mitigation response(s) to the approval of the local government. Such response(s) will be treated as conditions of approval/required modifications to the management statement,

Notes

- (a) With regard to condition 7, if the landowner/host is preparing a cooked breakfast for the guests then they will need to register with the Shire under the *Food Act 2008*, however, if the landowner/host is providing an uncooked breakfast i.e. tea, coffee, cereal, milk, fruit etc. for guests, or no breakfast, then this would not incur such a requirement.

- (b) With regard to conditions 4 & 9, in the event that a written, author-identified complaint is not adequately managed by the landowner to the satisfaction of the local government, then the Shire Chief Executive Officer may refer the matter to a meeting of Council for its further consideration and determination.
- (c) The applicant is advised that this planning approval does not negate the requirement for any additional approvals which may be required under separate legislation including but not limited to the following where required, Building Code of Australia, *Building Regulations 2012* and *Health Act 1911*. It is the applicant's/landowner's responsibility to obtain any additional approvals required before the development/use lawfully commences.
- (d) Should the applicant be aggrieved by the decision of the Council (in part or whole) there is a right pursuant to the *Planning and Development Act 2005* to have the decision reviewed by the State Administrative Tribunal. Such application must be lodged within 28 days from the date of determination.

Disclosure of Interest

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

Background

Council is in receipt of an application to operate hosted accommodation from the existing granny flat at 28 (Lot 259) Cargeeg Bend, White Peak. The application has been advertised for comment and no objections were received. This report recommends approval of the application.

Comment

Lot 259 is a 3.7257ha property, with a 75.2m long battleaxe access leg onto Cargeeg Bend. The previously cleared property is relatively flat, sloping downward from the 65m contour at its north-eastern corner, to the 60m contour in the south-western corner.

Figure 10.1.3.1 – Location Plan for 28 (Lot 259) Cargeeg Bend, White Peak



Lot 259 contains the following development clustered at the eastern end of the property:

- 4 bedroom, 2 bathroom single storey main residence;

- 1 bedroom, 1 bathroom single storey ancillary dwelling (more commonly known as a 'granny flat');
- shed;
- swimming pool.

The applicant is seeking approval to use the 1 bedroom granny flat for short stay accommodation purposes.

A copy of the submitted application, including a management statement has been included as **separate Attachment 10.1.3**.

Figure 10.1.3.2 – Aerial Photograph of 28 (Lot 259) Cargeeg Bend, White Peak



It is considered that the application should be supported based on the following:

- the use is primarily 'residential' in nature (i.e. it occurs within a building designed and approved for habitation);
- the development would not cause an inconsistency in the existing streetscape as the use of the building for short stay accommodation will not require any changes to the external appearance of the residence;
- such developments are generally considered to meet the objectives and requirements of the 'Rural Residential' zone;
- the application is for Hosted Accommodation with the on-site manager living in the main residence in immediate vicinity to the granny flat, meaning that the development would be 'self-policing', it is generally considered that it is more Unhosted/Holiday House applications where visitors stay in an otherwise empty house that tend to give rise to complaints when people in a holiday-mode can have conflicting behavior patterns to surrounding residents in a work-routine;
- given that the granny flat is a 1 bedroom building the level of occupancy and associated number of visitor vehicles would be low;
- the property has sufficient area to accommodate all visitor car parking off-street;
- the building is not located within an area identified as bushfire prone upon the Department of Fire & Emergency Service State Map of Bushfire Prone Areas;
- the property is in an area serviced by a sealed road network, reticulated water, power and fire hydrants;

- there is the ability for issues that may arise with such developments (e.g. noise, nuisance and visitor traffic/parking) to be addressed by a condition of approval whereby Council retains the right to review its approval in the event of complaint being received concerning the operation of the development.

Figure 10.1.3.3 – View of shed and granny flat building upon Lot 259 from bridle path running along northern boundary of property (shed on neighbouring property to the east visible in left of photo)



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

28 (Lot 259) Cargeeg Bend, White Peak is zoned 'Rural Residential 1' under the Shire of Chapman Valley Local Planning Scheme No.3 ('the Scheme') the objectives for which are listed in Table 1 as being:

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

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

The advantageous economic return that short stay accommodation provides to owners also impacts the longer term rental market which carries a wider social cost, with this impact being felt not just in larger cities and tourism destinations where it is becoming a major concern but also in the regional and rural setting.

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

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

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

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

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

The Department for Planning, Lands and Heritage (DPLH) have released the following documents advising of the reforms that will be implemented in 2024:

[Planning Bulletin 115 - to assist with Local Government implementation](#)

[Position Statement - Planning for Tourism 2023 \(www.wa.gov.au\)](#)

[Planning for Tourism and Short-Term Rental Accommodation Guidelines](#)

[STRA Fact Sheet](#)

[STRA Information Graphic](#)

Currently 'air bnb' style short stay accommodation requires an approval from the Shire and generally falls under 1 of 2 categories, 'Hosted' or 'Unhosted' accommodation:

- 'Hosted' accommodation is where the owner lives on-site and generally tend to be low-key in nature as the operation is largely 'self-policed' by the owner for issues that may arise e.g. noise, nuisance and parking.

- 'Unhosted' accommodation is where guests obtain a key from the off-site owner/manager or via a coded lock-box, and can have potential for greater impact as it does not have an on-site manager and complaints may arise when people in a holiday-mode can have conflicting behaviour patterns to surrounding residents in a work/retirement routine.

Hosted Accommodation might be considered most closely aligned with the current Shire of Chapman Valley Local Planning Scheme definition of a 'bed and breakfast' which is listed as an 'A' use in the 'Rural Residential' zone, that is a use that must be advertised for comment prior to determination.

"bed and breakfast means a dwelling –

- (a) used by a resident of the dwelling to provide short-term accommodation, including breakfast, on a commercial basis for not more than 4 adult persons or one family; and*
- (b) containing not more than 2 guest bedrooms"*

Unhosted Accommodation would correspond more closely with the 'holiday house' definition which is also listed under the Scheme in the 'Rural Residential' zone as a use that must be advertised inviting comment prior to determination.

"holiday house means a single dwelling on one lot used to provide short-term accommodation but does not include a bed and breakfast"

The 2024 state reforms propose that Hosted Accommodation would be exempted from the need to make application to local government where it does not exceed a maximum of 4 adult persons (or 1 family) and a maximum of 2 guest bedrooms. This would mean that, following implementation of the legislative reforms, applications of the type now before Council would not require development approval state-wide.

The 2024 state reforms propose that Unhosted Accommodation would be exempted from the need to make application to local governments in the metropolitan area where it is let for no more than 90 days per calendar year (which does give rise to queries on how this legislative monitoring and compliance burden on local government would be funded and administered). Outside the metropolitan area the most recent Planning Bulletin notes that:

- Housing and STRA issues vary considerably across regional areas, as does the need to provide for local tourism markets.*
- Regional local governments will have the flexibility to designate STRA as they see fit within each planning scheme zone, depending on local context.*
- Notwithstanding, STRA should still be listed in the zoning table using applicable model use classes."*

The 2024 state reforms proposed the introduction of a 'Short-Term Rental Accommodation' (STRA) land use definition into the *Planning and Development (Local Planning Schemes) Regulations*.

Once the Regulations amendments occur in 2024 the Shire, along with all other local governments, will be required to amend their Local Planning Schemes to introduce the new 'Short-Term Rental Accommodation' land use definition and remove the superseded versions, and consider the level of permissibility class for its various zones.

The DPLH have advised they will be releasing model scheme amendment documents and model local planning policy documents that can be used by local governments to progress

amendments to align their local planning schemes with the Regulations and the Position Statement.

Ultimately the state and local government level legislative reforms will lead to a state-wide Short-Term Rental Accommodation Register with the DPLH advising that:

“The state-wide STRA Register will operate alongside the planning changes and will launch in mid-2024, with registration being mandatory by 1 January 2025. All types of STRA are required to register prior to operation – regardless of whether they are ‘hosted’ or ‘unhosted’, or whether they qualify for a development approval exemption. Importantly, STRA operators will need to ensure they are compliant with any planning requirements prior to registering. The STRA Register will be administered by DMIRS, with its head of power being the Short-Term Rental Accommodation Act. This Act will also repeal any existing STRA local laws currently in effect, to ensure legal continuity across Western Australia.”

The DPLH’s ‘Position Statement: Planning for Tourism and Short Term Rental Accommodation’ notes the following in relation to applications of this type:

“5.4.2.1 Hosted short-term rental accommodation

Hosted accommodation is considered a low-scale form of short-term rental accommodation because the host resides on the site and can manage any issues that may arise with respect to amenity, noise and other impacts. It may also be contended that the short-term rental accommodation use of the property is incidental to the permanent residential use. It is intended that hosted accommodation, where the owner or occupier of the dwelling is present when guests are staying overnight, should not require a development approval, and should be represented as such in the zoning table.”

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

- “(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;...*
- ...(c) any approved State planning policy;...*
- ...(fa) any local planning strategy for this Scheme endorsed by the Commission;*
- (g) any local planning policy for the Scheme area;...*
- ...(m) the compatibility of the development with its setting including:*
 - (i) the compatibility of the development with the desired future character of its setting; and*
 - (ii) relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;*
- (n) the amenity of the locality including the following —*
 - (i) environmental impacts of the development;*
 - (ii) the character of the locality;*
 - (iii) social impacts of the development;...*
- ...(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;...*
- (u) *the availability and adequacy for the development of the following –*
 - (i) *public transport services;*
 - (ii) *public utility services;*
 - (iii) *storage, management and collection of waste;*
 - (iv) *access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities);*
 - (v) *access by older people and people with disability;...*
- ...(w) *the history of the site where the development is to be located;*
- (x) *the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;*
- (y) *any submissions received on the application...*
- ...(zb) *any other planning consideration the local government considers appropriate.”*

The Shire has required of previous similar applications that if the owner is preparing a cooked breakfast for the guests then they must register the premises with the Shire under the *Food Act 2008*. However, if the owner provides an uncooked breakfast i.e. tea, coffee, cereal, milk, fruit etc. for the guests, or no breakfast, then this would not incur such a requirement. The Shire has also required that if there is a facility for guests to cook in the premises then a fire blanket and/or a fire extinguisher needs to be provided.

Policy/Procedure Implications

A Policy or Procedure is affected:

Planning and Development Policy & Procedures

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

Council has prepared Shire of Chapman Valley Local Planning Policy 2.3 – Rural Tourism to guide assessment of applications and a copy of the policy can be viewed at the following link:

https://www.chapmanvalley.wa.gov.au/Profiles/chapmanvalley/Assets/ClientData/Document-Centre/planning/policies/SoCV_LPP_2_3_Rural_Tourism.pdf

Policy 2.3 contains the following objectives:

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

It is considered that the proposed application meets with the Policy Statement requirements, as it fronts a sealed road, has access to reticulated water supply, has sufficient area to

accommodate all car parking off-street, will have management upon the same property, and has sufficient bathrooms provided, and can therefore be supported.

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

The Shire of Chapman Valley Local Planning Strategy identifies the subject area as being located within 'Precinct 7 – South West' the vision for which is:

"The planned expansion of the south west area of the Shire, whilst taking into consideration the plans and policies of other local and regional government authorities."

The Strategy states that the land use of 'Tourism (low to medium-key)' is considered appropriate for this precinct area and also identifies the following economic objective:

"7.2.2 Promote tourist related uses/development and encourage agricultural diversification in appropriate areas where there will be no detrimental impact to the surrounding land and existing uses."

Strategic Community Plan/Corporate Business Plan Implications

COMMUNITY HEALTH & LIFESTYLE

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

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

ECONOMY & POPULATION

2.1 Build population and business activity with targeted strategies.

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

ECONOMY & POPULATION

2.2 Provide support for business development and local employment.

2.2.2 Consider business start-up incentives.

ECONOMY & POPULATION

2.3 Embrace local tourism & regional strategies and trails.

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

2.3.2 Explore support needed by local tourism industries.

ECONOMY & POPULATION

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

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

ENVIRONMENT & SUSTAINABILITY

3.2 Maintain the rural identity of the Shire.

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

GOVERNANCE & ACCOUNTABILITY

5.4 Ensure robust process for economic and infrastructure development.

5.4.1 Town Planning Review / Initiatives.

Consultation

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

The Shire therefore wrote to the 9 surrounding landowners on 1 December 2023 providing details of the application and inviting comment upon the proposal prior to 22 December 2023. A sign was also erected on-site advising of the received application and the opportunity for comment and a copy of the application was also placed on the Shire website for viewing.

At the conclusion of the advertising period no submissions had been received, and this is considered to indicate a level of support and/or indifference to the proposed development.

Although no objections were received, there is ability for Council to address issues that may arise in future in regards to the proposed development through the application of conditions of approval that ensure appropriate controls are in place to provide mechanisms for compliance and enforcement. Short stay accommodation is becoming increasingly commonplace across WA within established residential and rural-residential areas and it is important that they are managed well and provide an opportunity for alternative accommodation whilst maintaining the integrity and amenity of surrounding areas.

Risk Assessment

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

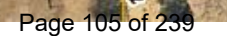
SHORT STAY ACCOMMODATION MANAGEMENT STATEMENTName of Business: Valley VacayProperty Address: 28 Cargeeg Bend, whitepeak 6532Property Owner: Tom GoddardProperty Manager: Elle' AylingContact Details: (mobile) [REDACTED] (email) [REDACTED]Maximum occupancy: 2Bedding configuration: 1 King bedFacilities & Carparking: large carpark to cater for people with caravans, use of swimming pool, bedroom with pool views with ensuite, Kitchen, dining, lounge room

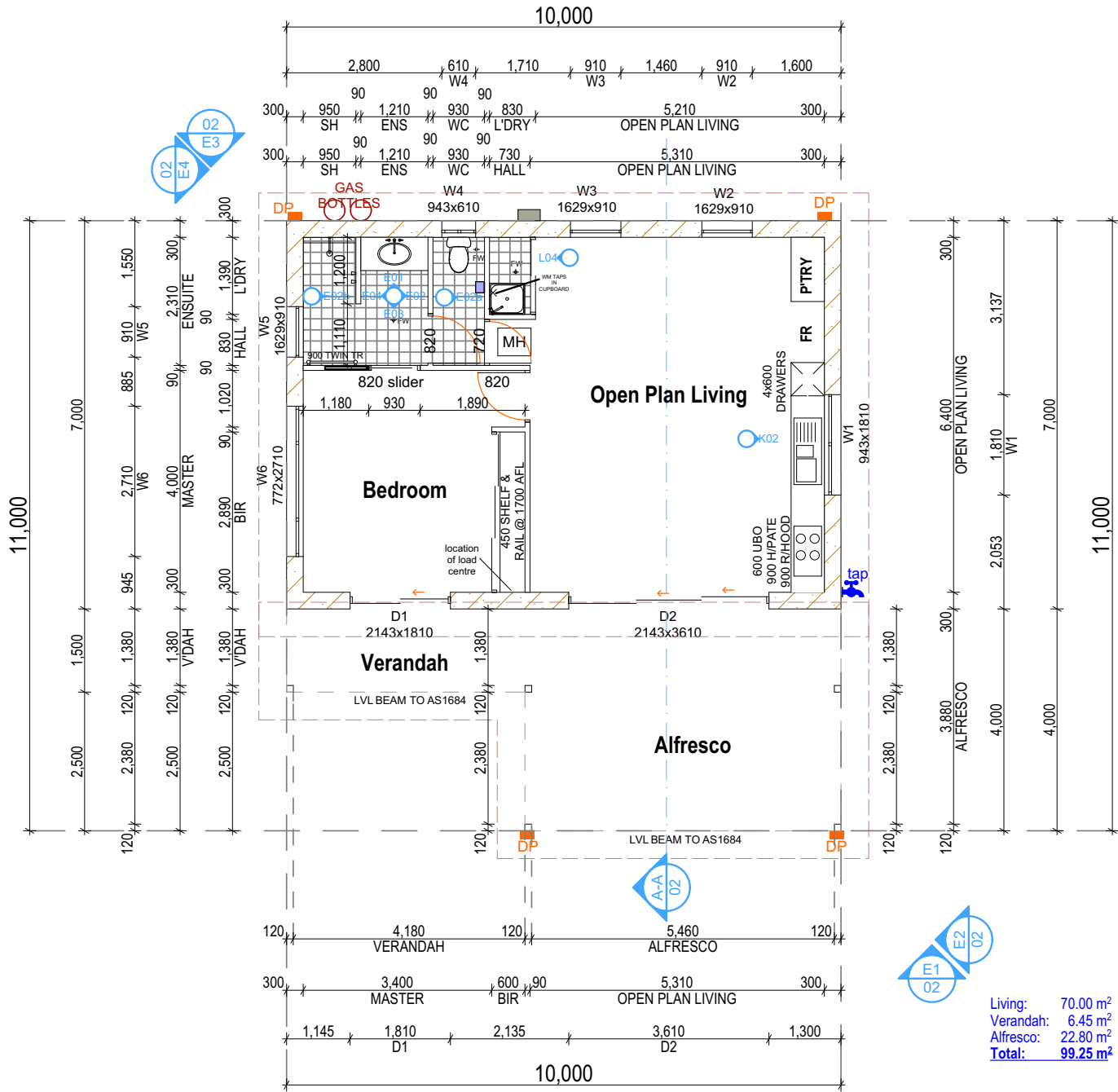
Day To Day Management (outlining how premises will be managed on a day-to-day basis, including how keys are accessed for entry, provision of on-site assistance, cleaning & waste management):

- Keys will be in a lock box
- Guests will have my number for any enquiries / emergency
- Cleaning will be done by myself (Elle') after each guest check out bins will provided for general waste and recycling

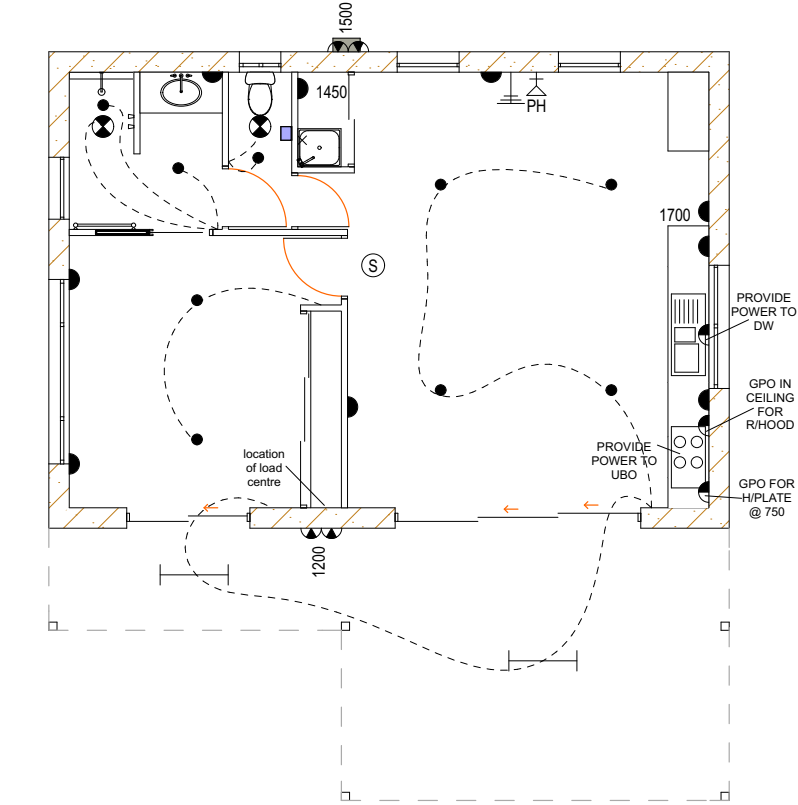
Fire & Emergency Management: Smoke detectors are installed
fire blanket, evacuation plan, provide emergency numbers
nearest hospital, chemist. First aid kit will be
provided as well as a fire extinguisher.

Nuisance, Noise & Complaint Management: air bnb booklet which will
be present for guest stay will state no excessive
noise, no parties and noise to be kept down &
music off by 11pm





GROUND FLOOR
1:100



ELECTRICAL PLAN
1:100

LEGEND	
	ALL DOWN LIGHTS NON-VENTED
	FRIDGE FREEZER POWER POINT LOCATED TO THE RIGHT HAND SIDE OF RECESS
	SINGLE 36w FLUORESCENT WITH DIFFUSER (type FB) (1xT8 COOL WHITE TUBES)
	PREMIUM LIGHTING - RUBY LED - 8w - WHITE SURROUND 700LUMEN - 70mm CUTOUT
	PREMIUM LIGHTING - RUBY LED - 10w - WHITE SURROUND 900LUMEN - 90mm CUTOUT
	SMOKE DETECTOR - ALL HARDWIRED WITH BATTERY BACKUP
	DOUBLE WEATHER PROOF G.P.O.
	ADJACENT NUMBER DENOTES HEIGHTS ABOVE FLOOR LEVEL
	SINGLE WEATHER PROOF G.P.O.
	ADJACENT NUMBER DENOTES HEIGHTS ABOVE FLOOR LEVEL
	SINGLE G.P.O.
	ADJACENT NUMBER DENOTES HEIGHTS ABOVE FLOOR LEVEL
	DOUBLE G.P.O. - 300 AFL OR 150 ABOVE BENCH TOP UNLESS OTHERWISE NOTED
	TELEPHONE POINT, TELEPHONE PRE WIRE TO BE FULLY INSTALLED BY ELECTRICIAN (FINAL CONNECTION BY TELSTRA) - 300 AFL OR ADJACENT NUMBER DENOTES HEIGHT ABOVE FLOOR LEVEL
	EXHAUST FAN FLUMED SEPARATELY SWITCHED (35w)
	SQUARE - BRUSHED ALUMINIUM
	SINGLE OR TWO SWITCH AND LINE
	T.V. AERIAL POINT- 300 AFL OR HEIGHT AS MARKED WITH SINGLE EXTERNAL AERIAL ROOF MOUNTED

REVISION:		3	ADDRESS	28 Cargeeg Bend White Peak	<u>CLIENT</u>		<div>NOTE: THESE DRAWINGS ARE THE COPYRIGHT OF THE DESIGNER/BUILDER AND MAY NOT BE REPRODUCED IN PART OR IN WHOLE WITHOUT WRITTEN CONSENT. BUILDERS/OWNERS ARE TO CHECK ALL DRAWINGS, LEVELS AND DIMENSIONS. VERIFY CONDITIONS, SCOPE OF WORK AND ACCESS BEFORE COMMENCING ANY WORK.</div> <div>DRAWN BY: KM</div>		
03	drawings prepared for council	18/03/2017			Goddard	JOB No.		CLIENT SIGNATURE	
02	ext walls to rammed earth, din/living smaller, verandah bigger, roof pitches swapped, granny flat drawn	05/02/2017				KM009-16-03CS			
01	angle entry, garage bedroom wider, voids amended, upper roof changed, 1200 island bench	04/12/2016				SCALE: 1:100 @ A3			
						DATE: 18/03/2017			
00	ORIGINAL ISSUE	06/11/2016			<u>DRAWING TITLE</u>		DRAWING No.		
REVISION				Floor Plan & Electrical		DATE			
						1 OF 4			

10.1.4	Proposed Grazing Lease, Cogley Road, Dindiloa
Department	Development Service Planning
Author	Simon Lancaster
Reference(s)	A1805
Attachment(s)	1. draft Reserve 8349 grazing lease [10.1.4.1 - 4 pages]

Voting Requirements

Simply Majority

Staff Recommendation

That Council issue delegated authority to the Shire Chief Executive Officer to enter into a grazing lease agreement with the adjoining landowner for use of Crown Reserve 8349 Cogley Road, Dindiloa, pursuant to Section 3.54 of the *Local Government Act 1995*, as generally outlined in Attachment 10.1.4, upon finalisation of the management order by the Department of Planning, Lands & Heritage.

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 has applied to the Department of Planning, Lands & Heritage (DPLH) for a management order with power to lease for Reserve 8349 Cogley Road, Dindiloa. This report recommends that upon finalisation of the management order that the Shire issue a grazing lease to the neighbouring farmer.

Comment

Reserve 8349 is a 66.0377ha vacant parcel of Crown Land, located 4km north-east of the Nabawa townsite. Reserve 8349 was created on 26 February 1904 and vested with the Shire in 1917 for 'Camping & Public Utility'.

Reserve 8349 did have some strategic value in linking Chapman River and the Geraldton-Naraling railway (which opened in 1910, with further extension opening to Yuna in 1913) and the site contained a 9 hole golf course at one time, but with the closing of the railway line (and the Dindiloa siding) in 1956 the site's community role diminished.

The Shire has used Reserve 8349 in the past for extraction of road materials but in 2003 advised the DPLH that it no longer required the land and on 19 September 2008 the vesting order was revoked and the reserve's management purpose amended to 'Government Requirements'.

After that time Reserve 8349 was leased for the purposes of grazing by DPLH to the landowner of 153 (Lot 2950) Cogley Road which adjoins Reserve 8349 to the south. When the lessee of Reserve 8349/landowner of Lot 2950 passed away in 2022, the executor of the will advised DPLH that they did not wish to continue the lease arrangement. Lot 2950 was subsequently sold and acquired by the landowner of the larger farm to the south (Yunga Springs Pty Ltd as trustee for Gould Family Trust).

The DPLH then wrote to the Shire enquiring whether it would be interested in managing Reserve 8439.

Figure 10.1.4.1 – Location Plan for Reserve 8349 Cogley Road, Dindiloa

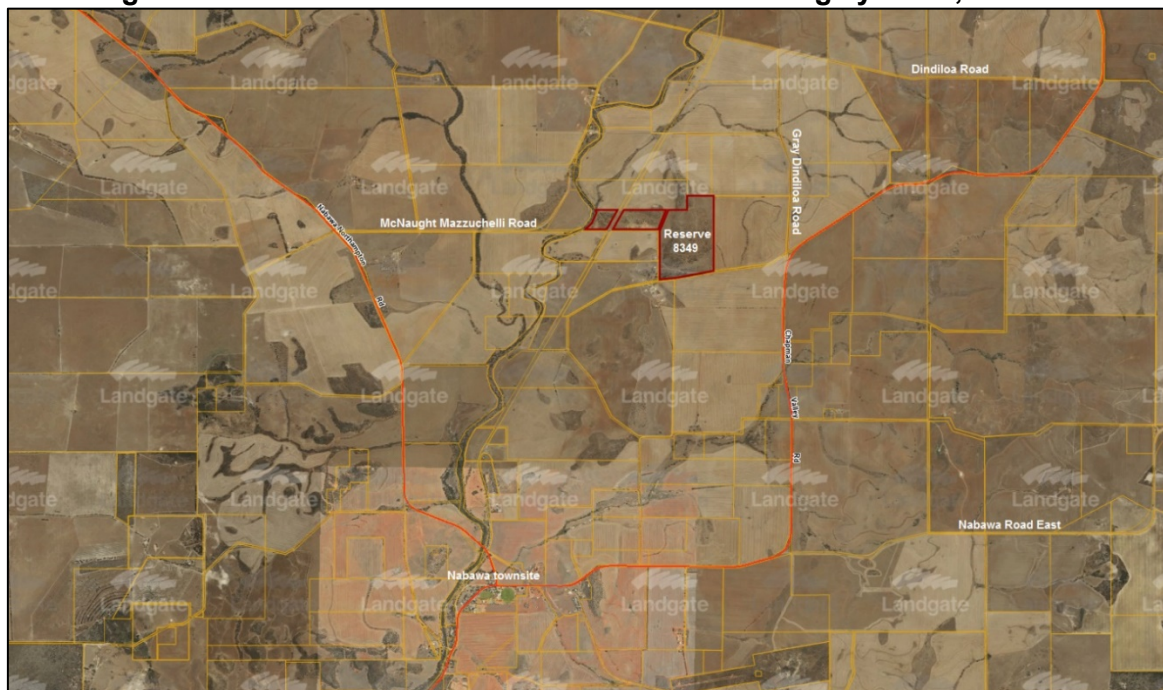
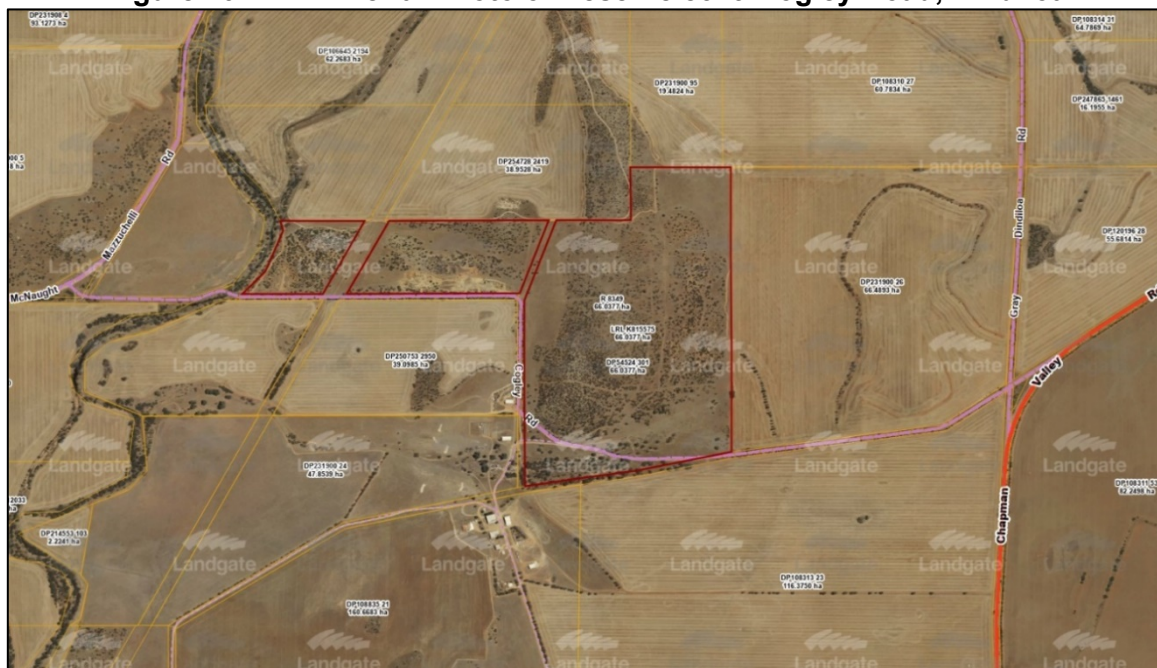


Figure 10.1.4.2 – Aerial Photo of Reserve 8349 Cogley Road, Dindiloa



The Shire has in recent years pushed up gravel at 2 sites within Reserve 8349 for use on McNaught-Mazzuchelli Road and whilst it has not been of the highest quality it has found pre-screened material from the site serviceable. Shire staff therefore considered that it would be of benefit to assume a management order for Reserve 8349 for the purpose of 'Gravel and Grazing' and also seek the power to lease the land to the adjoining farmer for grazing purposes so that the fuel load could be managed and fences maintained by a lessee.

Council generally discussed the DPLH enquiry at its 20 October 2022 Concept Forum with the view being that the Shire would be interested in accepting the management order for Reserve 8349, and that in the event that the DPLH were willing to grant a management order this matter should be presented to a future meeting of Council for consideration of a potential grazing lease being entered into with the adjoining farmer for the portion of Reserve 8349 surplus to Shire requirements.

DPLH advised on 20 January 2023 that it was in agreeance to issuing a Management Order for Reserve 8349 to the Shire for the purpose of 'Gravel & Grazing' with associated power to lease for the purpose of grazing. DPLH subsequently advised on 2 January 2024 that documentation to finalise this matter had been lodged at Landgate on 14 December 2023 (Dealing Numbers P821271-P821273).

Upon receipt of this advice Shire staff drafted a grazing lease agreement for Reserve 8349 in accordance with DPLH requirements and based upon similar grazing lease documents the Shire has with other landowners in the district for parcels of Crown Land.

The draft lease contains the standard Shire/DPLH clauses whereby the lessee can graze/crop the land subject to them being responsible for maintenance relating to matters such as fire breaks and fencing. A clause was also included in the draft lease document relating to the ability for the Shire to access the land in the event that it needs to source gravel for local road works.

A 5 year term is suggested in the draft agreement (this being similar to other grazing leases the Shire has issued) and with ability for the Shire (and also the lessee) to be able to terminate the agreement at any time, subject to 3 months' notice, should it require the land for some unforeseen purpose.

The lease agreement has been drafted with the suggestion that it be on an annual fee of '\$1 on demand' (i.e. the old 'peppercorn' style of lease). This nil fee arrangement has been suggested as appropriate in recognition of the community service that the landowner to the south/potential lessee of Reserve 8349 provides by permitting the Shire's telecommunications mast (which is used for emergency communications and also wider internet connection) to be sited upon their Lot 20 Gould Road, Nabawa, for which they do not charge the Shire a fee.

A copy of the draft grazing lease agreement for Reserve 8349 has been provided as **separate Attachment 10.1.4.**

The draft grazing lease agreement was provided to the adjoining landowner (Matthew Gould) on 3 January 2024 inviting feedback, but also advising the document was a draft only (and not a final version) that Shire staff had prepared and that this matter would need to be presented to Council for consideration.

The adjoining landowner advised on 4 January 2024 that they were satisfied with the draft grazing lease agreement.

Figure 10.1.4.3 – Landowners surrounding Reserve 8349 Cogley Road, Dindiloa

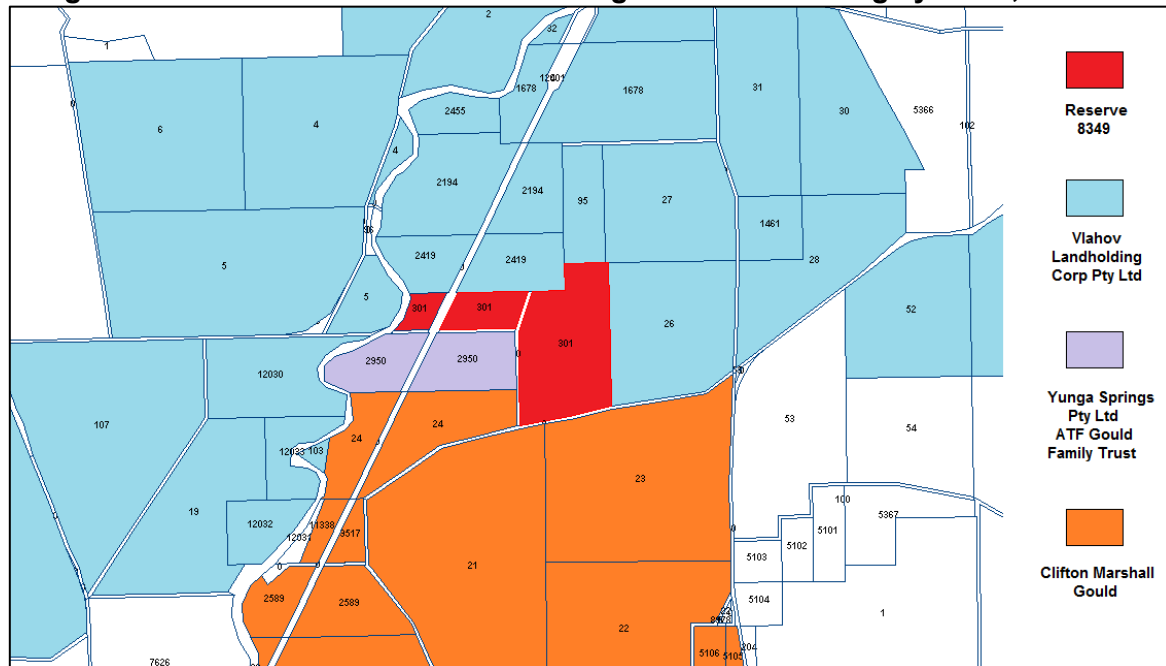


Figure 10.1.4.4 – Reserve 8349 looking east at central Shire road material area



Figure 10.1.4.5 – Reserve 8349 looking north at western Shire road material area



Statutory Environment

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

Council may under Section 3.54 of the *Local Government Act 1995* issue a licence for the private use of Crown land under its control in the interest of controlling and managing that land.

Reserve 8796 is zoned 'Public Open Space' under the Shire of Chapman Valley Local Planning Scheme No.3. Table 1 of the Scheme lists the objectives for this zone as being:

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

DPLH is in the process of issuing a management order for Reserve 8796 to the Shire for the purposes of 'Gravel & Grazing' with the power to lease for grazing.

Policy/Procedure Implications

No Policy or Management Procedure affected.

Financial Implications

No Financial Implications Identified.

Council has generally maintained a supportive position to leasing Crown Reserves, where they are not identified for its own immediate requirement, as otherwise the Shire would be required to undertake maintenance upon them (e.g. firebreaks, slashing/mowing, weed control, fencing and general maintenance) which would require mobilising of staff, equipment and financial resources. It has been previously considered by Council that these resources could be better utilised elsewhere and that leasing the property is a more appropriate means of management. Although the reserves have only been leased at relatively low rates (typically \$200 per annum) it has been considered that these leases have reduced costs to Council.

It is recommended in this instance, however, that the Shire not impose an annual lease fee in recognition that the adjoining landowner/proposed lessee does not charge an annual fee to the Shire for it to be able to maintain a telecommunications mast elsewhere within their overall farm landholding, upon Lot 20 Gould Road.

The Shire of Chapman Valley Long Term Financial Plan was endorsed by Council at its 19 July 2017 meeting. It is considered that the Shire entering into a grazing lease with the adjoining farmer for Reserve 8349 would be in keeping with the Long Term Financial Plan as it would reduce maintenance and liability issues to Council and assist in meeting a required Level of Service in the most cost effective manner for present and future community.

Strategic Implications

Strategic Community Plan/Corporate Business Plan Implications

PHYSICAL & DIGITAL INFRASTRUCTURE

4.1 Develop, manage, and maintain built infrastructure.

4.1.1 Asset Management Plan.

GOVERNANCE & ACCOUNTABILITY

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

5.2.1 Asset Management.

Consultation

The Shire has been communicating with DPLH in regards to the issuing of a management order and associated power to lease for Reserve 8349 and has also consulted with the adjoining landowner to the south/proposed lessee in the drafting of the grazing lease agreement

Risk Assessment

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



**AGREEMENT TO LICENSE USE OF RESERVE 8349
FOR THE PURPOSE OF GRAZING**

Between

SHIRE OF CHAPMAN VALLEY

and

Yunga Springs Pty Ltd ATF Gould Family Trust

.... 2024

AGREEMENT TO LICENSE USE OF RESERVE 8349 FOR PURPOSE OF GRAZING

An AGREEMENT made on ... 2024 between the SHIRE OF CHAPMAN VALLEY having its office at 3270 (Lot 7) Chapman Valley Road, Nabawa in the State of Western Australia (hereinafter called 'the Shire') of the one part and YUNGA SPRINGS PTY LTD ATF GOULD FAMILY TRUST of PO Box 14 NABAWA WA 6533 (hereinafter called 'the licensee') of the other part.

WHEREAS

- (a) Reserve No.8349 (hereinafter called 'the said land') is vested in or placed under the control of the Shire for the purpose of 'Gravel and Grazing' and by virtue of Section 5 of the *Parks and Reserves Act 1895* and Section 3.54 of the *Local Government Act 1995*, and subject to the approval of the Minister for Lands, the Shire may grant licenses for the purpose of grazing of animals upon the same.
- (b) The licensee has applied to the Shire for a license to graze animals on the said land and the Shire has agreed to grant a license on these terms and conditions hereinafter set forth.
 - 1. Subject to the provisions hereafter contained the licensee shall have the exclusive right to graze stock on the said land for the period ... 2024 to ...2029, however, the agreement may be terminated at any time at the expiration of three months notice in writing by either party.
 - 2. The licensee will pay to the Shire for the License aforesaid the yearly rent of one dollar (on demand) every year after the commencement of the said term.
 - 3. The land shall not be used for any purpose other than grazing or cropping.
 - 4. The licensee shall not without the previous consent in writing of the Shire, and approval of the Minister of Lands, transfer, mortgage, sublet or part with the possession of the demised land.
 - 5. The licensee shall not cut down, fell, injure or destroy any living timber or scrub upon the demised land except for the purpose of destroying poisonous growth or maintaining of boundary fencing or by the agistment of stock in reasonable numbers.
 - 6. The licensee shall indemnify the Shire and the Minister of Lands against all claims for damage to property or persons arising from the use of the demised land for the purpose of grazing.
 - 7. The licensee shall effect no improvements to the demised land without the prior written permission of the Shire.
 - 8. Compensation shall not be payable to the licensee in respect of any improvements effected by them on the demised land and remaining thereon at the expiration or earlier determination of the lease.
 - 9. Power is reserved to the Shire to direct that the number of stock grazing on the demised land shall be reduced if the Shire is of the opinion that the demised land is

overstocked to an extent sufficient or likely to cause permanent damage to the land;
failure to comply with any such direction will result in the forfeiture of the license.

10. The licensee shall be responsible for the maintenance of fencing and the construction and maintenance of firebreaks or other fire management measures to the requirements of the Shire.
11. The licensee shall permit access to the said land for Shire vehicles and personnel in the event that gravel is required to be obtained for Shire road works purposes.

WITNESS whereof this agreement has been signed the day and the year first before written.

The **COMMON SEAL** of the **SHIRE OF CHAPMAN VALLEY**

Was hereunto fixed in the presence of

PRESIDENT

CHIEF EXECUTIVE OFFICER

Signed by the said of

Yunga Springs Pty Ltd ATF Gould Family Trust

In the presence of:

Print Name

Signed

Approved

MINISTER FOR LANDS

Attachment 1 – Aerial Photograph of Reserve 8349 Cogley Road, Dindiloa (source: Landgate)



10.1.5	LRCIP Funding
Department	Development Service Planning
Author	Simon Lancaster
Reference(s)	A2040
Attachment(s)	Nil

Voting Requirements

Simply Majority

Staff Recommendation

That Council endorse the following projects as being suitable for the LRCIP funding and delegate to the Shire CEO to enter into discussions with the funding provider to lodge these projects:

- Bill Hemsley Park Gardener Shed;
 - Nabawa Refuse Site Caretaker Building;
 - Entry Statements;
 - Coronation Beach Toilet;
 - Nanson Showground Dump Point;
 - Nanson Showground Exhibition Hall Reroofing & Insulation;
- (Reserve project in event there are unspent funds or a listed project is deemed ineligible by funding provider)*
- Nabawa Community Centre Toilets Refurbishment.

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 has received Local Roads & Community Infrastructure Program (LRCIP) Phase 3-extension external funding and this report makes recommendation in regards to local projects that Council may wish to undertake. Alternative projects are also provided in this report for Council's consideration should it wish to vary the recommended projects.

Comment

Council had originally considered that the LRCIP funding should be utilised for the Bill Hemsley Park (BHP) Oval project. The oval project has an estimated cost of \$852,691 GST ex and the LRCIP funding is to the value of \$365,437.

On this basis the 23/24 budget was adopted by Council with the LRCIP funds allocated towards the BHP Oval project but notation that the balance funds would need to be sourced from external grants. Shire staff have lodged grant applications with external agencies including the Community Sporting & Recreation Facilities Fund (CSRFF) which is administered by the Department of Local Government, Sport & Cultural Industries (DLGSCI) and the Community Water Supplies Partnership Program administered by the Department of Water & Environmental Regulations (DWER).

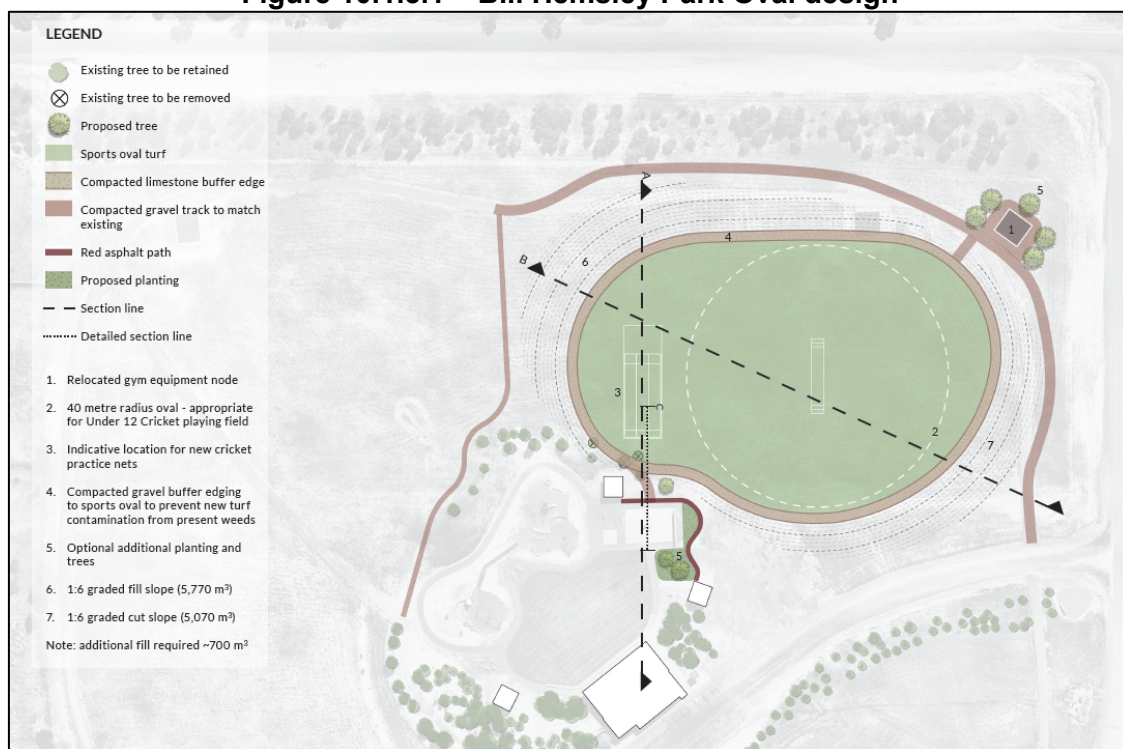
Unfortunately, DLGSCI have advised that the Shire's application for funding for the BHP Oval project was unsuccessful as follows:

For the 2023-24 CSRFF July Small Grants Round, the Department of Local Government, Sport and Cultural Industries (DLGSC) received 30 funding

applications requesting \$2,704,384, which far exceeds the amount available for allocation in this round. As such, the DLGSC is unable to support a number of very worthwhile community projects. I regret to advise that your application for CSRFF support has been unsuccessful on this occasion.

There are a number of reasons why a project may not have been funded. In this instance, your application has not been successful as there were higher priorities in the funding round."

Figure 10.1.5.1 – Bill Hemsley Park Oval design



For the BHP Oval project to proceed in the 23/24 financial year it would require Council as part of its February budget review to fund the balance of the project through own resources, and this would necessitate either taking out of a loan, or increasing the 24/25 rates to accommodate the (by then commenced) BHP Oval project, or not proceeding with a number of other Shire own resource projects contained in the 23/24 budget year. None of these options are recommended by Shire staff.

Given that the LRCIP funds must be expended by 30 June 2024, and the BHP Oval project is unable to commence on-ground prior to this date, then Council must now select an alternative project, or projects, to undertake.

The projects that are presented in this report have been selected on the basis that they can be commenced quickly through placement of purchase orders and receipt of invoices to assist in the acquittal process given the projects would need to be completed by 30 June 2024 (although if substantially commenced then Council may be able to seek an extension to the acquittal date). The projects are required to meet the LRCIP eligibility criteria by being Shire projects that have not already been identified in the current budget. The suggested projects have also been made with consideration to spreading them geographically throughout the Shire and varying their type to ideally spread community benefit.

It must be noted that Council's re-allocation of the LRCIP funding from the BHP Oval project to other projects does not represent an abandoning of the BHP Oval project, but rather a

delay in the project's commencement, until it becomes more financially prudent. The 23/24 budget was adopted in the knowledge a series of grant applications would need to be successful to fund such a large infrastructure project and in the event this could not be achieved the project may have to be delayed. Council may wish to consider, as part of future budget formulations, setting aside funds over time in a reserve account that would ultimately fund the BHP Oval project and also during that time investigate further external funding options.

RECOMMENDED PROJECTS:

Bill Hemsley Park Gardener Shed - \$25,000

The Council adopted Bill Hemsley Park Masterplan identified a gardener's shed 40m to the south-east of the community centre. The shed would enable the storage of items such as ride-on mower, high pressure cleaner, reticulation repair equipment etc. The storage of a mower would make operations more efficient and prevent transportation of weed species from coastal to inland and vice versa.

Figure 10.1.5.2 - Bill Hemsley Park Masterplan extract - Gardeners Shed location

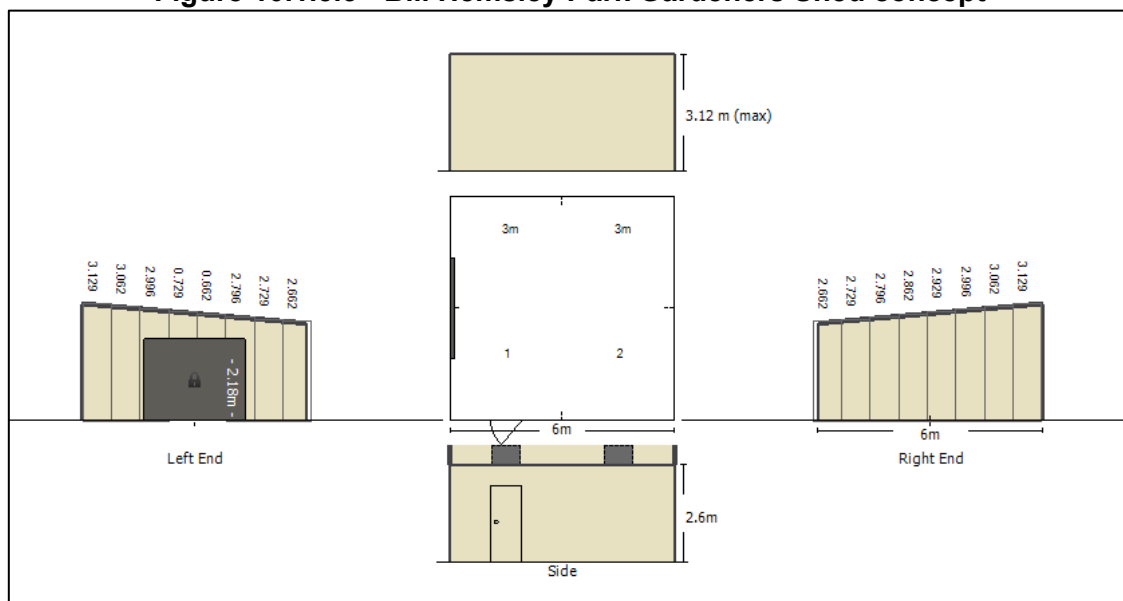


Shire staff recommend a skillion roof shed to keep the profile of the building low and for it to be clad in matching colorbond to the community centre. A 6m x 6m footprint would enable storage of items and also allow for an internal cage to secure items.

Given the shed would be overlooked by surrounding residences, and there is only one way in and out of the park for vehicles, and there is ability to setup CCTV, it is anticipated that the shed would be relatively safe from attempted theft.

Quotes for a shed kit are \$10,700 and a total project cost of \$25,000 is estimated to allow for site works, concrete slab and labour, and also for installation of items such as solar trickle charger for the mower battery and solar powered CCTV.

Figure 10.1.5.3 - Bill Hemsley Park Gardeners Shed concept

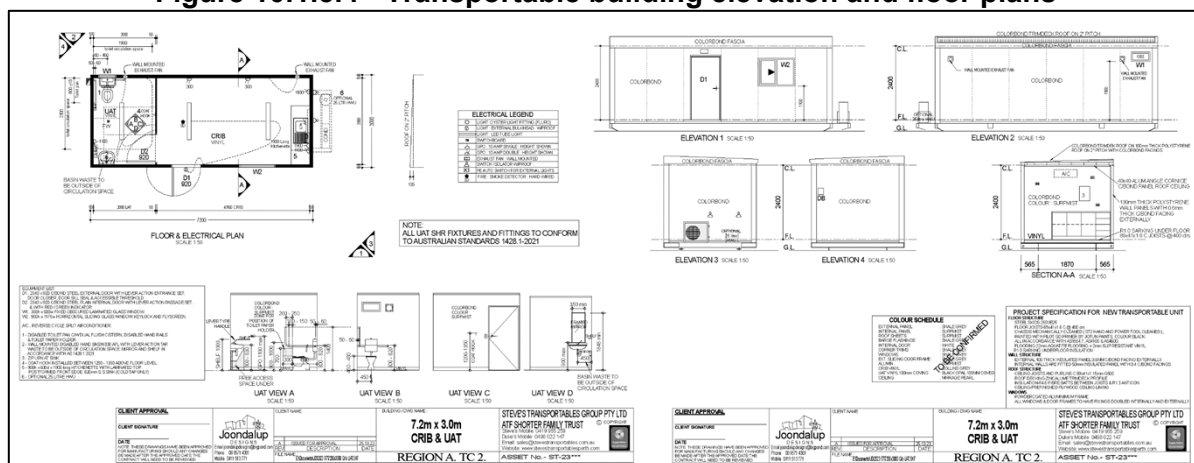


Nabawa Refuse Site Caretaker Building - \$90,000

Council have been exploring the manning of the Nabawa Refuse Site to improve service levels and better manage the facility. This would require the installation of amenities for an employee.

Shire staff have sought quotes from several suppliers for a transportable building with a floor plan consisting of a unisex disabled toilet and office/kitchenette. The cost of this building, air conditioner unit inclusive (as shown in the following figure) is \$56,500 GST ex.

Figure 10.1.5.4 - Transportable building elevation and floor plans



Shire staff have investigated various second-hand options that might be available from a range starting at \$32,000 GST ex but these are not disability compliant.

In addition to the purchase of the transportable building, allowance would also need to be made for a further \$29,000 for the following:

- septic system (can be reduced system as its to service 1 toilet and kitchen sink **only**) purchase, Shire resources to install, contract plumber to connect, approx. \$7,000;

- disabled access ramp (limestone blocks and concrete ramp) materials purchase, Shire resources to install, contract concreter to pour ramp, approx. \$6,000;
- generator, 7kva single phase diesel, electrician to wire in, approx. \$4,500;
- carport to side; purchase kit, Shire resources to install, approx. \$5,000;
- water tank; 10,000L supply & deliver, approx. \$3,000;
- concrete footing and tie down chains etc. approx. \$3,500.

Entry Statements - \$112,854

Another project that Council has been investigating is the installation of entry statements at various locations around the Shire.

2 sets of draft entry statement designs that were discussed at the 4/12/23 Tourism & Events Advisory Group (TEAG) meeting. The TEAG preferred one set of the designs, subject to some modifications, and also recommended that upon updating of the designs that they be presented to a future Concept Forum for further discussion. The TEAG meeting minutes and its contained recommendations were subsequently endorsed at the 14/12/23 Council meeting.

The requested changes have been made and the updated entry statement (front facing) designs are shown in the below figure.

Figure 10.1.5.5 - Preliminary concept designs for entry statements



The entry statements could be sited at the following 16 key locations in the Shire:

- Nabawa x3 (Chapman Valley Road south, Chapman Valley Road east, Nabawa-Northampton Road);
- Nanson x2 (Chapman Valley Road south, Chapman Valley Road north);
- Coronation Beach Road x1;
- Yuna x2 (Chapman Valley Road west, Chapman Valley Road east);
- White Peak x2 (Eliza Shaw Drive, David Road);
- General entry points to the Shire x6 (Morrell Road x1, Chapman Valley Road, Waggrakine x1, North West Coastal Highway x2, Nabawa-Northampton Road x1 and Yuna-Tenindewa Road x1).

The cost of the 3.5m wide, 2.3m high entry statements would be \$16,122 GST ex per sign.

The majority of the entry statements are designed to have reflective anti-graffiti vinyl coating (so they are visible to night-time traffic) and be non-frangible. These would be used for lower

speed areas such as Shire managed roads and speed restricted approaches to townsites (e.g. Yuna and Nabawa) and where sufficient street setback from a State controlled road can be achieved for non-speed restricted townsites (e.g. Nanson).

However, a second quote for frangible signs (i.e. where couplings/bolts will break cleanly on impact and are a smaller 2.655m wide and 2.02m high dimension) would be \$13,715 GST ex per sign.

This form of sign would be required where sufficient setback could not be achieved on non-speed restricted locations and State managed roads (e.g. North West Coastal Highway x2, Chapman Valley Road @ Waggrakine x1, Nabawa-Northampton Road x1 and Yuna-Tenindewa Road x1).

It is suggested that the entry statement project be rolled out over a number of financial years, with the sites for initial, and subsequent, installation at Council discretion.

It is recommended that the LRCIP funds be utilised to install 7 entry statements signs at the following locations (as Stage 1 of an overall later program):

- White Peak x2 (Eliza Shaw Drive, David Road) - \$32,244;
 - Nabawa x3 (Chapman Valley Road south, Chapman Valley Road east, Nabawa-Northampton Road) - \$48,366;
 - Yuna x2 (Chapman Valley Road west, Chapman Valley Road east) - \$32,244
- Total \$112,854

Note: Should Council wish to include the entry statement signs at Nanson into Stage 1 then the additional \$32, 244 GST ex cost would be added to make the total figure \$145,098 GST ex.

Coronation Beach Toilet - \$45,000

The Coronation Beach toilets were originally located to cater for the patterns of use associated with the campground and windsurfers. Since that time kitesurfing has become increasingly popular and kitesurfers launch from the northern end of the beach and in this area there are no toilets.

During larger events at Coronation Beach it has also become noticeable that there are insufficient toilets. The installation of another toilet would assist in catering for this. The new toilet would be constructed to a unisex disabled access standard towards the northern end of the reserve in a style to match the existing toilets.

Figure 10.1.5.6 - Existing toilet design at Coronation Beach



Figure 10.1.5.7 - Coronation Beach toilets

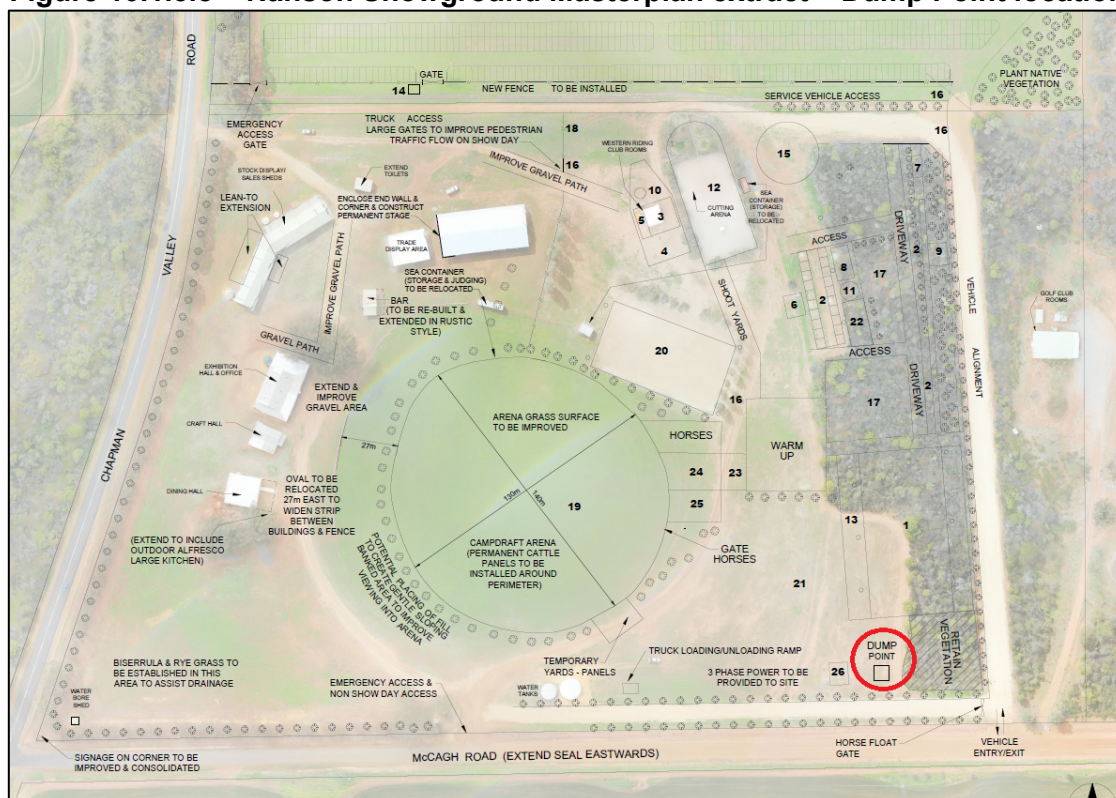


Nanson Showground Dump Point - \$16,000

The Shire currently has a dump point at Coronation Beach and Fig Tree Crossing and one planned for Yuna. With the increasing number of events being held at Nanson Showground this site has also been discussed recently as another suitable location for a dump point.

The Nanson Showground Masterplan that was developed in partnership with the user groups identified a dump point in the south-east corner of the site.

Figure 10.1.5.8 – Nanson Showground Masterplan extract – Dump Point location



Nanson Showground Exhibition Hall Reroofing & Insulation - \$70,000

The Exhibition Hall has been identified as requiring reroofing due to deterioration of the current aged structure. It is suggested that as part of this project it should also be insulated to make the building more comfortable for occupants and broaden the length of time that it might be available for community use.

Figure 10.1.5.9 – Nanson Showground Exhibition Hall



The total cost for the above projects would be \$358,854. It is suggested that with prices rises in materials and labour becoming commonplace and more frequent that the balance \$6,583 may be required to account for variations. However, in the event that there is a surplus it is

suggested that this amount be put towards upgrading the Nabawa Community Centre toilets (i.e. part works of project identified in following 'Alternative Projects' section).

ALTERNATIVE PROJECTS:

Nabawa Community Centre Toilets Refurbishment - \$40,000

The Nabawa Community Centre toilets provide the all-hours public toilets for the townsite and also for specific events such as functions in the community centre, football home games, cricket, school sports carnivals, gravel bike race etc.

The toilets require some upgrading works including ceiling repairs, replacement of the urinal and some basin and cistern replacements. It is considered that complete renovation would be approximately \$40,000, however, gradual upgrades can be undertaken for lesser amounts over time. Even in the event that the new football clubroom project proceeds the community centre toilets should still be upgraded as they will serve as the only public toilets during the construction period and also will still be required once the new clubrooms are completed.

It is suggested that any surplus funds on the previously listed recommended projects be utilised for the upgrading of the community centre toilets, and that the remainder of any renovation works could be completed at a later date.

**Figure 10.1.5.10 – Nabawa Community Centre Toilets
(left to right: unisex/female/male)**



Coronation Beach Caretaker Transportable Building - \$90,000

The installation of a transportable building to improve the caretaker facility is suggested as another project and the costings are based on the comparable scope of works suggested previously for the Nabawa Refuse Site project.

A transportable building would be preferable to a permanent structure in the event that climate change impacts were to require the relocation of the facility, or if the Coronation Beach Masterplan were to identify an alternative location at some future time.

Nabawa Tennis Courts Lighting Upgrade - \$49,000

The installation of LED lights at the tennis courts is another project the Shire may wish to consider. Initial quotes are for \$49,000, however, the final figure required to be accessed from the LRCIP would likely be less than this as the insurance payment for the cyclone damage to the tennis court lights would partially cover the total cost.

Similarly the Football Oval lighting might also be considered for upgrade.

Various other projects (e.g. the Nanson Showground Stage) were also considered, however these projects were not included, as they are at concept stage only and unlikely to be able to be advanced to the point where designs were finalised, purchase orders issued, works completed and invoices received prior to 30 June 2024.

Council has also utilised previous stages of LRCIP funding for reseal projects for roads that would be ineligible for funding through other external mechanisms (i.e. roads requiring reseal that are along recognised freight routes may instead eligible for Main Roads WA funding). Further resealing projects are not suggested at this time as the next identified priorities are on recognised freight routes and would be funded by other means.

Statutory Environment

This report has no statutory environment requirements.

The proposed projects are contained upon either Shire owned land or Shire managed Crown Reserves.

Policy/Procedure Implications

No Policy or Management Procedure affected.

Financial Implications

No Financial Implications Identified.

This report does not require amendment to the 23/24 Shire budget amount as this is based upon the \$365,437 LRCIP funding amount. This report confines itself to the selection of alternative projects to the value of the already budgeted \$364,437 amount.

However, the 23/24 budget does contain notations relating to the LRCIP funds based upon the BHP Oval project and the requirement for sourcing by additional grant income to enable this project to have commenced. With these additional grant applications being unsuccessful this does require the 23/24 budget to have some notation changes and these are addressed in the separate 23/24 budget review report later in this agenda as follows:

Account 2803 – Grants & Other Income Received – the \$365,437 figure remains unchanged but *'LRCIP(3) - extension grants allocated to SoCV potential project Bill Hemsley Park Oval - C concept Forum May 2023'* now requires deletion from the comments section and replaced with *'LRCIP(3) projects as endorsed by Council at Feb 24 OCM'*.

Account 2834 – Land & Building Purchases – the following text requires deletion from the comments section *'Job: 1079 - Bill Hemsley Park Oval Project subject to fully grant funded Concept Forum May 2023 - Total project costs (pending tender submissions) for BHPCC oval partially grant funded by LRCIP(3b) \$365,437 shortfall to be grant funded - this project is subject to being fully grant funded not own resource funded'* and replaced with *'Job 1079: LRCIP(3) projects as endorsed by Council at Feb 24 OCM'*.

7275 – Loan Funds Received – this amount should now be shown as \$0 instead of \$185,000 as the DLGSCI grant application was unsuccessful and the corresponding 23/24 budget comments section *'99-Loan funds required additional to grant funds LRCIP(3) BHP Oval Project'* can be deleted.

Long Term Financial Plan (LTFP):

The Shire of Chapman Valley Long Term Financial Plan was endorsed by Council at its 19 July 2017 meeting. It is not considered that the determination of this matter would have impact in relation to the Long Term Financial Plan other than to assist in its delivery.

Strategic Implications

Strategic Community Plan/Corporate Business Plan Implications

COMMUNITY HEALTH & LIFESTYLE

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

1.1.2 Determine a whole of Shire community integration approach.

GOVERNANCE & ACCOUNTABILITY

5.3 Make informed decisions within resources and areas of responsibility.

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

Consultation

The proposed projects are either identified in Council adopted masterplans and/or strategic community plans that have been subject to prior consultation processes.

Risk Assessment

No Risks have been Identified.

10.2 Manager of Finance & Corporate Services

10.2.1	Financial Management Report
Department	Finance, Governance & Corporate Services Finance
Author	Dianne Raymond
Reference(s)	307.00
Attachment(s)	1. Financial Management Report November 2023 [10.2.1.1 - 31 pages] 2. Financial Management Report December 2023 [10.2.1.2 - 35 pages]

Voting Requirements

Simply Majority

Staff Recommendation

That Council receives the Monthly Financial Management report supplied under separate cover for November 2023 and December 2023 including the following:

Statement of Financial Activities by Nature or Type
Budget by Program
Summary of Payments
Credit Card Statement
Bank Reconciliation

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

Statutory Environment

The report follows the requirements of the:
Local Government Act 1995 Section 6.4
Local Government (Financial Management) Regulations 1996 Section 34

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

Not applicable

Risk Assessment

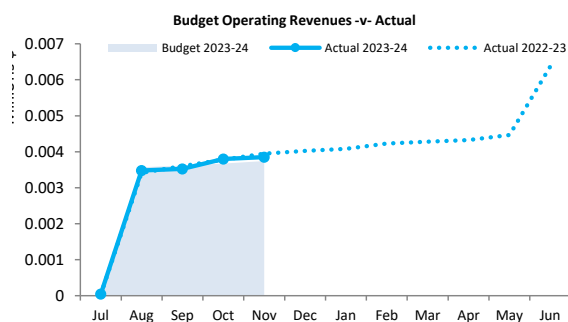
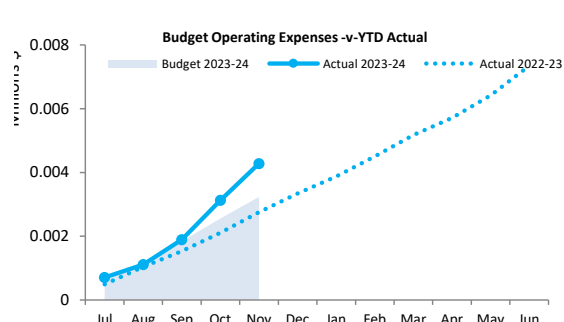
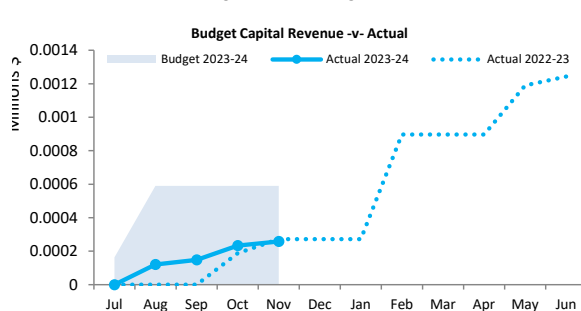
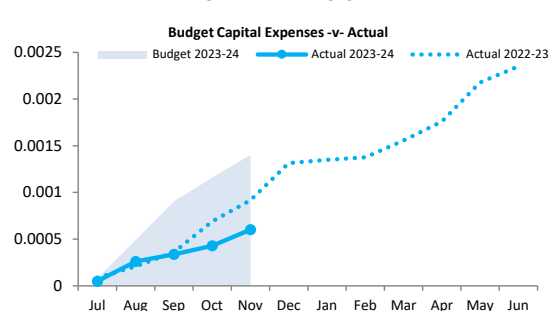
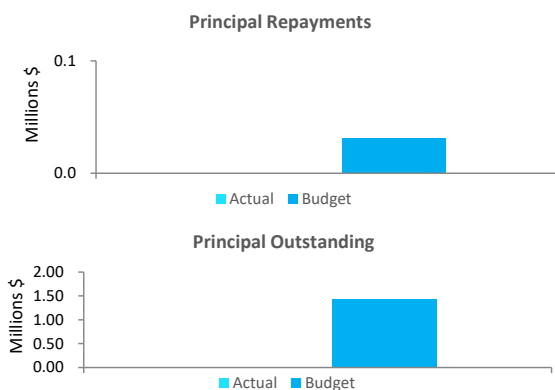
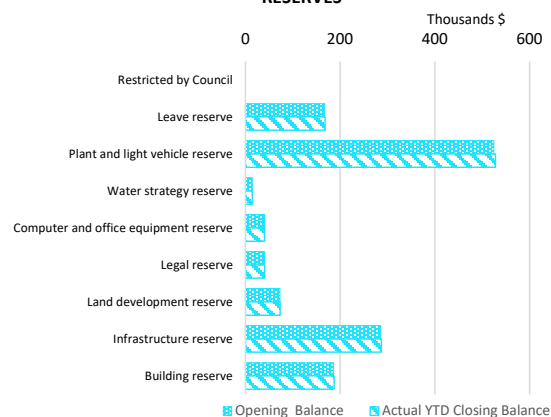
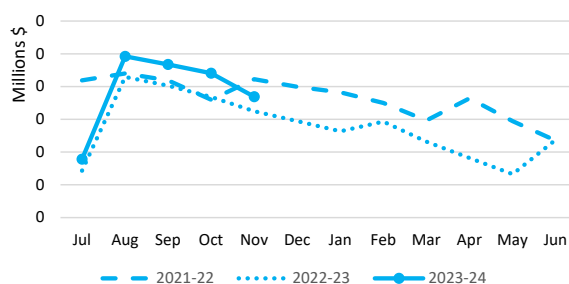
An Insignificant Financial Impact Risk of Level 1 - Which will likely be less than \$1,000.

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

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

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**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 NOVEMBER 2023****SUMMARY INFORMATION - GRAPHS****OPERATING ACTIVITIES****OPERATING REVENUE****OPERATING EXPENSES****INVESTING ACTIVITIES****CAPITAL REVENUE****CAPITAL EXPENSES****FINANCING ACTIVITIES****BORROWINGS****RESERVES****Closing funding surplus / (deficit)**

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

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 NOVEMBER 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)	\$4.93 M	\$3.69 M	(\$1.24 M)
Refer to Statement of Financial Activity				

Cash and cash equivalents		
	\$5.07 M	% of total
Unrestricted Cash	\$3.73 M	73.6%
Restricted Cash	\$1.34 M	26.4%
Refer to Note 2 - Cash and Financial Assets		

Payables		
	\$0.44 M	% Outstanding
Trade Payables	\$0.24 M	
0 to 30 Days		89.0%
Over 30 Days		11.0%
Over 90 Days		0%
Refer to Note 5 - Payables		

Receivables		
	\$0.03 M	% Collected
Rates Receivable	\$0.54 M	83.9%
Trade Receivable	\$0.03 M	% Outstanding
Over 30 Days		103.4%
Over 90 Days		15.5%
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)	\$1.42 M	\$1.75 M	\$0.33 M
Refer to Statement of Financial Activity			

Rates Revenue		
YTD Actual	\$3.16 M	% Variance
YTD Budget	\$3.16 M	0.2%
Refer to Statement of Financial Activity		

Operating Grants and Contributions		
YTD Actual	\$0.31 M	% Variance
YTD Budget	\$0.27 M	15.6%
Refer to Note 12 - Operating Grants and Contributions		

Fees and Charges		
YTD Actual	\$0.33 M	% Variance
YTD Budget	\$0.29 M	14.6%
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)	(\$0.81 M)	(\$0.34 M)	\$0.47 M
Refer to Statement of Financial Activity			

Proceeds on sale		
YTD Actual	\$0.00 M	%
Adopted Budget	\$0.16 M	(100.0%)
Refer to Note 6 - Disposal of Assets		

Asset Acquisition		
YTD Actual	\$0.60 M	% Spent
Adopted Budget	\$5.26 M	(88.6%)
Refer to Note 7 - Capital Acquisitions		
	0.0%	

Capital Grants		
YTD Actual	\$0.26 M	% Received
Adopted Budget	\$3.37 M	(92.3%)
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 30 NOVEMBER 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 NOVEMBER 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	272,107	314,437	42,330	15.56%	▲
Fees and charges		371,929	285,404	327,114	41,710	14.61%	▲
Interest earnings		34,615	18,415	37,729	19,314	104.88%	▲
Other revenue		21,375	7,410	7,016	(394)	(5.32%)	
Profit on disposal of assets	6	20,000	0	0	0	0.00%	
		4,696,454	3,741,572	3,851,054	109,482	2.93%	
Expenditure from operating activities							
Employee costs		(3,020,842)	(1,026,926)	(789,871)	237,055	23.08%	▲
Materials and contracts		(3,727,073)	(957,399)	(1,131,335)	(173,936)	(18.17%)	▼
Utility charges		(56,907)	(25,390)	(19,858)	5,532	21.79%	
Depreciation on non-current assets		(2,422,606)	(1,009,445)	(2,055,224)	(1,045,779)	(103.60%)	▼
Interest expenses		(9,356)	(1,020)	(530)	490	48.04%	
Insurance expenses		(198,552)	(197,778)	(282,664)	(84,886)	(42.92%)	▼
Other expenditure		(134,326)	(15,470)	(3,914)	11,556	74.70%	▲
Loss on disposal of assets	6	(20,000)	0	0	0	0.00%	
		(9,589,662)	(3,233,428)	(4,283,396)	(1,049,968)	32.47%	
Non-cash amounts excluded from operating activities	1(a)	2,329,377	916,216	2,185,707	1,269,491	138.56%	▲
Amount attributable to operating activities		(2,563,831)	1,424,360	1,753,365	329,005	23.10%	
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	13	3,372,849	427,200	258,176	(169,024)	(39.57%)	▼
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)	(1,402,776)	(602,465)	800,311	57.05%	▲
Amount attributable to investing activities		(1,727,848)	(812,576)	(344,289)	468,287	(57.63%)	
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)	(4,015)	3,871	49.09%	
Repayment of debentures	8	(31,000)	0	0	0	0.00%	
Transfer to reserves	10	(115)	(115)	(8,476)	(8,361)	(7270.43%)	
Amount attributable to financing activities		1,996,566	2,027,566	(12,491)	(2,040,057)	(100.62%)	
Closing funding surplus / (deficit)	1(c)	(0)	4,934,463	3,693,534	(1,240,929)		▼

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 NOVEMBER 2023****BASIS OF PREPARATION****BASIS OF PREPARATION**

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

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

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

SIGNIFICANT ACCOUNTING POLICIES**CRITICAL ACCOUNTING ESTIMATES**

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

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

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

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

GOODS AND SERVICES TAX

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

ROUNDING OFF FIGURES

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 30 November 2023

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 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	(1)
Add: Depreciation on assets		2,422,606	1,009,445	2,055,224
Total non-cash items excluded from operating activities		2,329,377	916,216	2,185,707

(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 November 2023
Adjustments to net current assets				
Less: Reserves - restricted cash	10	(1,331,477)	(1,331,476)	(1,339,952)
Add: Borrowings	8	0	0	0
Add: Provisions employee related provisions	11	448,462	497,342	497,342
Add: Lease liabilities	9	8,088	8,088	8,088
Total adjustments to net current assets		(874,927)	(826,046)	(834,522)

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

Current assets				
Cash and cash equivalents	2	4,080,340	4,080,340	5,070,998
Rates receivables	3	200,113	179,366	538,800
Receivables	3	5,931	20,841	26,557
Other current assets	4	10,908	16,839	25,818
Less: Current liabilities				
Payables	5	(670,702)	(668,961)	(439,663)
Contract liabilities	11	0	0	(189,024)
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)	(834,522)
Closing funding surplus / (deficit)		2,295,113	2,296,949	3,693,534

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 NOVEMBER 2023OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution
		\$	\$	\$	\$	
Cash on hand						
Municipal Account	Cash and cash equivalents	554,883	0	554,883		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	168,492	168,492		Westpac Banking Corporation
Water Strategy Reserve	Cash and cash equivalents	0	14,484	14,484		Westpac Banking Corporation
Plant/Light Vehicle Reserve	Cash and cash equivalents	0	527,948	527,948		Westpac Banking Corporation
Computer & Office Equipment Reserve	Cash and cash equivalents	0	40,433	40,433		Westpac Banking Corporation
Legal Reserve	Cash and cash equivalents	0	40,710	40,710		Westpac Banking Corporation
Land Development Reserve	Cash and cash equivalents	0	73,310	73,310		Westpac Banking Corporation
Infrastructure Reserve	Cash and cash equivalents	0	287,288	287,288		Westpac Banking Corporation
Building Reserve	Cash and cash equivalents	0	187,287	187,287		Westpac Banking Corporation
Trust Account	Cash and cash equivalents	0	0	0	154,986	Westpac Banking Corporation
Credit Card	Cash and cash equivalents	0	0	0		Westpac Banking Corporation
Total		3,731,046	1,339,952	5,070,998	154,986	
Comprising						
Cash and cash equivalents		3,731,046	1,339,952	5,070,998	154,986	
		3,731,046	1,339,952	5,070,998	154,986	

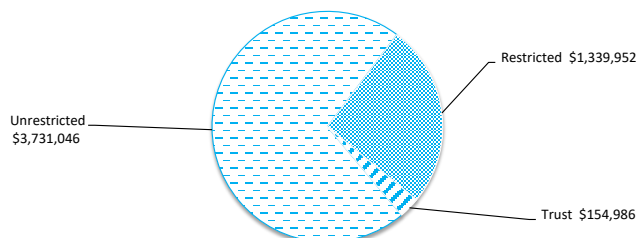
KEY INFORMATION

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:

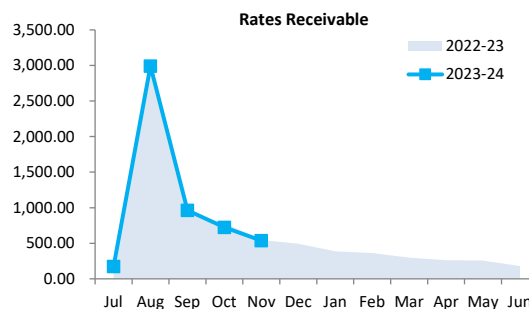
- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

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 NOVEMBER 2023****OPERATING ACTIVITIES
NOTE 3
RECEIVABLES**

Rates receivable	30 Jun 2023	30 Nov 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)	(2,805,324)
Gross rates collectable	179,366	538,800
Net rates collectable	179,366	538,800
% Collected	94.3%	83.9%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(369)	159	5,234	204	961	6,189
Percentage	(6.0%)	2.6%	84.6%	3.3%	15.5%	
Balance per trial balance						
Sundry receivable						6,189
GST receivable						20,368
Total receivables general outstanding						26,557

Amounts shown above include GST (where applicable)

KEY INFORMATION

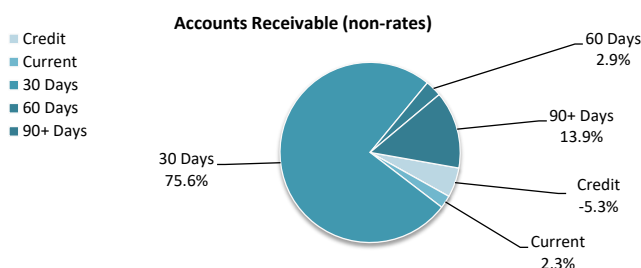
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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 NOVEMBER 2023**

**OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS**

	Opening Balance 1 July 2023	Asset Increase	Asset Reduction	Closing Balance 30 November 2023
Other current assets	\$	\$	\$	\$
Inventory				
Fuel	5,931	0	(1,017)	4,914
Other Assets				
Prepayments	10,908	9,996	0	20,904
Total other current assets	16,839	9,996	(1,017)	25,818
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 NOVEMBER 2023**

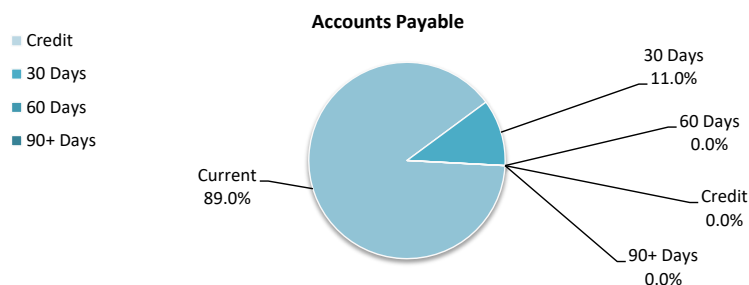
**OPERATING ACTIVITIES
NOTE 5
PAYABLES**

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	214,561	26,406	0	5	240,972
Percentage	0%	89%	11%	0%	0%	
Balance per trial balance						
Sundry creditors						240,972
ATO liabilities						0
Receipts in advance						29,171
Bonds and deposits						133,182
ESL Payable						36,338
Total payables general outstanding						439,663

Amounts shown above include GST (where applicable)

KEY INFORMATION

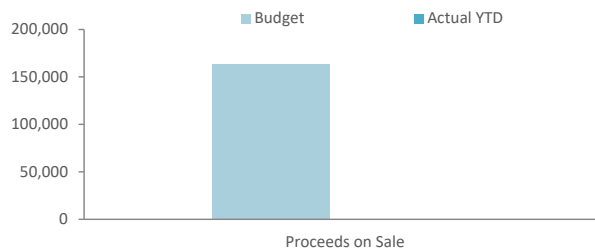
Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised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

**OPERATING ACTIVITIES
NOTE 6
DISPOSAL OF ASSETS**

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
		Value				Value			
		\$	\$	\$	\$	\$	\$	\$	\$
	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 NOVEMBER 2023****INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS**

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land and buildings	3,214,575	33,112	28,944	(4,168)
Plant and equipment	874,000	379,000	7,487	(371,513)
Infrastructure - roads	1,175,123	990,664	566,035	(424,629)
Payments for Capital Acquisitions	5,263,697	1,402,776	602,465	(800,311)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	3,372,849	427,200	258,176	(169,024)
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	(649,448)	344,289	993,737
Capital funding total	5,263,697	1,402,776	602,465	(800,311)

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.

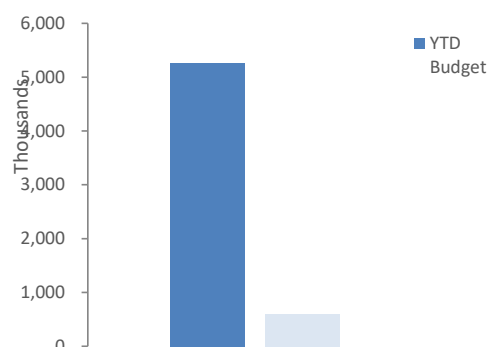
Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

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.

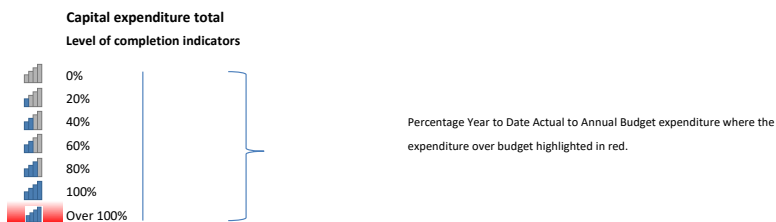
Initial recognition and measurement between**mandatory revaluation dates for assets held at fair value**

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 NOVEMBER 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	
				Budget	YTD Budget		(Under)/Over	
				\$	\$	\$	\$	\$
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	4,740	4,740	-
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	33,112	21,111	(12,001)	-
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	7,833	7,833	-
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	2,746	2,746	-
7074	Recreation And Culture	1174	Coronation Beach Campgrounds Ticket Machine	10,000	10,000	0	(10,000)	-
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	990,664	566,035	(424,629)	-
				5,263,697	1,402,776	602,465	(800,311)	

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2023****FINANCING ACTIVITIES****NOTE 8****BORROWINGS****Repayments - borrowings**

Information on borrowings			New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.	1 July 2023	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 30 NOVEMBER 2023****FINANCING ACTIVITIES****NOTE 9****LEASE LIABILITIES****Movement in carrying amounts**

Information on leases		1 July 2023	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Lease No.		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Community amenities										
Nabawa Fuel Station	LE01	42,609	0	0	(4,015)	(7,886)	38,594	34,723	(530)	(1,206)
Total		42,609	0	0	(4,015)	(7,886)	38,594	34,723	(530)	(1,206)
Current lease liabilities		8,088					4,073			
Non-current lease liabilities		34,521					34,521			
		42,609					38,594			

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 NOVEMBER 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	1,066	0	0	(17,601)	0	149,835	168,492
Plant and light vehicle reserve	524,609	50	3,339	0	0	(393,785)	0	130,874	527,948
Water strategy reserve	14,392	5	92	0	0	0	0	14,397	14,484
Computer and office equipment reserve	40,177	5	256	0	0	0	0	40,182	40,433
Legal reserve	40,452	5	258	0	0	0	0	40,457	40,710
Land development reserve	72,846	5	464	0	0	(62,157)	0	10,694	73,310
Infrastructure reserve	285,471	15	1,817	0	0	0	0	285,486	287,288
Building reserve	186,103	20	1,184	0	0	(100,000)	0	86,123	187,287
	1,331,476	115	8,476	0	0	(573,543)	0	758,048	1,339,952

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 NOVEMBER 2023OPERATING 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 November 2023
Other current liabilities		\$		\$	\$	\$
Other liabilities						
- Contract liabilities		0	0	761,637	(572,613)	189,024
Total other liabilities		0	0	761,637	(572,613)	189,024
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	761,637	(572,613)	686,366
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 NOVEMBER 2023NOTE 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	30 Nov 2023	Liability	Budget Revenue	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies								
General purpose funding								
Financial Assistance Grants (Local Roads Funding)	0	16,229	(16,229)	0	0	0	0	16,229
Financial Assistance Grants (General Purpose)	0	13,409	(13,409)	0	0	0	0	13,409
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	50,000	50,000
Tourism WA Regional Event Scheme	0	0	0	0	0	15,000	15,000	0
Recreation and culture								
LRICIP 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	135,318	(135,318)	0	0	668,942	235,275	135,318
Operating contributions								
Governance								
Long Service Leave Reimbursements	0	5,234	(5,234)	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
Insurance Claim Reimbursements - LGIS	0	2,933	(2,933)	0	0	0	0	2,933
Transport								
Hudson Resources Contribution (Dartmoor Rd)	0	0	0	0	0	12,500	12,500	0
Other property and services								
Diesel Fuel Rebate	0	26,164	(26,164)	0	0	40,000	13,332	26,164
Insurance Claim Reimbursements - LGIS	0	133,750	(133,750)	0	0	151,000	0	133,750
	0	179,119	(179,119)	0	0	421,357	36,832	179,119
TOTALS	0	314,437	(314,437)	0	0	1,090,299	272,107	314,437

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 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 Nov 2023	Current Liability 30 Nov 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	(258,176)	169,024	169,024	1,068,000	427,200	258,176
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	(258,176)	189,024	189,024	3,372,849	427,200	258,176

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2023****NOTE 14
TRUST FUND**

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening Balance 1 July 2023	Amount Received	Amount Paid	Closing Balance 30 Nov 2023
	\$	\$	\$	\$
Contributions from Sub Divider	150,357	0	0	150,357
CTF Levy	1,835	2,370	(1,998)	2,207
Building Commission	1,366	2,031	(1,675)	1,722
Unclaimed Monies	0	237	(237)	0
Nomination Deposits	0	700	0	700
	153,558	5,338	(3,910)	154,986

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 NOVEMBER 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	42,330	15.56%	▲ Timing	
Fees and charges	41,710	14.61%	▲ Timing	
Interest earnings	19,314	104.88%	▲ Timing	
Other revenue	(394)	(5.32%)		
Expenditure from operating activities				
Employee costs	237,055	23.08%	▲ Timing	
Materials and contracts	(173,936)	(18.17%)	▼ Timing	
Utility charges	5,532	21.79%		
Depreciation on non-current assets	(1,045,779)	(103.60%)	▼	Permanent
Interest expenses	490	48.04%		
Insurance expenses	(84,886)	(42.92%)	▼ Timing	
Other expenditure	11,556	74.70%	▲ Timing	
Non-cash amounts excluded from operating activities	1,269,491	138.56%		
Investing activities				
Proceeds from non-operating grants, subsidies and contributions	(169,024)	(39.57%)	▼ Timing	
Proceeds from disposal of assets	(163,000)	(100.00%)	▼ Timing	
Payments for property, plant and equipment and infrastructure	800,311	57.05%	▲ 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	3,871	49.09%		
Transfer to reserves	(8,361)	(7270.43%)		

List of Accounts Paid - November 2023				
Chq/EFT	Date	Name	Description	Amount
EFT28296	01/11/2023	Local Government Insurance Services WA	Insurance - Motor Vehicle Fleet; LG Special Risks Property; Bush Fire; Commercial Crime & Cyber Liability; Public Liability; Workers' Compensation Workcare; Personal Accident Volunteers; Management Liability; Travel	-97485.25
EFT28297	17/11/2023	Synergy	Streetlighting expense	-2080.42
EFT28298	17/11/2023	Telstra Limited	TIMS SMS Messaging	-220.10
EFT28299	17/11/2023	AFGR	P57 - Service; P1926 - Parts	-1264.35
EFT28300	17/11/2023	Asphalt In A Bag	RV01 Asphalt in a bag mix for pot hole repair	-3575.00
EFT28301	17/11/2023	Atom Supply	Hand Cleaner for Nabawa Depot; Leatherman Tool	-984.07
EFT28302	17/11/2023	Aussie Tree Services	Vegetation clearing East Terrace Nanson to clear adjacent structure and Service Line, lop Sugar Gums located intersection of East Terrace and Eastough Street. Remove tree pruning debris from Site	-4684.90
EFT28303	17/11/2023	Australia Post	Postage and Rate Notices Postage Expenses	-1001.75
EFT28304	17/11/2023	Aviassist Pty Ltd	Remote operators certificate and training	-1850.00
EFT28305	17/11/2023	BDP Distribution Pty Ltd T/AS Cleanpak Total Solutions	Cleaning equipment for pre-event clean Howatharra; 3x packs of 1 ply jumbo WC roll for Coronation Beach	-255.83
EFT28306	17/11/2023	Baba Marda Road Services	Provide Traffic Management RC131, M130, RV01	-11452.45
EFT28307	17/11/2023	Batavia Concrete	RC131 Concrete for joining concrete pipes	-857.38
EFT28308	17/11/2023	Battery Mart	Pressure Washer - new battery	-104.50
EFT28309	17/11/2023	Bitutek Pty Ltd	East Nabawa Road Seal - Seal road as per RFQ 01/2023	-184305.88
EFT28310	17/11/2023	Bunnings Group Limited	Gas bottle exchange Coronation Beach Campgrounds; Storage boxes & materials for shelving Office works; Materials to repair water leak at riding club area; 2x scrub brush for deck timber prep. at Coronation Beach; 4x keys for Bill Hemsley Park Community Centre; 6x globes for Chambers; Hose for dust suppression when cutting concrete; Disaster Recovery Centre Nabawa - materials for Rangehood, servery glazing install and Packers for window frame install; Intergrain oil & equip for timber structure maintenance at Coronation Beach; Tools for cleaning Depot; 4x insect spray for Bill Hemsley Park Community Centre;	-2744.26
EFT28311	17/11/2023	CJD Equipment Pty Ltd	P73 - Parts	-361.00
EFT28312	17/11/2023	Cameron Sutherland	Trainee Ranger - meals while on training courses	-138.50
EFT28313	17/11/2023	Carrawingee Farms Pty Ltd	C16 East Nabaw Road - Gravel Royalties	-16500.00
EFT28314	17/11/2023	Central Regional TAFE	Cert IV in Local Government - Implement & Monitor WHS Policies Sem 2 2023 - for Trainee Ranger	-213.16
EFT28315	17/11/2023	Chapman Valley Menshed Inc	Open and close Nabawa tip gates	-400.00
EFT28316	17/11/2023	Cleanaway Co Pty Ltd (Commercial)	Commercial Waste Clearance	-7479.08
EFT28317	17/11/2023	Cleanaway Co Pty Ltd (Domestic)	Domestic Waste Clearances	-10945.54
EFT28318	17/11/2023	Complete Office Supplies	Office supplies and amenities	-472.90
EFT28319	17/11/2023	DISCOVERY HOLIDAY PARKS PTY LIMITED t/as Discovery Parks - Swan Valley	Accommodation for Trainee Ranger Course	-609.00
EFT28320	17/11/2023	Ecospa Australia Pty Ltd	Bill Hemsley Park Oval Design & Tender Documentation	-3287.79
EFT28321	17/11/2023	Five Star Business Solutions & Innovation	Printing charges	-1028.32
EFT28322	17/11/2023	Fleet Network	Employee Novated Lease Arrangements	-997.61
EFT28323	17/11/2023	Freemans Liquid Waste	Pump out 3x toilets and 1x dump point at Coronation Beach Campgrounds	-1760.20
EFT28324	17/11/2023	GCo Australia Pty Ltd	Test and tag and RCD testing Shire Office, Nabawa Library, Yuna Halls & Community Centre	-3135.99
EFT28325	17/11/2023	GG Pumps And Electrical Pty Ltd	Nabawa Sports Ground - Diagnose and repair retic wiring	-1702.09
EFT28326	17/11/2023	GNC Building & Construction Group WA Pty Ltd	Headwalls & Pipe for road construction and maintenance	-69839.00
EFT28327	17/11/2023	Geraldton Trophy Centre	3x Desk blocks and name plates and 3x Name badges for elected members	-232.56
EFT28328	17/11/2023	Glenfield Fresh IGA	Staff amenities and janitorial supplies	-323.76
EFT28329	17/11/2023	Goodyear & Dunlop Tyres (Aust) Pty Ltd	P35, P86, P7723, P74 - Tyres	-13169.58
EFT28330	17/11/2023	Great Northern Rural Services	Various Roads - One Pallet of Rapid Set Concrete; Sports Ground - Pop sprinklers and fittings, soil test, glyphosate;	-1709.46
EFT28331	17/11/2023	Helene Pty Ltd t/as LO-GO Appointments	Payroll Officer Maternity Leave Coverage	-650.03
EFT28332	17/11/2023	Hersey's Safety Pty Ltd	Tools & Consumables incl. Jumper leads, Drill Bit Set, Bighorn Bypass Secateur, Funnel; P999 - Mixed Magic Trees; C01 Durawah Road - Spray and Mark; Delivery Fee	-1037.30
EFT28333	17/11/2023	Hosexpress	P35 - Parts	-178.38
EFT28334	17/11/2023	Independant Parts Pty Ltd	P74, P35, P86 - Parts	-4159.73
EFT28335	17/11/2023	Initial Hygiene	Annual Hygiene Agreement	-5124.31
EFT28336	17/11/2023	Instant Racking	2x 1200 shelf systems, boltless Z beam	-626.00
EFT28337	17/11/2023	Integrated ICT	Managed Service Agreement & Shared Services Agreement; Starlink Data Plan; New power supply for works managers laptop; Microsoft 365 Licensing; Managed Service Agreement and Management Monitoring Tool; Managed Endpoint Protection; One Off Setup Costs - Managed Endpoint Protection, Advanced Email Filtering, Password Management System, SIEM Solution and Hardware incl. freight	-8211.20
EFT28338	17/11/2023	Ivey Contracting	RV02 External Contractors Road Maintenance Shoulder grade; Install headwall on floodway; M34 Supply backhoe, grader and watercart for repairs to carpark and campsite access	-24402.40
EFT28339	17/11/2023	JA Diesel Pty Ltd	P35, P26, P57, P63, P73, P74, P918; P7723; P7724; P7725 - Repairs; P35, P57, P97 - Service; P80, P74, P7723, P75 - install replacement parts; P26, P76, P85 - Service and install replacement parts	-19470.00
EFT28340	17/11/2023	Jameon Cridde	Reimbursement of cost for meals and water for fire crew at Nabawa Tip	-330.35
EFT28341	17/11/2023	Kennards Hire Pty Limited	Hire of Fencing at Nabawa Rubbish Tip	-480.00
EFT28342	17/11/2023	Kicksolutions	Printing of 3x A2 Documents	-126.00
EFT28343	17/11/2023	Kruize Asphalt & Contracting	RC131 Nabawa Northampton Road - Labor Hire	-5247.00
EFT28344	17/11/2023	Landgate	Gross Rental Valuations and Rural UV's Chargeable	-259.85
EFT28345	17/11/2023	Limitless Promotions	100x Dog Lifetime Registration Tags	-178.00
EFT28346	17/11/2023	Logic IT Solutions Pty Ltd	Network Management for CCTV Cameras	-627.00
EFT28347	17/11/2023	ML Communications	Repair CCTV at Yuna damaged from lightning strike; New Antenna for WAERN Radio for Andrew Vlahov; CCTV Maintenance at Nabawa Rubbish Tip; Aviation Radio; RC131 Hire of UAS for Road Survey	-10574.15
EFT28348	17/11/2023	MOD Designs	Provision of Gardening Services at White Peak and Cleaning of various Shire Buildings	-2540.00
EFT28349	17/11/2023	Mcintosh Holdings Pty Ltd t/as Purcher International (W.A.)	P85 - Service Kit and Parts	-1836.01
EFT28350	17/11/2023	Midwest Aero Medical Air Ambulance Pty Ltd	Pre employment medical	-514.87
EFT28351	17/11/2023	Midwest Auto Group	P77 - Service	-415.00
EFT28352	17/11/2023	Mitchell & Brown	GSM card and access - works	-800.00
EFT28353	17/11/2023	Node1Internet	Wireless Internet Services at Nabawa Office & Library, Coronation Beach and Yuna Multipurpose Community Centre	-476.95
EFT28354	17/11/2023	Patience Sandland Pty Ltd.	M130 Deliver gravel	-1380.00
EFT28355	17/11/2023	Pirtek Geraldton	P7724 - Parts	-1138.77
EFT28356	17/11/2023	Queens Supa IGA Supermarket	Refreshments for DFES Volunteer Bushfire Brigade Training Day	-230.30
EFT28357	17/11/2023	Refuel Australia	Purchase of fuel for Shire Operations	-37293.16
EFT28358	17/11/2023	Services Australia	Payroll deductions	-150.25
EFT28359	17/11/2023	Shaun Benjamin Earl	Reimbursement of cost of meals and refreshments provided for volunteer fire fire crew	-855.00
EFT28360	17/11/2023	Statewide Bearings	P1158 - Parts	-90.86
EFT28361	17/11/2023	Stewart & Heaton Clothing Co Pty Ltd.	Fire Fighting PPE for Nabawa, Yetna, Yuna, Durawah/Valentine and Howatharra Bushfire Brigade Officers	-12371.98

List of Accounts Paid - November 2023				
Chq/EFT	Date	Name	Description	Amount
EFT28362	17/11/2023	Team Global Express Pty Ltd	Freight costs	-1359.60
EFT28363	17/11/2023	TeletacNavman Australia	Teletac navman subscription for various vehicles	-769.45
EFT28364	17/11/2023	Terrence Andrew Noden	Disaster Recovery Centre Nabawa - Labour to remove window and install timber frame to mount rangehood in kitchen; Labour to frame for window install at servery at kitchen	-1200.00
EFT28365	17/11/2023	The Valley Muster	Donation to The Valley Muster Event - CMP-065	-400.00
EFT28366	17/11/2023	The West Australian	Public Notices in The Geraldton Guardian: Notification of amendment to 2023/2024 Caravan & Camping Fees; Notice of Special Meeting to formally swear in Elected Members, Election of President & Deputy President	-464.98
EFT28367	17/11/2023	Think Water Geraldton	Reticulation parts for Yuna Oval	-272.05
EFT28368	17/11/2023	Ugle Fabrications	P7725 - Parts	-1639.00
EFT28369	17/11/2023	Ultimate Positioning Group Pty Ltd	Tripod and Traverse Kit; Various Roads - GPS RTX subcription for surveying roads	-6561.50
EFT28370	17/11/2023	Westrac Pty Ltd	P26, P35, P76 - Parts and Service; P66 - Parts;	-1401.72
EFT28371	17/11/2023	Work Health Professionals Pty Ltd	Random Drug and Alcohol Testing Onsite Policy CP-016	-896.50
EFT28372	06/11/2023	Westpac Geraldton	Credit Card Transactions: SafetyCulture Computer Software Subscription for SWMS System; P83 - Diesel	-612.40
EFT28376	28/11/2023	Synergy	Electricity charges	-5506.13
EFT28377	28/11/2023	Telstra Limited	Telephone Charges	-1399.94
EFT28378	28/11/2023	Baba Marda Road Services	RV02 External Contractors Road Maintenance Provide traffic management for traffic controllers on White Peak Road	-4515.50
EFT28379	28/11/2023	Complete Office Supplies	Office supplies and amenities	-266.18
EFT28380	28/11/2023	Department Of Fire And Emergency Services	MONTHLY FESA LEVY RETURN - ESLB 2nd Qtr Contribution	-27077.40
EFT28381	28/11/2023	Erskine Michael Kelly	Reimbursement of University fees as per CMP-056	-1077.75
EFT28382	28/11/2023	Fleet Network	Employee Novated Lease Arrangements Pre & Post Tax	-997.61
EFT28383	28/11/2023	Geraldton Bobcat	Dig Burial Plot	-550.00
EFT28384	28/11/2023	Glenfield Fresh IGA	Staff amenities and janitorial supplies; Meetings and refreshment	-128.65
EFT28385	28/11/2023	JA Diesel Pty Ltd	P26, P46, P57, P63, P74, P7724 - Repairs; P76 - Repairs and Parts	-8167.50
EFT28386	28/11/2023	Kruize Asphalt & Contracting	RC131 Nabawa Northampton Road - Labour Hire	-5313.00
EFT28387	28/11/2023	Logic IT Solutions Pty Ltd	UPS and Surge Protector	-206.00
EFT28388	28/11/2023	ML Communications	CCTV Network Provider Expense - Repair Yuna Golf club CCTV	-1462.74
EFT28389	28/11/2023	MOD Designs	Standing order for cleaning various Shire buildings	-710.00
EFT28390	28/11/2023	MODESCO Pty Ltd t/as Design Catering	Meeting refreshments	-305.80
EFT28391	28/11/2023	Northern Country Zone of WALGA	Northern Country Zone Annual Subscription	-1800.00
EFT28392	28/11/2023	QHSE INTEGRATED SOLUTIONS PTY LTD t/as Skytrust Intelligence System	Skytrust Intelligence System Tier 2 - Core Monthly Subscription and Online Induction & Training	-493.90
EFT28393	28/11/2023	Refuel Australia	Refill Diesel tank at Nabawa Depot; 208L of Kerosene	-8512.12
EFT28394	28/11/2023	Searange Holdings Pty Ltd	Fuel Bowser Lease - Refer lease agreement LE01	-833.35
EFT28395	28/11/2023	Services Australia	Payroll deductions	-150.25
EFT28396	28/11/2023	TeletacNavman Australia	Teletac navman subscription for various vehicles	-769.45
EFT28397	28/11/2023	Thurkle's Earthmoving & Maintenance Pty Ltd	Nabawa Rubbish Tip Asbestos Cleanup	-39600.00
EFT28398	28/11/2023	Westrac Pty Ltd	P26 - Parts; DEO ULS 15W40 208L; P35 - Parts incl. freight; P76 - Parts;	-6258.98
EFT28399	28/11/2023	Yatindra Godbole t/as WA Flags and Banners	2x Australian Flags; 1x Aboriginal Flag; 1x West Australian Flag and Shipping fees	-392.70
DD18198.1	07/11/2023	Aware Super Pty Ltd	Superannuation contributions and Payroll Deduction	-8625.82
DD18198.2	07/11/2023	Rest Superannuation	Superannuation contributions and Payroll Deductions	-1067.88
DD18198.3	07/11/2023	Mercer Super Trust	Superannuation contributions and Payroll Deduction	-409.37
DD18198.4	07/11/2023	Wealth Personal Superannuation and Pension Fund	Superannuation contributions and Payroll Deduction	-596.27
DD18198.5	07/11/2023	Cameron Fishing Superannuation Fund	Superannuation contributions	-236.90
DD18198.6	07/11/2023	OnePath Custodians Pty Limited	Superannuation contributions	-237.24
DD18198.7	07/11/2023	Hostplus Superannuation	Superannuation contributions	-55.60
DD18198.8	07/11/2023	Prime Super	Superannuation contributions	-301.14
DD18198.9	07/11/2023	ANZ Smart Choice Super	Superannuation contributions	-323.75
DD18208.1	21/11/2023	Aware Super Pty Ltd	Superannuation contributions and Payroll Deductions	-8586.08
DD18208.2	21/11/2023	ANZ Smart Choice Super	Superannuation contributions	-323.75
DD18208.3	21/11/2023	Rest Superannuation	Superannuation contributions and Payroll Deduction	-1068.86
DD18208.4	21/11/2023	Mercer Super Trust	Superannuation contributions and Payroll Deduction	-409.37
DD18208.5	21/11/2023	Wealth Personal Superannuation and Pension Fund	Superannuation contributions and Payroll Deduction	-596.27
DD18208.6	21/11/2023	Cameron Fishing Superannuation Fund	Superannuation contributions	-208.50
DD18208.7	21/11/2023	OnePath Custodians Pty Limited	Superannuation contributions	-266.89
DD18208.8	21/11/2023	Hostplus Superannuation	Superannuation contributions	-48.65
DD18208.9	21/11/2023	Cbus Superannuation	Superannuation contributions	-76.30
DD18208.10	21/11/2023	Prime Super	Superannuation contributions	-301.14
EFT28373	28/11/2023	Building and Construction Industry Training Fund	CTF Levies Forwarded	-250.83
EFT28374	28/11/2023	Department of Mines, Industry Regulation & Safety	Buildings Services Levies Forwarded	-374.15
EFT28375	28/11/2023	Shire of Chapman Valley	Buildings Services Levies Commissions and CTF Commissions Collected	-54.75
TOTAL				-\$ 745,438.19

List of Purchasing Card Transactions - November 2023					
Card Type	Cardholder	Date	Name	Description	Amount
Westpac Credit Card	Jamie Criddle	14/10/2023	SafetyCulture Computer Software	Subscription for SWMS System	\$ 501.60
	Simon Lancaster	29/09/2023	Caltex Lesmurdie	P83 - Diesel	\$ 110.80
				TOTAL	\$ 612.40
Bunnings Trade Card	Anthony Abbott	3/11/2023	Bunnings	Disaster Recovery Centre Nabawa - Materials to fit glazing at Stadium Kitchen, Disaster Recovery Centre Nabawa - Materials to fit glazing at Stadium Kitchen	\$ 62.89
		8/11/2023		1x new 9kg gas bottle to suit new ext fitting, 2x braided hoses for Coro BBQ, 1x new 9kg gas bottle to suit new ext fitting, 2x braided hoses for Coro BBQ	\$ 163.84
		8/11/2023		2x batteries for Coro BBQ's, 1x set earmuffs, 2x batteries for Coro BBQ's, 1x set earmuffs	\$ 93.78
		10/11/2023		2x wheel chocks; 1x pack batteries, 2x wheel chocks; 1x pack batteries	\$ 55.35
		15/11/2023		Fence & fixing materials; first aid kit for Yuna Multipurpose Community Centre, Fence & fixing materials; first aid kit for Yuna Multipurpose Community Centre	\$ 637.93
		16/11/2023		8x bug spray for ants at Bill Hemsley Park Community Centre, 8x bug spray for ants at Bill Hemsley Park Community Centre	\$ 25.28
		22/11/2023			\$ 30.87
		24/11/2023			\$ 27.32
		29/11/2023			\$ 37.92
		30/11/2023			\$ 64.88
				TOTAL	\$ 1,200.06
IGA Account Card	Beau Raymond	13/11/2023	Glenfield IGA	Meetings and refreshments (incl. milk and dips)	25.60
		06/11/2023	Glenfield IGA	Staff amenities and janitorial supplies (incl. cheese, milk, coffee, biscuits)	103.05
				TOTAL	\$ 128.65

BANK RECONCILIATION - Muni Accounts As at 30th of November 2023

SYNERGY

Balance as per Cash at Bank Account GL 160000	554,882.65
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	-
	\$3,730,345.31

BANK

Muni Bank Account (Account No 000040)	555,005.95
Investment Account (Account No 305784)	3,175,462.66
	<u>3,730,468.61</u>
Less Outstanding Payments	-
Plus Outstanding Deposits	-
Plus Tfer from Trust to Muni <u>or</u> [Tfer to Trust from Muni]	(123.30)
	\$3,730,345.31

Difference Check 0.00

Completed by:

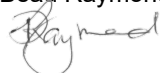


21/12/2023

Beau Raymond - Financial Services Officer

Date

Reviewed by:



21.12.2023

Dianne Raymond - Manager of Finance & Corporate Services

Date

31 OCT 2023



Corporate Card Statement



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

Facility Number

00018023 20000001

Payment Due Date

01 November 2023

Closing Balance

\$612.40

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

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

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

Company Name		Number of Cards		Cash Advance Annual % Rate	
Shire Of Chapman Valley		2		15.65%	
Contact Name		Facility Number		Facility Credit Limit	
The Shire Clerk		00018023 20000001		10,000	
Statement From	Statement To	Payment Due Date	Opening Balance	Closing Balance	Available Credit
21 Sep 2023	22 Oct 2023	01 Nov 2023	875.75	612.40	9,387.60

Payment will be automatically debited on the agreed payment date as recorded in your facility application.

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions		
875.75	875.75 -	612.40	0.00	0.00	0.00	612.40	0.00

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

Complaints

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

Online: www.afca.org.au

Email: info@afca.org.au

Phone 1800 931 678

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



Corporate Card Statement

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

CARDHOLDER TRANSACTION DETAILS

Cardholder Name	Card Number	Credit Limit	Available Credit
Jameon Criddle	5163 2531 0145 4541	6,000	5,498.40

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

Corporate Card Transactions			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
02 OCT	Payments AUTOMATIC PAYMENT	875.75-	
	Sub Total:	875.75-	
14 OCT	Purchases SAFETYCULTURE TOWNSVILLE CI AUS COMPUTER SOFTWARE	501.60	4442 OH&S
	Sub Total:	501.60	

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		
875.75	875.75 -	501.60	0.00	0.00	0.00	501.60	0.00

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

Cardholder Signature _____

Date 20/11/23

Transactions examined and approved.

15.01.2024

Manager/Supervisor Signature _____

Date 20/11/23

S005304 / M001941 / 294 / CN1VP4P1

Corporate Card Statement

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

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Corporate Card Statement

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

CARDHOLDER TRANSACTION DETAILS

Cardholder Name	Card Number	Credit Limit	Available Credit
Simon Lancaster	5163 2531 0083 4453	4,000	3,889.20

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
29 SEP	Purchases CALTEX LESMURDIE SERVICE STATIONS	110.80	P83 Light Vehicle
	Sub Total:	110.80	

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		
0.00	0.00 -	110.80	0.00	0.00	0.00	110.80	0.00

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

Cardholder Signature _____

Date 8/11/23

Transactions examined and approved.

Manager/Supervisor Signature _____

Date 8/11/22

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

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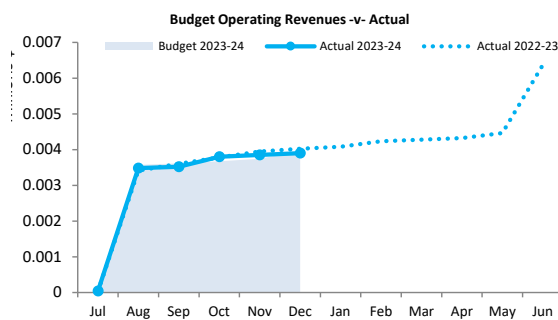
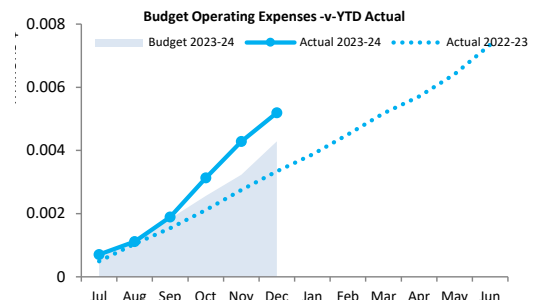
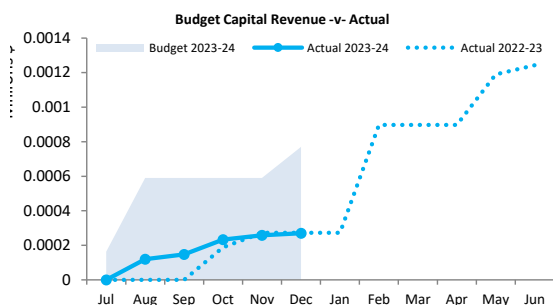
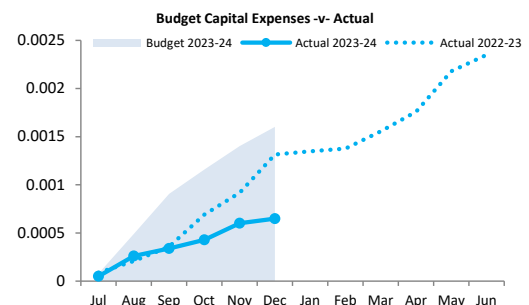
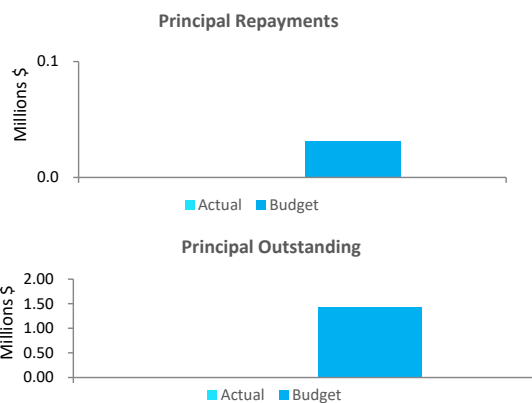
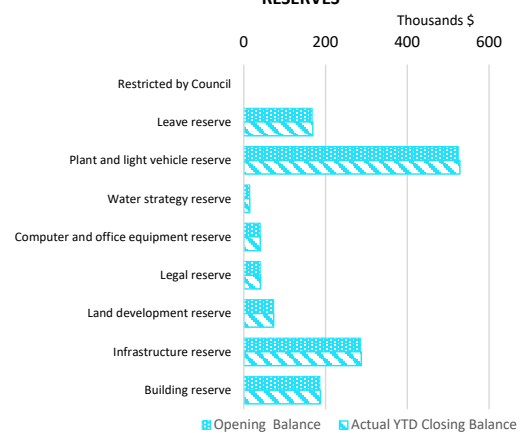
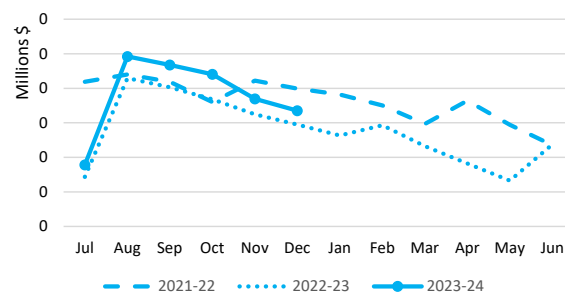
SHIRE OF CHAPMAN VALLEY

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 31 December 2023

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

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**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 DECEMBER 2023****SUMMARY INFORMATION - GRAPHS****OPERATING ACTIVITIES****OPERATING REVENUE****OPERATING EXPENSES****INVESTING ACTIVITIES****CAPITAL REVENUE****CAPITAL EXPENSES****FINANCING ACTIVITIES****BORROWINGS****RESERVES****Closing funding surplus / (deficit)**

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

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 DECEMBER 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	\$4.29 M	\$3.35 M	(\$0.93 M)
Refer to Statement of Financial Activity				

Cash and cash equivalents		
	\$4.55 M	% of total
Unrestricted Cash	\$3.20 M	70.5%
Restricted Cash	\$1.34 M	29.5%
Refer to Note 2 - Cash and Financial Assets		

Payables		
	\$0.26 M	% Outstanding
Trade Payables	\$0.01 M	
0 to 30 Days		90.4%
Over 30 Days		9.5%
Over 90 Days		0%
Refer to Note 5 - Payables		

Receivables		
	\$0.07 M	% Collected
Rates Receivable	\$0.49 M	85.3%
Trade Receivable	\$0.07 M	% Outstanding
Over 30 Days		19.1%
Over 90 Days		3.1%
Refer to Note 3 - Receivables		

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$2.56 M)	\$0.80 M	\$1.45 M	\$0.65 M
Refer to Statement of Financial Activity			

Rates Revenue		
YTD Actual	\$3.16 M	% Variance
YTD Budget	\$3.16 M	0.2%
Refer to Statement of Financial Activity		

Operating Grants and Contributions		
YTD Actual	\$0.33 M	% Variance
YTD Budget	\$0.48 M	(30.3%)
Refer to Note 12 - Operating Grants and Contributions		

Fees and Charges		
YTD Actual	\$0.34 M	% Variance
YTD Budget	\$0.30 M	14.8%
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)	(\$0.83 M)	(\$0.38 M)	\$0.45 M
Refer to Statement of Financial Activity			

Proceeds on sale		
YTD Actual	\$0.01 M	%
Adopted Budget	\$0.16 M	(95.0%)
Refer to Note 6 - Disposal of Assets		

Asset Acquisition		
YTD Actual	\$0.65 M	% Spent
Adopted Budget	\$5.26 M	(87.7%)
Refer to Note 7 - Capital Acquisitions		
	0.0%	

Capital Grants		
YTD Actual	\$0.26 M	% Received
Adopted Budget	\$3.37 M	(92.2%)
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 DECEMBER 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 DECEMBER 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	2,296,946	1,833	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	478,773	333,692	(145,081)	(30.30%)	▼
Fees and charges		371,929	298,655	342,729	44,074	14.76%	▲
Interest earnings		34,615	19,935	44,901	24,966	125.24%	▲
Other revenue		21,375	10,692	7,886	(2,806)	(26.24%)	▼
Profit on disposal of assets	6	20,000	0	6,082	6,082	0.00%	
		4,696,454	3,966,291	3,900,048	(66,243)	(1.67%)	
Expenditure from operating activities							
Employee costs		(3,020,842)	(1,293,404)	(972,922)	320,482	24.78%	▲
Materials and contracts		(3,727,073)	(1,486,756)	(1,252,352)	234,404	15.77%	▲
Utility charges		(56,907)	(29,656)	(20,293)	9,363	31.57%	▲
Depreciation on non-current assets		(2,422,606)	(1,211,334)	(2,618,700)	(1,407,366)	(116.18%)	▼
Interest expenses		(9,356)	(1,224)	(615)	609	49.75%	▲
Insurance expenses		(198,552)	(197,778)	(282,664)	(84,886)	(42.92%)	▼
Other expenditure		(134,326)	(69,142)	(46,236)	22,906	33.13%	▲
Loss on disposal of assets	6	(20,000)	0	0	0	0.00%	
		(9,589,662)	(4,289,294)	(5,193,782)	(904,488)	21.09%	
Non-cash amounts excluded from operating activities	1(a)	2,329,377	1,118,105	2,743,102	1,624,997	145.33%	▲
Amount attributable to operating activities		(2,563,831)	795,102	1,449,368	654,266	82.29%	
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	13	3,372,849	607,200	262,176	(345,024)	(56.82%)	▼
Proceeds from disposal of assets	6	163,000	163,000	8,182	(154,818)	(94.98%)	▼
Payments for property, plant and equipment and infrastructure	7	(5,263,697)	(1,602,234)	(649,772)	952,462	59.45%	▲
Amount attributable to investing activities		(1,727,848)	(832,034)	(379,414)	452,620	(54.40%)	
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)	(4,689)	3,197	40.54%	▲
Repayment of debentures	8	(31,000)	0	0	0	0.00%	
Transfer to reserves	10	(115)	(115)	(9,912)	(9,797)	(8519.13%)	▼
Amount attributable to financing activities		1,996,566	2,027,566	(14,601)	(2,042,167)	(100.72%)	
Closing funding surplus / (deficit)	1(c)	0	4,285,747	3,352,299	(933,448)		

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 DECEMBER 2023****BASIS OF PREPARATION****BASIS OF PREPARATION**

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

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

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

SIGNIFICANT ACCOUNTING POLICIES**CRITICAL ACCOUNTING ESTIMATES**

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

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

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

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

GOODS AND SERVICES TAX

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

ROUNDING OFF FIGURES

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 December 2023

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 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	(6,082)
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	1,211,334	2,618,700
Total non-cash items excluded from operating activities		2,329,377	1,118,105	2,743,102

(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 December 2023
Adjustments to net current assets				
Less: Reserves - restricted cash	10	(1,331,477)	(1,331,477)	(1,341,389)
Add: Borrowings	8	0	0	0
Add: Provisions employee related provisions	11	448,462	497,342	497,342
Add: Lease liabilities	9	8,088	8,088	8,088
Total adjustments to net current assets		(874,927)	(826,047)	(835,959)

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

Current assets				
Cash and cash equivalents	2	4,080,340	4,080,340	4,545,776
Rates receivables	3	200,113	179,272	492,757
Receivables	3	5,931	20,841	69,507
Other current assets	4	10,908	16,839	29,217
Less: Current liabilities				
Payables	5	(670,702)	(668,869)	(258,545)
Contract liabilities	11	0	0	(185,024)
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)	(826,047)	(835,959)
Closing funding surplus / (deficit)		2,295,113	2,296,946	3,352,299

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 DECEMBER 2023OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution
		\$	\$	\$	\$	
Cash on hand						
Municipal Account	Cash and cash equivalents	28,224	0	28,224		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	168,672	168,672		Westpac Banking Corporation
Water Strategy Reserve	Cash and cash equivalents	0	14,500	14,500		Westpac Banking Corporation
Plant/Light Vehicle Reserve	Cash and cash equivalents	0	528,515	528,515		Westpac Banking Corporation
Computer & Office Equipment Reserve	Cash and cash equivalents	0	40,476	40,476		Westpac Banking Corporation
Legal Reserve	Cash and cash equivalents	0	40,753	40,753		Westpac Banking Corporation
Land Development Reserve	Cash and cash equivalents	0	73,389	73,389		Westpac Banking Corporation
Infrastructure Reserve	Cash and cash equivalents	0	287,596	287,596		Westpac Banking Corporation
Building Reserve	Cash and cash equivalents	0	187,488	187,488		Westpac Banking Corporation
Trust Account	Cash and cash equivalents	0	0	0	156,602	Westpac Banking Corporation
Credit Card	Cash and cash equivalents	0	0	0		Westpac Banking Corporation
Total		3,204,387	1,341,389	4,545,776	156,602	
Comprising						
Cash and cash equivalents		3,204,387	1,341,389	4,545,776	156,602	
		3,204,387	1,341,389	4,545,776	156,602	

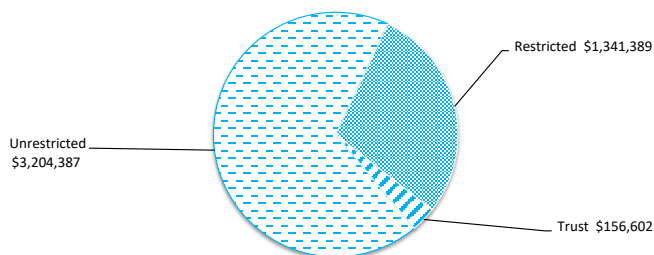
KEY INFORMATION

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.

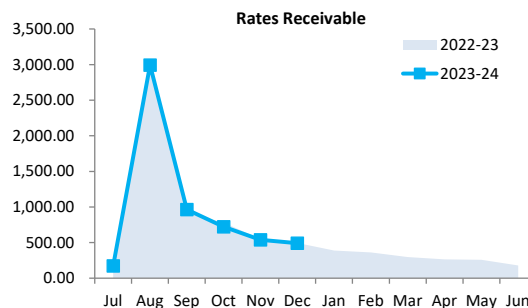
Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



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

**OPERATING ACTIVITIES
NOTE 3
RECEIVABLES**

Rates receivable	30 Jun 2023	31 Dec 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)	(2,851,367)
Gross rates collectable	179,366	492,757
Net rates collectable	179,366	492,757
% Collected	94.3%	85.3%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(369)	26,856	0	5,234	1,029	32,750
Percentage	(1.1%)	82%	0%	16%	3.1%	
Balance per trial balance						
Sundry receivable						32,750
GST receivable						36,757
Total receivables general outstanding						69,507

Amounts shown above include GST (where applicable)

KEY INFORMATION

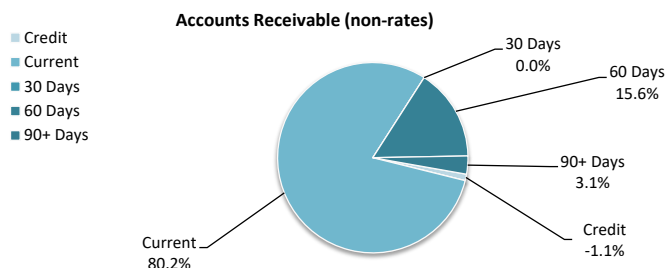
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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 DECEMBER 2023**

**OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS**

	Opening Balance 1 July 2023	Asset Increase	Asset Reduction	Closing Balance 31 December 2023
Other current assets	\$	\$	\$	\$
Inventory				
Fuel	5,931	2,382	0	8,313
Other Assets				
Prepayments	10,908	9,996	0	20,904
Total other current assets	16,839	12,378	0	29,217
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 DECEMBER 2023**

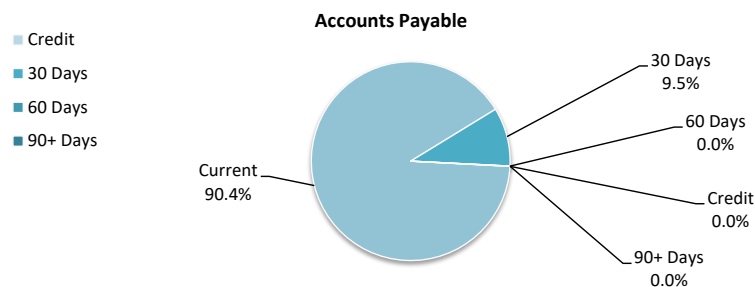
**OPERATING ACTIVITIES
NOTE 5
PAYABLES**

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	12,711	1,341	0	5	14,057
Percentage	0%	90.4%	9.5%	0%	0%	
Balance per trial balance						
Sundry creditors						14,058
ATO liabilities						44,310
Receipts in advance						31,907
Bonds and deposits						131,932
ESL Payable						36,338
Total payables general outstanding						258,545

Amounts shown above include GST (where applicable)

KEY INFORMATION

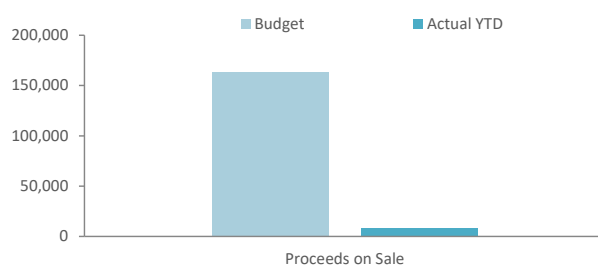
Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised 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 DECEMBER 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	2,100	8,182	6,082	0
	P61 Toyota Hilux	10,000	10,000	0	0	0	0	0	0
	P65 Ford Ranger XLT	0	0	0	0	0	0	0	0
		163,000	163,000	0	0	2,100	8,182	6,082	0



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

**INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS**

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land and buildings	3,214,575	33,112	29,424	(3,688)
Plant and equipment	874,000	394,000	50,314	(343,686)
Infrastructure - roads	1,175,123	1,175,122	570,035	(605,087)
Payments for Capital Acquisitions	5,263,697	1,602,234	649,772	(952,462)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	3,372,849	607,200	262,176	(345,024)
Borrowings	1,462,024	1,462,024	0	(1,462,024)
Other (disposals & C/Fwd)	163,000	163,000	8,182	(154,818)
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	(629,990)	379,414	1,009,404
Capital funding total	5,263,697	1,602,234	649,772	(952,462)

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.

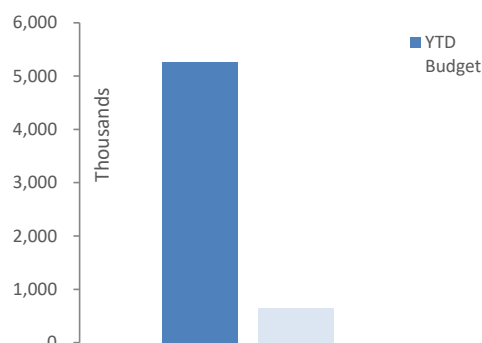
Initial recognition and measurement for assets held at cost

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

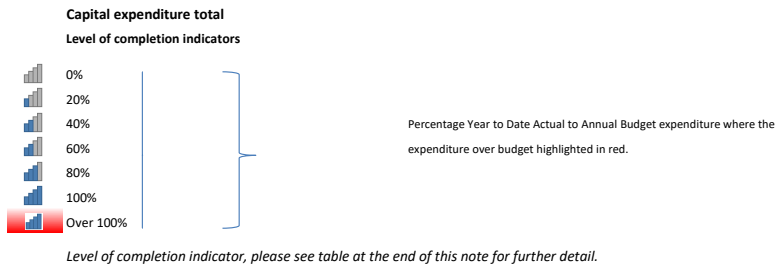
In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The 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 DECEMBER 2023

INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS (CONTINUED)



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	4,740	4,740
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	33,112	21,111	(12,001)
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	8,313	8,313
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	15,000	3,406	(11,594)
7074	Recreation And Culture	1174	Coronation Beach Campgrounds Ticket Machine	10,000	10,000	0	(10,000)
3264	Transport		Depot Construction (NCA)	285,000	0	0	-
3554	Transport		Plant & Equipment Purchases (NCA)	819,000	369,000	42,167	(326,833)
3114	Transport		Capital Roadworks Program Purchases (Incl Grant Funded Jobs) (NCA)	1,175,123	1,175,122	570,035	(605,087)
				5,263,697	1,602,234	649,772	(952,462)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2023****FINANCING ACTIVITIES****NOTE 8****BORROWINGS****Repayments - borrowings**

Information on borrowings		1 July 2023	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.		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 DECEMBER 2023**

FINANCING ACTIVITIES

NOTE 9

LEASE LIABILITIES

Movement in carrying amounts

Information on leases		1 July 2023	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Lease No.		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Community amenities										
Nabawa Fuel Station	LE01	42,609	0	0	(4,689)	(7,886)	37,920	34,723	(615)	(1,206)
Total		42,609	0	0	(4,689)	(7,886)	37,920	34,723	(615)	(1,206)
Current lease liabilities		8,088					3,399			
Non-current lease liabilities		34,521					34,521			
		42,609					37,920			

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 DECEMBER 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	167,427	10	1,245	0	0	(17,601)	0	149,836	168,672
Plant and light vehicle reserve	524,609	50	3,906	0	0	(393,785)	0	130,874	528,515
Water strategy reserve	14,392	5	108	0	0	0	0	14,397	14,500
Computer and office equipment reserve	40,177	5	299	0	0	0	0	40,182	40,476
Legal reserve	40,452	5	301	0	0	0	0	40,457	40,753
Land development reserve	72,846	5	543	0	0	(62,157)	0	10,694	73,389
Infrastructure reserve	285,471	15	2,125	0	0	0	0	285,486	287,596
Building reserve	186,103	20	1,385	0	0	(100,000)	0	86,123	187,488
	1,331,477	115	9,912	0	0	(573,543)	0	758,049	1,341,389

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 DECEMBER 2023OPERATING 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 December 2023
Other current liabilities		\$		\$	\$	\$
Other liabilities						
- Contract liabilities		0	0	780,892	(595,868)	185,024
Total other liabilities		0	0	780,892	(595,868)	185,024
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	780,892	(595,868)	682,366
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 DECEMBER 2023NOTE 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 Dec 2023	Current Liability 31 Dec 2023	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies								
General purpose funding								
Financial Assistance Grants (Local Roads Funding)	0	16,229	(16,229)	0	0	0	0	16,229
Financial Assistance Grants (General Purpose)	0	13,409	(13,409)	0	0	0	0	13,409
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	200,000	0
Community amenities								
Backroads Gravel Event	0	50,000	(50,000)	0	0	50,000	50,000	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	135,318	(135,318)	0	0	668,942	435,275	135,318
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
Insurance Claim Reimbursements - LGIS	0	2,933	(2,933)	0	0	0	0	2,933
Transport								
Hudson Resources Contribution (Dartmoor Rd)	0	19,255	(19,255)	0	0	12,500	12,500	19,255
Other property and services								
Diesel Fuel Rebate	0	26,164	(26,164)	0	0	40,000	19,998	26,164
Insurance Claim Reimbursements - LGIS	0	133,750	(133,750)	0	0	151,000	0	133,750
	0	198,374	(198,374)	0	0	421,357	43,498	198,374
TOTALS	0	333,692	(333,692)	0	0	1,090,299	478,773	333,692

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 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 Dec 2023	Current Liability 31 Dec 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	(262,176)	165,024	165,024	1,068,000	607,200	262,176
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	(262,176)	185,024	185,024	3,372,849	607,200	262,176

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2023****NOTE 14
TRUST FUND**

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening Balance 1 July 2023	Amount Received	Amount Paid	Closing Balance 31 Dec 2023
	\$	\$	\$	\$
Contributions from Sub Divider	150,357	0	0	150,357
CTF Levy	1,835	3,757	(2,398)	3,194
Building Commission	1,366	2,995	(2,010)	2,351
Unclaimed Monies	0	237	(237)	0
Nomination Deposits	0	700	0	700
	153,558	7,689	(4,645)	156,602

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 DECEMBER 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)	\$ 1,833	% 0.08%	▲	Permanent
Revenue from operating activities				
Operating grants, subsidies and contributions	(145,081)	(30.30%)	▼ Timing	
Fees and charges	44,074	14.76%	▲ Timing	
Interest earnings	24,966	125.24%	▲	Permanent
Other revenue	(2,806)	(26.24%)	▼	
Expenditure from operating activities				
Employee costs	320,482	24.78%	▲ Timing	
Materials and contracts	234,404	15.77%	▲ Timing	
Utility charges	9,363	31.57%	▲ Timing	
Depreciation on non-current assets	(1,407,366)	(116.18%)	▼	Permanent
Interest expenses	609	49.75%	▲ Timing	
Insurance expenses	(84,886)	(42.92%)	▼ Timing	
Other expenditure	22,906	33.13%	▲ Timing	
Non-cash amounts excluded from operating activities	1,624,997	145.33%	▲	Permanent
Investing activities				
Proceeds from non-operating grants, subsidies and contributions	(345,024)	(56.82%)	▼ Timing	
Proceeds from disposal of assets	(154,818)	(94.98%)	▼ Timing	
Payments for property, plant and equipment and infrastructure	952,462	59.45%	▲ 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	3,197	40.54%	▲ Timing	
Transfer to reserves	(9,797)	(8519.13%)	▼	Permanent

Programme Description	Sub-Programme Description	Type Description	COA	Description	Full Year Budget	YTD Budget	YTD Actual	Variance	%±50%	Comments
						31/12/2023	31/12/2023			
General Purpose Funding	Rate Revenue	Operating Expenditure	0022	Rates Legal Expenses	\$1,200.00	\$0.00	\$0.00	\$0.00		
General Purpose Funding	Rate Revenue	Operating Expenditure	0032	Rates Stationary/Postage	\$4,000.00	\$2,700.00	\$457.68	\$2,242.32		
General Purpose Funding	Rate Revenue	Operating Expenditure	0062	Sundry Expenses	\$1,650.00	\$834.00	\$11.70	\$822.30		
General Purpose Funding	Rate Revenue	Operating Expenditure	0082	Rates Other Costs	\$1,000.00	\$498.00	\$0.00	\$498.00		
General Purpose Funding	Rate Revenue	Operating Expenditure	0132	Valuation Expenses	\$26,000.00	\$13,002.00	\$1,053.30	\$11,948.70	*	Budget profile timing
General Purpose Funding	Rate Revenue	Operating Expenditure	0352	Admin Allocation (Rates)	\$155,166.00	\$77,586.00	\$58,219.99	\$19,366.01	*	Budget profile timing
General Purpose Funding	Rate Revenue	Operating Income	0012	Legal Fees	-\$1,200.00	\$0.00	\$0.00	\$0.00		
General Purpose Funding	Rate Revenue	Operating Income	0030	General Rates Income	-\$3,158,236.00	-\$3,158,236.00	\$3,161,635.17	\$3,389.27	*	
General Purpose Funding	Rate Revenue	Operating Income	0033	Back Rates	\$0.00	\$0.00	-\$690.80	\$690.80		
General Purpose Funding	Rate Revenue	Operating Income	0061	Ex Gratia Rates	-\$11,000.00	-\$11,000.00	-\$11,037.75	\$37.75		
General Purpose Funding	Rate Revenue	Operating Income	0071	Interim Rates Raised	\$0.00	\$0.00	-\$2,431.97	\$2,431.97		
General Purpose Funding	Rate Revenue	Operating Income	0113	Interest (Overdue Rates)	-\$15,000.00	-\$8,075.00	-\$12,017.94	\$3,942.94		
General Purpose Funding	Rate Revenue	Operating Income	0133	Interest (Rates Installments)	\$4,000.00	\$0.00	-\$6,313.84	\$2,313.84		
General Purpose Funding	Rate Revenue	Operating Income	0143	Administration Charges	-\$3,600.00	-\$3,600.00	\$4,095.00	\$485.00		
General Purpose Funding	Rate Revenue	Operating Income	0183	Account Enquiry Charges	-\$6,000.00	-\$3,000.00	-\$2,855.00	-\$145.00		
General Purpose Funding	General Purpose Income	Operating Expenditure	9992	Interest & Overdraft Fees	\$1,250.00	\$624.00	\$0.00	\$624.00		
General Purpose Funding	General Purpose Income	Operating Income	0201	Legal Reserve Income	-\$5.00	\$0.00	-\$301.13	\$301.13		
General Purpose Funding	General Purpose Income	Operating Income	0203	Leave Reserve Income	-\$10.00	-\$6.00	-\$1,246.43	\$1,240.43		
General Purpose Funding	General Purpose Income	Operating Income	0204	Land Development Reserve Income	-\$5.00	\$0.00	-\$542.30	\$542.30		
General Purpose Funding	General Purpose Income	Operating Income	0205	Building Reserve Income	-\$20.00	-\$12.00	-\$1,385.49	\$1,373.49		
General Purpose Funding	General Purpose Income	Operating Income	0206	Infrastructure Reserve Income	-\$15.00	-\$6.00	-\$2,125.25	\$2,119.25		
General Purpose Funding	General Purpose Income	Operating Income	0223	Water Strategy Reserve Income	-\$5.00	\$0.00	-\$107.13	\$107.13		
General Purpose Funding	General Purpose Income	Operating Income	0233	Financial Assistance Grants (Local Roads Funding)	\$0.00	\$0.00	\$4,239.00	\$4,239.00		Budget profile timing
General Purpose Funding	General Purpose Income	Operating Income	0243	Computer and Office Equipment Reserve Income	-\$5.00	\$0.00	-\$299.08	\$299.08		
General Purpose Funding	General Purpose Income	Operating Income	0253	Financial Assistance Grants (General Purpose)	\$0.00	\$0.00	-\$13,408.50	\$13,408.50	*	Budget profile timing
General Purpose Funding	General Purpose Income	Operating Income	0273	Plant/Light Vehicle Reserve Income	-\$50.00	-\$24.00	-\$3,905.62	\$3,881.62		
General Purpose Funding	General Purpose Income	Operating Income	0453	Interest Received (Municipal Account)	-\$15,500.00	-\$15,500.00	-\$16,656.68	\$1,156.68		
General Purpose Funding Total					-\$3,024,385.00	-\$3,106,215.00	-\$3,197,541.51			
Governance	Members Of Council	Operating Expenditure	0112	Election & Poll Expenses	\$19,500.00	\$19,500.00	\$0.00	\$19,500.00	*	Budget profile timing
Governance	Members Of Council	Operating Expenditure	0182	Subscriptions & Memberships Expense	\$33,000.00	\$32,000.00	\$33,677.70	-\$1,677.70		
Governance	Members Of Council	Operating Expenditure	0192	Members Conference & Training Expenses	\$16,843.00	\$16,843.00	\$5,985.14	\$10,857.86	*	Budget profile timing
Governance	Members Of Council	Operating Expenditure	0202	Members Insurance	\$15,413.00	\$15,413.00	\$14,972.72	\$440.28		
Governance	Members Of Council	Operating Expenditure	0212	Donations & Sponsorships	\$10,000.00	\$5,000.00	\$1,909.85	\$3,090.15		
Governance	Members Of Council	Operating Expenditure	0232	Consultancy & Legal Expenses	\$12,000.00	\$5,000.00	\$1,200.00	\$5,800.00		
Governance	Members Of Council	Operating Expenditure	0242	Members Sitting Fees	\$77,936.00	\$38,968.00	\$34,097.00	\$4,871.00		
Governance	Members Of Council	Operating Expenditure	0252	Members Remuneration Expenses	\$4,400.00	\$2,300.00	\$1,925.00	\$2,475.00		
Governance	Members Of Council	Operating Expenditure	0262	President & Deputy Allowances	\$12,500.00	\$6,250.00	\$6,250.00	\$0.00		
Governance	Members Of Council	Operating Expenditure	0272	Council Chambers Repairs & Maintenance	\$4,500.00	\$2,250.00	\$2,78.14	\$1,971.86		
Governance	Members Of Council	Operating Expenditure	0332	Furniture & Equipment Expense	\$3,500.00	\$1,752.00	\$0.00	\$1,752.00		
Governance	Members Of Council	Operating Expenditure	0442	Admin Allocation (Members)	\$195,455.00	\$97,728.00	\$77,626.63	\$20,101.37	*	Budget profile timing
Governance	Members Of Council	Operating Expenditure	0462	Meeting & Refreshments Expense	\$29,895.00	\$11,273.00	\$3,666.86	\$7,806.14		
Governance	Members Of Council	Operating Expenditure	1822	Accounting & Audit Expenses	\$45,000.00	\$0.00	\$2,206.00	-\$2,206.00		
Governance	Members Of Council	Capital Expenditure	0454	Council Chamber Improvements (NCA)	\$10,000.00	\$0.00	\$0.00	\$0.00		
Governance	Other Governance	Operating Expenditure	0102	Provision for Long Service Leave	\$5,000.00	\$0.00	\$0.00	\$0.00		
Governance	Other Governance	Operating Expenditure	0222	Fringe Benefits Tax	\$45,000.00	\$22,500.00	\$0.00	\$22,500.00	*	Budget profile timing
Governance	Other Governance	Operating Expenditure	0232	Supernannuation (Admin)	\$75,094.00	\$40,432.00	\$35,409.14	\$5,022.86		
Governance	Other Governance	Operating Expenditure	0292	Salaries Expense (Admin)	\$687,710.00	\$370,306.00	\$281,735.17	\$88,570.83	*	Budget profile timing
Governance	Other Governance	Operating Expenditure	0294	Admin Allowances	\$21,968.00	\$11,828.00	\$11,542.07	\$285.93		
Governance	Other Governance	Operating Expenditure	0312	Council Super Contribution 3% (Admin)	\$15,763.00	\$8,490.00	\$4,605.09	\$3,884.91		
Governance	Other Governance	Operating Expenditure	0322	Rounding Adjustments	\$0.00	\$0.00	\$0.01	-\$0.01		
Governance	Other Governance	Operating Expenditure	0312	Workers Compensation Insurance (Admin)	\$13,943.00	\$13,944.00	\$15,313.53	-\$1,369.53		
Governance	Other Governance	Operating Expenditure	0402	Insurance Expense	\$11,317.00	\$11,315.00	\$10,554.81	\$760.19		
Governance	Other Governance	Operating Expenditure	0422	Office Gardens Expenses	\$31,886.95	\$15,939.00	\$9,917.89	\$6,021.11		
Governance	Other Governance	Operating Expenditure	0432	Admin Building Operations	\$7,739.00	\$5,821.00	\$5,264.65	\$556.35		
Governance	Other Governance	Operating Expenditure	0472	Office Expenses (General)	\$16,000.00	\$8,004.00	\$6,996.61	\$1,007.39		
Governance	Other Governance	Operating Expenditure	0473	Admin Building Repairs & Maintenance	\$20,500.00	\$10,248.00	\$13,330.07	-\$3,082.07		
Governance	Other Governance	Operating Expenditure	0482	Office Telephone & Internet Expenses	\$20,957.36	\$5,287.36	\$5,745.92	-\$458.56		
Governance	Other Governance	Operating Expenditure	0492	Advertising Expenses	\$8,000.00	\$4,002.00	\$1,301.16	\$2,700.84		
Governance	Other Governance	Operating Expenditure	0502	Computer Hardware Service & Repair	\$59,760.00	\$22,248.00	\$23,685.29	-\$1,437.29		
Governance	Other Governance	Operating Expenditure	0512	Furniture & Equipment Expense	\$15,000.00	\$7,500.00	\$7,76.36	\$6,733.64		
Governance	Other Governance	Operating Expenditure	0522	Freight & Postage Expense	\$3,500.00	\$1,752.00	\$1,836.27	-\$84.27		
Governance	Other Governance	Operating Expenditure	0542	Printing & Stationery Expense	\$13,652.50	\$3,418.00	\$5,537.42	-\$2,119.42		
Governance	Other Governance	Operating Expenditure	0552	Motor Vehicle Expenses	\$25,000.00	\$12,492.00	\$5,252.11	\$7,239.89		
Governance	Other Governance	Operating Expenditure	0562	Long Service Leave Expense (Admin)	\$17,601.00	\$17,600.00	\$17,601.46	-\$1.46		
Governance	Other Governance	Operating Expenditure	0592	Admin Allocation (Other Governance)	-\$1,691,416.00	-\$802,218.00	-\$646,866.36	-\$155,352.64	*	Budget profile timing
Governance	Other Governance	Operating Expenditure	0622	Uniform Expense	\$2,663.00	\$0.00	\$0.00	\$0.00		
Governance	Other Governance	Operating Expenditure	0632	Staff Training, Conference and Recruitment	\$32,500.00	\$15,500.00	\$6,528.39	\$8,971.61		
Governance	Other Governance	Operating Expenditure	0662	Public Liability Insurance	\$29,200.00	\$29,200.00	\$27,342.58	\$1,857.42		
Governance	Other Governance	Operating Expenditure	0672	Consultancy Fees	\$165,000.00	\$60,000.00	\$61,864.78	-\$1,864.78		
Governance	Other Governance	Operating Expenditure	0702	Bank Fees & Charges	\$9,500.00	\$6,332.00	\$5,043.18	\$1,288.82		
Governance	Other Governance	Operating Expenditure	0712	Occupational Health & Safety	\$91,700.00	\$15,700.00	\$10,553.21	\$5,146.79		
Governance	Other Governance	Operating Expenditure	0722	Accounting Software Operating Expenditure	\$122,000.00	\$100,500.00	\$57,154.73	\$43,345.27	*	Budget profile timing
Governance	Other Governance	Operating Expenditure	7002	Depreciation (Governance)	\$36,461.00	\$18,228.00	\$20,076.36	-\$1,848.36		
Governance	Other Governance	Operating Income	0382	Long Income Received (General)	-\$1,200.00	-\$600.00	\$0.00	-\$600.00		
Governance	Other Governance	Operating Income	1243	Long Service Leave Reimbursement	\$0.00	\$0.00	-\$5,233.91	\$5,233.91		
Governance	Other Governance	Capital Expenditure	4750	Transfer to Leave Reserve (EQ)	\$0.00	\$0.00	\$1,246.43	-\$1,246.43		
Governance	Other Governance	Capital Expenditure	4770	Transfer to Office & Equipment Reserve (EQ)	\$0.00	\$0.00	\$299.08	-\$299.08		
Governance	Other Governance	Capital Expenditure	4780	Transfer to Plant/Light Vehicle Reserve (EQ)	\$0.00	\$0.00	\$3,905.62	-\$3,905.62		
Governance	Other Governance	Capital Income	9351	Transfer from Leave Reserve (Admin) (EQ)	-\$12,691.00	\$0.00	\$0.00	\$0.00		
Governance Total					\$474,297.81	\$290,945.36	\$182,699.77			
Law, Order, Public Safety	Fire Prevention	Operating Expenditure	0602	Admin Allocation (Fire Prevention)	\$15,871.00	\$7,938.00	\$6,468.91	\$1,469.09		
Law, Order, Public Safety	Fire Prevention	Operating Expenditure	0672	Fire Break Inspection Fees	\$2,000.00	\$2,000.00	\$1,636.36	\$363.64		
Law, Order, Public Safety	Fire Prevention	Operating Expenditure	0762	Ranger Allocation (Fire Prevention)	\$50,937.60	\$25,470.00	\$14,768.87	\$10,701.13	*	Budget profile timing
Law, Order, Public Safety	Fire Prevention	Operating Expenditure	0832	Emergency Services Levy (Shire Properties)	\$800.00	\$800.00	\$882.00	-\$82.00		
Law, Order, Public Safety	Fire Prevention	Operating Expenditure	0882	Fire Prevention Enforcement Expenditure	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00		
Law, Order, Public Safety	Fire Prevention	Operating Expenditure	1772	Brigades Operating Expenses	\$25,895.45	\$19,832.00	\$40,614.95	-\$20,782.95	*	Additional expenses for PPE to be recovered from DFES ES grant acquittal
Law, Order, Public Safety	Fire Prevention	Operating Expenditure	7012	Depreciation (Fire Prevention)	\$63,943.00	\$31,974.00	\$32,294.60	-\$320.60		
Law, Order, Public Safety	Fire Prevention	Operating Income	0703	Fines & Penalties Income	-\$1,250.00	-\$625.00	-\$1,750.00	\$1,125.00		
Law, Order, Public Safety	Fire Prevention	Operating Income	0713	Emergency Services Levy Administration Fees	-\$4,000.00	-\$4,000.00	-\$4,000.00	\$0.00		
Law, Order, Public Safety	Fire Prevention	Operating Income	0733	DFES Grant Income	-\$23,500.00	-\$7,833.00	-\$17,680.00	\$9,847.00		
Law, Order, Public Safety	Animal Control	Operating Expenditure	0883	Fire Prevention Enforcement Income	-\$1,000.00	-\$500.00	\$0.00	\$500.00		
Law, Order, Public Safety	Animal Control	Operating Expenditure	0772	Admin Allocation (Animal Control)	\$31,742.00	\$15,870.00	\$12,937.78	\$2,932.22		
Law, Order, Public Safety	Animal Control	Operating Expenditure	0842	Animal Control Expenses	\$1,200.00	\$802.00	\$1,61.82	\$640.18		
Law, Order, Public Safety	Animal Control	Operating Expenditure	0852	Ranger Allocation (Animal Control)	\$50,937.60	\$25,470.00	\$12,996.57	\$12,473.43	*	Budget profile timing
Law, Order, Public Safety	Animal Control	Operating Income	0843	Impoundment Fees	-\$250.00	\$0.00	-\$112.00	\$112.00		
Law, Order, Public Safety	Animal Control	Operating Income	0853	Dog/Cat Registrations Income	-\$3,539.00	-\$2,805.00	-\$3,184.50	\$379.50		
Law, Order, Public Safety	Animal Control	Operating Income	0863	Fines & Penalties	-\$500.00	\$0.00	-\$725.00	\$725.00		
Law, Order, Public Safety	Other Law,Order,Public Safety	Operating Expenditure	0802	Fines Enforcement Registry	\$1,200.00	\$600.00	\$0.00	\$600.00		
Law, Order, Public Safety	Other Law,Order,Public Safety	Operating Expenditure	0862	Community Safety and Crime Prevention	\$10,000.00	\$4,998.00	\$4,899.76	\$98.24		
Law, Order, Public Safety	Other Law,Order,Public Safety	Operating Expenditure	0902	Ranger Allocation (Other Law and Order)	\$46,957.56	\$23,478.00	\$12,996.57	\$10,481.43	*	Budget profile timing
Law, Order, Public Safety	Other Law,Order,Public Safety	Operating Expenditure	0962	Miscellaneous Expenses (Other Law and Order)	\$15,000.00	\$0.00	\$716.54	\$14,283.46		
Law, Order, Public Safety	Other Law,Order,Public Safety	Operating Expenditure	1802	Emergency Services Recovery & Preparedness	\$222,500.00	\$122,500.00	\$0.00	\$122,500.00	*	Budget profile timing
Law, Order, Public Safety	Other Law,Order,Public Safety	Operating Income	0823	Fines Enforcement Registry Fees & Charges	-\$1,200.00	-\$600.00	\$0.00	-\$600.00		
Law, Order, Public Safety	Other Law,Order,Public Safety	Operating Income	1803	Contribution (Emergency Services Recovery & Preparedness)	-\$200,000.00	-\$200,000.00	\$0.00	-\$200,000.00	*	Budget profile timing
Law, Order, Public Safety	Ranger Services	Operating Expenditure	0772	Trainee Ranger Expense	\$66,417.00	\$32,856.00	\$27,414.56	\$5,441.44		
Law, Order, Public Safety	Ranger Services	Operating Expenditure	0802	Salary & Wages (Rangers)	\$84,728.00	\$45,640.00	\$44,814.84	\$825.16		
Law, Order, Public Safety	Ranger Services	Operating Expenditure	0912	Workers Compensation Insurance (Rangers)	\$1,969.00	\$1,969.00	\$2,375.97	-\$406.97		
Law, Order, Public Safety	Ranger Services	Operating Expenditure	0922	Superannuation (Rangers)	\$8,880.00	\$4,836.00	\$8,273.28	-\$3,437.28		
Law, Order, Public Safety	Ranger Services	Operating Expenditure	0932	Conference & Training	\$1,000.00	\$500.00	\$147.27	\$352.73		
Law, Order, Public Safety	Ranger Services	Operating Expenditure	0952	Rangers Expenses Reallocated	-\$186,724.00	-\$93,360.00	-\$59,075.34	-\$34,284.66	*	Budget profile timing
Law, Order, Public Safety	Ranger Services	Operating Expenditure	0982	Rangers Expense	\$22,600.00	\$6,198.00	\$3,463.98	\$2,734.02		
Law, Order, Public Safety	Ranger Services	Operating Expenditure	1012	Tools & Equipment (Low Value)	\$1,000.00	\$498.00	\$0.00	\$498.00		
Law, Order, Public Safety	Ranger Services	Operating Income	0773	Grant Revenue (Rangers)	-\$38,000.00	\$0.00				

Programme Description	Sub-Programme Description	Type Description	COA	Description	Full Year Budget	YTD Budget	YTD Actual	Variance	To-£10k	Comments
Community Amenities	Sanitation - Other	Operating Expenditure	1912	Other Waste Management Expenses	\$7,000.00	\$0.00	\$0.00	\$0.00		
Community Amenities	Sanitation - Other	Operating Expenditure	1922	Depreciation (Other Sanitation)	\$410.00	\$204.00	\$202.34	\$1.66		
Community Amenities	Protection Of Environment	Operating Expenditure	1962	Abandoned Vehicle Expense	\$1,500.00	\$1,000.00	\$0.00	\$1,000.00		
Community Amenities	Protection Of Environment	Operating Expenditure	2040	Dolby Creek Expenditure	\$866.60	\$866.60	\$139.41	\$727.19		
Community Amenities	Protection Of Environment	Operating Income	2933	Reimbursements & Sundry Income (Protection Of Environ	-\$1,500.00	\$0.00	\$0.00	\$0.00		
Community Amenities	Town Planning & Reg Development	Operating Expenditure	0942	Depreciation (Town Planning)	\$4,647.00	\$2,328.00	\$2,342.50	-\$14.50		
Community Amenities	Town Planning & Reg Development	Operating Expenditure	1992	Planning Consultancy Expenses	\$20,000.00	\$9,986.00	\$11,800.00	-\$1,804.00		
Community Amenities	Town Planning & Reg Development	Operating Expenditure	2102	Workers Compensation Insurance (Town Planning)	\$2,486.00	\$2,486.00	\$2,568.65	-\$82.65		
Community Amenities	Town Planning & Reg Development	Operating Expenditure	2112	Salaries & Wages (Town Planning)	\$150,885.00	\$81,248.00	\$76,379.50	\$4,868.50		
Community Amenities	Town Planning & Reg Development	Operating Expenditure	2122	Superannuation Council 3% (Town Planning)	\$4,372.00	\$2,354.00	\$2,192.14	\$161.86		
Community Amenities	Town Planning & Reg Development	Operating Expenditure	2182	Superannuation (Town Planning)	\$16,031.00	\$6,630.00	\$7,429.41	\$1,200.59		
Community Amenities	Town Planning & Reg Development	Operating Expenditure	2182	Other Employee Expenses (Town Planning)	\$4,000.00	\$0.00	\$0.00	\$0.00		
Community Amenities	Town Planning & Reg Development	Operating Expenditure	2192	Heritage Expenses	\$6,700.00	\$0.00	\$0.00	\$0.00		
Community Amenities	Town Planning & Reg Development	Operating Expenditure	2202	Town Planners Expenses	\$1,000.00	\$498.00	\$308.20	\$189.80		
Community Amenities	Town Planning & Reg Development	Operating Expenditure	2222	Motor Vehicle Expenses	\$10,000.00	\$4,998.00	\$3,382.69	\$1,615.31		
Community Amenities	Town Planning & Reg Development	Operating Expenditure	2232	Legal Expenses (Town Planning)	\$12,000.00	\$7,854.00	\$0.00	\$7,854.00		
Community Amenities	Town Planning & Reg Development	Operating Expenditure	2242	Engineering Expenses	\$12,000.00	\$4,500.00	\$0.00	\$4,500.00		
Community Amenities	Town Planning & Reg Development	Operating Expenditure	2252	Advertising Expenses	\$4,000.00	\$2,400.00	\$70.91	\$2,329.09		
Community Amenities	Town Planning & Reg Development	Operating Expenditure	3012	Admin Allocation (Town Planning)	\$95,227.00	\$47,616.00	\$38,813.25	\$8,802.75		
Community Amenities	Town Planning & Reg Development	Operating Expenditure	7052	Surveying & Land Expenses	\$27,888.00	\$20,388.00	\$5,017.10	\$17,370.90	*	Budget profile timing
Community Amenities	Town Planning & Reg Development	Operating Expenditure	7072	Project Expenses (Town Planning)	\$11,800.00	\$0.00	\$9,599.80	-\$9,599.80		
Community Amenities	Town Planning & Reg Development	Operating Income	0343	Contributions & Reimbursements	-\$150,357.16	\$0.00	\$0.00	\$0.00		
Community Amenities	Town Planning & Reg Development	Operating Income	2233	Town Planning Fee Income	-\$10,000.00	-\$4,998.00	-\$7,253.49	\$2,255.49		
Community Amenities	Town Planning & Reg Development	Operating Income	2243	Outsourced Planning Fees - Other LGS	-\$12,000.00	-\$6,000.00	-\$11,902.50	\$5,902.50		
Community Amenities	Town Planning & Reg Development	Operating Income	2253	Planning Statutory Fees	\$0.00	\$0.00	\$9,319.09	-\$9,319.09		
Community Amenities	Town Planning & Reg Development	Capital Expenditure	2264	Land Development (NCA)	\$306,462.60	\$0.00	\$0.00	\$0.00		
Community Amenities	Town Planning & Reg Development	Capital Expenditure	4820	Transfer to Legal Reserve (EQ)	\$0.00	\$0.00	\$301.13	-\$301.13		
Community Amenities	Town Planning & Reg Development	Capital Income	4810	Transfer from Land Development Reserve (EQ)	-\$62,156.96	\$0.00	\$0.00	\$0.00		
Community Amenities	Other Community Amenities	Operating Expenditure	3102	Cemetery Expenses	\$17,074.80	\$4,964.00	\$12,079.84	-\$7,115.84		
Community Amenities	Other Community Amenities	Operating Expenditure	3112	Community Development Expenses	\$47,500.00	\$0.00	\$149.99	\$48,050.01		
Community Amenities	Other Community Amenities	Operating Expenditure	3756	Admin Allocation (Other Community Amenities)	\$97,356.00	\$39,678.00	\$32,344.42	\$7,333.58		
Community Amenities	Other Community Amenities	Operating Expenditure	3212	Depreciation (Other Community Amenities)	\$147,500.00	\$73,770.00	\$9,121.82	\$64,648.18	*	Budget profile timing
Community Amenities	Other Community Amenities	Operating Expenditure	3222	Community Growth Fund	\$23,690.30	\$13,400.00	\$1,173.00	\$12,227.00	*	Budget profile timing
Community Amenities	Other Community Amenities	Operating Expenditure	3232	Community Development Officer Expenses	\$60,014.00	\$30,006.00	\$20,672.13	\$9,333.87		
Community Amenities	Other Community Amenities	Operating Expenditure	4142	Other Funded Projects	\$65,000.00	\$50,000.00	\$0.00	\$15,000.00		
Community Amenities	Other Community Amenities	Operating Income	3093	Cemetery Income (GST Free)	\$0.00	\$0.00	\$3,962.00	-\$3,962.00		
Community Amenities	Other Community Amenities	Operating Income	3103	Grants Received (Other Community Amenities)	-\$65,000.00	-\$65,000.00	-\$50,000.00	-\$15,000.00	*	Budget profile timing
Community Amenities	Other Community Amenities	Capital Expenditure	3104	Plant & Equipment Purchases (NCA)	\$0.00	\$0.00	\$4,740.21	-\$4,740.21		
Community Amenities Total					\$957,585.28	\$288,305.60	\$231,002.78			
Recreation And Culture	Public Halls, Civic Centres	Operating Expenditure	2602	Depreciation (Public Halls)	\$144,782.00	\$72,390.00	\$75,303.26	-\$2,913.26		
Recreation And Culture	Public Halls, Civic Centres	Operating Expenditure	2722	Public Halls & Showgrounds Expense	\$109,445.15	\$62,024.00	\$52,744.64	\$9,279.36		
Recreation And Culture	Public Halls, Civic Centres	Operating Expenditure	2732	Nabawa Community Centre Expenses	\$48,779.93	\$24,118.00	\$23,189.68	\$98.32		
Recreation And Culture	Public Halls, Civic Centres	Operating Expenditure	2952	Admin Allocation (Public Halls)	\$95,227.00	\$47,616.00	\$38,813.25	\$8,802.75		
Recreation And Culture	Public Halls, Civic Centres	Operating Income	2443	Yuna Camping & Hall Hire Revenue	-\$1,000.00	-\$498.00	-\$1,126.59	\$628.59		
Recreation And Culture	Public Halls, Civic Centres	Operating Income	2453	Showground/Halls Income Received	-\$4,000.00	-\$3,030.00	-\$9,015.48	\$5,985.48		
Recreation And Culture	Public Halls, Civic Centres	Operating Income	2463	Grant Funds Rec'd (LRCP 3)	-\$180,000.00	\$0.00	\$0.00	\$0.00		
Recreation And Culture	Public Halls, Civic Centres	Operating Income	2683	Contributions & Reimbursements	-\$55,000.00	\$0.00	\$0.00	\$0.00		
Recreation And Culture	Public Halls, Civic Centres	Operating Expenditure	3423	Grant Funding Revenue	-\$1,400,000.00	\$0.00	\$0.00	\$0.00		
Recreation And Culture	Public Halls, Civic Centres	Capital Expenditure	2550	Transfer to Building Reserve (EQ)	\$0.00	\$0.00	\$1,385.49	-\$1,385.49		
Recreation And Culture	Public Halls, Civic Centres	Capital Expenditure	2644	Land & Buildings Purchases (Public Halls) (NCA)	\$2,113,112.00	\$33,112.00	\$29,423.68	\$3,688.32		
Recreation And Culture	Public Halls, Civic Centres	Capital Income	7375	Loan Funds Received (NCL)	-\$600,000.00	\$0.00	\$0.00	\$0.00		
Recreation And Culture	Public Halls, Civic Centres	Capital Income	7385	Transfer from Building Reserve (EQ)	-\$100,000.00	\$0.00	\$0.00	\$0.00		
Recreation And Culture	Swimming Areas And Beaches	Operating Expenditure	3302	Admin Allocation (Swimming Areas & Beaches)	\$47,616.00	\$23,808.00	\$19,406.64	\$4,401.36		
Recreation And Culture	Swimming Areas And Beaches	Operating Expenditure	3412	Coronation Beach Expenses	\$106,792.74	\$27,024.00	\$15,755.66	\$11,268.34	*	Budget profile timing
Recreation And Culture	Swimming Areas And Beaches	Operating Expenditure	7082	Depreciation (Swimming Areas & Beaches)	\$21,488.00	\$10,746.00	\$11,532.22	-\$786.22		
Recreation And Culture	Swimming Areas And Beaches	Operating Income	3443	Coronation Beach Camping Fees	-\$70,000.00	-\$34,998.00	-\$53,411.79	\$18,413.79	*	Budget profile timing
Recreation And Culture	Swimming Areas And Beaches	Capital Expenditure	7074	Plant & Equipment Purchases (Swimming Areas & Beaches)	\$25,000.00	\$25,000.00	\$3,406.34	\$21,593.66	*	Ticket machine implementation Jan 2024
Recreation And Culture	Other Recreation And Sport	Operating Expenditure	1472	Yuna Oval Expenses	\$150,528.00	\$10,819.00	\$5,011.04	\$5,807.96		
Recreation And Culture	Other Recreation And Sport	Operating Expenditure	1482	Sporting Clubs Expenses	\$111,581.24	\$59,871.00	\$35,460.91	\$24,410.09	*	Budget profile timing
Recreation And Culture	Other Recreation And Sport	Operating Expenditure	2642	Parks & Gardens Expenses	\$224,103.49	\$143,545.00	\$56,141.77	\$87,403.23	*	Budget profile timing
Recreation And Culture	Other Recreation And Sport	Operating Expenditure	2702	Sports Pavilion & Basketball Stadium (Nabawa Recreation	\$27,208.00	\$17,748.00	\$44,643.60	-\$26,895.60	*	Budget profile timing
Recreation And Culture	Other Recreation And Sport	Operating Expenditure	2712	Tennis Clubs Expenses	\$9,121.00	\$5,120.00	\$2,681.60	\$2,438.40	*	
Recreation And Culture	Other Recreation And Sport	Operating Expenditure	2812	Golf Courses	\$2,544.00	\$2,544.00	\$7,326.86	-\$4,782.86		
Recreation And Culture	Other Recreation And Sport	Operating Expenditure	3442	Admin Allocation (Recreation & Sport)	\$47,613.00	\$23,808.00	\$19,406.64	\$4,401.36		
Recreation And Culture	Other Recreation And Sport	Operating Expenditure	7022	Depreciation (Recreation & Sport)	\$36,155.00	\$18,084.00	\$20,150.46	-\$2,066.46		
Recreation And Culture	Other Recreation And Sport	Operating Expenditure	7092	Depreciation (Recreation & Sport)	\$154,380.00	\$27,690.00	\$7,687.63	-\$199,773.63		
Recreation And Culture	Other Recreation And Sport	Operating Income	2743	Yuna Oval Income Received	-\$4,000.00	-\$4,000.00	\$4,360.01	\$860.01		
Recreation And Culture	Other Recreation And Sport	Operating Income	2803	Grants & Other Income Received	-\$363,417.00	\$0.00	\$0.00	\$0.00		
Recreation And Culture	Other Recreation And Sport	Operating Income	2883	Contributions & Reimbursements (Recreation & Sport)	\$0.00	\$0.00	-\$2,933.33	\$2,933.33		
Recreation And Culture	Other Recreation And Sport	Operating Income	3444	Fig Tree Camping Fees	-\$1,000.00	-\$1,500.00	-\$1,452.35	-\$47.65		
Recreation And Culture	Other Recreation And Sport	Capital Expenditure	1304	Plant & Equipment Purchases (NCA)	\$30,000.00	\$0.00	\$0.00	\$0.00		
Recreation And Culture	Other Recreation And Sport	Capital Expenditure	2814	Land & Building Purchases (NCA)	\$500,000.00	\$0.00	\$0.00	\$0.00		
Recreation And Culture	Other Recreation And Sport	Capital Income	7275	Loan Funds Received (NCL)	-\$185,000.00	\$0.00	\$0.00	\$0.00		
Recreation And Culture	Libraries	Operating Expenditure	2902	Library Expenses	\$14,468.50	\$7,593.98	\$3,872.84	\$3,721.14		
Recreation And Culture	Libraries	Operating Expenditure	2912	Honorary Librarian Payment	\$1,200.00	\$600.00	\$0.00	\$600.00		
Recreation And Culture	Libraries	Operating Expenditure	3582	Admin Allocation (Libraries)	\$47,613.00	\$23,808.00	\$19,406.64	\$4,401.36		
Recreation And Culture	Libraries	Operating Expenditure	3622	Depreciation (Libraries)	\$557.00	\$276.00	\$0.00	\$276.00		
Recreation And Culture	Other Culture	Operating Expenditure	3626	Museum & Road Board Expense	\$21,239.00	\$8,602.00	\$9,374.14	-\$772.14		
Recreation And Culture	Other Culture	Operating Expenditure	3652	Depreciation (Other Culture)	\$18,357.00	\$9,180.00	\$9,725.84	-\$545.84		
Recreation And Culture Total					\$1,001,445.63	\$686,100.98	\$508,751.38			
Transport	Const. Sts,Rds,Bridges,Depots	Operating Expenditure	3702	Admin Allocation (Road Construction)	\$126,969.00	\$63,486.00	\$51,751.07	\$11,734.93	*	Budget profile timing
Transport	Const. Sts,Rds,Bridges,Depots	Operating Income	3173	MW Regional Road Funding	-\$1,068,000.00	-\$607,200.00	-\$262,175.55	-\$345,024.45	*	Budget profile timing
Transport	Const. Sts,Rds,Bridges,Depots	Operating Income	3193	Road to Recovery Grant Funding	-\$328,620.00	\$0.00	\$0.00	\$0.00		
Transport	Const. Sts,Rds,Bridges,Depots	Capital Expenditure	3114	Capital Roadworks Program Purchases (Incl Grant Funded	\$1,175,121.54	\$1,175,121.76	\$570,034.50	\$605,087.26	*	Budget profile timing
Transport	Const. Sts,Rds,Bridges,Depots	Capital Expenditure	3140	Transfer to Infrastructure Reserve (EQ)	\$2,125.00	\$0.00	\$0.00	\$2,125.00		
Transport	Mtce.Sts,Rds,Bridges,Depots	Operating Expenditure	3182	Road Renewal Grant funded projects	\$655,668.95	\$387,887.86	\$340,461.86	\$47,426.00	*	Budget profile timing
Transport	Mtce.Sts,Rds,Bridges,Depots	Operating Expenditure	3372	Road Maintenance Expense	\$2,572,864.48	\$825,311.00	\$585,184.72	\$240,126.28	*	Budget profile timing
Transport	Mtce.Sts,Rds,Bridges,Depots	Operating Expenditure	3502	Depot Maintenance	\$1,662.66	\$4,390.46	\$2,997.35	\$10,393.11	*	Budget profile timing
Transport	Mtce.Sts,Rds,Bridges,Depots	Operating Expenditure	3512	Street Lighting Expense	\$10,500.00	\$5,794.00	\$3,589.35	\$2,204.65		
Transport	Mtce.Sts,Rds,Bridges,Depots	Operating Expenditure	3522	Depreciation (Road Maintenance)	\$69,700.00	\$34,854.00	\$35,611.08	-\$75.75		
Transport	Mtce.Sts,Rds,Bridges,Depots	Operating Expenditure	3532	Roadworks Vegetation/Tree Clearance	\$15,000.00	\$10,000.00	\$4,259.00	\$5,741.00		
Transport	Mtce.Sts,Rds,Bridges,Depots	Operating Expenditure	3542	Licences & Subscriptions	\$15,000.00	\$15,000.00	\$10,826.62	\$4,173.38		
Transport	Mtce.Sts,Rds,Bridges,Depots	Operating Expenditure	3562	Road Sign Expense	\$15,000.00	\$10,000.00	\$0.00	\$10,000.00	*	Budget profile timing
Transport	Mtce.Sts,Rds,Bridges,Depots	Operating Expenditure	3802	Admin Allocation (Road Maintenance)	\$126,968.00	\$63,480.00	\$51,751.13	\$11,728.87	*	Budget profile timing
Transport	Mtce.Sts,Rds,Bridges,Depots	Operating Expenditure	3822	Bore Maintenance	\$31,500.00	\$15,000.00	\$35,073.85	-\$20,073.85	*	Budget profile timing
Transport	Mtce.Sts,Rds,Bridges,Depots	Operating Expenditure	3832	Crossover expenses to ratepayers	\$16,500.00	\$12,500.00	\$0.00	\$12,500.00	*	Budget profile timing
Transport	Mtce.Sts,Rds,Bridges,Depots	Operating Expenditure	6912	Depreciation (Roads)	\$1,334,110.00	\$667,056.00	\$2,139,357.86	-\$1,472,301.86	*	Pending infrastructure revaluation
Transport	Mtce.Sts,Rds,Bridges,Depots	Operating Income	3143	MRWA Direct Grant	-\$162,442.00	-\$162,442.00	\$0.00	-\$162,442.00	*	Budget profile timing
Transport	Mtce.Sts,Rds,Bridges,Depots	Operating Income	3153	Other Grant Income	-\$210,792.00	\$0.00	\$0.00	\$0.00		
Transport	Mtce.Sts,Rds,Bridges,Depots	Operating Income	3393	Hudson Resources Contribution (Dartmoor Road)	-\$12,500.00	-\$12,500.00	-\$19,255.15	\$6,755.15		
Transport	Mtce.Sts,Rds,Bridges,Depots	Capital Expenditure	3264	Depot Construction (NCA)	\$285,000.00	\$0.00	\$0.00	\$0.00		
Transport	Mtce.Sts,Rds,Bridges,Depots	Capital Income	3215	Loan Funds Received	-\$267,024.00	-\$133,512.00	\$0.00	-\$133,512.00	*	Budget profile timing
Transport	Road Plant Purchases	Operating Expenditure	3642	Loss on Sale of Assets	\$20,000.00	\$0.00	\$0.00	\$0.00		
Transport	Road Plant Purchases	Operating Expenditure	3902	Interest Expense - Loan Plant Purchases	\$6,900.00	\$0.00	\$0.00	\$0.00		
Transport	Road Plant Purchases	Operating Income	3543	Profit on Sale of Assets	-\$20,000.00	\$0.00	-\$6,081.82	\$6,081.82		
Transport	Road Plant Purchases	Capital Expenditure	3554	Plant & Equipment Purchases (NCA)	\$819,000.00	\$369,000.00	\$42,167.08	\$326,832.92	*	Budget profile timing
Transport	Road Plant Purchases	Capital Expenditure	3904	Principal Repayment - Loan Plant Purchases	\$31,000.00	\$0.00	\$0.00	\$0.00		
Transport	Road Plant Purchases	Capital Income	3561	Transfer from Plant/Light Vehicle Reserve (EQ)	-\$393,785.00	\$0.00	\$0.00	\$0.00		
Transport	Road Plant Purchases	Capital Income	7135	Loan Funds Rec'd.	-\$410,000.00	\$0.00	\$0			

Programme Description	Sub-Programme Description	Type Description	COA	Description	Full Year Budget	YTD Budget	YTD Actual	Variance	%\$10k	Comments
Economic Services	Other Economic Services	Operating Expenditure	4252	Purchase of Stamps	\$20.00	\$25.00	\$0.00	\$5.00		
Economic Services	Other Economic Services	Operating Expenditure	4272	Other Expenditure	\$10,100.00	\$5,548.00	\$0.00	\$5,548.00		
Economic Services	Other Economic Services	Operating Expenditure	7274	Lease Expense - Interest	\$1,206.00	\$600.00	\$614.60	-\$14.60		
Economic Services	Other Economic Services	Operating Income	4223	Commission Received Australia Post	-\$7,000.00	-\$3,498.00	-\$3,978.28	\$480.28		
Economic Services	Other Economic Services	Operating Income	4243	Annual Post Office Box Fee	-\$3,300.00	-\$3,274.00	-\$3,378.91	\$104.91		
Economic Services	Other Economic Services	Operating Income	4253	Postage Stamp Income	-\$25.00	-\$12.00	\$7.36	-\$4.64		
Economic Services	Other Economic Services	Operating Income	4333	Photocopying Income	\$0.00	\$0.00	-\$10.55	\$10.55		
Economic Services	Other Economic Services	Operating Income	4913	Shire Leased Reserves Income	-\$450.00	-\$450.00	-\$550.00	\$100.00		
Economic Services	Other Economic Services	Capital Expenditure	4760	Transfer to Water Strategy Reserve (EQ)	\$0.00	\$0.00	\$107.13	-\$107.13		
Economic Services Total					\$452,939.24	\$210,060.00	\$169,201.60			
Other Property And Services	Plant Depreciation	Operating Expenditure	5012	Depreciation (Other Property & Services)	\$385,767.00	\$192,882.00	\$173,347.46	\$19,534.54	*	Under review
Other Property And Services	Plant Depreciation	Operating Expenditure	6890	Depreciation Posted to Jobs (Other Property & Services)	-\$385,767.00	-\$192,882.00	-\$155,388.00	-\$37,494.00	*	Under review
Other Property And Services	Private Works	Operating Expenditure	7302	Private Works Expense	\$10,000.00	\$5,018.00	\$0.00	\$5,018.00		
Other Property And Services	Private Works	Operating Income	7333	Private Works Income	-\$10,000.00	-\$2,086.00	-\$538.18	-\$1,547.82		
Other Property And Services	Public Works Overheads	Operating Expenditure	0342	Provision for Long Service Leave (Public Works Overheads)	\$5,000.00	\$0.00	\$0.00	\$5,000.00		
Other Property And Services	Public Works Overheads	Operating Expenditure	4312	Superannuation Council 3% (Public Works Overheads)	\$18,276.00	\$9,138.00	\$5,815.00	\$3,323.00		
Other Property And Services	Public Works Overheads	Operating Expenditure	4322	Superannuation (Manager of Works)	\$13,320.00	\$6,660.00	\$6,563.63	\$96.37		
Other Property And Services	Public Works Overheads	Operating Expenditure	4332	Superannuation (Public Works Overheads)	\$110,578.00	\$55,290.00	\$37,711.33	\$17,578.67	*	Budget profile timing
Other Property And Services	Public Works Overheads	Operating Expenditure	4342	Salaries & Wages (Works Manager)	\$118,492.69	\$59,244.00	\$57,996.86	\$1,247.14		
Other Property And Services	Public Works Overheads	Operating Expenditure	4372	Public Works Sundry Expense	\$13,716.76	\$7,399.00	\$10,064.68	-\$2,665.68		
Other Property And Services	Public Works Overheads	Operating Expenditure	4382	Works Manager Expenses	\$9,150.00	\$4,578.00	\$1,672.41	\$2,905.59		
Other Property And Services	Public Works Overheads	Operating Expenditure	4392	External Engineering Services	\$12,000.00	\$6,000.00	\$5,131.40	\$868.60		
Other Property And Services	Public Works Overheads	Operating Expenditure	4402	Sick Leave (Public Works Overheads)	\$39,439.15	\$0.00	\$15,803.80	-\$15,803.80	*	Budget profile timing
Other Property And Services	Public Works Overheads	Operating Expenditure	4412	Annual Leave (Public Works Overheads)	\$76,340.44	\$0.00	\$14,656.42	-\$14,656.42	*	Budget profile timing
Other Property And Services	Public Works Overheads	Operating Expenditure	4422	Long Service Leave Expense (Public Works Overheads)	\$1,838.00	\$1,838.00	\$10,616.07	-\$8,778.07		Termination payment
Other Property And Services	Public Works Overheads	Operating Expenditure	4432	Public Holiday Pay (Public Works Overheads)	\$45,346.06	\$0.00	\$2,699.01	-\$2,699.01		
Other Property And Services	Public Works Overheads	Operating Expenditure	4442	Occupational Health & Safety Expense	\$24,000.00	\$10,497.00	\$2,571.00	\$7,926.00		
Other Property And Services	Public Works Overheads	Operating Expenditure	4452	Protective Uniform/ Minor Workwear	\$11,731.00	\$2,100.00	\$1,388.01	\$711.99		
Other Property And Services	Public Works Overheads	Operating Expenditure	4602	Training Expense	\$19,500.00	\$8,248.00	\$6,879.52	\$1,368.48		
Other Property And Services	Public Works Overheads	Operating Expenditure	4652	Works Staff Allowances (Public Works Overheads)	\$41,662.00	\$20,826.00	\$16,549.59	\$4,276.41		
Other Property And Services	Public Works Overheads	Operating Expenditure	5202	Admin Allocation (Public Works Overheads)	\$206,324.00	\$103,164.00	\$84,095.44	\$19,068.56	*	Budget profile timing
Other Property And Services	Public Works Overheads	Operating Expenditure	6782	Workers Compensation Insurance (Public Works Overhead	\$20,531.00	\$20,531.00	\$14,238.18	\$6,292.82		
Other Property And Services	Public Works Overheads	Operating Expenditure	7422	Less Public Works Overheads Allocated to W & S	-\$787,245.00	-\$393,624.00	-\$323,590.70	-\$70,033.30	*	Budget profile timing
Other Property And Services	Plant Operation Costs	Operating Expenditure	4472	In House Repairs & Maintenance	\$285,755.50	\$138,661.50	\$45,455.75	\$93,205.75	*	expense offset by GL 4492 Outside Parts & Repairs paid to contractors not S&W includes IE Code 30 & 31 internal
Other Property And Services	Plant Operation Costs	Operating Expenditure	4482	Tyre Purchase Expense	\$57,500.00	\$28,752.00	\$27,325.85	\$1,426.15		
Other Property And Services	Plant Operation Costs	Operating Expenditure	4492	Parts & Outside Repairs Expense	\$210,000.00	\$105,000.00	\$175,424.27	-\$70,424.27	*	expense offset by S&W not paid
Other Property And Services	Plant Operation Costs	Operating Expenditure	4502	Plant Licences Expense	\$15,000.00	\$0.00	\$0.00	\$0.00		
Other Property And Services	Plant Operation Costs	Operating Expenditure	4512	Less POC Allocated to W & S	-\$1,084,498.00	-\$542,244.00	-\$354,707.23	-\$187,536.77	*	Budget profile timing
Other Property And Services	Plant Operation Costs	Operating Expenditure	4532	Tools & Consumables	\$22,000.00	\$10,998.00	\$20,341.12	-\$9,343.12		
Other Property And Services	Plant Operation Costs	Operating Expenditure	4542	Fuel, Oil & Grease	\$445,000.00	\$222,498.00	\$181,973.60	\$40,524.40	*	Budget profile timing
Other Property And Services	Plant Operation Costs	Operating Expenditure	4552	Cutting Edges & Tips	\$12,500.00	\$6,250.00	\$1,095.00	\$5,155.00		
Other Property And Services	Plant Operation Costs	Operating Expenditure	5112	Admin Allocation (Plant Operations)	\$31,742.00	\$15,870.00	\$12,937.78	\$2,932.22		
Other Property And Services	Plant Operation Costs	Operating Expenditure	6772	Insurance Expense (Plant Operations)	\$45,000.00	\$45,000.00	\$39,424.32	\$5,575.68		
Other Property And Services	Plant Operation Costs	Operating Income	4513	Diesel Fuel Rebate	-\$40,000.00	-\$19,998.00	-\$26,164.00	\$6,166.00		
Other Property And Services	Salaries And Wages	Operating Expenditure	4570	S&W Gov, Corporate & Development Services	\$1,185,398.00	\$638,290.00	\$565,987.63	\$72,302.37	*	Budget profile timing
Other Property And Services	Salaries And Wages	Operating Expenditure	4580	S&W Works & Services	\$1,247,244.08	\$671,594.00	\$467,927.20	\$203,666.80	*	Budget profile timing
Other Property And Services	Salaries And Wages	Operating Expenditure	4600	Less Salary & Wages Allocated	-\$2,432,642.00	-\$1,309,884.00	-\$1,056,808.16	-\$253,075.84	*	Budget profile timing
Other Property And Services	Unclassified	Capital Expenditure	4614	Employee Novated Lease Arrangements Pre Tax	\$0.00	\$0.00	-\$1,209.74	\$1,209.74		
Other Property And Services	Unclassified	Capital Expenditure	4615	Employee Novated Lease Arrangements Post Tax	\$0.00	\$0.00	-\$604.10	\$604.10		
Other Property And Services	Unclassified	Operating Expenditure	5022	Overpayments/Recoverables - Expenditure	\$9,000.00	\$2,500.00	\$4,916.00	-\$2,416.00		Budget profile timing
Other Property And Services	Unclassified	Operating Expenditure	5032	Insurance Repairs Expenditure	\$151,000.00	\$0.00	\$100,447.98	-\$100,447.98	*	
Other Property And Services	Unclassified	Operating Income	5023	Overpayments/Recoverables - Income	-\$9,000.00	-\$4,500.00	\$2,449.08	-\$2,450.92		
Other Property And Services	Unclassified	Operating Income	5043	Reimbursement Insurance Claims	-\$151,000.00	\$0.00	-\$133,750.48	\$133,750.48	*	Claims paid
Other Property And Services	Unclassified	Capital Expenditure	4801	Transfer to Land Development Reserve (EQ)	\$0.00	\$0.00	\$542.30	-\$542.30		
Other Property And Services Total					-\$0.32	-\$66,391.50	\$56,788.94			

List of Accounts Paid - December 2023				
Chq/EFT	Date	Name	Description	Amount
EFT28400	15/12/2023	Synergy	Electricity charges	-1118.59
EFT28401	15/12/2023	Water Corporation	Water Usage	-2088.49
EFT28402	15/12/2023	Geraldton Police Social Club	BOND VENUE HIRE REFUND - PART BOND RETAINED FOR CLEANING FEE	-455.00
EFT28403	15/12/2023	Southwest Corporate Events	BOND VENUE HIRE REFUND	-700.00
EFT28404	15/12/2023	AFGRI	Parts: P57	-766.74
EFT28405	15/12/2023	Abrolhos Steel	Repairs: P74	-64.32
EFT28406	15/12/2023	Angela Teale	BOND VENUE HIRE REFUND - PART BOND RETAINED FOR CLEANING FEE	-625.00
EFT28407	15/12/2023	Anthony Abbott	Purchase of black metal bookends for completion of Building Packet racks	-54.00
EFT28408	15/12/2023	Atom Supply	4x Stand Axle Ratchet Type 5000kg Capacity Armstrong; Welding Helmet; Block Lever 1m Lift 250kg; PPE; Air Hose; Vehicle stand blocks	-3492.88
EFT28409	15/12/2023	Australia Post	Postage Expenses	-113.79
EFT28410	15/12/2023	Australian Training Management Pty Ltd	Basic Traffic management course	-1150.00
EFT28411	15/12/2023	BDP Distribution Pty Ltd t/as Cleanpak Total Solutions	6x hand towel, 3x WC roll for Coronation Beach Campgrounds, 1x WC roll for admin building	-535.45
EFT28412	15/12/2023	Baba Marda Road Services	M67 Provide traffic management for road side clearing; RV02 Provide traffic management for clearing work on Norman Wells Road	-18194.98
EFT28413	15/12/2023	Batavia Coast Blinds & Shade Sails	Repair shade sails & re-instate at Nanson Townsite Park	-960.00
EFT28414	15/12/2023	Batavia Concrete	RC 131 Concrete for joining concrete pipes	-886.09
EFT28415	15/12/2023	Batavia Timber and Salvage	NABAWA RUBBISH TIP - Asbestos Cleanup	-5786.00
EFT28416	15/12/2023	Bolts R Us	Milwaukee 1/2 rattle gun and surclips	-1242.67
EFT28417	15/12/2023	Bridgestone Tyre Centre	Tyres: P77	-674.00
EFT28418	15/12/2023	Bruce Rock Engineering	Parts: P86, P7724	-1087.12
EFT28419	15/12/2023	Bunnings Group Limited	Fence & fixing materials; first aid kit for Yuna MCC; Materials to fit glazing at Stadium Kitchen; 1x new 9kg gas bottle to suit new ext fitting, 2x braided hoses for Coro BBQ; 2x batteries for Coro BBQs, 1x set earmuffs; Batteries and wheels; 2x wheel chocks; Tarps for rangers vehicle; Wheelbarrow, parts for line marking and other various tools, Paint for line marking; 1x 9kg exchange gas bottle, east BBQ at BHP CC; 6x WC cleaning liquid, 2x hand soap for Admin Building; Insecticide for ants at BHP CC; Screws to fit new windows at Stadium Kitchen Servery	-1836.90
EFT28420	15/12/2023	Cameron Sutherland	Employee Reimbursement training course expenses	-164.61
EFT28421	15/12/2023	Catwest	RV01 Supply Emulsion	-2255.00
EFT28422	15/12/2023	Chapman Valley Menshed Inc	Open and close Nabawa tip gates	-400.00
EFT28423	15/12/2023	Chapman Valley Primary School	Donation to Chapman Valley Primary School for Citizenship Award 2023	-50.00
EFT28424	15/12/2023	Cleanaway Co Pty Ltd (Commercial)	Commercial Waste Clearance	-8714.62
EFT28425	15/12/2023	Cleanaway Co Pty Ltd (Domestic)	Domestic Waste Clearances	-11169.17
EFT28426	15/12/2023	Dulux Australia	2x 4L paint and gear for Nabawa Picninc Park	-317.04
EFT28427	15/12/2023	Ecoscape Australia Pty Ltd	Bill Hemsley Park Oval Tender Documentation, Irrigation Pump Station & Water Storage Tank Design, CAD Work	-9074.78
EFT28428	15/12/2023	Five Star Business Solutions & Innovation	Printing charges	-666.02
EFT28429	15/12/2023	GNC Building & Construction Group WA Pty Ltd	RC131 Various box culverts and box culvert headwalls	-23980.00
EFT28430	15/12/2023	Geraldton Trophy Centre	Trophies & engraving for long service staff and leaving councillors	-395.83
EFT28431	15/12/2023	Glenfield Fresh IGA	Staff amenities and janitorial supplies	-34.85
EFT28432	15/12/2023	Goodyear & Dunlop Tyres (Aust) Pty Ltd	Tyres: P46, P97, P102; P51; Tyre Repair: P71	-6163.60
EFT28433	15/12/2023	Great Northern Rural Services	Sports Ground - Granular Lawn Beetle killer, rat bait, ant bait, 3x sprinklers; RC131 Fittings and taps for farmers pipe in drains; Hand Sprayer for gardeners	-1198.36
EFT28434	15/12/2023	Guardian Print & Graphics	Supply 500 Coro Camp fee envelopes; 250 x Business Cards Cr Nicole Batten Deputy President	-310.00
EFT28435	15/12/2023	Helene Pty Ltd t/as LO-GO Appointments	Payroll Officer Maternity Leave Coverage	-595.87
EFT28436	15/12/2023	Hersey's Safety Pty Ltd	RV01 - New Guide Posts and freight; P999 - Rags, HD WD Lube; Multi Scissors; PPE Sunscreen, Dust Masks, Gloves; Demo Hammer	-2506.15
EFT28437	15/12/2023	Incite Security Pty Ltd	Make good damaged security sensor in 24 hr public toilet at Bill Hemsley Park Community Centre	-173.31
EFT28438	15/12/2023	Independant Parts Pty Ltd	Parts: P7725; P7724; P7723; P63; P7716; Grease, brake cleaner and degreaser for the Nabawa Depot	-18717.73
EFT28439	15/12/2023	Independent Rural Pty Ltd	2x MONOPOLY 10LT 5x ROUNDUP ULTRAMAX 20LT; 2x DELUGE 1000 20LT; 1x SAFARI 750 EC 20LT; ROUNDUP ULTRAMAX 20LT	-3282.47
EFT28440	15/12/2023	Integrated ICT	Managed Service Agreement & Shared Services Agreement (Storage); Managed Service Agreement and Management Monitoring Tool; Microsoft 365 Licensing (NCE Annual Commitment); Managed Endpoint Protection; Starlink Data Plan - Monthly Connection	-6298.30
EFT28441	15/12/2023	Intelife Group Ltd	RV02 Normans Well Road - Clear verge, Excavator Mulcher and Mobilisation; M67 Hickety Road - Mulch road verge; RC131 Nabawa Northampton Road - Excavator Mulcher and Mobilisation	-29274.67
EFT28442	15/12/2023	Ivey Contracting	RV02 White Peak Road - Gravel sheet road as per quote 2027	-27500.00
EFT28443	15/12/2023	JA Diesel Pty Ltd	Repairs: P86, P35, P85, P7716, P51; Service and repairs: P88, P71, P26, P72, P88, P51; Service: P78	-9564.50
EFT28444	15/12/2023	JLW Engineering	Repairs: P26	-99.00
EFT28445	15/12/2023	Jungles Newsagency	Annual Newspaper	-32.30
EFT28446	15/12/2023	Kennards Hire Pty Limited	Hire of Fencing at Nabawa Rubbish Tip	-480.00
EFT28447	15/12/2023	Kruize Asphalt & Contracting	Bore Maintenance - Labour and truck hire to prepare pad; Nabawa Rubbish Tip - Labour Hire; RC131 Nabawa Northampton Road Reseal - Supply water cart	-14047.00
EFT28448	15/12/2023	Landgate	Gross Rental Valuations and Rural UV's Chargeable	-308.40
EFT28449	15/12/2023	Lenane Holdings Pty Ltd	M145 WELLS ROAD MAINT. - deliver gravel	-3971.00
EFT28450	15/12/2023	Logic IT Solutions Pty Ltd	Network Management for CCTV Cameras; Change settings on cameras to auto-restart	-792.00
EFT28451	15/12/2023	ML Communications	C01 Durawah Road - Hire of RTK drone for survey and design of road	-4400.00
EFT28452	15/12/2023	MOD Designs	Provision of Gardening Services at White Peak and Cleaning of various Shire Buildings	-2285.00
EFT28453	15/12/2023	McIntosh Holdings Pty Ltd t/as Purcher International (WA)	Parts: P85	-90.79
EFT28454	15/12/2023	Midwest Fire Protection Service- Deltazone	Fire extinguisher replacements and service 6 monthly for all Shire machines & buildings	-2720.30
EFT28455	15/12/2023	Mitchell & Brown	Building Surveyor - iPhone 15, cover, charger, ; Modem stick for controller, New Case for iPhone, USB C to A adaptor; Memory Card, Charger and Cable	-2251.00
EFT28456	15/12/2023	Moody L&K PTY LTD T/A Geraldton Lock & Key	1x restricted system door handle for Yuna Library	-269.40
EFT28457	15/12/2023	Mooreview Plants & Trees	Sports Ground - Nabawa Oval, Tennis Area & Surrounds Gardeners Mtce - Plants for garden beds	-712.80
EFT28458	15/12/2023	NAPA - Cows Parts Pty Ltd	Parts: P35, P97, P71, P78, P51; P999 - 6x H3 24v Globes; Nabawa Townsite Electronic Display Sign - 1x inspection camera for sign internal works; 2x packs P clips for building permit shelves	-2260.90
EFT28459	15/12/2023	Nexia Perth Audit Services Pty Ltd	Audit of: 2022-23 Annual Report for the Local Roads and Community Infrastructure Program; Chief Executive Officer's Financial Statement for the Roads to Recovery Program under Part 8 of the National Land Transport Act 2014	-2426.60
EFT28460	15/12/2023	Node1Internet	Wireless Internet Services at Nabawa Office & Library, Coronation Beach and Yuna Community Centre	-556.95
EFT28461	15/12/2023	Pages Auto Electrical Service	Fault diagnosis: P77	-200.00
EFT28462	15/12/2023	Patience Sandland Pty Ltd.	M47 Coonawa Road - Deliver 52 tonnes of yellow sand	-1356.66
EFT28463	15/12/2023	Pirtek Geraldton	Parts: P57, P7723, P63, P7717	-3814.01
EFT28464	15/12/2023	Polstar Holdings Pty Ltd t/as Localworks Geraldton	21x shelf racks for building envelopes, return incorrect units, restock fee	-880.81
EFT28465	15/12/2023	QHSE INTEGRATED SOLUTIONS PTY LTD t/as Skytrust Intelligence System	Skytrust Intelligence System Tier 2 - Core Monthly Subscription and Online Induction & Training	-493.90
EFT28466	15/12/2023	RAINLOVER GROUP PTY LTD T/AS Water Cooler Superstore	Purchase of Bench Top plumbed in filtered water cooler incl. free filter kit and shipping costs	-599.00
EFT28467	15/12/2023	Refuel Australia	Purchase of fuel for Shire Operations	-24745.35

List of Accounts Paid - December 2023				
Chq/EFT	Date	Name	Description	Amount
EFT28468	15/12/2023	School Bus Logistics Pty Ltd t/as Geraldton Coach Lines	Bus service - Pick up and drop off pre & post End of Year Function	-1072.50
EFT28469	15/12/2023	Searange Holdings Pty Ltd	Fuel Bowser Lease - Refer lease agreement LE01	-833.35
EFT28470	15/12/2023	Services Australia	Payroll deductions	-150.25
EFT28471	15/12/2023	Shire of Chapman Valley	PART VENUE HIRE BOND RETAINED FOR CLEANING FEE	-150.00
EFT28472	15/12/2023	Southside Mechanical Services WA Pty Ltd	Service: P82, P83	-1520.00
EFT28473	15/12/2023	Statewide Bearings	Parts: P7724, P46	-1175.41
EFT28474	15/12/2023	Stewart & Heaton Clothing Co Pty Ltd.	Fire Fighting PPE for HOWATHARRA Bushfire Brigade Officers	-2341.07
EFT28475	15/12/2023	Team Global Express Pty Ltd	Freight for: Nabawa, Yetna, Yuna, Durawah / Valentine, Howatharra Brigades Bushfire PPE; Water Samples; Binding of Council Minutes	-379.03
EFT28476	15/12/2023	Terrence Andrew Noden	Labour costs: maintenance on timber gazebo at Nabawa Picnic Park; install frame for servery window at Disaster Recovery Centre Nabawa Kitchen; assist instalation of Coronation Beach Fixed Electronic Display Sign; maintainance on timber framed ramp at Museum	-7200.00
EFT28477	15/12/2023	The West Australian	Public Notice in Geraldton Guardian - Notice of Council Meeting Dates 2024	-387.48
EFT28478	15/12/2023	Westrac Pty Ltd	Parts: P76, P88, P26	-697.94
EFT28479	15/12/2023	Wilby Investments Pty Ltd t/as Miles Glass and Flyscreens	Disaster Recovery Centre Nabawa - Supply 4x windows to enclose the Stadium Kitchen servery	-6509.80
EFT28480	15/12/2023	Woodlake Holdings Pty Ltd t/as Geraldton Parts	Parts: P62; Various sundries rags, cleaners etc. ; Rivets, Bolts and Paint	-467.26
EFT28481	15/12/2023	Woolworths Group	Meetings and refreshments; Staff amenities and janitorial supplies	-166.80
EFT28482	15/12/2023	Work Health Professionals Pty Ltd	Random Drug & Alcohol testing	-951.50
EFT28483	15/12/2023	Yuna Primary School	Donation for End of Year Book Awards Yuna Primary School 2023	-50.00
EFT28484	15/12/2023	Young Motors	As per budget Purchase vehicle and Trade In of P55 CV2736 - On Road Costs, Registration, Insurance, Recording and Plate Fee (no GST), Weigh Bridge and Inspection Fee	-37356.75
EFT28488	21/12/2023	Telstra Limited	Telephone Charges	-1608.03
EFT28489	21/12/2023	***DNU*** Geraldton Police Social Club	BOND VENUE HIRE REFUND	-455.00
EFT28490	21/12/2023	Baba Marda Road Services	M67 Traffic Management for verge clearing	-9851.29
EFT28491	21/12/2023	Beverley Dawn Davidson	Elected Member Payment	-2573.00
EFT28492	21/12/2023	C COOPER & MCCOLL FAMILY PTY LTD & L.J MCCOLL t/as Mid West Turf Supplies	Replace tank at Coonawa Road as per quote with hoops, geotext liner and 80mm outlet	-31478.54
EFT28493	21/12/2023	Catherine Mary Low	Elected Member Payment	-5146.00
EFT28494	21/12/2023	Darrell Graeme Forth	Elected Member Payment	-3198.00
EFT28495	21/12/2023	Department of Local Government, Sport and Cultural Industries	Standards Panel FY fees 2022-23	-132.00
EFT28496	21/12/2023	Elizabeth Anne Elliott-Lockhart	Elected Member Payment	-5146.00
EFT28497	21/12/2023	Emma Rachelle Rodney	Elected Member Payment	-2573.00
EFT28498	21/12/2023	Freemans Liquid Waste	Pump out toilets and dump point at Coronation Beach Campgrounds	-1760.20
EFT28499	21/12/2023	Glenfield Fresh IGA	Meetings and refreshments	-48.88
EFT28500	21/12/2023	Harbour Software Pty Ltd	Doc Assembler Annual Subscription Fee	-6897.00
EFT28501	21/12/2023	Helene Pty Ltd t/as LO-GO Appointments	Payroll Officer Maternity Leave Coverage	-1555.89
EFT28502	21/12/2023	Incite Security Pty Ltd	Quarterly Alarm Monitoring Fee	-117.00
EFT28503	21/12/2023	Kirrilie Jane Warr	Elected Member Payment	-10146.00
EFT28504	21/12/2023	LGIS Insurance Broking	Regional Risk Co-ordinator Fees	-4420.22
EFT28505	21/12/2023	Lenane Holdings Pty Ltd	Mills Lookout Improvement Works	-8140.00
EFT28506	21/12/2023	M2 Technology Group	M2 On Hold Agreement - On Hold and phone system messages	-231.00
EFT28507	21/12/2023	MOD Designs	Standing order for cleaning various Shire buildings	-1225.00
EFT28508	21/12/2023	Macao Compliance	BOND VENUE HIRE REFUND	-530.00
EFT28509	21/12/2023	Nicole Julie Batten	Elected Member Payment	-5771.00
EFT28510	21/12/2023	Peter John Humphrey	Elected Member Payment	-2573.00
EFT28511	21/12/2023	Searange Holdings Pty Ltd	Fuel Bowser Lease - Refer lease agreement LE01	-833.35
EFT28512	21/12/2023	Services Australia	Payroll deductions	-150.25
EFT28513	21/12/2023	Sun City Solar	Solar Power Supply for Coronation Beach Campgrounds	-1030.54
EFT28514	21/12/2023	TELUUS Health (Australia) Pty Ltd	Employee Assistance Program and Total Wellbeing Platform	-4736.05
EFT28515	21/12/2023	TeletracNavman Australia	Teletrac navman subscription for various vehicles	-769.45
EFT28516	21/12/2023	Think Water Geraldton	Sports Ground - Sprinkler repairs	-51.80
EFT28517	21/12/2023	Trevor Leonard Royce	Elected Member Payment	-5146.00
EFT28518	21/12/2023	Westrac Pty Ltd	Parts: P35, P26	-963.73
EFT28519	21/12/2023	Woolworths Group	Staff amenities and janitorial supplies	-54.50
EFT28571	05/12/2023	Westpac Geraldton	Credit Card Transactions: Trainee Ranger Accommodation for courses in Perth; Meetings & Refreshments; Food for bush fire at Nabawa Tip volunteers; Corporate Firearms Licence Renewal; Card Fee	-1211.44
DD18223.1	05/12/2023	Aware Super Pty Ltd	Superannuation contributions and Payroll Deduction	-8498.57
DD18223.2	05/12/2023	ANZ Smart Choice Super	Superannuation contributions	-323.75
DD18223.3	05/12/2023	Rest Superannuation	Superannuation contributions and Payroll Deduction	-1064.19
DD18223.4	05/12/2023	Mercer Super Trust	Superannuation contributions and Payroll Deduction	-409.37
DD18223.5	05/12/2023	Wealth Personal Superannuation and Pension Fund	Superannuation contributions and Payroll Deduction	-596.27
DD18223.6	05/12/2023	Cameron Fishing Superannuation Fund	Superannuation contributions	-208.46
DD18223.7	05/12/2023	OnePath Custodians Pty Limited	Superannuation contributions	-237.24
DD18223.8	05/12/2023	Hostplus Superannuation	Superannuation contributions	-48.65
DD18223.9	05/12/2023	Cbus Superannuation	Superannuation contributions	-341.09
DD18244.1	19/12/2023	Aware Super Pty Ltd	Superannuation contributions and Payroll Deduction	-8435.49
DD18244.2	19/12/2023	ANZ Smart Choice Super	Superannuation contributions	-323.75
DD18244.3	19/12/2023	Rest Superannuation	Superannuation contributions and Payroll Deduction	-1064.19
DD18244.4	19/12/2023	Mercer Super Trust	Superannuation contributions and Payroll Deduction	-409.37
DD18244.5	19/12/2023	Wealth Personal Superannuation and Pension Fund	Superannuation contributions and Payroll Deduction	-596.27
DD18244.6	19/12/2023	Cameron Fishing Superannuation Fund	Superannuation contributions	-171.77
DD18244.7	19/12/2023	OnePath Custodians Pty Limited	Superannuation contributions	-296.55
DD18244.8	19/12/2023	Hostplus Superannuation	Superannuation contributions	-62.55
DD18244.9	19/12/2023	Cbus Superannuation	Superannuation contributions	-341.09
DD18223.10	05/12/2023	Prime Super	Superannuation contributions	-301.14
DD18244.10	19/12/2023	Prime Super	Superannuation contributions	-301.14
EFT28485	21/12/2023	Building and Construction Industry Training Fund	CTF Levies Forwarded	-391.75
EFT28486	21/12/2023	Department of Mines, Industry Regulation & Safety	Buildings Services Levies Forwarded	-325.65
EFT28487	21/12/2023	Shire of Chapman Valley	Buildings Services Levies Commissions and CTF Commissions Collected	-18.25
TOTAL				-\$ 481,130.92

List of Purchasing Card Transactions - December 2023					
Card Type	Cardholder	Date	Name	Description	Amount
Westpac Credit Card	Jamie Criddle	20/10/2023	Discovery Holiday Park	Trainee Ranger Accommodation for courses in Perth	\$ 620.54
		23/10/2023	Searange Holdings	Meetings & Refreshments	\$ 45.50
		01/11/2023	Searange Holdings	Food for bush fire at Nabawa Tip volunteers	\$ 324.00
		09/11/2023	Western Australian Government Services	Corporate Firearms Licence Renewal - 09990907	\$ 166.00
		14/11/2023	Skeetas Restaurant Bar	Meeting with Yamatji Southern Regional Council RE: Crownland	\$ 18.90
		20/11/2023	Westpac	Card Fee	\$ 18.25
	Simon Lancaster	20/11/2023	Westpac	Card Fee	\$ 18.25
				TOTAL	\$ 1,211.44
Bunnings Trade Card	Anthony Abbott	1/12/2023	Bunnings	1x 9kg exchange gas & 1x 12v BBQ battery for Fig Tree Campground	\$ 63.51
		7/12/2023	Bunnings	Materials for timber ramp maintenance	\$ 411.72
				TOTAL	\$ 475.23
IGA Account Card	Beau Raymond	21/12/2023	Glenfield IGA	Staff amenities and janitorial supplies incl. milk	\$ 3.99
		14/12/2023	Glenfield IGA	Meetings and refreshments incl. milk	\$ 5.99
		27/11/2023	Glenfield IGA	Staff amenities and janitorial supplies incl. milk	\$ 12.90
		27/11/2023	Glenfield IGA	Staff amenities and janitorial supplies incl. milk, water	\$ 21.95
		15/11/2023	Glenfield IGA	Meetings and refreshments incl. water, dips, crackers, bag	\$ 42.89
				TOTAL	\$ 87.72

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



SYNERGY

Balance as per Cash at Bank Account GL 160000	28,224.13
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	1,211.44
	\$3,202,475.35

BANK

Muni Bank Account (Account No 000040)	27,148.34
Investment Account (Account No 305784)	3,175,462.66
	<u>3,202,611.00</u>
Less Outstanding Payments	-
Plus Outstanding Deposits	-
Plus Tfer from Trust to Muni or [Tfer to Trust from Muni]	(135.65)
	\$3,202,475.35

Difference Check 0.00

Completed by:		09/01/2024
	Beau Raymond - Senior Finance Officer	Date
Reviewed by:		10.01.2024
	Dianne Raymond - Manager of Finance & Corporate Services	Date



Corporate Card Statement



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

DATE	28 NOV 2023
FILE	Facility Number 304.01 00018023 20000001
RECORD	Payment Date 30 Nov 2023 Closing Balance \$1,211.44

This amount will be swept
from a nominated account.

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

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

Company Name		Number of Cards		Cash Advance Annual % Rate	
Shire Of Chapman Valley		2		15.65%	
Contact Name		Facility Number		Facility Credit Limit	
The Shire Clerk		00018023 20000001		10,000	
Statement From	Statement To	Payment Due Date	Opening Balance	Closing Balance	Available Credit
23 Oct 2023	20 Nov 2023	30 Nov 2023	612.40	1,211.44	8,788.56

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		
612.40	612.40 -	1,174.94	0.00	36.50	0.00	1,211.44	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

S000730 / M000253 / 325 / 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	4,806.81

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

Corporate Card Transactions			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
03 NOV	Payments AUTOMATIC PAYMENT	501.60-	
	Sub Total:	501.60-	
20 OCT	Purchases DISCOVERY HOLIDAY PARK ADELAIDE AUS	620.54 ✓	107720.52 TRAINING RANGING ACCOMMODATION
23 OCT	SEARANGE HOLDINGS PL GERALDTON AUS	45.50 ✓	104620.02
01 NOV	SEARANGE HOLDINGS PL GERALDTON AUS	324.00 ✓	BUSH FIRE NABAWA DIO/610
09 NOV	WESTERN AUSTRALIA EAST PERTH AUS	166.00 ✓	FIREARMS LIC 108420.22
14 NOV	Skeetas Restaurant Bar Geraldton AUS	18.90 ✓	104620.02
	Sub Total:	1,174.94	
20 NOV	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		
501.60	501.60 -	1,174.94	0.00	18.25	0.00	1,193.19	0.00

Corporate Card Statement

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

Cardholder Signature _____

Date

3/1/24

Transactions examined and approved.

Manager/Supervisor Signature _____

Date

3/1/24

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

Complaints

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

Online: www.afca.org.au

Email: info@afca.org.au

Phone 1800 931 678

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



Corporate Card Statement

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

CARDHOLDER TRANSACTION DETAILS

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

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

Corporate Card Transactions			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
03 NOV	Payments AUTOMATIC PAYMENT	110.80-	
	Sub Total:	110.80-	
20 NOV	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		
110.80	110.80 -	0.00	0.00	18.25	0.00	18.25	0.00

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

Cardholder Signature _____

Date 3/1/24

Transactions examined and approved _____

Manager/Supervisor Signature _____

Date 3/1/24

Corporate Card Statement

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

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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

10.2.2

Venue Hire Waiver of Fees and Charges

Department	Finance, Governance & Corporate Services Finance
Author	Dianne Raymond
Reference(s)	Nil
Attachment(s)	1. Application for venue hire and fee reduction [10.2.2.1 - 4 pages]

Voting Requirements

Absolute Majority

Staff Recommendation

That Council advise Creative Therapy Solutions of the following regarding their venue hire application to waive fees and charges relevant to the hire of Nabawa Community Centre for three half day venue hire 11 March 2024, 18 March 2024, 25 March 2024:

1. Full waiver of fees and charges for the venue hire is not agreed
2. A reduced fee equivalent to the hire of one venue hire date is to be paid, yet all three dates can be accessed
3. The full bond equivalent to the one venue, as set by the Shire's adopted budget is to be paid, yet the bond will be relevant to all three venue hire dates.

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

Naomi Wilson from Creative Therapy Solutions has completed a Waiver of Fees and Charges application which is attached to this agenda item seeking a reduction in the hire fees for the Nabawa Community Centre. The Creative Therapy Solutions Art Therapy activity is a joint project with Ngala. The project will offer an art therapy group session free of charge to local women across three dates in March

Comment

The officer's recommendation reflects the thought process that it is beneficial to community to remove barriers for group activities and advocate fostering inclusivity, promoting engagement, and enhancing the overall well-being of our community.

Promoting engagement: by removing the financial burden, we encourage increased involvement, leading to a more vibrant and connected community. This engagement, in turn strengthens social bonds and fosters a sense of belonging across all our community.

Enhancing well-being with group activities we enable individuals to access valuable resources, opportunities, and recreational activities that contribute to their physical, mental,

and emotional health. This support aligns with our shared goal of promoting a thriving and resilient community.

It is essential to strike a balance between providing access to all while maintaining fairness and equity. The second consideration is the long-term financial impacts of reduced revenue for the waiving fees & charges against ongoing building maintenance, electricity, water, cleaning costs etc. Therefore, striking a compromise allows the community local access to a project they might otherwise not have the ability to attend.

Statutory Environment

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

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

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

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

** Absolute majority required.*

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

Policy/Procedure Implications

A Policy or Procedure is affected:
Finance Policy & Procedures

Corporate Management Procedure CMP-066 Waiver of Fees & Charges

Financial Implications

Budgetary Implications

The budget will be affected in the following ways:

Loss of revenue for venue hire of \$318

Strategic Implications

Strategic Community Plan/Corporate Business Plan Implications

COMMUNITY HEALTH & LIFESTYLE

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

1.1.2 Determine a whole of Shire community integration approach.

GOVERNANCE & ACCOUNTABILITY

5.3 Make informed decisions within resources and areas of responsibility.

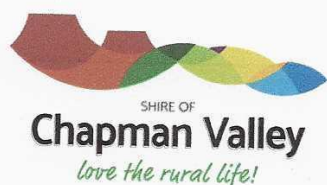
5.3.2 Regular and relevant briefings to Elected Members.

Consultation

Consultation has been with the applicant.

Risk Assessment

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



Venue Hire Application and/or Permission to Consume Liquor

Nabawa Community Centre

PO BOX 1, NABAWA WA 6532
Phone (08) 9920 5011
Email: cso@chapmanvalley.wa.gov.au
Website: www.chapmanvalley.wa.gov.au
ABN 46 173 809 199

Applicant			
Name	Naomi Wilson - Creative Therapy Solutions		
Address	80a Marine Tce (Po Box 659)		
Suburb	Geraldton WA 6530		
Phone		Mobile	0416 057 341
Email	naomi@naomiwilson.com.au		

Hire Details			
Date	11/03/2024	Time	9am until 1pm each day
Email	naomi@naomiwilson.com.au		
Purpose of Hire/Function	Mummy Art Time - an art therapy program for local women. The group is being run in partnership with Ngala. There is no cost to the women attending. The group has 3 sessions on 11/3/24 18/3/24 25/3/24.		
Attendee Numbers	15	Liquor to be consumed on site?	Yes <input type="checkbox"/>
Facilities Required	<input type="checkbox"/> Main Hall <input checked="" type="checkbox"/> Lesser Hall <input type="checkbox"/> Kitchen		

Bank Details for Refund of Bond			
Account Name	Creative Therapy Solutions		
BSB	066 512	Account Number	1069 8151

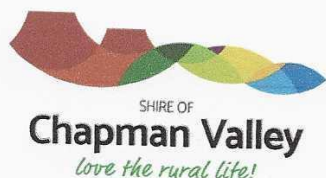


Venue Hire Application and/or Permission to Consume Liquor

Nabawa Community Centre

PO BOX 1, NABAWA WA 6532
Phone (08) 9920 5011
Email: cso@chapmanvalley.wa.gov.au
Website: www.chapmanvalley.wa.gov.au
ABN 46 173 809 199

Office Use Only			
Application Approved by CEO		Date	
Application NOT Approved by CEO		Date	
Reason			
Hire Fees & Charges			
Exempt from Fees (Management Licence Etc):			
Bond		Hire Fee	
Authorised to be Invoiced at these Fees & Charges:			
Manager of Finance & Corporate Services		Date	



Venue Hire Application and/or Permission to Consume Liquor

Nabawa Community Centre

PO BOX 1, NABAWA WA 6532
Phone (08) 9920 5011
Email: cso@chapmanvalley.wa.gov.au
Website: www.chapmanvalley.wa.gov.au
ABN 46 173 809 199

STANDARD TERMS AND CONDITIONS OVERLEAF

Standard Terms and Conditions

1. Signing of this application forms an agreement between the hirer and the Shire of Chapman Valley for bond monies to be held in a Trust account.
2. All the venue and bond charges must be paid to the Shire Office before pin number for keys will be issued.
3. If a key(s) is lost, the relevant lock(s) will have to be renewed and the actual cost of the replacement will be the responsibility of the hirer.
4. It is the responsibility of the hirer to ensure that the conduct of the persons present at the time of their function behave in an orderly fashion.
5. It is illegal to consume alcohol on any part of the building and grounds without the prior written approval of the Council. An additional license must be obtained from the Clerk of Courts for the sale of liquor and a copy of license to be provided to council before function.
6. The cleaning of the facilities used is the responsibility of the hirer. If the premises have been left in an untidy state and Council is required to clean, then the costs involved in such cleaning will be charged to the hirer.
7. If any items used (e.g. barbeques, etc.) are left in an unsatisfactory condition, the hirer will be requested to carry out the necessary cleaning or repairs to such items to the satisfaction of the Chief Executive Officer and/or Building Officer.
8. If in the event that any the hirer refuses to undertake the necessary cleaning and/or repairs are required, then Council will carry out the repairs and an appropriate charge specified by the Chief Executive Officer will be forwarded to the hirer.
9. Ensure all lights are turned off after function. Penalty may be imposed if lights left on.
10. No spike shoes or boots or the like to be worn in any part of the building except the two main change rooms and public toilets.
11. Crockery and cutlery hire – In the event of breakage and losses, the cost of replacement will be the responsibility of the hirer.
12. Tables and chairs are not to be removed from the building. All tables and chairs must be stacked in an orderly manner.
13. Furniture must not be dragged across the floor.
14. All doors and windows of the building must be closed and locked when vacating.

Signature:  N. Wilson.

Date: 13/12/23.



CMP-066 WAIVER OF FEES & CHARGES APPLICATION

APPLICANT DETAILS	
Name of Organisation:	Creative Therapy Solutions
Contact Person:	Naomi Wilson
Organisation Postal Address:	Po Box 659, Geraldton WA 6530
Phone Number:	0416057341
Email address:	naomi@naomiwilson.com.au
Website address:	
ABN Number:	29684997979
Is your organisation registered for GST?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Type of Organisation:	<input type="checkbox"/> Sporting Club <input checked="" type="checkbox"/> Not-for-profit Ngala are not for profit
ACTIVITY / EVENT DETAILS	
Type of Activity or Event:	Art therapy group for local women
Name of Activity or Event:	Mummy Art Time
Location and Venue:	Nabawa Community Centre
Date(s) of Activity or Event:	11/3/24 18/3/24 25/3/24
Will income be generated as a result of the Activity or Event?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are Activity or Event workers acting in a voluntary capacity?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
What is the Shire Fee and Charge that is requested to be waived?	3x \$159 booking fee
Reason for request:	
This is a joint project with Ngala. We are offering the group free of charge to local women. We are happy to pay something for the use of the hall but are hoping for a discount as there will be x3 bookings.	
BANK DETAILS	
Account Name:	Creative Therapy Solutions
Bank & Branch:	CBA Geraldton
Account Holders Signature:	N. Wilson.
BSB Number:	066-512
Account Number:	1069 8151
DECLARATION	
I confirm that all of the information contained within the request form is true and correct and submit it to the Shire of Chapman Valley for consideration.	
Signed:	Name:
	Naomi Wilson
Position:	Date:
Snr Social Worker	13/12/23.

10.2.3

Annual Budget Review

Department	Finance, Governance & Corporate Services Finance
Author	Dianne Raymond
Reference(s)	306.13
Attachment(s)	1. 2023-2024 Annual Budget Review [10.2.3.1 - 7 pages]

Voting Requirements

Absolute Majority

Staff Recommendation

That Council adopt the 2023/2024 Statutory Budget Review, which includes all amendments listed in the Annual Budget Review Report attached.

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 Local Government Act and Regulations require a local government to review its annual budget between 1st January and 31st March in each year. Regulation 33A of the Local Government (Financial Management) Regulations 1996 states:

“33A Review of budget

- (1) *Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.*
- (2) *Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the Council.*
- (3) *A Council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*

** Absolute Majority required*

- (4) *Within 30 days after a Council has made a determination, a copy of the review and determination is to be provided to the Department.”*

Comment

Prudent management of the Shire's Annual Budget includes a mid-year review of the Shire's progress for the financial year. This review process has been undertaken having regard for:

- actual revenues and expenditures for the first six (6) months of the budget year,
 - forecast revenue and expenditure levels for the remaining six (6) months of the year,
- the more significant (in dollar terms) variances to budget rather than the minor 'under & over's' which as a rule balance over the full period.

Council's adopted budget, at times will need variations made, to reflect changes which occur after the original budget has been adopted. There are several amendments identified in the review document which accommodate the reallocation in revenue and expenditure since the Original Budget was adopted. The items of relating to the Local Roads & Community Infrastructure project funding are of note due to the reduction in capital expenditure and offset of capital revenue no longer required. Financial Assistance Grants final payment adjustments have also been noted in the review.

The Budget Review Report provides information on the identified revenue and expenditure expectations for the full year and is based on the review period 1 July 2023 to 31 December 2023. The supplementary additional information report identifies amendments and provides explanations for these variances. The Annual Budget Review Report has identified variations required to the Annual Budget yet having a zero overall effect on the 2023/2024 Adopted Budget. The financial statements are provided as a guidance to reflect a general revised full year budget based on the proposed amendments being adopted with no further changes to the budget for the remaining year.

Statutory Environment

The report complies with the requirements of the:

Local Government Act 1995 Section 6.4

Local Government (Financial Management) Regulations 1996 Section 34

Policy/Procedure Implications

No Policy or Management Procedure affected.

Financial Implications

No Financial Implications annual review has a zero effect on the overall budget.

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

Senior Staff have been consulted to determine the various proposed budget amendments requested

Risk Assessment

An Insignificant Service Disruption Risk of Level 1 - Which will likely resulting in no material service disruption.

SHIRE OF CHAPMAN VALLEY

BUDGET REVIEW REPORT

FOR THE PERIOD ENDED 31 DECEMBER 2023

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

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SHIRE OF CHAPMAN VALLEY
STATEMENT OF BUDGET REVIEW
FOR THE PERIOD ENDED 31 DECEMBER 2023

Budget v Actual					
Note	Adopted Budget	Updated Budget Estimates (a)	Year to Date Actual	Estimated Year at End Amount (b)	Predicted Variance (a) - (b)
	\$	\$	\$	\$	\$
OPERATING ACTIVITIES					
Revenue from operating activities					
General rates	3,158,236	3,158,236	3,164,758	3,158,236	0
Grants, subsidies and contributions	1,090,299	1,090,299	333,692	1,248,227	157,928 ▲
Fees and charges	371,929	371,929	342,729	371,929	0
Interest revenue	34,615	34,615	44,901	34,615	0
Other revenue	21,375	21,375	7,886	21,375	0
Profit on asset disposals	20,000	20,000	6,082	20,000	0
	4,696,454	4,696,454	3,900,048	4,854,382	157,928
Expenditure from operating activities					
Employee costs	(3,020,842)	(3,020,842)	(972,922)	(3,020,842)	0
Materials and contracts	(3,727,073)	(3,727,073)	(1,252,352)	(3,736,398)	(9,325) ▼
Utility charges	(56,907)	(56,907)	(20,293)	(56,907)	0
Depreciation	(2,422,606)	(2,422,606)	(2,618,700)	(6,869,792)	(4,447,186) ▼
Finance costs	(9,356)	(9,356)	(615)	(9,356)	0
Insurance	(198,552)	(198,552)	(282,664)	(298,552)	(100,000) ▼
Other expenditure	(134,326)	(134,326)	(46,236)	(134,326)	0
Loss on asset disposals	(20,000)	(20,000)	0	(20,000)	0
	(9,589,662)	(9,589,662)	(5,193,782)	(14,146,173)	(4,556,511)
Non-cash amounts excluded from operating activities	2,329,377	2,329,377	2,743,102	6,776,563	4,447,186 ▲
Amount attributable to operating activities	(2,563,831)	(2,563,831)	1,449,368	(2,515,228)	48,603
INVESTING ACTIVITIES					
Inflows from investing activities					
Capital grants, subsidies and contributions	3,372,849	3,372,849	262,176	3,372,849	0
Proceeds from disposal of assets	163,000	163,000	8,182	163,000	0
	3,535,849	3,535,849	270,358	3,535,849	0
Outflows from investing activities					
Purchase of land and buildings	(3,214,575)	(3,214,575)	(29,424)	(3,080,012)	134,563 ▲
Purchase of plant and equipment	(874,000)	(874,000)	(50,314)	(874,000)	0
Purchase and construction of infrastructure	(1,175,122)	(1,175,122)	(570,034)	(1,175,122)	0
	(5,263,697)	(5,263,697)	(649,772)	(5,129,134)	134,563
Amount attributable to investing activities	(1,727,848)	(1,727,848)	(379,414)	(1,593,285)	134,563
FINANCING ACTIVITIES					
Cash inflows from financing activities					
Proceeds from new borrowings	1,462,024	1,462,024	0	1,277,024	(185,000) ▼
Transfers from reserve accounts	573,543	573,543	0	573,543	0
	2,035,567	2,035,567	0	1,850,567	(185,000)
Cash outflows from financing activities					
Payments for principal portion of lease liabilities	(7,886)	(7,886)	(4,689)	(7,886)	0
Repayment of borrowings	(31,000)	(31,000)	0	(31,000)	0
Transfers to reserve accounts	(115)	(115)	(9,912)	(115)	0
	(39,001)	(39,001)	(14,601)	(39,001)	0
Amount attributable to financing activities	1,996,566	1,996,566	(14,601)	1,811,566	(185,000)
MOVEMENT IN SURPLUS OR DEFICIT					
Surplus or deficit at the start of the financial year	2,295,113	2,295,113	2,296,947	2,296,947	1,834 ▲
Amount attributable to operating activities	(2,563,831)	(2,563,831)	1,449,368	(2,515,228)	48,603
Amount attributable to investing activities	(1,727,848)	(1,727,848)	(379,414)	(1,593,285)	134,563
Amount attributable to financing activities	1,996,566	1,996,566	(14,601)	1,811,566	(185,000)
Surplus or deficit after imposition of general rates	0	0	3,352,300	0	0

SHIRE OF CHAPMAN VALLEY
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 31 DECEMBER 2023

1. BASIS OF PREPARATION

This budget review has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the budget review be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

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 Leases which would have required the Shire of Chapman Valley to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 33A prescribes contents of the budget review.

Accounting policies which have been adopted in the preparation of this budget review have been consistently applied unless stated otherwise. Except for cash flow and statement of financial activity, the budget review 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 of Chapman Valley 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.

Judgements and 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 that are 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:

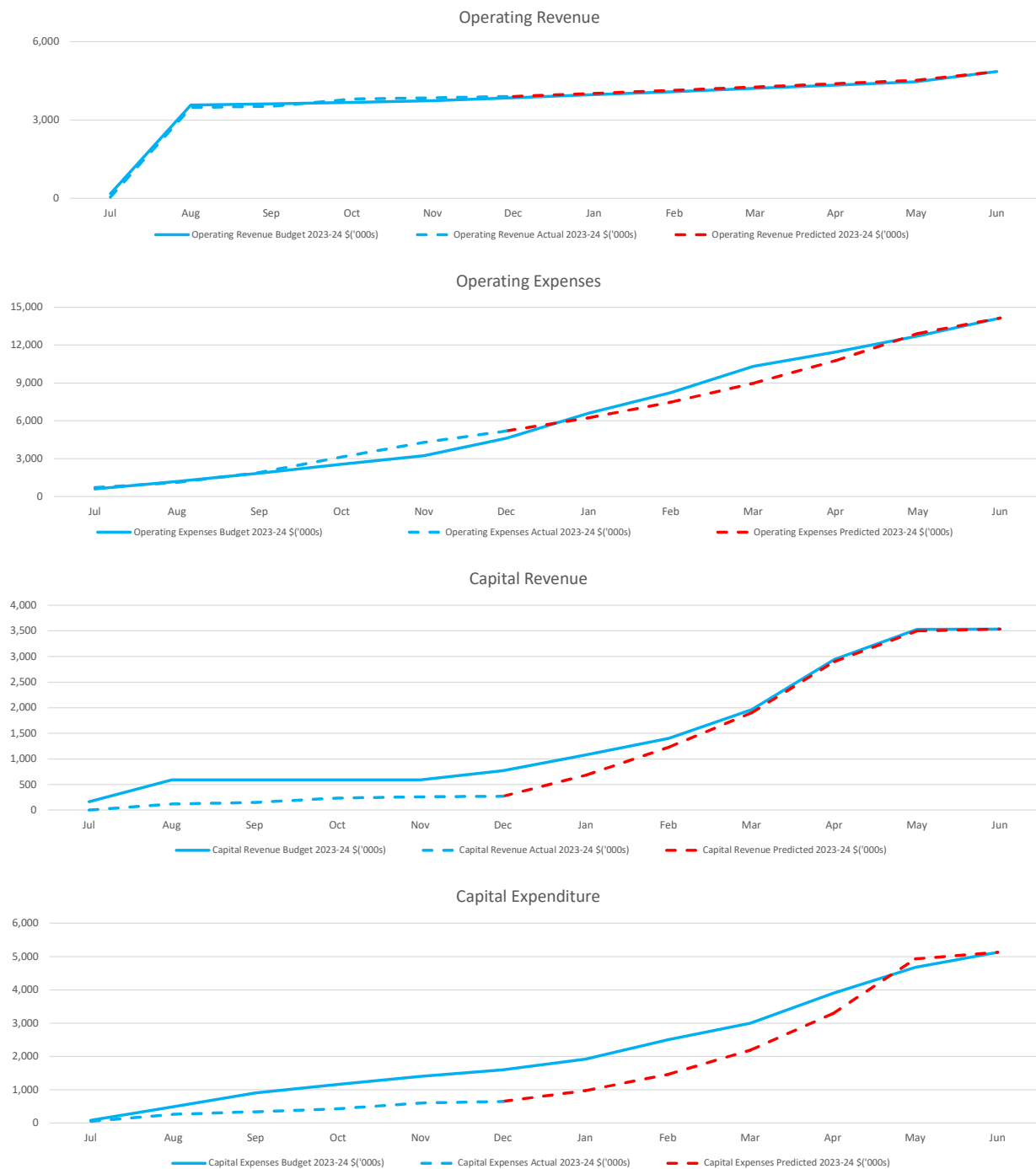
- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimation of fair values of provisions

SIGNIFICANT ACCOUNTING POLICES

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

SHIRE OF CHAPMAN VALLEY
SUMMARY GRAPHS - BUDGET REVIEW
FOR THE PERIOD ENDED 31 DECEMBER 2023

2. SUMMARY GRAPHS - BUDGET REVIEW



This information is to be read in conjunction with the accompanying financial statements and notes.

SHIRE OF CHAPMAN VALLEY
NOTES TO THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 31 DECEMBER 20233 NET CURRENT FUNDING POSITION
EXPLANATION OF DIFFERENCE IN NET CURRENT ASSETS AND SURPLUS/(DEFICIT)

	Audited Actual 30 June 2023	Adopted Budget 30 June 2024	Updated Budget Estimates 30 June 2024	Year to Date Actual 31 December 2023	Estimated Year at End Amount 30 June 2024
(a) Composition of estimated net current assets	\$	\$	\$	\$	\$
Current assets					
Cash and cash equivalents	4,080,340	1,156,034	1,156,034	4,545,776	1,156,034
Trade and other receivables	200,113	185,840	185,840	562,264	185,840
Inventories	5,931	6,000	6,000	8,313	6,000
Other assets	10,908	10,908	10,908	20,904	10,908
	4,297,292	1,358,782	1,358,782	5,137,257	1,358,782
Less: current liabilities					
Trade and other payables	(668,868)	(600,733)	(600,733)	(258,545)	(600,733)
Capital grant/contribution liability	0	0	0	(185,024)	0
Lease liabilities	(8,087)	(202)	(202)	(8,088)	(202)
Borrowings	0	(1,431,024)	(1,431,024)	0	(1,246,024)
Employee related provisions	(497,342)	(350,000)	(350,000)	(497,342)	(350,000)
	(1,174,297)	(2,381,959)	(2,381,959)	(948,999)	(2,196,959)
Net current assets	3,122,995	(1,023,177)	(1,023,177)	4,188,258	(838,177)
Less: Total adjustments to net current assets	(826,048)	1,023,177	1,023,177	(835,959)	838,177
Closing funding surplus / (deficit)	2,296,947	0	0	3,352,299	0

(b) Non-cash amounts excluded from operating activities

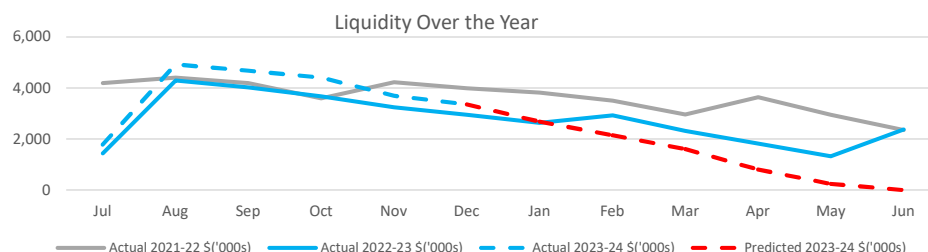
The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

	Audited Actual 30 June 2023	Adopted Budget 30 June 2024	Updated Budget Estimates 30 June 2024	Year to Date Actual 31 December 2023	Estimated Year at End Amount 30 June 2024
	\$	\$	\$	\$	\$
Adjustments to operating activities					
Less: Profit on asset disposals	(17,200)	(20,000)	(20,000)	(6,082)	(20,000)
Less: Movement in liabilities associated with restricted cash	79,011	(98,462)	(98,462)	0	(228,946)
Less: Fair value adjustments to financial assets at fair value through profit or loss	(2,764)	0	0	0	0
Add: Loss on disposal of assets	25,532	20,000	20,000	0	20,000
Add: Depreciation on assets	2,287,287	2,422,606	2,422,606	2,618,700	6,869,792
Non-cash movements in non-current assets and liabilities:					
Employee benefit provisions	(12,562)	5,233	5,233	0	5,233
Contract liabilities	0	0	0	130,484	130,484
Non-cash amounts excluded from operating activities	2,359,304	2,329,377	2,329,377	2,743,102	6,776,563

(c) Current assets and liabilities excluded from budgeted deficiency

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.

	Audited Actual 30 June 2023	Adopted Budget 30 June 2024	Updated Budget Estimates 30 June 2024	Year to Date Actual 31 December 2023	Estimated Year at End Amount 30 June 2024
	\$	\$	\$	\$	\$
Adjustments to net current assets					
Less: Reserve accounts	(1,331,477)	(758,049)	(758,049)	(1,341,389)	(758,049)
Add: Current liabilities not expected to be cleared at end of year					
- Current portion of borrowings	0	1,431,024	1,431,024	0	1,246,024
- Current portion of lease liabilities	8,087	202	202	8,088	202
- Employee benefit provisions	497,342	350,000	350,000	497,342	350,000
Total adjustments to net current assets	(826,048)	1,023,177	1,023,177	(835,959)	838,177



SHIRE OF CHAPMAN VALLEY
NOTES TO THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 31 DECEMBER 2023

3 COMMENTS/NOTES - NET CURRENT FUNDING POSITION (CONTINUED)

SIGNIFICANT ACCOUNTING POLICIES

CASH AND CASH EQUIVALENTS

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are shown as short term borrowings in current liabilities.

FINANCIAL ASSETS AT AMORTISED COST

The Shire of Chapman Valley 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.

TRADE AND OTHER RECEIVABLES

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

Trade and other receivables are recognised initially at the amount of consideration that is unconditional, unless they contain significant financing components, when they are recognised at fair value.

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

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

The Shire of Chapman Valley applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable.

INVENTORIES

General

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.

CONTRACT ASSETS

Contract assets primarily relate to the Shire of Chapman Valley's right to consideration for work completed but not billed at the end of the period.

CONTRACT LIABILITIES

Contract liabilities represent the Shire of Chapman Valley's obligation to transfer goods or services to a customer for which the Shire of Chapman Valley has received consideration from the customer.

Contract liabilities represent obligations which are not yet satisfied. Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

PROVISIONS

Provisions are recognised when the Shire of Chapman Valley 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.

CURRENT AND NON-CURRENT CLASSIFICATION

An asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire of Chapman Valley's operational cycle. In the case of liabilities where the Shire of Chapman Valley does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Shire of Chapman Valley's intentions to release for sale.

TRADE AND OTHER PAYABLES

Trade and other payables represent liabilities for goods and services provided to the Shire of Chapman Valley prior to the end of the financial year that are unpaid and arise when the Shire of Chapman Valley 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.

PREPAID RATES

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire of Chapman Valley recognises revenue for the prepaid rates that have not been refunded.

EMPLOYEE BENEFITS

Short-Term Employee Benefits

Provision is made for the Shire of Chapman Valley'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 of Chapman Valley'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 net current funding position. Shire of Chapman Valley's current obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the net current funding position.

Other long-term employee benefits

Long-term employee benefits provisions 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 of Chapman Valley's obligations for long-term employee benefits where the Shire of Chapman Valley does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, are presented as current provisions in the net current funding position.

SHIRE OF CHAPMAN VALLEY
NOTES TO THE REVIEW OF THE ANNUAL BUDGET
FOR THE PERIOD ENDED 31 DECEMBER 2023

4 PREDICTED VARIANCES

	Variance
	\$
Revenue from operating activities	
4.1 Grants, subsidies and contributions <i>Additional financial assistance grant funding along with the recognition of cyclone Seroja insurance claim reimbursements physically withheld to cover initial claim excess cost.</i>	157,928 ▲
Expenditure from operating activities	
4.2 Materials and contracts <i>Reallocation and additional expenditure for tools and consumables, freight and postage, accounting software and repairs and maintenance.</i>	(9,325) ▼
4.3 Depreciation <i>Recognition of additional infrastructure depreciation expense as per latest revaluation report.</i>	(4,447,186) ▼
4.4 Insurance <i>Cyclone Seroja insurance claim excess costs previously recognised as a reduction in insurance contributions. (See Variance 4.1)</i>	(100,000) ▼
4.5 Non-cash amounts excluded from operating activities <i>Recognition of additional infrastructure depreciation expense as per latest revaluation report. (See variance 4.3)</i>	4,447,186 ▲
Outflows from investing activities	
4.6 Purchase of land and buildings <i>Planned capital project Bill Hemsley Park Oval rejected for grant funding, project no longer part of 2023/2024 budget.</i>	134,563 ▲
Cash inflows from financing activities	
4.7 Proceeds from new borrowings <i>Borrowings no longer required as applicable project no longer part of 2023/2024 budget. (See Variance 4.6)</i>	(185,000) ▼
4.8 Surplus or deficit at the start of the financial year <i>Variance between budget estimated opening surplus compared to annual financial report 2023 figures.</i>	1,834 ▲

10.3 Chief Executive Officer

10.3.1	DFES - Seroja Local Government Resilience Fund and Community Benefit Fund
Department	Development Service Community Development
Author	Jamie Criddle
Reference(s)	205.13
Attachment(s)	<ol style="list-style-type: none">1. Community Benefit Fund Application Form Revised [10.3.1.1 - 7 pages]2. LG Resilience Fund Application Form [10.3.1.2 - 7 pages]3. DRAFT Chapman Valley and Northampton Local Recovery Plan [10.3.1.3 - 4 pages]

Voting Requirements

Simply Majority

Staff Recommendation

That Council:

1. Endorse the application to the Community Benefit Fund for additional resources revolving around community development, connecting community, community events, projects that assist volunteer drain, the removal of cyclone waste (including asbestos & abandoned buildings) and community plans in the Economic & Tourism Development sphere with delegation to the CEO to adjust projects as necessary (within scope).
2. Endorse the application to the Local Government Resilience Fund to assist in the redevelopment of the Nabawa Recreation Centre that will also act as a recovery centre in Shire.

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. Discussion regarding the two programs was held between June and November 2023 (Council Forums) for both programs with the following projects supplied:

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). Revolving around community development, connecting community, community events, projects that assist volunteer drain, the removal of cyclone waste (including asbestos & abandoned buildings) and community plans in the Economic & Tourism Development sphere.

Through the development of this Local Operational Recovery Plan, activities were identified that form the foundation of long-term recovery for the Shire of Chapman Valley and Shire of Northampton.

These projects require significant collaboration, resourcing and expertise beyond the current capacity of local governments and community. The Shire of Chapman Valley have highlighted the following projects that relate back the LORP Plan:

Natural Environment

N1 Finalise the removal and safe disposal of remaining cyclone waste, including asbestos and other hazardous waste and ongoing road verge clean-ups if required.

Action: Council have identified 2 properties within the townsites of Nanson & Nabawa which due to lack of insurance have been all but abandoned and requested assistance with demolition as they contain asbestos. While there are other abandoned houses throughout the Shire, the two in the townsites provide a visual reminder of the cyclone and has been a topic of community feedback surveys post Seroja. **Cost is estimated at \$45,000.**

N2 Facilitate community tree planting initiatives for public areas which also support community engagement.

Action: In the first two Seroja anniversary dates, the Council provided the community with the opportunity to replace/restore the shire tree canopy with a tree seedling offering as well as an everlasting seed packet offering to beautify the landscape and commemorate the anniversary date. **Cost is estimated at \$5,000.**

Built Environment

B1 Coordinate an approach to recovery for abandoned properties.

Action: See N1

B2 Connect under or un-insured owners with appropriate and relevant supports.

Action: See N1

Social Environment

S3 Funding made available to community organisations and groups to assist with delivery of activities with social value.

Action: Post Seroja, the Council has identified volunteer drain as a major inhibitor that is affecting psychological & wellbeing as well as social connection. Local suicide rates have increased with the Council wishing to ease the burden on community groups. Funding community functions and community events such as Show Day, Quiz night & Rainmakers Ball will assist community fatigue.

Funding local workshops within the various regions of the shire to assist in volunteer drain, the mental health space and emergency preparedness.

We would also like to fund some community initiatives such as Yuna community coffee shop/trailer so that the cost burden is reduced on community functions due to Yuna's distance from CBD. This community suffered the most during & post Seroja and recent community workshops/debriefings have identified regular coffee-based community catch ups as a key to fast tracking the recovery process.

As Yuna does not have a shop or any retail within 75km, a coffee trailer which is mobile would serve as a great tool to "Talk to a Mate". The barista & other courses would help with the community connection and be used as an 'ice breaker'. This would also be use to spread the work with other community groups (CV Ag Society, CVFC, FABCV, CABY)

Cost is estimated at \$40,000.

Economic Environment

Priority 5: Economic and Community Development Coordination

Action: As part of the Recovery Plan discussion & implementation, support for local businesses was high on the list of priorities, ensuring that lost businesses have the ability to rebuild, existing businesses have the ability to expand and thrive and new businesses have the ability to get off the ground. The implementation of a comprehensive Economic Development Strategy to include:

- the role of local government, and the Shire of Chapman Valley specifically, in economic development. This includes major Shire-led initiatives;
- Chapman Valley's economic profile;
- Chapman Valley's competitive advantages and challenges; and
- The Shire of Chapman Valley's economic development vision, desired outcomes, and programs. **Cost is estimated at \$40,000**

In addition to the Economic Strategy in the pursuit of maximising the economic, social and cultural growth of our visitor economy, we have wish to develop a strategic and comprehensive 10+ year road map for sustainable tourism development within the Chapman Valley region, concentrating on Our Guiding Principle and Signature Experiences:

- • Agri-tourism, and food and beverage,
- • Eco, nature-based and soft adventure tourism,

- Destination and niche events,
- Aboriginal and European heritage tourism; and
- Art and culture.

Cost is estimated at \$35,000

E1 Continue the provision of support programs and funding for businesses that want to restart or increase their capacity, to sustain economic recovery.

Action: As a result of the Economic Development & Tourism Strategies there will be a number of support programs highlighted which will require seed/implementation funding such as destination tourism guides, brochures and signage.

Cost is estimated at \$25,000

E2 Support hospitality businesses to coordinate opening times, days and holidays to ensure visitors can access food and beverage.

Action: In order to act upon a request of the community post Seroja to enable the Council website and associated Social Media information to display various additional Community information such as an interactive community calendar, 'whats on' as many local start up businesses do not have the resources nor ability to promote. Market Creations (IT provider) can revamp Website to add various community information. This will be reinforced via Economic Development & Tourism Strategies.

Cost is estimated at \$10,000

Total estimated cost is \$200,000

Resilience Fund

The Nabawa Recreation Centre Facility Redevelopment is a significant capital project that would deliver 21st century infrastructure to the Chapman Valley community. The project would 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.

This project would directly strengthen preparedness of future natural disasters and provide better capacity to evacuate and care for displaced people and would reduce the impact of disaster hazards on the Chapman Valley community.

The redevelopment would include a new commercial kitchen/ canteen facility, function room, dedicated men's and women's change rooms and toilets, essential disability access and disability facilities, umpires facilities and medical rooms. Significant electrical and plumbing works would be undertaken as a part of the redevelopment.

Total estimated cost is \$500,000

Comment

Following the November Council Forum discussion, a proposal was raised to increase the scope and time of the Community Development Officer to assist some of the volunteer community groups, providing the candidate had the right skill set. It was agreed to increase

the CDO position to a full-time role to assist local community groups, continue the existing role and co-ordinate the Community & Economic Development aspects suggested in the DFES application.

Asbestos clean-up	\$45,000
Tree planting	\$5,000
Coffee/food trailer	\$25,000
Showgrounds Stage	\$15,000
CDO Wage	\$20,000
Economic Strategy	\$20,000
Economic Develop Wage	\$20,000
Tourism Strategy	\$15,000
Seed Funding TBA	\$25,000
Website upgrades	\$10,000

It is recommended that Council consider the options provided, or propose any alternate options, to enable minor variations to be made to the Community Benefit Fund and the Local Government Resilience Fund. The CEO will now discuss with the Community Benefit Fund projects with the respective groups and progress these project and report back to Council on a periodic basis.

Statutory Environment

This report has no statutory environment requirements.

Policy/Procedure Implications

No Policy or Management Procedure affected.

It is considered that both funding programs can assist communities across the Shire recover and move forward from Cyclone Seroja. Providing additional human resources to focus on communities and replacing lost infrastructure will assist in achieving this.

Financial Implications

No Financial Implications Identified.

Strategic Implications

Strategic Community Plan/Corporate Business Plan Implications

COMMUNITY HEALTH & LIFESTYLE

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

1.1.3 Identify all volunteers and determine their support needs.

ECONOMY & POPULATION

2.2 Provide support for business development and local employment.

2.2.2 Consider business start-up incentives.

2.2.3 Build on digital network development in the Valley.

ECONOMY & POPULATION

2.3 Embrace local tourism & regional strategies and trails.

2.3.2 Explore support needed by local tourism industries.

ENVIRONMENT & SUSTAINABILITY

3.3 Build the green canopy of the Shires towns public facilities and rural areas.

3.3.1 To increase the green canopy in building applications, facility development or upgrades, and incentive schemes to get more trees planted.

Consultation

Council Forums
Community Groups

Risk Assessment

No Risks have been Identified.



Cyclone Seroja Community Benefit Fund APPLICATION FORM

Opening date:	15 June 2023
Closing date and time:	12 pm (midday) 30 September 2023
Total grant funding:	\$200,000
Enquiries:	seroja.recovery@dfes.wa.gov.au or call 0419 526 243

Thank You for Your Submission

1. The Application Form is provided as a Word document to be more user-friendly.
2. Endorsement by the Chief Executive Officer (or equivalent accountable authority) can be given by crossing a check box ☒ (no signature required). This enables endorsement while keeping the Application Form in Word format for ease of use.
3. Please return the Application Form as a Word document to allow information to be processed easily. Please do not return the Application Form scanned or as a PDF.

Eligibility Checklist

The Eligibility Checklist outlines the requirements applicants must meet to apply for the Community Benefit Fund. Applicants must check against each requirement to be considered eligible to apply.

SECTION 1: My organisation

- ☐ Is a local government that has completed a Local Operational Recovery Plan following the impact of Cyclone Seroja in April 2021.
- ☐ Is willing to sign and comply with the Funding Agreement (see sample funding agreement).
- ☐ Has the capacity to deliver the projects identified or aligned with my Shire's Local Operational Recovery Plan, to be delivered through this funding measure.
- ☐ Has/will undertake project risk assessments for the delivery of projects funded through the Community Benefit Fund.

SECTION 2: My project

- ☐ Aligns with my Shire's Local Operational Recovery Plan.
- ☐ Will be sustainable once completed (will not require ongoing State Government funding).

SECTION 3: My application

- ☐ Requests funding of **\$200,000**.
- ☐ Will deliver projects that have realistic and credible outcomes, outputs, timeframes, milestones, and budgets.
- ☐ Delivers community outcomes and does not provide a commercial advantage.
- ☐ Has endorsement from the Chief Executive Officer or equivalent accountable authority.

ORGANISATION INFORMATION

Organisation name:	<input type="text" value="Shire of Chapman Valley"/>		
Postal address:	<input type="text" value="PO Box 1"/>		
Suburb:	<input type="text" value="Nabawa"/>	State: WA	Post Code: <input type="text" value="6532"/>
Physical address:	<input type="text" value="3270 Chapman Valley Road"/>		
Suburb:	<input type="text" value="Nabawa"/>	State: WA	Post Code: <input type="text" value="6532"/>

SHIRE CONTACT

First Name:	<input type="text" value="Jamie"/>	Surname:	<input type="text" value="Criddle"/>
Position:	<input type="text" value="Chief Executive Officer"/>		
Phone No:	<input type="text" value="99205011"/>	Mobile:	<input type="text" value="0429205011"/>
Email:	<input type="text" value="ceo@chapmanvalley.wa.gov.au"/>		

ALTERNATE SHIRE CONTACT

Details of an alternate contact for the project must be provided with the understanding that they will be the contact for all matters regarding projects in the absence of the above listed Shire contact for any reason.

First Name:	<input type="text" value="Simon"/>	Surname:	<input type="text" value="Lancaster"/>
Position:	<input type="text" value="Deputy CEO"/>		
Phone No:	<input type="text" value="99205011"/>	Mobile:	<input type="text" value="0429085028"/>
Email:	<input type="text" value="dceo@chapmanvalley.wa.gov.au"/>		

PROJECT DETAILS

1. Project summary – outline the aim of the project/s you would undertake through the Community Benefit Fund (1,500 characters max including spaces):

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). Revolving around community development, connecting community, community events, projects that assist volunteer drain, the removal of cyclone waste (including asbestos & abandoned buildings) and community plans in the Economic & Tourism Development sphere.

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These projects require significant collaboration, resourcing and expertise beyond the current capacity of local governments and community. The Shire of Chapman Valley have highlighted the following projects that relate back the LORP Plan:

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N2 Facilitate community tree planting initiatives for public areas which also support community engagement.

Action: In the first two Seroja anniversary dates, the Council provided the community with the opportunity to replace/restore the shire tree canopy with a tree seedling offering as well as an everlasting seed packet offering to beautify the landscape and commemorate the anniversary date. **Cost is estimated at \$5,000.**

Built Environment

B1 Coordinate an approach to recovery for abandoned properties.

Action: See N1

B2 Connect under or un-insured owners with appropriate and relevant supports.

Action: See N1

Social Environment

S3 Funding made available to community organisations and groups to assist with delivery of activities with social value.

Action: Post Seroja, the Council has identified volunteer drain as a major inhibitor that is affecting psychological & wellbeing as well as social connection. Local suicide rates have increased with the Council wishing to ease the burden on community groups. Funding community functions and community events such as Show Day, Quiz night & Rainmakers Ball will assist community fatigue. Funding local workshops within the various regions of the shire to assist in volunteer drain, the mental health space and emergency preparedness.

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Cost is estimated at \$40,000.

Economic Environment

Priority 5: Economic and Community Development Coordination

Action: As part of the Recovery Plan discussion & implementation, support for local businesses was high on the list of priorities, ensuring that lost businesses have the ability to rebuild, existing businesses have the ability to expand and thrive and new businesses have the ability to get off the ground. The implementation of a comprehensive Economic Development Strategy to include:

- the role of local government, and the Shire of Chapman Valley specifically, in economic development. This includes major Shire-led initiatives;
- Chapman Valley's economic profile;
- Chapman Valley's competitive advantages and challenges; and
- The Shire of Chapman Valley's economic development vision, desired outcomes, and programs.

Cost is estimated at \$40,000

In addition to the Economic Strategy in the pursuit of maximising the economic, social and cultural growth of our visitor economy, we have wish to develop a strategic and comprehensive 10+ year road map for sustainable tourism development within the Chapman Valley region, concentrating on Our Guiding Principle and Signature Experiences:

- Agri-tourism, and food and beverage,
- Eco, nature-based and soft adventure tourism,
- Destination and niche events,
- Aboriginal and European heritage tourism; and
- Art and culture.

Cost is estimated at \$35,000

E1 Continue the provision of support programs and funding for businesses that want to restart or increase their capacity, to sustain economic recovery.

Action: As a result of the Economic Development & Tourism Strategies there will be a number of support programs highlighted which will require seed/implementation funding such as destination tourism guides, brochures and signage.

Cost is estimated at \$25,000

E2 Support hospitality businesses to coordinate opening times, days and holidays to ensure visitors can access food and beverage.

Action: In order to act upon a request of the community post Seroja to enable the Council website and associated Social Media information to display various additional Community information such as an interactive community calendar, 'whats on' as many local start up businesses do not have the

resources nor ability to promote. Market Creations (IT provider) can revamp Website to add various community information. This will be reinforced via Economic Development & Tourism Strategies.

Cost is estimated at \$10,000

Total estimated cost is \$200,000

2. Explain how your project/s will benefit the community in its recovery from Cyclone Seroja?

There is still a real drain on the community with the after shocks of Cyclone Seroja. As an extremely active community, the volunteer drain has been evident with the community events, training and support aimed to lift the local volunteers. The physical amenity that has been left behind (deserted buildings) still drains the thoughts of the local community, driving past each day with the fund to assist with this. And finally the fund will look at developing a number of Economic Development & Tourism strategies to assist local businesses prosper in the future.

Funding centred around **Natural & Built** Environments focus purely on the visual aspect of the recovery with extensive cleanup still to occur to buildings that were under or not insured. The scars are evident on a daily basis. Replacing the natural tree canopy will also assist in the visual aspect of the recovery as well as a sense of achievement.

Social Environment post Seroja is an area the Shire and the Community has and will invest heavily in. The Council has identified volunteer drain as a major inhibitor that is affecting psychological & wellbeing as well as social connection. Local suicide rates & mental hospitalisations have increased in the region in the post 2 years and volunteering has suffered as a result with the Council wishing to ease the burden on community groups.

The research findings place volunteering front and centre as one of Western Australia's largest industries, annually contributing \$39bn in benefits to the community. It also showed that volunteering offers a significant return on investment, with \$4.50 returned for every dollar invested, with each hour of volunteering costing the community \$6.15.

Social Capital

The benefits of sport and recreation facilities, volunteering attending community run & owned functions (such as Agricultural Shows) expand beyond the personal health and wellbeing benefits resulting from participation in physical exercise and associated social programs. Sport and recreation facilities are focal points for engagement and connection to society. They are positively associated with creating social capital as they encourage involvement in community activities and support local enterprise, values and identity.

The proposed projects are expected to provide a range of opportunities for community engagement and participation in social activities and therefore deliver positive outcomes that could contribute to improved social capital.

Additionally, the proposed projects are expected to provide better social and community service for different age cohorts and a range of opportunities for further social networking, employment opportunities and sense of pride and ownership hence create stronger association for community members and residents.

DECLARATION

I declare that the information included in this application is correct to the best of my knowledge.

I declare that my organisation and project/s meet all eligibility requirements.

I declare that I have read and understood the Community Benefit Guidelines for applicants and the terms and conditions of funding as written in the Sample Funding Agreement.

I declare that I am authorised to submit this application on behalf of my organisation.

I declare that this application has endorsement from the Chief Executive Officer (or equivalent accountable authority).

Chief Executive Officer (CEO) (or equivalent accountable authority)

The CEO (or equivalent) is to endorse the Declaration by checking (crossing) the box: ☒

First Name:	<input type="text" value="Jamie"/>	Surname:	<input type="text" value="Criddle"/>
Position:	<input type="text" value="Chief Executive Officer"/>		
Organisation:	<input type="text" value="Shire of Chapman Valley"/>		
Email:	<input type="text" value="ceo@chapmanvalley.wa.gov.au"/>	Date:	<input type="text" value="29/9/2023"/>

HOW TO APPLY

- Email your completed Application form (this Form) to: seroja.recovery@dfes.wa.gov.au by **midday 12 pm 30 September 2023**.
- A confirmation email with your unique application reference number will be sent within three (3) days of your application submission.

Acceptance of Applications

Applications will not be accepted if the application is incomplete, or not executed by the Chief Executive Officer (or equivalent accountable authority).

Assistance for Applicants

For assistance, contact the Seroja Recovery team by emailing seroja.recovery@dfes.wa.gov.au or calling **0419 526 243**.



Cyclone Seroja

Local Government Resilience Fund

APPLICATION FORM

Opening date:	15 June 2023
Closing date and time:	12 pm (midday) 30 September 2023
Total grant funding:	Up to \$500,000
Enquiries:	seroja.recovery@dfes.wa.gov.au or call 0419 526 243

Thank You for Your Submission

1. The Application Form is provided as a Word document to be more user-friendly.
2. As a Word document, the Application Form contains some tables which will require applicants to add additional rows (such as for budgets or key performance indicators).
3. Endorsement by the Chief Executive Officer (or equivalent accountable authority) can be given by crossing a check box ☒ (no signature required). This enables endorsement while still keeping the Application Form in Word format for ease of use.
4. Please return the Application Form as a Word document to allow information to be processed quicker. Please do **not** return the Application Form scanned or as a PDF.

Eligibility Checklist

The Eligibility Checklist outlines all requirements applicants must meet to apply for Local Government funding. Applicants need to check against each requirement to be considered eligible to apply.

SECTION 1: My organisation

- ☐ Will meet the minimum eligibility requirements set out in the Local Government Resilience Fund Guidelines and Eligibility Checklist
- ☐ Was proclaimed a local government district under the DRFAWA Eligible Disaster Proclamation for Severe Tropical Cyclone Seroja
- ☐ Is willing to sign and comply with the Funding Agreement (refer Sample Funding Agreement)
- ☐ Has the capacity to deliver the projects identified
- ☐ Acknowledges that unspent funds must be returned to the Department of Fire and Emergency Services on or before 30 September 2025, unless a project extension is granted by the Department.
- ☐ Has/will undertake project risk assessments for the delivery of projects funded through the Local Government Resilience Fund

SECTION 2: My projects

- ☐ Are aligned with works to improve the resilience of evacuation facilities or other community infrastructure and/or
- ☐ Other projects that will improve the resilience within the community
- ☐ Will become sustainable once completed (will not require ongoing State Government funding)

SECTION 3: My application

- ☐ Requests funding of up to \$500,000
- ☐ Will deliver projects that have realistic and credible outcomes, outputs, timeframes, milestones, and budgets
- ☐ Delivers community outcomes and does not provide a commercial advantage
- ☐ Has endorsement from the Chief Executive Officer or equivalent accountable authority

ORGANISATION INFORMATION

Organisation name:	Shire of Chapman Valley		
Postal address:	PO Box 1		
Suburb:	Nabawa	State: WA	Post Code: 6532
Physical address:	3270 Chapman Valley Road		
Suburb:	Nabawa	State: WA	Post Code: 6532

SHIRE CONTACT

First Name:	Jamie	Surname:	Criddle
Position:	Chief Executive Officer		
Phone No:	99205011	Mobile:	0429205011
Email:	ceo@chapmanvalley.wa.gov.au		

ALTERNATE SHIRE CONTACT

Details of an alternate contact for the project must be provided with the understanding that they will be the contact for all matters regarding projects in the absence of the above listed Shire contact for any reason.

First Name:	Simon	Surname:	Lancaster
Position:	Deputy CEO		
Phone No:	99205011	Mobile:	0429085028
Email:	dceo@chapmanvalley.wa.gov.au		

PROJECT INFORMATION (to be completed for each project)**Project Number:** 1 of 1**Project name:** Nabawa Recreation & Recovery Centre**Project Dates****Start date** (dd/mm/yyyy) 01/03/2024**End date** (dd/mm/yyyy) 30/11/2024*Note: Cannot commence prior to 1 July 2023***Project Funding****Estimated Project Cost** (no GST is applied): \$500,000*Note: Sum of all projects cannot exceed \$500,000 unless the excess will be covered by Local Government funding or alternate funding sources and detailed in section 6 below.***PROJECT DETAILS****1. Project summary – outline the aim of your project (1,500 characters max including spaces):**

The Nabawa Recreation Centre Facility Redevelopment is a significant capital project that would deliver 21st century infrastructure to the Chapman Valley community. The project would 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.

This project would directly strengthen preparedness of future natural disasters and provide better capacity to evacuate and care for displaced people and would reduce the impact of disaster hazards on the Chapman Valley community.

The project redevelops the entire downstairs brick wing of the current recreation centre, built in 1972. Ad-hoc additions occurred in the 1980's and while this building has delivered necessary amenities for many decades it is now lacking in its current day to day purpose and was unable to be utilised to its full potential during the STC Seroja disaster and recovery period which has been ongoing since early 2021.

The redevelopment would include a new commercial kitchen/ canteen facility, dedicated men's and women's change rooms and toilets, essential disability access and disability facilities, umpires facilities and medical rooms. Significant electrical and plumbing works would be undertaken as a part of the redevelopment.

The dedicated use of the Nabawa Recreation Centre facility as a disaster recovery location would alleviate many of the issues raised in the immediate aftermath of the Natural Disaster presented by STC Seroja. The community lacked a dedicated disaster recovery centre and displaced residents were not able to be located within the Shire. Emergency personnel were not able to be located within the Shire. Disaster recovery experts and support staff were not able to be located within the Shire. There was no specific data centre following STC Seroja established in Chapman Valley, or north neighbouring Shires. These gaps were felt on the ground during the disaster and disaster- recovery period.

2. Dot point your project outcomes (include results, impacts, changes, etc.) and project outputs (deliverables):

Option 3 as the preferred development, which encompasses demolishing the existing facilities and replace them with a purpose-based facility for the junior and senior football clubs, junior and senior cricket clubs and basketball association users to meet their existing and future growth needs. This option is estimated to cost \$3.0m (ex GST) and will provide the Shire of Chapman Valley with the following:

- A large main club room (22,000 x 10,820) with access to, and windows facing, the sports oval;
- Commercial kitchen with servery to the outside of the clubhouse (under cover) and inside to the main club room;
- Undercover Clubhouse Verandah with terraced sea□ng;
- Shaded breakout space;
- Full bar facilities with cool room storage and openings to the main club room and social room;
- Community amenities consisting of male and female toilets, including ambulant accessible facilities and two unisex accessible (disabled) toilets

Two changerooms (total 568m²) specifically for the use of sporting clubs with each changeroom comprising:

- Two separate shower and accessible (disabled) toilets for umpires, one dedicated accessible (disabled) shower and toilet, two additional toilets and three showers, two vanity basins and hand drier;
- Racks, benches and lockers for changing and storage of personal belongings;
- A treatment area for rubdowns, massages and strapping Main foyer;
- Storage areas

This current concept would see the facility being able to meet current and future needs of sporting groups, provide modern inclusive fitouts which meet current building codes and cater for individual access needs of disabled and ambulant community members, as well as provision of appropriate hygienic amenities with a layout that offers privacy, space and a safe environment for sports participants to shower and get changed.

The dedicated use of the Nabawa Recreation Centre facility as a disaster recovery location would alleviate many of the issues raised in the immediate aftermath of the Natural Disaster presented by STC Seroja. The community lacked a dedicated disaster recovery centre and displaced residents were not able to be located within the Shire.

3. Outline how your project will improve resilience within your community

The resilience space within the Chapman Valley Community will be eased knowing that the Nabawa Recreation Centre will be suitably designed to cope with mass evacuation & recovery requirements should the need arise.

There is still a high level of anxiety within the community knowing that there is not a safe, dedicated suitable facility locally to ensure that the during and post disaster that displaced residents can attend and be safe.

FINANCIAL DETAILS

4. Total project budget
Add rows to the table below, as needed.

Funding Source Description / Details		Amount \$ (ex.GST)
Local Government Resilience Fund		500,000
Your organisation (cash)		500,000
Your organisation (In-kind)		
Other (Please Specify)	Disaster Ready Fund	900,000
Other (Please Specify)	CSRFF	1,100,000
TOTAL		\$3,000,000

ACKNOWLEDGEMENT

5. If there is public acknowledgement of your project outline how the State Government be recognised?

All funding contributors will be recognised locally via print & social media.
Once the project is completed, appropriate signage will be placed on the facility to recognised all involved.

DECLARATION

I declare that the information included in this application is correct to the best of my knowledge.

I declare that my organisation and project meets all eligibility requirements.

I declare that I have read and understood the Local Government Resilience Fund Guidelines for Applicants and the terms and conditions of funding as written in the Sample Funding Agreement.

I declare that I am authorised to submit this application on behalf of my organisation, and I understand I will be required to enter into a contractual agreement with the Department of Fire and Emergency Services to receive the Local Government Resilience Fund

I declare that this application has endorsement from the Chief Executive Officer (or equivalent accountable authority).

Chief Executive Officer (CEO) (or equivalent accountable authority)

The CEO (or equivalent) is to endorse the Declaration by checking (crossing) the box: ☒

First Name:	Jamie	Surname:	Criddle
Position:	Chief Executive Officer		
Organisation:	Shire of Chapman Valley		
Email:	ceo@chapmanvalley.wa.gov.au	Date:	29/09/2023

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DRAFT

LOCAL OPERATIONAL RECOVERY PLAN
Shire of Chapman Valley and Shire of Northampton



RECOVERY NARRATIVE

About our community

This plan has been developed for the Shire of Chapman Valley and the Shire of Northampton across three zones:

1. Coastal townsites of Kalbarri, Port Gregory and Horrocks.
2. Town of Northampton and surrounding agricultural areas.
3. Shire of Chapman Valley.

Shire of Northampton

The Shire of Northampton encompasses several towns and settlements, from popular coastal destinations and historical fishing locations to broadacre cropping and grazing land. Industries include broadacre agriculture, tourism, fishing, horticulture and mining. Northampton is one of Western Australia's oldest towns, with historic buildings lining the main street. Kalbarri, historically a small fishing village, is now a popular tourism town with focus on the sea and inland national parks. Northampton and Kalbarri have primary and secondary schools, regional tier hospitals, supermarkets, and cafes. At the 2021 Census, the Shire of Northampton had a population of 3227, and a median age of 53.

Shire of Chapman Valley

The Shire of Chapman Valley comprises of broadacre agriculture to the central and east, and fast-growing peri-urban development to the west. Local industries include broadacre farming and smaller diversified farming lots, agri-food tourism and creative industries, with limited retail and commercial industry. There are several sporting and community groups across its three main townsites, Nabawa, Nanson and Yuna. The Shire's administrative centre is in Nabawa and primary schools are in Nabawa and Yuna. At the 2021 Census, the Shire of Chapman Valley had a population of 1556, with a median age of 44. The most significant age range in the Shire is 45-54 years, with median age increasing in the rural localities.

Key Challenges

Key challenges for the Shire of Chapman Valley and Shire of Northampton include an ageing population which impacts health profiles and support service requirements and infrastructure; susceptibility to supply shortages and broader economic challenges; and a lack of state infrastructure capable of supporting population and town growth.

About the disaster event

Severe Tropical Cyclone (STC) Seroja crossed the Western Australian coast south of Kalbarri on 11 April 2021, as a Category 3 system, bringing wind gusts of up to 170 kilometres per hour. STC Seroja is the strongest system recorded to have impacted the Midwest Gascoyne Region. The cyclone impacted a population of almost 50,000 people and an area of more than 170,000 km² in 16 local government areas. The Shire of Northampton bore the brunt of the cyclone, with Kalbarri being the most severely impacted townsite.

State and nation-wide events, community priorities, and existing vulnerabilities continue to influence recovery. These include the complexity of insurance; sharing of data at local, state, and federal levels; limited workforce accommodation; shortages in skilled tradespeople; COVID-19 restrictions; and seasonal weather patterns.

Local Recovery Coordination Group

The Shire of Chapman Valley and the Shire of Northampton have a joint Local Recovery Coordination Group (LRCG) established in November 2021. The LRCG includes representatives from local government, local community groups and relevant recovery agencies.
Chair: Elected Member Shire of Northampton (Cr Horstman).
Deputy Chair: Elected Member Shire of Chapman Valley (Cr Warr).

Key Recovery Stakeholders:

- Shire of Chapman Valley
- Shire of Northampton
- Industry / local businesses
- Community members / groups
- Department of Fire and Emergency Services
- St John Ambulance
- Australian Red Cross
- Department of Communities
- Department of Education
- WA Police
- Tourism WA
- WA Country Health Service

RECOVERY GAME CHANGERS

Through the development of this Local Operational Recovery Plan, activities were identified that form the foundation to the long-term recovery of the Shire of Chapman Valley and Shire of Northampton.

These projects require significant collaboration, resourcing and expertise beyond the current capacity of local governments and community.

PRIORITY
1

Affordable
Housing

Partner with all levels of Government and the private sector to develop affordable housing solutions to attract and retain a skilled workforce and their families across key industries in the district.

PRIORITY
2

Kalbarri
Foreshore
Revitalisation

Secure funding for coastal redevelopment in Kalbarri to support tourism and local industry and sense of place, per the Kalbarri Foreshore Revitalisation Plan.

PRIORITY
3

Multipurpose
Community
Centre

Secure funding for the development of a multi-purpose centre in Kalbarri and upgrade existing facilities in Nabawa that meets the requirements for an all-hazards evacuation centre and secure place for continuance of service delivery in an emergency.

PRIORITY
4

Individual and
Community
Support

Partner with local support services and relevant Government agencies to develop and resource a managed transition plan for at-risk community members into ongoing, long-term recovery support.

PRIORITY
5

Economic &
Community
Development
Coordination

Engage an economic and community development coordinator to facilitate and support community building and place activation projects identified in the LORP across the Shire of Chapman Valley and Shire of Northampton.

DRAFT

LOCAL OPERATIONAL RECOVERY PLAN

Shire of Chapman Valley and Shire of Northampton



	KEY DAMAGE AND IMPACTS	RECOVERY OBJECTIVES	RECOVERY TASKS/ ACTIVITIES	ACTIVITY STAKE HOLDERS	MEASURES OF SUCCESS
NATURAL ENVIRONMENT	<p>Air, Water, Land and Soil</p> <ul style="list-style-type: none"> Potential for environmental asbestos contamination. Severe coastal/river erosion and degradation. <p>Hazardous vegetation</p> <ul style="list-style-type: none"> Perceived and actual increase to fuel loads because of defoliation. Perceived and actual increase to risk of structurally compromised (uprooted/ defoliated) trees and widespread debris. <p>Public Land/Recreation</p> <ul style="list-style-type: none"> Significant debris and fallen trees affecting creek lines, rivers, reserves and parks and reducing shade/shelter for public. 	<ul style="list-style-type: none"> To create a safe natural environment that promotes vibrancy and encourages connection with nature. 	<p>N1 Finalise the removal and safe disposal of remaining cyclone waste, including asbestos and other hazardous waste and ongoing road verge clean-ups if required.</p> <p>N2 Facilitate community tree planting initiatives for public areas which also support community engagement.</p> <p>N3 Ongoing support for the recovery of significant community natural and culturally significant areas.</p>		<p>N1 All public areas, including road verges, identified as having remaining cyclone related waste are cleaned up by September 2022.</p> <p>N1 Number of homeowners, primary producers and small businesses receiving clean-up grant support or uninsured clean-up assistance.</p> <p>N2 At least one community tree planning activity in Kalbarri, Northampton and Chapman Valley by June 2023.</p> <p>N3 Work commenced on dune stabilisation, rehabilitation, fencing, signage and rebuild of infrastructure for high priority sites that support sense of place.</p>
BUILT ENVIRONMENT	<p>Public infrastructure</p> <ul style="list-style-type: none"> Damage to multiple community or shire owned properties. Damage to foot paths, trails and signs in public areas and national parks. Damage to public open space infrastructure. <p>Private infrastructure</p> <ul style="list-style-type: none"> Residences deemed uninhabitable. High number of properties still under tarps, with uncleared cyclone debris and active clean-up notices. Difficulty accessing building contractors, engineers, materials. Inflation of costs associated with rebuild. <p>Essential services</p> <ul style="list-style-type: none"> Road signs damaged. Debris on roads required clearing. Significant damage to electricity and telecommunication infrastructure with ongoing supply and reliability issues. <p>Clean up</p> <ul style="list-style-type: none"> Damage to private buildings and materials containing asbestos. Waste disposal, including a mixture of green waste, water, damaged building and shed material and general rubbish. Retail and supermarket food waste. <p>Rapid Damage Assessments</p> <ul style="list-style-type: none"> Further assessments are ongoing to validate and identify damaged properties. Significant number of properties impacted. 	<ul style="list-style-type: none"> To support rebuild of high priority critical infrastructure and continued recovery of cultural sites. To ensure information is available to people and organizations to facilitate rebuilding efforts. Promote the Build Back Better philosophy to the repair and rebuild of private and public infrastructure. 	<p>Priority 3: Multipurpose Community Centre & Upgrades</p> <p>B1 Coordinate an approach to recovery for abandoned properties.</p> <p>B2 Connect under or un-insured owners with appropriate and relevant supports.</p> <p>B3 Conduct an audit of current housing stocks and needs.</p> <p>B4 Encourage rebuild and repair of public infrastructure to align with the 'Build Back Better' philosophy.</p>		<p>B1 Approach to coordinating recovery for abandoned buildings is developed and being implemented by June 2023.</p> <p>Number of abandoned properties managed.</p> <p>B2 Community satisfaction with support, and progress of reconstruction for private buildings in June 2023.</p> <p>B2 Number of planning permits and development approvals requested and granted for cyclone impact related work.</p> <p>B3 Feasibility of a housing audit investigated by September 2022. If viable, audit of housing stock completed by June 2023.</p> <p>B4 Adequate funding is secured to repair and replace public infrastructure.</p>

DRAFT

LOCAL OPERATIONAL RECOVERY PLAN

Shire of Chapman Valley and Shire of Northampton



	KEY DAMAGE AND IMPACTS	RECOVERY OBJECTIVES	RECOVERY TASKS/ACTIVITIES	ACTIVITY STAKE-HOLDERS	MEASURES OF SUCCESS
CIAL ENVIRONMENT	<p>Groups, Institutions and Social Connection</p> <ul style="list-style-type: none"> Schools closed / temporarily relocated. Population loss due to lack of housing/rebuild times. Reduced activities for all cohorts and ages. Over time, pressures have caused some business closures. <p>Cultural / Heritage</p> <ul style="list-style-type: none"> Damage to heritage assets on private and public land. <p>Health and Medical</p> <ul style="list-style-type: none"> Outpatient clinics operation impacted. Mental health and psychosocial support services under-resourced and overcommitted. Anecdotal increase in suicidal presentation, relationship breakdowns, domestic violence. <p>Psychosocial and Wellbeing</p> <ul style="list-style-type: none"> Concerns about upcoming storm season. Insurance challenges and pre-existing mental and physical health conditions increase stress. Red Cross outreach suggests a higher-than-normal percentage experiencing distress. Those concerned for others were most concerned for the elderly, male family members and children.* 	<ul style="list-style-type: none"> To strengthen community resilience by supporting community leaders and community connection. To increase community awareness of and access to community mental health support. To increase community awareness and resilience to future disaster events. 	<p>Priority 4: Individual and Community Support</p> <p>S1 Develop a community resilience kit 'how to prepare' for upcoming storm season. Include disaster communication, keeping yourself and your property safe, the insurance process and info on building standards for cyclone and flooding.</p> <p>S2 Facilitate or sponsor a program of support for volunteer-run community groups and activities to reduce volunteer fatigue and increase collective capacity.</p> <p>S3 Funding made available to community organisations and groups to assist with delivery of activities with social value.</p> <p>S4 Develop and administer a program to collect lessons learnt/stories to support community wellbeing in recovery.</p>		<p>S1 Number of preparedness events and participation. # and % participants who take / intend to take action to prepare following session.</p> <p>S2 Community champions program initiated by September 2022.</p> <p>S2 Community groups report reduced volunteer fatigue and have recruited new people to participate or take on leadership roles.</p> <p>S3 # and \$ provided to support community groups to deliver activities to June 2023 and beyond.</p> <p>S4 Number of community lessons learnt sessions and participation.</p>

DRAFT

LOCAL OPERATIONAL RECOVERY PLAN

Shire of Chapman Valley and Shire of Northampton



	KEY DAMAGE AND IMPACTS	RECOVERY OBJECTIVES	RECOVERY TASKS/ACTIVITIES	ACTIVITY STAKE-HOLDERS	MEASURES OF SUCCESS
ECONOMIC ENVIRONMENT	<p>Individual and Household</p> <ul style="list-style-type: none"> Whether people were insured or not is a key factor in level of financial impact. Most residents reported some financial impact.* Key challenges: <ul style="list-style-type: none"> Uninsured residents. Navigating insurance and challenges with insurer engagement /processes. Fuel costs for generators. <p>Local and State Government Infrastructure/Resources</p> <ul style="list-style-type: none"> Limited LG resources and fatigue of LG officers. <p>Primary Production</p> <ul style="list-style-type: none"> 90% primary producers impacted both Shires. Key challenges: <ul style="list-style-type: none"> Attracting and housing workforce. Seeding and clean up competing priorities, impact to programs. Loss of critical infrastructure. <p>Tourism, Industry and Small Business</p> <ul style="list-style-type: none"> Competition for accommodation between contractors, residents, and tourists. Extensive damage to critical, public tourism infrastructure. Loss of operational stock 	<ul style="list-style-type: none"> To facilitate new and existing businesses to thrive by connecting with small business support. 	<p>Priority 1: Affordable Housing</p> <p>Priority 2: Kalbarri Foreshore Revitalisation</p> <p>Priority 5: Economic and Community Development Coordination</p> <p>E1 Continue the provision of support programs and funding for businesses that want to restart or increase their capacity, to sustain economic recovery.</p> <p>E2 Support hospitality businesses to coordinate opening times, days and holidays to ensure visitors can access food and beverage.</p> <p>E3 Encourage innovative business models to deliver better food and beverage availability (food trucks, new events and community activities, making public space available to private traders etc.).</p>		<p>E1 Number of preparedness events and participation. # and % participants who take / intend to take action to prepare following session.</p> <p>E1 Number of businesses participating at June 2023, and # % participants that feel more positive or hopeful about their business future.</p> <p>E2 Hospitality businesses in Kalbarri have agreed and taken action to coordinate and ensure access to food and beverage.</p> <p>E3 At least 2 innovative business models have been trialed by June 2023 with community feedback and feedback on business viability.</p>

*Based on self-reported data to Red Cross from April-September 2021.

This plan was developed with funding support through the Commonwealth-State Disaster Recovery Funding Arrangements and the support of the following organisations:



Department of **Fire and Emergency Services**
Department of **Communities**



[https://shireofchapmanvalley-my.sharepoint.com/personal/sfo_chapmanvalley_wa_gov_au/Documents/DRAFT Chapman Valley and Northampton Local Recovery Plan Word v1\[60\].docx](https://shireofchapmanvalley-my.sharepoint.com/personal/sfo_chapmanvalley_wa_gov_au/Documents/DRAFT%20Chapman%20Valley%20and%20Northampton%20Local%20Recovery%20Plan%20Word%20v1%5B60%5D.docx)

11 Elected Members Motions

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

Part 5 - Business of a meeting

5.3 Motions of which previous notice has been given

- (1) Unless the Act, Regulations or this local law otherwise provide, a Member may raise at a meeting such business as he or she considers appropriate, in the form of a motion, of which notice has been given in writing to the CEO and which has been included on the agenda.
- (2) A notice of motion under subclause (1) is to be given at least 10 clear working days before the meeting at which the motion is moved.
- (3) A notice of motion is to relate to the good governance of the district.
- (4) The CEO -
- (a) may, with the concurrence of the President, may exclude from the notice paper any notice of motion deemed to be, or likely to involve, a breach of any of this local law or any other written law;
- (b) will inform Members on each occasion that a notice has been excluded and the reasons for that exclusion;
- (c) may, after consultation with the Member where this is practicable, make such amendments to the form but not the substance as will bring the notice of motion into due form; and
- (d) may provide to the Council relevant and material facts and circumstances pertaining to the notice of motion on such matters as policy, budget and law.
- (5) A motion of which notice has been given is to lapse unless:
- (a) the Member who gave notice of it, or some other Member authorised by the originating Member in writing, moves the motion when called on; or
- (b) the Council on a motion agrees to defer consideration of the motion to a later stage or date.
- (6) If a notice of motion is given and lapses under subclause (5), notice of a motion in the same terms or to the same effect is not to be given again for at least 3 months from the date of such lapse.

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

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

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

Part 5 - Business of a meeting

5.4 New business of an urgent nature

- (1) In cases of extreme urgency or other special circumstances, matters may, on a motion

by the Presiding Member that is carried by the meeting, be raised without notice and decided by the meeting.

(2) In subclause (1), 'cases of extreme urgency or other special circumstances' means matters that have arisen after the preparation of the agenda that are considered by the Presiding Member to be of such importance and urgency that they are unable to be dealt with administratively by the local government and must be considered and dealt with by the Council before the next meeting.

13 Delegates Reports

Delegate	Details
Cr Kirrilee Warr (President)	Howatharra Bushfire response
	Howatharra Bushfire Debrief
	SoCV Australia Day Event
	WALGA Honours Panel subcommittee meeting
	CVAS AGM and committee meeting
	Nabawa Rec centre committee meeting
	WALGA State Council Info Forum
	CABY AGM
	SoCV Rabbit Baiting Workshop
Cr Nicole Batten (Deputy President)	FabCV AGM
	SoCV Australia Day Event
Cr Philip Blakeway	No Reports Submitted
Cr Elizabeth Elliott-Lockhart	Staff & Elected Members End of Year Function
	SoCV Australia Day Event

	FabCV Fundraising Meeting
	CVAS AGM
Cr Catherine Low	Bushfire Education Session
	FabCV AGM
Cr Emma Rodney	No Reports Submitted
Cr Trevor Royce	No Reports Submitted

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</p> <p style="text-align: center;">Administration Part 5</p> <p style="text-align: center;">Council meetings, committees and their meetings and electors'</p> <p style="text-align: center;">meetings Division 2</p> <p style="text-align: center;">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>

- (f) a matter that if disclosed, could be reasonably expected to —
- (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or
 - (ii) endanger the security of the local government's property; or
 - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety; and
- (g) information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1971; and
- (h) such other matters as may be prescribed.
- (3) A decision to close a meeting or part of a meeting and the reason for.

15.1 Manager Works & Services - Renewal of Employment Contract

Department	Finance, Governance & Corporate Services Chief Executive Officer
Author	Jamie Criddle
Reason for Confidentiality	<p><u>CONFIDENTIAL REPORT</u> Reason for confidentiality - <i>Local Government Act 1995, Section 5.23(a) - A matter affecting an employee or employees.</i></p> <p><u>CONFIDENTIAL ATTACHMENT</u> Reason for confidentiality - <i>Local Government Act 1995, Section 5.23(a) - A matter affecting an employee or employees.</i></p>

16 Closure