SHIRE OF
Chapman Valley
love the rural life!

ORDINARY COUNCIL MEETING

Ordinary Meeting of Council
9:00am Wednesday 19 February 2020
Council Chambers, 3270 Chapman Valley Road, Nabawa

Maurice Battilana
CHIEF EXECUTIVE OFFICER

AGENDA

FEBRUARY 2020

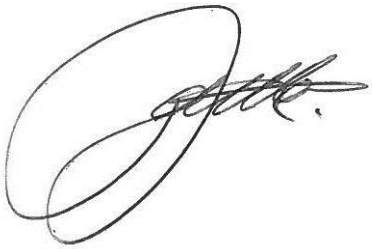
Shire's Vision
'A thriving community, making the most of our coastline, ranges and rural settings to support us to grow and prosper'

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.



Maurice Battilana
CHIEF EXECUTIVE OFFICER

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2.0 ANNOUNCEMENTS FROM THE PRESIDING MEMBER

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(Note: Quorum = 4 Elected Members)

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Councillor	OCM Month & Year	Date Approved	Minute Reference
Cr Kirrilee Warr	February 2020 OCM	20 November 2019	11/19-2
Cr Darrell Forth	February 2020 OCM	18 December 2019	12/19-1

4.0 PUBLIC QUESTION TIME

4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

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7.2.2 1:30pm - Citizenship Ceremony

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8.1 Ordinary Meeting of Council – 18 December 2019
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1.0 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS

2.0 ANNOUNCEMENTS FROM THE PRESIDING MEMBER

3.0 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

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3.2 Apologies

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

Councillor	OCM Month & Year	Date Approved	Minute Reference
Cr Kirrilee Warr	February 2020 OCM	18 November 2019	11/19-2
Cr Darrell Forth	February 2020 OCM	18 December 2019	12/19-1

4.0 PUBLIC QUESTION TIME

4.1 Response to Previous Public Questions on Notice

4.2 Public Question Time

5.0 APPLICATIONS FOR LEAVE OF ABSENCE (by Resolution of Council)

6.0 DISCLOSURE OF INTEREST

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

Section 5.60A:
"*a person has a **financial interest** in a matter if it is reasonable to expect that the matter will, if dealt with by the local government, or an employee or committee of the local government or member of the council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person*."

Section 5.60B:
*"a person has a **proximity interest** in a matter if the matter concerns –*
(a) a proposed change to a planning scheme affecting land that adjoins the person's land; or
(b) a proposed change to the zoning or use of land that adjoins the person's land; or
(c) a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land."

Regulation 34C (Impartiality):
*"**interest** means an interest that could, or could reasonably be perceived to, adversely affect the **impartiality** of the person having the interest and includes an interest arising from kinship, friendship or membership of an association."*

Item No.	Member/Officers	Type of Interest	Nature of Interest

7.0 PETITIONS/DEPUTATIONS/PRESENTATIONS

7.1 Petitions

7.2 Presentations

7.3 Deputations

8.0 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

8.1 Ordinary Meeting of Council held on Wednesday 18 December 2019

That the minutes of the Ordinary Meeting of Council held Wednesday 18 December 2019 be confirmed as a true and accurate.

9.0 ITEMS TO BE DEALT WITH EN BLOC

10.0 OFFICERS REPORTS

10.1
Deputy Chief Executive Officer
February 2020

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AGENDA ITEM:	**10.1.1**
SUBJECT:	**PROPOSED RESTRICTIVE COVENANT & EASEMENT**
PROPONENT:	**SHALOM PET CEMETERY**
SITE:	**1172 (LOT 8) CHAPMAN VALLEY ROAD, NARRA TARRA**
FILE REFERENCE:	**A431**
PREVIOUS REFERENCE:	**05/18-3**
DATE:	**10 FEBRUARY 2020**
AUTHOR:	**SIMON LANCASTER**

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.1.1	**Received Correspondence**	✓	

DISCLOSURE OF INTEREST

The author has an impartiality interest.

BACKGROUND

The owners of the Shalom Pet Cemetery upon 1172 (Lot 8) Chapman Valley Road, Narra Tarra are enquiring whether Council would be in agreement to the registration of a restrictive covenant and easement protecting the pet cemetery from closure with the Shire listed as the beneficiary. This report recommends that Council advise the landowner that it is willing to further consider the matter, subject to the landowner's solicitor preparing the necessary documentation and this being then provided to the Shire's solicitor for review to ensure there is no incurred liability or maintenance responsibility, prior to the matter being returned to Council for further consideration.

COMMENT

Lot 8 is a largely cleared 7.2ha property, bordered by the Chapman Valley Road on its western frontage and the Chapman River to the east, and is located immediately south of the Fig Tree Crossing bridge.

Figure 10.1.1(a) – Aerial Photograph of 1172 (Lot 8) Chapman Valley Road, Narra Tarra

The Pet Cemetery was approved by Council at its 14 December 1993 meeting and now contains approximately 2,000 animals.

Figure 10.1.1(b) – Enlarged Aerial Photo of Residence and Pet Cemetery upon Lot 8

The landowners are looking to create a legal mechanism to protect the pet cemetery and enable continued public access. The landowner is unable to create an easement that 'burdens' the land without having a 'benefited' party and have therefore approached the Shire enquiring whether it would consider performing this role.

The applicant is not seeking the Shire to assume a role in the maintenance of the pet cemetery but rather accept the role of holding a restrictive covenant that prohibits the future owners of the property from destroying/removing the cemetery.

A copy of the landowner's correspondence, and the preliminary advice they have received from their solicitor that provides further background is provided as **Attachment 10.1.1**.

The landowner is also looking to create a second vehicle access location, to the south of the pet cemetery, to separate the traffic associated with the residence and the cemetery.

STATUTORY ENVIRONMENT

1172 (Lot 8) Chapman Valley Road, Narra Tarra is zoned 'Rural' under Shire of Chapman Valley Local Planning Scheme No.3.

POLICY/PROCEDURE IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Whilst the proposed easement and restrictive covenant would not impose a budgetary implication to the Shire in terms of ongoing maintenance, it could create a responsibility for the Shire to take compliance action in the event that a future landowner of the property sought to destroy the cemetery or prevent access.

It might also be considered that by introducing the Shire as an associated party to the pet cemetery (albeit a restrictive one) this could create an expectation that the Shire might become involved in the event that the maintenance of the pet cemetery or its associated car park and driveway became a source of complaint.

Whilst the pet cemetery would not become a Shire asset the Shire of Chapman Valley Asset Management Plan does provide the following that might be considered relevant to Council in its consideration of this matter:

> *"New works are those works to create a new asset which did not previously exist or works which upgrade or improve an existing asset beyond its existing capacity. They may result from growth, social or environmental needs.*
>
> *New assets and upgrade/expansion of existing assets are identified from various sources such as councillor, staff or community requests, proposals identified by strategic plans or partnerships with other organisations. Proposals are investigated to verify need and to develop a preliminary estimate. Verified proposals are ranked by priority and available funds and scheduled in future works programmes. The following programs should be referred to:*
>
> - *Ten Year Road Works Program*
> - *Ten Year Plant Replacement Program*
> - *Five Year Building Program*
> - *Strategic Community Plan"* (pages 6-7)

- **Long Term Financial Plan (LTFP):**

The Shire of Chapman Valley Long Term Financial Plan was endorsed by Council at its 19 July 2017 meeting and advises that:

> *"The main challenges facing Council are the need to meet community aspirations for improved services and infrastructure with a limited funding base. Chapman Valley has a small population and funding base and any new project needs to be considered carefully.*
>
> *The majority of assets and infrastructure are only affordable to Council with the assistance of State and/or Federal funding. This can be unpredictable and uncertain which makes it difficult to determine the exact timing of being able to afford new infrastructure. However, it is important to not lose sight of the Community's aims….*
>
> *…As well as core services such as roads the declining inland population, recruitment & retention of skilled people, affordable community housing, improve mobile phone and internet telecommunications, heritage and protecting natural features are all important to the community.*
>
> *Local Government costs continually increase at a higher rate than the headline Consumer Price Index (CPI), combined with the additional costs associated with the remoteness of the region. This, along with the continuing practice of "cost shifting" by the State and Australian Governments and the ongoing additional legislative burdens and "red tape" being forced onto local government provide a massive funding challenge to ensure sustainability and to meet increasing community expectations."* (p.1)

Section 6.3 of the Shire of Chapman Valley Long Term Financial Plan notes that the objective of asset management is to meet a required level of service in the most cost-effective manner through the management of assets for present and future customers. Again, it should be noted that whilst the pet cemetery would not become a Shire asset, there is potential for a perception to be created through its involvement in the restrictive covenant and easement that the Shire has a role in the future appearance and operation of the pet cemetery.

STRATEGIC IMPLICATIONS

The Shire of Chapman Valley Local Planning Strategy identifies Lot 8 as being located within 'Precinct 3 – Chapman Valley' the vision for which is:

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

Council has been keen to develop Chapman Valley Road as a scenic tourism route with the intent for it to become the Mid West's Swan Valley, with tourism focused businesses supplementing rural activity (e.g. bed and breakfasts, farm stays, restaurants and cafes, music and cultural events, museums, galleries, local produce and craft retail, brewery/distillery tastings and sales etc.) that build on the area's scenic attractions. The Strategy notes for Precinct No.3 that:

> *"A majority of Precinct 3 consists of cleared pasture actively farmed for the production of broadacre crops mixed with grazing. However a trend toward farming diversification has started to emerge with the development of small aquaculture, horticulture and viticulture enterprises, particularly in areas where a known sustainable fresh water supply has been identified. Coupled with areas of high land capability, opportunities currently exist for the experimentation and expansion of alternative crop rotations, the introduction of stock varieties and the development of intensive pursuits, as mentioned above.*
>
> *Further opportunity exists for limited low-key tourist development linked with local industries, farm stays and farm diversification in close proximity to established tourist routes where a suitable level of infrastructure exists. Most of the local road network within the Chapman Valley consists of gravel formed and paved roads, with the exception of Chapman Valley Road, Northampton Nabawa Road, Morrell Road, Chapman Road East, Narra Tarra Moonyoonooka Road and Durawah Road constructed to bitumen seal standard. Heritage trails are also evident along the Chapman Valley Road and Nanson Howatharra Road with the potential to be developed further for tourism purposes."*

Whilst on initial consideration, the Shalom Pet Cemetery might not be considered a tourism business, it should be considered as forming a part of this overall tourism/scenic drive vision. The pet cemetery does draw visitors who might then be encouraged (potentially through signage) to continue driving along Chapman Valley Road to other destinations as part of a wider 'day out'. The pet cemetery might also be considered as one part of an overall trail, similar to interpretative signage at places of historic or scenic interest, in that whilst they do not in themselves generate economic activity they combine to create a wider network of places of interest that can attract visitors, amidst which business offering goods and services are then located to generate economic activity and employment.

The pet cemetery does have a level of recognition and affection as evidenced by the visitors it receives to the site itself and the on-line comments and potential media exposure it can generate:
https://www.facebook.com/abcmidwestandwheatbelt/posts/10157382395940985?__tn__=K-R

On this basis Council might consider that accepting a level of involvement through being custodian of a restrictive covenant has overall merit to the community and its tourism economy.

Council might suggest to the applicant the renaming of the site to the Chapman Valley Shalom Pet Cemetery would further work in with the overall promotional scenic drive theme

It might also be noted that in the event that circumstances or Council's view on its involvement was to change then it could (being the benefited party to a restrictive covenant) decide to withdraw from the arrangement.

Figure 10.1.1(c) – Shalom Pet Cemetery upon Lot 8 Chapman Valley Road, Narra Tarra

- **Strategic Community Plan/Corporate Business Plan:**

The Shire of Chapman Valley Strategic Community Plan was endorsed by Council at its 15 November 2017 meeting and lists its aim as being to maintain and build population while ensuring financial and asset management is robust to allow for effective service delivery as an independent Shire participating in the growth of the region.

The Strategic Community Plan lists the following objectives of relevance in this matter:

2.2 Provide support for business development and local employment;
2.3 Welcome local tourism and participation in regional strategy;
5.2 Be accountable and transparent in managing resources;
5.3 Make informed decisions within resources and areas of responsibility.

CONSULTATION

It is recommended, should Council wish to consider this matter further, that it refer the applicant's legal documentation (once received by the Shire) to its own solicitor for advice pertaining to exposure to risk prior to the matter being returned to a future meeting of Council for discussion.

RISK ASSESSMENT

Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignifi -cant (1)	Negligible injuries	Less than $1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequenti al or no damage.	Contained, reversible impact managed by on site response

VOTING REQUIREMENTS

Simple Majority

STAFF RECOMMENDATION

That Council advise the landowner of 1172 (Lot 8) Chapman Valley Road, Narra Tarra that:

1 It is willing to give further consideration to the registration of a restrictive covenant and easement relating to the pet cemetery, with the Shire listed as the beneficiary, subject to the landowner's solicitor preparing the necessary documentation (the Shire will then refer the received documentation to its own solicitor for review and comment prior to the matter being returned to a future meeting of Council for further consideration).

2 It is unwilling to accept maintenance or liability responsibility for the pet cemetery and the prepared documentation will be considered with regard to ensuring that there is no created requirement for, or creation of a perception that, the Shire has any such maintenance or liability responsibility.

3 It supports the creation of a second crossover into Lot 8 (to the south of the pet cemetery) to separate vehicle movements associated with the residence and the cemetery. The second crossover, and associated car parking area, are required to be located and constructed to the requirements of the Shire of Chapman Valley.

SHALOM PET CEMETERY

Barton & Marjorie Smith

Tel: (08) 9923 3688
Email: shalompc@bigpond.com

1172 Chapman Valley Rd
Narra Tarra WA 6532
Western Australia

DATE	12 DEC 2019
FILE	A431
RECORD	CR 1915090

12th December 2019

The CEO and Shire Councillors

The Chapman Valley Shire

Nabawa 6532

Dear Councillors,

As the founders and owners of Shalom Pet Cemetery, Barton and I are aware that in the not too distant future, we will be too old to manage the Cemetery and our property at 1172 Chapman Valley Road. We therefore need to make some arrangements for the protection of the Pet Cemetery, so that these are "ready to go" when the time comes to put the property on the market.

The Pet Cemetery started in 1995 and we have about 2000 pets buried here. We get many owners visiting their pets and also many tourists stop to visit. Many members of the Chapman Valley Shire and Greater Geraldton community have pets interred at the cemetery and we feel that their ability to continue to visit their beloved pets is an important community service.

Our advice has been that we need to place a Covenant for 50 years on the area of the Pet Cemetery. Please find attached the portion of advice from our solicitor, Gaby Bracks, which is relevant to our request to the Shire. It should be noted that our request does not entail the Shire continuing to operate the Pet Cemetery as a going concern, but rather to enable continued public access to the cemetery and protecting the existing graves.

We request that the Shire agree to the registration of a restrictive Covenant and easement with the Shire as the beneficiary of these.

Hoping for your favourable consideration,

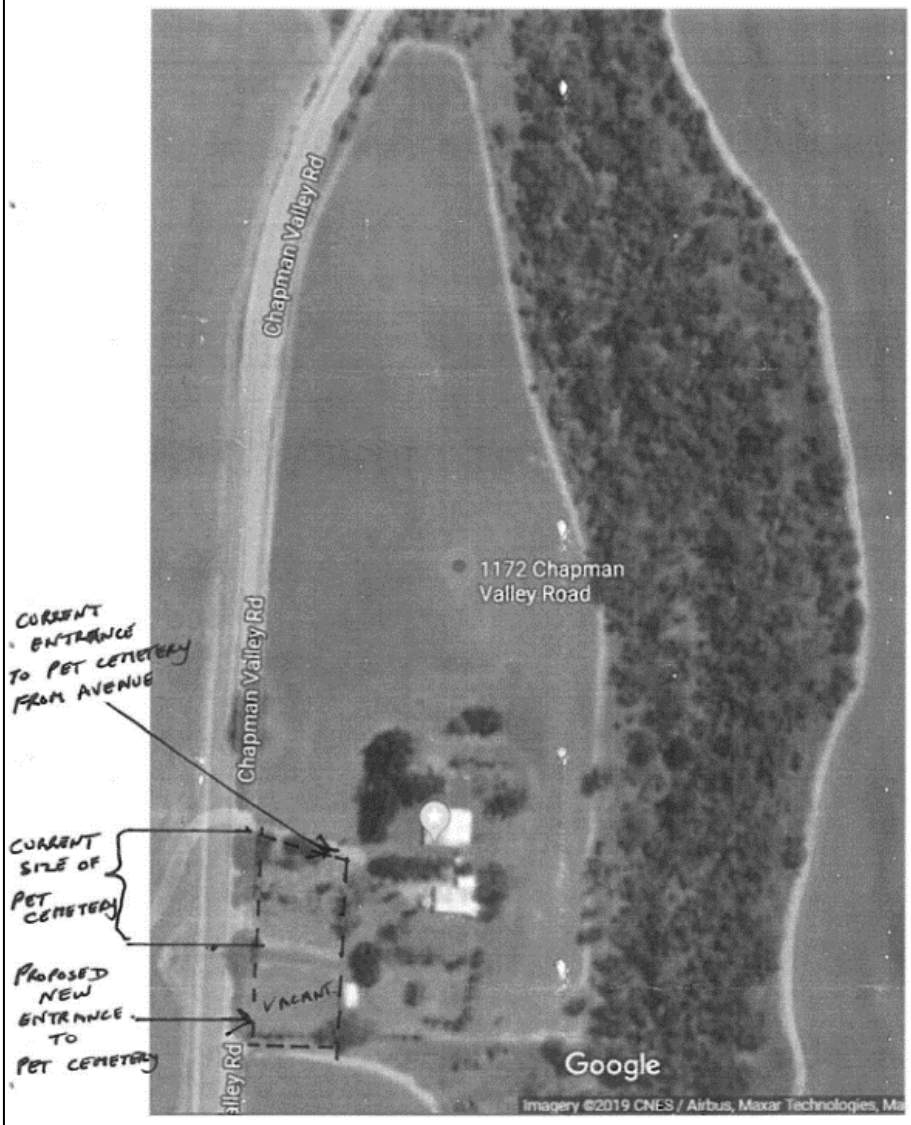
Yours Sincerely,

Marjorie Smith

Marjorie Smith

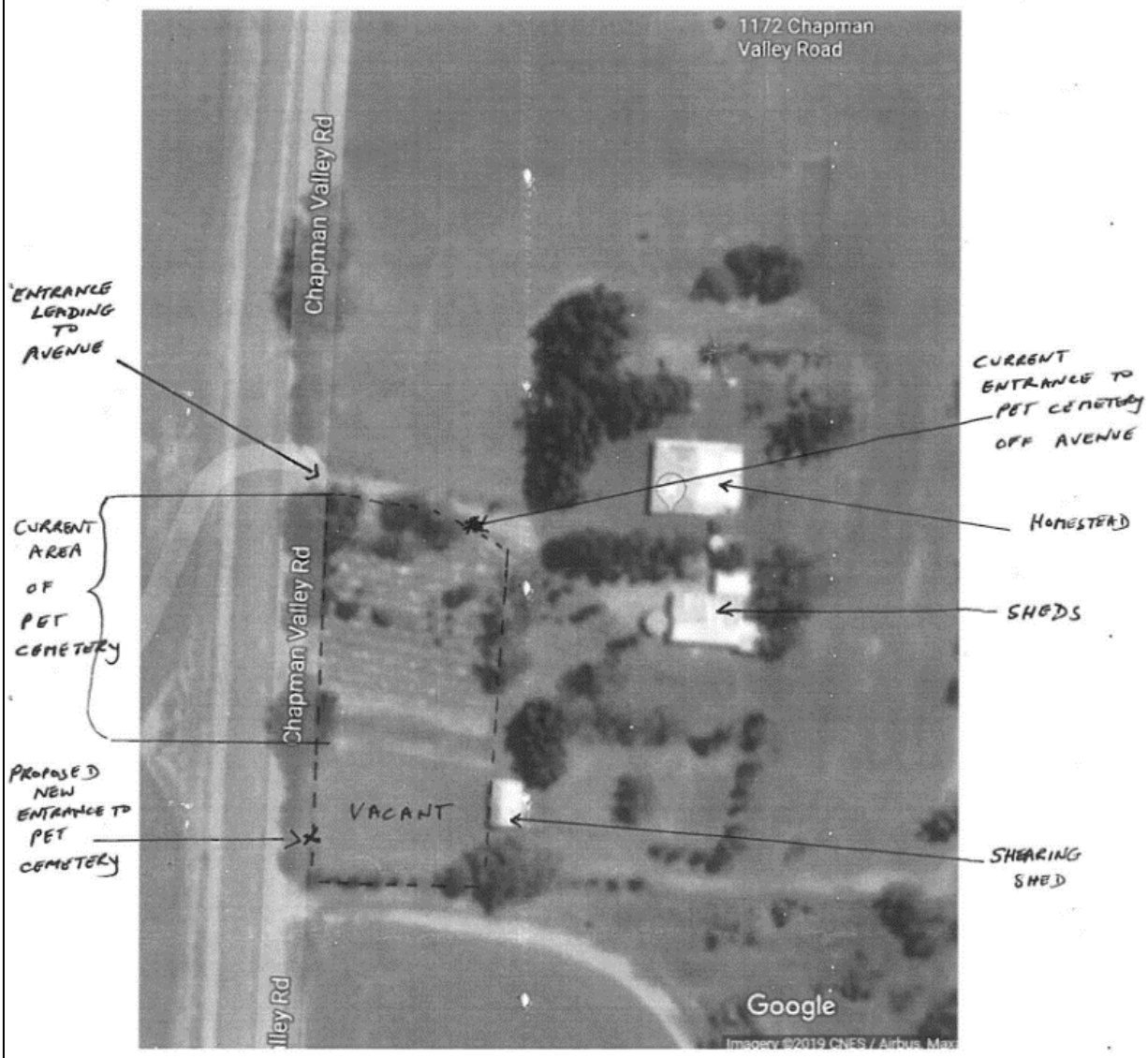
Pp WMB and M Smith

GOOGLE MAP OF 1172 CHAPMAN VALLEY ROAD



--- PROPOSED AREA FOR COVENANT

"ZOOMED IN" GOOGLE MAP OF PET CEMETERY AREA.



---- PROPOSED AREA OF COVENANT.

gabrielle bracks
BARRISTER & SOLICITOR

Our Ref: GB:19099

14 November 2019

Mr B & Mrs M Smith
1172 Chapman Valley Road
Narratarra WA 6532

Dear Mr & Mrs Smith,

Shalom Pet Cemetery

I refer to our meeting on 9 August 2019 in relation to the pet cemetery on your property at 1172 Chapman Valley Road and to my telephone discussion with Marjorie on 16 October 2019.

I confirm that it is your wish to put in place some arrangement to ensure that if you sell your land, people who have pets buried at the pet cemetery will be able to continue to access the cemetery to visit their pets.

I have reviewed the *Transfer of Land Act WA* and researched options including restrictive covenants and easements.

Restrictive Covenants and Easements Generally

In Western Australia, it is generally only possible to lodge a restrictive covenant or an easement where there are 2 affected pieces of land in close proximity to one another – one that receives the benefit of the restrictive covenant or easement and one that is burdened by the restrictive covenant or easement. In this case, you have a burdened piece of land but there is no adjacent land that would benefit from the restrictive covenant or easement.

Restrictive Covenant or Easement in favour of Local Government or Public Authority

It is, however, possible under section 129BA of the *Transfer of Land Act* to have a restrictive covenant registered to benefit a local authority in whose district the land is located, like the Chapman Valley Shire, rather than to benefit an adjacent piece of land. Similarly, under section 195 of the *Land Administration Act*, an easement can be granted in favour of a local government or public authority without there needing to be an adjacent piece of land to be benefitted by the easement.

If the local government felt that it was of benefit to the community it may agree to such a restrictive covenant and easement. I recommend, therefore, that as a first step, you approach the Chapman Valley Shire and discuss your situation with them and enquire whether they would consider agreeing to the registration of a restrictive covenant and easement with the Shire as the beneficiary of these.

If the Shire does agree, you should be aware that restrictive covenant must be restrictive – ie: it must

Liability limited by a scheme approved under the Professional Standards Legislation

P: 0400 974 053 | **E:** info@gabriellebracks.com.au | **A:** 14 Foreshore Drive, Geraldton WA 6530 | PO Box 38 Walkaway WA 6528

prohibit something – and cannot include positive covenants requiring the owner of the land to take certain actions such as maintaining or looking after the cemetery. In this case, the restrictive covenant would be along the lines of prohibiting the owner of the land from destroying/removing the cemetery.

The advantage of having a restrictive covenant and easement in favour of a local government or public authority is that these are registered on the title to the land and pass with the land so that all future owners are bound by these.

Positive Covenant

If the Chapman Valley Shire was unwilling to agree to the restrictive covenant and easement in their favour being registered, the only other way to achieve your wish to have any new owner retain the cemetery and allow access to owners of pets that are buried there is to request or require a purchaser to enter into a Deed of Covenant that sets out the requirement to retain the cemetery and to allow access to the cemetery.

A Deed of Covenant binds the purchaser by contract but does not appear on the title to the land and does not pass with the land. It would therefore need to include a clause requiring any owner of the land to require a new purchaser to agree to the terms of the Deed of Covenant too. If this wasn't done, or there was some other breach of the Deed, it would require a party to the Deed to enforce the Deed of Covenant.

Please consider the matters above. I recommend that your first step is to speak to the Shire of Chapman Valley. How they respond will guide how you proceed from here.

If you have any queries at all or would like to discuss this advice, please contact me on 0400 974 053 or by email at gaby@gabrilellebracks.com.au

In the meantime, I enclose my invoice in relation to our meeting and this advice for your kind attention.

Yours faithfully

GABRIELLE BRACKS

AGENDA ITEM:	**10.1.2**
SUBJECT:	**PROPOSED SUBDIVISION – LOT 7550 HICKETY ROAD**
PROPONENT:	**LANDWEST FOR E. WHYATT**
SITE:	**LOT 7550 HICKETY ROAD, HOWATHARRA**
FILE REFERENCE:	**A455**
PREVIOUS REFERENCE:	**12/7-2 & 04/18-2**
DATE:	**9 FEBRUARY 2020**
AUTHOR:	**SIMON LANCASTER**

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.1.2	**Subdivision Application**		✓

DISCLOSURE OF INTEREST

Nil

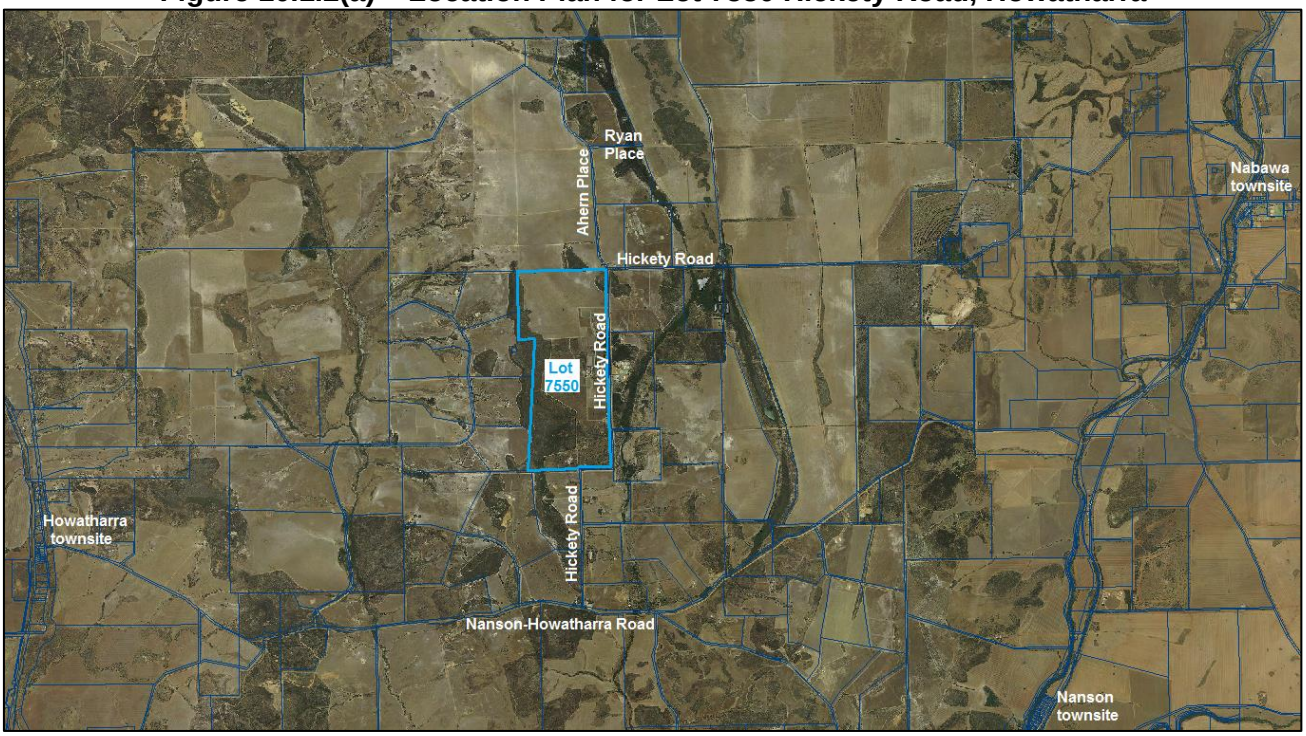
BACKGROUND

Council is in receipt of correspondence from the Western Australian Planning Commission ('WAPC') seeking comment on an application to subdivide Lot 7550 Hickety Road, Howatharra into 2 lots. This report recommends that Council conditionally support the application.

COMMENT

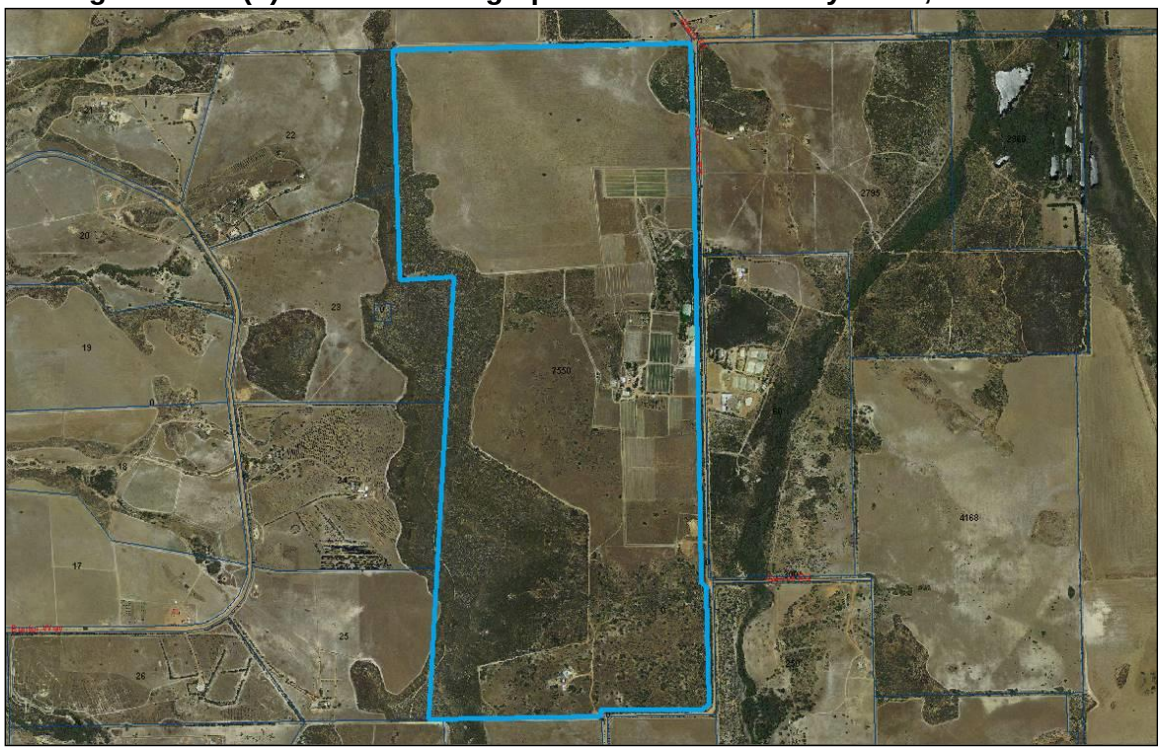
Lot 7550 is a 265.2ha property approximately 7km east of the Howatharra townsite, 7km north-west of the Nanson townsite and 8km south-west of the Nabawa townsite.

Figure 10.1.2(a) – Location Plan for Lot 7550 Hickety Road, Howatharra



Lot 7550 is largely cleared and used for farming and horticultural (market gardening) purposes and contains 2 residences, there is some remnant vegetation along the western boundary of the property where the property rises.

Figure 10.1.2(b) – Aerial Photograph of Lot 7550 Hickety Road, Howatharra



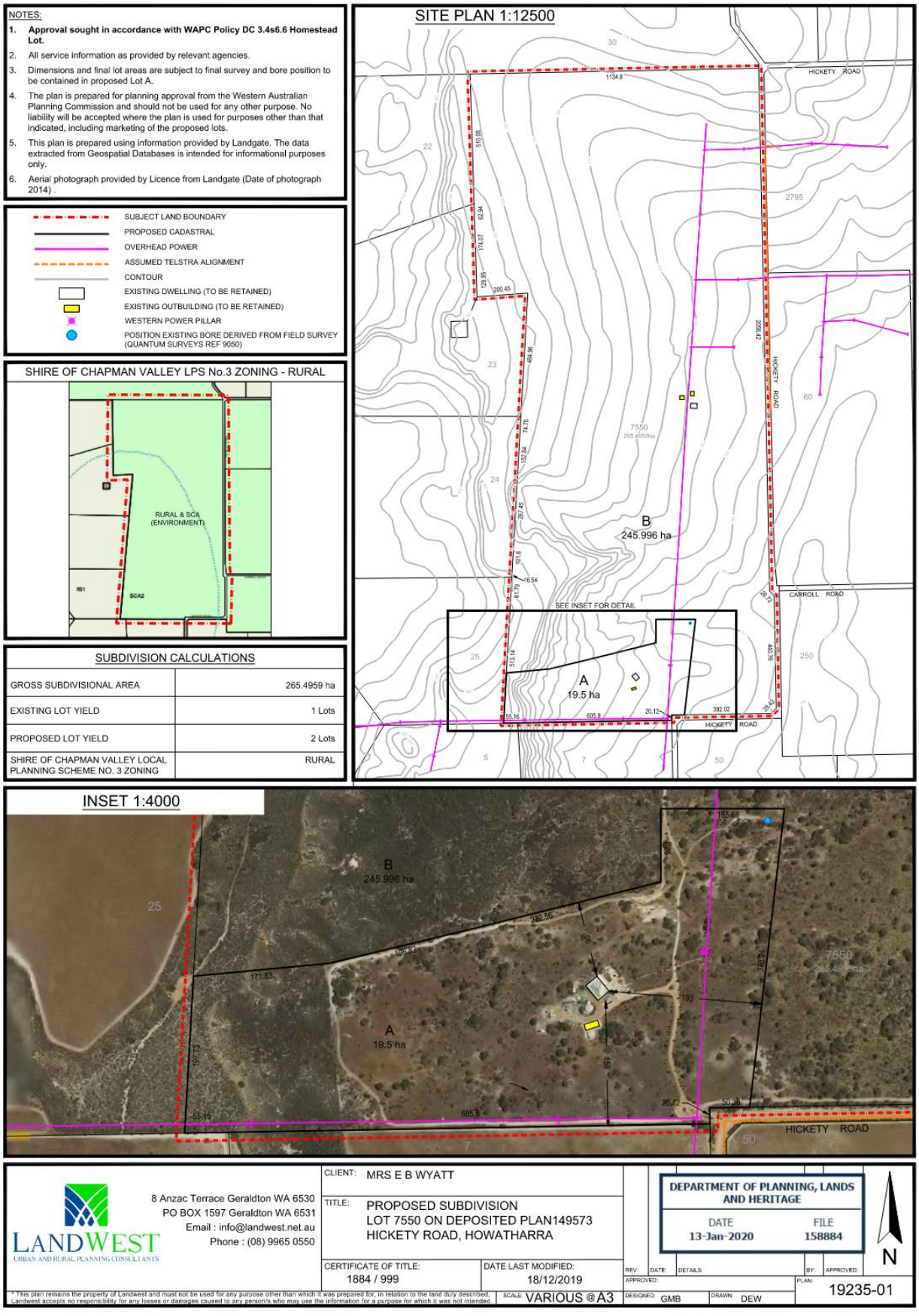
The landowner is seeking to subdivide Lot 7550 into 2 lots as follows:

- 19.5ha lot at the southern end of Lot 7550 that would contain the existing southern residence, associated outbuildings and 268,000L rainwater tank and 23,000L groundwater tank; &
- balance 245.996ha lot that would contain the northern residence, associated outbuildings and 14,000L tank along with the horticulture operations that includes a series of spring fed dams with a licence for 88,000kL annually.

Figure 10.1.2(c) – View across Lot 7550 looking south-west from Hickety Road

The proposed subdivision plan is provided in Figure 10.1.2(d) and also within **separate Attachment 10.1.2** along with the consultant's supporting explanatory report.

Figure 10.1.2(d) – Proposed Subdivision Plan for Lot 7550 Hickety Road, Howatharra



Shire staff raise no objection to the application based upon the following:

- The subdivision presents no environmental impacts.
- The subdivision presents no heritage impacts.
- The subdivision, subject to ongoing adherence to standard bushfire requirements, presents no additional bushfire hazard risk.
- The subdivision will not create lots that are inconsistent with those already existing in the surrounding area.
- The subdivision proposes no additional vehicle access points.
- The subdivision would not present any additional vehicle movements to the local road network.
- The proposed lots are considered to be adequately serviced through existing power and water infrastructure.
- The subdivision would assist the family already living upon the property in 2 separate residences by providing separation of tenure.
- The subdivision would not prevent the current horticultural land use from continuing.
- The subdivision is consistent with the requirements for a Homestead Lot as contained in the WAPC's Development Control Policy 3.4 – Subdivision of Rural Land.
- The lot sizes accord with Council's strategic planning direction as laid out in the WAPC endorsed Shire of Chapman Valley Local Planning Strategy.
- The residence that would be created upon the Homestead Lot (and would therefore have potential to be independent of the existing horticulture operation) is located 650m from the horticulture operation, with limited potential for emissions impacting, as it is located to the south-west which is upwind of the afternoon prevailing wind direction, and not in line with the occasional morning easterly wind direction.

STATUTORY ENVIRONMENT

Lot 7550 Hickety Road, Howatharra is zoned 'Rural' under the Shire of Chapman Valley Local Planning Scheme No.3.

The objectives for the 'Rural' zone are as follows:

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

The south-west portion of Lot 7550 is also located within the overlying 'Special Control Area 2 - Moresby Range Landscape Protection' zone, for which Table 6 of the Scheme notes:

Purpose and Objective	Additional Provisions
The purpose of Special Control Area 2 is the protection of the Moresby Range and associated valleys from development and/or subdivision that will detrimentally affect the landscape values of the area, including preventing development that may lead to problems of erosion. In determining any application for development approval on land within Special Control Area 2, the local	(1) Within SCA 2, no clearing or destruction of any remnant native vegetation or re-vegetation shall be permitted except for: (a) Clearing to comply with the requirements of the *Bush Fires Act 1954* (as amended), the local government's Bush Fire Notice and/or any fire management plan endorsed by the local government; (b) Clearing as may reasonably be required to accommodate an approved building and curtilage, or

government shall give consideration to the purpose of the Special Control Area.	vehicular access to an approved building or other land use approved by the local government; and/or (c) Clearing as may be allowed under the Department of Water and Environmental Regulation and Conservation Land Clearing Regulations; (d) Trees that are diseased or dangerous. (2) In the determination of any application for development approval within SCA 2, the local government may, having regard to the purpose of the Special Control Area set out in Part 5 and the assessment criteria detailed in the Moresby Range Management Strategy, require modification of development proposals, or impose conditions of approval regarding: (a) The siting of the proposed development; (b) The design and layout of the proposed development; (c) The materials and finishes to be used in the proposed development; (d) The protection of remnant native vegetation or re-vegetation located on the site; (e) The installation and maintenance of vegetation to provide for the visual screening of proposed development; and/or (f) The installation and maintenance of vegetation, retaining walls or other works to prevent erosion.

Section 1.6 'Aims of the Scheme' lists the following considered to be of relevance to this application:

"(a) Provide for a variety of lifestyle opportunities;
(b) Provide for a appropriate diversification of agricultural and other economic activities;
(c) Preserve agriculturally productive land and protect such land from ad hoc fragmentation or incompatible development;
(d) Protect, preserve and enhance the environment, natural and cultural heritage, and landscape and streetscape values;……
(f) Protect the landscape and environmental values of the Moresby Ranges and associated valleys."

POLICY/PROCEDURE IMPLICATIONS

State Planning Policies are prepared and adopted by the WAPC under statutory procedures set out in part 3 of the *Planning and Development Act 2005*. The WAPC and local governments should have due regard to the provisions of State Planning Policies when making decisions on planning matters. The State Administrative Tribunal is also required to take account of State Planning Policies when determining appeals.

State Planning Policy 2.5 – Rural Planning and State Planning Policy 3.7 – Planning in Bushfire Prone Areas are of relevance to this subdivision application.

The WAPC's Development Control Policies sit within a structure which is established under the State Planning Strategy and Statement of Planning Policy 1 - State Planning Framework. Development Control Policies are used to guide decision making in relation to subdivision and development applications.

Development Control Policy 3.4 - Subdivision of Rural Land is of relevance to this subdivision, and the applicant is making argument that it can be supported under the following Sections of DC3.4:

"5 General policy provisions

It is the opinion of the WAPC that rural land uses are the highest and best use for rural zoned land. Where an alternative use is proposed, such as residential, the use must be planned in a strategy or scheme and zoned accordingly.

When determining subdivision proposals on rural land, the following measures will be applied:

(a) the creation of new or smaller lots will be by exception;
(b) proposals will be considered against strategies and schemes;
(c) adequate buffer distances for sensitive and/or incompatible land uses can be achieved; and
(d) proposals will be assessed against any relevant State planning policies and/or operational policies.

6 Circumstances under which rural subdivision may be considered

In considering applications under section 6 (a) to (e), the WAPC will consider rural subdivision in the following exceptional circumstances:

(a) to realign lot boundaries with no increase in the number of lots, where the resultant lots will not adversely affect rural land uses;
(b) to protect and actively conserve places of cultural and natural heritage;
(c) to allow for the efficient provision of utilities and infrastructure and/or for access to natural resources;
(d) in the Homestead lot policy area (Appendix 2), to allow for the continued occupation of existing homesteads when they are no longer used as part of a farming operation; and
(e) for other unusual or unanticipated purposes which, in the opinion of the WAPC, do not conflict with this and other relevant policies and are necessary in the public interest.

Although the WAPC seeks to minimise the creation of new or smaller rural lots, there are some circumstances where subdivision of rural land may be appropriate in order to promote better land management and achieve environmental, cultural and/or social benefits. These forms of subdivision, which may result in additional dwelling entitlements, are considered to provide incentives for rural subdivision. As such the remainder of this policy outlines the applicable standards for rural subdivision."

"6.6 Homestead lots

The creation of Homestead lots is intended to allow primary producers to continue to occupy their dwelling when they cease to farm, and provide settlement opportunities in areas where land fragmentation is limited and unlikely to increase. Homestead lots are to be created in a manner that is consistent with the rural character and landscape of a locality. Homestead lots may be facilitated through boundary rationalisation or the creation of a new lot.

Homestead lots may therefore be created to enable an approved existing house on a rural lot to continue to be occupied provided that:

(a) the land is in the DC 3.4 Homestead lot policy area;
(b) the homestead lot has an area between one and four hectares, or up to 20 hectares to respond to the landform and include features such as existing outbuildings, services or water sources;
(c) there is an adequate water supply for domestic, land management and fire management purposes;
(d) the dwelling is connected to a reticulated electricity supply or an acceptable alternative is demonstrated;
(e) the homestead lot has access to a constructed public road;

(f) the homestead lot contains an existing residence that can achieve an appropriate buffer from adjoining rural land uses;
(g) a homestead lot has not been excised from the farm in the past;
(h) the balance lot is suitable for the continuation of the rural land use, and generally consistent with prevailing lot sizes, where it can be shown that this is consistent with the current farming practices at the property; and
(i) the dwelling on a homestead lot must be of a habitable standard and may be required to be certified as habitable by the local government.

Where there are a number of existing approved dwellings on a rural lot, more than one homestead lot may be considered as a one-off application."

FINANCIAL IMPLICATIONS

Nil

- **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 application by Council would have impact in relation to the Long Term Financial Plan.

STRATEGIC IMPLICATIONS

Lot 7550 Hickety Road, Howatharra is located within Precinct No.3 – Chapman Valley of the Shire of Chapman Valley Local Planning Strategy (2008) the vision for which is:

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

Figure 7 of the Local Planning Strategy identifies Lot 7550 as 'Proposed Rural Smallholdings (20-40ha)' and the proposed lot size of 19.5ha proposes only marginal (2.5%) variation to the strategic planning direction for this area.

It is noted that for Precinct 3 the Strategy states that:

"Council may support the subdivision/amalgamation of land within this Precinct, having due regard to the objectives of the Precinct, in the following circumstances:
…(g) For lifestyle/hobby farm purposes as per Figure 3 where the subject land has been appropriately rezoned to 'Rural Residential' (1-4ha) or 'Rural Smallholdings' (20-40ha)."

However, it should be noted Lot 7550 Hickety Road was previously subject to a rezoning application (Scheme Amendment No.2 to Scheme No.2) that sought to rezone the property from the 'Rural' zone to the 'Rural Smallholdings' zone to allow for subdivision into 3 lots.

The WAPC advised on 20 May 2019 that it *"refuses to grant final approval to Amendment No.2 to Shire of Chapman Valley Local Planning Scheme No.2 as the proposal has not demonstrated connection to a road network that allows for travel and escape routes in two directions, inconsistent with State Planning Policy 3.7: Planning in Bushfire Prone Areas and its associated Guidelines."*

This subdivision application makes argument that the creation of 2 lots (as opposed to the previously mooted 3 lots within the rezoning application documentation) can be considered under the Homestead Lot provisions. It is noted that the subdivision application process would also open the potential for lodgement of an appeal to the State Administrative Tribunal should the WAPC refuse this application, which was not an avenue not available to the applicant when the WAPC refused the rezoning application.

The rezoning application was supported by Council at both its 13 December 2017 and 18 April 2018 meetings and Council's support of this subdivision application would be consistent with its previous stance in relation to this matter.

The Geraldton Region Plan was released in 1999 by the WAPC to provide a framework for the future management, protection and coordination of regional planning. The Region Plan incorporates the Greater Geraldton Structure Plan that was updated in 2011 by the WAPC to account for a number of strategic planning directions. Lot 7550 is located north of the structure plan area and Section 3.2.2 of the 2011 report notes that rural land to the north of the study area has been identified for rural living purposes in the endorsed Shire of Chapman Valley Local Planning Strategy, and are beyond the scope of the Greater Geraldton Structure Plan and are to be considered through wider regional planning.

Lot 7550 is located within the study area for the WAPC's Moresby Range Management Strategy (2009). The Strategy identifies that the south-west corner of Lot 7550 forms part of the Moresby Range sideslopes and the southern portion forms part of the footslope, but does not identify the lot as being within a visually sensitive area. It is considered that the existing Scheme provisions are capable of implementing the recommendations of the Moresby Range Management Strategy relevant to Lot 7550.

- **Strategic Community Plan/Corporate Business Plan:**

The Shire of Chapman Valley Strategic Community Plan was endorsed by Council at its 15 November 2017 meeting, and the subdivision application is in accordance with its objectives.

CONSULTATION

The WAPC is not obliged to undertake any public consultation in its assessment of subdivision applications, but has referred the application to the Shire of Chapman Valley, Department of Biodiversity Conservation & Attractions, Department of Fire & Emergency Services, Department of Mines Industry Regulation & Safety, DFES Unexploded Ordnance Branch, Water Corporation and Western Power inviting comment.

The previous application to rezone Lot 7550 was referred to the Environmental Protection Authority on 19 December 2017 for its assessment as per Section 81 of the *Planning & Development Act 2005*. The EPA advised on 15 January 2018 that the Amendment did not warrant assessment under Part IV Division 3 of the *Environmental Protection Act 1986*.

The rezoning application was extensively advertised in accordance with the provisions of the *Planning & Development Act 2005* from 7 February 2018 until 23 March 2018 inclusive of the following actions:

- newspaper notice placed in the Mid West Times on 7 February 2018;
- sign placed on-site,
- copy of the application made available for viewing at the Shire office/library;
- copy of the application made available for viewing on the Shire website;
- letters being sent to the 12 surrounding landowners inviting comment;
- letters being sent to the Aboriginal Heritage Directorate, Alinta Energy, Department of Biodiversity Conservation and Attractions, Department of Fire & Emergency Services, Department of Health, Department of Primary Industries and Regional Development, Department of Water and Environment Regulation, Telstra, Water Corporation, Western Power and Westnet Energy inviting comment.

At the conclusion of the advertising period 5 submissions had been received, all from government agencies, and all offering either support or technical comment to the proposed rezoning, and no objections were received.

RISK ASSESSMENT

Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignifi-cant (1)	Negligible injuries	Less than $1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response

VOTING REQUIREMENTS

Simple Majority

STAFF RECOMMENDATION

That Council advise the Western Australian Planning Commission that it supports the subdivision of Lot 7550 Hickety Road, Howatharra (WAPC 158884) as shown upon Plan 19235-01 (WAPC date stamped 13/1/20) subject to the following conditions:

1 A notification, pursuant to Section 165 of the *Planning and Development Act 2005* is to be placed on the Certificate of Title of proposed Lot A advising of the existence of a hazard or other factor. Notice of this notification is to be included on the diagram or plan of survey (deposited plan). The notification is to state as follows: *"This lot is located within an area that contains operating market garden/s and has the potential to be affected by odours, noise, spray drift and dust that are associated with the continued operation of a market garden".*

2 A notification, pursuant to Section 165 of the *Planning and Development Act 2005*, is to be placed on the certificates of title of proposed Lots A and B advising of the existence of a hazard or other factor. Notice of this notification is to be included on the diagram or plan of survey (deposited plan). The notification is to state as follows: *"This land is within a bushfire prone area as designated by an Order made by the Fire and Emergency Services Commissioner and additional planning and building requirements may apply to development on this land."*

3 All buildings and effluent disposal systems having the necessary clearance from the new boundaries as required under the relevant legislation including the Local Planning Scheme.

4 Uniform fencing being constructed along the boundary between proposed Lots A and B.

AGENDA ITEM:	**10.1.3**
SUBJECT:	**PROPOSED SUBDIVISION – LOT 31 HICKETY ROAD**
PROPONENT:	**LANDWEST FOR R.M. O'NEILL NOMINEES PTY LTD**
SITE:	**LOT 31 HICKETY ROAD, HOWATHARRA**
FILE REFERENCE:	**A1407**
PREVIOUS REFERENCE:	**2/07-15**
DATE:	**10 FEBRUARY 2020**
AUTHOR:	**SIMON LANCASTER**

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.1.3	**Subdivision Application**		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

Council is in receipt of correspondence from the Western Australian Planning Commission ('WAPC') seeking comment on an application to subdivide Lot 31 Hickety Road, Howatharra into 2 lots. This report recommends that Council conditionally support the application.

COMMENT

Lot 31 is a 542.25ha property located towards the northern end of Hickety Road, where it intersects with Ahern Place.

Figure 10.1.3(a) – Location Plan for Lot 31 Hickety Road, Howatharra

Lot 31 is largely cleared and used for farming purposes, there are some corridors of remnant vegetation along watercourses and outcrops towards the western end of the property. There is a residence and associated outbuildings located in the south-eastern corner of Lot 31.

Figure 10.1.3(b) – Aerial Photograph of Lot 31 Hickety Road, Howatharra

Figure 10.1.3(c) – Enlargement of Aerial Photo illustrating existing residence upon Lot 31

Figure 10.1.3(d) – View of proposed Homestead Lot B looking west from Ahern Place

Figure 10.1.3(e) – View of proposed Balance Lot A looking south from Ahern Place

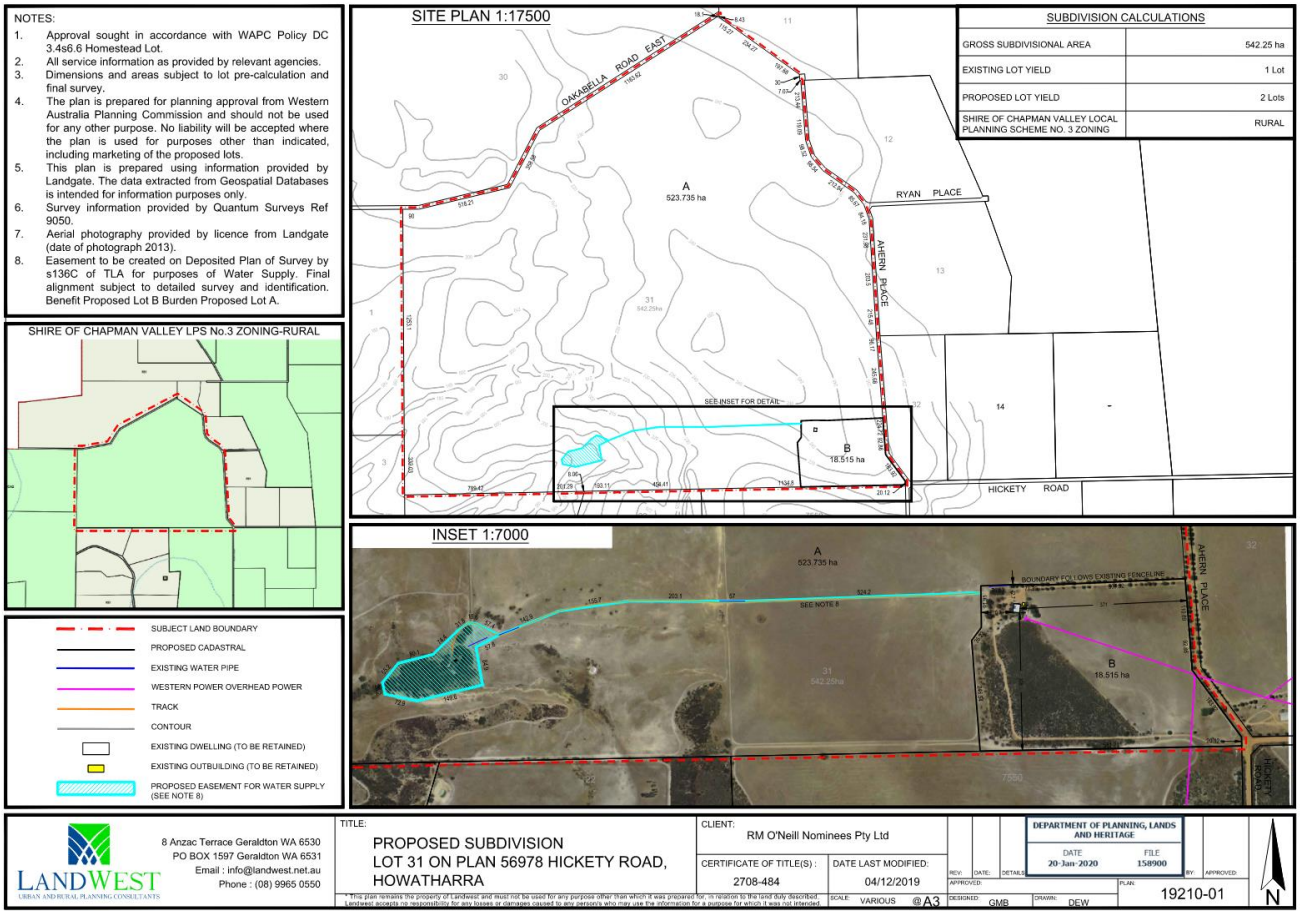
The landowner is seeking to subdivide Lot 31 into 2 lots as follows:

- 18.515ha lot in the southern-eastern corner of Lot 31 that would contain the existing residence, associated outbuildings and water storage capacity of 22,000L, the proposed lot would also gain access via a 1.08km easement containing an existing pipeline to a water supply located to the west; &

- balance 523.735ha lot

The proposed subdivision plan is provided in Figure 10.1.3(f) and also within **separate Attachment 10.1.3** along with the consultant's supporting explanatory report.

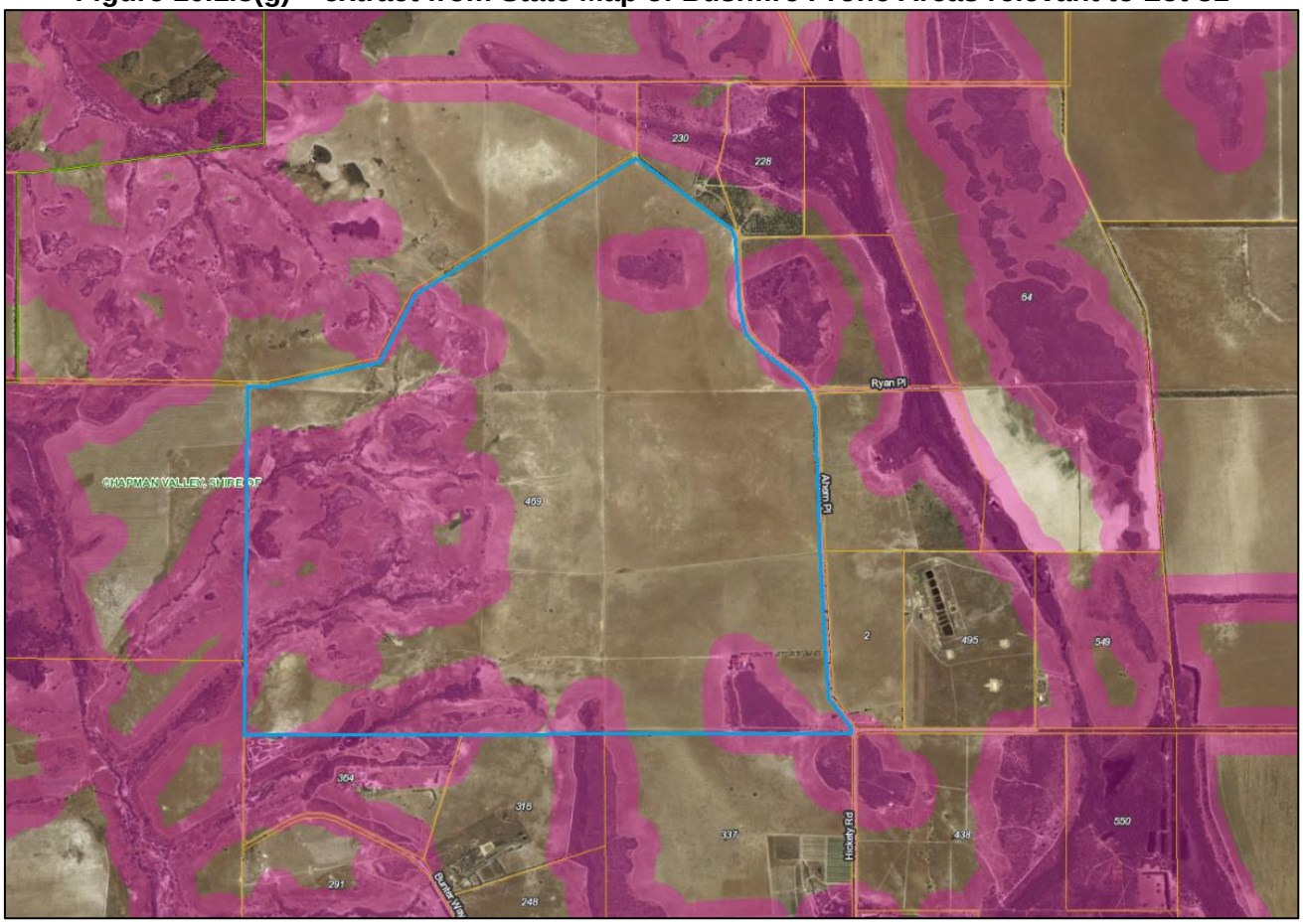
Figure 10.1.3(f) – Proposed Subdivision Plan for Lot 31 Hickety Road, Howatharra



Shire staff raise no objection to the subdivision application based upon the following:

- The subdivision presents no environmental impacts.
- The subdivision presents no heritage impacts.
- The subdivision will not create lots that are inconsistent with those already existing in the surrounding area (noting there are 20ha and 24ha lots immediately north-east of Lot 31, and a 26ha lot immediately opposite/east of the proposed Homestead Lot).
- The creation of 1 additional lot is not anticipated to create significant additional vehicle movements upon the local road network.
- The subdivision is consistent with the requirements for a Homestead Lot as contained in the WAPC Development Control Policy 3.4 – Subdivision of Rural Land.
- The lot sizes propose only minor variation to Council's strategic planning direction as laid out in the WAPC endorsed Shire of Chapman Valley Local Planning Strategy.
- The subdivision, subject to ongoing adherence to standard bushfire requirements, presents no additional bushfire hazard risk, with the potential additional residence that could be introduced through the creation of the vacant balance lot able to be sited in a location that has regard for areas identified as having potential to be bushfire prone.

Figure 10.1.3(g) – extract from State Map of Bushfire Prone Areas relevant to Lot 31



STATUTORY ENVIRONMENT

Lot 31 Hickety Road, Howatharra is zoned 'Rural' under the Shire of Chapman Valley Local Planning Scheme No.3.

The objectives for the 'Rural' zone are as follows:

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

Section 1.6 'Aims of the Scheme' lists the following considered to be of relevance to this application:

"(a) *Provide for a variety of lifestyle opportunities;*
(b) *Provide for a appropriate diversification of agricultural and other economic activities;*
(c) *Preserve agriculturally productive land and protect such land from ad hoc fragmentation or incompatible development;*
(d) *Protect, preserve and enhance the environment, natural and cultural heritage, and landscape and streetscape values."*

POLICY/PROCEDURE IMPLICATIONS

State Planning Policies are prepared and adopted by the WAPC under statutory procedures set out in part 3 of the *Planning and Development Act 2005*. The WAPC and local governments should have due regard to the provisions of State Planning Policies when making decisions on planning matters. The State Administrative Tribunal is also required to take account of State Planning Policies when determining appeals.

State Planning Policy 2.5 – Rural Planning and State Planning Policy 3.7 – Planning in Bushfire Prone Areas are of relevance to this subdivision application.

The WAPC's Development Control Policies sit within a structure which is established under the State Planning Strategy and Statement of Planning Policy 1 - State Planning Framework. Development Control Policies are used to guide decision making in relation to subdivision and development applications.

Development Control Policy 3.4 - Subdivision of Rural Land published in December 2016 is of relevance to this subdivision, and the applicant is making argument that it can be supported under the following Sections of DC3.4:

"5 General policy provisions

It is the opinion of the WAPC that rural land uses are the highest and best use for rural zoned land. Where an alternative use is proposed, such as residential, the use must be planned in a strategy or scheme and zoned accordingly.

When determining subdivision proposals on rural land, the following measures will be applied:

(a) the creation of new or smaller lots will be by exception;
(b) proposals will be considered against strategies and schemes;
(c) adequate buffer distances for sensitive and/or incompatible land uses can be achieved; and
(d) proposals will be assessed against any relevant State planning policies and/or operational policies.

6 Circumstances under which rural subdivision may be considered

In considering applications under section 6 (a) to (e), the WAPC will consider rural subdivision in the following exceptional circumstances:

(a) to realign lot boundaries with no increase in the number of lots, where the resultant lots will not adversely affect rural land uses;
(b) to protect and actively conserve places of cultural and natural heritage;
(c) to allow for the efficient provision of utilities and infrastructure and/or for access to natural resources;
(d) in the Homestead lot policy area (Appendix 2), to allow for the continued occupation of existing homesteads when they are no longer used as part of a farming operation; and
(e) for other unusual or unanticipated purposes which, in the opinion of the WAPC, do not conflict with this and other relevant policies and are necessary in the public interest.

Although the WAPC seeks to minimise the creation of new or smaller rural lots, there are some circumstances where subdivision of rural land may be appropriate in order to promote better land management and achieve environmental, cultural and/or social benefits. These forms of subdivision, which may result in additional dwelling entitlements, are considered to provide incentives for rural subdivision. As such the remainder of this policy outlines the applicable standards for rural subdivision."

"6.6 Homestead lots

The creation of Homestead lots is intended to allow primary producers to continue to occupy their dwelling when they cease to farm, and provide settlement opportunities in areas where land fragmentation is limited and unlikely to increase. Homestead lots are to be created in a manner that is consistent with the rural character and landscape of a locality. Homestead lots may be facilitated through boundary rationalisation or the creation of a new lot.

Homestead lots may therefore be created to enable an approved existing house on a rural lot to continue to be occupied provided that:

(a) the land is in the DC 3.4 Homestead lot policy area;
(b) the homestead lot has an area between one and four hectares, or up to 20 hectares to respond to the landform and include features such as existing outbuildings, services or water sources;
(c) there is an adequate water supply for domestic, land management and fire management purposes;
(d) the dwelling is connected to a reticulated electricity supply or an acceptable alternative is demonstrated;
(e) the homestead lot has access to a constructed public road;
(f) the homestead lot contains an existing residence that can achieve an appropriate buffer from adjoining rural land uses;
(g) a homestead lot has not been excised from the farm in the past;
(h) the balance lot is suitable for the continuation of the rural land use, and generally consistent with prevailing lot sizes, where it can be shown that this is consistent with the current farming practices at the property; and
(i) the dwelling on a homestead lot must be of a habitable standard and may be required to be certified as habitable by the local government.

Where there are a number of existing approved dwellings on a rural lot, more than one homestead lot may be considered as a one-off application."

FINANCIAL IMPLICATIONS

Nil

- **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 application by Council would have impact in relation to the Long Term Financial Plan.

STRATEGIC IMPLICATIONS

Lot 31 Hickety Road, Howatharra is located within Precinct No.3 – Chapman Valley of the Shire of Chapman Valley Local Planning Strategy (2008) the vision for which is:

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

Figure 7 of the Local Planning Strategy identifies Lot 31 as 'Proposed Rural Smallholdings (20-40ha)' and the proposed lot size of 18.515ha proposes only marginal (7.425%) variation to the strategic planning direction for this area.

It is noted that for Precinct 3 the Strategy states that:

"Council may support the subdivision/amalgamation of land within this Precinct, having due regard to the objectives of the Precinct, in the following circumstances:
…(g) For lifestyle/hobby farm purposes as per Figure 3 where the subject land has been appropriately rezoned to 'Rural Residential' (1-4ha) or 'Rural Smallholdings' (20-40ha)."

However, it is further noted that Lot 31 is immediately north of Lot 7550 Hickety Road, Howatharra that previously sought approval through Scheme Amendment No.2 to Scheme No.2 to rezone Lot 7550 from the 'Rural' zone to the 'Rural Smallholdings' zone to allow for further subdivision.

Whilst that rezoning application was supported by Council at both its 13 December 2017 and 18 April 2018 meetings, the WAPC advised on 20 May 2019 that it *"refuses to grant final approval to Amendment No.2 to Shire of Chapman Valley Local Planning Scheme No.2 as the proposal has not demonstrated connection to a road network that allows for travel and escape routes in two directions, inconsistent with State Planning Policy 3.7: Planning in Bushfire Prone Areas and its associated Guidelines."*

Rather than seek to rezone the entirety of Lot 31 to 'Rural Smallholdings' to enable this subsequent subdivision, this application makes argument under the Homestead Lot provisions of Development Control Policy 3.4 - Subdivision of Rural Land.

It is noted that the subdivision application process also opens the potential for lodgement of an appeal to the State Administrative Tribunal should the WAPC refuse this application, which is not an avenue available to the applicant should the WAPC refuse the much lengthier, more expensive and less certain rezoning application process.

The Geraldton Region Plan was released in 1999 by the WAPC to provide a framework for the future management, protection and coordination of regional planning. The Region Plan incorporates the Greater Geraldton Structure Plan that was updated in 2011 by the WAPC to account for a number of strategic planning directions. Lot 31 is located north of the structure plan area and Section 3.2.2 of the 2011 report notes that rural land to the north of the study area has been identified for rural living purposes in the endorsed Shire of Chapman Valley Local Planning Strategy, and are beyond the scope of the Greater Geraldton Structure Plan and are to be considered through wider regional planning.

Lot 31 is located within the study area for the WAPC's Moresby Range Management Strategy (2009). The Strategy identifies that the western portion of Lot 31 forms part of the Moresby Range footslopes, but does not identify the lot as being within a visually sensitive area.

- **Strategic Community Plan/Corporate Business Plan:**

The Shire of Chapman Valley Strategic Community Plan was endorsed by Council at its 15 November 2017 meeting, and the subdivision application is in accordance with its objectives.

CONSULTATION

The WAPC is not obliged to undertake any public consultation in its assessment of subdivision applications, but has referred the application to the Shire of Chapman Valley, Department of Biodiversity Conservation & Attractions, Department of Fire & Emergency Services, Department of Mines Industry Regulation & Safety, DFES Unexploded Ordnance Branch, Water Corporation and Western Power inviting comment.

RISK ASSESSMENT

Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignifi-cant (1)	Negligible injuries	Less than $1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response

VOTING REQUIREMENTS

Simple Majority

STAFF RECOMMENDATION

That Council advise the Western Australian Planning Commission that it supports the subdivision of Lot 31 Hickety Road, Howatharra (WAPC 158900) as shown upon Plan 19210-01 (WAPC date stamped 20/1/20) subject to the following conditions:

1 A notification, pursuant to Section 165 of the *Planning and Development Act 2005* is to be placed on the Certificate of Title of proposed Lot A advising of the existence of a hazard or other factor. Notice of this notification is to be included on the diagram or plan of survey (deposited plan). The notification is to state as follows: *"This lot is located within an area that contains operating market garden/s and has the potential to be affected by odours, noise, spray drift and dust that are associated with the continued operation of a market garden".*

2 A notification, pursuant to Section 165 of the *Planning and Development Act 2005*, is to be placed on the certificates of title of proposed Lots A and B advising of the existence of a hazard or other factor. Notice of this notification is to be included on the diagram or plan of survey (deposited plan). The notification is to state as follows: *"This land is within a bushfire prone area as designated by an Order made by the Fire and Emergency Services Commissioner and additional planning and building requirements may apply to development on this land."*

3 An easement, pursuant to Section 136C of the *Transfer of Land Act 1893* is to be placed upon proposed Lot A, benefiting proposed Lot B, for the purposes of water supply and access to water supply.

4 All buildings and effluent disposal systems having the necessary clearance from the new boundaries as required under the relevant legislation including the Local Planning Scheme.

5 Uniform fencing being constructed along the boundary between proposed Lots A and B.

AGENDA ITEM:	**10.1.4**
SUBJECT:	**REVIEW OF LOCAL PLANNING POLICIES**
PROPONENT:	**SHIRE OF CHAPMAN VALLEY**
SITE:	**WHOLE OF SHIRE**
FILE REFERENCE:	**204.05**
PREVIOUS REFERENCE:	**12/13-5 & 02/14-31-33**
DATE:	**9 FEBRUARY 2020**
AUTHOR:	**SIMON LANCASTER**

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.1.4(a)	**Current Shire of Chapman Valley Local Planning Policies**		✓
10.1.4(b)	**Draft Shire of Chapman Valley Local Planning Policies**		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

With the gazettal of Shire of Chapman Valley Local Planning Scheme No.3 and the release of WALGA's standardised Local Planning Policy template, it is now timely to undertake a review of the Shire's Local Planning Policies. This report recommends the advertising of the revised Local Planning Policies and at the conclusion of the advertising return this matter to Council for consideration.

COMMENT

The Shire's Local Planning Scheme No.3 was gazetted on 23 July 2019 and was required to be updated to reflect the requirements of the *Planning and Development (Local Planning Schemes) Regulations 2015*. The Regulations and Scheme No.3 introduced standardised provisions and definitions that are now required to be reflected in the Shire's Local Planning Policies to ensure consistency.

WALGA also released in 2019 a Local Planning Policy template that was prepared through a Working Group comprising representatives of WALGA, the Department of Planning, Lands & Heritage and 8 metropolitan Councils, and sought to produce a standardised policy layout that would provide statewide consistency and robustness to challenge.

A copy of the current Shire of Chapman Valley Local Planning Policies are provided as **separate Attachment 10.1.4(a)** and can also be viewed on the Shire website at:
https://www.chapmanvalley.wa.gov.au/local-planning-policies.aspx

A copy of the proposed Shire of Chapman Valley Local Planning Policies are provided as **separate Attachment 10.1.4(b)**.

The draft Shire Local Planning Policies have not been changed significantly in their content or direction, but rather the manner in which they are laid out, so as to align with the new state template for Local Planning Policies, they have also been renumbered to align with the state-wide template.

The only other changes that have been suggested in the draft policies are as follows:

- the 'Development adjacent to the proposed Oakajee to Tallering Peak and Oakajee to Narngulu Rail Corridors' policy has been updated to align with the new State Planning Policy 5.4 - Road and Rail Noise that was released in September 2019 (as was previously raised in the September and November 2019 Information Reports).

- the specific fire fighting provisions in the current 'Grouped Dwellings' policy have been removed in the draft policy and reference instead made to the requirements of the superseding State Planning Policy 3.7 – Planning in Bushfire Prone Areas.
- the current 'Cottage Industry' policy is proposed to be deleted, and worked into the draft 'Home Based Business' policy, to avoid unnecessary duplication (this approach also reflects that of the neighbouring City of Greater Geraldton to achieve greater regional consistency).
- the 'Rural Tourism' policy and 'Tree Farm' policy (formerly 'Agroforestry, Plantations and Tree Crops' policy) have been updated so that the definitions align with those as contained in the new Scheme and Regulations.
- the draft 'Ancillary Dwellings' policy has been updated to align with the City of Greater Geraldton 'granny flat' floor areas to achieve greater regional consistency (the changes only propose minor increase for 'granny flats' in the residential zones, and a minor increase in the internal habitable floor area in the rural residential zone but does not propose to increase the overall 'granny flat' area in the rural residential zone) as follows:

Zone	Maximum Habitable Floor Area (current/proposed)	Maximum total roof area (current/proposed)
Residential R10 and higher	60m² (70m²)	120m² (140m²)
Residential R5 and lower	60m² (80m²)	120m² (160m²)
Rural-Residential	60m² (90m²)	200m² (no change)
Rural Smallholdings	100m² (no change)	300m² (no change)
Rural (smaller than 20ha)	100m² (no change)	300m² (no change)
Rural (larger than 20ha)	No limit (no change)	No limit (no change)

For the purpose of this Policy 'Habitable Floor Area' does not include areas such as bathroom, laundry, water closet, food storage pantry, walk-in wardrobe, corridor, hallway, lobby, clothes drying room within the building.

STATUTORY ENVIRONMENT

Schedule 2 Part 2 Division 2 Clauses 3-6 of the *Planning and Development (Local Planning Schemes) Regulations 2015* establish the procedure for creating and amending Local Planning Policies.

"*3 Local planning policies*

(1) The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.

(2) A local planning policy —

(a) may apply generally or in respect of a particular class or classes of matters specified in the policy; and

(b) may apply to the whole of the Scheme area or to part or parts of the Scheme area specified in the policy.

(3) A local planning policy must be based on sound town planning principles and may address either strategic or operational considerations in relation to the matters to which the policy applies.

(4) The local government may amend or repeal a local planning policy.

(5) In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

4 Procedure for making local planning policy

(1) If the local government resolves to prepare a local planning policy the local government must, unless the Commission otherwise agrees, advertise the proposed policy as follows —

(a) publish a notice of the proposed policy in a newspaper circulating in the Scheme area, giving details of —

(i) the subject and nature of the proposed policy; and

(ii) the objectives of the proposed policy; and

(iii) where the proposed policy may be inspected; and

(iv) to whom, in what form and during what period submissions in relation to the proposed policy may be made;

(b) if, in the opinion of the local government, the policy is inconsistent with any State planning policy, give notice of the proposed policy to the Commission;

(c) give notice of the proposed policy in any other way and carry out any other consultation the local government considers appropriate.

(2) The period for making submissions in relation to a local planning policy must not be less than a period of 21 days commencing on the day on which the notice of the policy is published under subclause (1)(a).

(3) After the expiry of the period within which submissions may be made, the local government must —

(a) review the proposed policy in the light of any submissions made; and

(b) resolve to —

(i) proceed with the policy without modification; or

(ii) proceed with the policy with modification; or

(iii) not to proceed with the policy.

(4) If the local government resolves to proceed with the policy, the local government must publish notice of the policy in a newspaper circulating in the Scheme area.

(5) A policy has effect on publication of a notice under subclause (4).

(6) The local government —

(a) must ensure that an up-to-date copy of each local planning policy made under this Scheme is kept and made available for public inspection during business hours at the offices of the local government; and

(b) may publish a copy of each of those local planning policies on the website of the local government.

5 Procedure for amending local planning policy

(1) Clause 4, with any necessary changes, applies to the amendment to a local planning policy.

(2) Despite subclause (1), the local government may make an amendment to a local planning policy without advertising the amendment if, in the opinion of the local government, the amendment is a minor amendment.

6 Revocation of local planning policy

A local planning policy may be revoked —

(a) by a subsequent local planning policy that —

(i) is prepared in accordance with this Part; and

(ii) expressly revokes the local planning policy;

or

(b) by a notice of revocation —

(i) prepared by the local government; and

(ii) published in a newspaper circulating in the Scheme area."

POLICY/PROCEDURE IMPLICATIONS

Local Planning Policies, while prepared under a Local Planning Scheme, are not part of a scheme. Their primary role is to guide development, clearly articulate what Council aims to achieve through development control, and provide additional information concerning the position a Local Government will likely take on particular planning matters. A Local Planning Policy should not be inconsistent with a Local Planning Scheme, and in instances where this occurs, the provisions of the Scheme would prevail.

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

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

FINANCIAL IMPLICATIONS

The advertising cost of amending a Local Planning Policy is covered by the Council's existing planning budget allocation.

- **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 by Council would have impact in relation to the Long Term Financial Plan.

STRATEGIC IMPLICATIONS

It is always good practice for Council to review its policies be they procedural, financial or planning on a regular basis to ensure they are current, address changing circumstances, current and evolving development trends, community demands and meet Council's expectations.

- **Strategic Community Plan/Corporate Business Plan:**

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

CONSULTATION

Schedule 2 Part 2 Division 2 Clauses 4 & 5 of the *Planning and Development (Local Planning Schemes) Regulations 2015* requires that Council advertise the amendment of a Local Planning Policy for a minimum period of 21 days with a notice being placed in a locally circulating newspaper.

RISK ASSESSMENT

Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignifi-cant (1)	Negligible injuries	Less than $1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response

VOTING REQUIREMENTS

Simple Majority

STAFF RECOMMENDATION

That Council resolve, pursuant to Schedule 2 Part 2 Division 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, to prepare the Shire of Chapman Valley Local Planning Policies as contained in Attachment 10.1.4(b) and proceed to give notice to this effect and at the conclusion of the advertising period return this matter to Council for its further consideration.

AGENDA ITEM:	**10.1.5**
SUBJECT:	**BILL HEMSLEY PARK MANAGEMENT COMMITTEE**
PROPONENT:	**PARKFALLS RESIDENTS ASSOCIATION**
SITE:	**RESERVE 49641 REDCLIFFE CONCOURSE, WHITE PEAK**
FILE REFERENCE:	**A2040 & 205.02.09**
PREVIOUS REFERENCE:	**03/19-8 & 07/19-2**
DATE:	**9 FEBRUARY 2020**
AUTHOR:	**SIMON LANCASTER**

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.1.5(a)	**Bill Hemsley Park Management Licence**		✓
10.1.5(b)	**Bill Hemsley Park Management Committee Agreement**		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

Council resolved at its 20 March 2019 meeting that the Bill Hemsley Park Management Committee be reviewed. Following discussion by the Bill Hemsley Park Management Committee at its meeting held on 14 June 2019, Council resolved at its 17 July 2019 meeting that this matter be referred to all committee member parties for consideration prior to being presented back to Council. Responses have now been received and this report recommends that the Bill Hemsley Park Management Committee be discontinued.

COMMENT

The developer of the Parkfalls Estate advised the Shire on 2 August 2019 that:

> *"On behalf of the Parkfalls joint Venture I wish to advise that we agree the Management Committee should now be disbanded as the purpose of the committee has been achieved."*

This response was not unexpected as the developer has now sold all of their lots within the Parkfalls Estate and were therefore looking to wind up their activities, and the trust funds they had provided for the development of Bill Hemsley Park had been expended with their input.

The Parkfalls Residents Association advised the Shire on 6 February 2020 that

> *"As a result of a Special meeting held on 6 February 2020 it was resolved that the PRA Inc would voluntarily cancel its incorporation. As a result the PRA Inc will be withdrawing from all arrangements and agreements with the Shire of Chapman Valley. We are still be happy to share the Shire's information on our Facebook page.*
> *We would like to thank you for all of your support and will keep you informed as the process unfolds further."*

With the receipt of these responses from the other Bill Hemsley Park Management Committee members it would be appropriate for Council to disband the committee. The contribution of both external organisations has been of great assistance to the Shire in the creation, design and development of Bill Hemsley Park.

Council resolved at its 18 December 2019 meeting to endorse the following representatives to the Bill Hemsley Park Management Committee.

Bill Hemsley Park Management Committee	Purpose: The role of the Bill Hemsley Park Management Committee (Formerly Parkfalls Management Committee) as agreed at the 17 April 2013 Council meeting is to make recommendation to Council for its consideration as to development and expenditure within the park Delegation – Nil	2 x Councillors • Cr Royce (Chair) • Cr Humphrey • 2 x Parkfalls Residents Association • 1 x Developer *(Note: Developer has formally advised they have withdrawn from Committee)* Observers: ~ CEO ~ Deputy CEO

It is noted that the Bill Hemsley Park Management Committee is not a committee of the Council constituted pursuant to Section 5.8 of the *Local Government Act 1995* rather it is an advisory body and the Shire has obtained legal advice confirming its ability to withdraw.

With the Parkfalls Residents Association ceasing as an incorporated body and wishing to withdraw from its agreements with the Shire it is also necessary to address the matter of the Bill Hemsley Park Management Licence and its cancellation.

The Management Licence was executed on 5 June 2018 between the Shire of Chapman Valley and the Parkfalls Residents Association Incorporated and was due to expire on 16 May 2021. Similar to other Management Licences that Council has in place with other community groups for facilities in the Shire, the licence outlines use and maintenance responsibilities, and a copy is provided as **separate Attachment 10.1.5(a)**.

STATUTORY ENVIRONMENT

The 2011 legal agreement between the Shire and the Parkfalls Estate developer provided the terms for the transfer of the land for the park and payment of funds by the developer to the Shire to be held in trust for expenditure on the park. The subsequent 2013 Management Committee Agreement between the Shire, the Parkfalls Estate developer, and the Parkfalls Residents Association established the process for expenditure of the trust funds.

POLICY/PROCEDURE IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The Bill Hemsley Park Management Committee Agreement, copy provided as **separate Attachment 10.1.5(b)** established the process by which recommendations to Council on the expenditure of the trust funds had to be made.

Part 3 of the Management Agreement states:

> *"3 Decisions not binding on Shire*
>
> *The parties acknowledge and agree that the decisions and recommendations of the Management Committee are advisory only and are not binding on the Shire or the Shire's Council."*

Part 4 of the Management Agreement states:

> "*4.1 Use of Trust Payment*

The Shire covenants and agrees to deposit the Trust Payment into a trust fund in accordance with the provisions of the Local Government Act 1995, and to only use such funds for construction and development upon the Recreation Site.

4.2 Acknowledgement

The parties covenant and agree that the expenditure of the trust fund can only be approved by the Council of the Shire based on the recommendations of the Management Committee provided such expenditure is for construction and development upon the Recreation Site."

The Management Committee at its 5 August 2016 meeting endorsed the proposed expenditure from the Bill Hemsley Park Trust Account as contained within the 2016/2017 Council budget, and this Management Committee endorsement, along with the subsequent 10 November 2015 and 10 October 2018 endorsements, satisfied Part 4 of the Management Agreement and enabled expenditure of the trust funds which concluded in 2018/2019.

- **Long Term Financial Plan (LTFP):**

The Shire of Chapman Valley Long Term Financial Plan was endorsed by Council at its 19 July 2017 meeting and identified the Bill Hemsley Park development as a strategic new project.

STRATEGIC IMPLICATIONS

The Bill Hemsley Park Masterplan was adopted by Council at its 21 November 2018 meeting.

- **Strategic Community Plan/Corporate Business Plan:**

The Shire of Chapman Valley Strategic Community Plan was endorsed by Council at its 15 November 2017 meeting and listed developing, managing and maintaining built infrastructure as an objective for which the Shire is responsible to achieve the community's vision.

CONSULTATION

Council resolved at its 17 July 2019 meeting to consult with the Parkfalls Residents Association and the Parkfalls Estate developer (being the other members of the Bill Hemsley Park Management Committee) and reconsider this matter and the received responses at a later date.

RISK ASSESSMENT

Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignifi-cant (1)	Negligible injuries	Less than $1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response

VOTING REQUIREMENTS

Simple Majority

STAFF RECOMMENDATION

That Council:

1 Write to the Parkfalls Residents Association and the Parkfalls Estate developer thanking them for their assistance and support in the creation, design and development of the Bill Hemsley Park.

2 Disband the Bill Hemsley Park Management Committee.

3 Upon confirmation of the cancellation of the incorporation of the Parkfalls Residents Association that the Shire cancel the Bill Hemsley Park Management Licence.

AGENDA ITEM:	**10.1.6**
SUBJECT:	**PROPOSED REMOVAL OF RATES EXEMPTION**
PROPONENT:	**ESTATE OF M. SCAFFIDI**
SITE:	**LOT 10786 NORTH WEST COASTAL HIGHWAY, BULER**
FILE REFERENCE:	**A1585**
PREVIOUS REFERENCE:	**12/08-3**
DATE:	**10 FEBRUARY 2020**
AUTHOR:	**SIMON LANCASTER**

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
Nil			

DISCLOSURE OF INTEREST

Nil.

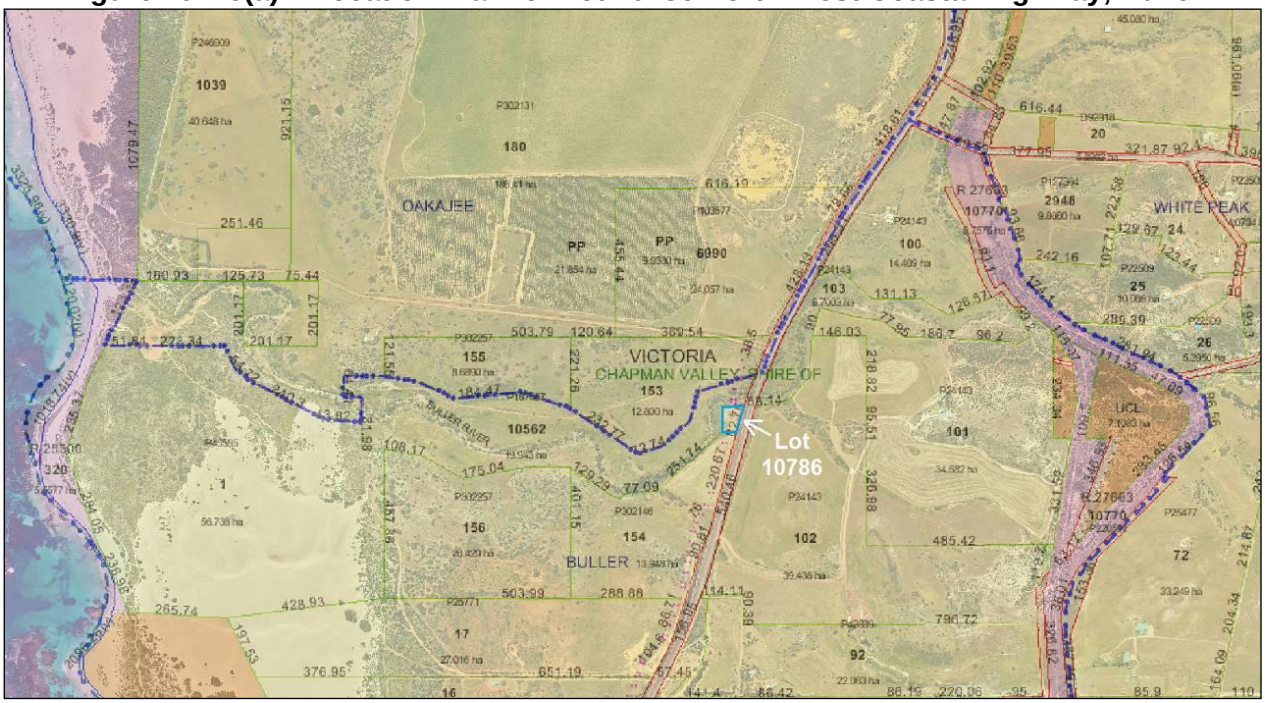
BACKGROUND

Lot 10786 North West Coastal Highway, Buller is currently exempted from the payment of rates. This report recommends that Council seek the Minister for Local Government's cancellation of the rates exemption. This report also recommends that Council seek the Minister for Water's assistance in the State Government's acquisition of Lot 10786 which has its development potential curtailed by the Geraldton-Northampton water pipeline which runs through the centre of the property.

COMMENT

Lot 10786 was purchased by Michael Scaffidi on 24 June 1981 and is a vacant 4,050m² property on the western side of North West Coastal Highway located immediately south of the Buller River.

Figure 10.1.6(a) – Location Plan for Lot 10786 North West Coastal Highway, Buller



Lot 10786 is zoned 'Rural' and this zoning would generally be considered to provide a level of development potential to the property. However, the Geraldton-Northampton scheme water pipeline runs through the centre of the property, and this coupled with the lot's relatively small size, configuration, and immediate proximity to the North West Coastal Highway and associated noise, curtails its ability (and attractiveness) for development.

The scheme water pipeline through Lot 10786 has not been secured within an easement as it is understood that when the landowner passed away on 13 July 2007 the Water Corporation's discussions were still in progress and may have been halted due to uncertainties over who was managing the affairs for the property. The purchase of the land and/or placement of an easement was therefore not concluded prior to the land being entered onto for the undertaken pipeline works.

Council resolved at its 17 December 2008 meeting to write off the outstanding rates of $3,186.63 for Lot 10786 and commence the process of requesting that the Minister for Local Government exempt Lot 10786 from rates in accordance with Section 6.26(4) of the *Local Government Act 1995* as Council deemed the land undevelopable.

The report presented to Council in 2008 noted that Lot 10786 was located within the Oakajee Industrial Estate Buffer and also contained the Geraldton-Northampton water pipeline running directly through the middle of the property.

Figure 10.1.6(b) – Aerial Photo of Lot 10786 North West Coastal Highway, Buller (illustrating the water pipeline easement upon the lots immediately north and south of, but absent from, Lot 10786)

On 20 March 2009 the Minister's approval for the exemption of Lot 10786 from payment of local government rates was gazetted.

On 20 November 2013 the Shire of Chapman Valley Local Planning Scheme No.2 was gazetted that amended the boundary of the Oakajee Industrial Estate Buffer so that Lot 10786 was no longer within

the buffer, and immediately outside/south of it. Lot 10786 was zoned 'Rural' under Scheme No.2 and this zoning was maintained in superseding Shire of Chapman Valley Local Planning Scheme No.3 that was gazetted on 23 July 2019.

Whilst this zoning can be considered to provide some form of development potential to Lot 10786, the matters of the scheme water pipeline, the lot's size, and immediate proximity to the heavy haulage route of the North West Coastal Highway remain, and it was therefore still considered appropriate to exempt Lot 10786 from rates.

On 20 May 2019 the Shire wrote to the settlement agent acting on behalf of Marilyn Scaffidi, the widow of Michael Scaffidi, who had been unable to locate the Certificate of Title for Lot 10786 during the attending to affairs, and provided the requested information to be of assistance to their application for a replacement Certificate of Title. Marilyn Scaffidi was registered as the Administrator of the Estate on the Certificate of Title for Lot 10786 on 18 June 2019.

The Shire also advised in its correspondence to the settlement agent that as Lot 10786 was impacted by the Geraldton-Northampton water pipeline, the Shire would approach the Water Corporation requesting that they make contact to enter into discussions over land purchase. The Shire wrote to the Water Corporation on 20 May 2019 providing background information and seeking its assistance in resolving this matter as it was considered undesirable that this property might be sold to a new party with a level of development expectation.

On 11 November 2019 the Water Corporation advised that it had been in contact with the current landowner of Lot 10786 and following an independent valuation agreed a purchase price but the negotiation would not result in a completed Contract of Sale as the seller would not agree to the Water Corporation's contamination clause. The Water Corporation also advised that it had alternatively requested an easement but it was unclear whether that option would be taken up, as the consideration would be significantly below the selling price of the land.

The Shire considered it a reasonable concern raised by the landowner of Lot 10786 (and advised the Water Corporation as such on 27 November 2019) that the landowner was unwilling to sign a clause confirming that the land was not contaminated, when contractors working for the party asking them to sign the clause, had previously entered onto their property and conducted works and placed infrastructure without their supervision or finalised authorisation.

The Water Corporation responded on 28 November 2019 that its position regarding the pipeline through Lot 10786 is that it would like to be granted an easement to give some extra protection as it would then appear on the Certificate of Title as a registerable document. However the Water Corporation further advised that it already had significant powers under its Act which put certain responsibilities on the landowner to not endanger the pipeline so the granting of a Deed to the Water Corporation was not essential, and it had a number of pipelines throughout the State which rely on the Act to afford protection.

The Water Corporation further advised that an offer for the creation of an easement had been put to the landowner of Lot 10786 and was currently under consideration by them. The Water Corporation advised it had no desire to own the land outright and that it would not pursue the purchase of the land unless the landowner changed their mind, and this option will remain open to them for a further 12 months.

In an attempt to progress this matter the Shire wrote to the Water Corporation on 9 December 2019 and suggested the following potential options for further consideration:

- whether the Shire might sign a Statutory Declaration to the effect that to its knowledge there had been no land use upon the property that had caused contamination, if this would then satisfy the Water Corporation's requirements and enable purchase to proceed (an example was provided by the Shire based upon previous Statutory Declarations provided by the Shire to the Department of Lands when undertaking road widenings); or

- alternatively, if the concern was the Water Corporation did not want to be left holding an asset it did not require (and an internal Water Corporation contamination declaration procedure had not been resolved) then it could potentially approach the landowner to the south and enquire whether they would wish to acquire the property from the Water Corporation. If the adjoining landowner was interested, then as part of the overall conveyancing undertaken by the Water Corporation's settlement agent, it could be set up through 2 prior signed agreements that the land passed from the current landowner to the Water Corporation who install the pre-prepared easement upon the title then transfer the land to the southern neighbour; or
- (in the event the southern adjoining landowner was not interested) the Water Corporation could instead transfer the lot as a freehold title to the Shire or Development WA (formerly LandCorp) or Main Roads WA, or convert it to Crown Reserve for management by the Shire or Development WA or Main Roads WA (once Water Corporation had made the necessary arrangements for the creation of the pipeline easement to be enacted at time of conveyancing).

The Water Corporation responded on 3 January 2020 that it considered the Shire signing a Statutory Declaration would not satisfy its requirements as the Shire had never owned the land, and transferring the land back to the State in the form of a Crown Reserve was also unsatisfactory as it would not be accompanied by an assurance by the current landowner regarding contamination. Water Corporation also advised that the suggestion of purchasing and passing the land on to the adjoining landowner, or another third party such as the Shire, would not be satisfactory as the Water Corporation would be unable to say the land was not contaminated (due to the current landowner not signing the Water Corporation's clause) and this was not allowed by its policies.

Figure 10.1.6(c) – View of Lot 10786 looking north from North West Coastal Highway

STATUTORY ENVIRONMENT

Council can continue the rates exemption pursuant to Section 6.26(2)(k) of the *Local Government Act 1995* which makes allowance for the Minister to exempt land from rates, or request under Section 6.26(4) that the Minister make declaration to cancel the exemption.

"6.26 Rateable land

(1) Except as provided in this section all land within a district is rateable land.

(2) The following land is not rateable land —
(a) land which is the property of the Crown and —
(i) is being used or held for a public purpose; or
(ii) is unoccupied, except —

(I) where any person is, under paragraph (e) of the definition of owner in section 1.4, the owner of the land other than by reason of that person being the holder of a prospecting licence held under the Mining Act 1978 in respect of land the area of which does not exceed 10 ha or a miscellaneous licence held under that Act; or

(II) where and to the extent and manner in which a person mentioned in paragraph (f) of the definition of owner in section 1.4 occupies or makes use of the land;

and

(b) land in the district of a local government while it is owned by the local government and is used for the purposes of that local government other than for purposes of a trading undertaking (as that term is defined in and for the purpose of section 3.59) of the local government; and

(c) land in a district while it is owned by a regional local government and is used for the purposes of that regional local government other than for the purposes of a trading undertaking (as that term is defined in and for the purpose of section 3.59) of the regional local government; and

(d) land used or held exclusively by a religious body as a place of public worship or in relation to that worship, a place of residence of a minister of religion, a convent, nunnery or monastery, or occupied exclusively by a religious brotherhood or sisterhood; and

(e) land used exclusively by a religious body as a school for the religious instruction of children; and

(f) land used exclusively as a non-government school within the meaning of the School Education Act 1999; and

(g) land used exclusively for charitable purposes; and

(h) land vested in trustees for agricultural or horticultural show purposes; and

(i) land owned by Co-operative Bulk Handling Limited or leased from the Crown or a statutory authority (within the meaning of that term in the Financial Management Act 2006) by that co-operative and used solely for the storage of grain where that co-operative has agreed in writing to make a contribution to the local government; and

(j) land which is exempt from rates under any other written law; and

(k) land which is declared by the Minister to be exempt from rates.

(3) If Co-operative Bulk Handling Limited and the relevant local government cannot reach an agreement under subsection (2)(i) either that co-operative or the local government may refer the matter to the Minister for determination of the terms of the agreement and the decision of the Minister is final.

(4) The Minister may from time to time, under subsection (2)(k), declare that any land or part of any land is exempt from rates and by subsequent declaration cancel or vary the declaration.

(5) Notice of any declaration made under subsection (4) is to be published in the Gazette.

(6) Land does not cease to be used exclusively for a purpose mentioned in subsection (2) merely because it is used occasionally for another purpose which is of a charitable, benevolent, religious or public nature."

POLICY/PROCEDURE IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Lot 10786 North West Coastal Highway, Buller, were it to be subject to rates, would be likely be assessed at the Unimproved Value minimum rate which is currently $400 per annum.

- **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 by Council would have impact in relation to the Long Term Financial Plan.

STRATEGIC IMPLICATIONS

- **Strategic Community Plan/Corporate Business Plan:**

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

CONSULTATION

The Water Corporation have a pipeline running through Lot 10786 and the easement required to protect this infrastructure would be approximately 820m² which represents 20% of the property. This when coupled with the fact it runs through the centre of the property, along with the lot's shape and proximity to the North West Coastal Highway and associated noise reduces the potential (and attractiveness) for development upon the property.

The Shire has consulted with the Water Corporation in regards to it potentially purchasing Lot 10786 North West Coastal Highway, Buller to resolve this issue.

RISK ASSESSMENT

Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignifi-cant (1)	Negligible injuries	Less than $1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response

VOTING REQUIREMENTS

Simple Majority

STAFF RECOMMENDATION

That Council:

1 Write to the Department of Local Government seeking the Minister's cancellation of the rates exemption for Lot 10786 North West Coastal Highway, Buller under Section 6.26(4) of the *Local Government Act 1995*.

2 Write to the Minister for Water seeking assistance through the State Government's acquisition of Lot 10786 North West Coastal Highway, Buller which is a small, privately owned lot that has its development potential curtailed by the Geraldton-Northampton water pipeline which runs through the centre of the property.

3 Write to the landowner of Lot 10786 North West Coastal Highway, Buller advising of the Shire's requests to Ministers.

10.2
Manager Finance & Corporate Services February 2020

Contents

10.2 AGENDA ITEMS

10.2.1 Financial Reports for December 2019 & January 2020

10.2.2 Budget Review

10.2.3 Finance, Audit & Risk Management Committee

AGENDA ITEM:	**10.2.1**
SUBJECT:	**FINANCIAL MANAGEMENT REPORT FOR DECEMBER 2019 & JANUARY 2020**
PROPONENT:	**SHIRE OF CHAPMAN VALLEY**
SITE:	**SHIRE OF CHAPMAN VALLEY**
FILE REFERENCE:	**307.00**
PREVIOUS REFERENCE:	**NIL**
DATE:	**19 FEBRUARY 2020**
AUTHOR:	**DIANNE RAYMOND, MANAGER FINANCE & CORPORATE SERVICES**

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.2.1(a)	**December 2019 Financial Management Report**		✓
10.2.1(b)	**January 2020 Financial Management Report**		✓
10.2.1(c)	**Confidential List of Accounts December 2019**		✓
10.2.1(d)	**Confidential List of Accounts January 2020**		✓

DISCLOSURE OF INTEREST

Nil

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 2019 & January 2020 are detailed in the monthly management report provided as a separate attachment for Council's review.

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 6.4
Local Government (Financial Management) Regulations 1996 Section 34

POLICY/PROCEDURE IMPLICATIONS

There are no policy implications

FINANCIAL IMPLICATIONS

As presented in the Financial Management Report for December 2019 & January 2020

- **Long Term Financial Plan (LTFP):**

  No significant effect on the LTFP

STRATEGIC IMPLICATIONS

Nil

- **Strategic Community Plan/Corporate Business Plan:**

Ref	Objective	Strategy	Action
5.1	Ensure governance and administration systems, policies and processes are current and relevant	Review policy categories and set ongoing accountability for review processes	Review current Council and Management policies and formalise update process and timelines.

CONSULTATION

Not applicable

RISK ASSESSMENT

The associated risk would be the failure to comply with Local Government Financial Regulations requiring monthly reporting of financial activity. Risk rating is considered Level 1 – Insignificant.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than $1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response

VOTING REQUIREMENTS

Simple Majority

STAFF RECOMMENDATION

That Council receives the financial management report supplied under separate cover for the months of December 2019 & January 2020 comprising the following:

- Statement of Financial Activities with notes
- Note 1 – Net Current Assets
- Note 2 – Explanation of Material Variances
- Note 3 – Cash & Investments
- Note 4 – Receivables
- Note 5 – Rating Revenue
- Note 6 – Disposal of Assets
- Note 7 – Capital Acquisitions
- Note 8 – Borrowings
- Note 9 – Reserves
- Note 10 – Grants & Contributions
- Note 11 – Trust Fund
- Note 12 – Budget Amendments

  Additional Information
  - Budget by Program
  - Summary of Payments
  - Bank Reconciliation
  - Credit Card Statement

AGENDA ITEM:	**10.2.2**
SUBJECT:	**ANNUAL BUDGET REVIEW 2019/2020**
PROPONENT:	**CHIEF EXECUTIVE OFFICER**
SITE:	**SHIRE OF CHAPMAN VALLEY**
FILE REFERENCE:	**306.13**
PREVIOUS REFERENCE:	**NIL**
DATE:	**19 FEBRUARY 2020**
AUTHOR:	**DIANNE RAYMOND, MANAGER FINANCE & CORPORATE SERVICES**

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.2.2	**Budget Review Report**		✓

DISCLOSURE OF INTEREST

Nil

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 full review of the Shire's progress halfway through the financial year. This review process has been undertaken having regard for:

- actual revenues and expenditures for the first six (6) months of the financial 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 will generally balance out.

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 (Budget Review Report) which accommodate unforeseen situations, grant variations, reallocation of works and services since the Original Budget was adopted.

The items listed in the **Attachment 10.2.2(a) Budget Review Report** have been identified as variations required to the Annual Budget however, having a nil overall effect on the 2019/2020 Adopted Budget. 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 2019 to 31st December 2019. The report

highlights identified amendments and provides detailed explanations for these variances by Program (although also noted by Nature or Type in the financial statements). The financial statements are provided as a guidance only 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.

This report seeks Council consideration of variations for the mid-year budget review and determination of whether or not to authorise these proposed variations according to both operating and capital revenue/expenditure.

The original 2019/2020 budget as adopted by Council forecast a closing position of $1,204,318; after the annual financial audit the actual audited closing position is $1,419,387, increasing the carried forward surplus by an amount of $215,069. The change in position is due to the estimating of 30 June 2019 creditors paid in July 2019, also some additional revenue from grant funding providers.

Those items removed/deferred to balance the 2019/20 Statutory Budget at the time of adoption are supplied under separate cover for your reference. The staff recommendation does not refer to these items for consideration in the budget review. The additional surplus funds are recommended to be placed into the Plant/Light Vehicle Reserve Funds to offset forecast high plant replacement costs over the next few financial years. The items removed from the draft budget, to balance this at the time, may be reconsidered in the 2020/21 budget (or any future budget). However, if Council does want to bring any of these deferred line items into 2019/20 amended budget this can be accommodated (subject to sufficient time for completion).

The fixed asset depreciation expense budget provision across all infrastructure, land & building, plant & equipment classes requires amendment primarily due to the consideration of remaining useful life cycles for Infrastructure at the 30th June 2019. The asset register has now been updated with depreciation rates recalculated for all Roads Infrastructure components. It is recommended the overall budget for asset depreciation be amended to reflect this change and further review take place at the end of year. This is a non-cash item; however, has impacts on Council's ratios at the end of the financial year.

STATUTORY ENVIRONMENT

Local Government Act (1995) – Division 2 - Annual Budget - Section 6.2
Local Government (Financial Management) Regulations - Review of Budget - Reg 33A

POLICY IMPLICATIONS

The budget is based on the principles contained in all Councils Plans for the Future.

FINANCIAL IMPLICATIONS

A summary of Proposed Budget amendments is attached with a NIL overall budget effect.

- **Long Term Financial Plan (LTFP):**

  No significant effect on the LTFP

STRATEGIC IMPLICATIONS

Nil

- **Strategic Community Plan/Corporate Business Plan:**

  All the attached proposed amendments are consistent with the Corporate Business Plan.

Ref	Objective	Strategy	Action
5.1	Ensure governance and administration systems, policies and processes are current and relevant	Review policy categories and set ongoing accountability for review processes	Review current Council and Management policies and formalise update process and timelines.

CONSULTATION

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

RISK ASSESSMENT

Risk Rating Level 1 - Insignificant is appropriate as associated risk would be a failure to comply with relevant Financial Management Regulations requiring local governments to review their annual budget. The proposed changes to the 2019/2020 Adopted Budget does not have a financial impact, simply a NIL affect overall. The proposed increase adjustments to expenditures are offset by reducing expenditure allocations elsewhere in the budget; increase to income not previously allocated and additional opening surplus, with the view to ensuring a budget outcome for the year achieves or delivers an improved overall result than the original budget.

Measures of Consequence							
Rating (Level)	**Health**	**Financial Impact**	**Service Interruption**	**Compliance**	**Reputational**	**Property**	**Environment**
Insignificant (1)	Negligible injuries	Less than $1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response

VOTING REQUIREMENTS

Absolute Majority

STAFF RECOMMENDATION

That Council:

1 Council adopts the 2019/2020 Statutory Budget Review, which includes all amendments listed in the Budget Review Report attached.

2 The 2019/2020 fixed asset depreciation budget allocation be amended in accordance with the recent revaluations. This is a non-cash item therefore will have a nil effect on Council's operating budget.

AGENDA ITEM:	**10.2.3**
SUBJECT:	**FINANCE, AUDIT & RISK MANAGEMENT COMMITTEE MINUTES**
PROPONENT:	**SHIRE OF CHAPMAN VALLEY**
SITE:	**SHIRE OF CHAPMAN VALLEY**
FILE REFERENCE:	**403.05**
PREVIOUS REFERENCE:	**NIL**
DATE:	**19 FEBRUARY 2020**
AUTHOR:	**DIANNE RAYMOND, MANAGER FINANCE & CORPORATE SERVICES**

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.2.3	**Finance, Audit & Risk Management Committee Minutes - 6 February 2020**		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

The Shire of Chapman Valley Finance, Audit & Risk Management Committee met on the 6th February 2020 in the Council Chambers Nabawa. The Minutes of the meeting have been included. **(Supplied under separate attachment).**

COMMENT

The Minutes and recommendations from the Finance, Audit & Risk Committee meeting dated 6th February 2020 are presented for Council consideration.

STATUTORY ENVIRONMENT

Local Government Act 1995 & Local Government Audit Regulations 1996.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

No implications envisaged.

- **Long Term Financial Plan (LTFP):**

  No effect on LTFP

STRATEGIC IMPLICATIONS

No implications envisaged.

- **Strategic Community Plan/Corporate Business Plan:**

Ref	Objective	Strategy	Action
5.1	Ensure governance and administration systems, policies and processes are current and relevant	Review policy categories and set ongoing accountability for review processes	Review current Council and Management policies and formalise update process and timelines.

CONSULTATION

Committee Members and Senior Staff.

RISK ASSESSMENT

Low risk as it is considered the Council remains in a sound financial position and management procedures are sound.

Measures of Consequence							
Rating (Level)	**Health**	**Financial Impact**	**Service Interruption**	**Compliance**	**Reputational**	**Property**	**Environment**
Insignificant (1)	Negligible injuries	Less than $1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response

VOTING REQUIREMENTS

Simple Majority

COMMITTEE RECOMMENDATION

That Council receives the Minutes of the Finance, Audit & Risk Management Committee meeting held on the 6 February 2020 and endorse the following recommendations i.e.

1 The 2019 Compliance Audit Return be signed by the CEO and Shire President.

2 The 2019 Compliance Audit Return be received and recorded in the Minutes of Council.

3 The 2019 Compliance Audit Return is submitted to the Department of Local Government, Sport & Cultural Industries.

4 The Committee recommend Council endorse a change of membership status of the External, Independent Member on the Shire of Chapman Valley's Finance, Audit & Risk Management Committee to a voting member

10.3
Chief Executive Officer
February 2020

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10.3.1 Corporate Business Plan Review

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10.3.3 Policy & Procedures Review

AGENDA ITEM:	**10.3.1**
SUBJECT:	**CORPORATE BUSINESS PLAN REVIEW**
PROPONENT:	**SHIRE OF CHAPMAN VALLEY**
SITE:	**SHIRE OF CHAPMAN VALLEY**
FILE REFERENCE:	**313.00**
PREVIOUS REFERENCE:	**02/18-5**
DATE:	**19 FEBRUARY 2020**
AUTHORS:	**MAURICE BATTILANA, CHIEF EXECUTIVE OFFICER**

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.3.1	**Draft Corporate Business Plan**		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

Council adopted the current Corporate Business Plan (CBP) at the February 2018 OCM after a full review process of the Strategic Community Plan (SCP) during 2017 i.e.

MOVED: CR FORTH *SECONDED: CR MALUISH*

Council endorse the Corporate Business Plan as presented.

Voting 6/0
CARRIED
Minute Reference:02/18-5

A CBP Status Report is presented to Council as an information item in the CEO's Staff Report every month, which details where the specific projects identified by Council as requiring attention are at.

The Draft Revised Draft CBP provided at **Attachment 10.3.1** retains the status of past specific projects and lists (in RED) recommended new projects for the future, whilst retaining the SCP Objectives, Strategies & Actions.

COMMENT

The full review of the Shire's Council SCP & CBP concluded with these plans being formally adopted by Council at the November 2017 & February 2019 OCMs respectively.

Under legislation Council is required to undertake a review of its SCP as follows:

> *"19C Strategic Community Plans, requirements for (Act s.5.56)*
>
> *4) A local government is to review the current strategic community plan for its district at least once every 4 years."*

Therefore, there is no need, nor is it being recommended, for the SCP to be reviewed until the 2021/2022 Financial Year.

Whereas the CBP is to be reviewed annually and then a full review is scheduled to be undertaken at the time the SCP is reviewed i.e. every 4 years:

"19DA Corporate Business Plans, requirements for (Act s. 5.56)

(2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.

(3) A corporate business plan for a district is to —
(a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
(b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
(c) develop and integrate matters relating to resources, including asset management, workforce planning and long term financial planning.

(4) A local government is to review the current corporate business plan for its district every year.

(5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.

(6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine whether or not to adopt the plan or the modifications.*
**Absolute majority required.*

(7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan."

Council incorporates the annual review of its CBP as part of the Annual Budget Workshop and Budget Adoption process. There have been no amendments made to the SCP Objectives, Strategies or Actions (all of which are repeated in the CBP).

The Department of Local Government Guidelines on the IPR Review process recommends:

"The following diagram depicts an indicative 4 year road map for the IPR process. This is for reference only as each local government has significant discretion over the design of the process. For example, while community surveys are considered good practice, they are not mandatory. A local government may choose to conduct a community survey every year, every 2 years, every 4 years or not at all.
Indicative IPR "Roadmap"

The Draft CBP has been included in both the November and December 2019 Concept Forums to provide Council with the opportunity to have a more detailed review of the CBP at the 2 year mark (i.e. *Mini Strategic Review*) of the 4 year period of the plan. At the time of writing this agenda item no feedback was received on the Draft CBP.

The recommended amendments to the CBP remain consistent with the SCP Objectives, Strategies or Actions. It is only the specific projects and items listed in the Short, Medium and Long Term stages and the No Timeline (Ongoing) aspects of the Plan, which are being recommended for amendment.

A copy of the Draft CBP is provided at ***Attachment 10.3.1(a)*** with all the recommended amendments shown in RED Text. It should also be noted where two (2) additional columns have been included to track the progress of the items listed in the CBP (past & future) i.e.:

- Completed – 2017 to 2019; &
- Status Report – 2019-2023

STATUTORY ENVIRONMENT

Section 5.56 of the *Local Government Act 1995* states:

> *"5.56 Planning for the Future*
>
> *(1) A local government is to plan for the future of the district.*
>
> *(2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district."*

It is intended under the Western Australian Integrated Planning and Reporting Framework that the Strategic Community Plan will replace the Plan for the Future under the process as set out by the *Local Government (Administration) Regulations 1996*.

Section 19C of the *Local Government (Administration) Regulations 1996* states:

> "*19C Strategic community plans, requirements for (Act Section 5.56)*
>
> *(1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
>
> *(2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.*
>
> *(3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.*
>
> *(4) A local government is to review the current strategic community plan for its district at least once every 4 years.*
>
> *(5) In making or reviewing a strategic community plan, a local government is to have regard to —*
> *(a) the capacity of its current resources and the anticipated capacity of its future resources; and*
> *(b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and*
> *(c) demographic trends.*

(6) Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.

(7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine whether or not to adopt the plan or the modifications.*
**Absolute majority required.*

(8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

(9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.

(10) A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan."

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

All relevant projects endorsed in the CBP for short, medium and long term will be included in the Long Term Financial and Asset Management Plans (if applicable) and considered as part of the Annual Budget cycle.

- **Long Term Financial Plan (LTFP):**

  The LTFP forms part of the overall Integrated Planning & Reporting requirements of a local government authority and, where applicable, any changes made to the Strategic Community Plan and Corporate Business Plan will flow on through to the LTFP, Asset Management Plan and Workforce Plan and Annual Budgets.

STRATEGIC IMPLICATIONS

Other than it being a legislative requirement to adopt and review Integrated Planning & Reporting it is also strategically sound for these plans to be in place and relevant to provide Council and the community with an understanding of the future direction of the Shire.

- **Strategic Community Plan/Corporate Business Plan:**

  Below is an extract from the Strategic Community Plan adopted in November 2017:

  Community Vision and Values
  The emerging community vision has validated the previously identified aspiration to be 'a thriving community, making the most of our coastline, ranges and rural settings to support us to grow and prosper' and valuing the rural lifestyle with the safety, peace and quiet being the most highly valued attributes.

CONSULTATION

The CEO met with relevant Senior Staff to ensure they have had the opportunity to discuss the Draft CBP prior to presenting this Draft to the November & December 2019 Concept Forum.

As the CBP is a document from Council directing the CEO on priorities and timeframes to implement items identified in the CBP this Plan now needs to be finalised and endorsed by Council.

RISK ASSESSMENT

Having Integrated Plans, which lack content, integrity and ownership can (and has) result in the Shire being questioned on its future strategic direction. Specifically, how this direction is to be resourced.

It is imperative Council continually works on improving all its Integrated Plans to remove the risk of being accused of lacking strategic direction.

In this instance, I believe the risk is considered ***insignificant*** i.e.

Measures of Consequence							
Rating (Level)	**Health**	**Financial Impact**	**Service Interruption**	**Compliance**	**Reputational**	**Property**	**Environment**
Insignificant (1)	Negligible injuries	Less than $1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response

VOTING REQUIREMENTS

Simple Majority

OPTION 1 - STAFF RECOMMENDATION

Council endorse the revised Corporate Business Plan as presented with recommended changes.

- **OR -**

OPTION 2 - STAFF RECOMMENDATION

Council endorse the revised Corporate Business Plan as presented with the following amendments:

1.
2.
3.

AGENDA ITEM:	**10.3.2**
SUBJECT:	**ANNUAL ELECTORS MEETING MINUTES**
PROPONENT:	**SHIRE OF CHAPMAN VALLEY**
SITE:	**SHIRE OF CHAPMAN VALLEY**
FILE REFERENCE:	**413.01**
PREVIOUS REFERENCE:	**12/19-6 & 12/19-7**
DATE:	**19 FEBRUARY 2020**
AUTHOR:	**MAURICE BATTILANA, CHIEF EXECUTIVE OFFICER**

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.3.2	**Minutes – Annual Electors Meeting – 6 February 2020**		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

At the 18 December 2019 OCM Council resolved the following:

MOVED: CR DAVIDSON *SECONDED: CR ROYCE*

Council:

1 Accepts the Annual Report for the 2018/2019 Financial Year as required by s5.54 of the Local Government Act 1995 as presented.

Voting 7/0
CARRIED
Minute Reference: 12/19-6

MOVED: CR BATTEN *SECONDED: CR FORTH*

Council:

1 Receives and accepts the Auditors Financial Report for 2018/2019.
2 Receives and accepts the Auditors Management Report 2018/2019.
3 Set the date for the Annual General Meeting of Electors for Thursday 6th February 2020 commencing 6.00pm at the Nabawa Council Chamber and advertise this meeting accordingly.
4 Request the CEO give local public notice of the availability of the Annual Report as required by s5.55 of the Act;
5 Provides a copy of the Shire of Chapman Valley 2018/2019 Annual Report to the Director General of the Department of Local Government.

Voting 7/0
CARRIED
Minute Reference: 12/19-7

Council held its Annual Electors Meeting on the 6 February 2020 and a copy of the unconfirmed minutes from the meeting have been provided under separate cover as **Attachment 10.3.2**.

COMMENT

As required by legislation, this item is being presented to the first Ordinary Council Meeting following an Annual Electors meeting to enable consideration of the issues raised (if any).

STATUTORY ENVIRONMENT

Section 5.33 of the *Local Government Act 1995* requires that:

> *"(1) All decisions made at an electors meeting are to be considered at the next ordinary council meeting or, if that is not practicable –*
> *(a) At the first ordinary council meeting after that meeting; or*
> *(b) At a special meeting called for that purpose.*
>
> *which ever happens first.*
>
> *(2) If at a meeting of the Council a local government makes a decision in response to a decision made at an electors meeting, the reasons for the decision are to be recorded in the minutes of the council meeting."*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

- **Long Term Financial Plan (LTFP):**

  No effect

STRATEGIC IMPLICATIONS

Nil

- **Strategic Community Plan/Corporate Business Plan:**

Ref	Objective	Strategy	Action
1.1	Nurture the sense of community	Determine a whole of Shire community integration approach	Advocate a sense of community when opportunity arises.

CONSULTATION

Meeting was advertised and attended by elector(s), elected members and staff.

RISK ASSESSMENT

Measures of Consequence							
Rating (Level)	**Health**	**Financial Impact**	**Service Interruption**	**Compliance**	**Reputational**	**Property**	**Environment**
Insignificant (1)	Negligible injuries	Less than $1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response

VOTING REQUIREMENTS

Simple Majority

STAFF RECOMMENDATION

The Minutes of the Annual Electors meeting dated 6 February 2020 be received and note no actions being required from this meeting.

AGENDA ITEM:	**10.3.3**
SUBJECT:	**REVIEW OF COUNCIL POLICIES & PROCEDURES**
PROPONENT:	**SHIRE OF CHAPMAN VALLEY**
SITE:	**WHOLE OF SHIRE**
FILE REFERENCE:	**411.01**
PREVIOUS REFERENCE:	**07/19-4**
DATE:	**11 FEBRUARY 2020**
AUTHOR:	**MAURICE BATTILANA**

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
	NIL		

DISCLOSURE OF INTEREST

Nil

BACKGROUND

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

At the July 2019 OCM the following was resolved:

MOVED: CR HUMPHREY *SECONDED: CR FORTH*

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

Voting 6/0
CARRIED
Minute Reference: 07/19-4

COMMENT

During discussions at the July 2019 OCM on this item it was mentioned the confusion throughout the existing Policy & Procedures of the wording ***"Council"*** and ***"Shire"***. I have been through the existing Policies & Procedures and concur with the comment on this issue needing to be dealt with.

The intention of this report is seeking Council endorsement for the Chief Executive Officer to amend all Policies and Procedures to appropriately amend the wording ***"Council"*** and ***"Shire"*** as an administrative process, rather than have these areas individually presented to Council for consideration and endorsement.

When reading through the existing Policies and Procedures there is a significant number of areas where the wording ***"Council"*** and ***"Shire"*** needs changing.

STATUTORY ENVIRONMENT

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

Role of Council

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

2) *Without limiting subsection (1), the council is to:*

a) Oversee the allocation of the local government's finances and resources; and
b) Determine the local government policies.

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

POLICY IMPLICATIONS

All the Shire of Chapman Valley existing policies & procedures are reviewed annually by Senior Staff, with only those being recommended for amendments, adoption or deletion presented to Council for consideration. In this instance it is being recommended the changes to the Polices & Procedures relevant wording of ***"Council"*** or ***"Shire"*** be undertaken as an administrative task.

The full review of all Policies and Procedures is currently being undertaken to both review the relevance of existing Policies & Procedures and to introduce new Policies & Procedures being impose through new legislation. It is anticipated this review process will be presented to Council within the next few months for consideration.

FINANCIAL IMPLICATIONS

No effect on financial operations of the Shire.

Long Term Financial Plan (LTFP):

No effect on LTFP of the Shire.

STRATEGIC IMPLICATIONS

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

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

- **Strategic Community Plan/Corporate Business Plan**

Ref	Objective	Strategy	Action
5.1	Ensure governance and administration systems, policies and processes are current and relevant	Review policy categories and set ongoing accountability for review processes	Review current Council and Management policies and formalise update process and timelines.

CONSULTATION

Not applicable as this is considered an administrative task to be undertaken by the Chief Executive Officer.

RISK ASSESSMENT

There is a risk associated with the organisation's Policies and Management Procedures being antiquated and not relevant, which could lead to poor operations and possible areas of non-compliance with legislation. However; I believe this risk is considered ***"insignificant"*** in this instance i.e.

Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than $1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response

VOTING REQUIREMENTS

Simple Majority

STAFF RECOMMENDATION

Council endorses the Chief Executive Officer to amend all existing Policies and Procedures to best reflect the most appropriate wording of ***"Council"*** or ***"Shire"*** to be undertaken as an administrative task.

11.0 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12.0 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

13.0 DELEGATES REPORTS

14.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

15.0 MATTERS FOR WHICH MEETING TO BE CLOSED TO MEMBERS OF THE PUBLIC

Nil

16.0 CLOSURE

SHIRE OF
Chapman Valley
love the rural life!

SOURCE DOCUMENTATION

LANDWEST
PLANNING CONSULTANTS

SUBDIVISION APPLICATION REPORT

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Telephone: (08) 9965 0550
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18 492 913 035

LANDWEST
PLANNING CONSULTANTS

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5.0 Conclusion

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Appendix 2 Certificate of Title 1884/999

Appendix 3 Form 1A Checklist

Appendix 4 Department of Water Licence to Take Water

LANDWEST
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1.0 Introduction

On behalf of the registered proprietor, Mrs Eileen Wyatt, application is made to the Western Australian Planning Commission (WAPC) for the subdivision of Lot 7550 Hickety Road. Approval is sought for the creation of two lots, comprising a homestead lot and balance agricultural lot. All proposed lots can be contemplated by state and local government planning instruments.

2.0 Subject Land

The subject land is located in the locality of Howatharra, in the Shire of Chapman Valley. Lot 7550 is 265.49ha in area and has frontage to Hickety Road, which is a gravel rural road formation, maintained to good standard by the local authority.

The subject land is located at the north-eastern extent of the Moresby Range. In the south-western corner of the lot, a portion of the land is within the side slopes of the Range, while adjacent to this area and along the southern boundary of the lot, the land is within the foot slopes of the Range. The lot sits between 180m and 220m, rising towards the south west. The subdivision plans depicts the contours across the site.

The majority of the subject land, particularly in the north and east, has been cleared. However, the southern section of the land contains a substantial area of remnant vegetation on the rocky side slopes of the Moresby Range. Additionally, small pockets remain in the north eastern corner of the lot.

The property contains two approved dwellings, each with their own associated outbuilding. Both dwellings are serviced with a reticulated power supply and potable water supply from a combination of underground source and rainfall capture. The dwelling on proposed Lot A maintains tank capacity for rainfall capture of 268,000 litres and 23,000 litre capacity tank for bore water. The existing dwelling on proposed Lot B has 14,000 litre capacity tank storage (see also below regarding domestic supply).

The northern section of the landholding is used for commercial horticulture activities. This enterprise has been in operation for approximately 30 years. The commercial horticulture enterprise uses spring water captured in dams. The proponents hold Department of Water Licence to Take Water for domestic and irrigation purposes with an annual entitlement of 88,000kL (see appendix 4).

Each dwelling has its own independent crossover to Hickety Road.

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3.0 Planning Considerations

A range of state and local planning documents provide the framework for this application.

3.1 State Planning Policy

3.1.1 SPP No 2.5 Rural Planning

The policy provides policy measures and the mechanisms to protect and preserve rural land for agricultural use, raw materials and protection of bio-diversity and landscape qualities. The policy applies to all land zoned rural in town planning scheme's (amongst other rural land uses). Except where specific provision is made in a local planning strategy, subdivision of rural and will generally be discouraged. Where subdivision for alternative uses is supported, the continued use of the property for rural use should not be compromised.

3.1.2 SPP No 3.7 Planning in Bushfire Prone Areas

The intent of this policy is to ensure that development in Western Australia will reduce the impact of bushfire on property and infrastructure. Landholdings in bushfire prone areas are identified by the Department of Fire and Emergency Services (DFES). Where a landholding is identified as such, it is considered that there is potential for bushfire to impact on the landholding. Amongst other policy measures, subdivision proposals which increase development potential in bushfire prone areas require an appropriate level of hazard assessment and management plans where required.

3.2 Western Australian Planning Commission Policy DC 3.4 s 6.6 Homestead Lots

Homestead lots can be considered to enable an existing house on a rural lot to continue to be occupied by a primary producer provided that:

(a) the land is in the DC 3.4 Homestead lot policy area;
(b) the homestead lot has an area between one and four hectares, or up to 20 hectares to respond to the landform and include features such as existing outbuildings, services or water sources;
(c) there is an adequate water supply for domestic, land management and fire management purposes;
(d) the dwelling is connected to a reticulated electricity supply or an acceptable alternative is demonstrated;
(e) the homestead lot has access to a constructed public road;
(f) the homestead lot contains an existing residence that can achieve an appropriate buffer from adjoining rural land uses;

(g) a homestead lot has not been excised from the farm in the past;
(h) the balance lot is suitable for the continuation of the rural land use, and generally consistent with prevailing lot sizes, where it can be shown that this is consistent with the current farming practices at the property; and
(i) the dwelling on a homestead lot must be of a habitable standard and may be required to be certified as habitable by the local government.

3.3 Shire of Chapman Valley Local Planning Strategy

Lot 31 is located in Precinct No.3 (Chapman Valley) of the Shire of Chapman Valley Local Planning Strategy. The vision for the precinct is:

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

Subdivision may be considered where it is demonstrated the proposal is compliant with the provisions of WAPC Policy DC 3.4.

3.4 Shire of Chapman Valley Town Planning Scheme No 3

The landholdings are zoned "Rural" in the Shire of Chapman Valley Local Planning Scheme No 3 gazetted in July 2019.

Subdivision is generally not supported in areas zoned Rural except where the land has been identified in a local planning strategy and where suitably zoned. However there are instances where subdivision of rural land may be supported when particular criteria can be met in accordance with Western Australian Planning Commission Policy, specifically DC3.4

The lot is also partly included in a Special Control Area (environment), however the proposed subdivision is not impacted by the SCA.

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4.0 The Proposal

Approval is sought for the creation of two (2) lots in accordance with the provisions of WAPC DC3.4.

4.1 Proposed Lot A Homestead Lot

The proposed homestead lot will be approximately 19.5ha in area with access to Hickety Road. Approval is sought through the provisions of s6.6 of DC3.4:

1. The subject land is located in Shire of Chapman Valley in a homestead lot policy area.

2. The proposed lot is 19.5ha in area, to ensure all pertinent development is included in the lot: existing dwelling, driveway access, power connection and potable water source. The subdivision indicates all relevant infrastructure.

3. The lot has an existing potable water supply through rainfall catchment supplemented by underground source. The underground source is an existing bore with an water pipe direct to the dwelling.

4. The dwelling is connected to a reticulated electricity supply.

5. The homestead lot has access to Hickety Road which is constructed to local authority standard for rural roads.

6. The homestead lot contains an existing residence sufficiently setback from adjoining rural land uses.

7. A homestead lot has not been excised from the farm in the past.

8. The balance lot is suitable for the continuation of the agricultural land use and no change to pattern of use will result.

9. The existing dwelling is a substantial home in very good condition.

The proposed lot boundary alignment between Lots A & B follows existing internal tracks and fire breaks wherever possible, and ensures all relevant infrastructure is located wholly within proposed Lot A. Negligible vegetation removal will be required for the boundary alignment and additional boundary firebreaks.

4.2 Proposed Lot B Balance Rural Lot

Proposed Lot B will be approximately 245ha in area (final lot area subject to survey). The existing intensive agricultural use will continue on the lot, with current practices and programs to be maintained. Access will continue via Hickety Road and no change to servicing arrangements is required or proposed.

Please note: the final lot area for both lots will be determined at time of final survey and represented on the Deposited Plan of Survey, and may vary from that indicated on the subdivision plan (due to age and heritage of survey in the locality, and the size and configuration of lot/s).

4.3 Servicing

4.3.1 Electricity

Both existing dwellings on Lot 7550 are serviced with a reticulated power supply and no changes are required. The existing internal supplies are expected meet safety requirements in accordance with current regulations and inspection as a condition of subdivision will confirm.

4.3.2 Water Supply

The existing dwellings are serviced with roof catchment supplemented by underground supplies. Both proposed lots have tank capacity commensurate with Shire of Chapman Valley requirements at time of their development.

4.4 Bushfire Assessment and Management

A portion of both proposed lots are identified in DFES mapping as being bush fire prone due to remnant vegetation. A supporting BAL assessment is not justified in this instance as no additional risk will result from the subdivision: dwellings already exist on both the homestead lot and balance agricultural lot. No change in land use nor an increase in dwellings or development intensity can be contemplated.

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5.0 Conclusion

The proposal is demonstrated to be consistent with state and local planning frameworks to enable the creation of a homestead lot where the proposal does not jeopardise the continued rural use of the balance landholding, nor result in loss of agricultural land. No vegetation removal is required to support the proposed boundary, and potable water sources are in-situ.

There is no change to road access requirements required by the subdivision. There is no impact on either of the existing building envelopes in terms of access, servicing requirements or fire management.

The proposal is similarly consistent with SPP 2.5, that is, to protect and preserve rural purposes including primary production by only supporting subdivision where it can be contemplated by *DC Policy 3.4 Subdivision of Rural Land.*

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Appendix 1
Landwest Subdivision Plan 19235-01, December 2019

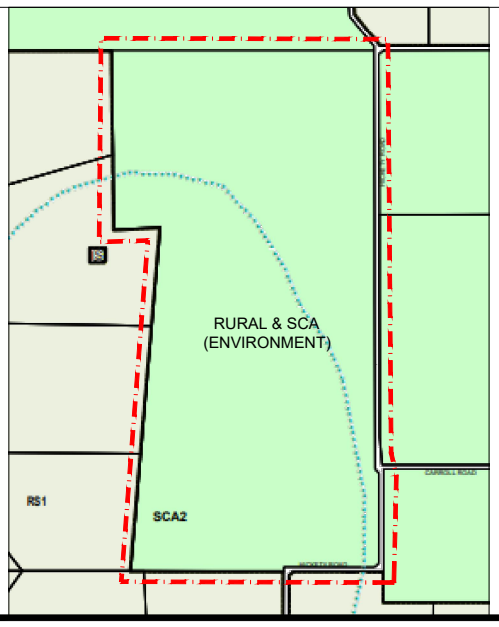
8 Anzac Terrace Geraldton WA 6530
Telephone: (08) 9965 0550
ABN:
PO Box 1597 Geraldton WA 6531
Email: info@landwest.net.au
18 492 913 035

NOTES:

1. **Approval sought in accordance with WAPC Policy DC 3.4s6.6 Homestead Lot.**
2. All service information as provided by relevant agencies.
3. Dimensions and final lot areas are subject to final survey and bore position to be contained in proposed Lot A.
4. The plan is prepared for planning approval from the Western Australian Planning Commission and should not be used for any other purpose. No liability will be accepted where the plan is used for purposes other than that indicated, including marketing of the proposed lots.
5. This plan is prepared using information provided by Landgate. The data extracted from Geospatial Databases is intended for informational purposes only.
6. Aerial photograph provided by Licence from Landgate (Date of photograph 2014) .

- SUBJECT LAND BOUNDARY
- PROPOSED CADASTRAL
- OVERHEAD POWER
- ASSUMED TELSTRA ALIGNMENT
- CONTOUR
- EXISTING DWELLING (TO BE RETAINED)
- EXISTING OUTBUILDING (TO BE RETAINED)
- WESTERN POWER PILLAR
- POSITION EXISTING BORE DERIVED FROM FIELD SURVEY (QUANTUM SURVEYS REF 9050)

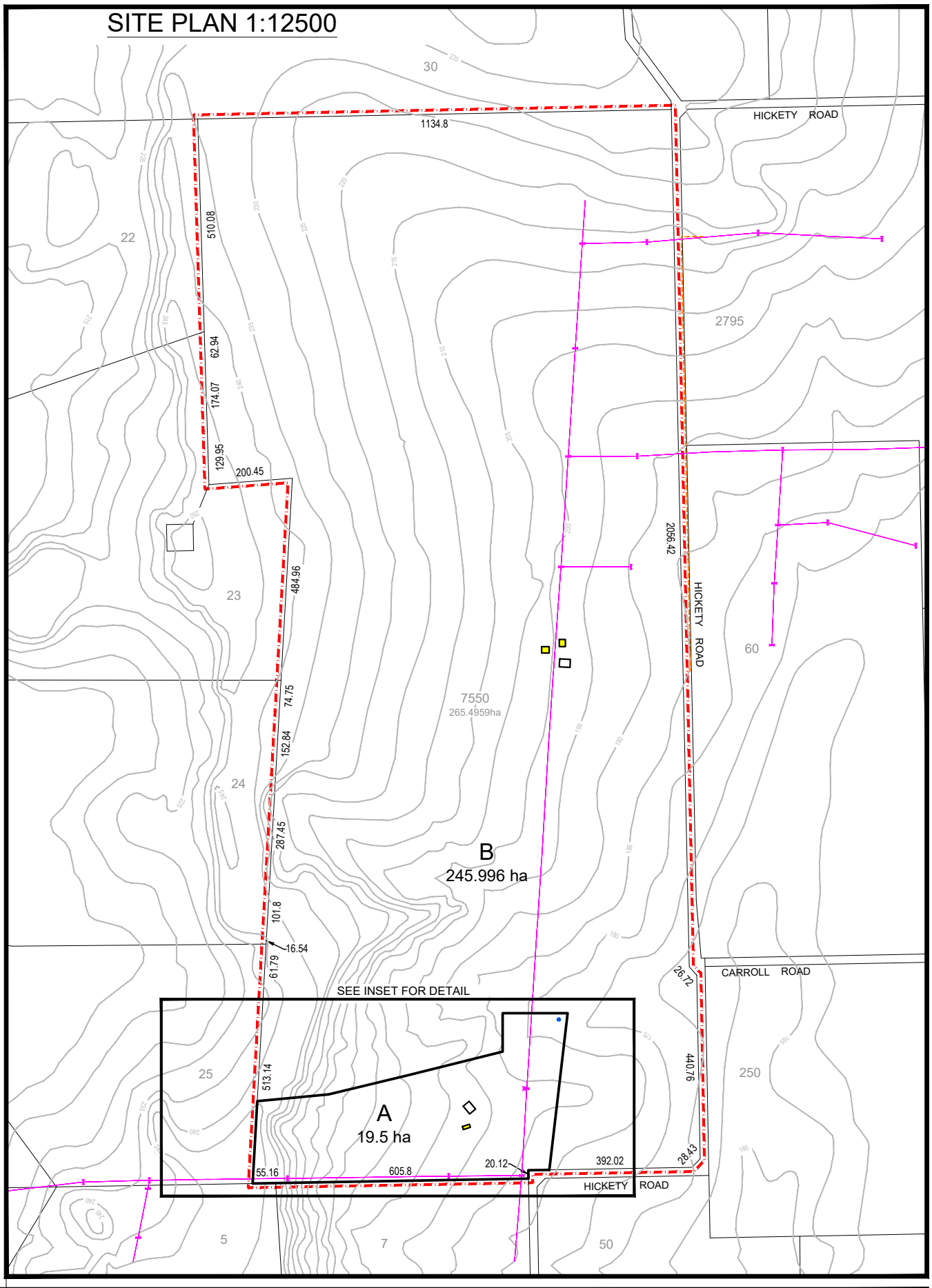
SHIRE OF CHAPMAN VALLEY LPS No.3 ZONING - RURAL



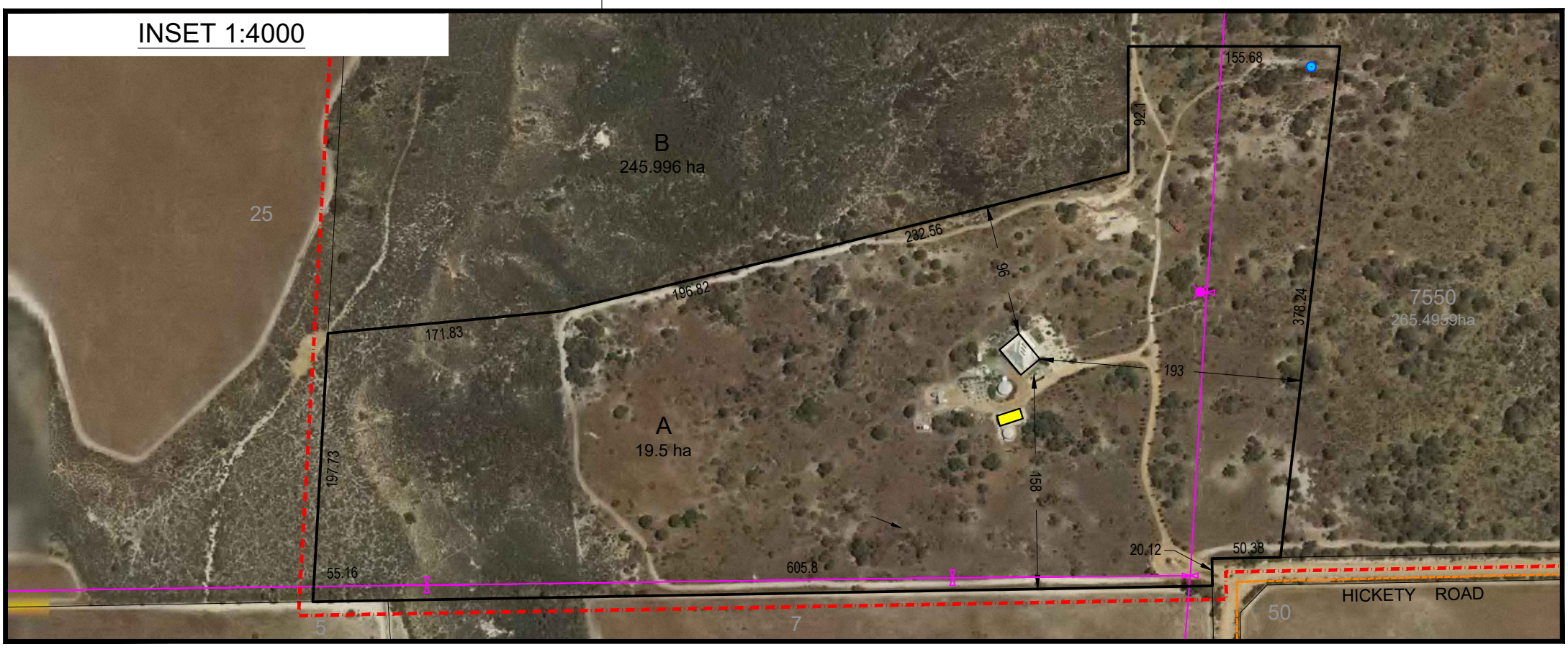
SUBDIVISION CALCULATIONS

GROSS SUBDIVISIONAL AREA	265.4959 ha
EXISTING LOT YIELD	1 Lots
PROPOSED LOT YIELD	2 Lots
SHIRE OF CHAPMAN VALLEY LOCAL PLANNING SCHEME NO. 3 ZONING	RURAL

SITE PLAN 1:12500



INSET 1:4000



LANDWEST
URBAN AND RURAL PLANNING CONSULTANTS

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

CLIENT: MRS E B WYATT

TITLE: PROPOSED SUBDIVISION
LOT 7550 ON DEPOSITED PLAN149573
HICKETY ROAD, HOWATHARRA

CERTIFICATE OF TITLE: 1884 / 999

DATE LAST MODIFIED: 18/12/2019

SCALE: VARIOUS @A3

REV:	DATE:	DETAILS:	BY:	APPROVED:

APPROVED:

DESIGNED: GMB

DRAWN: DEW

PLAN: 19235-01

N

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

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Appendix 2
Certificate of Title 1884/999

8 Anzac Terrace Geraldton WA 6530
Telephone: (08) 9965 0550
ABN:
PO Box 1597 Geraldton WA 6531
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18 492 913 035

WESTERN AUSTRALIA

REGISTER NUMBER	
7550/DP149573	
DUPLICATE EDITION	DATE DUPLICATE ISSUED
N/A	**N/A**

VOLUME **1884** FOLIO **999**

RECORD OF CERTIFICATE OF TITLE

UNDER THE TRANSFER OF LAND ACT 1893

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

REGISTRAR OF TITLES

REGISTRAR OF TITLES WESTERN AUSTRALIA

LAND DESCRIPTION:

LOT 7550 ON DEPOSITED PLAN 149573

REGISTERED PROPRIETOR:
(FIRST SCHEDULE)

EILEEN BETTY WYATT OF RMB 515, GERALDTON

(T G030770) REGISTERED 16/11/1995

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)

1. THE LAND THE SUBJECT OF THIS CERTIFICATE OF TITLE EXCLUDES ALL PORTIONS OF THE LOT DESCRIBED ABOVE EXCEPT THAT PORTION SHOWN IN THE SKETCH OF THE SUPERSEDED PAPER VERSION OF THIS TITLE.
2. G030773 MORTGAGE TO NATIONAL AUSTRALIA BANK LTD REGISTERED 16/11/1995.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.
Lot as described in the land description may be a lot or location.

----------END OF CERTIFICATE OF TITLE----------

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND:	1884-999 (7550/DP149573)
PREVIOUS TITLE:	1711-677
PROPERTY STREET ADDRESS:	337 HICKETY RD, HOWATHARRA.
LOCAL GOVERNMENT AUTHORITY:	SHIRE OF CHAPMAN VALLEY

NOTE 1: A000001A LAND PARCEL IDENTIFIER OF VICTORIA LOCATION 7550 (OR THE PART THEREOF) ON SUPERSEDED PAPER CERTIFICATE OF TITLE CHANGED TO LOT 7550 ON DEPOSITED PLAN 149573 ON 11-SEP-02 TO ENABLE ISSUE OF A DIGITAL CERTIFICATE OF TITLE.

NOTE 2: THE ABOVE NOTE MAY NOT BE SHOWN ON THE SUPERSEDED PAPER CERTIFICATE OF TITLE OR ON THE CURRENT EDITION OF DUPLICATE CERTIFICATE OF TITLE.

LANDGATE COPY OF ORIGINAL NOT TO SCALE 08/01/2020 07:49 AM Request number: 60199747

Landgate
www.landgate.wa.gov.au

LANDWEST
PLANNING CONSULTANTS

Appendix 3
Form1A Checklist

8 Anzac Terrace Geraldton WA 6530
Telephone: (08) 9965 0550
ABN:

PO Box 1597 Geraldton WA 6531
Email: info@landwest.net.au
18 492 913 035

7 Required information about the proposal

An application may not be accepted and will be returned to the applicant with the submitted fee if the requirements are incorrect or incomplete.

General information required for all applications

1.	Subdivision plans are based on an accurate and up-to-date feature survey that includes existing ground levels relative to AHD or topography of the subject lot/s. A feature survey is not required for amalgamation approval.	✔ Yes	
2.	Relevant copies of the subdivision plans and supporting documentation or accompanying information are attached.	✔ Yes	
3.	The subdivision plan is capable of being reproduced in black and white format.	✔ Yes	
4.	The subdivision plan is drawn to a standard scale (ie 1:100, 1:200, 1:500, 1:1000) at A3 or A4.	✔ Yes	
5.	All dimensions on the subdivision plan are in metric standard.	✔ Yes	
6.	The north point is shown clearly on the subdivision plan.	✔ Yes	
7.	The subdivision plan shows all lots or the whole strata plan (whichever is applicable).	✔ Yes	
8.	The subdivision plan shows all existing and proposed lot boundaries.	✔ Yes	
9.	The subdivision plan shows all existing and proposed lot dimensions (including lot areas).	✔ Yes	
10.	The subdivision plan shows the lot numbers and boundaries of all adjoining lots.	✔ Yes	
11.	For battleaxe lots, the subdivision plan shows the width and length of the access leg, the area of the access leg and the total area of the lot.	☐ Yes	✔ n/a (battleaxe lot not proposed)
12.	The subdivision plan shows the name/s of existing road/s.	✔ Yes	
13.	The subdivision plan shows the width of proposed road/s.	☐ Yes	✔ n/a (no road proposed)
14.	The subdivision plan shows all buildings and/or improvements, including driveways and crossovers (including setbacks) which are to be retained, or removed.	✔ Yes	☐ n/a (land is vacant)
15.	The subdivision plan shows all physical features such as watercourses, wetlands, significant vegetation, flood plains and dams.	✔ Yes	☐ n/a (land does not contain such features)
16.	The subdivision plan shows all electrical, sewer and water infrastructure. For on-site sewage disposal, the indicative disposal areas for wastewater distribution are to be shown.	✔ Yes	

17. Additional information required in the case of applications for residential infill subdivision within existing residential zoned areas

Applications which propose to create two or more residential lots in existing residential areas must show all existing features (in addition to item 16 above) located in the road reserve/s adjoining the subject land and all existing improvements on the subject land and including:

- driveways and crossovers
- kerb lines
- manholes
- bus stops
- gully pits
- boundary setbacks for dwelling/s to be retained
- fencing
- street trees
- water supply
- swimming pools
- pedestrian paths
- retaining walls
- telecommunication pillars
- electricity transmission lines and poles
- sewer, water and electricity connections
- on-site sewage disposal systems, including treatment and wastewater disposal areas

The WAPC has published a guide to applications and fees to assist applicants preparing to submit applications. The guide and other information about the planning system is available online:

www.dplh.wa.gov.au

Transport impacts

Transport Impact Statements and Transport Impact Assessments are required to determine the likely transport impact of a proposal. Information to assist proponents is available on the DPLH website at www.dplh.wa.gov.au/policy-and-legislation/state-planning-framework/fact-sheets,-manuals-and-guidelines/transport-impact-assessment-guidelines

1.	Are there 10 - 100 vehicle trips in the subdivision's peak hour? If yes, a transport Impact statement is to be provided	☐ Yes ✔ No
2.	Are there more than 100 vehicle trips in the subdivision's peak hour? If yes, a transport impact assessment is to be provided.	☐ Yes ✔ No

Access to/from right-of-way or private road

Access is to be provided from an existing right of way or private road. ☐ Yes ✔ No

If you indicate 'yes', you must provide a copy of the plan or diagram of survey on which the subject right-of-way was created to confirm its exact width and whether a right of access exists. Right of access may be an easement under section 167A of the *Transfer of Land Act 1893*, an implied easement for access or other arrangement.

Contaminated sites

Information to assist applicants to respond to the following questions is on the Department of Water and Environmental Regulation (DWER) website at www.der.wa.gov.au/your-environment/contaminated-sites.

1.	Has the land ever been used for a potentially contaminating activity? Appendix B of Assessment and Management of Contaminated Sites (DWER Contaminated sites guidelines) lists potentially contaminating industries, activities and land uses. The list is not exhaustive.	☐ Yes ✔ No
	If yes, please attach details of the activities/uses.	
2.	Does the land contain any site or sites that have been classified under the *Contaminated Sites Act 2003*?	☐ Yes ✔ No
3.	Does the land contain any site or sites that have been reported or are required to be reported under the *Contaminated Sites Act 2003*?	☐ Yes ✔ No

If you indicated 'yes' to question 2 or 3 you must provide a Basic Summary of Records (BSR). Where a BSR is not available from the public Contaminated Sites Database, the form requesting a BSR from DWER is available online at www.der.wa.gov.au/your-environment/contaminated-sites/57-forms or by calling DWER on 1300 762 982.

If a BSR is not available, a copy of the letter from DWER notifying the applicant that the site or the sites are under assessment must be provided, followed by the BSR when available.

Is a BSR or letter from DWER attached? ☐ Yes ✔ No

Information requirements for Liveable Neighbourhoods

Subdivision applications proposing to create 20 or more lots on greenfield and urban infill sites will be assessed against the requirements of Liveable Neighbourhoods.

Such applications should be supported by documentation addressing the relevant criteria of Liveable Neighbourhoods, as identified in the application guidelines within the policy document.

Is this application to be assessed under the Liveable Neighbourhoods policy and is supporting documentation attached? ☐ Yes ✔ No

Acid sulfate soils

Is the land located in an area where site characteristics or local knowledge lead you to form the view that there is a significant risk of disturbing acid sulfate soils at this location? ☐ Yes ✔ No

Bushfire Prone Areas

Is all, or a section of the subdivision in a designated bushfire prone area? ☐ Yes ✔ No

If 'yes', has a BAL Contour Map been prepared; and

If the BAL Contour Map indicates areas of the subject site as BAL-12.5 or above, has a Bushfire Management Plan been provided with the application? ☐ Yes ☐ No ✔ n/a

If NA is selected and the proposal is in a designated bushfire prone area then a statement advising why SPP 3.7 does not apply should be included.

On-site sewage disposal

Is on-site sewage disposal proposed? ☐ Yes ☐ No ✔ n/a (Greater than 4ha)

If yes, has a site and soil evaluation been provided?

If no, a letter from the local government is to be attached stating that the site and soil evaluation may be supplied as a condition of subdivision.

Information on preparing site and soil evaluations may be found on the Department of Health's website https://ww2.health.wa.gov.au/~/media/Files/Corporate/general%20documents/water/Wastewater/Site-Soil-Evaluation.pdf

Strata Title lots

Is strata title subdivision proposed? ☐ Yes ✔ No

If yes, either the plan of subdivision, or an accompanying servicing plan is to show the internal sewer, water and power connections to each lot. If applicable, easements are to be shown.

The information and plans provided with this application may form part of an agenda as part of the reporting process.

Department of Planning | eLodgement

Western Australian Planning Commission

Application for Approval of Freehold or Survey Strata Subdivisions

Lodgement ID: 2020-216612

Your Reference	19235
Location of Subject Property	Hickety Road, Howatharra
No. of applicants	1
Are you applying on your own behalf?	Yes
Are you the primary applicant?	Yes
Do you have consent to apply from all landowners?	Yes
Lodgement Type	Subdivision
Submitted by	Gail Bermingham
Email	gail@landwest.net.au

DEPARTMENT OF PLANNING, LANDS AND HERITAGE
DATE 13-Jan-2020 FILE 158884

About the land

Number of current lots on the land	1	**Total number of proposed lots on the land including balance lots**	2
Drainage Reserves	0	**Public Access Ways**	0
Recreation Reserves	0	**Right of Ways**	0
Road Reserves	0	**Road Widening**	0
Number of fee paying lots	2	**Number of fee exempt lots**	0

What is the proposed use/development?

Proposed Use	Lot size	Number of Lots
Rural	10 HA - 25 HA	1
Rural	Over 25 HA	1

Local Government	Shire Of Chapman Valley	**Existing dwellings**	Yes
Is common property proposed	No		

Applicants

Primary applicant (1)

Is the applicant a company/organisation?	Yes	**Is the applicant a landowner?**	No
Name/Company	Landwest	**ABN / ACN**	43 122 886 748
Email	gail@landwest.net.au	**Phone number**	0899650550

Address

Street address	PO Box 1597	**Town / Suburb or City**	Geraldton
State	WA	**Post Code**	6530
Country	AUSTRALIA	**OR Non-Australian Address, P.O. Box, & etc**	N/A

Certificate of Title Details

Lots with certificate (1)

Volume	1884	**Folio**	999
Lot Number	7550	**Plan Number**	149573
Total land area	264.49	**Land Area Units**	Hectares
Reserve number (if applicable)	N/A	**No. of landowners**	1

Is the Landowners name different to that shown on the Certificate of Title? No

Landowners

Landowner (1)

Full name	Mrs Wyatt Eileen Betty	**Company / Agency**	N/A
ACN / ABN	N/A	**Landowner type**	Registered Proprietor/s

Address

Street address	RMB 545	**Town / Suburb or City**	GERALDTON
State	WA	**Post code**	6531
Country	AUSTRALIA	**OR Non-Australian Address, P.O. Box, & etc**	N/A

Subdivision detail

Number of dwellings	2	**Dwelling retained**	Yes
Dwelling description	N/A		
Number of outbuildings/structures	3	**Structure/s retained**	Yes
Other description	N/A		
Structure description	N/A		

Is a battleaxe lot/s proposed?	No
Does plan show the width and length of the access leg, the area of the access leg and total area of the rear lot	Not applicable
Has the land ever been used for potentially contaminating activity	No
Does the land contain any sites that have been classified under the Contaminated Sites Act 2003	No
Does the land contain any sites that have been reported or required to be reported under the Contaminated Sites Act 2003	No
Is the land located in an area where site characteristics or local knowledge lead you to form the view that there is a significant risk of acid sulfate soils in this location	No
Is this application to be assessed under the Liveable Neighbourhoods policy and is supporting documentation attached?	No
Is the development with in a Bushfire Prone Area?	No
Are there any dewatering or drainage works proposed to be undertaken	No
Is excavation of 100 cubic metres or more of soil proposed	No
If yes did the Acid Sulfate Soils investigation indicate acid sulfate soils were present	No

Fee & Payment

Fee amount	$3,487.00	**Payment Type**	By Anyone

Attachments

Attachment name	Attachment type
1. 19235-01 FINAL-3.pdf	Subdivision Plan
2. Certificate of Title with Sketch 1884-999 337 Hickety Road_ HOWATHARRA 6532 - Certificate of Title 1884-999-1.pdf	Certificate of Title
3. EB Wyatt Consent to Apply-2.pdf	Authorised Letter of Consent
4. Form_1A_CheckList Lot 7550 Hickety Road Howatharra -5.pdf	Subdivision Checklist
5. WAPC Appln Report-4.pdf	Subdivision Report/s

LANDWEST
PLANNING CONSULTANTS

Appendix 4
Department of Water Licence To Take Water

8 Anzac Terrace Geraldton WA 6530
Telephone: (08) 9965 0550
ABN:

PO Box 1597 Geraldton WA 6531
Email: info@landwest.net.au
18 492 913 035

File No: DWERVT18

Government of **Western Australia**
Department of **Water**

Instrument No. GWL156649(5)

LICENCE TO TAKE WATER

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

Licensee(s)	C.R WYATT & E.B WYATT		
Description of Water Resource	Gascoyne Northampton - Sedimentary	**Annual Water Entitlement**	88,000kL
Location of Water Source	Lot 7550 On Plan 149573 Volume/Folio 1884/999 Lot 7550 Hickety Rd Howatharra		

Authorised Activities	**Taking of water for**	**Location of Activity**
	Domestic use	Lot 7550 On Plan 149573 Volume/Folio 1884/999 Lot 7550 Hickety Rd Howatharra
	Irrigation of up to 0.4 ha of native plants	Lot 7550 On Plan 149573 Volume/Folio 1884/999 Lot 7550 Hickety Rd Howatharra
	Irrigation of up to 0.4 ha of orchard	Lot 7550 On Plan 149573 Volume/Folio 1884/999 Lot 7550 Hickety Rd Howatharra
	Irrigation of up to 15.0 ha of vegetables	Lot 7550 On Plan 149573 Volume/Folio 1884/999 Lot 7550 Hickety Rd Howatharra
Duration of Licence	From 20 July 2017 to 19 July 2027	

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

1. The annual water year for water taken under this licence is defined as 1 July to 30 June.
2. The volume of all water taken under this licence must be metered using an approved meter fitted to each drawpoint.
3. The licensee must ensure the installed meter(s) accuracy is maintained to within plus or minus 5% of the volume metered, in field conditions.
4. The licensee must take and record the reading from each meter required under this licence, at the end of each Water Year.
5. The licensee must submit to the Department of Water and Environmental Regulation the recorded meter readings and the volume of water taken within the water year, every 12 Months commencing 31/07/2017.
6. The licensee must not, in any water year, take more water than the annual water entitlement specified in this licence.
7. The licensee must notify the Department of Water and Environmental Regulation in writing of any water meter malfunction within seven days of the malfunction being noticed.

End of terms, conditions and restrictions

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SUBDIVISION APPLICATION REPORT

LOT 31 ON PLAN 56978 HICKETY ROAD HOWATHARRA

8 Anzac Terrace Geraldton WA 6530
Telephone: (08) 9965 0550
ABN:

PO Box 1597 Geraldton WA 6531
Email: info@landwest.net.au
18 492 913 035

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1.0 Introduction

On behalf of the registered proprietors, RM O'Neill Nominees Pty Ltd, application is made to the Western Australian Planning Commission (WAPC) for the subdivision of Lot 31. Approval is sought for the creation of two lots, comprising a homestead lot and balance agricultural lot. All proposed lots can be contemplated by state and local government planning instruments.

2.0 Subject Land

The subject land is located in the locality of Howatharra, in the Shire of Chapman Valley. Lot 31 is 542.25ha in area and has frontage to Hickety Road and Ahern Place. Both Hickety Road and Ahearn place are gravel roads, maintained to good standard by the local authority.

The landholding is located at the outer extent of the Moresby Range. The undulating portions of the landholding are cleared for farming purposes, a combination of cropping and grazing pastures and sits generally between 185m and 250m AHD.

The property contains a single dwelling and outbuilding at the south east corner of the landholding. The dwelling is serviced with a reticulated power supply. Potable water supply is a combination of underground source and rainfall capture. Storage capacity at the dwelling is 22,000L. The spring which supplies the dwelling has previously been tested with salinity level of approximately 236ppm, which is considered suitable for drinking water.

Lot 31 contains limited remnant vegetation, in the south east corner of the lot adjoining the dwelling, other isolated pockets on the lot and along water courses.

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3.0 Planning Considerations

A range of state and local planning documents provide the framework for this application.

3.1 State Planning Policy

3.1.1 SPP No 2.5 Rural Planning

The policy provides policy measures and the mechanisms to protect and preserve rural land for agricultural use, raw materials and protection of bio-diversity and landscape qualities. The policy applies to all land zoned rural in town planning scheme's (amongst other rural land uses). Except where specific provision is made in a local planning strategy, subdivision of rural and will generally be discouraged. Where subdivision for alternative uses is supported, the continued use of the property for rural use should not be compromised.

3.1.2 SPP No 3.7 Planning in Bushfire Prone Areas

The intent of this policy is to ensure that development in Western Australia will reduce the impact of bushfire on property and infrastructure. Landholdings in bushfire prone areas are identified by the Department of Fire and Emergency Services (DFES). Where a landholding is identified as such, it is considered that there is potential for bushfire to impact on the landholding. Amongst other policy measures, subdivision proposals which increase development potential in bushfire prone areas require an appropriate level of hazard assessment and management plans where required.

3.2 Western Australian Planning Commission Policy DC 3.4 s 6.6 Homestead Lots

Homestead lots can be considered to enable an existing house on a rural lot to continue to be occupied by a primary producer provided that:

(a) the land is in the DC 3.4 Homestead lot policy area;
(b) the homestead lot has an area between one and four hectares, or up to 20 hectares to respond to the landform and include features such as existing outbuildings, services or water sources;
(c) there is an adequate water supply for domestic, land management and fire management purposes;
(d) the dwelling is connected to a reticulated electricity supply or an acceptable alternative is demonstrated;
(e) the homestead lot has access to a constructed public road;
(f) the homestead lot contains an existing residence that can achieve an appropriate buffer from adjoining rural land uses;

(g) a homestead lot has not been excised from the farm in the past;
(h) the balance lot is suitable for the continuation of the rural land use, and generally consistent with prevailing lot sizes, where it can be shown that this is consistent with the current farming practices at the property; and
(i) the dwelling on a homestead lot must be of a habitable standard and may be required to be certified as habitable by the local government.

3.3 Shire of Chapman Valley Local Planning Strategy

Lot 31 is located in Precinct No.3 (Chapman Valley) of the Shire of Chapman Valley Local Planning Strategy. The vision for the precinct is:

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

Subdivision may be considered where it is demonstrated the proposal is compliant with the provisions of WAPC Policy DC 3.4.

3.4 Shire of Chapman Valley Town Planning Scheme No 3

The landholdings are zoned "Rural" in the Shire of Chapman Valley Local Planning Scheme No 3 gazetted in July 2019.

Subdivision is generally not supported in areas zoned Rural except where the land has been identified in a local planning strategy and where suitably zoned. However there are instances where subdivision of rural land may be supported when particular criteria can be met in accordance with Western Australian Planning Commission Policy, specifically DC3.4

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4.0 The Proposal

Approval is sought for the creation of two (2) lots in accordance with the provisions of WAPC DC3.4.

4.1 Proposed Lot A

Proposed Lot A will be approximately 523ha in area (final lot area subject to survey). The existing agricultural use will continue on the lot, with current practices and programs to be maintained. Access will continue via Ahearn Place.

The proposed lot boundary between Lots A & B follows an existing fence line, driveway and pocket of vegetation.

4.2 Proposed Lot B

The proposed homestead lot is proposed to be approximately 18.5ha in area with access to Hickety Road and Ahearn Place. Approval is sought through the provisions of s6.6 of DC3.4:

1. The subject land is located in Shire of Chapman Valley in a homestead lot policy area.

2. The proposed lot is 18.5ha in area. The lot contains the existing dwelling, driveway, power connection, and ensures that the area of remnant vegetation surrounding the dwelling is fully contained within the lot.

3. The lot has an existing potable water supply through rainfall catchment supplemented by underground source. The underground source is an existing soak with an existing water pipe across proposed Lot A. The subdivision plan indicates the alignment of the proposed easement to secure access to water source.

4. The dwelling is connected to a reticulated electricity supply.

5. The homestead lot has access to Hickety Road and Ahearn Place which is constructed to local authority standard for rural roads.

6. The homestead lot contains an existing residence sufficiently setback from adjoining rural land uses.

7. A homestead lot has not been excised from the farm in the past.

8. The balance lot is suitable for the continuation of the rural land use and no change to pattern of use will result.

9. The existing dwelling is a substantial home in very good condition.

Please note: the final lot area for both lots will be determined at time of final survey and represented on the Deposited Plan of Survey, and may vary from that indicated on the subdivision plan (due to age and heritage of survey in the locality, and the size and configuration of lot/s).

4.3 Servicing

4.3.1 Electricity

The existing dwelling on Lot 31 is serviced with a reticulated power supply and no changes are required. The existing internal supply is expected to be able to demonstrate it meets safety requirements in accordance with current regulations.

There is no requirement for electricity supply to the proposed balance lot. This can be contemplated by clause 6.5.1 of *State Planning Policy 2.5:*

(b) where lots created as a result of a subdivision for a homestead lot, a conservation lot or boundary realignment do not require a power connection to support the land use, an electricity supply condition may not be applied;

4.3.2 Water Supply

Rural subdivisions are required to demonstrate a suitable domestic water supply. The existing dwelling is serviced with roof catchment supplemented by underground supplies. The lot has tank capacity commensurate with Shire of Chapman Valley requirements at time of development.

A proposed easement will be implemented on a Deposited Plan of Survey in order to secure access to the underground water source and existing infrastructure.

4.4 Bushfire Assessment and Management

A portion of both proposed lots are identified in DFES mapping as being bush fire prone. A supporting BAL assessment is not justified: an existing dwelling exits on the homestead lot and the lot has no potential for increased development.

The agricultural land use for proposed Lot A will continue and any future applications for development will be assessed against the criteria of the bushfire planning regulations where change to land use will result.

5.0 Conclusion

The proposal is demonstrated to be consistent with state and local planning frameworks to enable the creation of a homestead lot where the proposal does not jeopardise the continued rural use of the balance landholding. No vegetation removal is required to support the proposed boundary, and the existing potable water supply can be secured by way of easement to be implemented on a Deposited Plan of Survey. The proposal will not result in the loss of agricultural land.

There is no change to road access requirements required by the subdivision. There is no impact on the existing building envelope in terms of access, servicing requirements or fire management.

The proposal is similarly consistent with SPP 2.5, that is, to protect and preserve rural purposes including primary production by only supporting subdivision where it can be contemplated by *DC Policy 3.4 Subdivision of Rural Land.*

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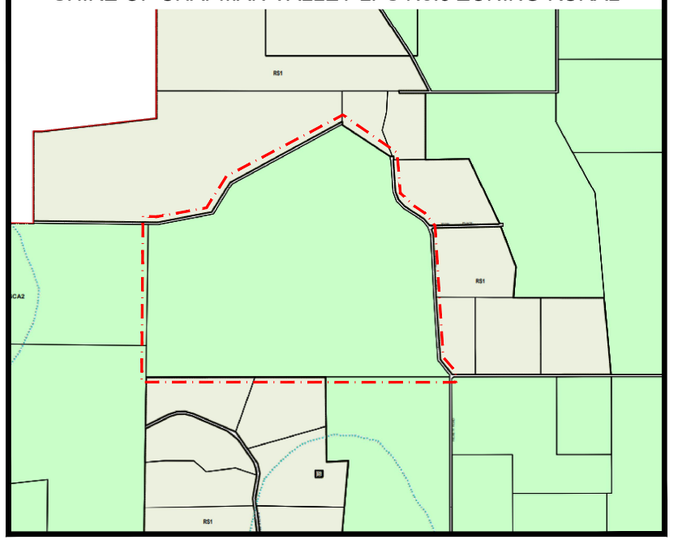
Appendix 1
Landwest Subdivision Plan 19210-01, December 2019

8 Anzac Terrace Geraldton WA 6530
Telephone: (08) 9965 0550
ABN:
PO Box 1597 Geraldton WA 6531
Email: info@landwest.net.au
18 492 913 035

NOTES:

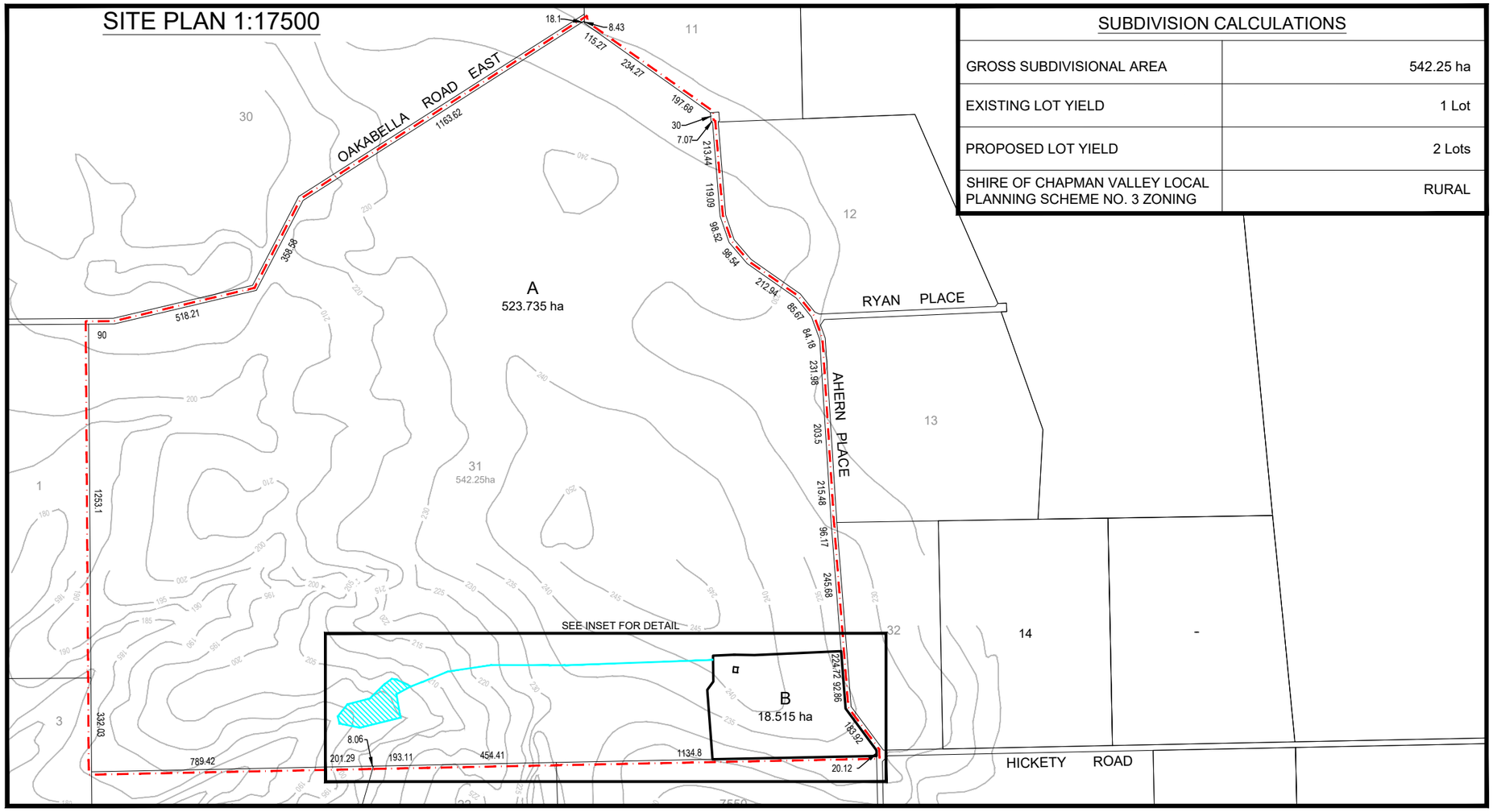
1. Approval sought in accordance with WAPC Policy DC 3.4s6.6 Homestead Lot.
2. All service information as provided by relevant agencies.
3. Dimensions and areas subject to lot pre-calculation and final survey.
4. The plan is prepared for planning approval from Western Australia Planning Commission and should not be used for any other purpose. No liability will be accepted where the plan is used for purposes other than indicated, including marketing of the proposed lots.
5. This plan is prepared using information provided by Landgate. The data extracted from Geospatial Databases is intended for information purposes only.
6. Survey information provided by Quantum Surveys Ref 9050.
7. Aerial photography provided by licence from Landgate (date of photograph 2013).
8. Easement to be created on Deposited Plan of Survey by s136C of TLA for purposes of Water Supply. Final alignment subject to detailed survey and identification. Benefit Proposed Lot B Burden Proposed Lot A.

SHIRE OF CHAPMAN VALLEY LPS No.3 ZONING-RURAL



- SUBJECT LAND BOUNDARY
- PROPOSED CADASTRAL
- EXISTING WATER PIPE
- WESTERN POWER OVERHEAD POWER
- TRACK
- CONTOUR
- EXISTING DWELLING (TO BE RETAINED)
- EXISTING OUTBUILDING (TO BE RETAINED)
- PROPOSED EASEMENT FOR WATER SUPPLY (SEE NOTE 8)

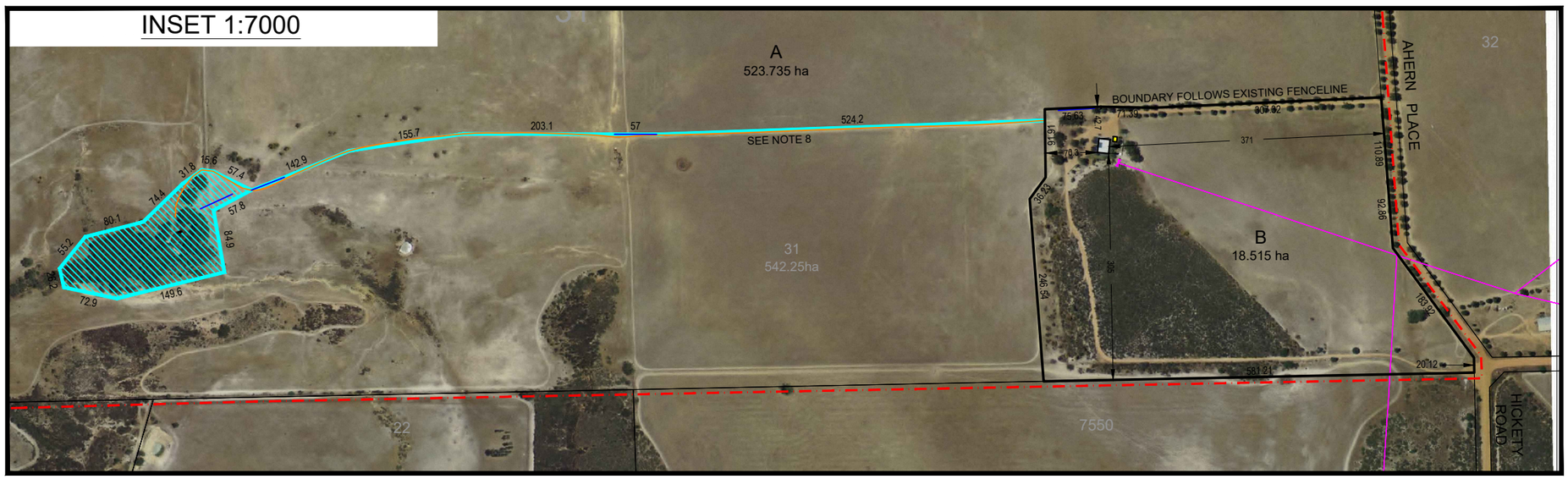
SITE PLAN 1:17500



SUBDIVISION CALCULATIONS

GROSS SUBDIVISIONAL AREA	542.25 ha
EXISTING LOT YIELD	1 Lot
PROPOSED LOT YIELD	2 Lots
SHIRE OF CHAPMAN VALLEY LOCAL PLANNING SCHEME NO. 3 ZONING	RURAL

INSET 1:7000



LANDWEST
URBAN AND RURAL PLANNING CONSULTANTS

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

TITLE:

PROPOSED SUBDIVISION
LOT 31 ON PLAN 56978 HICKETY ROAD, HOWATHARRA

CLIENT: RM O'Neill Nominees Pty Ltd

CERTIFICATE OF TITLE(S) : 2708-484

DATE LAST MODIFIED: 04/12/2019

SCALE: VARIOUS @A3

DEPARTMENT OF PLANNING, LANDS AND HERITAGE
DATE 20-Jan-2020 FILE 158900

REV: | DATE: | DETAILS: | BY: | APPROVED:

APPROVED:

DESIGNED: GMB | DRAWN: DEW

PLAN: 19210-01

N

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

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Appendix 2
Certificate of Title 2708/484

8 Anzac Terrace Geraldton WA 6530
Telephone: (08) 9965 0550
ABN:

PO Box 1597 Geraldton WA 6531
Email: info@landwest.net.au
18 492 913 035

WESTERN AUSTRALIA

REGISTER NUMBER	
31/DP56978	
DUPLICATE EDITION	DATE DUPLICATE ISSUED
1	15/4/2009

VOLUME 2708 FOLIO 484

RECORD OF CERTIFICATE OF TITLE

UNDER THE TRANSFER OF LAND ACT 1893

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

REGISTRAR OF TITLES

REGISTRAR OF TITLES WESTERN AUSTRALIA

LAND DESCRIPTION:

LOT 31 ON DEPOSITED PLAN 56978

REGISTERED PROPRIETOR:
(FIRST SCHEDULE)

R.M. O'NEILL NOMINEES PTY LTD OF 14 RESOLUTION DRIVE, ASCOT

(AF K882565) REGISTERED 18/3/2009

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)

1. EASEMENT BURDEN CREATED UNDER SECTION 136C T.L.A. FOR RIGHT OF CARRIAGEWAY PURPOSES - SEE DEPOSITED PLAN 56978.
2. *L671678 MORTGAGE TO AUSTRALIA & NEW ZEALAND BANKING GROUP LTD REGISTERED 30/6/2011.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.
Lot as described in the land description may be a lot or location.

----------END OF CERTIFICATE OF TITLE----------

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND:	DP56978
PREVIOUS TITLE:	2102-665
PROPERTY STREET ADDRESS:	469 HICKETY RD, HOWATHARRA.
LOCAL GOVERNMENT AUTHORITY:	SHIRE OF CHAPMAN VALLEY

NOTE 1: DUPLICATE CERTIFICATE OF TITLE NOT ISSUED AS REQUESTED BY DEALING L671678

LANDGATE COPY OF ORIGINAL NOT TO SCALE 13/12/2019 01:57 PM Request number: 60146799

Landgate
www.landgate.wa.gov.au

LANDWEST
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Appendix 3
Form1A Checklist

8 Anzac Terrace Geraldton WA 6530
Telephone: (08) 9965 0550
ABN:

PO Box 1597 Geraldton WA 6531
Email: info@landwest.net.au
18 492 913 035

Department of Planning | eLodgement

Western Australian Planning Commission

Application for Approval of Freehold or Survey Strata Subdivisions

Lodgement ID: 2020-216588

Your Reference	19210
Location of Subject Property	Hickety Road, Howatharra
No. of applicants	1
Are you applying on your own behalf?	Yes
Are you the primary applicant?	Yes
Do you have consent to apply from all landowners?	Yes
Lodgement Type	Subdivision
Submitted by	Gail Bermingham
Email	gail@landwest.net.au

DEPARTMENT OF PLANNING, LANDS AND HERITAGE
DATE 20-Jan-2020 FILE 158900

About the land

Number of current lots on the land	1	**Total number of proposed lots on the land including balance lots**	2
Drainage Reserves	0	**Public Access Ways**	0
Recreation Reserves	0	**Right of Ways**	0
Road Reserves	0	**Road Widening**	0
Number of fee paying lots	2	**Number of fee exempt lots**	0

What is the proposed use/development?

Proposed Use	Lot size	Number of Lots
Rural	10 HA - 25 HA	1
Rural	Over 25 HA	1

Local Government	Shire Of Chapman Valley	**Existing dwellings**	Yes
Is common property proposed	No		

Applicants

Primary applicant (1)

Is the applicant a company/organisation?	Yes	**Is the applicant a landowner?**	No
Name/Company	Landwest	**ABN / ACN**	43 122 886 748
Email	gail@landwest.net.au	**Phone number**	0899650550

Address

Street address	PO Box 1597	**Town / Suburb or City**	Geraldton
State	WA	**Post Code**	6530
Country	AUSTRALIA	**OR Non-Australian Address, P.O. Box, & etc**	N/A

Certificate of Title Details

Lots with certificate (1)

Volume	2708	**Folio**	484
Lot Number	31	**Plan Number**	Deposited Plan 56978
Total land area	542.25	**Land Area Units**	Hectares
Reserve number (if applicable)	N/A	**No. of landowners**	1

Is the Landowners name different to that shown on the Certificate of Title? No

Landowners

Landowner (1)

Full name	N/A	**Company / Agency**	R.M O'Neill Nominees Pty Ltd
ACN / ABN	74573215002	**Landowner type**	Company

Address

Street address	469 Hickety Road	**Town / Suburb or City**	Howatharra
State	WA	**Post code**	6532
Country	AUSTRALIA	**OR Non-Australian Address, P.O. Box, & etc**	N/A

Company signatory 1

First name	Last name	Position
Ronald	O'Neill	Director

Company signatory 2

First name	Last name	Position
Maureen	O'Neill	Secretary

Subdivision detail

Number of dwellings	1	**Dwelling retained**	Yes
Dwelling description	N/A		
Number of outbuildings/structures	1	**Structure/s retained**	Yes
Other description	N/A		
Structure description	N/A		

Is a battleaxe lot/s proposed?	No
Does plan show the width and length of the access leg, the area of the access leg and total area of the rear lot	Not applicable
Has the land ever been used for potentially contaminating activity	No
Does the land contain any sites that have been classified under the Contaminated Sites Act 2003	No
Does the land contain any sites that have been reported or required to be reported under the Contaminated Sites Act 2003	No
Is the land located in an area where site characteristics or local knowledge lead you to form the view that there is a significant risk of acid sulfate soils in this location	No
Is this application to be assessed under the Liveable Neighbourhoods policy and is supporting documentation attached?	No
Is the development with in a Bushfire Prone Area?	No
Are there any dewatering or drainage works proposed to be undertaken	No
Is excavation of 100 cubic metres or more of soil proposed	No
If yes did the Acid Sulfate Soils investigation indicate acid sulfate soils were present	No

Fee & Payment

Fee amount	$3,487.00	**Payment Type**	By Anyone

Attachments

Attachment name	Attachment type
1. 19210-01; 041219-3.pdf	Subdivision Plan
2. Certificate of Title 2708-484 469 Hickety Road_ HOWATHARRA 6532-1.pdf	Certificate of Title
3. Endorsed consent to apply-2.pdf	Authorised Letter of Consent
4. Form_1A_CheckList Lot 31 Hickety Road Howatharra -4.pdf	Subdivision Checklist

Perth	Albany	Bunbury	Geraldton	Mandurah
140 William Street Perth Western Australia, 6000, Locked Bag 2506 Perth, 6001	PO Box 1108 Albany Western Australia, 6330	Sixth Floor Bunbury Tower 61 Victoria Street Bunbury Western Australia, 6230	Regional Planning and Strategy Office 10 209 Foreshore Drive Geraldton Western Australia, 6530	Unit 2B 11-13 Pinjarra Road Mandurah Western Australia, 6210
Tel: (08) 6551 9000 Fax: (08) 6551 9001	Tel: (08) 9892 7333 Fax: (08) 9841 8304	Tel: (08) 9791 0577 Fax: (08) 9791 0576	Tel: (08) 9960 6999 Fax: (08) 9964 2912	Tel: (08) 9586 4680 Fax: (08) 9581 5491

Infoline: 1800 626 477; e-mail: corporate@wapc.wa.gov.au; web address: http://www.dplh.wa.gov.au;

AGROFORESTRY, PLANTATIONS & TREECROPS

LOCAL PLANNING POLICY

1. PURPOSE

Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. The Scheme prevails should there be any conflict between this Policy and the Scheme.

It is not intended that a policy be applied rigidly, but each application be examined on its merits, with the objectives and intent of the policy the key for assessment. However, it should not be assumed that the local government, in exercising its planning discretion, be limited to the policy provisions and that mere compliance will result in an approval. This approach has produced many examples of inappropriate built form that has a long-term impact on the amenity and sustainability of the locality.

The Shire encourages applicants to produce innovative ways of achieving the stated objectives and acknowledges that these may sit outside the more traditional planning and architectural approaches. In these instances the local government is open to considering (and encourages) well-presented cases, during pre-application consultation, having due regard to the outcome of any public consultation undertaken and the orderly and proper planning of the locality.

2. SCOPE

A Local Planning Policy is not part of the Scheme and 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.

3. OBJECTIVE

3.1 To achieve a consistent, efficient, and equitable system for assessing and approving tree crop applications;
3.2 Actively encourage the establishment of tree crops in appropriate locations;
3.3 Actively encourage tree crops in areas subject to land degradation, including areas of high salinity, water logging, and high levels of chemical contamination where there are clear natural resource management benefits;
3.4 Ensure tree crop development is not undertaken upon land that is considered to be of high agricultural value;
3.5 Consider impacts on local road network infrastructure, and to protect surface gravel deposits for the maintenance and construction of these road networks;
3.6 Suitable gravel deposits must be made available to the Shire when deemed necessary by the Shire for adjoining road networks.
3.7 Recognise that gravel acquisition for adjoining road networks is essential.
3.8 To minimise the potential for any loss of population or agricultural land through the use of whole farms, and encourage tree crops that are ancillary to an existing agricultural land use (i.e. broadacre cropping or grazing).
3.9 Manage fire risk/management issues for all applications;

3.10 Consider the visual impact of tree crops in close proximity and/or viewing distance to town sites, roads of local and regional significance, and areas of scenic beauty;
3.11 Encourage operators, managers, government and non-government agencies, investors, and land holders to work in partnership wherever possible;
3.12 Encourage operators to abide by the Industry Code of Practice, relevant legislation, State Strategy for Plantations and Farm Forestry and this policy;
3.13 Outline the matters required to be addressed for assessment to be undertaken under the planning system and other legislation.

4. POLICY STATEMENT

4.1 Definitions

'*Agroforestry'* means land used commercially for tree production and agriculture where trees are planted in blocks of more than one hectare.
'*Plantation'* has the same meaning as in the Code of Practice for Timber Plantations in Western Australia (1997) published by the Department of Conservation and Land Management and the Australian Forest Growers.
'*Tree Crop'* means trees planted under the management of one Applicant with an aggregate area greater than 40ha and with the intent of producing commercial products. Commercial products include all wood and non-wood products that can be sold to a third party. Wood products are produced when trees are harvested, such as woodchips or sawlogs, while non-wood products include products such as carbon and potentially environmental services.
'Tree Farm' means land used commercially for tree production where trees are planted in blocks of more than 1ha, including land is respect of which a carbon right is registered under the *Carbon Rights Act 2003* section 5.
'*Fire Barrier'* comprising a 26m strip, cleared of vegetation to no more than 300mm with a 2m fire break on either side.

For the purposes of this Policy the term 'Tree Farm' will encompass the definitions of 'Tree Crop', 'Plantation' and 'Agroforestry'.

4.2 Permissibility

Shire of Chapman Valley Local Planning Scheme No.3 lists the following permissibility for the land use of 'Tree Farm':

Zone	Permissibility
Residential	X
Rural Townsite	X
Urban Development	X
Rural Residential	X
Rural Smallholdings	A
Rural	D
Commercial	X
Light Industry	D
General Industry	D
Strategic Industry-Oakajee Industrial Area A (General)	D
Strategic Industry-Oakajee Industrial Area B (Coastal)	X
Strategic Industry-Oakajee Industrial Area C (Strategic)	X
Rural Enterprise	X

'D' means that the use is not permitted unless the Local Government has exercised its discretion by granting planning approval.

'A' means that the use is not permitted unless the Local Government has exercised its discretion by granting planning approval after giving special notice in accordance with clause 64 of the deemed provisions.

'X' means a use that is not permitted by the Scheme.

4.3 Application requirements

a. Completion of an application for Planning Consent Development Application Form

Note: (1) Please note that an application may be made upon land that is not in the ownership of the applicant where the application form is signed by the owner(s) of the land as specified upon the Certificate of Title AND the applicant(s). (2) An application can cover multiple tree crop developments, which may be on different titles, provided they are under the management of one Applicant (the form is required to be signed by the relevant landowners of each title).

b. The application is to include or be accompanied by the following;
   i. Map showing location of trees, access roads, structures and buildings, natural features (including native vegetation and water courses), surface gravel deposits and other relevant information, such as hazards and significant features (drawn to scale and to a professional standard);
   ii. A species list (including approximate density and number to be planted) for the proposal;
   iii. Information pertaining to the projected volume of water usage;
   iv. A visual impact assessment may be required where the development site is in close proximity and/or viewing distance from townsite boundaries, roads of regional or local significance, or areas deemed by the Shire to have a high level of scenic or heritage value;
   v. Provide estimated harvest time(s). It will be a condition of any development approval that a Harvest/Transport Plan be submitted to Council for separate approval 12 months prior to the commencement of harvesting that details expected transport routes, and proposed machinery requirements – refer to notes below;
   vi. Planning application fee, charged as per Item 1(a) of Planning Fees.

Notes:

Additional Approvals

- Proposed new buildings and structures relating to a tree crop development may be subject to additional/other applications and approvals of the Local Government and other agencies.
- Should the application propose the clearing of existing remnant vegetation the applicant is required to liaise with the Department of Environment and Conservation to obtain the relevant approvals.

Water

The Shire may seek advice from the Department of Water to assist in determining the application, with specific reference to ground and surface water impacts. Should the Department of Water raise significant concerns or objections to the proposal the application may ultimately be refused by the Council.

Harvest and Transport

The Shire recognises the future locations of processing facilities in or near the Mid-West region is currently unknown, and it is therefore difficult to prepare a transport plan prior to commencement of tree crop development. Nevertheless, the Shire will require an understanding of expected harvest and transport routes through the Shire at the application stage, with the requirement a transport plan/strategy to be prepared and submitted twelve (12) months prior to the commencement of harvesting depending on scale and nature of harvest.

Where the Shire considers the existing road infrastructure is not adequate to service the future harvest, the applicant/operator will be required to make suitable and safe access arrangements. If a suitable and safe arrangement cannot be identified and there is likelihood that this cannot be secured or improved, the Council may refuse the application.

4.4 Continuing Agricultural Activities

a. Traditional agricultural activities such as cropping, grazing and food production should generally remain the predominant landuse with agroforestry or plantations as an ancillary and complementary use.

b. This Policy does not attempt to introduce maximum planting areas by means of a percentage of the lot area, simply because some flexibility needs to be afforded. As a general rule the Shire will assess if a plantation area is 'ancillary' having regard for:
   i. The area of each lot;
   ii. The proportion or percentage of the plantation area on a lot by lot basis. Generally a 50% maximum planting area is encouraged, although each application will be assessed on its merits on a 'case by case' basis;
   iii. The extent of existing remnant vegetation areas; and
   iv. Whether a significant portion of each lot can continue to be used for agriculture.

c. The Shire will be able to clearly identify whether agriculture remains as the primary use, simply because detailed site plans are lodged for all applications and show the extent of planting areas.

d. This Policy aims to actively encourage the integration of tree planting with agricultural farms. Whilst there are other factors contributing towards reductions of rural population, the Shire wishes to ensure that new landuses do not exacerbate an existing ongoing problem.

e. The Shire will not generally support the planting of whole lots or farms for tree planting due to the potential for the displacement of agricultural pursuits and loss of agricultural land.

4.5 Application Process

In processing an application for a tree crop the Shire may:

a. publicly advertise the proposal for a minimum of 14 days through writing to adjoining/nearby landowners as deemed appropriate by the Shire (Note: the Chief Executive Officer (CEO) retains the right to extend the length of the advertising period); and / or
b. seek comments, as determined by the Shire, from relevant government agencies and other stakeholders or affected parties.

4.6 Delegation

Should it be considered by Shire staff that any received submissions can be adequately addressed and/or dismissed, and the application accord with the relevant provisions of this Policy as well as the Shire of Chapman Valley Local Planning Scheme and Local Planning Strategy, the proposal may be approved by the Shire's CEO under delegated authority as afforded by the Shire Council.

4.7 Post Approval

Should approval be granted the applicant would be required to submit the following information to the satisfaction of the CEO, or in the case of a dispute to the satisfaction of Council, BEFORE planting commences:

a. Management Plan as per checklist based on the Code of Practice for Timber Plantations in Western Australia (2006) inclusive of vermin and pest control strategy and weed control strategy;
b. Level of compliance with the specifications and guidelines in the Code of Practice for Timber Plantations in Western Australia (2006);
c. The preparation of a Fire Management Plan, to be included as a part of an overall Management Plan, that details access, fire barrier (minimum width of 30m for perimeter fire barrier), water supplies, separation distance between plantings and setbacks from off-site dwellings (FESA's Guidelines for Plantation Fire Protection (1998) will be used to assess Fire Management Plans in applications); &
d. That tree planting areas shall not exceed 200ha without 30m fire barrier between tree planting areas.

5. REFERENCES AND ADOPTION

Shire of Chapman Valley Local Planning Scheme No.3

Planning & Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

Code of Practice for Timber Plantations in WA

Guidelines for Plantation Fire Protection

Adopted at the 19 February 2014 Ordinary Meeting of Council

ANCILLARY DWELLING

LOCAL PLANNING POLICY

1. PURPOSE

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It is not intended that a policy be applied rigidly, but each application be examined on its merits, with the objectives and intent of the policy the key for assessment. However, it should not be assumed that the local government, in exercising its planning discretion, be limited to the policy provisions and that mere compliance will result in an approval. This approach has produced many examples of inappropriate built form that has a long-term impact on the amenity and sustainability of the locality.

The Shire encourages applicants to produce innovative ways of achieving the stated objectives and acknowledges that these may sit outside the more traditional planning and architectural approaches. In these instances the local government is open to considering (and encourages) well-presented cases, during pre-application consultation, having due regard to the outcome of any public consultation undertaken and the orderly and proper planning of the locality.

2. SCOPE

A Local Planning Policy is not part of the Scheme and 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.

3. OBJECTIVE

3.1 To provide a clear definition of what constitutes 'Ancillary Dwelling'.

3.2 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.

3.3 To ensure that ancillary dwelling is 'ancillary' or 'secondary' to the main house on the property.

4. POLICY STATEMENT

4.1 Definitions and Permissibility

a. 'Ancillary Dwelling' is defined in the Residential Design Codes as:

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

b. Ancillary Dwelling, or more commonly referred to as a 'granny flat', is a 'D' use (means that the use is not permitted unless the Local Government has exercised its discretion by granting planning approval) on 'Residential', 'Rural Townsite', 'Urban Development', 'Rural-Residential', 'Rural Smallholding' and 'Rural' zoned land.

4.2 General Requirements

a. A maximum of one (1) Ancillary Dwelling is permissible on any one lot.

b. Ancillary Dwellings can either be attached or detached from the main dwelling, however, when detached the Ancillary Dwelling unit must be sited within 22m from the main dwelling on lots less than 4ha and 50m for those lots greater than 4ha in area.

c. In consideration of an application for 'Ancillary Dwelling' the following standards shall apply:

Zone	Maximum Habitable Floor Area	Maximum total roof area
Residential R10 and higher	60m²	120m²
Residential R5 and lower	60m²	120m²
Rural-Residential	60m²	200m²
Rural Smallholdings	100m²	300m²
Rural (smaller than 20ha)	100m²	300m²
Rural (larger than 20ha)	No limit	No limit

For the purpose of this Policy 'Habitable Floor Area' does not include areas such as hall and /entry ways, bathrooms, laundry, water closets, robes and linen/storage cupboards within the building.

d. Ancillary Dwelling is required to be sited behind the 'front building line' of an existing dwelling on lots less than 4ha in area in all zones.

For the purpose of this statement the 'front building line' is to be measured from the closest point of the house to the front boundary drawn parallel to the boundary.

e. Ancillary Dwelling shall be constructed of colours and/or materials that are matching and/or complementary to existing development upon the property.

4.3 Ancillary Accommodation constructed within Class 10 structure

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.

4.4 Delegation

Should the application be considered to meet the requirements of this Policy the application may be dealt with under delegated authority by Shire staff. However should the application not be considered to meet the requirements of the Policy or in the opinion of Shire staff require further consideration, the matter may be advertised in accordance with the Local Planning Scheme before being placed before a meeting of Council for determination.

5. REFERENCES AND ADOPTION

Shire of Chapman Valley Local Planning Scheme No.3

Planning & Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

State Planning Policy 7.3 - Residential Design Codes

Adopted at the 19 February 2014 Ordinary Meeting of Council

BUILDING ENVELOPES

LOCAL PLANNING POLICY

1. PURPOSE

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The Shire encourages applicants to produce innovative ways of achieving the stated objectives and acknowledges that these may sit outside the more traditional planning and architectural approaches. In these instances the local government is open to considering (and encourages) well-presented cases, during pre-application consultation, having due regard to the outcome of any public consultation undertaken and the orderly and proper planning of the locality.

2. SCOPE

A Local Planning Policy is not part of the Scheme and 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.

3. OBJECTIVE

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.

4. POLICY STATEMENT

4.1 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.

4.2 In submitting an application for planning consent to amend, relocate or site development outside of a designated building envelope on a particular lot the proponent shall:

a. Provide justification, relevant building plans (sketch floor plan and elevations, and schedule of materials and colours), and information addressing visual amenity, privacy and screening, vegetation loss, access, and proximity to natural features; and

b. Mark the revised/amended building area on-site to clearly delineate the change or new location for assessment purposes.

4.3 In considering an application to relax the development standards pursuant to Section 40 of Local Planning Scheme No.3, the Council will give particular consideration to:

a. justification for the proposed amendment;

b. the secondary nature of the development should the application be to site a building/s outside of the envelope (i.e. horse stables);

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;

d. unnecessary clearing of remnant native vegetation;

e. visual obtrusiveness and/or impact on an adjoining property by way overlooking, noise, odour or light spill;

f. suitability for landscape screening using effective screening vegetation and the availability of a proven water supply for this purpose;

g. use of materials and colours to assist in softening any perceived visual impact;

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.

4.4 Building envelopes are generally imposed at the time of 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.

5. REFERENCES AND ADOPTION

Shire of Chapman Valley Local Planning Scheme No.3

Planning & Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

Adopted at the 19 February 2014 Ordinary Meeting of Council

COMMERCIAL VEHICLES

LOCAL PLANNING POLICY

1. PURPOSE

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The Shire encourages applicants to produce innovative ways of achieving the stated objectives and acknowledges that these may sit outside the more traditional planning and architectural approaches. In these instances the local government is open to considering (and encourages) well-presented cases, during pre-application consultation, having due regard to the outcome of any public consultation undertaken and the orderly and proper planning of the locality.

2. SCOPE

A Local Planning Policy is not part of the Scheme and 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.

3. OBJECTIVE

3.1 To ensure that the parking of such a vehicle will not adversely affect the appearance or amenity of the locality nor have any adverse effect upon the occupiers or users of properties in, or inhabitants of, the locality of the land on which the vehicle is parked.

3.2 To set out the criteria against which an application will be assessed and standards that should be observed.

4. POLICY STATEMENT

4.1 Definitions

a. This Policy addresses the parking of a commercial vehicle upon land zoned ‘Residential’, ‘Rural Residential’ and ‘Rural Smallholding’.

b. For the purposes of this policy a “Commercial Vehicle” means any vehicle designed or used for commercial/industrial purposes which exceeds a load capacity of 5 tonnes, or a height of 3m, or a length of 7m (inclusive of attachments), and may include any utility, truck, bus (including bus converted for recreational purposes), trailer, tractor, any

wheeled attachment or article designed or used for commercial/industrial purposes.

4.2 Parking Location

a. The commercial vehicle must be parked entirely within the subject property, and should be contained behind the building setback line.

b. Preferably the vehicle should be parked to the rear of the residence and screened from view of the street and from neighbouring properties.

c. Only 1 commercial vehicle will be permitted to be parked on a property, unless it can be demonstrated that an additional commercial vehicle can be parked on the property in compliance with the objectives of this policy.

d. Access to the property on which the commercial vehicle is to be parked is to be via a crossover which has been constructed to the specifications of the local government. The parking of the commercial vehicle should not preclude domestic vehicles from parking at the property.

4.3 Use of the commercial vehicle

a. The local government is unlikely to support the parking of a commercial vehicle that is, or has been, used for the commercial transportation of animals, disposal of liquid wastes, or other dangerous, hazardous or contaminated substances (which either requires a special permit for their transportation, or which if spilled or discharges from the vehicle would either cause pollution or pose a danger or threat to the health or inhabitants of the locality).

b. Applications are only considered on the principle that the parking of the commercial vehicle is incidental to the predominant residential use of the property and therefore the parking of commercial vehicles on vacant land, or where no residence exists, are considered to be a land use application in themselves and contrary to the objectives of this policy.

c. Where planning consent has been granted for a Rural Tourist Development, Intensive Agriculture, a Rural Industry or Rural Pursuit, and in some instances a cottage industry on ‘Rural Smallholding’ zoned land, the parking of a vehicle associated with these activities may be considered provided it can be demonstrated that there will be no undue impact on the environment or the amenity of the surrounding locality.

4.4 Amenity

a. The parking of a commercial vehicle should not adversely impact upon the amenity of the locality. Amenity is considered to relate to what can be reasonably expected in the subject residential/rural residential environment. Amenity can be affected by the undue generation of noise, fumes, odours and the like. Visual amenity is another

component which relates to the manner in which the property is viewed from the street or adjacent properties.

b. Minor maintenance of a commercial vehicle whilst parked at a residential/rural residential property will only be considered where it can be demonstrated to the satisfaction of the local government that such maintenance will not impact on the amenity of the locality, and can be suitably managed to ensure all wastes are disposed of appropriately.

c. Activities such as spray painting, panel beating or mechanical repairs that have the potential to adversely impact upon the amenity of the locality by the emission of noise, odours, by-products or otherwise, will not be permitted to be undertaken on a commercial vehicle parked in a residential/rural residential zone.

4.5 Application Requirements

a. A planning application is required to be lodged for all vehicles that do not meet the requirements of this Policy. The Shire may undertake consultation with effected / surrounding landowners prior to the application being presented to a meeting of Council for consideration.

b. An application made to the Shire is required to include:
   i. A covering letter that provides details as to the purpose of the vehicle (what commercial/industrial activity the vehicle is used for), the length, width, height and carrying capacity of the vehicle and envisaged departure and arrival times.
   ii. A photograph(s) of the commercial vehicle proposed to be parked at the property.
   iii. Completed planning application form and fee

5. REFERENCES AND ADOPTION

Shire of Chapman Valley Local Planning Scheme No.3

Planning & Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

Adopted at the 19 February 2014 Ordinary Meeting of Council

CONSULTATION

LOCAL PLANNING POLICY

1. PURPOSE

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The Shire encourages applicants to produce innovative ways of achieving the stated objectives and acknowledges that these may sit outside the more traditional planning and architectural approaches. In these instances the local government is open to considering (and encourages) well-presented cases, during pre-application consultation, having due regard to the outcome of any public consultation undertaken and the orderly and proper planning of the locality.

2. SCOPE

A Local Planning Policy is not part of the Scheme and 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.

3. OBJECTIVE

3.1 To develop a method by which proposals can be classified according to their likely impact.

3.2 To clearly define the different levels of consultation that will be undertaken and advice that will be provided in respect of a range of land use and development proposals, to provide the community with adequate and appropriate opportunities to be kept informed and comment on and respond to issues and proposals.

3.3 To detail the requirements for consultation based on the level of impact of the proposal.

3.4 To outline the process the Council will use when undertaking consultation and considering submissions.

4. POLICY STATEMENT

4.1 Definitions:

"*Adjoining*" means any land (or owner of land) which abuts an application site or is separated from the site only by a pathway, driveway, right-of-way or similar thoroughfare (excluding a public road reserve).

"*Affected Person*" means a person who owns (or occupies) land that adjoins an application site or the enjoyment of which, may be detrimentally affected by the use or development on an application site.

"*Nearby Land*" means any land (other than adjoining land) which may be adversely affected by a development proposal and, where appropriate, may include owners (or occupiers) within a neighbouring local government.

"*Notify*" means written communication by the local government or the proponent of a development proposal containing relevant information about the development proposal for the purpose of advice or seeking comment.

"*Relevant Information*" means the principle details of a development proposal as determined by the author of any notification to be sufficient to describe the proposal and its potential impacts. Each notification is to provide further information as to where and when full particulars of the development proposal can be inspected during the period during which comments are sought.

"*Submitters*" means those affected persons who have provided written comment on a proposal within the formal comment period, or shortly thereafter at the discretion of the local government.

4.2 Consultation level requirement by Development Proposal Type

a. The below matrix is the basis upon which the appropriate level of consultation with affected persons and the community will generally be determined for land use and development proposals.

b. Where proposals occur that do not clearly fall within the matrix, or where circumstances indicate that the standard level would not be appropriate, the local government shall use its discretion to establish the consultation process required.

c. Notwithstanding compliance, proposals that are considered to have a substantial impact due to their scale, size or nature may require consultation.

Development Proposal Type	Consultation Level
Design Guidelines	**D**
Local Planning Policies	**D**
Management Plans (local)	**C**
Outline Development Plans	**C**
Planning Applications (permitted uses)	**A**
Planning Applications (discretionary) • likely to impact on surrounding owners; or • not likely to impact on surrounding owners	 **B** **A**
Planning Applications (discretionary after advertising) • impacts are confined to adjoining properties and the immediate vicinity of the proposal; or	**C** **D**

• impacts affect the broader locality in addition to adjoining properties	
Residential Design Codes Performance Criteria Assessment	**B**
Structure Plans - General Structure Plans - Oakajee	**D** **E**
Strategic Plans / Documents: • impacting on the Shire in general; or • impacting on specific sectors / areas of the community	 **E** **D**
Subdivision Referrals	**A**
Local Planning Scheme Amendments	**D**
Local Planning Scheme Review	**E**
Townsite Plans / Strategies	**D**

4.3 Level A – No Consultation

No consultation will occur where the proposal:

a. Is determined by the Chief Executive Officer (under delegation) as having no predictable detrimental impact on the character or amenity of the immediate or general locality;

b. Is determined by the local government as not being required or is precluded under relevant legislation; or

c. Has previously occurred, and only minor modifications or modifications that address concerns previously raised are proposed.

4.4 Level B – Consultation with owners of adjoining land

a. Where, in respect of any proposal, the Acceptable Development Provisions of the Residential Design Codes are not complied with, the owner(s) of land adjoining the application site affected by the non-compliance will be consulted unless the proponent has already undertaken the necessary consultation and secured agreement or obtained comment.

b. Where (in respect of other proposals) a proposed development will be visible from any road or other public place and/or will be likely to have an impact on the streetscape, visual amenity and ambience of properties in immediate proximity to the site, the owners of properties adjoining, and those on the other side of any street immediately opposite the application site, will be consulted.

c. The local government may undertake one or more of the following:
   i. Consult with the owners of properties determined as being potentially affected by a development proposal in writing providing a minimum of 14 days (or such other period as may be prescribed by the relevant legislation) for the lodgement of any submissions.
   ii. Where an affected land owner is consulted by the proponent of a development proposal, evidence of the acceptability of the proposal should be provided by way of a signed letter of no-

objection and endorsement by way of no-objection comment, signature, printed name and full address on a copy of the plan(s) submitted for approval.

4.5 Level C – Consultation with owners of nearby land

a. Where a proposed land use or development is determined by the local government as having the potential to impact on not only the use or enjoyment of land adjoining the application site but also other surrounding land, the owners of those properties within the catchment specified below will be consulted.

b. The local government may undertake one or more of the following:
   i. The owners of properties determined as being potentially affected by a development proposal (generally owners of all land within a radius of 60m of the boundary of the application site for land within an urban area or within an existing settlement) will be consulted in writing providing a minimum of 14 days for the lodgement of any submissions.
   ii. Dependent upon the level of impact in the area, the local government may also publish a notice of the development proposal in a newspaper circulating in the area inviting comment within a specified period, with an additional fee to be levied on the applicant pursuant to the local government's schedule of fees and charges.

4.6 Level D – Consultation with owners of land in the locality

a. Where a proposed land use or development is determined by the local government as having the potential to impact upon the use or enjoyment of land within an area or a settlement, but not extending to the whole of the municipality or specific interest groups within that area, the community within the affected area will only be consulted.

b. The local government may undertake one or more of the following:
   i. publish a notice of the development proposal in a newspaper circulating in the area;
   ii. arrange for a sign or signs to be placed in a prominent position(s) on the site;
   iii. consult the owners of all land within a radius of 100m of the boundary of the application site for land within an urban area or within an existing settlement, or 500m radius for land within a rural area, except where it is determined by the local government that the proposal will not have any significant impact on certain portions of the area;
   iv. consult with the owners of land beyond the foregoing areas where, in the opinion of the local government, there will be an impact along key transportation facilities, tourist routes or view-sheds; and/or
   v. consult as necessary with other affected government agencies or statutory authorities as the case requires,

c. Drawing attention to the form of the development proposal and inviting comment within a period not being less than 14 days or, where appropriate, such longer period as may be necessary to comply with

relevant legislation (Schedule 2 Part 2 Clause 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015* requires a minimum of 21 days in the case of Local Planning Policies).

4.7 Level E – State Wide Consultation

Where proposals or projects are of State, regional or shire wide significance the community will be consulted in a manner as determined by the local government. In relation to complex issues, the local government may exercise flexibility to determine the level of consultation that is required and the best means by which maximum public feedback may be obtained. No delegation is afforded in this regard.

4.8 Submissions

a. The local government will only accept submissions where:

   i. It has been signed by the submitter and contact details, including address for correspondence, is provided.
   ii. Comments on the development are provided in eligible written English.
   iii. A petition will only be considered where it:
      - is addressed to the Chief Executive Officer;
      - is made entirely by electors of the local government;
      - states the request/reason(s) on each and every page of the petition;
      - contains the names, addresses and signatures of the electors making the request, and the date each elector signed; and
      - states the name of a single person upon whom, and an address at which, notice to the all the petitioners can be given.

b. All submissions received will be summarised for reporting to the Shire Council, with:

   i. Submissions treated in confidentiality (unless otherwise prescribed by the relevant legislation), although Councillors may request a copy of any/all submissions;

   ii. Matters taken into account from submissions being based on valid planning grounds, including, but not limited to:
      - Considerations outlined in the relevant town planning scheme, local government policy and/or strategy;
      - Potential for detrimental impact on the enjoyment of nearby properties from such causes as the effect on views to and from the development site, overshadowing, privacy, noise impact, or the scale, height, external appearance and bulk of proposed new developments;
      - Impact of the proposal on streetscape and the amenity of the locality;
      - Heritage values or significance;
      - The adequacy of access, egress, parking and manoeuvring including disabled access;

- Traffic generation and probable effect on safety and traffic movement;
- Removal of, or increased threat to, natural vegetation;
- The assessed fire hazard appropriate to the land and the proposed new land use and development;
- Any other environmental consideration including but not limited to potential for soil erosion or land degradation, water quality degradation, or increased environmental risk;
- Potential loss of any community service or benefit;
- Adequacy of community and public utility services; and
- Any other matter relevant to orderly and proper planning.

c. The local government upon determination the application may either:

i. Send to each submitter a letter
- acknowledging receipt of the submission;
- advising of the determination of the development proposal concerned, providing reasons for that determination; and
- advising the name and position of the officer of the local government from whom further information can be obtained.

ii. Place an advertisement in the local paper providing public advice as to the outcome of the matter;

4.9 Delegation

Authority is delegated to the Chief Executive Officer for the following:

a. To accept submissions received shortly after the formal comment period.

b. Determine the level of consultation required for each application, other than level E.

5. REFERENCES AND ADOPTION

Shire of Chapman Valley Local Planning Scheme No.3

Planning & Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

Adopted at the 19 February 2014 Ordinary Meeting of Council

COTTAGE INDUSTRY

LOCAL PLANNING POLICY

1. PURPOSE

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2. SCOPE

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3. OBJECTIVE

3.1 To provide clarity with regard to the establishment of a Cottage Industry, as opposed to a Home Occupation.

3.2 To provide opportunity for applications with sufficient justification and in appropriate locations to have the ability to retail goods produced on-site through the establishment of a small gallery.

3.3 To ensure that the use remains an ancillary use to the main dwelling or the principle land use on the property.

4. POLICY STATEMENT

4.1 The Shire's Local Planning Scheme No.3 defines the land use of 'Cottage Industry' as:

> *"industry – cottage" means a trade or light industry producing arts and crafts goods which does not fall within the definition of a home occupation and which –*
>
> *(a) does not cause injury to or adversely affect the amenity of the neighbourhood;*

(b) where operated in a residential zone, does not employ any person other than a member of the occupier's household;
(c) is conducted in an out-building which is compatible with the principal uses to which land in the zone in which it is located may be put;
(d) does not occupy an area in excess of 50m² in area; and
(e) does not display a sign exceeding 0.2m² in area;

4.2 Permissibility of 'Cottage Industry' under the Scheme:

Zone	Permissibility
Residential	X
Rural Townsite	D
Urban Development	A
Rural-Residential	A
Rural Smallholdings	A
Rural	D
Commercial	D
Rural Enterprise	P

'D' means that the use is not permitted unless the Local Government has exercised its discretion by granting planning approval.

'A' means that the use is not permitted unless the Local Government has exercised its discretion by granting planning approval after giving special notice in accordance with clause 64 of the deemed provisions.

'X' means a use that is not permitted by the Scheme.

4.3 Cottage Industries can vary in nature from arts and crafts to pottery and sculpture, to the manufacture of fine furniture or even surfboards on a relatively small scale.

4.4 In some instances the standards can be relaxed where the Cottage Industry is proposed to be inclusive of a small gallery. This can occur where sufficient justification has been provided and the Council is satisfied that the Cottage Industry will not have a detrimental impact on the neighbouring properties, surrounding locality or the environment. A Cottage Industry that proposes a small gallery is also required to meet the minimum criteria and development standards specified in the Shire's Rural Tourism Development Local Planning Policy.

4.5 A Cottage Industry will only be supported where the Council is satisfied that the proposal will not result in unacceptable environmental impacts as a result of noise, dust, light spill, odour or visual intrusion on the neighbouring and/or nearby residents, or the environment.

4.6 A Cottage Industry can either be attached or detached from the dwelling located on the site. If new, detached, buildings are being developed to accommodate the new use, they should generally be clustered with existing buildings on the site and appropriately constructed on materials so as to complement the existing development.

4.7 The parking of vehicles associated with a Cottage Industry business is not permitted within a public carriageway, including the road verge.

4.8 In some instances the Council may only grant planning consent for a period of twelve (12) months upon which a renewal for the 'Cottage Industry' is required, including payment of all relevant fees.

4.9 Applications shall include the following information:

a. Details of the proposed activity inclusive of any equipment used, proposed hours of operation, employees (if any) and their relationship to the occupier of the dwelling, frequency of clients or customers to the site and any other information considered relevant to the proposal; and

b. A site plan showing the dwelling and curtilage of the dwelling depicting where the activity is to take place, including areas for storage and/or administration and car parking provision where necessary.

4.10 Should the application be considered to meet the requirements of this Policy the application may be dealt with under delegated authority by Shire staff. However should the application not be considered to meet the requirements of the Policy or in the opinion of Shire staff require further consideration, the matter may be advertised in accordance with the Local Planning Scheme before being placed before a meeting of Council for determination.

5. REFERENCES AND ADOPTION

Shire of Chapman Valley Local Planning Scheme No.3

Planning & Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

Adopted at the 19 February 2014 Ordinary Meeting of Council

DEVELOPMENT ADJACENT TO THE PROPOSED OAKAJEE TO TALLERING PEAK AND OAKAJEE TO NARNGULU RAIL CORRIDORS

LOCAL PLANNING POLICY

1. PURPOSE

Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. The Scheme prevails should there be any conflict between this Policy and the Scheme.

It is not intended that a policy be applied rigidly, but each application be examined on its merits, with the objectives and intent of the policy the key for assessment. However, it should not be assumed that the local government, in exercising its planning discretion, be limited to the policy provisions and that mere compliance will result in an approval. This approach has produced many examples of inappropriate built form that has a long-term impact on the amenity and sustainability of the locality.

The Shire encourages applicants to produce innovative ways of achieving the stated objectives and acknowledges that these may sit outside the more traditional planning and architectural approaches. In these instances the local government is open to considering (and encourages) well-presented cases, during pre-application consultation, having due regard to the outcome of any public consultation undertaken and the orderly and proper planning of the locality.

2. SCOPE

A Local Planning Policy is not part of the Scheme and 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.

3. OBJECTIVE

3.1 To prevent incompatible development adjoining the proposed Oakajee to Tallering Peak and Oakajee to Narngulu rail corridors and protect future residents from adverse noise and vibration impacts as a result of train movements on any future railway.

4. POLICY STATEMENT

4.1 Applications for planning consent on land adjacent to the Oakajee to Tallering Peak and Oakajee to Narngulu rail corridors shall not be determined by Council until such time as advice has been received from the Environmental Protection Authority, Department of Planning, and the Department of State Development. Council shall refuse any such application should any of those agencies object to the proposal; and the objectors agree to cover all compensation costs resulting from Council's refusal of the application.

4.2 This policy shall affect any application for a habitable building within 250m of the centre line of the railway (this distance is based on the 65dB(A) Noise Contour Line) and any application for a non-habitable building within 150m of the centre line of the railway (this distance is based on the 75dB(A) Noise Contour Line).

4.3 For the purposes of this policy, the centre line of the railway corridors shall be as defined in the alignment definition study prepared by the Department of Planning and in the recommendation report prepared by the Environmental Protection Authority.

5. REFERENCES AND ADOPTION

Shire of Chapman Valley Local Planning Scheme No.3

Planning & Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

Oakajee Narngulu Infrastructure Corridor (2010)

Oakajee Rail Development – Report & Recommendations of the Environmental Protection Authority (2011)

Greater Geraldton Structure Plan (2011)

Oakajee Industrial Estate Structure Plan (2012)

Report for Oakajee Narngulu Infrastructure Corridor (2012)

Adopted at the 19 February 2014 Ordinary Meeting of Council

EVENTS APPLICATION

LOCAL PLANNING POLICY

1. PURPOSE

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The Shire encourages applicants to produce innovative ways of achieving the stated objectives and acknowledges that these may sit outside the more traditional planning and architectural approaches. In these instances the local government is open to considering (and encourages) well-presented cases, during pre-application consultation, having due regard to the outcome of any public consultation undertaken and the orderly and proper planning of the locality.

2. SCOPE

A Local Planning Policy is not part of the Scheme and 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.

3. OBJECTIVE

3.1 Promote and 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; and
3.5 Incorporate controls to minimise any adverse impacts of events and protect the amenity of residents in adjoining and nearby properties.

4. POLICY STATEMENT

4.1 Definitions

'Event' means an occurrence proposed to be held within the Shire of Chapman Valley on private or public land, either indoor or outdoor by a person(s)/group/organisation, where people assemble at a given time for entertainment, recreation or community purposes and shall include but is not limited to:

- Concerts
- Vehicle Rallys
- One off sporting events

- Shows and fairs
- Festivals
- Exhibitions

4.2 Applications Requirements

Applications for an event are to include at a minimum:

a. Completed Shire Event Application Form;
b. Event Checklist which is to be read in conjunction with the Event Application Form;
c. Applicants to identify approvals and forms as required for the event and attached a copy when submitting application to the Shire;
d. Event Site Plan and other plans as required or requested;
e. A copy of Liability Insurance; and
f. Any other information requested by Shire staff or Council.

4.3 Assessment of Application

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

a. 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;
b. The amenity of the event;
c. 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);
d. The likely impact on residents as a result of the event (including noise, dust, excessive light, or other adverse effects perceptible outside the venue);
e. The availability of the venue at the required time(s) and on the required day(s);
f. The period of time for which the event will operate and the proposed times of operation;
g. Conflict or potential conflict with other events in that location or a surrounding location;
h. The estimated number of participants associated with the special event in relation to the carrying capacity of the facility;
i. The benefits to the community;
j. Reputation of the operator; and
k. Any other factors that may be considered necessary in relation to a particular event.

4.4 Advertising

a. Shire staff may advertise the application for a period of not less than 14 days.
b. At the conclusion of the advertising period should a written, author-identified objection(s) be received, all submissions and the application may be placed before a meeting of Council for consideration.
c. Should no written, author-identified objection(s) be received the application may be approved under delegated authority.

5. REFERENCES AND ADOPTION

Shire of Chapman Valley Local Planning Scheme No.3

Planning & Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

Adopted at the 19 February 2014 Ordinary Meeting of Council

Shire of Chapman Valley

Events Application Form

This form is to be completed and submitted together with the other information outlined in this package. You will be notified in writing when your event application has been processed. Applications must be submitted at least 8 weeks prior to your event.

DISCLAIMER

This package details the requirements of the Shire of Chapman Valley only.
Additional information and/or approvals may be required from other agencies.
It is the sole responsibility of the Applicant, not the Shire of Chapman Valley, to ensure all relevant information and approvals are obtained in relation to each particular event.

(Events Application - Local Planning Policy)

August 2019

SHIRE OF CHAPMAN VALLEY
LOCAL PLANNING SCHEME NO.3

FORM OF APPLICATION FOR PLANNING APPROVAL

OWNER DETAILS:

Name(s): _____

Postal Address: _____ Postcode: _____

Contact Person: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

NOTE: The signatures of ALL the owner(s) is required to process this application.

APPLICANT DETAILS: (if different from owner)

Name(s): _____

Postal Address: _____ Postcode: _____

Contact Person: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

PROPERTY DETAILS:

Lot/Location No: _____ House/Street No: _____

Street Name: _____ Locality/Suburb: _____

Diagram/Plan No: _____ Volume No: _____ Folio No: _____

Event Details

Date: .....

Actual set up date: .....

Actual event start date: .....

Actual event finish date: .....

Actual completion of clean up date: .....

Proposed venue details: (eg. name of reserve, building or public open space)

.....
.....
.....
.....

Event description: (eg. Sporting, commercial, entertainment and in addition please state whether the event is a one-off or proposed as an annual event)

.....
.....
.....
.....

Entertainment: Brief details (number of stalls/products/entertainment-bands, amplified music/animals/activities/farm machinery/rides)

.....
.....
.....
.....

Primary purpose of event: (eg. fundraiser for community group)

.....
.....
.....
.....

Will alcohol be available/consumed on site? (*tick)* Yes ☐ No ☐

Will food be available? (*tick*) Yes ☐ No ☐

Details of any tents, marquees, stages etc. to be used for the event:

.....
.....
.....
.....

Details of any road closures or use of roads for the event: (Note: separate approvals required through police services)

.....
.....
.....
.....

Will the event have implications for local residents, (eg. Noise, traffic management, parking, crowds etc.) and if so how is it proposed to manage these implications?

.....
.....
.....
.....

Expected Attendance

Maximum number of people expected at any given time: .....

Anticipated total number for entire event: .....

Target audience: (eg. youth, adult, family etc.) .....

Have you ever conducted this event before and if so, when/where was it held?

.....
.....
.....
.....

Have you determine whether a risk assessment needs to be done? (*tick*) Yes ☐ No ☐

Event Facilities

Power supply details: .....
.....
.....

Water supply details: .....
.....
.....

Number of toilets available: Male: Closets: .....
Hand Wash Basins: .....
Urinals: .....

Female: Closets: .....
Hand Wash Basins: .....

YOU MAY WISH TO ATTACH ANY OTHER RELEVANT INFORMATION TO ASSIST WITH THE APPROVAL PROCESS

SITE PLAN

A detailed layout of the event is to be included with your application. Please ensure the following is indicated on the map (if applicable). It is suggested that a copy of the finalised site plan be issued to police, fire services, SES, and other relevant emergency services, First Aid and security personnel, and participants.

Stage	Seating	Vehicle access points (include street names)
Food stalls	First aid post(s)	Location of marquees, tents etc.
Electricity cables	Emergency exits	Sale or consumption of alcohol areas
Parking areas	Fenced off areas	Location and number of additional toilet facilities
Site signage	Lighting	Any other facilities relevant to your event

North

ACKNOWLEDGEMENT

I, _____ as the event organiser,

applying for approval to host an event in the Shire of Chapman Valley I acknowledge that the information and completed actions in my application are true and correct. I accept full responsibility of the facility and/or reserve during the specified event period and will ensure compliance with the Shire of Chapman Valley's conditions of approval.

I will indemnify the Shire of Chapman Valley and landowner against any action, suit or proceeding caused by my failure to observe all statutory and other requirements or as a result of my negligence or wilful actions. I will ensure that appropriate liability and other insurances are in place for the activities to be conducted, with evidence in this regard to be presented to the Shire of Chapman Valley prior to commencement of the event.

I understand and acknowledge the Event Application Package has been compiled according to a number of statutory requirements, and any forthcoming Planning Consent (including conditions of approval) are lawfully binding and can be enforced pursuant to the Shire of Chapman Valley Local Planning Scheme No.2 and *Planning and Development Act 2005*. Furthermore I understand there could be other requirements outside of this package and that, as the event organiser, I am responsible to meet.

Signature: _____ **Date:** _____

Print Name: _____

Important Notes:

- *You may <u>not</u> proceed with your event without written planning consent being issued by the Shire and all other statutory requirements have been satisfied. This may take between 3 to 4 weeks depending on the scale and size of your event.*
- *All conditions will be outlined in a formal notice of Planning Consent. It is your responsibility as the applicant/event organiser to adhere to the conditions of approval.*
- *Applications and approvals for an event are not transferable. Therefore the organiser cannot transfer Shire approval for an event to an alternative venue, date or time, without further consent being granted by the Shire.*
- *You must ensure the event adequately caterers for the needs of people with disabilities.*
- *You may be required at the request oft the Shire to attend a 'de-brief' of the event to discuss any associated issues and/or possible improvements to the ant future events.*

INFORMATION AND GUIDE FOR APPLICANTS

1. LOCATION OF EVENT

If you intend on holding your event on property owned or managed by the Shire of Chapman Valley or any other government agency you are required to obtain that organisations consent prior to lodging an application. This includes the signing of the application for under 'Landowners Details' by the appropriate authorised person.

If event is to be held on privately owned land, you will be required to have land owner/s sign the application form.

2. SITE PLAN AND EVENT LAYOUT

A site plan with the layout of the event is to be provided with your application, which shall include location of:

- vehicular access
- onsite carparking and bus drop off areas
- barrier fencing
- stage and sound equipment (if applicable)
- stalls of any kind (food, craft, etc)
- competitor and spectator areas/seating
- liquor licensed area/s (if applicable)
- electrical supply
- first aid facilities
- structures and buildings (pavilions, sheds, tents, marquees, etc)
- toilet facilities (existing and additional)
- walkways
- external lighting (if applicable)
- emergency access and routes
- over night camping areas (if applicable)

3. EVENT TIME FRAME AND EXPECTED ATTENDANCE

The event organiser is to provide the Shire of Chapman Valley with dates and time/s the ground/reserve is to be used, including set up and clean up.

The Shire of Chapman Valley is to be provided with the estimated number of patrons attending the event, which will be used to calculate toilet, waste and First Aid requirements. Additional a Risk Management Plan may also be required – this matter should be discussed with the Shire's Risk Management Co-ordinator.

4. ACCESS TO VENUE FOR SHIRE STAFF

Shire staff members are to be afforded access to the whole venue for the duration of the event. Authority cards can be made up for staff members that require access for compliance purposes.

5. PUBLIC LIABILITY INSURANCE

Council requires public liability insurance be provided for all events to a minimum value of $5,000,000. This insurance is the responsibility of the event organiser with evidence of such cover to be submitted as part of the application.

6. RISK MANAGEMENT PLAN

The event organiser may be required to provide a risk management plan to the Shire's Planning and Development Department prior to the event- - Further information on this matter can be obtained from the Shire's Risk Management Co-ordinator.

7. LEGISLATIVE REQUIREMENTS

Application for the event must be lodged on the Form 1 – Application for Planning Consent contained in this package.

Under the *Health (Public Building) Regulations 1992*, outdoor events are considered public buildings. The following are requirements under the above regulations:

- application to erect a public building (Form 1) to be completed 2 weeks prior to the event
- toilet facilities relevant to the expected attendance
- disabled access (for both the event grounds in general and toilet facilities)
- evacuation plan and emergency lighting
- general lighting for evening and night events
- all electrical equipment, switches, meters are to be protected from the public and a certificate of electrical compliance (Form 5) must be completed 2 weeks prior to the event
- exit signs are to be provided
- fire equipment and telephones are to be supplied

Event organisers are to provide sufficient waste disposal facilities relevant to the expected attendance.

Any stalls or premises preparing and/or selling food is to comply with the *Health (Food Hygiene) Regulations 1993*. Applications to sell food at the event should be lodged with the Shire's Health Department at least 4 weeks prior to the event.

Under the *Environmental Protection (Noise) Regulations 1997*, noise levels are to comply with the levels set out in those regulations. If the Shire of Northampton deems it necessary to have an Environmental Health Officer present to monitor the noise levels of the event, the event organiser may be required to pay for these services. Any officer present to ensure compliance with the above noise regulations is not under the control of the organiser.

8. ALCOHOL AND LIQUOR LICENSING

Event organisers are required to apply for a liquor licence through the Department of Liquor and Gaming, if alcohol is to be sold at the event. If the liquor licence is approved, details of the licence are to be provided to the Shire of Chapman Valley at least 2 weeks prior to the event.

If alcohol is to be sold and/or consumed on Shire property, application should be made to the Shire for a permit to consume alcohol.

9. PROVISION OF FIRST AID

The event organiser should provide First Aid facilities relevant to the size of the event.

10. EMERGENCY SERVICES

Event organisers must notify the Police and Fire & Emergency Services of the event and the event time frame. A contact number for the event organiser should be given to these organisations in case of emergency.

Access must also be available to emergency vehicles as required.

11. NOTIFICATION OF ROAD CLOSURES

The event organiser is to notify and seek approval from the Engineering Department (and Main Roads WA if necessary) for any road closures for the event, prior to lodging an application with the Police. Please note partial road closures or suspension of the *Traffic Act* requires approval and these forms/approvals need to be sourced from Police, at least 6 weeks prior to the event to allow for separate processing.

12. WATER & POWER

It is the responsibility of the event organiser to ensure a potable water supply (to public health drinking standards) is made available for patrons at the event. Event organisers may need to organise independent power supplies for Shire grounds.

13. FIREWORKS

Approval is required from the Department of Mines, the Police and the Shire of Chapman Valley for the discharge fireworks at an event. Applications in this regard can be obtained from the Department of Mines.

If approved, the State Fire & Emergency Services are to be notified and appropriate fire fighting equipment is to be provided at the event.

14. Parking

The event organiser is to ensure sufficient parking and manoeuvring area is available for the expected number of competitors and patrons at the event. This shall include provision for bus drop off and parking, if applicable. All parking areas shall be clearly defined and may require onsite parking attendants depending on the nature and patronage of the event.

15. FENCING

If the event is to be fenced off, or have areas within the event to be fenced (eg. licensed or competitor areas), the fencing is to be inspected by the Shires Building Department prior to the event.

16. CONSULTATION WITH OTHER GROUND USERS

Event organisers should ensure that all other ground users are contacted and informed of the event to ensure there is no conflict of use and/or parking. For applications to conduct events in public areas the Shire in issuing approval may not grant exclusive use of the ground or reserve.

17. CONSULTATION WITH COMMUNITY

All neighbouring landowners should be consulted to avoid any from of conflict. In this regard the Shire may seek comment from all or part of the community through the application process, which may reflect in the decision of the Shire Council.

18. RIGHT OF APPEAL

The applicant/owner has a right of appeal against the Shire's decision, be it a refusal or any condition of approval, in accordance with the provisions of the *Planning and Development Act, 2005.* In this regard contact should be made with the State Administrative Tribunal on 9219 3111 or via website www.sat.justice.wa.gov.au to obtain the relevant time limitations, appeal process, appeal forms and respective fees.

EXTRACTIVE INDUSTRY

LOCAL PLANNING POLICY

1. PURPOSE

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2. SCOPE

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3. OBJECTIVE

3.1 To detail the specific requirements and minimum standards for the establishment of an 'Extractive Industry' in the 'Rural' and 'Rural Smallholding' zones.

3.2 To set out matters which may be taken into account when considering applications for an extractive industry.

3.3 To ensure extractive industry occurs with minimal detriment to the local amenity and environment, and in a manner which allows for future use and development consistent with long-term planning intentions for the area.

4. POLICY STATEMENT

4.1 Definition and Permissibility

a. An 'Industry - Extractive' is defined within Local Planning Scheme No.3 as:

"industry — extractive means premises, other than premises used for mining operations, that are used for the extraction of basic raw

materials including by means of ripping, blasting or dredging and may include facilities for any of the following purposes -

(a) the processing of raw materials including crushing, screening, washing, blending or grading;

(b) activities associated with the extraction of basic raw materials including wastewater treatment, storage, rehabilitation, loading, transportation, maintenance and administration."

b. Within the 'Rural Smallholdings' and 'Rural' zones the land use of 'Industry – Extractive' is considered an 'A' use which means that the use is not permitted unless the Local Government has exercised its discretion by granting planning approval after giving special notice in accordance with clause 64 of the deemed provisions.

c. The extraction of basic raw materials to a depth of 1m or less to be used for improvements the same farming property or for municipal purposes, including the building of roads, is exempt from obtaining planning consent.

4.2 General Requirements / Considerations

a. Extractive industry will only be approved where Council is satisfied that the proposal will not result in unacceptable environmental impacts as a result of noise, dust, light spill, odour, visual intrusion or contamination.

b. An extractive industry proposed within the Moresby Range as defined by the Moresby Range Management Strategy shall be assessed with regard for that development and the Moresby Range Management Plan.

c. Depending on the nature of the proposed extractive industry, local wind, topography and vegetation conditions, setback distances from site boundaries and existing watercourse or bodies may need to be increased. When determining such setbacks Council shall consider existing and potential land-uses on adjoining and nearby properties.

d. Council may require the preservation and/or planting of a vegetated buffer strip ensuring that the extraction activities are adequately screened from the road and adjoining properties.

e. Where an extractive industry has direct access to a sealed road and the projected number of vehicle movements from the site would justify such a requirement (as determined by Council), the Council may require crossover and vehicle access areas within 50m of the road to be constructed with a stable, impervious surface, with stormwater runoff being controlled. In this regard the construction of a crossover shall be in accordance with the Council's existing Crossover Policy.

f. Where an extractive industry is being developed with or without direct access to a sealed road, the Council may require assistance to upgrade and maintain the road/s that will be affected by heavy vehicle movements associated with the extractive industry. Such upgrading contributions may be financial or in-kind and shall be calculated on a case-by-case basis.

g. The Council will not support the operation of extractive industry outside of the following hours, unless it can be demonstrated the proposed extraction area/activity is at least 1km from the closest neighbouring residence upon which the Council may entertain extended operating times:

Monday to Saturday - 7.00 am to 6.00 pm
Sundays and Public Holidays - no operations

h. The Extractive industry will generally be approved for a one year period from the date of issue. Operations that continue beyond one year's duration will be subject to a renewed application for planning consent on an annual basis.

i. For large scale mining operations an extended period of approval may be entertained by Council, based on individual merit.

4.3 Application Requirements

a. Planning application form duly signed by the owner(s) of the property and relevant fee;

b. Plans that have been drawn to scale and include:
   i. A surveyed plan of the site showing the proposed area of extraction in relation to topographical features, area of remnant vegetation, existing and proposed access and internal roads, existing buildings, proposed stock pile area and setback distances from property boundaries;
   ii. A cross section of the proposed extraction area showing the depth of extraction, height and battering of the pit walls and face, and access ramp/area;
   iii. A rehabilitation plan for the area of extraction prepared in accordance with Department of Environment Regulation guidelines showing the re-contouring of the land and areas of re-planting.

c. Written submission detailing the type and quantity of material to be mined, stages of extraction (if applicable), depth of extraction, life expectancy of the resource, specific hours of operation; number of vehicular movements per week and machinery to be used.

d. A management plan containing:
   i. the nature and estimated duration of the proposed excavation;
   ii. the stages and the timing of the stages in which it is proposed to carry out the excavation;
   iii. details of the methods to be employed in the proposed excavation and a description of any on-site processing works;
   iv. details of the depth and extent of the existing and proposed excavation of the site;
   v. an estimate of the depth of and description of the nature and quantity of the overburden to be removed;
   vi. a description of the methods by which existing vegetation is to be cleared and topsoil and overburden removed or stockpiled;

vii. a description of the means of access to the excavation site and the types of thoroughfares to be constructed;
viii. details of the proposed number and size of trucks entering and leaving the site each day and the route or routes to be taken by those vehicles (please note that the local government may require contributions towards the upgrade of roads);
ix. a description of any proposed buildings, water supply, treatment plant, tanks and other improvements;
x. details of drainage conditions applicable to the land and methods by which the excavation site is to be kept drained;
xi. a description of the measures to be taken to minimise sand drift, dust nuisance, erosion, watercourse siltation and dangers to the general public;
xii. a description of the measures to be taken to comply with the *Environmental Protection (Noise) Regulations 1997*;
xiii. a description of the existing site environment and a report on the anticipated effect that the proposed excavation will have on the environment in the vicinity of the land;
xiv. details of the nature of existing vegetation, shrubs and trees and a description of measures to be taken to minimise the clearing of existing vegetation; and
xv. a description of the measures to be taken in screening the excavation site, or otherwise minimising adverse visual impacts, from nearby thoroughfares or other areas.

e. A rehabilitation and decommissioning plan indicating:
i. the objectives of the program, having due regard to the nature of the surrounding area and the proposed end-use of the excavation site;
ii. whether restoration and reinstatement of the excavation site is to be undertaken progressively or upon completion of excavation operations;
iii. how any face is to be made safe and batters sloped;
iv. the method by which topsoil is to be replaced and revegetated;
v. the numbers and types of trees and shrubs to be planted and other landscaping features to be developed;
vi. how rehabilitated areas are to be maintained; and
vii. the program for the removal of buildings, plant, waste and final site clean-up.

5. REFERENCES AND ADOPTION

Shire of Chapman Valley Local Planning Scheme No.3

Planning & Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

Moresby Range Management Strategy

Moresby Range Management Plan

Visual Landscape Planning in Western Australia

Adopted at the 19 February 2014 Ordinary Meeting of Council

EXTRACTIVE INDUSTRY

LOCAL PLANNING POLICY

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2. SCOPE

A Local Planning Policy is not part of the Scheme and 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.

3. OBJECTIVE

3.1 To detail the specific requirements and minimum standards for the establishment of an 'Extractive Industry' in the 'Rural' and 'Rural Smallholding' zones.

3.2 To set out matters which may be taken into account when considering applications for an extractive industry.

3.3 To ensure extractive industry occurs with minimal detriment to the local amenity and environment, and in a manner which allows for future use and development consistent with long-term planning intentions for the area.

4. POLICY STATEMENT

4.1 Definition and Permissibility

a. An 'Industry - Extractive' is defined within Local Planning Scheme No.3 as:

"industry — extractive means premises, other than premises used for mining operations, that are used for the extraction of basic raw

materials including by means of ripping, blasting or dredging and may include facilities for any of the following purposes -

(a) the processing of raw materials including crushing, screening, washing, blending or grading;

(b) activities associated with the extraction of basic raw materials including wastewater treatment, storage, rehabilitation, loading, transportation, maintenance and administration."

b. Within the 'Rural Smallholdings' and 'Rural' zones the land use of 'Industry – Extractive' is considered an 'A' use which means that the use is not permitted unless the Local Government has exercised its discretion by granting planning approval after giving special notice in accordance with clause 64 of the deemed provisions.

c. The extraction of basic raw materials to a depth of 1m or less to be used for improvements the same farming property or for municipal purposes, including the building of roads, is exempt from obtaining planning consent.

4.2 General Requirements / Considerations

a. Extractive industry will only be approved where Council is satisfied that the proposal will not result in unacceptable environmental impacts as a result of noise, dust, light spill, odour, visual intrusion or contamination.

b. An extractive industry proposed within the Moresby Range as defined by the Moresby Range Management Strategy shall be assessed with regard for that development and the Moresby Range Management Plan.

c. Depending on the nature of the proposed extractive industry, local wind, topography and vegetation conditions, setback distances from site boundaries and existing watercourse or bodies may need to be increased. When determining such setbacks Council shall consider existing and potential land-uses on adjoining and nearby properties.

d. Council may require the preservation and/or planting of a vegetated buffer strip ensuring that the extraction activities are adequately screened from the road and adjoining properties.

e. Where an extractive industry has direct access to a sealed road and the projected number of vehicle movements from the site would justify such a requirement (as determined by Council), the Council may require crossover and vehicle access areas within 50m of the road to be constructed with a stable, impervious surface, with stormwater runoff being controlled. In this regard the construction of a crossover shall be in accordance with the Council's existing Crossover Policy.

f. Where an extractive industry is being developed with or without direct access to a sealed road, the Council may require assistance to upgrade and maintain the road/s that will be affected by heavy vehicle movements associated with the extractive industry. Such upgrading contributions may be financial or in-kind and shall be calculated on a case-by-case basis.

g. The Council will not support the operation of extractive industry outside of the following hours, unless it can be demonstrated the proposed extraction area/activity is at least 1km from the closest neighbouring residence upon which the Council may entertain extended operating times:

Monday to Saturday - 7.00 am to 6.00 pm
Sundays and Public Holidays - no operations

h. The Extractive industry will generally be approved for a one year period from the date of issue. Operations that continue beyond one year's duration will be subject to a renewed application for planning consent on an annual basis.

i. For large scale mining operations an extended period of approval may be entertained by Council, based on individual merit.

4.3 Application Requirements

a. Planning application form duly signed by the owner(s) of the property and relevant fee;

b. Plans that have been drawn to scale and include:
   i. A surveyed plan of the site showing the proposed area of extraction in relation to topographical features, area of remnant vegetation, existing and proposed access and internal roads, existing buildings, proposed stock pile area and setback distances from property boundaries;
   ii. A cross section of the proposed extraction area showing the depth of extraction, height and battering of the pit walls and face, and access ramp/area;
   iii. A rehabilitation plan for the area of extraction prepared in accordance with Department of Environment Regulation guidelines showing the re-contouring of the land and areas of re-planting.

c. Written submission detailing the type and quantity of material to be mined, stages of extraction (if applicable), depth of extraction, life expectancy of the resource, specific hours of operation; number of vehicular movements per week and machinery to be used.

d. A management plan containing:
   i. the nature and estimated duration of the proposed excavation;
   ii. the stages and the timing of the stages in which it is proposed to carry out the excavation;
   iii. details of the methods to be employed in the proposed excavation and a description of any on-site processing works;
   iv. details of the depth and extent of the existing and proposed excavation of the site;
   v. an estimate of the depth of and description of the nature and quantity of the overburden to be removed;
   vi. a description of the methods by which existing vegetation is to be cleared and topsoil and overburden removed or stockpiled;

vii. a description of the means of access to the excavation site and the types of thoroughfares to be constructed;
viii. details of the proposed number and size of trucks entering and leaving the site each day and the route or routes to be taken by those vehicles (please note that the local government may require contributions towards the upgrade of roads);
ix. a description of any proposed buildings, water supply, treatment plant, tanks and other improvements;
x. details of drainage conditions applicable to the land and methods by which the excavation site is to be kept drained;
xi. a description of the measures to be taken to minimise sand drift, dust nuisance, erosion, watercourse siltation and dangers to the general public;
xii. a description of the measures to be taken to comply with the *Environmental Protection (Noise) Regulations 1997*;
xiii. a description of the existing site environment and a report on the anticipated effect that the proposed excavation will have on the environment in the vicinity of the land;
xiv. details of the nature of existing vegetation, shrubs and trees and a description of measures to be taken to minimise the clearing of existing vegetation; and
xv. a description of the measures to be taken in screening the excavation site, or otherwise minimising adverse visual impacts, from nearby thoroughfares or other areas.

e. A rehabilitation and decommissioning plan indicating:
i. the objectives of the program, having due regard to the nature of the surrounding area and the proposed end-use of the excavation site;
ii. whether restoration and reinstatement of the excavation site is to be undertaken progressively or upon completion of excavation operations;
iii. how any face is to be made safe and batters sloped;
iv. the method by which topsoil is to be replaced and revegetated;
v. the numbers and types of trees and shrubs to be planted and other landscaping features to be developed;
vi. how rehabilitated areas are to be maintained; and
vii. the program for the removal of buildings, plant, waste and final site clean-up.

5. REFERENCES AND ADOPTION

Shire of Chapman Valley Local Planning Scheme No.3

Planning & Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

Moresby Range Management Strategy

Moresby Range Management Plan

Visual Landscape Planning in Western Australia

Adopted at the 19 February 2014 Ordinary Meeting of Council

GROUPED DWELLINGS

LOCAL PLANNING POLICY

1. PURPOSE

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The Shire encourages applicants to produce innovative ways of achieving the stated objectives and acknowledges that these may sit outside the more traditional planning and architectural approaches. In these instances the local government is open to considering (and encourages) well-presented cases, during pre-application consultation, having due regard to the outcome of any public consultation undertaken and the orderly and proper planning of the locality.

2. SCOPE

A Local Planning Policy is not part of the Scheme and 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.

3. OBJECTIVE

3.1 To ensure that grouped dwellings are constructed and located in such a way so as to minimise their impact on the amenity of the locality.

4. POLICY STATEMENT

4.1 A 'Grouped Dwelling' is defined within the Residential Design Codes as:

> *"A dwelling that is one of a group of two or more dwellings on the same lot such that no dwelling is placed wholly or partly vertically above another, except where special conditions of landscape or topography dictate otherwise, and includes a dwelling on a survey strata with common property."*

4.2 Permissibility of 'Grouped Dwelling' under the Shire's Local Planning Scheme:

Zone	Permissibility
Residential	P
Rural Townsite	D
Urban Development	D
Rural-Residential	X
Rural Smallholdings	X
Rural	D

'P' means that the use is permitted by the Scheme providing the use complies with the relevant development standards and the requirements of the Scheme.

'D' means that the use is not permitted unless the Local Government has exercised its discretion by granting planning approval.

'X' means a use that is not permitted by the Scheme.

4.3 A grouped dwelling (second house) will not be supported on 'Rural' zoned land within a gazetted townsite, unless approval is granted by Council.

4.4 A grouped dwelling (second house) will be supported on 'Rural' zoned land outside of a gazetted townsite, conditional upon:

a. Compliance with all relevant development standards and provisions prescribed in the Shire's Local Planning Scheme (i.e. boundary setbacks, building height, etc.);

b. The dwelling units being clustered; &

c. A maximum of two dwellings per lot. The development of two or more single detached dwellings may be permitted within the Rural zone at the discretion of the Local Government where the land is managed for rural pursuits or agriculture-extensive and where the occupants are engaged in that predominant land use or activity.

d. Be serviced with a minimum 100,000 litre Rainwater Tank or a 10,000 litre storage tank fed from an on-site dam or under-ground bore for domestic and firefighting purposes. This is to include the installation of a 50mm outlet with gate valve and male coupling located at the base of each tank to be clearly marked "Fire Brigade Connection Point";

Note: The taking of water from a domestic supply for firefighting purposes is only supported by Council where the need arises to protect residential development on the same property or in the event the respective landowner/s has granted consent for the water to be used elsewhere.

e. Have provision of a minimum 30m building protection zone around the dwelling measured from the outer wall of the building which is to be kept free of combustible undergrowth and ground litter at all times;

f. Have an internal driveway access to 2WD standard with a minimum width of 4m, horizontal clearance of 6m and a gradient no greater than 1 in 5 to allow for access of fire emergency vehicles;

g. Have all water pipes laid under ground to a minimum depth of 300mm to withstand the effects of a bush fire.

4.5 The subdivision and/or strata titling of land associated with a grouped dwelling within the 'Rural' zone will not be supported by the Shire. Subdivision of land within the 'Rural' zone will generally not be supported unless it is rezoned to facilitate subdivision as specifically provided for in the Shire's endorsed Local Planning Strategy and/or is consistent with the criteria set out in the Western Australian Planning Commission's Development Control Policy 3.4 (Subdivision of Rural Land).

4.6 On 'Residential' zoned land each dwelling shall comply with the requirements of the Residential Design Codes.

4.7 Applications for grouped dwellings upon land zoned 'Rural Townsite' and 'Urban Development' will be assessed on their individual merits and the provision of water, sewer and electricity services.

5. REFERENCES AND ADOPTION

Shire of Chapman Valley Local Planning Scheme No.3

Planning & Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

State Planning Policy 7.3 - Residential Design Codes

Adopted at the 19 February 2014 Ordinary Meeting of Council

HOME OCCUPATION

LOCAL PLANNING POLICY

1. PURPOSE

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2. SCOPE

A Local Planning Policy is not part of the Scheme and 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.

3. OBJECTIVE

3.1 To provide clarification as to definition of a 'Home Occupation', "Home Business' and 'Home Store'.

3.2 To ensure that home based businesses do not compromise the amenity of the area and to ensure that they remain an ancillary use to the main dwelling or the principle land use on the property.

4. POLICY STATEMENT

4.1 Definitions and Permissibility

a. For the purposes of this Policy the term 'business' will refer to a 'Home Occupation', 'Home Business' or 'Home Store'.

b. The following definitions have been extracted from Shire of Chapman Valley Local Planning Scheme No.3 ('the Scheme'):

"home business means a dwelling or land around a dwelling used by an occupier of the dwelling to carry out a business, service or profession if the carrying out of the business, service or profession —
(a) does not involve employing more than 2 people who are not

members of the occupier's household; and

(b) will not cause injury to or adversely affect the amenity of the neighbourhood; and

(c) does not occupy an area greater than 50m²; and

(d) does not involve the retail sale, display or hire of any goods unless the sale, display or hire is done only by means of the Internet; and

(e) does not result in traffic difficulties as a result of the inadequacy of parking or an increase in traffic volumes in the neighbourhood; and

(f) does not involve the presence, use or calling of a vehicle of more than 4.5 tonnes tare weight; and

(g) does not involve the use of an essential service that is greater than the use normally required in the zone in which the dwelling is located."

"home occupation means a dwelling or land around a dwelling used by an occupier of the dwelling to carry out an occupation if the carrying out of the occupation that —

(a) does not involve employing a person who is not a member of the occupier's household; and

(b) will not cause injury to or adversely affect the amenity of the neighbourhood; and

(c) does not occupy an area greater than 20m²; and

(d) does not involve the display on the premises of a sign with an area exceeding 0.2m²; and

(e) does not involve the retail sale, display or hire of any goods unless the sale, display or hire is done only by means of the Internet; and

(f) does not —

(i) require a greater number of parking spaces than normally required for a single dwelling; or

(ii) result in an increase in traffic volume in the neighbourhood; and

(g) does not involve the presence, use or calling of a vehicle of more than 4.5 tonnes tare weight; and

(i) does not include provision for the fuelling, repair or maintenance of motor vehicles; and

(ii) does not involve the use of an essential service that is greater than the use normally required in the zone in which the dwelling is located."

"home office means a dwelling used by an occupier of the dwelling to carry out a home occupation if the carrying out of the occupation —

(a) is solely within the dwelling; and

(b) does not entail clients or customers travelling to and from the dwelling; and

(c) does not involve the display of a sign on the premises; and

(d) does not require any change to the external appearance of the dwelling."

"home store means a shop attached to a dwelling that –

(a) has a net lettable area not exceeding 100m²; and

(b) is operated by a person residing in the dwelling."

c. Permissibility under the Scheme

Zone	Land use Permissibility			
	Home Business	Home Occupation	Home Office	Home Store
Residential	A	D	P	A
Rural Townsite	D	D	P	A
Urban Development	A	D	P	A
Rural-Residential	A	D	P	A
Rural Smallholdings	D	D	P	A
Rural	D	D	P	D

'P' means that the use is permitted if it complies with all relevant development standards and requirements of the Scheme.

'D' means that the use is not permitted unless the Local Government has exercised its discretion by granting planning approval.

'A' means that the use is not permitted unless the Local Government has exercised its discretion by granting planning approval after giving special notice in accordance with clause 64 of the deemed provisions.

4.2 General Provisions

a. The Shire will generally not support an application where the proposed activity does not comply with the definition provided in Local Planning Scheme No.3 or the requirements of this Policy.

b. An application will only be supported where the Council is satisfied that the proposal will not result in unacceptable environmental impacts as a result of noise, dust, light spill, odour or visual intrusion on the neighbouring and/or nearby residents, or the environment.

c. A business can either be attached or detached from the dwelling located on the site. If new, detached, buildings are being developed to accommodate the new use, they should generally be clustered with existing buildings on the site and appropriately constructed on materials so as to complement the existing development.

d. The parking of vehicles associated with a business are not permitted within a public carriageway, including the road verge.

e. In some instances planning consent may only be granted for a period of twelve (12) months upon which renewal of the application is required, including payment of all relevant fees.

4.3 Application Requirements

Applications shall include the following information:

a. Details of the proposed activity inclusive of any equipment used, proposed hours of operation, employees (if any) and their relationship to the occupier of the dwelling, frequency of clients or customers to the site and any other information considered relevant to the proposal; and

b. A site plan showing the dwelling and curtilage of the dwelling depicting where the activity is to take place, including areas for storage and/or administration and car parking provision where necessary.

4.4 Processing of Applications

a. Applications where the land use is considered an "A" use under Local Planning Scheme No.3 may be advertised for a period of no less than 14 days. For applications upon land where the land use is considered a 'D' use Shire staff may advertise the application should they deem it necessary.

b. Should no written, author-identified objection be received during the advertising period the application is able to be determined under delegated authority. However, should a written, author-identified objection be received during the advertising period the application and any received submissions are to be placed before a meeting of Council for determination.

c. Should the application be considered to meet the requirements of this Policy the application may be dealt with under delegated authority by Shire staff. However should the application not be considered to meet the requirements of the Policy or in the opinion of Shire staff require further consideration, the matter may be advertised in accordance with the Local Planning Scheme before being placed before a meeting of Council for determination.

5. REFERENCES AND ADOPTION

Shire of Chapman Valley Local Planning Scheme No.3

Planning & Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

Adopted at the 19 February 2014 Ordinary Meeting of Council

INTENSIVE AGRICULTURE

LOCAL PLANNING POLICY

1. PURPOSE

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2. SCOPE

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3. OBJECTIVE

3.1 To provide clarity and direction with regard to the approval of intensive agricultural uses in consideration of potential conflict issues with other land-uses.

4. POLICY STATEMENT

4.1 Definitions and Permissibility

a. "agriculture – intensive" means premises used for trade or commercial purposes, including outbuildings and earthworks, associated with the following –
   (a) the production of grapes, vegetables, flowers, exotic or native plants, or fruit or nuts;
   (b) the establishment and operation of plant or fruit nurseries;
   (c) the development of land for irrigated fodder production or irrigated pasture (including turf farms); or
   (d) aquaculture;

b. This Policy addresses requirements for applications that are made for 'Agriculture – Intensive' upon land zoned 'Rural Smallholding' or 'Rural'. Both of these zones lists 'Agriculture-Intensive' as a 'D' use

meaning that the use is not permitted unless the Local Government has exercised its discretion by granting planning approval.

4.2 General Requirements

a. Minimum general requirements:

Intensive Agricultural Use	Min. Lot Size	Min. Setback from Boundaries	Min. Setback from Neighbouring Residence	Min. Setback from Dam or Watercourse	Min. Vegetation Screening & Buffers
Horticulture	20 ha	40 metres	200 metres	100 metres	5 metres
Viticulture	30 ha	40 metres	200 metres	100 metres	5 metres
Floriculture	10 ha	15 metres	100 metres	100 metres	5 metres
Aquaculture	10 ha	15 metres	100 metres	100 metres	-
Turf Farm	20 ha	15 metres	100 metres	100 metres	-

* Depending on the nature of the proposed intensive agricultural use, local wind, topography and vegetation conditions, setbacks may need to be varied to those specified above. When determining such setbacks the Council will consider existing characteristics and potential land-uses on adjoining and nearby properties.

b. An acceptable water supply, endorsed / licenced by the Department of Water, exists on the property with confirmation to this effect being submitted in writing at the time of application for planning consent.

c. information is submitted at the time of application for planning consent demonstrating the proposed intensive agricultural use will not impact on any neighbouring agricultural practice or be detrimental to the subject land, surrounding locality or environment by way of land degradation or erosion, noise, dust, odour, spray drift, effluent disposal or leaching, waste water disposal or runoff etc.

d. it can be demonstrated the proposed intensive agricultural use/development will not adversely affect a known drinking water source.

e. The Council will only support the establishment of buildings for an intensive agricultural use where they are clustered with other buildings on the site and are located well away from hills, mesa tops, and ridge-lines.

f. The Council will not support the damming of a watercourse or valley area for the purpose of servicing a proposed intensive agricultural use/development unless:

i. a separate application for planning consent for the proposed dam has been submitted detailing:
- the overall area and holding capacity of the dam;
- a profile of the dam wall including the provision of an overflow so as not to prohibit or substantially restrict the flow of water downstream;
- the location of the dam in relation to property boundaries and existing residential development.; and

ii. the Department of Water has given its endorsement for the proposed dam.

g. The Council will only support retailing of produce from the subject property where:

i. a separate application for planning consent for wayside stall, produce store or cellar door sales outlet has been submitted detailing:
- location and form of building;
- vehicular access;
- disabled access (maybe required in some instances);
- provision for on-site car parking;
- provision of landscaping;
- hours of operation; and

ii. the retailing is incidental to an approved intensive agricultural use/development;

iii. access to the property is by an 8m gravel standard road;

iv. the proposed development will not result in unacceptable environmental impacts as a result of noise, odour, light spill, or visual intrusion, contamination.

4.3 Feed Lot

An application for a feed lot may be required to be advertised and thereafter placed before a meeting of Council and shall be subject to, at a minimum, the following:

a. the subject property is to be serviced at a minimum by an 8m gravel or bitumen paved road;

b. favourable comment to the proposal has been received from the Department of Agriculture and Food, Department of Planning, Department of Environmental Regulation, Department of Parks & Wildlife and any other government agency as determined by Council;

c. the Council is satisfied the feed lot proposal will not result in any negative impact on neighbouring agricultural practices or be detrimental to the subject land, surrounding locality or environment by way of land degradation or erosion, noise, dust, odour, effluent disposal or leaching, waste water disposal or runoff.

Note: All applications seeking planning consent for a feed lot shall be referred to Council for determination.

5. REFERENCES AND ADOPTION

Shire of Chapman Valley Local Planning Scheme No.3
Planning & Development Act 2005
Planning and Development (Local Planning Schemes) Regulations 2015
Adopted at the 19 February 2014 Ordinary Meeting of Council

OUTBUILDINGS

LOCAL PLANNING POLICY

1. PURPOSE

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2. SCOPE

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3. OBJECTIVE

3.1 To allow for a regional variation to Section 5.4.3 of State Planning Policy 7.3 - 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.

4. POLICY STATEMENT

4.1 For the purpose of this Policy an outbuilding means a building structure not under the main roof of a dwelling and is measured by the total floor area (whether enclosed or open).

4.2 Should Ancillary Accommodation 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.

4.3 Pre-fabricated garden sheds, "cubby houses", kennels and other animal enclosures (such as aviaries, stables) less than 9m^2 in total aggregate area and less than 2.5m in height (measured from natural ground level) are exempt from this policy provided they are located to the rear of the residence, satisfy the site and development requirements set out in the Scheme, and are of a design and colour considered in keeping with the amenity of the area by the Local Government.

4.4 In consideration of an application the following maximum standards apply to outbuildings:

Zone	Standard	Maximum
Residential (R10 and higher density)	Area (total aggregate) Wall Height Overall Height (single story)	120m^2 3m* 4.5m*
Townsite	Area (total aggregate) Wall Height Overall Height (single story)	120m^2 3m* 4.5m*
Residential (R5 and lower density)	Area (total aggregate) Wall Height Overall Height (single story)	180m^2 4m* 5m*
Rural Residential Rural Smallholding Rural (lots less than 4ha)	Area (total aggregate) Wall Height Overall Height (single story) Overall Height (double story barn)	240m^2 (In addition up to a maximum of 120m^2 unenclosed area may be considered subject to prior consultation being undertaken as per Section 4.11(b) of this policy) 4.5m* 5.5m* 6.5m*
Rural Residential Rural Smallholding Rural (lots greater than 4ha)	Exempt from the area and height requirements of this policy	

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

4.5 Other than for general storage and/or agricultural purposes an outbuilding shall not be used for any commercial or industrial use without prior approval from Council.

4.6 The storage of accumulated personal items and any items in connection with a commercial or industrial operation (e.g. cray pots, building materials, earthmoving equipment etc.) is considered contrary to the objectives of this policy and is therefore not considered sufficient justification for an increase in the maximum standards prescribed.

4.7 An outbuilding is required to be sited behind the 'front building line' of a dwelling on lots less than 4ha in area in all zones, unless sufficient justification has been provided by the applicant and the building is consistent in design and materials with the existing dwelling.

Note: For the purpose of this statement the 'front building line' is to be measured from the closest point of the house to the front boundary drawn parallel to the boundary as illustrated below:

Figure 1

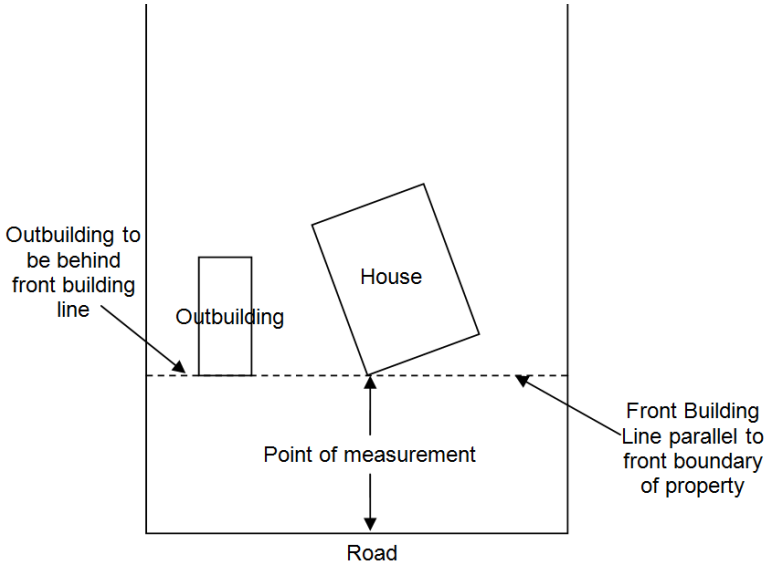
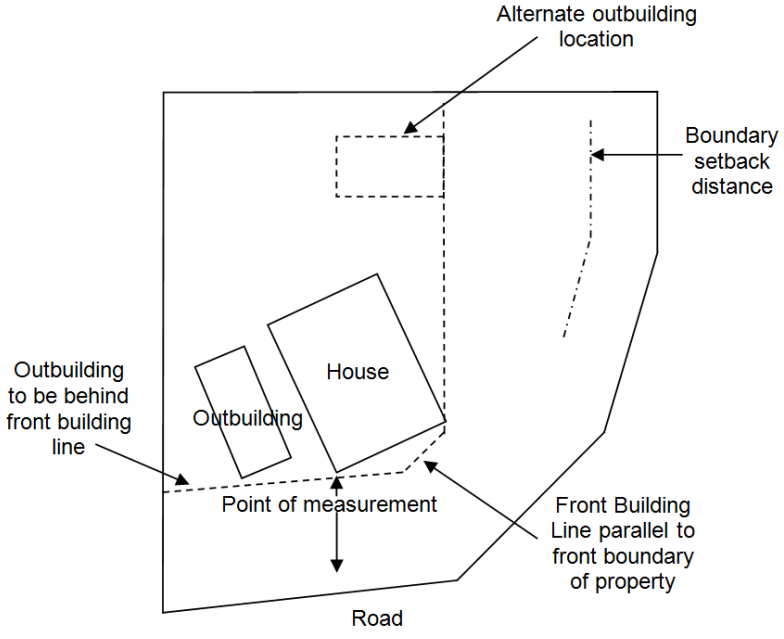


Figure 2



4.8 The development of an outbuilding on vacant residential land shall not be approved unless the residence has been completed up to, and including, the pouring of a concrete house slab (although variation to this is permitted where the slabs for the residence and outbuilding are poured concurrently).

4.9 Setbacks for outbuildings

(a) For lots zoned 'Townsite' or 'Residential' lots zoned R5 and higher density the side/rear boundary can be reduced to nil (subject to compliance with the Building Code of Australia) provided neighbour consent is given. No planning application is required to be lodged.

(b) 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 4.11(c) of this policy).

(c) For lots zoned 'Rural-Residential', 'Rural Smallholding' and 'Rural' the outbuildings are to be setback in accordance with the Local Planning Scheme, or if applicable located within a defined building envelope.

4.10 Materials

(a) The use of uncoated metal sheeting (i.e. zincalume or corrugated iron) is only permitted upon land zoned 'Rural Smallholdings' or 'Rural'.

(b) The use of uncoated metal sheeting may be considered in the 'Townsite' zone or where existing buildings have been constructed with the use of uncoated metal sheeting or similar upon a property or another property located in close proximity.

4.11 Consultation

(a) Applications that propose variation to any part of the Policy (other than the variation pursuant to Section 4.11(b) & (c) of this policy) will require consultation with surrounding landowners, by means of the Shire writing directly to the surrounding landowners inviting comment, and placement of an advisory sign on-site for a period of not less than 21 days, prior to the application and any received submissions being placed before a meeting of Council for consideration.

(b) Applications within the 'Rural Residential', 'Rural Smallholding' and 'Rural' zone (where the lots are less than 4ha) that propose a total outbuilding area comprising not more than 240m² enclosed aggregate area and an additional 120m² unenclosed aggregate area will require consultation with surrounding landowners, by means of the Shire writing directly to the surrounding landowners inviting comment, and placement of an advisory sign on-site for a period of not less than 21 days. In the event that at the conclusion of the consultation period no written, author-identified objections have been received then the application may be determined by Shire staff under delegated authority. In the event that a written, author-identified objection is received then the application and the received submission(s) will be placed before a meeting of Council for consideration.

(c) Applications for 'Residential' lots zoned R2.5 and lower density that propose a side and/or rear boundary setback of less than the R-Code requirement, but not less than 5m, will require consultation with surrounding landowners, by means of the Shire writing directly to the surrounding landowners inviting comment, and placement of an advisory sign on-site for a period of not less than 21 days. In the event that at the conclusion of the consultation period no written, author-identified objections have been received then the application may be determined by Shire staff under delegated authority. In the event that a written, author-identified objection is received then the application and the received submission(s) will be placed before a meeting of Council for consideration.

Note: The advertising of a received application that proposes variation to any part of the Policy is undertaken to make the proposal available for inspection in order to provide opportunity for public comment and it should not be construed that final approval will be granted.

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

5. REFERENCES AND ADOPTION

Shire of Chapman Valley Local Planning Scheme No.3

Planning & Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

State Planning Policy 7.3 - Residential Design Codes

Adopted for advertising for public comment at the 19 June 2019 meeting of Council.
Adopted at the 21 August 2019 meeting of Council.

RELOCATED BUILDINGS

LOCAL PLANNING POLICY

1. PURPOSE

Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. The Scheme prevails should there be any conflict between this Policy and the Scheme.

It is not intended that a policy be applied rigidly, but each application be examined on its merits, with the objectives and intent of the policy the key for assessment. However, it should not be assumed that the local government, in exercising its planning discretion, be limited to the policy provisions and that mere compliance will result in an approval. This approach has produced many examples of inappropriate built form that has a long-term impact on the amenity and sustainability of the locality.

The Shire encourages applicants to produce innovative ways of achieving the stated objectives and acknowledges that these may sit outside the more traditional planning and architectural approaches. In these instances the local government is open to considering (and encourages) well-presented cases, during pre-application consultation, having due regard to the outcome of any public consultation undertaken and the orderly and proper planning of the locality.

2. SCOPE

A Local Planning Policy is not part of the Scheme and 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.

3. OBJECTIVE

3.1 To ensure that any development proposing to use a second hand building or second hand cladding material meets acceptable aesthetic and amenity requirements in the locality for which it is proposed.

3.2 To address the issue of exposure risks from asbestos cement cladding.

4. POLICY STATEMENT

4.1 Definition

A ‘relocated building’ is considered to be a dwelling or outbuilding that has previously been constructed on a different lot and has the ability to be dismantled in whole or in part for the purpose of being transported and sited on another property. A purpose designed, new transportable home is not considered a relocated dwelling for the purposes of this policy however Shire staff retain the right to request an application should it be considered appropriate.

4.2 General Requirements

a. The use of second hand cladding materials and second hand buildings can result in unacceptable development by reason of poor aesthetic result and by adversely affecting the amenity of an area. Council requires that an applicant demonstrate that the proposed use of a second hand building and/or the use of second hand cladding material will not result in any adverse effect on the amenity or the aesthetics of the area within which it is proposed.

b. Unless specific approval is given, all external asbestos cement cladding must be removed and replaced with new material prior to the relocation of a transported building to its new site.

c. The Shire at its discretion may impose conditions requiring the relocated building to be re-roofed, re-clad and/or re-painted within a specified time frame to ensure the building presentation is of an acceptable standard.

4.3 Application Requirements

An application for a relocated building shall include:

a. Completed *Form of Application for Planning Approval* signed by the owner(s) of the property upon which the building will be located.

b. Plans that have been drawn to scale and include at a minimum:
   i. A site plan;
   ii. Floor plan and elevations for the relocated building. These plans need to demonstrate any proposed works/upgrades that are required to be undertaken to the building (i.e. new cladding, additional verandahs etc.);
   iii. A series of photographs of each elevation of the relocated building prior to it being dismantled showing its standard of presentation;
   iv. A detailed report on the structural integrity of the relocated building prepared by a qualified Building Surveyor or a certified structural engineer; &
   v. A written submission from the proponent detailing the proposed works to be undertaken to the relocated building to improve its visual presentation and ensure it complies with the relevant building and health standards as required. This needs to include a clear timeframe over which it is proposed that the above works will be carried out.

c. Planning Application fee based on the cost of the building plus any transportation, installation and upgrade costs. This is calculated per Item 1 of the Shire's current Planning Services Fees.

4.4 Post Application

Should a planning application be granted planning consent by the Shire the following conditions shall be imposed and required to be undertaken by the applicant prior to the lodgement of the necessary building licence:

a. A bond, of at least 5% of the estimated value of an equivalent new building, to a maximum of $5,000 and minimum of $1,000.

b. A statutory declaration, signed by the applicant(s) and appropriately witnessed, indicating that the bond will be forfeited to Council if:
   i. The works described in the application are not carried out within the timeframe indicated;
   ii. Within 12 months of the date of the agreement, the development does not reach a point where externally it appears complete; and
   iii. Any notice duly served upon the builder is not promptly complied with.

c. Bond moneys will only be refunded (if not forfeited) after works required to prevent forfeiture have been carried out to the satisfaction of the Shire's Building Surveyor and/or Planning Officer.

4.5 Delegation

Should the application be considered to meet the requirements of this Policy the application may be dealt with under delegated authority by Shire staff.

However should the application not be considered to meet the requirements of the Policy or in the opinion of Shire staff require further consideration, the matter may be advertised in accordance with the Local Planning Scheme before being placed before a meeting of Council for determination.

5. REFERENCES AND ADOPTION

Shire of Chapman Valley Local Planning Scheme No.3

Planning & Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

Adopted at the 19 February 2014 Ordinary Meeting of Council

RURAL INDUSTRY

LOCAL PLANNING POLICY

1. PURPOSE

Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. The Scheme prevails should there be any conflict between this Policy and the Scheme.

It is not intended that a policy be applied rigidly, but each application be examined on its merits, with the objectives and intent of the policy the key for assessment. However, it should not be assumed that the local government, in exercising its planning discretion, be limited to the policy provisions and that mere compliance will result in an approval. This approach has produced many examples of inappropriate built form that has a long-term impact on the amenity and sustainability of the locality.

The Shire encourages applicants to produce innovative ways of achieving the stated objectives and acknowledges that these may sit outside the more traditional planning and architectural approaches. In these instances the local government is open to considering (and encourages) well-presented cases, during pre-application consultation, having due regard to the outcome of any public consultation undertaken and the orderly and proper planning of the locality.

2. SCOPE

A Local Planning Policy is not part of the Scheme and 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.

3. OBJECTIVE

3.1 To specify the minimum development standards to be applied to 'Rural Industry' applications.

4. POLICY STATEMENT

4.1 Definitions and Permissibility

a. Rural Industry is defined within the Shire's Local Planning Scheme No.3 as meaning:

"(a) an industry handling, treating, processing or packing rural products;
(b) a workshop servicing plant or equipment used for rural products."

Permissibility of 'Industry – Rural' under the Scheme:

Zone	Permissibility
Rural-Residential	X
Rural Smallholdings	A
Rural	D
Light Industry	D
General Industry	D
Strategic Industry–Oakajee Industrial Area A (General)	D

'D' means that the use is not permitted unless the Local Government has exercised its discretion by granting planning approval.

'A' means that the use is not permitted unless the Local Government has exercised its discretion by granting planning approval after giving special notice in accordance with clause 64 of the deemed provisions.

'X' means a use that is not permitted by the Scheme.

b. It is not considered that the uses of abattoir, piggery, poultry farm or fish shop come under the definition of 'Industry – Rural'.

4.2 Planning Application

An application for planning consent is required to be submitted with the following criteria and minimum development standards to be met:

CRITERIA	MINIMUM STANDARD
General Location	Buildings are to be sited in a clustered format well away from hills, mesa tops, and ridge-lines
Setbacks *	40m from all boundaries; 200m from neighbouring residences; 100m from any water course or water body.
Effluent & Waste Disposal	As determined by Shire Environmental Health Officer.
Building Materials & Colours	Non reflective building materials and colours complimentary to the surrounding landscape to be used in areas of high visual amenity such as the Moresby Range and the Chapman Valley area.
Property Access	Property access is to be via a 12m form/8m gravel paved road.
On-site Carparking and Service Areas **	Carparking and service areas to be constructed to a delineated, drained and compacted gravel standard. The number of parking bays to be calculated at 1 bay for every 50m^2 gross area.
Landscaping	Landscaping is to be provided around all associated buildings, parking, storage and loading areas.

* Depending on the nature of the proposed rural industry, local wind, topography and vegetation conditions, setbacks may need to be greater than those specified above. When determining such setbacks Council shall consider existing and potential land-uses on adjoining and nearby properties.

** Where a rural industry has direct access to a sealed road and car parking for ten or more staff is required (as determined by Council) and/or the projected number of vehicle movements from the site would justify such a requirement, Council may require crossover, vehicle access, loading and car parking areas to be constructed with a stable, impervious surface, with stormwater runoff being controlled. Construction of a crossover shall be in accordance with Council's Crossover Specifications.

5. REFERENCES AND ADOPTION

Shire of Chapman Valley Local Planning Scheme No.3

Planning & Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

Adopted at the 19 February 2014 Ordinary Meeting of Council

RURAL TOURISM DEVELOPMENT

LOCAL PLANNING POLICY

1. PURPOSE

Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. The Scheme prevails should there be any conflict between this Policy and the Scheme.

It is not intended that a policy be applied rigidly, but each application be examined on its merits, with the objectives and intent of the policy the key for assessment. However, it should not be assumed that the local government, in exercising its planning discretion, be limited to the policy provisions and that mere compliance will result in an approval. This approach has produced many examples of inappropriate built form that has a long-term impact on the amenity and sustainability of the locality.

The Shire encourages applicants to produce innovative ways of achieving the stated objectives and acknowledges that these may sit outside the more traditional planning and architectural approaches. In these instances the local government is open to considering (and encourages) well-presented cases, during pre-application consultation, having due regard to the outcome of any public consultation undertaken and the orderly and proper planning of the locality.

2. SCOPE

A Local Planning Policy is not part of the Scheme and 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.

3. OBJECTIVE

3.1 To provide for a range of accommodation and other tourist related uses in the rural areas of the Shire in a manner that is complimentary and sensitive to the agricultural and environmental fabric of the municipality.

4. POLICY STATEMENT

4.1 Definitions

'Bed & 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.

'Guesthouse' means a building consisting of up to eight (8) individual bedroom suites each with private ablution facilities, a centralised living room and dining room (exclusive to resident guests), laundry and recreational facilities (maximum beds - 16).

'Chalet/Farm Stay Development' means a maximum of three (3) detached one to two bedroom fully self-contained accommodations units (in addition to a managed residence) utilised for the purpose of providing short stay/holiday accommodation (maximum beds -18).

'Backpacker/Hostel Accommodation' means a building consisting principally of bedrooms with multiple beds and shared or ensuite ablutions, cooking, dining, laundry and recreation facilities (maximum beds - 50).

'Caravan Park & Camping Ground' means land (and buildings) licenced under the *Caravan Parks and Camping Grounds Act 1995* for the purpose using caravans or camps for short stay / holiday accommodation and may also include a range of recreation facilities.

*'Rural Holiday Resort' m*eans a range of short stay/holiday accommodation options and associated facilities comprised of a maximum of ten (10) accommodation units. They may be rooms, suites or self-contained one or two bedroom chalets (Note: Caravan and camp sites may also be considered at Council's discretion).

'Reception Centre' means premises used for hosted functions on formal or ceremonial occasions.

'Restaurant/Café' means premises primarily used for the preparation, sale and serving of food and drinks for consumption on the premises by customers for whom seating is provided, including premises that are licenced under the *Liquor Control Act 1988*;

'Art Gallery' means premises –
(a) that are open to the public; and
(b) where artworks are displayed for viewing or sale;

'Experiential Use' means any land or buildings used for nature based outdoor activities including guided and self-guided tours, leisure and recreation activities operated for profit or gain, but does not include sporting and cultural events.

4.2 General Requirements

a. Holiday Accommodation and other tourist related uses will generally be approved where the Council is satisfied that the following minimum criteria and standards can be achieved:

Use	Criteria	Standard
Bed & Breakfast	1. Public Road Access 2. Potable Water Supply 3. Guest Ablutions 4. Car Parking 5. Lot size 6. Management	1. Type 2 – 10m formed 2. 92,000 litres storage (20,000 gal) 3. 1 shared bathroom 4. 1 car bay per room – gravel standard 5. Nil 6. Within the same building
Guesthouse	1. Public Road Access 2. Potable Water Supply 3. Guest Ablutions 4. Car Parking 5. Lot size 6. Setbacks 7. Siting 8. Clearing 9. Screening 10. Landscaping 11. Design & Materials 12. Management	1. Type 3 – 12m form/8m gravel paved 2. 92,000 litres storage per 8 beds (20,000 gals) 3. Ensuite bathroom per bedroom 4. 1 car bay per room – gravel standard 5. 10ha 6. 30m from the front boundary and 75m from water features with all other boundaries to comply with Local Planning Scheme requirements unless otherwise determined by Council. 7. Away from sand dunes, ridge lines and side slope/breakaway areas 8. No removal of remnant vegetation 9. Partially screened from view of neighbouring properties 10. Peripheral native landscaping around Guesthouse building 11. Complementary with landscape – earth tones – no reflection 12. Within the same building
Chalet / Farm Stay Development	1. Public Road Access 2. Potable Water Supply 3. Car Parking	1. Type 3 – 12m form/8m gravel paved 2. 92,000 litres storage per chalet (20,000 gals) 3. 1 car bay per chalet – gravel std/Council specs

Use	Criteria	Standard
	4. Floor Area	4. 100m^2 (internal)
	5. Lot size	5. 15ha
	6. Setbacks	6. 30m from the front boundary and 75m from water features with all other boundaries to comply with Local Planning Scheme requirements unless otherwise determined by Council.
	7. Siting	7. Away from ridge line and side slope/breakaway areas – clustered together
	8. Clearing	8. No removal of remnant vegetation
	9. Screening	9. Partially screened from view of neighbouring properties
	10. Design & Materials	10. Complementary with landscape – earth tones – no reflection
	11. Management	11. On site managers residence
Backpacker / Hostel Accommodation	1. Location	1. Within close proximity to public recreation areas/natural attractions – beaches, walk trails, scenic lookouts etc
		2. Type 3 – 12m form/8m gravel paved
	2. Public Road Access	3. 92,000 litres storage per 8 beds (20,000 gals)
	3. Potable Water Supply	4. As per Building Code of Aust., including provision for disabled
	4. Guest Rooms/Ablutions	5. 0.3 car bay per bed + 1 bay for manager – gravel standard/Council specs
	5. Car Parking	
	6. Lot size	6. 15ha
	7. Setback	7. 30m from the front boundary and 75m from water features with all other boundaries to comply with Local Planning Scheme requirements unless otherwise determined by Council.
	8. Siting	8. Away from ridge line & side slope/breakaway areas
	9. Clearing	9. No removal of remnant vegetation
	10. Screening	10. Partially screened from view of neighbouring properties
	11. Design & Materials	11. Complementary with landscape – earth tones – no reflection
	12. Management	12. Within the same building
Caravan Park & Camping Ground	1. Location	1. Within close proximity to public recreation areas/natural attractions – beaches, walk trails, scenic lookouts etc & distances from other Caravan Parks/Camp Sites as prescribed by *Caravan Parks and Camping Grounds Act 1995*
	2. Public Road Access	2. Type 5 – 7m bitumen seal + bitumen seal crossover to Council specifications or Type 3 – 12m form/8m gravel paved at Council discretion
	3. Potable Water Supply	3. As per Caravan and Camping Regs, 1997
	4. Ablutions	4. As per Caravan and Camping Regs, 1997 & Building Code of Australia
	5. Car Parking	5. 1car bay per caravan/camp site + 1 bay for manager – gravel std/Council specs
	6. Lot size	6. 15ha
	7. Setback	7. 30m from the front boundary and 75m from water features with all other boundaries to comply with Local Planning Scheme requirements unless otherwise determined by Council.
	8. Siting	8. Away from sand dunes, ridge lines and side slope/breakaway areas
	9. Clearing	9. No removal of remnant vegetation
	10. Screening	10. Well screened from view of neighbouring properties
	11. Design & Materials	11. Buildings to be complimentary with landscape – earth tones – no reflection
	12. Management	12. On site managers residence
Rural Holiday Resort	1. Location	1. Within close proximity to public recreation areas/natural attractions – beaches, walk trails, scenic lookouts etc
	2. Public Road Access	2. Type 5 – 7m bitumen seal + bitumen seal crossover to Council specifications
	3. Potable Water Supply	3. 92,000 litres storage per 8 beds (20,000 gals)
	4. Guest Rooms/Ablutions	4. Per standards prescribed for Guesthouse, chalets, Caravan Parks including provision for disabled
	5. Car Parking	5. 1 car bay per unit or caravan/camp site + 1 bay for manager – gravel standard
	6. Lot size	6. 20ha
	7. Setback	7. 30m from the front boundary and 75m from water features with all other boundaries to comply with Local Planning Scheme requirements unless otherwise determined by Council.
	8. Siting	8. Away from sand dunes, ridge lines and side slope/breakaway areas – clustered together
	9. Clearing	9. No removal of remnant vegetation
	10. Screening	10. Well screened from view of neighbouring properties
	11. Design & Materials	11. Buildings to be consistent in design and complementary with

Use	Criteria	Standard
		landscape – earth tones – no reflection
	12. Management	12. On site managers residence
Reception Centre	1. Location	1. With an established guesthouse, restaurant or rural holiday resort.
	2. Public Road Access	2. Type 3 – 12m form/8m gravel paved
	3. Potable Water Supply	3. 92,000 litres storage (20,000 gals)
	4. Ablutions	4. As per Health Act 1911, including provision for disabled
		5. 1 bay per 4 seats – gravel standard
	5. Car Parking	6. 20ha
	6. Lot size	7. 30m from the front boundary and 75m from water features with all other boundaries to comply with Local Planning Scheme requirements unless otherwise determined by Council.
	7. Setback	
	8. Siting	8. Away from sand dunes, ridge lines and side slope/breakaway areas
	9. Clearing	9. No removal of remnant vegetation
	10. Screening	10. Well screened from view of neighbouring properties
	11. Design & Materials	11. Complementary with landscape – earth tones – no reflection
	1. Management	1. On site managers residence
Restaurant / Café	2. Location	1. With an established intensive agriculture/rural pursuit and/or rural holiday resort.
	3. Public Road Access	2. Type 3 – 12m form/8m gravel paved
	4. Potable Water Supply	3. 92,000 litres storage (20,000 gals)
	5. Ablutions	4. As per Health Act 1911, including provision for disabled
		5. 1 bay per 4 seats – gravel standard
	6. Car Parking	6. 15ha
	7. Lot size	7. 30m from the front boundary and 75m from water features with all other boundaries to comply with Local Planning Scheme requirements unless otherwise determined by Council..
	8. Setback	
	9. Siting	8. Away from sand dunes, ridge lines and side slope/breakaway areas
	10. Clearing	9. No removal of remnant vegetation
	11. Screening	10. Well screened from view of neighbouring properties
	12. Design & Materials	11. Complementary with landscape – earth tones – no reflection
	13. Management	12. On site managers residence
Art Gallery	1. Public Road Access	1. Type 3 – 12m form/8m gravel paved
	2. Potable Water Supply	2. 46,000 litres storage (10,000 gals)
	3. Ablutions	3. As per Health Act 1911, including provision for disabled
		4. 1 car bay for every $3m^2$ of public area – gravel std/Council specs.
	4. Car Parking	5. 10ha
	5. Lot size	6. 30m from the front boundary and 75m from water features with all other boundaries to comply with Local Planning Scheme requirements unless otherwise determined by Council.
	6. Setback	
	7. Siting	7. Away from sand dunes, ridge lines and side slope/breakaway areas
	8. Clearing	8. No removal of remnant vegetation
	9. Screening	9. Well screened from view of neighbouring properties
	10. Design & Materials	10. Complementary with landscape – earth tones – no reflection
	11. Management	11. On site managers residence
Experiential Use	1. Public Road Access	1. Type 3 – 12m form/8m gravel paved
	2. Potable Water Supply	2. 46,000 litres storage (10,000 gals)
	3. Ablutions	3. As per Health Act 1911, including provision for disabled
		4. As determined by Council at the time of application – gravel std/Council specs.
	4. Car Parking	5. 30ha
	5. Lot size	6. 30m from the front boundary and 75m from water features with all other boundaries to comply with Local Planning Scheme requirements unless otherwise determined by Council.
	6. Setback	
	7. Siting	7. Away from sand dunes, ridge lines and side slope/breakaway areas
	8. Clearing	8. No removal of remnant vegetation
	9. Screening	9. As determined by Council at the time of application
	10. Design & Materials	10. Buildings to be complementary with landscape – earth tones – no reflection
	11. Management	11. On site managers residence

b. The Council will only approve tourist accommodation and development where it has been demonstrated that the proposed use

is compatible with surrounding land uses and will not result in unacceptable environmental impacts as a result of noise, light-spill or visual intrusion, and that the quality of the development will present a positive image of the locality.

c. With the exception of Bed and Breakfast, all other forms of tourist/holiday accommodation will only be approved subject to the landowner entering into a legal agreement, which shall bind the owner, their heirs and successors in title, requiring that the tourist accommodation will only be used for Short Stay Accommodation purposes.

d. Strata titling of Tourist Accommodation/Development in rural areas will generally not be supported by Council.

e. All Signage associated with the uses specified in this policy is to be the subject of a separate application.

f. The Council will not be bound to accept any request for additional maintenance or upgrading of roads directly resulting from increases in traffic volumes from an approved tourist development, unless a financial contribution for such works has been agreed to and received from the respective business owner/proprietor.

5. REFERENCES AND ADOPTION

Shire of Chapman Valley Local Planning Scheme No.3

Planning & Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

Caravan Parks and Camping Grounds Act 1995

Adopted at the 19 February 2014 Ordinary Meeting of Council

SEA CONTAINERS

LOCAL PLANNING POLICY

1. PURPOSE

Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. The Scheme prevails should there be any conflict between this Policy and the Scheme.

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The Shire encourages applicants to produce innovative ways of achieving the stated objectives and acknowledges that these may sit outside the more traditional planning and architectural approaches. In these instances the local government is open to considering (and encourages) well-presented cases, during pre-application consultation, having due regard to the outcome of any public consultation undertaken and the orderly and proper planning of the locality.

2. SCOPE

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3. OBJECTIVE

3.1 To ensure an acceptable quality of development is achieved that does not detrimentally affect the amenity and streetscape of the locality.

3.2 Establish guidelines for the placement of sea containers or other similar re-locatable storage units on land within the municipality.

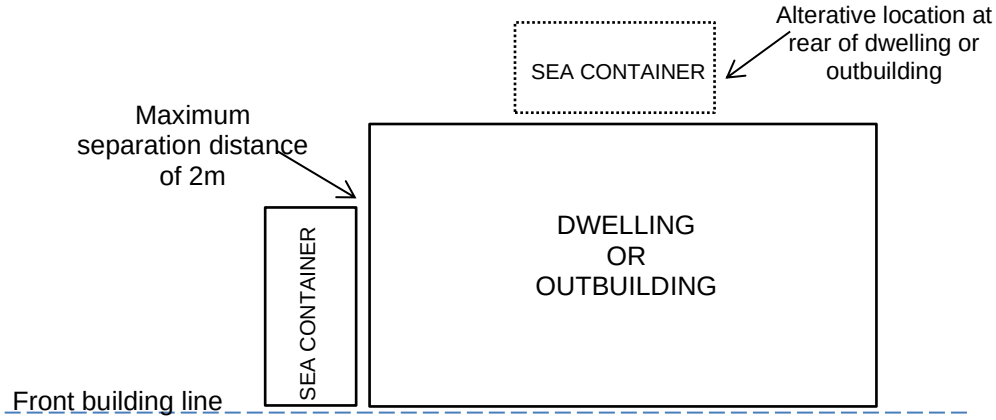
4. POLICY STATEMENT

4.1 For the purposes of this Policy a sea container shall include a sea container (both ’20 foot’ (6.1m in length, 2.4m in width, and 2.6m in height) and ‘40 foot’ (12.2m in length, 2.4m in width and 2.6m in height) in dimension) or any other re-locatable ‘box type’ storage container or unit. A sea container modified for the purpose of human habitation is NOT addressed in this Policy but subject to the separate necessary applications and approvals for a dwelling.

4.2 A sea container proposed to be permanently sited upon a property is required to comply with the following criteria:

(a) A maximum of one (1) sea container on a lot (excepting industrial or rural zoned land).

(b) The sea container is to be sited behind the front building line of an existing or under construction built development upon the property and must not impinge on any boundary setbacks as required by the Local Planning Scheme.
(c) The sea container is to be positioned at a maximum separation distance of 2m.
(d) The sea container is to be used for general storage purposes only associated with the predominant use of the land and shall NOT be used for habitation, commercial or industrial purposes.
(e) The sea container is required to be painted or clad in materials the same colour as the existing structure up against which the sea container is positioned.



4.3 A sea container proposed to be temporarily sited upon a property is only required to comply with Clauses 4.2(a), 4.2(b) and 4.2(d) (but not Clauses 4.2(c) and 4.2(e)) providing the sea container is removed within 12 months of its initial siting upon property and a current building permit has been issued for that property.

4.4 The permanent placement of a sea container or other similar relocatable storage unit will not be permitted on land zoned residential.

4.5 A sea container is considered in the calculation of the total aggregate outbuilding area as permitted under the Shire's 'Outbuildings' Local Planning Policy.

4.6 Should the sea container NOT meet the requirements of Clauses 4.2 & 4.3 of this policy a planning application is required to be lodged.

5. REFERENCES AND ADOPTION

Shire of Chapman Valley Local Planning Scheme No.3

Planning & Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

Adopted for advertising at the 19 March 2009 meeting of Council.
Adopted at the 19 August 2009 meeting of Council.
Adopted for advertising and amended at the 19 February 2014 meeting of Council.
Adopted for advertising and amended at the 18 March 2015 meeting of Council.

SIGNAGE

LOCAL PLANNING POLICY

1. PURPOSE

Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. The Scheme prevails should there be any conflict between this Policy and the Scheme.

It is not intended that a policy be applied rigidly, but each application be examined on its merits, with the objectives and intent of the policy the key for assessment. However, it should not be assumed that the local government, in exercising its planning discretion, be limited to the policy provisions and that mere compliance will result in an approval. This approach has produced many examples of inappropriate built form that has a long-term impact on the amenity and sustainability of the locality.

The Shire encourages applicants to produce innovative ways of achieving the stated objectives and acknowledges that these may sit outside the more traditional planning and architectural approaches. In these instances the local government is open to considering (and encourages) well-presented cases, during pre-application consultation, having due regard to the outcome of any public consultation undertaken and the orderly and proper planning of the locality.

2. SCOPE

A Local Planning Policy is not part of the Scheme and 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.

3. OBJECTIVE

3.1 to provide adequate controls and guidance in the use and placement of signage within the Shire of Chapman Valley taking into account the visual appearance and amenity of the area, and safety of all residents and visitors to the municipality.

4. POLICY STATEMENT

4.1 Definitions

"Act"	means the *Planning and Development Act 2005*;
"advertisement"	has the same meaning as "sign";
"advertising device"	means any object on which words or numbers or figures are written, printed, affixed, illustrated or painted for the purpose of advertising any business, function, operation, event or undertaking or any product or thing and includes any vehicle or trailer or other similar stationery object placed or located so as to serve the purpose of advertising any business, function, event or undertaking or any product or thing;

"bill"	means any material on which words, numbers or figures are written, placed, printed, illustrated or painted;
"business"	includes the conduct of a profession, trade or occupation;
"business direction sign"	means a sign erected in a public thoroughfare or public place which indicates the nature of the business that may be located by following the direction indicated by the sign, but does not include any such sign erected by the Commissioner of Main Roads under regulation 297 of the Road Traffic Code 2000;
"CEO"	means the Chief Executive Officer of the Shire;
"Council"	means the Council of the Shire of Chapman Valley;
"depth"	unless otherwise specifically stated, refers to the height of a sign, and not a three dimensional measurement. The word "depth" is used to differentiate between the lateral width of a sign and the height of the sign.
"development sign"	means a sign erected on an area of land which has been approved for subdivision into a number of smaller lots, advertising the lots for sale but upon which no building development has taken place at the time of the approval of the sign;
"district"	means the district of the Shire;
"electoral sign"	means a sign containing an advertisement relating to an election or to a referendum;
"exempt sign"	means a sign referred to in Statement 1 of this Policy;
"fascia sign"	means a sign erected or displayed on the fascia of a building or the fascia of a verandah;
"fly posting"	means advertising through the placement of posters on fences, walls, trees and like structures;
"freestanding sign"	means any sign not attached to a structure or permanently fixed to the ground or pavement and includes "A frame" or "Sandwich Board" signs consisting of two sign boards attached to each other at the top or elsewhere by hinges or other means;
"hoarding"	means a detached or detachable structure other than a pylon sign that is erected for the sole purpose of displaying a sign or signs and includes a poster panel or an illuminated panel; but does not include a hoarding within the meaning of Section 377 of the *Local Government (Miscellaneous Provisions) Act 1960*;
"horizontal sign"	means a sign fixed parallel to the wall of a building to which it is attached and with its largest dimension being horizontal;
"illuminated sign"	means a sign which can be lighted either from within or without the sign by artificial light provided, or mainly provided for that purpose and which does not emit a flashing light;

"institutional sign"	means a sign erected or placed on any land or building used for or in conjunction with a surgery, clinic, hospital, rest home, home for the aged or other institution or place of a similar nature;
"Local Planning Scheme"	means an existing Local planning scheme of the Shire made under the Act;
"planning consent"	means the approval granted by Shire for the erection or display of a sign pursuant to the Local Planning Scheme;
"premises"	means land and, unless the context otherwise requires, the buildings upon that land;
"public thoroughfare"	includes a street, road, footpath , carriageway and all other parts of a road reserve;
"pylon sign"	means a sign supported by one or more piers and not attached to a building and includes a detached sign framework supported by one or more piers to which sign infills may be added;
"reserve"	includes land vested in, or under the care, control and management of the Shire;
"roof sign"	means a sign erected on or above the roof of a building;
"rural producer sign"	means a sign erected on land zoned rural under a Local Planning Scheme indicating the products grown, reared or produced on the property;
"sale sign"	means a sign displayed on premises advertising the sale, letting or auction of the premises;
"service direction sign"	a traffic sign with white letters and/or symbols on a blue background used to: guide travellers to services provided for their personal , automotive and travel needs, or indicate other facilities not normally shown on direction signs or tourist signs.
"service station sign"	means a sign used solely for the purposes of advertising the price of petrol, diesel, gas or other fuel products sold from the premises.
"Shire"	means the Shire of Chapman Valley;
"sign"	includes any advertising device or other sign type defined in this Local Law;
"sign infill"	means a panel which can be fitted into a pylon sign framework;
"Surveyor"	means the Building Surveyor of the Shire;
"tourist direction sign"	a traffic sign with white letters and/or symbols on a brown background used to guide travellers to: natural features and approved heritage sites of interest to tourists; and approved tourist establishments.
"verandah"	includes cantilever verandahs and balconies whether over thoroughfares or over private land;
"verandah sign"	includes any sign, above or below a verandah fascia;
"vertical sign"	means a sign fixed parallel to the wall of a building to which it is attached and with its largest dimension being vertical;
"window sign"	means any sign fixed to or painted on the glazed area of a window of a building.

4.2 Exemptions

a. Any sign which is classified as exempt under Shire of Chapman Valley Local Planning Scheme No.3
b. All local government road signage
c. Any sign which is the subject of an existing approval made prior to the date of effect of this Policy
d. Any advertisement affixed to or painted on a commercial premise window by the occupier of the business and relating to the activity carried on in the premise
e. Any sign within a building
f. Any name and/or number fixed to the facade on a residential building or group of buildings, such as home units, which has a single line of letters not exceeding 300mm in height
g. Any newspaper poster
h. A rural producer sign
i. A freestanding sign which neither exceeds 500mm in height nor 0.5m² in area provided that the sign is placed or erected on an infrequent or occasional basis only to direct attention to a place, activity or event during the hours of that activity or event
j. Election signage (required to be removed within 7 days of the close of polls on the voting day)

4.3 Standards

All signs or advertising devices (including an exempted sign) erected or displayed in the Shire shall:

a. be constructed and erected to the satisfaction of the Council;
b. be structurally sound and capable of withstanding any forces to which it would be reasonably subjected to without collapsing, deforming or moving from the position on which it was erected or displayed;
c. comply with the regulation 297 of the Road Traffic Code 2000;
d. be maintained in good order and clean condition to the satisfaction of the Council;
e. be directly associated with the approved use of the property on which it is displayed (other than a service or tourist direction sign);
f. not be erected or displayed in a position that in the opinion of Council:
    i. obstructs the passage of or creates a hazard for vehicles or pedestrians;
    ii. adversely affects the visual appearance or local amenity of the area;
    iii. significantly obstructs or impedes all or part of a view deemed to be of significance to the local area;

4.4 Relationship and Design

All signs, unless otherwise determined by Council, shall directly relate to the property they are positioned on and be designed to complement the existing surroundings, including buildings, landscape features and other signage structures. In this regard the Council will generally not support remote advertising or advance warning signs (other than a direction, service or tourist sign) so as to avoid proliferation of signage to the detriment of the amenity of the Shire.

4.5 Bill and Fly Posting

Bill posting shall only take place in the form of an advertisement affixed to, or painted on a commercial premise window or any sign within a building by the occupier of the premise. Fly posting is **not** permitted within the Shire, unless otherwise approved by Council under special circumstances.

4.6 Hoardings

The erection and display of a commercial hoarding is **not** permitted at any place or location within the Shire, unless otherwise approved by Council under special circumstances.

4.7 Crown Land under the care and control of Council

Unless otherwise permitted in this Policy, or approved by Council under special circumstances, an advertising sign or hoarding is not permitted on thoroughfares and reserves under the care and control of the Council. However, where approval is given for the erection or display of a sign on a thoroughfare or reserve under the care and control of the Council, the owner of the sign shall:

a. indemnify and keep indemnified the Shire, its servants and agents against any claim or proceeding (and any cost and expenses incurred as a result) that may be made or brought by any person or corporation against the Shire, its servants and agents arising out of the erection, existence or operation of the advertisement or any negligence of the Shire, its servants and agents in granting approval to erect or display the advertisement or in setting or failing to set conditions or giving or failing to give directions for the erection, existence or display of the advertisement.
b. In respect of that sign, effect and maintain a public liability insurance policy with a reputable insurer. The policy must include a cross liabilities clause, and be in the joint names of the sign owner and the Shire. The sum insured for any single event shall be $1million.
c. A copy of the above indemnification and insurance cover shall be forwarded to the Shire prior to the erection or display of a sign.

4.8 Requirements for particular signs

Development Signs

A development sign shall be removed from the site within 2 years from the date of the approval or when 80% of the lots in the subdivision have been sold, whichever is the sooner.

Freestanding Signs

a. Freestanding or portable signs shall generally:
    i. not exceed 1m in height or width;
    ii. not exceed an area of 1m^2;
    iii. not be erected in any position other than immediately adjacent to the building or the business to which the sign relates; and
    iv. be removed each day at the close of the business to which it relates and not be erected again until the business next opens for trading;

b. no more than 1 portable sign shall be erected in relation to the one building or business.

Horizontal Signs

A horizontal sign shall:

a. be fixed parallel to the wall of the building to which it is attached;
b. not project more than 150mm from the wall to which it is attached;
c. conform to the following table:

Min. distance of sign above street	Max. depth of sign
Less than 7.5m	600mm
7.5m to 9m	750mm
9m to 12m	1,000mm

Illuminated Signs

An illuminated sign shall:

a. have any boxing or casing in which it is enclosed constructed of incombustible material;
b. where comprising glass (other than fluorescent tubing) have the glass so protected as to prevent its falling into a public place in the event of breakage;
c. have its electrical installation constructed and maintained to the satisfaction of the appropriate electricity supply authority and in accordance with any written law with respect to the construction and maintenance of electrical installations for illuminated signs;
d. be maintained to operate as an illuminated sign;
e. not have a light of such intensity as to cause annoyance to the public or be a traffic hazard; and
f. not emit a flashing light.

Information Panels

The Shire may provide tourist or other information panels or bays of varying sizes and charge fees for the inclusion of advertisements in such panels or bays.

Pylon Signs

a. A pylon sign shall:
    i. not have any part more than 6m above the level of the ground immediately below it;
    ii. not exceed 4m² in area unless approved by the Shire;
    iii. be supported on one or more piers or columns of brick, stone, concrete, timber or steel of sufficient size and strength to support the sign under all conditions;
    iv. not be within 2m of the side boundaries of the lot on which it is erected unless the lot on which the pylon sign is erected abuts an intersecting street or right-of-way, where the Shire may authorise the erection of the sign at a distance less than 2 metres;
    v. not have any part less than 6m from another sign erected on the same lot.
b. Where pylon signs are to be erected on a lot on which a premise is erected or to be erected, the Shire may require all the pylon signs to be incorporated into one sign in which case:

i. all of the constituent or infill signs are of an equal size; and
ii. one constituent or infill sign is provided for each business, shop or unit on the lot.

Roof Signs

A roof sign shall comply with the following table:

Height of main building above ground level at point where sign is to be fixed	Maximum height of sign
4m and under 5m	1,250mm
5m and under 6m	1,800mm
6m and under 12m	3,000mm

Rural Producer Signs

A rural producer sign shall:

a. not indicate or display any matter otherwise than for the purpose of indicating the products grown, reared or produced on the property on which the sign is erected;
b. be erected within the boundaries of the property; and
c. not exceed 2m² in area.

Service Station Signs

A maximum of 2 service station signs are permitted unless otherwise required by legislation. The signs shall:

a. Not exceed 0.8m² each side;
b. Be located wholly within the boundaries of the site, unless otherwise approved by Council; and
c. Be located so as to not cause a traffic or safety hazard to either vehicles or pedestrians.

Service and Tourist Direction Signs

The CEO has delegated authority to approve applications for the erection and the removal of service and tourist signs subject to the sign meeting the current MRWA standards.

Tourist signs may be installed for tourist establishments endorsed by the WA Tourism Commission.

The Shire is responsible for the approval, installation and routine maintenance for service and tourist signs on all roads except those under the control of MRWA (such as Chapman Valley Road and the North West Coastal Highway). In all cases the Shire retains ownership of the signs and the right to relocate, modify or remove them as necessary.

Signs on Fences

A sign may be painted or erected on the inside of a side or rear fence of a lot situated within a commercial or industrial area (or other areas as approved by Council), if the lot is occupied and used for business or industrial purposes. Any such sign shall not exceed 1m in height, nor be within 3m of any street boundary, unless specifically approved by Council.

Signs on Vehicles

No vehicle with a sign upon or inside, adapted and exhibited primarily to facilitate advertising, shall be permitted to park for any lengthy period of time, as determined by Council, on any thoroughfare (other than within an approved carpark) with the exception of directly in front of the owner's residence.

Verandah Signs

a. A sign fixed to the fascia of a verandah shall:
    i. shall not exceed 600mm in depth; and
    ii. shall not project beyond the fascia.
b. A sign under a verandah shall:
    i. not exceed 2.5m in length or 400mm in depth;
    ii. be fixed at right angles to the front wall of the building before which it is erected except on a corner of a building at a street intersection where the sign may be placed at an angle with the wall so as to be visible from both streets; and
    iii. be so placed that the centre of its base longitudinally is equidistant from the outer edge of the verandah and the vertical plane of the shop front directly opposite the end of such sign.

Vertical Signs

A vertical sign shall:

a. not project more than 50mm from the face of the building to which it is attached;
b. not be within 600mm of either end of the wall to which it is attached;
c. be of a height of at least twice its width;
d. not be placed on a corner of building, except at a street intersection where it may be placed at an angle with the walls so as to be visible from both streets;
e. not exceed 750mm in width exclusive of the back projection; and
f. not exceed 2m² in total area on premises being a shop or office or both.

4.9 Unlawful Signage

Where a sign has been erected, placed or displayed without Council approval and/or is contrary to the provisions of the Local Planning Scheme and/or this policy, the following will apply:

a. The sign shall be removed by the owner upon a notice being served by the Council, with an appeal right for a period twenty eight (28) days from a notice being served being afford to the owner of the sign under the Act.
b. Failure to remove the sign, or lodge an appeal, within the twenty eight (28) day period will constitute an offence under the Act, with the possibility of enforcement action being taken by the Council;
c. If removed by the Council, the sign will be impounded at the Shire of Chapman Valley Depot in Nabawa for a maximum period of two (2) months, where:
    i. the sign may be collected by the owner upon payment of an impoundment fee in accordance with the Council's Schedule of Fees to be paid at the Shire Administration Offices;

ii. upon expiration of this time the Council may initiate proceedings to dispose of the sign and recover all costs from the owner in relation to this action;

iii. The Council may continue with enforcement action/prosecution in relation to 8 b) above and in accordance with the provisions of the Act.

5. REFERENCES AND ADOPTION

Shire of Chapman Valley Local Planning Scheme No.3

Planning & Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

Adopted at the 19 February 2014 Ordinary Meeting of Council

SUBDIVISION STANDARDS

LOCAL PLANNING POLICY

1. PURPOSE

Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. The Scheme prevails should there be any conflict between this Policy and the Scheme.

It is not intended that a policy be applied rigidly, but each application be examined on its merits, with the objectives and intent of the policy the key for assessment. However, it should not be assumed that the local government, in exercising its planning discretion, be limited to the policy provisions and that mere compliance will result in an approval. This approach has produced many examples of inappropriate built form that has a long-term impact on the amenity and sustainability of the locality.

The Shire encourages applicants to produce innovative ways of achieving the stated objectives and acknowledges that these may sit outside the more traditional planning and architectural approaches. In these instances the local government is open to considering (and encourages) well-presented cases, during pre-application consultation, having due regard to the outcome of any public consultation undertaken and the orderly and proper planning of the locality.

2. SCOPE

A Local Planning Policy is not part of the Scheme and 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.

3. OBJECTIVE

3.1 To ensure a consistently high standard of subdivisions and subdivisional roads.

3.2 To ensure that developers are treated in an equitable manner.

3.3 To maintain adequate fire control and protection measures.

4. POLICY STATEMENT

4.1 General Requirements

Subdivision and development undertaken within the Shire of Chapman Valley Local Government area is required to comply with the following documents and guidelines:

a. Local Government Guidelines for Subdivisional Development;

b. City of Greater Geraldton Land Development Specifications; &

c. Planning for Bushfire Protection Guidelines.

4.2 Inspections

a. The period of notice required for Shire officer's to carry out an inspection shall be 72 hours, unless otherwise agreed to by the relevant officer/s and/or Chief Executive Officer.

4.3 Subdivisional Roads

a. The Shire will require for subdivision of land consisting of 4 lots or more the construction of internal subdivision roads to a bitumen seal standard and a contribution to the upgrading of the local road network calculated proportionately to the increased volume of traffic likely to be generated by the subdivision.

b. All subdivisional roads within the Shire of Chapman Valley shall be designed and constructed in accordance with its adopted Land Development Specifications.

5. REFERENCES AND ADOPTION

Shire of Chapman Valley Local Planning Scheme No.3

Planning & Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

Adopted at the 19 February 2014 Ordinary Meeting of Council

TEMPORARY WORKFORCE ACCOMMODATION

LOCAL PLANNING POLICY

1. PURPOSE

Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. The Scheme prevails should there be any conflict between this Policy and the Scheme.

It is not intended that a policy be applied rigidly, but each application be examined on its merits, with the objectives and intent of the policy the key for assessment. However, it should not be assumed that the local government, in exercising its planning discretion, be limited to the policy provisions and that mere compliance will result in an approval. This approach has produced many examples of inappropriate built form that has a long-term impact on the amenity and sustainability of the locality.

The Shire encourages applicants to produce innovative ways of achieving the stated objectives and acknowledges that these may sit outside the more traditional planning and architectural approaches. In these instances the local government is open to considering (and encourages) well-presented cases, during pre-application consultation, having due regard to the outcome of any public consultation undertaken and the orderly and proper planning of the locality.

2. SCOPE

A Local Planning Policy is not part of the Scheme and 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.

3. OBJECTIVE

3.1 To ensure that applications for the development of temporary workforce accommodation are assessed in a consistent, fair, thorough and timely manner;

3.2 To provide guidance to staff, Councillors, other government agencies, landowners, developers, consultants and the general public regarding the assessment of applications for temporary workforce accommodation; and

3.3 To provide, where necessary, for the development of temporary workforce accommodation in a way that maximises social benefits whilst minimising social costs.

4. POLICY STATEMENT

4.1 Definitions

'Workforce Accommodation' is defined within Shire of Chapman Valley Local Planning Scheme No.3:

"workforce accommodation means premises, which may include modular or relocatable buildings, used –

(a) primarily for the accommodation of workers engaged in construction, resource, agricultural or other industries on a temporary basis; and

(b) for any associated catering, sporting and recreation facilities for the occupants and authorised visitors."

4.2 Application requirements

The following information is to be provided with an application for planning consent:

a. A minimum of 4 sets of accurately scaled and dimensioned locality plans, site plans, floor plans, elevations (generally north, south, east and west elevations showing all buildings proposed for the site, rather than elevations of individual buildings, or as otherwise agreed by Council);

b. An analysis of the physical characteristics of the site (on sloping sites topographic mapping may be required);

c. Details regarding the maximum number of persons to be housed at the site, including breakdown into numbers of single, married/de facto and dependents respectively;

d. Details of how development is to be staged;

e. Information regarding how essential services are to be provided to the site;

f. Details of proposed/intended accommodation purchaser/s (i.e. whose workforce is the camp intended to house);

g. An indication from the proposed/intended accommodation purchaser/s of the suitability of the proposal for their accommodation needs (i.e. in terms of size, location, layout, facilities and detailed design does it meet their requirements for accommodating their workforce);

h. Details of any prior consultation with local communities and government agencies;

i. Details of any ongoing community benefit that will result from development of the camp;

j. In urban or near-urban situations, details of landscaping, fencing, internal access roads and building materials and finishes;

k. A Camp Management Plan; and

l. A Decommissioning Plan.

m. Applications are to indicate the time period over which the camp is expected to be required (generally for a period of between 6 months and 5 years);

4.3 Additional considerations

Applications must demonstrate that there is a need to develop a camp facility of the size and at the location proposed for the period of time for which approval is sought, and additionally:

a. For Industrial and Port Development the proposed temporary workforce accommodation site/s should:
   i. Be located on 'Rural' zoned land within the Shire;
   ii. Be strategically located within close proximity (i.e. 10km radius) to the primary construction site, and is within reasonable commuting distance to a range of services including social, recreational, commercial, retail and medical;
   iii. Have direct access to an established 'road of regional significance' as classified by Main Roads WA;
   iv. In the opinion of the Council, not be located in an area of perceived environmental, social or visual sensitivity;
   v. Accord with the Shire's current planning instruments (i.e. Local Planning Strategy, Coastal Management Strategy in demonstrating a 'value added' benefit for re-use of the camp infrastructure, either in part or in whole, beyond the life of the temporary accommodation camp use.

b. For Rail and Infrastructure/Services the proposed temporary workforce accommodation site/s should:

   i. Be strategically located within reasonable commuting distance (i.e. 50km radius) to the primary construction site and provide a range of services on-site including social, recreational, small retail and medical;
   ii. Where possible have direct access to a bitumen seal road;
   iii. In the opinion of the Council, not be located in an area of perceived environmental, social or visual sensitivity;
   iv. Where possible demonstrate some level of 'value added' benefit for re-use of the camp infrastructure, either in part or in whole, beyond the life of the temporary workforce accommodation use.

4.4 General Requirements

A temporary workforce accommodation:

a. Is not permitted within close proximity to 'socially sensitive' facilities such as schools or day-care centres;

b. Is to be located within reasonable proximity to commercial, educational, recreational and community facilities that are capable of coping with the anticipated increases in demand;

c. Is to be well screened from view and result in minimal site disturbance;

d. Is to be adequately serviced by way of constructed road access to 7m bitumen seal and availability of services and infrastructure.

4.5 Management Plan

Applications must also demonstrate the camp will be effectively and appropriately managed, with management practices outlined in a Management Plan to be submitted with the application for planning consent. The Management Plan should address:

a. Strategies ensuring that noise, dust, odour, lightspill and litter are acceptably managed;

b. Strategies resolving conflict with owners and/or occupiers of land within the vicinity of the site that may be affected by the operation of the camp;

c. Transportation of workers to the site where construction is taking place;

d. Strategies for managing the consumption of alcohol in the camp (if applicable); and

e. Strategies for preventing the consumption of illicit drugs in the camp.

4.6 Decommissioning Plan

Applications shall be accompanied by a Decommissioning Plan committed to by the applicant by means of a legal agreement, that addresses the following issues:

a. When the camp shall be decommissioned;

b. Works that shall remain in place following decommissioning;

c. The clean-up and rehabilitation of the site; and

d. The transfer of assets to public ownership where this has been committed too.

4.7 Application process

The following process is to be undertaken is assessment of an application for a temporary construction camp:

Step 1 – Preliminaries
The proposal should generally be discussed with Council planning staff prior to an application being submitted and in some instances preliminary, written advice will be provided. Applicants should ensure, in consultation with Council staff, that their application contains all the required information.

Step 2 – Initial consideration by Council
Council staff will present a report to Council detailing the application and addressing all aspects of the policy and any other relevant considerations, including details of a site inspection.

Step 3 – Referral & advertising

The application will be advertised for public comment and referred to relevant stakeholders for a minimum of 21 days in accordance with Scheme requirements. During that period adverts will be placed in local newspaper/s, a sign/s erected on site and plans/documents detailing the application made available for inspection at Council's offices.

Step 4 – Final consideration by Council
The application will be considered in light of any submissions received during the comment period. Council staff will present a report to Council presenting relevant facts and discussion sufficient to enable Council to make an informed decision

5. REFERENCES AND ADOPTION

Shire of Chapman Valley Local Planning Scheme No.3

Planning & Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

Adopted at the 19 February 2014 Ordinary Meeting of Council

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DRAFT

ANCILLARY DWELLINGS

SHIRE OF CHAPMAN VALLEY LOCAL PLANNING POLICY 1.1

1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This policy may be cited as Local Planning Policy 1.1 – Ancillary Dwellings.

2.0 INTRODUCTION

State Planning Policy 7.3 – Residential Design Codes (the 'R-Codes') acknowledges that a local planning policy may be prepared to provide local objectives for housing design and development to guide the consideration of proposals. The R-Codes also acknowledge that a local planning policy may be prepared to address a specific local need to guide the consideration of a proposal that does not satisfy the deemed-to-comply provisions of the R-Codes.

This policy provides local objectives and varies relevant deemed-to-comply provisions of the R-Codes to assist in their implementation. It should be read in conjunction with the R-Codes.

3.0 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.

4.0 APPLICATIONS SUBJECT OF THIS POLICY

This policy applies to all ancillary dwellings (more commonly referred to as a 'granny flat').

5.0 APPLICATION REQUIREMENTS

Applications for development are expected to demonstrate due regard for the accompanying information requirements as outlined in the *Planning and Development (Local Planning Schemes) Regulations 2015* and the R-Codes and the relevant design principles as outlined in the R-Codes.

6.0 POLICY STATEMENT

6.1 This policy supports a maximum of one (1) Ancillary Dwelling on any one (1) lot.

6.2 In consideration of an application for Ancillary Dwelling the following standards apply:

Zone	Maximum Habitable Floor Area	Maximum total roof area
Residential R10 and higher	70m²	140m²
Residential R5 and lower	80m²	160m²
Rural-Residential	90m²	200m²
Rural Smallholdings	100m²	300m²
Rural (smaller than 20ha)	100m²	300m²
Rural (larger than 20ha)	No limit	No limit

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6.3 Ancillary Dwellings can either be attached or detached from the main dwelling, however, when detached the Ancillary Dwelling must be sited within 22m from the main dwelling on lots less than 4ha and within 50m for those lots greater than 4ha in area.

6.4 Ancillary Dwellings are required to be sited behind the 'front building line' of an existing dwelling on lots less than 4ha in area in all zones.

6.5 Ancillary Dwelling shall be constructed of colours and/or materials that are matching and/or complementary to existing development upon the property.

6.6 Ancillary Accommodation constructed within a Class 10 structure:

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.

7.0 CONSULTATION

Should the application be considered to meet the requirements of this policy the application may be dealt with under delegated authority by Shire staff. However should the application not be considered to meet the requirements of the policy or in the opinion of Shire staff require further consideration, the matter may be advertised in accordance with the Local Planning Scheme before being placed before a meeting of Council for determination.

8.0 DEFINITION

8.1 For the purposes of this policy Ancillary Dwelling shall be as defined by the R-Codes.

8.2 For the purpose of this policy 'Habitable Floor Area' does not include areas such as bathroom, laundry, water closet, food storage pantry, walk-in wardrobe, corridor, hallway, lobby, clothes drying room within the building.

8.3 For the purpose of this policy the 'Front Building Line' is to be measured from the closest point of the house to the front boundary drawn parallel to the boundary.

Responsible Business Unit	Planning
LPP Category	1 – Residential
Public Consultation	As required
Adoption Date	##/##/####
Next Review Date	##/##/####
Reference Number (Internal purposes)	SoCVLPP1.1

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GROUPED DWELLINGS

SHIRE OF CHAPMAN VALLEY LOCAL PLANNING POLICY 1.2

1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This policy may be cited as Local Planning Policy 1.2 – Grouped Dwellings.

2.0 INTRODUCTION

The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.

In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

3.0 OBJECTIVES

3.1 To alter the deemed to comply provisions of the R-Codes for Grouped Dwellings.

3.2 To ensure that Grouped Dwellings are constructed and located in such a way so as to minimise their impact on the amenity of the locality.

4.0 APPLICATIONS SUBJECT OF THIS POLICY

This policy applies to all Grouped Dwellings.

5.0 APPLICATION REQUIREMENTS

Applications for development are expected to demonstrate due regard for the accompanying information requirements as outlined in the *Planning and Development (Local Planning Schemes) Regulations 2015* and the R-Codes and the relevant design principles as outlined in the R-Codes.

6.0 POLICY STATEMENT

6.1 Applications for Grouped Dwellings upon land zoned 'Residential', 'Rural Townsite', 'Urban Development', 'Commercial' and also 'Rural' (where it is within a gazetted townsite), will be assessed on their individual merits and with regard for the provision of water, electricity and effluent disposal services.

6.2 Applications for a Grouped Dwelling (second house) will be supported on 'Rural' zoned land (where it is located outside of a gazetted townsite) conditional upon the following:

6.2.a Compliance with all relevant development standards and provisions prescribed in the Local Planning Scheme (i.e. boundary setbacks, building height, etc.).

6.2.b The Grouped Dwellings being clustered.

6.2.c A maximum of two (2) Grouped Dwellings per lot. Applications for greater than two (2) detached dwellings will be referred to Council and may be considered within the 'Rural zone' where the land is managed for 'Agriculture-Intensive' or 'Agriculture-Extensive' and where the occupants are engaged in that predominant land use or activity.

6.2.d Be serviced with a minimum 100,000 litre Rainwater Tank or a 10,000 litre storage tank fed from an on-site dam or under-ground bore for domestic and firefighting purposes. This is to include the installation of a 50mm outlet with gate valve and male coupling located at the base of each tank to be clearly marked "Fire Brigade Connection Point".

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Note: The taking of water from a domestic supply for firefighting purposes is only supported where the need arises to protect residential development on the same property or in the event the respective landowner/s has granted consent for the water to be used elsewhere.

6.2.e The preparation of a Bushfire Management Plan where it is required under *State Planning Policy 3.7 – Planning in Bushfire Prone Areas* and ongoing compliance with the recommended strategies as contained therein.

6.2.f The development of a Grouped Dwelling within the 'Rural' zone should not be considered as a basis for subdivision and/or strata titling of land. Subdivision of land within the 'Rural' zone will generally not be supported by the Local Government unless it is specifically provided for in the Shire's Local Planning Strategy and/or is consistent with the criteria set out in the Western Australian Planning Commission's *State Planning Policy 2.5 – Rural Planning* and *Development Control Policy 3.4 - Subdivision of Rural Land*.

7.0 CONSULTATION

Should the application be considered to meet the requirements of this policy the application may be dealt with under delegated authority by Shire staff. However should the application not be considered to meet the requirements of the policy or in the opinion of Shire staff require further consideration, the matter may be advertised in accordance with the Local Planning Scheme before being placed before a meeting of Council for determination.

8.0 DEFINITION

For the purposes of this policy Grouped Dwellings shall be as defined by the R-Codes.

Responsible Business Unit	Planning
LPP Category	1 – Residential
Public Consultation	As required
Adoption Date	##/##/####
Next Review Date	##/##/####
Reference Number (Internal purposes)	SoCVLPP1.2

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HOME BASED BUSINESS

SHIRE OF CHAPMAN VALLEY LOCAL PLANNING POLICY 1.3

1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This policy may be cited as Local Planning Policy 1.3 – Home Based Business.

2.0 INTRODUCTION

The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.

In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

3.0 OBJECTIVES

3.1 To ensure that home based businesses do not compromise the amenity of the area.

3.2 To ensure that home based businesses remain an ancillary use to the main dwelling or the principle land use on the property.

4.0 APPLICATIONS SUBJECT OF THIS POLICY

This policy applies to applications for a Home Business, Home Occupation, Home Store and Industry – Cottage (more commonly known as 'Cottage Industry').

5.0 APPLICATION REQUIREMENTS

Applications shall include the following information:

5.1 Details of the proposed activity inclusive of any equipment used, proposed hours of operation, employees (if any) and their relationship to the occupier of the dwelling, frequency of clients or customers to the site, proposed signage and any other information considered relevant to the proposal.

5.2 A site plan (and floor and elevation plans as necessary) showing where the activity is to take place, including the dwelling, associated outbuildings, areas for storage and/or administration and vehicle/visitor access and car parking provision as necessary.

6.0 POLICY STATEMENT

6.1 An application will generally not be supported where the proposed activity does not comply with the definition provided in the Local Planning Scheme or the requirements of this policy.

6.2 An application will only be supported where the Council is satisfied that the proposal will not result in unacceptable environmental or amenity impacts as a result of noise, dust, light spill, odour, vibration, traffic movement or visual intrusion on the nearby residents or the environment.

6.3 Activities must be incidental, ancillary or subordinate to the predominant use of the land as a residence, and are not to be construed as an alternative use.

6.4 A business can either be attached or detached from the dwelling located on the site. If new, detached buildings are being developed to accommodate the new use, they should generally be clustered with existing buildings on the site and appropriately constructed using materials that complement the existing development.

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6.5 The parking of vehicles associated with a business are not permitted within a public carriageway, including the road verge.

6.6 For activities involving the preparation of food for commercial purposes, the domestic premises must be provided with facilities in accordance with the applicable health standards.

6.7 In some instances planning consent may only be granted for a period of twelve (12) months upon which renewal of the application is required, including payment of all relevant fees.

7.0 CONSULTATION

Should the application be considered to meet the requirements of this policy the application may be dealt with under delegated authority by Shire staff. However should the application not be considered to meet the requirements of the policy or in the opinion of Shire staff require further consideration, the matter may be advertised in accordance with the Local Planning Scheme. Should no written, author-identified objection be received during the advertising period the application may be determined under delegated authority. However, should a written, author-identified objection be received during the advertising period, or there be concerns over the potential impact on the amenity of the area from the type of activity proposed, the application (and any received submissions) are to be placed before a meeting of Council for determination.

8.0 DEFINITION

For the purposes of this policy 'Home Based Business' refers to Home Business, Home Occupation, Home Store and Cottage Industry shall be as defined by the *Planning and Development (Local Planning Schemes) Regulations 2015* and Shire of Chapman Valley Local Planning Scheme.

Responsible Business Unit	Planning
LPP Category	1 – Residential
Public Consultation	As required
Adoption Date	##/##/####
Next Review Date	##/##/####
Reference Number (Internal purposes)	SoCVLPP1.3

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OUTBUILDINGS

SHIRE OF CHAPMAN VALLEY LOCAL PLANNING POLICY 1.4

1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This policy may be cited as Local Planning Policy 1.4 – Outbuildings.

2.0 INTRODUCTION

The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.

In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

State Planning Policy 7.3 – Residential Design Codes (the 'R-Codes') acknowledges that a local planning policy may be prepared to provide local objectives for housing design and development to guide the consideration of proposals. The R-Codes also acknowledge that a local planning policy may be prepared to address a specific local need to guide the consideration of a proposal that does not satisfy the deemed-to-comply provisions of the R-Codes.

This policy provides local objectives and varies relevant deemed-to-comply provisions of the R-Codes to assist in their implementation. It should be read in conjunction with the R-Codes.

3.0 OBJECTIVES

3.1 To alter the deemed to comply provisions of the R-Codes for Outbuildings.

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 area.

3.6 To ensure that the Outbuilding remains an ancillary use to the main dwelling or the principle land use on the property.

4.0 APPLICATIONS SUBJECT OF THIS POLICY

This policy applies to all Outbuildings.

5.0 APPLICATION REQUIREMENTS

Applications for development are expected to demonstrate due regard for the accompanying information requirements as outlined in the *Planning and Development (Local Planning Schemes) Regulations 2015* and the R-Codes and the relevant design principles as outlined in the R-Codes.

6.0 POLICY STATEMENT

6.1 Pre-fabricated garden sheds, "cubby houses", kennels and other animal enclosures (such as aviaries, stables) less than 9m^2 in total aggregate area and less than 2.5m in height (measured from natural ground level) are exempt from this policy provided they are located to the rear of the residence, satisfy the site and development requirements set out in the

Scheme, and are of a design and colour considered in keeping with the amenity of the area by the Local Government.

6.2 In consideration of an application the following maximum standards apply to outbuildings:

Zone	Standard	Maximum
Residential (R10 and higher density)	Area (total aggregate) Wall Height Overall Height (single story)	120m^2 3m* 4.5m*
Townsite	Area (total aggregate) Wall Height Overall Height (single story)	120m^2 3m* 4.5m*
Residential (R5 and lower density)	Area (total aggregate) Wall Height Overall Height (single story)	180m^2 4m* 5m*
Rural Residential Rural Smallholding Rural (lots less than 4ha)	Area (total aggregate) Wall Height Overall Height (single story) Overall Height (double story barn)	240m^2 (In addition up to a maximum of 120m^2 unenclosed area may be considered subject to prior consultation being undertaken as per Section 7.3 of this policy) 4.5m* 5.5m* 6.5m*
Rural Residential Rural Smallholding Rural (lots greater than 4ha)	Exempt from the area and height requirements of this policy	

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

6.3 Outbuildings are predominantly intended for general storage of personal domestic items, and purposes associated with the principle agricultural use (within 'Rural' and 'Rural Smallholding' zones). Outbuildings shall not be used for any commercial or industrial use without prior Local Government approval.

6.4 The large scale storage of accumulated personal items and any items in connection with a commercial or industrial operation (e.g. cray pots, building materials, earthmoving equipment etc.) is considered contrary to the objectives of this policy and is therefore not considered sufficient justification for an increase in the maximum standards prescribed.

6.5 An Outbuilding is required to be sited behind the 'front building line' of a dwelling on lots less than 4ha in area in all zones, unless sufficient justification has been provided by the applicant and the building is consistent in design and materials with the existing dwelling.

Note: For the purpose of this statement the 'front building line' shall be measured from the closest point of the house to the front boundary drawn parallel to the boundary as illustrated in Figures 1 and 2.

Figure 1

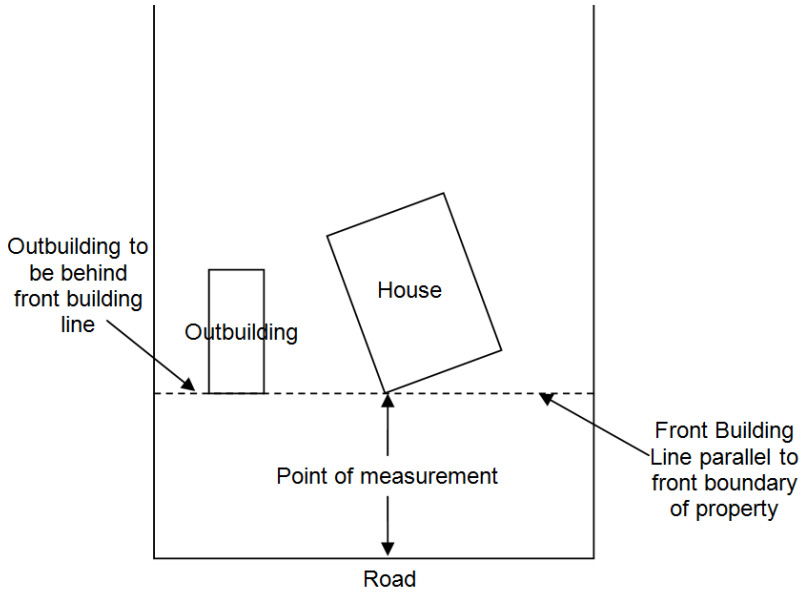
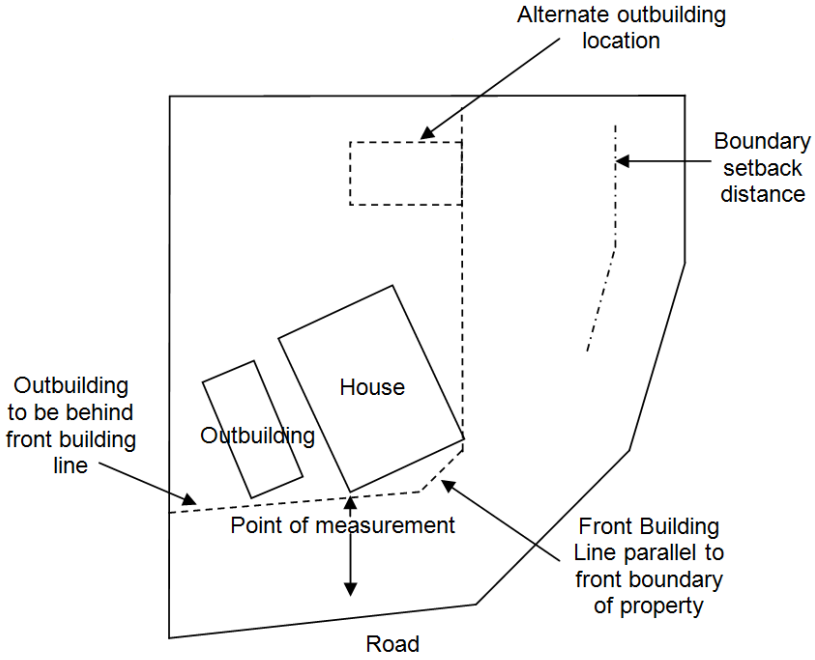


Figure 2



6.6 The development of an Outbuilding on vacant residential land shall not be approved unless the residence has been completed up to, and including, the pouring of a concrete house slab (although variation to this is permitted where the slabs for the residence and outbuilding are poured concurrently).

6.7 Setbacks for outbuildings

6.7.a For lots zoned 'Townsite' or 'Residential' lots zoned R5 and higher density the side/rear boundary can be reduced to nil (subject to compliance with the Building Code of Australia) provided written neighbour support is provided. No planning application is required to be lodged in such instances provided the Outbuilding meets with all other Scheme and policy requirements.

6.7.b 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).

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

6.8 Materials

6.8.a The use of uncoated metal sheeting (i.e. zincalume or corrugated iron) is only supported upon land zoned 'Rural Smallholdings' or 'Rural'.

6.8.b The use of uncoated metal sheeting may be considered in the 'Townsite' zone or where existing buildings have been constructed with the use of uncoated metal sheeting or similar upon a property or another property located in close proximity.

6.9 Should Ancillary Accommodation 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.

7.0 CONSULTATION

7.1 Should the application be considered to meet the requirements of this policy the application may be dealt with under delegated authority by Shire staff. However should the application not be considered to meet the requirements of the policy or in the opinion of Shire staff require further consideration, the matter may be advertised in accordance with the Local Planning Scheme before being placed before a meeting of Council for determination.

7.2 Applications that propose variation to any part of the Policy (other than the variation pursuant to Section 7.3 and 7.4 of this policy) will require consultation with surrounding landowners, by means of the Shire writing directly to the surrounding landowners inviting comment, and placement of an advisory sign on-site for a period of not less than 21 days, prior to the application and any received submissions being placed before a meeting of Council for consideration.

7.3 Applications within the 'Rural Residential', 'Rural Smallholding' and 'Rural' zone (where the lots are less than 4ha) that propose a total outbuilding area comprising not more than 240m² enclosed aggregate area and an additional 120m² unenclosed aggregate area will require consultation with surrounding landowners, by means of the Shire writing directly to the surrounding landowners inviting comment, and placement of an advisory sign on-site for a period of not less than 21 days. In the event that at the conclusion of the consultation period no written, author-identified objections have been received then the application may be determined by Shire staff under delegated authority. In the event that a written, author-identified objection is received then the application and the received submission(s) will be placed before a meeting of Council for consideration.

7.4 Applications for 'Residential' lots zoned R2.5 and lower density that propose a side and/or rear boundary setback of less than the R-Code requirement, but not less than 5m, will

require consultation with surrounding landowners, by means of the Shire writing directly to the surrounding landowners inviting comment, and placement of an advisory sign on-site for a period of not less than 21 days. In the event that at the conclusion of the consultation period no written, author-identified objections have been received then the application may be determined by Shire staff under delegated authority. In the event that a written, author-identified objection is received then the application and the received submission(s) will be placed before a meeting of Council for consideration.

7.5 The advertising of a received application that proposes variation to any part of the policy is undertaken to make the proposal available for inspection in order to provide opportunity for public comment and it should not be construed that final approval will be granted.

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

8.0 DEFINITION

For the purpose of this policy an Outbuilding means a building structure not under the main roof of a dwelling and is measured by the total floor area (whether enclosed or open).

Responsible Business Unit	Planning
LPP Category	1 – Residential
Public Consultation	As required
Adoption Date	##/##/####
Next Review Date	##/##/####
Reference Number (Internal purposes)	SoCVLPP1.4

SECOND HAND & REPURPOSED BUILDINGS

SHIRE OF CHAPMAN VALLEY LOCAL PLANNING POLICY 1.5

1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This policy may be cited as Local Planning Policy 1.5 – Second Hand and Repurposed Buildings.

2.0 INTRODUCTION

The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.

In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

3.0 OBJECTIVES

3.1 To ensure that any development proposing to use a second hand building or repurposed building or second hand cladding material meets acceptable aesthetic and amenity requirements in the locality for which it is proposed.

3.2 To ensure that any second hand building or repurposed building or second hand cladding does not detract from an existing (or reasonably desired) streetscape.

3.3 To enable the local government to retain such monies (bonds) to ensure the desired standard of development is achieved.

3.4 To address the issue of exposure risks from asbestos cement cladding.

4.0 APPLICATIONS SUBJECT OF THIS POLICY

This policy applies to all applications for second hand buildings and repurposed buildings (more commonly referred to as 'transportables' or 'relocatables' or 'dongas') or applications proposing to use second hand materials.

5.0 APPLICATION REQUIREMENTS

5.1 The use of second hand cladding materials and second hand and repurposed buildings can result in unacceptable development by reason of poor aesthetic result and by adversely affecting the amenity of an area. The Local Government requires that an applicant demonstrate that the proposed use of a second hand or repurposed building and/or the use of second hand cladding material will not result in any adverse effect on the amenity or the aesthetics of the area within which it is proposed.

5.2 Applications shall include the following information:

5.2.a Completed *Form of Application for Planning Approval* signed by the owner(s) of the property upon which the building will be located.

5.2.b Plans that have been drawn to scale and include at a minimum:

- photographs of each elevation of the building that clearly illustrate the in-situ condition and appearance of the entire building;
- site plan.
- floor plan and elevations for the building, these plans need to demonstrate any proposed works/upgrades that are required to be undertaken to the building (i.e. new cladding, extension works, additional verandahs etc.) to

ensure the building's presentation is of an acceptable standard to that of the locality.

- a clear timeframe for the completion of the above works, with such timeframe to be as short as practicable and a maximum of 12 months.
- any other additional information required to demonstrate that the development will be aesthetically acceptable and comply with the objectives of this policy and the relevant building and health standards as required.
- (if deemed required by the Local Government) a detailed report on the structural integrity of the relocated building prepared by a qualified building surveyor or a certified structural engineer.

5.2.c Planning Application fee based on the cost of the building plus any transportation, installation and upgrade costs. This is calculated as per Item 1 of the Shire's current Planning Services Fees.

6.0 POLICY STATEMENT

6.1 Buildings (and materials) that are second hand or repurposed are, in some instances, of poor condition and as such the Local Government may impose conditions to ensure the building presentation is of an acceptable standard to enhance the streetscape appearance. Such conditions may include (but are not limited to) the following:

6.1.a Need for additional setbacks over and above the prescribed minimum and the need for screening/landscaping.

6.1.b A bond and agreement to ensure the external appearance of the development has been completed to the approval of the Local Government.

6.1.c The space between the ground level and the floor level being suitably enclosed.

6.1.d The roof and/or walls being re-clad in materials and colours, and/or re-painted in colours, that are consistent or complementary in colour with the surrounding natural landscape features or desired streetscape.

6.1.e The required works are to be completed within a specified time frame to ensure the building presentation is of an acceptable standard.

6.2 Unless specific approval is given, all external asbestos cement cladding must be removed and replaced with new material prior to the relocation of a transported building to its new site.

6.3 Prior to the issue of any building permit for a second hand or repurposed building the Local Government shall require the lodging of:

6.3.a a bond, of at least 5% of the estimated value of an equivalent new building, to a maximum of $5,000 and minimum of $1,000.

6.3.b agreement, signed by the applicant(s) that the bond will be forfeited to the Local Government if the approved works are not carried out within the approved timeframe indicated.

6.3.c bond moneys will only be refunded (if not forfeited) after works required to prevent forfeiture have been carried out to the satisfaction of the Local Government.

7.0 CONSULTATION

Applications for Second Hand Dwellings and Repurposed Dwellings are required by the Local Planning Scheme to be advertised within the 'Residential', 'Rural Townsite', 'Urban Development', 'Rural Residential' and 'Rural Smallholdings' zones. In the event that at the conclusion of the advertising period no written, author-identified objections have been received then the application may be determined by Shire staff under delegated authority (However, should the application not be considered to meet the requirements of the Policy or in the opinion of Shire staff require further consideration, the matter may be placed before a meeting of Council for determination). In the event that a written, author-identified objection is received then the application and the received submission(s) will be placed before a meeting of Council for consideration.

Should applications for Second Hand Dwellings and Repurposed Dwellings within the 'Rural' zone be considered to meet the requirements of this Policy the application may be dealt with under delegated authority by Shire staff. However should the application not be considered to meet the requirements of the Policy or in the opinion of Shire staff require further consideration, the matter may be advertised in accordance with the Local Planning Scheme before being placed before a meeting of Council for determination.

8.0 DEFINITION

For the purposes of this policy Second Hand Dwelling and Repurposed Dwelling shall be as defined by the Shire of Chapman Valley Local Planning Scheme.

Responsible Business Unit	Planning
LPP Category	1 – Residential
Public Consultation	As required
Adoption Date	##/##/####
Next Review Date	##/##/####
Reference Number (Internal purposes)	SoCVLPP1.5

1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This policy may be cited as Local Planning Policy 2.1 – Extractive Industry.

2.0 INTRODUCTION

The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.

In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

3.0 OBJECTIVES

3.1 To detail the specific requirements and minimum standards for the establishment of an Extractive Industry.

3.2 To set out matters which may be taken into account when considering applications for Extractive Industry.

3.3 To ensure extractive industry occurs with minimal detriment to the local amenity and environment, and in a manner which allows for future use and development consistent with the long term planning intentions for the area.

4.0 APPLICATIONS SUBJECT OF THIS POLICY

4.1 This policy applies to applications for the extraction of basic raw materials i.e. Industry - Extractive (more commonly referred to as 'Extractive Industries').

4.2 The extraction of basic raw materials to a depth of 1m or less to be used for improvements upon the same farming property or for local government purposes within the local government area that the extraction takes place, including the building of roads, is exempt from obtaining planning consent.

4.3 The extraction of materials other than basic raw materials (e.g. minerals) are addressed separately under the *Mining Act 1978* which is administered by the Department if Mines, Industry Regulation & Safety.

5.0 APPLICATION REQUIREMENTS

5.1 Applications shall include the following information:

5.1.a Planning application form duly signed by the owner(s) of the property and payment of the relevant fee.

5.1.b Plans that have been drawn to scale and include:

- site plan with existing and proposed land contours and areas of remnant vegetation relevant to the proposed excavation area illustrating the location and depth of the proposed excavation of the land and setback distances from property boundaries.
- cross section of the proposed extraction area showing the depth of extraction, height and battering of the pit walls and face, and access ramp/area.
- rehabilitation plan for the area of extraction illustrating the re-contouring of the land and areas of re-planting.

- location of existing and proposed internal access roads or other means of vehicle access to and egress from the extraction area and to public thoroughfares in the vicinity of the land.
- location of buildings, treatment plant, tanks and other improvements and developments existing on, approved for or proposed in respect of the land.
- location of existing power lines, telephone cables and any associated poles or pylons, sewers, pipelines, reserves, bridges, railway lines and registered easement or other encumbrances over or in the vicinity of the land.
- location of all existing dams, watercourses, drains or sumps on or adjacent to the land.
- location and description of existing and proposed fences, gates and warning signs around the land.
- location of the areas proposed to be used for stockpiling excavated material, treated material, overburden and soil storage on the land and elsewhere.

5.1.c Management Plan containing:

- the type and quantity of material to be extracted.
- the nature and estimated duration of the proposed excavation.
- the stages and the timing of the stages in which it is proposed to carry out the excavation.
- details of the methods to be employed in the proposed excavation and a description of any on-site processing works.
- hours of operation.
- details of the depth and extent of the existing and proposed excavation of the site.
- estimate of the depth of and description of the nature and quantity of the overburden to be removed.
- description of the methods by which existing vegetation is to be cleared and topsoil and overburden removed or stockpiled.
- description of the means of access to the excavation site and the types of thoroughfares to be constructed.
- details of the proposed number and size of trucks entering and leaving the site each day and the route or routes to be taken by those vehicles (the Local Government may require contributions towards the upgrade of roads).
- description of any proposed buildings, water supply, treatment plant, tanks and other improvements.
- details of drainage conditions applicable to the land and methods by which the excavation site is to be kept drained.
- description of the measures to be taken to minimise sand drift, dust nuisance, erosion, watercourse siltation and dangers to the general public.
- source, timing, duration and frequency of noise, and description of the measures to be taken to comply with the *Environmental Protection (Noise) Regulations 1997*.
- storage of fuel and/or other potential contaminants.
- maintenance of equipment and machinery.
- management of waste.
- description of the existing site environment and a report on the anticipated effect that the proposed excavation will have on the environment in the vicinity of the land.
- details of the nature of existing vegetation, shrubs and trees and a description of measures to be taken to minimise the clearing of existing vegetation.
- description of the measures to be taken in screening the excavation site, or otherwise minimising adverse visual impacts, from nearby thoroughfares or other areas.

5.1.d Rehabilitation and decommissioning plan indicating:

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- the objectives of the program, having due regard to the nature of the surrounding area and the proposed end-use of the excavation site.
- whether restoration and reinstatement of the excavation site is to be undertaken progressively or upon completion of excavation operations.
- how any face is to be made safe and batters sloped.
- the method by which topsoil is to be replaced and revegetated.
- the numbers and types of trees and shrubs to be planted and other landscaping features to be developed.
- how rehabilitated areas are to be maintained.
- the program for the removal of buildings, plant, waste and final site clean-up.

5.1.e Applications for Extractive Industry proposed within the Moresby Range as defined by the Moresby Range Management Strategy (WAPC, 2009) are expected to demonstrate due regard for the recommendations of that Strategy and the Moresby Range Management Plan (2010).

5.2 Additional information that may be required

Should the Local Government determine that the proposed extractive industry has the potential to, or is likely to, create adjoining landowner impacts, such as noise, dust, vibration, lightspill, odour or environmental impacts, then further information may be required to support the development application, including but not limited to the following:

5.2.a Baseline data to be provided for wind, noise, dust and/or environmental data at specified locations.

5.2.b Vibration abatement and control measure details.

5.2.c Timing, frequency and duration of blasting/crushing/excavation activities.

5.2.d A Visual Impact Assessment where the proposed extractive industry has the potential to, or is likely to, create visual intrusion impacts upon adjacent landholdings, major roads or places of heritage, cultural or landscape significance.

6.0 POLICY STATEMENT

6.1 Extractive Industry will only be supported where the Local Government is satisfied that the proposal will not result in unacceptable environmental or amenity impacts as a result of noise, dust, light spill, odour, vibration, traffic movement, visual intrusion or contamination on the nearby residents or environment.

6.2 Depending on the nature of the proposed Extractive Industry, local wind, topography and vegetation conditions, setback distances from site boundaries and existing watercourse or bodies may need to be increased. When determining such setbacks the Local Government shall consider existing and potential land-uses on adjoining and nearby properties.

6.3 The Local Government may require the preservation and/or planting of a vegetated buffer strip ensuring that the extraction activities are adequately screened from the road and adjoining properties.

6.4 Where an Extractive Industry has direct access to a sealed road and the projected number of vehicle movements from the site would justify such a requirement (as determined by the Local Government), the Local Government may require crossover and vehicle access areas within 50m of the road to be constructed with a stable, impervious surface, with stormwater runoff being controlled. In this regard the construction of a crossover shall be in accordance with the Local Government's existing Crossover Policy.

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6.5 Where an Extractive Industry is being developed with or without direct access to a sealed road, the Local Government may require assistance to upgrade and maintain the road/s that will be affected by heavy vehicle movements associated with the Extractive Industry. Such upgrading contributions may be financial or in-kind and shall be calculated on a case-by-case basis.

6.6 The Local Government will not support the operation of Extractive Industry outside of the following hours, unless it can be demonstrated the proposed extraction area/activity is at least 1km from the closest neighbouring residence upon which the Local Government may entertain extended operating times:

- Monday to Saturday – 7:00am to 6:00pm; &
- Sundays and Public Holidays - no operations

6.7 Applications for Extractive Industry that are supported will generally be approved for a one (1) year period from the date of issue, upon which application for renewal of the approval is required. This is the responsibility of the applicant and the Local Government will not automatically re-issue approvals. Operations that seek to continue beyond one (1) year's duration will be subject to a renewed application for planning consent that may be approved on a recurring basis (with subsequent approval periods to generally not exceed five (5) years without requirement for renewed application for planning consent to be lodged).

7.0 CONSULTATION

Applications for Extractive Industry are required by the Local Planning Scheme to be advertised within the 'Rural', 'Rural Smallholdings', 'Light Industry' and 'General Industry' zones. In the event that at the conclusion of the advertising period no written, author-identified objections have been received then the application may be determined by Shire staff under delegated authority (However, should the application not be considered to meet the requirements of the Policy or in the opinion of Shire staff require further consideration, the matter may be placed before a meeting of Council for determination). In the event that a written, author-identified objection is received then the application and the received submission(s) will be placed before a meeting of Council for consideration.

Should applications for Extractive Industry within the 'Strategic Industry' zones be considered to meet the requirements of this Policy the application may be dealt with under delegated authority by Shire staff. However should the application not be considered to meet the requirements of the Policy or in the opinion of Shire staff require further consideration, the matter may be advertised in accordance with the Local Planning Scheme before being placed before a meeting of Council for determination.

Extractive Industry is listed as a use that is not permitted by the Local Planning Scheme within all other zones.

8.0 DEFINITION

8.1 For the purposes of this policy Industry - Extractive shall be as defined by the *Planning and Development (Local Planning Schemes) Regulations 2015*.

8.2 Basic Raw Materials are considered to be materials that are used in the construction industry for both private and public works such as housing, site preparation, concrete and cement manufacturing, railway and road construction. These materials include sand, limestone, limesand, clay, hard-rock and gravel aggregate (limestone and limesand also have important uses in agriculture).

Responsible Business Unit	Planning
LPP Category	2 – Commercial & Industrial
Public Consultation	As required

Adoption Date	##/##/####
Next Review Date	##/##/####
Reference Number (Internal purposes)	SoCVLPP2.1

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RURAL INDUSTRY

SHIRE OF CHAPMAN VALLEY LOCAL PLANNING POLICY 2.2

1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This policy may be cited as Local Planning Policy 2.2 – Rural Industry.

2.0 INTRODUCTION

The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.

In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

3.0 OBJECTIVES

3.1 To detail the specific requirements and minimum standards for the establishment of a Rural Industry.

4.0 APPLICATIONS SUBJECT OF THIS POLICY

This policy applies to applications for Industry – Rural (more commonly known as 'Rural Industry').

5.0 APPLICATION REQUIREMENTS

5.1 Applications for development are expected to demonstrate due regard for the accompanying information requirements as outlined in the *Planning and Development (Local Planning Schemes) Regulations 2015*.

5.2 Applications for Rural Industry are expected to demonstrate due regard for the following criteria and minimum development standards:

Criteria	Minimum Standard
General Location	Buildings are to be sited in a clustered format well away from hills, mesa tops, and ridge-lines
Setbacks *	40m from all boundaries; 200m from neighbouring residences; 100m from any water course or water body.
Effluent & Waste Disposal	As determined by Local Government Environmental Health Officer.
Building Materials & Colours	Non reflective building materials and colours complementary to the surrounding landscape to be used in areas of high visual amenity such as the Moresby Range and Chapman Valley area.
Property Access	Property access is to be via a 12m form/8m gravel paved road.
On-site Carparking and Service Areas **	Carparking and service areas to be constructed to a delineated, drained and compacted gravel standard. The number of parking bays to be calculated at 1 bay for every 50m^2 gross area.
Landscaping	Landscaping is to be provided around all associated buildings, parking, storage and loading areas.

6.0 POLICY STATEMENT

6.1 Applications for Rural Industry will only be supported where the Local Government is satisfied that the proposal will not result in unacceptable environmental or amenity impacts as a result of noise, dust, light spill, odour, vibration, traffic movement, visual intrusion or contamination on the nearby residents or environment.

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6.2 Depending on the nature of the proposed Rural Industry, local wind, topography and vegetation conditions, setback distances from site boundaries and existing watercourse or bodies may need to be increased. When determining such setbacks the Local Government shall consider existing and potential land-uses on adjoining and nearby properties.

6.3 The Local Government may require the preservation and/or planting of a vegetated buffer strip ensuring that the Rural Industry activities are adequately screened from the road and adjoining properties.

6.4 Where Rural Industry has direct access to a sealed road and the projected number of vehicle movements from the site would justify such a requirement (as determined by the Local Government), the Local Government may require crossover and vehicle access areas within 50m of the road to be constructed with a stable, impervious surface, with stormwater runoff being controlled. In this regard the construction of a crossover shall be in accordance with the Local Government's existing Crossover Policy.

6.5 Where Rural Industry is being developed with or without direct access to a sealed road, the Local Government may require assistance to upgrade and maintain the road/s that will be affected by heavy vehicle movements associated with the extractive industry. Such upgrading contributions may be financial or in-kind and shall be calculated on a case-by-case basis.

7.0 CONSULTATION

Should the application be considered to meet the requirements of this policy the application may be dealt with under delegated authority by Shire staff. However should the application not be considered to meet the requirements of the policy or in the opinion of Shire staff require further consideration, the matter may be placed before a meeting of Council for determination.

8.0 DEFINITION

For the purposes of this policy 'Rural Industry' shall be as defined as 'Industry – Rural' by the Shire of Chapman Valley Local Planning Scheme.

Responsible Business Unit	Planning
LPP Category	2 – Commercial & Industrial
Public Consultation	As required
Adoption Date	##/##/####
Next Review Date	##/##/####
Reference Number (Internal purposes)	SoCVLPP2.2

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RURAL TOURISM

SHIRE OF CHAPMAN VALLEY LOCAL PLANNING POLICY 2.3

1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This policy may be cited as Local Planning Policy 2.3 – Rural Tourism.

2.0 INTRODUCTION

The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.

In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

3.0 OBJECTIVES

3.1 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.

3.2 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.

4.0 APPLICATIONS SUBJECT OF THIS POLICY

This policy applies to applications for Art Gallery, Bed & Breakfast, Camping Ground, Caravan Park, Holiday Accommodation, Holiday House, Reception Centre, Restaurant/Café and Tourist Development in the 'Rural' and 'Rural Smallholding' zone.

5.0 APPLICATION REQUIREMENTS

5.1 Applications for development are expected to demonstrate due regard for the accompanying information requirements as outlined in the *Planning and Development (Local Planning Schemes) Regulations 2015*.

5.2 Applications shall include the following information:

5.2.a Planning application form duly signed by the owner(s) of the property and payment of the relevant fee.

5.2.b Plans that have been drawn to scale that identify the proposed development in relation to the natural features (e.g. existing vegetation, watercourses, contours) and built existing features (including building and services) both on the subject land and on the adjoining land (the latter being dependant upon the subject lot size and boundary setbacks).

5.2.c Written submission detailing how the proposed development:

- can fit in with the locality. This means showing a sympathetic and well-mannered design without unreasonable impacts either on the agricultural, natural or cultural environment and that any impacts will be contained within the site.
- will satisfy bushfire requirements and other hazards.
- will provide a high level of amenity and services to the tourist occupants.
- will continue to attend to matters of environmental concern, rural amenity and the well being and safety of the tourist occupants (once the development is established) i.e. Management Plan.

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6.1 POLICY STATEMENT

6.1 Applications for Rural Tourism will only be supported where the Local Government is satisfied that the proposal will not result in unacceptable environmental or amenity impacts as a result of noise, dust, light spill, odour, vibration, traffic movement, visual intrusion or contamination on the nearby residents or environment and that the quality of the development will present a positive image of the locality.

6.2 Depending on the nature of the proposed Rural Tourism, local wind, topography and vegetation conditions, setback distances from site boundaries and existing watercourse or bodies may need to be increased. When determining such setbacks the Local Government shall consider existing and potential land-uses on adjoining and nearby properties.

6.3 The Local Government may require the preservation and/or planting of a vegetated buffer strip ensuring that the Rural Tourism activities are adequately screened from the road and adjoining properties.

6.4 Where Rural Tourism has direct access to a sealed road and the projected number of vehicle movements from the site would justify such a requirement (as determined by the Local Government), the Local Government may require crossover and vehicle access areas within 50m of the road to be constructed with a stable, impervious surface, with stormwater runoff being controlled. In this regard the construction of a crossover shall be in accordance with the Local Government's existing Crossover Policy.

6.5 Where Rural Tourism is being developed with or without direct access to a sealed road, the Local Government may require assistance to upgrade and maintain the road/s that will be affected by vehicle movements associated with the Rural Tourism development. Such upgrading contributions may be financial or in-kind and shall be calculated on a case-by-case basis.

6.6 The Local Government will not be bound to accept any request for additional maintenance or upgrading of roads directly resulting from increases in traffic volumes from an approved Rural Tourism development, unless a financial contribution for such works has been agreed to and received from the respective business owner/proprietor.

6.7 With the exception of Bed and Breakfast and Holiday House, all other forms of tourist/holiday accommodation will only be approved subject to the landowner entering into a legal agreement, which shall bind the owner, their heirs and successors in title, requiring that the tourist accommodation will only be used for Short Stay Accommodation purposes.

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

6.9 All signage associated with the uses specified in this policy is to be the subject of a separate application (unless specifically referenced within the application and conditions of approval).

6.10 Larger scaled developments and land uses will not be approved under this policy and will require, if found to be justified, an amendment to the Scheme to incorporate specific zoning for the development proposed.

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6.11 Rural Tourism will generally be approved where the Local Government is satisfied that the following minimum criteria and standards can be achieved:

Use	Criteria	Standard
Art Gallery	1. Public Road Access	1. Type 3 – 12m form/8m gravel paved
	2. Potable Water Supply	2. 46,000 litres storage (10,000 gals)
	3. Ablutions	3. As per Health Act 1911, including provision for disabled
	4. Car Parking	4. 1 car bay for every 3m^2 of public area – gravel std/Local Government specs.
	5. Lot size	5. 10ha
	6. Setback	6. 30m from the front boundary and 75m from water features with all other boundaries to comply with Local Planning Scheme requirements unless otherwise determined by the Local Government.
	7. Siting	7. Away from sand dunes, ridge lines and side slope/breakaway areas
	8. Clearing	8. No removal of remnant vegetation
	9. Screening	9. Well screened from view of neighbouring properties
	10. Design & Materials	10. Complementary with landscape – earth tones – no reflection
	11. Management	11. On site managers residence
Bed & Breakfast	1. Public Road Access	1. Type 2 – 10m formed
	2. Potable Water Supply	2. 92,000 litres storage (20,000 gal)
	3. Guest Ablutions	3. 1 shared bathroom
	4. Car Parking	4. 1 car bay per room – gravel standard
	5. Lot size	5. Nil
	6. Management	6. Within the same building
Caravan Park & Camping Ground	1. Location	1. Within close proximity to public recreation areas/natural attractions – beaches, walk trails, scenic lookouts etc & distances from other Caravan Parks/Camp Sites as prescribed by *Caravan Parks and Camping Grounds Act 1995*
	2. Public Road Access	2. Type 5 – 7m bitumen seal + bitumen seal crossover to Local Government specifications or Type 3 – 12m form/8m gravel paved at Local Government discretion
	3. Potable Water Supply	3. As per Caravan & Camping Regs 1997
	4. Ablutions	4. As per Caravan & Camping Regs 1997 & Building Code of Australia
	5. Car Parking	5. 1car bay per caravan/camp site + 1 bay for manager – gravel std/Local Government specs
	6. Lot size	6. 15ha
	7. Setback	7. 30m from the front boundary and 75m from water features with all other boundaries to comply with Local Planning Scheme requirements unless otherwise determined by the Local Government.
	8. Siting	8. Away from sand dunes, ridge lines and side slope/breakaway areas
	9. Clearing	9. No removal of remnant vegetation
	10. Screening	10. Well screened from view of neighbouring properties
	11. Design & Materials	11. Buildings to be complimentary with landscape – earth tones – no reflection
	12. Management	12. On site managers residence
Holiday Accommodation	1. Public Road Access	1. Type 3 – 12m form/8m gravel paved
	2. Potable Water Supply	2. 92,000 litres storage per chalet (20,000 gals)
	3. Car Parking	3. 1 car bay per chalet – gravel std/Local Government specs
	4. Floor Area	4. 100m^2 (internal)
	5. Lot size	5. 15ha
	6. Setbacks	6. 30m from the front boundary and 75m from water features with all other boundaries to comply with Local Planning Scheme requirements unless otherwise determined by The Local Government.
	7. Siting	7. Away from ridge line and side slope/breakaway areas – clustered together
	8. Clearing	8. No removal of remnant vegetation
	9. Screening	9. Partially screened from view of neighbouring properties
	10. Design & Materials	10. Complementary with landscape – earth tones – no reflection
	11. Management	11. On site manager's residence
Holiday House	1. Public Road Access	1. Type 3 – 12m form/8m gravel paved
	2. Potable Water Supply	2. 92,000 litres storage per 8 beds (20,000 gals)
	3. Guest Ablutions	3. Ensuite bathroom per bedroom
	4. Car Parking	4. 1 car bay per room – gravel standard
	5. Lot size	5. 10ha
	6. Setbacks	6. 30m from the front boundary and 75m from water features with all other boundaries to comply with Local Planning Scheme requirements unless otherwise determined by the Local Government.
	7. Siting	7. Away from sand dunes, ridge lines and side slope/breakaway areas
	8. Clearing	8. No removal of remnant vegetation
	9. Screening	9. Partially screened from view of neighbouring properties

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Use	Criteria	Standard
Holiday House (continued)	10. Landscaping 11. Design & Materials 12. Management	10. Peripheral native landscaping around Guesthouse building 11. Complementary with landscape – earth tones – no reflection 12. Within the same building
Tourist Development	1. Location 2. Public Road Access 3. Potable Water Supply 4. Guest Rooms/Ablutions 5. Car Parking 6. Lot size 7. Setback 8. Siting 9. Clearing 10. Screening 11. Design & Materials 12. Management	1. Within close proximity to public recreation areas/natural attractions – beaches, walk trails, scenic lookouts etc 2. Type 5 – 7m bitumen seal + bitumen seal crossover to Local Government specifications 3. 92,000 litres storage per 8 beds (20,000 gals) 4. Per standards prescribed for Guesthouse, chalets, Caravan Parks including provision for disabled 5. 1 car bay per unit or caravan/camp site + 1 bay for manager – gravel standard 6. 20ha 7. 30m from the front boundary and 75m from water features with all other boundaries to comply with Local Planning Scheme requirements unless otherwise determined by the Local Government. 8. Away from sand dunes, ridge lines and side slope/breakaway areas – clustered together 9. No removal of remnant vegetation 10. Well screened from view of neighbouring properties 11. Buildings to be consistent in design and complementary with landscape – earth tones – no reflection 12. On site managers residence
Reception Centre	1. Location 2. Public Road Access 3. Potable Water Supply 4. Ablutions 5. Car Parking 6. Lot size 7. Setback 8. Siting 9. Clearing 10. Screening 11. Design & Materials 12. Management	1. With an established guesthouse, restaurant or rural holiday resort. 2. Type 3 – 12m form/8m gravel paved 3. 92,000 litres storage (20,000 gals) 4. As per Health Act 1911, including provision for disabled 5. 1 bay per 4 seats – gravel standard 6. 20ha 7. 30m from the front boundary and 75m from water features with all other boundaries to comply with Local Planning Scheme requirements unless otherwise determined by the Local Government. 8. Away from sand dunes, ridge lines and side slope/breakaway areas 9. No removal of remnant vegetation 10. Well screened from view of neighbouring properties 11. Complementary with landscape – earth tones – no reflection 12. On site managers residence
Restaurant / Café	1. Location 2. Public Road Access 3. Potable Water Supply 4. Ablutions 5. Car Parking 6. Lot size 7. Setback 8. Siting 9. Clearing 10. Screening 11. Design & Materials 12. Management	1. With an established intensive agriculture/rural pursuit and/or rural holiday resort. 2. Type 3 – 12m form/8m gravel paved 3. 92,000 litres storage (20,000 gals) 4. As per Health Act 1911, including provision for disabled 5. 1 bay per 4 seats – gravel standard 6. 15ha 7. 30m from the front boundary and 75m from water features with all other boundaries to comply with Local Planning Scheme requirements unless otherwise determined by the Local Government. 8. Away from sand dunes, ridge lines and side slope/breakaway areas 9. No removal of remnant vegetation 10. Well screened from view of neighbouring properties 11. Complementary with landscape – earth tones – no reflection 12. On site managers residence
Tourist Development	1. Location 2. Public Road Access 3. Potable Water Supply 4. Guest Rooms/Ablutions 5. Car Parking 6. Lot size 7. Setback 8. Siting 9. Clearing 10. Screening 11. Design & Materials	1. Within close proximity to public recreation areas/natural attractions – beaches, walk trails, scenic lookouts etc 2. Type 5 – 7m bitumen seal + bitumen seal crossover to Local Government specifications 3. 92,000 litres storage per 8 beds (20,000 gals) 4. Per standards prescribed for Guesthouse, chalets, Caravan Parks including provision for disabled 5. 1 car bay per unit or caravan/camp site + 1 bay for manager – gravel standard 6. 20ha 7. 30m from the front boundary and 75m from water features with all other boundaries to comply with Local Planning Scheme requirements unless otherwise determined by the Local Government. 8. Away from sand dunes, ridge lines and side slope/breakaway areas – clustered together 9. No removal of remnant vegetation 10. Well screened from view of neighbouring properties

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Use	Criteria	Standard
Tourist Development (continued)	12. Management	11. Buildings to be consistent in design and complementary with landscape – earth tones – no reflection 12. On site managers residence

7.0 CONSULTATION

Should the application be considered to meet the requirements of this policy the application may be dealt with under delegated authority by Shire staff. However should the application not be considered to meet the requirements of the policy or in the opinion of Shire staff require further consideration, the matter may be placed before a meeting of Council for determination.

8.0 DEFINITION

8.1 For the purposes of this policy Art Gallery, Bed & Breakfast, Caravan Park, Holiday Accommodation, Holiday House, Reception Centre, Restaurant/Café and Tourist Development shall be as defined by the *Planning and Development (Local Planning Schemes) Regulations 2015*.

8.2 For the purposes of this policy Camping Ground shall be as defined by the *Caravan Park & Camping Grounds Act 1995* and also include Nature Based Park as defined by the *Caravan Parks and Camping Grounds Amendment Regulations (No.2) 2014*

Responsible Business Unit	Planning
LPP Category	2 – Commercial & Industrial
Public Consultation	As required
Adoption Date	##/##/####
Next Review Date	##/##/####
Reference Number (Internal purposes)	SoCVLPP2.3

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WORKFORCE ACCOMMODATION

SHIRE OF CHAPMAN VALLEY LOCAL PLANNING POLICY 2.4

1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This policy may be cited as Local Planning Policy 2.4 – Workforce Accommodation.

2.0 INTRODUCTION

The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.

In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

3.0 OBJECTIVES

3.1 To ensure that applications for the development of Workforce Accommodation are assessed in a consistent, fair, thorough and timely manner.

3.2 To provide guidance to the Local Government, State Government agencies, landowners, developers, consultants and the general public regarding the assessment of applications for Workforce Accommodation.

3.3 To provide, where necessary, for the development of Workforce Accommodation in a way that maximises social benefits whilst minimising social costs.

4.0 APPLICATIONS SUBJECT OF THIS POLICY

This policy applies to applications for Workforce Accommodation.

5.0 APPLICATION REQUIREMENTS

The following information is to be provided with an application for planning consent:

5.1 Accurately scaled and dimensioned locality plans, site plans, floor plans, elevations (generally north, south, east and west elevations showing all buildings proposed for the site, rather than elevations of individual buildings, or as otherwise agreed by the Local Government).

5.2 An analysis of the physical characteristics of the site (on sloping sites topographic mapping may be required).

5.3 Details regarding the maximum number of persons to be housed at the site.

5.4 Details of how development is to be staged.

5.5 Information regarding how essential services are to be provided to the site.

5.6 Details of underlying purpose for proposed development (i.e. whose workforce is the camp intended to house and why the workforce cannot be housed in existing accommodation).

5.7 Written submission detailing the suitability of the proposal to meet the required accommodation needs (i.e. type, size, location, layout, facilities, parking, loading/unloading and detailed design does it meet their requirements for accommodating their workforce).

5.8 Details of any prior consultation with local communities and government agencies.

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5.9 Details of any ongoing community benefit that will result from development of the camp.

5.10 In urban or near-urban situations, details of landscaping, fencing, internal access roads and building materials and finishes.

5.11 Applications must demonstrate the camp will be effectively and appropriately managed, with management practices outlined in a **Management Plan** to be submitted with the application for planning consent. The Management Plan should address:

- strategies ensuring that noise, dust, odour, lightspill and litter are acceptably managed.
- strategies resolving conflict with owners and/or occupiers of land within the vicinity of the site that may be affected by the operation of the camp.
- transportation of workers to the site where construction is taking place.
- strategies for managing the consumption of alcohol in the camp (if applicable).
- strategies for preventing the consumption of illicit drugs in the camp.

5.12 Applications shall be accompanied by a **Decommissioning Plan** (that may in the event of the Local Government giving approval be made subject to condition requiring the applicant entering into legal agreement) that addresses the following issues:

- when the camp shall be decommissioned.
- works that shall remain in place following decommissioning.
- the clean-up and rehabilitation of the site.
- the transfer of assets to public ownership where this has been committed too.

5.13 Applications are to indicate the time period over which the camp is expected to be required (generally for a period of between 6 months and 5 years);

6.0 POLICY STATEMENT

6.1 Applications must demonstrate that there is a need to develop a camp facility of the size and at the location proposed for the period of time for which approval is sought.

6.2 For Industrial and Port Development, Workforce Accommodation site/s should:

- be located on 'Rural' zoned land.
- be strategically located within close proximity (i.e. 10km radius) to the primary construction site, and is within reasonable commuting distance to a range of services including social, recreational, commercial, retail and medical.
- have direct access to an established 'road of regional significance' as classified by Main Roads WA.
- in the opinion of the Local Government, not be located in an area of perceived environmental, social or visual sensitivity.
- accord with the Local Government's current planning instruments (i.e. Local Planning Strategy, Coastal Management Strategy) in demonstrating a 'value added' benefit for re-use of the camp infrastructure, either in part or in whole, beyond the life of the temporary workforce accommodation camp use.

6.3 For Rail and Infrastructure/Services, Workforce Accommodation site/s should:

- be strategically located within reasonable commuting distance (i.e. 50km radius) to the primary construction site and provide a range of services on-site including social, recreational, small retail and medical.
- where possible have direct access to a bitumen seal road.
- in the opinion of the Local Government, not be located in an area of perceived environmental, social or visual sensitivity.
- where possible demonstrate some level of 'value added' benefit for re-use of the camp infrastructure, either in part or in whole, beyond the life of the temporary workforce accommodation use.

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6.4 Workforce Accommodation:

- is not supported within close proximity to 'socially sensitive' facilities such as schools or day-care centres.
- is to be located within reasonable proximity to commercial, educational, recreational and community facilities that are capable of coping with the anticipated increases in demand.
- is to be well screened from view and result in minimal site disturbance.
- is to be adequately serviced by way of constructed road access to 7m bitumen seal and availability of services and infrastructure.

7.0 CONSULTATION

The following process is to be undertaken in assessment of an application for Workforce Accommodation:

7.1 Step 1 – Preliminaries

The proposal should generally be discussed with the Local Government prior to an application being submitted and in some instances preliminary, written advice will be provided. Applicants should ensure, in consultation with the Local Government, that their application contains all the required information.

7.2 Step 2 – Initial consideration by the Local Government

Local Government staff will present a report to Council detailing the application and addressing all aspects of the policy and any other relevant considerations, including details of a site inspection.

7.3 Step 3 – Referral & advertising

The application will be advertised for public comment and referred to relevant stakeholders in accordance with Scheme requirements. During that period adverts may be placed in local newspaper/s, a sign/s erected on site and plans/documents detailing the application made available for inspection at the Local Government offices.

7.4 Step 4 – Final consideration by Council

The application will be considered in light of any submissions received during the comment period. Local Government staff will present a report to Council presenting relevant facts and discussion sufficient to enable Council to make an informed decision.

8.0 DEFINITION

For the purposes of this policy Workforce Accommodation shall be as defined by the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Responsible Business Unit	Planning
LPP Category	2 – Commercial & Industrial
Public Consultation	As required
Adoption Date	##/##/####
Next Review Date	##/##/####
Reference Number (Internal purposes)	SoCVLPP2.4

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TREE FARMS

SHIRE OF CHAPMAN VALLEY LOCAL PLANNING POLICY 3.1

1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This policy may be cited as Local Planning Policy 3.1 – Tree Farms.

2.0 INTRODUCTION

The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.

In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

3.0 OBJECTIVES

3.1 To achieve a consistent, efficient, and equitable system for assessing and approving Tree Farm applications.

3.2 To enable the establishment of Tree Farms in appropriate locations.

3.3 To enable Tree Farms in areas subject to land degradation, including areas of high salinity, water logging, and high levels of chemical contamination where there are clear natural resource management benefits.

3.4 To ensure Tree Farm development is not undertaken upon land that is considered to be of high agricultural value.

3.5 Consider impacts on local road network infrastructure, and to protect surface gravel deposits for the maintenance and construction of these road networks.

3.6 Suitable gravel deposits must be made available to the Shire when deemed necessary by the Shire for adjoining road networks.

3.7 Recognise that gravel acquisition for adjoining road networks is essential.

3.8 To minimise the potential for any loss of population or agricultural land through the use of whole farms and encourage Tree Farms that are ancillary to an existing agricultural land use (i.e. broadacre cropping or grazing).

3.9 Manage fire risk/management issues for all applications.

3.10 Consider the visual impact of Tree Farms in close proximity and/or viewing distance to town sites, roads of local and regional significance, and areas of scenic beauty.

3.11 Encourage operators, managers, government and non-government agencies, investors, and landowners to work in partnership wherever possible.

3.12 Encourage operators to abide by the Industry Code of Practice, relevant legislation, Western Australia's Strategy for Plantations and Farm Forestry and this policy.

3.13 Outline the matters required to be addressed for assessment to be undertaken under the planning system and other legislation.

4.0 APPLICATIONS SUBJECT OF THIS POLICY

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This policy applies to applications for a Tree Farm (more commonly referred to as 'Agroforesty' or 'Carbon Farming' or 'Plantations').

5.0 APPLICATION REQUIREMENTS

5.1 Applications shall include the following information:

5.1.a Planning application form duly signed by the owner(s) of the property and payment of the relevant fee.

Note: An application may be made upon land that is not in the ownership of the applicant where the application form is signed by the owner(s) of the land as specified upon the Certificate of Title and the applicant(s).

An application can cover multiple Tree Farm plantings, which may be on different titles under separate ownership, provided they are under the management of one Applicant (the form is required to be signed by the relevant landowners of each title).

5.1.b Site plan showing location of trees, access roads, structures and buildings, natural features (including native vegetation and water courses), surface gravel deposits and other relevant information, such as hazards and significant features (drawn to scale and to a professional standard).

Note: Proposed new buildings and structures relating to a Tree Farm development may be subject to additional/other applications and approvals of the Local Government and other agencies.

Should the application propose the clearing of existing remnant vegetation the applicant is required to liaise with the Department of Water and Environment Regulation to obtain the relevant approvals.

5.1.c A species list (including approximate density and number to be planted) for the proposal.

5.1.d Management Plan that displays due regard for the 'Code of Practice for Timber Plantations in Western Australia' (Forest Industries Federation WA, 2014) and 'Guidelines for Plantation Fire Protection' (Department of Fire & Emergency Services, 2011) and/or subsequent superseding documents.

5.1.e Information pertaining to the projected volume of water usage.

Note: The Shire may seek advice from the Department of Water and Environment Regulation to assist in determining the application, with specific reference to ground and surface water impacts. Should the Department of Water and Environment Regulation raise significant concerns or objections to the proposal the application may ultimately be refused by the Local Government. Applicants are therefore encouraged to consult with the Department of Water and Environment Regulation prior to lodging their application and include relevant information arising from this consultation within their lodged application.

5.1.f A visual impact assessment may be required where the development site is in close proximity and/or viewing distance from townsite boundaries, roads of regional or local significance, or areas deemed by the Local Government to have a high level of scenic or heritage value.

5.1.g Provide estimated harvest time(s) (where applicable). It will be a condition of any development approval that a Harvest/Transport Plan be submitted to Council for separate approval 12 months prior to the commencement of harvesting that details expected transport routes, and proposed machinery requirements.

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Note: The Local Government recognises the future locations of processing facilities in or near the Mid-West region is currently unknown, and it is therefore difficult to prepare a transport plan prior to commencement of tree crop development. Nevertheless, the Local Government will require an understanding of expected harvest and transport routes through the Local Government at the application stage, with the requirement a transport plan/strategy to be prepared and submitted twelve (12) months prior to the commencement of harvesting depending on scale and nature of harvest.
Where the Shire considers the existing road infrastructure is not adequate to service the future harvest, the applicant/operator will be required to make suitable and safe access arrangements. If a suitable and safe arrangement cannot be identified and there is likelihood that this cannot be secured or improved, the Council may refuse the application.

6.0 POLICY STATEMENT

6.1 Traditional agricultural activities such as cropping, grazing and food production should generally remain the predominant landuse with Tree Farms as an ancillary and complementary use.

6.2 This policy does not attempt to introduce maximum planting areas by means of a percentage of the lot area, simply because some flexibility needs to be afforded. As a general rule the Local Government will assess if a plantation area is 'ancillary' having regard for:

- the area of each lot.
- the proportion or percentage of the plantation area on a lot by lot basis. Generally a 50% maximum planting area is encouraged, although each application will be assessed on its merits on a 'case by case' basis.
- the extent of existing remnant vegetation areas.
- whether a significant portion of each lot can continue to be used for agriculture.

6.3 The Local Government will be able to clearly identify whether agriculture remains as the primary use, given that detailed site plans are lodged for all applications and show the extent of planting areas.

6.4 This policy aims to actively encourage the integration of tree planting with agricultural farms. Whilst there are other factors contributing towards reductions of rural population, the Local Government wishes to ensure that new land uses do not exacerbate an existing ongoing problem.

6.5 The Local Government will not generally support the planting of whole lots or farms for tree planting due to the potential for the displacement of agricultural pursuits and loss of agricultural land.

6.6 The Local Government may require as a condition of approval a Management Plan to be prepared, or modified, to its satisfaction, before planting commences, and the applicant's subsequent adherence to the requirements therein.

6.7 Management Plans shall include ongoing commitments relating (but not limited) to the following:

- Pest Control (inclusive of weeds and animals) that displays due regard for the 'Code of Practice for Timber Plantations in Western Australia'.
- Water Management Plan that outlines estimated water requirements, available water sources, their capacity and access points, water impact management and monitoring.
- Fire Management (inclusive of access, perimeter and internal fire breaks/barriers, water supplies, separation distances between plantings and setbacks from on-site

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and off-site dwellings) that displays due regard for the requirements of the Department of Fire and Emergency Services 'Guidelines for Plantation Fire Protection' (2011).

Note: It is an expectation that the minimum width of perimeter fire breaks/barriers shall be 30m, and that tree planting areas exceeding 200ha shall have 30m minimum width fire breaks/barriers between them (i.e. internal breaks between planting cells), and strategies be outlined regarding their maintenance.

7.0 CONSULTATION

Should the application be considered to meet the requirements of this policy the application may be dealt with under delegated authority by Shire staff. However should the application not be considered to meet the requirements of the policy or in the opinion of Shire staff require further consideration, the matter may be placed before a meeting of Council for determination.

8.0 DEFINITION

For the purposes of this policy Tree Farm shall be as defined by the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Responsible Business Unit	Planning
LPP Category	3 – Environment, Natural Resources & Waste
Public Consultation	As required
Adoption Date	##/##/####
Next Review Date	##/##/####
Reference Number (Internal purposes)	SoCVLPP3.1

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INTENSIVE AGRICULTURE

SHIRE OF CHAPMAN VALLEY LOCAL PLANNING POLICY 3.2

1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This policy may be cited as Local Planning Policy 3.2 – Intensive Agriculture.

2.0 INTRODUCTION

The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.

In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

3.0 OBJECTIVES

3.1 To provide clarity and direction with regard to the approval of intensive agriculture uses in consideration of potential conflict issues with other land uses.

4.0 APPLICATIONS SUBJECT OF THIS POLICY

This policy applies to applications for Intensive Agriculture (more commonly referred to as 'Aquaculture' 'Floriculture', 'Horticulture', 'Market Gardens', 'Orchards', 'Turf Farms' or 'Viticulture').

5.0 APPLICATION REQUIREMENTS

5.1 Applications for development are expected to demonstrate due regard for the accompanying information requirements as outlined in the *Planning and Development (Local Planning Schemes) Regulations 2015*.

5.2 Applications for development are expected to include written submission demonstrating:

- an acceptable water supply exists on the property.
- the proposed Intensive Agriculture use/development will not adversely affect a known drinking water source.
- the proposed Intensive Agriculture use will not impact on any neighbouring agricultural practice or be detrimental to the subject land, surrounding locality or environment by way of land degradation or erosion, noise, dust, odour, spray drift, effluent disposal or leaching, waste water disposal or runoff etc.
- how it will satisfy bushfire requirements and other hazards.

Note: The Shire may seek advice from the Department of Water and Environment Regulation to assist in determining the application, with specific reference to ground and surface water impacts. Should the Department of Water and Environment Regulation raise significant concerns or objections to the proposal the application may ultimately be refused by the Local Government. Applicants are therefore encouraged to consult with the Department of Water and Environment Regulation prior to lodging their application and include relevant information arising from this consultation within their lodged application.

Proposed new buildings and structures relating to an Intensive Agriculture development may be subject to additional/other applications and approvals of the Local Government and other agencies.

Should the application propose the clearing of existing remnant vegetation the applicant is required to liaise with the Department of Water and Environment Regulation to obtain the relevant approvals.

6.0 POLICY STATEMENT

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6.1 Intensive Agriculture will generally be supported where the Local Government is satisfied that the following minimum criteria and standards can be achieved:

Intensive Agriculture Use	Min. Lot Size	Min. Boundary Setback	Min. Setback from Neighbouring Residence	Min. Setback from Dam or Watercourse	Min. Vegetation Screening & Buffers
Horticulture	20ha	40m	200m	100m	5m
Viticulture	30ha	40m	200m	100m	5m
Floriculture	10ha	15m	100m	100m	5m
Aquaculture	10ha	15m	100m	100m	-
Turf Farm	20ha	15m	100m	100m	-

Note: Depending on the nature of the proposed intensive agriculture use, local wind, topography and vegetation conditions, setbacks may need to be varied to those specified above. When determining such setbacks the Local Government will consider existing characteristics and potential land-uses on adjoining and nearby properties.

6.2 The Local Government will generally only support the establishment of buildings for an Intensive Agriculture use where they are clustered with other buildings on the site and are located well away from hills, mesa tops, and ridge-lines.

6.3 The Local Government will generally not support the damming of a watercourse or valley area for the purpose of servicing a proposed Intensive Agriculture use/development unless subject to the following:

6.3.a a separate application for planning consent for the proposed dam has been submitted detailing
- the overall area and holding capacity of the dam.
- a profile of the dam wall including the provision of an overflow so as not to prohibit or substantially restrict the flow of water downstream.
- the location of the dam in relation to property boundaries and existing residential development.

6.3.b the Department of Water & Environment Regulation has given its endorsement for the proposed dam.

6.4 The Local Government will generally only support direct retailing of produce from the property subject to the following:

6.4.a Separate application for planning consent for a Produce Stall, Home Store or Market has been submitted (or specifically referenced within the overall submitted application) detailing:
- location and form of building
- vehicular access
- disabled access (may be required in some instances)
- provision for on-site car parking
- provision of landscaping
- hours of operation

6.4.b The retailing is incidental to an approved Intensive Agriculture use/development.

6.4.c Access to the property is by an 8m gravel standard road.

6.4.d The proposed development will not result in unacceptable environmental impacts as a result of noise, odour, light spill, or visual intrusion, contamination.

7.0 CONSULTATION

Should the application be considered to meet the requirements of this policy the application may be dealt with under delegated authority by Shire staff. However should the application not be considered to meet the requirements of the policy or in the opinion of Shire staff require further consideration, the matter may be placed before a meeting of Council for determination.

8.0 DEFINITION

For the purposes of this policy Intensive Agriculture shall be 'Agriculture-Intensive' as defined by the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Responsible Business Unit	Planning
LPP Category	3 – Environment, Natural Resources & Waste
Public Consultation	As required
Adoption Date	##/##/####
Next Review Date	##/##/####
Reference Number (Internal purposes)	SoCVLPP3.2

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DEVELOPMENT ADJACENT TO THE PROPOSED OAKAJEE TO NARNGULU INFRASTRUCTURE CORRIDOR AND THE OAKAJEE TO TALLERING PEAK RAIL CORRIDOR

SHIRE OF CHAPMAN VALLEY LOCAL PLANNING POLICY 4.1

1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This policy may be cited as Local Planning Policy 4.1 – Development adjacent to the proposed Oakajee to Narngulu Infrastructure Corridor and the Oakajee to Tallering Peak Rail Corridor.

2.0 INTRODUCTION

Oakajee was selected by the Western Australian State Government in 1992 as a site for future strategic industry and a port. From 1997 to 2009 the State Government acquired and rezoned approximately 6,400ha of land for the purpose of securing the industrial estate and port site and the surrounding buffer area.

Corridors linking the Oakajee Industrial Estate to the wider regional road, rail and services network and mine sites have been identified through State Government planning studies and these corridors are of state significance and will assist in delivering wide-ranging economic and social benefits to the community.

However, the corridors have yet to be secured and in the interim this Local Planning Policy has been prepared to guide assessment of development to give due regard for the proposed alignments. Further, it is recognised that road and rail noise can have an adverse impact on amenity, and this Local Planning Policy seeks to ensure that the policy objectives and measures in determining setback distances as outlined in State Planning Policy 5.4 - Road and Rail Noise are given due regard in relation to the assessment of development in proximity to the proposed corridors.

3.0 OBJECTIVES

3.1 To protect the proposed Oakajee to Narngulu Infrastructure Corridor and the proposed Oakajee to Tallering Peak Rail Corridor from incompatible development.

3.2 To protect the community from unreasonable levels of transport noise associated with the proposed Oakajee to Narngulu Infrastructure Corridor and the proposed Oakajee to Tallering Peak Rail Corridor.

4.0 APPLICATIONS SUBJECT OF THIS POLICY

This policy applies to development proposed within 200m of the proposed Oakajee to Narngulu Infrastructure Corridor and the proposed Oakajee to Tallering Peak Rail Corridor.

5.0 APPLICATION REQUIREMENTS

Applications for development within 200m of the of the proposed Oakajee to Narngulu Infrastructure Corridor and the proposed Oakajee to Tallering Peak Rail Corridor are expected to demonstrate due regard for the policy objectives and measures in determining setback distances as outlined in State Planning Policy 5.4 - Road and Rail Noise and the accompanying Road and Rail Noise Guidelines.

6.0 POLICY STATEMENT

6.1 Applications for development within 200m of the proposed Oakajee to Narngulu Infrastructure Corridor and the proposed Oakajee to Tallering Peak Rail Corridor will be assessed with regard for the policy objectives and measures in determining setback distances as outlined in State Planning Policy 5.4-Road and Rail Noise.

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6.2 The Shire will request that subdivision/amalgamation applications relating to properties adjoining the proposed Oakajee to Narngulu Infrastructure Corridor and the proposed Oakajee to Tallering Peak Rail Corridor have condition that a notification be placed on the certificate(s) of title that states that the lot is affected by the alignment of the proposed corridor, and (where applicable) that land may be required in the future for the construction of the corridor, and the lot may in the future be affected by transport noise.

7.0 CONSULTATION

7.1 Upon receipt of a development application within 200m of the proposed Oakajee to Narngulu Infrastructure Corridor and the proposed Oakajee to Tallering Peak Rail Corridor the Shire shall invite comment upon the application from the following:

- Department of Jobs, Tourism, Science & Innovation.
- Environmental Protection Authority.
- Department of Water and Environment Regulation.
- Department of Planning, Lands and Heritage.
- Main Roads WA (in relation to applications concerning the Oakajee to Narngulu Infrastructure Corridor, but not the proposed Oakajee to Tallering Peak Rail Corridor).
- key proponents as identified by the Shire (e.g. parties in current negotiation with the State Government to develop a port or industry at Oakajee).

7.2 The development application, and any received submissions, shall be presented to a meeting of Council for its consideration.

8.0 DEFINITION

8.1 For the purposes of this policy, the **proposed Oakajee to Narngulu Infrastructure Corridor** shall be considered to be the alignment (located within the Shire of Chapman Valley) as identified in the Department of Planning, Lands & Heritage's Oakajee Narngulu Infrastructure Corridor Draft Alignment Definition Report (2014), or a State Government adopted superseding study/report (refer to **Figure 1** of this Local Planning Policy).

8.2 For the purposes of this policy, the **proposed Oakajee to Tallering Peak Rail Corridor** shall be considered to be the alignment (located within the Shire of Chapman Valley) as identified in the Oakajee Rail Development (Oakajee Port and Rail Pty Ltd) Report and Recommendations of the Environmental Protection Authority (2011), or a State Government adopted superseding study/report (refer to **Figure 2** of this Local Planning Policy).

8.3 For the purposes of this policy **Incompatible Development** means a land use or development which may be considered to be sensitive to or impacted by transport noise.

Responsible Business Unit	Planning
LPP Category	4 – Transport and Infrastructure
Public Consultation	No
Adoption Date	##/##/####
Next Review Date	##/##/####
Reference Number (Internal purposes)	SoCVLPP4.1

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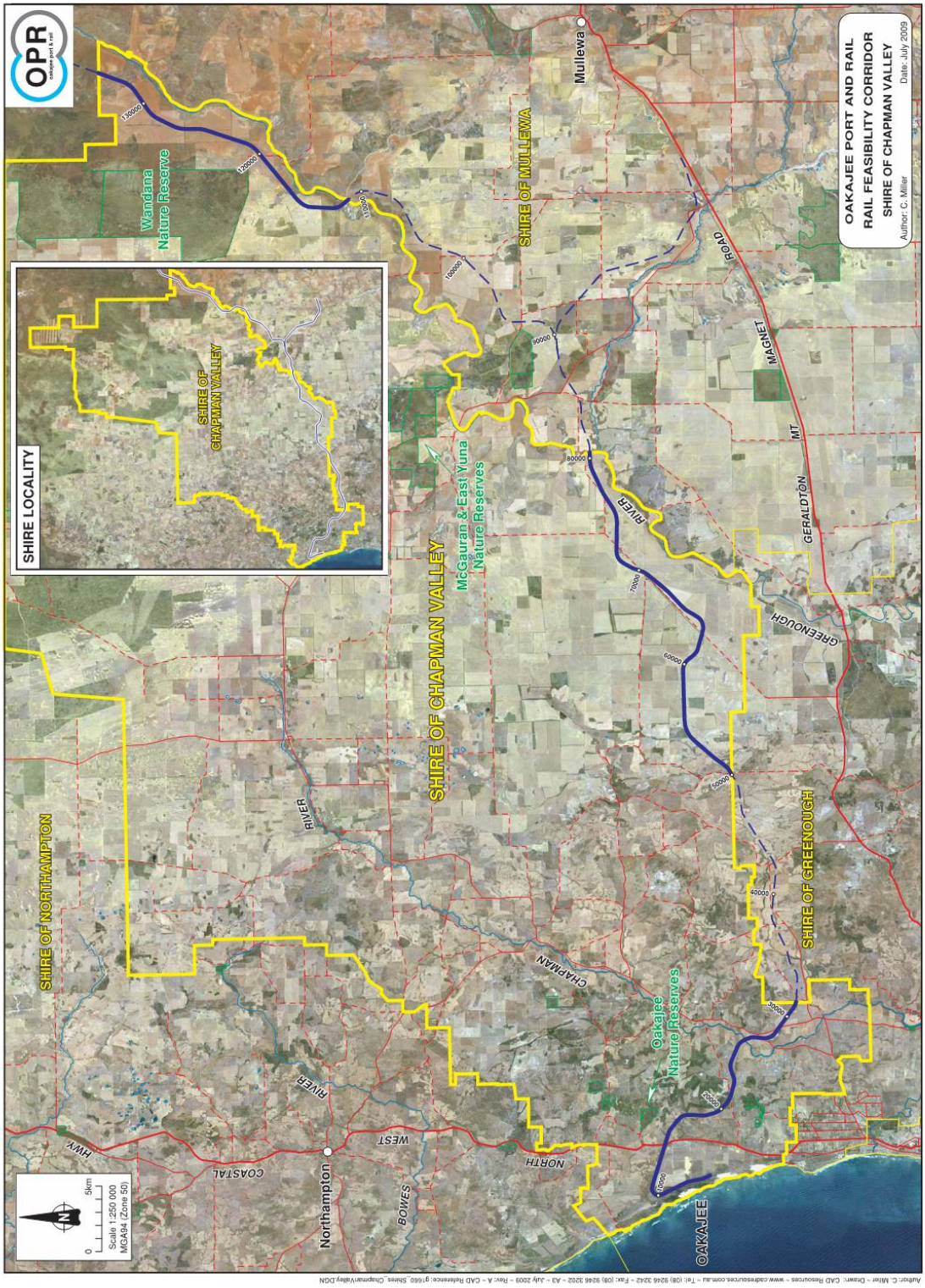
Figure 1 – Proposed Oakajee to Narngulu Infrastructure Corridor

Figure 2 – Proposed Oakajee to Tallering Peak Rail Corridor (Shire of Chapman Valley)



BUILDING ENVELOPES

SHIRE OF CHAPMAN VALLEY LOCAL PLANNING POLICY 5.1

1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This policy may be cited as Local Planning Policy 5.1 – Building Envelopes.

2.0 INTRODUCTION

The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.

In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

3.0 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.

4.0 APPLICATIONS SUBJECT OF THIS POLICY

This policy applies to applications seeking to amend, relocate, remove or develop outside a Building Envelope.

5.0 APPLICATION REQUIREMENTS

In submitting an application for planning consent to amend, relocate or site development outside of a designated building envelope on a particular lot the proponent shall:

5.1 Demonstrate due regard for the requirements as outlined in Section 40 of the Shire of Chapman Valley Local Planning Scheme.

5.2 Provide justification, relevant building plans (sketch floor plan and elevations, and schedule of materials and colours), and information addressing visual amenity, privacy and screening, vegetation loss, access, and proximity to natural features.

5.3 Mark the revised/amended building area on-site to clearly delineate the change or new location for assessment purposes.

6.0 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).

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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.

7.0 CONSULTATION

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.

8.0 DEFINITION

For the purposes of this policy Building Envelope shall be as defined by the *Planning and Development (Local Planning Schemes) Regulations* 2015 and as referenced in the Shire of Chapman Valley Local Planning Scheme.

Responsible Business Unit	Planning
LPP Category	5 – Design Guidelines & Precinct Plans
Public Consultation	As required
Adoption Date	##/##/####
Next Review Date	##/##/####
Reference Number (Internal purposes)	SoCVLPP5.1

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1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This policy may be cited as Local Planning Policy 6.1 – Consultation.

2.0 INTRODUCTION

The Local Government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.

In making a determination under this Scheme the Local Government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

3.0 OBJECTIVES

3.1 To provide a method by which proposals can be classified according to their likely impact.

3.2 To clearly define the different levels of consultation that will be undertaken and advice that will be provided in respect of a range of land use and development proposals, to provide the community with adequate and appropriate opportunities to be kept informed and comment on and respond to issues and proposals.

3.3 To detail the requirements for consultation based on the level of impact of the proposal.

3.4 To outline the process the Council will use when undertaking consultation and considering submissions.

4.0 APPLICATIONS SUBJECT OF THIS POLICY

The over-arching principle of this policy is that the Local Government (where appropriate or required) will advise and consult with the community about initiatives involving proposed new or extended land uses and developments, in an endeavour to ensure openness and accountability in the decision making processes and to gauge public opinion.

The need to engage the community will be based firstly on any legislative requirement and then the degree to which the proposal impacts upon the site itself, the land immediately surrounding the site, the locality within which the site is situated or, in some cases, the whole Local Government.

In relation to complex issues, the Local Government will exercise flexibility in determining the level of consultation that is required and the best means by which maximum public feedback may be obtained.

The Local Government will predominantly consult with owners of land and, where appropriate, will also consult with occupiers of the land.

5.0 APPLICATION REQUIREMENTS

Applications for development are expected to demonstrate due regard for the accompanying information requirements as outlined in the *Planning and Development (Local Planning Schemes) Regulations 2015* and the R-Codes and the relevant design principles as outlined in the R-Codes.

6.0 POLICY STATEMENT

The method of consultation used will relate to the legislative requirements and (in the opinion of the Local Government) the likely extent of the impact on the community or the interest likely to be generated by the community with respect to the proposed land use or development. In any event the Local Government has the discretion to publicly advertise any town planning proposal.

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7.0 CONSULTATION

7.1 Consultation level requirement by Development Proposal Type

The below matrix is the basis upon which the appropriate level of consultation with affected persons and the community will generally be determined for land use and development proposals.

Where proposals occur that do not clearly fall within the matrix, or where circumstances indicate that the standard level would not be appropriate, the Local Government shall use its discretion to establish the consultation process required.

Notwithstanding compliance, proposals that are considered to have a substantial impact due to their scale, size or nature may require consultation.

Development Proposal Type	Consultation Level
Design Guidelines	**D**
Local Planning Policies	**D**
Management Plans (local)	**C**
Outline Development Plans	**C**
Planning Applications (permitted uses)	**A**
Planning Applications (discretionary) • likely to impact on surrounding owners; or • not likely to impact on surrounding owners	 **B** **A**
Planning Applications (discretionary after advertising) • impacts are confined to adjoining properties and the immediate vicinity of the proposal; or • impacts affect the broader locality in addition to adjoining properties	 **C** **D**
Residential Design Codes Performance Criteria Assessment	**B**
Structure Plans - General Structure Plans - Oakajee	**D** **E**
Strategic Plans / Documents: • impacting on the Shire in general; or • impacting on specific sectors / areas of the community	 **E** **D**
Subdivision Referrals	**A**
Local Planning Scheme Amendments	**D**
Local Planning Scheme Review	**E**
Townsite Plans / Strategies	**D**

7.2 Level A – No Consultation

No consultation will occur where the proposal:

7.2.a Is determined by the Chief Executive Officer as having no predictable detrimental impact on the character or amenity of the immediate or general locality.

7.2.b Is determined by the Local Government as not being required or is precluded under relevant legislation.

7.2.c Has previously occurred, and only minor modifications or modifications that address concerns previously raised are proposed.

7.3 Level B – Consultation with owners of adjoining land

7.3.a Where, in respect of any proposal, the Acceptable Development Provisions of the Residential Design Codes are not complied with, the owner(s) of land adjoining the application site affected by the non-compliance will be consulted unless the proponent has already undertaken the necessary consultation and secured agreement or obtained comment.

7.3.b Where (in respect of other proposals) a proposed development will be visible from any road or other public place and/or will be likely to have an impact on the streetscape, visual amenity and ambience of properties in immediate proximity to the site, the owners of properties adjoining, and those on the other side of any street immediately opposite the application site, will be consulted.

7.3.c The Local Government may undertake one or more of the following:

- Consult with the owners of properties determined as being potentially affected by a development proposal in writing providing a minimum of 14 days (or such other period as may be prescribed by the relevant legislation) for the lodgement of any submissions.
- Where an affected land owner is consulted by the proponent of a development proposal, evidence of the acceptability of the proposal should be provided by way of a signed letter of no-objection and endorsement by way of no-objection comment, signature, printed name and full address on a copy of the plan(s) submitted for approval.

7.4 Level C – Consultation with owners of nearby land

7.4.a Where a proposed land use or development is determined by the Local Government as having the potential to impact on not only the use or enjoyment of land adjoining the application site but also other surrounding land, the owners of those properties within the catchment specified below will be consulted.

7.4.b The Local Government may undertake one or more of the following:

- The owners of properties determined as being potentially affected by a development proposal (generally owners of all land within a radius of 60m of the boundary of the application site for land within an urban area or within an existing settlement) will be consulted in writing providing a minimum of 14 days for the lodgement of any submissions.
- Dependent upon the level of impact in the area, the Local Government may also publish a notice of the development proposal in a newspaper circulating in the area inviting comment within a specified period, with an additional fee to be levied on the applicant pursuant to the Local Government's schedule of fees and charges.

7.5 Level D – Consultation with owners of land in the locality

7.5.a Where a proposed land use or development is determined by the Local Government as having the potential to impact upon the use or enjoyment of land within an area or a settlement, but not extending to the whole of the municipality or specific interest groups within that area, the community within the affected area will only be consulted.

7.5.b The Local Government may undertake one or more of the following:

- publish a notice of the proposal in a newspaper circulating in the area.
- arrange for a sign or signs to be placed in a prominent position(s) on the site.
- consult the owners of all land within a radius of 100m of the boundary of the application site for land within an urban area or within an existing settlement, or 500m radius for land within a rural area, except where it is determined by

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the Local Government that the proposal will not have any significant impact on certain portions of the area.

- consult with the owners of land beyond the foregoing areas where, in the opinion of the Local Government, there will be an impact along key transportation facilities, tourist routes or view-sheds. and/or
- consult as necessary with other affected government agencies or statutory authorities as the case requires.

7.5.c Drawing attention to the form of the development proposal and inviting comment within a period not being less than 14 days or, where appropriate, such longer period as may be necessary to comply with relevant legislation (Schedule 2 Part 2 Clause 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015* requires a minimum of 21 days in the case of Local Planning Policies).

7.6 Level E – State Wide Consultation

Where proposals or projects are of State, regional or shire wide significance the community will be consulted in a manner as determined by the Local Government. In relation to complex issues, the Local Government may exercise flexibility to determine the level of consultation that is required and the best means by which maximum public feedback may be obtained.

7.7 Submissions

7.7.a The Local Government will only accept submissions where:

- it has been signed by the respondent and contact details, including address for correspondence, is provided.
- comments on the development are provided in eligible written English.

7.7.b A petition will only be considered where it:

- is addressed to the Chief Executive Officer.
- is made entirely by electors of the Local Government.
- states the request/reason(s) on each and every page of the petition.
- contains the names, addresses and signatures of the electors making the request, and the date each elector signed.
- states the name of a single person upon whom, and an address at which, notice to the all the petitioners can be given.

7.7.c All submissions received will be summarised for reporting to Council with:

- submissions treated in confidentiality (unless otherwise prescribed by the relevant legislation), although Councillors may request a copy of any/all submissions.
- matters taken into account from submissions being based on valid planning grounds, including, but not limited to:
  - considerations outlined in the relevant Local Planning Scheme, Local Government policy and/or strategy.
  - potential for detrimental impact on the enjoyment of nearby properties from such causes as the effect on views to and from the development site, overshadowing, privacy, noise impact, or the scale, height, external appearance and bulk of proposed new developments.
  - impact of the proposal on streetscape and the amenity of the locality.
  - heritage values or significance.
  - adequacy of access, egress, parking and manoeuvring including disabled access.
  - traffic generation and probable effect on safety and traffic movement.
  - removal of, or increased threat to, natural vegetation.

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- the assessed fire hazard appropriate to the land and the proposed new land use and development.
- any other environmental consideration including but not limited to potential for soil erosion or land degradation, water quality degradation, or increased environmental risk.
- potential loss of any community service or benefit.
- adequacy of community and public utility services.
- any other matter relevant to orderly and proper planning.

7.7.d The Local Government upon determination the application may either:

- send to each respondent a letter.
  - acknowledging receipt of the submission.
  - advising of the determination of the development proposal concerned, providing reasons for that determination. and
  - advising the name and position of the officer of the Local Government from whom further information can be obtained.
- place an advertisement in the local paper providing public advice as to the outcome of the matter.

7.8 Delegation

Authority is delegated to the Chief Executive Officer for the following:

- to accept submissions received shortly after the formal comment period.
- determine the level of consultation required for each application.

8.0 DEFINITION

For the purposes of this policy the following definitions are provided:

"*Adjoining*" means any land (or owner of land) which abuts an application site or is separated from the site only by a pathway, driveway, right-of-way or similar thoroughfare (excluding a public road reserve).

"*Affected Person*" means a person who owns (or occupies) land that adjoins an application site or the enjoyment of which, may be detrimentally affected by the use or development on an application site.

"*Nearby Land*" means any land (other than adjoining land) which may be adversely affected by a development proposal and, where appropriate, may include owners (or occupiers) within a neighbouring Local Government.

"*Notify*" means written communication by the Local Government or the proponent of a development proposal containing relevant information about the development proposal for the purpose of advice or seeking comment.

"*Relevant Information*" means the principle details of a development proposal as determined by the author of any notification to be sufficient to describe the proposal and its potential impacts. Each notification is to provide further information as to where and when full particulars of the development proposal can be inspected during the period during which comments are sought.

"Respondent" means those affected persons who have provided written comment on a proposal within the formal comment period, or shortly thereafter at the discretion of the Local Government.

Responsible Business Unit	Planning
LPP Category	6 – Planning Procedures
Public Consultation	As required
Adoption Date	##/##/####
Next Review Date	##/##/####
Reference Number (Internal purposes)	SoCVLPP6.1

COMMERCIAL VEHICLES

SHIRE OF CHAPMAN VALLEY LOCAL PLANNING POLICY 7.1

1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This Policy may be cited as Local Planning Policy 7.1 – Commercial Vehicles.

2.0 INTRODUCTION

The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.

In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

3.0 OBJECTIVES

3.1 To ensure that the parking of such a vehicle will not adversely affect the amenity of the locality nor have any adverse effect upon the occupiers or users of properties adjacent or in the locality.

3.2 To set out the criteria against which an application will be assessed and standards that should be observed such that commercial vehicles can be parked in residential and rural residential zones without compromising the objectives of those zones.

4.0 APPLICATIONS SUBJECT OF THIS POLICY

This policy applies to the parking of a commercial vehicle upon land zoned 'Residential', 'Rural Townsite', 'Rural Residential' and 'Rural Smallholding'.

5.0 APPLICATION REQUIREMENTS

5.1 Applications for development are expected to demonstrate due regard for the accompanying information requirements as outlined in the *Planning and Development (Local Planning Schemes) Regulations 2015*.

5.2 An application made to the Shire is also required to include:

- written submission that provides details as to the purpose of the vehicle (what commercial/industrial activity the vehicle is used for), the length, width, height and carrying capacity of the vehicle and envisaged departure and arrival times.
- photograph(s) of the commercial vehicle proposed to be parked at the property.

6.0 POLICY STATEMENT

6.1 Parking Location

6.1.a The commercial vehicle must be parked entirely within the subject property, and should be contained behind the building setback line. Parking must meet with the crossover, turning and manoeuvrability requirements of the R-Codes.

6.1.b Preferably the commercial vehicle should be parked to the rear of the residence and screened from view of the street and from neighbouring properties.

6.1.c Only one (1) commercial vehicle will be permitted to be parked on a property, unless it can be demonstrated that an additional commercial vehicle can be parked on the property in compliance with the objectives of this policy.

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6.1.d Access to the property on which the commercial vehicle is to be parked is to be via a crossover which has been constructed to the specifications of the Local Government. The parking of the commercial vehicle should not preclude domestic vehicles from parking at the property.

6.2 Use of the commercial vehicle

6.2.a The local government is unlikely to support the parking of a commercial vehicle that is, or has been, used for the commercial transportation of animals, disposal of liquid wastes, or other dangerous, hazardous or contaminated substances (which either requires a special permit for their transportation, or which if spilled or discharges from the vehicle would either cause pollution or pose a danger or threat to the health or inhabitants of the locality).

6.2.b Applications are only considered on the principle that the parking of the commercial vehicle is incidental to the predominant residential use of the property and therefore the parking of commercial vehicles on vacant land, or where no residence exists, are considered to be a land use application in themselves and contrary to the objectives of this policy.

6.2.c Where planning consent has been granted for a Rural Tourism Development, Intensive Agriculture, Rural Industry or Rural Pursuit, and in some instances a Cottage Industry on 'Rural Smallholding' zoned land, the parking of a vehicle associated with these activities may be considered provided it can be demonstrated that there will be no undue impact on the environment or the amenity of the surrounding locality.

6.3 Amenity

6.3.a The parking of a commercial vehicle should not adversely impact upon the amenity of the locality. Amenity is considered to relate to what can be reasonably expected in the subject residential/rural residential environment. Amenity can be affected by the undue generation of noise, fumes, odours and the like. Visual amenity is another component which relates to the manner in which the property is viewed from the street or adjacent properties.

6.3.b Minor maintenance of a commercial vehicle whilst parked at a property will only be considered where it can be demonstrated to the satisfaction of the Local Government that such maintenance will not impact on the amenity of the locality, and can be suitably managed to ensure all wastes are disposed of appropriately.

6.3.c Activities such as spray painting, panel beating or mechanical repairs that have the potential to adversely impact upon the amenity of the locality by the emission of noise, odours, by-products or otherwise, will not be permitted to be undertaken on a commercial vehicle parked in a Residential, Rural Townsite or Rural Residential zone.

7.0 CONSULTATION

Should the application be considered to meet the requirements of this Policy the application may be dealt with under delegated authority by Shire staff. However should the application not be considered to meet the requirements of the Policy or in the opinion of Shire staff require further consideration, the matter may be advertised in accordance with the Local Planning Scheme before being placed before a meeting of Council for determination.

8.0 DEFINITION

For the purposes of this policy Commercial Vehicle shall be as defined by the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Responsible Business Unit	Planning
LPP Category	7 – Miscellaneous
Public Consultation	As required
Adoption Date	##/##/####
Next Review Date	##/##/####
Reference Number (Internal purposes)	SoCVLPP7.1

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EVENT APPLICATION

SHIRE OF CHAPMAN VALLEY LOCAL PLANNING POLICY 7.2

1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This Policy may be cited as Local Planning Policy 7.2 – Event Application.

2.0 INTRODUCTION

The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.

In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

3.0 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.

4.0 APPLICATIONS SUBJECT OF THIS POLICY

This policy applies to all major events in the Shire of Chapman Valley.

5.0 APPLICATION REQUIREMENTS

Applications for an event are to include at a minimum:

5.1 Completed Shire Event Application Form.

5.2 Event Checklist which is to be read in conjunction with the Event Application Form.

5.3 Applicants to identify approvals and forms as required for the event and attached a copy when submitting application to the Shire.

5.4 Event Site Plan and other plans as required or requested.

5.5 Copy of Liability Insurance.

6.0 POLICY STATEMENT

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.

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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.

7.0 CONSULTATION

Should the application be considered to meet the requirements of this Policy the application may be dealt with under delegated authority by Shire staff. However should the application not be considered to meet the requirements of the Policy or in the opinion of Shire staff require further consideration, the matter may be advertised in accordance with the Local Planning Scheme. At the conclusion of the advertising period should a written, author-identified objection(s) be received, all submissions and the application may be placed before a meeting of Council for consideration. Should no written, author-identified objection(s) be received the application may be determined under delegated authority.

8.0 DEFINITION

For the purposes of this policy 'Event' means an occurrence proposed to be held within the Shire of Chapman Valley on private or public land, either indoor or outdoor by a person(s)/group/organisation, where people assemble at a given time for entertainment, recreation or community purposes and shall include but is not limited to:

- Concerts
- Vehicle Rally
- One off sporting events
- Shows and fairs
- Festivals
- Exhibitions

Responsible Business Unit	Planning
LPP Category	7 – Miscellaneous
Public Consultation	As required
Adoption Date	##/##/####
Next Review Date	##/##/####
Reference Number (Internal purposes)	SoCVLPP7.2

Shire of Chapman Valley

Event Application Form

This form is to be completed and submitted together with the other information outlined in this package. You will be notified in writing when your event application has been processed. Applications must be submitted at least 8 weeks prior to your event.

DISCLAIMER

This package details the requirements of the Shire of Chapman Valley only.
Additional information and/or approvals may be required from other agencies.
It is the sole responsibility of the Applicant, not the Shire of Chapman Valley, to ensure all relevant information and approvals are obtained in relation to each particular event.

(Event Application - Local Planning Policy 7.2)

January 2020

SHIRE OF CHAPMAN VALLEY
LOCAL PLANNING SCHEME NO.3

FORM OF APPLICATION FOR PLANNING APPROVAL

OWNER DETAILS:

Name(s): _____

Postal Address: _____ Postcode: _____

Contact Person: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

NOTE: The signatures of ALL the owner(s) is required to process this application.

APPLICANT DETAILS: (if different from owner)

Name(s): _____

Postal Address: _____ Postcode: _____

Contact Person: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

PROPERTY DETAILS:

Lot/Location No: _____ House/Street No: _____

Street Name: _____ Locality/Suburb: _____

Diagram/Plan No: _____ Volume No: _____ Folio No: _____

Event Details

Event Name: ……..

Date: .....

Event set up date: .....

Event start time/date: .....

Event finish time/date: .....

Completion of Event clean up date: .....

Proposed venue details: (e.g. name of reserve, building or public open space)

.....
.....
.....
.....

Event description: (e.g. sporting, commercial, entertainment and in addition please state whether the event is a one-off or proposed as an annual event)

.....
.....
.....

Entertainment: Brief details (number of stalls/products/entertainment-bands, amplified music/animals/activities/farm machinery/rides)

.....
.....
.....

Primary purpose of event: (eg. fundraiser for community group)

.....
.....
.....

Will alcohol be available/consumed on site? (*tick)* Yes ☐ No ☐

Will food be available? (*tick*) Yes ☐ No ☐

Details of any tents, marquees, stages etc. to be used for the event:

.....
.....
.....

Details of any road closures or use of roads for the event: (Note: separate approvals required through police services)

.....
.....
.....

Will the event have implications for local residents, (eg. Noise, traffic management, parking, crowds etc.) and if so how is it proposed to manage these implications?

.....
.....
.....

Parking Arrangements: (where, how directed etc.)

.....
.....
.....

Details of rubbish removal and site cleaning:

.....
.....
.....

Expected Attendance

Maximum number of people expected at any given time: .....

Anticipated total number for entire event: .....

Target audience: (eg. youth, adult, family etc.) .....

Have you ever conducted this event before and if so, when/where was it held?

.....
.....
.....
.....

Have you determined whether a risk assessment is required? (*tick*) Yes ☐ No ☐

Event Facilities

Power supply details: .....
.....
.....

Water supply details: .....
.....
.....

Number of toilets available:

Male: Closets: ……..…Hand Wash Basins: ……Urinals: ……

Female: Closets: ……..…Hand Wash Basins: …….

Disabled: Closets: ……..…Hand Wash Basins: …….

YOU MAY WISH TO ATTACH ANY OTHER RELEVANT INFORMATION TO ASSIST WITH THE APPROVAL PROCESS

SITE PLAN

A detailed layout of the event is to be included with your application. Please ensure the following is indicated on the map (if applicable). It is suggested that a copy of the finalised site plan be issued to police, fire services, SES, and other relevant emergency services, First Aid and security personnel, and participants.

Entertainment Areas
Stages
Food stalls
Car Parking areas
Site signage
Lighting

Seating
First aid post(s)
Emergency exits
Muster Points
Fenced off areas

Vehicle access points (include street names)
Fire Equipment
Location of marquees, tents etc.

Sale or consumption of alcohol areas
Any other facilities relevant to your event

North

ACKNOWLEDGEMENT

I, _____ as the event organiser,

applying for approval to host an event in the Shire of Chapman Valley I acknowledge that the information and completed actions in my application are true and correct. I accept full responsibility of the facility and/or reserve during the specified event period and will ensure compliance with the Shire of Chapman Valley's conditions of approval.

I will indemnify the Shire of Chapman Valley and landowner against any action, suit or proceeding caused by my failure to observe all statutory and other requirements or as a result of my negligence or wilful actions. I will ensure that appropriate liability and other insurances are in place for the activities to be conducted, with evidence in this regard to be presented to the Shire of Chapman Valley prior to commencement of the event.

I understand and acknowledge the Event Application Package has been compiled according to a number of statutory requirements, and any forthcoming Planning Consent (including conditions of approval) are lawfully binding and can be enforced pursuant to the Shire of Chapman Valley Local Planning Scheme No.3 and *Planning and Development Act 2005*. Furthermore I understand there could be other requirements outside of this package and that, as the event organiser, I am responsible to meet.

Signature: _____ **Date:** _____

Print Name: _____

Important Notes:

- *You may <u>not</u> proceed with your event without written planning consent being issued by the Shire and all other statutory requirements have been satisfied. This may take between 3 to 4 weeks depending on the scale and size of your event.*
- *All conditions will be outlined in a formal notice of Planning Consent. It is your responsibility as the applicant/event organiser to adhere to the conditions of approval.*
- *Applications and approvals for an event are not transferable. Therefore the organiser cannot transfer Shire approval for an event to an alternative venue, date or time, without further consent being granted by the Shire.*
- *You must ensure the event adequately caterers for the needs of people with disabilities.*
- *You may be required at the request of the Shire to attend a 'de-brief' of the event to discuss any associated issues and/or possible improvements to the ant future events.*

INFORMATION AND GUIDE FOR APPLICANTS

1. LOCATION OF EVENT

If you intend on holding your event on property owned or managed by the Shire of Chapman Valley or any other government agency you are required to obtain that organisations consent prior to lodging an application. This includes the signing of the application for under 'Landowners Details' by the appropriate authorised person.

If event is to be held on privately owned land, you will be required to have land owner/s sign the application form.

2. SITE PLAN AND EVENT LAYOUT

A site plan with the layout of the event is to be provided with your application, which shall include location of:

- vehicular access
- onsite carparking and bus drop off areas
- barrier fencing
- stage and sound equipment (if applicable)
- stalls of any kind (food, craft, etc)
- competitor and spectator areas/seating
- liquor licensed area/s (if applicable)
- electrical supply
- first aid facilities
- structures and buildings (pavilions, sheds, tents, marquees, etc)
- toilet facilities (existing and additional)
- walkways
- external lighting (if applicable)
- emergency access and routes and muster points
- fire equipment
- over night camping areas (if applicable)

3. EVENT TIME FRAME AND EXPECTED ATTENDANCE

The event organiser is to provide the Shire of Chapman Valley with dates and time/s the ground/reserve is to be used, including set up and clean up.

The Shire of Chapman Valley is to be provided with the estimated number of patrons attending the event, which will be used to calculate toilet, waste and First Aid requirements. Additional a Risk Management Plan may also be required – this matter should be discussed with the Shire's Risk Management Co-ordinator.

4. ACCESS TO VENUE FOR SHIRE STAFF

Shire staff members are to be afforded access to the whole venue for the duration of the event. Authority cards can be made up for staff members that require access for compliance purposes.

5. PUBLIC LIABILITY INSURANCE

Council requires public liability insurance be provided for all events to a minimum value of $5,000,000. This insurance is the responsibility of the event organiser with evidence of such cover to be submitted as part of the application.

6. RISK MANAGEMENT PLAN

The event organiser may be required to provide a risk management plan to the Shire's Planning and Development Department prior to the event- - Further information on this matter can be obtained from the Shire's Risk Management Co-ordinator.

7. LEGISLATIVE REQUIREMENTS

Application for the event must be lodged on the Form 1 – Application for Planning Consent contained in this package.

Under the *Health (Public Building) Regulations 1992*, outdoor events are considered public buildings. The following are requirements under the above regulations:

- application to erect a public building (Form 1) to be completed 2 weeks prior to the event
- toilet facilities relevant to the expected attendance
- disabled access (for both the event grounds in general and toilet facilities)
- evacuation plan and emergency lighting
- general lighting for evening and night events
- all electrical equipment, switches, meters are to be protected from the public and a certificate of electrical compliance (Form 5) must be completed 2 weeks prior to the event
- exit signs are to be provided
- fire equipment and telephones are to be supplied

Event organisers are to provide sufficient waste disposal facilities relevant to the expected attendance.

Any stalls or premises preparing and/or selling food is to comply with the *Health (Food Hygiene) Regulations 1993*. Applications to sell food at the event should be lodged with the Shire's Health Department at least 4 weeks prior to the event.

Under the *Environmental Protection (Noise) Regulations 1997*, noise levels are to comply with the levels set out in those regulations. If the Shire of Northampton deems it necessary to have an Environmental Health Officer present to monitor the noise levels of the event, the event organiser may be required to pay for these services. Any officer present to ensure compliance with the above noise regulations is not under the control of the organiser.

8. ALCOHOL AND LIQUOR LICENSING

Event organisers are required to apply for a liquor licence through the Department of Liquor and Gaming, if alcohol is to be sold at the event. If the liquor licence is approved, details of the licence are to be provided to the Shire of Chapman Valley at least 2 weeks prior to the event.

If alcohol is to be sold and/or consumed on Shire property, application should be made to the Shire for a permit to consume alcohol.

9. PROVISION OF FIRST AID

The event organiser should provide First Aid facilities relevant to the size of the event.

10. EMERGENCY SERVICES

Event organisers must notify the Police and Fire & Emergency Services of the event and the event time frame. A contact number for the event organiser should be given to these organisations in case of emergency.

Access must also be available to emergency vehicles as required.

11. NOTIFICATION OF ROAD CLOSURES

The event organiser is to notify and seek approval from the Engineering Department (and Main Roads WA if necessary) for any road closures for the event, prior to lodging an application with the Police. Please note partial road closures or suspension of the *Traffic Act* requires approval and these forms/approvals need to be sourced from Police, at least 6 weeks prior to the event to allow for separate processing.

12. WATER & POWER

It is the responsibility of the event organiser to ensure a potable water supply (to public health drinking standards) is made available for patrons at the event. Event organisers may need to organise independent power supplies for Shire grounds.

13. FIREWORKS

Approval is required from the Department of Mines, the Police and the Shire of Chapman Valley for the discharge fireworks at an event. Applications in this regard can be obtained from the Department of Mines.

If approved, the State Fire & Emergency Services are to be notified and appropriate fire fighting equipment is to be provided at the event.

14. Parking

The event organiser is to ensure sufficient parking and manoeuvring area is available for the expected number of competitors and patrons at the event. This shall include provision for bus drop off and parking, if applicable. All parking areas shall be clearly defined and may require onsite parking attendants depending on the nature and patronage of the event.

15. FENCING

If the event is to be fenced off, or have areas within the event to be fenced (eg. licensed or competitor areas), the fencing is to be inspected by the Shires Building Department prior to the event.

16. CONSULTATION WITH OTHER GROUND USERS

Event organisers should ensure that all other ground users are contacted and informed of the event to ensure there is no conflict of use and/or parking. For applications to conduct events in public areas the Shire in issuing approval may not grant exclusive use of the ground or reserve.

17. CONSULTATION WITH COMMUNITY

All neighbouring landowners should be consulted to avoid any from of conflict. In this regard the Shire may seek comment from all or part of the community through the application process, which may reflect in the decision of the Shire Council.

18. RIGHT OF APPEAL

The applicant/owner has a right of appeal against the Shire's decision, be it a refusal or any condition of approval, in accordance with the provisions of the *Planning and Development Act, 2005.* In this regard contact should be made with the State Administrative Tribunal on 9219 3111 or via website www.sat.justice.wa.gov.au to obtain the relevant time limitations, appeal process, appeal forms and respective fees.

SEA CONTAINERS

SHIRE OF CHAPMAN VALLEY LOCAL PLANNING POLICY 7.3

1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This Policy may be cited as Local Planning Policy 7.3 – Sea Containers.

2.0 INTRODUCTION

The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.

In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

3.0 OBJECTIVES

3.1 To ensure an acceptable quality of development is achieved that does not detrimentally affect the amenity and streetscape of the locality.

3.2 Establish guidelines for the placement of sea containers or other similar relocatable storage units on land within the municipality.

4.0 APPLICATIONS SUBJECT OF THIS POLICY

The placement of a sea container upon a property constitutes development and this policy provides the criteria for when a planning application is required (and not required) to be lodged.

5.0 APPLICATION REQUIREMENTS

Applications seeking approval to site a sea container are expected to demonstrate due regard for the accompanying information requirements as outlined in the *Planning and Development (Local Planning Schemes) Regulations 2015* and also provide written submission detailing the reason(s) for seeking to site a sea container and information upon proposed improvements to the visual appearance of the sea container (e.g. repainting, external cladding, roofworks, extension works, landscaping, time period for undertaking of works etc.).

6.0 POLICY STATEMENT

6.1 A sea container proposed to be permanently sited upon a property is required to comply with the following criteria:

6.1.a A maximum of one (1) sea container on a lot (excepting Industrial or Rural zoned land).

6.1.b The sea container is to be sited behind the front building line of an existing or under construction built development upon the property and must not impinge on any boundary setbacks as required by the Local Planning Scheme.

6.1.c The sea container is to be positioned at a maximum separation distance of 2m.

6.1.d The sea container is to be used for general storage purposes only associated with the predominant use of the land and shall NOT be used for habitation, commercial or industrial purposes.

6.1.e The sea container is required to be painted or clad in materials the same colour as the existing structure up against which the sea container is positioned.

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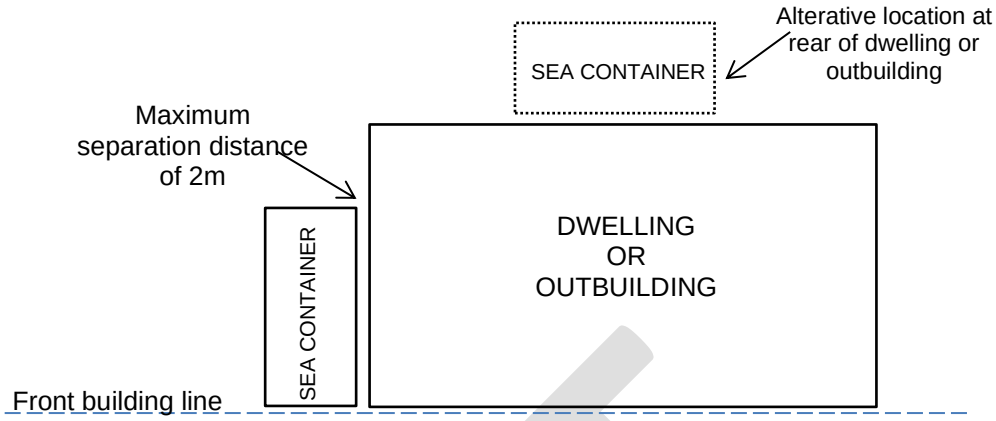

6.2 A sea container proposed to be temporarily sited upon a property is only required to comply with Clauses 6.1.a, 6.1.b and 6.1.d (but not Clauses 6.1.c and 6.1.e) providing the sea container is removed within 12 months of its initial siting upon property and a current building permit has been issued for that property.

6.3 The permanent placement of a sea container or other similar relocatable storage unit will not be permitted on land zoned residential.

6.4 A sea container is considered in the calculation of the total aggregate outbuilding area as permitted under the Shire's 'Outbuildings' Local Planning Policy.

6.5 Should the sea container not meet the requirements of Clauses 6.1 and 6.2 of this policy a planning application is required to be lodged.

7.0 CONSULTATION

Should the application be considered to meet the requirements of this Policy the application may be dealt with under delegated authority by Shire staff. However should the application not be considered to meet the requirements of the Policy or in the opinion of Shire staff require further consideration, the matter may be advertised in accordance with the Local Planning Scheme and may be placed before a meeting of Council for consideration.

8.0 DEFINITION

For the purposes of this policy a 'Sea Container' shall include a shipping container (both '20 foot' (6.1m in length, 2.4m in width, and 2.6m in height) and '40 foot' (12.2m in length, 2.4m in width and 2.6m in height) in dimension) or any other re-locatable 'box type' storage container or unit. A sea container modified for the purpose of human habitation is not addressed in this policy but subject to the separate necessary applications and approvals for a dwelling.

Responsible Business Unit	Planning
LPP Category	7 – Miscellaneous
Public Consultation	As required
Adoption Date	##/##/####
Next Review Date	##/##/####
Reference Number (Internal purposes)	SoCVLPP7.3

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SIGNAGE

SHIRE OF CHAPMAN VALLEY LOCAL PLANNING POLICY 7.4

1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This Policy may be cited as Local Planning Policy 7.4 – Signage.

2.0 INTRODUCTION

The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.

In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

3.0 OBJECTIVES

3.1 To control signs in order to safeguard the visual amenity of the district.

3.2 To ensure signs do not compromise safety issues regarding thoroughfares.

3.3 To set out standards which apply to different types of signs and the considerations the local government should have in determining applications.

3.4 To specify what types of signs do not require the development approval of the local government.

4.0 APPLICATIONS SUBJECT OF THIS POLICY

The placement of a sign constitutes development and this policy provides the criteria for when a planning application is required (and not required) to be lodged.

5.0 APPLICATION REQUIREMENTS

Applications seeking approval to site a sign are expected to demonstrate due regard for the accompanying information requirements as outlined in the *Planning and Development (Local Planning Schemes) Regulations 2015* and also provide written submission detailing the reason(s) for seeking to site a sign and information upon ongoing maintenance of sign.

6.0 POLICY STATEMENT

6.1 Exemptions

6.1.a Any sign which is classified as exempt under Shire of Chapman Valley Local Planning Scheme.
6.1.b All local government road signage.
6.1.c Any sign which is the subject of an existing approval made prior to the date of effect of this Policy
6.1.d Any advertisement affixed to or painted on a commercial premise window by the occupier of the business and relating to the activity carried on in the premise.
6.1.e Any sign within a building.
6.1.f Any name and/or number fixed to the facade on a residential building or group of buildings, such as home units, which has a single line of letters not exceeding 300mm in height.
6.1.g Any newspaper poster.
6.1.h A rural producer sign
6.1.i A freestanding sign which neither exceeds 500mm in height nor 0.5m² in area provided that the sign is placed or erected on an infrequent or occasional basis only

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to direct attention to a place, activity or event during the hours of that activity or event.

6.1.j Election signage (required to be removed within 7 days of the close of polls on the voting day)

6.2 Standards

All signs or advertising devices (including an exempted sign) erected or displayed in the Shire shall:

6.2.a be constructed and erected to the satisfaction of the Local Government.

6.2.b be structurally sound and capable of withstanding any forces to which it would be reasonably subjected to without collapsing, deforming or moving from the position on which it was erected or displayed.

6.2.c comply with the regulation 297 of the Road Traffic Code 2000.

6.2.d be maintained in good order and clean condition to the satisfaction of the Local Government.

6.2.e be directly associated with the approved use of the property on which it is displayed (other than a service or tourist direction sign).

6.2.f not be erected or displayed in a position that in the opinion of the Local Government:

- obstructs the passage of or creates a hazard for vehicles or pedestrians.
- adversely affects the visual appearance or local amenity of the area.
- significantly obstructs or impedes all or part of a view deemed to be of significance to the local area.

6.3 Relationship & Design

All signs, unless otherwise determined by the Local Government, shall directly relate to the property they are positioned on and be designed to complement the existing surroundings, including buildings, landscape features and other signage structures. In this regard the Local Government will generally not support remote advertising or advance warning signs (other than a direction, service or tourist sign) so as to avoid proliferation of signage to the detriment of the amenity of the Shire.

6.4 Bills & Fly Posting

Bill posting shall only take place in the form of an advertisement affixed to, or painted on a commercial premise window or any sign within a building by the occupier of the premise. Fly posting is not permitted within the Shire, unless otherwise approved by the Local Government under special circumstances.

6.5 Hoardings

The erection and display of a commercial hoarding is not permitted at any place or location within the Shire, unless otherwise approved by the Local Government under special circumstances.

6.6 Crown Land under the care and control of Local Government

Unless otherwise permitted in this Policy, or approved by the Local Government under special circumstances, an advertising sign or hoarding is not permitted on thoroughfares and reserves under the care and control of the Local Government. However, where approval is given for the erection or display of a sign on a thoroughfare or reserve under the care and control of the Local Government, the owner of the sign shall:

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6.6.a indemnify and keep indemnified the Shire, its servants and agents against any claim or proceeding (and any cost and expenses incurred as a result) that may be made or brought by any person or corporation against the Shire, its servants and agents arising out of the erection, existence or operation of the advertisement or any negligence of the Shire, its servants and agents in granting approval to erect or display the advertisement or in setting or failing to set conditions or giving or failing to give directions for the erection, existence or display of the advertisement.

6.6.b In respect of that sign, effect and maintain a public liability insurance policy with a reputable insurer. The policy must include a cross liabilities clause, and be in the joint names of the sign owner and the Shire. The sum insured for any single event shall be $1million.

6.6.c A copy of the above indemnification and insurance cover shall be forwarded to the Shire prior to the erection or display of a sign.

6.7 Requirements for particular signs

6.7.a Development Signs

A development sign shall be removed from the site within two (2) years from the date of the approval or when 80% of the lots in the subdivision have been sold, whichever is the sooner.

6.7.b Freestanding Signs

Freestanding or portable signs shall generally:

- not exceed 1m in height or width.
- not exceed an area of 1m².
- not be erected in any position other than immediately adjacent to the building or the business to which the sign relates.
- be removed each day at the close of the business to which it relates and not be erected again until the business next opens for trading;

No more than one (1) portable sign shall be erected in relation to the one (1) building or business.

6.7.c Horizontal Signs

A horizontal sign shall:

- be fixed parallel to the wall of the building to which it is attached.
- not project more than 150mm from the wall to which it is attached.
- conform to the following table:

Minimum distance of sign above street	Maximum depth of sign
Less than 7.5m	600mm
7.5m to 9m	750mm
9m to 12m	1,000mm

6.7.d Illuminated Signs

An illuminated sign shall:

- have any boxing or casing in which it is enclosed constructed of incombustible material.
- where comprising glass (other than fluorescent tubing) have the glass so protected as to prevent its falling into a public place in the event of breakage.
- have its electrical installation constructed and maintained to the satisfaction of the appropriate electricity supply authority and in accordance with any written law with respect to the construction and maintenance of electrical installations for illuminated signs.
- be maintained to operate as an illuminated sign.
- not have a light of such intensity as to cause annoyance to the public or be a traffic hazard.

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- not emit a flashing light.

6.7.e Information Panels

The Local Government may provide tourist or other information panels or bays of varying sizes and charge fees for the inclusion of advertisements in such panels or bays.

6.7.f Pylon Signs

A pylon sign shall:

- not have any part more than 6m above the level of the ground immediately below it.
- not exceed 4m² in area unless approved by the Local Government.
- be supported on one or more piers or columns of brick, stone, concrete, timber or steel of sufficient size and strength to support the sign under all conditions.
- not be within 2m of the side boundaries of the lot on which it is erected unless the lot on which the pylon sign is erected abuts an intersecting street or right-of-way, where the Local Government may authorise the erection of the sign at a distance less than 2m.
- not have any part less than 6m from another sign erected on the same lot.

Where pylon signs are to be erected on a lot on which a premise is erected or to be erected, the Local Government may require all the pylon signs to be incorporated into one sign in which case:

- all of the constituent or infill signs are of an equal size.
- one constituent or infill sign is provided for each business, shop or unit on the lot.

6.7.g Roof Signs

A roof sign shall comply with the following table:

Height of main building above ground level at point where sign is to be fixed	Maximum height of sign
4m and under 5m	1,250mm
5m and under 6m	1,800mm
6m and under 12m	3,000mm

6.7.h Rural Producer Signs

A rural producer sign shall:

- not indicate or display any matter otherwise than for the purpose of indicating the products grown, reared or produced on the property on which the sign is erected.
- be erected within the boundaries of the property.
- not exceed 2m² in area.

6.7.i Service Station Signs

A maximum of 2 service station signs are permitted unless otherwise required by legislation. The signs shall:

- not exceed 0.8m² each side.
- be located wholly within the boundaries of the site, unless otherwise approved by the Local Government.
- be located so as to not cause a traffic or safety hazard to either vehicles or pedestrians.

6.7.j Service and Tourist Direction Signs

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The CEO has delegated authority to approve applications for the erection and the removal of service and tourist signs subject to the sign meeting the current MRWA standards.
The Local Government is responsible for the approval, installation and routine maintenance for service and tourist signs on all roads except those under the control of MRWA (such as Chapman Valley Road and the North West Coastal Highway). In all cases the Local Government retains ownership of the signs and the right to relocate, modify or remove them as necessary.

6.7.k Signs on Fences

A sign may be painted or erected on the inside of a side or rear fence of a lot situated within a commercial or industrial area (or other areas as approved by the Local Government), if the lot is occupied and used for business or industrial purposes. Any such sign shall not exceed 1m in height, nor be within 3m of any street boundary, unless specifically approved by Local Government.

6.7.l Signs on Vehicles

No vehicle with a sign upon or inside, adapted and exhibited primarily to facilitate advertising, shall be permitted to park for any lengthy period of time, as determined by Local Government, on any thoroughfare (other than within an approved carpark) with the exception of directly in front of the owner's residence.

6.7.m Verandah Signs

A sign fixed to the fascia of a verandah shall:

- shall not exceed 600mm in depth.
- shall not project beyond the fascia.

A sign under a verandah shall:

- not exceed 2.5m in length or 400mm in depth.
- be fixed at right angles to the front wall of the building before which it is erected except on a corner of a building at a street intersection where the sign may be placed at an angle with the wall so as to be visible from both streets.
- be so placed that the centre of its base longitudinally is equidistant from the outer edge of the verandah and the vertical plane of the shop front directly opposite the end of such sign.

6.7.n Vertical Signs

A vertical sign shall:

- not project more than 50mm from the face of the building to which it is attached.
- not be within 600mm of either end of the wall to which it is attached.
- be of a height of at least twice its width.
- not be placed on a corner of building, except at a street intersection where it may be placed at an angle with the walls so as to be visible from both streets.
- not exceed 750mm in width exclusive of the back projection.
- not exceed 2m² in total area on premises being a shop or office or both.

6.8 Unlawful Signage

Where a sign has been erected, placed or displayed without Local Government approval and/or is contrary to the provisions of the Local Planning Scheme and/or this policy, the following shall apply:

6.8.a The sign shall be removed by the owner upon a notice being served by the Local Government, with an appeal right for a period twenty eight (28) days from a notice being served being afford to the owner of the sign under the Act.

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6.8.b Failure to remove the sign, or lodge an appeal, within the twenty eight (28) day period will constitute an offence under the Act, with the possibility of enforcement action being taken by the Local Government.

6.8.c If removed by the Local Government, the sign will be impounded at the Shire of Chapman Valley Depot in Nabawa for a maximum period of two (2) months, where:

- the sign may be collected by the owner upon payment of an impoundment fee in accordance with the Local Government's Schedule of Fees to be paid at the Shire Administration Offices.
- upon expiration of this time the Local Government may initiate proceedings to dispose of the sign and recover all costs from the owner in relation to this action.
- The Local Government may continue with enforcement action/prosecution in relation to 6.8.b above and in accordance with the provisions of the Act.

7.0 CONSULTATION

Should the application be considered to meet the requirements of this Policy the application may be dealt with under delegated authority by Local Government staff. However should the application not be considered to meet the requirements of the Policy or in the opinion of Local Government staff require further consideration, the matter may be advertised in accordance with the Local Planning Scheme and may be placed before a meeting of Council for consideration.

8.0 DEFINITION

"Act"	means the *Planning and Development Act 2005*;
"advertisement"	has the same meaning as "sign";
"advertising device"	means any object on which words or numbers or figures are written, printed, affixed, illustrated or painted for the purpose of advertising any business, function, operation, event or undertaking or any product or thing and includes any vehicle or trailer or other similar stationery object placed or located so as to serve the purpose of advertising any business, function, event or undertaking or any product or thing;
"bill"	means any material on which words, numbers or figures are written, placed, printed, illustrated or painted;
"business"	includes the conduct of a profession, trade or occupation;
"business direction sign"	means a sign erected in a public thoroughfare or public place which indicates the nature of the business that may be located by following the direction indicated by the sign, but does not include any such sign erected by the Commissioner of Main Roads under regulation 297 of the Road Traffic Code 2000;
"CEO"	means the Chief Executive Officer of the Local Government;
"Council"	means the Council of the Shire of Chapman Valley;
"depth"	unless otherwise specifically stated, refers to the height of a sign, and not a three dimensional measurement. The word "depth" is used to differentiate between the lateral width of a sign and the height of the sign.
"development sign"	means a sign erected on an area of land which has been approved for subdivision into a number of smaller lots, advertising the lots for sale but upon which no building development has taken place at the time of the approval of the sign;
"district"	means the district of the Shire;
"electoral sign"	means a sign containing an advertisement relating to an election or to a referendum;
"exempt sign"	means a sign referred to in Statement 1 of this Policy;
"fascia sign"	means a sign erected or displayed on the fascia of a building or the fascia of a verandah;

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"fly posting"	means advertising through the placement of posters on fences, walls, trees and like structures;
"freestanding sign"	means any sign not attached to a structure or permanently fixed to the ground or pavement and includes "A frame" or "Sandwich Board" signs consisting of two sign boards attached to each other at the top or elsewhere by hinges or other means;
"hoarding"	means a detached or detachable structure other than a pylon sign that is erected for the sole purpose of displaying a sign or signs and includes a poster panel or an illuminated panel; but does not include a hoarding within the meaning of Section 377 of the *Local Government (Miscellaneous Provisions) Act 1960*;
"horizontal sign"	means a sign fixed parallel to the wall of a building to which it is attached and with its largest dimension being horizontal;
"illuminated sign"	means a sign which can be lighted either from within or without the sign by artificial light provided, or mainly provided for that purpose and which does not emit a flashing light;
"institutional sign"	means a sign erected or placed on any land or building used for or in conjunction with a surgery, clinic, hospital, rest home, home for the aged or other institution or place of a similar nature;
"Local Planning Scheme"	means an existing Local Planning Scheme of the Local Government made under the Act;
"planning consent"	means the approval granted by Local Government for the erection or display of a sign pursuant to the Local Planning Scheme;
"premises"	means land and, unless the context otherwise requires, the buildings upon that land;
"public thoroughfare"	includes a street, road, footpath , carriageway and all other parts of a road reserve;
"pylon sign"	means a sign supported by one or more piers and not attached to a building and includes a detached sign framework supported by one or more piers to which sign infills may be added;
"MRWA"	means Main Roads WA;
"reserve"	includes land vested in, or under the care, control and management of the Local Government;
"roof sign"	means a sign erected on or above the roof of a building;
"rural producer sign"	means a sign erected on land zoned rural under a Local Planning Scheme indicating the products grown, reared or produced on the property;
"sale sign"	means a sign displayed on premises advertising the sale, letting or auction of the premises;
"service direction sign"	a traffic sign with white letters and/or symbols on a blue background used to: guide travellers to services provided for their personal , automotive and travel needs, or indicate other facilities not normally shown on direction signs or tourist signs.
"service station sign"	means a sign used solely for the purposes of advertising the price of petrol, diesel, gas or other fuel products sold from the premises.
"Shire"	means the Shire of Chapman Valley;
"sign"	includes any advertising device or other sign type defined in this Local Law;
"sign infill"	means a panel which can be fitted into a pylon sign framework;
"Surveyor"	means the Building Surveyor of the Local Government;
"tourist direction sign"	a traffic sign with white letters and/or symbols on a brown background used to guide travellers to: natural features and approved heritage sites of interest to tourists; and approved tourist establishments.
"verandah"	includes cantilever verandahs and balconies whether over thoroughfares or over private land;
"verandah sign"	includes any sign, above or below a verandah fascia;
"vertical sign"	means a sign fixed parallel to the wall of a building to which it is attached and with its largest dimension being vertical;

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"window sign" means any sign fixed to or painted on the glazed area of a window of a building.

Responsible Business Unit	Planning
LPP Category	7 – Miscellaneous
Public Consultation	As required
Adoption Date	##/##/####
Next Review Date	##/##/####
Reference Number (Internal purposes)	SoCVLPP7.4

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SUBDIVISION STANDARDS

SHIRE OF CHAPMAN VALLEY LOCAL PLANNING POLICY 7.5

1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This Policy may be cited as Local Planning Policy 7.5 – Subdivision Standards.

2.0 INTRODUCTION

The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.

In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

3.0 OBJECTIVES

3.1 To ensure a consistently high standard of subdivisions and subdivisional roads.

3.2 To ensure that subdividers and developers are treated in an equitable manner.

3.3 To maintain adequate fire control and protection measures.

4.0 APPLICATIONS SUBJECT OF THIS POLICY

Civil engineering works associated with subdivision approval and development applications.

5.0 APPLICATION REQUIREMENTS

Subdivision and development undertaken within the Shire of Chapman Valley Local Government area is required to comply with the following documents and guidelines:

- Local Government Guidelines for Subdivisional Development.
- City of Greater Geraldton Land Development Specifications.
- Planning for Bushfire Protection Guidelines.

6.0 POLICY STATEMENT

6.1 Inspections

The period of notice required for the Local Government to carry out an inspection shall be 72 hours, unless otherwise agreed to by the relevant officer and/or Chief Executive Officer.

6.2 Subdivisional Roads

The Shire will generally require for subdivision of land consisting of 4 lots or more the construction of internal subdivision roads to a bitumen seal standard and a contribution to the upgrading of the local road network calculated proportionately to the increased volume of traffic likely to be generated by the subdivision.

7.0 CONSULTATION

Should the application be considered to meet the requirements of this policy the application may be dealt with under delegated authority by Local Government staff. However should the application not be

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considered to meet the requirements of the policy or in the opinion of Local Government staff require further consideration, the matter may be placed before a meeting of Council for consideration.

8.0 DEFINITION

Refer to the Local Government Guidelines for Subdivisional Development.

Responsible Business Unit	Planning
LPP Category	7 – Miscellaneous
Public Consultation	As required
Adoption Date	##/##/####
Next Review Date	##/##/####
Reference Number (Internal purposes)	SoCVLPP7.5

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Management Licence for use of the Bill Hemsley Park Community Centre

Lot 302 of Reserve 49641 Redcliffe Concourse, White Peak, WA 6532

Shire of Chapman Valley

and

Parkfalls Residents Association Incorporated

McLEODS
Barristers & Solicitors
Stirling Law Chambers | 220-222 Stirling Highway | XXXXX WA 6010
Tel: (08) 9383 3133 | Fax: (08) 9383 4935
Email: mcleods@mcleods.com.au
Ref: TF:CHAP 33687.1

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Details

Parties

Shire of Chapman Valley

of PO Box 1, Nabawa, Western Australia, 6535
(Shire)

Parkfalls Residents Association Incorporated

of PO Box 3195 Bluff Point WA 6533
(Registration Number A1014372G)
(Licensee)

Background

A The Shire is the owner and management body of the Lot 302 of Reserve 49641, Redcliffe Concourse, White Peak, known as the land **(Land)**.

B The Bill Hemsley Park Management Committee is the advisory body to make recommendations for development and management of Lot 302 of Reserve 49641, Redcliffe Concourse, White Peak to the Shire as outlined in the Agreement.

C The Shire has agreed to grant to the Licensee a licence to use that part of the Land, described in **Item 1** of the schedule **(Licensed Area)**, together with any additional rights that are specified in this Licence.

D The Shire and the Licensee enter into this agreement to set out the terms and conditions of their agreement.

Agreed terms

1. Definitions

In this Licence, unless otherwise required by the context or subject matter:

Agreed Hours means the hours agreed in advance with the Shire from time to time and specified in **Item 8** of the Schedule;

Licensee means the Parkfalls Residents Association Incorporated to which this licence is granted. (See Annexure 4 for list of affiliated organisations forming part of this Agreement);

CEO means the Chief Executive Officer of the Shire;

Commencement Date means the date that the Licence commences;

CPI means the Consumer Price Index (All Groups) Perth number published from time to time by the Australian Bureau of Statistics;

Good Repair means good and substantial tenantable repair and in clean, good working order and condition;

Licence means this deed as supplemented, amended or varied from time to time;

Licensed Area means those parts of the Land that the Licensee is permitted to use in accordance with the terms of this Licence, as specified in **Item 1** of the Schedule;

Licence Fee means the fee stipulated in **Item 5** of the Schedule;

Other Amenities means any part of the Land or its surrounds that the Licensee is permitted to use in conjunction with the other users of the Land, as specified in Item 4 of the Schedule;

Outgoings means

(a) local government rubbish collection charges for the Land (only if applicable);

(b) water, drainage and sewerage rates, charges for disposal of stormwater, meter rent and excess water charges (only if applicable);

(c) telephone, electricity, gas and other power and light charges including but not limited to meter rents and the cost of installation of any meter, wiring or telephone connection;

(d) premiums and other costs arising from the insurance obtained by the Lessor pursuant to **clause 5.1** (only if applicable). For the avoidance of doubt, the parties agree such insurance will include insurance for the full replacement value of the buildings constructed on the Land; and

(e) any other consumption charge or cost, statutory impost or other obligation incurred or payable by the Shire in respect of the Land.

Land means, the Bill Hemsley Park on Lot 302 of Reserve 49641Redcliffe Concourse, White Peak;

Schedule means the schedule to this Licence;

Shire means the Shire of Chapman Valley and its employees and agents; and

Term means the period of time for which the Licence is granted.

2. Licence condition upon 'Shire of Chapman Valley' consent

This Licence is subject to and conditional on the approval of the Shire of Chapman Valley Council

3. Grant of Licence

3.1 Licence of Licensed Areas

The Shire grants a licence to the Licensee to use, under the terms and conditions provided for in this agreement, the Licensed Area for the Term.

The permitted use of the Licensed Areas will only be for the normal activities as indicated within the affiliated groups constitution or rules.

The Shire will determine if any activity is not within the normal activities of the affiliated groups.

Any activities that are considered outside an affiliated group's normal activity will be required to pay the fees and charges to the Licensor as set by the Shire, other than those referred to in Clause 3.3(3).

All use by individual members of the affiliated groups requested use of the licensed areas for their own purpose will be required to pay the required fees and charges to the Licensor as set by the Shire.

3.2 Use of Other Amenities

The Licence includes the right to use the Other Amenities for the Agreed Hours (only if applicable).

3.3 Agreed Hours

(1) The Licensee is to use the Licensed Area and the Other Amenities (if applicable) only on days and during the Agreed Hours.

(2) All affiliated groups must book all activities and events within the licensed area direct with the Shire booking system. Failure to do so may result in a double booked licensed area, with the first registered booking taking precedence of any others.

(3) A maximum amount of twelve (12) annual community 'get-together' bookings be incorporated into the Licence to cover all booking made by all affiliated groups/organisations for events not considered by the Chief Executive Officer as part of the groups/organisations activities as indicated within the affiliated groups/organisations constitution or rules.

4. Licensee's Obligations

4.1 Licence Fee for Licensed Areas

(1) The Licensee must pay annually in advance the Licence Fee for the Licensed Area.

(2) The Licence Fee to be Reviewed in 3 years

(3) Unless otherwise agreed by the Shire, the Licence Fee will be reviewed on the dates specified in **Item 7** of the Schedule by CPI. A rent review based on CPI may (at the Shire's discretion) increase the amount of Rent payable during the immediately preceding period by the percentage of any increase in CPI having regard to the quarterly CPI published immediately prior to the later of the Commencement Date or the last Rent Review Date as the case may be and the quarterly CPI published immediately prior to the relevant Rent Review Date. If there is a decrease in CPI having regard to the relevant CPI publications the Rent payable from the relevant Rent Review Date will be the same as the Rent payable during the immediately preceding period.

(4) If any GST is payable on the Licence Fee or any other supply made as a result of this Licence, the Licensee must pay that GST.

(5) The Licensee must pay the specified bond as indicated in Item 5 of the Schedule. This Bond will be held in Trust and is to be reinstated by the Licensee in the event the Shire is required to use the Bond for non-compliance with the any aspects of this Agreement and/or hire conditions of the licensed area.

4.2 Fees for Other Amenities

The parties acknowledge that additional fees may be charged, in accordance with the Shire's standard fees and charges, for use of the Other Amenities.

4.3 Permitted Purpose of Licensed Area

(1) The Licensee agrees to ensure that its use of the Licensed Area and the Land is at all times consistent with the Permitted Purpose.

(2) The Licensee agrees that it must not permit the Licensed Area or Land to be used as a residence or sleeping place unless otherwise approved by the Shire.

4.4 Condition of Land and Licensed Area

The Licensed Area and the Other Amenities are made available to the Licensee in the condition that they are in at the Commencement Date.

4.5 Compliance with Legislation

The Licensee agrees to comply with all laws, local laws and regulations including (but not limited to) restrictions and obligations imposed by the *Liquor Licensing Act* 1988, the *Food Act 2008* and *Health Act* 1911 in respect of the Licensee's use of any part of the Land and Licenced Area.

4.6 No Alterations, Capital Upgrades and/or Replacement

(1) The Shire is not obliged to make any alterations to the Licensed Area or Other Amenities or install any fixtures or fittings that are additional to those installed at the Commencement Date.

(2) Any alteration, capital upgrades/replacements or installation effected by the Licensee will be at the sole cost of the Licensee. (see Clause 5.3 for financial assistance). All alterations must fully comply with all building codes, planning and other relevant legislation (e.g. building permits, planning approvals, demolition licences).

(3) The Licensee agrees that if it effects any alteration or installation in a manner that does not meet the Shire's standards, the Shire may, at the Licensee cost, take any action the Shire considers necessary to remove or rectify the alteration or installation, and the cost of doing so will be a liquidated debt payable by the Licensee on demand and recoverable in a Court of competent jurisdiction.

4.7 Security of Licensed Area and its contents

The Licensee agrees to ensure at times of use by the Licensee the Licensed Area and any Other Amenities and/or Common Areas used are kept secure and that proper care is taken for the security of fixtures, fittings, plant and equipment owned by the Shire within the these areas.

4.8 Indemnity

(1) The Licensee agrees to indemnify the Shire from and against all claims, demands, writs, actions and suits of any kind which may be brought or made against the Shire as a result of the Licensee's use of the Licensed Area, Other Amenities.

(2) The Licensee agrees that the Shire will not be responsible for, or liable in any way in regard to, any property of the Licensee, or its members, that might be brought onto the Land as a result of the Licensee's use of the Licensed Area and Other Amenities.

4.9 Insurance

(1) The Licensee must agree to participate in the *Special Interest Group Public & Property Liability Insurance Policy* (or similar) taken out and paid for by the Shire on behalf of the Licensee and any Shire approved affiliated groups/organisations to this Licence;

(2) The insurance policy identified in paragraph (1) above must cover both the Shire, the Licensee and any Shire approved affiliated group/organisation to this licence for any public liability claim that arises out of, or is connected in any way with, the Licensee's and any Shire approved affiliated group/organisation use of the Licensed Area, Other Amenities or the Land generally.

(3) The amount of the cover given by the insurance policy identified in paragraph (1) above must be a minimum of $10,000,000 for any one claim.

(4) The Licensee and any Shire approved affiliated group/organisation must not do anything in the Licensed Area, Other Amenities or the Land generally that may affect any insurance taken out by the Shire, or render any such insurance void.

(Note: See Clause 5.1 regarding Building Insurance)

4.10 Entry and Inspection

The Licensee must permit the Shire to enter the Licensed Area at any reasonable time to inspect and view the area, to carry out any maintenance work (if applicable) or to rectify any breach of the conditions of this Licence.

4.11 Outgoings

(1) The Shire will be responsible to pay all Outgoings for the Land

(2) In the event any Outgoings are incurred which are considered excessive by the Shire, the Shire will be entitled to invoice and recover any shortfall amount from users of the Land, including the Licensee.

(3) In respect of the recovery of any costs pursuant to paragraph (2) above, the parties agree as follows:

(a) the Shire will seek to recover such costs from user groups of the Land (including the Licensee) on the basis of an appropriate apportionment determined by the Shire acting reasonably;

(b) where an outgoing is incurred due to a user group's specific use of the Land, the Shire will seek (where appropriate) for that user group to pay that outgoing; and

(c) the Licensee must pay any invoice issued by the Shire pursuant to paragraph (2) within 28 days of receipt.

4.12 Maintenance and Cleaning

(1) Refer to Item 9 Bill Hemsley Park Community Centre Building and Environmental Maintenance Checklist

4.13 Subletting, Assignment or Hire

(1) The Licensee will not sublet, assign or hire the facility and may only assign or sublet the Licensed Area, with the prior consent of the Shire.

4.14 Licensee's equipment and possessions

The Licensee acknowledges that it is responsible to obtain all relevant insurances to cover any damage and/or theft to its property. The Shire does not take any responsibility for the loss or damage of the Licensee's property.

5. Shire's Obligations

5.1 Building Insurance to be Effected by Shire

The Shire shall effect and keep effected policies of insurance in relation to any risk relating to the Shire's ownership or interest in the Land and buildings located on the Land including, without limitation, insurance for buildings comprising the Licensed Area.

5.2 Shire responsible for Other Amenities

(1) The Shire will maintain the Land (excluding the Licensed Area) and the Other Amenities (if applicable) in accordance with the Shire's maintenance standards.

(2) The standard of the maintenance and the frequency of the repairs and replacements identified in paragraph (1) above will be dependent on the Shire's general maintenance program and budgetary considerations and may vary from time to time.

5.3 Consider request for financial assistance

The Shire agrees to consider requests from the Licensee for financial assistance to assist the Licensee in the upgrade, repair, structural maintenance and replacement of the Licensed Area.

6. Default

(1) This Licence is granted subject to the terms and conditions in this agreement and any failure by the Licensee to comply with any of those terms or conditions may result in the termination of the Licence by the Shire.

(2) To terminate the Licence the Shire must give the Licensee a written notice stipulating the default and requiring the Licensee to remedy the default within two months of the service of the notice.

(3) If the default is not remedied to the satisfaction of the Shire within two months of the service of a notice under paragraph (2) above the Licence will be terminated on the date of the expiration of the notice without prejudice to any rights the Shire may have under this agreement.

(4) A notice under paragraph (2) above is to be sent by prepaid post to the Licensee at the address given in this agreement and will be deemed to have been served on the date it would have been delivered in the ordinary course of the post.

7. Dispute Resolution

(1) Any dispute between the Licensee and the Shire in regard to anything arising from the Licence or this agreement is to be addressed in the first instance by a meeting between representatives of the Licensee, appointed for that purpose, and the officer of the Shire responsible for administering the Land.

(2) If the dispute cannot be resolved, in a manner that is satisfactory to both parties through such a meeting, the Licensee agrees that the CEO of the Shire and a Councillor from the Building Committee will have the power to make a final determination in resolution of the dispute, but only after giving due consideration to all of the matters discussed at the meeting referred to in paragraph (1) above and setting out in writing the reasons for his or her decision.

8. Acknowledgements

The Licensee acknowledges and agrees that:

(a) it only has use of the Land, the Licensed Area and Other Amenities (if applicable) during the Agreed Uses and that other users of the Land may be permitted to use the Land (at other times);

(b) the Agreed Uses may be modified from time to time provided any proposed modification is agreed in advance with the Shire and recorded in the Shire's booking system;

(c) this Licence will automatically terminate if the ownership the Shire holds the Land under is changed or sold;

(d) if the Licence is terminated in accordance pursuant to paragraph (c) above the Licensee will not be entitled to any form of compensation or damages as a result of the termination; and

(e) the Licensee must not obstruct any person or other organisation from using the Land.

9. General Provisions

9.1 Acts by Agents

All acts and things which the Shire is required to do under this Licence may be done by the Shire, the CEO, an officer or the agent, solicitor, contractor or employee of the Shire.

9.2 Governing Law

This Licence is governed by and is to be interpreted in accordance with the laws of Western Australia and, where applicable, the laws of the Commonwealth of Australia.

9.3 Severance

If any part of this Licence is or becomes void or unenforceable, that part is or will be severed from this Licence to the intent that all parts that are not or do not become void or unenforceable remain in full force and effect and are unaffected by that severance.

9.4 Variation

This Licence may be varied only by deed executed by the parties subject to such consents as are required by this Licence or at law.

9.5 Moratorium

The provisions of a statute which would but for this clause extend or postpone the date of payment of money, reduce the rate of interest or abrogate, nullify, postpone or otherwise affect the terms of this Licence do not, to the fullest extent permitted by law, apply to limit the terms of this Licence.

9.6 Further Assurance

The Parties must execute and do all acts and things necessary or desirable to implement and give full effect to the terms of this Licence.

9.7 Interpretation

(1) In this Licence, unless expressed to the contrary -

(a) words importing -

(i) the singular includes the plural and vice versa; and

(ii) a gender or genders include each other gender;

(b) if a word or phrase is assigned a particular meaning, other grammatical forms of that word or phrase have a corresponding meaning;

(c) a reference to -

(i) a natural person includes a body corporate or local government;

(ii) a body corporate or local government includes a natural person;

(iii) a professional body includes a successor to or substitute for that body;

(iv) a Party includes its legal personal representatives, successors and assigns and if a Party comprises two or more persons, the legal personal representatives, successors and assigns of each of those persons;

(v) a statute, includes an ordinance, code, regulation, award, town planning scheme, regulation, local law, by-law, requisition, order or other statutory instruments made under any of them and a reference to any of them, whether or not by name, includes any amendments to, re-enactments of or replacements of any of them from time to time in force;

(vi) a right includes a benefit, remedy, discretion, authority or power;

(vii) an obligation includes a warranty or representation and a reference to a failure to observe or perform an obligation includes a breach of warranty or representation;

(viii) this Licence or provisions of this Licence or any other deed, agreement, instrument or contract includes a reference to -

(A) both express and implied provisions; and

(B) that other deed, agreement, instrument or contract as varied, supplemented, replaced or amended;

(ix) writing includes any mode of representing or reproducing words in tangible and permanently visible form and includes facsimile transmissions;

(x) any thing (including, without limitation, any amount) is a reference to the whole or any part of it and a reference to a Licensee of things or persons is a reference to any one or more of them; and

(xi) a subparagraph, paragraph, subclause, clause, Item, Schedule or Annexure is a reference to, respectively, a subparagraph, paragraph, subclause, clause, Item, Schedule or Annexure of this Licence;

(d) the covenants and obligations on the part of the Licensee not to do or omit to do any act or thing include -

(i) covenants not to permit that act or thing to be done or omitted to be done by an person authorised by the Licensee; and

(ii) a covenant to take all reasonable steps to ensure that that act or thing is not done or omitted to be done;

(e) the meaning of general words or phrases is not limited by specific examples introduced by 'including', 'for example' or similar expressions; and

(f) if a Party comprises two or more persons, the covenants and agreements on their part bind them and must be observed and performed by them jointly and each of them severally, and may be enforced against any one or more of them.

(2) Except in the Schedule, headings do not affect the interpretation of this Licence.

Schedule

Item 1 Licensed Area

(i) Bill Hemsley Park Community Centre located on the Land and generally labelled on the sketch annexed hereto as **Annexure 1.**

Item 2 Commencement Date

16 May 2018 (Council Resolution 05/18-8)

Item 3 Term

3 years commencing on 16 May 2018 and expiring on 16 May 2021.

Item 4 Exclusive Use/Other Amenities/Common Area

Exclusive Use

- Building Office area is for the exclusive use by the Shire of Chapman Valley (shaded Green on ***Annexure 1***)

Other Amenities

- Building Verandah and Public Ablution Facilities (shaded Blue on ***Annexure 1***);
- Nature Based Playground and adjacent facilities (shaded Red on ***Annexure 2***)

Common Areas

- Area shaded Blue on ***Annexure 1*** and the balance of the Lot 302 of Reserve 49641, Redcliffe Concourse, White Peak (***Annexure 3***).

Item 5 Licence Fee

5.1 Annual fee of ***Peppercorn on Demand*** reviewed as stipulated in Clause 4.1(2);
This amount is to be paid in full by the Licensee who will be responsible for recouping cost from affiliated groups and organisations listed in this License;

5.2 Bond fee(s) set by Council paid by the Licensee and held in Trust by the Shire on behalf of all Affiliated Groups listed in this License

Item 6 Permitted purpose

Community activities and uses reasonably ancillary thereto as described at Clause 3.1 i.e.

"The permitted use of the Licensed Areas will only be for the normal activities as indicated within the affiliated groups constitution or rules.
The Shire will determine if any activity is not within the normal activities of the affiliated groups.
Any activities that are considered outside an affiliated group's normal activity will be required to pay the fees and charges to the Licensor as set by the Shire, other than those referred to in Clause 3.3(3)."

All use by individual members of the affiliated groups requested use of the licensed areas for their own purpose will be required to pay the required fees and charges to the Licensor as set by the Shire.

Item 7 Licence Fee Review Dates

As stipulated in Clause 4.1(2).

Item 8 Uses Not Permitted/Restrictions

Curfews – Functions at the Licenced, Other Amenities or Common Areas will have the following curfew limitations:

- 10:00pm – All Days – Unless otherwise determined by the Shire Chief Executive Officer

Any breach of these curfew limitations may result in the Management Licence being cancelled by Council and bond(s) withheld.

Item 9 Building & Environmental Maintenance Responsibilities

ITEM	TASK	FREQUENCY	RESPONSIBILITY
Hire Conditions	Comply with all the Hire Conditions of Licensed Area as determined and stipulated by the Shire	Each time facility is used	All Affiliated Groups & Organisations as listed in Annexure 4
Exterior walls	Check for damage/fretting & reseal weathered areas and report all issues to the Shire	Annually	PRA – Facility Management Group
Interior walls	Check for corrosion/defects and report all issues to the Shire	Annually	PRA – Facility Management Group
Roof – external	Check for corrosion/rust	Annually	Shire of Chapman Valley
	Clean Guttering	Annually	Shire of Chapman Valley
Windows and doors – external and internal	Check for corrosion & lock maintenance and report all issues to the Shire	Annually	PRA – Facility Management Group
Electrical	Emergency Lighting & RCD Check and report all issues to the Shire	Annually	Shire of Chapman Valley
	Check external lighting and report all issues to the Shire	Annually	PRA – Facility Management Group
	Check Internal lighting and report all issues to the Shire	Annually	PRA – Facility Management Group
	Inspect all portable appliances	Annually	Shire of Chapman Valley
	Extraction fans and report all issues to the Shire	as required	PRA – Facility Management Group
	Main earth electrode	as required	Shire of Chapman Valley
Plumbing/gas	Check all taps/fixtures etc. for leaks and report all issues to the Shire	6 monthly	PRA – Facility Management Group
Air-conditioning	Service all hardware and appliances	as required	Shire of Chapman Valley
Public Health check	Shire –building risk assessment	as required	Shire of Chapman Valley
Fire Protection	Fire hydrant	Annually	Shire of Chapman Valley
	Dry chemical extinguishers	Annually	Shire of Chapman Valley
	Fire detection system	Annually	Shire of Chapman Valley
Pest & Weed control	Check all outside; paved/concrete areas, pathways, car parks etc. and report all issues to the Shire	as required	PRA – Facility Management Group
Storm drainage	Clean and maintain	Annually	Shire of Chapman Valley
PRA = Parkfalls Residents Association Inc.			

Signing page

EXECUTED 5 JUNE 2018

THE COMMON SEAL of the **Shire of Chapman Valley** was affixed by authority of a resolution of the Council in the presence of –

President

Chief Executive Officer

THE COMMON SEAL of **Parkfalls Residents Association Incorporated** was hereunto affixed pursuant to the constitution of the Parkfalls Residents Association Incorporated in the presence of each of the undersigned each of whom hereby declares by the execution of this document that he or she holds the office in the Parkfalls Residents Association Incorporated indicated under his or her name-

Parkfalls Residents Association Inc. Common Seal A1014372G

Office Holder Sign

LINDA SAUNDERS
Name:

311 ELIZA SHAW DRIVE WHITE PEAK
Address:

PRESIDENT
Office Held:

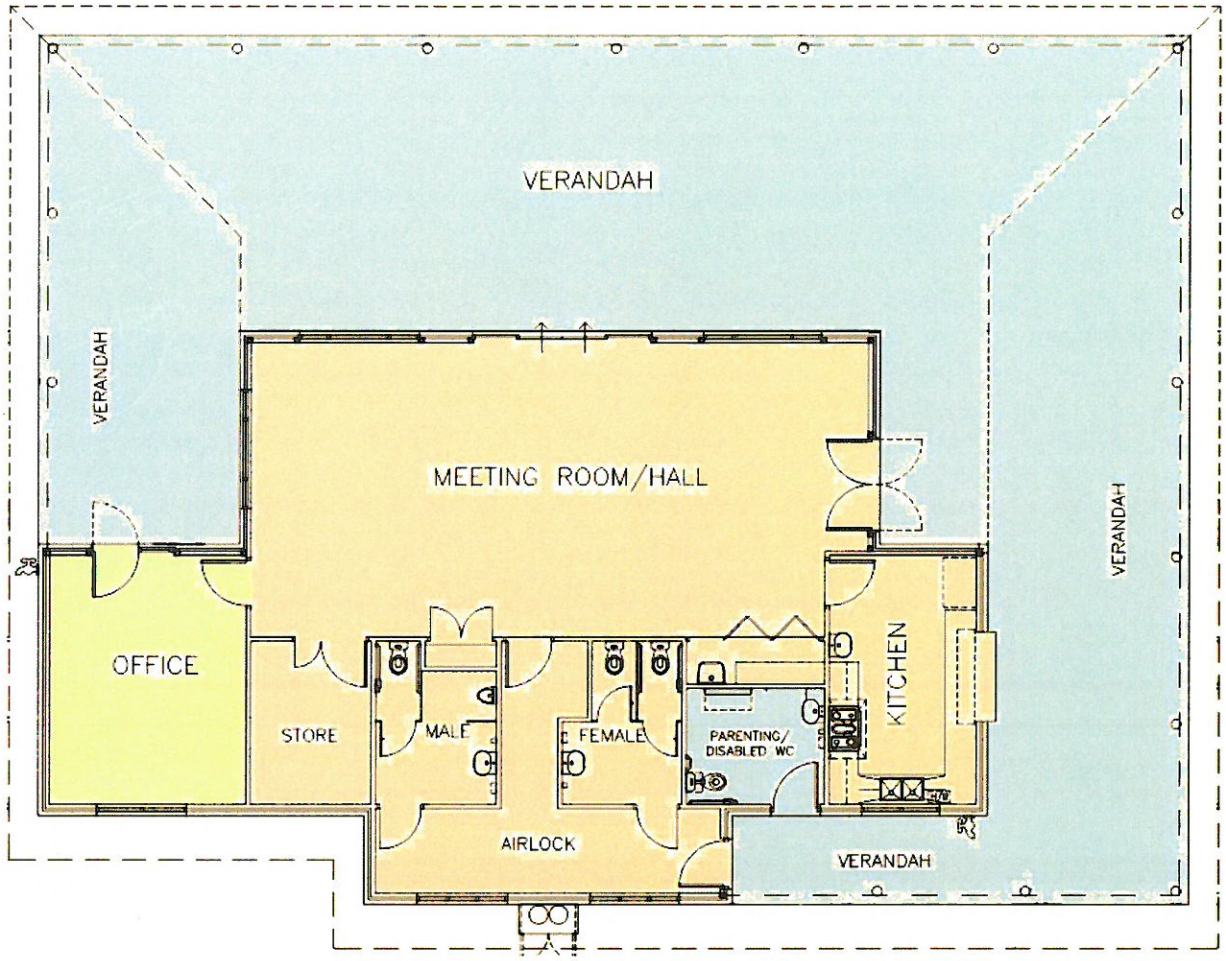
Office Holder Sign

Catherine Low
Name:

30 Pitchford Crest White Peak
Address:

Secretary
Office Held:

Annexure 1 – Exclusive Use, Common & Licensed Areas



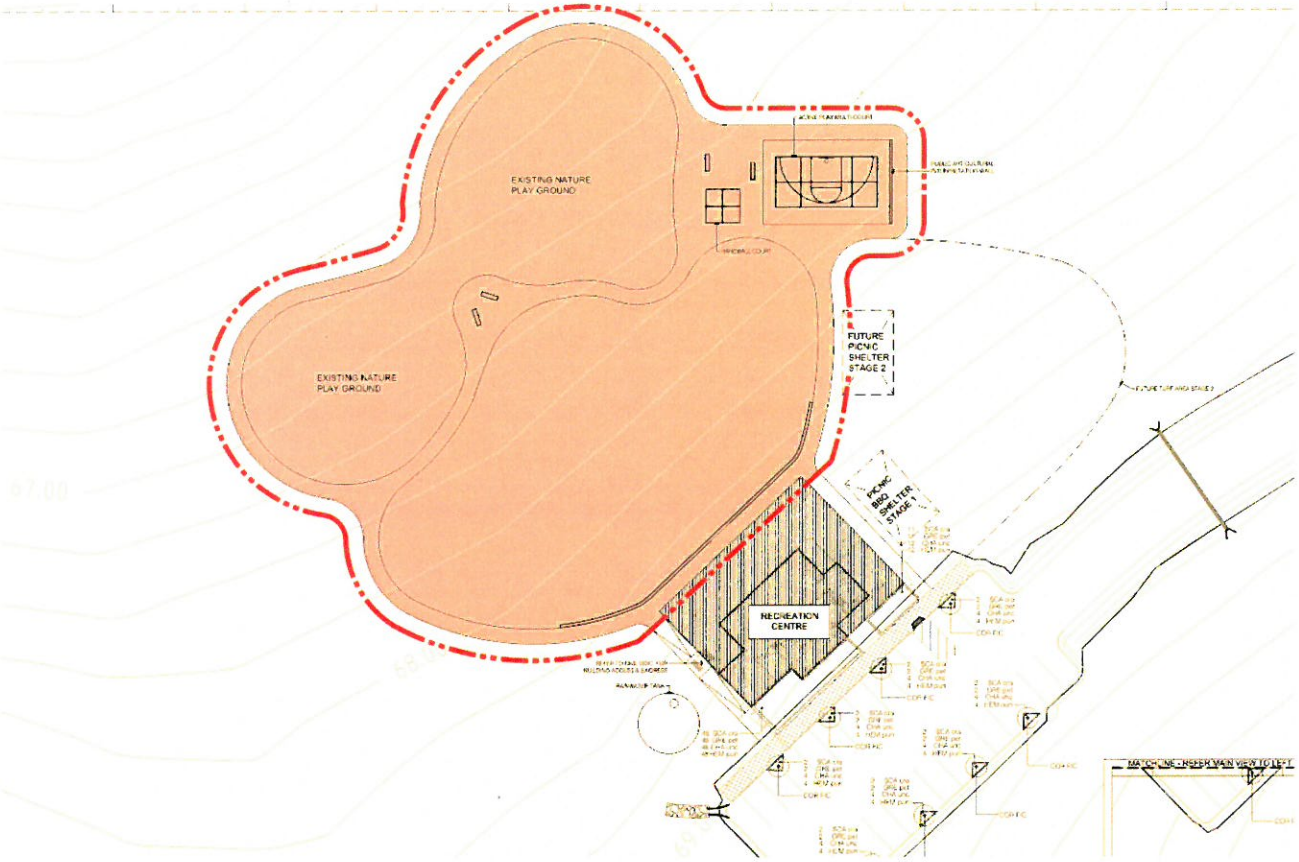
Area subject to Licence

Area subject to Local Government exclusive use

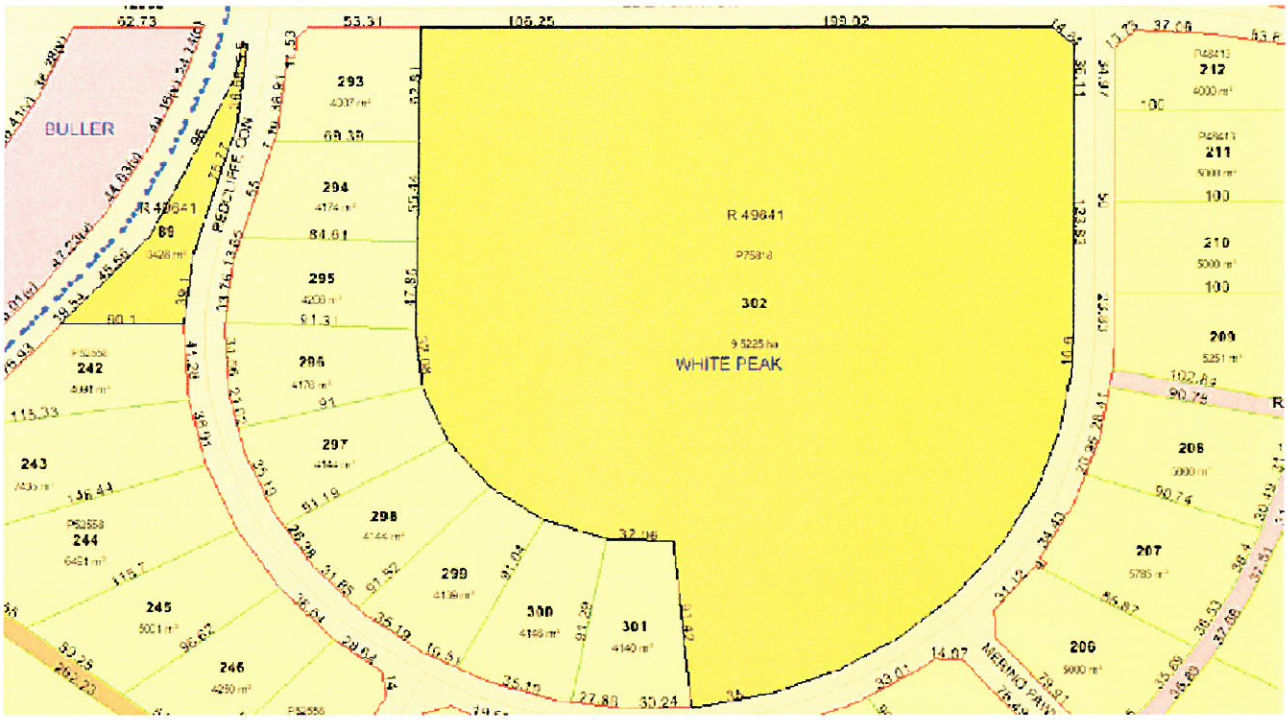
Area subject to common use

Note: Section(s) of the common use area may at times be subject to bookings and excluded from the public.

Annexure 2 – Other Amenities



Annexure 3 – Lot 302/R49641 Redcliffe Concourse, White Peak



Annexure 4 – Licensee Affiliated Groups & Organisations

a) Parkfalls Residents Association Incorporated (Licensee);

Note: Additional groups or organisation can be added to this list as endorsed by the Shire upon application from the Licensee

Agreement for the Management of Park Falls Recreation Site, Eliza Shaw Drive, White Peak

Shire of Chapman Valley

Parkfalls Residents Association Inc.

The persons named in Item 1 of the Schedule

McLEODS
Barristers & Solicitors
Stirling Law Chambers | 220-222 Stirling Highway | CLAREMONT WA 6010
Tel: (08) 9383 3133 | Fax: (08) 9383 4935
Email: mcleods@mcleods.com.au
Ref: TF:CHAP 28873

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Details

Parties

Shire of Chapman Valley

of PO Box 1, Nabawa, Western Australia
(Shire)

Parkfalls Residents Association Incorporated

(Registration Number A1014372G)
of PO Box 3195, Bluff Point, Western Australia
(**PRA**)

The persons listed in Item 1 of the Schedule

(**Developers**)

Background

A The Developers own the Parent Lot in fee simple and the Parent Lot is within the district of the Shire.

B The Shire and the Developers entered into the Rezoning Agreement in respect of the rezoning and development of the Parent Lot.

C The Rezoning Agreement provided as follows:

(i) the Developers would cede, upon the subdivision of the Parent Lot, the Recreation Site in the Crown;

(ii) the Shire would accept a management order from the Crown, for care, control and management of the Recreation Site; and

(iii) the Developers would pay to the Shire the Trust Payment for the upgrade of the Recreation Site.

D The Shire, the Developers and the PRA enter into this Agreement to create a management committee to:

(i) facilitate participation by local community groups in the use and management of the Recreation Site;

(ii) assist the Shire in making decisions for the expenditure of the Trust Payment; and

(iii) assist the Shire in making decisions for the development of the Recreation Site.

Agreed Terms

1. Definitions

1.1 Definitions

Unless otherwise required by the context or subject matter the following words have these meanings in this Agreement:

Agreement means this deed as supplemented, amended or varied from time to time;

Management Committee means the management committee formed in accordance with **clause 2.1**;

Parent Lot means Lot 9503 on Deposited Plan 52558 being the whole of the land comprised in Certificate of Title Volume 2646 Folio 983;

Recreation Site means the Recreation Site referred to in the Rezoning Agreement to be ceded to the Crown and a management order granted to the Shire;

Rezoning Agreement means the agreement between the Shire and the Developers dated 23 August 2011;

Schedule means the Schedule to this Agreement; and

Trust Payment means the sum of $300,000 inclusive of GST to be paid by the Developers to the Shire in accordance with the requirements of the Rezoning Agreement.

1.2 Same meaning as Rezoning Agreement

Unless the contrary intention appears words defined in the Rezoning Agreement have the same meaning when used in this Agreement.

2. Management Committee

2.1 Establishment

Within 30 days of the Shire being vested with care, control and management of the Recreation Site, the parties must establish a Management Committee to advise and assist the Shire in the management of the Recreation Site.

2.2 Role of Committee

The parties acknowledge and agree that the role of the Shire is to assist the Management Committee in making recommendations in relation to:

(a) the day to day management of the Recreation Site;

(b) the development of the Recreation Site;

(c) the use of the Recreation Site, including the grant of leases, licences and management agreements over parts of the Recreation Site;

(d) rules and regulations in relation to the use of the Recreation Site by different user groups; and

(e) expenditure of the Trust Payment.

2.3 Representatives

(1) The parties agree that the Management Committee will be comprised of the following representatives:

(a) 2 councillors of the Shire, appointed by the Council of the Shire at the first Council meeting following the Local Government ordinary elections; and

(b) 2 representatives from the PRA appointed annually by the PRA at its annual general meeting; and

(c) a representative from the Developers appointed by the Developers in writing upon the Recreation Site being vested in the Shire. The parties acknowledge and agree that if the Developers:

(i) dissolve their partnership following the subdivision of the Parent Lot; or

(ii) no longer wish, by notice in writing to the Shire, to have a representative on the Management Committee,

the Developers will cease to be a party to this Deed.

(2) A Party may change its nominated Committee Member by written notice to the other Parties.

(3) The Chairperson of the Management Committee meetings will be one of the Shire Council representatives.

(4) The Shire Chief Executive Officer (or a senior Shire officer as his or her proxy in the event they are unable to attend) will attend the meeting and perform the function of minute taker and advisor to the meeting.

2.4 Additional user groups

(1) The parties acknowledge and agree that the Management Committee may from time to time by written notice to the other parties, appoint additional community groups to be a party to this Agreement.

(2) Upon a community group being appointed by the Management Committee pursuant to paragraph (1), that community group will be taken to be a party to this Agreement and will be entitled to nominate up to two Committee Members.

2.5 Voting

Each Committee Member will have one vote.

2.6 Timing of Meeting

(1) Meetings of the Management Committee must be held at least once every six months, unless otherwise agreed by the Management Committee.

(2) The Chairperson will schedule and call meetings of the Management Committee.

2.7 Attendance

Each Party must use all reasonable endeavours to ensure that its Committee Member attends all meetings of the Management Committee.

2.8 Chairperson's obligations

The Chairperson is responsible for:

(a) ensuring that minutes of all meetings of the Management Committee are kept;

(b) arranging and co-ordinating minutes of the meetings;

(c) providing notice of meetings to Committee Members; and

(d) ensuring that reports are provided to the Shire after each meeting.

2.9 Notice of meetings

A notice of meeting of the Management Committee:

(a) must be given to each Committee Member of the parties at least 20 Business Days prior to the meeting; and

(b) must describe the business to be conducted at the meeting.

2.10 Experts and advisers

The Management Committee may invite experts and advisers to attend any meeting of the Management Committee.

2.11 Reporting

The Management Committee must report any decisions made by it to the Shire.

3. Decisions not binding on Shire

The parties acknowledge and agree that the decisions and recommendations of the Management Committee are advisory only, and are not binding on the Shire or the Shire's Council.

4. Trust Payment

4.1 Use of Trust Payment

The Shire covenants and agrees to deposit the Trust Payment into a trust fund in accordance with the provisions of the Local Government Act 1995, and to only use such funds for construction and development upon the Recreation Site.

4.2 Acknowledgement

The parties covenant and agree that the expenditure of the trust fund can only be approved by the Council of the Shire based on the recommendations of the Management Committee provided such expenditure is for construction and development upon the Recreation Site.

5. General Matters

5.1 Variation

A variation to this Agreement must be in writing and signed by the parties.

5.2 Further Assurances

Each party must execute and deliver all such documents, instruments and writings and must do and must procure to be done all such acts and things as may be necessary or desirable to implement and give full effect to the provisions and purpose of this Agreement.

5.3 Severance

If any part of this Agreement is, or becomes, void or unenforceable that part is or will be, severed from this Agreement to the intent that all parts that are not, or do not become, void or unenforceable remain in full force and effect and are unaffected by that severance.

5.4 Waiver

The parties mutually covenant and agree that:

(a) no right under this Agreement is waived or deemed to be waived except by notice in writing signed by the party waiving the right;

(b) a waiver by one party under paragraph (a) of this subclause does not prejudice its rights in respect of any subsequent breach of this Agreement by the other party; and

(c) a party does not waive its rights under this Agreement because it grants an extension or forbearance to the other party.

5.5 Applicable Law

This Agreement shall be governed by the laws of the State of Western Australia, and where applicable the Commonwealth of Australia.

6. Interpretation

In this Agreement, unless expressed to the contrary:

(1) Words importing:

(a) the singular include the plural;

(b) the plural include the singular; and

(c) any gender include each gender;

(2) A reference to:

(a) a natural person includes a body corporate or local government;

(b) a body corporate or local government includes a natural person;

(c) a professional body includes a successor to or substitute for that body;

(d) a Party includes its legal personal representatives, successors and assigns and if a Party comprises two or more persons, the legal personal representatives, successors and assigns of each of those persons;

(e) a statute, includes an ordinance, code, regulation, award, town planning scheme, regulation, local law, by-law, requisition, order or other statutory instrument made under it and a reference to any of them, whether or not by name, includes any amendments to, re-enactments of or replacements of any of them from time to time in force;

(f) a right includes a benefit, remedy, discretion, authority or power;

(g) an obligation includes a warranty or representation and a reference to a failure to observe or perform an obligation includes a breach of warranty or representation;

(h) this Agreement or provisions of this Agreement or any other deed, Agreement, instrument or contract includes a reference to:

(A) both express and implied provisions; and

(B) that other deed, Agreement, instrument or contract as varied, supplemented, replaced or amended;

(i) writing includes any mode of representing or reproducing words in tangible and permanently visible form and includes facsimile transmissions;

(j) anything (including, without limitation, any amount) is a reference to the whole or any part of it and a reference to a group of things or persons is a reference to any one or more of them; and

(k) a subparagraph, paragraph, subclause, clause, Item, Schedule or Annexure is a reference to, respectively, a subparagraph, paragraph, subclause, clause, Item, Schedule or Annexure of this Agreement.

(3) Except in the Schedule, headings do not affect the interpretation of this Agreement.

Schedule

Item 1 Developers

Parkfalls Investments Pty Ltd (ACN 078 888 856) of 20 Durlacher Street, Geraldton WA 6530.

Burrows Pty Ltd (ACN 078 888 856) of 111 Brede Street, Geraldton WA 6530.

Fay Lynette Sudilowski of 12 Crowtherton Street, Bluff Point, Geraldton WA 6530.

Ronald Allan Rowe and Dianne Rowe both of 12/129 George Road, Geraldton WA 6530.

John Laurence Gleghorn of 3 McAleer Drive, Geraldton WA 6530.

Gunther Sukiennik and **Vicki Mae Sukiennik** both of 19 Daping Street, Katanning WA 6317.

Esselite Holdings Pty Ltd (ACN 009 294 544) of 1187 Hay Street, West Perth WA 6005.

Norene Patricia Mazzuchelli of Unit 10/3 The Escarpment, Sandford Street, Geraldton WA 6530.

Robert Leslie Creek of 43 Bayview Street, Geraldton WA 6530.

George Edward Harrison and Judith Margaret Harrison both of 204 George Road, Beresford, Geraldton WA 6530.

Kingsdale Investments Pty Ltd (ACN 091 625 759) of care of Finkelstein Hickmott Pty Ltd of 1187 Hay Street, West Perth WA 6005.

Peter Conyers Burton and Gene Heather Burton (as administrators of the Estate of Shannon Joseph Burton) both of 15 North Western Coastal Highway, Geraldton WA 6530.

Signing page

EXECUTED 17 APRIL 2013.

The Common Seal of the **Shire of Chapman Valley** was hereunto affixed in the presence of

J P Collingwood
PRESIDENT

John Philip Collingwood.
(Print Full Name)

CHIEF EXECUTIVE OFFICER

Maurice John Battista
(Print Full Name)

THE COMMON SEAL of **Parkfalls Residents Association Incorporated** was hereunto affixed pursuant to the constitution of the **Parkfalls Residents Association Incorporated** in the presence of each of the undersigned each of whom hereby declares by the execution of this document that he or she holds the office in the **Parkfalls Residents Association Incorporated** indicated under his or her name-

PARKFALLS RESIDENTS ASSOCIATION INCORPORATED ARBN: A1014372G
COMMON SEAL

D. Wood
Office Holder Sign

BBennett
Office Holder Sign

Veronica Wood
Name:

BROOKE BENNETT
Name:

24 Pitchford Crest, White Peak
Address:

7 COPPERHILL JNC WHITE PEAK
Address:

President
Office Held:

SECRETARY
Office Held:

Executed for and on behalf of **Parkfalls Investments Pty Ltd**; **Burrows Pty Ltd, Fay Lynette Sudilowski, Ronald Allan Rowe, Dianne Rowe, John Laurence Gleghorn, Gunther Sukiennik**, **Vicki Mae Sukiennik, Esselite Holdings Pty Ltd, Norene Patricia Mazzuchelli, Robert Leslie Creek, George Edward Harrison, Judith Margaret Harrison** and **Kingsdale Investments Pty Ltd** by its duly appointed Attorneys pursuant to Power of Attorney Registration No H413691

Attorney Signature

IAN DOUGLAS WHEATLANDS
Attorney Print Name

IN THE PRESENCE OF:

Witness Signature

KATRINA ANNE BROWN
Witness Print Full Name

22 POPE ST, BERESFORD
Witness Address

PERSONAL ASSISTANT TO PETER SUKIENNIK
Witness Occupation

Attorney Signature

RONALD ALLAN ROWE
Attorney Name

IN THE PRESENCE OF

Witness Signature

KATRINA ANNE BROWN
Witness Print Full Name

22 POPE ST. BERESFORD
Witness Address

PERSONAL ASSISTANT TO PETER SUKIENNIK
Witness Occupation

Executed for and on behalf of **Peter Conyers Burton** and **Gene Heather Burton** by its duly appointed Attorneys pursuant to Power of Attorney Registration No H413691

Attorney Signature

IAN DOUGLAS WHEATLANDS
Attorney Print Name

IN THE PRESENCE OF:

Witness Signature

KATRINA ANNE BROWN
Witness Print Full Name

22 POPE ST, BERESFORD
Witness Address

PERSONAL ASSISTANT TO PETER SUKIENNIK
Witness Occupation

Attorney Signature

Attorney Name

IN THE PRESENCE OF

Witness Signature

Witness Print Full Name

Witness Address

Witness Occupation

28873-13.07.16-TF-Deed

SHIRE OF CHAPMAN VALLEY

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 December 2019

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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- Summary of Payments
- Bank Reconciliation
- Credit Card Statement

PREPARATION TIMING AND REVIEW

Date prepared: 16th January 2020
Prepared by: Dianne Raymond
Reviewed by: Maurice Battilana

BASIS OF PREPARATION

REPORT PURPOSE

This report is prepared to meet the requirements of Local Government (Financial Management) Regulations 1996, Regulation 34 . Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also 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 Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

SIGNIFICANT ACCOUNTING POLICES

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.

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 that are 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.

ROUNDING OFF FIGURES

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

KEY INFORMATION

Items of Significance

The material variance adopted by the Shire of Chapman Valley for the 2019/20 year is $10,000 or 10% whichever is the greater. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure. A full listing and explanation of all items considered of material variance is disclosed in Note 2.

	% Completed	Annual Budget	YTD Budget	YTD Actual	Variance (Under)/Over
Capital Expenditure					
Buildings	27.94%	184,021	37,000	51,425	(14,425)
Plant & Equipment	4.96%	520,600	101,600	25,836	75,764
Infrastructure - Roads	55.82%	2,110,839	1,568,376	1,178,329	390,048

** Note: % Compares current ytd actuals to ytd budget*

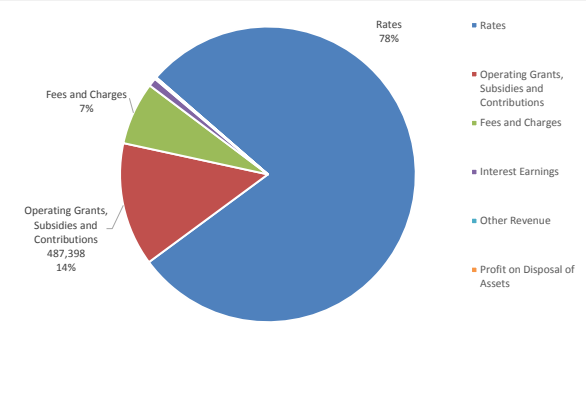
Financial Position	This Time Last Year	Year to Date Actual
Adjusted Net Current Assets	$ 3,269,925	$ 3,613,915
Cash and Equivalent - Unrestricted	$ 2,925,572	$ 3,437,385
Cash and Equivalent - Restricted	$ 742,582	$ 875,540
Receivables - Rates	$ 389,694	$ 331,192
Receivables - Other	$ 5,769	$ 5,407
Payables	$ 31,010	$ 132,090

** Note: Compares current ytd actuals to prior year actuals at the same time*

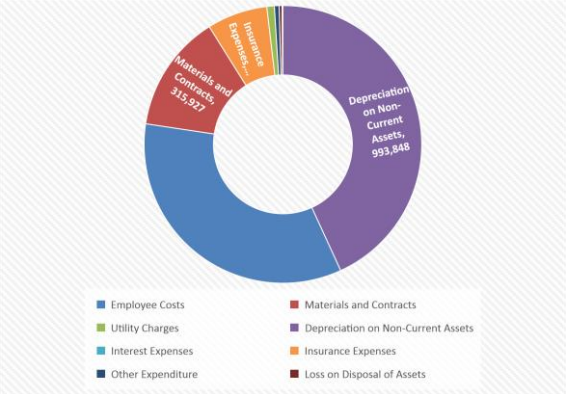
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 DECEMBER 2019

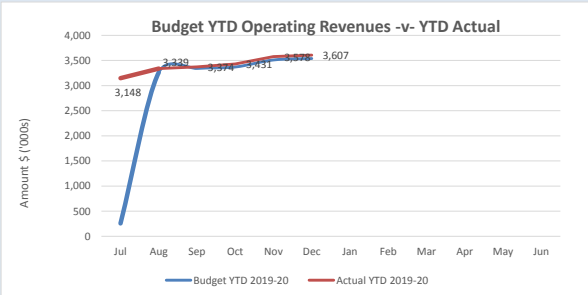
YEAR TO DATE SUMMARY GRAPHS

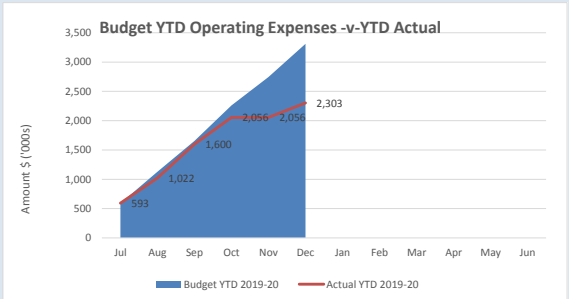
OPERATING REVENUE



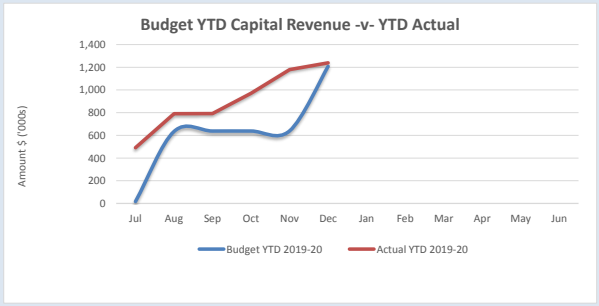
OPERATING EXPENSES



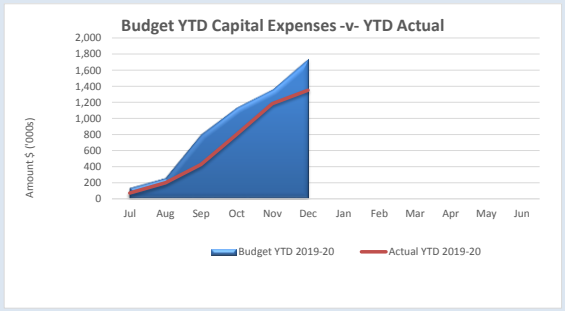




Capital Revenue



Capital Expense



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

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 DECEMBER 2019

STATUTORY REPORTING PROGRAMS

	Ref Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		$	$	$	$	%	
Opening Funding Surplus(Deficit)	1(b)	1,204,318	1,204,318	**1,419,387**	215,069	18%	
Revenue from operating activities							
Governance		1,200	600	**7,731**	7,131	1188%	▲
General Purpose Funding - Rates	5	2,826,721	2,826,721	**2,831,412**	4,691	0%	
General Purpose Funding - Other		522,817	274,407	**296,013**	21,606	8%	
Law, Order and Public Safety		30,685	15,719	**19,760**	4,041	26%	
Health		5,764	4,666	**3,065**	(1,601)	(34%)	
Housing		0	0	**0**	0		
Community Amenities		182,727	164,575	**174,133**	9,559	6%	
Recreation and Culture		217,464	69,893	**82,954**	13,061	19%	▲
Transport		134,435	131,188	**143,675**	12,487	10%	
Economic Services		21,770	12,651	**10,439**	(2,212)	(17%)	
Other Property and Services		70,500	39,228	**37,988**	(1,240)	(3%)	
		4,014,083	**3,539,648**	**3,607,170**	67,522	2%	
Expenditure from operating activities							
Governance		(426,944)	(285,163)	**(161,610)**	123,553	43%	▲
General Purpose Funding		(130,230)	(55,293)	**(50,103)**	5,190	9%	
Law, Order and Public Safety		(265,058)	(144,595)	**(98,035)**	46,560	32%	▲
Education and Welfare		(2,000)	(500)	**(80)**	420	84%	
Health		(37,110)	(18,556)	**(4,832)**	13,724	74%	▲
Housing		(71,480)	(17,673)	**(8,748)**	8,925	50%	
Community Amenities		(721,884)	(335,994)	**(284,503)**	51,491	15%	▲
Recreation and Culture		(892,857)	(432,300)	**(414,770)**	17,530	4%	
Transport		(4,234,091)	(1,809,536)	**(1,091,358)**	718,178	40%	▲
Economic Services		(344,546)	(180,868)	**(142,850)**	38,018	21%	▲
Other Property and Services		(68,711)	(31,087)	**(45,937)**	(14,850)	(48%)	▼
		(7,194,911)	**(3,311,565)**	**(2,302,827)**	1,008,737	30%	
Operating activities excluded from budget							
Add Back Depreciation		3,132,359	1,566,180	**993,848**	(572,332)	(37%)	▼
Adjust (Profit)/Loss on Asset Disposal	6	(11,305)	15,195	**6,410**	(8,785)	(58%)	
Adjust Provisions and Accruals		0					
Amount attributable to operating activities		**(59,775)**	**1,809,458**	**2,304,603**			
Investing Activities							
Non-operating Grants, Subsidies and Contributions	10	1,493,953	1,131,350	**1,161,820**	30,470	3%	
Realisation/Proceeds from Disposal of Assets	6	78,500	53,500	**60,668**	7,168	13%	
Capital Acquisitions	7	(2,815,460)	(1,706,976)	**(1,255,590)**	451,387	26%	▲
Amount attributable to investing activities		**(1,243,007)**	**(522,126)**	**(33,101)**			
Financing Activities							
Transfer from Reserves	9	402,381	23,376	**17,000**	(6,376)	(27%)	
Repayment of Debentures	8	(68,626)	(34,052)	**(34,052)**	(0)	(0%)	
Transfer to Reserves	9	(235,290)	(1,644)	**(59,922)**	(58,278)	(3545%)	▼
Amount attributable to financing activities		**98,465**	**(12,320)**	**(76,974)**			
Year to date Budget Variance			215,069				
Closing Funding Surplus(Deficit)	1(b)	**(0)**	**2,694,399**	**3,613,915**			

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to threshold. Refer to Note 2 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2019/20 year is $10,000 or 10% whichever is the greater.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

KEY TERMS AND DEFINITIONS - REPORTING PROGRAMS

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

PROGRAM NAME	OBJECTIVE	ACTIVITIES
GOVERNANCE	To provide a decision making process for the efficient allocation of scarce resources	**Governance** Administration and Operation of facilities and services to members of council; Includes fees, expenses and allowances paid to elected and committee members, election costs, insurance, subscription, conference expenses, council chamber expenses and members' entertainment. Also includes the allocation of administration expenses for the CEO and staff in preparation, administration and attendance at meetings and assisting elected members and other committees of Council. Research, development and preparation of policy documents, development of local laws, strategic planning, principal activity plans, annual budgets, annual financial reports, audit fees and the annual report. **Administration** In accordance with Legislative changes which were effective on 1st July 1997. General Administration costs have been allocated to the various programs of Council to reflect the true costs of services provided. Directly attributable costs have been recorded in the relevant program while indirect costs have been allocated using time spent by administration staff on tasks related to each of the programs as a basis.
GENERAL PURPOSE FUNDING	To collect revenue to allow for the provision of services.	Revenue from rates levied, interest and fees on instalment arrangements and arrears, government subsidy for entitled pensioners and rates deferred, less discounts and concessions relating to rates levied. Expenditures incurred in administration and maintaining rate records, rating valuations, serving notices, postage, stationery, advertising, debt collection, printing, indirect administration costs etc. Income receivable from the WA Grants Commission and any other Government Grant of a general purpose nature. Interest earnings from deposits and investments, including reserve accounts. General overdraft expenses.
LAW, ORDER, PUBLIC SAFETY	To provide services to help ensure a safer and environmentally conscious community.	Administration and operations on fire prevention services, including volunteer fire brigades, outlays on roadside clearing operations and other protective burning. Revenues include fines and penalties imposed under relevant Acts and fines, fees or charges for clearing fire breaks. Administration enforcement and operations relating to the control of animals. Costs of impounding, destroying and disposal of stray animals. Revenues include dog registration fees, fines and penalties relating to straying animals, impounding and destruction fees. Ranger's expenses are collected here and apportioned throughout the various programs to which they relate.
HEALTH	To provide an operational framework for environmental and community health.	Food quality and pest control, inspections of eating houses, lodging and boarding houses, itinerant food vendors, offensive trade, and any other outlays concerned with general health inspections and administration services provided by the Council.
EDUCATION AND WELFARE	To provide services to disadvantaged persons, the elderly, children and youth.	Operation, improvements and maintenance of pre-school facilities; assistance to playgroups and other voluntary services. Annual awards and prizes to Nabawa and Yuna Primary Schools.
HOUSING	To provide and maintain residential housing for staff, with the surplus available for private rental.	Collection of revenue and expenditure in respect of the administration and operation of residential housing for council staff. The expenditure is reallocated to the relevant programmes using staff duties as a basis.
COMMUNITY AMENITIES	To provide services required by the community.	Administration and operation of domestic refuse collection and disposal services, including delivery to a regional disposal site. Provision and maintenance of rubbish disposal sites. Collection and disposal of public litter bins, special rubbish clean ups, special litter enforcement and control. Includes administration and operation of foreshore protection project. Administration and operation of town planning and regional development services. These include planning control, the preparation of town planning development schemes, zoning and rezoning. Costs associated with resumption of land for recreational purposes. Hosting of a Natural Resource Management Officer to assist community groups and landowners.
RECREATION AND CULTURE	To establish and effectively manage infrastructure and resources which will help the social well being of the community.	Administration, provision and operation of public halls, community centre, sporting complex, ovals, swimming areas and beaches. Includes contributions towards operations, subsidies and improvements of sporting clubs, sporting facilities and recreational areas. Administration, provision and operation of local libraries and library services. Contributions towards heritage issues such as municipal inventory, local Historical society operations - museum development/improvement etc.
TRANSPORT	To provide safe, effective and efficient transport services to the community.	Construction and maintenance of streets, roads, bridges; cleaning and lighting of streets and maintenance of depots. Purchase of plant used predominantly for the construction and maintenance of streets, roads, bridges etc. Operations relating to the licensing or regulating of traffic under the control of the local government; includes vehicle registration and renewals facilities.
ECONOMIC SERVICES	To help promote the shire and its economic wellbeing.	Eradication of noxious weeds and control of vermin. The development, promotion, support etc. of tourism and area promotion to attract tourists. Administration, inspection and operations concerned with application of the building standards including examination, processing and inspections services, swimming pool inspections etc. Revenues and outlays associated with water supply - standpipes.
OTHER PROPERTY AND SERVICES	To monitor and control council's overheads operating accounts.	Administration, inspection, and operation of work carried out on property or services not under the care, control and management of the Council. These include road works on private property. Public Works Overheads - Overheads incurred as the result of the use of direct labour, which is subsequently apportioned to the appropriate works and services absorbing the total expenditure. Includes expenditure incurred in the maintenance and operation of plant, Council's hire rate absorbing the total expenditure of plant running costs and usage. The total salaries and wages incurred during the year is recorded here and allocated over the various works and services to which it relates.

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2019

BY NATURE OR TYPE

	Ref Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		$	$	$	$	%	
Opening Funding Surplus (Deficit)	1(b)	1,204,318	1,204,318	**1,419,387**	215,069	18%	▲
Revenue from operating activities							
Rates	5	2,826,721	2,826,721	**2,831,412**	4,691	0%	
Operating Grants, Subsidies and Contributions	10	784,465	424,945	**487,398**	62,454	15%	▲
Fees and Charges		311,307	251,649	**247,790**	(3,859)	(2%)	
Interest Earnings		53,290	30,398	**32,839**	2,441	8%	
Other Revenue		11,800	5,935	**6,367**	432	7%	
Profit on Disposal of Assets	6	26,500	0	**1,364**	1,364		
		4,014,083	**3,539,648**	**3,607,170**	67,522	2%	
Expenditure from operating activities							
Employee Costs		(1,981,847)	(856,193)	**(787,840)**	68,353	8%	
Materials and Contracts		(1,698,891)	(603,150)	**(315,927)**	287,223	48%	▲
Utility Charges		(54,917)	(27,456)	**(20,123)**	7,333	27%	
Insurance Expenses		(182,375)	(178,247)	**(162,319)**	15,928	9%	
Interest Expenses		(5,898)	(3,054)	**(2,262)**	792	26%	
Depreciation on Non-Current Assets		(3,132,359)	(1,566,180)	**(993,848)**	572,332	37%	▲
Loss on Disposal of Assets	6	(15,195)	(15,195)	**(7,774)**	7,421	49%	
Other Expenditure		(123,430)	(62,090)	**(12,734)**	49,356	79%	▲
		(7,194,912)	**(3,311,565)**	**(2,302,827)**	1,008,738	30%	▲
Operating activities excluded from budget							
Add back Depreciation		3,132,359	1,566,180	**993,848**	(572,332)	(37%)	▼
Adjust (Profit)/Loss on Asset Disposal	6	(11,305)	15,195	**6,410**	(8,785)	(58%)	
Adjust Provisions and Accruals		0	0	**0**	0		
Amount attributable to operating activities		**(59,775)**	**1,809,458**	**2,304,603**			
Investing activities							
Non-operating grants, subsidies and contributions	10	1,493,953	1,131,350	**1,161,820**	30,470	3%	
Realisation/Proceeds from Disposal of Assets	6	78,500	53,500	**60,669**	7,169	13%	
Capital acquisitions	7	(2,815,460)	(1,706,976)	**(1,255,590)**	451,387	26%	▲
Amount attributable to investing activities		**(1,243,007)**	**(522,126)**	**(33,101)**			
Financing Activities							
Transfer from Reserves	9	402,381	23,376	**17,000**	(6,376)	(27%)	
Repayment of Debentures	8	(68,626)	(34,052)	**(34,052)**	(0)	0%	
Transfer to Reserves	9	(235,290)	(1,644)	**(59,922)**	(58,278)	3545%	
Amount attributable to financing activities		**98,465**	**(12,320)**	**(76,974)**			
Year to date Budget Variance			215,069				
Closing Funding Surplus (Deficit)	1(b)	**0**	**2,694,399**	**3,613,915**			

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 2 for an explanation of the reasons for the variance.
This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 DECEMBER 2019

NATURE OR TYPE DESCRIPTIONS

REVENUE

RATES
All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS
Refer 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 non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

PROFIT ON ASSET DISPOSAL
Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

FEES AND CHARGEES
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, 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 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.

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 etc.

EXPENSES

EMPLOYEE COSTS
All costs associate 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, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, 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, ETC.)
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
Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS
Depreciation expense raised on all classes of assets.

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, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

OPERATING ACTIVITIES
NOTE 1(b)
ADJUSTED NET CURRENT ASSETS

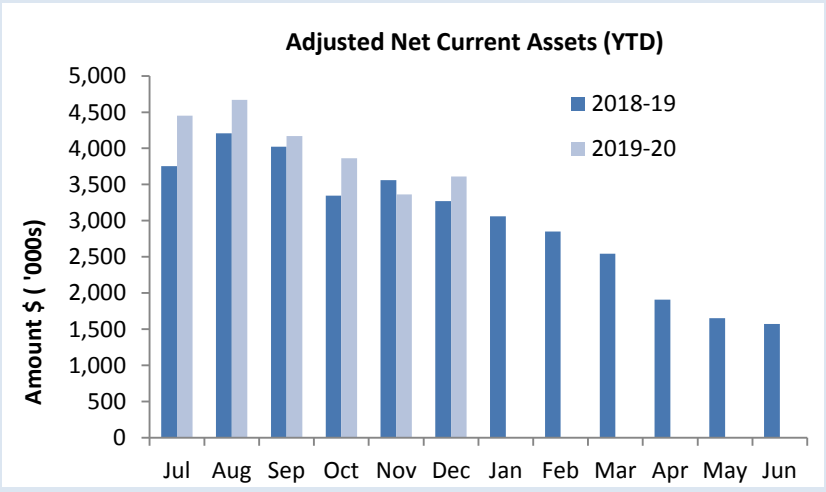
Adjusted Net Current Assets	Ref Note	Last Years Closing 30 June 2019	This Time Last Year 31 Dec 2018	Year to Date Actual 31 Dec 2019
		$	$	$
Current Assets				
Cash Unrestricted	3	1,514,609	2,925,572	3,437,385
Cash Restricted	3	832,618	742,582	875,540
Receivables - Rates	4	93,429	389,694	331,192
Receivables - Other	4	8,396	5,769	5,407
Interest / ATO Receivable / Prepaid Expenses		1,345	909	0
Inventories		4,221	1,912	4,221
		2,454,618	4,066,438	4,653,745
Less: Current Liabilities				
Payables		(194,286)	(31,010)	(132,090)
Provisions - employee		(423,049)	(314,497)	(423,049)
ATO Payables		(8,328)	(22,921)	(32,199)
		(625,663)	(368,428)	(587,338)
Unadjusted Net Current Assets		**1,828,955**	**3,698,010**	**4,066,407**
Adjustments and exclusions permitted by FM Reg 32				
Less: Cash reserves	3	(832,618)	(742,582)	(875,540)
Add: Provisions - employee		423,049	314,497	423,049
Adjusted Net Current Assets		**1,419,387**	**3,269,925**	**3,613,915**

SIGNIFICANT ACCOUNTING POLICIES

Please see Note 1(a) for information on significant accounting polices relating to Net Current Assets.

KEY INFORMATION

The amount of the adjusted net current assets at the end of the period represents the actual surplus (or deficit if the figure is a negative) as presented on the Rate Setting Statement.



This Year YTD Surplus(Deficit)

$3.61 M

Last Year YTD Surplus(Deficit)

$3.27 M

NOTE 1(a)
NET CURRENT ASSETS

SIGNIFICANT ACCOUNTING POLICIES

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. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council 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 even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

EMPLOYEE BENEFITS

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave *(Short-term Benefits)*

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the City has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the City expects to pay and includes related on-costs.

(ii) Annual Leave and Long Service Leave (Long-term Benefits)

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the City does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

PROVISIONS

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

INVENTORIES

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.

TRADE AND OTHER PAYABLES

Trade and other payables represent liabilities for goods and services provided to the Shire 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.

NOTE 2
EXPLANATION OF MATERIAL VARIANCES

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 budget materially.
The material variance adopted by Council for the 2019/20 year is $10,000 or 10% whichever is the greater.

Reporting Program	Var. $	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	$	%			
Revenue from operating activities					
Governance	7,131	1188%	▲	Permanent	LGIS Insurance policy credit
Recreation and Culture	13,061	19%	▲	Timing	Camping fees and Grant fundng
Transport	12,487	10%	▲	Timing	Grant funding
Expenditure from operating activities					
Governance	123,553	43%	▼	Timing	Consultants and Audit fees timing
Law, Order and Public Safety	46,560	32%	▼	Timing	Trainee Ranger yet to be appointed
Health	13,724	74%	▲	Timing	External contractor invoices yet to be received
Community Amenities	51,491	15%	▼	Timing	Domestic Rubbish contractor expenses
Transport	718,178	40%	▲	Timing	Depreciation under review
Economic Services	38,018	21%	▲	Timing	Tourism & Promotional expenditure; admin allocations
Other Property and Services	(14,850)	(48%)	▼	Timing	Fuel, Tyres and Insurance
Investing Activities					
Non-operating Grants, Subsidies and Contributions	30,470	3%		Timing	R2R Grant funding included all Dartmoor & East Nabawa
Capital Acquisitions	451,387	26%	▼	Timing	Refer Note 7
Financing Activities					
Transfer to Reserves	(58,278)	(3545%)	▼	Timing	Transferred proceeds for sale of house & Unspent Grant Reserve for CCTV

KEY INFORMATION

OPERATING ACTIVITIES
NOTE 3
CASH AND INVESTMENTS

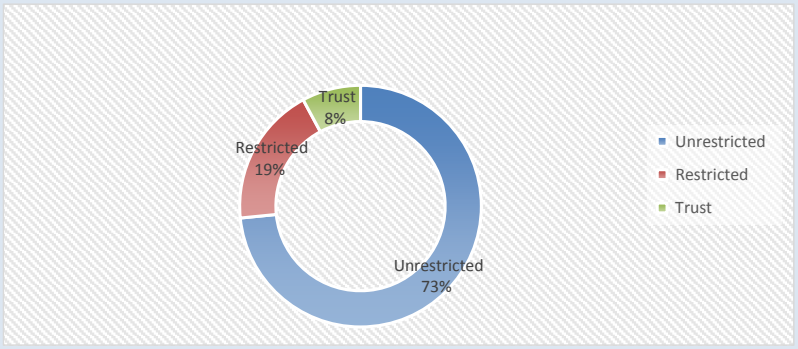
Cash and Investments	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Maturity Date
	$	$	$	$		
Cash on Hand						
Petty Cash and Floats	700			700	Westpac	On Hand
At Call Deposits						
Municipal Bank Account	52,953			52,953	Westpac	At Call
Municipal Investment Account	3,383,733			3,383,733	Westpac	At Call
Reserve Fund - Leave		115,636		115,636	Westpac	At Call
Reserve Fund -Water		14,235		14,235	Westpac	At Call
Reserve Fund - Office & Equipment		39,737		39,737	Westpac	At Call
Reserve Fund - Plant/Light Vehicle		256,786		256,786	Westpac	At Call
Reserve Fund - Legal		40,009		40,009	Westpac	At Call
Reserve Fund - Land Development		52,067		52,067	Westpac	At Call
Reserve Fund - Roadworks		102,134		102,134	Westpac	At Call
Reserve Fund - Landcare		15,846		15,846	Westpac	At Call
Reserve Fund - Building		209,052		209,052	Westpac	At Call
Reserve Fund - Unspent Grants		30,038		30,038	Westpac	At Call
Trust Bank Account			99,150	99,150	Westpac	At Call
Term Deposits						
TD 454181 - POS Wokarena			142,580	142,580	Westpac	28-Feb-20
TD 454202 - Wokarena Intersection Upgrade			126,523	126,523	Westpac	28-Feb-20
Total	**3,437,385**	**875,540**	**368,252**	**4,681,177**		

SIGNIFICANT ACCOUNTING POLICIES

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and 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 reported as short term borrowings in current liabilities in the statement of financial position.

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 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 reported as short term borrowings in current liabilities in the statement of financial position.



Total Cash	Unrestricted
$4.68 M	$3.44 M

OPERATING ACTIVITIES
NOTE 4
RECEIVABLES

Rates Receivable	30 June 2019	31 Dec 19
	$	$
Opening Arrears Previous Years	101,168	93,072
Levied this year	2,743,381	2,831,412
Less Collections to date	(2,751,477)	(2,593,292)
Equals Current Outstanding	**93,072**	**331,192**
Net Rates Collectable	**93,072**	**331,192**
% Collected	97.29%	88.68%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$
Receivables - General	3,973	0	0	1,434	5,407
Percentage	73%	0%	0%	27%	
Balance per Trial Balance					
Sundry debtors					5,407
GST receivable					0
Loans receivable - clubs/institutions					0
Total Receivables General Outstanding					**5,407**

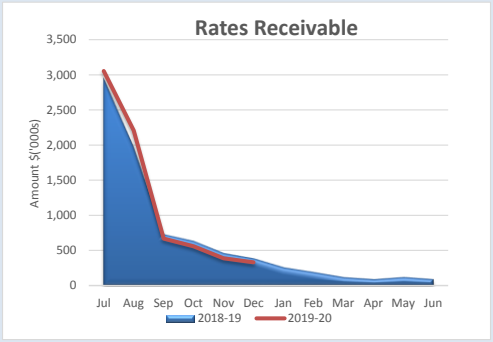
Amounts shown above include GST (where applicable)

KEY INFORMATION

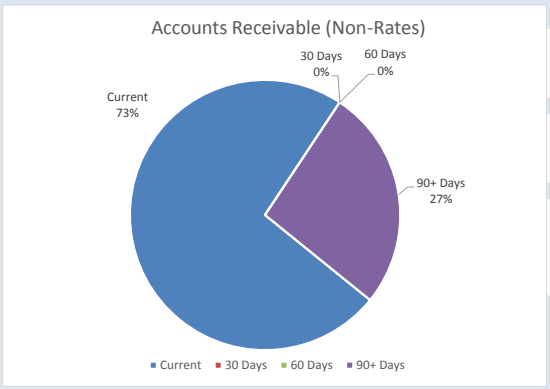
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

SIGNIFICANT ACCOUNTING POLICIES

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. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.



Collected	Rates Due
89%	$331,192



Debtors Due
$5,407

Over 30 Days
27%

Over 90 Days
27%

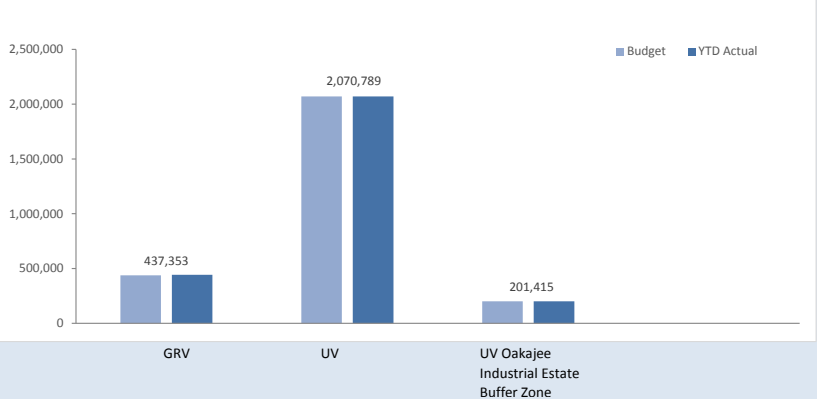
OPERATING ACTIVITIES
NOTE 5
RATE REVENUE

General Rate Revenue		Original Budget						YTD Actual			
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE	$			$	$	$	$	$	$	$	$
Differential General Rate											
GRV	9.500000	276	4,603,715	437,353	0	0	437,353	437,353	4,545	266	442,164
UV Rural	1.142000	409	181,329,999	2,070,789	0	0	2,070,789	2,070,789	(640)	-180	2,069,969
UV Oakajee Industrial Estate Buffer Zone	2.280000	0	8,834,000	201,415	0	0	201,415	201,415	0	0	201,415
Minimum Payment	Minimum $										
GRV	700	196	880,939	136,500	0	0	136,500	137,200	0	0	137,200
UV Rural	400	17	136,023	6,800	0	0	6,800	6,800	0	0	6,800
UV Oakajee Industrial Estate Buffer Zone	400	0	0	0	0	0	0	0	0	0	0
Sub-Totals		**898**	**195,784,676**	**2,852,857**	**0**	**0**	**2,852,857**	**2,853,557**	**3,906**	**86**	**2,857,548**
Discount/Concession							0				
Movement in Excess Rates							(26,135)	0	0	0	(26,136)
Amount from General Rates							**2,826,721**				**2,831,412**
Ex-Gratia Rates							0				
Total General Rates							**2,826,721**				**2,831,412**
Totals							**2,826,721**				**2,831,412**

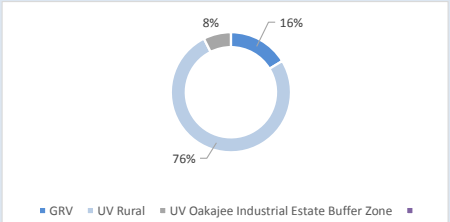
SIGNIFICANT ACCOUNTING POLICIES

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

KEY INFORMATION



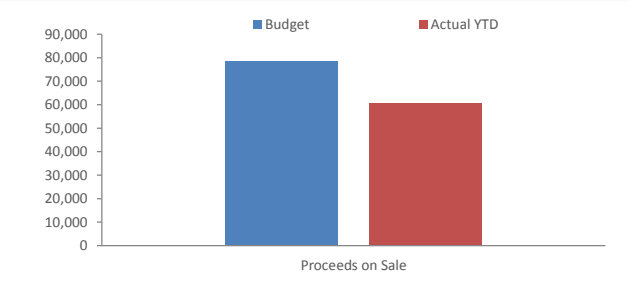
General Rates		
Budget	YTD Actual	%
$2.83 M	$2.83 M	100%



OPERATING ACTIVITIES
NOTE 6
DISPOSAL OF ASSETS

		Original Budget				YTD Actual			
Asset Ref.	Asset Description	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		$	$	$	$	$	$	$	$
	Housing								
85/L15	Yuna House Asset 85 / Land L15	67,195	52,000	0	(15,195)	67,081	59,307	0	(7,774)
	Transport								
25	P0006 JD Mower	0	1,500	1,500	0	0	1,364	1,364	0
P34	Depot Ute	0	10,000	10,000	0	0	0	0	0
P31	L/Hand Ute	0	10,000	10,000	0	0	0	0	0
P32	Works Ute	0	5,000	5,000	0	0	0	0	0
				0	0	0	0	0	0
		67,195	**78,500**	**26,500**	**(15,195)**	**67,081**	**60,670**	**1,364**	**(7,774)**

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
$78,500	$60,670	77%

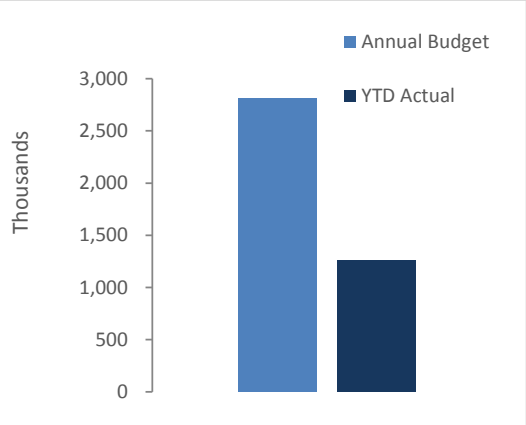
INVESTING ACTIVITIES
NOTE 7
SUMMARY CAPITAL ACQUISITIONS

Capital Acquisitions	Annual Budget	YTD Budget	YTD Actual Total	YTD Budget Variance
	$	$	$	$
Land & Buildings	184,021	37,000	51,425	14,425
Plant, Tools & Equipment	520,600	101,600	25,836	(75,764)
Infrastructure - Roads	2,110,839	1,568,376	1,178,329	(390,048)
Capital Expenditure Totals	**2,815,460**	**1,706,976**	**1,255,590**	**(451,387)**
Capital Acquisitions Funded By:				
	$	$	$	$
Capital grants and contributions	1,493,953	1,131,350	1,161,820	30,470
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	78,500	53,500	60,670	7,170
Cash Backed Reserves				
Building Reserve	25,000	0	0	0
Plant Replacement Reserve	255,268	0	0	0
Contribution - operations	962,739	522,126	33,100	(489,026)
Capital Funding Total	**2,815,460**	**1,706,976**	**1,255,590**	**(451,387)**

SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

KEY INFORMATION

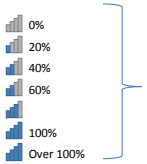


Acquisitions	Annual Budget	YTD Actual	% Spent
	$2.82 M	$1.26 M	45%

Capital Grant	Annual Budget	YTD Actual	% Received
	$1.49 M	$1.16 M	78%

INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS (CONTINUED)

Capital Expenditure Total
Level of Completion Indicators



Percentage YTD Actual to Annual Budget
Expenditure over budget highlighted in red.

CP-024 Purchasing Policy	
Up to $10,000	Direct Purchase
$10,001-$25,000	2x verbal quotes
$25,001-$149,999	3x written quotes
$150,000 & above	Tender process

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

% of Completion		Account Number	Annual Budget	YTD Budget	YTD Actual	YTD BUDGET Variance (Under)/Over	Comments
	Capital Expenditure						
	Buildings						
0.15	Nabawa Cemetery	124150	21,000	0	3,084	(3,084)	Reduced Septic System installe toilet block similar to Fig Tree Reserve commencing Feb 2020
0.00	Nanson showgrounds 3 Phase Power	126440	50,000	25,000	0	25,000	Nanson Showgrounds Master Plan - Supply of 3 Phase Power. Subject to grant funding in the new year
0.51	Bill Hemsley Park Activation Project	128340	84,771	0	43,344	(43,344)	BHP Activation Lotterywest Grant 3 components Walk Trails, Exercise Equipment and BBQ. Purchase Order raised for BBQ, Fitness Equipment and Gravel components
0.42	Bill Hemsley Park Masterplan	128340	12,000	12,000	4,996	7,004	BHP Masterplan - **Install Bollards** and BBQ as per Masterplan (BBQ will be purhased with Lotterywest grant funding above $7k); bollards have been installed
0.00	Nabawa Recreation Centre	128340	16,250	0	0	0	Bar Upgrades CVFC requested works, quotes are progressing, to be completed Feb 2020
0.28	**Buildings Total**		**184,021**	**37,000**	**51,425**	**(14,425)**	
	Plant & Equipment						
1.00	CCTV Nabawa Transfer Station & Mills Lookout	131040	0	17,000	17,000	0	Purchase Completed
0.00	Traffic Counters	135840	10,600	10,600	0	10,600	Purchase Order will be raised Dec 19
0.00	Tip Truck 6 Wheeler	135540	299,000	0	0	0	Tender 2-1920 Min Ref 12/19-22
0.00	MWS Light Vehicle	135540	57,000	0	0	0	Quotes new calendar year
0.30	Ride on Mower	135540	29,000	29,000	8,836	20,164	Purchase completed under budget
0.00	L/Hand Light Vehicle	135540	50,000	0	0	0	Quotes new calendar year
0.00	Works Depot Light Vehicle	135540	30,000	0	0	0	Quotes new calendar year
0.00	Tow along Broom Sweeper	135840	45,000	45,000	0	45,000	Yet to proceed with acquisition
0.05	**Plant & Equipment Total**		**520,600**	**101,600**	**25,836**	**75,764**	
	Infrastructure - Roads						
0.98	Dartmoor Road - Upgrade from gravel to 7.2m wide seal	131140 - C08	547,372	547,372	537,232	10,141	Project completed and MRWA claimed 100%
0.91	Valentine Road - Upgrade from gravel to 7.2m wide seal	131140 - C13	489,078	489,078	445,841	43,238	Seal completed, contractor invoices pending
0.00	East Nabawa Road - Upgrade from gravel to 7.2m wide seal	131140 - C16	449,048	98,745	0	98,745	Yet to commence
0.41	East Nabawa Road - Upgrade from gravel to 7.2m wide seal Slk 0.2 to Slk 3.(	131140 - C16E	433,181	433,181	178,784	254,396	Commenced clearing and gravel works
0.00	Eliza Shaw Drive drainage improvements from Brown Lane to Parmelia Blvd	131140 - C151B	101,409	0	0	0	Yet to commence
0.00	Eliza Shaw Drive drainage improvements from Hester Avenue to Redcliffe C	131140 - C151A	90,752	0	0	0	Yet to commence
1.00	Bill Hemsley Park Activation Project Gravel	CHEM1	0	0	16,472	(16,472)	In house works delivered by road crew
0.56	**Infrastructure - Roads Total**		**2,110,839**	**1,568,376**	**1,178,329**	**390,048**	
0.45	**Grand Total**		**2,815,460**	**1,706,976**	**1,255,589**	**451,387**	

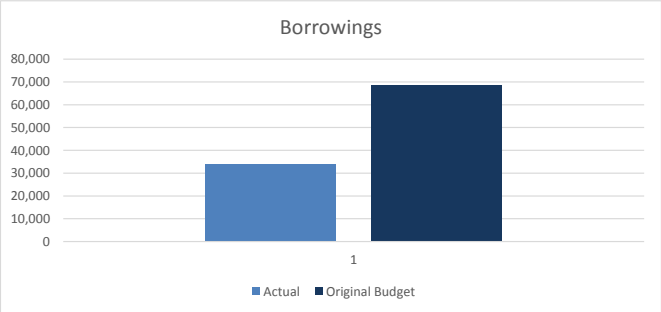
FINANCING ACTIVITIES
NOTE 8
BORROWINGS

Information on Borrowings		New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	30/06/2019	Actual	Original Budget	Actual	Original Budget	Actual	Original Budget	Actual	Original Budget
	$	$	$	$	$	$	$	$	$
Recreation and Culture									
Loan 89 - Nabawa Stadium Upgrade	14,451	0	0	4,675	9,491	9,776	4,960	398	815
Loan 98 - Bill Hemsley Park	123,132	0	0	19,855	39,972	103,277	83,160	1,625	4,059
Transport									
Loan 97- Plant	19,163	0	0	9,522	19,162	9,641	1	239	524
	156,746	0	0	34,052	68,626	122,694	88,120	2,262	5,398
Total	156,746	0	0	34,052	68,626	122,694	88,120	2,262	5,398

All debenture repayments were financed by general purpose revenue.

SIGNIFICANT ACCOUNTING POLICIES
All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

KEY INFORMATION
All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

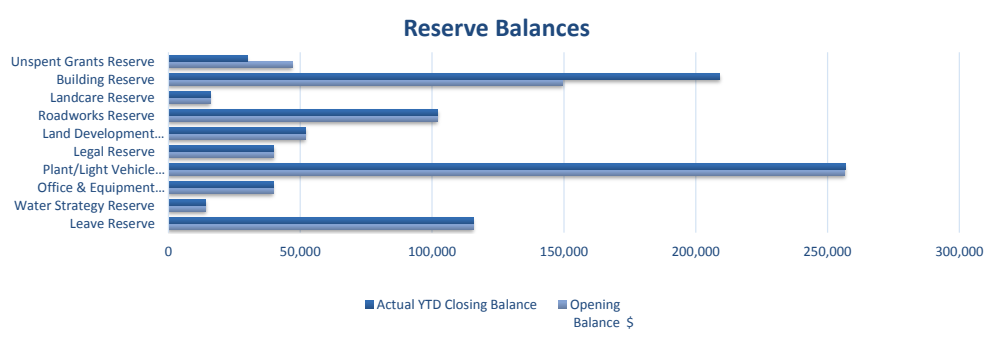


Principal Repayments	
$34,052	
Interest Earned	**Interest Expense**
$32,839	$2,262
Reserves Bal	**Loans Due**
$.88 M	$.12 M

Cash Backed Reserve

Reserve Name	Opening Balance	Original Budget Interest Earned	Actual Interest Earned	Original Budget Transfers In (+)	Actual Transfers In (+)	Original Budget Transfers Out (-)	Actual Transfers Out (-)	Original Budget Closing Balance	Actual YTD Closing Balance
	$	$	$	$	$	$	$	$	$
Leave Reserve	115,552	540	84	30,000	0	(50,100)	0	95,992	115,636
Water Strategy Reserve	14,225	60	10	0	0	0	0	14,285	14,235
Office & Equipment Reserve	39,708	180	29	0	0	(10,000)	0	29,888	39,737
Plant/Light Vehicle Reserve	256,599	900	187	150,000	0	(255,268)	0	152,231	256,786
Legal Reserve	39,980	180	29	0	0	0	0	40,160	40,009
Land Development Reserve	52,028	300	38	0	0	0	0	52,328	52,067
Roadworks Reserve	102,060	420	74	0	0	0	0	102,480	102,134
Landcare Reserve	15,834	60	12	0	0	(15,000)	0	894	15,846
Building Reserve	149,618	650	128	52,000	59,307	(25,000)	0	177,268	209,052
Unspent Grants Reserve	47,013	0	25	0	0	(47,013)	(17,000)	0	30,038
	832,617	**3,290**	**616**	**232,000**	**59,307**	**(402,381)**	**(17,000)**	**665,526**	**875,540**

KEY INFORMATION



Grants and Contributions

	Annual Budget	YTD Budget	YTD Actual	Variance (Under)/Over
Operating grants, subsidies and contributions				
General Purpose Funding				
Grants Commission - Road Funding	251,602	125,801	121,297	(4,504)
Grants Commission - Equalisation (General Purpose)	195,384	97,692	125,275	27,583
Ex Gratia Rates	10,041	10,041	10,023	(18)
Governance				
Minor Income Received - Other General	1,200	600	0	(600)
Reimbursements & Contributions	0	0	7,680	7,680
Law, Order and Public Safety				
DFES Grant Income	20,635	6,878	13,901	7,022
Community Amenities				0
Grants & Other Income Received	5,000	0	5,000	5,000
Dolby Creek Management Plan Income (gst free)	2,247	2,247	1,401	(845)
Reimbursements & Sundry Income (P of E)	1,000	1,000	200	(800)
Cemetery Income (no GST applicable)	650	0	0	0
Cemetery Income (GST Applies)	0	0	973	973
Recreation and Culture				
Grants & Other Income Received	108,771	24,000	24,706	706
Transport				
MRWA Direct Grant.	116,936	116,936	125,058	8,122
Hudson Resources - Dartmoor Road	12,500	12,500	14,525	2,025
Other Property and Services				
Diesel Fuel Rebate Received	45,000	20,500	33,520	13,020
Overpayments/Recoverables - Income	13,500	6,750	2,841	(3,909)
Operating grants, subsidies and contributions Total	**784,465**	**424,945**	**487,398**	**62,454**
Non-operating grants, subsidies and contributions				
Recreation and Culture				
Grant Funding Revenue	25,000	0	0	0
Transport				
MW Regional Road Funding	1,140,333	912,266	833,200	(79,066)
R2R (Construction) Income	328,620	219,084	328,620	109,536
Non-operating grants, subsidies and contributions Total	**1,493,953**	**1,131,350**	**1,161,820**	**30,470**
Grand Total	**2,278,418**	**1,556,295**	**1,649,218**	**92,924**

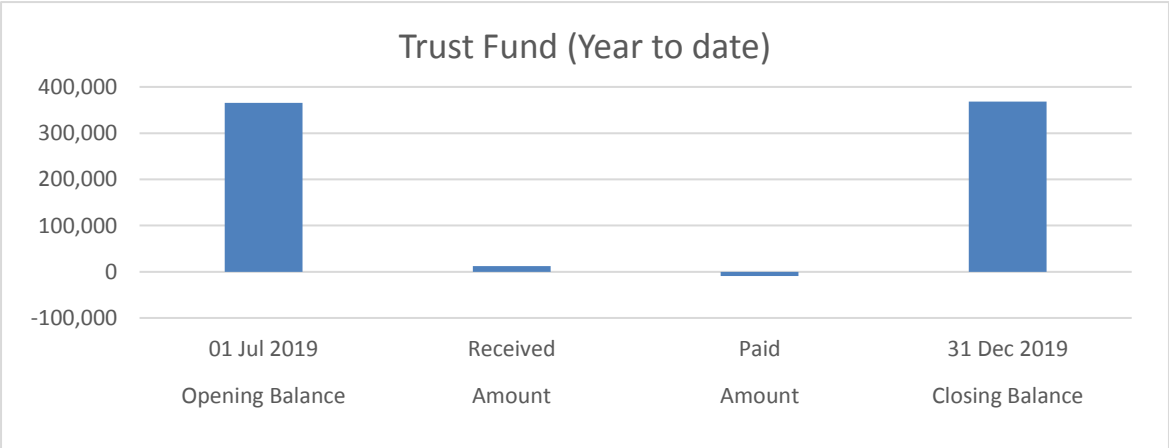
KEY INFORMATION

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY **NOTE 11**
FOR THE PERIOD ENDED 31 DECEMBER 2019 **TRUST FUND**

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 01 Jul 2019	Amount Received	Amount Paid	Closing Balance 31 Dec 2019
	$	$	$	$
Bonds - Hall Hire	3,490	6,660	(5,980)	**4,170**
Nomination Deposits	0	320	(320)	**0**
Post Office Deposit	1,462	177	(62)	**1,577**
Contributions from Sub Divider	353,330	2,779	(1,401)	**354,707**
Refundable Deposit	6,090	50	(90)	**6,050**
CTF Levy	276	637	(286)	**628**
Building Commission	623	1,514	(1,367)	**770**
Unclaimed Monies	250	0	0	**250**
Standpipe Card Bond Income	100	0	0	**100**
	365,621	**12,137**	**-9,506**	**368,252**

KEY INFORMATION



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2019

NOTE 12
BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Council Resolution	Classification	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				$	$	$
	Budget Adoption		Opening Surplus	0		0
	Permanent Changes					
				0	0	0

Classifications Pick List
Operating Revenue
Operating Expenses
Capital Revenue
Capital Expenses
Opening Surplus(Deficit)
Non Cash Item

	0	**0**	**0**

KEY INFORMATION

Internal working documents Budget by Program

	Year to Date Actuals For the period ending 31-December-2019	Year to Date Budget For the period ending 31-December-2019	Original Full Year Budget For the period ending 30/06/2020	Rates Setting Statement 30/06/2019
Operating Expenditure				
Governance	161,610	285,163	426,944	412,907
General Purpose Funding	50,103	55,293	130,230	114,768
Law, Order and Public Safety	98,035	144,595	265,058	188,520
Education	80	500	2,000	160
Health	4,832	18,556	37,110	12,919
Housing	8,748	17,673	19,480	2,811
Community Amenities	284,503	335,994	721,884	613,315
Recreation and Culture	414,770	432,300	892,857	712,374
Transport	1,091,358	1,809,536	4,286,091	2,985,769
Economic Services	142,850	180,868	344,546	308,980
Other Property and Services	45,937	31,087	68,711	117,635
Total Expenditure (E)	2,302,827	3,311,565	7,194,912	5,470,158

	Year to Date Actuals For the period ending 31-December-2019	Year to Date Budget For the period ending 31-December-2019	Original Full Year Budget For the period ending 30/06/2020	Rates Setting Statement 30/06/2019
Operating Revenue				
Governance	(7,731)	(600)	(1,200)	(26,521)
General Purpose Funding	(3,127,425)	(3,101,128)	(3,349,538)	(3,734,614)
Law, Order and Public Safety	(19,760)	(15,719)	(30,685)	(71,768)
Health	(3,065)	(4,666)	(5,764)	(6,322)
Housing	0	0	0	(4,680)
Community Amenities	(174,133)	(164,575)	(182,727)	(213,312)
Recreation and Culture	(82,954)	(69,893)	(217,464)	(118,864)
Transport	(1,305,495)	(1,264,038)	(1,628,389)	(1,585,124)
Economic Services	(10,439)	(12,651)	(21,770)	(25,306)
Other Property and Services	(37,988)	(39,228)	(70,500)	(114,225)
Total Revenue (R)	(4,768,990)	(4,672,498)	(5,508,036)	(5,900,735)
Operating (Profit)/Loss (R-E)	(2,466,163)	(1,360,933)	1,686,876	(430,576)

Adjustment for Non-Cash Items	Year to Date Actuals For the period ending 31-December-2019	Year to Date Budget For the period ending 31-December-2019	Original Full Year Budget For the period ending 30/06/2020	Rate Setting Statement 30/06/2019
Depreciation	993,848	1,566,180	3,132,358	1,894,769
Profit/Loss on Sale of Asset	6,410	13,695	(11,305)	(28,121)
Realisation on disposal of assets	0	0		119
Movement in employee benefit provisions				(30,041)
Movement in deferred pensioner rates				(123)
Total Non-Cash Items (NC)	1,000,258	1,579,875	3,121,053	1,836,604

Capital	Year to Date Actuals For the period ending 31-December-2019	Year to Date Budget For the period ending 31-December-2019	Original Full Year Budget For the period ending 30/06/2020	Rate Setting Statement 30/06/2019
Land and Buildings	67,896	37,000	184,021	204,681
Plant and Equipment	25,836	91,000	510,000	515,607
Tools and Equipment	0	10,600	10,600	6,069
Roads	1,161,857	1,568,376	2,110,839	1,430,317
Transfer from Reserves	(17,000)	(23,376)	(402,381)	(258,258)
Transfer to Reserves	59,922	1,644	235,290	304,026
Repayment of Debentures	34,052	34,052	68,626	99,136
Proceeds from sale of equipment	(1,364)	(1,500)	(26,500)	(85,845)
Proceeds from sale of housing	(59,307)	(52,000)	(52,000)	0
Total Capital	1,271,893	1,665,796	2,638,495	2,215,734
Opening (Surplus)/Deficit	(1,419,387)	(1,419,387)	(1,419,387)	(1,367,942)
Closing (Surplus)/Deficit	(3,613,915)	(2,694,399)	(215,069)	(1,419,387)

COA	Rate Revenue	31-December-2019 Year to Date Actuals	31-December-2019 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 YTD Actual	BUDGET VARIATION	>$10K	Comments
	Operating Expenditure							
0022	Rates - Legal Expenses	0	0	5,000	0	0		
0032	Rates Stationary/postage	941	1,785	3,500	3,918	844		
0062	Sundry Expenses	13	50	100	37	37		
0082	Rates - Other Costs.	0	0	500	129	0		
0132	Valuation Expenses	1,457	892	16,000	24,750	(565)		
0352	Admin Allocation - Rates	47,693	52,314	104,630	85,934	4,621		
	Total Operating Expenditure	***50,103***	***55,041***	***129,730***	***114,768***			
	Operating Revenue							
0002	Reimbusement - Debtors Refunds	0	0	0	0	0		
0030	General Rates Income	(2,827,421)	(2,826,721)	(2,826,721)	(2,729,862)	700		
0010	Rates Written Off	0	0	0	0	0		
0012	Legal Fees GST Free	0	(4,000)	(5,000)	(11)	(4,000)		
0033	Back Rates	(85)	0	0	(336)	85		
0061	Ex Gratia Rates	(10,023)	(10,041)	(10,041)	(9,563)	(18)		
0071	Interim Rates Raised	(3,906)	0	0	(13,183)	3,906		
0113	Interest - Overdue Rates	(8,870)	(6,252)	(12,500)	(16,351)	2,618		
0123	Interest - Instalment Payments	(6,715)	(7,502)	(7,500)	(8,056)	(787)		
0133	Interest - Deferred Rates	0	0	0	0	0		
0143	Administration Charges	(4,455)	(5,000)	(5,000)	(5,310)	(545)		
0173	Legal Fees - Recovered	0	0	0	0	0		
0183	Account Enquiry Charges	(2,125)	(1,475)	(2,500)	(3,350)	650		
	Total Operating Revenue	***(2,863,599)***	***(2,860,991)***	***(2,869,262)***	***(2,786,023)***			
	Total Rate Revenue	***(2,813,496)***	***(2,805,950)***	***(2,739,532)***	***(2,671,255)***			

COA	General Purpose Funding	31-December-2019 Year to Date Actuals	31-December-2019 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 YTD Actual	BUDGET VARIATION	>$10K	Comments
	Operating Expenditure							
9992	Interest & Overdraft Fees	0	252	500	0	252		
	Operating Revenue							
0201	Legal Reserve Income	(29)	(90)	(180)	(172)	(61)		
0203	Leave Reserve Income	(84)	(270)	(540)	(498)	(186)		
0204	Land Development Reserve Income	(38)	(150)	(300)	(224)	(112)		
0205	Building Reserve Income	(128)	(324)	(650)	(677)	(196)		
0206	Roadworks Reserve Income	(74)	(210)	(420)	(440)	(136)		
0215	Unspent Grants Reserve Income	(25)	0	0	(13)	25		
0223	Water Strategy Reserve Income	(10)	(30)	(60)	(61)	(20)		
0233	Grants Commission - Road Funding	(121,297)	(125,801)	(251,602)	(526,207)	(4,504)		
0243	Computer and Office Equipment Reserve	(29)	(90)	(180)	(171)	(61)		
0253	Grants Commission - (General Purpose)	(125,275)	(97,692)	(195,384)	(388,321)	27,583	*	Grants quarterly payment above budget profile
0273	Plant/Light Vehicle Reserve Income	(187)	(450)	(900)	(933)	(263)		
0453	Interest Received - Municipal Account	(16,639)	(15,000)	(30,000)	(30,805)	1,639		
0506	Landcare Reserve Income	(12)	(30)	(60)	(68)	(19)		
	Total Operating Revenue	***(263,826)***	***(240,137)***	***(480,276)***	***(948,591)***			
	Total General Purpose Income	***(263,826)***	***(239,885)***	***(479,776)***	***(948,591)***			
	Total General Purpose Funding	**(3,077,322)**	**(3,045,835)**	**(3,219,308)**	**(3,619,847)**			

COA	Governance	31-December-2019 Year to Date Actuals	31-December-2019 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 YTD Actual	BUDGET VARIATION	>$10K	Comments
	Operating Expenditure							
0112	Election & Poll Expenses.	5,846	14,650	14,650	0	8,804		Invoice received December 2019
0182	Subscriptions & Memberships Expense	23,220	22,785	29,625	23,448	(435)		
0192	Members Conference & Training Expenses	11,673	11,000	20,000	6,694	(673)		
0202	Members Insurance Expense	12,864	12,362	12,362	11,553	(502)		
0212	Donations & Gifts	280	100	1,350	230	(180)		
0232	Consultancy & Legal Expenses	672	7,500	15,000	0	6,828		
0242	Members Sitting Fees.	2,862	37,640	75,280	72,805	34,778	*	
0252	Members Remuneration Expenses	167	2,200	4,400	4,255	2,033		
0262	President & Deputy Allowances.	0	6,250	12,500	12,500	6,250		
0272	Council Chambers Repairs & Maintenance	1,345	4,686	9,171	6,959	3,341		
0332	Furniture & Equipment (Opex)	9,389	20,100	20,100	0	10,711	*	Quotes pending for Chambers IT upgrade, invoice yet to be received for new devices
0442	Admin Allocation - Members	63,590	69,756	139,506	201,162	6,166		
0462	Meeting & Refreshments Expense	14,343	21,500	35,000	19,671	7,157		
1822	Accounting & Audit Expenses	4,556	21,100	38,000	26,258	16,544	*	Budget Profile Timing
7202	Members Depreciation	0	0	0	3,690	0		
	Total Operating Expenditure	***150,807***	***251,629***	***426,944***	***389,226***	***100,822***		
	Operating Revenue							
1213	Governance Income	0	0	0	0	0		
	Total Governance	**150,807**	**251,629**	**426,944**	**389,226**	**100,822**		

COA	Adminstation	31-December-2019 Year to Date Actuals	31-December-2019 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 YTD Actual	BUDGET VARIATION	>$10K	Comments
	Operating Expenditure							
0102	Provision for LSL	0	0	9,000	40,272	0		
0222	Fringe Benefits Tax	21,606	22,500	45,000	43,940	894		
0282	Administration SGC 9.50%	33,449	46,860	76,011	53,569	13,411	*	Timing Super Guarantee on leave loading back payment yet to be processed
0292	Admin Salaries Expense	249,454	270,564	541,129	550,993	21,110	*	Timing budget profile & leave
0294	Admin Staff Housing Allowance	6,436	6,672	13,342	13,006	236		
0312	Admin - Max 3% Council Additional Contr	7,268	7,938	15,874	14,512	670		
0322	Adjustment for Rounding	0	0	0	4	(0)		
0362	Accrued Annual Leave - Admin	0	0	0	6,642	0		
0372	Admin Workers Compensation Insurance	13,664	13,440	13,440	12,571	(224)		
0402	Insurance Expense	4,869	6,117	6,117	5,714	1,248		
0415	Realisation on Disposal of Asset	0	0	0	91	0		not included in statutory annual report for governance expenditure
0422	Office Gardens Expenses	12,892	16,710	33,414	35,729	3,818		
0432	Admin Building Operations	9,039	12,877	20,593	21,660	3,838		
0472	Office Expenses - General	3,084	8,998	16,500	11,976	5,914		
0473	Admin Building Repairs & Maintenance	3,274	974	8,000	9,640	(2,300)		
0482	Office Telephone & Internet Expenses	4,171	8,406	19,800	15,736	4,235		
0492	Advertising Expenses	3,724	5,502	11,000	4,554	1,778		
0502	Computer Hardware Service & Repair	11,696	20,690	45,883	45,330	8,994		
0512	Furniture & Equipment - (Expensed)	6,356	5,400	10,400	7,169	(956)		
0522	Freight & Postage Expense	693	750	1,500	1,480	57		
0542	Printing & Stationary Expense	7,287	10,002	20,000	19,073	2,715		
0552	Motor Vehicle Expenses	3,295	3,498	7,000	7,353	203		
0562	Administation LSL Expense	25,756	20,928	41,853	3,530	(4,828)		
0592	Admin Allocation - Other Governance	(529,919)	(583,086)	(1,166,173)	(1,080,596)	(53,167)	*	Timing
0622	Uniform Expense	453	1,002	2,003	1,093	549		
0632	Staff Training, Conference and Recruitment	3,088	11,000	28,000	16,630	7,912		
0662	Public Liability Insurance	19,794	19,238	22,861	18,499	(556)		
0682	Consultancy Fees	15,474	36,400	72,400	46,327	20,926	*	Timing
0702	Bank Fees & Charges	4,473	5,420	8,600	8,240	947		
0712	Occupational Health & Safety	194	2,500	5,000	2,558	2,306		
0722	Accounting Software Operating Expenditure	41,169	38,920	44,827	41,641	(2,249)		
7002	Admin Depreciation	28,064	13,314	26,626	44,838	(14,750)	*	Under review
	Total Operating Expenditure	***10,803***	***33,534***	***(0)***	***23,773***	***22,731***		

COA	Adminstation	31-December-2019 Year to Date Actuals	31-December-2019 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 YTD Actual	BUDGET VARIATION	>$10K	Comments
	Operating Revenue							
0383	Minor Income Received - Other General	(51)	(600)	(1,200)	(2,024)	(549)		
0403	Profit on Sale of Asset	0	0	0	289	0		
0573	Reimbursements & Contributions	(7,680)	0	0	(8,240)	7,680		Credit Note LGIS instalment statement
1243	LSL Reimbursement	0	0	0	(16,545)	0		
	Total Operating Revenue	***(7,731)***	***(600)***	***(1,200)***	***(26,521)***	***7,131***		
	Capital Expenditure / Reserve Transfers							
0351	T/f From Leave Res-admin	0	0	(41,600)	0	0		
0355	Tfr From Building Reserve	0	0	0	(32,961)	0		
0371	T/f From Office Eq Reserve	0	0	(10,000)	0	0		
0564	Building Improvements (CAPEX)	0	0	0	32,961	0		
0405	Proceeds from Disposal of Assets	0	0	0	(118)	0		
4750	Tfr to Leave Reserve	84	270	30,540	498	186		
4785	Transfer from Unspent Grant Fund	0	0	0	0	0		
4770	Tfr to Office & Equipment Reserve	29	90	180	171	61		
4780	Tfr to Plant/Light Vehicle Reserve	187	450	900	933	263		
	Total Capital Expenditure / Reserve Transfers	***300***	***810***	***(19,980)***	***1,484***	***510***		
	Total Administration	***3,372***	***33,744***	***(21,180)***	***(1,264)***	***30,372***		
	Total Governance/Administration	**154,180**	**285,373**	**405,764**	**387,962**	**131,193**		

COA	Fire Prevention	31-December-2019 Year to Date Actuals	31-December-2019 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 YTD Actual	BUDGET VARIATION	>$10K	Comments
	Operating Expenditure							
0602	Admin Allocation - Fire Prevention	5,299	5,700	11,398	10,742	401		
0672	Fire Break Inspection Fees	1,341	2,000	2,000	1,555	659		
0762	Ranger Allocation - Fire Prevention	11,994	21,210	42,417	22,088	9,216		
0832	ESL - Shire Properties.	840	900	900	820	60		
0882	Fire Prevention Enforcement Expenditure	0	750	1,000	300	750		
1722	Brigades Operating Expenses	18,626	27,699	36,475	30,379	9,073		
8012	Loss on Sale of Assets.	0	0	0	0	0		
7012	Fire Control Depreciation	30,019	36,468	72,935	73,668	6,449		
	Total Operating Expenditure	***68,119***	***94,727***	***167,124***	***139,551***			
	Operating Revenue							
0703	Fines & Penalties Income	(1,000)	(1,250)	(1,250)	(2,000)	(250)		
0713	ESL Administration Fees	0	(4,000)	(4,000)	(4,000)	(4,000)		
0733	DFES Grant Income	(13,901)	(6,878)	(20,635)	(29,103)	7,022		
0743	Operating Grants & Contributions	0	0	0	0	0		
0953	Contributions & Reimbursements	0	0	0	(955)	0		
0883	Fire Prevention Enforcement Income	0	(500)	(1,000)	0	(500)		
	Total Operating Revenue	***(14,901)***	***(12,628)***	***(26,885)***	***(36,058)***			
	Capital Expenditure / Reserve Transfers							
0745	Transfer from Unspent Grant Reserve	0	0	0	(2,695)	0		
	Total Capital Expenditure / Reserve Transfers	***0***	***0***	***0***	***(2,695)***			
	Total Fire Prevention	***53,218***	***82,099***	***140,239***	***100,799***			

COA	Animal Control	31-December-2019 Year to Date Actuals	31-December-2019 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 YTD Actual	BUDGET VARIATION	>$10K	Comments
	Operating Expenditure							
0792	Admin Allocation - Animal Control	10,598	11,400	22,797	11,876	802		
0812	Depn - Animal Control	0	0	0	1,429	0		
0822	Other Minor Expenditure	0	0	0	78	0		
0842	Animal Control Expenses	128	640	1,000	1,074	512		
0852	Ranger Allocation - Animal Control	11,994	18,432	36,869	22,088	6,438		
	Total Operating Expenditure	***22,720***	***30,472***	***60,666***	***36,544***			
	Operating Revenue							
0843	Impoundment Fees	(250)	0	(100)	(141)	250		
0853	Dog/Cat Registrations Income	(4,209)	(3,091)	(3,400)	(4,369)	1,118		
0863	Fines & Penalties	(400)	0	(300)	(1,200)	400		
	Total Operating Revenue	***(4,859)***	***(3,091)***	***(3,800)***	***(5,710)***			
	Total Animal Control	***17,861***	***27,381***	***56,866***	***30,834***			

COA	Other Law, Order and Public Safety	31-December-2019 Year to Date Actuals	31-December-2019 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 YTD Actual	BUDGET VARIATION	>$10K	Comments
	Operating Expenditure							
0902	Ranger Allocation - Other Law and Order	7,196	18,432	36,869	13,252	11,236	*	
0962	Misc. Expenses - Other Law and Order	0	198	400	31	198		
	Total Operating Expenditure	***7,196***	***18,630***	***37,269***	***13,283***			
	Operating Revenue							
0983	Fines & Penalties Levied.	0	0	0	0	0		
	Total Other Law, Order and Public Safety	***7,196***	***18,630***	***37,269***	***13,283***			

COA	Rangers Expenses	31-December-2019 Year to Date Actuals	31-December-2019 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 YTD Actual	BUDGET VARIATION	>$10K	Comments
	Operating Expenditure							
0152	Provision for LSL	0	7,500	15,000	(1,956)	7,500		
0772	Trainee Ranger Expense	0	24,996	50,000	0	24,996	*	Trainee Ranger recruitment in progress, will be over 2 financial years
0872	Rangers Superannuation - Council 3%	0	138	279	0	138		
0892	Salary & Wages Expense-Rangers	36,711	41,280	82,564	73,143	4,569		
0912	Rangers Workers Compensation Insurance	1,518	1,548	1,548	1,442	30		
0922	Rangers Superannuation SGC 9.50%	3,340	3,900	7,794	6,623	560		
0932	Conference & Training	0	498	1,000	0	498		
0982	Rangers Expense	6,405	4,198	8,400	9,694	(2,207)		
1012	Tools & Equipment - Low Value	0	498	1,000	0	498		
3872	Accrued Annual Leave - Rangers	0	0	0	(1,240)	0		
0952	Rangers Expenses Allocated	(47,975)	(83,790)	(167,585)	(88,566)	(35,815)	*	Budget profile timing includes Trainee Ranger
	Total Operating Expenditure	***0***	***766***	***0***	***(859)***			
	Operating Revenue							
0773	Grant Revenue Ranger Services	0	0	0	(30,000)	0		
	Capital Expenditure / Reserve Transfers							
1804	Transfer to Unspent Grant Reserve (Ranger Service	25	0	0	30,013	(25)		
1805	Transfer from Unspent Grant Reserve (Ranger Serv	0	0	(30,013)	0	0		
0875	Tfr from Leave Reserve	0	(6,376)	(8,500)	0	(6,376)		
	Total Capital Expenditure / Reserve Transfers	***25***	***(6,376)***	***(38,513)***	***30,013***			
	Total Rangers Expenses	***25***	***(5,610)***	***(38,513)***	***(846)***			
	Total Law, Order and Fire Safety	**78,299**	**122,500**	**195,860**	**144,070**			

COA	Education	31-December-2019 Year to Date Actuals	31-December-2019 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 YTD Actual	BUDGET VARIATION	>$10K	Comments
	Operating Expenditure							
0992	Pre-School Repairs & Maintenance	80	500	2,000	160	420		
	Operating Revenue							
0993	Lease/Rental Income - Pre-School	0	0	0	0	0		
	Total Education	**80**	**500**	**2,000**	**160**			

COA	Health Inspection and Administration	31-December-2019 Year to Date Actuals	31-December-2019 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 YTD Actual	BUDGET VARIATION	>$10K	Comments
	Operating Expenditure							
1282	Ranger Allocation - Pool Inspections	4,318	10,056	20,110	8,168	5,738		
1292	Health Expenses General	514	8,500	17,000	4,751	7,986		
	Total Operating Expenditure	***4,832***	***18,556***	***37,110***	***12,919***			
	Operating Revenue							
1383	Swimming Pool Inspection Fees	(1,626)	(1,470)	(1,470)	(1,512)	156		
1393	Licences Income Received - Caravan Park	(754)	(754)	(754)	(754)	0		
1573	Health Septic Fees	(236)	(1,180)	(1,770)	(1,888)	(944)		
1583	Health Administration Fees	(449)	(1,262)	(1,770)	(2,168)	(813)		
	Total Operating Revenue	***(3,065)***	***(4,666)***	***(5,764)***	***(6,322)***			
	Total Health Inspection and Administration	**1,767**	**13,890**	**31,346**	**6,596**		**0**	

COA	Housing	31-December-2019 Year to Date Actuals	31-December-2019 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 YTD Actual	BUDGET VARIATION	>$10K	Comments
	Operating Expenditure							
2512	Repairs & Maintenance - Non Employee Housing	746	1,806	2,940	1,465	1,060		
2542	Housing Other Depreciation	229	672	1,345	1,345	443		
8022	Loss on Sale of Assets.	7,774	15,195	15,195	0	7,421		
	Total Operating Expenditure	***8,748***	***17,673***	***19,480***	***2,811***			
	Operating Revenue							
2553	Rental Income - Non Employee Housing	0	0	0	(4,680)	0		
	Total Operating Revenue	***0***	***0***	***0***	***(4,680)***			
	Capital Expenditure / Reserve Transfers							
0815	REALISATION ON DISPOSAL OF ASSET	59,307	52,000	52,000	0	(7,307)		
2550	Tfr to Building Reserve	59,434	324	52,650	677	(59,110)	*	Budget profile timing - proceed sale of house transferred Sept 19 not 30 June
0805	Proceeds from Disposal of Assets	(59,307)	(52,000)	(52,000)	0	7,307		
	Total Capital / Reserves	***59,434***	***324***	***52,650***	***677***			
	Total Housing	**68,183**	**17,997**	**72,130**	**(1,192)**			

COA	Sanitation - Household Refuse	31-December-2019 Year to Date Actuals	31-December-2019 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 Actual YTD Actual	YTD Var	>$10K	Comments
	Operating Expenditure							
1762	Domestic Rubbish Collection Expenses	55,091	72,900	145,800	131,443	17,809	*	Timing contractor invoicing
1772	Sanitation Household Refuse Depreciation	1,510	1,500	2,996	2,996	(10)		
1792	Refuse Site Repairs & Maintenance	13,824	14,214	26,017	11,894	390		Nabawa tip works include upgrade to CCTV cameras and replacements
2502	Admin Allocation - Domestic Rubbish	21,197	23,274	46,550	42,967	2,077		
	Total Operating Expenditure	***91,622***	***111,888***	***221,363***	***189,300***			
	Operating Revenue							
1903	Domestic Rubbish Collection Fees	(153,179)	(148,830)	(148,830)	(145,190)	4,349		
1904	Other Rubbish Collection	0	0	0	(8,147)	0		
	Total Operating Revenue	***(153,179)***	***(148,830)***	***(148,830)***	***(153,338)***			
	Total Sanitation - Household Refuse	***(61,557)***	***(36,942)***	***72,533***	***35,963***			

COA	Sanitation - Other	31-December-2019 Year to Date Actuals	31-December-2019 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 Actual YTD Actual	YTD Var	>$10K	Comments
	Operating Expenditure							
1882	Parks & Gardens Rubbish Collection Expenses	4,280	3,864	8,720	8,416	(416)		
1912	Other Waste Management Expenses	4,337	2,502	5,000	0	(1,835)		
1922	Depn - Other Sanitation	202	0	0	485	(202)		
	Total Operating Expenditure	***8,819***	***6,366***	***13,720***	***8,901***			
	Capital Expenditure / Reserve Transfers							
1764	Rubbish Depot - Capital Expenses	0	0	0	0	0		
	Total Sanitation - Other	***8,819***	***6,366***	***13,720***	***8,901***			

COA	Protection of Environment	31-December-2019 Year to Date Actuals	31-December-2019 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 Actual YTD Actual	YTD Var	>$10K	Comments
	Operating Expenditure							
1962	Abandoned Vehicle Expense	500	1,002	2,000	200	502		
2022	Landcare Expenditure	0	0	15,000	0	0		
2040	Dolby Creek Expenditure	1,401	2,247	2,247	3,163	845		
	Total Operating Expenditure	***1,901***	***3,249***	***19,247***	***3,363***			
	Operating Revenue							
2923	Dolby Creek Management Plan Income (gst free)	(1,401)	(2,247)	(2,247)	(3,163)	(845)		
2933	Reimbursements & Sundry Income (P of E)	(200)	(1,000)	(1,000)	0	(800)		
	Total Operating Revenue	***(1,601)***	***(3,247)***	***(3,247)***	***(3,163)***			
	Capital Expenditure / Reserve Transfers							
2055	Tfr from Landcare Reserve	0	0	(15,000)	0	0		
2080	Tfr to Landcare Reserve	12	30	60	68	19		
	Total Capital Expenditure / Reserve Transfers	***12***	***30***	***(14,940)***	***68***			
	Total Protection of Environment	***312***	***32***	***1,060***	***268***			

COA	Town Planning and Regional Development	31-December-2019 Year to Date Actuals	31-December-2019 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 Actual YTD Actual	YTD Var	>$10K	Comments
	Operating Expenditure							
0162	Provision for LSL	0	0	15,000	4,402	0		
0942	Town Planning Depreciation	8,620	0	0	0	(8,620)		
1992	Planning Consultancy Expenses	4,969	10,000	33,000	11,027	5,031		
2102	Workers Compensation Insurance	2,393	2,440	2,440	2,127	47		
2112	Salary & Wages Expense-T/Plan	62,868	65,646	131,293	125,166	2,778		
2122	Superannuation - Council Maximum of 3%	1,878	1,932	3,862	3,688	54		
2132	Superannuation - SGC 9.50%	5,947	6,114	12,231	11,680	167		
2162	Accrued Annual Leave - Planning	0	0	0	1,291	0		
2182	Other Employee Expenses	0	1,998	4,000	873	1,998		
2202	Town Planners Expenses	418	498	1,000	767	80		
2222	Motor Vehicle Expenses	3,799	3,498	7,000	4,806	(301)		
2232	Legal Expenses - Town Planners	2,712	5,000	15,000	4,573	2,288		
2242	Engineering Expenses	2,015	5,000	15,000	6,749	2,986		
2252	Advertising Expenses	4,185	750	1,500	638	(3,435)		
3012	Admin Allocation - Town Planning	15,177	17,100	34,195	42,967	1,923		
7052	Surveying & Land Expenses	6,708	15,000	30,000	13,778	8,292		
7072	Planning Projects - Expenses	2,250	0	10,000	0	(2,250)		
	Total Operating Expenditure	***123,937***	***134,976***	***315,521***	***234,531***			
	Operating Revenue							
0163	Town Planning Projects - Income	(5,000)	0	(5,000)	0	5,000		
2233	Town Planning Fees Income - GST Free	(2,540)	(4,998)	(10,000)	(14,360)	(2,458)		
2243	Outsourced Planning Fees - Other LGs	(9,473)	(7,500)	(15,000)	(21,745)	1,973		
	Total Operating Revenue	***(17,013)***	***(12,498)***	***(30,000)***	***(36,105)***			
	Capital Expenditure / Reserve Transfers							
4801	Tfr to Land Development Reserv	38	150	300	224	112		
4820	Tfr to Legal Reserve	29	90	180	172	61		
	Total Capital Expenditure/Reserve Transfers	***67***	***240***	***480***	***396***			
	Total Town Planning and Regional Development	***106,991***	***122,718***	***286,001***	***198,823***			

COA	Other Community Amenities	31-December-2019 Year to Date Actuals	31-December-2019 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 Actual YTD Actual	YTD Var	>$10K	Comments
	Operating Expenditure							
3102	Cemetery Expenses	4,171	5,741	11,032	9,731	1,570		
3132	Community Development Expenses	1,345	11,550	17,550	43,000	10,205	*	Budget Profile timing
3162	Admin Allocation - Other Community Amenities	26,496	28,494	56,992	64,450	1,998		
3212	Other Community Amenities Depreciation	3,024	2,322	4,643	5,742	(702)		
3222	Community Growth Fund	8,562	10,000	19,000	28,819	1,438		
3232	Community Development Officer Expense	14,624	21,408	42,816	25,477	6,784		
	Total Operating Expenditure	***58,223***	***79,515***	***152,034***	***177,219***			
	Operating Revenue							
3093	Cemetery Income (no GST applicable)	(367)	0	(650)	(503)	367		
3103	Various Grants Received (incl GST)	0	0	0	0	0		
3113	Cemetery Income (GST Applies)	(973)	0	0	(3,204)	973		
3613	Reimbursements & Contributions	0	0	0	0	0		
3633	Grant - Community Development (no GST)	(1,000)	0	0	(17,000)	1,000		
	Total Operating Revenue	***(2,340)***	***0***	***(650)***	***(20,707)***			
	Capital Expenditure / Reserve Transfers							
2415	Capital Expenditure Nabawa Cemetery	3,084	0	21,000	0	(3,084)		
3084	Transfer to Unspent CGF Reserve	0	0	0	0	0		
3104	Capital Expenditure Plant & Equipment	17,000	17,000	17,000	0	0		
0471	Tf From Unspent Grants/loans Res.	(17,000)	(17,000)	(17,000)	0	0		
3172	T/f To Loans And Unspent Grants Reserve	0	0	0	17,000	0		
3085	Transfer from Unspent CGF Reserve	0	0	0	0	0		
7155	Tfr from Building Reserve	0	0	0	0	0		
	Total Capital Expenditure/Reserve Transfers	***3,084***	***0***	***21,000***	***17,000***			
	Total Other Community Amenities	***58,968***	***79,515***	***172,384***	***173,513***			
	Total Community Amenities	**113,533**	**171,689**	**545,697**	**417,468**			

COA	Public Halls and Civic Centres	31-December-2019 Year to Date Actuals	31-December-2019 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 Actual YTD Actual	YTD Var	>$10K	Comments
	Operating Expenditure							
2602	Public Halls Depreciation	46,869	43,314	86,626	94,872	(3,555)		
2722	Public Halls & Showgrounds Expense	40,092	40,538	125,040	61,309	446		
2732	Nabawa Community Centre Expenses	18,381	21,356	41,395	34,677	2,975		
2742	Loan 89 Interest - Nabawa Stadium Upgrade	398	446	815	1,380	48		
3202	Admin Allocation - Public Halls	29,795	34,194	68,391	30,920	4,399		
	Total Operating Expenditure	***135,535***	***139,848***	***322,267***	***223,158***			
	Operating Revenue							
2453	Showground/Halls Income Received	(5,438)	(5,028)	(6,528)	(7,408)	410		
2443	Yuna Camping & Hall Hire Revenue	(155)	0	0	0	155		
3423	Grant Funding Revenue	0	0	(25,000)	(10,909)	0		
	Total Operating Revenue	(5,593)	(5,028)	(31,528)	(18,317)			
	Capital Expenditure / Reserve Transfers							
2644	Capital Exp. - Land & Buildings	0	25,000	50,000	61,204	25,000	*	Timing - Job: 1038 - CBP 5.2 Nanson Showgrounds Master Plan - Supply of 3 Phase Power $50,000
4925	Principal Repayment - Loan 89	4,675	4,675	9,491	8,943	0		
7385	Tfr from Building Reserve	0	0	(25,000)	0	0		
	Total Capital Expenditure / Reserve Transfers	***4,675***	***29,675***	***34,491***	***70,147***			
	Total Public Halls and Civic Centres	***134,618***	***164,495***	***325,229***	***274,988***			

COA	Swimming Areas and Beaches	31-December-2019 Year to Date Actuals	31-December-2019 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 Actual YTD Actual	YTD Var	>$10K	Comments
	Operating Expenditure							
3302	Admin Allocation - Swimming Areas	15,898	17,100	34,195	21,484	1,202		
3412	Coronation Beach Expenses	23,584	35,177	71,823	49,378	11,593	*	Timing
7082	Beaches Depreciation	4,965	4,926	9,850	9,789	(39)		
	Total Operating Expenditure	***44,447***	***57,203***	***115,868***	***80,651***			
	Operating Revenue							
3443	Coronation Beach Camping Fees	(46,186)	(34,998)	(70,000)	(72,320)	11,188	*	Timing
	Total Operating Revenue	***(46,186)***	***(34,998)***	***(70,000)***	***(72,320)***			
	Capital Expenditure / Reserve Transfers							
7164	Land and Buildings	0	0	0	10,369	0		
	Total Swimming Areas and Beaches	***(1,739)***	***22,205***	***45,868***	***18,700***			

COA	Other Recreation and Sport	31-December-2019 Year to Date Actuals	31-December-2019 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 Actual YTD Actual	YTD Var	>$10K	Comments
	Operating Expenditure							
1472	Yuna Oval Expenses	2,110	1,314	2,123	1,833	(796)		
1532	Loan 98 Interest Expense	1,625	2,139	4,059	4,716	514		
1482	Sporting Clubs Expenses	32,747	35,050	76,386	63,048	2,303		
2642	Parks, Gardens Expense	66,076	67,228	132,534	109,364	1,152		
2702	Sports Pavilion & Basketball Stadium (Nabawa Recre	8,789	11,619	15,446	12,007	2,830		
2712	Tennis Clubs Expenses	5,370	7,854	11,460	9,506	2,484		
2772	Minor Gardening Equipment.	0	1,002	2,000	2,000	1,002		
2812	Golf Courses	1,930	2,026	2,027	1,894	96		
3442	Admin Allocations - Rec & Sport	13,898	17,100	34,195	29,294	3,202		
7022	Parks & Gardens Depreciation	24,466	14,730	29,461	35,936	(9,736)		
7092	Other Rec & Sports Depreciation	45,743	39,426	78,850	81,326	(6,317)		
	Total Operating Expenditure	***202,753***	***199,488***	***388,541***	***350,924***			

COA	Other Recreation and Sport	31-December-2019 Year to Date Actuals	31-December-2019 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 Actual YTD Actual	YTD Var	>$10K	Comments
	Operating Revenue							
2743	Sports Club Hire Income	(4,655)	(4,565)	(4,565)	(4,624)	90		
2803	Grants & Other Income Received	(24,706)	(24,000)	(108,771)	(20,563)	706		
3444	Fig Tree Camping Fees	(1,813)	(1,302)	(2,600)	(3,040)	511		
	Total Operating Revenue	***(31,175)***	***(29,867)***	***(115,936)***	***(28,227)***			
	Operating Expenditure							
7292	Loss on Sale Assets.	0	0	0	0	0		
	Total Operating Expenditure	***0***	***0***	***0***	***0***			
	Capital Expenditure / Reserve Transfers							
1304	Capital Expenditure Plant & Equip	0	0	0	0	0		
1315	Tfr From Building Reserve	0	0	0	0	0		
2834	Land & Buildings - Capital Expense	64,812	12,000	113,021	77,703	(52,812)	*	Timing - BHP CC Activation Grant expenditure
2864	Tfr To Unspent Grant (Restricted Cash) Reserve	0	0	0	0	0		
2824	Principal Repayment - Loan 98	19,855	19,855	39,972	38,938	0		
7275	Loan Funds Rec'd	0	0	0	0	0		
7471	T/f From Unspent Grants/loans Res.	0	0	0	(10,922)	0		
	Total Capital Expenditure / Reserve Transfers	***84,667***	***31,855***	***152,993***	***105,719***			
	Total Other Recreation and Sport	***256,246***	***201,476***	***425,598***	***428,417***			

COA	Library	31-December-2019 Year to Date Actuals	31-December-2019 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 Actual YTD Actual	YTD Var	>$10K	Comments
	Operating Expenditure							
2902	Library Expense	1,885	2,586	4,812	1,532	701		
2912	Honorarium Yuna Librarian	500	500	1,000	1,000	0		
3582	Admin Allocation - Libaries	15,898	17,100	34,195	24,157	1,202		
6922	Libraries Depreciation	0	0	0	750	0		
	Total Operating Expenditure	***18,283***	***20,186***	***40,007***	***27,439***			

COA	Other Culture	31-December-2019 Year to Date Actuals	31-December-2019 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 Actual YTD Actual	YTD Var	>$10K	Comments
	Operating Expenditure							
3626	Museum & Road Board Expense	8,333	12,509	20,039	8,229	4,176		
3652	Other Culture Depreciation	5,418	3,066	6,136	21,973	(2,352)		
	Total Operating Expenditure	***13,751***	***15,575***	***26,175***	***30,202***			
	Total Other Culture	***13,751***	***15,575***	***26,175***	***30,202***			
	Total Recreation and Culture	**421,158**	**423,937**	**862,878**	**779,745**			

COA	Road Constuction	31-December-2019 Year to Date Actuals	31-December-2019 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 Actual YTD Actual	YTD Var	>$10K	Comments
	Operating Expenditure							
3702	Admin Allocation - Road Construction	47,693	52,476	104,956	48,512	4,783		
	Operating Revenue							
3173	MW Regional Road Funding	(833,200)	(912,266)	(1,140,333)	(883,666)	(79,066)	*	Timing 80% Claimed for Valentine & East Nabawa Rds; Dartmoor 100% claimed
3193	R2R (Construction) Income	(328,620)	(219,084)	(328,620)	(244,109)	109,536	*	Budget profile timing - First quarter claim included all jobs
	Total Operating Revenue	***(1,161,820)***	***(1,131,350)***	***(1,468,953)***	***(1,127,775)***			

COA	Road Constuction	31-December-2019 Year to Date Actuals	31-December-2019 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 Actual YTD Actual	YTD Var	>$10K	Comments
	Capital Expenditure / Reserve Transfers							
3114	Capital Roadworks Program - Including Grant Funded Jobs	1,161,857	1,568,376	2,110,839	1,430,317	406,520	*	Dartmoor Road complete Valentine Road complete with contractor invoices pending East Nabawa Rd East Grant job commenced clearing
4840	Tfr to Roadworks Reserve	74	210	420	440	136		
	Total Capital Expenditure / Reserve Transfers	***1,161,931***	***1,568,586***	***2,111,259***	***1,430,757***			
	Total Road Construction	***47,804***	***489,712***	***747,262***	***351,494***			

COA	Road Maintenance	31-December-2019 Year to Date Actuals	31-December-2019 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 Actual YTD Actual	YTD Var	>$10K	Comments
	Operating Expenditure							
3372	Road Maintenance Expense	324,207	381,960	1,434,341	1,533,876	57,753	*	Budget Profile timing
3502	Depot Maintenance	9,929	25,176	57,642	48,079	15,247	*	Timing - Depot roller door expenses yet to be invoiced
3512	Street Lighting Expense	3,933	5,022	10,043	9,587	1,089		
3522	Depreciation	24,044	4,854	9,714	69,002	(19,190)	*	Under review
3532	Street Trees	3,438	5,000	16,000	2,875	1,562		
3542	Licences & Subscriptions	10,758	12,800	12,800	9,584	2,042		
3562	Road Sign Expense	4,557	8,749	12,000	10,498	4,192		
3802	Admin Allocation - Road Maintenance	47,693	51,918	103,838	71,472	4,225		
3822	Bore Maintenance	208	7,500	15,000	8,083	7,292		
3832	Crossover expenses to ratepayers	500	2,500	5,000	1,455	2,000		
6912	Roads Depreciation	585,051	1,227,666	2,455,334	1,124,845	642,615	*	Under review
	Total Operating Expenditure	***1,014,318***	***1,733,145***	***4,131,711***	***2,889,355***			
COA	Road Maintenance	31-December-2019 Year to Date Actuals	31-December-2019 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 Actual YTD Actual	YTD Var	>$10K	Comments
	Operating Revenue							
3143	MRWA Direct Grant.	(125,058)	(116,936)	(116,936)	(116,926)	8,122		Additional Direct Grant Funds
3153	Other Grant Income	0	0	0	(287,000)	0		
3393	Hudson Resources - Dartmoor Road	(14,525)	(12,500)	(12,500)	(18,467)	2,025		
	Total Operating Revenue	***(139,583)***	***(129,436)***	***(129,436)***	***(422,393)***			
	Capital Expenditure / Reserve Transfers							
3264	Capital Exp. - Depot Construction.	0	0	0	22,444	0		
3205	Tfr from Roadworks Reserve	0	0	0	0	0		
	Total Capital Expenditure / Reserve Transfers	***0***	***0***	***0***	***22,444***			
	Total Road Maintenance	***874,735***	***1,603,709***	***4,002,275***	***2,489,406***			

COA	Road Plant Purchases	31-December-2019 Year to Date Actuals	31-December-2019 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 Actual YTD Actual	YTD Var	>$10K	
	Operating Expenditure							
3586	Loan 97 - Interest Expense	239	217	524	908	(22)		
3642	Loss on Sale Assets.	0	0	0	1,692	0		
3912	Loan 96 - Interest Expense	0	0	0	708	0		
	Total Operating Expenditure	***239***	***217***	***524***	***3,309***			
	Operating Revenue							
3543	Profit on Sale of Assets	(1,364)	(1,500)	(26,500)	(30,102)	(136)		
	Total Operating Revenue	***(1,364)***	***(1,500)***	***(26,500)***	***(30,102)***			
	Capital Expenditure / Reserve Transfers							
3554	Plant & Equipment Purchases	8,836	74,000	510,000	515,607	65,164	*	PRP Tender specifications in E-Quotes system closing 30th November 2019
3575	Proceeds from Disposal of Assets	(1,364)	(1,500)	(26,500)	(85,845)	(136)		
3584	Tools & Other Equip > $5000 (Capex)	0	10,600	10,600	6,069	10,600	*	Traffic Classifiers purchase expensed see COA 7572
3914	Principal Repayments - Loan 96	0	0	0	32,561	0		
3587	Principal Repayments-Loan 97	9,522	9,522	19,162	18,694	0		
4781	Transfer to Plant/Light Vehicle Reserve	0	0	150,000	253,768	0		
3561	Tfr from Plant/Light Vehicle Reserve	0	0	(255,268)	(211,681)	0		
6225	Realisation on Disposal of Assets	1,364	1,500	26,500	85,845	136		
7135	Loan Funds Rec'd.	0	0	0	0	0		
	Total Capital Expenditure / Reserve Transfers	***18,358***	***94,122***	***434,494***	***615,019***			
	Total Road Plant Purchases	***17,233***	***92,839***	***408,518***	***588,226***			

COA	Traffic Control	31-December-2019 Year to Date Actuals	31-December-2019 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 Actual YTD Actual	YTD Var	>$10K	Comments
	Operating Expenditure							
4102	Admin Allocation - Traffic Control	21,197	22,698	45,400	44,593	1,501		
7672	Loss on Sale of Assets.	0	0	0	0	0		
7572	Traffic Counters Expense	7,912	1,000	3,500	0	(6,912)		Traffic Classifiers purchase expensed see COA 3584
	Total Operating Expenditure	***29,109***	***23,698***	***48,900***	***44,593***			
	Operating Revenue							
7513	Licensing Commission Income	(2,729)	(1,752)	(3,500)	(4,854)	977		
	Total Operating Revenue	***(2,729)***	***(1,752)***	***(3,500)***	***(4,854)***			
	Total Traffic Control	***26,380***	***21,946***	***45,400***	***39,739***			
	Total Transport	**966,152**	**2,208,206**	**5,203,456**	**3,468,865**			

COA	Rural Services	31-December-2019 Year to Date Actuals	31-December-2019 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 YTD Actual	YTD Var	>$10K	Comments
	Operating Expenditure							
4462	Admin/Ranger Allocation - Rural Services	7,196	8,700	17,400	13,252	1,504		
6722	Noxious Weeds & Pest Expense	5,985	8,050	15,550	11,377	2,065		
	Total Operating Expenditure	***13,182***	***16,750***	***32,950***	***24,629***			
	Capital Expenditure / Reserve Transfers							
4404	Capital Exp. - Plant & Equipment	0	0	0	0	0		
	Total Rural Services	***13,182***	***16,750***	***32,950***	***24,629***			

COA	Tourism and Area Promotion	31-December-2019 Year to Date Actuals	31-December-2019 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 YTD Actual	YTD Var	>$10K	Comments
	Operating Expenditure							
3952	Tourism Signage Expense	0	501	1,000	690	501		
3982	Tourism Expense	0	10,050	13,500	1,599	10,050	*	Budget Profile timing
4282	Promotional Expense	1,145	6,000	6,000	218	4,855		
	Total Operating Expenditure	***1,145***	***16,551***	***20,500***	***2,507***			
	Operating Revenue							
3973	Contr. & Reim. (Tourism).	0	0	0	0	0		
	Total Operating Revenue	***0***	***0***	***0***	***0***			
	Total Tourism and Area Promotion	***1,145***	***16,551***	***20,500***	***2,507***			

COA	Building Control	31-December-2019 Year to Date Actuals	31-December-2019 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 YTD Actual	YTD Var	>$10K	Comments
	Operating Expenditure							
4132	Building Surveyor Expenses	62,803	64,212	129,429	133,710	1,409		
4622	Admin Allocation - Building	37,094	44,868	89,733	90,492	7,774		
	Total Operating Expenditure	***99,897***	***109,080***	***219,162***	***224,201***			
	Operating Revenue							
4153	Building Licenses Income	(3,025)	(4,998)	(10,000)	(13,602)	(1,973)		
4173	CTF Commissions Received	(30)	(72)	(150)	(150)	(42)		
4213	Building Commissions Received	(91)	(72)	(150)	(186)	19		
4183	Contributions & Reimbursements (Building Control)	0	0	0	0	0		
	Total Operating Revenue	***(3,146)***	***(5,142)***	***(10,300)***	***(13,938)***			
	Capital Expenditure / Reserve Transfers							
4215	Tfr from Leave Reserve	0	0	0	0	0		
	Total Capital Expenditure/Reserve Transfers	***0***	***0***	***0***	***0***			
	Total Building Control	***96,751***	***103,938***	***208,862***	***210,263***			
COA	**Other Economic Services**	**31-December-2019 Year to Date Actuals**	**31-December-2019 Year to Date Budget**	**2019/2020 Full Year Budget**	**30-Jun-19 YTD Actual**	**YTD Var**	**>$10K**	**Comments**
	Operating Expenditure							
4232	Water Supply Stand Pipes Expense	0	125	250	228	125		
4222	Admin Allocation - Other Economic Services	22,496	28,494	56,992	48,313	5,998		
4242	Rehab. Gravel Pits Expense	0	5,000	5,000	0	5,000		
4252	Purchase of Stamps.	17	70	100	10	53		
4272	Other Expenditure	6,113	4,798	9,591	9,091	(1,315)		
	Total Operating Expenditure	***28,626***	***38,487***	***71,933***	***57,643***			
	Operating Revenue							
4223	Commission Received Australia Post	(3,438)	(3,948)	(7,900)	(7,767)	(510)		
4243	Annual Post Office Box Fee	(3,308)	(3,000)	(3,000)	(3,061)	308		
4253	Postage Stamp Income	(29)	(91)	(100)	(84)	(62)		
4333	Photocopying Income	(68)	(20)	(20)	(6)	48		
4913	Shire Leased Reserves Income	(450)	(450)	(450)	(450)	0		
	Total Operating Revenue	***(7,293)***	***(7,509)***	***(11,470)***	***(11,368)***			
	Capital Expenditure / Reserve Transfers							
4760	Tfr to Water Strategy Reserve	10	30	60	61	20		
	Total Other Economic Services	***21,344***	***31,008***	***60,523***	***46,336***			
	Total Economic Services	**132,422**	**168,247**	**322,836**	**283,735**			

COA	Plant Depreciation	31-December-2019 Year to Date Actuals	31-December-2019 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 YTD Actual	YTD Var	>$10K	Comments
	Operating Expenditure							
5012	Plant Depreciation	169,378	173,922	347,843	307,629	4,544		
7102	Depreciation - Unclassified Assets	7,000	0	0	0	(7,000)		
6890	Depn Posted to Jobs	(183,526)	(173,922)	(347,843)	(307,162)	9,604		
	Total Plant Depreciation	***(7,147)***	***0***	***0***	***467***			

COA	Private Works	31-December-2019 Year to Date Actuals	31-December-2019 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 YTD Actual	YTD Var	>$10K	Comments
	Operating Expenditure							
7302	Private Works Expense	848	5,106	10,211	4,713	4,258		
	Operating Income							
7333	Private Works Income	(1,450)	(11,978)	(12,000)	(9,019)	(10,528)	*	YTD Budget less than anticipated
	Total Private Works	***(603)***	***(6,872)***	***(1,789)***	***(4,306)***			

COA	Public Works Overheads	31-December-2019 Year to Date Actuals	31-December-2019 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 YTD Actual	YTD Var	>$10K	Comments
	Operating Expenditure							
0342	Provision for LSL	0	2,500	5,000	23,659	2,500		
4312	Superannuation - Max 3% Works Staff	6,106	8,730	17,460	10,072	2,624		
4322	Superannuation Guarantee - Works Manager	5,200	5,256	10,507	10,069	56		
4332	Superannuation Guarantee - Works Staff	35,432	40,620	81,238	69,729	5,188		
4342	Salary Works Manager	53,726	54,000	107,998	101,589	274		
4352	Superannuation Max 3% - Works Manager	1,642	1,656	3,318	3,180	14		
4372	Public Works Sundry Expense	14,157	26,064	52,134	40,656	11,907	*	Budget Profile timing
4382	Works Manager - Expenses	1,770	2,076	4,150	3,600	306		
4392	External Engineering Services	3,003	6,500	13,000	7,817	3,498		
4402	Sick Leave	9,178	16,062	32,119	20,395	6,884		
4412	Annual Leave	26,220	19,103	65,898	56,267	(7,117)		
4432	Public Holiday Pay	3,002	7,285	38,688	42,110	4,283		
4422	Works LSL Expense	0	0	18,707	842	0		
4442	Occupational Health & Safety Expense	3,127	7,003	12,500	2,389	3,876		
4452	Protective Uniform/ Minor Workwear	751	1,848	11,863	9,868	1,097		
4582	Accrued Leave Works Crew	0	0	0	6,106	0		
4602	Training Expense	1,258	11,250	22,500	13,402	9,992		
4652	Works Staff - Allowances	10,254	12,600	23,400	22,362	2,346		
5202	Admin Allocation - Public Works Overheads	77,611	77,610	155,219	175,783	(1)		
6782	Workers Compensation Insurance	19,682	19,577	19,575	20,407	(105)		
7422	Less PWO Allocated to W & S	(292,074)	(347,640)	(695,274)	(643,165)	(55,566)	*	Budget profile timing
	Total Operating Expenditure	***(19,958)***	***(27,900)***	***(0)***	***(2,864)***			
	Operating Revenue							
0333	Contrib. & Reimb. (PWO).	0	0	0	0	0		
	Capital Expenditure / Reserve Transfers							
7631	T/f From Leav Reserve-pwo	0	0	0	0	0		
	Total Public Works Overheads	***(19,958)***	***(27,900)***	***(0)***	***(2,864)***			

COA	Plant Operation Costs	31-December-2019 Year to Date Actuals	31-December-2019 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 YTD Actual	YTD Var	>$10K	Comments
	Operating Expenditure							
4472	In House Repairs & Maintenance	101,564	101,070	202,126	169,974	(494)		
4482	Tyre Purchase Expense	11,582	28,752	57,500	55,074	17,170	*	Budget profile timing
4492	Parts & Outside Repairs Expense	73,002	75,000	150,000	138,572	1,998		
4502	Plant Licences Expense	8,824	8,597	9,200	8,902	(227)		
4532	Tools & Consumables	12,028	10,002	20,000	19,298	(2,026)		
4542	Fuel, Oil & Grease	142,223	156,498	313,000	277,704	14,275	*	Budget profile timing
4552	Cutting Edges & Tips	7,799	4,000	8,000	7,838	(3,799)		
5112	Admin Allocation - Plant Operations	10,598	11,496	22,991	35,478	898		
6772	Plant Insurance Expense	34,360	43,250	43,250	23,012	8,890		Adjustment to premiums will be made upon changeover of plant; budget review will dedtermine additional funds available
4512	Less POC Allocated to W & S	(339,704)	(390,534)	(781,067)	(638,157)	(50,830)	*	Budget profile timing
	Total Operating Expenditure	***62,275***	***48,131***	***45,000***	***97,693***			
	Operating Revenue							
4503	Sale of Scrap.	0	0	0	(32,612)	0		
4513	Diesel Fuel Rebate Received	(33,520)	(20,500)	(45,000)	(52,790)	13,020	*	Budget profile timing
4983	Income Received	0	0	0	(1,196)	0		
	Total Operating Revenue	***(33,520)***	***(20,500)***	***(45,000)***	***(86,598)***			
	Total Plant Operation Costs	***28,755***	***27,631***	***0***	***11,095***			

COA	Salaries and Wages	31-December-2019 Year to Date Actuals	31-December-2019 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 YTD Actual	YTD Var	>$10K	Comments
	Operating Expenditure							
4362	Unallocated Wages	0	0	0	0	0		
4570	S&W Gov, Corporate & Development Services	450,597	493,464	986,928	878,847	42,867	*	Budget profile timing and accrual jnl
4580	S&W Works & Services	514,789	550,728	1,101,458	989,459	35,939	*	Budget profile timing and accrual jnl
4600	Less Salary & Wages Allocated	(958,485)	(1,044,192)	(2,088,386)	(1,869,290)	(85,707)	*	Budget profile timing and accrual jnl
4592	Workers Compensation Paid	0	0	0	1,402	0		
	Total Operating Expenditure	***6,901***	***0***	***0***	***419***			
	Operating Revenue							
4613	Salaries & Wages Reimbursement Received	0	0	0	(1,402)	0		
4623	Paid Parental Leave Scheme Income	0	0	0	0	0		
	Total Operating Revenue	***0***	***0***	***0***	***(1,402)***			
	Total Salaries and Wages	***6,901***	***0***	***0***	***(983)***			

COA	Unclassified	31-December-2019 Year to Date Actuals	31-December-2019 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 YTD Actual	YTD Var	>$10K	Comments
	Operating Expenditure							
5022	Overpayments/Recoverables - Expenditure	3,017	5,750	13,500	17,205	2,733		
	Total Operating Expenditure	***3,017***	***5,750***	***13,500***	***17,205***			
	Operating Revenue							
5023	Overpayments/Recoverables - Income	(3,017)	(6,750)	(13,500)	(17,205)	(3,733)		
3813	Profit on Revaluation	0	0	0	0	0		
	Total Operating Revenue	***(3,017)***	***(6,750)***	***(13,500)***	***(17,205)***			
	Total Unclassified	***0***	***(1,000)***	***0***	***0***			
	Total Other Property and Services	**7,949**	**(8,141)**	**(1,789)**	**3,410**			

List of Accounts Paid - December 2019			
Chq/EFT	**Date**	**Name**	**Amount**
MUNICIPAL ACCOUNT			
DD16578.1	2/12/2019	Westpac Geraldton	-36.50
DD16584.1	11/12/2019	LGSP	-8515.54
DD16584.2	11/12/2019	Hostplus Superannution	-291.38
DD16584.3	10/12/2019	Rest Superannuation	-18.27
DD16584.4	10/12/2019	Australian Super	-930.25
DD16584.5	11/12/2019	Wealth Personal Superannuation and Pension Fund	-565.92
DD16584.6	10/12/2019	Prime Super	-220.36
DD16584.7	10/12/2019	ANZ Smart Choice Super	-237.13
DD16594.1	20/12/2019	Australian Super	-300.28
DD16594.2	20/12/2019	Hostplus Superannution	-211.80
DD16594.3	20/12/2019	Rest Superannuation	-9.71
DD16594.4	20/12/2019	LGSP	-5315.89
DD16604.1	24/12/2019	LGSP	-8722.58
DD16604.2	24/12/2019	Hostplus Superannution	-291.38
DD16604.3	24/12/2019	Rest Superannuation	-138.38
DD16604.4	24/12/2019	Australian Super	-936.02
DD16604.5	24/12/2019	Wealth Personal Superannuation and Pension Fund	-555.47
DD16604.6	24/12/2019	Prime Super	-220.36
DD16604.7	24/12/2019	ANZ Smart Choice Super	-237.13
EFT23744	13/12/2019	Node1Internet	-129.95
EFT23745	13/12/2019	Synergy	-2554.97
EFT23746	13/12/2019	Water Corporation	-2444.97
EFT23747	13/12/2019	Alicia Pawelski	-500.00
EFT23748	13/12/2019	Australia Post	-168.30
EFT23749	13/12/2019	Bardfield Engineering	-2310.00
EFT23750	13/12/2019	Chapman Valley Menshed Inc	-1000.00
EFT23751	13/12/2019	Chapman Valley Primary School	-40.00
EFT23752	13/12/2019	Creating a Better Yuna (CABY)	-5000.00
EFT23753	13/12/2019	Five Star Business Solutions & Innovation	-508.64
EFT23754	13/12/2019	Geraldton Sheetmetal And Roofing	-242.00
EFT23755	13/12/2019	Geraldton Trophy Centre	-285.00
EFT23756	13/12/2019	Goldings Paving /Easy Care Turf	-2842.00
EFT23757	13/12/2019	JA Diesel Pty Ltd	-462.00
EFT23758	13/12/2019	Janice Faye & Philip Charles Nairn	-366.56
EFT23759	13/12/2019	Keith Gregory Bobcat Hire	-308.00
EFT23760	13/12/2019	ML Communications	-1511.29
EFT23761	13/12/2019	Magor Swartz Pty Ltd	-12243.00
EFT23762	13/12/2019	Microcom Pty Ltd (Metrocount)	-8703.20
EFT23763	13/12/2019	Midwest Auto Group	-534.99
EFT23764	13/12/2019	Moore Stephens	-12150.12
EFT23765	13/12/2019	Norfolk Cleaning Service	-995.50
EFT23766	13/12/2019	Patience Sandland Pty Ltd.	-96.25
EFT23767	13/12/2019	Queens Supa IGA Supermarket	-914.81
EFT23768	13/12/2019	Refuel Australia	-31259.95
EFT23769	13/12/2019	TeletracNavman Australia	-769.45
EFT23770	13/12/2019	Toll Transport Pty Ltd	-288.64
EFT23771	13/12/2019	Total Uniforms	-64.95
EFT23772	13/12/2019	Western Australian Electoral Commission	-6430.17
EFT23773	20/12/2019	Barbecue Bazaar	-6222.00
EFT23774	20/12/2019	Department Of Fire And Emergency Services	-22680.00
EFT23775	20/12/2019	Forpark Australia	-36752.10
EFT23776	20/12/2019	Sirenco	-275.00
EFT23777	20/12/2019	Wren's Place Cafe	-300.00
EFT23778	20/12/2019	Australian Taxation Office	-5537.00
EFT23779	30/12/2019	Telstra	-1271.41
EFT23780	24/12/2019	AFGRI	-5157.04
EFT23781	24/12/2019	Abrolhos Steel	-429.00
EFT23782	24/12/2019	Atom Supply	-352.03
EFT23783	24/12/2019	Auslec	-183.38

EFT23784	24/12/2019	Beaurepaires	-3387.32
EFT23785	24/12/2019	Bitutek Pty Ltd	-166056.61
EFT23786	24/12/2019	Bunnings Group Limited	-1649.05
EFT23787	24/12/2019	Central West Pump Service	-1481.40
EFT23788	24/12/2019	Cleanaway Co Pty Ltd	-12846.38
EFT23789	24/12/2019	Covs Parts Pty Ltd	-881.29
EFT23790	24/12/2019	GNC Quality Precast Geraldton	-24062.50
EFT23791	24/12/2019	Geraldton Ag Services	-2353.93
EFT23792	24/12/2019	Geraldton TPC Valspar Paint (Australia) Pty Ltd	-215.73
EFT23793	24/12/2019	Geraldton Toyota	-414.68
EFT23794	24/12/2019	Glenfield IGA	-194.75
EFT23795	24/12/2019	Great Northern Rural Services	-1018.33
EFT23796	24/12/2019	Greenfield Technical Service	-363.00
EFT23797	24/12/2019	Hoppys Parts R Us	-132.61
EFT23798	24/12/2019	JLW Engineering	-117.70
EFT23799	24/12/2019	Jason Signmakers	-1020.80
EFT23800	24/12/2019	Joseph Radiators & Air Conditioning	-132.00
EFT23801	24/12/2019	Landgate	-645.00
EFT23802	24/12/2019	Lenane Holdings Pty Ltd	-4763.00
EFT23803	24/12/2019	M & B Quality Building Products	-829.52
EFT23804	24/12/2019	Magor Swartz Pty Ltd	-6641.25
EFT23805	24/12/2019	Market Creations	-6679.46
EFT23806	24/12/2019	Max Marine	-14.85
EFT23807	24/12/2019	Mcleods Barristers And Solicitors	-2982.93
EFT23808	24/12/2019	Midwest Chemical & Paper	-570.97
EFT23809	24/12/2019	Mitchell & Brown	-150.00
EFT23810	24/12/2019	Nabawa Valley Tavern	-833.35
EFT23811	24/12/2019	PS Chester & Son	-176.78
EFT23812	24/12/2019	Paper Plus Office National	-235.04
EFT23813	24/12/2019	Patience Sandland Pty Ltd.	-115.50
EFT23814	24/12/2019	Pirtek Geraldton	-105.82
EFT23815	24/12/2019	Purcher International	-890.44
EFT23816	24/12/2019	Quadrio Earthmoving Pty Ltd	-10087.00
EFT23817	24/12/2019	Reece Pty Ltd	-247.57
EFT23818	24/12/2019	Stewart & Heaton Clothing Co Pty Ltd.	-269.39
EFT23819	24/12/2019	The West Australian	-998.18
EFT23820	24/12/2019	Think Water Geraldton	-171.90
EFT23821	24/12/2019	Toll Transport Pty Ltd	-73.49
EFT23822	24/12/2019	Totally Work Wear	-186.43
EFT23823	24/12/2019	Universal Wreckers	-330.00
EFT23824	24/12/2019	Western Australian Local Government Association (WALGA)	-3900.00
EFT23825	24/12/2019	Western Australian Treasury Corporation	-2536.46
EFT23826	24/12/2019	Western Resource Recovery Pty Ltd	-573.50
EFT23827	24/12/2019	Westrac Pty Ltd	-555.47
			-463929.40
Chq/EFT	**Date**	**Name**	**Amount**
TRUST ACCOUNT			
431	24/12/2019	ER & VJ Clayton	-19.64
EFT23740	13/12/2019	Building and Construction Industry Training Fund	-50.15
EFT23741	13/12/2019	Department of Mines, Industry Regulation & Safety	-530.81
EFT23742	13/12/2019	GCo Australia Pty Ltd	-700.00
EFT23743	13/12/2019	Shire of Chapman Valley	-43.25
			-1343.85

SHIRE OF CHAPMAN VALLEY

BANK RECONCILIATION - MUNICIPAL FUNDS

As at 31st December 2019

SYNERGY

Balance as per Cash at Bank Account GL 160000	52,952.64
Balance as per Cash at Bank Account GL 170000	3,383,732.66
Balance as per Interfund Transfer A/c GL 161100	-
Plus Income on Bank Stmt not in ledgers	1,010.00
Less Expenditure on Bank Stmt not in ledgers	-
	$3,437,695.30

BANK

Business Account (Account No 000040)	50,941.49
Investment Account (Account No 305784)	633,732.66
Investment Account (Account No 502999)	2,750,000.00
Term Deposit	-
	3,434,674.15
Less Outstanding Payments	-
Plus Outstanding Deposits	3,021.15
Plus Tfer from Trust to Muni or [Tfer to Trust from Muni]	-
	$3,437,695.30

Difference Check 0.00

Completed by: _____ 07/01/20

Moreen Stewart - Senior Finance Officer — Date

Reviewed by: _____ 10/1/2020

Dianne Raymond - Mgr Finance & Corporate Services — Date

Corporate Card Statement

053

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

Facility Number
00018023 20000001

Payment Due Date
02 January 2020

Closing Balance
$35.00

This amount will be swept from a nominated account.

- 6 JAN 2020

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 Nov 2019	22 Dec 2019	02 Jan 2020	36.50	35.00	9,965.00

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		
36.50	36.50 -	35.00	0.00	0.00	0.00	35.00	0.00

S003903 / M001414 / 355 / 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
Maurice Battilana	5163 2531 0083 1327	6,000	5,965.00

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

Corporate Card Transactions

Date of Transaction	Description	Debits/Credits	Cardholder Comments
	Payments		
02 DEC	AUTOMATIC PAYMENT	18.25-	
	Sub Total:	**18.25-**	
	Purchases		
30 NOV	MOBILE TOUCH GERALDTON AUS	35.00	LPM1 Job#
	TELECOMMUNICATIONS EQUIPMENT Mobile Phone Cases		
	Sub Total:	**35.00**	

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		
18.25	18.25 -	35.00	0.00	0.00	0.00	35.00	0.00

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

Cardholder Signature _____ **Date** 7/1/20

Transactions examined and approved.

Manager/Supervisor Signature _____ **Date** 7/1/20

S003904 / M001414 / 355 / CN1VP4P1

Corporate Card Statement

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

CARDHOLDER TRANSACTION DETAILS

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

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

Corporate Card Transactions

Date of Transaction	Description	Debits/Credits	Cardholder Comments
02 DEC	**Payments** AUTOMATIC PAYMENT	18.25-	
	Sub Total:	**18.25-**	

Summary of Changes in Your Account Since Last Statement

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

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

Cardholder Signature _____ **Date** 7/1/20

Transactions examined and approved.

Manager/Supervisor Signature _____ **Date** 7/1/20.

S003905 / M001414 / 355 / CN1VP4P1

SHIRE OF CHAPMAN VALLEY

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 January 2020

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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Statement of Financial Activity by Nature or Type

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Note 2 Explanation of Material Variances

Note 3 Cash and Investments

Note 4 Receivables

Note 5 Rating Revenue

Note 6 Disposal of Assets

Note 7 Capital Acquisitions

Note 8 Borrowings

Note 9 Reserves

Note 10 Grants and Contributions

Note 11 Trust Fund

Note 12 Budget Amendments

Additional Information
- Budget by Program
- Summary of Payments
- Bank Reconciliation
- Credit Card Statement

PREPARATION TIMING AND REVIEW

Date prepared: 10th February 2020
Prepared by: Dianne Raymond
Reviewed by: Maurice Battilana

BASIS OF PREPARATION

REPORT PURPOSE

This report is prepared to meet the requirements of Local Government (Financial Management) Regulations 1996, Regulation 34 . Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also 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 Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

SIGNIFICANT ACCOUNTING POLICES

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.

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 that are 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.

ROUNDING OFF FIGURES

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

KEY INFORMATION

Items of Significance

The material variance adopted by the Shire of Chapman Valley for the 2019/20 year is $10,000 or 10% whichever is the greater. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure. A full listing and explanation of all items considered of material variance is disclosed in Note 2.

	% Completed	Annual Budget	YTD Budget	YTD Actual	Variance (Under)/Over
Capital Expenditure					
Buildings	41.39%	184,021	37,000	76,170	(39,170)
Plant & Equipment	4.96%	520,600	101,600	25,836	75,764
Infrastructure - Roads	60.96%	2,110,839	1,577,876	1,286,769	291,107

** Note: % Compares current ytd actuals to ytd budget*

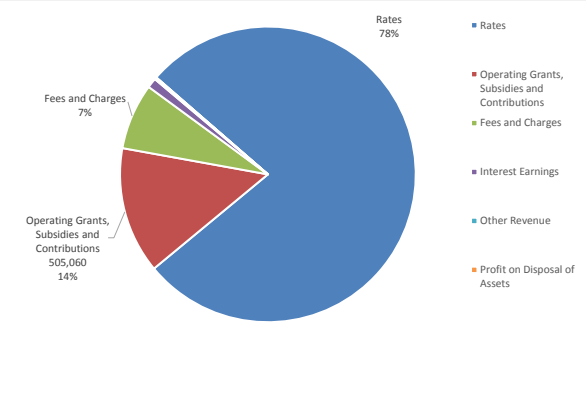
Financial Position	This Time Last Year	Year to Date Actual
Adjusted Net Current Assets	$ 3,269,925	$ 3,248,693
Cash and Equivalent - Unrestricted	$ 2,925,572	$ 3,140,012
Cash and Equivalent - Restricted	$ 742,582	$ 875,614
Receivables - Rates	$ 389,694	$ 247,040
Receivables - Other	$ 5,769	$ 1,580
Payables	$ 31,010	$ 125,464

** Note: Compares current ytd actuals to prior year actuals at the same time*

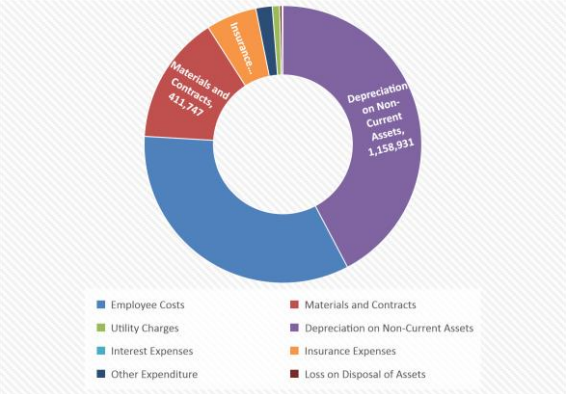
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JANUARY 2020

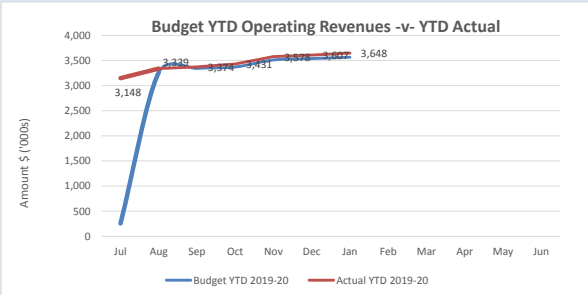
YEAR TO DATE SUMMARY GRAPHS

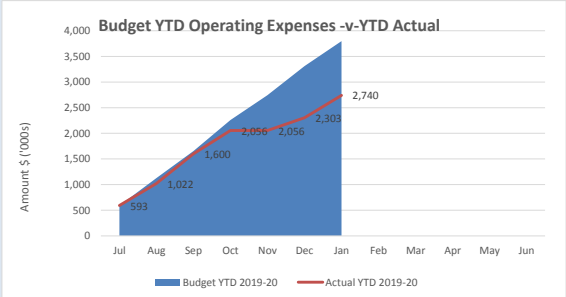
OPERATING REVENUE



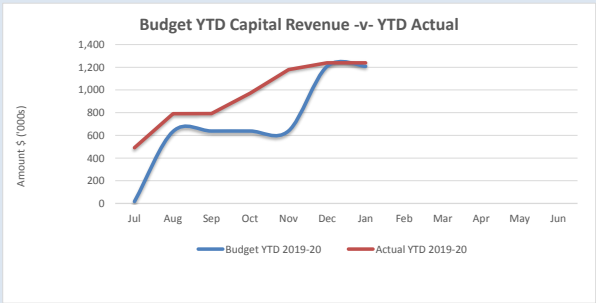
OPERATING EXPENSES



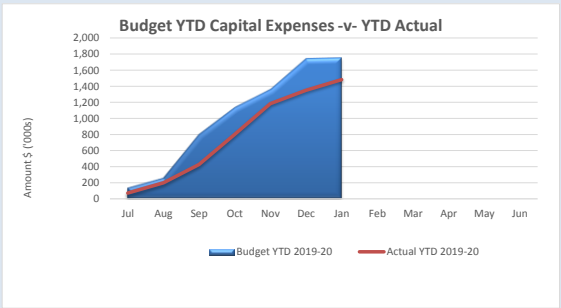




Capital Revenue



Capital Expense



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

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 JANUARY 2020

STATUTORY REPORTING PROGRAMS

	Ref Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		$	$	$	$	%	
Opening Funding Surplus(Deficit)	1(b)	1,204,318	1,204,318	**1,419,387**	215,069	18%	
Revenue from operating activities							
Governance		1,200	700	**17,980**	17,280	2469%	
General Purpose Funding - Rates	5	2,826,721	2,826,721	**2,831,412**	4,691	0%	
General Purpose Funding - Other		522,817	278,479	**302,735**	24,256	9%	
Law, Order and Public Safety		30,685	23,398	**27,715**	4,317	18%	
Health		5,764	4,886	**3,065**	(1,821)	(37%)	
Housing		0	0	**0**	0		
Community Amenities		182,727	165,408	**174,574**	9,167	6%	
Recreation and Culture		217,464	76,193	**96,939**	20,746	27%	▲
Transport		134,435	132,980	**143,999**	11,019	8%	
Economic Services		21,770	14,166	**11,749**	(2,417)	(17%)	
Other Property and Services		70,500	43,001	**37,988**	(5,013)	(12%)	
		4,014,083	**3,565,931**	**3,648,155**	82,224	2%	
Expenditure from operating activities							
Governance		(426,944)	(285,074)	**(289,184)**	(4,110)	(1%)	
General Purpose Funding		(130,230)	(64,742)	**(50,253)**	14,489	22%	▲
Law, Order and Public Safety		(265,058)	(163,440)	**(112,569)**	50,871	31%	▲
Education and Welfare		(2,000)	(1,000)	**(80)**	920	92%	
Health		(37,110)	(20,232)	**(6,281)**	13,951	69%	▲
Housing		(71,480)	(17,785)	**(8,748)**	9,037	51%	
Community Amenities		(721,884)	(380,894)	**(327,560)**	53,333	14%	▲
Recreation and Culture		(892,857)	(496,347)	**(457,420)**	38,927	8%	
Transport		(4,234,091)	(2,095,082)	**(1,223,631)**	871,451	42%	▲
Economic Services		(344,546)	(208,085)	**(155,758)**	52,327	25%	▲
Other Property and Services		(68,711)	(65,735)	**(109,372)**	(43,637)	(66%)	▼
		(7,194,911)	**(3,798,416)**	**(2,740,857)**	1,057,558	28%	
Operating activities excluded from budget							
Add Back Depreciation		3,132,359	1,827,210	**1,158,931**	(668,279)	(37%)	▼
Adjust (Profit)/Loss on Asset Disposal	6	(11,305)	13,695	**6,410**	(7,285)	(53%)	
Adjust Provisions and Accruals		0					
Amount attributable to operating activities		**(59,775)**	**1,608,420**	**2,072,641**			
Investing Activities							
Non-operating Grants, Subsidies and Contributions	10	1,493,953	1,131,350	**1,161,820**	30,470	3%	
Realisation/Proceeds from Disposal of Assets	6	78,500	53,500	**60,668**	7,168	13%	
Capital Acquisitions	7	(2,815,460)	(1,716,476)	**(1,388,775)**	327,701	19%	▲
Amount attributable to investing activities		**(1,243,007)**	**(531,626)**	**(166,286)**			
Financing Activities							
Transfer from Reserves	9	402,381	23,376	**17,000**	(6,376)	(27%)	
Repayment of Debentures	8	(68,626)	(34,052)	**(34,052)**	(0)	(0%)	
Transfer to Reserves	9	(235,290)	(1,918)	**(59,997)**	(58,079)	(3028%)	▼
Amount attributable to financing activities		**98,465**	**(12,594)**	**(77,049)**			
Year to date Budget Variance			215,069				
Closing Funding Surplus(Deficit)	1(b)	**(0)**	**2,483,587**	**3,248,693**			

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to threshold. Refer to Note 2 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2019/20 year is $10,000 or 10% whichever is the greater.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

STATUTORY REPORTING PROGRAMS

KEY TERMS AND DEFINITIONS - REPORTING PROGRAMS

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

PROGRAM NAME	OBJECTIVE	ACTIVITIES
GOVERNANCE	To provide a decision making process for the efficient allocation of scarce resources	**Governance** Administration and Operation of facilities and services to members of council; Includes fees, expenses and allowances paid to elected and committee members, election costs, insurance, subscription, conference expenses, council chamber expenses and members' entertainment. Also includes the allocation of administration expenses for the CEO and staff in preparation, administration and attendance at meetings and assisting elected members and other committees of Council. Research, development and preparation of policy documents, development of local laws, strategic planning, principal activity plans, annual budgets, annual financial reports, audit fees and the annual report. **Administration** In accordance with Legislative changes which were effective on 1st July 1997. General Administration costs have been allocated to the various programs of Council to reflect the true costs of services provided. Directly attributable costs have been recorded in the relevant program while indirect costs have been allocated using time spent by administration staff on tasks related to each of the programs as a basis.
GENERAL PURPOSE FUNDING	To collect revenue to allow for the provision of services.	Revenue from rates levied, interest and fees on instalment arrangements and arrears, government subsidy for entitled pensioners and rates deferred, less discounts and concessions relating to rates levied. Expenditures incurred in administration and maintaining rate records, rating valuations, serving notices, postage, stationery, advertising, debt collection, printing, indirect administration costs etc. Income receivable from the WA Grants Commission and any other Government Grant of a general purpose nature. Interest earnings from deposits and investments, including reserve accounts. General overdraft expenses.
LAW, ORDER, PUBLIC SAFETY	To provide services to help ensure a safer and environmentally conscious community.	Administration and operations on fire prevention services, including volunteer fire brigades, outlays on roadside clearing operations and other protective burning. Revenues include fines and penalties imposed under relevant Acts and fines, fees or charges for clearing fire breaks. Administration enforcement and operations relating to the control of animals. Costs of impounding, destroying and disposal of stray animals. Revenues include dog registration fees, fines and penalties relating to straying animals, impounding and destruction fees. Ranger's expenses are collected here and apportioned throughout the various programs to which they relate.
HEALTH	To provide an operational framework for environmental and community health.	Food quality and pest control, inspections of eating houses, lodging and boarding houses, itinerant food vendors, offensive trade, and any other outlays concerned with general health inspections and administration services provided by the Council.
EDUCATION AND WELFARE	To provide services to disadvantaged persons, the elderly, children and youth.	Operation, improvements and maintenance of pre-school facilities; assistance to playgroups and other voluntary services. Annual awards and prizes to Nabawa and Yuna Primary Schools.
HOUSING	To provide and maintain residential housing for staff, with the surplus available for private rental.	Collection of revenue and expenditure in respect of the administration and operation of residential housing for council staff. The expenditure is reallocated to the relevant programmes using staff duties as a basis.
COMMUNITY AMENITIES	To provide services required by the community.	Administration and operation of domestic refuse collection and disposal services, including delivery to a regional disposal site. Provision and maintenance of rubbish disposal sites. Collection and disposal of public litter bins, special rubbish clean ups, special litter enforcement and control. Includes administration and operation of foreshore protection project. Administration and operation of town planning and regional development services. These include planning control, the preparation of town planning development schemes, zoning and rezoning. Costs associated with resumption of land for recreational purposes. Hosting of a Natural Resource Management Officer to assist community groups and landowners.
RECREATION AND CULTURE	To establish and effectively manage infrastructure and resources which will help the social well being of the community.	Administration, provision and operation of public halls, community centre, sporting complex, ovals, swimming areas and beaches. Includes contributions towards operations, subsidies and improvements of sporting clubs, sporting facilities and recreational areas. Administration, provision and operation of local libraries and library services. Contributions towards heritage issues such as municipal inventory, local Historical society operations - museum development/improvement etc.
TRANSPORT	To provide safe, effective and efficient transport services to the community.	Construction and maintenance of streets, roads, bridges; cleaning and lighting of streets and maintenance of depots. Purchase of plant used predominantly for the construction and maintenance of streets, roads, bridges etc. Operations relating to the licensing or regulating of traffic under the control of the local government; includes vehicle registration and renewals facilities.
ECONOMIC SERVICES	To help promote the shire and its economic wellbeing.	Eradication of noxious weeds and control of vermin. The development, promotion, support etc. of tourism and area promotion to attract tourists. Administration, inspection and operations concerned with application of the building standards including examination, processing and inspections services, swimming pool inspections etc. Revenues and outlays associated with water supply - standpipes.
OTHER PROPERTY AND SERVICES	To monitor and control council's overheads operating accounts.	Administration, inspection, and operation of work carried out on property or services not under the care, control and management of the Council. These include road works on private property. Public Works Overheads - Overheads incurred as the result of the use of direct labour, which is subsequently apportioned to the appropriate works and services absorbing the total expenditure. Includes expenditure incurred in the maintenance and operation of plant, Council's hire rate absorbing the total expenditure of plant running costs and usage. The total salaries and wages incurred during the year is recorded here and allocated over the various works and services to which it relates.

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2020

BY NATURE OR TYPE

	Ref Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		$	$	$	$	%	
Opening Funding Surplus (Deficit)	1(b)	1,204,318	1,204,318	**1,419,387**	215,069	18%	▲
Revenue from operating activities							
Rates	5	2,826,721	2,826,721	**2,831,412**	4,691	0%	
Operating Grants, Subsidies and Contributions	10	784,465	435,673	**505,060**	69,387	16%	▲
Fees and Charges		311,307	260,914	**263,762**	2,848	1%	
Interest Earnings		53,290	34,214	**39,136**	4,922	14%	
Other Revenue		11,800	6,909	**7,422**	513	7%	
Profit on Disposal of Assets	6	26,500	1,500	**1,364**	(136)	(9%)	
		4,014,083	**3,565,931**	**3,648,155**	82,225	2%	
Expenditure from operating activities							
Employee Costs		(1,981,847)	(1,036,177)	**(921,783)**	114,394	11%	▲
Materials and Contracts		(1,698,891)	(646,475)	**(411,747)**	234,728	36%	▲
Utility Charges		(54,917)	(29,833)	**(23,282)**	6,551	22%	
Insurance Expenses		(182,375)	(178,265)	**(162,319)**	15,946	9%	
Interest Expenses		(5,898)	(3,171)	**(2,776)**	395	12%	
Depreciation on Non-Current Assets		(3,132,359)	(1,827,210)	**(1,158,931)**	668,279	37%	▲
Loss on Disposal of Assets	6	(15,195)	(15,195)	**(7,774)**	7,421	49%	
Other Expenditure		(123,430)	(62,090)	**(52,245)**	9,845	16%	
		(7,194,912)	**(3,798,416)**	**(2,740,857)**	1,057,559	28%	▲
Operating activities excluded from budget							
Add back Depreciation		3,132,359	1,827,210	**1,158,931**	(668,279)	(37%)	▼
Adjust (Profit)/Loss on Asset Disposal	6	(11,305)	13,695	**6,410**	(7,285)	(53%)	
Adjust Provisions and Accruals		0	0	**0**	0		
Amount attributable to operating activities		**(59,775)**	**1,608,420**	**2,072,642**			
Investing activities							
Non-operating grants, subsidies and contributions	10	1,493,953	1,131,350	**1,161,820**	30,470	3%	
Realisation/Proceeds from Disposal of Assets	6	78,500	53,500	**60,669**	7,169	13%	
Capital acquisitions	7	(2,815,460)	(1,716,476)	**(1,388,775)**	327,701	19%	▲
Amount attributable to investing activities		**(1,243,007)**	**(531,626)**	**(166,286)**			
Financing Activities							
Transfer from Reserves	9	402,381	23,376	**17,000**	(6,376)	(27%)	
Repayment of Debentures	8	(68,626)	(34,052)	**(34,052)**	(0)	0%	
Transfer to Reserves	9	(235,290)	(1,918)	**(59,997)**	(58,079)	3028%	
Amount attributable to financing activities		**98,465**	**(12,594)**	**(77,049)**			
Year to date Budget Variance			**215,069**				
Closing Funding Surplus (Deficit)	1(b)	**0**	**2,483,587**	**3,248,693**			

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 2 for an explanation of the reasons for the variance.
This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 JANUARY 2020

NATURE OR TYPE DESCRIPTIONS

REVENUE

RATES
All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS
Refer 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 non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

PROFIT ON ASSET DISPOSAL
Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

FEES AND CHARGEES
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, 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 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.

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 etc.

EXPENSES

EMPLOYEE COSTS
All costs associate 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, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, 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, ETC.)
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
Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS
Depreciation expense raised on all classes of assets.

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, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

OPERATING ACTIVITIES
NOTE 1(b)
ADJUSTED NET CURRENT ASSETS

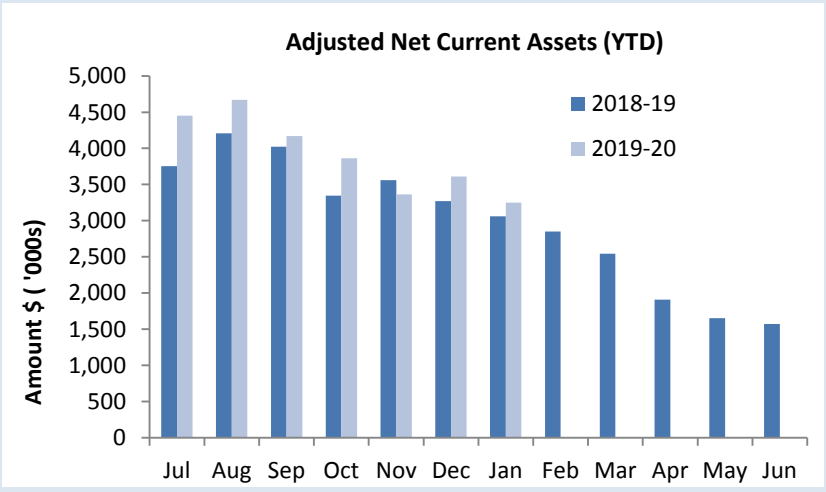
Adjusted Net Current Assets	Ref Note	Last Years Closing 30 June 2019	This Time Last Year 31 Jan 2019	Year to Date Actual 31 Jan 2020
		$	$	$
Current Assets				
Cash Unrestricted	3	1,514,609	2,925,572	3,140,012
Cash Restricted	3	832,618	742,582	875,614
Receivables - Rates	4	93,429	389,694	247,040
Receivables - Other	4	8,396	5,769	1,580
Interest / ATO Receivable / Prepaid Expenses		1,345	909	0
Inventories		4,221	1,912	4,221
		2,454,618	4,066,438	4,268,467
Less: Current Liabilities				
Payables		(194,286)	(31,010)	(125,464)
Provisions - employee		(423,049)	(314,497)	(423,049)
ATO Payables		(8,328)	(22,921)	(18,695)
		(625,663)	(368,428)	(567,208)
Unadjusted Net Current Assets		**1,828,955**	**3,698,010**	**3,701,259**
Adjustments and exclusions permitted by FM Reg 32				
Less: Cash reserves	3	(832,618)	(742,582)	(875,614)
Add: Provisions - employee		423,049	314,497	423,049
Adjusted Net Current Assets		**1,419,387**	**3,269,925**	**3,248,693**

SIGNIFICANT ACCOUNTING POLICIES

Please see Note 1(a) for information on significant accounting polices relating to Net Current Assets.

KEY INFORMATION

The amount of the adjusted net current assets at the end of the period represents the actual surplus (or deficit if the figure is a negative) as presented on the Rate Setting Statement.



This Year YTD Surplus(Deficit)

$3.25 M

Last Year YTD Surplus(Deficit)

$3.27 M

NOTE 1(a)
NET CURRENT ASSETS

SIGNIFICANT ACCOUNTING POLICIES

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. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council 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 even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

EMPLOYEE BENEFITS

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave *(Short-term Benefits)*

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the City has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the City expects to pay and includes related on-costs.

(ii) Annual Leave and Long Service Leave (Long-term Benefits)

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the City does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

PROVISIONS

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

INVENTORIES

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.

TRADE AND OTHER PAYABLES

Trade and other payables represent liabilities for goods and services provided to the Shire 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.

NOTE 2
EXPLANATION OF MATERIAL VARIANCES

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 budget materially.
The material variance adopted by Council for the 2019/20 year is $10,000 or 10% whichever is the greater.

Reporting Program	Var. $	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	$	%			
Revenue from operating activities					
Governance	17,280	2469%		Permanent	LGIS Insurance policy credit
Recreation and Culture	20,746	27%	▲	Timing	Camping fees and Grant fundng
Transport	11,019	8%	▲	Timing	Grant funding
Expenditure from operating activities					
General Purpose Funding	14,489	22%	▼	Timing	Admin allocations
Law, Order and Public Safety	50,871	31%	▼	Timing	Trainee Ranger yet to be appointed
Health	13,951	69%	▲	Timing	External contractor invoices yet to be received
Community Amenities	53,333	14%	▼	Timing	Domestic Rubbish contractor expenses
Recreation and Culture	38,927	8%	▲	Timing	Admin allocations, Coronation Beach
Transport	871,451	42%	▲	Timing	Depn, Roads Construction & Maintenance YTD
Economic Services	52,327	25%	▲	Timing	Tourism & Promotional expenditure; admin allocations
Other Property and Services	(43,637)	(66%)	▼	Timing	Fuel, Tyres and Insurance
Investing Activities					
Non-operating Grants, Subsidies and Contributions	30,470	3%		Timing	Revenue YTD included R2R Grant funding (Dartmoor & East Nabawa Rds)
Capital Acquisitions	327,701	19%	▼	Timing	Refer Note 7
Financing Activities					
Transfer to Reserves	(58,079)	(3028%)	▼	Timing	Transferred proceeds for sale of house & Unspent Grant Reserve for CCTV

KEY INFORMATION

OPERATING ACTIVITIES
NOTE 3
CASH AND INVESTMENTS

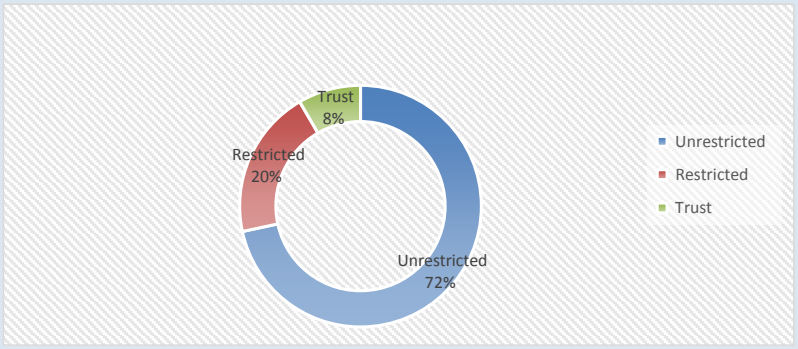
Cash and Investments	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Maturity Date
	$	$	$	$		
Cash on Hand						
Petty Cash and Floats	700			700	Westpac	On Hand
At Call Deposits						
Municipal Bank Account	14,580			14,580	Westpac	At Call
Municipal Investment Account	3,124,733			3,124,733	Westpac	At Call
Reserve Fund - Leave		115,646		115,646	Westpac	At Call
Reserve Fund -Water		14,236		14,236	Westpac	At Call
Reserve Fund - Office & Equipment		39,740		39,740	Westpac	At Call
Reserve Fund - Plant/Light Vehicle		256,808		256,808	Westpac	At Call
Reserve Fund - Legal		40,013		40,013	Westpac	At Call
Reserve Fund - Land Development		52,071		52,071	Westpac	At Call
Reserve Fund - Roadworks		102,143		102,143	Westpac	At Call
Reserve Fund - Landcare		15,847		15,847	Westpac	At Call
Reserve Fund - Building		209,070		209,070	Westpac	At Call
Reserve Fund - Unspent Grants		30,040		30,040	Westpac	At Call
Trust Bank Account			98,593	98,593	Westpac	At Call
Term Deposits						
TD 454181 - POS Wokarena			142,580	142,580	Westpac	28-Feb-20
TD 454202 - Wokarena Intersection Upgrade			126,523	126,523	Westpac	28-Feb-20
Total	**3,140,012**	**875,614**	**367,696**	**4,383,322**		

SIGNIFICANT ACCOUNTING POLICIES

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and 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 reported as short term borrowings in current liabilities in the statement of financial position.

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 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 reported as short term borrowings in current liabilities in the statement of financial position.



Total Cash	Unrestricted
$4.38 M	$3.14 M

OPERATING ACTIVITIES
NOTE 4
RECEIVABLES

Rates Receivable	30 June 2019	31 Jan 20
	$	$
Opening Arrears Previous Years	101,168	93,072
Levied this year	2,743,381	2,831,412
Less Collections to date	(2,751,477)	(2,677,444)
Equals Current Outstanding	**93,072**	**247,040**
Net Rates Collectable	**93,072**	**247,040**
% Collected	97.29%	91.55%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$
Receivables - General	425	311	0	844	1,580
Percentage	27%	20%	0%	53%	
Balance per Trial Balance					
Sundry debtors					1,580
GST receivable					0
Loans receivable - clubs/institutions					0
Total Receivables General Outstanding					**1,580**

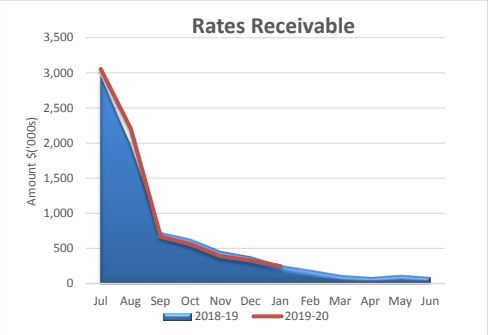
Amounts shown above include GST (where applicable)

KEY INFORMATION

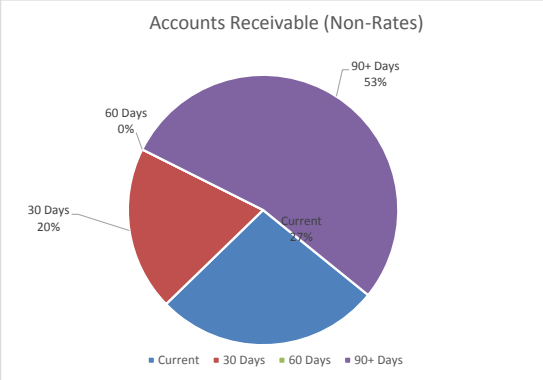
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

SIGNIFICANT ACCOUNTING POLICIES

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. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.



Collected	Rates Due
92%	$247,040



Debtors Due
$1,580

Over 30 Days
73%

Over 90 Days
53%

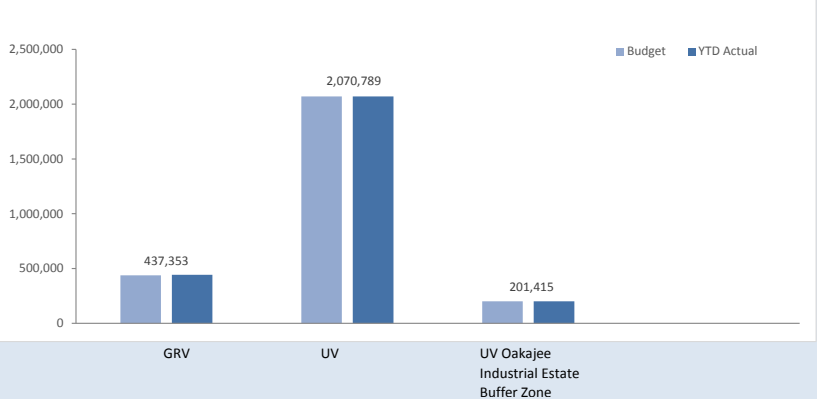
OPERATING ACTIVITIES
NOTE 5
RATE REVENUE

General Rate Revenue		Original Budget						YTD Actual			
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE	$			$	$	$	$	$	$	$	$
Differential General Rate											
GRV	9.500000	276	4,603,715	437,353	0	0	437,353	437,353	4,545	266	442,164
UV Rural	1.142000	409	181,329,999	2,070,789	0	0	2,070,789	2,070,789	(640)	-180	2,069,969
UV Oakajee Industrial Estate Buffer Zone	2.280000	0	8,834,000	201,415	0	0	201,415	201,415	0	0	201,415
Minimum Payment	Minimum $										
GRV	700	196	880,939	136,500	0	0	136,500	137,200	0	0	137,200
UV Rural	400	17	136,023	6,800	0	0	6,800	6,800	0	0	6,800
UV Oakajee Industrial Estate Buffer Zone	400	0	0	0	0	0	0	0	0	0	0
Sub-Totals		**898**	**195,784,676**	**2,852,857**	**0**	**0**	**2,852,857**	**2,853,557**	**3,906**	**86**	**2,857,548**
Discount/Concession							0				
Movement in Excess Rates							(26,135)	0	0	0	(26,136)
Amount from General Rates							**2,826,721**				**2,831,412**
Ex-Gratia Rates							0				
Total General Rates							**2,826,721**				**2,831,412**
Totals							**2,826,721**				**2,831,412**

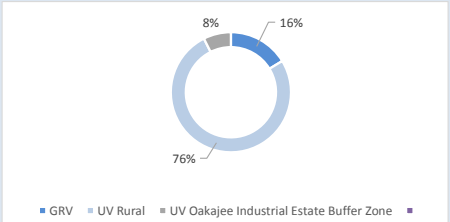
SIGNIFICANT ACCOUNTING POLICIES

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

KEY INFORMATION



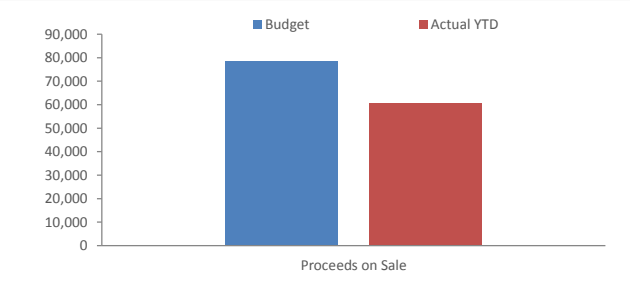
General Rates		
Budget	YTD Actual	%
$2.83 M	$2.83 M	100%



OPERATING ACTIVITIES
NOTE 6
DISPOSAL OF ASSETS

		Original Budget				YTD Actual			
Asset Ref.	Asset Description	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		$	$	$	$	$	$	$	$
	Housing								
85/L15	Yuna House Asset 85 / Land L15	67,195	52,000	0	(15,195)	67,081	59,307	0	(7,774)
	Transport								
25	P0006 JD Mower	0	1,500	1,500	0	0	1,364	1,364	0
P34	Depot Ute	0	10,000	10,000	0	0	0	0	0
P31	L/Hand Ute	0	10,000	10,000	0	0	0	0	0
P32	Works Ute	0	5,000	5,000	0	0	0	0	0
				0	0	0	0	0	0
		67,195	**78,500**	**26,500**	**(15,195)**	**67,081**	**60,670**	**1,364**	**(7,774)**

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
$78,500	$60,670	77%

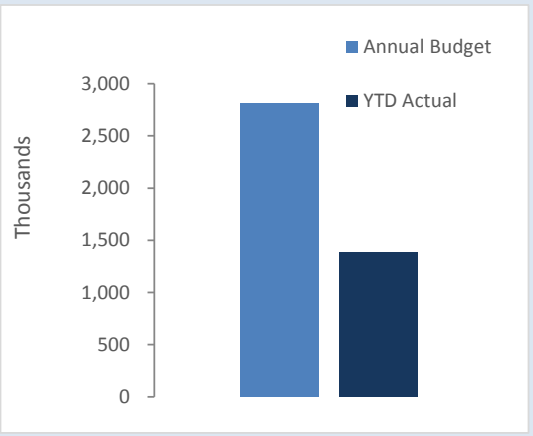
INVESTING ACTIVITIES
NOTE 7
SUMMARY CAPITAL ACQUISITIONS

Capital Acquisitions	Annual Budget	YTD Budget	YTD Actual Total	YTD Budget Variance
	$	$	$	$
Land & Buildings	184,021	37,000	76,170	39,170
Plant, Tools & Equipment	520,600	101,600	25,836	(75,764)
Infrastructure - Roads	2,110,839	1,577,876	1,286,769	(291,107)
Capital Expenditure Totals	**2,815,460**	**1,716,476**	**1,388,775**	**(327,701)**
Capital Acquisitions Funded By:				
	$	$	$	$
Capital grants and contributions	1,493,953	1,131,350	1,161,820	30,470
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	78,500	53,500	60,670	7,170
Cash Backed Reserves				
Building Reserve	25,000	0	0	0
Plant Replacement Reserve	255,268	0	0	0
Contribution - operations	962,739	531,626	166,285	(365,341)
Capital Funding Total	**2,815,460**	**1,716,476**	**1,388,775**	**(327,701)**

SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

KEY INFORMATION

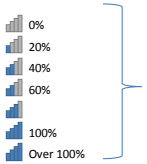


Acquisitions	Annual Budget	YTD Actual	% Spent
	$2.82 M	$1.39 M	49%

Capital Grant	Annual Budget	YTD Actual	% Received
	$1.49 M	$1.16 M	78%

INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS (CONTINUED)

Capital Expenditure Total
Level of Completion Indicators



Percentage YTD Actual to Annual Budget
Expenditure over budget highlighted in red.

CP-024 Purchasing Policy	
Up to $10,000	*Direct Purchase*
$10,001-$25,000	*2x verbal quotes*
$25,001-$149,999	*3x written quotes*
$150,000 & above	*Tender process*

% of Completion

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

		Account Number	Annual Budget	YTD Budget	YTD Actual	YTD BUDGET Variance (Under)/Over	Comments
	Capital Expenditure						
	Buildings						
0.15	Nabawa Cemetery	124150	21,000	0	3,084	(3,084)	Reduced Septic System installe toilet block similar to Fig Tree Reserve
0.01	Nanson showgrounds 3 Phase Power	126440	50,000	25,000	593	24,407	Nanson Showgrounds Master Plan - Supply of 3 Phase Power. Subject to grant funding in the new year
0.80	Bill Hemsley Park Activation Project	128340	84,771	0	67,496	(67,496)	BHP Activation Lotterywest Grant 3 components Walk Trails, Exercise Equipment and BBQ.
0.42	Bill Hemsley Park Masterplan	128340	12,000	12,000	4,996	7,004	BHP Masterplan - **Install Bollards** and BBQ as per Masterplan (BBQ will be purhased with Lotterywest grant funding above $7k); bollards have been installed
0.00	Nabawa Recreation Centre	128340	16,250	0	0	0	Bar Upgrades CVFC requested works, quotes are progressing, to be completed Feb 2020
0.41	**Buildings Total**		**184,021**	**37,000**	**76,170**	**(39,170)**	
	Plant & Equipment						
1.00	CCTV Nabawa Transfer Station & Mills Lookout	131040	0	17,000	17,000	0	Purchase Completed
0.00	Traffic Counters	135840	10,600	10,600	0	10,600	Purchased - will be expensed
0.00	Tip Truck 6 Wheeler	135540	299,000	0	0	0	Tender 2-1920 Min Ref 12/19-22 Purchase Order raised
0.00	MWS Light Vehicle	135540	57,000	0	0	0	Quotes new calendar year
0.30	Ride on Mower	135540	29,000	29,000	8,836	20,164	Purchase completed under budget
0.00	L/Hand Light Vehicle	135540	50,000	0	0	0	Quotes new calendar year
0.00	Works Depot Light Vehicle	135540	30,000	0	0	0	Quotes new calendar year
0.00	Tow along Broom Sweeper	135840	45,000	45,000	0	45,000	Yet to proceed with acquisition
0.05	**Plant & Equipment Total**		**520,600**	**101,600**	**25,836**	**75,764**	
	Infrastructure - Roads						
0.98	Dartmoor Road - Upgrade from gravel to 7.2m wide seal	131140 - C08	547,372	547,372	537,232	10,141	Project completed and MRWA claimed 100%
0.95	Valentine Road - Upgrade from gravel to 7.2m wide seal	131140 - C13	489,078	489,078	464,980	24,099	Project completed and MRWA claimed 100%
0.01	East Nabawa Road - Upgrade from gravel to 7.2m wide seal	131140 - C16	449,048	108,245	3,407	104,838	Project commenced with vegetation clearing
0.61	East Nabawa Road - Upgrade from gravel to 7.2m wide seal Slk 0.2 to Slk 3.(	131140 - C16E	433,181	433,181	264,574	168,606	Project completed,contractor invoices pending for seal
0.00	Eliza Shaw Drive drainage improvements from Brown Lane to Parmelia Blvd	131140 - C151B	101,409	0	0	0	Yet to commence
0.00	Eliza Shaw Drive drainage improvements from Hester Avenue to Redcliffe C	131140 - C151A	90,752	0	0	0	Yet to commence
1.00	Bill Hemsley Park Activation Project Gravel	CHEM1	0	0	16,576	(16,576)	In house works delivered by road crew
0.61	**Infrastructure - Roads Total**		**2,110,839**	**1,577,876**	**1,286,769**	**291,107**	
0.49	**Grand Total**		**2,815,460**	**1,716,476**	**1,388,774**	**327,701**	

Information on Borrowings		New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	30/06/2019	Actual	Original Budget	Actual	Original Budget	Actual	Original Budget	Actual	Original Budget
	$	$	$	$	$	$	$	$	$
Recreation and Culture									
Loan 89 - Nabawa Stadium Upgrade	14,451	0	0	4,675	9,491	9,776	4,960	468	815
Loan 98 - Bill Hemsley Park	123,132	0	0	19,855	39,972	103,277	83,160	2,019	4,059
Transport									
Loan 97- Plant	19,163	0	0	9,522	19,162	9,641	1	289	524
	156,746	0	0	34,052	68,626	122,694	88,120	2,776	5,398
Total	156,746	0	0	34,052	68,626	122,694	88,120	2,776	5,398

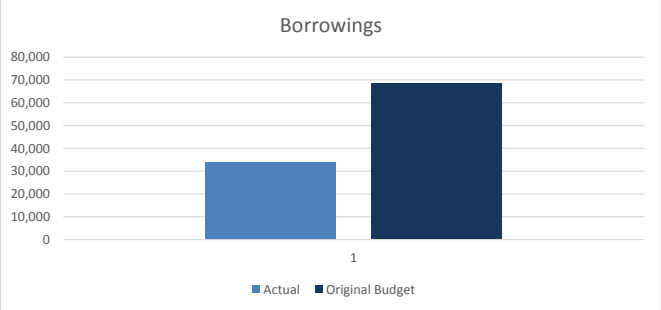
All debenture repayments were financed by general purpose revenue.

SIGNIFICANT ACCOUNTING POLICIES

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

KEY INFORMATION

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

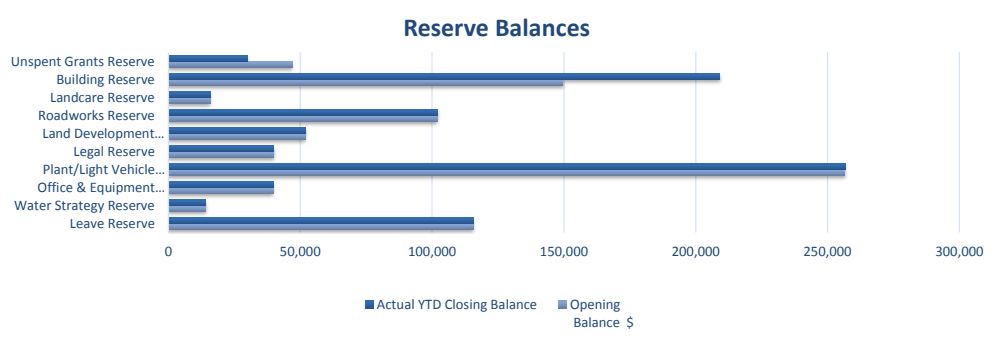


Principal Repayments	
$34,052	
Interest Earned	**Interest Expense**
$39,136	$2,776
Reserves Bal	**Loans Due**
$.88 M	$.12 M

Cash Backed Reserve

Reserve Name	Opening Balance	Original Budget Interest Earned	Actual Interest Earned	Original Budget Transfers In (+)	Actual Transfers In (+)	Original Budget Transfers Out (-)	Actual Transfers Out (-)	Original Budget Closing Balance	Actual YTD Closing Balance
	$	$	$	$	$	$	$	$	$
Leave Reserve	115,552	540	94	30,000	0	(50,100)	0	95,992	115,646
Water Strategy Reserve	14,225	60	12	0	0	0	0	14,285	14,236
Office & Equipment Reserve	39,708	180	32	0	0	(10,000)	0	29,888	39,740
Plant/Light Vehicle Reserve	256,599	900	209	150,000	0	(255,268)	0	152,231	256,808
Legal Reserve	39,980	180	33	0	0	0	0	40,160	40,013
Land Development Reserve	52,028	300	42	0	0	0	0	52,328	52,071
Roadworks Reserve	102,060	420	83	0	0	0	0	102,480	102,143
Landcare Reserve	15,834	60	13	0	0	(15,000)	0	894	15,847
Building Reserve	149,618	650	145	52,000	59,307	(25,000)	0	177,268	209,070
Unspent Grants Reserve	47,013	0	27	0	0	(47,013)	(17,000)	0	30,040
	832,617	**3,290**	**690**	**232,000**	**59,307**	**(402,381)**	**(17,000)**	**665,526**	**875,614**

KEY INFORMATION



Grants and Contributions

	Annual Budget	YTD Budget	YTD Actual	Variance (Under)/Over
Operating grants, subsidies and contributions				
General Purpose Funding				
Grants Commission - Road Funding	251,602	125,801	121,297	(4,504)
Grants Commission - Equalisation (General Purpose)	195,384	97,692	125,275	27,583
Ex Gratia Rates	10,041	10,041	10,023	(18)
Governance				
Minor Income Received - Other General	1,200	700	0	(700)
Reimbursements & Contributions	0	0	17,929	17,929
Law, Order and Public Safety				
DFES Grant Income	20,635	13,757	21,313	7,557
Community Amenities				0
Grants & Other Income Received	5,000	0	5,000	5,000
Dolby Creek Management Plan Income (gst free)	2,247	2,247	1,401	(845)
Reimbursements & Sundry Income (P of E)	1,000	1,000	200	(800)
Cemetery Income (no GST applicable)	650	0	0	0
Cemetery Income (GST Applies)	0	0	973	973
Recreation and Culture				
Grants & Other Income Received	108,771	24,000	24,706	706
Transport				
MRWA Direct Grant.	116,936	116,936	125,058	8,122
Hudson Resources - Dartmoor Road	12,500	12,500	14,525	2,025
Other Property and Services				
Diesel Fuel Rebate Received	45,000	24,250	33,520	9,270
Overpayments/Recoverables - Income	13,500	6,750	2,841	(3,909)
Operating grants, subsidies and contributions Total	**784,465**	**435,673**	**505,060**	**69,387**
Non-operating grants, subsidies and contributions				
Recreation and Culture				
Grant Funding Revenue	25,000	0	0	0
Transport				
MW Regional Road Funding	1,140,333	912,266	833,200	(79,066)
R2R (Construction) Income	328,620	219,084	328,620	109,536
Non-operating grants, subsidies and contributions Total	**1,493,953**	**1,131,350**	**1,161,820**	**30,470**
Grand Total	**2,278,418**	**1,567,023**	**1,666,880**	**99,857**

KEY INFORMATION

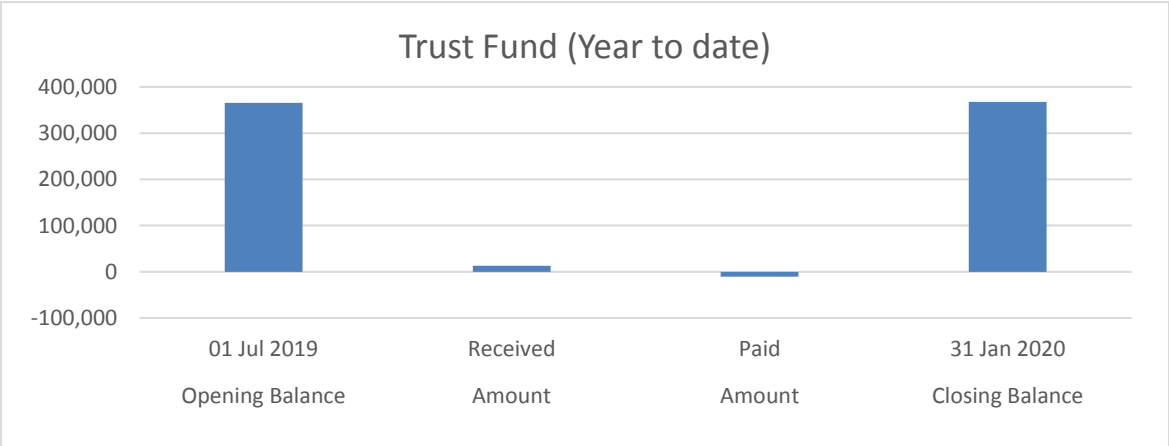
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2020

NOTE 11
TRUST FUND

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 01 Jul 2019	Amount Received	Amount Paid	Closing Balance 31 Jan 2020
	$	$	$	$
Bonds - Hall Hire	3,490	6,660	(5,980)	**4,170**
Nomination Deposits	0	320	(320)	**0**
Post Office Deposit	1,462	177	(62)	**1,577**
Contributions from Sub Divider	353,330	2,779	(1,401)	**354,707**
Refundable Deposit	6,090	50	(90)	**6,050**
CTF Levy	276	862	(913)	**225**
Building Commission	623	1,822	(1,829)	**616**
Unclaimed Monies	250	0	0	**250**
Standpipe Card Bond Income	100	0	0	**100**
	365,621	**12,670**	**-10,596**	**367,696**

KEY INFORMATION



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2020

NOTE 12
BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Council Resolution	Classification	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				$	$	$
	Budget Adoption		Opening Surplus	0		0
	Permanent Changes					
				0	0	0

Classifications Pick List
Operating Revenue
Operating Expenses
Capital Revenue
Capital Expenses
Opening Surplus(Deficit)
Non Cash Item

	0	**0**	**0**

KEY INFORMATION

Budget Review is a separate item in February 20 agenda

Internal working documents Budget by Program

	Year to Date Actuals For the period ending 31-January-2020	Year to Date Budget For the period ending 31-January-2020	Original Full Year Budget For the period ending 30/06/2020	Rate Setting Statement 30/06/2019
Operating Expenditure				
Governance	289,184	285,074	426,944	412,907
General Purpose Funding	50,253	64,742	130,230	114,768
Law, Order and Public Safety	112,569	163,440	265,058	188,520
Education	80	1,000	2,000	160
Health	6,281	20,232	37,110	12,919
Housing	8,748	17,785	19,480	2,811
Community Amenities	327,560	380,894	721,884	613,315
Recreation and Culture	457,420	496,347	892,857	712,374
Transport	1,223,631	2,095,082	4,286,091	2,985,769
Economic Services	155,758	208,085	344,546	308,980
Other Property and Services	109,372	65,735	68,711	117,635
Total Expenditure (E)	2,740,857	3,798,416	7,194,912	5,470,158

	Year to Date Actuals For the period ending 31-January-2020	Year to Date Budget For the period ending 31-January-2020	Original Full Year Budget For the period ending 30/06/2020	Rate Setting Statement 30/06/2019
Operating Revenue				
Governance	(17,980)	(700)	(1,200)	(26,521)
General Purpose Funding	(3,134,147)	(3,105,200)	(3,349,538)	(3,734,614)
Law, Order and Public Safety	(27,715)	(23,398)	(30,685)	(71,768)
Health	(3,065)	(4,886)	(5,764)	(6,322)
Housing	0	0	0	(4,680)
Community Amenities	(174,574)	(165,408)	(182,727)	(213,312)
Recreation and Culture	(96,939)	(76,193)	(217,464)	(118,864)
Transport	(1,305,819)	(1,264,330)	(1,628,389)	(1,585,124)
Economic Services	(11,749)	(14,166)	(21,770)	(25,306)
Other Property and Services	(37,988)	(43,001)	(70,500)	(114,225)
Total Revenue (R)	(4,809,975)	(4,697,281)	(5,508,036)	(5,900,735)
Operating (Profit)/Loss (R-E)	(2,069,118)	(898,865)	1,686,876	(430,576)

Adjustment for Non-Cash Items	Year to Date Actuals For the period ending 31-January-2020	Year to Date Budget For the period ending 31-January-2020	Original Full Year Budget For the period ending 30/06/2020	Rate Setting Statement 30/06/2019
Depreciation	1,158,931	1,827,210	3,132,358	1,894,769
Profit/Loss on Sale of Asset	6,410	13,695	(11,305)	(28,121)
Realisation on disposal of assets	0	0		119
Movement in employee benefit provisions				(30,041)
Movement in deferred pensioner rates				(123)
Total Non-Cash Items (NC)	1,165,342	1,840,905	3,121,053	1,836,604

Capital	Year to Date Actuals For the period ending 31-January-2020	Year to Date Budget For the period ending 31-January-2020	Original Full Year Budget For the period ending 30/06/2020	Rate Setting Statement 30/06/2019
Land and Buildings	92,746	37,000	184,021	204,681
Plant and Equipment	25,836	91,000	510,000	515,607
Tools and Equipment	0	10,600	10,600	6,069
Roads	1,270,193	1,577,876	2,110,839	1,430,317
Transfer from Reserves	(17,000)	(23,376)	(402,381)	(258,258)
Transfer to Reserves	59,997	1,918	235,290	304,026
Repayment of Debentures	34,052	34,052	68,626	99,136
Proceeds from sale of equipment	(1,364)	(1,500)	(26,500)	(85,845)
Proceeds from sale of housing	(59,307)	(52,000)	(52,000)	0
Total Capital	1,405,153	1,675,570	2,638,495	2,215,734
Opening (Surplus)/Deficit	(1,419,387)	(1,419,387)	(1,419,387)	(1,367,942)
Closing (Surplus)/Deficit	(3,248,693)	(2,483,587)	(215,069)	(1,419,387)

COA	Rate Revenue	31-January-2020 Year to Date Actuals	31-January-2020 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 YTD Actual	BUDGET VARIATION	>$10K	Comments
	Operating Expenditure							
0022	Rates - Legal Expenses	0	0	5,000	0	0		
0032	Rates Stationary/postage	941	1,946	3,500	3,918	1,005		
0062	Sundry Expenses	14	50	100	37	37		
0082	Rates - Other Costs.	0	400	500	129	400		
0132	Valuation Expenses	1,606	1,019	16,000	24,750	(587)		
0352	Admin Allocation - Rates	47,693	61,033	104,630	85,934	13,340	*	Timing
	Total Operating Expenditure	***50,253***	***64,448***	***129,730***	***114,768***			
	Operating Revenue							
0002	Reimbusement - Debtors Refunds	0	0	0	0	0		
0030	General Rates Income	(2,827,421)	(2,826,721)	(2,826,721)	(2,729,862)	700		
0010	Rates Written Off	0	0	0	0	0		
0012	Legal Fees GST Free	0	(4,000)	(5,000)	(11)	(4,000)		
0033	Back Rates	(85)	0	0	(336)	85		
0061	Ex Gratia Rates	(10,023)	(10,041)	(10,041)	(9,563)	(18)		
0071	Interim Rates Raised	(3,906)	0	0	(13,183)	3,906		
0113	Interest - Overdue Rates	(11,245)	(7,294)	(12,500)	(16,351)	3,951		
0123	Interest - Instalment Payments	(6,715)	(7,502)	(7,500)	(8,056)	(787)		
0133	Interest - Deferred Rates	0	0	0	0	0		
0143	Administration Charges	(4,455)	(5,000)	(5,000)	(5,310)	(545)		
0173	Legal Fees - Recovered	0	0	0	0	0		
0183	Account Enquiry Charges	(2,550)	(1,731)	(2,500)	(3,350)	819		
	Total Operating Revenue	***(2,866,399)***	***(2,862,289)***	***(2,869,262)***	***(2,786,023)***			
	Total Rate Revenue	***(2,816,146)***	***(2,797,841)***	***(2,739,532)***	***(2,671,255)***			

COA	General Purpose Funding	31-January-2020 Year to Date Actuals	31-January-2020 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 YTD Actual	BUDGET VARIATION	>$10K	Comments
	Operating Expenditure							
9992	Interest & Overdraft Fees	0	294	500	0	294		
	Operating Revenue							
0201	Legal Reserve Income	(33)	(105)	(180)	(172)	(73)		
0203	Leave Reserve Income	(94)	(315)	(540)	(498)	(221)		
0204	Land Development Reserve Income	(42)	(175)	(300)	(224)	(133)		
0205	Building Reserve Income	(145)	(378)	(650)	(677)	(233)		
0206	Roadworks Reserve Income	(83)	(245)	(420)	(440)	(162)		
0215	Unspent Grants Reserve Income	(27)	0	0	(13)	27		
0223	Water Strategy Reserve Income	(12)	(35)	(60)	(61)	(23)		
0233	Grants Commission - Road Funding	(121,297)	(125,801)	(251,602)	(526,207)	(4,504)		
0243	Computer and Office Equipment Reserve	(32)	(105)	(180)	(171)	(73)		
0253	Grants Commission - (General Purpose)	(125,275)	(97,692)	(195,384)	(388,321)	27,583	*	Grants quarterly payment above budget profile
0273	Plant/Light Vehicle Reserve Income	(209)	(525)	(900)	(933)	(316)		
0453	Interest Received - Municipal Account	(20,486)	(17,500)	(30,000)	(30,805)	2,986		
0506	Landcare Reserve Income	(13)	(35)	(60)	(68)	(22)		
	Total Operating Revenue	***(267,747)***	***(242,911)***	***(480,276)***	***(948,591)***			
	Total General Purpose Income	***(267,747)***	***(242,617)***	***(479,776)***	***(948,591)***			
	Total General Purpose Funding	**(3,083,893)**	**(3,040,458)**	**(3,219,308)**	**(3,619,847)**			

COA	Governance	31-January-2020 Year to Date Actuals	31-January-2020 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 YTD Actual	BUDGET VARIATION	>$10K	Comments
	Operating Expenditure							
0112	Election & Poll Expenses.	5,846	14,650	14,650	0	8,804		
0182	Subscriptions & Memberships Expense	23,220	22,785	29,625	23,448	(435)		
0192	Members Conference & Training Expenses	11,673	11,000	20,000	6,694	(673)		
0202	Members Insurance Expense	12,864	12,362	12,362	11,553	(502)		
0212	Donations & Gifts	280	100	1,350	230	(180)		
0232	Consultancy & Legal Expenses	672	7,500	15,000	0	6,828		
0242	Members Sitting Fees.	34,237	37,640	75,280	72,805	3,403		
0252	Members Remuneration Expenses	2,001	2,200	4,400	4,255	199		
0262	President & Deputy Allowances.	6,301	6,250	12,500	12,500	(51)		
0272	Council Chambers Repairs & Maintenance	1,697	5,066	9,171	6,959	3,369		
0332	Furniture & Equipment (Opex)	17,245	20,100	20,100	0	2,855		
0442	Admin Allocation - Members	63,590	81,382	139,506	201,162	17,792	*	Budget Profile Timing
0462	Meeting & Refreshments Expense	14,995	25,000	35,000	19,671	10,005	*	Budget Profile Timing
1822	Accounting & Audit Expenses	4,556	21,100	38,000	26,258	16,544	*	Budget Profile Timing
7202	Members Depreciation	0	0	0	3,690	0		
	Total Operating Expenditure	***199,178***	***267,135***	***426,944***	***389,226***	***67,957***		
	Operating Revenue							
1213	Governance Income	0	0	0	0	0		
	Total Governance	**199,178**	**267,135**	**426,944**	**389,226**	**67,957**		

COA	Adminstation	31-January-2020 Year to Date Actuals	31-January-2020 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 YTD Actual	BUDGET VARIATION	>$10K	Comments
	Operating Expenditure							
0102	Provision for LSL	0	0	9,000	40,272	0		
0222	Fringe Benefits Tax	21,606	22,500	45,000	43,940	894		
0282	Administration SGC 9.50%	37,842	51,719	76,011	53,569	13,877	*	Timing budget profile
0292	Admin Salaries Expense	294,608	315,658	541,129	550,993	21,050	*	Timing budget profile & leave
0294	Admin Staff Housing Allowance	7,435	7,784	13,342	13,006	349		
0312	Admin - Max 3% Council Additional Contr	8,465	9,261	15,874	14,512	796		
0322	Adjustment for Rounding	0	0	0	4	(0)		
0362	Accrued Annual Leave - Admin	0	0	0	6,642	0		
0372	Admin Workers Compensation Insurance	13,664	13,440	13,440	12,571	(224)		
0402	Insurance Expense	4,869	6,117	6,117	5,714	1,248		
0415	Realisation on Disposal of Asset	0	0	0	91	0		not included in statutory annual report for governance expenditure
0422	Office Gardens Expenses	14,956	19,495	33,414	35,729	4,540		
0432	Admin Building Operations	9,546	13,973	20,593	21,660	4,427		
0472	Office Expenses - General	3,130	9,831	16,500	11,976	6,701		
0473	Admin Building Repairs & Maintenance	4,535	1,179	8,000	9,640	(3,356)		
0482	Office Telephone & Internet Expenses	6,850	9,807	19,800	15,736	2,957		
0492	Advertising Expenses	4,232	6,419	11,000	4,554	2,187		
0502	Computer Hardware Service & Repair	13,997	24,055	45,883	45,330	10,058	*	Timing
0512	Furniture & Equipment - (Expensed)	6,356	8,400	10,400	7,169	2,044		
0522	Freight & Postage Expense	877	875	1,500	1,480	(2)		
0542	Printing & Stationary Expense	7,562	11,669	20,000	19,073	4,107		
0552	Motor Vehicle Expenses	3,295	4,081	7,000	7,353	786		
0562	Administation LSL Expense	25,756	24,416	41,853	3,530	(1,340)		
0592	Admin Allocation - Other Governance	(529,919)	(680,267)	(1,166,173)	(1,080,596)	(150,348)	*	Timing
0622	Uniform Expense	535	1,002	2,003	1,093	467		
0632	Staff Training, Conference and Recruitment	3,588	11,000	28,000	16,630	7,412		
0662	Public Liability Insurance	19,794	19,238	22,861	18,499	(556)		
0682	Consultancy Fees	26,317	42,400	72,400	46,327	16,083	*	Timing
0702	Bank Fees & Charges	4,921	5,950	8,600	8,240	1,029		
0712	Occupational Health & Safety	661	2,500	5,000	2,558	1,839		
0722	Accounting Software Operating Expenditure	42,209	39,904	44,827	41,641	(2,305)		
7002	Admin Depreciation	32,323	15,533	26,626	44,838	(16,790)	*	Under review
	Total Operating Expenditure	***90,006***	***17,939***	***(0)***	***23,773***	***(72,067)***		

COA	Adminstation	31-January-2020 Year to Date Actuals	31-January-2020 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 YTD Actual	BUDGET VARIATION	>$10K	Comments
	Operating Revenue							
0383	Minor Income Received - Other General	(51)	(700)	(1,200)	(2,024)	(649)		
0403	Profit on Sale of Asset	0	0	0	289	0		
0573	Reimbursements & Contributions	(17,929)	0	0	(8,240)	17,929	*	Credit Note LGIS instalment statement
1243	LSL Reimbursement	0	0	0	(16,545)	0		
	Total Operating Revenue	***(17,980)***	***(700)***	***(1,200)***	***(26,521)***	***17,280***		
	Capital Expenditure / Reserve Transfers							
0351	T/f From Leave Res-admin	0	0	(41,600)	0	0		
0355	Tfr From Building Reserve	0	0	0	(32,961)	0		
0371	T/f From Office Eq Reserve	0	0	(10,000)	0	0		
0564	Building Improvements (CAPEX)	0	0	0	32,961	0		
0405	Proceeds from Disposal of Assets	0	0	0	(118)	0		
4750	Tfr to Leave Reserve	94	315	30,540	498	221		
4785	Transfer from Unspent Grant Fund	0	0	0	0	0		
4770	Tfr to Office & Equipment Reserve	32	105	180	171	73		
4780	Tfr to Plant/Light Vehicle Reserve	209	525	900	933	316		
	Total Capital Expenditure / Reserve Transfers	***335***	***945***	***(19,980)***	***1,484***	***610***		
	Total Administration	***72,362***	***18,184***	***(21,180)***	***(1,264)***	***(54,178)***		
	Total Governance/Administration	**271,539**	**285,319**	**405,764**	**387,962**	**13,780**		

COA	Fire Prevention	31-January-2020 Year to Date Actuals	31-January-2020 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 YTD Actual	BUDGET VARIATION	>$10K	Comments
	Operating Expenditure							
0602	Admin Allocation - Fire Prevention	5,299	6,650	11,398	10,742	1,351		
0672	Fire Break Inspection Fees	1,341	2,000	2,000	1,555	659		
0762	Ranger Allocation - Fire Prevention	11,994	24,745	42,417	22,088	12,751	*	Timing
0832	ESL - Shire Properties.	840	900	900	820	60		
0882	Fire Prevention Enforcement Expenditure	0	1,000	1,000	300	1,000		
1722	Brigades Operating Expenses	18,979	29,091	36,475	30,379	10,112	*	Internal plant and insurance expenses under YTD
8012	Loss on Sale of Assets.	0	0	0	0	0		
7012	Fire Control Depreciation	35,077	42,546	72,935	73,668	7,469		
	Total Operating Expenditure	***73,530***	***106,932***	***167,124***	***139,551***			
	Operating Revenue							
0703	Fines & Penalties Income	(1,000)	(1,250)	(1,250)	(2,000)	(250)		
0713	ESL Administration Fees	0	(4,000)	(4,000)	(4,000)	(4,000)		
0733	DFES Grant Income	(21,313)	(13,757)	(20,635)	(29,103)	7,557		
0743	Operating Grants & Contributions	0	0	0	0	0		
0953	Contributions & Reimbursements	0	0	0	(955)	0		
0883	Fire Prevention Enforcement Income	0	(1,000)	(1,000)	0	(1,000)		
	Total Operating Revenue	***(22,313)***	***(20,007)***	***(26,885)***	***(36,058)***			
	Capital Expenditure / Reserve Transfers							
0745	Transfer from Unspent Grant Reserve	0	0	0	(2,695)	0		
	Total Capital Expenditure / Reserve Transfers	***0***	***0***	***0***	***(2,695)***			
	Total Fire Prevention	***51,217***	***86,926***	***140,239***	***100,799***			

COA	Animal Control	31-January-2020 Year to Date Actuals	31-January-2020 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 YTD Actual	BUDGET VARIATION	>$10K	Comments
	Operating Expenditure							
0792	Admin Allocation - Animal Control	10,598	13,300	22,797	11,876	2,702		
0812	Depn - Animal Control	0	0	0	1,429	0		
0822	Other Minor Expenditure	0	0	0	78	0		
0842	Animal Control Expenses	128	700	1,000	1,074	572		
0852	Ranger Allocation - Animal Control	10,554	21,504	36,869	22,088	10,950	*	Timing
	Total Operating Expenditure	***21,281***	***35,504***	***60,666***	***36,544***			
	Operating Revenue							
0843	Impoundment Fees	(295)	0	(100)	(141)	295		
0853	Dog/Cat Registrations Income	(4,707)	(3,091)	(3,400)	(4,369)	1,616		
0863	Fines & Penalties	(400)	(300)	(300)	(1,200)	100		
	Total Operating Revenue	***(5,402)***	***(3,391)***	***(3,800)***	***(5,710)***			
	Total Animal Control	***15,879***	***32,113***	***56,866***	***30,834***			

COA	Other Law, Order and Public Safety	31-January-2020 Year to Date Actuals	31-January-2020 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 YTD Actual	BUDGET VARIATION	>$10K	Comments
	Operating Expenditure							
0902	Ranger Allocation - Other Law and Order	10,554	21,504	36,869	13,252	10,950	*	Timing
0962	Misc. Expenses - Other Law and Order	0	231	400	31	231		
	Total Operating Expenditure	***10,554***	***21,735***	***37,269***	***13,283***			
	Operating Revenue							
0983	Fines & Penalties Levied.	0	0	0	0	0		
	Total Other Law, Order and Public Safety	***10,554***	***21,735***	***37,269***	***13,283***			

COA	Rangers Expenses	31-January-2020 Year to Date Actuals	31-January-2020 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 YTD Actual	BUDGET VARIATION	>$10K	Comments
	Operating Expenditure							
0152	Provision for LSL	0	7,500	15,000	(1,956)	7,500		
0772	Trainee Ranger Expense	620	29,162	50,000	0	28,542	*	Timing - Trainee commenced 20th Jan 20
0872	Rangers Superannuation - Council 3%	0	161	279	0	161		
0892	Salary & Wages Expense-Rangers	42,274	48,160	82,564	73,143	5,886		
0912	Rangers Workers Compensation Insurance	1,518	1,548	1,548	1,442	30		
0922	Rangers Superannuation SGC 9.50%	3,865	4,550	7,794	6,623	686		
0932	Conference & Training	0	581	1,000	0	581		
0982	Rangers Expense	6,902	4,781	8,400	9,694	(2,121)		
1012	Tools & Equipment - Low Value	0	581	1,000	0	581		
3872	Accrued Annual Leave - Rangers	0	0	0	(1,240)	0		
0952	Rangers Expenses Allocated	(47,975)	(97,755)	(167,585)	(88,566)	(49,780)	*	Budget profile timing includes Trainee Ranger
	Total Operating Expenditure	***7,205***	***(731)***	***0***	***(859)***			
	Operating Revenue							
0773	Grant Revenue Ranger Services	0	0	0	(30,000)	0		
	Capital Expenditure / Reserve Transfers							
1804	Transfer to Unspent Grant Reserve (Ranger Service	27	0	0	30,013	(27)		
1805	Transfer from Unspent Grant Reserve (Ranger Serv	0	0	(30,013)	0	0		
0875	Tfr from Leave Reserve	0	(6,376)	(8,500)	0	(6,376)		
	Total Capital Expenditure / Reserve Transfers	***27***	***(6,376)***	***(38,513)***	***30,013***			
	Total Rangers Expenses	***7,232***	***(7,107)***	***(38,513)***	***(846)***			
	Total Law, Order and Fire Safety	**84,882**	**133,667**	**195,860**	**144,070**			

COA	Education	31-January-2020 Year to Date Actuals	31-January-2020 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 YTD Actual	BUDGET VARIATION	>$10K	Comments
	Operating Expenditure							
0992	Pre-School Repairs & Maintenance	80	1,000	2,000	160	920		
	Operating Revenue							
0993	Lease/Rental Income - Pre-School	0	0	0	0	0		
	Total Education	**80**	**1,000**	**2,000**	**160**			

COA	Health Inspection and Administration	31-January-2020 Year to Date Actuals	31-January-2020 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 YTD Actual	BUDGET VARIATION	>$10K	Comments
	Operating Expenditure							
1282	Ranger Allocation - Pool Inspections	5,757	11,732	20,110	8,168	5,975		
1292	Health Expenses General	524	8,500	17,000	4,751	7,976		
	Total Operating Expenditure	***6,281***	***20,232***	***37,110***	***12,919***			
	Operating Revenue							
1383	Swimming Pool Inspection Fees	(1,626)	(1,470)	(1,470)	(1,512)	156		
1393	Licences Income Received - Caravan Park	(754)	(754)	(754)	(754)	0		
1573	Health Septic Fees	(236)	(1,298)	(1,770)	(1,888)	(1,062)		
1583	Health Administration Fees	(449)	(1,364)	(1,770)	(2,168)	(915)		
	Total Operating Revenue	***(3,065)***	***(4,886)***	***(5,764)***	***(6,322)***			
	Total Health Inspection and Administration	**3,216**	**15,346**	**31,346**	**6,596**		**0**	

COA	Housing	31-January-2020 Year to Date Actuals	31-January-2020 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 YTD Actual	BUDGET VARIATION	>$10K	Comments
	Operating Expenditure							
2512	Repairs & Maintenance - Non Employee Housing	746	1,806	2,940	1,465	1,060		
2542	Housing Other Depreciation	229	784	1,345	1,345	555		
8022	Loss on Sale of Assets.	7,774	15,195	15,195	0	7,421		
	Total Operating Expenditure	***8,748***	***17,785***	***19,480***	***2,811***			
	Operating Revenue							
2553	Rental Income - Non Employee Housing	0	0	0	(4,680)	0		
	Total Operating Revenue	***0***	***0***	***0***	***(4,680)***			
	Capital Expenditure / Reserve Transfers							
0815	REALISATION ON DISPOSAL OF ASSET	59,307	52,000	52,000	0	(7,307)		
2550	Tfr to Building Reserve	59,452	378	52,650	677	(59,074)	*	Budget profile timing - proceed sale of house transferred Sept 19 not 30 June
0805	Proceeds from Disposal of Assets	(59,307)	(52,000)	(52,000)	0	7,307		
	Total Capital / Reserves	***59,452***	***378***	***52,650***	***677***			
	Total Housing	**68,200**	**18,163**	**72,130**	**(1,192)**			

COA	Sanitation - Household Refuse	31-January-2020 Year to Date Actuals	31-January-2020 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 Actual YTD Actual	YTD Var	>$10K	Comments
	Operating Expenditure							
1762	Domestic Rubbish Collection Expenses	65,968	85,050	145,800	131,443	19,082	*	Timing contractor invoicing
1772	Sanitation Household Refuse Depreciation	1,765	1,750	2,996	2,996	(15)		
1792	Refuse Site Repairs & Maintenance	14,812	15,349	26,017	11,894	537		Nabawa tip works include upgrade to CCTV cameras and replacements
2502	Admin Allocation - Domestic Rubbish	21,197	27,153	46,550	42,967	5,956		
	Total Operating Expenditure	***103,742***	***129,302***	***221,363***	***189,300***			
	Operating Revenue							
1903	Domestic Rubbish Collection Fees	(153,179)	(148,830)	(148,830)	(145,190)	4,349		
1904	Other Rubbish Collection	0	0	0	(8,147)	0		
	Total Operating Revenue	***(153,179)***	***(148,830)***	***(148,830)***	***(153,338)***			
	Total Sanitation - Household Refuse	***(49,437)***	***(19,528)***	***72,533***	***35,963***			

COA	Sanitation - Other	31-January-2020 Year to Date Actuals	31-January-2020 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 Actual YTD Actual	YTD Var	>$10K	Comments
	Operating Expenditure							
1882	Parks & Gardens Rubbish Collection Expenses	4,802	4,508	8,720	8,416	(294)		
1912	Other Waste Management Expenses	4,337	2,919	5,000	0	(1,418)		
1922	Depn - Other Sanitation	236	0	0	485	(236)		
	Total Operating Expenditure	***9,375***	***7,427***	***13,720***	***8,901***			
	Capital Expenditure / Reserve Transfers							
1764	Rubbish Depot - Capital Expenses	0	0	0	0	0		
	Total Sanitation - Other	***9,375***	***7,427***	***13,720***	***8,901***			

COA	Protection of Environment	31-January-2020 Year to Date Actuals	31-January-2020 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 Actual YTD Actual	YTD Var	>$10K	Comments
	Operating Expenditure							
1962	Abandoned Vehicle Expense	500	1,169	2,000	200	669		
2022	Landcare Expenditure	15,000	0	15,000	0	(15,000)	*	Budget Profile timing
2040	Dolby Creek Expenditure	1,401	2,247	2,247	3,163	845		
	Total Operating Expenditure	***16,901***	***3,416***	***19,247***	***3,363***			
	Operating Revenue							
2923	Dolby Creek Management Plan Income (gst free)	(1,401)	(2,247)	(2,247)	(3,163)	(845)		
2933	Reimbursements & Sundry Income (P of E)	(200)	(1,000)	(1,000)	0	(800)		
	Total Operating Revenue	***(1,601)***	***(3,247)***	***(3,247)***	***(3,163)***			
	Capital Expenditure / Reserve Transfers							
2055	Tfr from Landcare Reserve	0	0	(15,000)	0	0		
2080	Tfr to Landcare Reserve	13	35	60	68	22		
	Total Capital Expenditure / Reserve Transfers	***13***	***35***	***(14,940)***	***68***			
	Total Protection of Environment	***15,313***	***204***	***1,060***	***268***			

COA	Town Planning and Regional Development	31-January-2020 Year to Date Actuals	31-January-2020 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 Actual YTD Actual	YTD Var	>$10K	Comments
	Operating Expenditure							
0162	Provision for LSL	0	0	15,000	4,402	0		
0942	Town Planning Depreciation	10,073	0	0	0	(10,073)	*	Under review
1992	Planning Consultancy Expenses	4,969	10,000	33,000	11,027	5,031		
2102	Workers Compensation Insurance	2,393	2,440	2,440	2,127	47		
2112	Salary & Wages Expense-T/Plan	73,404	76,587	131,293	125,166	3,183		
2122	Superannuation - Council Maximum of 3%	2,193	2,254	3,862	3,688	61		
2132	Superannuation - SGC 9.50%	6,944	7,133	12,231	11,680	189		
2162	Accrued Annual Leave - Planning	0	0	0	1,291	0		
2182	Other Employee Expenses	0	2,331	4,000	873	2,331		
2202	Town Planners Expenses	452	581	1,000	767	129		
2222	Motor Vehicle Expenses	3,799	4,081	7,000	4,806	282		
2232	Legal Expenses - Town Planners	2,712	5,000	15,000	4,573	2,288		
2242	Engineering Expenses	2,015	5,000	15,000	6,749	2,986		
2252	Advertising Expenses	4,185	875	1,500	638	(3,310)		
3012	Admin Allocation - Town Planning	15,177	19,950	34,195	42,967	4,773		
7052	Surveying & Land Expenses	6,708	15,000	30,000	13,778	8,292		
7072	Planning Projects - Expenses	2,250	0	10,000	0	(2,250)		
	Total Operating Expenditure	***137,272***	***151,232***	***315,521***	***234,531***			
	Operating Revenue							
0163	Town Planning Projects - Income	(5,000)	0	(5,000)	0	5,000		
2233	Town Planning Fees Income - GST Free	(2,981)	(5,831)	(10,000)	(14,360)	(2,850)		
2243	Outsourced Planning Fees - Other LGs	(9,473)	(7,500)	(15,000)	(21,745)	1,973		
	Total Operating Revenue	***(17,454)***	***(13,331)***	***(30,000)***	***(36,105)***			
	Capital Expenditure / Reserve Transfers							
4801	Tfr to Land Development Reserv	42	175	300	224	133		
4820	Tfr to Legal Reserve	33	105	180	172	73		
	Total Capital Expenditure/Reserve Transfers	***75***	***280***	***480***	***396***			
	Total Town Planning and Regional Development	***119,893***	***138,181***	***286,001***	***198,823***			

COA	Other Community Amenities	31-January-2020 Year to Date Actuals	31-January-2020 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 Actual YTD Actual	YTD Var	>$10K	Comments
	Operating Expenditure							
3102	Cemetery Expenses	4,782	6,539	11,032	9,731	1,757		
3132	Community Development Expenses	1,345	12,050	17,550	43,000	10,705	*	Budget Profile timing
3162	Admin Allocation - Other Community Amenities	26,496	33,243	56,992	64,450	6,747		
3212	Other Community Amenities Depreciation	3,534	2,709	4,643	5,742	(825)		
3222	Community Growth Fund	8,562	10,000	19,000	28,819	1,438		
3232	Community Development Officer Expense	15,551	24,976	42,816	25,477	9,425		
	Total Operating Expenditure	***60,270***	***89,517***	***152,034***	***177,219***			
	Operating Revenue							
3093	Cemetery Income (no GST applicable)	(367)	0	(650)	(503)	367		
3103	Various Grants Received (incl GST)	0	0	0	0	0		
3113	Cemetery Income (GST Applies)	(973)	0	0	(3,204)	973		
3613	Reimbursements & Contributions	0	0	0	0	0		
3633	Grant - Community Development (no GST)	(1,000)	0	0	(17,000)	1,000		
	Total Operating Revenue	***(2,340)***	***0***	***(650)***	***(20,707)***			
	Capital Expenditure / Reserve Transfers							
2415	Capital Expenditure Nabawa Cemetery	3,084	0	21,000	0	(3,084)		
3084	Transfer to Unspent CGF Reserve	0	0	0	0	0		
3104	Capital Expenditure Plant & Equipment	17,000	17,000	17,000	0	0		
0471	Tf From Unspent Grants/loans Res.	(17,000)	(17,000)	(17,000)	0	0		
3172	T/f To Loans And Unspent Grants Reserve	0	0	0	17,000	0		
3085	Transfer from Unspent CGF Reserve	0	0	0	0	0		
7155	Tfr from Building Reserve	0	0	0	0	0		
	Total Capital Expenditure/Reserve Transfers	***3,084***	***0***	***21,000***	***17,000***			
	Total Other Community Amenities	***61,015***	***89,517***	***172,384***	***173,513***			
	Total Community Amenities	**156,158**	**215,801**	**545,697**	**417,468**			

COA	Public Halls and Civic Centres	31-January-2020 Year to Date Actuals	31-January-2020 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 Actual YTD Actual	YTD Var	>$10K	Comments
	Operating Expenditure							
2602	Public Halls Depreciation	54,766	50,533	86,626	94,872	(4,233)		
2722	Public Halls & Showgrounds Expense	43,421	48,001	125,040	61,309	4,580		
2732	Nabawa Community Centre Expenses	20,609	24,124	41,395	34,677	3,515		
2742	Loan 89 Interest - Nabawa Stadium Upgrade	468	446	815	1,380	(22)		
3202	Admin Allocation - Public Halls	29,795	39,893	68,391	30,920	10,098	*	Budget profile timing
	Total Operating Expenditure	***149,058***	***162,997***	***322,267***	***223,158***			
	Operating Revenue							
2453	Showground/Halls Income Received	(5,438)	(5,278)	(6,528)	(7,408)	160		
2443	Yuna Camping & Hall Hire Revenue	(167)	0	0	0	167		
3423	Grant Funding Revenue	0	0	(25,000)	(10,909)	0		
	Total Operating Revenue	(5,605)	(5,278)	(31,528)	(18,317)			
	Capital Expenditure / Reserve Transfers							
2644	Capital Exp. - Land & Buildings	593	25,000	50,000	61,204	24,407	*	Timing - Job: 1038 - CBP 5.2 Nanson Showgrounds Master Plan - Supply of 3 Phase Power $50,000
4925	Principal Repayment - Loan 89	4,675	4,675	9,491	8,943	0		
7385	Tfr from Building Reserve	0	0	(25,000)	0	0		
	Total Capital Expenditure / Reserve Transfers	***5,268***	***29,675***	***34,491***	***70,147***			
	Total Public Halls and Civic Centres	***148,721***	***187,394***	***325,229***	***274,988***			

COA	Swimming Areas and Beaches	31-January-2020 Year to Date Actuals	31-January-2020 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 Actual YTD Actual	YTD Var	>$10K	Comments
	Operating Expenditure							
3302	Admin Allocation - Swimming Areas	15,898	19,950	34,195	21,484	4,052		
3412	Coronation Beach Expenses	27,703	40,448	71,823	49,378	12,745	*	Budget profile timing
7082	Beaches Depreciation	5,802	5,747	9,850	9,789	(55)		
	Total Operating Expenditure	***49,402***	***66,145***	***115,868***	***80,651***			
	Operating Revenue							
3443	Coronation Beach Camping Fees	(60,096)	(40,831)	(70,000)	(72,320)	19,265	*	Budget profile timing
	Total Operating Revenue	***(60,096)***	***(40,831)***	***(70,000)***	***(72,320)***			
	Capital Expenditure / Reserve Transfers							
7164	Land and Buildings	0	0	0	10,369	0		
	Total Swimming Areas and Beaches	***(10,693)***	***25,314***	***45,868***	***18,700***			

COA	Other Recreation and Sport	31-January-2020 Year to Date Actuals	31-January-2020 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 Actual YTD Actual	YTD Var	>$10K	Comments
	Operating Expenditure							
1472	Yuna Oval Expenses	2,397	1,408	2,123	1,833	(989)		
1532	Loan 98 Interest Expense	2,019	2,139	4,059	4,716	120		
1482	Sporting Clubs Expenses	37,058	39,708	76,386	63,048	2,650		
2642	Parks, Gardens Expense	71,003	77,517	132,534	109,364	6,514		
2702	Sports Pavilion & Basketball Stadium (Nabawa Recre	8,846	11,980	15,446	12,007	3,134		
2712	Tennis Clubs Expenses	5,812	8,642	11,460	9,506	2,830		
2772	Minor Gardening Equipment.	334	1,169	2,000	2,000	835		
2812	Golf Courses	1,930	2,026	2,027	1,894	96		
3442	Admin Allocations - Rec & Sport	13,898	19,950	34,195	29,294	6,052		
7022	Parks & Gardens Depreciation	28,292	17,185	29,461	35,936	(11,107)	*	Under review
7092	Other Rec & Sports Depreciation	53,074	45,997	78,850	81,326	(7,077)		
	Total Operating Expenditure	***224,664***	***227,721***	***388,541***	***350,924***			

COA	Other Recreation and Sport	31-January-2020 Year to Date Actuals	31-January-2020 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 Actual YTD Actual	YTD Var	>$10K	Comments
	Operating Revenue							
2743	Sports Club Hire Income	(4,655)	(4,565)	(4,565)	(4,624)	90		
2803	Grants & Other Income Received	(24,706)	(24,000)	(108,771)	(20,563)	706		
3444	Fig Tree Camping Fees	(1,876)	(1,519)	(2,600)	(3,040)	357		
	Total Operating Revenue	***(31,238)***	***(30,084)***	***(115,936)***	***(28,227)***			
	Operating Expenditure							
7292	Loss on Sale Assets.	0	0	0	0	0		
	Total Operating Expenditure	***0***	***0***	***0***	***0***			
	Capital Expenditure / Reserve Transfers							
1304	Capital Expenditure Plant & Equip	0	0	0	0	0		
1315	Tfr From Building Reserve	0	0	0	0	0		
2834	Land & Buildings - Capital Expense	89,069	12,000	113,021	77,703	(77,069)	*	Timing - BHP CC Activation Grant expenditure
2864	Tfr To Unspent Grant (Restricted Cash) Reserve	0	0	0	0	0		
2824	Principal Repayment - Loan 98	19,855	19,855	39,972	38,938	0		
7275	Loan Funds Rec'd	0	0	0	0	0		
7471	T/f From Unspent Grants/loans Res.	0	0	0	(10,922)	0		
	Total Capital Expenditure / Reserve Transfers	***108,924***	***31,855***	***152,993***	***105,719***			
	Total Other Recreation and Sport	***302,351***	***229,492***	***425,598***	***428,417***			

COA	Library	31-January-2020 Year to Date Actuals	31-January-2020 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 Actual YTD Actual	YTD Var	>$10K	Comments
	Operating Expenditure							
2902	Library Expense	2,007	2,948	4,812	1,532	941		
2912	Honorarium Yuna Librarian	500	500	1,000	1,000	0		
3582	Admin Allocation - Libaries	15,898	19,950	34,195	24,157	4,052		
6922	Libraries Depreciation	0	0	0	750	0		
	Total Operating Expenditure	***18,404***	***23,398***	***40,007***	***27,439***			

COA	Other Culture	31-January-2020 Year to Date Actuals	31-January-2020 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 Actual YTD Actual	YTD Var	>$10K	Comments
	Operating Expenditure							
3626	Museum & Road Board Expense	9,559	12,509	20,039	8,229	2,950		
3652	Other Culture Depreciation	6,331	3,577	6,136	21,973	(2,754)		
	Total Operating Expenditure	***15,891***	***16,086***	***26,175***	***30,202***			
	Total Other Culture	***15,891***	***16,086***	***26,175***	***30,202***			
	Total Recreation and Culture	**474,673**	**481,684**	**862,878**	**779,745**			

COA	Road Constuction	31-January-2020 Year to Date Actuals	31-January-2020 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 Actual YTD Actual	YTD Var	>$10K	Comments
	Operating Expenditure							
3702	Admin Allocation - Road Construction	47,693	61,222	104,956	48,512	13,529	*	*Budget profile timing*
	Operating Revenue							
3173	MW Regional Road Funding	(833,200)	(912,266)	(1,140,333)	(883,666)	(79,066)	*	Timing 80% Claimed for Valentine & East Nabawa Rds; Dartmoor 100% claimed
3193	R2R (Construction) Income	(328,620)	(219,084)	(328,620)	(244,109)	109,536	*	Budget profile timing - First quarter claim included all jobs
	Total Operating Revenue	***(1,161,820)***	***(1,131,350)***	***(1,468,953)***	***(1,127,775)***			

COA	Road Constuction	31-January-2020 Year to Date Actuals	31-January-2020 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 Actual YTD Actual	YTD Var	>$10K	Comments
	Capital Expenditure / Reserve Transfers							
3114	Capital Roadworks Program - Including Grant Funded Jobs	1,270,193	1,577,876	2,110,839	1,430,317	307,684	*	Dartmoor Road complete Valentine Road complete with contractor invoices pending East Nabawa Rd East Grant job commenced clearing
4840	Tfr to Roadworks Reserve	83	245	420	440	162		
	Total Capital Expenditure / Reserve Transfers	***1,270,276***	***1,578,121***	***2,111,259***	***1,430,757***			
	Total Road Construction	***156,148***	***507,993***	***747,262***	***351,494***			

COA	Road Maintenance	31-January-2020 Year to Date Actuals	31-January-2020 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 Actual YTD Actual	YTD Var	>$10K	Comments
	Operating Expenditure							
3372	Road Maintenance Expense	339,506	435,399	1,434,341	1,533,876	95,893	*	Budget Profile timing
3502	Depot Maintenance	13,514	28,519	57,642	48,079	15,005	*	Timing - Depot roller door expenses yet to be invoiced
3512	Street Lighting Expense	4,737	5,859	10,043	9,587	1,122		
3522	Depreciation	28,095	5,663	9,714	69,002	(22,432)	*	Under review
3532	Street Trees	3,438	5,000	16,000	2,875	1,562		
3542	Licences & Subscriptions	10,758	12,800	12,800	9,584	2,042		
3562	Road Sign Expense	4,557	8,749	12,000	10,498	4,192		
3802	Admin Allocation - Road Maintenance	47,693	60,571	103,838	71,472	12,878	*	*Budget profile timing*
3822	Bore Maintenance	10,123	8,750	15,000	8,083	(1,373)		
3832	Crossover expenses to ratepayers	500	2,500	5,000	1,455	2,000		
6912	Roads Depreciation	683,619	1,432,277	2,455,334	1,124,845	748,658	*	Under review
	Total Operating Expenditure	***1,146,540***	***2,006,087***	***4,131,711***	***2,889,355***			

COA	Road Maintenance	31-January-2020 Year to Date Actuals	31-January-2020 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 Actual YTD Actual	YTD Var	>$10K	Comments
	Operating Revenue							
3143	MRWA Direct Grant.	(125,058)	(116,936)	(116,936)	(116,926)	8,122		Additional Direct Grant Funds
3153	Other Grant Income	0	0	0	(287,000)	0		
3393	Hudson Resources - Dartmoor Road	(14,525)	(12,500)	(12,500)	(18,467)	2,025		
	Total Operating Revenue	***(139,583)***	***(129,436)***	***(129,436)***	***(422,393)***			
	Capital Expenditure / Reserve Transfers							
3264	Capital Exp. - Depot Construction.	0	0	0	22,444	0		
3205	Tfr from Roadworks Reserve	0	0	0	0	0		
	Total Capital Expenditure / Reserve Transfers	***0***	***0***	***0***	***22,444***			
	Total Road Maintenance	***1,006,957***	***1,876,651***	***4,002,275***	***2,489,406***			

COA	Road Plant Purchases	31-January-2020 Year to Date Actuals	31-January-2020 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 Actual YTD Actual	YTD Var	>$10K	
	Operating Expenditure							
3586	Loan 97 - Interest Expense	289	292	524	908	3		
3642	Loss on Sale Assets.	0	0	0	1,692	0		
3912	Loan 96 - Interest Expense	0	0	0	708	0		
	Total Operating Expenditure	***289***	***292***	***524***	***3,309***			
	Operating Revenue							
3543	Profit on Sale of Assets	(1,364)	(1,500)	(26,500)	(30,102)	(136)		
	Total Operating Revenue	***(1,364)***	***(1,500)***	***(26,500)***	***(30,102)***			
	Capital Expenditure / Reserve Transfers							
3554	Plant & Equipment Purchases	8,836	74,000	510,000	515,607	65,164	*	PRP Tender specifications in E-Quotes system closing 30th November 2019
3575	Proceeds from Disposal of Assets	(1,364)	(1,500)	(26,500)	(85,845)	(136)		
3584	Tools & Other Equip > $5000 (Capex)	0	10,600	10,600	6,069	10,600	*	Traffic Classifiers purchase expensed see COA 7572
3914	Principal Repayments - Loan 96	0	0	0	32,561	0		
3587	Principal Repayments-Loan 97	9,522	9,522	19,162	18,694	0		
4781	Transfer to Plant/Light Vehicle Reserve	0	0	150,000	253,768	0		
3561	Tfr from Plant/Light Vehicle Reserve	0	0	(255,268)	(211,681)	0		
6225	Realisation on Disposal of Assets	1,364	1,500	26,500	85,845	136		
7135	Loan Funds Rec'd.	0	0	0	0	0		
	Total Capital Expenditure / Reserve Transfers	***18,358***	***94,122***	***434,494***	***615,019***			
	Total Road Plant Purchases	***17,284***	***92,914***	***408,518***	***588,226***			

COA	Traffic Control	31-January-2020 Year to Date Actuals	31-January-2020 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 Actual YTD Actual	YTD Var	>$10K	Comments
	Operating Expenditure							
4102	Admin Allocation - Traffic Control	21,197	26,481	45,400	44,593	5,284		
7672	Loss on Sale of Assets.	0	0	0	0	0		
7572	Traffic Counters Expense	7,912	1,000	3,500	0	(6,912)		Traffic Classifiers purchase expensed see COA 3584
	Total Operating Expenditure	***29,109***	***27,481***	***48,900***	***44,593***			
	Operating Revenue							
7513	Licensing Commission Income	(3,052)	(2,044)	(3,500)	(4,854)	1,008		
	Total Operating Revenue	***(3,052)***	***(2,044)***	***(3,500)***	***(4,854)***			
	Total Traffic Control	***26,056***	***25,437***	***45,400***	***39,739***			
	Total Transport	**1,206,446**	**2,502,995**	**5,203,456**	**3,468,865**			

COA	Rural Services	31-January-2020 Year to Date Actuals	31-January-2020 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 YTD Actual	YTD Var	>$10K	Comments
	Operating Expenditure							
3362	Ranger Allocation - Roadside Spraying	4,318	0	0	0	(4,318)		
4462	Admin/Ranger Allocation - Rural Services	4,797	10,150	17,400	13,252	5,353		
6722	Noxious Weeds & Pest Expense	6,027	9,300	15,550	11,377	3,273		
	Total Operating Expenditure	***15,142***	***19,450***	***32,950***	***24,629***			
	Capital Expenditure / Reserve Transfers							
4404	Capital Exp. - Plant & Equipment	0	0	0	0	0		
	Total Rural Services	***15,142***	***19,450***	***32,950***	***24,629***			

COA	Tourism and Area Promotion	31-January-2020 Year to Date Actuals	31-January-2020 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 YTD Actual	YTD Var	>$10K	Comments
	Operating Expenditure							
3952	Tourism Signage Expense	0	501	1,000	690	501		
3982	Tourism Expense	0	10,725	13,500	1,599	10,725	*	Budget Profile timing
4282	Promotional Expense	1,145	6,000	6,000	218	4,855		
	Total Operating Expenditure	***1,145***	***17,226***	***20,500***	***2,507***			
	Operating Revenue							
3973	Contr. & Reim. (Tourism).	0	0	0	0	0		
	Total Operating Revenue	***0***	***0***	***0***	***0***			
	Total Tourism and Area Promotion	***1,145***	***17,226***	***20,500***	***2,507***			

COA	Building Control	31-January-2020 Year to Date Actuals	31-January-2020 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 YTD Actual	YTD Var	>$10K	Comments
	Operating Expenditure							
4132	Building Surveyor Expenses	72,991	74,914	129,429	133,710	1,923		
4622	Admin Allocation - Building	37,094	52,346	89,733	90,492	15,252	*	*Budget profile timing*
	Total Operating Expenditure	***110,085***	***127,260***	***219,162***	***224,201***			
	Operating Revenue							
4153	Building Licenses Income	(3,604)	(5,831)	(10,000)	(13,602)	(2,227)		
4173	CTF Commissions Received	(75)	(84)	(150)	(150)	(9)		
4213	Building Commissions Received	(123)	(84)	(150)	(186)	39		
4183	Contributions & Reimbursements (Building Control)	0	0	0	0	0		
	Total Operating Revenue	***(3,802)***	***(5,999)***	***(10,300)***	***(13,938)***			
	Capital Expenditure / Reserve Transfers							
4215	Tfr from Leave Reserve	0	0	0	0	0		
	Total Capital Expenditure/Reserve Transfers	***0***	***0***	***0***	***0***			
	Total Building Control	***106,284***	***121,261***	***208,862***	***210,263***			
COA	**Other Economic Services**	**31-January-2020 Year to Date Actuals**	**31-January-2020 Year to Date Budget**	**2019/2020 Full Year Budget**	**30-Jun-19 YTD Actual**	**YTD Var**	**>$10K**	**Comments**
	Operating Expenditure							
4232	Water Supply Stand Pipes Expense	0	250	250	228	250		
4222	Admin Allocation - Other Economic Services	22,496	33,243	56,992	48,313	10,747	*	*Budget profile timing*
4242	Rehab. Gravel Pits Expense	0	5,000	5,000	0	5,000		
4252	Purchase of Stamps.	18	100	100	10	82		
4272	Other Expenditure	6,871	5,556	9,591	9,091	(1,315)		
	Total Operating Expenditure	***29,385***	***44,149***	***71,933***	***57,643***			
	Operating Revenue							
4223	Commission Received Australia Post	(4,089)	(4,606)	(7,900)	(7,767)	(517)		
4243	Annual Post Office Box Fee	(3,308)	(3,000)	(3,000)	(3,061)	308		
4253	Postage Stamp Income	(33)	(91)	(100)	(84)	(58)		
4333	Photocopying Income	(68)	(20)	(20)	(6)	48		
4913	Shire Leased Reserves Income	(450)	(450)	(450)	(450)	0		
	Total Operating Revenue	***(7,947)***	***(8,167)***	***(11,470)***	***(11,368)***			
	Capital Expenditure / Reserve Transfers							
4760	Tfr to Water Strategy Reserve	12	35	60	61	23		
	Total Other Economic Services	***21,450***	***36,017***	***60,523***	***46,336***			
	Total Economic Services	**144,021**	**193,954**	**322,836**	**283,735**			

COA	Plant Depreciation	31-January-2020 Year to Date Actuals	31-January-2020 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 YTD Actual	YTD Var	>$10K	Comments
	Operating Expenditure							
5012	Plant Depreciation	197,914	202,909	347,843	307,629	4,995		
7102	Depreciation - Unclassified Assets	7,000	0	0	0	(7,000)		
6890	Depn Posted to Jobs	(194,253)	(202,909)	(347,843)	(307,162)	(8,657)		
	Total Plant Depreciation	***10,661***	***0***	***0***	***467***			

COA	Private Works	31-January-2020 Year to Date Actuals	31-January-2020 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 YTD Actual	YTD Var	>$10K	Comments
	Operating Expenditure							
7302	Private Works Expense	848	5,957	10,211	4,713	5,109		
	Operating Income							
7333	Private Works Income	(1,450)	(12,001)	(12,000)	(9,019)	(10,551)	*	YTD Budget less than anticipated
	Total Private Works	***(603)***	***(6,044)***	***(1,789)***	***(4,306)***			

COA	Public Works Overheads	31-January-2020 Year to Date Actuals	31-January-2020 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 YTD Actual	YTD Var	>$10K	Comments
	Operating Expenditure							
0342	Provision for LSL	0	2,500	5,000	23,659	2,500		
4312	Superannuation - Max 3% Works Staff	7,063	10,185	17,460	10,072	3,122		
4322	Superannuation Guarantee - Works Manager	6,032	6,132	10,507	10,069	100		
4332	Superannuation Guarantee - Works Staff	41,171	47,390	81,238	69,729	6,219		
4342	Salary Works Manager	62,324	63,000	107,998	101,589	676		
4352	Superannuation Max 3% - Works Manager	1,905	1,932	3,318	3,180	27		
4372	Public Works Sundry Expense	14,320	30,408	52,134	40,656	16,088	*	Budget Profile timing
4382	Works Manager - Expenses	2,047	2,422	4,150	3,600	375		
4392	External Engineering Services	3,003	6,500	13,000	7,817	3,498		
4402	Sick Leave	9,178	18,739	32,119	20,395	9,561		
4412	Annual Leave	51,953	59,927	65,898	56,267	7,974		
4432	Public Holiday Pay	15,926	17,572	38,688	42,110	1,646		
4422	Works LSL Expense	0	0	18,707	842	0		
4442	Occupational Health & Safety Expense	3,127	8,003	12,500	2,389	4,876		
4452	Protective Uniform/ Minor Workwear	751	2,156	11,863	9,868	1,405		
4582	Accrued Leave Works Crew	0	0	0	6,106	0		
4602	Training Expense	2,063	11,250	22,500	13,402	9,188		
4652	Works Staff - Allowances	13,036	14,400	23,400	22,362	1,364		
5202	Admin Allocation - Public Works Overheads	77,611	90,545	155,219	175,783	12,934	*	Budget profile timing
6782	Workers Compensation Insurance	19,682	19,577	19,575	20,407	(105)		
7422	Less PWO Allocated to W & S	(326,947)	(405,580)	(695,274)	(643,165)	(78,633)	*	Budget profile timing
	Total Operating Expenditure	***4,242***	***7,058***	***(0)***	***(2,864)***			
	Operating Revenue							
0333	Contrib. & Reimb. (PWO).	0	0	0	0	0		
	Capital Expenditure / Reserve Transfers							
7631	T/f From Leav Reserve-pwo	0	0	0	0	0		
	Total Public Works Overheads	***4,242***	***7,058***	***(0)***	***(2,864)***			

COA	Plant Operation Costs	31-January-2020 Year to Date Actuals	31-January-2020 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 YTD Actual	YTD Var	>$10K	Comments
	Operating Expenditure							
4472	In House Repairs & Maintenance	118,443	117,915	202,126	169,974	(528)		
4482	Tyre Purchase Expense	12,493	33,544	57,500	55,074	21,051	*	Budget profile timing
4492	Parts & Outside Repairs Expense	86,316	87,500	150,000	138,572	1,184		
4502	Plant Licences Expense	8,824	8,597	9,200	8,902	(227)		
4532	Tools & Consumables	13,346	11,669	20,000	19,298	(1,677)		
4542	Fuel, Oil & Grease	160,974	182,581	313,000	277,704	21,607	*	Budget profile timing
4552	Cutting Edges & Tips	7,799	4,000	8,000	7,838	(3,799)		
5112	Admin Allocation - Plant Operations	10,598	13,412	22,991	35,478	2,814		
6772	Plant Insurance Expense	34,360	43,250	43,250	23,012	8,890		Adjustment to premiums will be made upon changeover of plant; budget review will dedtermine additional funds available
4512	Less POC Allocated to W & S	(362,571)	(455,623)	(781,067)	(638,157)	(93,052)	*	Budget profile timing
	Total Operating Expenditure	***90,582***	***46,845***	***45,000***	***97,693***			
	Operating Revenue							
4503	Sale of Scrap.	0	0	0	(32,612)	0		
4513	Diesel Fuel Rebate Received	(33,520)	(24,250)	(45,000)	(52,790)	9,270		
4983	Income Received	0	0	0	(1,196)	0		
	Total Operating Revenue	***(33,520)***	***(24,250)***	***(45,000)***	***(86,598)***			
	Total Plant Operation Costs	***57,062***	***22,595***	***0***	***11,095***			

COA	Salaries and Wages	31-January-2020 Year to Date Actuals	31-January-2020 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 YTD Actual	YTD Var	>$10K	Comments
	Operating Expenditure							
4362	Unallocated Wages	702	0	0	0	(702)		
4570	S&W Gov, Corporate & Development Services	519,032	575,708	986,928	878,847	56,676	*	Budget profile timing and accrual jnl
4580	S&W Works & Services	591,139	642,516	1,101,458	989,459	51,377	*	Budget profile timing and accrual jnl
4600	Less Salary & Wages Allocated	(1,116,095)	(1,218,224)	(2,088,386)	(1,869,290)	(102,129)	*	Budget profile timing and accrual jnl
4592	Workers Compensation Paid	0	0	0	1,402	0		
	Total Operating Expenditure	***(5,222)***	***0***	***0***	***419***			
	Operating Revenue							
4613	Salaries & Wages Reimbursement Received	0	0	0	(1,402)	0		
4623	Paid Parental Leave Scheme Income	0	0	0	0	0		
	Total Operating Revenue	***0***	***0***	***0***	***(1,402)***			
	Total Salaries and Wages	***(5,222)***	***0***	***0***	***(983)***			

COA	Unclassified	31-January-2020 Year to Date Actuals	31-January-2020 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 YTD Actual	YTD Var	>$10K	Comments
	Operating Expenditure							
5022	Overpayments/Recoverables - Expenditure	8,261	5,875	13,500	17,205	(2,386)		
	Total Operating Expenditure	***8,261***	***5,875***	***13,500***	***17,205***			
	Operating Revenue							
5023	Overpayments/Recoverables - Income	(3,017)	(6,750)	(13,500)	(17,205)	(3,733)		
3813	Profit on Revaluation	0	0	0	0	0		
	Total Operating Revenue	***(3,017)***	***(6,750)***	***(13,500)***	***(17,205)***			
	Total Unclassified	***5,244***	***(875)***	***0***	***0***			
	Total Other Property and Services	**71,384**	**22,734**	**(1,789)**	**3,410**			

List of Accounts Paid - January 2020			
Chq/EFT	**Date**	**Name**	**Amount**
MUNICIPAL ACCOUNT			
DD16610.1	8/01/2020	LGSP	-8866.76
DD16610.2	8/01/2020	Hostplus Superannution	-297.26
DD16610.3	7/01/2020	Rest Superannuation	-93.34
DD16610.4	7/01/2020	Australian Super	-936.03
DD16610.5	8/01/2020	Wealth Personal Superannuation and Pension Fund	-477.09
DD16610.6	7/01/2020	Prime Super	-220.36
DD16610.7	7/01/2020	ANZ Smart Choice Super	-237.13
DD16616.1	2/01/2020	Westpac Geraldton	-35.00
DD16624.1	22/01/2020	LGSP	-8769.58
DD16624.2	22/01/2020	Hostplus Superannution	-340.37
DD16624.3	21/01/2020	Rest Superannuation	-70.00
DD16624.4	21/01/2020	Australian Super	-896.04
DD16624.5	21/01/2020	Wealth Personal Superannuation and Pension Fund	-136.31
DD16624.6	22/01/2020	Wealth Personal Superannuation and Pension Fund	-419.16
DD16624.7	21/01/2020	Prime Super	-220.36
DD16624.8	21/01/2020	ANZ Smart Choice Super	-237.13
EFT23828	8/01/2020	Australian Taxation Office	-552.32
EFT23832	14/01/2020	Synergy	-61.14
EFT23833	14/01/2020	Telstra	-402.74
EFT23834	14/01/2020	Anthony Steven Farrell	-10062.03
EFT23835	14/01/2020	Aussie Tree Services	-6117.34
EFT23836	14/01/2020	Australia Post	-616.82
EFT23837	14/01/2020	Batavia Fencing	-340.50
EFT23838	14/01/2020	Beverley Dawn Davidson	-1146.07
EFT23839	14/01/2020	Central Regional TAFE	-395.00
EFT23840	14/01/2020	Chapman Valley Menshed Inc	-800.00
EFT23841	14/01/2020	Conplant Pty Limited	-657.69
EFT23842	14/01/2020	Darrell Graeme Forth	-5020.93
EFT23843	14/01/2020	Department of Biodiversity, Conservation & Attractions	-16500.00
EFT23844	14/01/2020	Echelon Australia Pty Ltd - LGIS Risk Management	-3941.30
EFT23845	14/01/2020	Five Star Business Solutions & Innovation	-571.47
EFT23846	14/01/2020	Geraldton Bobcat	-550.00
EFT23847	14/01/2020	Ian Kenneth Maluish	-5020.93
EFT23848	14/01/2020	JR & A Hersey Pty Ltd	-3759.64
EFT23849	14/01/2020	Kirralee Jane Warr	-6281.20
EFT23850	14/01/2020	Midwest Financial	-6006.00
EFT23851	14/01/2020	Nicole Julie Batten	-5020.93
EFT23852	14/01/2020	Pest A Kill WA	-176.00
EFT23853	14/01/2020	Peter John Humphrey	-5020.93
EFT23854	14/01/2020	Queens Supa IGA Supermarket	-86.44
EFT23855	14/01/2020	Refuel Australia	-27980.41
EFT23856	14/01/2020	Royal Wolf Trading Australia Pty Ltd	-596.61
EFT23857	14/01/2020	Shire of Mingenew	-513.33
EFT23858	14/01/2020	TeletracNavman Australia	-769.45
EFT23859	14/01/2020	Toll Transport Pty Ltd	-65.78
EFT23860	14/01/2020	Trevor Leonard Royce	-1937.43
EFT23861	14/01/2020	Western Australian Local Government Association (WALGA)	-930.00
EFT23862	21/01/2020	Australian Taxation Office	-32198.00
EFT23863	21/01/2020	Synergy	-884.07
EFT23864	17/01/2020	Central West Pump Service	-4552.80
EFT23865	17/01/2020	Long Neck Creek Holdings	-10905.77
EFT23866	17/01/2020	Miralec	-418.00
EFT23867	17/01/2020	Norfolk Cleaning Service	-671.00
EFT23868	17/01/2020	Toll Transport Pty Ltd	-136.62

EFT23869	17/01/2020	Western Australian Treasury Corporation	-514.37
EFT23870	24/01/2020	Great Northern Rural Services	-68.71
EFT23871	24/01/2020	It Vision	-495.00
EFT23872	24/01/2020	Magor Swartz Pty Ltd	-12474.00
EFT23873	24/01/2020	PixelPAC Pty Ltd	-5891.53
EFT23874	24/01/2020	Robert J Dillon Pty Ltd	-602.42
EFT23875	24/01/2020	Total Toilets	-93.94
EFT23876	24/01/2020	Universal Contracting	-5038.00
EFT23877	23/01/2020	Keralba & Associates Pty Ltd	-1980.00
EFT23878	29/01/2020	Node1Internet	-129.95
EFT23879	29/01/2020	Synergy	-2529.65
EFT23880	29/01/2020	Telstra	-1112.52
EFT23881	31/01/2020	Abrolhos Steel	-74.80
EFT23882	31/01/2020	Atom Supply	-554.65
EFT23883	31/01/2020	Batavia Metal Roofing	-5313.00
EFT23884	31/01/2020	Battery Mart	-396.00
EFT23885	31/01/2020	Beau Raymond	-55.10
EFT23886	31/01/2020	Boc Limited	-105.34
EFT23887	31/01/2020	Bunnings Group Limited	-1272.93
EFT23888	31/01/2020	Centre for Pavement Engineering Education	-885.00
EFT23889	31/01/2020	Chem-dry Power	-338.00
EFT23890	31/01/2020	Clare Margaret Cream	-40.00
EFT23891	31/01/2020	Cleanaway Co Pty Ltd	-12484.93
EFT23892	31/01/2020	Fire & Safety Service Company	-2315.50
EFT23893	31/01/2020	Geraldton Trophy Centre	-324.00
EFT23894	31/01/2020	Glenfield IGA	-52.45
EFT23895	31/01/2020	Holcim	-656.96
EFT23896	31/01/2020	IAI Australia Fund II Pty Ltd	-16500.00
EFT23897	31/01/2020	Instant Weighing	-2509.38
EFT23898	31/01/2020	Ivey Contracting	-21340.00
EFT23899	31/01/2020	Joseph Radiators & Air Conditioning	-1782.00
EFT23900	31/01/2020	Landgate	-149.50
EFT23901	31/01/2020	Lenane Holdings Pty Ltd	-16632.00
EFT23902	31/01/2020	Market Creations	-3531.82
EFT23903	31/01/2020	Midwest Chemical & Paper	-546.16
EFT23904	31/01/2020	Miralec	-3762.00
EFT23905	31/01/2020	Mitchell & Brown	-750.00
EFT23906	31/01/2020	NAPA - Covs Parts Pty Ltd	-1191.24
EFT23907	31/01/2020	Nabawa Valley Tavern	-833.35
EFT23908	31/01/2020	Option Refrigeration & Air Conditioning	-858.22
EFT23909	31/01/2020	Paper Plus Office National	-179.32
EFT23910	31/01/2020	Pirtek Geraldton	-666.05
EFT23911	31/01/2020	Purcher International	-572.39
EFT23912	31/01/2020	QuikTrak	-228.00
EFT23913	31/01/2020	Statewide Bearings	-39.60
EFT23914	31/01/2020	Sun City Plumbing	-594.00
EFT23915	31/01/2020	The West Australian	-558.68
EFT23916	31/01/2020	Totally Work Wear	-606.49
EFT23917	31/01/2020	Truckline	-587.52
EFT23918	31/01/2020	Western Resource Recovery Pty Ltd	-573.50
EFT23919	31/01/2020	Westrac Pty Ltd	-7383.78
EFT23920	31/01/2020	Winc Australia Pty Limited	-46.99
			-$ 322,139.35
Chq/EFT	**Date**	**Name**	**Amount**
TRUST ACCOUNT			
EFT23829	14/01/2020	Building and Construction Industry Training Fund	-578.04
EFT23830	14/01/2020	Department of Mines, Industry Regulation & Safety	-426.85
EFT23831	14/01/2020	Shire of Chapman Valley	-84.50
			-$ 1,089.39

SHIRE OF CHAPMAN VALLEY

BANK RECONCILIATION - MUNICIPAL FUNDS

As at 31st January 2020

SYNERGY

Balance as per Cash at Bank Account GL 160000	14,579.66
Balance as per Cash at Bank Account GL 170000	3,124,732.66
Balance as per Interfund Transfer A/c GL 161100	-
Plus Income on Bank Stmt not in ledgers	136.06
Less Expenditure on Bank Stmt not in ledgers	-
	$3,139,448.38

BANK

Business Account (Account No 000040)	11,542.27
Investment Account (Account No 305784)	374,732.66
Investment Account (Account No 502999)	2,750,000.00
Term Deposit	-
	3,136,274.93
Less Outstanding Payments	(254.45)
Plus Outstanding Deposits	2,844.10
Plus Tfer from Trust to Muni or [Tfer to Trust from Muni]	74.90
	$3,139,448.38

Difference Check 0.00

Completed by: _____ 3/2/20

Beau Raymond - Senior Finance Officer — Date

Reviewed by: _____ 10/2/20

Dianne Raymond - Mgr Finance & Corporate Services — Date

Corporate Card Statement

24 JAN 2020

053

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

Facility Number
00018023 20000001

Payment Due Date
30 January 2020

Closing Balance
$0.00

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	1	15.65%
Contact Name	**Facility Number**	**Facility Credit Limit**
The Shire Clerk	00018023 20000001	6,000

Statement From	Statement To	Payment Due Date	Opening Balance	Closing Balance	Available Credit
23 Dec 2019	20 Jan 2020	30 Jan 2020	35.00	0.00	6,000.00

CARDHOLDER TRANSACTION DETAILS

Cardholder Name	Card Number	Credit Limit	Available Credit
Maurice Battilana	5163 2531 0083 1327	6,000	6,000.00

Corporate Card Transactions

Date of Transaction	Description	Debits/Credits	Cardholder Comments
03 JAN	**Payments** AUTOMATIC PAYMENT	35.00-	
	Sub Total:	**35.00-**	

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		
35.00	35.00 -	0.00	0.00	0.00	0.00	0.00	0.00

S000763 / M000290 / 021 / CN1VP4P1

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

Cardholder Signature _____ Date 24/1/20

Transactions examined and approved.

Manager/Supervisor Signature _____ Date 24/1/20

S000763 / M000290 / 021 / CN1VP4P1

Attachment 10.2.2(a)

SHIRE OF CHAPMAN VALLEY
BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 31ST DECEMBER 2019

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

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SHIRE OF CHAPMAN VALLEY
STATEMENT OF BUDGET REVIEW
(STATUTORY REPORTING PROGRAM)
FOR THE PERIOD ENDED 31ST DECEMBER 2019

		Budget v Actual		Predicted	
	Note 4 Ref.	Adopted Annual Budget (a)	YTD Actual (b)	Variance (c)	Year End (a)+(c)
OPERATING ACTIVITIES		$	$	$	$
Net current assets at start of financial year surplus/(deficit)		1,204,318	1,367,942	215,069	1,419,385
Revenue from operating activities (excluding rates)					
Governance		1,200	7,731		1,200
General Purpose Funding - Other		522,817	296,013	46,158	568,975
Law, Order, Public safety		30,685	19,760		30,685
Health		5,764	3,065		5,764
Housing		0	0		0
Community Amenities		182,727	174,133		182,727
Recreation and Culture		217,464	82,954		217,464
Transport	4.1.2	134,435	143,675	8,122	142,557
Economic services		21,770	10,439		21,770
Other Property and Services	4.1.3	70500	37,988		70,500
		1,187,362	775,758	54,280	1,241,642
Expenditure from operating activities					
Governance	4.2.1	(426,944)	(161,610)	(10,000)	(436,944)
General Purpose Funding	4.2.2	(130,230)	(50,103)		(130,230)
Law, Order, Public safety		(265,058)	(98,035)		(265,058)
Health		(2,000)	(80)		(2,000)
Education and Welfare		(37,110)	(4,832)		(37,110)
Housing		(71,480)	(8,748)		(71,480)
Community Amenities	4.2.3	(721,884)	(284,503)	(5,000)	(726,884)
Recreation and Culture	4.2.4	(892,857)	(414,770)	(11,400)	(904,257)
Transport	4.2.5	(4,234,091)	(1,091,358)	(18,000)	(4,252,091)
Economic services		(344,546)	(142,850)		(344,546)
Other Property and Services	4.2.6	(68,711)	(45,937)		(68,711)
		(7,194,912)	(2,302,827)	(44,400)	(7,239,312)
Operating activities excluded from budget					
Depreciation on assets		3,132,359	993,848		3,132,359
Profit on asset disposal		(26,500)	(1,364)		(26,500)
Loss on asset disposal		15,195	7,774		15,195
Amount attributable to operating activities		(1,682,178)	841,131	224,948	(1,457,232)
INVESTING ACTIVITIES					
Non-operating grants, subsidies and contributions	4.3.1	1,493,953	1,161,820		1,493,953
Purchase property, plant and equipment		(704,621)	(93,732)	600	(704,021)
Purchase and construction of infrastructure-roads		(2,110,839)	(1,161,857)		(2,110,839)
Proceeds from disposal of assets		78,500	60,671		78,500
Amount attributable to investing activities		(1,243,007)	(33,098)	600	(1,242,407)
FINANCING ACTIVITIES					
Repayment of borrowings		(68,626)	(34,052)		(68,626)
Transfers to cash backed reserves (restricted assets)	4.4.2	(235,290)	(59,922)	(225,549)	(460,839)
Transfers from cash backed reserves (restricted assets)		402,381	17,000		402,381
Amount attributable to financing activities		98,465	(76,974)	(225,549)	(127,084)
Budget deficiency before general rates		(2,826,721)	782,503	0	(2,826,721)
Estimated amount to be raised from general rates		2,826,721	2,831,412		2,826,721
Closing Funding Surplus(Deficit)		**(0)**	**3,613,915**	**0**	**0**

SHIRE OF CHAPMAN VALLEY
STATEMENT OF BUDGET REVIEW
(NATURE OR TYPE)
FOR THE PERIOD ENDED 31ST DECEMBER 2019

	Budget v Actual			Predicted
	Annual Budget (a)	YTD Actual (b)	Variance (c)	Year End (a)+(c)
OPERATING ACTIVITIES	$	$	$	$
Net current assets at start of financial year surplus/(deficit)	1,204,318	1,419,387	215,069	1,419,387
Revenue from operating activities (excluding rates)				
Operating grants, subsidies and contributions	784,465	487,398	54,280	838,744
Fees and charges	311,307	247,790		311,307
Interest earnings	53,290	32,839		53,290
Other revenue	11,800	6,367		11,800
Profit on asset disposals	26,500	1,364		26,500
	1,187,362	775,758	54,280	1,241,641
Expenditure from operating activities				
Employee costs	(1,981,847)	(787,840)		(1,981,847)
Materials and contracts	(1,698,891)	(315,927)	(44,399)	(1,743,290)
Utility charges	(54,917)	(20,123)		(54,917)
Insurance expenses	(182,375)	(162,319)		(182,375)
Interest expenses	(5,898)	(2,262)		(5,898)
Depreciation on non-current assets	(3,132,359)	(993,848)		(3,132,359)
Other expenditure	(123,430)	(12,734)		(123,430)
Loss on asset disposals	(15,195)	(7,774)		(15,195)
	(7,194,912)	(2,302,827)	(44,399)	(7,239,311)
Operating activities excluded from budget				
Depreciation on assets	3,132,359	993,848		3,132,359
Profit on asset disposal	(26,500)	(1,364)		(26,500)
Loss on asset disposal	15,195	7,774		15,195
Amount attributable to operating activities	(1,682,178)	892,576	224,949	(1,457,229)
INVESTING ACTIVITIES				
Non-operating grants, subsidies and contributions	1,493,953	1,161,820		1,493,953
Purchase property, plant and equipment	(704,621)	(93,732)	600	(704,021)
Purchase and construction of infrastructure-roads	(2,110,839)	(1,161,857)		(2,110,839)
Proceeds from disposal of assets	78,500	60,671		78,500
Amount attributable to investing activities	(1,243,007)	(33,098)	600	(1,242,407)
FINANCING ACTIVITIES				
Repayment of borrowings	(68,626)	(34,052)		(68,626)
Transfers to cash backed reserves (restricted assets)	(235,290)	(59,922)	(225,549)	(460,839)
Transfers from cash backed reserves (restricted assets)	402,381	17,000		402,381
Amount attributable to financing activities	98,465	(76,974)	(225,549)	(127,084)
Budget deficiency before general rates	(2,826,721)	782,503	0	(2,826,720)
Estimated amount to be raised from general rates	2,826,721	2,831,412		2,826,721
Closing funding surplus(deficit)	**(0)**	**3,613,915**	**0**	**0**

SHIRE OF CHAPMAN VALLEY
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT
FOR THE YEAR ENDED 30 JUNE 2018

1. BASIS OF PREPARATION

The budget review report has been prepared in accordance with applicable Australian Accounting Standards (as they apply to local government and not-for-profit entities), Australian Accounting Interpretations, other authorative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this budget review report are presented below and have been consistently applied unless stated otherwise.

The 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 of Chapman Valley controls resources to carry on its functions have been included in the financial statements forming part of this budget review.

In the process of reporting on the local government as a single unit, all transactions and balances between those Funds (for example, loans and transfers between Funds) have been eliminated.

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 that are 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.

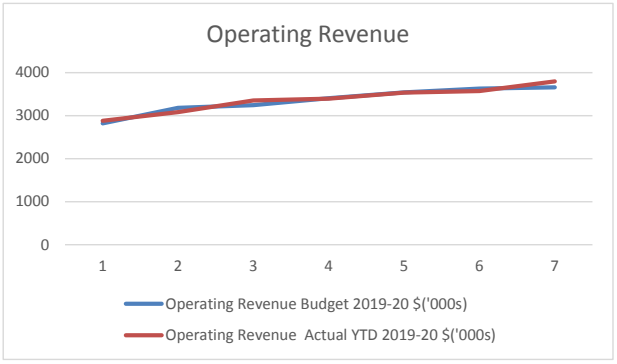
2019/2020 ACTUAL BALANCES
Balances shown in this budget review report as 2019/2020 Actual are as forecast at the time of budget review preparation and are subject to final adjustments.

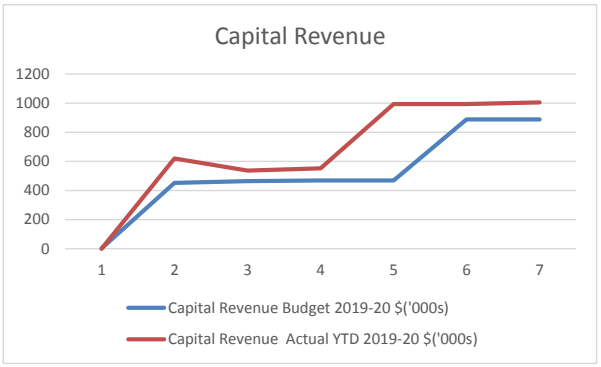
ROUNDING OFF FIGURES
All figures shown in this budget review report are rounded to the nearest dollar.

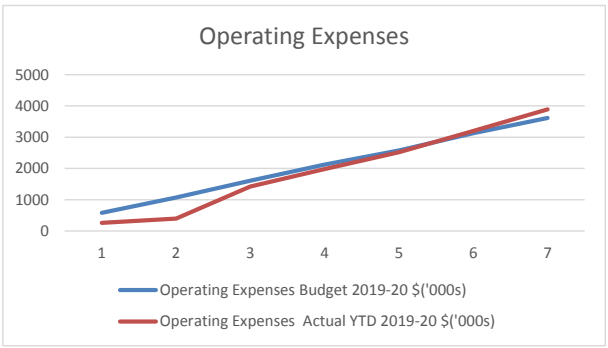
BUDGET COMPARATIVE FIGURES
Unless otherwise stated, the budget comparative figures shown in this budget review report relate to the original budget estimate for the relevant item of disclosure.

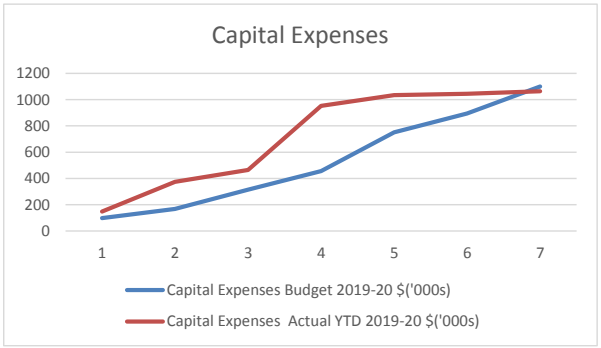
SHIRE OF CHAPMAN VALLEY
SUMMARY GRAPHS - BUDGET REVIEW
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31ST DECEMBER 2019

2. SUMMARY GRAPHS - BUDGET REVIEW









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

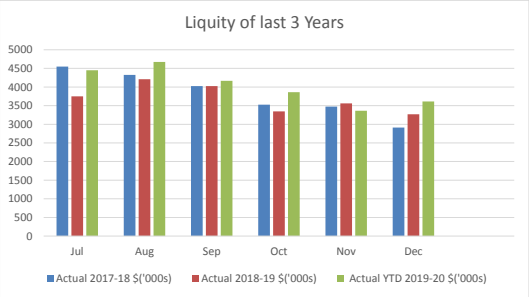
SHIRE OF CHAPMAN VALLEY
NOTES TO THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 31ST DECEMBER 2019

3. NET CURRENT FUNDING POSTION

Positive=Surplus (Negative=Deficit)

2019-20

	Note	This Period 31.12.2019	Last Years Closing Balance 30.06.2019	Same Period Last Year 31.12.2018
		$	$	$
Current assets				
Cash unrestricted		3,437,385	1,514,609	2,925,572
Cash restricted		875,540	832,618	742,582
Receivables - rates and rubbish		331,192	93,429	389,694
Receivables - other		5,407	9,741	6,678
Inventories		4,221	4,221	1,912
		4,653,745	2,454,618	4,066,438
Less: current liabilities				
Payables		(132,090)	(194,286)	(31,010)
Provisions - employee		(423,049)	(423,049)	(314,497)
ATO Payables		(32,199)	(8,328)	(22,921)
		(587,338)	(625,663)	(368,428)
Less: cash restricted		(875,540)	(832,618)	(742,582)
Add: Provisions Employees		423,049	423,049	314,497
Net current funding position		3,613,915	1,419,387	3,269,925



SHIRE OF CHAPMAN VALLEY
NOTES TO THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 31ST DECEMBER 2019

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 in Note 2 Net Current Assets of the budget.

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 goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

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.

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. The 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 even if not expected to be realised in the next 12 months except for land held for sale where it is held as non-current based on the Shire of Chapman Valley's intentions to release for sale.

LOANS AND RECEIVABLES

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss. Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

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.

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 of financial trade and other payables in the statement position. Shire of Chapman Valley's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

PROVISIONS

Provisions are recognised when the Shire of Chapman Valley has a 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.

RATES, GRANTS, DONATIONS AND OTHER CONTRIBUTIONS

Rates, grants, donations and other contributions are recognised as as revenues when the Shire of Chapman Valley obtains control over the assets comprising the contributions.

Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

SHIRE OF CHAPMAN VALLEY
NOTES TO THE REVIEW OF THE ANNUAL BUDGET
FOR THE PERIOD ENDED 31ST DECEMBER 2019

4. PREDICTED VARIANCES

Comments/Reason for Variance		Variance $
4.1 OPERATING REVENUE (EXCLUDING RATES)		
4.1.1 General Purpose Funding		
The estimated budget figure for operating grants to be received were a conservative estimate only. Final figures for the Financial Assistance Grants less the advanced payment received in June 2019 resulted in a permanent difference in cash revenue.		46,158
4.1.2 Transport		
Direct Grant funds from Main Roads WA increase is a permanent difference in cash revenue		8,122
	Predicted Variances Balance	54,280
4.2 OPERATING EXPENSES		
4.2.1 Governance		
Discussion for Communications platforms, delivery and policy/corporate management procedures is under review. External consultants will be required to progress this area.		(10,000)
4.2.2 Community Amenities		
Town Planning advertisement for amendments to Local Planning Schemes with State Law Publisher		(5,000)
4.2.3 Recreation and Culture		
Musuem utility costs have increased over the last 18 months		(1,500)
Mills Lookout CCTV upgrade as per discussions November Concept Forum to the installation of an additional west facing camera and raising of the Mills Lookout CCTV pole and bracing.		(2,900)
Nanson Townsite Park shade sails replacement recommended by staff		(7,000)
4.2.4 Transport		
Council endorsed a 2019/2020 Budget Variation to undertake maintenance work for Rockwell Bore to service the Shire's gardening requirements for the Yuna townsite.		(18,000)
Traffic Counters acquisition to be expensed and removed from capital items		
	Predicted Variances Balance	(44,399)
4.3 INVESTING ACTIVITES		
4.3.1 Non-operating grants, subsidies and contributions		
No anticipated amendments to Non Operating Grants		0
4.3.2 Purchase property, plant and equipment or infrastructure		
Amendment to purchase of capital plant & equipment (Traffic Counters) to operating expense as nett purchase falls below the threshold; CCTV expense omitted from original Statutory Budget PPE Capital Expenditure; Capital expenditure for Bill Hemsley Park BBQ not required due to grant funds providing this item.		600
	Predicted Variances Balance	600
4.4 OTHER ITEMS		
4.4.1 Transfer to Reserves (Restrcited Assets)		
Additional surplus transferred to Plant/Light Vehicle and Leave Reserve		(225,549)
	Predicted Variances Balance	(225,549)
OPENING FUNDING SURPLUS(DEFICIT)		
At the time of adopting the annual budget an estimated surplus of $1.2m was anticipated, however this was an unaudited brought forward figure. At this time Creditors had not been finalised and an estimated carried forward figure compiled. Finalisation of the annual audit with compilation of the annual financial statements the carried forward balance was revised to actuals resulting in a permanent increase in surplus.		215,069
Total Overall Predicted Variances as per Annual Budget Review		**0**

SHIRE OF CHAPMAN VALLEY
NOTES TO THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 31ST DECEMBER 2019

5. BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Description	Council Resolution	Classification	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance	Comments
				$	$	$	
	Budget Adoption		Opening Surplus(Deficit)	**215,069**		215,069	
0942	Town Planning Depreciation		Non Cash Item			215,069	Depreciation Review Non Cash Item
0982	Rangers Expense		Non Cash Item			215,069	Depreciation Review Non Cash Item
1772	Sanitation Household Refuse Depreciation		Non Cash Item			215,069	Depreciation Review Non Cash Item
1922	Depn - Other Sanitation		Non Cash Item			215,069	Depreciation Review Non Cash Item
2542	Housing Other Depreciation		Non Cash Item			215,069	Depreciation Review Non Cash Item
2602	Public Halls Depreciation		Non Cash Item			215,069	Depreciation Review Non Cash Item
3212	Other Community Amenities Depreciation		Non Cash Item			215,069	Depreciation Review Non Cash Item
3522	Depreciation		Non Cash Item			215,069	Depreciation Review Non Cash Item
3652	Other Culture Depreciation		Non Cash Item			215,069	Depreciation Review Non Cash Item
4132	Building Surveyor Expenses		Non Cash Item			215,069	Depreciation Review Non Cash Item
5012	Plant Depreciation		Non Cash Item			215,069	Depreciation Review Non Cash Item
6722	Noxious Weeds & Pest Expense		Non Cash Item			215,069	Depreciation Review Non Cash Item
6912	Roads Depreciation		Non Cash Item			215,069	Depreciation Review Non Cash Item
7002	Admin Depreciation		Non Cash Item			215,069	Depreciation Review Non Cash Item
7012	Fire Control Depreciation		Non Cash Item			215,069	Depreciation Review Non Cash Item
7022	Parks & Gardens Depreciation		Non Cash Item			215,069	Depreciation Review Non Cash Item
7082	Beaches Depreciation		Non Cash Item			215,069	Depreciation Review Non Cash Item
7092	Other Rec & Sports Depreciation		Non Cash Item			215,069	Depreciation Review Non Cash Item
7102	Depreciation - Unclassified Assets		Non Cash Item			215,069	Depreciation Review Non Cash Item
2834	Land & Buildings - Capital Expense		Capital Expenses	7,000	0	222,069	Decrease to Capital Expenditure
2642	Parks, Gardens Expense		Operating Expenses	0	(7,000)	215,069	Increase to Operating Expenditure
3104	Capital Expenditure Plant & Equipment		Capital Expenses	0	(17,000)	198,069	Increase to Capital Expenditure
3584	Tools & Other Equip > $5000 (Capex)		Capital Expenses	10,600	0	208,669	Decrease to Capital Expenditure
7572	Traffic Counters Expense		Operating Expenses	0	(8,000)	200,669	Increase to Operating Expenditure
2642	Parks, Gardens Expense		Operating Expenses	0	(2,900)	197,769	Increase to Operating Expenditure
0682	Consultancy Fees		Operating Expenses	0	(10,000)	187,769	Increase to Operating Expenditure
2252	Advertising Expenses		Operating Expenses	0	(5,000)	182,769	Increase to Operating Expenditure
3626	Museum & Road Board Expense		Operating Expenses	0	(1,500)	181,270	Increase to Operating Expenditure
3822	Bore Maintenance		Operating Expenses	0	(10,000)	171,270	Increase to Operating Expenditure
0233	Grants Commission - Road Funding		Operating Revenue	0	(9,008)	162,262	Decrease to Operating Revenue
0253	Grants Commission - Equalisation (General Purpose)		Operating Revenue	55,165	0	217,427	Increase to Operating Revenue
3143	MRWA Direct Grant.		Operating Revenue	8,122	0	225,549	Increase to Operating Revenue
						225,549	
						225,549	
						225,549	
4781	Transfer to Plant/Light Vehicle Reserve		Capital Expenses	0	(225,549)	0	Increase in Capital Expenditure
Amended Budget Cash Position as per Council Resolution				295,956	(295,956)	0	

t 1 - Supplementary Information

GL Account Code	Description	Council Resolution	Current Budget	AMENDED Budget	Non Cash Item	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance	Comments
						$	$	$	
						215,069		215,069	
0942	*Town Planning Depreciation*		*0*	*17,240*	*(17,240)*			215,069	*Depreciation Expense Review*
0982	*Rangers Expense*		*8,400*	*5,898*	*2,502*			215,069	
1772	*Sanitation Household Refuse Depreciation*		*2,996*	*3,021*	*(24)*			215,069	
1922	*Depn - Other Sanitation*		*0*	*405*	*(405)*			215,069	
2542	*Housing Other Depreciation*		*1,345*	*457*	*888*			215,069	
2602	*Public Halls Depreciation*		*86,626*	*93,739*	*(7,113)*			215,069	
3212	*Other Community Amenities Depreciation*		*4,643*	*6,049*	*(1,405)*			215,069	
3522	*Depreciation*		*9,714*	*48,087*	*(38,374)*			215,069	
3652	*Other Culture Depreciation*		*6,136*	*10,837*	*(4,701)*			215,069	
4132	*Building Surveyor Expenses*		*129,429*	*12,097*	*117,332*			215,069	
5012	*Plant Depreciation*		*347,843*	*338,757*	*9,086*			215,069	
6722	*Noxious Weeds & Pest Expense*		*15,550*	*495*	*15,055*			215,069	
6912	*Roads Depreciation*		*2,455,334*	*1,267,610*	*1,187,724*			215,069	
7002	*Admin Depreciation*		*26,626*	*56,127*	*(29,501)*			215,069	
7012	*Fire Control Depreciation*		*72,935*	*60,038*	*12,896*			215,069	
7022	*Parks & Gardens Depreciation*		*29,461*	*48,931*	*(19,471)*			215,069	
7082	*Beaches Depreciation*		*9,850*	*9,931*	*(81)*			215,069	
7092	*Other Rec & Sports Depreciation*		*78,850*	*91,486*	*(12,636)*			215,069	
7102	*Depreciation - Unclassified Assets*		*0*	*14,000*	*(14,000)*			215,069	
2834	*Land & Buildings - Capital Expense*		*113,021*	*106,021*		*7,000*		222,069	Bill Hemsley Park BBQ was grant funded therefore Capital Expenditure not required; Staff request (refer below) to utilise funds for shade sails
2642	*Parks, Gardens Expense*		*132,534*	*139,534*			*(7,000)*	215,069	Nanson Townsite Park shade sails replacement; offset from BHP BBQ COA 2834 Nil Budget Effect
3104	*Capital Expenditure Plant & Equipment*		*0*	*17,000*			*(17,000)*	198,069	CCTV omitted from Statutory Budget Capital Expenditure PPE
3584	*Tools & Other Equip > $5000 (Capex)*		*10,600*	*0*		*10,600*		208,669	Purchase of traffic counters nett pricing falls below the $5k capex threshold
7572	*Traffic Counters Expense*		*3,500*	*11,500*			*(8,000)*	200,669	Moved budget to operating account (see above) for the actual cost
2642	*Parks, Gardens Expense*		*132,534*	*135,434*			*(2,900)*	197,769	Additional Mills Lookout CCTV upgrade (installation of an additional west facing camera and raising of the Mills Lookout CCTV pole and bracing) expenditure increase (refer discussion Nov 19 Concept Forum)
0682	*Consultancy Fees*		*72,400*	*82,400*			*(10,000)*	187,769	Consultancy for communicaitons gaps in delivery expenditure increase (refer discussion Dec 19 Concept Forum)
2252	*Advertising Expenses*		*1,500*	*6,500*			*(5,000)*	182,769	Town Planning Advertising expenditure increase for actual costs
3626	*Museum & Road Board Expense*		*20,039*	21,539			*(1,500)*	181,270	Museum & Road Board Utilites expenditure increase based on YTD
3822	*Bore Maintenance*	Min Ref 12/19-18	*15,000*	25,000			*(10,000)*	171,270	Rockwell Bore maintenance expendiutre increase, based on actual costs paid which is less than anticipated at Dec OCM
0233	*Grants Commission - Road Funding*		*(251,602)*	(242,594)			*(9,008)*	162,262	Financial Assistance Grant funding revenue decrease
0253	*Grants Commission - Equalisation (General Purpose)*		*(195,384)*	(250,549)		55,165		217,427	Financial Assistance Grant funding revenue increase
3143	*MRWA Direct Grant.*		*(116,936)*	(125,058)		8,122		225,549	Main Roads Direct Grant funding revenue increase
								225,549	
								225,549	
								225,549	
4781	Transfer to Plant/Light Vehicle Reserve		150,000	375,549			*(225,549)*	0	Transfer to Plant/Light Vehicle Reserve for future Plant Replacement Program budget expenditure
Amended Budget Cash Position as per Council Resolution						**295,956**	**(295,956)**	***0***	

UNCONFIRMED MINUTES

FINANCE, AUDIT & RISK MANAGEMENT COMMITTEE MEETING
4.00pm 6th February 2020
COUNCIL CHAMBERS NABAWA

Committee Purpose & Delegations

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

Delegation – Nil

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

4 x Councillors

- Cr Farrell (Presiding Member)
- Cr Forth
- Cr Davidson
- Cr Warr

Observers:

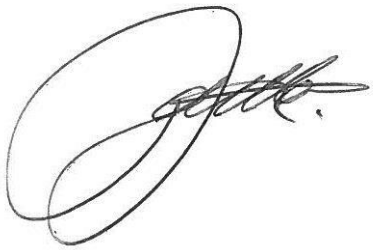
~ CEO
~ Manager Finance & Corporate Services
~ Grant Middleton
(External, Independent Member)

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.



Maurice Battilana
CHIEF EXECUTIVE OFFICER

UNCONFIRMED MINUTES OF THE FINANCE, AUDIT & RISK MANAGEMENT COMMITTEE MEETING 4.00PM 6 FEBRUARY 2020

ORDER OF BUSINESS

1.0 Declaration of Opening / Announcements of Visitors

The Presiding Member of the Shire of Chapman Valley's Finance, Audit & Risk Management Committee, Cr Farrell welcomed Elected Members and Staff, declaring the meeting open at 4.00pm

2.0 Announcements from the Presiding Member

Nil

3.0 Record of Attendance

3.1 Present

Elected Members	
Cr Anthony Farrell (President)	
Cr Kirrilee Warr (Deputy President)	
Cr Darrell Forth	
Cr Beverley Davidson	
Officers	**Position**
Maurice Battilana	Chief Executive Officer
Dianne Raymond	Manager Finance and Corporate Services
Grant Middleton	External, Independent Member
Beau Raymond	Senior Finance Officer

3.2 Apologies

Name
Nil

3.3 Leave of Absence (Previously approved)

Name
Nil

4.0 Declaration of Interest

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

Section 5.60A:
"*a person has a **financial interest** in a matter if it is reasonable to expect that the matter will, if dealt with by the local government, or an employee or committee of the local government or member of the council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person*."

Section 5.60B:
*"a person has a **proximity interest** in a matter if the matter concerns –*
(a) a proposed change to a planning scheme affecting land that adjoins the person's land; or
(b) a proposed change to the zoning or use of land that adjoins the person's land; or
(c) a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land."

Regulation 34C (Impartiality):
*"**interest** means an interest that could, or could reasonably be perceived to, adversely affect the **impartiality** of the person having the interest and includes an interest arising from kinship, friendship or membership of an association."*

Nil

5.0 Petitions / Deputations / Presentations

5.1 Petitions
Nil
5.2 Deputations
Nil
5.3 Presentations
Nil

6.0 Confirmation of Minutes from previous meetings

COMMITTEE RESOLUTION

MOVED: CR FORTH **SECONDED: CR DAVIDSON**

Finance, Audit & Risk Committee Meeting held on 2nd December 2019

That the minutes of the Finance, Audit & Risk Committee Meeting held on 2nd December 2019 be confirmed as a true and accurate.

Voting 4/0
CARRIED
Minute Reference FARM 2/20 -1

7.0 Items to be dealt with En Bloc

Nil

8.0 Officers' Reports

8.1 Compliance Audit Return (2019)

Chief Executive Officer and Manager Finance & Corporate Services Report February 2020

Contents

8.0 AGENDA ITEMS

8.1 Compliance Audit Return (2019)

AGENDA ITEM:	**8.1**
SUBJECT:	**COMPLIANCE AUDIT RETURN (2019)**
PROPONENT:	**FINANCE, AUDIT & RISK MANAGEMENT COMMITTEE**
SITE:	**COUNCIL CHAMBERS**
FILE REFERENCE:	**403.05 & 305.12**
PREVIOUS REFERENCE:	**N/A**
DATE:	**6th FEBRUARY 2020**
AUTHOR:	**MAURICE BATTILANA**

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
8.1(a)	Compliance Audit Return 2019	✓	

DISCLOSURE OF INTEREST

Nil

BACKGROUND

Every Local Government Authority in Western Australia is required to complete the Compliance Audit Return (CAR) each year. The purpose of this item is to present the 2019 Compliance Audit Return to the Committee to review prior to going to Council for formal adoption and forward a certified copy to the Department of Local Government.

COMMENT

A Draft copy of the Shire of Chapman Valley 2019 Compliance Audit Return has been provided to Councillors as ***Attachment 8.1(a)***.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Ref	Objective	Strategy	Action
5.1	Ensure governance and administration systems, policies and processes are current and relevant	Review policy categories and set ongoing accountability for review processes	Review current Council and Management policies and formalise update process and timelines.

CONSULTATION

Council staff have been consulted as part of the process to complete the Compliance Audit Report.

RISK ASSESSMENT

The Compliance Audit Report has not highlighted any significant areas of risk.

Measures of Consequence							
Rating (Level)	**Health**	**Financial Impact**	**Service Interruption**	**Compliance**	**Reputational**	**Property**	**Environment**
Insignificant (1)	Negligible injuries	Less than $1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response

VOTING REQUIREMENTS

Simple Majority

COMMITTEE RESOLUTION

MOVED: CR FORTH **SECONDED: CR WARR**

The Finance, Audit & Risk Committee recommends the following to Council:

1. The 2019 Compliance Audit Return be signed by the CEO and Shire President
2. The 2019 Compliance Audit Return be received and recorded in the Minutes of Council
3. The 2019 Compliance Audit Return is submitted to the Department of Local Government

Voting 4/0
CARRIED
Minute Reference FARM 02/20 - 2

ATTACHMENT 8.1(a)

Department of Local Government, Sport and Cultural Industries

GOVERNMENT OF WESTERN AUSTRALIA

Chapman Valley - Compliance Audit Return 2019

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of section of relevant minutes.

Commercial Enterprises by Local Governments

No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2019?	N/A		Maurice Battilana
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2019?	N/A		Maurice Battilana
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2019?	N/A		Maurice Battilana
4	s3.59(4)	Has the local government complied with public notice and publishing requirements of each proposal to commence a major trading undertaking or enter into a major land transaction for 2019?	N/A		Maurice Battilana
5	s3.59(5)	Did the Council, during 2019, resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A		Maurice Battilana

Delegation of Power / Duty

No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority?	Yes		Maurice Battilana
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing?	N/A		Maurice Battilana
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17?	N/A		Maurice Battilana
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations?	N/A		Maurice Battilana
5	s5.18	Has Council reviewed delegations to its committees in the 2018/2019 financial year?	Yes		Maurice Battilana
6	s5.42(1),5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act?	Yes		Maurice Battilana
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority?	Yes		Maurice Battilana
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing?	Yes		Maurice Battilana
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes		Maurice Battilana
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	Yes		Maurice Battilana
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees?	Yes		Maurice Battilana
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2018/2019 financial year?	Yes		Maurice Battilana
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required?	Yes		Maurice Battilana

Disclosure of Interest

No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68)?	Yes		Maurice Battilana
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings?	Yes		Maurice Battilana

No	Reference	Question	Response	Comments	Respondent
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made?	Yes		Maurice Battilana
4	s5.73	Where the CEO had an interest relating to a gift under section 5.71A(1), was written notice given to the Council?	N/A		Maurice Battilana
5	s5.73	Where the CEO had an interest relating to a gift in a matter in respect of a report another employee is providing advice on under section 5.71A (3), was the nature of interest disclosed when the advice or report was provided?	N/A		Maurice Battilana
6	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day?	N/A		Maurice Battilana
7	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day?	N/A		Maurice Battilana
8	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2019?	Yes		Maurice Battilana
9	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2019?	Yes		Maurice Battilana
10	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return?	Yes		Maurice Battilana
11	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76?	Yes		Maurice Battilana
12	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28?	Yes		Maurice Battilana
13	s5.89A Admin Reg	Did the CEO keep a register of gifts which contained a record of disclosures made under section 5.71A, in the form prescribed in Administration Regulation 28A?	Yes		Maurice Battilana
14	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76?	Yes		Maurice Battilana
15	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee?	Yes		Maurice Battilana

No	Reference	Question	Response	Comments	Respondent
16	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes?	Yes		Maurice Battilana
17	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report?	Yes		Maurice Battilana
18	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee?	Yes		Maurice Battilana
19	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees?	Yes		Maurice Battilana

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5))?	Yes		Maurice Battilana
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	Yes		Maurice Battilana

Elections

No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1) (2)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates?	Yes		Maurice Battilana
2	Elect Reg 30G(3) & (4)	Did the CEO remove any `disclosure of gifts' forms relating to an unsuccessful candidate or a successful candidate that completed the term of office from the electoral gift register, and retain those forms separately for a period of at least 2 years?	N/A		Maurice Battilana

Finance

No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes		Maurice Battilana
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	N/A		Maurice Battilana
3	s7.3(1)	Was the person(s) appointed by the local government under s7.3(1) to be its auditor, a registered company auditor?	Yes		Maurice Battilana
4	s7.3(1), 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council?	Yes		Maurice Battilana
5	Audit Reg 10	Was the Auditor's report(s) for the financial year(s) ended 30 June received by the local government within 30 days of completion of the audit?	Yes		Maurice Battilana
6	s7.9(1)	Was the Auditor's report for the financial year ended 30 June 2019 received by the local government by 31 December 2019?	Yes		Maurice Battilana
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken, did the local government, ensure that appropriate action was undertaken in respect of those matters?	Yes		Maurice Battilana
8	S7.12A (4)	Where the auditor identified mattersas significant in the auditor's report (prepared under s7.9(1) of the Act), did the local government prepare a report stating what action had been taken or it intended to take with respect to each of the matters and give a copy to the Minister within 3 months after receipt of the audit report?	Yes		Maurice Battilana
9	S7.12A (4)	Within 14 days after the local government gave a report to the Minister under s7.12A(4) (b), did the CEO publish a copy of the report on the local government's official website?	Yes		Maurice Battilana
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit?	Yes		Maurice Battilana
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit?	Yes		Maurice Battilana

No	Reference	Question	Response	Comments	Respondent
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit?	Yes		Maurice Battilana
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor?	Yes		Maurice Battilana
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor?	Yes		Maurice Battilana

Integrated Planning and Reporting

No	Reference	Question	Response	Comments	Respondent
1	s5.56 Admin Reg	Has the local government adopted a 19DA (6) Corporate Business Plan. If Yes, please provide adoption date of the most recent Plan in Comments?	Yes		Maurice Battilana
2	s5.56 Admin Reg	Has the local government reviewed the 19DA (4) Corporate Business Plan in the 2018-2019 Financial Year. If Yes, please provide date of Council meeting the review was adopted at?	Yes	February 2018 Min Ref: 02/18-5	Maurice Battilana
3	s5.56 Admin Reg	Has the local government adopted a 19C Strategic Community Plan. If Yes, please provide adoption date of the most recent Plan in Comments?	Yes	November 2017 Min Ref: 11/17-5	Maurice Battilana
4	s5.56 Admin Reg	Has the local government reviewed the 19C (4) current Strategic Community Plan. If Yes, please provide date of most recent review by Council in Comments. Note: If the current Strategic Community Plan was adopted after 1/1/2016, please respond N/A and provide adoption date in Comments?	N/A	November 2017 Min Ref: 11/17-5	Maurice Battilana
5	S5.56 Admin Reg 19DA (3)	Has the local government developed an Asset Management Plan(s) that covers all asset classes. If Yes, please provide the date of the most recent Plan adopted by Council in Comments?	Yes	July 2017 Min Ref: 07/17-6	Maurice Battilana
6	S5.56 Admin Reg	Has the local government developed a 19DA (3) Long Term Financial Plan. If Yes, please provide the adoption date of the most recent Plan in Comments?	Yes	July 2017 Min Ref: 07/17-6	Maurice Battilana
7	S5.56 Admin Reg 19DA (3)	Has the local government developed a Workforce Plan. If Yes, please provide adoption date of the most recent Plan in comments?	Yes	September 2015 Currently Under Review	Maurice Battilana

Local Government Employees

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO beforethe position of CEO was advertised?	N/A		Maurice Battilana
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A?	N/A		Maurice Battilana
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4)?	N/A		Maurice Battilana
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirmthat the information in an application for employment was true (applicable to CEO only)?	N/A		Maurice Battilana
5	s5.37(2)	Did the CEO inform Council of each proposal to employ or dismiss a designated senior employee?	N/A		Maurice Battilana

Official Conduct

No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer?	N/A		Maurice Battilana
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c)?	Yes		Maurice Battilana
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made?	Yes		Maurice Battilana
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint?	Yes		Maurice Battilana
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occured?	Yes		Maurice Battilana
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c)?	Yes		Maurice Battilana

Optional Questions

No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5 (2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Local Government (Financial Management) Regulation 5 (2)(c) within the 3 years prior to 31 December 2019? If yes, please provide date of Council resolution in comments?	Yes	August 2019 Min Ref: 08/19-7	Maurice Battilana
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulation 17 within the 3 years prior to 31 December 2019? If yes, please provide date of Council resolution in comments?	Yes	December 2018 Min Ref: 12/18-6	Maurice Battilana
3	Financial Management Reg 5A.	Did the local government provide AASB 124 related party information in its annual report(s) tabled at an electors meeting(s) during calendar year 2019?	Yes		Maurice Battilana
4	S6.4(3)	Did the local government submit to its auditor by 30 September 2019 the balanced accounts and annual financial report for the year ending 30 June 2019?	Yes		Maurice Battilana

Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2))?	Yes		Maurice Battilana
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract?	N/A		Maurice Battilana
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice?	Yes		Maurice Battilana
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16?	Yes		Maurice Battilana

No	Reference	Question	Response	Comments	Respondent
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation?	N/A		Maurice Battilana
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16?	Yes		Maurice Battilana
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender?	Yes		Maurice Battilana
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria?	Yes		Maurice Battilana
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection?	Yes		Maurice Battilana
10	F&G Reg 19	Did the CEO give each tenderer written notice advising particulars of the successful tender or advising that no tender was accepted?	Yes		Maurice Battilana
11	F&G Reg 21 & 22	Did the local governments advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22?	Yes		Maurice Battilana
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice?	Yes		Maurice Battilana
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services?	Yes		Maurice Battilana
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest, a notice in writing in accordance with Functions & General Regulation 24?	Yes		Maurice Battilana
15	F&G Reg 24AC (1) & (2)	Has the local government established a policy on procurement of goods and services from pre-qualified suppliers in accordance with the regulations?	Yes		Maurice Battilana
16	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice?	N/A		Maurice Battilana
17	F&G Reg 24AD(4) & 24AE	Did the local government'sadvertising and panel documentation comply with F&G Regs 24AD(4) & 24AE?	N/A		Maurice Battilana

No	Reference	Question	Response	Comments	Respondent
18	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application?	N/A		Maurice Battilana
19	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, given notice of the variation?	N/A		Maurice Battilana
20	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre- qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications?	N/A		Maurice Battilana
21	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application (s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria?	N/A		Maurice Battilana
22	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG?	N/A		Maurice Battilana
23	F&G Reg 24AI	Did the CEO send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted?	N/A		Maurice Battilana
24	F&G Reg 24E	Where the local government gave a regional price preference, did the local government comply with the requirements of F&G Reg 24E including the preparation of a regional price preference policy?	Yes		Maurice Battilana
25	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy?	Yes		Maurice Battilana
26	F&G Reg 11A	Does the local government have a current purchasing policy that comply with F&G Reg 11A(3) in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, $150,000 or less?	Yes		Maurice Battilana

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return

Department of
Local Government, Sport
and Cultural Industries
GOVERNMENT OF
WESTERN AUSTRALIA

No	Reference	Question	Response	Comments	Respondent
27	F&G Reg 11A	Did the local government comply with it's current purchasing policy in relation to the supply of goods or services where the consideration under the contract is, or is expected to be $150,000 or less or worth $150,000 or less?	Yes		Maurice Battilana

I certify this Compliance Audit return has been adopted by Council at its meeting on _____

Signed Mayor / President, Chapman Valley

Signed CEO, Chapman Valley

9.0 Information Items

AGENDA ITEM:	**9.1**
SUBJECT:	**RISK MANAGEMENT REVIEW**
PROPONENT:	**FINANCE AUDIT & RISK MANAGEMENT COMMITTEE**
SITE:	**COUNCIL CHAMBERS**
FILE REFERENCE:	**411.01**
PREVIOUS REFERENCE:	**NA**
DATE:	**6th FEBRUARY 2020**
AUTHOR:	**MAURICE BATTILANA & DIANNE RAYMOND**

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
9.1(a)	Risk Management Report		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

The State Government introduced legislation under the Local Government (Audit) Audit Regulations, 1996, to stipulate it is a legal requirement for a local government Chief Executive Officer to review the appropriateness and effectiveness of a local government's systems and procedures in relation to:

a) Risk management,
b) Internal controls; and
c) Legislative compliance.

This is known as LG (Audit) Regulation 17.

Council adopted the *Risk Management Policy (CP-017)* at the June 2014 OCM. This Policy is complemented by the *Risk Management Procedure (CMP-028)*.

COMMENT

Procedures are an internal operational document and though a copy has been provided under separate cover ***(Attachment 9.1(a))*** for Council information there is no legal requirement for Committee or Council to adopt or endorse amendments these documents. This is an internal document the CEO and Senior Staff use to undertake the necessary analysis and review of risk management as required under legislation.

Therefore, the purpose of this item is to simply inform the Committee of the review undertaken by staff of *Risk Management Procedure (CMP-028).* There are no changes recommended to the existing Procedure. However; the Risk Management Report has been updated to incorporate items completed and to be undertaken by staff. Council do not need to consider the changes to the Report as this is an internal operational document only.

AGENDA ITEM:	**9.2**
SUBJECT:	**UPDATED LONG TERM FINANCIAL PLAN; ASSET MANAGEMENT PLAN**
PROPONENT:	**FINANCE, AUDIT & RISK MANAGEMENT COMMITTEE**
SITE:	**COUNCIL CHAMBERS**
FILE REFERENCE:	**313.00**
PREVIOUS REFERENCE:	**MINUTE REFERENCES: 9/13-5; 11/13-9 & 07/17-6**
DATE:	**6th FEBRUARY 2020**
AUTHOR:	**MAURICE BATTILANA & DIANNE RAYMOND**

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
9.2(a)	Long Term Financial Plan 2020		✓
9.2(b)	Asset Management Plan 2020		✓

DISCLOSURE OF INTEREST

Nil.

BACKGROUND

Council undertook a full review of the Long Term Financial Plan (LTFP) and Asset Management Plan (AMP) in July 2017 with the following being resolved at the July 2017 OCM:

Council endorse the reviewed Long Term Financial Plan and Asset Management Plan as presented, with the understanding these Plans are to be reviewed again by Council to reflect:

i. Outcomes of the current review being undertaken of the Shire's Strategic Community Plan and Corporate Business Plan; and
ii. Variations to the 2016/2017 endorsed Capital Works Programs (e.g. Roadworks, Plant and Building) as these have and will occur in the future.

Voting 5/1
CARRIED
Minute Reference 07/17-6

A desktop review of the Long Term Financial Plan, Asset Management Plan and Workforce Plan commenced February 2019 and these were presented to Council's June 2019 OCM with the following resolved:

MOVED: CR WARR *SECONDED: CR MALUISH*

1. *Council endorse the reviewed Long Term Financial Plan and Asset Management Plan as presented;*

2. *The Draft Workforce Plan be put back to a Council Concept Forum for further consideration and possible amendment prior to Council endorsement.*

Voting 7/0
CARRIED
Minute Reference: 06/19-6

Reason for Deviation from Staff Recommendation: Councillors wanted more time to discuss the Draft Workforce Plan.

COMMENT

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

As Councillors will be aware the Shire has completed the Strategic Community Plan (SCP) and Corporate Business Plan (CBP) review in accordance with legislative requirements (with the assistance of Marg Hemsley from LG People). The LTFP and AMP have also been amended to accommodate endorsed SCP and CBP. The LTFP & AMP are updated to reflect the adopted current year Budget and previous year audited Financial Statements. This ensures there is a true integration and recognition of current aspects across all the plans, budgets, etc. for the future.

The Integrated Planning and Reporting Framework is intended to integrate asset, service and financial plans to ensure local government resource capabilities are matched to their community's needs.

10.0 Urgent Business Approved by the Presiding Member or by Decision of the Committee

10.1 Committee Membership Status - External, Independent Member

The CEO explained the Committee the Department of Local Government's Guidelines on the establishment of a Finance, Audit & Risk Management Committee recommends the External, Independent Member should be a voting Member, not an Observer as the Shire currently has this position listed as.

COMMITTEE RESOLUTION

MOVED: CR FORTH **SECONDED: CR DAVISON**

The Committee agreed to deal with the late, urgent item of business regarding the membership status of the Finance, Audit & Risk Management Committee's External, Independent Member.

Voting 4/0
CARRIED
Minute Reference FARM 02/20 - 3

MOVED: CR FORTH **SECONDED: CR DAVISON**

The Committee recommend Council endorse a change of membership status of the External, Independent Member on the Shire of Chapman Valley's Finance, Audit & Risk Management Committee to a voting member.

Voting 4/0
CARRIED
Minute Reference FARM 02/20 - 4

11.0 Closure

The Presiding Member thanked Elected Members and Staff for their attendance and closed the meeting at 4.45pm.

CORPORATE BUSINESS PLAN

Shire of Chapman Valley Corporate Business Plan & Progress Report - Council Endorsed February 2018 (Minute Reference:02/18-5)

Our Vision: "We are a thriving community , making the most of our coastline, ranges and rural settings to support us to grow and prosper."

Strategic Community Plan (SCP)

SCP Ref	SCP Objectives	SCP Strategy	SCP Actions	Completed 2017 to 2019	Status Report 2019 - 2023 Items	~~Medium~~ ~~Short~~-Term June 2021	~~Long~~ Medium-Term 2023 and beyond	Long -Term 2023 and beyond	No Timeline (Ongoing)
1 Community and Lifestyle									
1.1	Nurture the sense of community	Development of plans relevant to population needs	Review existing plans and develop new plans as required	***CDO to review all existing community plans, strategies, policies, procedures, etc., to determine gaps.*** BHP Master Plan, Nanson Showgrounds Master Plan endorsed by Council. Coronation Beach Master Plan under review. LP Strategy & TP Scheme reviews in progress.		Work with Tourism Operators and Community organisations to develop annual community event(s) Develop (in-house) and commence Implementation of a Mills Lookout Master Plan	Work with Tourism Operators and Community organisations to develop annual community event(s) Continue Implementation of the Mills Lookout Master Plan	Work with Tourism Operators and Community organisations to develop annual community event(s) Continue Implementation of the Mills Lookout Master Plan	Continue to promote a *sense of community* at every opportunity.
		Determine a whole of Shire community integration approach	Advocate a sense of community when opportunity arises.						
1.2	Strengthen our advocacy role and regional partnerships to support the provision of local services and facilities	Maintain close relationships with neighbouring shires and regional bodies	Participate in and advocate for regional resource sharing and cross-boundary cooperation.	***Promote the most appropriate and beneficial Dongara to Northampton Transport Corridor for social, economical, cultural & heritage benefit of the Shire, regional, State & Nation.*** Negotiations have been undertaken & affected community members encouraged to participate in lobbying MRWA, NWDC & local parliamentarians on this matter. Regional approach successful with High Speed Fixed Wireless Project (i.e. Shires of CV & NR).		Continue to explore and participate in regional resources sharing where this is of benefit to the Shire & community. Continue to work with Main Roads to improve Chapman Valley Road.	Continue to explore and participate in regional resources sharing where this is of benefit to the Shire & community. Investigate Interpretive, Tourism & Heritage Signage (European and Aboriginal) throughout the Shire.	Continue to explore and participate in regional resources sharing where this is of benefit to the Shire & community.	Continue to explore and participate in regional resources sharing where this is of benefit to the Shire & community. Continue to promote the need to acquire land and build the ONIC as an integral aspect to future development of the Oakajee Industrial Estate. Consider regional resource sharing opportunities with other Local Government Authorities. Continue to advocate for the Heavy Haulage route to be Option 6 (NWCH, ONIC, Moonyoonooka-Yuna Rd)
		Be present in conversations and gatherings related to the provision of essential and desired services for Chapman Valley residents and visitors	Participate in and advocate for regional resource sharing and cross-boundary cooperation.						
1.3	Maintain and enhance safety and security for the community	Review safe roads and infrastructure	Continue annual review of Road Hierarchy, Road Works Program, Plant Replacement Program	Full Policy Review undertaken along with specific annual review of Road Hierarchy Procedure.					Annual Review of RW Program, Road Hierarchy & Plant Replacement Program
		Enhance community and property security	Encourage improved communications and security across the Shire	***Investigate funding opportunities and Shire budget for installation of CCTV systems.*** Federal Government grant received. CCTV to be installed in 2019 at BHPCC, Nabawa Depot, Nabawa Refuse Site & Mills Lookout.					Encourage State Government to police ORV use on land under State control.
2 Economic Development and Business Attraction									
2.1	Build population and business activity through targeted strategies	Support business development	Ensure Planning is in place to encourage business development	***Investigate usage opportunities for Yuna Memorial Hall for Council consideration.*** Community and Council representatives have meet with Staff to develop strategies and recommendations for Council consideration on future use of Yuna Hall. Policies & Procedures are reviewed at least annually.		Review planning, policies, procedures, strategies etc., to ensure development is encouraged throughout the Shire.	Council to consider the possible establishment of an Economic Strategy with recommendations for business incentives. Review planning, policies, procedures, strategies etc., to ensure development is encouraged throughout the Shire.	Review planning, policies, procedures, strategies etc., to ensure development is encouraged throughout the Shire.	Review planning, policies, procedures, strategies etc., to ensure development is encouraged throughout the Shire.
2.2	Provide support for business development and local employment	Research mixed land use opportunities	Investigate possible planning improvements						
		Consider business start- up incentives	Investigate possible planning improvements						
		Encourage digital network development in the Valley	Continue advocating for improvements to existing infrastructure and introduction of new infrastructure for digital communications	***Continue to develop High Speed Fixed Wireless Internet Service or alternative technologies to improve business retention and growth to as much of the Shire as possible.*** Application by Logic IT (Shire of CV's preferred ISP/Carrier) with State Government was successful. Internet Service now established.					
2.3	Welcome local tourism and participation in regional strategy	Research and develop local tourism plan	Encourage Tourism Operators to establish an Alliance for them to develop and implement a Local Tourism Plan. This must be industry driven, not Shire driven.	***CDO to make contact with Tourism Operators within Shire to bring them together for opportunity to network, explore options to support each other and determine where shire fits in a support role. The preferred model is for the Shire to assist and support tourism in CV and for tourism to bedriven by businesses not the Shire.*** Survey compiled and distributed by CDO & Shire Tourist Working Group seeking feedback & data to assist with report & recommendations presented to Council for consideration.		Complete Moresby Range Master Plan for Eco Tourism at DBCA Reserve & commence implementation of the Plan. Investigate Heritage, Cultural Interpretive signage throughout the Shire (European & Aboriginal) Complete Coronation Beach & commence implementation of the Plan. Continue implementation of Plans (e.g. Bill Hemsley Park, Nanson Showgrounds, Mills Lookout).	Investigate a ***"Welcome To..."*** signs for CV Townsites. Continue Implement installation of European & Aboriginal Interpretive signage throughout the Shire Continue implementation of Plans (e.g. Coronation Beach, Bill Hemsley Park, Nanson Showgrounds, Mills Lookout). Work with Stakeholders to implement aspects of Moresby Range ECO Tourism Master Plan	Continue Implement installation of European & Aboriginal Interpretive signage throughout the Shire Continue implementation of Plans (e.g. Coronation Beach, Bill Hemsley Park, Nanson Showgrounds, Mills Lookout). Work with Stakeholders to implement aspects of Moresby Range ECO Tourism Master Plan	
		Explore support needed by local tourism industries	Encourage Tourism Operators to establish an Alliance for them to develop and implement a Local Tourism Plan. This must be industry driven, not Shire driven.	***If Tourism Operators are interested in establishing an Alliance the CDO to work with this Group to develop a Local Tourism Plan.*** Survey compiled and distributed by CDO & Shire Tourist Working Group seeking feedback & data to assist with report & recommendations presented to Council for consideration. CVHS appoints Voluntary Caretaker at Museum during peak periods.		Implement aspects of Nanson Showgrounds Master Plan	Implement aspects of Nanson Showgrounds Master Plan	Implement aspects of Nanson Showgrounds Master Plan	
2.4	Ensure town planning complements economic development activities	Town Planning Review/Initiatives	Ensure Planning is in place to encourage economic development activities	***Planning Schemes & Strategies Reviewed.*** BHP Master Plan, Nanson Showgrounds Master Plan, LP Strategy endorsed by Council.	Coronation Beach Master Plan under review. TP Scheme review in progress.	Review planning, policies, procedures, strategies etc., to ensure development is encouraged throughout the Shire.	Review planning, policies, procedures, strategies etc., to ensure development is encouraged throughout the Shire.	Review planning, policies, procedures, strategies etc., to ensure development is encouraged throughout the Shire.	Advocate and work with key stakeholders for the establishment of the Buller River Mouth as a day-use tourism precinct (not SoCV managed or controlled).

CORPORATE BUSINESS PLAN

Strategic Community Plan (SCP)

SCP Ref	SCP Objectives	SCP Strategy	SCP Actions	Completed 2017 to 2019	Status Report 2019 - 2023 Items	~~Medium~~ Short-Term June 2021	~~Long~~ Medium-Term 2023 and beyond	Long -Term 2023 and beyond	No Timeline (Ongoing)
3 Environmental Protection and Sustainability									
3.1	Preserve the Natural Environment and address environmental risks as they arise.	Manage the impact of waste, water, weed and vermin control on the environment	Investigate option of manning the Nabawa Transfer Station.	***Investigate the cost benefits and logistics of manning the Nabawa Transfer Station. This could form part of the Service Delivery Review project or done in isolation.*** Service Delivery Review deferred. Menshed contracted to opened/close Nabawa Site. Ranger undertaking random inspections of site.					
			Investigate option of improving monitoring of Nabawa Transfer Station (e.g. cameras)	**Identify key hotspot locations within the Shire and *investigate funding opportunities and Shire budget for installation of CCTV systems.*** Federal Government grant received. CCTV installed at Nabawa Refuse Site & Mills Lookout in July 2019					
			Continue to review resource allocation to control declared weeds on Shire owned/controlled land.	Service Delivery Review deferred by Council.		Continue to explore and participate in regional resources sharing where this is of benefit to the Shire & community.			
			Lobby responsible agencies, departments and landowners to control weeds and vermin on their properties						Encourage all landowners to control; nuisance weeds and pest on their land. Work with the NBG to control or eradicate pest (e.g. dogs, pigs, etc.).
		Monitor and manage water supply and quality	Advocate with Water Corporation to continue to manage and monitor water supply and quality	***Budget consideration for installation of water to Cemetery*** BHP bore water supply Installed & Operational. Grants received for $28,000 (BBF) and acquitted. Item included in 19/20 Adopted Budget for Cemetery water supply. Tank installed.					Ongoing dialogue with Water Corporation
		Install rainwater tanks on new and existing buildings	Encourage landowners to install rainwater tanks on new and existing buildings. Shire to lead by example by installing rainwater tanks in their buildings.			Encourage landowners to install rainwater tanks. Perhaps by a leaflet included with Building Permit returns.			Encourage landowners to install rainwater tanks. Perhaps by a leaflet included with Building Permit returns.
3.2	Maintain the rural identity of the Shire	Develop the western peri-urban environment in context to our rural lifestyle	Ensure Planning is in place to encourage peri-urban development activities.						
		Ensure recreational, tourism activities on lifestyle blocks have minimal impact on sustainable farming	Ensure Planning is in place to encourage tourism activities or lifestyle blocks are developed, whilst recognising WAPC State Planning Policies and State direction on protecting prime agricultural land.			Investigate with DBCA possibility of eco tourism trails on Reserve Land (e.g. Bella Vista Reserve).	Work with DBCA on the possibility of eco tourism trails on Reserve Land (e.g. Bella Vista Reserve).	Work with DBCA on the possibility of eco tourism trails on Reserve Land (e.g. Bella Vista Reserve).	Review planning, policies, procedures, strategies etc., to ensure development is encouraged throughout the Shire.
4 Physical and Digital Infrastructure									
4.1	Develop, manage and maintain built infrastructure	Asset Management Plan	Review Asset Management Plan regularly and maintain integration with other Strategic Plans within the Shire	***BS/PO to investigate new half court at Yuna Playground for budget consideration.*** Item included in 19/20 Budget for Backboard & Pole only. Half Court not endorsed.		Full Review of Strategic Community & Corporate Business Plans			Review Integrated Plans as required to ensure they are relevant and compliant.
				BS/PO to investigate upgrade to Rockwell Bore pump for budget consideration. Rockwell Bore upgrade works undertaken in 18/19.		Continue to investigate improvements to Rockwell Bore and associated infrastructure to accommodate Yuna Primary School Garden Water requirements.			
				BS/PO to investigate upgrade to Coronation Beach Playground for budget consideration. Project not included in Budgets. Minor works undertaken only. Coronation Beach Master Plan being reviewed in 19/20.					
		Development Projects	Review Strategic Community Plan to identify possible development projects						Review Integrated Plans as required to ensure they are relevant and compliant.
4.2	Manage and maintain roads, drainage and other essential infrastructure	Capital Road Works Programs	Review Road Hierarchy and Ten Year Road Works Program						
		Plant Replacement Programs	Review Plant Replacement Program	***MWS to investigate alterations to Traffic Calming infrastructure along Eliza Shaw Drive to improve safety for budget consideration.*** Traffic Calming alterations undertaken at Parkfalls Estate along Eliza Shaw Rd					Annual Review of RW Program, Road Hierarchy & Plant Replacement Program
4.3	Aspire to robust communication and digital infrastructure in the Shire	Engage with infrastructure and service providers Lobby and advocate for the best possible services and solutions	Continue advocating for improvements to existing infrastructure and introduction of new infrastructure for digital communications	***Consider efficiency improvements as part of a Service Delivery Review*** Service Delivery Review deferred.		Investigate & implement improved Digital Online information on tourism & camping precincts (e.g. online internet advice on vacancies, wind conditions, etc. at Coronation Beach. Remotely controlled vacancies notice board on NWCH advising of vacancies at Coronation Beach).	Implement improved Digital Online information on tourism & camping precincts.	Implement improved Digital Online information on tourism & camping precincts.	Continue to consider efficiency improvements

CORPORATE BUSINESS PLAN

Strategic Community Plan (SCP)									
SCP Ref	**SCP Objectives**	**SCP Strategy**	**SCP Actions**	**Completed 2017 to 2019**	**Status Report 2019 - 2023 Items**	**~~Medium~~ Short-Term June 2021**	**~~Long~~ Medium-Term 2023 and beyond**	**Long -Term 2023 and beyond**	**No Timeline (Ongoing)**
5 Governance and Accountability									
5.1	Ensure governance and administration systems, policies and processes are current and relevant	Review policy categories and set ongoing accountability for review processes	Review current Council and Management policies and formalise update process and timelines	***Complete current review of Council Policies and Procedures to ensure compliance and relevance.*** Full Review completed in 2018. All Policies & Procedures are reviewed at least annually.					Ongoing review of Council Policies and Procedures to ensure compliance and relevance.
5.2	Be accountable and transparent in managing resources	Asset Management	Review Asset Management Plan regularly and maintain integration with other Strategic Plans within the Shire	***Establish a Master Plan for the CV Showgrounds Reserve & commence implementation of items in the Plan.*** Master Plan endorsed by Council.		Continue implementation of CV Showgrounds Master Plan	Continue implementation of CV Showgrounds Master Plan	Continue implementation of CV Showgrounds Master Plan	Review Integrated Plans as required to ensure they are relevant and compliant.
				Continue implementation of Bill Hemsley Park Concept Plan BHP Master Plan endorsed by Council. Plan items to be considered in future budgets. Plan implementation is ongoing.		Continue implementation of Bill Hemsley Park Concept Plan	Continue implementation of Bill Hemsley Park Concept Plan	Continue implementation of Bill Hemsley Park Concept Plan	
				CEO residence has been removed from Building Capital Works program by resolution of Council.					
		Long Term Financial Plan	Review Long Term Financial Plan regularly and maintain integration with other Strategic Plans within the Shire						
		Workforce Planning	Review Workforce Plan regularly and maintain integration with other Strategic Plans within the Shire						
		Effectively Engage and communicate with the community	· Annual Report · Website · Community Hub · Facebook	***CDO to establish a Draft SoCV Communication Procedure for Council consideration.*** Community Communication Procedure endorsed at May 2019 OCM.					Continued investigate improvement of communication mediums between Council and the community
5.3	Make informed decisions within resources and areas of responsibility	Council and Shire process formally incorporate integrated plans as references for decision making	Reference Strategic Community Plan, Corporate Business Plan, Asset Management Plan, Long Term Financial Plan and Workforce Plan regularly as part of decision making process	***Provide a copy of CBP at each Councillors Chamber desk for ongoing reference.*** Desktop copies not practicable. Reverted to providing CBP with Status comments in the monthly Staff Report for Council information.					Ongoing reference to IPR as part of decision making process. Continue to provide Councillors with a CBP Progress Report as part of the Staff Information Reports.
		Regular and relevant briefings to Elected Members	Continue with Staff Information Reports and Concept Forum Sessions with Council	***List for discussion with Councillors & Senior Staff options for to improve communication.*** Monthly Staff Information Reports provide Elected members with updated information on various internal and external matters.					Ongoing process of Councillor Briefing with improvements introduces as required.
5.4	Ensure robust process for economic and infrastructure development	Town Planning Review/Initiatives	Ensure Planning is in place to encourage economic development activities	BHP Master Plan, Nanson Showgrounds Master Plan, BHPCC Master Plan & LP Strategy endorsed by Council.	Coronation Beach Master Plan under review. TP Scheme review in progress.	Review planning, policies, procedures, strategies etc., to ensure development is encouraged throughout the Shire.	Review planning, policies, procedures, strategies etc., to ensure development is encouraged throughout the Shire.	Review planning, policies, procedures, strategies etc., to ensure development is encouraged throughout the Shire.	Review planning, policies, procedures, strategies etc., to ensure development is encouraged throughout the Shire.

Note: Resource requirements for this Corporate Business Plan are incorporated in the Shire's Long Term Financial Plan which car LTFP

UNCONFIRMED MINUTES

ANNUAL GENERAL MEETING OF ELECTORS
THURSDAY 6 FEBRUARY 2020
COUNCIL CHAMBERS NABAWA
6.00PM

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.

Maurice Battilana
CHIEF EXECUTIVE OFFICER

UNCONFIRMED MINUTES

FOR ANNUAL GENERAL MEETING OF ELECTORS
6:00PM THURSDAY 6 FEBRUARY 2020
COUNCIL CHAMBERS NABAWA

Order of Business:

1.0 Declaration of Opening / Announcements of Visitors

The President, Cr Farrell welcomed Elected Members, Staff and Visitors and declared the meeting open at 6:00pm.

2.0 Record of Attendance

2.1 Present

a. Councillors

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

b. Staff

Officer	Position
Maurice Battilana	Chief Executive Officer
Simon Lancaster	Deputy Chief Executive Officer
Dianne Raymond	Manager of Finance & Corporate Services
Beau Raymond	Senior Finance Officer

c. Visitors

Name
Tony Webb

2.2 Apologies

Name
Cr Ian Maluish

3.0 Public Question Time

3.1 Response to previous public questions taken on notice

Nil

3.2 Public question time

3.2.1 Tony Webb – Has the Shire's move away from a Ward to a No-Ward structure been successful or had any adverse effect on the Shire's operations?

Response:

Cr Farrell stated he felt the move to a No-Ward structure has been successful as it stresses the importance of all Elected Members being required to represent the whole of the district and not just a particular area.

Cr Forth stated he felt the old Ward structure had the potential to create factions within a Shire whereas the No-Ward structure helped to remove this.

Cr Forth added there is a local government industry trend in WA to move away from the Ward to No-Ward structure.

3.2.2 Tony Webb – Noted that the land adjacent to the Nabawa Cemetery possibly being subject to Native Title as part of the Shire recent road realignment. Is this the case?

Response:

Simon Lancaster (DCEO) advised that the Department of Lands required Council to indemnify the State against any claim for compensation which may arise from the taking of native title interests relevant to the area required for the realignment of Mount Erin-Nabawa Road. This requirement is standard Department practice relating to the disposal of Crown Land, and the Shire were required to agree to this in order to finalise the Mount Erin-Nabawa Road realignment to create a safer intersection.

The Shire had been advised by the Department of Lands that it was still required to provide this even though the subject land area was not being disposed of, but rather being amended from a Cemetery Reserve that currently has a management order issued to the Shire to a Local Road Reserve that will be under the management of the Shire.

However, this matter relates to the road realignment area south of the Nabawa Cemetery and does not involve the Nabawa Cemetery operations.

4.0 Disclosure of Interest

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

Section 5.60A:
"*a person has a **financial interest** in a matter if it is reasonable to expect that the matter will, if dealt with by the local government, or an employee or committee of the local government or member of the council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person*."

Section 5.60B:
*"a person has a **proximity interest** in a matter if the matter concerns –*
(a) a proposed change to a planning scheme affecting land that adjoins the person's land; or
(b) a proposed change to the zoning or use of land that adjoins the person's land; or
(c) a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land."

Regulation 34C (Impartiality):
*"**interest** means an interest that could, or could reasonably be perceived to, adversely affect the **impartiality** of the person having the interest and includes an interest arising from kinship, friendship or membership of an association."*

Item No.	Name	Type of Interest	Nature of Interest
Nil			

5.0 Confirmation of Minutes of previous Annual Electors Meeting held 31 January 2019

RESOLUTION

MOVED: CR WARR **SECONDED: CR FORTH**

The Minutes of the Annual General Meeting of Electors held on 31 January 2019 be confirmed as a true and accurate record.

CARRIED
Minute Reference: AEM 01/20-1

6.0 Receiving of Annual Report 2018/2019 (Incorporates)

- 2018/2019 Annual Financial Statements
- 2018/2019 Audit Report
- President's Report
- Chief Executive Officer's Report

RESOLUTION:

MOVED: CR BATTEN **SECONDED: CR DAVIDSON**

The 2018/2019 Annual Report including Annual Financial Statements, Audit Report, Management Report, President's Report and Chief Executive Officer's Report be endorsed as presented without amendments.

CARRIED
Minute Reference AEM 01/20-2

7.0 General Business

Nil

8.0 Closure

The Presiding Member thanked members, ratepayers, visitors and staff for attending and declared the electors meeting closed at 6:08pm