ORDINARY COUNCIL MEETING

AGENDA

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

9:00am Wednesday
15 December 2021
Council Chambers

DECEMBER 2021

SHIRE OF CHAPMAN VALLEY
Maurice Battilana
CHIEF EXECUTIVE OFFICER

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DISCLAIMER

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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

Table of Contents

1.0 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS 5

2.0 ANNOUNCEMENTS FROM THE PRESIDING MEMBER 5

3.0 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED) 5

3.1 Attendees 5

3.2 Apologies 5

3.3 Previously Approved Leave of Absence (By Resolution of Council) 5

4.0 PUBLIC QUESTION TIME 5

4.1 Response to Previous Public Questions on Notice 5

4.2 Public Question Time 5

5.0 APPLICATIONS FOR LEAVE OF ABSENCE (by Resolution of Council) 5

6.0 DISCLOSURE OF INTEREST 5

7.0 PETITIONS/DEPUTATIONS/PRESENTATIONS 6

7.1 Petitions 6

7.2 Presentations 6

7.3 Deputations 6

8.0 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS 6

8.1 Ordinary Meeting of Council held on Wednesday 17 November 2021 6

9.0 ITEMS TO BE DEALT WITH EN BLOC 6

10.0 OFFICERS REPORTS 6

10.1 Deputy Chief Executive Officer 7

10.1.1 Proposed Demolition & New Residence 8

10.1.2 Proposed Water Sports Clinic 15

10.2 Manager of Finance & Corporate Services 22

10.2.1 Financial Management Report for November 2021 23

10.3 Chief Executive Officer 25

10.3.1 Review of Committees, Working/Advisory Group Representation 26

10.3.2 Local Government Act Reform 29

10.3.3 2020/2021 Annual Report and Annual General Meeting of Electors 60

10.3.4 Tourism & Events Advisory Group 64

11.0 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN 67

11.1 Cr Royce Aboriginal Cultural Recognition 67

11.1 Aboriginal Cultural Recognition 67

12.0 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING 74

13.0 DELEGATES REPORTS 74

14.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION 74

15.0 MATTERS FOR WHICH MEETING TO BE CLOSED TO MEMBERS OF THE PUBLIC 74

16.0 CLOSURE 74

ORDER OF BUSINESS

1.0 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS

2.0 ANNOUNCEMENTS FROM THE PRESIDING MEMBER

2.1 SWEARING IN OF ELECTED MEMBERS

~ Catherine Mary Low

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

3.1 Attendees

3.2 Apologies

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

Nil

4.0 PUBLIC QUESTION TIME

4.1 Response to Previous Public Questions on Notice

Nil

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

Nil

7.2 Presentations

7.2.1 10.30 am - Llew Withers – Public Health Plan

~ ***Attachments 7.2.1(a)*** *– Shire of Chapman Valley Draft Health Profile;*

7.3 Deputations

Nil

8.0 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

8.1 Ordinary Meeting of Council held on Wednesday 17 November 2021

That the Minutes of the Ordinary Meeting of Council held Wednesday 17 November 2021 be confirmed as true and accurate.

9.0 ITEMS TO BE DEALT WITH EN BLOC

10.0 OFFICERS REPORTS

10.1
Deputy Chief Executive Officer

10.1 AGENDA ITEMS

10.1.1 Proposed Outbuilding

10.1.2 Coronation Beach Food Van

10.1.1	Proposed Demolition & New Residence
PROPONENT:	**TR Homes & Yuna Farming Group Pty Ltd**
SITE:	**407 (Lot 3862) Balla-Whelarra Road, Yuna**
FILE REFERENCE:	**A785**
PREVIOUS REFERENCE:	**Nil**
DATE:	**2 December 2021**
AUTHOR:	**Simon Lancaster, Deputy Chief Executive Officer**

Ref	Title	Attached to Report	Under Separate Cover
10.1.1(a)	Application	📎	✓
10.1.1(b)	Shire of Chapman Valley Heritage Inventory entry – Roskams Farmhouse	📎	✓
10.1.1(c)	Site Photographs	📎	✓

DISCLOSURE OF INTEREST

Nil

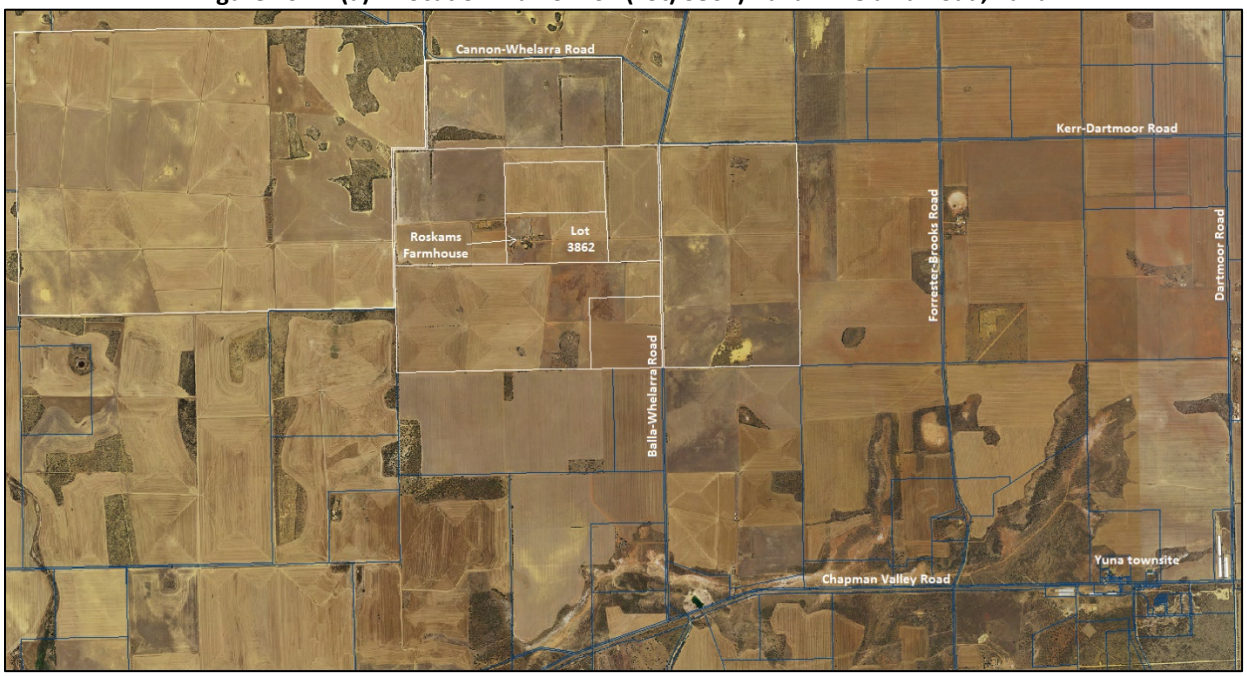
BACKGROUND

Council is in receipt of an application for a new transportable residence to be sited upon 407 (Lot 3862) Balla-Whelarra Road, Yuna in the location of a (proposed to be demolished) cyclone damaged former residence (Roskams Farmhouse) that is listed on the Shire of Chapman Valley Heritage Inventory. This report recommends approval.

COMMENT

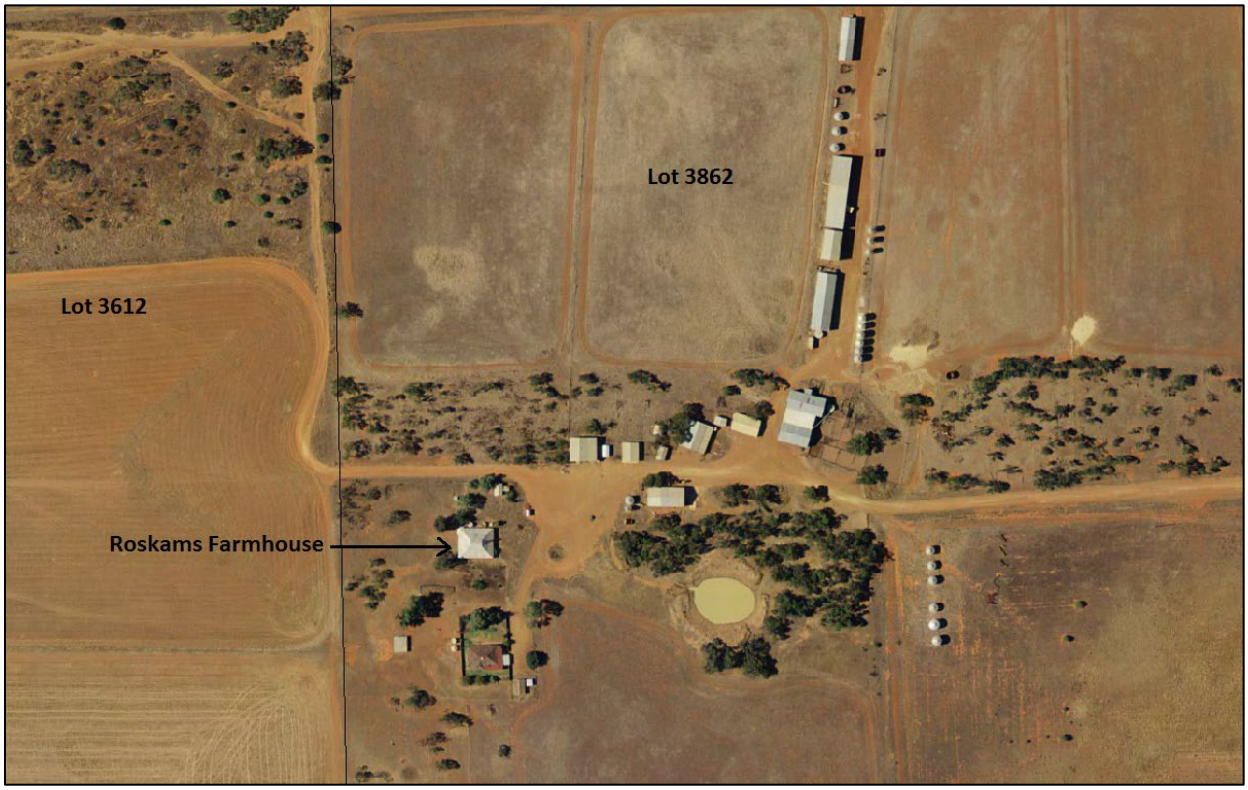
Lot 3862 is a 64.8ha property that forms part of a larger 2,782.9ha farm that is located on Balla-Whelarra Road approximately 7.5km north-west of the Yuna townsite as illustrated in **Figure 10.1.1(a)**.

Figure 10.1.1(a) – Location Plan of 407 (Lot) 3862) Balla-Whelarra Road, Yuna



Lot 3862 contained 2 residences and several farm outbuildings, as illustrated in **Figure 10.1.1(b)**, setback approximately 1.5km west of Balla-Whelarra Road.

Figure 10.1.1(b) – Aerial photograph of Roskams Farmhouse and surrounding farm buildings



On 11 April 2021 Cyclone Seroja significantly damaged the 2 residences upon Lot 3862 and the southern residence has now been demolished as a result.

The applicant is seeking to site a new transportable residence upon Lot 3862, the building would be of single storey, four bedroom, two bathroom design and clad in colorbond walls and roof sheeting. A copy of the application, including site, floor and elevation plans and supporting correspondence has been provided as **separate Attachment 10.1.1(a)**.

The new residence is proposed to be sited in the location currently occupied by the northern residence which has been unoccupied and in a state of disrepair for several decades. This is the preferred site for the new residence due to its proximity to services and existing trees. The building proposed to be demolished is known as Roskams Farmhouse and is listed in the Shire of Chapman Valley Heritage Inventory.

The relevant Heritage Inventory Place Entry has been provided as **separate Attachment 10.1.1(b)** and the complete Heritage Inventory can be viewed at the following link:
https://www.chapmanvalley.wa.gov.au/Profiles/chapmanvalley/Assets/ClientData/Municipal_Inventory_of_Heritage_Places_FINAL.pdf

Roskams Farmhouse was built in 1922 and the Heritage Inventory notes the building has considerable historic significance as the first stone farmhouse constructed in the Yuna district with a local stonemason constructing the farmhouse using material from the Nolba quarry located approximately 7km to the south-west that was transported to the site by horse and cart.

It is acknowledged that the farmhouse does have historic significance and heritage appeal and that the ideal outcome would be for the farmhouse to be restored and again used for habitable purposes. This would be consistent with the Management Category listing assigned to Roskams Farmhouse which is as follows:

Category:	*2 (1 being the highest and 6 the lowest)*
Level of Significance:	*Considerable Significance. Very important to the heritage of the locality.*

Management Recommendation: *Conservation of the place is highly recommended. Any proposed change should not unduly impact on the heritage values of the place and should retain significant fabric wherever feasible.*

However it also noted that the building has suffered damage in both the 1938 and 1968 earthquakes leading to severe cracking in the foundations and walls, and further significant damage to the roof, ceiling and verandahs occurred as a result of the 2021 cyclone. It would therefore require significant financial outlay to restore the building, and ensure it meets with current Building Code requirements, and the resulting building would not have a floor area, layout or wet areas and facilities in keeping with more contemporary living demands.

It might also be considered that, were the Shire to refuse the application to demolish Roskams Farmhouse that this would not necessarily lead to a positive heritage outcome, as it would be likely that the new transportable residence would instead be sited elsewhere on the property, and the Roskams Farmhouse would continue in a state of disrepair and decline and present an increasing safety issue.

Photographs of Roskams Farmhouse illustrating the external and internal damage have been provided as **separate Attachment 10.1.1(c)** to provide further background.

Figure 10.1.1(c) – Northern, Eastern, Southern & Western elevations of Roskams Farmhouse

It is recommended in the event that Council approve the demolition of Roskams Farmhouse, that the following condition be applied:

"The lodgement of an Archival Record of Roskams Farmhouse to the approval of the local government."

The preparation of an Archival Record is a requirement of the State Heritage Council when a place that is listed on the State Register of Heritage Places is being demolished, and may also be produced for places not on the State Register.

Roskams Farmhouse is not listed on the State Register and therefore an Archival Record to the full requirements of the State Heritage Council would not be appropriate in this instance. However, the below link provides guidance on how an Archival Record should be laid out, and the level of information it should contain, with a tiered approach based upon the level of heritage significance. It is suggested in the instance of Roskams Farmhouse that the lower Minimum Requirement of 'Photographic Record' would be appropriate.
https://www.wa.gov.au/system/files/2021-04/HER-Guide-to-Preparing-an-Archival-Record-2019.pdf

It is also recommended that the following advice note be applied:

> *"6 The applicant is encouraged to retain the stone material from Roskams Farmhouse on-site and utilise this in a built feature e.g. garden wall relating to the new transportable farmhouse that will serve to recognise and commemorate the history of the site and the surrounding farm operations and the Roskam and Jupp families who farmed it."*

In the event that Council consider that this should be elevated to a condition of approval then the following might be considered appropriate as an addition to the conditions contained in the Staff Recommendation:

> *"The retention of the stone material from Roskams Farmhouse on-site and it to be used in a built feature e.g. garden wall relating to the new transportable farmhouse that will serve to recognise and commemorate the history of the site and the surrounding farm operations and the Roskam and Jupp families who farmed it to the approval of the local government."*

In the event that Council do not support the siting of the new transportable residence in the proposed location (resulting in the associated demolition of the Roskams Farmhouse building) then it may consider the following alternate wording appropriate:

> *"That Council refuse the application for the siting of a new transportable residence in the proposed location upon 407 (Lot 3862) Balla-Whelarra Road, Yuna, and associated demolition of the existing Roskams Farmhouse for the following reasons:*
>
> *1 The Roskams Farmhouse building is listed in the Shire of Chapman Valley Heritage Inventory as having considerable heritage significance and being very important to the heritage of the locality and that conservation of the place is highly recommended.*
>
> *2 It is considered that there is sufficient area upon Lot 3862 for an alternative location for the new transportable residence to be sited without requirement for the demolition of Roskams Farmhouse, including the location to the south previously occupied by the second more modern residence (now demolished).*
>
> *3 The development is not considered to satisfy Clause 67 of the deemed provisions of the Planning and Development (Local Planning Schemes) Regulations 2015 and Section 9 – Aims of the Scheme of the Shire of Chapman Valley Local Planning Scheme No.3.*
>
> *4 Council is not satisfied that sufficient justification has been provided in support of the application and approval of this application may well set an undesirable precedent for similar applications that would be detrimental to the heritage of the Shire.*
>
> *Note:*
> *If an applicant is aggrieved by this determination there is a right (pursuant to the Planning and Development Act 2005) to have the decision reviewed by the State Administrative Tribunal. Such application must be lodged within 28 days from the date of determination."*

STATUTORY ENVIRONMENT

407 (Lot) 3862) Balla-Whelarra Road, Yuna is zoned 'Rural' under the Shire of Chapman Valley Local Planning Scheme No.3 ('the Scheme') the objectives for which are listed in Table 1 as being:

- *To provide for 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 land use of 'Single House' is listed as permitted in the 'Rural' zone.

The proposed development, being the siting of a Single House, and the demolition of a building, in the 'Rural' zone would ordinarily not require lodgement of a planning application and subsequent planning approval to be obtained pursuant to Schedule A Clauses 61(1)(k) & (n) of the Scheme. However, in this instance the following sub clauses are of relevance

61(1)(k)(iii) is located in a place that is included on a heritage list prepared in accordance with this Scheme;
61(1)(k)(vii) is proposed on a lot which does not have access to a dedicated legal and/or constructed road;
61(1)(n)(iii) included on a heritage list prepared in accordance with this Scheme;

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

"(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area…
…(k) the built heritage conservation of any place that is of cultural significance;
(l) the effect of the proposal on the cultural heritage significance of the area in which the development is located;…
…(w) the history of the site where the development is to be located."

Roskams Farmhouse is not listed on the State Register of Heritage Places and therefore this application is not required to be referred to the State Heritage Council for advice.

Entry of a place upon the State Register of Heritage Places is reserved for places of State cultural heritage significance and is the highest recognition afforded at the State level. There are 6 sites on the State Register within the Shire of Chapman Valley, these being:
- Coffee Pot and Waggrakine Well - Coffee Pot Drive, Waggrakine;
- Cuddy Cuddy Changing Station - North West Coastal Highway, Howatharra;
- Church of Our Lady Fatima - Chapman Valley Road, Nanson;
- Our Lady Fatima Convent - Chapman Valley Road, Nanson;
- Road Board Office - East Terrace, Nanson; &
- Narra Tarra Homestead - East Chapman Road, Howatharra.

Roskams Farmhouse is listed in the Shire of Chapman Valley Heritage Inventory (formerly known as Municipal Inventory of Heritage Places) which is a local level of heritage recognition.

Section 45 of the now repealed *Heritage of Western Australia Act 1990* required every local government to compile a Municipal Inventory of buildings within its district which in its opinion are, or may become, of cultural heritage significance. The Shire of Chapman Valley produced its Municipal Inventory in 1995.

Section 45 of the Act required that local governments review their Municipal Inventory every 4 years, and the Shire undertook this review in 2011-2012, and a copy of the current Municipal Inventory as adopted by Council at its 17 October 2012 meeting can be viewed at the following link:
https://www.chapmanvalley.wa.gov.au/Profiles/chapmanvalley/Assets/ClientData/Municipal_Inventory_of_Heritage_Places_FINAL.pdf

The *Heritage Act 2018* replaced the 1990 legislation and required that local governments update their Municipal Inventories into Local Heritage Surveys. The Shire received funding assistance from the Department of Planning, Lands & Heritage for the review of its Heritage Inventory/conversion to a Local Heritage Survey on 3 May 2021 and this process is now underway.

The *Planning and Development (Local Planning Schemes) Regulations 2015* also introduced the requirement that local governments *"must establish and maintain a Heritage List to identify places within the Scheme area that are of cultural heritage significance and worthy of built heritage conservation".*

The previous Shire of Chapman Valley Local Planning Scheme No.2 included specific provision that the Municipal Inventory, and therefore all place entries contained therein formed the Heritage List for the purposes of the Scheme. This clause was removed from Scheme No.3 to be consistent with the Regulations and a new Heritage List will be presented to Council for consideration along with the new Local Heritage Survey (formerly Municipal Inventory) with the new Heritage List likely to include the more significant places rather than all contained places.

POLICY/PROCEDURE IMPLICATIONS
Nil

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 would have impact in relation to the Long Term Financial Plan.

STRATEGIC IMPLICATIONS
The Shire of Chapman Valley Heritage Strategy notes the following in relation to the issue of heritage:

> ***"Heritage is based on those aspects of our past that we want to recognise and retain. They may evoke special meaning for us as individuals or as a member of a community. Heritage is the elements which have played an important role in our history, a building which is special because of its architectural style or association with a person, or a landscape feature with cultural associations. Heritage significance is the aesthetic, historic, scientific, or social significance of a place for the present community and the desire to protect these places for the enjoyment of future generations."***

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 application would have impact in relation to the Strategic Community Plan.

CONSULTATION
Council may wish to invite the comment of the State Department of Planning, Lands & Heritage upon this application, although as Roskams Farmhouse is not on the State Register of Heritage Places it is not obliged to do so.

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 required

STAFF RECOMMENDATION

That Council grant formal planning approval for the siting of a new transportable residence upon 407 (Lot 3862) Balla-Whelarra Road, Yuna, and associated demolition of the existing Roskams Farmhouse subject to the following conditions:

1 Development shall be in accordance with the attached approved plans contained within Attachment 10.1.1 and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government.

2 Any additions to or change of use of any part of the building or land (not the subject of this consent/approval) requires further application and planning approval for that use/addition.

3 The lodgement of an Archival Record of Roskams Farmhouse to the approval of the local government.

4 Demolition and construction works to be conducted in accordance with WA Worksafe requirements.

5 If the development/land use, the subject of this approval, is not substantially commenced within a period of two years after the date of determination, the approval shall lapse and be of no further effect.

Notes:

(a) The applicant is encouraged to retain the stone material from Roskams Farmhouse on-site and utilise this in a built feature e.g. garden wall relating to the new transportable farmhouse that will serve to recognise and commemorate the history of the site and the surrounding farm operations and the Roskam and Jupp families who farmed it.

(b) In regards to condition 3 the applicant is advised that the Photographic Record Minimum Requirements as outlined in the State Heritage Council 'Guide to Preparing an Archival Record' is considered sufficient in this instance and this publication should be referred to for guidance in the applicant's preparation of the record.

(c) In regards to condition 4 the applicant is advised that further information in regards to demolition requirements can be obtained from the Department of Mines, Industry Regulation & Safety website: https://www.commerce.wa.gov.au/worksafe/demolition-licence

(d) In regards to condition 5 where an approval has so lapsed, no development/land use shall be carried out without the further approval of the local government having first been sought and obtained.

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

10.1.2 Proposed Water Sports Clinic

PROPONENT:	**King Wing Foil Centre**
SITE:	**Reserve 50066 Coronation Beach Road, Oakajee**
FILE REFERENCE:	**A1956**
PREVIOUS REFERENCE:	**Nil**
DATE:	**6 December 2021**
AUTHOR:	**Simon Lancaster, Deputy Chief Executive Officer**

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.1.2	Application	📎	✓

DISCLOSURE OF INTEREST
Nil

BACKGROUND
Council is in receipt of an application to hold a water sports clinic at Coronation Beach from 26 December 2021 until 4 January 2022 providing wing foil lessons. This report recommends approval.

COMMENT
The applicant is seeking to conduct wing foil lessons between 10:00am and 6:00pm over 10 days from Sunday 26 December 2021 to Tuesday 4 January 2022 at Coronation Beach. Lessons would generally be 1 on 1 or at most small groups of 4-6 people and would be approximately 1½-2 hours in length.

Figure 10.1.2(a) – examples of wing foil activity

The operation would require 1 van parked in the car park and the placement of water sports equipment on the beach. The applicant has identified that the central area at Coronation Beach would be the preferred location as further south is too shallow and contains reef which interferes with the foils, and the central location offers water still sufficiently shallow to suit people learning.

The proposed wing foil central location would provide separation distance to the windsurfing activities at the Windsurfing Club facility to the south, and the kitesurfing activities at the Kitewest water sports school to the north.

The applicant conducts similar operations in Perth and the submitted application, which includes copies of their accreditation, insurance certificate and Risk Management Policy has been provided as **separate Attachment 10.1.2**.

Figure 10.1.2(b) – Proposed water sports (wing foil) clinic location at Coronation Beach

STATUTORY ENVIRONMENT

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

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

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

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

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

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

(a) any demolition, erection, construction, alteration of or addition to any building or structure on the land;

(b) the carrying out on the land of any excavation or other works;

(c) in the case of a place to which a Conservation Order made under section 59 of the Heritage of Western Australia Act 1990 applies, any act or thing that —

(i) is likely to change the character of that place or the external appearance of any building; or

(ii) would constitute an irreversible alteration of the fabric of any building."

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

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

"(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;…

…(g) any local planning policy for the Scheme area;…

…(j) in the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve;…

…(m) the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;

(n) the amenity of the locality including the following —

(i) environmental impacts of the development;

(ii) the character of the locality;

(iii) social impacts of the development

(o) the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource;…

…(q) the suitability of the land taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bushfire, soil erosion, land degradation or any other risk…

…(s) the adequacy of –

(i) the proposed means of access to and egress from the site; and

(ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles;

(t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;…

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

(w) the history of the site where the development is to be located;

(x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;…

…(zb) any other planning consideration the local government considers appropriate."

POLICY/PROCEDURE IMPLICATIONS

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

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

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

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

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

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

Both the 'Event Application' Local Planning Policy and the event application form can be viewed at the following link to the Shire website: https://www.chapmanvalley.wa.gov.au/local-planning-policies.aspx

FINANCIAL IMPLICATIONS
The Shire's adopted fees and charges lists the amount of $150 for venue hire where the applicant is not a local community member. In this instance it is suggested the requirement to pay a bond would be inappropriate given the venue and activity is not specific to a building. Council would also have the ability to review the operations and any received feedback should a further application be received at a later date.

Alternatively the Shire's adopted Planning Application Fee lists the amount of $147 for determining a development application where the estimated cost of the development is less than $50,000.

As a point of comparison Council charges an annual fee of $500 GST exclusive to the 2 Coronation Beach commercial lessees (Kitewest Water Sport School and Country Cooks Cornucopia Food Van) which is intended to cover the administration and other costs associated with their operations. Both of these operations are run by Shire residents and involve the permanent occupation of an (albeit small) footprint at Coronation Beach.

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 would have impact in relation to the Long Term Financial Plan.

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

"Land Use & Facilities

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

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

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

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 contains the following objectives of relevance:

No.	Objective	Strategy	Action	Timeline
2.3	Welcome local tourism and participation in regional strategy.	Explore support needed by local tourism industries.	Encourage Tourism Operators to establish an Alliance for them to research support required. This must be industry driven, not Shire driven.	Short
2.4	Ensure town planning complements economic development activities	Town Planning Review/Initiatives	Ensure Planning is in place to encourage economic development activities	Medium

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

Section 7.0 of the Shire of Chapman Valley Local Planning Policy 7.2 – Event Application does provide for the advertising of a received event application and Council may wish to consult with the existing. However, it should be noted that Council's 21 October 2020 resolution in which it gave approval to the existing water sports school operator included specific notation that:

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

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

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

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

Freedom of economic competition, preventing undue restraint of trade and impact on existing local businesses are issues that local governments are often forced to grapple with, particularly where arguments have been mounted that an existing retailing operation offers multiple services and employment to a local community, and when faced with an arriving competitor that offers a more limited service (in terms of products or hours of operation) that undermines their profitability,

this can result in the existing service provider no longer being viable and the local community resultantly losing those associated services and employment.

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

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

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

> *"The threat of competition to existing businesses is not a relevant planning consideration. It only becomes a relevant planning consideration if there is a prospect that there will be a reduction in the facilities available to the community.*
>
> *This was made clear in the High Court decision of Kentucky Fried Chicken Pty Ltd v Gantidis (1979) 140 CLR 675. In that case, Barwick CJ at [681] said that:*
> *"economic competition feared or expected from a proposed use is not a planning consideration within the terms of the planning ordinance governing this matter".*
>
> *Stephen J at [687] noted that:*
> *"...the mere threat of competition to existing businesses, if not accompanied by a prospect of a resultant overall adverse effect upon the extent and adequacy of facilities available to the local community if the development be proceeded with, will not be a relevant town planning consideration."*

RISK ASSESSMENT

Measures of Consequence							
Rating (Level)	**Health**	**Financial Impact**	**Service Interruption**	**Compliance**	**Reputational**	**Property**	**Environment**
Minor (2)	**First aid injuries**	**$1,001 - $10,000**	**Short term temporary interruption – backlog cleared < 1 day**	**Some temporary non compliances**	**Substantiated, low impact, low news item**	**Localised damage rectified by routine internal procedures**	**Contained, reversible impact managed by internal response**

VOTING REQUIREMENTS
Simple majority required

STAFF RECOMMENDATION
That Council approve the operation of a water sports clinic upon Reserve 50066 Coronation Beach Road, Oakajee subject to the following:

Conditions:

1 The approval is valid from 26 December 2021 until 4 January 2022.

2 Any additions to or change of use of any part of the development (not the subject of this consent/approval) considered by the Shire Chief Executive Officer to represent significant variation from the approved development requires further application and planning approval for that use/addition.

3 The location of the water sports clinic operations being to the approval of the local government.

4 Maintenance of public access about the water sports clinic being to the approval of the local government.

5 The applicant shall ensure that equipment and rubbish associated with the operation of the water sports clinic is managed to the approval of the local government and not provide a hazard.

6 The applicant must possess public liability insurance cover of not less than $10 million.

7 The applicant must possess and implement a Risk Management Plan to the approval of the local government.

8 This approval is issued only to the applicant and is not transferable to any other party.

9 The applicant making payment of a $150 fee to the Shire for use of the location.

Notes:

(a) The applicant is advised that the operation of this development will be monitored by the local government and should complaints arise and not be adequately managed to the satisfaction of the local government, then the local government will give regard to this in its consideration of any future applications that may be lodged by the applicant.

(b) The applicant is advised that this planning approval does not negate the requirement for any additional approvals which may be required under separate legislation and it is the applicant's responsibility to obtain any additional approvals required before the development commences.

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

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

10.2
Manger of Finance & Corporate Services

10.2 AGENDA ITEMS

10.2.1 Financial Reports for November 2021

10.2.1 Financial Management Report for November 2021

PROPONENT:	**Shire of Chapman Valley**
SITE:	**Shire of Chapman Valley**
FILE REFERENCE:	**307.00**
PREVIOUS REFERENCE:	**Nil**
DATE:	**15 December 2021**
AUTHOR:	**Dianne Raymond, Manager Finance & Corporate Services**

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.2.1(a)	November 2021 Financial Management Reports		✓
10.2.1(b)	Confidential List of Accounts		✓

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 November 2021 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 November 2021.

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	Review policy categories and set ongoing	Review current Council and Management policies and

	and processes are current and relevant	accountability for review processes	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 month of November 2021 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

<u>Additional Information</u>
Budget by Program
Summary of Payments
Bank Reconciliation
Credit Card Statement

10.3
Chief Executive Officer

10.3 AGENDA ITEMS

10.3.1 Review of Committees, Working/Advisory Groups Representation

10.3.2 Local Government Act Reform

10.3.3 2020/2021 Annual Report & Annual General Meeting of Electors

10.3.4 Tourism & Events Advisory Group

10.3.1 Review of Committees, Working/Advisory Group Representation

PROPONENT:	**Chief Executive Officer**
SITE:	**Shire of Chapman Valley**
FILE REFERENCE:	**403.00**
PREVIOUS REFERENCE:	**Minute Reference: 10/21-01**
DATE:	**15 December 2021**
AUTHOR:	**Maurice Battilana, Chief Executive Officer**

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.3.1(a)	Current List of Committee, Working/Advisory Group Representatives		✓
10.3.1(b)	Legislative Extract – Establishment of Committees		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

Council resolved at the October 2021 OCM the representatives on the various Committee, Working/Advisory Groups with the list provided at ***Attachment 10.3.1(a)*** for Council information.

COMMENT

With the appointment of Katie Low as an Elected Members at the November 2021 OCM and then formal swearing in at the December 20221 OCM, it is considered appropriate Council now review the representatives on the various Committee, Working/Advisory Groups to provide for Cr Low who was obviously not available at the October 2021 OCM when these were established.

STATUTORY ENVIRONMENT

Local Government Act, 1995, Sections 5.8 to 5.17

The legislative conditions for the establishment of local government Committees are detailed in the Local Government Act 1995 (see ***Attachment 10.3.1(b)).***

Council also select representation on the various Working, Advisory & Steering Groups and external organisations, which are not subject to the legislative requirements of the Act.

POLICY/PROCEDURE IMPLICATIONS

No Policies/Procedure affected by representatives appointed to Committees, Working/Advisory Groups or external organisations.

No Committees, Working/Advisory Groups or external organisations representatives have any Delegated Authority authorised by Council.

FINANCIAL IMPLICATIONS

No financial implications envisaged by representatives appointed to Committees, Working/Advisory Groups or external organisations.

Long Term Financial Plan (LTFP):

No effect on LTFP

STRATEGIC IMPLICATIONS

Establishment of Committees, Working/Advisory Groups and representation on external organisations is important. It is also important for the purpose Shire internal Committees, Working/Advisory Groups to be clear.

- **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

Council has discussed this matter at the October 2021 OCM and Cr Low has been in discussions with the CEO on areas of her interest.

RISK ASSESSMENT

It is important for Elected Members to alignment themselves to Committees, Working/Advisory Groups and representation on external organisations, which fit their skills and interests where possible. However, in this instance I believe the risk is ***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

Absolute Majority – Committees established under Section 5.9 & 5.10 of the Local Government Act, 1995 i.e.

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

Simple Majority – All other internal Working/Advisory/Steering Groups and external organisation representation.

STAFF RECOMMENDATION

Council amend the current Committee, Working/Advisory Groups and external organisation representatives as follows to accommodate Cr Low:

-

10.3.2 Local Government Act Reform

PROPONENTS:	**Department of Local Government Sport & Cultural Industries**
SITE:	**Local Government Authorities - Statewide**
FILE REFERENCE:	**404.02**
PREVIOUS REFERENCE:	**Minute Reference: 02/19-2 & 09/20-15**
DATE:	**15 December 2021**
AUTHOR:	**Maurice Battilana, Chief Executive Officer**

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.3.4(a)	Shire Comments on Position Paper		✓
10.3.4(b)	WALGA Advocacy Position Paper		✓

DISCLOSURE OF INTEREST
Nil

BACKGROUND
Council resolved the following at the February 2019 OCM regarding Stage 2 of the Local Government Act Review process being undertaken by the Department of Local Government, Sport & Community Industries (DLGSCI):

"Council endorse the Stage 2 Local Government Act Review Survey responses as provided at Attachment 10.3.3(a) and lodge these as the Shire of Chapman Valley's submission on the review process to both the Western Australian Local Government Association and the Department of Local Government Sport and Cultural Industries."

Council then resolved the following at the September 2020 OCM:

"Council

1. *Endorse the responses to recommendations of Local Government Review Panel's Final Report for new Local Government Act for WA as provided at Attachment 10.3.2(d) and lodge these with to both the Western Australian Local Government Association (WALGA) and the Northern Country Zone of WALGA with the following amendments*
    - *Revise table headings to read: WALGA Staff Recommendation*
    - *Remove the words 'ludicrous and ridiculous' from the comments section*
    - *Amend errors in colour coding*

2. *Request the WALGA approach the State Government to insist the local government sector-wide recommendations from the Inquiry Panel Report into the City of Perth be presented to all local government authorities for responses and submissions in accordance with the State/Local Government Partnership Agreement. This consultation should occur before the State Government undertakes any further consideration of these recommendation. Consultation with the local government industry on these recommendations must be over a period which ensures appropriate and adequate time is given to the industry to respond."*

Council also resolved the following at the December 2020 OCM:

"Council endorse the Western Australian Local Government Association's Advocacy Paper - Positions for a new Local Government Act as presented (in principle) under the following conditions:

1. *Council will retain its current position on previously considered recommendations from the Local Government Review Panel – Final Report for new Local Government Act for WA as per Minute Reference 09/20-15;*

2. *Council will reserve the right to advocate a position different from any position adopted by Western Australian Local Government Association's or the Northern Country Zone on any specific recommendation(s) or issue(s) raised as part of the Local Government Act Review process;*

3. *The Chief Executive Officer is to present to Council any proposed legislative changes being advocated from any source, which it is felt may require Council's consideration, attention and advocacy."*

\- and -

"Council endorse the responses to recommendations from the City of Perth Inquiry (Attachment 10.3.4(d)) and the State Government Parliamentary Select Committee into Local Government for new Local Government Act for WA (Attachment 10.3.4(c)) and submit these to the Department of Local Government, Sport & Cultural Industries, Western Australian Local Government Association (WALGA) and the Northern Country Zone of WALGA."

COMMENT

The Local Government Act Reform/Review process has been ongoing for several years, culminating in the latest DLGSCI "*Local Government Reform Summary of Proposed Reforms"* document being release by the Minister on 10 December 2021 and seeking feedback/comments by 4 February 2022

Council has actively participated in the many and varied requests for feedback on the Local Government Act Reform/Review process over many years, including yet not limited to:

Local Government Review Panel – Final Report for new Local Government Act for WA.	65 Recommendations
Inquiry Panel Report into the City of Perth	341 Recommendations (126 generic to the whole of LG)
State Government Parliamentary Select Committee into Local Government	36 Recommendations

Note: A total of 227 generic recommendations effecting the whole LG industry, with many overlapping

The Staff Recommendation on the request for feedback/comment on the latest paper on the proposed reform (i.e. the DLGSCI's "*Local Government Reform Summary of Proposed Reforms"* document) attempts to retain (where possible) the positions Council has already taken when dealing with previous resolution.

An item was presented to the November 2021 Concept Forum on the DLGSCI *"Local Government Reform Summary of Proposed Reforms"* Paper with the CEO's comments included. Councillors were requested to provide their individual comments to the CEO on the paper by 30 November 2021 for these to be included into the December 2021 Agenda Report for Council consideration and formal response. A copy of the Paper, with all comments is provided at ***Attachment 10.3.2(a)***.

The Western Australian Local Government Association (WALGA) has provided their comments on the DLGSCI "*Local Government Reform Summary of Proposed Reforms"* paper (see ***Attachment 10.3.2(b)***.

STATUTORY ENVIRONMENT

Local Government Act, 1995 & associated Regulations.

POLICY/PROCEDURE IMPLICATIONS

It is yet to be determine if any of the recommended changes to the Act will have an effect on any of the Shire's current Policies and Management Procedures. This will be a separate exercise if/when changes are actually introduced.

FINANCIAL IMPLICATIONS

The financial implications associated with superfluous, overburdening legislation has not been formally measured or analysed, yet is considered to be significant. Sections of the DLGSCI *"Local Government Reform Summary of Proposed Reforms"* focuses on reducing Red Tape and introducing a tiered approach in the proposed legislation. It is hoped these will reduce the administrative burden; however, it is unfortunate some of the proposed reforms will increase the cost and add to the resource burden of small LGAs.

Long Term Financial Plan (LTFP):

The Shire's LTFP must consider the operational costs of the organisation, which then must consider the costs to ensure compliance with legislative requirements and the implementation of this legislation as it is being determined by the executive arm of government (i.e. *Best Practice).*

The administrative burdens placed on the organisation has been significant over past 20 to 30 years. These administrative burdens are invariably directly associated with the legislative (and executive arm of governments interpretations) burdens place on local governments during this period.

STRATEGIC IMPLICATIONS

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

As mentioned, this item was presented to the November 2021 Concept Forum with Councillors requested to provide comments to the CEO by 30 November 2021 for inclusion into the December 2021 OCM Agenda.

At the Northern Country Zone meeting on 22 November 2021 it was mentioned WALGA has requested an extension to the deadline for comments/feedback from 4 February 2022, yet it was stated there is no appetite from the Minister for an extension.

RISK ASSESSMENT

Due to the ever-increasing legislative and administrative burdens being placed on local government I would consider the risk being ***Major*** in this instance if these burdens cannot be removed (or at least diminished) i.e.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Major (4)	Lost time injury	$50,001 - $150,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies

VOTING REQUIREMENTS

Simple Majority

STAFF RECOMMENDATION

Endorse the following Comments on the the DLGSCI "*Local Government Reform Summary of Proposed Reforms"* paper:

Theme 1: Early Intervention, Effective Regulation and Stronger Penalties

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
1.1 Early Intervention Powers		
• The Act provides the means to regulate the conduct of local government staff and council members and sets out powers to scrutinise the affairs of local government. The Act provides certain limited powers to: o Suspend or dismiss councils o Appoint Commissioners o Suspend or, order remedial action (such as training) for individual councillors. • The Act also provides the Director General with the power to: o Conduct Authorised Inquiries o Refer allegations of serious or recurrent breaches to the State Administrative Tribunal o Commence prosecution for an offence under the Act. • Authorised Inquiries are a costly and a relatively slow response to significant issues. Authorised Inquiries are currently the only significant tool for addressing significant issues within a local government. • The Panel Report, City of Perth Inquiry, and the Select Committee Report made various recommendations related to the establishment of a specific office for local government oversight.	• It is proposed to establish a Chief Inspector of Local Government (the Inspector), supported by an Office of the Local Government Inspector (the Inspectorate). • The Inspector would receive minor and serious complaints about elected members. • The Inspector would oversee complaints relating to local government CEOs. • Local Governments would still be responsible for dealing with minor behavioural complaints. • The Inspector would have powers of a standing inquiry, able to investigate and intervene in any local government where potential issues are identified. • The Inspector would have the authority to assess, triage, refer, investigate, or close complaints, having regard to various public interest criteria – considering laws such as the *Corruption, Crime and Misconduct Act 2003*, the *Occupational Safety and Health Act 1984*, the *Building Act 2011*, and other legislation. • The Inspector would have powers to implement minor penalties for less serious breaches of the Act, with an appeal mechanism. • The Inspector would also have the power to order a local government to address non-compliance with the Act or Regulations. • The Inspector would be supported by a panel of Local Government Monitors (see item 1.2). • The existing Local Government Standards Panel would be replaced with a new Conduct Panel (see item 1.3).	Conditional Support. It will be important for the situation of when the Local Government's responsibility to deal with a minor behavioural complaint being transitioned to the Inspectorate is clearly detailed. Clear process required on what and when a 'minor' complaint is to be transitioned to Inspectorate.

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
	• Penalties for breaches to the Local Government Act and Regulations will be reviewed and are proposed to be generally strengthened (see item 1.4). • These reforms would be supported by new powers to more quickly resolve issues within local government (see items 1.5 and 1.6).	
1.2 Local Government Monitors		
• There are currently no legislative powers for the provision of monitors/ temporary advisors. • The DLGSC provides support and advice to local governments, however there is no existing mechanism for pre-qualified, specialised assistance to manage complex cases.	• A panel of Local Government Monitors would be established. • Monitors could be appointed by the Inspector to go into a local government and try to resolve problems. • The purpose of Monitors would be to proactively fix problems, rather than to identify blame or collect evidence. • Monitors would be qualified specialists, such as: o Experienced and respected former Mayors, Presidents, and CEOs - to act as mentors and facilitators o Dispute resolution experts - to address the breakdown of professional working relationships o Certified Practicing Accountants and other financial specialists - to assist with financial management and reporting issues o Governance specialists and lawyers - to assist councils resolve legal issues o HR and procurement experts - to help with processes like recruiting a CEO or undertaking a major land transaction. • Only the Inspector would have the power to appoint Monitors. • Local governments would be able to make requests to the Inspector to appoint Monitors for a specific purpose. Monitor Case Study 1 – Financial Management The Inspector receives information that a local government is not collecting rates correctly under the *Local Government Act 1995*. Upon initial review, the Inspector identifies that there may be a problem. The Inspector appoints a Monitor who specialises in financial management in local government. The Monitor visits the local government and identifies that the system used to manage rates is not correctly issuing	Conditional Support. It would be appropriate for the pool of monitors include people located in the regions and not be metropolitan based only. Will there be a cost to access Monitors as the pool aims to be highly qualified to assist, this may come at a high price?

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
	rates notices. The Monitor works with the local government to rectify the error, and issue corrections to impacted ratepayers. Monitor Case Study 2 – Dispute Resolution The Inspector receives a complaint from one councillor that another councillor is repeatedly publishing derogatory personal attacks against another councillor on social media, and that the issue has not been able to be resolved at the local government level. The Inspector identifies that there has been a relationship breakdown between the two councillors due to a disagreement on council. The Inspector appoints a Monitor to host mediation sessions between the councillors. The Monitor works with the councillors to address the dispute. Through regular meetings, the councillors agree to a working relationship based on the council's code of conduct. After the mediation, the Monitor occasionally makes contact with both councillors to ensure there is a cordial working relationship between the councillors.	
1.3 Conduct Panel		
• The Local Government Standards Panel was established in 2007 to resolve minor breach complaints relatively quickly and provide the sector with guidance and benchmarks about acceptable standards of behaviour. • Currently, the Panel makes findings about alleged breaches based on written submissions. • The City of Perth Inquiry report made various recommendations that functions of the Local Government Standards Panel be reformed.	• The Standards Panel is proposed to be replaced with a new Local Government Conduct Panel. • The Conduct Panel would be comprised of suitably qualified and experienced professionals. Sitting councillors will not be eligible to serve on the Conduct Panel. • The Inspector would provide evidence to the Conduct Panel for adjudication. • The Conduct Panel would have powers to impose stronger penalties – potentially including being able to suspend councillors for up to three months, with an appeal mechanism. • For very serious or repeated breaches of the Local Government Act, the Conduct Panel would have the power to recommend prosecution through the courts.	Conditional Support. Clarity on how the Control Panel and the Crime & Corruption Committee jurisdiction may be in conflict, specifically if the Control Panel has the power to recommend prosecution through the courts. More clarity required on how the Conduct Panel recommends prosecution. To Whom and How? Process to allow the person the right to address Conduct Panel prior to Panel making a decision/recommendation is fair.

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
	• Any person who is subject to a complaint before the Conduct Panel would have the right to address the Conduct Panel before the Panel makes a decision.	
1.4 Review of Penalties		
• There are currently limited penalties in the Act for certain types of non-compliance with the Local Government Act.	• Penalties for breaching the Local Government Act are proposed to be strengthened. • It is proposed that the suspension of councillors (for up to three months) is established as the main penalty where a councillor breaches the Local Government Act or Regulations on more than one occasion. • Councillors who are disqualified would not be eligible for sitting fees or allowances. They will also not be able to attend meetings, or use their official office (such as their title or council email address). • It is proposed that a councillor who is suspended multiple times may become disqualified from office. • Councillors who do not complete mandatory training within a certain timeframe will also not be able to receive sitting fees or allowances.	Conditional Support This should be accompanied by an automatic adjustments to quorum and Absolute Majority requirements to accommodate the reduction in Elected Members periods.
1.5 Rapid Red Card Resolutions		
• Currently, local governments have different local laws and standing orders that govern the way meetings run. Presiding members (Mayors and Presidents) are reliant on the powers provided in the local government standing orders local laws. • Differences between local governments is a source of confusion about the powers that presiding members have to deal with disruptive behaviours at council meetings. • Disruptive behaviour at council meetings is a very common cause of complaints. Having the Presiding Member be able to deal with these	• It is proposed that Standing Orders are made consistent across Western Australia (see item 2.6). Published recordings of all meetings would also become standard (item 3.1). • It is proposed that Presiding Members have the power to "red card" any attendee (including councillors) who unreasonably and repeatedly interrupt council meetings. This power would: o Require the Presiding Member to issue a clear first warning o If the disruptions continue, the Presiding Member will have the power to "red card" that person, who must be silent for the rest of the meeting. A councillor issued with a red card will still vote, but must not speak or move motions o If the person continues to be disruptive, the Presiding Member can instruct that they leave the meeting.	Support This should be accompanied by an automatic adjustments to quorum and Absolute Majority requirements to accommodate the reduction in Elected Members periods. Consistent Standing Orders across all LGA's should not limit efficiencies of existing LGA's who maintain reasonable conduct and procedures.

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
problems should more quickly resolve problems that occur at council meetings.	• Any Presiding Member who uses the "red card" or ejection power will be required to notify the Inspector. • Where an elected member refuses to comply with an instruction to be silent or leave, or where it can be demonstrated that the presiding member has not followed the law in using these powers, penalties can be imposed through a review by the Inspector.	
1.6 Vexatious Complaint Referrals		
• No current provisions. • The Act already provides a requirement for Public Question Time at council meetings.	• Local governments already have a general responsibility to provide ratepayers and members of the public with assistance in responding to queries about the local government's operations. Local governments should resolve queries and complaints in a respectful, transparent and equitable manner. • Unfortunately, local government resources can become unreasonably diverted when a person makes repeated vexatious queries, especially after a local government has already provided a substantial response to the person's query. • It is proposed that if a person makes repeated complaints to a local government CEO that are vexatious, the CEO will have the power to refer that person's complaints to the Inspectorate, which after assessment of the facts may then rule the complaint vexatious.	Strongly Supported.
1.7 Minor Other Reforms		
• Other minor reforms are being considered to enhance the oversight of local government. • Ministerial Circulars have traditionally been used to provide guidance to the local government sector.	• Potential other reforms to strengthen guidance for local governments are being considered. • For example, one option being considered is the potential use of sector-wide guidance notices. Guidance notices could be published by the Minister or Inspector, to give specific direction for how local governments should meet the requirements of the Local Government Act and Regulations. For instance, the Minister could publish guidance notices to clarify the process for how potential conflicts of interests should be managed.	Support.

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
	• It is also proposed (see item 1.1) that the Inspector has the power to issue notices to individual local governments to require them to rectify non-compliance with the Act or Regulations.	

Theme 2: Reducing Red Tape, Increasing Consistency and Simplicity

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
2.1 Resource Sharing		
• The Act does not currently include specific provisions to allow for certain types of resource sharing – especially for sharing CEOs. • Regional local governments would benefit from having clearer mechanisms for voluntary resource-sharing.	• Amendments are proposed to encourage and enable local governments, especially smaller regional local governments, to share resources, including Chief Executive Officers and senior employees. • Local governments in bands 2, 3 or 4 would be able to appoint a shared CEO at up to two salary bands above the highest band. For example, a band 3 and a band 4 council sharing a CEO could remunerate to the level of band 1.	Cautious Support. The issue will be the location of the CEO. Experience LGA in-principle support to share a CEO, yet the individual LGAs insisted the CEO must live in their district. This aspect must be dealt with in the very first instance to remove any animosity and ambiguities. Perhaps explore some scenarios and examples on how this may work. This can also be done in all senior management roles but it must be done with outsourcing certain aspect of shire responsibilities and would of course be dependent on the size of the shires involved. Cautious agreement as this could be considered a back door into the State Government achieving their wish to amalgamate smaller shires.
2.2 Standardisation of Crossovers		
• Approvals and standards for crossovers (the section of driveways that run between the kerb and private property) are inconsistent between local government areas, often with very minor differences. • This can create confusion and complexity for homeowners and small businesses in the construction sector.	• It is proposed to amend the *Local Government (Uniform Local Provisions) Regulations 1996* to standardise the process for approving crossovers for residential properties and residential developments on local roads. • A Crossover Working Group has provided preliminary advice to the Minister and DLGSC to inform this.	Cautious Support. A *One-Size-Fits-All* approach may not be appropriate as the crossover requirement in a City or large Regional Centre may not

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	• The DLGSC will work with the sector to develop standardised design and construction standards.	be appropriate in a small townsite in a regional remote LGA. Will not work for all LGAs. Consistency would improve the aesthetics of an area but it is very difficult in undulating country and as such these should be a part of the developers responsibility as a part of planning approval as it would also assist in the levels required for road construction.
2.3 Introduce Innovation Provisions		
• The *Local Government Act 1995* currently has very limited provisions to allow for innovations and responses to emergencies to (such as the Shire of Bruce Rock Supermarket).	• New provisions are proposed to allow exemptions from certain requirements of the *Local Government Act 1995*, for: o Short-term trials and pilot projects o Urgent responses to emergencies.	Support.
2.4 Streamline Local Laws		
• Local laws are required to be reviewed every eight years. • The review of local laws (especially when they are standard) has been identified as a burden for the sector. • Inconsistency between local laws is frustrating for residents and business stakeholders.	• It is proposed that local laws would only need to be reviewed by the local government every 15 years. • Local laws not reviewed in the timeframe would lapse, meaning that old laws will be automatically removed and no longer applicable. • Local governments adopting Model Local Laws will have reduced advertising requirements.	Support.
2.5 Simplifying Approvals for Small Business and Community Events		
• Inconsistency between local laws and approvals processes for events, street activation, and initiatives	• Proposed reforms would introduce greater consistency for approvals for: o alfresco and outdoor dining	Support.

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
by local businesses is frustrating for business and local communities.	○ minor small business signage rules ○ running community events.	
2.6 Standardised Meeting Procedures, Including Public Question Time		
• Local governments currently prepare individual standing order local laws. • The *Local Government Act 1995* and regulations require local governments to allocate time at meetings for questions from the public. • Inconsistency among the meeting procedures between local governments is a common source of complaints.	• To provide greater clarity for ratepayers and applicants for decisions made by council, it is proposed that the meeting procedures and standing orders for all local government meetings, including for public question time, are standardised across the State. • Regulations would introduce standard requirements for public question time, and the procedures for meetings generally. • Members of the public across all local governments would have the same opportunities to address council and ask questions.	Conditional Support. As per previously mentioned, standard requirements must not be onerous or reduce efficiencies of meetings.
2.7 Regional Subsidiaries		
• Initiatives by multiple local governments may be managed through formal Regional Councils, or through less formal "organisations of councils", such as NEWROC and WESROC. • These initiatives typically have to be managed by a lead local government. • In 2016-17, provisions were introduced to allow for the formation of Regional Subsidiaries. Regional Subsidiaries can be formed in line with the *Local Government (Regional Subsidiaries) Regulations 2017*. • So far, no Regional Subsidiary has been formed.	• Work is continuing to consider how Regional Subsidiaries can be best established to: ○ Enable Regional Subsidiaries to provide a clear and defined public benefit for people within member local governments ○ Provide for flexibility and innovation while ensuring appropriate transparency and accountability of ratepayer funds ○ Where appropriate, facilitate financing of initiatives by Regional Subsidiaries within a reasonable and defined limit of risk ○ Ensure all employees of a Regional Subsidiary have the same employment conditions as those directly employed by member local governments.	Support.

Theme 3: Greater Transparency & Accountability

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
3.1 Recordings and Live-Streaming of All Council Meetings		
• Currently, local governments are only required to make written minutes of meetings. • While there is no legal requirement for livestreaming or video or audio recording of council meetings, many local governments now stream and record their meetings. • Complaints relating to behaviours and decisions at meetings constitute a large proportion of complaints about local governments. • Local governments are divided into bands with the largest falling in bands 1 and 2, and smaller local governments falling bands 3 and 4. The allocation of local governments into bands is determined by The Salaries and Allowances Tribunal based on factors[1] such as: o Growth and development o Strategic planning issues o Demands and diversity of services provided to the community o Total expenditure o Population o Staffing levels.	• It is proposed that all local governments will be required to record meetings. • Band 1 and 2 local governments would be required to livestream meetings, and make video recordings available as public archives. • Band 1 and 2 are larger local governments are generally located in larger urban areas, with generally very good telecommunications infrastructure, and many already have audio-visual equipment. • Band 1 and 2 local governments would be required to livestream meetings, and make video recordings available as public archives. • Several local governments already use platforms such as YouTube, Microsoft Teams, and Vimeo to stream and publish meeting recordings. • Limited exceptions would be made for meetings held outside the ordinary council chambers, where audio recordings may be used. • Recognising their generally smaller scale, typically smaller operating budget, and potential to be in more remote locations, band 3 and 4 local governments would be required to record and publish audio recordings, at a minimum. These local governments would still be encouraged to livestream or video record meetings. • All council meeting recordings would need to be published at the same time as the meeting minutes. Recordings of all confidential items would also need to be submitted to the DLGSC for archiving.	Cautious Support. Does the band 3 or 4 LGA have to store and archive the audio recordings of meetings? If so how long are these recordings required to be held by the LGA? Is the intention for all video & audio records of meetings to be stored & archived by the DLGSC or is this only the confidential items? Extra resources required to carry out this activity, data storage capacity and IT costs. Reduces LGA's ability to hold meetings in other locations. Agree with the reason and intention of recordings or livestream, but logistics and capabilities need attention.
3.2 Recording All Votes in Council Minutes		

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
• A local government is only required to record which councillor voted for or against a motion in the minutes of that meeting if a request is made by an elected member at the time of the resolution during the meeting. • The existing provision does not mandate transparency.	• To support the transparency of decision-making by councillors, it is proposed that the individual votes cast by all councillors for all council resolutions would be required to be published in the council minutes, and identify those for, against, on leave, absent or who left the chamber. • Regulations would prescribe how votes are to be consistently minuted.	Support.
3.3 Clearer Guidance for Meeting Items that may be Confidential		
• The Act currently provides broad definitions of what type of matters may be discussed as a confidential item. • There is limited potential for review of issues managed as confidential items under the current legislation.	• Recognising the importance of open and transparent decision-making, it is considered that confidential meetings and confidential meeting items should only be used in limited, specific circumstances. • It is proposed to make the Act more specific in prescribing items that may be confidential, and items that should remain open to the public. • Items not prescribed as being confidential could still be held as confidential items only with the prior written consent of the Inspector. • All confidential items would be required to be audio recorded, with those recordings submitted to the DLGSC.	Conditional Support. There needs to be some flexibility as situations arise where the LGA may wish to keep a resolution confidential until the President can release the information (e.g. Australia Day Award Recipients are withheld until Australia Day). Does the LGA also have to store and archive confidential recordings? More detail of proposed reform required.
3.4 Additional Online Registers		
• Local governments are required to provide information to the community through annual reports, council minutes and the publication of information online. • Consistent online publication of information can substitute for certain material in annual reports. • Consistency in online reporting across the sector will provide ratepayers with better information.	• It is proposed to require local governments to report specific information in online registers on the local government's website. Regulations would prescribe the information to be included. The following new registers, each updated quarterly, are proposed: o Lease Register to capture information about the leases the local government is party to (either as lessor or lessee) o Community Grants Register to outline all grants and funding provided by the local government	Cautious Support. The ever-increasing number and types of Registers is becoming an issue. Specifically the internal administrative resources required to ensure these Registers are maintained and updated is an issue.

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
• These registers supplement the simplification of financial statements in Theme 6.	○ Interests Disclosure Register which collates all disclosures made by elected members about their interests related to matters considered by council ○ Applicant Contribution Register accounting for funds collected from applicant contributions, such as cash-in-lieu for public open space and car parking ○ Contracts Register that discloses all contracts above $100,000.	It would also be appropriate for the DLGSC to put out a list and templates on the currently (and future) Register required under the LG Act.
3.5 Chief Executive Officer Key Performance Indicators (KPIs) be Published		
• It is a requirement of the *Local Government Act 1995* that CEO performance reviews are conducted annually. • The Model Standards for CEO recruitment and selection, performance review and termination require that a local government must review the performance of the CEO against contractual performance criteria. • Additional performance criteria can be used for performance review by agreement between both parties.	• To provide for minimum transparency, it is proposed to mandate that the KPIs agreed as performance metrics for CEOs: ○ Be published in council meeting minutes as soon as they are agreed prior to (before the start of the annual period) ○ The KPIs and the results be published in the minutes of the performance review meeting (at the end of the period) ○ The CEO has a right to provide written comments to be published alongside the KPIs and results to provide context as may be appropriate (for instance, the impact of events in that year that may have influenced the results against KPIs).	Disagree. Unsure what such exposure would achieve other than provided ammunition to disgruntled, vexatious complainants in the community to be used against the CEO. Surely the Council as the employer of the CEO should be the only people needing this information. No other organisation is required to publish CEO KPI's. Should remain as a standard internal procedure but not for external publication.

Theme 4: Stronger Local Democracy and Community Engagement

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
4.1 Community and Stakeholder Engagement Charters		
• There is currently no requirement for local governments to have a specific engagement charter or policy. • Many local governments have introduced charters or policies for how they will engage with their community. • Other States have introduced a specific requirement for engagement charters.	• It is proposed to introduce a requirement for local governments to prepare a community and stakeholder engagement charter which sets out how local government will communicate processes and decisions with their community. • A model Charter would be published to assist local governments who wish to adopt a standard form.	Cautious Support. Dependent upon the detail in the Model Charter. This should not be an administrative burden, adding to the already excessive Red tape LGAs are required to work under. Agree with a 'model charter' but not mandated. Every community is different therefore one size fits all approach should be avoided.
4.2 Ratepayer Satisfaction Surveys (Band 1 and 2 local governments only)		
• Many local governments already commission independent surveying consultants to hold a satisfaction survey of residents/ratepayers. • These surveys provide valuable data on the performance of local governments.	• It is proposed to introduce a requirement that every four years, all local governments in bands 1 and 2 hold an independently-managed ratepayer satisfaction survey. • Results would be required to be reported publicly at a council meeting and published on the local government's website. • All local governments would be required to publish a response to the results.	Cautious Support. As long as this doesn't flow onto band 3 & 4 LGAs at some time in the future. Service Delivery Plan/Review could be useful and used as something to benchmark and work toward. Would rather see support or guidance for this instead.
4.3 Introduction of Preferential Voting		
• The current voting method for local government elections is first past the post. • The existing first-past-the-post does not allow for electors to express more than one preference. • The candidate with the most votes wins, even if that candidate does not have a majority.	• Preferential voting is proposed be adopted as the method to replace the current first past the post system in local government elections. • In preferential voting, voters number candidates in order of their preferences.	Disagree. The purest indication of a preferred candidate is by the *First Past the Post* system of voting.

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
• Preferential voting better captures the precise intentions of voters and as a result may be regarded as a fairer and more representative system. Voters have more specific choice.	• Preferential voting is used in State and Federal elections in Western Australia (and in other states). This provides voters with more choice and control over who they elect. • All other states use a form of preferential voting for local government.	Would have thought the Labour Government's platform of "*One-Vote One Value"* would complete the "*First Past the Post"* system of voting as they both appear to be focused on electoral equality. LGA's voting is not compulsory therefore those that vote will have their preferences in mind anyway.
4.4 Public Vote to Elect the Mayor and President		
• The Act currently allows local governments to have the Presiding Member (the Mayor or President) elected either: o by the electors of the district through a public vote; or o by the council as a resolution at a council meeting.	• Mayors and Presidents of all local governments perform an important public leadership role within their local communities. • Band 1 and 2 local governments generally have larger councils than those in bands 3 and 4. • Accordingly, it is proposed that the Mayor or President for all band 1 and 2 councils is to be elected through a vote of the electors of the district. Councils in bands 3 and 4 would retain the current system. • A number of Band 1 and Band 2 councils have already moved towards Public Vote to Elect the Mayor and President in recent years, including City of Stirling and City of Rockingham.	Disagree. Evidence from both systems indicate the popularly elected Mayor/President system leads to the situation of the Mayor/President not feeling they have any obligation or commitment to Council as the Council did not elect them.
4.5 Tiered Limits on the Number of Councillors		
• The number of councillors (between 5-15 councillors) is decided by each local government, reviewed by the Local Government Advisory Board, and if approved by the Minister. • The Panel Report recommended electoral reforms to improve representativeness.	• It is proposed to limit the number of councillors based on the population of the entire local government. • Some smaller local governments have already been moving to having smaller councils to reduce costs for ratepayers. • The Local Government Panel Report proposed: o For a population of up to 5,000 – five councillors (including the President) o population of between 5,000 and 75,000 – five to nine councillors (including the Mayor/President) o population of above 75,000 – nine to fifteen councillors (including Mayor).	Disagree. LGAs with populations up to 5,000 should have the option of having five to seven Councillors. Not restricted to five. This will assist with the difficulties in establishing quorums and achieving Absolute majority Votes when required in situation where Councillors are absent. Examples are LGAs in broadacre agriculture areas where it is difficult getting Councillors to meetings during seeding & harvest seasons.

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		Cost of paying councillors is insignificant when the focus should be on diversity, skillset and responsibility those elected.
4.6 No Wards for Small Councils (Band 3 and 4 Councils only)		
• A local government can make an application to be divided into wards, with councillors elected to those wards. • Only about 10% of band 3 and 4 local governments currently have wards.	• It is proposed that the use of wards for councils in bands 3 and 4 is abolished. • Wards increase the complexity of elections, as this requires multiple versions of ballot papers to be prepared for a local government's election. • In smaller local governments, the population of wards can be very small. • These wards often have councillors elected unopposed, or elect a councillor with a very small number of votes. Some local governments have ward councillors elected with less than 50 votes. • There has been a trend in smaller local governments looking to reduce the use of wards, with only 10 councils in bands 3 and 4 still having wards.	Support.
4.7 Electoral Reform – Clear Lease Requirements for Candidate and Voter Eligibility		
• A person with a lease in a local government district is eligible to nominate as a candidate in that district. • A person with a lease in a local government district is eligible to apply to vote in that district. • The City of Perth Inquiry Report identified a number of instances where dubious lease arrangements put to question the validity of candidates in local government elections, and subsequently their legitimacy as councillors.	• Reforms are proposed to prevent the use of "sham leases" in council elections. Sham leases are where a person creates a lease only to be able to vote or run as a candidate for council. • The City of Perth Inquiry Report identified sham leases as an issue. • Electoral rules are proposed to be strengthened: o A minimum lease period of 12 months will be required for anyone to register a person to vote or run for council. o Home based businesses will not be eligible to register a person to vote or run for council, because any residents are already the eligible voter(s) for that address.	Support.

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	○ Clarifying the minimum criteria for leases eligible to register a person to vote or run for council. • The reforms would include minimum lease periods to qualify as a registered business (minimum of 12 months), and the exclusion of home based businesses (where the resident is already eligible) and very small sub-leases. • The basis of eligibility for each candidate (e.g. type of property and suburb of property) is proposed to be published, including in the candidate pack for electors.	
4.8 Reform of Candidate Profiles		
• Candidate profiles can only be 800 characters, including spaces. This is equivalent to approximately 150 words.	• Further work will be undertaken to evaluate how longer candidate profiles could be accommodated. • Longer candidate profiles would provide more information to electors, potentially through publishing profiles online. • It is important to have sufficient information available to assist electors make informed decisions when casting their vote.	Support.
4.9 Minor Other Electoral Reforms		
• Other minor reforms are proposed to improve local government elections.	• Minor other electoral reforms are proposed to include: ○ The introduction of standard processes for vote re-counts if there is a very small margin between candidates (e.g. where there is a margin of less than 10 votes a recount will always be required) ○ The introduction of more specific rules concerning local government council candidates' use of electoral rolls.	Conditional Support. Subject to more detail of rule for use of electoral rolls.

Theme 5: Clear Roles and Responsibilities

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
5.1 Introduce Principles in the Act		
• The Act does not currently outline specific principles. • The Act contains a short "Content and Intent" section only. • The Panel Report recommended greater articulation of principles	• It is proposed to include new principles in the Act, including: o The recognition of Aboriginal Western Australians o Tiering of local governments (with bands being as assigned by the Salaries and Allowances Tribunal) o Community Engagement o Financial Management.	Support.
5.2 Greater Role Clarity		
• The Act provides for the role of council, councillor, mayor or president and CEO. • The role of the council is to: o govern the local government's affairs o be responsible for the performance of the local government's functions.	• The Local Government Act Review Panel recommended that roles and responsibilities of elected members and senior staff be better defined in law. • It is proposed that these roles and responsibilities are further defined in the legislation. • These proposed roles will be open to further consultation and input. • These roles would be further strengthened through Council Communications Agreements (see item 5.3).	Support.
	5.2.1 - Mayor or President Role • It is proposed to amend the Act to specify the roles and responsibilities of the Mayor or President. • While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that the Mayor or President is responsible for: o Representing and speaking on behalf of the whole council and the local government, at all times being consistent with the resolutions of council o Facilitating the democratic decision-making of council by presiding at council meetings in accordance with the Act o Developing and maintaining professional working relationships between councillors and the CEO o Performing civic and ceremonial duties on behalf of the local government	Support.

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	○ Working effectively with the CEO and councillors in overseeing the delivery of the services, operations, initiatives and functions of the local government.	
	5.2.2 - Council Role • It is proposed to amend the Act to specify the roles and responsibilities of the Council, which is the entity consisting of all of the councillors and led by the Mayor or President. • While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that the Council is responsible for: ○ Making significant decisions and determining policies through democratic deliberation at council meetings ○ Ensuring the local government is adequately resourced to deliver the local governments operations, services and functions - including all functions that support informed decision-making by council ○ Providing a safe working environment for the CEO; ○ Providing strategic direction to the CEO; ○ Monitoring and reviewing the performance of the local government.	Support.
	5.2.3 - Elected Member (Councillor) Role • It is proposed to amend the Act to specify the roles and responsibilities of all elected councillors. • While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that every elected councillor is responsible for: ○ Considering and representing, fairly and without bias, the current and future interests of all people who live, work and visit the district (including for councillors elected for a particular ward) ○ Positively and fairly contribute and apply their knowledge, skill, and judgement to the democratic decision-making process of council	Support.

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	○ Applying relevant law and policy in contributing to the decision-making of the council ○ Engaging in the effective forward planning and review of the local governments' resources, and the performance of its operations, services, and functions ○ Communicating the decisions and resolutions of council to stakeholders and the public ○ Developing and maintaining professional working relationships with all other councillors and the CEO ○ Maintaining and developing their knowledge and skills relevant to local government ○ Facilitating public engagement with local government. • It is proposed that elected members should not be able to use their title (e.g. "Councillor", "Mayor", or "President") and associated resources of their office (such as email address) unless they are performing their role in their official capacity.	
	5.2.4 - CEO Role • The *Local Government Act 1995* requires local governments to employ a CEO to run the local government administration and implement the decisions of council. • To provide greater clarity, it is proposed to amend the Act to specify the roles and responsibilities of all local government CEOs. • While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that the CEO of a local government is responsible for: ○ Coordinating the professional advice and assistance necessary for all elected members to enable the council to perform its decision-making functions ○ Facilitating the implementation of council decisions ○ Ensuring functions and decisions lawfully delegated by council are managed prudently on behalf of the council ○ Managing the effective delivery of the services, operations, initiatives and functions of the local government determined by the council	Support.

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	○ Providing timely and accurate information and advice to all councillors in line with the Council Communications Agreement (see item 5.3) ○ Overseeing the compliance of the operations of the local government with State and Federal legislation on behalf of the council ○ Implementing and maintaining systems to enable effective planning, management, and reporting on behalf of the council.	
5.3 Council Communication Agreements		
• The Act provides that council and committee members can have access to any information held by the local government that is relevant to the performance of the member in their functions. • The availability of information is sometimes a source of conflict within local governments.	• In State Government, there are written Communication Agreements between Ministers and agencies that set standards for how information and advice will be provided. • It is proposed that local governments will need to have Council Communications Agreements between the council and the CEO. • These Council Communication Agreements would clearly specify the information that is to be provided to councillors, how it will be provided, and the timeframes for when it will be provided. • A template would be published by DLGSC. This default template will come into force if a council and CEO do not make a specific other agreement within a certain timeframe following any election.	Conditional Support. Subject to this not being an additional administrative burden on small under resourced LGAs. Legislation needs to clarify the communication between all Elected Members and the CEO, not just the President and CEO relationship.
5.4 Local Governments May Pay Superannuation Contributions for Elected Members		
• Elected members are eligible to receive sitting fees or an annual allowance. • Superannuation is not paid to elected members. However, councillors can currently divert part of their allowances to a superannuation fund. • Councils should be reflective and representative of the people living within the district. Local governments should be empowered to remove any barriers to the participation of gender and age diverse people on councils.	• It is proposed that local governments should be able to decide, through a vote of council, to pay superannuation contributions for elected members. These contributions would be additional to existing allowances. • Superannuation is widely recognised as an important entitlement to provide long term financial security. • Other states have already moved to allow councils to make superannuation contributions for councillors. • Allowing council to provide superannuation is important part of encouraging equality for people represented on council – particularly for women and younger people.	Disagree. Superannuation is an employer's obligation to an employee. Elected Members are not employees. A decision will be based on ATO determination not LGA's. State Govt committees are already paying

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	• Providing superannuation to councillors recognises that the commitment to elected office can reduce a person's opportunity to undertake employment and earn superannuation contributions.	superannuation, so it may be inevitable that LGA's will follow eventually.
5.5 Local Governments May Establish Education Allowances		
• Local government elected members must complete mandatory training. • There is no specific allowance for undertaking further education.	• Local governments will have the option of contributing to the education expenses for councillors, up to a defined maximum value, for tuition costs for further education that is directly related to their role on council. • Councils will be able to decide on a policy for education expenses, up to a maximum yearly value for each councillor. Councils may also decide not to make this entitlement available to elected members. • Any allowance would only be able to be used for tuition fees for courses, such as training programs, diplomas, and university studies, which relate to local government. • Where it is made available, this allowance will help councillors further develop skills to assist with making informed decisions on important questions before council, and also provide professional development opportunities for councillors.	Support.
5.6 Standardised Election Caretaker period		
• There is currently no requirement for a formal caretaker period, with individual councils operating under their own policies and procedures. • This is commonly a point of public confusion.	• A statewide caretaker period for local governments is proposed. • All local governments across the State would have the same clearly defined election period, during which: o Councils do not make major decisions with criteria to be developed defining 'major' o Incumbent councillors who nominate for re-election are not to represent the local government, act on behalf of the council, or use local government resources to support campaigning activities. o There are consistent election conduct rules for all candidates.	Disagree. State Government election cycles are every four years, whereas Local Government election are every two years. This will result in there being a caretaker periods in LG every two years. It also depends on when the caretaker period is to commence and end. If this is the commence at the time Nominations are called (first week of September) and conclude when new (or returning) Elected Members are sworn in (e.g. late October)

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		this could create a logistical issue with the LG's decision making process. The other uncertainty is whether the propose caretaker period also includes Extraordinary Election, which occur more regularly immediately after the biennial LG Ordinary Election process. No caretaker period should be imposed on LGA's, they are the most connected form of government to the community and should not be held accountable for inability to perform and make decisions due to a caretaker handbrake. Election timing should be fluid.
5.7 Remove WALGA from the Act		
• The Western Australian Local Government Association (WALGA) is constituted under the *Local Government Act 1995*. • The Local Government Panel Report and the Select Committee Report included this recommendation.	• The Local Government Panel Report recommended that WALGA not be constituted under the *Local Government Act 1995*. • Separating WALGA out of the Act will provide clarity that WALGA is not a State Government entity.	Support.
5.8 CEO Recruitment		
• Recent amendments introduced provisions to standardise CEO recruitment. • The recruitment of a CEO is a very important decision by a local government.	• It is proposed that DLGSC establishes a panel of approved panel members to perform the role of the independent person on CEO recruitment panels. • Councils will be able to select an independent person from the approved list. • Councils will still be able to appoint people outside of the panel with the approval of the Inspector.	Support. It would be appropriate for the panel members include people located in the regions and not be metropolitan based only.

Theme 6: Improved Financial Management and Reporting

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
6.1 Model Financial Statements and Tiered Financial Reporting		
• The financial statements published in the Annual Report is the main financial reporting currently published by local governments. • Reporting obligations are the same for large (Stirling, Perth, Fremantle) and small (Sandstone, Wiluna, Dalwallinu) local governments, even though they vary significantly in complexity. • The Office of the Auditor General has said that some existing reporting requirements are unnecessary or onerous - for instance, information that is not relevant to certain local governments, or that is a duplicate of other published information.	• The Minister strongly believes in transparency and accountability in local government. The public rightly expects the highest standards of integrity, good governance, and prudent financial management in local government. • It is critically important that clear information about the financial position of local governments is openly available to ratepayers. Financial information also supports community decision-making about local government services and projects. • Local governments differ significantly in the complexity of their operations. Smaller local governments generally have much less operating complexity than larger local governments. • The Office of the Auditor General has identified opportunities to improve financial reporting, to make statements clearer, and reduce unnecessary complexity. • Recognising the difference in the complexity of smaller and larger local governments, it is proposed that financial reporting requirements should be tiered – meaning that larger local governments will have greater financial reporting requirements than smaller local governments. • It is proposed to establish standard templates for Annual Financial Statements for band 1 and 2 councils, and simpler, clearer financial statements for band 3 and 4. • Online Registers, updated quarterly (see item 3.4), would provide faster and greater transparency than current annual reports. Standard templates will be published for use by local governments. • Simpler Strategic and Financial Planning (item 6.2) would also improve the budgeting process.	Support.
6.2 Simplify Strategic and Financial Planning		

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
• Requirements for plans are outlined in the Local Government Financial Management and Administration Regulations. • There is also the Integrated Planning and Reporting (IPR) framework. • While many councils successfully apply IPR to their budgeting and reporting, IPR may seem complicated or difficult, especially for smaller local governments.	• Having clear information about the finances of local government is an important part of enabling informed public and ratepayer engagement and input to decision-making. • The framework for financial planning should be based around information being clear, transparent, and easy to understand for all ratepayers and members of the public. • In order to provide more consistency and clarity across the State, it is proposed that greater use of templates is introduced to make planning and reporting clearer and simpler, providing greater transparency for ratepayers. • Local governments would be required to adopt a standard set of plans, and there will be templates published by the DLGSC for use or adaption by local governments. • It is proposed that the plans that are required are: o Simplified Council Plans that replace existing Strategic Community Plans and set high-level objectives, with a new plan required at least every eight years. These will be short-form plans, with a template available from the DLGSC o Simplified Asset Management Plans to consistently forecast costs of maintaining the local government's assets. A new plan will be required at least every ten years, though local governments should update the plan regularly if the local government gains or disposes of major assets (e.g. land, buildings, or roads). A template will be provided, and methods of valuations will be simplified to reduce red tape o Simplified Long Term Financial Plans will outline any long term financial management and sustainability issues, and any investments and debts. A template will be provided, and these plans will be required to be reviewed in detail at least every four years o A new Rates and Revenue Policy (see item 6.3) that identifies the approximate value of rates that will need to be collected in future years (referencing the Asset Management Plan and Long Term Financial Plan) –	Cautious Support. This may also need a Tiered approach as the Templates should be structure under the premise of *One Size Fits All*. Most small LGA Plans service the organisation and the community better the simpler they are.

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	providing a forecast to ratepayers (updated at least every four years) o The use of simple, one-page Service Proposals and Project Proposals that outline what proposed services or initiatives will cost, to be made available through council meetings. These will become Service Plans and Project Plans added to the yearly budget if approved by council. This provides clear transparency for what the functions and initiatives of the local government cost to deliver. Templates will be available for use by local governments.	
6.3 Rates and Revenue Policy		
• Local governments are not required to have a rates and revenue policy. • Some councils defer rate rises, resulting in the eventual need to drastically raise rates to cover unavoidable costs – especially for the repair of infrastructure.	• The Rates and Revenue Policy is proposed to increase transparency for ratepayers by linking rates to basic operating costs and the minimum costs for maintaining essential infrastructure. • A Rates and Revenue Policy would be required to provide ratepayers with a forecast of future costs of providing local government services. • The Policy would need to reflect the Asset Management Plan and the Long Term Financial Plan (see item 6.2), providing a forecast of what rates would need to be, to cover unavoidable costs. • A template would be published for use or adaption by all local governments. • The Local Government Panel Report included this recommendation.	Unsure. Isn't this already covered under the Long Term Financial Plan and part of the existing Rate Setting Budget financial statement? The Rate Setting Budget actually balances the LGAs Annual Budget (excluding Non-Cash items). Not sure what the proposed Rates & Revenue Policy is going to achieve, other than duplicate what already exists. Overcomplicating the system.
6.4 Monthly Reporting of Credit Card Statements		
• No legislative requirement. • Disclosure requirements brought in by individual councils have shown significant reduction of expenditure of funds.	• The statements of a local government's credit cards used by local government employees will be required to be tabled at council at meetings on a monthly basis. • This provides oversight of incidental local government spending.	Support. This is already happening in the Shire of Chapman Valley, though is appropriate to legislate this requirement.

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
6.5 Amended Financial Ratios		
• Local governments are required to report seven ratios in their annual financial statements. • These are reported on the MyCouncil website. • These ratios are intended to provide an indication of the financial health of every local government.	• Financial ratios will be reviewed in detail, building on work already underway by the DLGSC. • The methods of calculating ratios and indicators will be reviewed to ensure that the results are accurate and useful.	Support. Dependent on the outcome of proposed new ratios.
6.6 Audit Committees		
• Local governments must establish an Audit Committee that has three or more persons, with the majority to be council members. • The Audit Committee is to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under the Act. • The Panel Report identified that Audit Committees should be expanded, including to provide improved risk management.	• To ensure independent oversight, it is proposed the Chair of any Audit Committee be required to be an independent person who is not on council or an employee of the local government. • Audit Committees would also need to consider proactive risk management. • To reduce costs, it is proposed that local governments should be able to establish shared Regional Audit Committees. • The Committees would be able to include council members but would be required to include a majority of independent members and an independent chairperson.	Disagree. The current OAG audit process, combined with the requirement for an LGA to have an independent member on their Audit Committee should suffice for small (band 3 & 4) LGAs. This is another *One Size Fits All* approach and needs to be tiered. This will become an additional cost burden on the LGA specifically if the proposed structure of the Audit Committee is to be predominantly independent and external to the LGA. These people will not be doing this for nothing.
6.7 Building Upgrade Finance		
• The local government sector has sought reforms that would enable local governments to provide loans to property owners to finance for building improvements. • This is not currently provided for under the Act. • The Local Government Panel Report included this recommendation.	• Reforms would allow local governments to provide loans to third parties for specific building improvements - such as cladding, heritage and green energy fixtures. • This would allow local governments to lend funds to improve buildings within their district. • Limits and checks and balances would be established to ensure that financial risks are proactively managed.	Support. Dependent on this being at the discretion of the LGA and not mandated.

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
6.8 Cost of Waste Service to be Specified on Rates Notices		
• No requirement for separation of waste changes on rates notice. • Disclosure will increase ratepayer awareness of waste costs. • The Review Panel Report included this recommendation.	• It is proposed that waste charges are required to be separately shown on rate notices (for all properties which receive a waste service). • This would provide transparency and awareness of costs for ratepayers.	Unsure. The Rate Notice already shows the waste collection service separately. Not sure what other waste service (property specific) would be relevant to small regional LGAs and perhaps a Tiered approach would be appropriate here?

10.3.3 2020/2021 Annual Report and Annual General Meeting of Electors

PROPONENT:	**Chief Executive Officer**
SITE:	**Shire of Chapman Valley**
FILE REFERENCE:	**413.01**
PREVIOUS REFERENCE:	**NA**
DATE:	**15 December 2021**
AUTHOR:	**Maurice Battilana, Chief Executive Officer**

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.3.1(a)	2020/2021 Annual Report		✓

DISCLOSURE OF INTEREST
Nil

BACKGROUND
The purpose of this item is to accept the Shire of Chapman Valley 2020/2021 Annual Report, receive the Auditors Report and Management Letter and set a date/time for the Annual General Meeting of Electors. The Annual Report is provided under separate cover at ***Attachment 10.3.1(a)***.

When considering setting a date for the Annual General Meeting of Electors it is a requirement of *s5.27 'Electors General Meeting' of the Local Government Act 1995* this meeting can be no later than 56 days after accepting the Annual Report (this will be 8 February 2022 if Annual Report is accepted at today's meeting).

The Shire of Chapman Valley last held the Annual General Meeting of Electors for 2019/2020 financial year on 11 March 2021 at the Council Chambers, Nabawa commencing at 6.00pm

COMMENT
The Staff Recommendation is suggesting the date, time and location to hold the next Annual General Meeting of Electors as being:

- ***~ Monday 7 February 2022***
- ***~ Commencing at 6.00pm***
- ***~ Council Chambers, Nabawa***

As mentioned, the Act stipulates the Annual General Meeting of Electors must be held *not more than 56 days after the local government accepts the annual report for the previous financial year.* Therefore, as mentioned, the latest date the meeting could be held is the 8 February 2022.

It is important to maximise attendances at the Annual General Meeting of Electors by constituents, hence the Staff Recommendation has suggested a date and time, which is in the evening.

STATUTORY ENVIRONMENT
Local Government Act 1995

The Local Government Act 1995 states the following:

"5.27. Electors' general meetings

(1) A general meeting of the electors of a district is to be held once every financial year.

*(2) A general meeting is to be held on a day selected by the local government but **not more than 56 days after the local government accepts the annual report** for the previous financial year.*

(3) The matters to be discussed at general electors' meetings are to be those prescribed."

5.29. Convening electors' meetings

(1) The CEO is to convene an electors' meeting by giving —

(a)at least 14 days' local public notice; and

(b)each council member at least 14 days' notice, of the date, time, place and purpose of the meeting.

(2) The local public notice referred to in subsection (1)(a) is to be treated as having commenced at the time of publication of the notice under section 1.7(1)(a) and is to continue by way of exhibition under section 1.7(1)(b) and (c) until the meeting has been held.

5.32. Minutes of electors' meetings

The CEO is to —

(a)cause minutes of the proceedings at an electors' meeting to be kept and preserved; and

(b)ensure that copies of the minutes are made available for inspection by members of the public before the council meeting at which decisions made at the electors' meeting are first considered.

5.33. Decisions made at electors' meetings

(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, whichever 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.

5.54. Acceptance of annual reports

(1) Subject to subsection (2), the annual report for a financial year is to be accepted by the local government **no later than 31 December after that financial year**.*

** Absolute majority required.*

5.55. Notice of annual reports

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

POLICY/PROCEDURE IMPLICATIONS

No existing Policy/Procedure affected.

FINANCIAL IMPLICATIONS

Nil affect for current financial year.

Long Term Financial Plan (LTFP):

Nil affect.

STRATEGIC IMPLICATIONS

It is considered appropriate (by the legislators at least) to conduct the Annual General Meeting of Electors to retain open and accountable governance and communication with the Shire's constituents.

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

The Shire President, relevant staff and the Shire's Auditors have been consulted and had input into the development of the 2020/2021 Annual Report.

Members of the Shire of Chapman Valley's Finance Audit & Risk Management Committee were all invited to participate in the *"Audit Exit Meeting"* with the Office of the Auditor General (OAG).

RISK ASSESSMENT

Insignificant risk of non-compliance with legislation to complete this activity in accordance with the Local Government Act and associated Regulations.

Insignificant risk of not conducting the Annual General Meeting of Electors at an appropriate time/date to provide constituents to opportunity to attend.

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

Staff Recommendation 1 - Absolute Majority
Staff Recommendation 2 – Simple Majority

STAFF RECOMMENDATION 1 *(Absolute Majority Vote Required)*

Council accepts the Annual Report for the 2020/2021 Financial Year as required by s5.54 of the *Local Government Act 1995* as presented.

STAFF RECOMMENDATION 2 (*Simple Majority Vote Required)*

Council:

1 Receives and accepts the Auditors Financial Report for 2020/2021;
2 Receives and accept the Auditors Management Report 2020/2021;
3 Set the date for the Annual General Meeting of Electors for the 8 February 2022, 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 the Act:

5 Publish the Report on the Shire Website within 14 days of Council acceptance in accordance with s5.55A of the Act;

6 Provides a copy of the Shire of Chapman Valley 2020/2021 Annual Report to the Director General of the Department of Local Government.

10.3.4 Tourism & Events Advisory Group

PROPONENTS:	**Tourism & Events Advisory Group**
SITE:	**Shire of Chapman Valley**
FILE REFERENCE:	**403.04**
PREVIOUS REFERENCE:	**Nil**
DATE:	**15 December 2021**
AUTHOR:	**Maurice Battilana, Chief Executive Officer**

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.3.4(a)	CONFIDENTIAL – TEAG Minutes		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

The Tourism & Events Advisory Group (TEAG) met on 29 November 2021. Minutes from this meeting have been provided under separate cover (see ***Attachment 10.3.4(a)***) due to the need to keep the Australia Day Award nominations and recommended recipients confidential until they are announced at the Australia Day Event to be held on the 26th January 2022.

Councillors and Staff are therefore requested to treat the TEAG Minutes as CONFIDENTIAL.

COMMENT

The TEAG met to discuss:

- Australia Day Award Nominations - Selection Panel Terms of Reference
- Australia Day - Community Function
- 2021-22 Budget - Signage
- 2021-22 Budget – Entry Statements/Art Installations
- Public Wi-Fi

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

STATUTORY ENVIRONMENT

Not applicable.

POLICY/PROCEDURE IMPLICATIONS

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

Shire of Chapman Valley Australia Day Awards and Function

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

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

The Council Appointed Working Group shall:

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

FINANCIAL IMPLICATIONS

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

Long Term Financial Plan (LTFP):
No adverse effect of the LTFP envisaged.

STRATEGIC IMPLICATIONS
It is important to both recognize the achievement of constituents and Australia Day.

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

Tom Davies, the Shire of Chapman Valley 2021 Citizen of the Year recipient, was approached and agreed to participate in the assessment of the forthcoming Australia Day awards.

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

ADVISORY GROUP RECOMMENDATIONS – TEAG 11/21-4

Council endorse the Tourism & Events Advisory Group's recommendation for recipients of the 2022 Australia Day Awards.

ADVISORY GROUP RECOMMENDATIONS – TEAG 11/21-5

a) Council endorse the Australia Day Community Function be held on Wednesday 26 January 2022 from 8.00am to 10.00am at Coronation Beach.

b) Council delegated authority the CEO to approach local businesses for catering options for the Australia Day Community Function**.**

ADVISORY GROUP RECOMMENDATIONS – TEAG 11/21-6

Council endorse the Tourism and Events Advisory Group's recommendation for the appointment of a local artist to undertake (within the provided budget allocation) the preparation of designs and costings for entry statements/themed art installations at Coronation Beach, Coronation Beach Road turnoff and Mills Lookout.

ADVISORY GROUP RECOMMENDATIONS – TEAG 11/21-7

Council endorse the Tourism and Events Advisory Group's recommendation to investigate the provision of free public Wi-Fi at the following Shire locations for consideration in the draft 2022/2023 Council budget (including a budgetary annual operating expenditure of approximately $1,000 for each site):

- Bill Hemsley Park Precinct (estimated Capex - $5,000);
- Nabawa Community Centre Precinct (estimated Capex - $2,500 - can utilise the connection at the library to bridge to community centre);
- Yuna Multipurpose Community Centre (estimated Capex $2,500 - internet installed, just requires larger Wi-Fi antenna to boost signal);
- Nanson Museum Precinct (estimated Capex - $5,500).

11.0 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

11.1 Aboriginal Cultural Recognition

PROPONENT:	**Cr Trevor Royce**
SITE:	**Shire of Chapman Valley**
FILE REFERENCE:	**1102.00**
PREVIOUS REFERENCE:	**NA**
DATE:	**15 December 2021**
AUTHOR:	**Cr Trevor Royce** **(in consultation with Maurice Battilana, Chief Executive Officer)**

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
11.1(a)	Reconciliation Australia - Aboriginal Flag Q & A		✓
11.1(b)	Australian Government – Excerpt from the Australian Flag Booklet		✓
11.1(c)	Flag Act 1953		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

Council agreed at the November 2021 Concept Forum to consider an Agenda Item at an Ordinary Council Meeting on aspects of Aboriginal Cultural Recognition, including:

- Flying the Aboriginal Flag; and
- Acknowledgement announcement at the beginning of formal meetings.

COMMENT

Acknowledgement of Country
An Acknowledgement of Country commonly involves the Presiding Member at meetings saying something along the following lines:

"***I would like to acknowledge the traditional owners of the land we are meeting on today, the Naaguja people, and we pay our respects to elders both past, present and emerging***."

The CEO has discussed the above wording with Theona Councillor from the Naaguja Warangkarri Corporation, which has been confirmed by Theona as appropriate. Contact was also made with the Yamatji Marlpa Aboriginal Corporation who indicated they were comfortable with this wording.

The Shire President has been consulted on the *Acknowledgement of Country* wording.

[Note: A Welcome to Country is different to an Acknowledgement of Country. A Welcome to Country is a ceremony performed by a local Aboriginal person of significance (usually an Elder) to acknowledge and give consent to events taking place on their traditional lands.]

Aboriginal Flag

Regarding the concept of flying the Aboriginal Flag at the Shire Office precinct, the following attachments are provided to assist in discussions:

- Reconciliation Australia - Aboriginal Flag Q & A (***Attachment 11.1(a)***);
- Australian Government – Excerpt from the Australian Flag Booklet (***Attachment 11.1(b)***);
- Flag Act 1953 (***Attachment 11.1(c)***)

It has been suggested one way of embracing the Aboriginal culture for this Shire is to undertake some cultural awareness forums with the Naaguja Group. This remains important, yet a more immediate and equally effective way of embracing this sector of our community would be to fly the Aboriginal Flag as many other LGAs across the nation do.

An expenditure amount of $5,000 has been placed in the 2021/2022 Adopted Budget for Aboriginal Cultural awareness. I am recommending these funds (and any additional funds required) be used to install three new Flagpoles (and removing the existed pole) so the Australian, Western Australian and the Aboriginal Flags can be flown.

STATUTORY ENVIRONMENT

CEO's Comments

Flag Act, 1953 and amendments.

Order of Precedence

The Australian National Flag takes precedence in Australia over all other flags when it is flown in company with other flags.

Thereafter when flown in the community the order of precedence of flags is:

2. National Flag of other nations
3. State and Territory Flags
4. Other flags prescribed by the Flags Act 1953 including:
   - ~ **the Australian Aboriginal Flag and the Torres Strait Islander Flag in either order**; and
   - ~ the Defence ensigns which should be flown in the following order:
     - * the Australian Defence Force Ensign
     - * the Australian White Ensign
     - * the Royal Australian Air Force Ensign.
5. Ensigns and pennants – local government; Commonwealth, state and territory agencies; non-government organisations

The order of precedence may be varied in the following circumstances:

- On military occasions or establishments, the Australian National Flag may be followed in the order of precedence by the prescribed Defence ensigns and military pennants ahead of other flags, ensigns and pennants.

- **On Commonwealth occasions and Aboriginal or Torres Strait Island occasions for their peoples, the Australian Aboriginal Flag or the Torres Strait Islander Flag may follow the Australian National Flag ahead of other flags prescribed under the Flags Act 1953, state and territory flags and other ensigns and pennants.**

The order of the State flags is New South Wales, Victoria, Queensland, South Australia, Western Australia, Tasmania (the order in with the State badges appear on the Commonwealth Coat of Arms) with flags of the Australian Capital Territory and the Northern Territory following in alphabetical order.

In the absence of a flag or flags higher in the order, a flag shall follow the flag being flown that is higher in the order.

The order of precedence does not require that a flag listed in the order must be flown in company with other flags in the order.

POLICY/PROCEDURE IMPLICATIONS

Council the current Corporate Management Procedure in place

MANAGEMENT PROCEDURE No.	*CMP-023*
MANAGEMENT PROCEDURE	*FLAG*
RESPONSIBLE OFFICER	*CHIEF EXECUTIVE OFFICER*
PREVIOUS POLICY/PROCEDURE No.	*6.50*
RELEVANT DELEGATIONS	

OBJECTIVES:

Set conditions for flying the flag at the Shire of Chapman Valley Office.

MANAGEMENT PROCEDURE STATEMENT/S:

The Flag at the Shire offices to be flown only during normal office hours other than specific days (e.g. Anzac Day, local funerals, etc.) when alternative arrangement may be made to fly the flag.

It is felt this Procedure should be amended to reflect the requirements of the Flag Act and protocols if Council agrees to install additional flag poles at the Shire Offices in Nabawa.

The Chief Executive Officer has provided the following amended to CMP-023 for Council consideration:

MANAGEMENT PROCEDURE No.	*CMP-023*
MANAGEMENT PROCEDURE	*FLYING FLAGS*
RESPONSIBLE OFFICER	*CHIEF EXECUTIVE OFFICER*
PREVIOUS POLICY/PROCEDURE No.	*6.50*
RELEVANT DELEGATIONS	

OBJECTIVES:

The objective of this Policy is to ensure the Shire's protocols and practice of flying, displaying and lowering flags to half-mast is exercised in a consistent, respectful and appropriate manner.

MANAGEMENT PROCEDURE STATEMENT/S:

Introduction
The Australian National Flag is to be flown/displayed in ordinary working hours on ordinary working days. Where additional flag poles exist, other flags may be flown/displayed in the following order of priority:

- *Australian National Flag.*
- *Western Australia State Flag.*
- *Aboriginal Flag.*

Flying flags
Flags will be flown in accordance with the Australian National Flag Protocols.

When flags may be flown at half-mast

The Shire may fly flags at half-mast on specific occasions to commemorate a solemn occasion, including:

a) *To coincide with national, state or regionally significant events (generally at the behest of the various levels of government protocol arrangements).*
b) *When a current or former Elected Member of the Shire passes away.*

c) *When a Freeman of the Shire passes away.*
d) *When a current Shire employee passes away.*
e) *At the Shire President request when a local identity (not mentioned above) passes away.*

When flying the Australian National Flag with other flags, all flags in the set should be flown at half-mast. The Australian National Flag should be raised first and lowered last

Approval to fly the flags at half-mast is to be given by the Chief Executive Officer on agreement from the Shire President.

Legislation Requirements

- *https://www.pmc.gov.au/government/australian-national-flag/australian-national-flag-protocols*
- *https://www.dpc.wa.gov.au/GuidelinesAndPolicies/protocol/Pages/Flags.aspx*
- *https://www.pmc.gov.au/resource-centre/government/australian-flags-booklet-part-two*
- *Australian Flags Act 1953*
- *Local Government Act 1995*

FINANCIAL IMPLICATIONS

It is being recommended the current allocation of $5,000 in the Adopted 2021/2022 Budget be used to acquire and install three new flag poles to be located at the Shire Offices. If additional funds are required the CEO is to be authorised to utilise the additional end of year surplus and this be accommodated at the February/March 2022 Budget Review.

Long Term Financial Plan (LTFP):

No effect on the LTFP.

STRATEGIC IMPLICATIONS

It is considered important to recognise the Aboriginal culture in the Shire of Chapman Valley and the *Acknowledgement of Country* prior to Council, Committee and Working/Advisory Group meeting and flying the *Aboriginal Flag* are two symbols of this recognition.

Strategic Community Plan/Corporate Business Plan:

Ref	Objective	Strategy	Action
1.1	Nurture the sense of community	Development of plans relevant to population needs	Review existing plans and develop new plans as required
		Determine a whole of Shire community integration approach	Advocate a sense of community when opportunity arises.

CONSULTATION

The wording of the *Acknowledgement of Country* was developed after the CEO's consultation with Theona Councillor from the Naaguja Warangkarri Corporation, the Yamatji Marlpa Aboriginal Corporation and the Shire President who have indicated they were comfortable with this wording.

The CEO also assisted with the compilation of this Agenda Report.

RISK ASSESSMENT

The main risk in this situation is reputational, which could range from ***Insignificant*** to ***Catastrophic*** depending on how one individually sees the importance of Aboriginal recognition and reconciliation.

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
Minor (2)	First aid injuries	$1,001 - $10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Moderate (3)	Medical type injuries	$10,001 - $50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
Major (4)	Lost time injury	$50,001 - $150,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
Catastrophic (5)	Fatality, permanent disability	More than $150,000	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

VOTING REQUIREMENTS

Recommendations 1 & 2 - Simple Majority
Recommendation 3 – Absolute Majority

ELECTED MEMBER RECOMMENDATION 1 (Simple Majority)

Council endorse the following *Acknowledgement of Country* declaration to be made by the Presiding Members at the start of all Council, Committee, Working & Advisory Group Meetings held by the Shire of Chapman Valley:

> *"I would like to acknowledge the traditional owners of the land we are meeting on today, the Naaguja people, and we pay our respects to elders both past, present and emerging."*

ELECTED MEMBER RECOMMENDATION 2 (Simple Majority)

Council adopt the following revised Corporate Management Procedure for flying flags:

MANAGEMENT PROCEDURE No.	*CMP-023*
MANAGEMENT PROCEDURE	*FLYING FLAGS*
RESPONSIBLE OFFICER	*CHIEF EXECUTIVE OFFICER*
PREVIOUS POLICY/PROCEDURE No.	*6.50*
RELEVANT DELEGATIONS	

OBJECTIVES:

The objective of this Policy is to ensure the Shire's protocols and practice of flying, displaying and lowering flags

MANAGEMENT PROCEDURE STATEMENT/S:

Introduction
The Australian National Flag is to be flown/displayed in ordinary working hours on ordinary working days. Where additional flag poles exist, other flags may be flown/displayed in the following order of priority:

- *Australian National Flag.*
- *Western Australia State Flag.*
- *Aboriginal Flag.*

Flying flags
Flags will be flown in accordance with the Australian National Flag Protocols.

When flags may be flown at half-mast

The Shire may fly flags at half-mast on specific occasions to commemorate a solemn occasion, including:

f) To coincide with national, state or regionally significant events (generally at the behest of the various levels of government protocol arrangements).
g) When a current or former Elected Member of the Shire passes away.
h) When a Freeman of the Shire passes away.
i) When a current Shire employee passes away.
j) At the Shire President request when a local identity (not mentioned above) passes away.

When flying the Australian National Flag with other flags, all flags in the set should be flown at half-mast. The Australian National Flag should be raised first and lowered last

Approval to fly the flags at half-mast is to be given by the Chief Executive Officer on agreement from the Shire President.

Legislation Requirements

- *https://www.pmc.gov.au/government/australian-national-flag/australian-national-flag-protocols*
- *https://www.dpc.wa.gov.au/GuidelinesAndPolicies/protocol/Pages/Flags.aspx*
- *https://www.pmc.gov.au/resource-centre/government/australian-flags-booklet-part-two*
- *Australian Flags Act 1953*
- *Local Government Act 1995*

ELECTED MEMBER RECOMMENDATION 3 (Absolute Majority)

Council use the current allocation of $5,000 in the Adopted 2021/2022 Budget for Aboriginal Cultural Awareness to remove the existing and acquire and install three new flag poles to be located at the Shire Offices.

If additional funds are required the CEO is to be authorised to utilise the increased end of year surplus position at the 30th June 2021 to accommodate any shortfall and this be dealt with at the February/March 2022 Annual Budget Review.

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

SOURCE DOCUMENTATION

HEALTH PROFILE FOR THE LOCAL GOVERNMENT AREA OF

CHAPMAN VALLEY

SHIRE OF
Chapman Valley
love the rural life!

CONTENTS PAGE

	Page
Executive Summary	3
Snapshot of the Health of the Mid-west Region	4
Introduction	5
Demographic Factors	12
Factors Determining the Health of a Population	17
Health Risk Factors for Regional Residents	26
The Health of Indigenous Persons and their Health Risk Factors	31
Socio-Economic Factors for Areas (SEIFA)	41
Children's Health	43
Health and Well Being Surveillance System	46
Health of the Midwest Population	48
Public Health Indicators for the Residents of Chapman Valley LGA	51
Diseases and Death Rates Amongst Residents of the Chapman Valley LGA	52
Next Stages of the Public Health Planning Process	56

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Photographic Images Courtesy of www.chapmanvalley.wa.gov.au and www.facebook.com/pg/Shire-of-Chapman-Valley

EXECUTIVE SUMMARY

This Report has been prepared as a viewing window into the health of the inhabitants of persons living within the boundaries of the Shire of Chapman Valley. It contains a range of observations and is designed to provide a snapshot of the health of its inhabitants.

The purpose of this report is to stimulate a dialogue within the Local Government Area about the health issues, which have been highlighted; leading to the development of strategies to support future goals regarding the improvement of the health of the region.

For wide range of statistics detailed in this report, the inhabitants of the Shire of Chapman Valley mirror those of the population of Western Australia (presented as the State Average [the SA]).

The population of Chapman Valley Shire are generally older than the SA, were born in WA and have both parents born in Australia, are of Christian denomination or reported as no religion and have a higher proportion of single male parents double that of the SA.

The Shire population is on the increase, reported in the Strategic Community Plan, and has the least disadvantaged community (SEIFA Index) in the Mid-West Region.

All children are assessed in Australia for developmental progress at the time of entering school (Year One). Those entering schools in the Shires of Chapman Valley & Northampton were noted to have developmental problems but were recorded above the Australian average which may require the need for child development services including access to multidisciplinary teams made up of medical services, child health nurses, speech pathology, physiotherapy and occupational therapy.

Compared to the SA, immunisation rates for young children are much higher and youth suicide and teenage pregnancy rates are very low.

Males were most often hospitalised for dialysis or chemotherapy, musculo-skeletal and digestive diseases which were significantly higher than the SA. For females, hospitalisation for muscular-skeletal and digestive diseases were significantly higher than the SA.

Potential preventable hospitalisations (PPH) were much higher than the SA for dental conditions, cellulitis, and iron deficiency anaemia. Mental health issues were significantly lower than the SA.

SNAPSHOT OF THE HEALTH OF THE MIDWEST REGION

Figure 1 - Snapshot of the Health of the Mid-West Region.

[Reference: *Midwest Health Profile*, Planning and Evaluation Unit, WA Country Health Service, November 18 p3]

INTRODUCTION

New public health legislation in Western Australia was adopted in 2016 by Parliament and known as the Public Health Act 2016. The Act introduced public health planning for the first time as a shared responsibility between the State Government, Local Government, and non-government agencies.

Therefore, every Local Government Authority (LGA) is required to develop a Public Health Plan. The process of developing a plan may take this form:

Phase 1 - a Health Profile- a review of current data on health risks, and

Phase 2 - a consultation process, and

Phase 3 - a Strategic Plan- a plan to manage the public health risks identified and is required to be presented to the Department of Health.

This report, the Health Profile, gathers data for the Shire of Chapman Valley as part of the Midwest Region.

The Public Health Plan (the Public Health Act 2016) is intended to be incorporated into the LGA Community Plan and then form part of Council's Corporate Plan (made under the Local Government Act 1995).

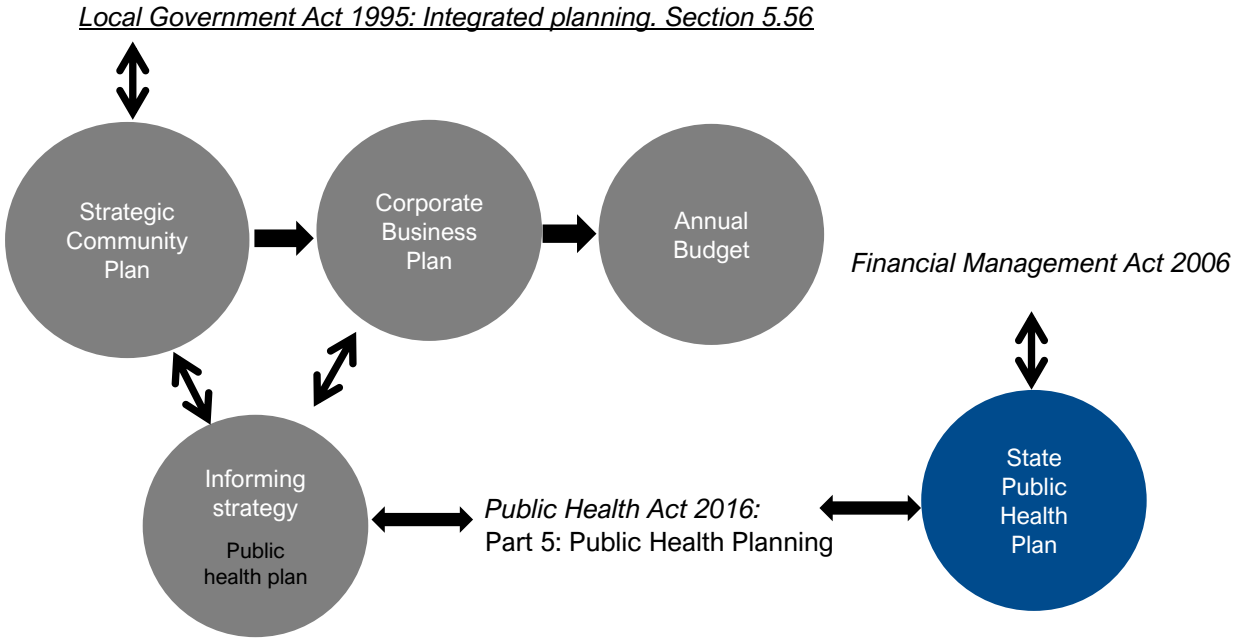


Figure 2 - Linkages between Part 5; public health planning of the Public Health Act 2016, and local government planning for the future requirements under Section 5.56 of the Local Government Act 1995.

[Reference: *The State Public Health Plan for Western Australia* 2019-2024]

The *Public Health Act* defines public health as:

a. The wider health and wellbeing of the community, and

b. The combination of safeguards, policies and programmes designed to protect, maintain, promote, and improve the health of individuals and their communities and to prevent and reduce the incidence of illness and disability.

Public Health Plan Requirements		
State public health plan	Identifies public health needs	**Local public health plans**
	Examines health status and health determinants	
	Establishes objectives and policy priorities for:	
	Promotion, improvement, and protection of public health / Development and delivery of public health services	
	Identifies how the objectives and policy priorities are proposed to be achieved	
	Establishes a framework for identifying and responding to public health risks	
	Describes the formation of partnerships for undertaking public health initiatives, projects, and programs to achieve the objectives and policy priorities	
	Ensures ongoing review, replacement and reporting of the plan	

Figure 3 - Requirements of State and Local Government Public Health Plans required under Part 5 of the Public Health Act 2016

[Reference: *The State Public Health Plan for Western Australia* 2019 – 2024]

All Local Governments in WA are required to comply with the Integrated Planning and Reporting Framework (IPRF). The core components are:

1. **Strategic Community Plan**

- Strategy for 10+ years,
- Provides the vision, outcomes, and Council's strategic priorities,
- Identifies long and medium-term objectives,
- Determines allocation of resources,
- Shaped by community input.

2. **Corporate Business Plan**

- Four-year delivery plan,
- Aligned to Strategic Community Plan,
- Financial projections.

3. **Annual Budget**

- Financial statements and policies for one year.

The Strategic Community Plan responds to three questions put to the community and the local government:

- Where are we now?
- Where do we want to be?
- How do we get there?

The Shire's Integrated Planning Framework addresses these needs by providing a process to:

- Ensure community input is obtained,
- Determine long term (10+ years) objectives,
- Identify the resourcing to deliver against the long term objectives,
- Clearly articulate long term financial implications and strategies.

A Public Health Plan is a component of the Shire's Integrated Planning Framework and is classified as an 'informing strategy'. Under this framework Council's decisions take the community's aspirations into account and deliver the best results possible with the available resources.

Integrated planning and reporting give a local government a framework for establishing local priorities and for linking this information to operational functions.

Historically speaking, local government has undertaken public health enforcement in Western Australia since the (old) Health Act 1911 was proclaimed. The (old) Health Act 1911 was responsible for health of persons in the community from unsanitary premises, poor sewage, drainage & building practices, control of nuisances and infectious diseases, hospital standards of care and infant mortality etc.

The (new) Public Health Act requires each Local Government to take a wider view of the health of persons residing in its community. Previously local governments were required to report on the health of the community although there were no set criteria on which to base the observations.

Figure 4 - Examples of Public Health

Past environmental health plans tended to concentrate on only environmental health issues such as: food preparation, noise control, dust & odours, building construction, plumbing, public events, mosquito control, vectors causing disease, waste management etc.

The new public health plans review the causes of ill-health such as heart disease, diabetes, cancers, obesity, smoking and infectious diseases while incorporating strategies for both environmental health and public health.

This is the difference the traditional environmental health plans and the new public health plans.

The purpose of this report is to describe the health of persons living in the community of the Shire of Chapman Valley using gathered data from the widest spectrum available.

Some reports supplied by the Health Department of WA contain data from the period 2011-2015 and some material is from a later date. This is the most current that is available at present.

The Census data is from the 2016 Census. The next Census is due is August 2021 and material from that Census will become available in the following years.

Local Government is already working in the field of public health and this plan recognises the important work already underway.

Local Governments (in general) provide:

- **Infrastructure and property services**, including local roads, footpaths, drainage, waste collection and management.
- **Provision of recreation facilities**, such as parks, sports fields, golf courses, swimming pools, sport centres, halls, camping grounds and caravan parks.
- **Health services** such as water and food inspection, immunisation services, toilet facilities, noise control, meat inspection, animal control and public events.
- **Community services**, such as child-care, aged care and accommodation, community care and welfare services.
- **Building services**, including inspections, licensing, certification, and enforcement.
- **Planning and development approval**.
- **Administration of facilities**, such as airports and aerodromes, ports and marinas, cemeteries, parking facilities and street parking.
- **Cultural facilities and services**, such as libraries, art galleries and museums.
- **Water and sewerage services**, and
- **Other services** such as abattoirs, saleyards and group purchasing schemes.
- **Local Government Health Law enforcement.**

The *Health Act 1911* (as amended) provided the headworks for local government to manage sewer schemes, rubbish collection & disposal, maintenance of building standards in homes and factories/workshops, public buildings and hospitals, paving and drainage of roads and walkways, collection of milk from dairies, earliest town planning, dust control and noise abatement and so on. As laws became redundant, they were generally removed from the Health Act and new laws were created.

The old Health Act has retained many provisions and been titled as the *Health (Miscellaneous Provisions) Act 1911.*

A New Direction is required

There is now a need to develop a new direction in planning for health. There is a need for an integrated approach to the provision of services to address not only environmental health but chronic disease, mental health issues, communicable diseases, and other issues common in our communities.

Priority populations

This plan applies to the health and wellbeing of all people in WA. However, is it recognized that targeted interventions to reduce health inequities and to assist those in the community who have higher risk of exposure to health risk factors is essential. The main priority populations for this plan include population groups with a higher prevalence of risk factors than the general population. These groups include:

- Aboriginal people,
- Those living in low socioeconomic circumstances,
- People with mental illness,
- People with disabilities,
- Carers and families of people with sickness and disability,
- Populations living in rural and remote areas, and
- Some Culturally and Linguistically Diverse (CALD) populations, particularly those people who have recently arrived in Australia.

There are a number of initiatives that local government can do or are already implementing in their communities to influence the health of persons in the community, by:

- Making community events alcohol and tobacco free,
- Ensuring Council owned facilities serve healthy food options,
- Establishing local farmers markets or food co-ops serving affordable healthy foods,
- Supporting gardening initiatives for growing fresh fruit and vegetables,
- Planning for sun protection in outdoor areas,
- Planting shade trees as street trees,
- Organising walking school buses,
- Enforcing a built environment strategy that incorporates healthy active by design principles,
- Enforcing a no smoking policy in all Council buildings,
- Participating in food sampling programmes,
- Implementing mosquito management programmes,
- Providing safe entries into buildings for disabled persons.

So, what is a public health plan?

The *Public Health Act* requires two types of public health plans, e.g.

- A state public health plan (prepared by the Chief Health Officer),
- A local public health plan (prepared by each local government).

A Public Health Plan is essentially a:

- A Health Profile
- A Strategic Plan

A **Health Profile** is the background evidence which provides an analysis of the health status and health determinants of the population of the Shire of Chapman Valley and provides an overview of the public health needs and risks of the community.

A **Strategic Plan** outlines the objectives and policy priorities that focus on achieving positive public health outcomes through promotion, improvement and protection of public health and the development and delivery of public health services.

DEMOGRAPHIC FACTORS

WHAT IS THE PROFILE OF THE POPULATION OF THE SHIRE OF CHAPMAN VALLEY? (Based on the 2016 Census)

Key points to note

In comparison with the State, the population of Chapman Valley was slightly older; more people were born in Australia and more people had both parents born in Australia; the unemployment rate was lower; the median personal income was similar to the State median; there were half the number of one parent families but a much higher proportion of them were headed by men; fewer households had a weekly household income of less than $650; and the median age for the Indigenous population was much lower than for non-Indigenous and lower than the State Indigenous average age.

Population and Age Structure

The population of Chapman Valley on Census night in 2016 was 1422 persons, with 49.7% female and 50.3% male. 3.8% of the population identified as Indigenous against 3.1% for the State.

The median age of people in Chapman Valley was 43 years; slightly older than the State average of 36 years. Children aged 0 - 14 years made up 22.9% of the population; the State figure was 19.2%. People aged 65 years and over made up 15.5% of the population; the State figure was 14%.

Marital Status

Of people aged 15 years and over, 62.1% were in a registered marriage, 11.7% were in a de facto marriage, and 10.6% were either divorced or separated. The State figure for those in a registered marriage was slightly lower.

Education

Of people attending an educational institution, 30.7% were in primary school, 15.1% were in secondary school and 7.7% were in a tertiary or technical institution. In comparison with the State, there were more people at an educational institution, but fewer people studying at a tertiary or technical institution.

Of people aged 15 and over, 13.5% reported having completed Year 12 as their highest level of educational attainment, 19.4% had completed a Certificate III or IV, and 6.9% had completed an Advanced Diploma or Diploma. The State figure was slightly higher for the completion of Year 12 and an Advanced Diploma or Diploma.

Ancestry and Place of Birth

In Chapman Valley, 73.6% of people were born in Australia. The most common other countries of birth were England 5.8%, New Zealand 2.2%, Germany 0.8%, South Africa 0.6%, and Northern Ireland 0.5%.

In Western Australia, a slightly lower percentage of 60.3%, were born in Australia. The most common countries of birth were similar as for the Shire.

The most common ancestries in Chapman Valley were Australian 34.9%, English 30.3%, Irish 7.4%, Scottish 5.4%, and German 2.5%. The figures for Western Australia were similar.

In Chapman Valley, 63.5% of people had both parents born in Australia and 14.6% of people had both parents born overseas. In Western Australia, 38.3% of people had both parents born in Australia and 40.5% of people had both parents born overseas.

Religion

Although the most common response to the question of people's religion in Chapman Valley was No Religion, the breakdown of responses was No Religion 28.1%, Anglican 23.6%, Catholic 22.6%, Not stated 13.7% and Uniting Church 3.2%.

Of all those who answered the question on religion i.e., excluding the not stated responses, 63.85% stated that they were Christian.

Languages Spoken

In Chapman Valley, 84.8% of people only spoke English at home. Other languages spoken at home included German 1.1%, Wajarri 0.4%, Afrikaans 0.2%, French 0.2% and Portuguese 0.2%.

Labour Market

There were 683 people who reported being in the labour force in the week before Census night in Chapman Valley. Of these 59.6% were employed full time, 28.4% were employed part-time and 4.0% were unemployed. The unemployment rate was much lower than the State figure of 7.8%.

Of employed people in Chapman Valley, 11.9% worked 1 to 15 hours, 7.5% worked 16 to 24 hours, and 47.4% worked 40 hours or more. The most common occupations included Managers 22.3%, Technicians and Trades Workers 16.1%, Clerical and Administrative Workers 14.7%, Professionals 13.7%, and Machinery Operators and Drivers 9.9%.

Of the employed people, 8.2% worked in 'Other Grain Growing'. Other major industries of employment included 'Local Government Administration' 4.8%, 'Grain-Sheep or Grain-Beef Cattle Farming' 4.3%, 'Primary Education' 4.3%, and 'Accounting Services' 2.3%.

Income

The median weekly personal income for people aged 15 years and over in Chapman Valley was $732.

The median weekly personal income for people aged 15 years and over in Western Australia was very similar at $724.

Unpaid Work

In Chapman Valley, of people aged 15 years and over, 72.8% did unpaid domestic work in the week before the Census. During the two weeks before the Census, 29.7% provided care for children, and 9.0% assisted family members or others due to a disability, long term illness or problems related to old age. In the year before the Census, 26.1% of people did voluntary work through an organisation or a group.

Family Composition

Of the families in Chapman Valley, 48.6% were couple families with children, 44.1% were couple families without children, and 7.3% were one parent families. Of the families in Western Australia, 45.3% were couple families with children, 38.5% were couple families without children, and 14.5% were one parent families.

In Chapman Valley, 39.4% of single parents were male and 60.6% were female. In Western Australia, 18.3% of single parents were male and 81.7% were female.

In Chapman Valley, of couple families with children, 20.7% had both partners employed full-time, 4.4% had both employed part-time, and 20.4% had one employed full-time and the other part-time.

Housing

Of occupied private dwellings in Chapman Valley, 93.3% were separate houses, and 4.5% were other dwellings. There were no flats or apartments. The other 2.2% were visitor only or other non-classifiable households.

Of occupied private dwellings 4.3% had 1 bedroom, 10.7% had 2 bedrooms, and 34.6% had 3 bedrooms. The average number of bedrooms per occupied private dwelling was 3.3. The average household size was 2.7 people.

Of occupied private dwellings in Chapman Valley, 41.7% were owned outright, 41.5% were owned with a mortgage, and 11.3% were rented. The other 4.5% did not state their tenure. Of all households, 82.6% were family households, 16.5% were single person households, and 0.9% were group households.

Household Income

14.3% of households had a weekly household income of less than $650, and 18.2% of households had a weekly income of more than $3,000. In Western Australia, 18.3% of households had a weekly household income of less than $650, and 19.2% of households had a weekly income of more than $3,000.

There was little evidence of rental or mortgage stress.

Car Ownership

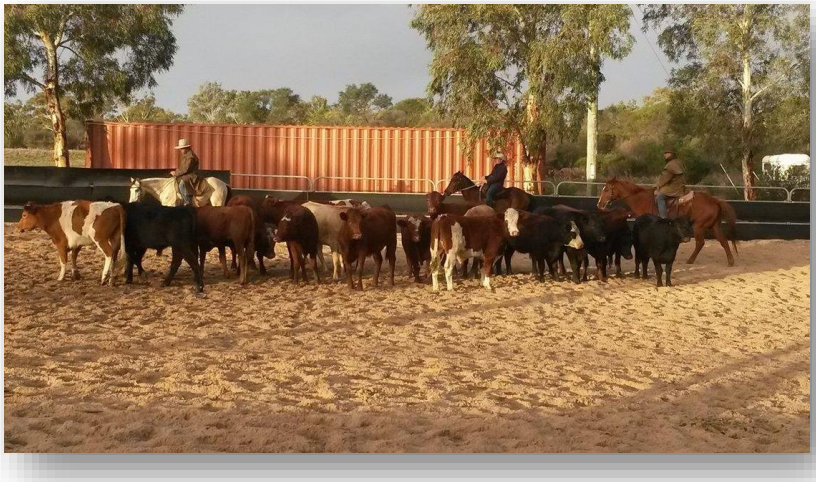
16.6% of occupied private dwellings had one registered motor vehicle garaged or parked at their address, 39.0% had two registered motor vehicles, and 38.6% had three or more registered motor vehicles.

Indigenous Population

In Chapman Valley, 35.0% of Aboriginal and/or Torres Strait Islander people were male and 65.0% were female. The median age was 19 years compared to the SA of 23 years.

For dwellings occupied by Aboriginal and/or Torres Strait Islander people, the average household size was 3 persons, with 0.9 persons per bedroom. The median household income was $899.

For dwellings occupied by Aboriginal and/or Torres Strait Islander people, the median weekly rent was $200, and the median monthly mortgage repayment was $3,000.



FACTORS DETERMINING THE HEALTH OF A POPULATION

There are many factors that influence how likely a population is to stay healthy or to become ill or injured.

Reducing exposure to modifiable risk factors could prevent almost one-third of the overall disease burden in Australia. Small personal lifestyle changes can have big health gains for the whole population - if we all did an extra 15 minutes of brisk walking, 5 days a week, Australia's disease burden due to physical inactivity would be cut by about 14%.

[Reference: *Australia's Health 2018* Chapter 4, p.164]

Low Socio-Economic Status

In general, people from poorer social or economic circumstances are at greater risk of poor health than people who are more advantaged.

It is estimated that closing the health gap between the most and least disadvantaged Australians would spare around half a million people from chronic illness.

[Reference: *Australia's Health 2018* Chapter 4, p.181]

Smoking

Fewer Australians are smoking than ever before and 62% of the population have never smoked but the decline in smoking rates has slowed, with no decline seen between 2013 and 2016.

Tobacco use continues to be the single risk factor causing the most disease burden in Australia, with the largest impact from tobacco use being cancer, respiratory diseases, and cardiovascular diseases.

[Reference: *Australia's Health 2018* Chapter 4, p.165]

Excessive Alcohol Consumption

Although the overall volume of alcohol being consumed by Australians aged 15 and over has fallen to its lowest level in 50 years, some people still drink to excess, putting them at risk of short and long-term adverse health effects. About 26% of people drink more than is recommended on a single occasion, and they do this at least once each month. Younger people show more promising trends when it comes to alcohol with fewer people aged 12–17 drinking, and a greater proportion are abstaining from drinking altogether.

[Reference: *Australia's Health 2018* Chapter 4, p.165]

Alcohol use was linked to 26 diseases or injuries (which included alcohol use disorders): Eleven types of injury (including suicide and self-inflicted injuries, road traffic injuries - motor vehicle occupants, homicide and violence, and accidental poisoning), six types of cancer (including liver, breast, and mouth and pharyngeal cancer), four cardiovascular diseases (including stroke, coronary heart disease and hypertensive heart disease), alcohol dependence, chronic liver disease, epilepsy, lower respiratory infections, and pancreatitis.

[Reference: *Australia's Health 2018* Chapter 4, p.192]

Illicit Drug Use

Illicit drug use contributes to substantial illness, disease, and many deaths in Australia. It is estimated that about 2.9 million people aged 14 and over, 15% of the population, are illicit drug users. The four most commonly used illicit drugs are cannabis, ecstasy, methamphetamine, and cocaine.

[Reference: *Australia's Health 2018* Chapter 4, p..211]

Illicit drug use was linked to thirteen diseases and injuries: drug use disorders, chronic liver disease, hepatitis B, hepatitis C, liver cancer, suicide and self-inflicted injury, human immunodeficiency virus (HIV) - acquired immune deficiency syndrome (AIDS), accidental poisoning, road traffic injuries - motorcyclists, road traffic injuries - motor vehicle occupants, depressive disorders, schizophrenia, and anxiety disorders.

[Reference: *Australia's Health 2018* Chapter 4, p.193]

Illicit drug use and mental health

There is a strong association between illicit drug use and mental illness. However, it is often difficult to determine to what extent drug use causes mental health problems, and to what degree mental health problems give rise to drug use. A mental illness may make a person more likely to use drugs - for short-term relief from their symptoms - while other people may have drug problems that trigger the first symptoms of mental illness.

[Reference: Loxley W, Toumbourou J, Stockwell TR, Haines B, Scott K, Godfrey C et al. 2004. *The prevention of substance use, risk, and harm in Australia: a review of the evidence*. Canberra: The National Drug Research Institute and the Centre for Adolescent Health. NHMRC]

Use of an illicit drug in the previous 12 months, and being diagnosed or treated for a mental health condition, was particularly high among:

• single people with dependent children (43%),
• people who were unemployed (40%),
• people identifying as homosexual or bisexual (37%),
• people living in the lowest socioeconomic area (35%),
• people living in Inner regional areas (32%),
• people who had completed a certificate or diploma (31%).

[Reference: *Australia's Health 2018* Chapter 4, p.221]

Poor Diet

Eating a healthy diet reduces the risk of diet-related conditions and can protect against associated chronic conditions such as type 2 diabetes. However, the eating habits of many Australians do not meet recommended dietary guidelines.

For example, about 99% of children, 97% of men and 95% of women do not consume the recommended serves of vegetables, and more than two-thirds (69%) of children and almost half (47%) of adults exceed the recommended intake of free sugars.

[Reference: *Australia's Health 2018* Chapter 4, p.165]

Insufficient Exercise

Together with eating a healthy diet, getting enough exercise can reduce the risk of many chronic conditions and other disease risk factors, such as overweight and obesity, and high blood pressure. Insufficient physical activity is a major risk factor for ill health in Australia, with more than half of adults not meeting the current Australian recommended physical activity guidelines.

[Reference: Australian Bureau of Statistics 2015. *National Health Survey: first results, 2014–15*. ABS cat. no. 4364.0.55.001. Canberra: ABS]

92% of young people aged 13–17, 52% of adults aged 18–64, and 75% of adults aged 65 and over are not doing the recommended amount of exercise for their age each week.

[Reference: *Australia's Health 2018* Chapter 4, p.165]

An extra 15 minutes of moderate activity (such as brisk walking), five days each week by everyone in the population at risk in 2011 - maintained over time to 2020 - would have reduced the disease burden due to insufficient physical activity in the population by an estimated 14%.

If this activity time were increased to 30 minutes, the burden could be reduced by 26%. All ages would benefit, particularly people aged 65 and over.

[Reference: *Impact of physical inactivity as a risk factor for chronic conditions:* Australian Burden of Disease Study. Australian Burden of Disease Study series no. 15. Cat. no. BOD 16. Canberra: AIHW)

Overweight and Obesity

Overweight and obesity is a major public health issue, with nearly 2 in 3 (63%) adults and more than 1 in 4 (28%) children in Australia considered overweight or obese.

[Reference: ABS (Australian Bureau of Statistics) 2015. *National Health Survey: first results*, 2014–15. ABS cat. no. 4364.0.55.001. Canberra: ABS]

Overweight and obese adults have an increased risk of cardiovascular disease, chronic kidney disease, some types of cancer, diabetes, and musculoskeletal problems.

[Reference: *Impact of physical inactivity as a risk factor for chronic conditions*: Australian Burden of Disease Study Australian Burden of Disease Study series no. 15. Cat. no. BOD 16. Canberra: AIHW]

The prevalence has increased over time. Of particular concern, is the growing rate of severe obesity, which almost doubled between 1995 and 2014–15 among adults.

[Reference: *Australia's Health 2018* Chapter 4, p.231]

Overweight and obesity was linked to 22 diseases: 11 types of cancer, 3 cardiovascular conditions, chronic kidney disease, diabetes, dementia, gallbladder disease, gout, back pain, osteoarthritis, and asthma.

[Reference: *Australia's Health 2018* Chapter 4, p.188]

Around 14% of disease burden due to overweight and obesity in 2020 could have been avoided if everyone in the population at risk in 2011 had reduced their body mass index (BMI) by 1 (equivalent to around 3 kilograms in a person of average height) and maintained that loss to 2020.

[Reference: AIHW 2017b. *Impact of overweight and obesity as a risk factor for chronic conditions: Australian Burden of Disease Study*. Australian Burden of Disease Study series no. 11. Cat. no. BOD 12. Canberra: AIHW]

Geographical variation

One of the major factors associated with overweight and obesity is the area in which an individual lives. This includes their remoteness area and Primary Health Network (PHN) area.

In 2014–15:

- Adults living in Major cities were most likely to have a body weight in the normal weight range (37%), while adults living in Inner regional and Outer regional/Remote areas were most likely to have a body weight in the obese range (34% and 37%, respectively).

[Reference: Microdata: *National Health Survey*, 2014–15. ABS cat. no. 4324.0.55.001. Canberra: ABS. AIHW analysis of Expanded Confidentialised Unit Record File]

High blood pressure

Elevated blood pressure and blood lipids are linked to disease risk. Slightly more than 1 in 3 (6 million) Australian adults have high blood pressure, and almost 2 in 3 (8.4 million) have abnormal blood lipid levels.

[Reference: *Australia's Health 2018* Chapter 4, p.188]

Poor Food safety

In Australia, foodborne illness is common. In 2017, around 16,400 cases of salmonellosis and 26,700 cases of campylobacterosis were reported in the National Notifiable Diseases Surveillance System, although it is not known how many of these cases resulted from the consumption of unsafe food.

[Reference: Department of Health 2018. National Notifiable Diseases Surveillance System. *Notifications of All diseases by State and Territory and Year*. Canberra: Department of Health]

A study by Kirk et al. (2014) showed that unsafe food was responsible for an estimated 4.1 million cases of foodborne gastroenteritis, more than 30,800 hospitalisations, and nearly 100 deaths in Australia in 2010.

[Reference: Kirk M, Ford L, Glass K & Hall G 2014. *Foodborne illness, Australia, circa 2000 and circa 2010. Emerging Infectious Diseases* 20(11):1857–64]

The Australian Burden of Disease Study 2011 reported that gastrointestinal infections (including camplyobacteriosis, salmonellosis, rotavirus, and other gastrointestinal infections) accounted for 41% of the non-fatal infectious burden and 3.8% of the fatal infectious disease burden.

[Reference: Australian Burden of Disease Study: *Impact and causes of illness and death in Australia* 2011. Australian Burden of Disease Study series no. 3. BOD 4. Canberra: AIHW]

Intimate partner violence

Intimate partner violence is an important public health issue that can have substantial social, economic and health impacts. Around 1 in 4 (23%) women experienced violence by an intimate partner in 2016, compared with 1 in 13 (7.8%) men.

[Reference: *Personal Safety*, Australia, 2016. ABS cat. no. 4906.0. Canberra: ABS]

Intimate partner violence was associated with seven diseases or injuries: depressive disorders, anxiety, suicide and self-inflicted injuries, homicide and violence, alcohol use disorders, early pregnancy loss, preterm birth and low birth weight complications.

[Reference: Australian Burden of Disease Study: *Impact and causes of illness and death in Australia 2011*. Australian Burden of Disease Study series no. 3. Cat. no. BOD 4. Canberra: AIHW]

An estimated 1.4% of the total disease burden in 2011 was attributable to physical/sexual intimate partner violence by the current or previous cohabiting partner of women aged 18 and over. This increased to 2.0% when intimate partner violence by non-cohabiting partners was included.

[Reference: Ayre J, Lum On M, Webster K, Gourley M & Moon L 2016. *Examination of the burden of disease of intimate partner violence against women in 2011: final report* (ANROWS Horizons, 06/2016). Sydney: ANROWS]

Poor Health Literacy

Health literacy is about a person's ability to access, understand and apply health information; for example, to complete health care forms or navigate the health care system.

[Reference: *Australia's Health 2018* Chapter 4, p.183]

What we know about health and health behaviours can influence how much and how effectively we engage in looking after our own health; however, based on the 2006 Australian Bureau of Statistics Health Literacy Survey, only 4 in 10 (41%) adults have a level of health literacy that allows them to meet the complex demands of everyday life.

[Reference: ABS (Australian Bureau of Statistics) 2009. *Health literacy*. ABS cat. no. 4233.0. Canberra: ABS]

Low levels of health literacy are also associated with undesirable outcomes, such as premature death among older people, lower participation in preventative programs (including influenza vaccination, prostate checks, and cervical and breast cancer screening).

[Reference: Berkman ND, Sheridan SL, Donahue KE, Halpern DJ, Viera A, Crotty K, Holland A, Brasure M, Lohr KN, Harden E, Tant E, Wallace I & Viswanathan M 2011. *Health literacy interventions and outcomes: an updated systematic review. Evidence Report/Technology assessments 199:1–941) and poor medication adherence* (Diug B, Evans S, Lowthian J, Maxwell E, Dooley M, Street A et al. 2011. *The unrecognized psychosocial factors contributing to bleeding risk in warfarin therapy. Stroke* 42:2866–71]

As health systems are becoming increasingly complex, health literacy is becoming more important.

In addition, there are a number of environmental factors which influence health status.

Changes to the Physical environment – Climate Change

The natural environment is one factor that can affect physical and mental health. This includes the quality of air and water, the positive and negative health effects of exposure to ultraviolet radiation (adequate exposure can guard against Vitamin D deficiency, while excessive exposure has been linked to various types of skin cancer), and the potential impact of extreme weather events.

[Reference: *Australia's Health 2018* Chapter 4, p.164]

Bushfires

The frequency and intensity of bushfires is increasing in Australia and it is important, therefore, to understand the effects of these events on human health and ways to mitigate these effects. Numerous studies have described the impact of bushfires on human health.

Between 1967 and 2013, bushfires accounted for 433 deaths (173 alone during 'Black Friday' in 2009) and more than 8,000 injuries.

[Reference: Geoscience Australia n.d. *Bushfire*. Canberra: Geoscience Australia]

Johnston et al. [1] examined 46 validated fire smoke event days between 1996 and 2007 in Sydney and found marked increases in same-day emergency department attendance - 23% for asthma, 12% for chronic obstructive pulmonary disease and 7.0% for respiratory conditions, while Haikerwal et al. [2] found a 7.0% increase in risk for out-of-hospital cardiac arrests during the 2006–07 Victorian bushfires.

[Reference 1: Johnston F, Purdie S, Jalaludin B, Martin K, Henderson S & Morgan G 2014. *Air pollution events from forest fires and emergency department attendances in Sydney, Australia 1996–2007: a case-crossover analysis*. Environmental Health 13(105)]

[Reference 2: Haikerwal A, Akram M, Del Monaco A, Smith K, Sim MR, Meyer M et al. 2015 *Impact of fine particulate matter (PM2.5) exposure during wildfires on cardiovascular health outcomes*. Journal of the American Heart Association 4(7)]

Bushfires increase the risk of burns, physical trauma such as injury from car accidents, psychological trauma such as post-traumatic stress, depression, substance abuse and domestic violence.

[Reference: *Australia's Health 2018* Chapter 4, p.172]

Severe bushfires also put population water reservoirs at risk through silting up (loss of storage capacity), and through contamination from run-off and toxic algal blooms.

[Reference: Johnston F 2009. *Bushfires and human health in a changing environment*. Australian Family Physician 38:720.4]

Drought

Although some areas of Australia are naturally dry, periods of drought have adverse outcomes for the natural environment, and flow-on effects for human health. Not only does drought reduce the supply and quality of water and food, it increases the probability of bushfires and affects air quality (for example, via dust storms).

[Reference: Kalis MA, Miller MD & Wilson RJ 2009. *Public health and drought*. Journal of Environmental Health 72:10–1]

Drought, rain following drought, and human adaptation to drought (in the form of water storage tanks) has also been shown to increase the risk of vector-borne (mosquito) disease, such as dengue fever and Ross River virus.

[Reference: Trewin BJ, Brian H, Kay BH, Darbro JM & Hurst TP 2013. *Increased container-breeding mosquito risk owing to drought-induced changes in water harvesting and storage in Brisbane, Australia*. International Health 5(4):251–8]

Results from the Rural and Regional Families Survey showed that in 2007, 18% of farmers currently experiencing drought reported mental health problems, compared with 11% who had experienced drought in the past year or past 3 years and 7.0% who had not experienced drought in the past 3 years

[Reference: Edwards B, Gray M & Hunter B 2008. *Social and economic impacts of drought on farm families and rural communities*. Submission to the Productivity Commission's Inquiry into Government Drought Support. Melbourne: Australian Institute of Family Studies]

Hanigan et al. found that increasing drought was associated with a 15% increased relative risk of suicide among men aged 30–49.

[Reference: Hanigan IC, Butler CD, Kokic PN & Hutchinson MF 2012. *Suicide and drought in New South Wales, Australia, 1970–2007*. Proceedings of the National Academy of Sciences of the United States of America 109(35):13950–5]

Impact of Heat Waves

A heatwave is defined as three or more days of high maximum and minimum temperatures that are unusual for a location and are monitored by the Bureau of Meteorology. It is expected that extreme heat events, such as heatwaves, will occur more often and with greater intensity in the future

[Reference: *About the heatwave service*. Melbourne: Bureau of Meteorology 2018]

A report by the WHO stated that heat related deaths in Australasia attributable to climate change are predicted to increase from 217 in 2030 to 605 in 2050, based on the current climate.

[Reference: WHO 2014. *Quantitative risk assessment of the effects of climate change on selected causes of death, 2030s and 2050s.* Geneva: WHO]

In 2009, the Victorian Department of Health and Human Services reported a 62% increase in deaths during a heatwave period from 26 January to 1 February 2009, compared with the average number of deaths for the same week between 2004–08.

[Reference: Victorian Department of Health and Human Services 2009. January 2009 *Heatwave in Victoria: an assessment of health impacts*. Melbourne: Victorian Department of Health]

Access to Health Care

Timely and effective treatment and care are also important contributors to good health.

Except for general practitioners, there is a marked decline in access to other types of health professionals as remoteness increases - particularly dentists.

Also, as a result of lack of specialists outside major cities, people living in rural and remote areas are more likely to have visited a hospital emergency department than persons living in cities - 16% from inner regional against 13% from major cities.

[Reference: *Australia's Health 2018*, p.267]

The impact of this relative lack of access is highlighted in the next section.

HEALTH RISK FACTORS FOR REGIONAL RESIDENTS

Apart from the socio-economic data there is no other specific data available on health risk factors for the Shire of Chapman Valley as the numbers are too small, however there is a wealth of information regarding risk factors for regional residents, which is very relevant to the challenges facing the population of the Shire.

The Australian Institute of Health and Welfare prepared a report on the health of regional and remote communities, last updated in 2018. Its findings are as follows:

Rural health

Australians living in rural and remote areas tend to have shorter lives, higher levels of disease and injury and poorer access to and use of health services compared to people living in metropolitan areas.

Poorer health outcomes in rural and remote areas may be due to a range of factors, including a level of disadvantage related to education and employment opportunities, income, and access to health services.

People living in rural and remote areas may also have more occupational and physical risk, for example from farming or mining work and transport related accidents.

The proportion of adults engaging in behaviours associated with poorer health, such as tobacco smoking and alcohol misuse, is also higher in these areas.

[Reference: Australian Institute of Health and Welfare, *Australia's Health 2018*, Rural and Remote Populations p.259]

Despite poorer health outcomes for some, the Household, Income and Labour Dynamics in Australia (HILDA) survey found that Australians living in small towns (fewer than 1,000 people) and non-urban areas generally experienced higher levels of life satisfaction compared to those living in major cities.

[Reference: Wilkins R 2015. *The Household, Income and Labour Dynamics in Australia Survey: selected findings from waves 1 to 12*. Melbourne: Melbourne Institute of Applied Economic and Social Research]

Health risk factors and remoteness

People in regional and remote Australia were more likely to engage in behaviours associated with poorer health. This included higher rates of daily smoking, alcohol intake, overweight and obesity, and lower levels of exercise.

HEALTH RISK FACTORS FOR REGIONAL RESIDENTS	MAJOR CITIES	INNER REGIONAL	OUTER REGIONAL AND REMOTE
Current Daily smoker	13%	18%	22%
Overweight or Obese	61%	67%	68%
No or low level of exercise	64%	69%	72%
Exceed lifetime alcohol risk guideline	16%	18%	24%
High Blood Pressure	22%	24%	22%

Table 1 – Health Risk Factors by Remoteness

[Reference: Australian Institute of Health and Welfare, *Australia's Health 2018*, Chapter 5, p.263]

Chronic Conditions

People in regional and remote areas report slightly higher rates of chronic disease.

CHRONIC CONDITIONS FOR REGIONAL RESIDENTS	MAJOR CITIES	INNER REGIONAL	OUTER REGIONAL AND REMOTE
Asthma	13%	18%	22%
Osteoarthritis	61%	67%	68%
Back Pain and Problems	64%	69%	72%
Diabetes	16%	18%	24%
Heart, Stroke and Vascular Disease	22%	24%	22%

Table 2 – Chronic Conditions for Regional Residents

[Reference: Australian Institute of Health and Welfare, *Australia's Health 2018*, Chapter 5, p.263]

Disease burden

The health inequality between rural areas and cities is illustrated by a concept called Burden of Disease - expressed as disability-adjusted life years (DALY's) - it is a measure of the health impact of disease on a population in a given year: both from dying, and living with, disease and injury.

People in Inner Regional areas have a higher burden of disease than those in metropolitan areas - see the figure below.

	Major Cities	Inner Regional	Outer Regional	Remote	Very Remote
Age-standardisation rate (number per 1,000 population)	181.4	205.3	206.8	242.0	300.8
Rate Ratio	1.0	1.1	1.1	1.3	1.7

Table 3 - DALY rate and rate ratio, by remoteness area, 2011

[Reference: AIHW (Australian Institute of Health and Welfare) 2016a. *Australian Burden of Disease Study: impact and causes of illness and death in Australia 2011*. Australian Burden of Disease Study series no. 3. BOD 4. Canberra: AIHW.

1. Rates were age standardised to the 2001 Australian Standard Population.
2. Rate ratios compare the rate of burden for remoteness areas with that for Major cities]

Death

People in Inner Regional die on average one year earlier than those in the capital cities and the death rate per 100,000 is higher.

	Major Cities	Inner Regional	Outer Regional	Remote	Very Remote
Median age at death	82	81	79	76	67
Age-standardisation rate (number per 1,000 population)	524.3	593	611.4	657.4	759.3
Rate Ratio	1.0	1.1	1.2	1.3	1.4

Table 4 - Median age at death, mortality rate and rate ratio, by remoteness area, 2015

[Reference: AIHW 2017b. *MORT (Mortality Over Regions and Time) books: remoteness area*, 2011–2015. Canberra: AIHW

1. Rates were age standardised to the 2001 Australian Standard Population.
2. Rate ratios compare the remoteness area rate with the *Major cities* rate]

Potentially Avoidable Deaths

The rate rises as distance from the capital cities increases.

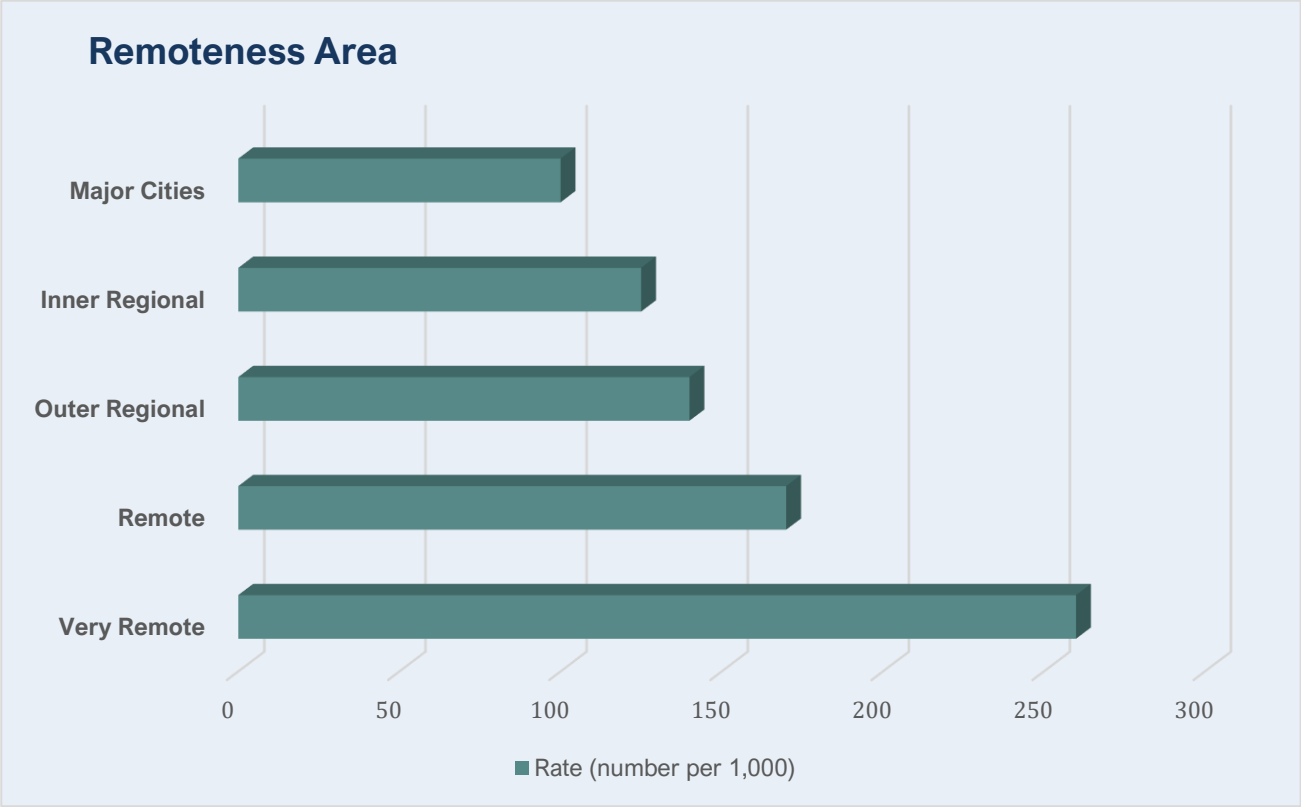


Table 5 – Potentially Avoidable Deaths

[Reference: AIHW 2017b; Table 5.2.3 from page 265 of Chapter 5 of *Australia's Health 2018*]

Access to Health Care

There are a number of reasons why health care in outer regional and remote areas may be less available, including costs, lower population density and more limited infrastructure.

Except for access to General Practitioners, residents of outer regional/ remote areas have much less access to health professionals than residents of cities.

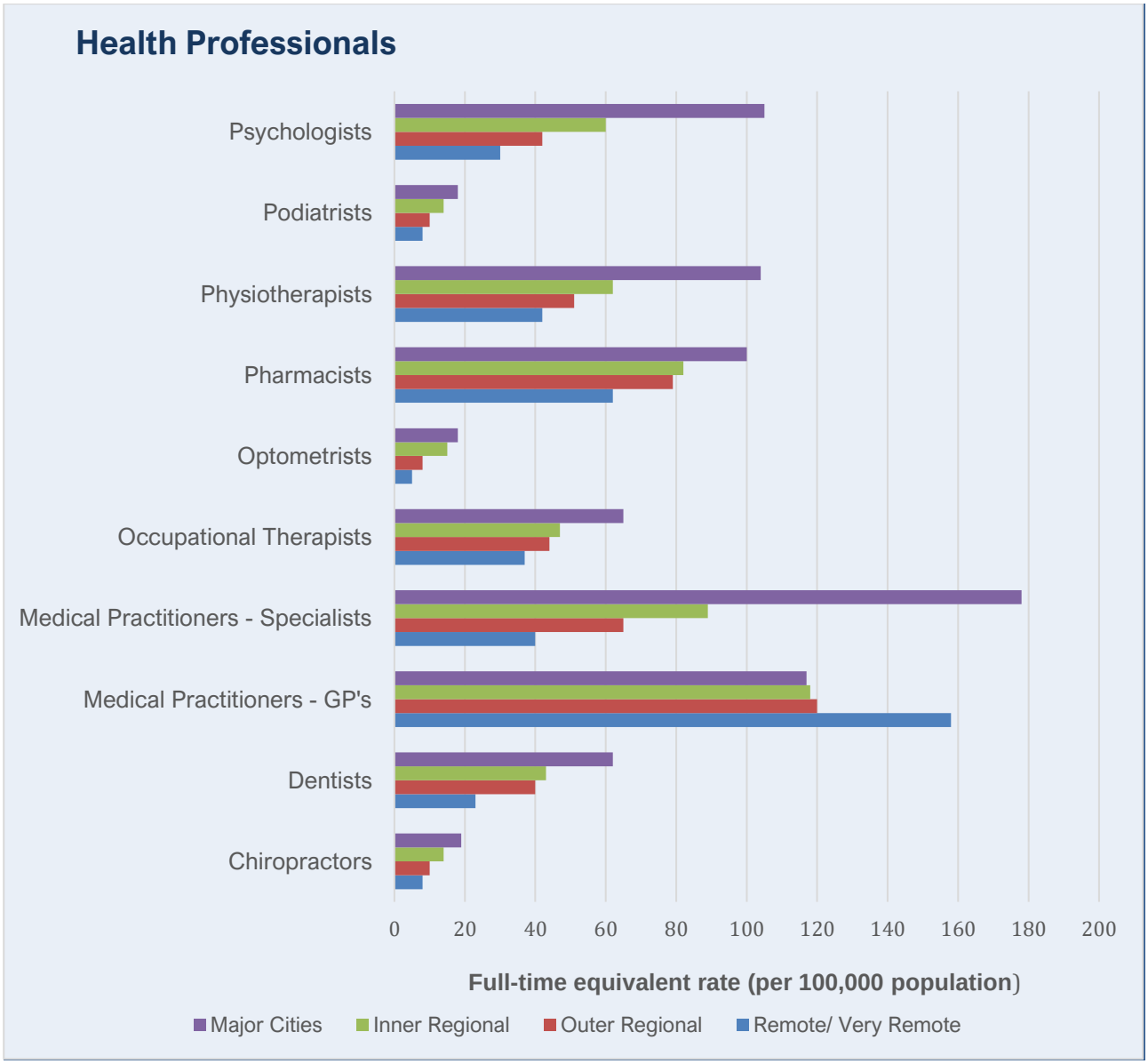


Table 6 – Employed health Professionals

[Reference: Table 5.2.4 from Chapter 5, p.266 *Australia's Health 2018*]

THE HEALTH OF INDIGENOUS PERSONS AND THEIR HEALTH RISK FACTORS

A report on the health and welfare of Australia's Indigenous peoples emphasised the following:

Just over one-third (37%) of the total burden of disease that Indigenous Australians experienced in 2011 was attributed to 29 modifiable risk factors. These did not include the social determinants of health, which are also important to the health and wellbeing of the Indigenous population.

This indicates that, with further decreases in the exposure to these risk factors, a large proportion of the burden that the Indigenous population experienced could be prevented.

[Reference: Australian Burden of Disease Study: *Impact and causes of illness and death in Aboriginal and Torres Strait Islander people 2011*, Australian Institute of Health and Welfare p, ix]

Maternal Health

Antenatal care from health professionals during pregnancy supports positive maternal and child health outcomes, particularly when provided during the first trimester. 63% of Indigenous mothers had care in the first trimester. 13% of babies were low birthweight which predisposes babies to health problems and early death.

44% of mothers smoked during pregnancy and 55% of mothers in very remote areas smoked.

[Reference*: Australian Institute of Health and Welfare. [2019] Australia's mothers and babies 2017-in brief (Perinatal statistics series no.35. Cat.no.PER100)* Canberra Australian Institute of Health and Welfare.]

There are many factors that can have a negative impact on a baby's birthweight, one of which is smoking tobacco

[Reference: Australian Institute of Health and Welfare. (2014). *Birthweight of babies born to Indigenous mothers* (AIHW Catalogue no IHW 138). Canberra: Australian Institute of Health and Welfare]

Life Expectancy and Causes of Death

In 2018 the age of death for Indigenous males was 57.7 and females 63. The death rate for those under 12 months was 5.8 per 100,000.

[Reference: Australian Bureau of Statistics. (2019). *Deaths, Australia, 2018*. Canberra: Australian Bureau of Statistics]

Life expectancy varied greatly between city and regions - life expectancy for males in cities was 72.1 and 65.9 in regional and remote areas, and for females it was 76.5 in cities and 69.6 in regional and remote areas.

[Reference: Australian Bureau of Statistics. (2018). *Life tables for Aboriginal and Torres Strait Islander Australians*, 2015-2017 (ABS Cat. no. 3302.0.55.003). Canberra: Australian Bureau of Statistics]

For children born in 2015 - 2017 the gap between the Indigenous and Non-Indigenous was still 8.6 less years for men and 7.8 less years for women.

[Reference: *Closing the Gap Report 2020 Life Expectancy*]

Hospitalisation

Indigenous people in 2017-18 were hospitalised at 2.6 times the rate of non-indigenous Australians.

Hospitalisation for dialysis accounted for 49% of the admissions.

[Reference: Australian Institute of Health and Welfare. (2019). *Admitted patient care 2017-18* (AIHW Cat. no: HSE 225). Canberra: Australian Institute of Health and Welfare]

Cardiovascular Disease

Cardiovascular Disease (CVD) is a serious problem for the Aboriginal and Torres Strait Islander population. 15% have CVD, and it is a leading cause of both hospitalisation and death.

[Reference: Australian Institute of Health and Welfare. (2016). *Australian Burden of Disease Study: impact and causes of illness and death in Aboriginal and Torres Strait Islander people 2011* (Australian Burden of Disease Study series no. 6, Cat no. BOD 7). Canberra: Australian Institute of Health and Welfare]

The major risk factors for CVD are smoking, drinking alcohol at risky levels, lack of physical activity, being overweight or obese, not eating enough fruit or vegetables, high blood pressure and high cholesterol. Some of these risk factors are more common among Aboriginal and Torres Strait Islander people than non-Indigenous people.

[Reference: Australian Bureau of Statistics. (2014). *Australian Aboriginal and Torres Strait Islander health survey: biomedical results, 2012-13* (ABS Catalogue no 4727.0.55.003). Canberra: Australian Bureau of Statistics]

Although rates of CVD are highest among older people, CVD is recognised as having a substantial impact on younger Aboriginal and Torres Strait Islander people.

The rates of deaths due to CVD increased with age, however, concerningly, it is the leading cause of death among the 35-44-year age group and the fourth leading cause of death among the 25-34-year age group.

[Reference: Australian Bureau of Statistics. (2019). *Causes of Death, Australia, 2018*. Canberra: Australian Bureau of Statistics]

Cancer

The high incidence of some types of cancer among Aboriginal and Torres Strait Islander people can be partly explained by the higher level of risk factors, most notably tobacco use. This is the main contributing factor to the high incidence of lung cancer.

Drinking alcohol regularly or in large amounts is considered a risk factor for developing liver cancer.

[Reference: Australian Institute of Health and Welfare, & Cancer Australia. (2013). *Cancer in Aboriginal and Torres Strait Islander peoples of Australia: an overview* (AIHW Catalogue no CAN 75, cancer series no78). Canberra: Australian Institute of Health and Welfare]

Screening Indigenous Women for Breast Cancer

Aboriginal and Torres Strait Islander women are less likely to be diagnosed with breast cancer but are more likely to die of breast cancer than other Australian women.

[Reference: Tapia, K. A., Garvey, G., Mc Entee, M., Rickard, M., & Brennan, P. (2017). *Breast cancer in Australian Indigenous women: incidence, mortality, and risk factors*. Asian Pacific Journal of Cancer Prevention, 18(4), 873-884]

They are less likely to participate in breast screening and may feel culturally isolated in hospitals and clinics. The need for flexibility in the delivery of screening services has been acknowledged by many service providers who have developed ways to promote and conduct cancer screening which are culturally appropriate and sensitive.

[Reference: Breast Cancer Network Australia. (2018). *Breast Cancer Network Australia's state of the nation report*. Camberwell, Vic: Breast Cancer Network Australia]

Diabetes

11% of Indigenous people in WA have diabetes. 35% of Indigenous people over 55 in Australia have it. The proportion of people with diabetes was higher for remote areas than for non-remote areas.

[Reference: Australian Institute of Health and Welfare. (2018). *Incidence of insulin-treated diabetes in Australia*. Retrieved 29 January 2018 from aihw.gov.au/reports/diabetes/incidence-insulin-treated-diabetes-australia-2016/contents /introduction]

Risk factors for diabetes are smoking, obesity and other chronic conditions like liver disease, cardiovascular disease, kidney disease.

[Reference: Australian Bureau of Statistics. (2014). *Australian Aboriginal and Torres Strait Islander health survey: biomedical results, 2012-13* - Australia: table 6.3]

People in remote locations have double the chance of being hospitalised for diabetes than those in cities.

[Reference: Australian Institute of Health and Welfare. (2018). *Diabetes indicators for the Australian National Diabetes Strategy 2016-2020*. Retrieved 10 October 2018 from https://www.aihw.gov.au/reports/ diabetes/diabetes-indicators-strategy-2016-2020/ contents/summary]

Diabetes was the second leading cause of death for Indigenous people in Australia in 2018.

[Reference: Australian Bureau of Statistics. (2019). *Causes of Death, Australia, 2018*. Canberra: Australian Bureau of Statistics]

Kidney Disease

Kidney disease is a serious health problem for many Aboriginal and Torres Strait Islander people, in particular chronic kidney disease (CKD) and end-stage renal disease (ESRD).

1.8% of Indigenous people have kidney disease but it rises to 7.6% in those over 55. 3.4% of Indigenous people in remote areas have kidney disease.

The rate of end stage renal disease in Indigenous people is 6.4 times the rate in non-Indigenous people.

[Reference: Australian Bureau of Statistics. (2019). *National Aboriginal and Torres Strait Islander Health Survey, 2018-19*. Canberra: Australian Bureau of Statistics]

Risk factors are obesity, high blood pressure, diabetes, smoking, cardiovascular disease, socioeconomic disadvantage, and low birth weight. These factors are particularly common among Aboriginal and Torres Strait Islander people and contribute to high rates of CKD.

[Reference: Australian Institute of Health and Welfare. (2016). *Australian Burden of Disease Study: impact and causes of illness and death in Aboriginal and Torres Strait Islander people 2011* (Australian Burden of Disease Study series no. 6, Cat no. BOD 7). Canberra: Australian Institute of Health and Welfare]

In 2017-18, Aboriginal and Torres Strait Islander people were hospitalised 2.6 times more than non-Indigenous people, mainly due to the high number of dialysis admissions.

The rate for people living in remote and very remote locations was 3.5 times higher than for those living in major cities.

[Reference: Australian Institute of Health and Welfare. (2019). *Admitted patient care 2017-18* (AIHW Cat. no: HSE 225). Canberra: Australian Institute of Health and Welfare]

Social and Emotional Wellbeing

31% of Aboriginal and Torres Strait Islander respondents aged 18 years and over reported high or very high levels of psychological distress. More women reported high or very high levels of psychological distress compared with men.

25% of Aboriginal and 17% of Torres Strait Islander people aged two years and over were reported as having a mental and/or behavioural condition.

Anxiety and depression were the most common issues.

People in remote areas reported much less mental illness - 9.8% in remote areas versus 29% in non-remote areas.

[Reference: Australian Bureau of Statistics. (2019). *National Aboriginal and Torres Strait Islander Health Survey, 2018-19*. Canberra: Australian Bureau of Statistics]

Deaths

In 2018, 169 people died from intentional self-harm (suicide). Suicide was the leading cause of death for Indigenous people aged 15-44 years.

Between 2009-2013 and 2014-2018, death rates due to suicide increased by 17%.
WA consistently recorded the highest death rates for suicide in Australia.

[Reference: Australian Bureau of Statistics. (2019). *Causes of Death, Australia, 2018*. Canberra: Australian Bureau of Statistics]

Nutrition

Aboriginal and Torres Strait Islander people today tend to have diets similar to non-Indigenous people, which contain added sugars and salt, saturated fats, and low levels of fibre. In remote Aboriginal communities, high calorie foods with lower nutritional value (such as oil and flour) tend to be cheaper and more readily available, than nutrient rich foods (such as most fruits and vegetables). While traditional foods remain an important part of the diet for some communities, poor nutrition is a problem for many people.

[Reference: Australian Indigenous HealthInfoNet. (2020). *Summary of nutrition among Aboriginal and Torres Strait Islander people*. Perth: Australian Indigenous HealthInfoNet]

Only 39% of adults met the daily dietary recommendation for fruit and even less for vegetables at 4.2%.

69% of children ate the recommended allowance for fruit but only 6.5% met the allowance for vegetables.

Higher proportions of people in remote areas drank more sugar sweetened or diet/ artificially sweetened drinks than those in non-remote areas.

Breastfeeding numbers were higher in very remote areas compared with major cities.

[Reference: Australian Bureau of Statistics. (2019). *National Aboriginal and Torres Strait Islander Health Survey, 2018-19*. Canberra: Australian Bureau of Statistics]

Physical Activity

In a self-reported survey, only 11% of Indigenous people met the national guidelines for activity in the previous week and 22% of people had done no physical activity at all in the previous week.

[Reference: Australian Bureau of Statistics. (2019). *National Aboriginal and Torres Strait Islander Health Survey, 2018-19*. Canberra: Australian Bureau of Statistics]

Housing

28% of people in regional and remote areas lived in an overcrowded house.

Households with major structural problems increased with remoteness but the number of households reporting major structural issues has declined over time.

[Reference: Steering Committee for the Review of Government Service Provision. (2016). *Overcoming Indigenous disadvantage: key indicators 2016 report*. Canberra: Productivity Commission]

In the 2016 NSHS, 72% of participants were living in a house of an 'acceptable' standard. However, 25% reported that while their household facilities were of an 'acceptable' standard, the structure of the house was not.

[Reference: Australian Institute of Health and Welfare. (2017). *National Social Housing Survey: detailed results 2016*. Canberra: Australian Institute of Health and Welfare]

Alcohol Use

26% of Indigenous people reported drinking no alcohol in the past 12 months and 42% of people over 55 reported abstaining from alcohol in the past 12 months.

The proportion of people who were abstinent was higher for people living in remote and very remote areas than non-remote areas.

[Reference: Australian Institute of Health and Welfare. (2017). *National Drug Strategy Household Survey 2016: detailed findings*. Canberra: Australian Institute of Health and Welfare]

Between 2010 and 2016 there was a reduction in the number aged 12 years and older exceeding the 2009 lifetime guidelines for risk.

The number of women drinking during pregnancy dropped from 20% in 2008 to 9.8% in 2014-15.

[Reference: Australian Bureau of Statistics. (2016). *National Aboriginal and Torres Strait Islander Social Survey, 2014-15*. Canberra: Australian Bureau of Statistics]

54% of people reported exceeding the short-term risk guideline. Men were 1.5 times more likely to exceed the guideline when compared with women.

Young people were more likely to exceed the guideline. Of those aged 18-24 years, 65% reported exceeding it.

[Reference: Australian Bureau of Statistics. (2019). *National Aboriginal and Torres Strait Islander Health Survey, 2018-19*. Canberra: Australian Bureau of Statistics]

The proportion of people exceeding the guideline for lifetime risk was higher for people living in non-remote areas compared with remote areas.

Men were 3 times more likely to exceed the guideline for lifetime risk compared with women.

[Reference: Steering Committee for the Review of Government Service Provision. (2016). *Overcoming Indigenous disadvantage: key indicators 2016 report*. Canberra: Productivity Commission]

The alcohol related hospitalisation rate was 7.3 per 1,000. The rate was 1.3 times higher for men than women.

[Reference: Steering Committee for the Review of Government Service Provision. (2016). *Overcoming Indigenous disadvantage: key indicators 2016 report*. Canberra: Productivity Commission]

For 2013-2017 the rate of deaths due to alcohol use was 2.9 times higher for men than for women.

[Reference: Australian Bureau of Statistics. (2018). *Causes of death, Australia, 2017*]

Illicit Drug Use

Most Aboriginal and Torres Strait Islander people do not use illicit drugs. 70% of people aged 15 years or over reported either never using illicit drugs or had not used illicit drugs in the last 12 months. Cannabis was the most commonly used illicit drug, used by almost a quarter of Aboriginal and Torres Strait Islander people in the previous 12 months.

Use of illicit drugs in the previous 12 months for people aged 15 years or over was similar for those living in non-remote areas and remote areas.

[Reference: Australian Bureau of Statistics. (2016). *National Aboriginal and Torres Strait Islander Social Survey, 2014-15*. Canberra: Australian Bureau of Statistics. Australian Institute of Health and Welfare. (2017). *National Drug Strategy Household Survey 2016: detailed findings*. Canberra: Australian Institute of Health and Welfare. Australian Bureau of Statistics. (2019). *National Aboriginal and Torres Strait Islander Health Survey, 2018-19*. Canberra: Australian Bureau of Statistics]

Volatile Substance Use

Volatile substance use (VSU) involves sniffing inhalants - substances that give off fumes such as petrol, paint, glue, or deodorants. Sniffing can have serious short and long-term health effects, including a condition known as sudden sniffing death which causes the heart to stop within minutes. Often people start using volatile substances at a young age which can affect the user's brain development and, in some cases, can lead to permanent acquired brain injury.

[Reference: Crossin, R., Cairney, S., Lawrence, A. J., & Duncan, J. R. (2017). *Adolescent inhalant abuse leads to other drug use and impaired growth; implications for diagnosis*. Australian and New Zealand Journal of Public Health, 41(1), 99-104. 14. Wilkes, E., Gray, D., Casey, W., Stearne, A., & Dadd, L. (2014). *Harmful substance use and mental health*. In P. Dudgeon, H. Milroy & R. Walker (Eds.), *Working together: Aboriginal and Torres Strait Islander mental health and wellbeing principles and practice* (2nd edition ed., pp. 125-146 (chapter 128)). Canberra: Department of The Prime Minister and Cabinet. 15. Cairney, S., O'Connor, N., Dingwall, K. M., Maruff, P., Shafiq-Antonacci, R., Currie, J., & Currie,B.J. (2013). *A prospective study of neurocognitive changes 15 years after chronic inhalant abuse.* Addiction, 108(6), 1107–1114]

Studies across a number of Aboriginal and Torres Strait Islander communities show there has generally been a decline in the number of people sniffing volatile substances over the past 20 years.

[Reference: d'Abbs, P., Gillick, V., Hodson, S., Kavanagh, M., Payne, S., & Ray, T. (2019). *Longitudinal research into petrol sniffing and other substance abuse trends in Indigenous communities: final report*. Brisbane: The University of Queensland]

Tobacco Use / Smoking

Tobacco smoking increases the risk of chronic disease, such as CVD, many forms of cancer, and lung diseases, as well as being a risk factor associated with preterm birth and low birth weight. Environmental tobacco smoke (passive smoking) can also make people sick, especially children.

37% of Indigenous people reported they were daily smokers - 39% of men and 36% of women.

The age-group with the highest proportion of current daily smokers was 35-44 years.

People living in remote areas reported a higher proportion of current daily smokers than those living in non-remote areas.

49% of people in remote areas smoked.

[Reference: Australian Bureau of Statistics. (2019). *National Aboriginal and Torres Strait Islander Health Survey, 2018-19*. Canberra: Australian Bureau of Statistics]

The proportion of young people starting to smoke has decreased from 50% in 2004-5 to 36% in 2018-19.

[Reference: The Australian Bureau of Statistics. (2019). *National Aboriginal and Torres Strait Islander Health Survey, 2018-19*. Canberra: Australian Bureau of Statistics]

The proportion of women smoking during pregnancy has dropped from 52% in 2009 to 44% in 2017.

[Reference: Australian Institute of Health and Welfare. (2019). *Australia's mothers and babies 2017 - in brief* (Perinatal statistics series no. 35. Cat. no. PER 100). Canberra: Australian Institute of Health and Welfare]

Passive Smoking

Passive smoking is a risk factor for children who are particularly susceptible to middle ear infections, asthma, and increased risk of SIDS.

57% of Indigenous children aged 0-14 lived in a household where one person smoked daily, and for those children living with a daily smoker, 13% were living in households where people smoked indoors.

[Reference; Australian Bureau of Statistics. (2016). *National Aboriginal and Torres Strait Islander Social Survey, 2014-15*. Canberra: Australian Bureau of Statistics]

Accessing the health system

In 2012–13, 21% of Indigenous Australians reported having problems accessing dentists, 14% doctors, 9% other health professionals and 6% hospitals.

Discharge from hospital against medical advice was seven times the non-Indigenous rate in the two years to June 2015.

[Reference: *Aboriginal and Torres Strait Islander Health Performance Framework 2017,* Aust Govt Executive Summary p.1*]*

SOCIO-ECONOMIC INDEXES FOR AREAS (SEIFA)

Socio-Economic Disadvantage

The Index of Relative Socio-Economic Advantage and Disadvantage (IRSAD) as a product of the Socio-Economic Indexes for Areas (SEIFA), is determined from responses to the ABS Census.

A high score indicates more wealth across the community, a lower score indicates less wealth leading to very poor living conditions with a very low score.

Based on the 2016 Census, the lowest score for a Midwest Local Government Area was 737 for Upper Gascoyne and the highest was **Chapman Valley** with 1,028. Many Midwest residents (2,722 people) live in an LGA with a score in the lowest 10 per cent of scores in the State. These LGAs are Meekatharra (862), Mount Magnet (870), Murchison (869), Upper Gascoyne (737), and Wiluna (770). An indication of the distribution can be seen in the Figure 5 below.

The lower SEIFA scores tend to be in the areas with higher ratios of Aboriginality, indicating that Aboriginal people are more likely to be at higher disadvantage compared with non-Aboriginal people.

[Reference: Department of Health WA]

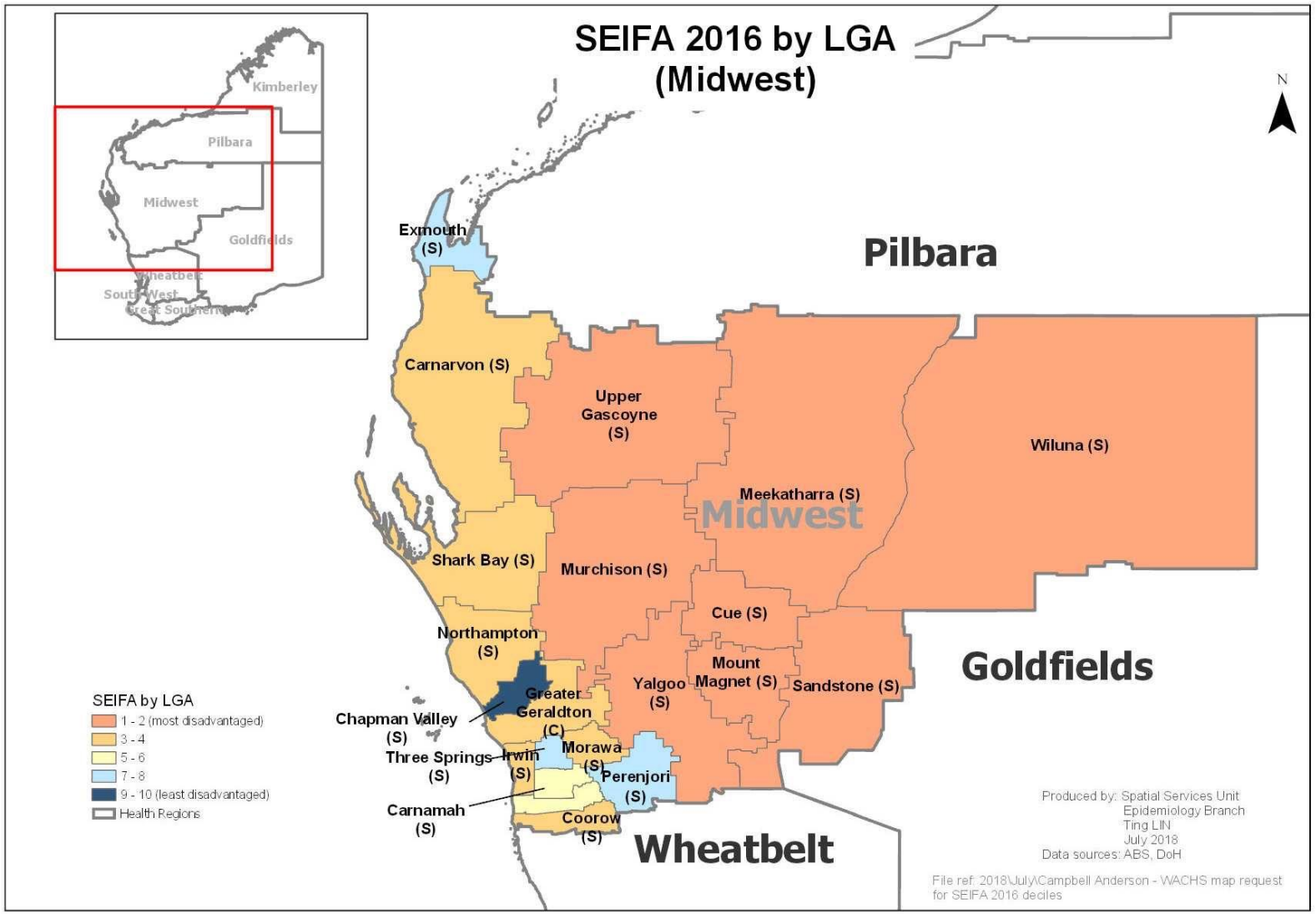


Figure 5 - Midwest Socio-Economic Indexes for Areas distribution 2016

Note: Index of Relative Socio-Economic Advantage and Disadvantage SEIFA 2016 is released according to the Australian Statistical Geography Standard (ASGS).

[Reference: DoH, Epidemiology GIS branch, 2018

CHILDREN'S HEALTH

The Australian Early Development Census (AEDC) is a census of children that measures how children are developing as they enter school. Information from the AEDC helps communities to know how their children are faring.

The material below indicates that the children of Chapman Valley are progressing well in comparison with some other parts of the region

Australian Early Development Census (AEDC)

The AEDC uses the early development instrument tool to measure how young children have developed as they start their first year of full-time school. A teacher completes a checklist for each child across the five domains/areas of early childhood development:

- physical health and wellbeing,
- social competence,
- emotional maturity,
- language and cognitive skills (school-based),
- communication skills and general knowledge.

The scores of all Australian children are ranked and:

- children ranked in the bottom 10% are classed as "developmentally vulnerable",
- children ranked between 10% & 75% are deemed "at risk",
- children ranked in the top 75% are classed "on Track".

Across Australia in 2015, one in five children (22%) scored badly in one of the areas listed above and 11% scored badly in two or more of areas listed above.

Midwest Children Assessed under AEDC (2018)

Local Community	Children Vulnerable				Total children surveyed
	One or more domains		Two or more domains		
	Number	%	Number	%	
Carnamah	No Data Available				
Carnarvon	23	31.1%	10	13.5%	76
Coorow	No Data Available				
Exmouth	1	3%	0	0%	35
Greater Geraldton (including Mullewa)	145	27.0%	80	15.0%	567
Irwin	1	3%	0	0%	34
Meekatharra / Wiluna	8	47.1%	6	29.4%	18
Morowa / Perenjori	5	31.3%	4	25.0%	18
Mount Magnet / Cue Murchison	10	55.6%	6	33.3%	18
Northampton / Chapman Valley	8	16.7%	7	14.6%	37
Sandstone	No Data Available				
Shark Bay	No Data Available				
Three Springs / Mingenew	5	27.8%	2	11.1%	9
Upper Gascoyne	No Data Available				
Yalgoo	No Data Available				
Australia		22.0%		11.1%	

Table 7: Midwest AEDC children developmentally vulnerable on at least one domain 2018

#AEDC data are not reported for locations in which three or fewer children had been assessed. Suppression of AEDC data also occurs when one or more of the following have not been met: Fewer than fifteen children had valid AEDC scores /Less than two teachers had completed AEDC instruments for children in that location/AEDC instruments were completed for less than 80% of all non-special needs children. Additional minor suppressions have occurred where necessary to preserve confidentiality of related suppressed cells These tables and more information may be found at http://www.aedc.gov.au/

[Reference: aedc.gov.au/data/data explorer 2018]

In summary, the proportion of Midwest children rated as developmentally vulnerable on 1 or more domains ranged from 1 child (3%) in Irwin and Exmouth to 23 children (30%) in Carnarvon. The proportion rated vulnerable on 2 or more domains ranged from no children in Irwin and Exmouth, 2 children (11%) in Three Springs / Mingenew to 80 children in Greater Geraldton (15%). The data for Northampton/ Chapman Valley was at the lower end of the scale for intervention.

The AEDC results indicate that some Midwest locations have need for child development services including access to multidisciplinary teams made up of medical services, child health nurses, speech pathology, physiotherapy, and occupational therapy.

HEALTH AND WELLBEING SURVEILLANCE SYSTEMS (HWSS)

The Department of Health in WA conducts a continuous Health and Wellbeing Survey (the HWSS). This is a population survey carried out by phone, which is designed to provide results and examine trends at a population level. It is unlikely to be representative of minority groups such as Aboriginal people and the homeless as they are less likely to have phone access.

Parents/guardians report on behalf of children aged 0-15 years. Due to the high proportion of Aboriginal people in the Midwest, the prevalence count and rates are more likely to be an underestimate.

Reported risk factors – children

In the HWSS (2010-2015) the health enhancing behaviours, risk factors, conditions and health service utilisation of Midwest children were reported as proportionally similar to the children in the State. Although it should be noted that many State rates are not within acceptable ranges.

For the Midwest region the HWSS showed:

- one in four children (26%) had a parent who smoked during their pregnancy although the proportion of people who reported their home was smoke free was 97 per cent,
- most children (91%) did not eat the recommended daily serves of vegetables,
- two in three children (66%) did not eat the recommended daily serves of fruit,
- over half of children (52%) did not do sufficient physical activity,
- one in twenty children (5%) reported height and weight measurements that classified them as obese,
- one in five children (19%) reported an injury requiring treatment from a medical professional in the previous year,
- one in seven children (14%) had asthma.

[Reference: WA Health and Wellbeing Surveillance System]

Self-reported risk factors, 16 years and over

Lifestyle factors are particularly important due to their relationship with chronic conditions that are considered to be preventable. Prevention and management of these modifiable risk factors can have a substantial effect on these preventable chronic conditions.

Results from the HWSS 2013-2016 for the Midwest population.

- one in six adults (16%) smoked,
- nearly half (48%) did not eat the recommended daily serves of fruit,
- most adults (88%) did not eat the recommended daily serves of vegetables,
- over a third (35%) drank alcohol at high risk levels for long-term harm, significantly higher than the State prevalence of 27.4%.
- one in seven (15%) adults drank alcohol at high risk levels for long-term harm,
- one in five (22%) adults reported having high blood pressure, significantly higher than the State (16%),
- one in four (23%) adults reported having high cholesterol; significantly higher than the State (18%),
- over a third of adults (35%) reported height and weight measurements that classified them as obese, significantly higher than the State of 28.4%.

[Reference: WA Health and Wellbeing Surveillance System]

While some risk factors showed no significant difference in the prevalence of Midwest residents compared with the State, the prevalence is still important because these behaviours are modifiable risk factors for chronic conditions.

Lifestyle risk factor information is not readily available for Aboriginal residents. For State Aboriginal people, 39% were obese and 67% were overweight or obese (BMI 25 or higher) in 2012-13. In 2014-15, 38% of State Aboriginal people aged 18 years and over reported high or very high levels of psychological stress which is significantly more than the State prevalence of 7.6%.

[Reference: WA Health and Wellbeing Surveillance System]

HEALTH OF THE MIDWEST POPULATION

The Western Australian Country Health Service in its 2018 Midwest Health Profile, reported the following:

Maternal Health

In 2015, 6.4% of Midwest women who gave birth were aged less than 20 years (State 2.8%). This percentage for the Midwest can be partially explained by the high percentage of Aboriginal teenage women giving birth (14%) in 2015.

For the period 2011/12 to 2015/16, 47% of Aboriginal and 12% of non - Aboriginal women from the Midwest who gave birth, reported smoking during pregnancy.

Child and Adolescent Health

Rates of hearing loss and Otitis Media are higher in Midwest Aboriginal children. For 2006 to 2015, the rate of disease of the ear and mastoid process hospitalisations for Aboriginal children in the region was significantly higher (2.8 times) than the non-Aboriginal rate.

Adult Health

For the period 2011-2015 the leading cause of hospitalisation for adults aged 15-64 years was digestive diseases, which was similar to the State.

For this period Midwest adults had significantly higher rates of alcohol and tobacco related hospitalisations than the State rate (both 1.4 times).

For this period Midwest adults were more likely than the State to report high risk levels of drinking, high blood pressure, cholesterol and obesity: behaviours linked with several chronic conditions.

Notifiable Diseases – adults aged 15-64 years

For the period 2011 to 2015, the notification rate for notifiable diseases for adults aged 15-64 years was significantly (1.4 times) higher in the Midwest compared with the State.

The main categories contributing to the higher notification rate were sexually transmitted infection (STI) (1.5 times), and vector-borne disease notifications (1.4 times).

Mental Health

For the period 2011-2015, suicide was the leading cause of death in the Midwest for 15-24-year-olds. The female rate was significantly higher (1.7 times) than the State rate.

For the period 2011-2015, Midwest residents aged 15-64 years, accessed community mental health services at a significantly (10%) lower rate than the State rate despite having a similar rate of having a diagnosed mental health problem. Substance abuse disorders (1.1 times) and disorders of psychological development (1.5 times) had rates higher than the State rates.

Older People

For the period 2011-2015, the hospitalisation rate for Midwest residents aged 65 years and over was 3% lower than the State rate.

The leading causes of hospitalisations in older age groups were renal dialysis followed by diseases of the eye, and chemotherapy.

For the period 2011-2015, the rate of potentially preventable hospitalisation (PPH) for non-Aboriginal Midwest people aged 65 and over was significantly higher than the State rate, while the Midwest Aboriginal rate was significantly lower than the State Aboriginal rate in this age group.

Emergency Department (ED) – all ages

During 2016/17, 66% of Emergency Department (ED) attendances were classified as semi or non-urgent, and the rate has increased over the last few years.

ED attendances by Midwest residents were significantly greater (2 times) than the State rates, specifically for triage 4 (2 times) and triage 5 (3.1 times).

Hospitalisations – all ages

For the period 2011-2015:

The overall hospitalisation rate of Midwest residents was significantly higher (1.1 times) than that of the State.

The leading cause of hospitalisation for both Aboriginal and non-Aboriginal people was dialysis although it accounted for a far greater proportion of Aboriginal hospitalisations (38% and 10% respectively).

The main causes of hospitalisation other than dialysis were ‘digestive diseases’ and ‘injury and poisoning’.

The Midwest hospitalisation rate due to alcohol-related conditions was significantly higher (1.4 times) than the State rate.

The hospitalisation rate for tobacco-related conditions was significantly higher (1.3 times) than the State rate.

The Midwest PPH rate was significantly higher than the State rate. The leading conditions were dental conditions and cellulitis.

In 2016/17, 74% of Midwest residents’ hospitalisations to public hospitals occurred within the region. The WA Country Health Service (WACHS) average excluding Wheatbelt statistics was 83%.

Mortality – all ages

For the period 2011-2015, the Midwest region’s mortality rate (1.1 times) and the avoidable mortality rate (1.5 times) were significantly higher than the State.

The deaths of 53% of Midwest residents under the age of 75 could have potentially been avoided.

The leading causes of death were ischaemic heart diseases, lung cancer and chronic obstructive pulmonary disease.

The mortality rate due to transport accidents and selected invasive infections were more than double for Midwest residents compared to the State.

[Reference: *Midwest Health Profile 2018* WACH November 18 Executive Summary]

PUBLIC HEALTH INDICATORS FOR THE RESIDENTS OF THE CHAPMAN VALLEY LGA

**Note, much of the data provided by the Health Department's Epidemiology Branch in the sections below, is from 2011-2015, which is the latest available at present. The data on alcohol and drug related admissions is more recent.*

In addition to information collected by surveys, data routinely collected by state and Commonwealth health departments and other public agencies can provide further valuable information about the health of a population. While much attention is given to acute care treatment, often due to its high cost, participation in public health programs that aim to prevent illness and injury is extremely important.

For Chapman Valley the following indicators exist:

Most of public health measures listed below were similar to or better than State values.

- Immunisation rates in young children was extremely high and much higher than the State average. [1]
- The teenage pregnancy rate was very low. [2]
- Enteric, vector borne, and sexually transmitted disease rates were comparatively low. The rate for vaccine preventable disease was around the State average. [3]
- Hospitalisation of the very young and old for accidental falls was very low. [4]
- The youth suicide rate was very low. [5]
- The lung cancer rate was higher than the State average. [6]
- Breast, cervical, prostate and melanoma cancer rates were lower. [6]

Data Sources

[1] Australian Childhood Immunisation Register.

[2] WA Midwives Notification System, Purchasing and System Performance Division, Western Australian Department of Health. Age specific hysterectomy fractions from the report Cervical Screening in Australia 2009-2010 (AIHW, 2012) are applied to derive number of women aged 15-44 years without hysterectomy.

[3] WA Notifiable Infectious Diseases Database, Public Health Division, Western Australian Department of Health.

[4] Hospital Morbidity Data System, Purchasing and System Performance Division, Western Australian Department of Health.

[5] Registry of Births, Deaths and Marriages and the Australian Bureau of Statistics Mortality Database.

[6] WA Cancer Registry, Purchasing and System Performance Division, Western Australian Department of Health.

* These rates have been age-standardised to the Australian 2001 standard population.

DISEASE AND DEATH RATES AMONGST RESIDENTS OF THE CHAPMAN VALLEY LGA

Deaths & remoteness

Mortality rates in Australia increase with remoteness. In 2015, people living in remote and very remote areas had a mortality rate 1.3 times as high as people living in major cities (655 per 100,000 population compared with 522 per 100,000).

Top causes of death

For WA, the leading causes of death are ischaemic heart disease, various cancers, stroke, and other form of heart disease. Conditions of these types usually consist of the top six to seven causes of death for both males and females.

There are no specific death statistics or avoidable death statistics available from the Health Department for Chapman Valley because of the small numbers involved.

Major Causes of Hospitalisation

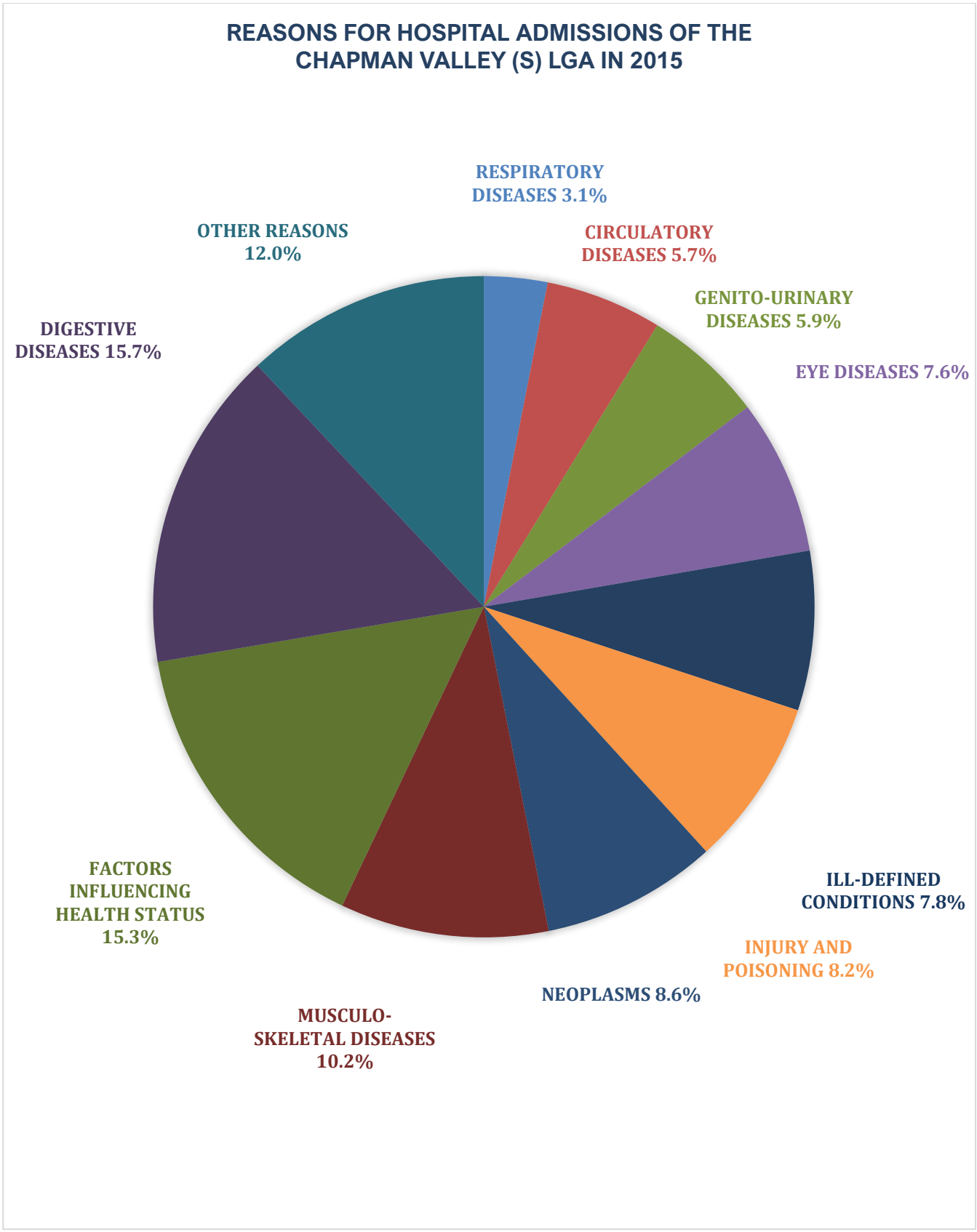


Figure 6 – Hospital Admission Data of persons living in the Shire of Chapman Valley

Major Causes of Hospitalisation

For males living in Chapman Valley, based on data covering the period 2011-2015, the rate of hospitalisation due to factors influencing health status (issues like dialysis or chemotherapy, musculo-skeletal diseases, and digestive diseases) was significantly higher than the State rate.

For females, the number of hospitalisations due to musculo-skeletal diseases and digestive diseases were significantly greater relative to the State rate after making adjustments for differences in the age-structure.

[Reference*: Health Tracks Reporting,* Western Australian Department of Health]

Potentially Preventable Hospitalisation

The top causes for both genders were:

- Dental conditions,
- Cellulitis (a common, potentially serious bacterial skin infection),
- Iron Deficiency Anaemia.

The hospitalisation rate for dental conditions was much higher than the State average.

Hospitalisations for an External Cause

Hospitalisations for an external cause were similar to the State rates.

For both genders, the major causes of hospitalisation because of external factors were:

- Accidental poisoning from prescribed drugs,
- Falls,
- Complications from surgery,
- Car accidents.

For both genders only accidents caused by animal, reptile, bird, and accidents caused by venomous animals and plants were significantly greater than the State rate.

[Reference*: Health Tracks Reporting,* Western Australian Department of Health]

Mental Health Conditions

After allowing for any differences in the population age structure, the number of occasions of service for mental health in Chapman Valley was significantly lower for both males and females compared to the State rate, based on occasions of service between 2011 and 2015 inclusive.

During the 5-year period, the male rate of mental health occasion of service decreased significantly. The average annual percentage change in the rate was -22.2%. For females the rate of mental health occasion of service increased significantly. The average annual percentage change in the rate was +32.9%.

The age group most affected by mental health is the 25–44 year olds. Although the total number of mental health occasions of service in males was greater than the number of female occasions of service, the percentage of males aged 25-44 years affected was lower than that seen for females who live in Chapman Valley.

There are no conditions where the rates for hospitalisation vary from the State rates - the numbers involved are very low. This includes hospitalisation for alcohol and drug related issues where the rates are similar to the State.

(This data from the Alcohol and Illicit Drug-Attributable Hospitalisations and Deaths by Local Government Area from the Epidemiology Branch of the Western Australian Department of Health is up to and including 2019)

NEXT STAGE OF THE PUBLIC HEALTH PLANNING PROCESS

The Health Status Profile is ready for review by Council's Elected Representatives and Senior Officers. We have tried to present the data in a systematic manner that allows the reader to consider each issue and how it applies to their local community.

Comments are welcome and feedback or questions may be forwarded to the Consultant for further explanation, as required.

When sufficient time has been afforded to review its contents, the author will meet with Council to discuss the Report findings to initiate the Consultation Process.

It is suggested that an in-person presentation be prepared for Elected Representatives and Senior Officers to review the content of the Health Profile.

In view of the COVID 19 epidemic presenting persons coming together for an assembly, the design team is working on an electronic survey (like survey monkey) to seek comment from the Residents of Chapman Valley. This survey could be available for 2 months for comment followed by a summary report of the responses gathered during this Consultation phase.

Strategic Plan Process

Following the consultation process, time has been set aside to review Council's strategies in Public Health and work with Council's representatives to prepare the Shire of Chapman Valley Public Health Plan for Council adoption and then to submit it to the Department of Health (Western Australia.

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CLIMATE ZONE: 4 WIND REGION: B
SHEET NO: 15 OF 17 JOB NO: 30212 REV: C

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Balla - Whelarra Rd

N

Overall Site
1 5000

December 2021

Entry

3612

178°21'6"
566.31 B'dy

3863

89°59'43"
1138.35 B'dy

3862
64.8312 ha

3611

1152.19 B'dy
269°59'53"

Shed
Sheds
Shed
Shed
Sheds
Exist Houses
Shed

SITE LOCATION

57.872

566.09 B'dy
359°45'44"

257.094

3612

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NOTE:
APRROX LOCATION OF SEPTIC TANKS & LEACH DRAINS **BY BUILDER** (LOCATION TBC)

12m LEACH DRAIN
12m LEACH DRAIN
DIVERTER BOX
SUMP & PUMP
1200ø SEPTIC TANK
1500ø SEPTIC TANK
OffsetPeg @ GLOn-Line
12,900
14,494
19,404
19,352
14,494
House & Surrounding Structures To Be Demolished. Contours Under House Are Calculated & Assumed Only. New House Site Covered With Debris.
TREES TO BE REMOVED BY OWNER
Small Building
Stake
GAS HOOD
MODULE A
PROPOSED RESIDENCE
FFL:265.725
BFL:265.5
FCL:265.165
MODULE B
ALFRESCO
INSTANTANEOUS GAS HWU (FLUSH MOUNTED BOX)
21,700
25,245
25,245
21,700
MODULE C
Entry
CARPORT
PORCH
CONC. ON SLAB
(BROOM FINISH)
VERANDAH
CAB END
CAB END
CAB END
ELECT. MTR BOX
Existing On Debris
Exist House V'dah RL 265.60
Septic Tank
NOTE:
CAB ENDS & EARTHWORKS CUT FOR
14,823
19,660
19,650
14,823
12,900
Leach Drain/Mound
Pump Cover?
Fuel Tank
Conc Slab RL 265.42
DirtTrack
Power Pole Transformer
N

Site Plan
1:200

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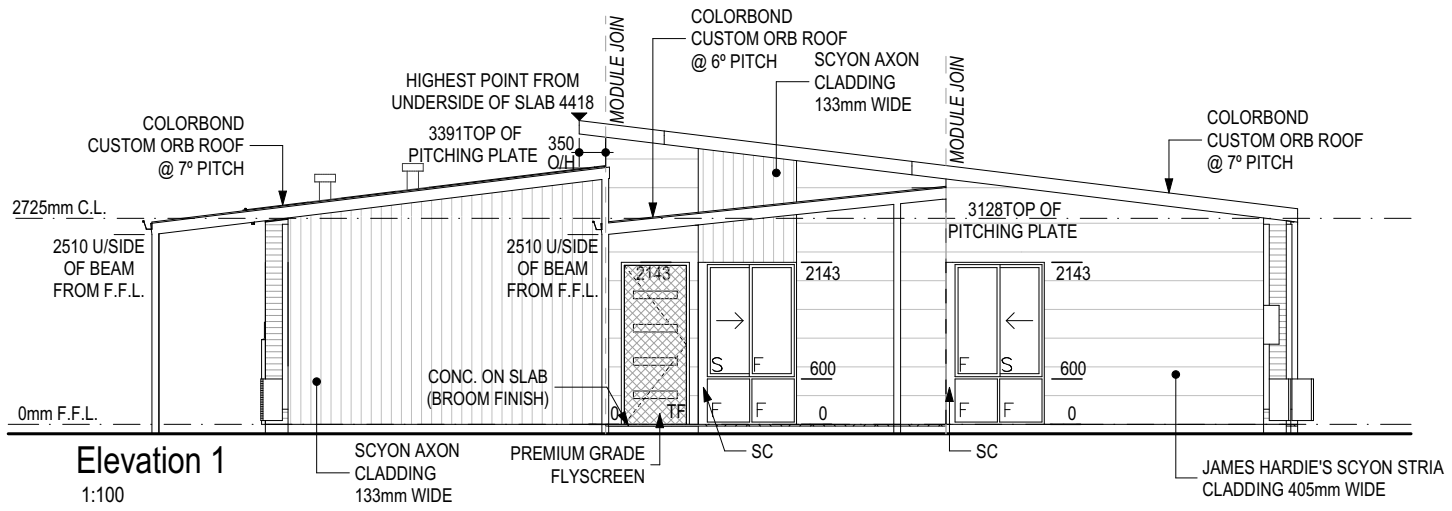

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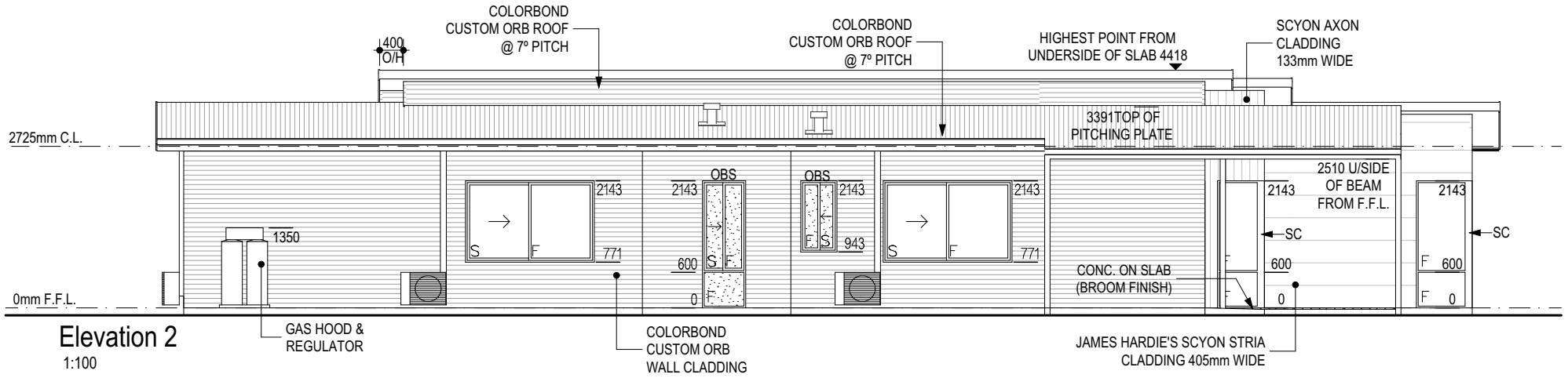

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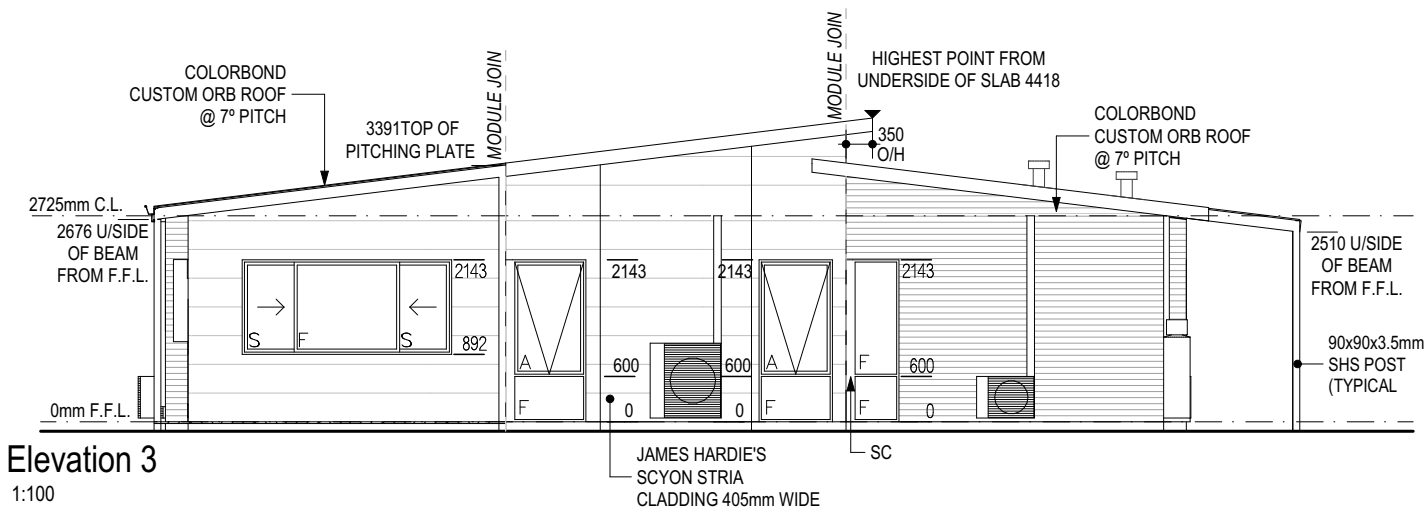

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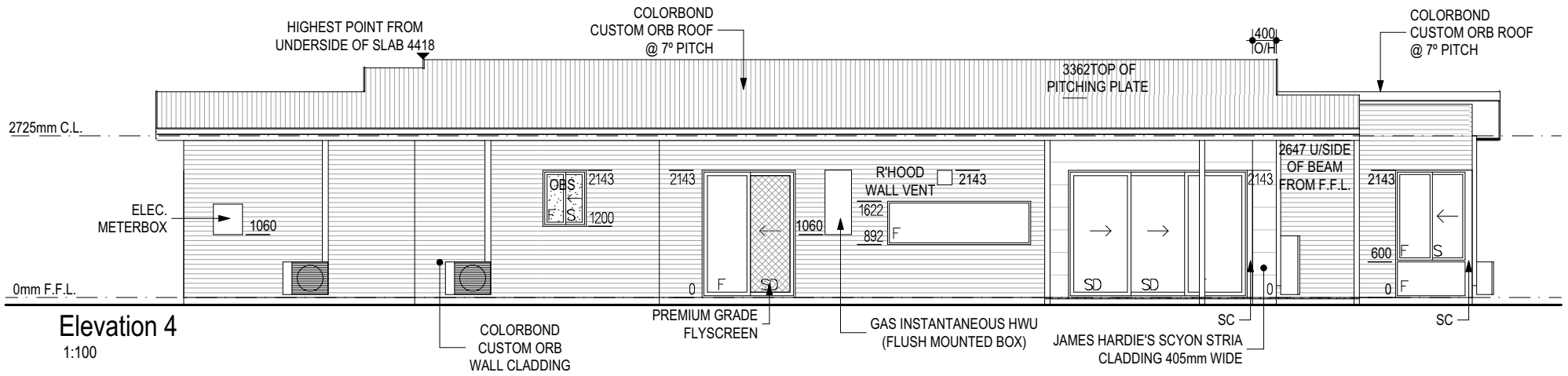

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CHECKED: JT	WIND RATING: N3
CLIMATE ZONE: 4	WIND REGION: B
SHEET NO: 2 OF 17	JOB NO: 30212 REV: C

TR Homes, 105 Kelvin Road, Maddington, WA 6109 **Phone** 9493 2998 **Fax** 9493 1127 **Website** www.trhomes.com.au

NOTES

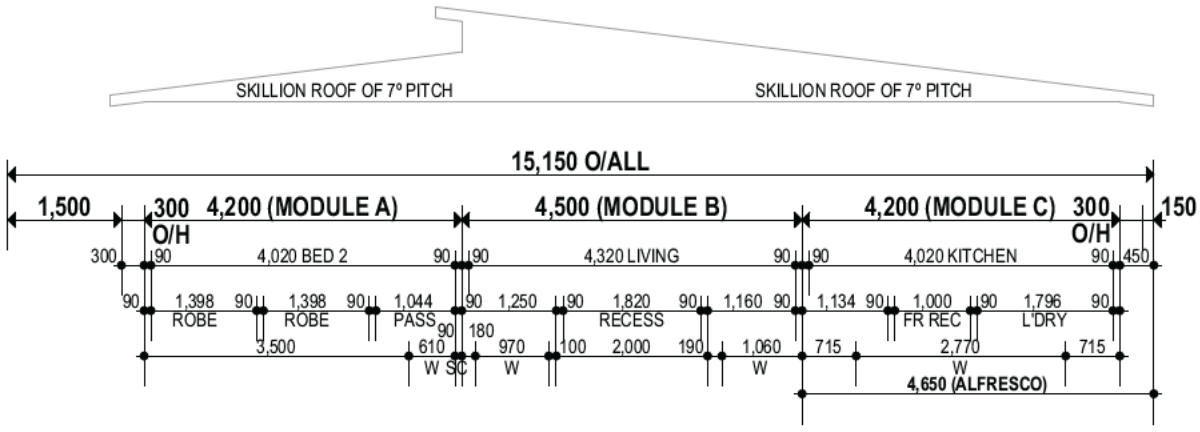
1. CLIENT SUPPLIED MATERIALS & LABOUR. (REFER TO CONTRACT & ADDENDA)
2. DIMENSIONS ARE TO FRAME STUDS ONLY & DO NOT INCLUDE LININGS OR CLADDINGS. (INTERNAL & EXTERNAL)
3. SMOKE DETECTOR TO BCA 3.7.2. AS INDICATED ON PLAN, TO BE HARDWIRED & INTERCONNECTED (S)
4. HEIGHTS ARE FROM TOP OF SLAB. NO ALLOWANCE MADE FOR FLOOR COVERINGS.
5. No & PLACINGS OF RWP'S IS APPROX & GOVERNED BY ROOF STRUCTURE & AT PLUMBERS DISCRETION.
6. FINAL LOCATION OF HOT WATER SYSTEM IS GOVERNED BY BUILDING REGULATIONS & AT THE DISCRETION OF THE PLUMBER.
7. WATER PROOFING TO WET AREAS TO BCA 3.8.1
8. SHELF AND RAIL @ 1700AFL TO ALL ROBES UNO.
9. 4 x 445 SHELVES TO LINEN U.N.O.
10. MANHOLE CUTOUT SIZE IS 660 x 505
11. MANHOLE LOCATIONS TO THE DISCRETION OF THE BUILDER FOR SERVICES BETWEEN MODULES.
12. ALL EAVES ARE 450mm WIDE U.N.O.
13. ALL POSTS TO BE 90 x 90 x3.5 SHS U.N.O.

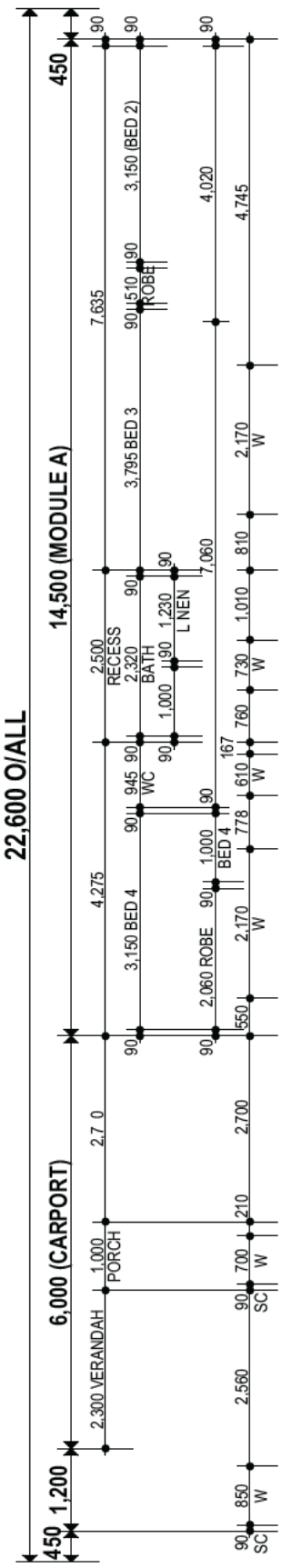
DO NOT SCALE FROM THIS DRAWING
ALL SUBCONTRACTORS TO CHECK DIMENSIONS AND NOTES PRIOR TO COMMENCEMENT OF ANY WORKS. ANY DISCREPANCIES TO BE NOTIFIED TO THE SITE SUPERVISOR WITHOUT DELAY.
ALL INTERNAL DIMENSIONS TO STUDWORK

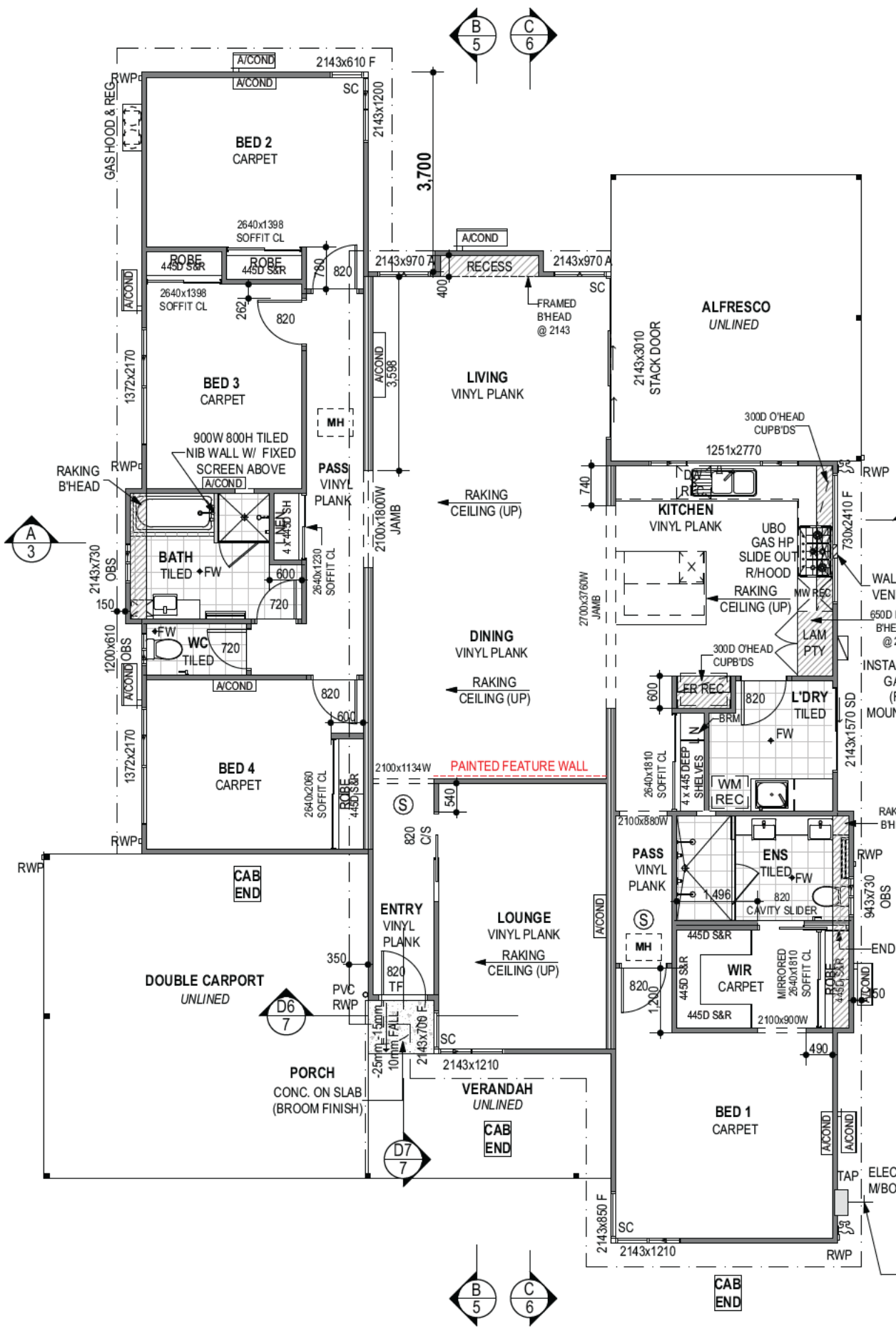
CLIENT NOTE:
THIS PLAN IS TO BE READ IN CONJUNCTION WITH TR STANDARD SPECIFICATION, ADDENDA AND ENGINEERS DETAILS.

CEILING HEIGHT - 2725 & (RAKED CEILING)

SOIL CLASSIFICATION - M





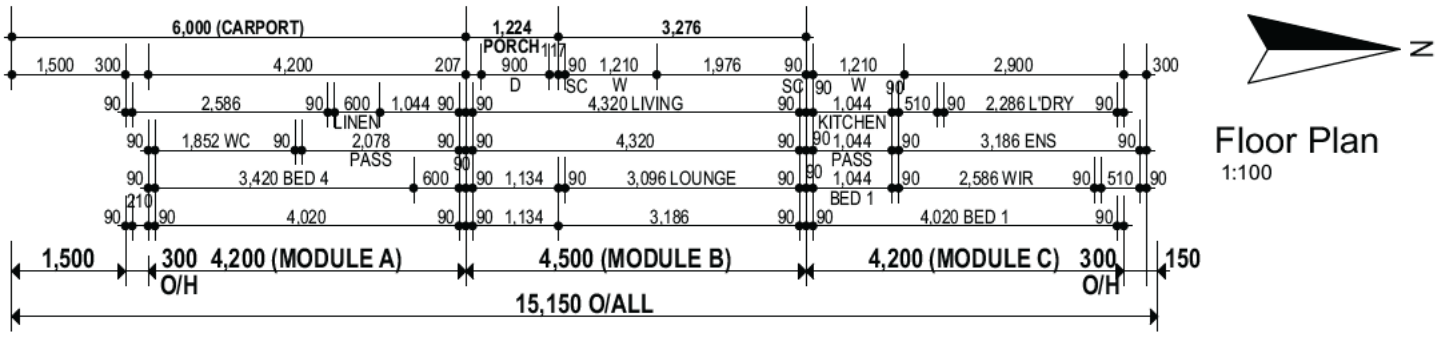


ROOF AREAS	
	AREA
Roof (Main)	211.70
Roof (Carport)	36.13
Roof (Alfresco)	24.64
Roof (Verandah)	10.35
Roof (Porch)	1.22
	284.04 m²

BUILDING AREAS		
	AREA	PERIMETER
House Area	188.61	71.20
Double Carport	36.00	24.00
Alfresco	24.65	19.90
Verandah	10.35	13.60
Porch	1.22	4.45
	260.83 m²	**133.15 m**

INSULATION

* EXTERNAL WALL INSULATION - **R2.0 Thermal Batts & Polynum Big**
* CEILING INSULATION - **R3.5 Thermal Batts**
* RAKING CEILING INSULATION - **R3.0 Thermal Batts**
* ROOF INSULATION - **Polynum Big**



Floor Plan
1:100

SIGNATURES:
CLIENT: / /
CLIENT: / /
BUILDER: / /

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CLIENT:
Waringa Farming Pty Ltd.
ATF the Waringa Farming Trust
ADDRESS:
Lot 3862 (#407) Balla - Whelarra Rd,
Nolba, WA 6532

VARIATIONS:

	REV:	DATE:	INT:
WD	A	26/08/21	JM
VO1,2	B	17/11/21	JM
VO3	C	18/11/21	JM

VARIATIONS CONT'D:

	REV:	DATE:	INT:

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Hamelin Bay

DRAWN: JM	DATE: 26/08/21
CHECKED: JT	WIND RATING: N3
CLIMATE ZONE: 4	WIND REGION: B
SHEET NO: 1 OF 17	JOB NO: 30212 REV: C

TR Homes, 105 Kelvin Road, Maddington, WA 6109 **Phone** 9493 2998 **Fax** 9493 1127 **Website** www.trhomes.com.au

Job No: 30212

SHIRE: Chapman Valley
ADDRESS: 3270 Chapman Valley Road, Nabawa WA 6532

Property Owner: Waringa Farming Pty Ltd
Property Address: Lot 3862 (#407) Balla – Whelarra Rd, Nolba WA 6532

Residential Colour Scheme & Building Materials

Building Type	External Material/s	External Colour
Dwelling Roof	Colorbond	Shale Grey
Dwelling Wall Cladding	Colorbond	Woodland Grey
Dwelling Wall Cladding Features	Scyon Stria Scyon Axon	Match colorbond Surfmist Match colorbond Evening Haze

From: Kristen Warr
Sent: Wednesday, 24 November 2021 9:50 AM
To: Simon Lancaster <dceo@chapmanvalley.wa.gov.au>
Subject: RE: Proposed Residence - 407 (Lot 3862) Balla-Whelarra Road, Nolba

Hi Simon,

Thanks very much for your email and time regarding the demolition of this building.

As discussed, we would like to add the following info to the demolition request.

"The property known as "Jupps" and its buildings were substantially damaged during cyclone Seroja. Initial inspections also indicated a significant quantity of asbestos had been damaged and was contained within the property. This was deemed to be a health hazard and the asbestos has now been removed by an approved contractor and disposed of laong with the removal of a adjacent building which had also been damaged and contained asbestos. As the ceiling and walls were constructed of an asbestos containing material, after the removal there is not a lot of the property remaining. The remaining structure also will not be adequate to allow for repair as a disregard for repairs has allowed for water to enter the property over a great amount of time.

The building has had no maintenance or repair since the previous owners had relocated in the late 1960s and was in a state of disrepair on purchase ,having no roof or ceiling in several rooms. It was not feasible to repair and return this property to a functional state as it was beyond repair.

Without demolition, the ruin will create a hazard for the new occupants of the proposed house which we have decided to situate in this position to take advantage of existing utility supplies and surrounding infrastructures.

There are no other known contaminants or hazardous materials at the site and the remaining demolition will be performed by a licenced demolition group and all remaining debris will be disposed of as per the Safework and Environmental Protection Act 1993."

These are some images that I took prior to the cyclone. As you can see the house had daylight and asbestos throughout already. Also note that the floorboards and Metters stove have been removed from the house without our knowledge.

Thanks again Simon. I look forward to Councils favourable response.

Many thanks

Kristen Warr

WARINGA
AGRICULTURE | EQUIPMENT | FARMING | TECHNOLOGY

A [redacted]
F [redacted]
M [redacted]

The content of this email is confidential and intended for the recipient specified in message only. It is strictly forbidden to share any part of this message with any third party without a written consent of the sender. If you received this message by mistake please reply to this message and follow with its deletion so that we can ensure such a mistake does not occur in the future.

PLACE NUMBER 54

MERRYLEAN FARMHOUSE

PLACE DETAILS

Place Number:	54
Management Category:	2
Name:	Merrylean Farmnhouse
Other Name:	Roskams Farmhouse
Type of Place:	Residence
Street Address:	407 Balla-Whelarra Road, Yuna

PHOTOGRAPH

Description: South and east facades of Merrylean Farmhouse Date of Photo: 15/12/2010

SITE DETAILS

Lot/Location:	3862	Street Number:	407
Street Name:	Balla-Whelarra Road	Locality Name:	Yuna
Diagram/Plan:	P143027	Volume/Folio:	1092/658
Reserve No/Vesting:	N/A	Purpose:	N/A
Assess No:	A785	HCWA No:	6403
GPS Coordinates:	28 29 26(s), 114 93 37(e)	Area of Site:	64.8ha
Occupied:	No	Public Access:	No

USES OF THE PLACE

Original Use:	Residence	Current Use:	Not in Use

DESCRIPTION

Walls:	Stone	Roof:	Corrugated Iron
Condition:	Fair	Integrity:	Medium
Original Fabric:	French doors	Modifications:	Partial verandah enclosures

This large house is of local stone construction with a hipped corrugated iron roof with ventilation gablets. The roof extends at the same pitch to cover surrounding verandahs which are supported on chamfered posts. The verandahs are partially enclosed to the corners of the building with fibro sheeting. The roofscape is punctuated by a corbelled brick chimney to the east. The southern facade features a central entry door with windows either side with decorative rendered window sills. There are French doors either side of the main entrance door opening onto the verandah. The original timber verandah boards have been replaced with concrete.

HISTORY

Construction Date:	7/2/1922	Source:	Date carved into wall
Architect:	Bob Salmon	Builder:	Bob Salmon

William Harold Stafford Roskams ("Bill") took up land at Whelarra in 1910. He initially called his property "Rosemerrylean", (later contracted to Merrylean) after three Aboriginal girls called Rosa, Merry and Lena. Bill Roskams had the first stone house built in the Yuna district and installed the first full sized bath. Roskams Farmhouse was built in 1922 by local stonemason, Bob Salmon, who also built the Naraling Church Hall, the Nolba Post Office/Exchange and several houses in the district, including Annan Farmhouse. Salmon used stone quarried from Pascoes quarry at Nolba and transported to the site by horse and cart.

The Roskams sold the property in 1944, following which it was leased to Arthur Tetlow for 2 years. Since then the place has been owned by the Jupps.

The farmhouse was damaged by two earthquakes in 1938 and 1968 which resulted in severe cracking in the foundations, walls and ceilings.

HISTORIC THEME(S)

HCWA		AHC	
100	Demographic settlement and mobility	8.14	Living in the country and rural settlements
104	Land allocation and subdivision	3.12.2	Developing sources of fresh local produce
302	Rural industry and market gardening		

STATEMENT OF SIGNIFICANCE

The Merrylean Farmhouse has considerable historic significance as the first stone farmhouse constructed in the Yuna district and for its association with local stonemason, Bob Salmon. The place, with its dominant roof form, surrounding verandahs, French doors and use of local stone, has aesthetic value.

MANAGEMENT CATEGORY

Category: 2

Level of Significance: CONSIDERABLE SIGNIFICANCE. Very important to the heritage of the locality.

Management Recommendation: Conservation of the place is highly recommended. Any proposed change should not unduly impact on the heritage values of the place and should retain significant fabric wherever feasible.

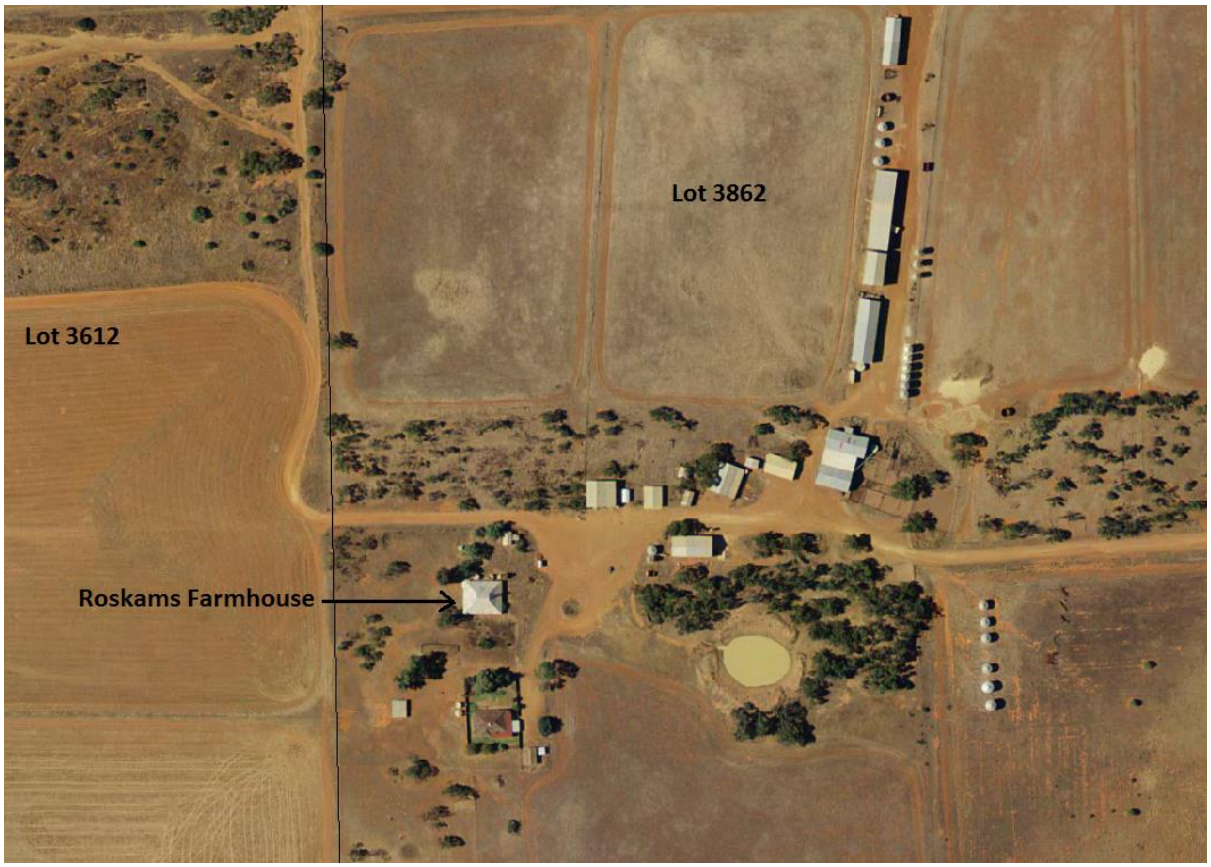
OTHER LISTINGS

Nil.

SUPPORTING INFORMATION / REFERENCES

Vlahov, J.,2002, *In Search of Land: Stories of Yuna*, Guardian Print, Geraldton. (pp185-192)

Assessment Date: 17/2/1993 Last Revision Date: 17/10/2012



Above: Aerial Photograph
Below: Northern elevation

Above: Northern verandah looking West
Below: Northern verandah looking East

Above: North-Western elevation
Below: Western elevation

Above: Western verandah looking North
Below: Western verandah looking South

Above: Southern elevation

Below: Southern verandah looking West

Above: Southern verandah looking East
Below: Eastern elevation

Above: Eastern verandah looking North
Below: Internal ceiling damage

Above: Hallway looking South

Above: Kitchen looking West Below Kitchen looking East

Above: Bedroom looking West

Below: Hallway looking North

SHIRE OF CHAPMAN VALLEY
LOCAL PLANNING SCHEME NO.3

FORM OF APPLICATION FOR PLANNING APPROVAL

OWNER DETAILS:

Name(s): KING WING Foil Center

Postal Address: 17 Alpha Way, North Coogee Postcode: 6163

Contact Person: Anna Ambroziak

Phone: 0466546887 Email: anna@kingwing.com.au

Signature: **Ambroziak** Date: 01 / 12 / 2021

Signature: *Ambroziak* 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: KING WING Coronation Clinic

Date: 26 / 12 / 2021 to 04 / 01 / 2022

Event set up date: 26 / 12 / 2021

Event start time/date: 10:00am 26 / 12 / 2021

Event finish time/date: 6:00pm 04 / 01 / 2022

Completion of Event clean up date: 04 / 01 / 2022

Proposed venue details: (e.g. name of reserve, building or public open space)

Coronation Beach, Howatharra WA 6532

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)

WING FOIL lesson on request after booking
A one-off commercial sporting event that can be repeated in the future

Entertainment: Brief details (number of stalls/products/entertainment-bands, amplified music/animals/activities/farm machinery/rides)

One van, all sports equipment distributed on the beach for lessons directly from the car.
Wingfoil lessons will be conducted from the beach and in the shallow water.
Private lessons 1 on 1, 2 on 1 or 3 on 1 (instructor with student). Groups from 4 to 6 people max.
Lesson duration 1.5hrs - 2 hrs.

Primary purpose of event: (eg. fundraiser for community group)

Introducing a new sport discipline, encouraging physical activity for the whole family.

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:

N/A

Details of any road closures or use of roads for the event: (Note: separate approvals required through police services)

N/A

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?

The event will have no consequences for local residents.
This event is aimed for people who will already be staying at a Coronation Beach campsite.

Parking Arrangements: (where, how directed etc.)

The participants of the event are people who will be already camping in Coronation Beach, from private Christmas holidays stays, and possible locals from Geraldton who will visit the beach for one day. To carry out the event, we will need one parking space for the organizer and a few places in the daily parking for locals.

Details of rubbish removal and site cleaning:

N/A

Expected Attendance

Maximum number of people expected at any given time: 1-3 people

Anticipated total number for entire event: 6-10 people

Target audience: (eg. youth, adult, family etc.) adults , family , children above 12 years old

Have you ever conducted this event before and if so, when/where was it held?

Yes, we are currently running wingfoil lessons in the same format in Perth.
Our instructor Bastien Escofet coaching kids in Royal Perth Yacht Club since 3 years.

Have you determined whether a risk assessment is required? (*tick*) Yes ☑ No ☐

Event Facilities

Power supply details: N/A

Water supply details: We provide drinking water during lessons

Number of toilets available:

Male: Closets: 3 Hand Wash Basins: 3 Urinals: ……

Female: Closets: 3 Hand Wash Basins: 3

Disabled: Closets: 3 Hand Wash Basins: 3

YOU MAY WISH TO ATTACH ANY OTHER RELEVANT INFORMATION TO ASSIST WITH THE APPROVAL PROCESS

KING WING
Van, Lesson and launching area

launching

Van

ACKNOWLEDGEMENT

I, Anna Ambroziak 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: Ambroziak **Date:** 01 / 12 / 2021

Print Name: Anna Ambroziak

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.*

WING FOILING, WING FOIL , WING SURF, WIND WINGS

This **new sport discipline** is a hybrid, a mix, a coming together of new technologies and possibilities from its sibling sports of windsurfing, surf foiling and kiting however is much safer than kite boarding.

In simple terms you hold the wing in your hands above your head much like a sail, first kneeling, then standing and pumping the board onto the 'plane' or foil. Once you're up, you're away and you can use the wing, the swell, a wave or your own pumping effort to continue both across up and downwind.

- **THE WING** is a simplistic no lines kite type constructed inflatable batwing that you hold in your hands without a harness. Some have a solid boom and most simply inflatable struts and leading edge with handles.

- **BOARDS** are changing dramatically and reducing in length and volume to an impressively small 'water-startable' volume, now varying between 150 litres to less than 40 in some extreme examples. Uni directional and generally specifically designed for wingsurfing, most don't have alternative fins and are becoming boxy and short, and are unique to this growing specific sport.

- **FOILS** are also changing all the time. Generally they are a little bigger than kitesurf foils around 1500cm^2 in surface area for the front wing. This is becoming wider by the minute with more of a glider shape than the low aspect short fat surf front wings used for kite and surf foiling. Masts are of medium length between 60-80cm. All of the equipment is changing and evolving fast as the sport develops rapidly and disciplines become established within it.

One thing is for sure, it has huge potential, is lots of fun and pretty straight forward and **safe to learn.**

WHO CAN DO IT?
Anyone! It is very accessible initially with big SUP type boards and medium wing sizes without foils. It's safe, straightforward to learn and now accessible to learn in numerous locations nationwide. Anyone who can swim can have a go on the foil.

Who doesn't want to 'float' silently on the ocean blasting in super light winds, cruising down swells or waves riding the foil alone, silently carving back and forth...?

WHERE TO DO IT?
It opens up an enormous new amount of spots both inland and coastal. All you need is space, and depth with flat or choppy water is ideal.

KITEBOARDING AUSTRALIA

Accreditation Certificate

AWARDED TO

Anna Ambroziak

National Member ID: 5795

Member expiry: 15 Jul 2022

FOR

Kiteboarding Australia Accredited School

Accredited Entity: King Wing

AWARDED ON

Thursday 1st July 2021

EXPIRES 1 MAY 2022

V-Insurance Group Pty Ltd
(AR No 432898) is an
Authorised Representative of Willis Australia
ABN 90 000 321 237 AFSL No 240600
Level 25, 123 Pitt Street, Sydney NSW 2000
Tel (02) 8599 8660
Fax (02) 8599 8661

14 May 2021

CERTIFICATE OF CURRENCY

In our capacity as Insurance Broker to the Named Insured shown below, we confirm having arranged the following insurance, the details of which are correct as at the Issue Date:

Named Insured	Kiteboarding Australia Limited, including all affiliated State / Territory Associations, affiliated clubs, including all members, temporary/trialing members, first aid personnel, administrators, officials, coaches, referees, employees, event managers, executives and voluntary workers and Kiteboarding Schools and Instructors as declared by Kiteboarding Australia.
Business Description:	The principal activities of Kiteboarding Australia Limited are to administer, co-ordinate, promote and develop the sport of Kiteboarding, Kite skiing, hydro foils, wind wings, surfing, stand up paddle boarding and snow kiting, Risk Management and governance of sanctioned events, games, tournaments and training sessions and any other activity incidental thereto
Club / School	King Wing
Policy Period	30 April 2021 at 4:00pm to 01 May 2022 at 4.00pm
Class of Insurance	Combined Liability Insurance
Limit of Liability	**Professional Indemnity** $ 5,000,000 each and every occurrence and in the aggregate **Public Liability** $20,000,000 each and every occurrence **Products Liability** $20,000,000 each and every occurrence and in the aggregate
Insurer(s)	Trident Insurance Group
Policy Number	LIAMT02269
Policy Territory	Worldwide excluding USA and Canada
Interested Party	

In all instances, cover afforded is subject to the policy terms, conditions and exclusions. Please address any queries concerning this insurance arrangement to this office.

Yours sincerely

Shauna Hewitt
Senior Account Manager
Authorised Representative Number: 455908

Disclaimer
This document has been prepared at the request of our client and does not represent an insurance policy, guarantee or warranty and cannot be relied upon as such. All coverage described is subject to the terms, conditions and limitations of the insurance policy and is issued as a matter of record only. This document does not alter or extend the coverage provided or assume continuity beyond the Expiry Date. It does not confer any rights under the insurance policy to any party. V-Insurance Group is under no obligation to inform any party if the insurance policy is cancelled, assigned or changed after the Issue Date.

KITEBOARDING
AUSTRALIA

15th July, 2021

To Whom It May Concern,

Please be advised that Anna Ambroziak is currently a member of the National Wing Committee. Anna has been identified as a prominent expert in the emerging sport & is currently assisting The National Wing Committee develop the sport at a national level in relation to wing education, events, training & safety.

Anna has extensive experience across many wind sports (including windsurfing and sailing) and has become an early adopter of the emerging sport of Wind Wings.

Kind Regards

Declan McCarthy
Kiteboarding Australia
General Manager

Kiteboarding Australia Limited
ACN 159 967 101
(+61) 431 229 171
contact@kiteboardingaus.com

KITEBOARDING
AUSTRALIA

16 June 2021

To whom it may concern,

Kiteboarding Australia (KA) has recently taken responsibility for administering Wing Foiling / Wing Surfing within Australia. This emerging sport is seen as extension of kiteboarding and our existing operation.

With this responsibility we have implemented insurance for the general winging community and commercial operators who plan to operate a Wing school.

KA have been in discussion with Anna Ambroziak regarding setting a up a Wing school in Western Australia in which we support and plan to assist Anna with insurance and accreditation of her school. Anna has a strong background in Physical Education and holds multiple wind sports instructor qualifications relevant to Wing Foiling.

Soon KA will also offer instructor courses to train and qualify participants. KA will look to work with Anna in the development of the Wing curriculum with the eventual goal of becoming qualified under the accreditation.

We strongly believe that Anna is appropriately qualified to begin teaching Wing Foiling in Perth and Anna's experience will assist KA to establish the training qualification in the near future.

Kind regards

Declan McCarthy
General Manager | Kiteboarding Australia
gm@kiteboardingaus.com | +61 499 071 116
Level 2, 375 Albert Rd, Albert Park, 3206, VIC

Risk Management Policy
KING WING FOIL CENTER

Date: [01.07.2021]

KING WING Foil Center
17 Alpha Way , North Coogee , 6163 WA

TABLE OF CONTENTS

1. INTRODUCTION 1

2. OBJECTIVES 1

3. WHAT IS RISK MANAGEMENT? 1

4. RISK RESPONSIBILITY 2

5. RISK MANAGEMENT PROCESS 2
   - 5.1 Risk Identification 2
   - 5.2 Risk Categories 2
   - 5.3 Risk Assessment 3
   - 5.4 Risk Treatment (action plan) 5
   - 5.5 Monitor and Review 5
   - 5.6 Communication 5

Risk Management Policy

1. INTRODUCTION

ANNA AMBROZIAK (**Operator**) is responsible for the management of an [school] for kiteboarding (**School**) in Perth, WA.

The directors or management of the Operator recognise risk management as an integral component of good corporate governance and that it is fundamental to allow the Operator to achieve its objectives.

Administrators and Operators owe a duty of care to participants in their events and activities where there is a reasonably foreseeable risk of harm or injury to participants as a result of their actions. In exercising this duty of care, the law requires reasonable steps to be taken to reduce the likelihood of injury to participants as a result of those risks which are foreseeable.

Risks need to be managed in order to prevent the effects they can have. Risk management is a logical method of identifying, analysing, assessing, treating, monitoring and communicating the risks that are associated with various activities, so that negative effects and losses can be minimised. Managing the risks associated with the School will encourage more people to participate because of the fact the environment is safe.

The Operator's risk management policy provides the framework to manage the risks associated with the School.

2. OBJECTIVES

The objectives of this Risk Management Policy (**Policy**) are to:

(a) to protect the Operator from all areas of operation;

(b) to reduce the incidence of injury to participants, officials and other persons;

(c) to provide a fun, healthy and safe sporting environment; and

(d) to minimise potential liability as a result of poor management.

3. WHAT IS RISK MANAGEMENT?

(a) Risk management is the process of systematically eliminating or minimising the adverse impact of all activities which may give rise to injurious or dangerous situations. This requires the development of a framework within which risk exposure can be monitored and controlled. Risk management is a tool by which persons involved in sport can seek to meet their duties and thus avoid liability.

(b) Risks which can be covered by a risk management program include:

(i) Legal risks – losses and costs arising from legal actions for breach of a common law or statutory duty of care;

(ii) Physical risks – injuries to participants and the public;

(iii) Financial risks – increased insurance premiums, costs associated with injuries for business reasons, loss of financial stability and asset value,

replacement costs and earning capacity and increased external administrative costs;

(iv) Moral and ethical risks – loss of quality of participant experience and confidence, adverse publicity and damage to image or reputation.

4. RISK RESPONSIBILITY

The Manager of the Operator is responsible for overseeing the establishment and implementation of risk management systems by the Operator. The Manager is also responsible for reviewing the on-going effectiveness of these systems.

5. RISK MANAGEMENT PROCESS

Having considered the matters set out at items 5.1 to 5.6 of this Policy, the Operator should develop a risk management plan by completing the Risk Management Table at Schedule 1.

5.1 Risk Identification

(a) The first step in the risk management program is to identify what risks exist (or may exist in the future). It is important that people who will be involved in all levels of the Sport are involved in identifying risk areas. There is no substitute for actual practical experience in working out why accidents may occur, or what presents a potential problem.

(b) There are a number of things that must be considered in identifying risks:

(i) The type of activities conducted;

(ii) Injury history (including type of injury and cause);

(iii) How operational procedures are conducted, and whether there have been any previous problems.

5.2 Risk Categories

The following are some example risk categories to consider:

(a) Administration / Relations

For example: personnel (i.e. loss of staff); damage to office (i.e. loss of vital documents); information management (i.e. loss of information); legal; health; safety; insurance; death; compensation; privacy; and intellectual property protection /ambush marketing.

(b) Finance

For example: government; participants; and sponsorships.

(c) Communications / Public Relations

For example: dealing with the media; spokesperson; and action plans re: response.

(d) Sport / Schools

For example: ensuring venue is safe to conduct lesson, are appropriate licences in place etc.

See **Annexure A** to this Policy for a comprehensive (not exhaustive) checklist of matters to consider from a risk management perspective and which may inform the risks to be identified in the Risk Management Table at Schedule 1.

5.3 Risk Assessment

Having identified the risks involved in the Operator's activities we need to assess them in terms of their likelihood to occur and the seriousness of the consequences arising from their occurrence.

Each identified risk must be rated. These ratings describe:

- the likelihood of the risk occurring (likelihood); and
- the loss or damage impact if the risk occurred (severity);
- the priority, or degree of urgency required to address the risk.

In order to systematically assess the risks identified in the first stage of the process, we apply the risk rating scales set out below in Tables 1 – 3. The risk rating scales will allow you to rate identified risks and then identify risk management priorities.

(a) Likelihood

The likelihood is related to the potential for a risk to occur over an evaluation cycle.

Table 1: Likelihood Scale:

Rating	**LIKELIHOOD** The potential for problems to occur in a year
A	ALMOST CERTAIN: Will probably occur, could occur several times per year
B	LIKELY: High probability, likely to arise once per year
C	POSSIBLE: Reasonable likelihood that it may arise over a five-year period
D	UNLIKELY: Plausible, could occur over a five to ten year period
E	RARE: Very unlikely but not impossible, unlikely over a ten year period

(b) Severity

The severity of a risk refers to the degree of loss or damage which may result from its' occurrence.

Table 2: Severity Scale:

Rating	**POTENTIAL IMPACT** In terms of the objectives of the organisation
A	CATASTROPHIC: Most objectives may not be achieved, or several severely affected
B	MAJOR: Most objectives threatened, or one severely affected
C	MODERATE: Some objectives affected, considerable effort to rectify

Rating	POTENTIAL IMPACT In terms of the objectives of the organisation
D	MINOR: Easily remedied, with some effort the objectives can be achieved
E	NEGLIGIBLE: Very small impact, rectified by normal processes

Having assessed each risk in terms of its likelihood and severity we are in a position to prioritise the risks to assist in the decision making of what action is warranted to manage the risks (where possible).

(c) Risk Priority

The risk priority scale determines the nature of the risk and the action required. They are indicators to assist in the decision making of what action is warranted for the risks.

Table 3: Risk Priority Scale

LIKELIHOOD	IMPACT A	IMPACT B	IMPACT C	IMPACT D	IMPACT E
A	Extreme (1)	Extreme (1)	Major (2)	Major (2)	Medium (3)
B	Extreme (1)	Extreme (1)	Major (2)	Medium (3)	Minor (4)
	Extreme (1)	Major (2)	Major (2)	Medium (3)	Minor (4)
D	Major (2)	Major (2)	Medium (3)	Minor (4)	Minor (4)
E	Medium (3)	Medium (3)	Minor (4)	Minor (4)	Minor (4)

Key:

1	Extreme risks that are likely to arise and have potentially serious consequences requiring urgent attention
2	Major risks that are likely to arise and have potentially serious consequences requiring urgent attention or investigation
3	Medium risks that are likely to arise or have serious consequences requiring attention
4	Minor risks and low consequences that maybe managed by routine procedures
5	Use this to note a risk that does not apply to your organisation

Once a risk priority has been determined the Operator can consider the level of risk treatment and action required for each risk.

5.4 Risk Treatment (action plan)

(a) This stage is all about identifying and testing strategies to manage the risks which have been identified and subsequently evaluated as posing a real risk to the Operator and / or the participants. Ideally personnel will work together to brainstorm a variety of treatment strategies and then consider each strategy in terms of its effectiveness and implementation. This will necessarily involve some "reality testing" of risk treatment strategies as personnel determine what reasonable steps they may take to reduce the impact of the risk arising.

(b) If the risk has been assessed and the risk has rated highly you will need to carefully consider necessary policies, procedures and strategies to treat the risk. These will include what is needed to treat the risk, who has the responsibility and what is the timeframe for risk management. These elements will comprise your action plan. If you already have a strategy in place to address or manage an identified risk, insert details of that strategy in the space provided. If not, you will have to devise a strategy.

5.5 Monitor and Review

(a) It is very important that the Operator review the risk management plan annually and otherwise as often as is required. The risk management plan should be a fluid document which is regularly updated to take account of changes.

(b) The keeping of records, and the continued evaluation of the risk management plan in the light of such records is crucial. Your risk management procedures should include the documentation of any accidents, as well as information on the effectiveness of the risk management plan. Statistics on continuing injuries or accident occurrences should be used to determine whether there are specific activities that require either increased precautions or supervision.

(c) Your risk management plan cannot remain static. Risks can change according to changes in the law, development of safe practices and techniques, and developing technology. Constant evaluation and updating must be done to take account of developing trends and the Operator's own experience.

5.6 Communication

(a) It is essential that all the Operator's personnel and participants are aware of the risk management program and are consulted in its development, implementation and evaluation.

PLEASE NOTE this Resource is a guide. The risks which have been included under the respective Risk Categories in the following Risk Management tables are identified as a starting point. There will be circumstances where risks which are particular to your role may not have been addressed. Space has been provided for you to identify and address these.

SCHEDULE 1
RISK MANAGEMENT TABLE

E	Likelihood	Severity	Risk Rating	Treatment	Likelihood after treatment	Severity after treatment	Risk Rating after treatment	Resources	Responsible Person
PERSONAL INJURY TO STUDENT OR INSTRUCTOR									
Eg Impact with solid hazard	*A*	*A*	*(1) Extreme*	• *Instructor to choose launch/landing zone with sufficient (2 kite line) downwind hazard free* • *Instructor to launch/land kite for student and walk into water until student demonstrates necessary skills on water*	*E*	*A*	*(3) Medium*	• *KA Instructor Manual* • *KA Centre Manual*	*Instructor on beach*
Impact with solid hazard	C	C	(4) Minor	1. Instructor will give clear instructions Maintain a clear distance/5 metres from all solid hazards. Jetty, boat, other recreational users.	E	E	(4) Minor	*KA Instructor Manual* *KA Centre Manual*	*Instructor on beach*
Drowning	E	A	3 Medium	1. All clients must be strong swimmers 2. Students to wear the buoyancy vest during the lesson 3. Maintain adequate distance - 3-5 meters (to apply the 3-minute rule) 4. Constantly maintain eye contact with the student	E	E	(4) Minor	*KA Instructor Manual* *KA Centre Manual*	*Instructor on beach*
Drop in wind strength	B	C	3	1. Ensure student can demonstrate the safety and self-rescue procedure. 2. Ensure student knows how to prone paddle with wing	B	D	(4) Minor	*KA Instructor Manual* *KA Centre Manual*	*Instructor on beach*
Accidental/unexpected fall	A	C	3	1. Ensure student can demonstrate the safety and self-rescue procedure. 2. Recommend the use of booties. 3. Administer first aid if required - call 000 if required	B	D	4	*KA Instructor Manual* *KA Centre Manual*	*Instructor on beach*
Sprain or strain from physical activity	C	C	3	- Lesson time to be no more than 2 hours to avoid excessive fatigue - Introduce short breaks to rest, drink water	D	D	4	*KA Instructor Manual* *KA Centre Manual*	*Instructor on beach*
Equipment malfunction	C	D	3	1. check all equipment before each lesson 2. Monitor your equipment during the season and replace it when it is damaged or worn 3.If equipment damage occurs basis during the lesson: - make sure that the student is safe and is not in danger of injury - replace the equipment with working order to continue the lesson	D	E	4	*KA Instructor Manual* *KA Centre Manual*	*Instructor on beach*
Sunburn to skin or eyes	C	C	3	1.Recommend students to apply sunscreen and wear sunglasses 2. Appropriate protective clothing /cap , rashy etc. 3. Administer first aid if required - call 000 if required	E	E	4	*KA Instructor Manual* *KA Centre Manual*	*Instructor on beach*

Dehydration or heatstroke	C	C	3	- Lesson time to be no more than 2 hours to avoid excessive fatigue - Introduce short breaks to rest, drink water 3. introduce short breaks to rest, drink water - Administer first aid if required - call 000 if required	E	E	4	*KA Instructor Manual* *KA Centre Manual*	*Instructor on beach*
Hypothermia	D	C	2	1. Inform the student about the weather and water temperature 2.. Recommend the students wear appropriate clothing – wetsuit if needed 3. Ensure student is comfortable at all times, cease lesson if required. 4. Administer first aid if required - call 000 if required	E	E	4	*KA Instructor Manual* *KA Centre Manual*	*Instructor on beach*
Changes in weather resulting in significant increase in wind, storm activity	B	B	3	1.Consider modifying or cancelling session if weather conditions deteriorate 2. Advise customers of hazards of wind 3. Instructor to maintain close supervision of all participant 4. Advise customers to carry board and wing adequately in stronger winds - two people per board and wing or one by one , first wing	B	D	4	*KA Instructor Manual* *KA Centre Manual*	*Instructor on beach*
Impact between people	B	C	3	1. Maintain a safe distance from other participants in the water min 5m 2. Explain to the student what to do in the event of an impending danger - e.g. kite and lines (jump into the water and cover your head with your hands) etc. 3.Administer first aid if required - call 000 if required	D	D	4	*KA Instructor Manual* *KA Centre Manual*	*Instructor on beach*
Shark attack or other dangerous marine animal	C	C	1	Instruct all customers on emergency water evacuation procedures 1. Take immediate action in the event of shark sighting 2. Implement water evacuation procedures 3. Account for all customers 4. Render immediate first aid and call 000 5. Cancel remainder of session	D	D	4	*KA Instructor Manual* *KA Centre Manual*	*Instructor on beach*
Crossing road or pedestrian path to beach area	C	D	4	Instruct all customers before leaving wing surf school of Bike Path crossing hazards 1. Identify high risk locations specific to wing surf school operations , i: 2. Locate customer mustering, equipment dispatch and briefing areas away from road/cycle path 3. Instructor to maintain close supervision of all participant 4. Administer first aid if required - call 000 if required	C	E	4	*KA Instructor Manual* *KA Centre Manual*	*Instructor on beach*
Cuts to feet due to walking to/from car or on beach	C	D	3	1. recommend student is earing booties. 2. in case of injury, follow the safety procedures 3.Administer first aid if required - call 000 if required	D	E	4	*KA Instructor Manual* *KA Centre Manual*	*Instructor on beach*
Tripping on hand/leg rope or other hazard on	B	C	3	1. Clearly demonstrate safe water entry and exit with equipment as part of lesson plan.	D	E	4	*KA Instructor Manual* *KA Centre Manual*	*Instructor on beach*

beach									
Shark Sighting	C	C	3	1. Take immediate action in the event of shark sighting 2. Implement water evacuation procedures 3. Account for all customers 4. Cancel remainder of session	E	D	4	*KA Instructor Manual* *KA Centre Manual*	*Instructor on beach*
[THIS IS NOT A COMPREHENSIVE LIST AND EACH SCHOOL NEEDS TO UNDERTAKE THE RISK MANGEMENT PROCESS SET OUT IN THIS TEMPLATE TO IDENTIFY APPROPRIATE RISKS FOR YOUR CIRCUMSTANCES]									
hit injury with a board or foil	B	C	3	1. Maintain an eye contact 2. Check student on injury 3.Administer first aid if required - call 000 if required	C	E	4	*KA Instructor Manual* *KA Centre Manual*	*Instructor on beach*
Cuts to body from sharp foil	B	C	3	1. Recommend always wear wetsuit and impact vest 2. in case of injury, apply first aid 3. finish the lesson and refer the student to the nearest medical centre. 4.In the event of a serious injury, administer first aid if required - call 000 if required	C	E	4	*KA Instructor Manual* *KA Centre Manual*	*Instructor on beach*
hitting the foil mast/wing to the head	B	C	3	1. Recommend always wear wetsuit and impact vest 2. in case of injury, apply first aid 3. finish the lesson and refer the student to the nearest medical centre. 4.In the event of a serious injury, administer first aid if required - call 000 if required	C	E	4	*KA Instructor Manual* *KA Centre Manual*	*Instructor on beach*
dropping the foil onto the leg	B	C	3	1. Recommend always wear wetsuit and impact vest 2. in case of injury, apply first aid 3. finish the lesson and refer the student to the nearest medical centre. 4.In the event of a serious injury, administer first aid if required - call 000 if required	C	E	4	*KA Instructor Manual* *KA Centre Manual*	*Instructor on beach*
Complication with wrist leash/ leg rope	B	C	3	1. Clearly demonstrate safe water entry and exit with equipment as part of lesson plan. 2. Lesson plan to include detailed instruction of wrist and leg rope use ie. How to attach and detach safely .	C	E	4	*KA Instructor Manual* *KA Centre Manual*	*Instructor on beach*
fall on foil	B	C	3	1. Ensure student can demonstrate the safety and self-rescue procedure. 2. Recommend always wear wetsuit and impact vest 3. Lesson plan to include correct fall technique 4. Administer first aid if required - call 000 if required	C	E	4	*KA Instructor Manual* *KA Centre Manual*	*Instructor on beach*
fall to the wing	B	C	3	1. Ensure student can demonstrate the safety and self-rescue procedure. 2. Recommend always wear wetsuit and impact vest 3. Lesson plan to include correct fall technique 4. Administer first aid if required - call 000 if required	C	E	4	*KA Instructor Manual* *KA Centre Manual*	*Instructor on beach*

Separation from wing or board	D	C	3	1. Ensure student can demonstrate the safety and self-rescue procedure. 2. Student to stay with board all times and prone paddle back to shore 3. If any equipment is compromised, student to stay with board if possible.	E	E	4	*KA Instructor Manual* *KA Centre Manual*	*Instructor on beach*
Heart attack	E	B	3	1. Access the situation and take immediate action 2. Call 000 3. Cancel the remainder of the session	E	C	4	*KA Instructor Manual* *KA Centre Manual*	*Instructor on beach*
Floating objects	C	C	3	1. Access the situation and take immediate action if injury occurs 2. Ensure access to first aid is readily available to treat any cuts/abrasions 3. Administer First Aid if required	D	E	4	*KA Instructor Manual* *KA Centre Manual*	*Instructor on beach*
Seizure	E	B	3	1. Access the situation and take immediate action if ijnury ocurs 2. Adminster first Aid if required 3. Call 000 if required	E	C	4	*KA Instructor Manual* *KA Centre Manual*	*Instructor on beach*
Fatique	D	C	3	1. Access the situation and take immediate action if ijnury ocurs 2. Adminster First Aid if required	E	E	4	*KA Instructor Manual* *KA Centre Manual*	*Instructor on beach*
Lightning	D	C	3	1. Consult weather and surf conditions forecast 2. If weather conditions deteriorate evacuate beach 3. Cancel remainder of session if lightening is imminent	E	E	4	*KA Instructor Manual* *KA Centre Manual*	*Instructor on beach*
Pre-existing Illness, Allergy or Medical Condition	D	C	3	1. Access the situation and take immediate action if ijnury ocurs 2. Adminster first Aid if required 3. Monitor studnt/customer condition 4. Call 000 if required 5. Cancel remainder of session if required	E	E	4	*KA Instructor Manual* *KA Centre Manual*	*Instructor on beach*
Tides/ Shallow holes/sand bar	C	C	3	**Tides** 1. Instruct all customers and students to pron paddle or walk with a gear in safe zone 2. Instruct all customers and students to adequately prone paddle to avoid strong tide and current 3. Instruct all customers and students to prone paddle if required **Shallow holes** 1. Instruct customers safe water entering procedures including walk only 2. Advise customers of possible hazard from holes and care required when stepping from board 3. Advise customers not to jump feet first from their board **Sand Bar** 1. Advise customers of whereabouts of sand bars 2. Advise customers of falling 'flat' technique rather than diving when falling from board, do not nose dive board	D	E	4	*KA Instructor Manual* *KA Centre Manual*	*Instructor on beach*

				3. Inspect and select surf zone away from obvious sand bars likely to attract 'dumping' conditions 4. Inspect surf conditions prior to each each lesson 5. Inspect fitness levels of participants					
Bee Stings	C	D	3	1. Monitor conditions 2. Ensure access to first aid treatment is readily available to treat stings 3. Adminster First Aid if required	E	E	4	*KA Instructor Manual* *KA Centre Manual*	*Instructor on beach*
Submerged obstacles	C	C	3	1. Access the situation and take immediate action if ijnury ocurs 2. Ensure access to first aid and take and treat any cuts/abrasions	D	E	4	*KA Instructor Manual* *KA Centre Manual*	*Instructor on beach*
PERSONAL INJURY TO 3rd PARTY BYSTANDER									
Kite or lines impacting with 3rd party	N/A	N/A	N/A	N/A in wing foil most impact can be with mast and foil under the board . Make sure you instruct students to all awareness with foil	N/A	N/A	N/A	*KA Instructor Manual* *KA Centre Manual*	*N/A*
Body to body impact with 3rd party	C	D	3	1.Keep a safe distance from others, minimum 5m 2. When starting lessons, make sure you have enough space to conduct the lessons safely 3.Warn the student to look around and be cautious about possible hazards 4. the instructor is aware of the dangers and observes the training area to avoid hazards	E	E	4	*KA Instructor Manual* *KA Centre Manual*	*Instructor on beach*
Pedestrian or cyclist when crossing road to lesson area from car	C	D	3	1. Identify high risk locations specific to wing surf school operations 2. Locate customer mustering, equipment dispatch and briefing areas away from road/cycle path 3. Instructor to maintain close supervision of all participant 4. Administer first aid if required - call 000 if required	E	E	4	*KA Instructor Manual* *KA Centre Manual*	*Instructor on beach*
Noise pollution for local residents	E	E	4	There is no such risk in the case of wing foil lessons however - make sure you conduct lessons at a sufficient distance from the student so that you can be heard clearly without having to raise your voice or shout	E	E	4	*KA Instructor Manual* *KA Centre Manual*	*Instructor on beach*
Tripping on wing /board or leg rope lines or other	B	C	3	1. Clearly demonstrate safe water entry and exit with equipment as part of lesson plan.	D	E	4	*KA Instructor Manual* *KA Centre Manual*	*Instructor on beach*

lesson equipment									
DAMAGE TO THE ENVIRONMENT									
Wing or foil crash on vegetation	E	E	4	1.Lessons to operate no vegetation area	E	E	4	*KA Instructor Manual KA Centre Manual*	*Instructor on beach*
Trampling of dunal vegetation	E	E	4	2.Lessons to operate no vegetation area	E	E	4	*KA Instructor Manual KA Centre Manual*	*Instructor on beach*
Migratory birds	E	E	4	N/A local council permits will not allowed operate in birds sanctuary zone	E	E	4	*KA Instructor Manual KA Centre Manual*	*Instructor on beach*
Rubbish accumulation at lesson area	E	E	4	Instruct the student about leaving nothing on the beach	E	E	4	*KA Instructor Manual KA Centre Manual*	*Instructor on beach*
ADMINISTRATIVE OR LEGAL RISKS									
Legal action against school owner or instructor	E	E	4	make sure everyone in your school knows and follows the procedures conduct training for all team members each time follow the standards and regulations	E	E	4	*KA Instructor Manual KA Centre Manual*	*School Lawyer and owner*
No permits issues by local council for lessons	E	E	4	report to the appropriate authority and ask for re-approval if you do not have permission in a given location, do not conduct classes there When applying for a permit, make sure that you have prepared all documents correctly and that you meet the requirements of local authorities	E	E	4	*KA Instructor Manual KA Centre Manual*	*School Lawyer and owner*
Reputational damage after accident	E	E	4	-check all school procedures again -arrange a meeting with the entire team and make sure everyone knows the safety procedures - watch /supervise the instructors during the lessons - take all possible actions not to repeat the accident	E	E	4	*KA Instructor Manual KA Centre Manual*	*School Lawyer*

SHIRE OF CHAPMAN VALLEY

MONTHLY FINANCIAL REPORT

(Containing the Statement of Financial Activity)

For the period ending 30th November 2021

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

TABLE OF CONTENTS

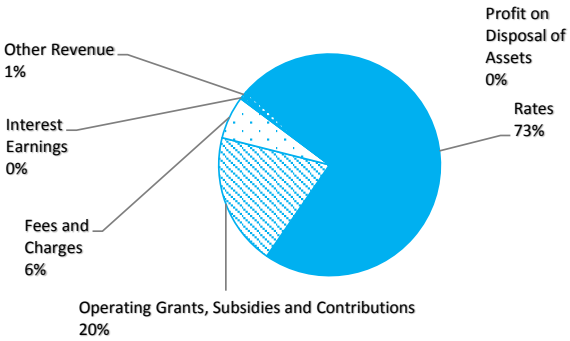
Statement of Financial Activity by Program		5
Statement of Financial Activity by Nature or Type		7
Basis of Preparation		8
Note 1	Statement of Financial Activity Information	9
Note 2	Capital Acquisitions	10
Note 3	Explanation of Material Variances	12

MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 NOVEMBER 2021

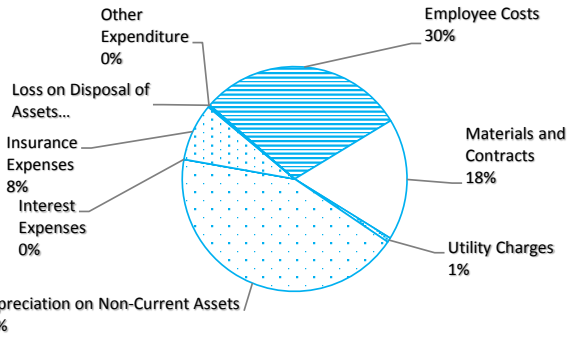
SUMMARY INFORMATION - GRAPHS

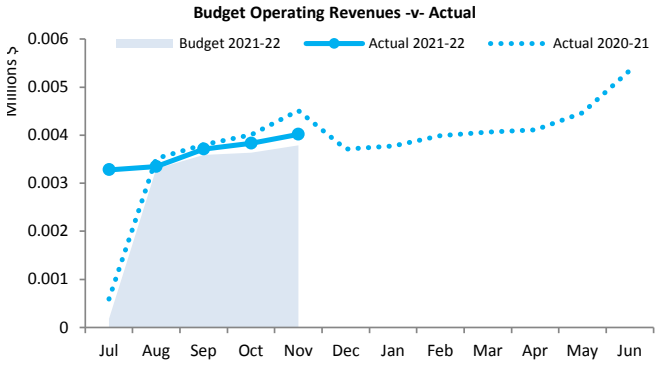
OPERATING ACTIVITIES

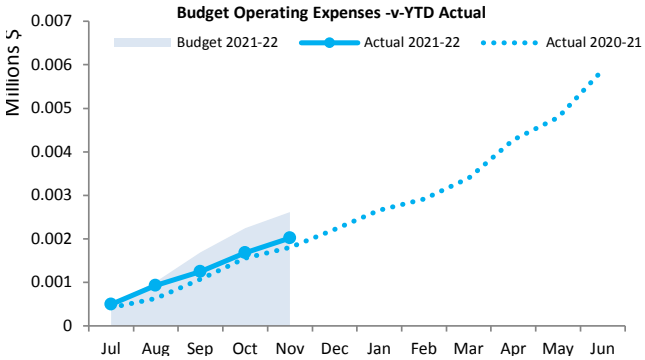
OPERATING REVENUE



OPERATING EXPENSES

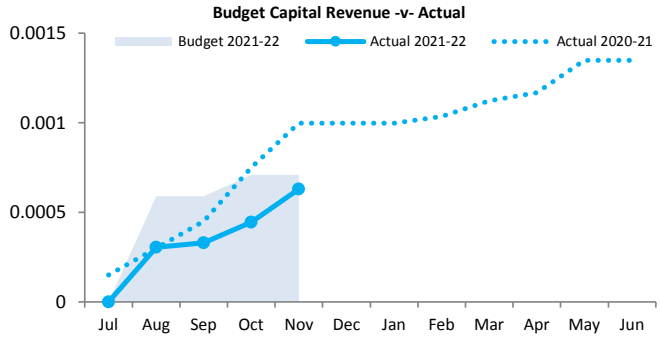




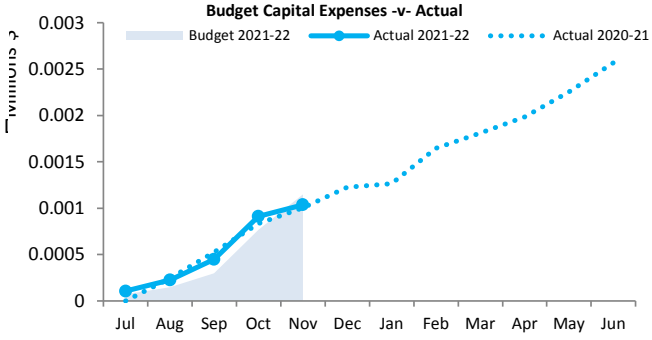


INVESTING ACTIVITIES

CAPITAL REVENUE

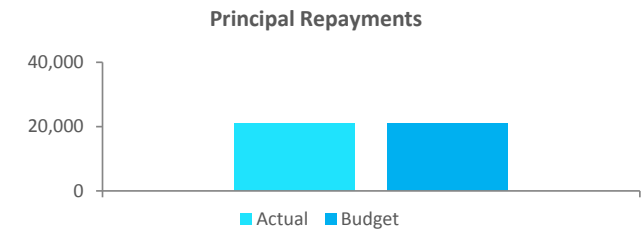


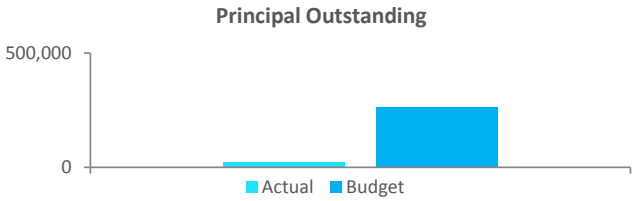
CAPITAL EXPENSES



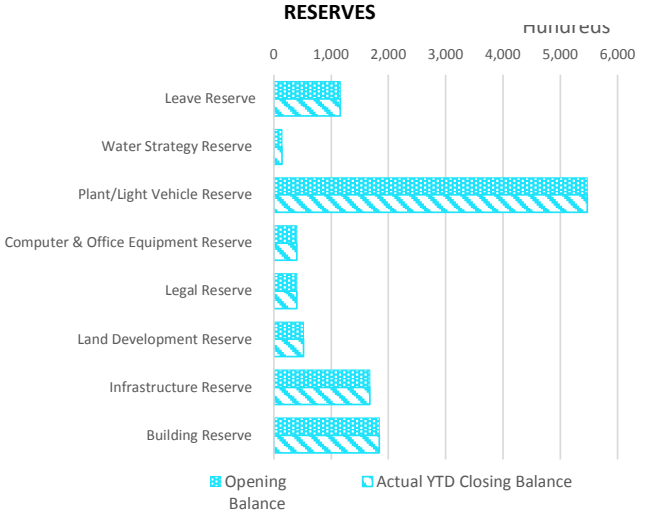
FINANCING ACTIVITIES

BORROWINGS





RESERVES



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

EXECUTIVE SUMMARY

Funding surplus / (deficit) Components

Funding surplus / (deficit)

	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
Opening	$1.34 M	$1.34 M	$1.78 M	$0.44 M
Closing	$0.00 M	$3.49 M	$4.22 M	$0.73 M

Refer to Statement of Financial Activity

Cash and cash equivalents

	$5.61 M	% of total
Unrestricted Cash	$4.45 M	79.3%
Restricted Cash	$1.16 M	20.7%

Refer to Note 2 - Cash and Financial Assets

Payables

	$0.23 M	% Outstanding
Trade Payables	$0.03 M	
0 to 30 Days		100.0%
30 to 90 Days		0.0%
Over 90 Days		0%

Refer to Note 5 - Payables

Receivables

	$0.51 M	% Collected
Rates Receivable	$0.46 M	84.9%
Trade Receivable	$0.05 M	% Outstanding
30 to 90 Days		14.3%
Over 90 Days		3%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
$0.68 M	$1.98 M	$2.87 M	$0.89 M

Refer to Statement of Financial Activity

Rates Revenue

YTD Actual	$2.94 M	% Variance
YTD Budget	$2.94 M	0.1%

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions

YTD Actual	$0.78 M	% Variance
YTD Budget	$0.61 M	28.1%

Refer to Note 13 - Operating Grants and Contributions

Fees and Charges

YTD Actual	$0.25 M	% Variance
YTD Budget	$0.22 M	13.2%

Refer to Statement of Financial Activity

Key Investing Activi Date prepared: All known transactions up to 31 August 2021

Amount attributable to investing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
($2.26 M)	($0.44 M)	($0.41 M)	$0.03 M

Refer to Statement of Financial Activity

Proceeds on sale

YTD Actual	$0.00 M	%
Adopted Budget	$0.13 M	(100.0%)

Refer to Note 7 - Disposal of Assets

Asset Acquisition

YTD Actual	$1.04 M	% Spent
Adopted Budget	$3.92 M	(73.6%)

Refer to Note 8 - Capital Acquisitions

Capital Grants

YTD Actual	$0.63 M	% Received
Adopted Budget	$1.53 M	(58.7%)

Refer to Note 8 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
$0.25 M	$0.61 M	($0.02 M)	($0.64 M)

Refer to Statement of Financial Activity

Borrowings

Principal repayments	$0.02 M
Interest expense	$0.00 M
Principal due	$0.02 M

Refer to Note 9 - Borrowings

Reserves

Reserves balance	$1.16 M
Interest earned	$0.00 M

Refer to Note 11 - Cash Reserves

Lease Liability

Principal repayments	$0.00 M
Interest expense	$0.00 M
Principal due	$0.06 M

Refer to Note 10 - Lease Liabilites

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

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 30 NOVEMBER 2021

STATUTORY REPORTING PROGRAMS

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

PROGRAM NAME AND OBJECTIVES	ACTIVITIES
GOVERNANCE	
To provide a decision making process for the efficient allocation of scarce resources	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.
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 30 NOVEMBER 2021

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		$	$	$	$	%	
Opening funding surplus / (deficit)	1(c)	1,339,356	1,339,356	**1,779,565**	440,209	32.87%	▲
Revenue from operating activities							
Governance		1,200	500	**5**	(495)	(99.00%)	
General purpose funding - general rates	6	2,937,703	2,937,703	**2,940,028**	2,325	0.08%	
General purpose funding - other		480,191	248,275	**317,806**	69,531	28.01%	▲
Law, order and public safety		263,460	95,486	**82,568**	(12,918)	(13.53%)	▼
Health		5,007	3,355	**2,923**	(432)	(12.88%)	
Community amenities		184,259	167,363	**171,016**	3,653	2.18%	
Recreation and culture		1,057,644	31,495	**157,346**	125,851	399.59%	▲
Transport		619,546	271,500	**314,563**	43,063	15.86%	▲
Economic services		23,430	11,967	**11,859**	(108)	(0.90%)	
Other property and services		81,000	20,420	**18,105**	(2,315)	(11.34%)	
		5,653,440	**3,788,064**	**4,016,219**	228,155		
Expenditure from operating activities							
Governance		(435,202)	(174,212)	**(111,973)**	62,239	35.73%	▲
General purpose funding		(125,533)	(48,472)	**(40,154)**	8,318	17.16%	
Law, order and public safety		(399,952)	(171,295)	**(113,082)**	58,213	33.98%	▲
Health		(31,390)	(13,245)	**(5,526)**	7,719	58.28%	
Community amenities		(791,886)	(309,072)	**(234,756)**	74,316	24.04%	▲
Recreation and culture		(1,156,790)	(639,040)	**(369,543)**	269,497	42.17%	▲
Transport		(3,495,990)	(1,105,152)	**(1,037,139)**	68,013	6.15%	
Economic services		(371,471)	(138,230)	**(121,520)**	16,710	12.09%	▲
Other property and services		(59,999)	(17,105)	**14,705**	31,810	185.97%	▲
		(6,868,213)	**(2,615,823)**	**(2,018,988)**	596,835		
Non-cash amounts excluded from operating activities	1(a)	1,893,922	807,870	**874,287**	66,417	8.22%	
Amount attributable to operating activities		**679,149**	**1,980,111**	**2,871,518**	891,407		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	14	1,528,260	709,422	**630,738**	(78,684)	(11.09%)	▼
Proceeds from disposal of assets	7	126,000	0	**0**	0	0.00%	
Payments for property, plant and equipment and infrastructure	8	(3,917,804)	(1,149,130)	**(1,036,114)**	113,017	9.83%	
Amount attributable to investing activities		**(2,263,544)**	**(439,708)**	**(405,376)**	34,333		
Financing Activities							
Proceeds from new debentures	9	240,000	240,000	**0**	(240,000)	(100.00%)	▼
Transfer from reserves	11	378,000	378,000	**0**	(378,000)	(100.00%)	▼
Payments for principal portion of lease liabilities	10	(7,686)	(3,175)	**(3,175)**	0	0.00%	
Repayment of debentures	9	0	0	**(20,925)**	(20,925)	0.00%	▼
Transfer to reserves	11	(365,275)	(50)	**(50)**	0	0.00%	
Amount attributable to financing activities		**245,039**	**614,775**	**(24,150)**	(638,925)		
Closing funding surplus / (deficit)	1(c)	**0**	**3,494,534**	**4,221,557**			

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold.
Refer to Note 16 for an explanation of the reasons for the variance.
The material variance adopted by Council for the 2021-22 year is $10,000 or 10.00% whichever is the greater.
This statement is to be read in conjunction with the accompanying Financial Statements and notes.

KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 30 NOVEMBER 2021

NATURE OR TYPE DESCRIPTIONS

REVENUE

RATES
All rates levied under the *Local Government Act 1995.* Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Exclude administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS
Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS
Amounts received specifically for the acquisition, construction of new or the upgrading of identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

REVENUE FROM CONTRACTS WITH CUSTOMERS
Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

FEES AND CHARGES
Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, 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.

PROFIT ON ASSET DISPOSAL
Excess of assets received over the net book value for assets on their disposal.

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
Shortfall between the value of assets received over the net book
Date prepared: All known transactions up to 31 August 2021

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, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021

BY NATURE OR TYPE

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		$	$	$	$	%	
Opening funding surplus / (deficit)	1(c)	1,339,356	1,339,356	**1,779,565**	440,209	32.87%	▲
Revenue from operating activities							
Rates	6	2,937,703	2,937,703	**2,940,028**	2,325	0.08%	
Operating grants, subsidies and contributions	13	2,183,640	606,593	**776,860**	170,267	28.07%	▲
Fees and charges		305,236	222,575	**252,054**	29,479	13.24%	▲
Interest earnings		13,475	8,516	**11,022**	2,506	29.43%	
Other revenue		153,380	12,677	**36,256**	23,579	186.00%	▲
Profit on disposal of assets	7	60,006	0	**0**	0	0.00%	
		5,653,440	**3,788,064**	**4,016,220**	228,156		
Expenditure from operating activities							
Employee costs		(2,246,397)	(787,575)	**(604,207)**	183,368	23.28%	▲
Materials and contracts		(2,306,138)	(798,613)	**(353,400)**	445,213	55.75%	▲
Utility charges		(52,103)	(18,036)	**(13,159)**	4,877	27.04%	
Depreciation on non-current assets		(1,938,889)	(807,870)	**(874,480)**	(66,610)	(8.25%)	
Interest expenses		(3,336)	(1,596)	**(418)**	1,178	73.81%	
Insurance expenses		(184,419)	(183,703)	**(166,730)**	16,973	9.24%	
Other expenditure		(136,931)	(18,430)	**(6,595)**	11,835	64.22%	▲
Loss on disposal of assets	7	0	0	**0**	0	0.00%	
		(6,868,213)	**(2,615,823)**	**(2,018,989)**	596,834		
Non-cash amounts excluded from operating activities	1(a)	1,893,922	807,870	**874,287**	66,417	8.22%	
Amount attributable to operating activities		**679,149**	**1,980,111**	**2,871,518**	891,407		
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	14	1,528,260	709,422	**630,738**	(78,684)	(11.09%)	▼
Proceeds from disposal of assets	7	126,000	0	**0**	0	0.00%	
Payments for property, plant and equipment	8	(3,917,804)	(1,149,130)	**(1,036,114)**	113,017	9.83%	
		(2,263,544)	**(439,708)**	**(405,376)**	34,333		
Amount attributable to investing activities		**(2,263,544)**	**(439,708)**	**(405,376)**	34,333		
Financing Activities							
Proceeds from new debentures	9	240,000	240,000	**0**	(240,000)	(100.00%)	▼
Transfer from reserves	11	378,000	378,000	**0**	(378,000)	(100.00%)	▼
Payments for principal portion of lease liabilities	10	(7,686)	(3,175)	**(3,175)**	0	0.00%	
Repayment of debentures	9	0	0	**(20,925)**	(20,925)	0.00%	▼
Transfer to reserves	11	(365,275)	(50)	**(50)**	0	0.00%	
Amount attributable to financing activities		**245,039**	**614,775**	**(24,150)**	(638,925)		
Closing funding surplus / (deficit)	1(c)	**0**	**3,494,534**	**4,221,557**			

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold.
Refer to Note 16 for an explanation of the reasons for the variance.
This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

BASIS OF PREPARATION

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

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

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

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

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

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 financial statements. A separate statement of those monies appears at Note 15 to these financial statements.

SIGNIFICANT ACCOUNTING POLICES

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

The estimates and associated assumptions are based on historical experience and various other factors 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.

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

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 30th November 2021

NOTE 1
STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Non-cash items excluded from operating activities

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

Non-cash items excluded from operating activities	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
		$	$	$
Adjustments to operating activities				
Less: Profit on asset disposals	7	(60,006)	0	0
Movement in pensioner deferred rates		0	0	0
Movement in inventory		0	0	2,737
Movement in employee benefit provisions		15,039	0	0
Movement in contract liabilities		0	0	0
Movement in lease liabilities		0	0	(3,175)
Movement in other provisions		0	0	245
Add: Loss on asset disposals	7	0	0	0
Add: Loss on revaluation of non current assets		0	0	0
Add: Depreciation on assets		1,938,889	807,870	874,480
Total non-cash items excluded from operating activities		**1,893,922**	**807,870**	**874,287**

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

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

	Notes	Last Year Closing 30 June 2021	This Time Last Year 30 November 2020	Year to Date 30 November 2021
Adjustments to net current assets				
Less: Reserves - restricted cash	11	(1,160,486)	(805,124)	(1,160,536)
Add: Borrowings	9	42,125	23,150	21,201
Add: Provisions - employee	12	394,118	435,584	394,118
Add: Lease liabilities	10	7,686	3,776	4,511
Total adjustments to net current assets		**(716,557)**	**(342,614)**	**(740,706)**

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

Current assets				
Cash and cash equivalents	2	3,786,799	5,249,059	5,609,206
Rates receivables	3	97,209	463,475	459,108
Receivables	3	83,580	64,092	54,165
Other current assets	4	13,522	2,222	20,539
Less: Current liabilities				
Payables	5	(855,603)	(74,867)	(233,155)
Borrowings	9	(42,125)	(23,150)	(21,201)
Contract liabilities	12	(185,456)	(370,526)	(527,769)
Lease liabilities	10	(7,686)	(3,776)	(4,511)
Provisions	12	(394,118)	(435,584)	(394,118)
Less: Total adjustments to net current assets	1(b)	(716,557)	(342,614)	(740,706)
Closing funding surplus / (deficit)		**1,779,565**	**4,528,331**	**4,221,558**

CURRENT AND NON-CURRENT CLASSIFICATION

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

OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS

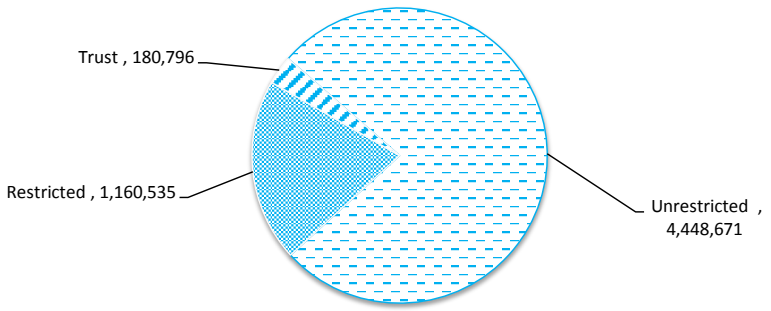
Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution
		$	$	$	$	
Cash on hand						
Municipal Account	Cash and cash equivalents	522,508	0	522,508		Westpac Banking Corporation
Petty Cash	Cash and cash equivalents	700	0	700		Westpac Banking Corporation
Municipal Investment Account	Cash and cash equivalents	3,925,463	0	3,925,463		Westpac Banking Corporation
Leave Reserve	Cash and cash equivalents	0	115,720	115,720		Westpac Banking Corporation
Water Strategy Reserve	Cash and cash equivalents	0	14,245	14,245		Westpac Banking Corporation
Plant/Light Vehicle Reserve	Cash and cash equivalents	0	547,234	547,234		Westpac Banking Corporation
Computer & Office Equipment Reserve	Cash and cash equivalents	0	39,766	39,766		Westpac Banking Corporation
Legal Reserve	Cash and cash equivalents	0	40,038	40,038		Westpac Banking Corporation
Land Development Reserve	Cash and cash equivalents	0	52,104	52,104		Westpac Banking Corporation
Infrastructure Reserve	Cash and cash equivalents	0	167,231	167,231		Westpac Banking Corporation
Building Reserve	Cash and cash equivalents	0	184,198	184,198		Westpac Banking Corporation
Trust Account	Cash and cash equivalents	0	0		180,796	Westpac Banking Corporation
Total		**4,448,671**	**1,160,535**	**5,609,206**	**180,796**	
Comprising						
Cash and cash equivalents		4,448,671	1,160,535	5,609,206	180,796	
		4,448,671	**1,160,535**	**5,609,206**	**180,796**	

KEY INFORMATION

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

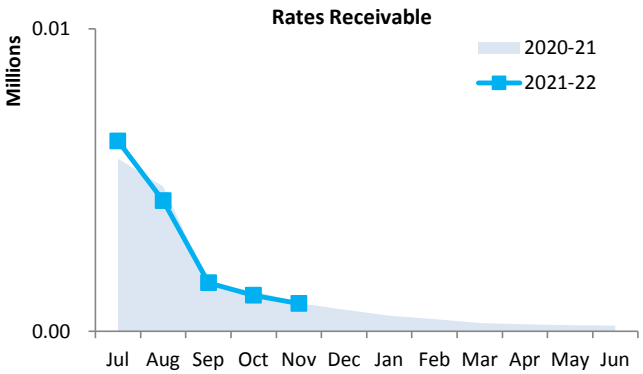
The local government classifies financial assets at amortised cost if both of the following criteria are met:
- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

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



OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

Rates receivable	30 Jun 2021	30 Nov 2021
	$	$
Opening arrears previous years	89,683	97,209
Levied this year	2,854,496	2,940,028
Less - collections to date	(2,846,970)	2,578,129
Equals current outstanding	**97,209**	**459,108**
Net rates collectable	**97,209**	**459,108**
% Collected	96.7%	84.9%

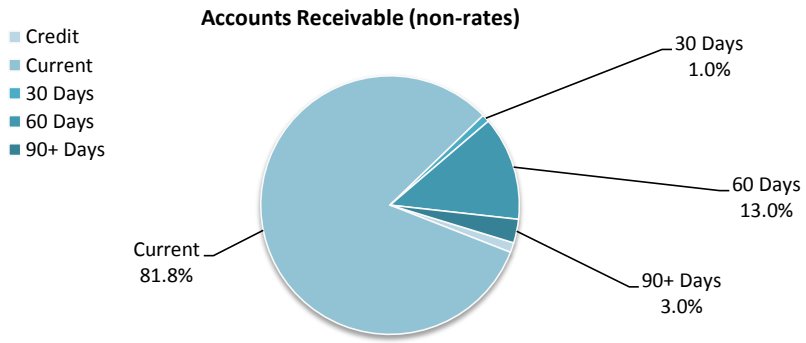


Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Receivables - general	(323)	21,475	250	3,414	777	25,594
Percentage	(1.3%)	83.9%	1%	13.3%	3%	
Balance per trial balance						
Sundry receivable						25,594
GST receivable						13,274
ESL receivable						15,297
Total receivables general outstanding						**54,165**

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. 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 impairment of receivables is raised when there is objective evidence that they will not be collectible.



OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS

Other current assets	Opening Balance 1 July 2021	Asset Movement	Closing Balance 30 November 2021
	$	$	$
Inventory			
Stock on hand	5,141	(2,737)	2,404
Other current assets			
Prepayments	8,382	9,753	18,135
Total other current assets	**13,523**	**7,016**	**20,539**

Amounts shown above include GST (where applicable)

Inventory

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

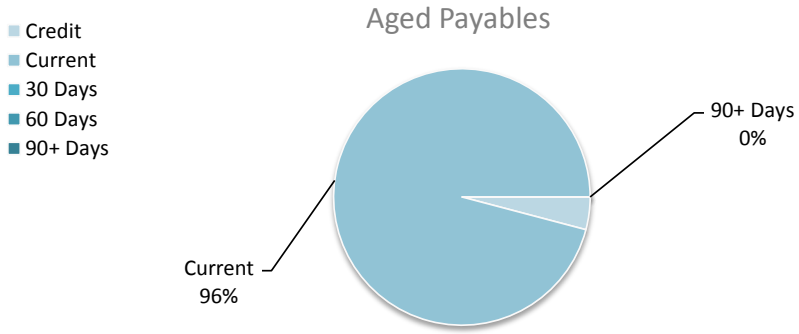
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

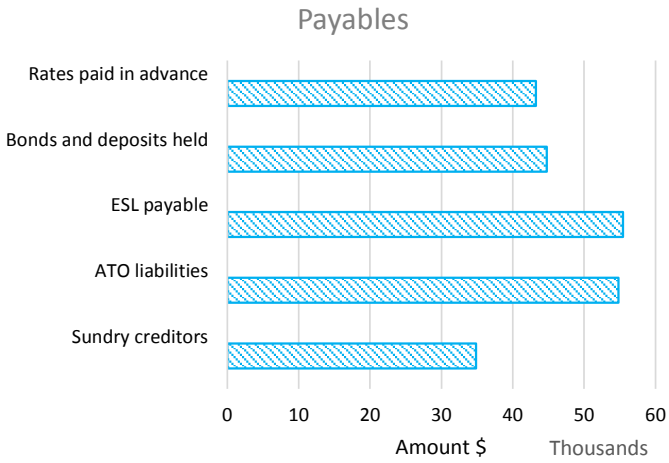
OPERATING ACTIVITIES
NOTE 5
Payables

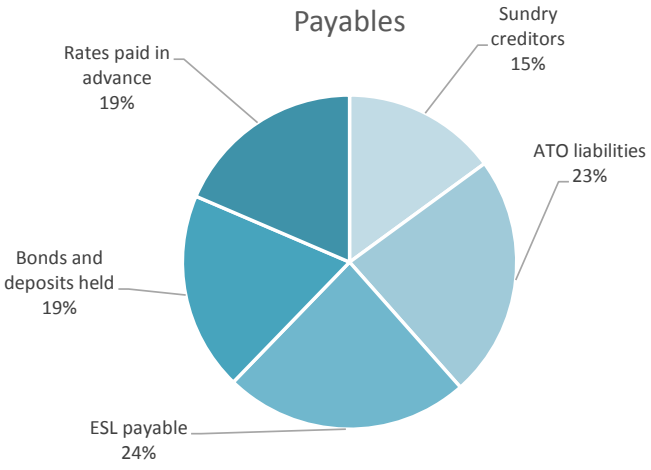
Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Payables - general	(1,561)	36,417	0	0	0	34,856
Percentage	-4.5%	104.5%	0%	0%	0%	
Balance per trial balance						
Sundry creditors						34,856
ATO liabilities						54,780
ESL payable						55,431
Bonds and deposits held						44,754
Rates paid in advance						43,240
Total payables general outstanding						**233,155**
Amounts shown above include GST (where applicable)						

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.





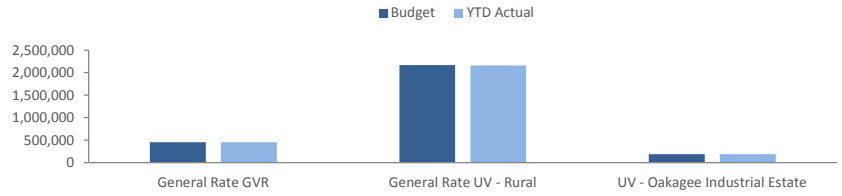


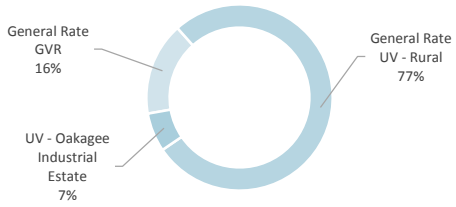
OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

General rate revenue		Budget						YTD Actual			
	Rate in $ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				$	$	$	$	$	$	$	$
Gross rental value											
General Rate GVR	0.094315	288	4,776,050	450,453	0	0	450,454	450,453	2,551	430	453,433
Unimproved value											
General Rate UV - Rural	0.010900	413	198,688,350	2,165,703	0	0	2,165,703	2,165,703	(1,769)	(2,204)	2,161,730
UV - Oakagee Industrial Estate	0.021000	2	8,826,000	185,346	0	0	185,346	185,346	3,297	22	188,665
Sub-Total		**703**	**212,290,400**	**2,801,502**	**0**	**0**	**2,801,503**	**2,801,502**	**4,079**	**(1,752)**	**2,803,828**
Minimum payment	**Minimum $**										
Gross rental value											
General Rate GVR	700	186		130,200	0	0	130,200	130,200	0	0	130,200
Unimproved value											
General Rate UV - Rural	400	15		6,000	0	0	6,000	6,000	0	0	6,000
Sub-total		**201**	**0**	**136,200**	**0**	**0**	**136,200**	**136,200**	**0**	**0**	**136,200**
Total general rates							**2,937,703**				**2,940,028**

KEY INFORMATION

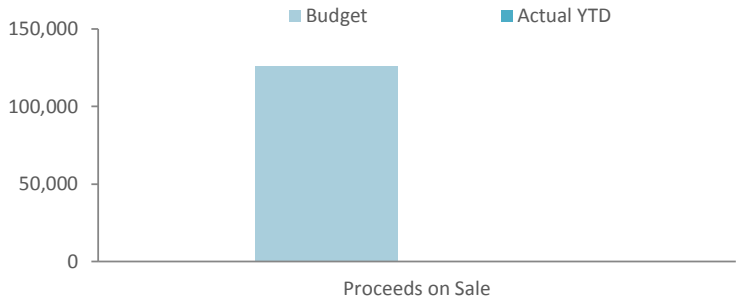
Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2020 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.





OPERATING ACTIVITIES
NOTE 7
DISPOSAL OF ASSETS

		Budget				YTD Actual			
Asset Ref.	Asset description	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		$	$	$	$	$	$	$	$
	Land - Freehold land								
100	Lot 26 & 27 CV Road	20,000	20,000	0	0	0	0	0	0
	Plant and equipment								
	Transport								
P23	Caterpillar Grader (2007)	43,194	90,000	46,806	0	0	0	0	0
P43	Ford Ranger PX (2013)	1,500	6,000	4,500	0	0	0	0	0
P48	Mazda BT50 (2014)	1,300	10,000	8,700	0	0	0	0	0
		65,994	**126,000**	**60,006**	**0**	**0**	**0**	**0**	**0**

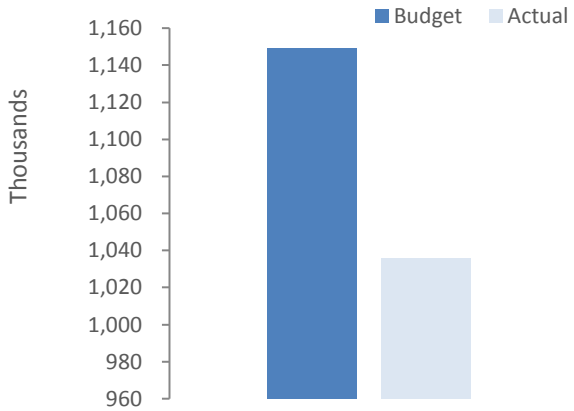


INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

Capital acquisitions	Adopted Budget	YTD Budget	YTD Actual	YTD Actual Variance
	$	$	$	$
Land and buildings	827,374	50,000	1,260	(48,740)
Furniture and equipment	15,000	0	0	0
Plant and equipment	902,600	34,300	167,251	132,951
Tools and equipment	37,000	0	0	0
Infrastructure - roads	2,135,830	1,064,830	867,603	(197,227)
Payments for Capital Acquisitions	**3,917,804**	**1,149,130**	**1,036,114**	**(113,017)**
Capital Acquisitions Funded By:				
	$	$	$	$
Capital grants and contributions	**1,528,260**	**709,422**	**630,738**	(78,684)
Borrowings	**240,000**	**0**	**0**	0
Lease liabilities	**0**	**0**	**0**	0
Other (disposals & C/Fwd)	**126,000**	**0**	**0**	0
Cash backed reserves				
Leave Reserve	**0**	**0**	**0**	0
Water Strategy Reserve	**0**	**0**	**0**	0
Plant/Light Vehicle Reserve	**278,000**	**0**	**0**	0
Unspent Grant Reserve	**0**	**0**	**0**	0
Computer & Office Equipment Reserve	**0**	**0**	**0**	0
Legal Reserve	**0**	**0**	**0**	0
Land Development Reserve	**0**	**0**	**0**	0
Infrastructure Reserve	**0**	**0**	**0**	0
Building Reserve	**100,000**	**0**	**0**	0
Contribution - operations	**1,645,544**	**439,708**	**405,375**	(34,333)
Capital funding total	**3,917,804**	**1,149,130**	**1,036,114**	**(113,017)**

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.



Repayments - borrowings

Information on borrowings			New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.	1 July 2021	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		$	$	$	$	$	$	$	$	$
Recreation and culture										
Bill Hemsley Park	98	42,125	0	0	20,925	20,925	21,201	21,201	556	556
Transport										
Replacement Grader	99	0	0	240,000	0	0	0	240,000	0	0
Total		42,125	0	240,000	20,925	20,925	21,201	261,201	556	556
Current borrowings		42,125					21,201			
Non-current borrowings		0					0			
		42,125					21,201			

All debenture repayments were financed by general purpose revenue.

New borrowings 2021-22

Particulars	Amount Borrowed Actual	Amount Borrowed Budget	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used) Actual	Amount (Used) Budget	Balance Unspent
	$	$				$	%	$	$	$
Replacement Grader	0	240,000	WA Treasury	Fixed Rate	5	0	1.2	0	0	0
	0	240,000				**0**		**0**	0	0

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.

Movement in carrying amounts

Information on leases			New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Lease No.	1 July 2021	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		$	$	$	$	$	$	$	$	$
Community amenities										
Nabawa Fuel Station	LE01	58,180	0	0	3,175	7,686	55,005	50,494	613	1,476
Total		58,180	0	0	3,175	7,686	55,005	50,494	613	1,476
Current lease liabilities		7,686					4,511			
Non-current lease liabilities		50,494					50,494			
		58,180					55,005			

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

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

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

Cash backed reserve

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	$	$	$	$	$	$	$	$	$
Leave Reserve	115,715	40	5	15,000	0	0	0	130,755	115,720
Water Strategy Reserve	14,245	5	0	0	0	0	0	14,250	14,245
Plant/Light Vehicle Reserve	547,211	80	23	150,000	0	(278,000)	0	419,291	547,234
Computer & Office Equipment Reserve	39,764	15	2	0	0	0	0	39,779	39,766
Legal Reserve	40,036	15	2	0	0	0	0	40,051	40,038
Land Development Reserve	52,101	20	3	20,000	0	0	0	72,121	52,104
Infrastructure Reserve	167,224	35	7	80,000	0	0	0	247,259	167,231
Building Reserve	184,190	65	8	100,000	0	(100,000)	0	184,255	184,198
	1,160,486	**275**	**50**	**365,000**	**0**	**(378,000)**	**0**	**1,147,761**	**1,160,536**

OPERATING ACTIVITIES
NOTE 12
OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening Balance 1 July 2021	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 30 November 2021
		$		$	$	$
Other liabilities						
- Contract liabilities - Grant Funding		185,456	0	1,790,740	(1,448,427)	527,769
Total other liabilities		185,456	0	1,790,740	(1,448,427)	527,769
Provisions						
Provision for annual leave		208,511	0	0	0	208,511
Provision for long service leave		185,607	0	0	0	185,607
Total Provisions		394,118	0	0	0	394,118
Total other current liabilities		**579,574**	**0**	**1,790,740**	**(1,448,427)**	**921,887**

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 13

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee benefits

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

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

Other long-term employee benefits

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

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

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

NOTE 13
OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability 1 July 2021	Increase in Liability	Decrease in Liability (As revenue)	Liability 30 Nov 2021	Current Liability 30 Nov 2021	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	$	$	$	$	$	$	$	$
Operating grants and subsidies								
General purpose funding								
WA LG Grants Commission - Road Funding	0	135,867	(135,867)	0	0	241,604	120,803	135,867
WA LG Grants Commission - General Purpose	0	154,205	(154,205)	0	0	202,912	101,456	154,205
Law, order, public safety								
DFES Grant Funding	0	8,542	(8,542)	0	0	19,500	6,500	8,542
Various Other	169,855	148,203	(118,865)	199,193	199,193	217,960	74,679	31,256
Recreation and culture								
LRCIP Round 3	0	0	0	0	0	730,874	0	0
DWER Water Supply Grant	0	100,000	(100,000)	0	0	100,000	0	100,000
Various Other	0	0	0	0	0	0	0	4,255
Transport								
Mainroads WA Direct Grant Funding	0	137,540	(137,540)	0	0	137,540	137,540	137,540
Mainroads WA Regional Road Funding	0	180,000	(90,389)	89,611	89,611	300,000	120,000	90,389
Various Other	15,602	56,679	(72,281)	0	0	0	0	72,281
	185,457	**921,036**	**(817,689)**	**288,804**	**288,804**	**1,950,390**	**560,978**	**734,334**
Operating contributions								
General purpose funding								
Ex Gratia Rates	0	0	0	0	0	10,000	10,000	10,273
Law, order, public safety								
Contributions & Reimbursements	0	0	0	0	0	14,400	6,000	2,400
Community amenities								
Dolby Creek Management Plan Income	0	0	0	0	0	1,000	0	0
Reimbursements & Sundry Income (Environment)	0	0	0	0	0	300	0	0
Cemetery Contributions	0	0	0	0	0	900	450	449
Recreation and culture								
Contributions & Reimbursements	0	0	0	0	0	154,150	0	0
Transport								
Hudson Resources Contribution	0	0	0	0	0	12,500	12,500	12,357
Other property and services								
Diesel Fuel Rebates	0	0	0	0	0	40,000	16,665	17,047
	0	**0**	**0**	**0**	**0**	**233,250**	**45,615**	**42,526**
TOTALS	**185,457**	**921,036**	**(817,689)**	**288,804**	**288,804**	**2,183,640**	**606,593**	**776,860**

NOTE 14
NON-OPERATING GRANTS AND CONTRIBUTIONS

	Unspent non operating grants, subsidies and contributions liability					Non operating grants, subsidies and contributions revenue		
Provider	Liability 1 July 2021	Increase in Liability	Decrease in Liability (As revenue)	Liability 30 Nov 2021	Current Liability 30 Nov 2021	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	$	$	$	$	$	$	$	$
Non-operating grants and subsidies								
Recreation and culture								
Dept of LG - Beach Emergency Signage	0	1,137	(1,137)	0	0	0	0	1,137
Transport								
Mainroads WA Regional Road Funding	0	660,000	(421,034)	238,966	238,966	1,200,000	600,000	421,034
Roads to Recovery Funding	0	208,567	(208,567)	0	0	328,260	109,422	208,567
TOTALS	**0**	**869,704**	**(630,738)**	**238,966**	**238,966**	**1,528,260**	**709,422**	**630,738**

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021

NOTE 15
TRUST FUND

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

Description	Opening Balance 1 July 2021	Amount Received	Amount Paid	Closing Balance 30 Nov 2021
	$	$	$	$
Bonds - Hall Hire	4,330	5,690	(3,570)	**6,450**
Nomination Deposits	0	320	(320)	**0**
Post Office Deposit	1,581	0	0	**1,581**
Contributions from Sub Divider	150,357	0	0	**150,357**
Refundable Deposit	11,580	5,000	(580)	**16,000**
CTF Levy	4,349	2,591	(4,802)	**2,138**
Building Commission	3,688	2,337	(3,629)	**2,395**
Unclaimed Monies	250	1,774	(250)	**1,774**
Standpipe Card Bond	100	0	0	**100**
	176,235	**17,712**	**(13,152)**	**180,796**

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.
The material variance adopted by Council for the 2021-22 year is $10,000 or 10.00% whichever is the greater.

				Explanation of variances	
Reporting Program	**Var. $**	**Var. %**		**Timing**	**Permanent**
	$	%			
Revenue from operating activities					
General purpose funding - other	69,531	28.01%	▲		Permanent Financial Asssistance Grants
Law, order and public safety	(12,918)	(13.53%)	▼		Permanent Reimbursement Disaster Recovery TC Cyclone Seroja Shire asset works
Recreation and culture	125,851	399.59%	▲	Timing Variance	
Transport	43,063	15.86%	▲		
Expenditure from operating activities					
Governance	62,239	35.73%	▲	Timing Variance	
Law, order and public safety	58,213	33.98%	▲	Timing Variance	
Community amenities	74,316	24.04%	▲	Timing Variance	
Recreation and culture	269,497	42.17%	▲	Timing Variance	
Economic services	16,710	12.09%	▲		
Other property and services	31,810	185.97%	▲	Timing Variance	
Investing activities					
Proceeds from non-operating grants, subsidies and contributions	(78,684)	(11.09%)	▼	Timing Variance	
Financing activities					
Proceeds from new debentures	(240,000)	(100.00%)	▼	Timing Variance	
Transfer from reserves	(378,000)	(100.00%)	▼	Timing Variance	

Internal working documents Budget by Program

	2021/2022 Year to Date Actuals 30/11/2021	2021/2022 Year to Date Budget 30/11/2021	2021/2022 Full Year Original Budget 30/06/2022	Last Years Acutal YTD For the period ending 30-June-2021
Operating Expenditure				
Governance	111,973	174,212	435,202	332,084
General Purpose Funding	40,154	47,432	125,533	100,951
Law, Order and Public Safety	113,082	172,335	399,952	326,419
Education	0	0	0	0
Health	5,526	13,245	31,390	24,583
Community Amenities	234,756	309,072	791,886	608,127
Recreation and Culture	369,131	638,484	1,156,790	779,856
Transport	1,037,551	1,105,708	3,495,990	3,479,110
Economic Services	121,520	138,230	371,471	284,980
Other Property and Services	(14,704)	17,104	59,999	76,576
Total Expenditure (E)	2,018,988	2,615,823	6,868,213	6,012,685

	2021/2022 Year to Date Actuals 30/11/2021	2021/2022 Full Year Original Budget 30/11/2021	2021/2022 Full Year Original Budget 30/06/2022	Last Years Acutal YTD For the period ending 30-June-2021
Operating Revenue				
Governance	(5)	(500)	(1,200)	(23,307)
General Purpose Funding	(3,257,834)	(3,185,978)	(3,417,894)	(3,856,818)
Law, Order and Public Safety	(82,568)	(95,486)	(263,460)	(100,430)
Health	(2,923)	(3,355)	(5,007)	(9,808)
Housing	0	0	0	0
Community Amenities	(171,016)	(167,363)	(184,259)	(247,839)
Recreation and Culture	(158,483)	(31,495)	(1,057,644)	(331,521)
Transport	(944,164)	(980,922)	(2,147,806)	(1,988,020)
Economic Services	(11,859)	(11,967)	(23,430)	(43,179)
Other Property and Services	(18,105)	(20,420)	(81,000)	(60,530)
Total Revenue (R)	(4,646,958)	(4,497,486)	(7,181,700)	(6,661,453)
Operating (Profit)/Loss (R-E)	**(2,627,970)**	**(1,881,663)**	**(313,486)**	**(648,768)**

Working Documents
2021/2022 Budget by Program

Prog	General Purpose Funding	2021/2022	2021/2022	2021/2022	2020/2021	YTD BUDGET VARIATION	>$10K	Budget PROFILE Comments
01	Rate Revenue	Year to Date Actuals	Year to Date Budget	Full Year Original Budget	30 June 21 YTD Actuals			
COA	Operating Expenditure							
0022	Rates Legal Expenses	0	0	1,200	0	0		
0032	Rates Stationary/Postage	847	2,200	3,500	1,580	1,353		
0062	Sundry Expenses	8	0	0	18	(8)		
0082	Rates Other Costs	107	250	500	0	143		
0132	Valuation Expenses	1,287	1,097	15,000	10,884	(190)		
0352	Admin Allocation (Rates)	37,899	42,845	102,833	86,867	4,946		
	Total Operating Expenditure	***40,148***	***46,392***	***123,033***	***99,349***			
COA	Operating Revenue							
0030	General Rates Income	(2,937,702)	(2,937,703)	(2,937,703)	(2,857,240)	(1)		
0010	Rates Written Off	0	0	0	0	0		
0012	Legal Fees	0	0	(1,200)	0	0		
0033	Back Rates	1,752	0	0	3,210	(1,752)		
0061	Ex Gratia Rates	(10,273)	(10,000)	(10,000)	(10,023)	273		
0071	Interim Rates Raised	(4,079)	0	0	(466)	4,079		
0113	Interest (Overdue Rates)	(5,242)	(2,920)	(7,000)	(10,473)	2,322		
0123	Interest (Rates Instalments)	(5,602)	(5,000)	(5,000)	(4,268)	602		
0133	Interest (Deferred Rates)	0	0	0	0	0		
0143	Administration Charges	(3,645)	(5,000)	(5,000)	0	(1,355)		
0173	Legal Fees (Recovered)	0	0	0	0	0		
0183	Account Enquiry Charges	(2,795)	(2,500)	(6,000)	(9,959)	295		
	Total Operating Revenue	***(2,967,585)***	***(2,963,123)***	***(2,971,903)***	***(2,889,219)***			
	Total Rate Revenue	***(2,927,437)***	***(2,916,731)***	***(2,848,870)***	***(2,789,870)***			

03	General Purpose Funding	2021/2022 Year to Date Actuals	2021/2022 Year to Date Budget	2021/2022 Full Year Original Budget	2020/2021 30 June 21 YTD Actuals	BUDGET VARIATION	>$10K	Comments
COA	**Operating Expenditure**							
9992	Interest & Overdraft Fees	6	1,040	2,500	1,602	1,034		
COA	**Operating Revenue**							
0201	Legal Reserve Income	(2)	(5)	(15)	(13)	(3)		
0203	Leave Reserve Income	(5)	(9)	(40)	(38)	(4)		
0204	Land Development Reserve Income	(2)	(6)	(20)	(17)	(4)		
0205	Building Reserve Income	(8)	(25)	(65)	(64)	(17)		
0206	Roadworks Reserve Income	(7)	(14)	(35)	(33)	(7)		
0215	Unspent Grants Reserve Income	0	0	0	(0)	0		
0223	Water Strategy Reserve Income	(1)	0	(5)	(5)	1		
0233	Grants Commission (Road Funding)	(135,867)	(120,803)	(241,604)	(546,587)	15,064	*	19 - Financial Assistance Grant based on 20-21
0243	Computer and Office Equipment Reserve Income	(2)	(5)	(15)	(13)	(3)		
0253	Grants Commission - (General Purpose)	(154,205)	(101,456)	(202,912)	(419,700)	52,749	*	19 - Financial Assistance Grant based on 20-21
0273	Plant/Light Vehicle Reserve Income	(23)	(33)	(80)	(84)	(10)		
0453	Interest Received (Municipal Account)	(129)	(500)	(1,200)	(1,046)	(371)		
0506	Landcare Reserve Income	0	0	0	0	0		
	Total Operating Revenue	***(290,249)***	***(222,855)***	***(445,991)***	***(967,599)***			
	Total General Purpose Income	***(290,243)***	***(221,815)***	***(443,491)***	***(965,997)***			
	Total General Purpose Funding	**(3,217,680)**	**(3,138,546)**	**(3,292,361)**	**(3,755,867)**			

Prog	Governance	2021/2022	2021/2022	2021/2022	2020/2021	BUDGET to BUDGET VARIATION	>$10K	Budget PROFILE Comments
04	Members of Council	Year to Date Actuals	Year to Date Budget	Full Year Original Budget	30 June 21 YTD Actuals			
COA	**Operating Expenditure**							
0112	Election & Poll Expenses	0	11,710	21,710	0	11,710	*	Provision for Ordinary Election October 2021 & Contingency for Extra Ordinary Election not required
0182	Subscriptions & Memberships Expense	26,099	25,000	29,900	24,524	(1,099)		
0192	Members Conference & Training Expenses	6,779	12,000	20,000	1,536	5,221		
0202	Members Insurance Expense	13,362	14,226	14,226	12,370	864		
0212	Donations & Gifts	5,000	2,300	10,350	230	(2,700)		
0232	Consultancy & Legal Expenses	0	6,250	12,500	1,881	6,250		
0242	Members Sitting Fees	0	0	75,280	67,752	0		
0252	Members Remuneration Expenses	0	0	4,400	3,960	0		
0262	President & Deputy Allowances	0	0	12,500	12,603	0		
0272	Council Chambers Repairs & Maintenance	7,184	9,000	15,500	332	1,816		
0332	Furniture & Equipment Expense	152	0	5,500	4,329	(152)		
0442	Admin Allocation (Members)	50,532	58,350	140,036	115,823	7,818		
0462	Meeting & Refreshments Expense	2,865	15,500	30,500	18,660	12,635	*	Timing of functions and events
1822	Accounting & Audit Expenses	0	0	42,800	45,800	0		
7202	Depreciation (Members)	0	0	0	0	0		
	Total Operating Expenditure	***111,973***	***154,336***	***435,202***	***309,800***			
COA	**Operating Revenue**							
1213	Governance Income	0	0	0	(2,804)	0		
COA	**Capital Expenditure / Reserve Transfers**							
0454	Council Chamber Improvements (NCA)	0	0	8,000	0	0		
	Total Governance	**111,973**	**154,336**	**435,202**	**306,996**			

05	Other Governance	2021/2022 Year to Date Actuals	2021/2022 Year to Date Budget	2021/2022 Full Year Original Budget	2020/2021 30 June 21 YTD Actuals	BUDGET VARIATION	>$10K	Budget PROFILE Comments
COA	**Operating Expenditure**							
0102	Provision for Long Service Leave	0	0	5,000	(15,313)	0		
0222	Fringe Benefits Tax	0	11,250	45,000	36,272	11,250	*	52 - Fringe Benefit Tax $45k - qtrly PRE- payments on BAS
0282	Superannuation (Admin)	22,049	24,250	58,202	54,280	2,201		
0292	Salaries Expense (Admin)	225,038	242,195	581,272	551,818	17,157	*	Timing Sal & Wages ordinary hours reduced admin
0294	Staff Housing Allowance (Admin)	4,654	5,600	13,444	13,016	946		
0312	Council Super Contribution 3% (Admin)	4,570	6,090	14,612	11,399	1,520		
0362	Accrued Annual Leave (Admin)	0	0	0	1,918	0		
0372	Workers Compensation Insurance (Admin)	12,811	14,062	14,062	12,227	1,251		
0402	Insurance Expense	6,635	6,897	6,897	5,998	262		
0422	Office Gardens Expenses	6,694	12,330	30,195	25,566	5,636		
0432	Admin Building Operations	4,754	5,236	7,237	6,831	482		
0472	Office Expenses (General)	4,841	5,205	14,000	10,396	364		
0473	Admin Building Repairs & Maintenance	11,724	15,100	32,500	2,506	3,376		
0482	Office Telephone & Internet Expenses	2,789	5,120	15,300	16,977	2,331		
0492	Advertising Expenses	4,666	3,500	8,400	6,102	(1,166)		
0502	Computer Hardware Service & Repair	8,837	18,540	44,500	43,343	9,703		
0512	Furniture & Equipment Expense	804	5,000	10,000	8,009	4,196		
0522	Freight & Postage Expense	675	675	1,550	1,609	0		
0542	Printing & Stationery Expense	4,343	7,000	16,800	16,612	2,657		
0552	Motor Vehicle Expenses	2,356	2,915	7,000	5,956	559		
0562	Long Service Leave Expense (Admin)	724	0	14,646	22,321	(724)		
0592	Admin Allocation (Other Governance)	(421,103)	(485,320)	(1,164,771)	(965,191)	(64,217)	*	Timing
0622	Uniform Expense	0	991	1,669	716	991		
0632	Staff Training, Conference and Recruitment	3,600	6,875	27,500	14,763	3,275		
0662	Public Liability Insurance	21,260	24,356	24,357	21,180	3,096		
0682	Consultancy Fees	9,092	23,750	68,500	27,659	14,658	*	Timing
0702	Bank Fees & Charges	4,359	3,335	8,004	7,400	(1,024)		
0712	Occupational Health & Safety	1,072	1,000	10,500	3,782	(72)		
0722	Accounting Software Operating Expenditure	37,895	39,500	49,000	37,600	1,605		
7002	Depreciation (Governance)	14,862	14,425	34,624	36,530	(437)		
	Total Operating Expenditure	**(0)**	**19,877**	**0**	**22,284**			
COA	**Operating Revenue**							
0383	Minor Income Received (General)	(5)	(500)	(1,200)	(2,426)	(495)		
1233	Insurance Reimbursement	0	0	0	(6,509)	0		
0573	Reimbursements & Contributions	0	0	0	(11,569)	0		
1243	Long Service Leave Reimbursement	0	0	0	0	0		
	Total Operating Revenue	***(5)***	***(500)***	***(1,200)***	***(20,504)***			

COA	Capital Expenditure / Reserve Transfers							
0364	Office Furniture & Equipment (NCA)	0	0	15,000	9,252	0		
0351	Transfer from Leave Reserve (Admin) (EQ)	0	0	0	0	0		
0355	Transfer from Building Reserve (EQ)	0	0	0	0	0		
0371	Transfer from Office Equipment Reserve (EQ)	0	0	0	0	0		
0564	Building Improvements (NCA)	0	0	17,500	0	0		
0405	Proceeds from Disposal of Assets	0	0	0	0	0		
4750	Transfer to Leave Reserve (EQ)	5	0	15,000	38	(5)		
4785	Transfer from Unspent Grant Fund	0	0	0	0	0		
4770	Transfer to Office & Equipment Reserve (EQ)	2	0	0	13	(2)		
4780	Transfer to Plant/Light Vehicle Reserve (EQ)	23	0	0	84	(23)		
	Total Capital Expenditure / Reserve Transfers	***29***	***0***	***47,500***	***9,386***			
	Total Administration	***24***	***19,377***	***46,300***	***11,166***			
	Total Governance	**111,997**	**173,712**	**481,502**	**318,164**			

Prog	Law, Order, Public Safety	2021/2022	2021/2022	2021/2022	2020/2021			
06	Fire Prevention	Year to Date Actuals	Year to Date Budget	Full Year Original Budget	30 June 21 YTD Actuals	BUDGET VARIATION	>$10K	Budget PROFILE Comments
COA	**Operating Expenditure**							
0602	Admin Allocation (Fire Prevention)	4,211	4,860	11,670	9,652	649		
0672	Fire Break Inspection Fees	1,409	2,000	2,000	1,305	591		
0762	Ranger Allocation (Fire Prevention)	10,385	15,095	36,230	24,632	4,710		
0832	Emergency Services Levy (Shire Properties)	792	800	800	756	8		
0882	Fire Prevention Enforcement Expenditure	0	500	1,000	0	500		
1023	Motor vehicle Expenses - BRPC Vehicle	1,516	4,290	10,291	9,636	2,774		
1622	Grant Funded Projects Fire Prevention	15,506	53,482	149,360	54,445	37,976	*	Job: 1058 - Grant funded position balance 2020/2021 agreement and continuation into 2021/2022 for Bushfire Risk Management Plan Project Officer - Grant finalised pending acquittal funds to be returned
1722	Brigades Operating Expenses	16,458	11,853	19,309	18,991	(4,604)		
8012	Loss on Sale of Assets	0	0	0	0	0		
7012	Depreciation (Fire Prevention)	24,962	23,455	56,294	59,549	(1,507)		
	Total Operating Expenditure	***75,239***	***116,335***	***286,954***	***178,967***			
COA	**Operating Revenue**							
0703	Fines & Penalties Income	0	(625)	(1,250)	(3,000)	(625)		
0713	Emergency Services Levy Administration Fees	(4,000)	(4,000)	(4,000)	(4,000)	0		
0733	DFES Grant Income	(8,542)	(6,500)	(19,500)	(26,947)	2,042		
0743	Operating Grants & Contributions	(31,256)	(74,679)	(217,960)	(48,931)	(43,423)	*	19 - DFES Grant Water Tank Howatharra BFB 100% $68600 DFES Bushfire Risk Management Plan Project Officer grant acquittal pending funds to be returned
0953	Contributions & Reimbursements	(2,400)	(6,000)	(14,400)	(7,200)	(3,600)		
0883	Fire Prevention Enforcement Income	0	(500)	(1,000)	0	(500)		
	Total Operating Revenue	***(46,198)***	***(92,304)***	***(258,110)***	***(90,078)***			
COA	**Capital Expenditure / Reserve Transfers**							
0745	Transfer from Unspent Grant Reserve (EQ)	0	0	0	0	0		
0754	Plant & Equipment (NCA)	0	34,300	68,600	0	34,300	*	99 - DFES Grant Water Tank Howatharra BFB - delay in purchasing tank
	Total Capital Expenditure / Reserve Transfers	***0***	***34,300***	***68,600***	***0***			
	Total Fire Prevention	***29,041***	***58,331***	***97,444***	***88,889***			

07	Animal Control	2021/2022 Year to Date Actuals	2021/2022 Year to Date Budget	2021/2022 Full Year Original Budget	2020/2021 30 June 21 YTD Actuals	BUDGET VARIATION	>$10K	Budget PROFILE Comments
COA	**Operating Expenditure**							
0792	Admin Allocation (Animal Control)	8,422	9,725	23,339	19,304	1,303		
0812	Depreciation (Animal Control)	0	0	0	0	0		
0822	Other Minor Expenditure	0	0	0	1,432	0		
0842	Animal Control Expenses	150	580	1,000	384	430		
0852	Ranger Allocation (Animal Control)	9,139	15,095	36,230	21,676	5,956		
	Total Operating Expenditure	***17,711***	***25,400***	***60,569***	***42,796***			
COA	**Operating Revenue**							
0843	Impoundment Fees	(215)	0	(250)	(807)	215		
0853	Dog/Cat Registrations Income	(3,303)	(3,182)	(3,500)	(5,246)	121		
0863	Fines & Penalties	(2,255)	0	(400)	(2,000)	2,255		
	Total Operating Revenue	***(5,773)***	***(3,182)***	***(4,150)***	***(8,053)***			
	Total Animal Control	***11,938***	***22,218***	***56,419***	***34,742***			

08	Other Law, Order and Public Safety	2021/2022 Year to Date Actuals	2021/2022 Year to Date Budget	2021/2022 Full Year Original Budget	2020/2021 30 June 21 YTD Actuals	BUDGET VARIATION	>$10K	Budget PROFILE Comments
COA	**Operating Expenditure**							
0802	Fines Enforcement Registry	0	0	1,200	308	0		
0902	Ranger Allocation (Other Law and Order)	9,139	15,095	36,230	21,676	5,956		
0962	Miscellaneous Expenses (Other Law and Order)	10,993	15,000	15,000	84,175	4,007		
	Total Operating Expenditure	***20,132***	***30,095***	***52,430***	***106,159***			
COA	**Operating Revenue**							
0823	Fines Enforcement Registry Fees & Charges	0	0	(1,200)	(2,299)	0		
0973	Community Safety & Crime Prevention	(30,597)	0	0	0	30,597	*	Reimbursement Disaster Recovery TC Cyclone Seroja Shire asset works
0983	Fines & Penalties Levied	0	0	0	0	0		
	Total Operating Revenue	***(30,597)***	***0***	***(1,200)***	***(2,299)***			
	Total Other Law, Order and Public Safety	***(10,466)***	***30,095***	***51,230***	***103,861***			

18	Rangers Expenses	2020/2019 Full Year Original Budget	2020/2020 Full Year Original Budget	2020/2021 Full Year Original Budget	2019/2020 Current YTD Actuals	BUDGET VARIATION	>$10K	Budget PROFILE Comments
COA	**Operating Expenditure**							
0152	Provision for Long Service Leave	0	0	0	2,085	0		
0772	Trainee Ranger Expense	0	0	0	0	0		
0872	Superannuation Council 3% (Rangers)	0	0	0	0	0		
0892	Salary & Wages (Rangers)	30,855	47,015	112,831	75,027	16,160	*	Timing
0912	Workers Compensation Insurance (Rangers)	1,369	1,650	1,650	1,434	281		
0922	Superannuation (Rangers)	3,047	4,680	11,231	7,000	1,633		
0932	Conference & Training	0	250	1,000	0	250		
0982	Rangers Expense	6,268	6,880	17,207	16,924	612		
1012	Tools & Equipment (Low Value)	0	415	1,000	0	415		
3872	Accrued Annual Leave (Rangers)	0	0	0	(5,445)	0		
0952	Rangers Expenses Reallocated	(41,539)	(60,385)	(144,919)	(98,529)	(18,846)	*	10 - reallocated across programs
	Total Operating Expenditure	***0***	***505***	***0***	***(1,503)***			
COA	**Operating Revenue**							
0773	Grant Revenue (Rangers)	0	0	0	0	0		
COA	**Capital Expenditure / Reserve Transfers**							
0874	Plant & Equipment Purchases (Rangers) (NCA)	0	0	0	0	0		
0875	Transfer from Leave Reserve (EQ)	0	0	0	0	0		
	Total Capital Expenditure / Reserve Transfers	***0***	***0***	***0***	***0***			
	Total Rangers Expenses	***0***	***505***	***0***	***(1,503)***			
	Total Law, Order and Fire Safety	**30,514**	**111,149**	**205,092**	**225,990**			

Prog	Education & Welfare	2021/2022	2021/2022	2021/2022	2020/2021	YTD BUDGET VARIATION	>$10K	Budget PROFILE Comments
09	Schools/Pre Schools	Year to Date Actuals	Year to Date Budget	Full Year Original Budget	30 June 21 YTD Actuals			
COA	Operating Expenditure							
0992	Pre-School Repairs & Maintenance	0	0	0	0	0		Retained for prior years reporting as required by AASB
COA	Operating Revenue							
0993	Lease Income (Pre School)	0	0	0	0	0		
	Total Education	0	0	0	0	0		

PROG	Health	2021/2022	2021/2022	2021/2022	2020/2021	BUDGET VARIATION	>$10K	Budget PROFILE Comments
14	Health Inspection and Administration	Year to Date Actuals	Year to Date Budget	Full Year Original Budget	30 June 21 YTD Actuals			
COA	Operating Expenditure							
1282	Ranger Allocation (Pool Inspections)	4,985	7,245	17,390	11,823	2,260		
1292	Health Expenses (General)	541	6,000	14,000	12,760	5,459		
	Total Operating Expenditure	*5,526*	*13,245*	*31,390*	*24,583*			
COA	Operating Revenue							
1373	Swimming Pool Inspection Fees	(455)	0	0	0	455		
1383	Swimming Pool Inspection Fees	(1,755)	(1,575)	(1,575)	(1,755)	180		
1393	Licences & Fees Income	0	(600)	(600)	(776)	(600)		
1573	Septic Tank Fees (Health)	(236)	(590)	(1,416)	(3,186)	(354)		
1583	Administration Fees (Health)	(477)	(590)	(1,416)	(4,091)	(113)		
	Total Operating Revenue	*(2,923)*	*(3,355)*	*(5,007)*	*(9,808)*			
	Total Health Inspection and Administration	**2,603**	**9,890**	**26,383**	**14,775**			

Prog 25	Community Amenities Sanitation - Household Refuse	2021/2022 Year to Date Actuals	2021/2022 Year to Date Budget	2021/2022 Full Year Original Budget	2020/2021 30 June 21 YTD Actuals	BUDGET VARIATION	>$10K	Budget PROFILE Comments
COA	**Operating Expenditure**							
1762	Domestic Rubbish Collection Expenses	46,508	61,665	148,000	141,174	15,157	*	Contracted Rubbish Removal timing of invoices
1772	Depreciation (Sanitation)	2,296	1,850	4,439	4,696	(446)		
1792	Refuse Site Repairs & Maintenance	5,925	6,196	53,171	39,928	271		
2502	Admin Allocation (Domestic Rubbish)	16,844	19,450	46,679	38,608	2,606		
	Total Operating Expenditure	***71,573***	***89,161***	***252,289***	***224,405***			
COA	**Operating Revenue**							
1903	Domestic Rubbish Collection Fees	(157,076)	(155,241)	(155,975)	(155,030)	1,835		
1904	Other Rubbish Collection	0	0	0	0	0		
	Total Operating Revenue	***(157,076)***	***(155,241)***	***(155,975)***	***(155,030)***			
COA	**Capital Expenditure / Reserve Transfers**							
1764	Land & Building Purchases (NCA)	0	0	0	21,475	0		
	Total Sanitation - Household Refuse	***(85,503)***	***(66,080)***	***96,314***	***90,850***			

26	Sanitation - Other	2021/2022 Year to Date Actuals	2021/2022 Year to Date Budget	2021/2022 Full Year Original Budget	2020/2021 30 June 21 YTD Actuals	BUDGET VARIATION	>$10K	Budget PROFILE Comments
COA	**Operating Expenditure**							
1882	Parks & Gardens Rubbish Collection Expenses	4,128	3,630	8,718	5,912	(498)		
1912	Other Waste Management Expenses	1,127	0	7,000	0	(1,127)		
1922	Depreciation (Other Sanitation)	168	160	379	401	(8)		
	Total Operating Expenditure	***5,424***	***3,790***	***16,097***	***6,313***			
COA	**Operating Revenue**							
2003	Grants, Contributions & Reimbursements (Other Sanitation)	0	0	0	(21,475)	0		
4503	Sale of Scrap	0	(5,000)	(5,000)	(10,249)	(5,000)		
	Total Operating Revenue	***0***	***(5,000)***	***(5,000)***	***(31,724)***			
	Total Sanitation - Other	***5,424***	***(1,210)***	***11,097***	***(25,411)***			

29	Protection of Environment	2021/2022 Year to Date Actuals	2021/2022 Year to Date Budget	2021/2022 Full Year Original Budget	2020/2021 30 June 21 YTD Actuals	BUDGET VARIATION	>$10K	Budget PROFILE Comments
COA	**Operating Expenditure**							
1962	Abandoned Vehicle Expense	0	500	1,500	930	500		
2022	Landcare Expenditure	0	0	0	0	0		
2040	Dolby Creek Expenditure	3,463	1,761	2,698	2,756	(1,702)		
2942	Prior Period Write Off (Protection of Environment)	0	0	0	0	0		
	Total Operating Expenditure	***3,463***	***2,261***	***4,198***	***3,686***			
COA	**Operating Revenue**							
2923	Dolby Creek Management Plan Income	0	0	(1,000)	(2,756)	0		
2933	Reimbursements & Sundry Income (Protection of Environment)	0	0	(300)	(300)	0		
	Total Operating Revenue	***0***	***0***	***(1,300)***	***(3,056)***			
COA	**Capital Expenditure / Reserve Transfers**							
2055	Transfer from Landcare Reserve (EQ)	0	0	0	0	0		
2080	Transfer to Landcare Reserve (EQ)	0	0	0	0	0		
	Total Capital Expenditure / Reserve Transfers	***0***	***0***	***0***	***0***			
	Total Protection of Environment	***3,463***	***2,261***	***2,898***	***630***			

30	Town Planning and Regional Development	2021/2022 Year to Date Actuals	2021/2022 Year to Date Budget	2021/2022 Full Year Original Budget	2020/2021 30 June 21 YTD Actuals	BUDGET VARIATION	>$10K	Budget PROFILE Comments
COA	**Operating Expenditure**							
0162	Long Service Leave (Town Planning) Provision	0	0	7,500	(7,848)	0		
0942	Depreciation (Town Planning)	1,948	4,980	11,948	11,982	3,032		
1992	Planning Consultancy Expenses	2,600	10,415	25,000	7,420	7,815		
2102	Workers Compensation Insurance (Town Planning)	2,157	2,600	2,599	2,260	443		
2112	Salaries & Wages (Town Planning)	64,759	59,660	143,178	138,456	(5,099)		Inclusive of DCEO LSLto pay as per LSL Act & Regs 1/2 Time x Double Rate
2122	Superannuation Council 3% (Town Planning)	2,001	1,760	4,219	3,988	(241)		
2132	Superannuation (Town Planning)	6,300	5,860	14,063	12,999	(440)		
2162	Accrued Annual Leave (Town Planning)	0	0	0	(2,118)	0		
2182	Other Employee Expenses (Town Planning)	0	0	4,000	1,493	0		
2202	Town Planners Expenses	737	415	1,000	1,606	(322)		
2222	Motor Vehicle Expenses	1,520	3,125	7,500	4,423	1,605		
2232	Legal Expenses (Town Planning)	685	8,006	12,500	3,845	7,321		
2242	Engineering Expenses	0	4,000	12,000	8,495	4,000		
2252	Advertising Expenses	0	1,500	5,000	143	1,500		
3012	Admin Allocation (Town Planning)	25,266	29,175	70,018	28,956	3,909		
3082	Prior Period Write Off (Town Planning)	0	0	0	0	0		
7052	Surveying & Land Expenses	1,193	8,334	25,000	14,426	7,141		
7072	Project Expenses (Town Planning)	0	0	10,000	74	0		
	Total Operating Expenditure	***109,168***	***139,830***	***355,525***	***230,601***			
COA	**Operating Revenue**							
0163	Town Planning Projects - Income	0	0	0	(4,063)	0		
2233	Town Planning Fee Income	(6,337)	(2,915)	(7,000)	(28,384)	3,422		
2243	Outsourced Planning Fees - Other LGs	(5,929)	(3,000)	(12,000)	(18,640)	2,929		
2253	Outsourced Planning Fees - Other LGs	(134)	0	0	0	134		
3603	Outsourced Planning Fees - Other LGs	(25)	0	0	0	25		
	Total Operating Revenue	***(12,424)***	***(5,915)***	***(19,000)***	***(51,087)***			
COA	**Capital Expenditure / Reserve Transfers**							
4820	Transfer to Legal Reserve (EQ)	2	0	0	13	(2)		
	Total Capital Expenditure/Reserve Transfers	**2**	**0**	**0**	**13**			
	Total Town Planning and Regional Development	***96,745***	***133,915***	***336,525***	***179,528***	***0***		

31	Other Community Amenities	2021/2022 Year to Date Actuals	2021/2022 Year to Date Budget	2021/2022 Full Year Original Budget	2020/2021 30 June 21 YTD Actuals	BUDGET VARIATION	>$10K	Budget PROFILE Comments
COA	**Operating Expenditure**							
3102	Cemetery Expenses	4,852	9,015	20,690	18,120	4,163		
3132	Community Development Expenses	473	5,000	6,000	2,242	4,527		
3162	Admin Allocation (Other Community Amenities)	21,055	24,310	58,348	48,259	3,255		
3212	Depreciation (Other Community Amenities)	6,116	5,720	13,730	14,512	(396)		
3222	Community Growth Fund	803	8,000	12,000	26,700	7,197		
3232	Community Development Officer Expenses	11,831	21,985	53,009	33,288	10,154	*	Timing
	Total Operating Expenditure	***45,129***	***74,030***	***163,777***	***143,122***			
COA	**Operating Revenue**							
3093	Cemetery Income (GST Free)	(1,067)	(757)	(2,084)	(2,811)	310		
3113	Cemetery Income (GST Applicable)	(449)	(450)	(900)	(3,132)	(1)		
3613	Reimbursements & Contributions	0	0	0	0	0		
3633	Community Development Grants	0	0	0	0	0		
	Total Operating Revenue	***(1,516)***	***(1,207)***	***(2,984)***	***(6,943)***			
COA	**Capital Expenditure / Reserve Transfers**							
2415	Nabawa Cemetery Capital Expenses (NCA)	0	0	0	8,449	0		
3085	Transfer from Unspent Community Growth Fund Reserve (EQ)	0	0	0	(9,500)	0		
7155	Transfer from Building Reserve (EQ)	0	0	0	0	0		
	Total Capital Expenditure/Reserve Transfers	***0***	***0***	***0***	***(1,051)***			
	Total Other Community Amenities	***43,613***	***72,823***	***160,793***	***135,128***			
	Total Community Amenities	**63,742**	**141,709**	**607,627**	**380,725**			

Prog	Recreation and Culture	2021/2022	2021/2022	2021/2022	2020/2021			
32	Public Halls and Civic Centres	Year to Date Actuals	Year to Date Budget	Full Year Original Budget	30 June 21 YTD Actuals	BUDGET VARIATION	>$10K	Budget PROFILE Comments
COA	Operating Expenditure							
2602	Depreciation (Public Halls)	40,216	36,630	87,907	92,990	(3,586)		
2722	Public Halls & Showgrounds Expense	60,776	100,404	147,206	81,076	39,628	*	Timing of Cyclone Seroja Shire Asset Damage repairs
2732	Nabawa Community Centre Expenses	22,193	31,594	55,611	41,083	9,401		
2742	Interest (Loan 89 - Nabawa Stadium Upgrade)	0	0	0	151	0		
3202	Admin Allocation (Public Halls)	25,266	29,175	70,018	57,912	3,909		
	Total Operating Expenditure	***148,451***	***197,803***	***360,742***	***273,212***			
Prog	**Recreation and Culture**	**2021/2022**	**2021/2022**	**2021/2022**	**2020/2021**			
32	**Public Halls and Civic Centres Cont.**	**Year to Date Actuals**	**Year to Date Budget**	**Full Year Original Budget**	**30 June 21 YTD Actuals**	**BUDGET VARIATION**	**>$10K**	**Budget PROFILE Comments**
COA	Operating Revenue							
2443	Yuna Camping & Hall Hire Revenue	(1,251)	(1,000)	(1,000)	(1,458)	251		
2453	Showground/Halls Income Received	(5,020)	(1,750)	(3,500)	(4,858)	3,270		
2683	Contributions & Reimbursements	0	0	(154,150)	0	0		
3423	Grant Funding Revenue	0	0	(730,874)	(77,500)	0		
	Total Operating Revenue	**(6,271)**	**(2,750)**	**(889,524)**	**(83,816)**			
COA	Capital Expenditure / Reserve Transfers							
2550	Transfer to Building Reserve (EQ)	8	0	100,000	64	(8)		
2644	Land & Buildings Purchases (Public Halls) (NCA)	1,260	50,000	780,874	138,963	48,740	*	Timing
4925	Principal Loan Repayment (Loan 89) (CL)	0	0	0	4,961	0		
7385	Transfer from Building Reserve (EQ)	0	0	(100,000)	(25,000)	0		
	Total Capital Expenditure / Reserve Transfers	***1,268***	***50,000***	***780,874***	***118,988***			
	Total Public Halls and Civic Centres	***143,448***	***245,053***	***252,092***	***308,384***			

33	Swimming Areas and Beaches	2021/2022 Year to Date Actuals	2021/2022 Year to Date Budget	2021/2022 Full Year Original Budget	2020/2021 30 June 21 YTD Actuals	BUDGET VARIATION	>$10K	
COA	Operating Expenditure							
3302	Admin Allocation (Swimming Areas & Beaches)	12,633	14,585	35,009	28,956	1,952		
3412	Coronation Beach Expenses	26,605	29,867	75,443	45,459	3,262		
7082	Depreciation (Swimming Areas & Beaches)	5,130	3,880	9,312	9,850	(1,250)		
	Total Operating Expenditure	***44,368***	***48,332***	***119,764***	***84,265***			
COA	Operating Revenue							
3433	Grant Income (Swimming Areas & Beaches)	(1,137)	0	0	0	1,137		BEN Signs
3443	Coronation Beach Camping Fees	(40,394)	(27,085)	(65,000)	(74,078)	13,309	*	Timing
3453	Grant and Other Income (Swimming Areas & Beaches)	(4,254)	0	0	(76,163)	4,254		
	Total Operating Revenue	***(45,785)***	***(27,085)***	***(65,000)***	***(150,241)***			
COA	Capital Expenditure / Reserve Transfers							
7164	Land and Buildings	0	0	0	66,788	0		
	Total Swimming Areas and Beaches	***(1,417)***	***21,247***	***54,764***	***812***			

34	Other Recreation and Sport	2021/2022 Year to Date Actuals	2021/2022 Year to Date Budget	2021/2022 Full Year Original Budget	2020/2021 30 June 21 YTD Actuals	BUDGET VARIATION	>$10K	Budget PROFILE Comments
COA	**Operating Expenditure**							
1472	Yuna Oval Expenses	3,079	6,000	15,998	16,496	2,921		
1482	Sporting Clubs Expenses	17,629	57,576	106,097	65,615	39,947	*	Timing of Cyclone Seroja Shire Asset Damage repairs
1532	Interest (Loan 98)	412	556	836	1,867	144		
2642	Parks & Gardens Expenses	44,091	124,313	193,855	95,851	80,222	*	Timing of Cyclone Seroja Shire Asset Damage repairs
2702	Sports Pavilion & Basketball Stadium (Nabawa Recreation Centre)	9,167	51,982	58,671	17,084	42,815	*	Timing of Cyclone Seroja Shire Asset Damage repairs
2712	Tennis Clubs Expenses	3,621	26,425	32,679	6,114	22,804	*	Timing of Cyclone Seroja Shire Asset Damage repairs
2772	Minor Gardening Equipment Purchases	0	835	2,000	1,474	835		
2812	Golf Courses	2,298	2,282	2,360	2,053	(16)		
3442	Admin Allocation (Recreation & Sport)	12,633	14,585	35,009	28,956	1,952		
7022	Depreciation (Recreation & Sport)	11,316	18,200	43,683	46,372	6,884		
7092	Depreciation (Recreation & Sport)	38,844	35,415	85,000	88,988	(3,429)		
	Total Operating Expenditure	***143,090***	***338,169***	***576,189***	***370,871***			
COA	**Operating Revenue**							
2743	Sports Club Hire Income	(4,078)	(620)	(620)	(520)	3,458		
2803	Grants & Other Income Received	(100,000)	0	(100,000)	(69,119)	100,000	*	Budget Profile Timing Dept Water DWER Community Water Supply Grant for Rockwell Bore Project Milestone payment received
3444	Fig Tree Camping Fees	(2,349)	(1,040)	(2,500)	(5,825)	1,309		
	Total Operating Revenue	***(106,427)***	***(1,660)***	***(103,120)***	***(75,464)***			
COA	**Capital Expenditure / Reserve Transfers**							
1304	Plant & Equipment Purchases (NCA)	143,120	0	150,000	2,616	(143,120)	*	Budget Profile Timing of Carry Over project Shire contribution $50,000 Total Project $152,616 Rockwell-Yuna Pipeline Rejuvenation Project Funded through DWER Community Water Supply Program
1314	Transfer to Building Reserve (EQ)	0	0	0	0	0		
2834	Land & Building Purchases (NCA)	0	0	0	113,257	0		
2844	Tools & Equipment Purchases (NCA)	0	0	20,000	0	0		
2864	Transfer to Unspent Grant Reserve (EQ)	0	0	0	0	0		
2824	Principal Loan Repayment (Loan 98) (CL)	20,925	20,925	42,125	41,035	0		
7275	Loan Funds Received (NCL)	0	0	0	0	0		
7471	Transfer from Unspent Grant Reserve (EQ)	0	0	0	0	0		
	Total Capital Expenditure / Reserve Transfers	***164,044***	***20,925***	***212,125***	***156,908***			
	Total Other Recreation and Sport	***200,707***	***357,434***	***685,195***	***452,316***			

35	Library	2021/2022 Year to Date Actuals	2021/2022 Year to Date Budget	2021/2022 Full Year Original Budget	2020/2021 30 June 21 YTD Actuals	BUDGET VARIATION	>$10K	Budget PROFILE Comments
COA	**Operating Expenditure**							
2902	Library Expenses	3,647	7,539	19,784	3,707	3,892		
2912	Honorarium Librarian Payment	0	1,200	3,600	1,000	1,200		
3582	Admin Allocation (Libraries)	12,633	14,585	35,009	28,956	1,952		
6922	Depreciation (Libraries)	229	0	0	0	(229)		
	Total Operating Expenditure	***16,509***	***23,324***	***58,393***	***33,662***			
COA	**Operating Revenue**							
2983	Grants, Contributions & Reimbursements	0	0	0	(22,000)	0		
	Total Operating Revenue	***0***	***0***	***0***	***(22,000)***			
	Capital Expenditure / Reserve Transfers							
3504	Land & Building Purchases (Libraries) (NCA)	0	0	0	27,266	0		
	Total Capital/Reserves	***0***	***0***	***0***	***27,266***			
	Total Library	***16,509***	***23,324***	***58,393***	***38,929***			

36	Other Culture	2021/2022 Year to Date Actuals	2021/2022 Year to Date Budget	2021/2022 Full Year Original Budget	2020/2021 30 June 21 YTD Actuals	BUDGET VARIATION	>$10K	Budget PROFILE Comments
COA	**Operating Expenditure**							
3626	Museum & Road Board Expense	12,208	26,621	31,540	7,098	14,413	*	Timing repairs for Cyclone Seroja Shire Asset Damage - Museum shed at Nanson
3652	Depreciation (Other Culture)	4,505	4,235	10,161	10,748	(270)		
	Total Operating Expenditure	***16,713***	***30,856***	***41,701***	***17,846***			
	Operating Revenue							
3445	Grant Funding Received	0	0	0	0	0		
	Total Operating Revenue	***0***	***0***	***0***	***0***			
	Capital Expenditure / Reserve Transfers							
3604	Land & Building Purchases (NCA)	0	0	0	0	0		
3635	Transfer from Building Reserve (EQ)	0	0	0	0	0		
	Total Capital/Reserves	***0***	***0***	***0***	***0***			
	Total Other Culture	***16,713***	***30,856***	***41,701***	***17,846***			
	Total Recreation and Culture	**375,960**	**677,914**	**1,092,145**	**813,020**			

Prog	Transport	2021/2022	2021/2022	2021/2022	2020/2021			
37	Constuction Streets, Roads, Bridges, Depots	Year to Date Actuals	Year to Date Budget	Full Year Original Budget	30 June 21 YTD Actuals	BUDGET VARIATION	>$10K	Budget PROFILE Comments
COA	**Operating Expenditure**							
3702	Admin Allocation (Road Construction)	33,688	38,900	93,357	86,867	5,212		
COA	**Operating Revenue**							
3173	MW Regional Road Funding	(421,034)	(600,000)	(1,200,000)	(900,000)	(178,966)	*	Timing Revenue recognition for RRG funding for Dartmoor Rd, Valentine Rd, East Nabawa (West) Rd & East Nabawa (East) Rd
3193	R2R (Construction) Income	(208,567)	(109,422)	(328,260)	(328,260)	99,145	*	Timing Revenue recognition for R2R funding for Dartmoor Rd & Valentine Rd
	Total Operating Revenue	***(629,601)***	***(709,422)***	***(1,528,260)***	***(1,228,260)***			
COA	**Capital Expenditure**							
3114	Capital Roadworks Program Purchases (Incl Grant Funded Jobs) (NCA)	867,603	1,064,830	2,135,830	1,674,229	197,227	*	Job: C08 - Dartmoor Rd - Upgrade from gravel to a 7.2m wide seal Job: C16 - East Nabawa (West) - Upgrade from existing unsealed road to 7.2m wide seal Job: C16E - East Nabawa Rd (East) -Upgrade from gravel to 7.2 m wide seal **Jobs yet to commence :** Job: C13 - Valentine Road - Upgrade from an existing gravel raod to 7.2m wide seal Job: C59 - McCagh Rd - Upgrade from an existing gravel road to 6.2m wide seal Job: 1040 - YMCC Car Park & Road Seal (Bawden Road)
4840	Transfer to Infrastructure Reserve (EQ)	7	0	80,000	65,053			
	Total Capital Expenditure / Reserve Transfers	***867,610***	***1,064,830***	***2,215,830***	***1,739,283***			
	Total Road Construction	***271,697***	***394,308***	***780,927***	***597,890***			

38	Maintenance Streets, Roads, Bridges, Depots	2021/2022 Year to Date Actuals	2021/2022 Year to Date Budget	2021/2022 Full Year Original Budget	2020/2021 30 June 21 YTD Actuals	BUDGET VARIATION	>$10K	Budget PROFILE Comments
COA	**Operating Expenditure**							
3182	ROAD RENEWAL GRANT FUNDED	30,848	0	458,317	0	(30,848)	*	Job: RC131 - Northampton Nabawa Rd allocated Job 3 in the program
3372	Road Maintenance Expense	334,730	454,057	1,493,133	1,922,560	119,327	*	Timing for Allocations S&W across jobs Job: RC04 - Wandana Road - Reconstruct and gravel sheet $268k Job: RV01 - Road Maintenance Program Minor & Major Mtce $897k
3502	Depot Maintenance	11,172	15,478	27,857	22,092	4,306		
3512	Street Lighting Expense	3,371	3,334	10,000	10,441	(37)		
3522	Depreciation (Road Maintenance)	25,025	27,020	64,853	68,309	1,995		
3532	Street Trees	200	10,000	15,000	0	9,800		
3542	Licences & Subscriptions	10,159	11,679	15,000	8,895	1,520		
3562	Road Sign Expense	1,058	5,000	15,000	7,557	3,942		
3802	Admin Allocation (Road Maintenance)	33,688	38,900	93,357	86,867	5,212		
3822	Bore Maintenance	6,237	2,500	10,000	12,422	(3,737)		
3832	Crossover expenses to ratepayers	0	1,500	3,500	800	1,500		
6912	Depreciation (Roads)	530,531	477,890	1,146,937	1,213,692	(52,641)	*	Timing for non cash allocations - depn
	Total Operating Expenditure	***987,019***	***1,047,358***	***3,352,954***	***3,353,635***			
COA	**Operating Revenue**							
3143	MRWA Direct Grant	(137,540)	(137,540)	(137,540)	(127,990)	0		
3153	Other Grant Income	(162,670)	(120,000)	(300,000)	(516,120)	42,670	*	Timing Revenue recognition for RRG Funding Northampton Nabawa Rd
3393	Hudson Resources Contribution (Dartmoor Road)	(12,357)	(12,500)	(12,500)	(36,483)	(143)		
	Total Operating Revenue	***(312,567)***	***(270,040)***	***(450,040)***	***(680,593)***			
COA	**Capital Expenditure**							
3264	Depot Construction (NCA)	0	0	21,000	0	0		
3205	Transfer from Infrastructure Reserve (EQ)	0	0	0	0	0		
	Total Capital Expenditure / Reserve Transfers	***0***	***0***	***21,000***	***0***			
	Total Road Maintenance	***674,452***	***777,318***	***2,923,914***	***2,673,043***			

39	Road Plant Purchases	2021/2022 Year to Date Actuals	2021/2022 Year to Date Budget	2021/2022 Full Year Original Budget	2020/2021 30 June 21 YTD Actuals	BUDGET VARIATION	>$10K	Budget PROFILE Comments
COA	**Operating Expenditure**							
3642	Loss on Sale of Assets	0	0	0	0	0		
3902	Interest Expense - Loan 99	0	0	0	0	0		
	Total Operating Expenditure	***0***	***0***	***0***	***0***			
COA	**Operating Revenue**							
3543	Profit on Sale of Assets	0	0	(60,006)	(72,554)	0		
3575	Proceeds from Disposal of Assets	0	0	(106,000)	0	0		
3903	Grants, Contributions & Reimbursement Road Plant	0	0	0	0	0		
	Total Operating Revenue	***0***	***0***	***(166,006)***	***(72,554)***			
COA	**Capital Expenditure / Reserve Transfers**							

3554	Plant & Equipment Purchases (NCA)	27,500	0	684,000	489,116	(27,500)	*	Timing of Plant Replacement Program Changeover
3584	Tools & Other Equip > $5000 (Capex)	0	0	7,000	7,786	0		
3587	Principal Loan Repayments (Loan 97)	0	0	0	0	0		
3904	Principal Repayment - Loan 99 (Plant Purchase)	0	0	0	0	0		
4781	Transfer to Plant/Light Vehicle Reserve (EQ)	0	0	150,000	290,250	0		
3561	Transfer from Plant/Light Vehicle Reserve (EQ)	0	0	(278,000)	0	0		
6225	Realisation on Disposal of Assets	0	0	0	0	0		
7135	Loan Funds Rec'd.	0	0	(240,000)	0	0		
	Total Capital Expenditure / Reserve Transfers	***27,500***	***0***	***323,000***	***787,152***			
	Total Road Plant Purchases	***27,500***	***0***	***156,994***	***714,598***			

41	**Traffic Control**	**2021/2022 Year to Date Actuals**	**2021/2022 Year to Date Budget**	**2021/2022 Full Year Original Budget**	**2020/2021 30 June 21 YTD Actuals**	**BUDGET VARIATION**	**>$10K**	**Budget PROFILE Comments**
COA	**Operating Expenditure**							
4102	Admin Allocation (Traffic Control)	16,844	19,450	46,679	38,608	2,606		
4572	Traffic Control Expense	0	0	3,000	0	0		
7572	Traffic Counters Expense	0	0	0	0	0		
	Total Operating Expenditure	***16,844***	***19,450***	***49,679***	***38,608***			
COA	**Operating Revenue**							
7513	Licensing Commission Income	(1,996)	(1,460)	(3,500)	(3,414)	536		
7573	Traffic Counter Income	0	0	0	(3,200)	0		
	Total Operating Revenue	***(1,996)***	***(1,460)***	***(3,500)***	***(6,614)***			
	Capital Expenditure / Reserve Transfers							
7574	Tools & Equipment Purchases (NCA)	0	0	10,000	13,243	0		
7685	Proceeds from Disposal of Assets	0	0	0	0	0		
	Total Capital Expenditure / Reserve Transfers	***0***	***0***	***10,000***	***13,243***			
	Total Traffic Control	***14,849***	***17,990***	***56,179***	***45,237***			
	Total Transport	**988,497**	**1,189,616**	**3,918,014**	**4,030,767**			

Prog 44	Economic Services Rural Services	2021/2022 Year to Date Actuals	2021/2022 Year to Date Budget	2021/2022 Full Year Original Budget	2020/2021 30 June 21 YTD Actuals	BUDGET VARIATION	>$10K	Budget PROFILE Comments
COA	**Operating Expenditure**							
3362	Ranger Allocation (Roadside Spraying)	3,738	7,850	18,839	8,867	4,112		
3852	Weed & Vermin Control Consultancy	0	0	3,000	0	0		
4462	Admin Allocation (Rural Services)	4,154	4,835	11,602	9,853	681		
6722	Noxious Weeds & Pest Expense	5,946	10,694	11,664	10,043	4,748		
	Total Operating Expenditure	***13,839***	***23,379***	***45,105***	***28,764***			
COA	**Capital Expenditure / Reserve Transfers**							
4404	Plant & Equipment Purchases (NCA)	0	0	0	0	0		
	Total Rural Services	***13,839***	***23,379***	***45,105***	***28,764***			

45	Tourism and Area Promotion	2021/2022 Year to Date Actuals	2021/2022 Year to Date Budget	2021/2022 Full Year Original Budget	2020/2021 30 June 21 YTD Actuals	BUDGET VARIATION	>$10K	Budget PROFILE Comments
COA	**Operating Expenditure**							
3952	Signage Expense (Tourism)	0	0	0	0	0		
3982	Tourism Expense	2,247	0	0	1,410	(2,247)		
4282	Promotional Expense (Tourism)	0	2,500	39,500	550	2,500		
	Total Operating Expenditure	***2,247***	***2,500***	***39,500***	***1,960***			
COA	**Operating Revenue**							
3973	Contr. & Reim. (Tourism).	0	0	0	0	0		
	Total Operating Revenue	***0***	***0***	***0***	***0***			
	Total Tourism and Area Promotion	***2,247***	***2,500***	***39,500***	***1,960***			

46	Building Control	2021/2022 Year to Date Actuals	2021/2022 Year to Date Budget	2021/2022 Full Year Original Budget	2020/2021 30 June 21 YTD Actuals	BUDGET VARIATION	>$10K	Budget PROFILE Comments
COA	**Operating Expenditure**							
4132	Building Surveyor Expenses	55,325	54,076	132,050	138,386	(1,249)		
4152	Provision for Leave (Building Control)	0	0	10,000	0	0		
4162	Non Contract Expenses	0	0	1,000	0	0		
4622	Admin Allocation (Building Control)	29,477	34,035	81,687	67,563	4,558		
	Total Operating Expenditure	***84,802***	***88,111***	***224,737***	***205,949***			
COA	**Operating Revenue**							
4153	Building Licenses Income	(4,211)	(5,000)	(12,000)	(29,838)	(789)		
4173	CTF Commissions Received	(105)	(75)	(180)	(225)	30		
4213	Building Commissions Received	(115)	(190)	(450)	(586)	(75)		
4183	Contributions & Reimbursements (Building Control)	0	0	0	0	0		
	Total Operating Revenue	***(4,431)***	***(5,265)***	***(12,630)***	***(30,649)***			
COA	**Capital Expenditure / Reserve Transfers**							
4215	Transfer from Leave Reserve (EQ)	0	0	0	0	0		
	Total Capital Expenditure/Reserve Transfers	***0***	***0***	***0***	***0***			
	Total Building Control	***80,371***	***82,846***	***212,107***	***175,300***			

49	Other Economic Services	2021/2022 Year to Date Actuals	2021/2022 Year to Date Budget	2021/2022 Full Year Original Budget	2020/2021 30 June 21 YTD Actuals	BUDGET VARIATION	>$10K	Budget PROFILE Comments
COA	**Operating Expenditure**							
4232	Water Supply Stand Pipes Expense	0	0	300	0	0		
4222	Admin Allocation (Other Economic Services)	16,844	19,450	46,679	48,259	2,606		
4242	Rehabilitation of Gravel Pits Expense	0	0	5,000	0	0		
4252	Purchase of Stamps	0	0	50	20	0		
4272	Other Expenditure	3,788	4,790	10,100	28	1,002		
	Total Operating Expenditure	***20,632***	***24,240***	***62,129***	***48,307***			
COA	**Operating Revenue**							
4223	Commission Received Australia Post	(3,433)	(2,915)	(7,000)	(8,713)	518		
4243	Annual Post Office Box Fee	(3,389)	(3,300)	(3,300)	(3,300)	89		
4253	Postage Stamp Income	(5)	(37)	(50)	(25)	(32)		
4333	Photocopying Income	(2)	0	0	(42)	2		
4913	Shire Leased Reserves Income	(600)	(450)	(450)	(450)	150		
	Total Operating Revenue	***(7,428)***	***(6,702)***	***(10,800)***	***(12,531)***			
COA	**Capital Expenditure / Reserve Transfers**							
4760	Transfer to Water Strategy Reserve (EQ)	1	0	0	5	(1)		
	Total Other Economic Services	***13,204***	***17,538***	***51,329***	***35,781***			
	Total Economic Services	**109,661**	**126,263**	**348,041**	**241,805**			

Prog	Other Property & Services	2021/2022	2021/2022	2021/2022	2020/2021			
47	Plant Depreciation	Year to Date Actuals	Year to Date Budget	Full Year Original Budget	30 June 21 YTD Actuals	BUDGET VARIATION	>$10K	Budget PROFILE Comments
COA	**Operating Expenditure**							
5012	Depreciation (Other Property & Services)	159,325	143,130	343,517	364,676	(16,195)	*	Non Cash item offset below
7102	Depreciation of Unclassified Assets (Other Property & Services)	0	0	0	0	0		
6890	Depreciation Posted to Jobs (Other Property & Services)	(127,529)	(143,130)	(343,517)	(364,676)	(15,601)	*	Non Cash item offset above
	Total Plant Depreciation	***31,796***	***0***	***0***	***0***			

Prog	Other Property & Services	2021/2022	2021/2022	2021/2022	2020/2021			
50	Private Works	Year to Date Actuals	Year to Date Budget	Full Year Original Budget	30 June 21 YTD Actuals	BUDGET VARIATION	>$10K	Budget PROFILE Comments
COA	**Operating Expenditure**							
7302	Private Works Expense	141	0	10,000	5,992	(141)		
COA	**Operating Income**							
7333	Private Works Income	(1,058)	(1,255)	(11,000)	(8,825)	(197)		
	Total Private Works	***(918)***	***(1,255)***	***(1,000)***	***(2,833)***			

		2021/2022	2021/2022	2021/2022	2020/2021			
52	Public Works Overheads	Year to Date Actuals	Year to Date Budget	Full Year Original Budget	30 June 21 YTD Actuals	BUDGET VARIATION	>$10K	Budget PROFILE Comments
COA	**Operating Expenditure**							
0342	Provision for Long Service Leave (Public Works Overheads)	0	0	20,000	(9,930)	0		
4312	Superannuation Council 3% (Public Works Overheads)	4,088	6,890	16,540	13,499	2,802		
4322	Superannuation (Manager of Works)	4,600	4,800	11,524	10,641	200		
4332	Superannuation (Public Works Overheads)	30,152	39,675	95,219	74,830	9,523		
4342	Salaries & Wages (Works Manager)	45,063	46,930	112,636	109,943	1,867		
4352	Superannuation Council 3% (Manager of Works)	1,376	1,440	3,457	3,360	64		
4372	Public Works Sundry Expense	5,771	6,750	9,200	10,607	979		
4382	Works Manager Expenses	1,440	1,730	4,150	3,614	290		
4392	External Engineering Services	8,250	3,250	13,000	9,350	(5,000)		
4402	Sick Leave (Public Works Overheads)	12,212	15,938	38,239	25,646	3,726		
4412	Annual Leave (Public Works Overheads)	16,102	22,776	94,625	75,243	6,674		
4432	Public Holiday Pay (Public Works Overheads)	3,105	3,379	45,047	39,692	274		
4422	Long Service Leave Expense (Public Works Overheads)	1,099	0	0	25,305	(1,099)		
4442	Occupational Health & Safety Expense	2,067	6,226	15,000	4,160	4,159		
4452	Protective Uniform/ Minor Workwear	1,267	0	8,293	9,191	(1,267)		
4602	Training Expense	2,179	4,166	15,000	3,259	1,987		
4652	Works Staff Allowances (Public Works Overheads)	8,984	13,960	33,500	23,288	4,976		
5202	Admin Allocation (Public Works Overheads)	54,743	63,210	151,705	125,474	8,467		
6782	Workers Compensation Insurance (Public Works Overheads)	18,236	20,854	20,854	18,134	2,618		
7422	Less Public Works Overheads Allocated to W & S	(284,119)	(294,995)	(707,990)	(561,824)	(10,876)	*	
	Total Operating Expenditure	***(63,384)***	***(33,021)***	***(0)***	***(0)***			
COA	**Operating Revenue**							
0333	Contrib. & Reimb. (PWO).	0	0	0	0	0		
COA	**Capital Expenditure / Reserve Transfers**							
7631	Transfer from Leave Reserve (EQ)	0	0	0	0	0		
	Total Public Works Overheads	***(63,384)***	***(33,021)***	***(0)***	***(0)***			

53	Plant Operation Costs	2021/2022 Year to Date Actuals	2021/2022 Year to Date Budget	2021/2022 Full Year Original Budget	2020/2021 30 June 21 YTD Actuals	BUDGET VARIATION	>$10K	Budget PROFILE Comments
COA	**Operating Expenditure**							
4472	In House Repairs & Maintenance	85,181	86,675	208,030	197,917	1,494		
4482	Tyre Purchase Expense	7,428	23,960	57,500	34,260	16,532	*	Timing- Tyre Purchase
4492	Parts & Outside Repairs Expense	42,067	62,500	150,000	147,185	20,433	*	Timing - Parts & Outside Repairs Materials & Services
4502	Plant Licences Expense	262	9,196	19,000	18,711	8,934		
4532	Tools & Consumables	10,002	8,335	20,000	20,612	(1,667)		
4542	Fuel, Oil & Grease	119,633	131,250	300,000	216,793	11,617	*	Timing purchase of Fuel & Oil Expenses
4552	Cutting Edges & Tips	1,237	3,000	12,000	8,575	1,763		
5112	Admin Allocation (Plant Operations)	8,422	9,725	23,339	19,304	1,303		
6772	Insurance Expense (Plant Operations)	38,016	43,599	43,599	37,912	5,583		
4512	Less POC Allocated to W & S	(278,101)	(330,610)	(793,468)	(656,863)	(52,509)	*	31 - Program 14 POC allocated across jobs less coa 4513 diesel fuel rebates from plant use
	Total Operating Expenditure	***34,147***	***47,630***	***40,000***	***44,407***			
COA	**Operating Revenue**							
4513	Diesel Fuel Rebate	(17,047)	(16,665)	(40,000)	(44,407)	382		
	Total Operating Revenue	***(17,047)***	***(16,665)***	***(40,000)***	***(44,407)***			
	Total Plant Operation Costs	***17,100***	***30,965***	***(0)***	***0***			

55	Salaries and Wages	2021/2022 Year to Date Actuals	2021/2022 Year to Date Budget	2021/2022 Full Year Original Budget	2020/2021 30 June 21 YTD Actuals	BUDGET VARIATION	>$10K	Budget PROFILE Comments
COA	**Operating Expenditure**							
4362	Unallocated Wages	0	0	0	0	0		
4570	S&W Gov, Corporate & Development Services	409,956	460,360	1,104,869	963,443	50,404	*	Timing Sal & Wages ordinary hours reduced admin
4580	S&W Works & Services	403,872	495,375	1,188,901	1,063,206	91,503	*	Timing Sal & Wages ordinary hours, overtime & casual pool reduced plant operators
4600	Less Salary & Wages Allocated	(831,232)	(955,740)	(2,293,770)	(2,009,244)	(124,508)	*	Timing Sal & Wages ordinary hours, overtime & casual pool
4592	Workers Compensation Paid	0	0	0	0	0		
	Total Operating Expenditure	***(17,404)***	***(5)***	***0***	***17,404***			
COA	**Operating Revenue**							
4613	Salaries & Wages Reimbursement Received	0	0	0	0	0		
4623	Paid Parental Leave Scheme Income	0	0	0	0	0		
	Total Operating Revenue	***0***	***0***	***0***	***0***			
	Total Salaries and Wages	***(17,404)***	***(5)***	***0***	***17,404***			

56	Unclassified	2021/2022 Year to Date Actuals	2021/2022 Year to Date Budget	2021/2022 Full Year Original Budget	2020/2021 30 June 21 YTD Actuals	BUDGET VARIATION	>$10K	Budget PROFILE Comments
COA	**Operating Expenditure**							
5022	Overpayments/Recoverables - Expenditure	0	2,500	10,000	8,774	2,500		
	Total Operating Expenditure	***0***	***2,500***	***10,000***	***8,774***			
COA	**Operating Revenue**							
2385	Proceeds from Disposal of Assets	0	0	(20,000)	0	0		
5023	Overpayments/Recoverables - Income	0	(2,500)	(10,000)	(7,298)	(2,500)		
3813	Profit on Revaluation	0	0	0	0	0	0	
	Total Operating Revenue	***0***	***(2,500)***	***(30,000)***	***(7,298)***			
	Capital Expenditure							
4801	Transfer to Land Development Reserve (EQ)	2	0	20,000	17	(2)		
	Total Unclassified	***2***	***0***	***0***	***1,492***			
	Total Other Property and Services	**(32,808)**	**(3,316)**	**(1,001)**	**16,062**			

List of Accounts Paid - November 2021			
Chq/EFT	**Date**	**Name**	**Amount**
MUNICIPAL ACCOUNT			
EFT25873	05/11/2021	Department of Mines, Industry Regulation & Safety	-113.30
EFT25874	05/11/2021	Shire of Chapman Valley	-10.00
EFT25875	05/11/2021	Atom Supply	-1828.52
EFT25876	05/11/2021	Chapman Valley Menshed Inc	-400.00
EFT25877	05/11/2021	Freemans Liquid Waste	-1743.00
EFT25878	05/11/2021	Geraldton Ag Services	-467.84
EFT25879	05/11/2021	Geraldton Toyota	-773.44
EFT25880	05/11/2021	Initial Hygiene	-4455.00
EFT25881	05/11/2021	Lenane Holdings Pty Ltd	-739.51
EFT25882	05/11/2021	ML Communications	-3559.46
EFT25883	05/11/2021	MOD Designs	-1250.00
EFT25884	05/11/2021	McDonalds Wholesalers	-137.15
EFT25885	05/11/2021	Midwest Auto Group	-69.70
EFT25886	05/11/2021	Miralec	-1634.88
EFT25887	05/11/2021	Refuel Australia	-21091.82
EFT25888	05/11/2021	Westrac Pty Ltd	-343.07
EFT25889	05/11/2021	City of Greater Geraldton	-1356.60
EFT25890	12/11/2021	Building and Construction Industry Training Fund	-699.41
EFT25891	12/11/2021	Shire of Chapman Valley	-16.50
EFT25892	12/11/2021	Australia Post	-456.84
EFT25893	12/11/2021	Conplant Pty Limited	-1993.18
EFT25894	12/11/2021	Five Star Business Solutions & Innovation	-653.15
EFT25895	12/11/2021	Glenfield Fresh IGA	-119.30
EFT25896	12/11/2021	Hersey's Safety Pty Ltd	-1311.86
EFT25897	12/11/2021	Jason Signmakers	-543.18
EFT25898	12/11/2021	ML Communications	-8087.99
EFT25899	12/11/2021	Node1Internet	-549.00
EFT25900	12/11/2021	Norfolk Cleaning Service	-3007.13
EFT25901	12/11/2021	Queens Supa IGA Supermarket	-75.83
EFT25902	12/11/2021	TeletracNavman Australia	-769.45
EFT25903	12/11/2021	Woolworths Group	-367.88
EFT25904	19/11/2021	Shire of Mingenew	-133.10
EFT25905	19/11/2021	Synergy	-953.27
EFT25906	19/11/2021	Bob Waddell & Associates Pty Ltd	-264.00
EFT25907	19/11/2021	Brookdale Farms Pty Ltd	-8250.00
EFT25908	19/11/2021	Goodyear & Dunlop Tyres (Aust) Pty Ltd	-1097.57
EFT25909	19/11/2021	Great Northern Rural Services	-614.83
EFT25910	19/11/2021	HL Geospatial	-6024.33
EFT25911	19/11/2021	Kruize Asphalt & Contracting	-5076.50
EFT25912	19/11/2021	ML Communications	-345.22
EFT25913	19/11/2021	Western Australian Local Government Association (WALGA)	-4500.00
EFT25914	26/11/2021	MM Electrical Merchandising	-435.14
EFT25915	26/11/2021	Synergy	-3714.33
EFT25916	26/11/2021	Telstra Corporation Limited	-1286.28
EFT25917	26/11/2021	Westpac Geraldton	-264.23
EFT25918	26/11/2021	Abrolhos Steel	-979.71
EFT25919	26/11/2021	Bridgestone Tyre Centre	-653.00
EFT25920	26/11/2021	Bunnings Group Limited	-3184.58
EFT25921	26/11/2021	Cleanaway Co Pty Ltd (Commercial)	-7596.92
EFT25922	26/11/2021	Cleanaway Co Pty Ltd (Domestic)	-7542.83
EFT25923	26/11/2021	Design Catering	-259.60

EFT25924	26/11/2021	Elders	-33880.00
EFT25925	26/11/2021	Fulton Hogan Industries Pty Ltd	-197770.03
EFT25926	26/11/2021	GG Pumps And Electrical Pty Ltd	-146.70
EFT25927	26/11/2021	GNC Quality Precast Geraldton	-4889.50
EFT25928	26/11/2021	Geraldton Ag Services	-1400.72
EFT25929	26/11/2021	Geraldton Mower & Repair Specialists	-843.40
EFT25930	26/11/2021	Geraldton Trophy Centre	-449.30
EFT25931	26/11/2021	Hersey's Safety Pty Ltd	-633.60
EFT25932	26/11/2021	Integrated ICT	-2026.57
EFT25933	26/11/2021	Kruize Asphalt & Contracting	-10439.00
EFT25934	26/11/2021	Landgate	-190.40
EFT25935	26/11/2021	Market Creations Pty Ltd	-2343.00
EFT25936	26/11/2021	Miles Glass & Fly Screens Pty Ltd	-6572.50
EFT25937	26/11/2021	Mitchell & Brown	-120.00
EFT25938	26/11/2021	Nabawa Valley Tavern	-833.35
EFT25939	26/11/2021	Node1Internet	-476.95
EFT25940	26/11/2021	Novus	-322.00
EFT25941	26/11/2021	Pirtek Geraldton	-430.46
EFT25942	26/11/2021	Reece Pty Ltd	-273.63
EFT25943	26/11/2021	Sun City Plumbing	-530.20
EFT25944	26/11/2021	The West Australian	-174.24
EFT25945	26/11/2021	Toll Transport Pty Ltd	-22.47
EFT25946	26/11/2021	Truckline	-106.65
EFT25947	26/11/2021	Westrac Pty Ltd	-695.55
EFT25948	26/11/2021	Winc Australia Pty Limited	-385.99
DD17395.1	09/11/2021	Aware Super Pty Ltd	-7620.53
DD17395.2	09/11/2021	Australian Super	-53.54
DD17395.3	09/11/2021	Wealth Personal Superannuation and Pension Fund	-510.12
DD17395.4	09/11/2021	Cameron Fishing Superannuation Fund	-111.36
DD17395.5	09/11/2021	Prime Super	-261.15
DD17395.6	09/11/2021	Hostplus Superannuation	-141.80
DD17395.7	09/11/2021	Rest Superannuation	-257.00
DD17395.8	09/11/2021	ANZ Smart Choice Super	-259.90
DD17411.1	23/11/2021	Aware Super Pty Ltd	-7517.66
DD17411.2	23/11/2021	Australian Super	-23.81
DD17411.3	23/11/2021	Wealth Personal Superannuation and Pension Fund	-510.12
DD17411.4	23/11/2021	Cameron Fishing Superannuation Fund	-106.53
DD17411.5	23/11/2021	Hostplus Superannuation	-103.89
DD17411.6	23/11/2021	Rest Superannuation	-257.00
DD17411.7	23/11/2021	Prime Super	-241.49
DD17411.8	23/11/2021	ANZ Smart Choice Super	-259.90
			-395991.44

Chq/EFT	Date	Name	Amount

TRUST ACCOUNT

BANK RECONCILIATION - Muni Accounts
As at 30th of November 2021

SYNERGY

Balance as per Cash at Bank Account GL 160000	522,508.74
Balance as per Cash at Bank Account GL 170000	3,925,462.66
Balance as per Interfund Transfer A/c GL 161100	-
Plus Income on Bank Stmt not in ledgers	-
Less Expenditure on Bank Stmt not in ledgers	-
	$4,447,971.40

BANK

Muni Bank Account (Account No 000040)	522,463.24
Investment Account (Account No 305784)	3,925,462.66
	4,447,925.90
Less Outstanding Payments	-
Plus Outstanding Deposits	45.50
Plus Tfer from Trust to Muni or [Tfer to Trust from Muni]	-
	$4,447,971.40

Difference Check 0.00

Completed by: Beau Raymond - Senior Finance Officer — Date: 8/12/21

Reviewed by: Dianne Raymond - Mgr Finance & Corporate Services — Date: 7/12/2021

Corporate Card Statement

30 NOV 2021

053

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

Facility Number
00018023 20000001

Payment Due Date
01 December 2021

Closing Balance
$308.79

This amount will be swept from a nominated account.

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

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

Company Name	Number of Cards	Cash Advance Annual % Rate
Shire Of Chapman Valley	2	15.65%
Contact Name	**Facility Number**	**Facility Credit Limit**
The Shire Clerk	00018023 20000001	10,000

Statement From	Statement To	Payment Due Date	Opening Balance	Closing Balance	Available Credit
21 Oct 2021	21 Nov 2021	01 Dec 2021	264.23	308.79	9,691.21

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

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions		
264.23	264.23 -	272.29	0.00	36.50	0.00	308.79	0.00

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

Complaints

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

Online: www.afca.org.au
Email: info@afca.org.au
Phone 1800 931 678
Mail: Australian Financial Complaints Authority GPO Box 3 Melbourne VIC 3001

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WBCA4WFGI 0919 1258

Corporate Card Statement

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

CARDHOLDER TRANSACTION DETAILS

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

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

Corporate Card Transactions

Date of Transaction	Description	Debits/Credits	Cardholder Comments
	Payments		
01 NOV	AUTOMATIC PAYMENT	87.75-	
	Sub Total:	**87.75-**	
	Interest, Fees & Government Charges		
21 NOV	CARD FEE	18.25	
	Sub Total:	**18.25**	

NIL

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		
87.75	87.75 -	0.00	0.00	18.25	0.00	18.25	0.00

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

Cardholder Signature _____ **Date** 30/11/21

Transactions examined and approved.

Manager/Supervisor Signature _____ **Date** 30/11/2021

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WBCA4WFGI 0919 1260

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

Complaints

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

Online: www.afca.org.au

Email: info@afca.org.au

Phone 1800 931 678

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

S001272 / M000447 / 324 / 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	5,709.46

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		
01 NOV	AUTOMATIC PAYMENT	176.48-	
	Sub Total:	**176.48-**	
	Purchases		
31 OCT	PUMA ENERGY WATTLE G WATTLE GROVE AUS SERVICE STATIONS	135.29	Fuel PB2 CN1
18 NOV	WESTERN AUSTRALI EAST PERTH AUS GOVERNMENT SERVICES NOT ELSE GL 108420.22	137.00	Corporate firearms license
	Sub Total:	**272.29**	
	Interest, Fees & Government Charges		
21 NOV	CARD FEE	18.25	
	Sub Total:	**18.25**	

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions		
176.48	176.48 -	272.29	0.00	18.25	0.00	290.54	0.00

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Corporate Card Statement

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

Cardholder Signature _____ **Date** 30/11/21

Transactions examined and approved.

Manager/Supervisor Signature _____ **Date** 30/11/21

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Council (Min Ref 10/21-01) endorsed the following representatives on the internal Committees established in accordance with the *Local Government Act, 1995, Section 5.9(2)(a):*

Council Committees - Council Members Only – *Local Government Act 1995* – Section 5.9(2)(a) (ABSOLUTE MAJORITY REQUIRED FOR COMMITTEE APPOINTMENTS) **(Must be 3 or More Representatives)**		
	Purpose/Delegations	**Representatives**
Building & Disability Services Committee	Purpose: Will meet at least annually to inspect all Shire Buildings/Properties and then subsequently to: ~ Review preliminary costings for proposed works for consideration in draft Council Budget. ~ Review the Capital & Building Works Program. ~ Disability Access & Inclusion Plan; and ~ Any other building/property items referred to the Committee by Council. **Delegation – Nil**	5 x Councillors • Cr Eliott-Lockhart • Cr Humphrey • Cr Batten • Cr Forth Observers: ~ CEO ~ Building Surveyor
Finance Audit & Risk Management Committee	Purpose: To provide a review of Council's ongoing financial situation, provide a forum for ongoing review of strategic management plan for Council operations and discuss the Audit System. **Delegation – Nil**	4 x Councillors • Cr Warr • Cr Forth • Cr Davidson • Cr Batten • Grant Middleton CPA (External, Independent Member) Observers: ~ CEO ~ Manager Finance & Corporate Services
Road Infrastructure Committee	Purpose: Undertake an annual review the following: ~ Road Works Program. ~ Road Hierarchy. ~ Heavy Haulage Vehicle Permit Roads; and ~ Any other works infrastructure item referred to the Committee by Council. ~ Review the plant replacement program **Delegation – Nil**	All Councillors Observers: ~ CEO ~ Manager Works & Services ~ Deputy CEO ~ Works Leading Hand

Council (Min Ref 10/21-01) endorsed the following representatives on internal Working/Advisory/Steering Groups and external organisations:

Representation on Internal Groups - Working, Advisory, Steering, etc. (SIMPLE MAJORITY REQUIRED) **(Numbers not legislated)**		
Bush Fire Brigades Group Management Advisory Committee	Purpose: Meet at least annually to: ~ Elect Office Bearers. ~ Review previous year fire season. ~ Review the Shire's Fire Notice. ~ Liaise with external organisations (e.g. DFES, DBCA); ~ Review the DFES Capital & Operational Grants. ~ Any other bush fire related items referred to the Committee by Council. **Delegation – Nil**	<u>President (Presiding Member) and 2 x Councillor</u> • Cr Warr (President) • Cr Royce • Cr Humphrey ~ CBFCO ~ DCBFCO ~ All Brigade FCOs ~ Chief Executive Officer ~ Senior Ranger <u>Observers</u> 1 x DFES Rep. <u>Proxy Councillor Rep</u> Cr Eliott-Lockhart (Proxy)
Batavia Local Emergency Management Committee (BLEMC)	Purpose: Meet as required in accordance with legislation and Council endorsed Local Emergency Management Arrangements (LEMA) to: ~ Review the LEMA & Recovery Plan. ~ Implement Emergency Exercises as required. ~ Any other emergency management related items referred to the Committee by Council. **Delegation – Nil**	<u>2 x Councillor</u> • Cr Davidson • Cr Forth • Chief Executive Officer;
Community Growth Fund Advisory Group	Purpose: Evaluate application received for funding under the Shire of Chapman Valley Community Growth Fund program in accordance with guideline, policies and procedures set by Council and make recommendations to Council to allocate funds **Delegation – Nil**	<u>President (Presiding Member) & 3 x Councillors (Members)</u> • Cr Warr (President) • Cr Davidson • Cr Eliott-Lockhart • Cr Royce ~ Chief Executive Officer ~ Manager Finance & Corp Svc ~ Community Development Officer

Tourism & Events Advisory Group	Purpose: Will meet on an 'as needs' basis only to: ~ Evaluate annual Australia Day Award Nominations and submitting these to Council in readiness for presenting the awards at the Shire's annual Australia Day Function. ~ Assist with coordinating the annual Australia Day function(s); ~ Discuss all other item(s) in the areas of tourism and events. ~ Liaise with external organisations **Delegation – Nil**	<u>3 x Councillors</u> • Cr Batten • Cr Eliott-Lockhart • Cr Forth ~ CEO ~ Deputy CEO ~ Comm. Development Officer ~ Up to 2 x Community Representatives for Australia Day award nominations (recommend past winner as one rep.)
Coronation Beach Masterplan Steering Group	Purpose: To review the Coronation Beach Masterplan. **Delegation – Nil**	<u>1x Councillor</u> • Cr Forth (Chairperson) ~ DCEO ~ Department of Sport & Recreations ~ Neighbouring Landowners ~ Community / User Group Representatives
Representatives on External Organisations (SIMPLE MAJORITY REQUIRED) **(Numbers pre-determined)**		
Northern Country Zone (WALGA)	Purpose: As determined by lead agency/organisation. **Delegation – Nil**	<u>2 x Councillors</u> • Cr Warr • Cr Forth ~ Chief Executive Officer (To act as Proxy in absence of Elected Members not attending)
Sub-Regional Road Group Committee	Purpose: As determined by lead agency/organisation. **Delegation – Nil**	<u>2 x Councillors</u> • Cr Royce • Cr Warr ~ Chief Executive Officer ~ Manager Works & Services
Chapman Valley Agricultural Society	Purpose: As determined by lead agency/organisation. **Delegation – Nil**	<u>1 x Councillor</u> • Cr Forth <u>1 x Proxy</u> Cr Davidson

Mid West Development Assessment Panel (DAP)	Purpose: As determined by lead agency/organisation. **Delegation – Nil** Note: Mandatory training must be undertaken prior to serving on panel.	<u>2 x Councillors (Members)</u> • Cr Humphrey • Cr Davidson <u>2 x Councillors (Proxies)</u> ~ Cr Batten ~ Cr Warr
Moresby Range Conservation Park Visitor Plan Steering Group	Purpose: As determined by lead agency/organisation. **Delegation – Nil**	<u>1 x Councillors</u> • Cr Batten Chief Executive Officer Deputy Chief Executive Officer

5.8. Establishment of committees

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

** Absolute majority required.*

5.9. Committees, types of

(1) In this section —

***other person** means a person who is not a council member or an employee.*

(2) A committee is to comprise —

(a) council members only; or
(b) council members and employees; or
(c) council members, employees and other persons; or
(d) council members and other persons; or
(e) employees and other persons; or
(f) other persons only.

5.10. Committee members, appointment of

(1) A committee is to have as its members —

(a) persons appointed by the local government to be members of the committee (other than those referred to in paragraph (b)); and*
(b) persons who are appointed to be members of the committee under subsection (4) or (5).

** Absolute majority required.*

(2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.

(3) Section 52 of the Interpretation Act 1984 applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the local government.

(4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.

(5) If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —

(a) to be a member of the committee; or
(b) that a representative of the CEO be a member of the committee,

the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

5.11A. Deputy committee members

(1) The local government may appoint a person to be a deputy of a member of a committee and may terminate such an appointment* at any time.*

** Absolute majority required.*

(2) A person who is appointed as a deputy of a member of a committee is to be —

(a) if the member of the committee is a council member — a council member; or

(b) if the member of the committee is an employee — an employee; or

(c) if the member of the committee is not a council member or an employee — a person who is not a council member or an employee; or

(d) if the member of the committee is a person appointed under section 5.10(5) — a person nominated by the CEO.

(3) A deputy of a member of a committee may perform the functions of the member when the member is unable to do so by reason of illness, absence or other cause.

(4) A deputy of a member of a committee, while acting as a member, has all the functions of and all the protection given to a member.

[Section 5.11A inserted by No. 17 of 2009 s. 20.]

5.11. Committee membership, tenure of

(1) Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —

(a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or

(b) the person resigns from membership of the committee; or

(c) the committee is disbanded; or

(d) the next ordinary elections day,

whichever happens first.

(2) Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —

(a) the term of the person's appointment as a committee member expires; or

(b) the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant; or

(c) the committee is disbanded; or

(d) the next ordinary elections day,

whichever happens first.

5.12. Presiding members and deputies, election of

(1) The members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1 as if the references in that Schedule —

(a) to "office" were references to "office of presiding member"; and

(b) to "council" were references to "committee"; and

(c) to "councillors" were references to "committee members".

(2) The members of a committee may elect a deputy presiding member from amongst themselves but any such election is to be in accordance with Schedule 2.3, Division 2 as if the references in that Schedule —

(a) to "office" were references to "office of deputy presiding member"; and

(b) to "council" were references to "committee"; and

(c) to "councillors" were references to "committee members"; and

(d) to "mayor or president" were references to "presiding member".

5.13. Deputy presiding members, functions of

If, in relation to the presiding member of a committee —

(a) the office of presiding member is vacant; or

(b) the presiding member is not available or is unable or unwilling to perform the functions of presiding member,

then the deputy presiding member, if any, may perform the functions of presiding member.

5.14. Who acts if no presiding member

If, in relation to the presiding member of a committee —

(a) the office of presiding member and the office of deputy presiding member are vacant; or

(b) the presiding member and the deputy presiding member, if any, are not available or are unable or unwilling to perform the functions of presiding member,

then the committee members present at the meeting are to choose one of themselves to preside at the meeting.

5.15. Reduction of quorum for committees

The local government may reduce the number of offices of committee member required for a quorum at a committee meeting specified by the local government if there would not otherwise be a quorum for the meeting.*

** Absolute majority required.*

5.16. Delegation of some powers and duties to certain committees

(1) Under and subject to section 5.17, a local government may delegate to a committee any of its powers and duties other than this power of delegation.*

** Absolute majority required.*

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

(3) Without limiting the application of sections 58 and 59 of the Interpretation Act 1984 —

(a) a delegation made under this section has effect for the period of time specified in the delegation or if no period has been specified, indefinitely; and

(b) any decision to amend or revoke a delegation under this section is to be by an absolute majority.

(4) Nothing in this section is to be read as preventing a local government from performing any of its functions by acting through another person.

5.17. Limits on delegation of powers and duties to certain committees

(1) A local government can delegate —

(a) to a committee comprising council members only, any of the council's powers or duties under this Act except —

(i) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government; and

(ii) any other power or duty that is prescribed;

and

(b) to a committee comprising council members and employees, any of the local government's powers or duties that can be delegated to the CEO under Division 4; and

(c) to a committee referred to in section 5.9(2)(c), (d) or (e), any of the local government's powers or duties that are necessary or convenient for the proper management of —

(i) the local government's property; or

(ii) an event in which the local government is involved.

(2) A local government cannot delegate any of its powers or duties to a committee referred to in section 5.9(2)(f).

[Section 5.17 amended by No. 49 of 2004 s. 16(2).]

Department of
Local Government, Sport
and Cultural Industries

GOVERNMENT OF
WESTERN AUSTRALIA

Local Government Reform – Summary of Proposed Reforms

Local Government Reform – Consultation on Proposed Reforms

Local government benefits all Western Australians. It is critical that local government works with:

- a culture of openness to innovation and change
- continuous focus on the effective delivery of services
- respectful and constructive policy debate and democratic decision-making
- an environment of transparency and accountability to ensure effective public engagement on important community decisions.

Since first coming to office in 2017, the McGowan Government has already progressed reforms to improve specific aspects of local government performance. This includes new laws that work to improve transparency, cut red tape, and support jobs growth and economic development - ensuring that local government works for the benefit of local communities.

Based on the significant volume of research and consultation undertaken over the past five years, the Minister for Local Government has now announced the most significant package of major reforms to local government in Western Australia since the Local Government Act 1995 was passed more than 25 years ago. The package is based on six major themes:

1. Earlier intervention, effective regulation and stronger penalties
2. Reducing red tape, increasing consistency and simplicity
3. Greater transparency and accountability
4. Stronger local democracy and community engagement
5. Clear roles and responsibilities
6. Improved financial management and reporting.

A large focus on the new reform is oversight and intervention where there are significant problems arising within a local government. The introduction of new intermediate powers for intervention will increase the number of tools available to more quickly address problems and dysfunction within local governments. The proposed system for early intervention has been developed based on similar legislation in place in other jurisdictions, including Victoria and Queensland.

This will deliver significant benefits for small business, residents and ratepayers, industry, elected members and professionals working in the sector.

Local Government Reforms

These reforms are based on extensive consultation undertaken over the last five years, and have been developed considering:

- The Local Government Review Panel Final Report (mid 2020)
- The City of Perth Inquiry Report (mid 2020)
- Department of Local Government, Sport and Cultural Industries (DLGSC) consultation on Act Reform (2017-2020)
- The Victorian Local Government Act 2020 and other State Acts
- The Parliament's Select Committee Report into Local Government (late 2020)
- Western Australian Local Government Association (WALGA) Submissions
- Direct engagement with local governments
- Correspondence and complaints
- Miscellaneous past reports.

Consultation

Comments on these proposed reforms are invited. Comments can be made against each proposed reform in this document. For details on how to make a submission, please visit www.dlgsc.wa.gov.au/lgactreform.

Theme 1: Early Intervention, Effective Regulation and Stronger Penalties

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
1.1 Early Intervention Powers		

• The Act provides the means to regulate the conduct of local government staff and council members and sets out powers to scrutinise the affairs of local government. The Act provides certain limited powers to:
  ○ Suspend or dismiss councils
  ○ Appoint Commissioners
  ○ Suspend or, order remedial action (such as training) for individual councillors.
• The Act also provides the Director General with the power to:
  ○ Conduct Authorised Inquiries
  ○ Refer allegations of serious or recurrent breaches to the State Administrative Tribunal
  ○ Commence prosecution for an offence under the Act.
• Authorised Inquiries are a costly and a relatively slow response to significant issues. Authorised Inquiries are currently the only significant tool for addressing significant issues within a local government.
• The Panel Report, City of Perth Inquiry, and the Select Committee Report made various recommendations related to the establishment of a specific office for local government oversight.
	• It is proposed to establish a Chief Inspector of Local Government (the **Inspector**), supported by an Office of the Local Government Inspector (the **Inspectorate**).
	• The Inspector would receive minor and serious complaints about elected members.
	• The Inspector would oversee complaints relating to local government CEOs.
	• Local Governments would still be responsible for dealing with minor behavioural complaints.
	• The Inspector would have powers of a standing inquiry, able to investigate and intervene in any local government where potential issues are identified.
	• The Inspector would have the authority to assess, triage, refer, investigate, or close complaints, having regard to various public interest criteria – considering laws such as the *Corruption, Crime and Misconduct Act 2003*, the *Occupational Safety and Health Act 1984*, the *Building Act 2011*, and other legislation.
	• The Inspector would have powers to implement minor penalties for less serious breaches of the Act, with an appeal mechanism.
	• The Inspector would also have the power to order a local government to address non-compliance with the Act or Regulations.
	• The Inspector would be supported by a panel of **Local Government Monitors** (see item 1.2).
	• The existing Local Government Standards Panel would be replaced with a new **Conduct Panel** (see item 1.3).
	• **Penalties** for breaches to the Local Government Act and Regulations will be reviewed and are proposed to be generally strengthened (see item 1.4).
		CEO
		
		Support.
		
		It will be important for the situation of when the Local Government's responsibility to deal with a minor behavioural complaint being transitioned to the Inspectorate is clearly detailed.
		
		Cr Batten
		
		Support.
		
		Clear process required on what and when a 'minor' complaint is to be transitioned to Inspectorate.

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
	• These reforms would be supported by new powers to more quickly resolve issues within local government (see items 1.5 and 1.6).	
1.2 Local Government Monitors		

• There are currently no legislative powers for the provision of monitors/ temporary advisors.
• The DLGSC provides support and advice to local governments, however there is no existing mechanism for pre-qualified, specialised assistance to manage complex cases.
	• A panel of **Local Government Monitors** would be established.
	• Monitors could be appointed by the Inspector to go into a local government and try to resolve problems.
	• The purpose of Monitors would be to proactively fix problems, rather than to identify blame or collect evidence.
	• Monitors would be qualified specialists, such as:
	  ○ Experienced and respected former Mayors, Presidents, and CEOs - to act as mentors and facilitators
	  ○ Dispute resolution experts - to address the breakdown of professional working relationships
	  ○ Certified Practicing Accountants and other financial specialists - to assist with financial management and reporting issues
	  ○ Governance specialists and lawyers - to assist councils resolve legal issues
	  ○ HR and procurement experts - to help with processes like recruiting a CEO or undertaking a major land transaction.
	• Only the Inspector would have the power to appoint Monitors.
	• Local governments would be able to make requests to the Inspector to appoint Monitors for a specific purpose.
	Monitor Case Study 1 – Financial Management
	The Inspector receives information that a local government is not collecting rates correctly under the *Local Government Act 1995*. Upon initial review, the Inspector identifies that there may be a problem. The Inspector appoints a Monitor who specialises
		CEO
		Support.
		It would be appropriate for the pool of monitors include people located in the regions and not be metropolitan based only.
		Cr Batten
		Support.
		Will there be a cost to access Monitors as the pool aims to be highly qualified to assist, this may come at a high price.

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
	in financial management in local government. The Monitor visits the local government and identifies that the system used to manage rates is not correctly issuing rates notices. The Monitor works with the local government to rectify the error, and issue corrections to impacted ratepayers. **Monitor Case Study 2 – Dispute Resolution** The Inspector receives a complaint from one councillor that another councillor is repeatedly publishing derogatory personal attacks against another councillor on social media, and that the issue has not been able to be resolved at the local government level. The Inspector identifies that there has been a relationship breakdown between the two councillors due to a disagreement on council. The Inspector appoints a Monitor to host mediation sessions between the councillors. The Monitor works with the councillors to address the dispute. Through regular meetings, the councillors agree to a working relationship based on the council's code of conduct. After the mediation, the Monitor occasionally makes contact with both councillors to ensure there is a cordial working relationship between the councillors.	
1.3 Conduct Panel		
• The Local Government Standards Panel was established in 2007 to resolve minor breach complaints relatively quickly and provide the sector with guidance and benchmarks about acceptable standards of behaviour. • Currently, the Panel makes findings about alleged breaches based on written submissions. • The City of Perth Inquiry report made various recommendations that functions of	• The Standards Panel is proposed to be replaced with a new Local Government **Conduct Panel**. • The Conduct Panel would be comprised of suitably qualified and experienced professionals. Sitting councillors will not be eligible to serve on the Conduct Panel. • The Inspector would provide evidence to the Conduct Panel for adjudication. • The Conduct Panel would have powers to impose stronger penalties – potentially including being able to suspend	<u>CEO</u> Support. Clarity on how the Control Panel and the Crime & Corruption Committee jurisdiction may be in conflict, specifically if the Control Panel has the power to

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
the Local Government Standards Panel be reformed.	councillors for up to three months, with an appeal mechanism. • For very serious or repeated breaches of the Local Government Act, the Conduct Panel would have the power to recommend prosecution through the courts. • Any person who is subject to a complaint before the Conduct Panel would have the right to address the Conduct Panel before the Panel makes a decision.	recommend prosecution through the courts. Cr Batten Agree with MB comments. More clarity required on how the Conduct Panel recommends prosecution. To Whom and How? Process to allow the person the right to address Conduct Panel prior to Panel making a decision/recommendation is fair.
1.4 Review of Penalties		
• There are currently limited penalties in the Act for certain types of non-compliance with the Local Government Act.	• Penalties for breaching the Local Government Act are proposed to be strengthened. • It is proposed that the suspension of councillors (for up to three months) is established as the main penalty where a councillor breaches the Local Government Act or Regulations on more than one occasion. • Councillors who are disqualified would not be eligible for sitting fees or allowances. They will also not be able to attend meetings, or use their official office (such as their title or council email address). • It is proposed that a councillor who is suspended multiple times may become disqualified from office. • Councillors who do not complete mandatory training within a certain timeframe will also not be able to receive sitting fees or allowances.	CEO Support This should be accompanied by an automatic adjustments to quorum and Absolute Majority requirements to accommodate the reduction in Elected Members periods. Cr Batten Support MB comments.
1.5 Rapid Red Card Resolutions		

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS

• Currently, local governments have different local laws and standing orders that govern the way meetings run. Presiding members (Mayors and Presidents) are reliant on the powers provided in the local government standing orders local laws.
• Differences between local governments is a source of confusion about the powers that presiding members have to deal with disruptive behaviours at council meetings.
• Disruptive behaviour at council meetings is a very common cause of complaints. Having the Presiding Member be able to deal with these problems should more quickly resolve problems that occur at council meetings.
	• It is proposed that Standing Orders are made consistent across Western Australia (see item 2.6). Published recordings of all meetings would also become standard (item 3.1).
	• It is proposed that Presiding Members have the power to "red card" any attendee (including councillors) who unreasonably and repeatedly interrupt council meetings. This power would:
	  ○ Require the Presiding Member to issue a clear first warning
	  ○ If the disruptions continue, the Presiding Member will have the power to "red card" that person, who must be silent for the rest of the meeting. A councillor issued with a red card will still vote, but must not speak or move motions
	  ○ If the person continues to be disruptive, the Presiding Member can instruct that they leave the meeting.
	• Any Presiding Member who uses the "red card" or ejection power will be required to notify the Inspector.
	• Where an elected member refuses to comply with an instruction to be silent or leave, or where it can be demonstrated that the presiding member has not followed the law in using these powers, penalties can be imposed through a review by the Inspector.
		CEO
		Support
		
		This should be accompanied by an automatic adjustments to quorum and Absolute Majority requirements to accommodate the reduction in Elected Members periods.
		Cr Batten
		Support
		Although consistent Standing Orders across all LGA's should not limit efficiencies of existing LGA's who maintain reasonable conduct and procedures.

1.6 Vexatious Complaint Referrals		
• No current provisions. • The Act already provides a requirement for Public Question Time at council meetings.	• Local governments already have a general responsibility to provide ratepayers and members of the public with assistance in responding to queries about the local government's operations. Local governments should resolve queries and complaints in a respectful, transparent and equitable manner. • Unfortunately, local government resources can become unreasonably diverted when a person makes repeated	CEO Supported. Terrific change! Cr Batten Agree.

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
	vexatious queries, especially after a local government has already provided a substantial response to the person's query. • It is proposed that if a person makes repeated complaints to a local government CEO that are vexatious, the CEO will have the power to refer that person's complaints to the Inspectorate, which after assessment of the facts may then rule the complaint vexatious.	
1.7 Minor Other Reforms		
• Other minor reforms are being considered to enhance the oversight of local government. • Ministerial Circulars have traditionally been used to provide guidance to the local government sector.	• Potential other reforms to strengthen guidance for local governments are being considered. • For example, one option being considered is the potential use of sector-wide guidance notices. Guidance notices could be published by the Minister or Inspector, to give specific direction for how local governments should meet the requirements of the Local Government Act and Regulations. For instance, the Minister could publish guidance notices to clarify the process for how potential conflicts of interests should be managed. • It is also proposed (see item 1.1) that the Inspector has the power to issue notices to individual local governments to require them to rectify non-compliance with the Act or Regulations.	CEO Support. Cr Batten Agree.

Theme 2: Reducing Red Tape, Increasing Consistency and Simplicity

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
2.1 Resource Sharing		
• The Act does not currently include specific provisions to allow for certain types of resource sharing – especially for sharing CEOs. • Regional local governments would benefit from having clearer mechanisms for voluntary resource-sharing.	• Amendments are proposed to encourage and enable local governments, especially smaller regional local governments, to share resources, including Chief Executive Officers and senior employees. • Local governments in bands 2, 3 or 4 would be able to appoint a shared CEO at up to two salary bands above the highest band. For example, a band 3 and a band 4 council sharing a CEO could remunerate to the level of band 1.	CEO Support. The issue will be the location of the CEO. My experience with a Regional Council highlighted there was in-principle support to share a CEO, yet the individual LGAs insisted the CEO must live in their district. This aspect must be dealt with in the very first instance to remove any animosity and ambiguities. Cr Batten Perhaps explore some scenarios and examples on how this may work. Cr Humphrey I agree in principal and believe that it can be done in all senior management roles but it must be done with outsourcing certain aspect of shire responsibilities and would of course be dependent on the size of the shires involved. I would also, and be cautious about the believe that this would be a back door into the state

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		government achieving their wish to amalgamate smaller shires.
2.2 Standardisation of Crossovers		
• Approvals and standards for crossovers (the section of driveways that run between the kerb and private property) are inconsistent between local government areas, often with very minor differences. • This can create confusion and complexity for homeowners and small businesses in the construction sector.	• It is proposed to amend the *Local Government (Uniform Local Provisions) Regulations 1996* to standardise the process for approving crossovers for residential properties and residential developments on local roads. • A Crossover Working Group has provided preliminary advice to the Minister and DLGSC to inform this. • The DLGSC will work with the sector to develop standardised design and construction standards.	CEO Cautious Support. A ***One-Size-Fits-All*** approach may not be appropriate as the crossover requirement in a City or large Regional Centre may not be appropriate in a small townsite in a regional remote LGA. Cr Batten Will not work for all LGA's. Cr Humphrey It would be nice to see as I believe that the consistency would improve the aesthetics of an area but it is very difficult in undulating country and as such I believe that these should be a part of the developers responsibility as a part of planning approval as it would also assist in the levels required for road construction.
2.3 Introduce Innovation Provisions		

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
• The *Local Government Act 1995* currently has very limited provisions to allow for innovations and responses to emergencies to (such as the Shire of Bruce Rock Supermarket).	• New provisions are proposed to allow exemptions from certain requirements of the *Local Government Act 1995*, for: o Short-term trials and pilot projects o Urgent responses to emergencies.	CEO Support.
2.4 Streamline Local Laws		
• Local laws are required to be reviewed every eight years. • The review of local laws (especially when they are standard) has been identified as a burden for the sector. • Inconsistency between local laws is frustrating for residents and business stakeholders.	• It is proposed that local laws would only need to be reviewed by the local government every 15 years. • Local laws not reviewed in the timeframe would lapse, meaning that old laws will be automatically removed and no longer applicable. • Local governments adopting Model Local Laws will have reduced advertising requirements.	CEO Support.
2.5 Simplifying Approvals for Small Business and Community Events		
• Inconsistency between local laws and approvals processes for events, street activation, and initiatives by local businesses is frustrating for business and local communities.	• Proposed reforms would introduce greater consistency for approvals for: o alfresco and outdoor dining o minor small business signage rules o running community events.	CEO Support.
2.6 Standardised Meeting Procedures, Including Public Question Time		
• Local governments currently prepare individual standing order local laws. • The *Local Government Act 1995* and regulations require local governments to allocate time at meetings for questions from the public.	• To provide greater clarity for ratepayers and applicants for decisions made by council, it is proposed that the meeting procedures and standing orders for all local government meetings, including for public question time, are standardised across the State.	CEO Support. Cr Batten

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
• Inconsistency among the meeting procedures between local governments is a common source of complaints.	• Regulations would introduce standard requirements for public question time, and the procedures for meetings generally. • Members of the public across all local governments would have the same opportunities to address council and ask questions.	Support, but as per previously mentioned, standard requirements must not be onerous or reduce efficiencies of meetings.
2.7 Regional Subsidiaries		
• Initiatives by multiple local governments may be managed through formal Regional Councils, or through less formal "organisations of councils", such as NEWROC and WESROC. • These initiatives typically have to be managed by a lead local government. • In 2016-17, provisions were introduced to allow for the formation of Regional Subsidiaries. Regional Subsidiaries can be formed in line with the *Local Government (Regional Subsidiaries) Regulations 2017.* • So far, no Regional Subsidiary has been formed.	• Work is continuing to consider how Regional Subsidiaries can be best established to: ○ Enable Regional Subsidiaries to provide a clear and defined public benefit for people within member local governments ○ Provide for flexibility and innovation while ensuring appropriate transparency and accountability of ratepayer funds ○ Where appropriate, facilitate financing of initiatives by Regional Subsidiaries within a reasonable and defined limit of risk ○ Ensure all employees of a Regional Subsidiary have the same employment conditions as those directly employed by member local governments.	<u>CEO</u> Support.

Theme 3: Greater Transparency & Accountability

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
3.1 Recordings and Live-Streaming of All Council Meetings		

• Currently, local governments are only required to make written minutes of meetings.
• While there is no legal requirement for livestreaming or video or audio recording of council meetings, many local governments now stream and record their meetings.
• Complaints relating to behaviours and decisions at meetings constitute a large proportion of complaints about local governments.
• Local governments are divided into bands with the largest falling in bands 1 and 2, and smaller local governments falling bands 3 and 4. The allocation of local governments into bands is determined by The Salaries and Allowances Tribunal based on factors[1] such as:
  ○ Growth and development
  ○ Strategic planning issues
  ○ Demands and diversity of services provided to the community
  ○ Total expenditure
  ○ Population
  ○ Staffing levels.
	• It is proposed that all local governments will be required to record meetings.
	• Band 1 and 2 local governments would be required to livestream meetings, and make video recordings available as public archives.
	• Band 1 and 2 are larger local governments are generally located in larger urban areas, with generally very good telecommunications infrastructure, and many already have audio-visual equipment.
	• Band 1 and 2 local governments would be required to livestream meetings, and make video recordings available as public archives.
	• Several local governments already use platforms such as YouTube, Microsoft Teams, and Vimeo to stream and publish meeting recordings.
	• Limited exceptions would be made for meetings held outside the ordinary council chambers, where audio recordings may be used.
	• Recognising their generally smaller scale, typically smaller operating budget, and potential to be in more remote locations, band 3 and 4 local governments would be required to record and publish audio recordings, at a minimum. These local governments would still be encouraged to livestream or video record meetings.
	• All council meeting recordings would need to be published at the same time as the meeting minutes. Recordings of all confidential items would also need to be submitted to the DLGSC for archiving.
		CEO
		Cautious Support.
		
		Does the band 3 or 4 LGA have to store and archive the audio recordings of meetings?
		If so how long are these recordings required to be held by the LGA?
		Is the intention for all video & audio records of meetings to be stored & archived by the DLGSC or is this only the confidential items?
		Cr Batten
		Extra resources required to carry out this activity, data storage capacity and IT costs.
		Reduces LGA's ability to hold meetings in other locations.
		Agree with the reason and intention of recordings or livestream, but logistics and capabilities need attention.

[1] See page 3 of the 2018 Salaries and Allowance Tribunal Determination

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
3.2 Recording All Votes in Council Minutes		
• A local government is only required to record which councillor voted for or against a motion in the minutes of that meeting if a request is made by an elected member at the time of the resolution during the meeting. • The existing provision does not mandate transparency.	• To support the transparency of decision-making by councillors, it is proposed that the individual votes cast by all councillors for all council resolutions would be required to be published in the council minutes, and identify those for, against, on leave, absent or who left the chamber. • Regulations would prescribe how votes are to be consistently minuted.	CEO Support. Cr Humphrey Again no issue with this requirement but I would question how it works with " Matters to be dealt with En Bloc" or does it negate the possibility of doing this.
3.3 Clearer Guidance for Meeting Items that may be Confidential		
• The Act currently provides broad definitions of what type of matters may be discussed as a confidential item. • There is limited potential for review of issues managed as confidential items under the current legislation.	• Recognising the importance of open and transparent decision-making, it is considered that confidential meetings and confidential meeting items should only be used in limited, specific circumstances. • It is proposed to make the Act more specific in prescribing items that may be confidential, and items that should remain open to the public. • Items not prescribed as being confidential could still be held as confidential items only with the prior written consent of the Inspector. • All confidential items would be required to be audio recorded, with those recordings submitted to the DLGSC.	CEO Support. There needs to be some flexibility as situations arise where the LGA may wish to keep a resolution confidential until the President can release the information (e.g. Australia Day Award Recipients are withheld until Australia Day). Does the LGA also have to store and archive confidential recordings? Cr Batten As well as contracts and tenders.

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
3.4 Additional Online Registers		
• Local governments are required to provide information to the community through annual reports, council minutes and the publication of information online. • Consistent online publication of information can substitute for certain material in annual reports. • Consistency in online reporting across the sector will provide ratepayers with better information. • These registers supplement the simplification of financial statements in Theme 6.	• It is proposed to require local governments to report specific information in online registers on the local government's website. Regulations would prescribe the information to be included. The following new registers, each updated quarterly, are proposed: ○ **Lease Register** to capture information about the leases the local government is party to (either as lessor or lessee) ○ **Community Grants Register** to outline all grants and funding provided by the local government ○ **Interests Disclosure Register** which collates all disclosures made by elected members about their interests related to matters considered by council ○ **Applicant Contribution Register** accounting for funds collected from applicant contributions, such as cash-in-lieu for public open space and car parking ○ **Contracts Register** that discloses all contracts above $100,000.	<u>CEO</u> Cautious Support. The ever-increasing number and types of Registers is becoming an issue. Specifically the internal administrative resources required to ensure these Registers are maintained and updated is an issue. It would also be appropriate for the DLGSC to put out a list and templates on the currently (and future) Register required under the LG Act.
3.5 Chief Executive Officer Key Performance Indicators (KPIs) be Published		
• It is a requirement of the *Local Government Act 1995* that CEO performance reviews are conducted annually. • The Model Standards for CEO recruitment and selection, performance review and termination require that a local government must review the performance of the CEO against contractual performance criteria.	• To provide for minimum transparency, it is proposed to mandate that the KPIs agreed as performance metrics for CEOs: ○ Be published in council meeting minutes as soon as they are agreed prior to (before the start of the annual period) ○ The KPIs and the results be published in the minutes of the performance review meeting (at the end of the period) ○ The CEO has a right to provide written comments to be published alongside the KPIs and results to provide	<u>CEO</u> Disagree. Unsure what such exposure would achieve other than provided ammunition to disgruntled, vexatious complainants in the

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
• Additional performance criteria can be used for performance review by agreement between both parties.	context as may be appropriate (for instance, the impact of events in that year that may have influenced the results against KPIs).	community to be used against the CEO. Surely the Council as the employer of the CEO should be the only people needing this information. Cr Batten Agree MB comments. No other organisation is required to publish CEO KPI's. Should remain as a standard internal procedure but not for external publication.

Theme 4: Stronger Local Democracy and Community Engagement

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
4.1 Community and Stakeholder Engagement Charters		
• There is currently no requirement for local governments to have a specific engagement charter or policy. • Many local governments have introduced charters or policies for how they will engage with their community. • Other States have introduced a specific requirement for engagement charters.	• It is proposed to introduce a requirement for local governments to prepare a community and stakeholder engagement charter which sets out how local government will communicate processes and decisions with their community. • A model Charter would be published to assist local governments who wish to adopt a standard form.	CEO Cautious Support. Dependent upon the detail in the Model Charter. This should not be an administrative burden, adding to the already excessive Red tape LGAs are required to work under. Cr Batten Agree with a 'model charter' but not mandated. Every community is different therefore one size fits all approach should be avoided.
4.2 Ratepayer Satisfaction Surveys (Band 1 and 2 local governments only)		
• Many local governments already commission independent surveying consultants to hold a satisfaction survey of residents/ratepayers. • These surveys provide valuable data on the performance of local governments.	• It is proposed to introduce a requirement that every four years, all local governments in bands 1 and 2 hold an independently-managed ratepayer satisfaction survey. • Results would be required to be reported publicly at a council meeting and published on the local government's website. • All local governments would be required to publish a response to the results.	CEO Cautious Support. As long as this doesn't flow onto band 3 & 4 LGAs at some time in the future. Cr Batten Service Delivery Plan/review could be useful, used as something to benchmark and work toward. I

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		would rather see support or guidance for this instead.
4.3 Introduction of Preferential Voting		
• The current voting method for local government elections is first past the post. • The existing first-past-the-post does not allow for electors to express more than one preference. • The candidate with the most votes wins, even if that candidate does not have a majority. • Preferential voting better captures the precise intentions of voters and as a result may be regarded as a fairer and more representative system. Voters have more specific choice.	• Preferential voting is proposed be adopted as the method to replace the current first past the post system in local government elections. • In preferential voting, voters number candidates in order of their preferences. • Preferential voting is used in State and Federal elections in Western Australia (and in other states). This provides voters with more choice and control over who they elect. • All other states use a form of preferential voting for local government.	CEO Disagree. The purest indication of a preferred candidate is by the *First Past the Post* system of voting. I would have thought the Labour Government's platform of "*One-Vote One Value"* would complete the "*First Past the Post"* system of voting as they both appear to be focused on electoral equality. Cr Batten LGA's voting is not compulsory therefore those that vote will have their preferences in mind anyway.
4.4 Public Vote to Elect the Mayor and President		

• The Act currently allows local governments to have the Presiding Member (the Mayor or President) elected either:
  ○ by the electors of the district through a public vote; or
  ○ by the council as a resolution at a council meeting.
	• Mayors and Presidents of all local governments perform an important public leadership role within their local communities.
	• Band 1 and 2 local governments generally have larger councils than those in bands 3 and 4.
	• Accordingly, it is proposed that the Mayor or President for all band 1 and 2 councils is to be elected through a vote of
		CEO
		Disagree.
		
		I have worked under both systems and it is evident the popularly elected Mayor/President system

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	the electors of the district. Councils in bands 3 and 4 would retain the current system. • A number of Band 1 and Band 2 councils have already moved towards Public Vote to Elect the Mayor and President in recent years, including City of Stirling and City of Rockingham.	leads to the situation of the Mayor of President not feeling they have any obligation or commitment to Council as the Council did not elect them. Cr Batten Agree.
4.5 Tiered Limits on the Number of Councillors		
• The number of councillors (between 5-15 councillors) is decided by each local government, reviewed by the Local Government Advisory Board, and if approved by the Minister. • The Panel Report recommended electoral reforms to improve representativeness.	• It is proposed to limit the number of councillors based on the population of the entire local government. • Some smaller local governments have already been moving to having smaller councils to reduce costs for ratepayers. • The Local Government Panel Report proposed: ○ For a population of up to 5,000 – five councillors (including the President) ○ population of between 5,000 and 75,000 – five to nine councillors (including the Mayor/President) ○ population of above 75,000 – nine to fifteen councillors (including Mayor).	CEO Disagree. LGAs with populations up to 5,000 should have the option of having five to seven Councillors. Not restricted to five. This will assist with the difficulties in establishing quorums and achieving Absolute majority Votes when required in situation where Councillors are absent. Examples are LGAs in broadacre agriculture areas where it is difficult getting Councillors to meetings during seeding & harvest seasons. Cr Batten Cost of paying councillors is insignificant when the focus should be on diversity, skillset and responsibility those elected.

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
4.6 No Wards for Small Councils (Band 3 and 4 Councils only)		
• A local government can make an application to be divided into wards, with councillors elected to those wards. • Only about 10% of band 3 and 4 local governments currently have wards.	• It is proposed that the use of wards for councils in bands 3 and 4 is abolished. • Wards increase the complexity of elections, as this requires multiple versions of ballot papers to be prepared for a local government's election. • In smaller local governments, the population of wards can be very small. • These wards often have councillors elected unopposed, or elect a councillor with a very small number of votes. Some local governments have ward councillors elected with less than 50 votes. • There has been a trend in smaller local governments looking to reduce the use of wards, with only 10 councils in bands 3 and 4 still having wards.	<u>CEO</u> Support.
4.7 Electoral Reform – Clear Lease Requirements for Candidate and Voter Eligibility		

• A person with a lease in a local government district is eligible to nominate as a candidate in that district.
• A person with a lease in a local government district is eligible to apply to vote in that district.
• The City of Perth Inquiry Report identified a number of instances where dubious lease arrangements put to question the validity of candidates in local government elections, and subsequently their legitimacy as councillors.
	• Reforms are proposed to prevent the use of "sham leases" in council elections. Sham leases are where a person creates a lease only to be able to vote or run as a candidate for council.
	• The City of Perth Inquiry Report identified sham leases as an issue.
	• Electoral rules are proposed to be strengthened:
	  ○ A minimum lease period of 12 months will be required for anyone to register a person to vote or run for council.
	  ○ Home based businesses will not be eligible to register a person to vote or run for council, because any residents are already the eligible voter(s) for that address.
	  ○ Clarifying the minimum criteria for leases eligible to register a person to vote or run for council.
		<u>CEO</u>
		Support.

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	• The reforms would include minimum lease periods to qualify as a registered business (minimum of 12 months), and the exclusion of home based businesses (where the resident is already eligible) and very small sub-leases. • The basis of eligibility for each candidate (e.g. type of property and suburb of property) is proposed to be published, including in the candidate pack for electors.	
4.8 Reform of Candidate Profiles		
• Candidate profiles can only be 800 characters, including spaces. This is equivalent to approximately 150 words.	• Further work will be undertaken to evaluate how longer candidate profiles could be accommodated. • Longer candidate profiles would provide more information to electors, potentially through publishing profiles online. • It is important to have sufficient information available to assist electors make informed decisions when casting their vote.	CEO Support.
4.9 Minor Other Electoral Reforms		
• Other minor reforms are proposed to improve local government elections.	• Minor other electoral reforms are proposed to include: o The introduction of standard processes for vote re-counts if there is a very small margin between candidates (e.g. where there is a margin of less than 10 votes a recount will always be required) o The introduction of more specific rules concerning local government council candidates' use of electoral rolls.	CEO Support. Subject to more detail of rule for use of electoral rolls.

Theme 5: Clear Roles and Responsibilities

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
5.1 Introduce Principles in the Act		
• The Act does not currently outline specific principles. • The Act contains a short "Content and Intent" section only. • The Panel Report recommended greater articulation of principles	• It is proposed to include new principles in the Act, including: ○ The recognition of Aboriginal Western Australians ○ Tiering of local governments (with bands being as assigned by the Salaries and Allowances Tribunal) ○ Community Engagement ○ Financial Management.	CEO Support.
5.2 Greater Role Clarity		
• The Act provides for the role of council, councillor, mayor or president and CEO. • The role of the council is to: ○ govern the local government's affairs ○ be responsible for the performance of the local government's functions.	• The Local Government Act Review Panel recommended that roles and responsibilities of elected members and senior staff be better defined in law. • It is proposed that these roles and responsibilities are further defined in the legislation. • These proposed roles will be open to further consultation and input. • These roles would be further strengthened through **Council Communications Agreements** (see item 5.3).	CEO Support.
	5.2.1 - Mayor or President Role • It is proposed to amend the Act to specify the roles and responsibilities of the Mayor or President. • While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that the Mayor or President is responsible for: ○ Representing and speaking on behalf of the whole council and the local government, at all times being consistent with the resolutions of council	CEO Support.

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	○ Facilitating the democratic decision-making of council by presiding at council meetings in accordance with the Act ○ Developing and maintaining professional working relationships between councillors and the CEO ○ Performing civic and ceremonial duties on behalf of the local government ○ Working effectively with the CEO and councillors in overseeing the delivery of the services, operations, initiatives and functions of the local government.	
	5.2.2 - Council Role • It is proposed to amend the Act to specify the roles and responsibilities of the Council, which is the entity consisting of all of the councillors and led by the Mayor or President. • While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that the Council is responsible for: ○ Making significant decisions and determining policies through democratic deliberation at council meetings ○ Ensuring the local government is adequately resourced to deliver the local governments operations, services and functions - including all functions that support informed decision-making by council ○ Providing a safe working environment for the CEO; ○ Providing strategic direction to the CEO; ○ Monitoring and reviewing the performance of the local government.	CEO Support.

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	5.2.3 - Elected Member (Councillor) Role • It is proposed to amend the Act to specify the roles and responsibilities of all elected councillors. • While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that every elected councillor is responsible for: o Considering and representing, fairly and without bias, the current and future interests of all people who live, work and visit the district (including for councillors elected for a particular ward) o Positively and fairly contribute and apply their knowledge, skill, and judgement to the democratic decision-making process of council o Applying relevant law and policy in contributing to the decision-making of the council o Engaging in the effective forward planning and review of the local governments' resources, and the performance of its operations, services, and functions o Communicating the decisions and resolutions of council to stakeholders and the public o Developing and maintaining professional working relationships with all other councillors and the CEO o Maintaining and developing their knowledge and skills relevant to local government o Facilitating public engagement with local government. • It is proposed that elected members should not be able to use their title (e.g. "Councillor", "Mayor", or "President") and associated resources of their office (such as email address) unless they are performing their role in their official capacity.	CEO Support.

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	5.2.4 - CEO Role • The *Local Government Act 1995* requires local governments to employ a CEO to run the local government administration and implement the decisions of council. • To provide greater clarity, it is proposed to amend the Act to specify the roles and responsibilities of all local government CEOs. • While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that the CEO of a local government is responsible for: o Coordinating the professional advice and assistance necessary for all elected members to enable the council to perform its decision-making functions o Facilitating the implementation of council decisions o Ensuring functions and decisions lawfully delegated by council are managed prudently on behalf of the council o Managing the effective delivery of the services, operations, initiatives and functions of the local government determined by the council o Providing timely and accurate information and advice to all councillors in line with the Council Communications Agreement (see item 5.3) o Overseeing the compliance of the operations of the local government with State and Federal legislation on behalf of the council o Implementing and maintaining systems to enable effective planning, management, and reporting on behalf of the council.	<u>CEO</u> Support.
5.3 Council Communication Agreements		

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
• The Act provides that council and committee members can have access to any information held by the local government that is relevant to the performance of the member in their functions. • The availability of information is sometimes a source of conflict within local governments.	• In State Government, there are written Communication Agreements between Ministers and agencies that set standards for how information and advice will be provided. • It is proposed that local governments will need to have Council Communications Agreements between the council and the CEO. • These Council Communication Agreements would clearly specify the information that is to be provided to councillors, how it will be provided, and the timeframes for when it will be provided. • A template would be published by DLGSC. This default template will come into force if a council and CEO do not make a specific other agreement within a certain timeframe following any election.	CEO Support. Subject to this not being an additional administrative burden on small under resourced LGAs. Cr Humphrey This intends to delineate the relationship between CEO and council but if I remember correctly the training modules put out by WALGA, all of which are required to be completed by councillors, basically stipulate that all matters of council are to go through the President who is the only person who should have direct contact with the CEO. Which is correct? (Maurice this is one that may have to be clarified as I may be incorrect.)
5.4 Local Governments May Pay Superannuation Contributions for Elected Members		
• Elected members are eligible to receive sitting fees or an annual allowance. • Superannuation is not paid to elected members. However, councillors can currently divert part of their allowances to a superannuation fund. • Councils should be reflective and representative of the people living within the district. Local governments should be	• It is proposed that local governments should be able to decide, through a vote of council, to pay superannuation contributions for elected members. These contributions would be additional to existing allowances. • Superannuation is widely recognised as an important entitlement to provide long term financial security. • Other states have already moved to allow councils to make superannuation contributions for councillors.	CEO Disagree. Superannuation is an employer's obligation to an employee.

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
empowered to remove any barriers to the participation of gender and age diverse people on councils.	• Allowing council to provide superannuation is important part of encouraging equality for people represented on council – particularly for women and younger people. • Providing superannuation to councillors recognises that the commitment to elected office can reduce a person's opportunity to undertake employment and earn superannuation contributions.	Elected Members are not employees. Cr Batten A decision that will be based on ATO not LGA's. State Govt committees are already paying superannuation, so it may be inevitable that LGA's will follow eventually.
5.5 Local Governments May Establish Education Allowances		
• Local government elected members must complete mandatory training. • There is no specific allowance for undertaking further education.	• Local governments will have the option of contributing to the education expenses for councillors, up to a defined maximum value, for tuition costs for further education that is directly related to their role on council. • Councils will be able to decide on a policy for education expenses, up to a maximum yearly value for each councillor. Councils may also decide not to make this entitlement available to elected members. • Any allowance would only be able to be used for tuition fees for courses, such as training programs, diplomas, and university studies, which relate to local government. • Where it is made available, this allowance will help councillors further develop skills to assist with making informed decisions on important questions before council, and also provide professional development opportunities for councillors.	CEO Support.
5.6 Standardised Election Caretaker period		
• There is currently no requirement for a formal caretaker period, with individual councils operating under their own policies and procedures.	• A statewide caretaker period for local governments is proposed. • All local governments across the State would have the same clearly defined election period, during which:	CEO Disagree. State Government election cycles are every four years, whereas Local

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
• This is commonly a point of public confusion.	○ Councils do not make major decisions with criteria to be developed defining 'major' ○ Incumbent councillors who nominate for re-election are not to represent the local government, act on behalf of the council, or use local government resources to support campaigning activities. ○ There are consistent election conduct rules for all candidates.	Government election are every two years. This will result in there being a caretaker periods in LG every two years. It also depends on when the caretaker period is to commence and end. If this is the commence at the time Nominations are called (first week of September) and conclude when new (or returning) Elected Members are sworn in (e.g. late October) this could create a logistical issue with the LG's decision making process. The other uncertainty is whether the propose caretaker period also includes Extraordinary Election, which occur more regularly immediately after the biennial LG Ordinary Election process. Cr Batten No caretaker period should be imposed on LGA's, they are the most connected form of government to the community and should not be held accountable for inability to perform and make decisions due to a caretaker handbrake. Election timing should be fluid.
5.7 Remove WALGA from the Act		

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
• The Western Australian Local Government Association (WALGA) is constituted under the *Local Government Act 1995.* • The Local Government Panel Report and the Select Committee Report included this recommendation.	• The Local Government Panel Report recommended that WALGA not be constituted under the *Local Government Act 1995*. • Separating WALGA out of the Act will provide clarity that WALGA is not a State Government entity.	CEO Support.
5.8 CEO Recruitment		
• Recent amendments introduced provisions to standardise CEO recruitment. • The recruitment of a CEO is a very important decision by a local government.	• It is proposed that DLGSC establishes a panel of approved panel members to perform the role of the independent person on CEO recruitment panels. • Councils will be able to select an independent person from the approved list. • Councils will still be able to appoint people outside of the panel with the approval of the Inspector.	CEO Support. It would be appropriate for the panel members include people located in the regions and not be metropolitan based only.

Theme 6: Improved Financial Management and Reporting

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
6.1 Model Financial Statements and Tiered Financial Reporting		
• The financial statements published in the Annual Report is the main financial reporting currently published by local governments. • Reporting obligations are the same for large (Stirling, Perth, Fremantle) and small (Sandstone, Wiluna, Dalwallinu) local governments, even though they vary significantly in complexity. • The Office of the Auditor General has said that some existing reporting requirements are unnecessary or onerous - for instance, information that is not relevant to certain local governments, or that is a duplicate of other published information.	• The Minister strongly believes in transparency and accountability in local government. The public rightly expects the highest standards of integrity, good governance, and prudent financial management in local government. • It is critically important that clear information about the financial position of local governments is openly available to ratepayers. Financial information also supports community decision-making about local government services and projects. • Local governments differ significantly in the complexity of their operations. Smaller local governments generally have much less operating complexity than larger local governments. • The Office of the Auditor General has identified opportunities to improve financial reporting, to make statements clearer, and reduce unnecessary complexity. • Recognising the difference in the complexity of smaller and larger local governments, it is proposed that financial reporting requirements should be tiered – meaning that larger local governments will have greater financial reporting requirements than smaller local governments. • It is proposed to establish standard templates for **Annual Financial Statements** for band 1 and 2 councils, and simpler, clearer financial statements for band 3 and 4. • **Online Registers**, updated quarterly (see item 3.4), would provide faster and greater transparency than	CEO Support.

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	current annual reports. Standard templates will be published for use by local governments. • **Simpler Strategic and Financial Planning** (item 6.2) would also improve the budgeting process.	
6.2 Simplify Strategic and Financial Planning		
• Requirements for plans are outlined in the Local Government Financial Management and Administration Regulations. • There is also the Integrated Planning and Reporting (IPR) framework. • While many councils successfully apply IPR to their budgeting and reporting, IPR may seem complicated or difficult, especially for smaller local governments.	• Having clear information about the finances of local government is an important part of enabling informed public and ratepayer engagement and input to decision-making. • The framework for financial planning should be based around information being clear, transparent, and easy to understand for all ratepayers and members of the public. • In order to provide more consistency and clarity across the State, it is proposed that greater use of templates is introduced to make planning and reporting clearer and simpler, providing greater transparency for ratepayers. • Local governments would be required to adopt a standard set of plans, and there will be templates published by the DLGSC for use or adaption by local governments. • It is proposed that the plans that are required are: o Simplified **Council Plans** that replace existing Strategic Community Plans and set high-level objectives, with a new plan required at least every eight years. These will be short-form plans, with a template available from the DLGSC o Simplified **Asset Management Plans** to consistently forecast costs of maintaining the local government's assets. A new plan will be required at least every ten years, though local governments should update the plan regularly if the local government gains or disposes of major assets (e.g.	<u>CEO</u> Cautious Support. This may also need a Tiered approach as the Templates should be structure under the premise of *One Size Fits All.* Most small LGA Plans service the organisation and the community better the simpler they are.

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	land, buildings, or roads). A template will be provided, and methods of valuations will be simplified to reduce red tape ○ Simplified **Long Term Financial Plans** will outline any long term financial management and sustainability issues, and any investments and debts. A template will be provided, and these plans will be required to be reviewed in detail at least every four years ○ A new **Rates and Revenue Policy** (see item 6.3) that identifies the approximate value of rates that will need to be collected in future years (referencing the Asset Management Plan and Long Term Financial Plan) – providing a forecast to ratepayers (updated at least every four years) ○ The use of simple, one-page **Service Proposals** and **Project Proposals** that outline what proposed services or initiatives will cost, to be made available through council meetings. These will become **Service Plans** and **Project Plans** added to the yearly budget if approved by council. This provides clear transparency for what the functions and initiatives of the local government cost to deliver. Templates will be available for use by local governments.	
6.3 Rates and Revenue Policy		
• Local governments are not required to have a rates and revenue policy. • Some councils defer rate rises, resulting in the eventual need to drastically raise rates to cover unavoidable costs – especially for the repair of infrastructure.	• The Rates and Revenue Policy is proposed to increase transparency for ratepayers by linking rates to basic operating costs and the minimum costs for maintaining essential infrastructure. • A Rates and Revenue Policy would be required to provide ratepayers with a forecast of future costs of providing local government services.	<u>CEO</u> Unsure. Isn't this already covered under the Long Term Financial Plan and part of the

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	• The Policy would need to reflect the Asset Management Plan and the Long Term Financial Plan (see item 6.2), providing a forecast of what rates would need to be, to cover unavoidable costs. • A template would be published for use or adaption by all local governments. • The Local Government Panel Report included this recommendation.	existing Rate Setting Budget financial statement? The Rate Setting Budget actually balances the LGAs Annual Budget (excluding Non-Cash items). Not sure what the proposed Rates & Revenue Policy is going to achieve, other than duplicate what already exists. Cr Batten Overcomplicating the system. Disagree with proposal. Cr Humphrey I admit that I am a little unclear about this proposal as I read it as being that areas with specific infrastructure pay a special rate for the privilege as per the cost of services in the area and the maintenance of assets. I read this a little differently than Maurice and am a bit concerned as to its meaning. Also for the fact of how areas are determined as we have no wards in this shire to determine boundaries.
6.4 Monthly Reporting of Credit Card Statements		
• No legislative requirement. • Disclosure requirements brought in by individual councils have shown significant reduction of expenditure of funds.	• The statements of a local government's credit cards used by local government employees will be required to be tabled at council at meetings on a monthly basis. • This provides oversight of incidental local government spending.	CEO Support.

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		This is already happening in the Shire of Chapman Valley, though is appropriate to legislate this requirement.
6.5 Amended Financial Ratios		
• Local governments are required to report seven ratios in their annual financial statements. • These are reported on the MyCouncil website. • These ratios are intended to provide an indication of the financial health of every local government.	• Financial ratios will be reviewed in detail, building on work already underway by the DLGSC. • The methods of calculating ratios and indicators will be reviewed to ensure that the results are accurate and useful.	CEO Support. Dependent on the outcome of proposed new ratios.
6.6 Audit Committees		
• Local governments must establish an Audit Committee that has three or more persons, with the majority to be council members. • The Audit Committee is to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under the Act. • The Panel Report identified that Audit Committees should be expanded, including to provide improved risk management.	• To ensure independent oversight, it is proposed the Chair of any Audit Committee be required to be an independent person who is not on council or an employee of the local government. • Audit Committees would also need to consider proactive risk management. • To reduce costs, it is proposed that local governments should be able to establish shared Regional Audit Committees. • The Committees would be able to include council members but would be required to include a majority of independent members and an independent chairperson.	CEO Disagree. The current OAG audit process, combined with the requirement for an LGA to have an independent member on their Audit Committee should suffice for small (band 3 & 4) LGAs. This is another *One Size Fits All* approach and needs to be tiered. This will become an additional cost burden on the LGA specifically if the proposed structure of the Audit Committee is to be predominantly independent and external to the LGA. These people will not be doing this for nothing.

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
6.7 Building Upgrade Finance		
• The local government sector has sought reforms that would enable local governments to provide loans to property owners to finance for building improvements. • This is not currently provided for under the Act. • The Local Government Panel Report included this recommendation.	• Reforms would allow local governments to provide loans to third parties for specific building improvements - such as cladding, heritage and green energy fixtures. • This would allow local governments to lend funds to improve buildings within their district. • Limits and checks and balances would be established to ensure that financial risks are proactively managed.	CEO Support. Dependent on this being at the discretion of the LGA and not mandated.
6.8 Cost of Waste Service to be Specified on Rates Notices		
• No requirement for separation of waste changes on rates notice. • Disclosure will increase ratepayer awareness of waste costs. • The Review Panel Report included this recommendation.	• It is proposed that waste charges are required to be separately shown on rate notices (for all properties which receive a waste service). • This would provide transparency and awareness of costs for ratepayers.	CEO Unsure. The Rate Notice already shows the waste collection service separately. Not sure what other waste service (property specific) would be relevant to small regional LGAs and perhaps a Tiered approach would be appropriate here?

Department of
Local Government, Sport
and Cultural Industries

GOVERNMENT OF
WESTERN AUSTRALIA

Local Government Reform – Summary of Proposed Reforms

Local Government Reform – Consultation on Proposed Reforms

Local government benefits all Western Australians. It is critical that local government works with:

- a culture of openness to innovation and change
- continuous focus on the effective delivery of services
- respectful and constructive policy debate and democratic decision-making
- an environment of transparency and accountability to ensure effective public engagement on important community decisions.

Since first coming to office in 2017, the McGowan Government has already progressed reforms to improve specific aspects of local government performance. This includes new laws that work to improve transparency, cut red tape, and support jobs growth and economic development - ensuring that local government works for the benefit of local communities.

Based on the significant volume of research and consultation undertaken over the past five years, the Minister for Local Government has now announced the most significant package of major reforms to local government in Western Australia since the Local Government Act 1995 was passed more than 25 years ago. The package is based on six major themes:

1. Earlier intervention, effective regulation and stronger penalties
2. Reducing red tape, increasing consistency and simplicity
3. Greater transparency and accountability
4. Stronger local democracy and community engagement
5. Clear roles and responsibilities
6. Improved financial management and reporting.

A large focus on the new reform is oversight and intervention where there are significant problems arising within a local government. The introduction of new intermediate powers for intervention will increase the number of tools available to more quickly address problems and dysfunction within local governments. The proposed system for early intervention has been developed based on similar legislation in place in other jurisdictions, including Victoria and Queensland.

This will deliver significant benefits for small business, residents and ratepayers, industry, elected members and professionals working in the sector.

Local Government Reforms

These reforms are based on extensive consultation undertaken over the last five years, and have been developed considering:

- The Local Government Review Panel Final Report (mid 2020)
- The City of Perth Inquiry Report (mid 2020)
- Department of Local Government, Sport and Cultural Industries (DLGSC) consultation on Act Reform (2017-2020)
- The Victorian Local Government Act 2020 and other State Acts
- The Parliament's Select Committee Report into Local Government (late 2020)
- Western Australian Local Government Association (WALGA) Submissions
- Direct engagement with local governments
- Correspondence and complaints
- Miscellaneous past reports.

Consultation

Comments on these proposed reforms are invited. Comments can be made against each proposed reform in this document. For details on how to make a submission, please visit www.dlgsc.wa.gov.au/lgactreform.

Theme 1: Early Intervention, Effective Regulation and Stronger Penalties

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
1.1 Early Intervention Powers		

• The Act provides the means to regulate the conduct of local government staff and council members and sets out powers to scrutinise the affairs of local government. The Act provides certain limited powers to:
  ○ Suspend or dismiss councils
  ○ Appoint Commissioners
  ○ Suspend or, order remedial action (such as training) for individual councillors.
• The Act also provides the Director General with the power to:
  ○ Conduct Authorised Inquiries
  ○ Refer allegations of serious or recurrent breaches to the State Administrative Tribunal
  ○ Commence prosecution for an offence under the Act.
• Authorised Inquiries are a costly and a relatively slow response to significant issues. Authorised Inquiries are currently the only significant tool for addressing significant issues within a local government.
• The Panel Report, City of Perth Inquiry, and the Select Committee Report made various recommendations related to the establishment of a specific office for local government oversight.
	• It is proposed to establish a Chief Inspector of Local Government (the **Inspector**), supported by an Office of the Local Government Inspector (the **Inspectorate**).
	• The Inspector would receive minor and serious complaints about elected members.
	• The Inspector would oversee complaints relating to local government CEOs.
	• Local Governments would still be responsible for dealing with minor behavioural complaints.
	• The Inspector would have powers of a standing inquiry, able to investigate and intervene in any local government where potential issues are identified.
	• The Inspector would have the authority to assess, triage, refer, investigate, or close complaints, having regard to various public interest criteria – considering laws such as the *Corruption, Crime and Misconduct Act 2003*, the *Occupational Safety and Health Act 1984*, the *Building Act 2011*, and other legislation.
	• The Inspector would have powers to implement minor penalties for less serious breaches of the Act, with an appeal mechanism.
	• The Inspector would also have the power to order a local government to address non-compliance with the Act or Regulations.
	• The Inspector would be supported by a panel of **Local Government Monitors** (see item 1.2).
	• The existing Local Government Standards Panel would be replaced with a new **Conduct Panel** (see item 1.3).
	• **Penalties** for breaches to the Local Government Act and Regulations will be reviewed and are proposed to be generally strengthened (see item 1.4).
		Support.
		
		It will be important for the situation of when the Local Government's responsibility to deal with a minor behavioural complaint being transitioned to the Inspectorate is clearly detailed.

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
	• These reforms would be supported by new powers to more quickly resolve issues within local government (see items 1.5 and 1.6).	
1.2 Local Government Monitors		

• There are currently no legislative powers for the provision of monitors/ temporary advisors.
• The DLGSC provides support and advice to local governments, however there is no existing mechanism for pre-qualified, specialised assistance to manage complex cases.
	• A panel of **Local Government Monitors** would be established.
	• Monitors could be appointed by the Inspector to go into a local government and try to resolve problems.
	• The purpose of Monitors would be to proactively fix problems, rather than to identify blame or collect evidence.
	• Monitors would be qualified specialists, such as:
	  ○ Experienced and respected former Mayors, Presidents, and CEOs - to act as mentors and facilitators
	  ○ Dispute resolution experts - to address the breakdown of professional working relationships
	  ○ Certified Practicing Accountants and other financial specialists - to assist with financial management and reporting issues
	  ○ Governance specialists and lawyers - to assist councils resolve legal issues
	  ○ HR and procurement experts - to help with processes like recruiting a CEO or undertaking a major land transaction.
	• Only the Inspector would have the power to appoint Monitors.
	• Local governments would be able to make requests to the Inspector to appoint Monitors for a specific purpose.
	Monitor Case Study 1 – Financial Management
	The Inspector receives information that a local government is not collecting rates correctly under the *Local Government Act 1995*. Upon initial review, the Inspector identifies that there may be a problem. The Inspector appoints a Monitor who specialises
		Support.
		
		It would be appropriate for the pool of monitors include people located in the regions and not be metropolitan based only.

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
	in financial management in local government. The Monitor visits the local government and identifies that the system used to manage rates is not correctly issuing rates notices. The Monitor works with the local government to rectify the error, and issue corrections to impacted ratepayers. **Monitor Case Study 2 – Dispute Resolution** The Inspector receives a complaint from one councillor that another councillor is repeatedly publishing derogatory personal attacks against another councillor on social media, and that the issue has not been able to be resolved at the local government level. The Inspector identifies that there has been a relationship breakdown between the two councillors due to a disagreement on council. The Inspector appoints a Monitor to host mediation sessions between the councillors. The Monitor works with the councillors to address the dispute. Through regular meetings, the councillors agree to a working relationship based on the council's code of conduct. After the mediation, the Monitor occasionally makes contact with both councillors to ensure there is a cordial working relationship between the councillors.	
1.3 Conduct Panel		
• The Local Government Standards Panel was established in 2007 to resolve minor breach complaints relatively quickly and provide the sector with guidance and benchmarks about acceptable standards of behaviour. • Currently, the Panel makes findings about alleged breaches based on written submissions. • The City of Perth Inquiry report made various recommendations that functions of	• The Standards Panel is proposed to be replaced with a new Local Government **Conduct Panel**. • The Conduct Panel would be comprised of suitably qualified and experienced professionals. Sitting councillors will not be eligible to serve on the Conduct Panel. • The Inspector would provide evidence to the Conduct Panel for adjudication. • The Conduct Panel would have powers to impose stronger penalties – potentially including being able to suspend	Support. Clarity on how the Control Panel and the Crime & Corruption Committee jurisdiction may be in conflict, specifically if the Control Panel has the power to recommend prosecution through the courts.

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
the Local Government Standards Panel be reformed.	councillors for up to three months, with an appeal mechanism. • For very serious or repeated breaches of the Local Government Act, the Conduct Panel would have the power to recommend prosecution through the courts. • Any person who is subject to a complaint before the Conduct Panel would have the right to address the Conduct Panel before the Panel makes a decision.	
1.4 Review of Penalties		
• There are currently limited penalties in the Act for certain types of non-compliance with the Local Government Act.	• Penalties for breaching the Local Government Act are proposed to be strengthened. • It is proposed that the suspension of councillors (for up to three months) is established as the main penalty where a councillor breaches the Local Government Act or Regulations on more than one occasion. • Councillors who are disqualified would not be eligible for sitting fees or allowances. They will also not be able to attend meetings, or use their official office (such as their title or council email address). • It is proposed that a councillor who is suspended multiple times may become disqualified from office. • Councillors who do not complete mandatory training within a certain timeframe will also not be able to receive sitting fees or allowances.	Support This should be accompanied by an automatic adjustments to quorum and Absolute Majority requirements to accommodate the reduction in Elected Members periods.
1.5 Rapid Red Card Resolutions		
• Currently, local governments have different local laws and standing orders that govern the way meetings run. Presiding members (Mayors and Presidents) are reliant on the powers provided in the local government standing orders local laws.	• It is proposed that Standing Orders are made consistent across Western Australia (see item 2.6). Published recordings of all meetings would also become standard (item 3.1). • It is proposed that Presiding Members have the power to "red card" any attendee (including councillors) who	Support This should be accompanied by an automatic adjustments to quorum and Absolute Majority

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
• Differences between local governments is a source of confusion about the powers that presiding members have to deal with disruptive behaviours at council meetings. • Disruptive behaviour at council meetings is a very common cause of complaints. Having the Presiding Member be able to deal with these problems should more quickly resolve problems that occur at council meetings.	unreasonably and repeatedly interrupt council meetings. This power would: ○ Require the Presiding Member to issue a clear first warning ○ If the disruptions continue, the Presiding Member will have the power to "red card" that person, who must be silent for the rest of the meeting. A councillor issued with a red card will still vote, but must not speak or move motions ○ If the person continues to be disruptive, the Presiding Member can instruct that they leave the meeting. • Any Presiding Member who uses the "red card" or ejection power will be required to notify the Inspector. • Where an elected member refuses to comply with an instruction to be silent or leave, or where it can be demonstrated that the presiding member has not followed the law in using these powers, penalties can be imposed through a review by the Inspector.	requirements to accommodate the reduction in Elected Members periods.
1.6 Vexatious Complaint Referrals		
• No current provisions. • The Act already provides a requirement for Public Question Time at council meetings.	• Local governments already have a general responsibility to provide ratepayers and members of the public with assistance in responding to queries about the local government's operations. Local governments should resolve queries and complaints in a respectful, transparent and equitable manner. • Unfortunately, local government resources can become unreasonably diverted when a person makes repeated vexatious queries, especially after a local government has already provided a substantial response to the person's query. • It is proposed that if a person makes repeated complaints to a local government CEO that are vexatious, the CEO will have the power to refer that person's complaints to the	Supported. Terrific change!

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
	Inspectorate, which after assessment of the facts may then rule the complaint vexatious.	
1.7 Minor Other Reforms		
• Other minor reforms are being considered to enhance the oversight of local government. • Ministerial Circulars have traditionally been used to provide guidance to the local government sector.	• Potential other reforms to strengthen guidance for local governments are being considered. • For example, one option being considered is the potential use of sector-wide guidance notices. Guidance notices could be published by the Minister or Inspector, to give specific direction for how local governments should meet the requirements of the Local Government Act and Regulations. For instance, the Minister could publish guidance notices to clarify the process for how potential conflicts of interests should be managed. • It is also proposed (see item 1.1) that the Inspector has the power to issue notices to individual local governments to require them to rectify non-compliance with the Act or Regulations.	Support.

Theme 2: Reducing Red Tape, Increasing Consistency and Simplicity

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
2.1 Resource Sharing		
• The Act does not currently include specific provisions to allow for certain types of resource sharing – especially for sharing CEOs. • Regional local governments would benefit from having clearer mechanisms for voluntary resource-sharing.	• Amendments are proposed to encourage and enable local governments, especially smaller regional local governments, to share resources, including Chief Executive Officers and senior employees. • Local governments in bands 2, 3 or 4 would be able to appoint a shared CEO at up to two salary bands above the highest band. For example, a band 3 and a band 4 council sharing a CEO could remunerate to the level of band 1.	Support. The issue will be the location of the CEO. My experience with a Regional Council highlighted there was in-principle support to share a CEO, yet the individual LGAs insisted the CEO must live in their district. This aspect must be dealt with in the very first instance to remove any animosity and ambiguities.
2.2 Standardisation of Crossovers		
• Approvals and standards for crossovers (the section of driveways that run between the kerb and private property) are inconsistent between local government areas, often with very minor differences. • This can create confusion and complexity for homeowners and small businesses in the construction sector.	• It is proposed to amend the *Local Government (Uniform Local Provisions) Regulations 1996* to standardise the process for approving crossovers for residential properties and residential developments on local roads. • A Crossover Working Group has provided preliminary advice to the Minister and DLGSC to inform this. • The DLGSC will work with the sector to develop standardised design and construction standards.	Cautious Support. A ***One-Size-Fits-All*** approach may not be appropriate as the crossover requirement in a City or large Regional Centre may not be appropriate in a small townsite in a regional remote LGA.
2.3 Introduce Innovation Provisions		
• The *Local Government Act 1995* currently has very limited provisions to allow for innovations and responses to emergencies	• New provisions are proposed to allow exemptions from certain requirements of the *Local Government Act 1995*, for: ○ Short-term trials and pilot projects	Support.

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
to (such as the Shire of Bruce Rock Supermarket).	○ Urgent responses to emergencies.	
2.4 Streamline Local Laws		
• Local laws are required to be reviewed every eight years. • The review of local laws (especially when they are standard) has been identified as a burden for the sector. • Inconsistency between local laws is frustrating for residents and business stakeholders.	• It is proposed that local laws would only need to be reviewed by the local government every 15 years. • Local laws not reviewed in the timeframe would lapse, meaning that old laws will be automatically removed and no longer applicable. • Local governments adopting Model Local Laws will have reduced advertising requirements.	Support.
2.5 Simplifying Approvals for Small Business and Community Events		
• Inconsistency between local laws and approvals processes for events, street activation, and initiatives by local businesses is frustrating for business and local communities.	• Proposed reforms would introduce greater consistency for approvals for: ○ alfresco and outdoor dining ○ minor small business signage rules ○ running community events.	Support.
2.6 Standardised Meeting Procedures, Including Public Question Time		
• Local governments currently prepare individual standing order local laws. • The *Local Government Act 1995* and regulations require local governments to allocate time at meetings for questions from the public. • Inconsistency among the meeting procedures between local governments is a common source of complaints.	• To provide greater clarity for ratepayers and applicants for decisions made by council, it is proposed that the meeting procedures and standing orders for all local government meetings, including for public question time, are standardised across the State. • Regulations would introduce standard requirements for public question time, and the procedures for meetings generally.	Support.

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	• Members of the public across all local governments would have the same opportunities to address council and ask questions.	
2.7 Regional Subsidiaries		
• Initiatives by multiple local governments may be managed through formal Regional Councils, or through less formal "organisations of councils", such as NEWROC and WESROC. • These initiatives typically have to be managed by a lead local government. • In 2016-17, provisions were introduced to allow for the formation of Regional Subsidiaries. Regional Subsidiaries can be formed in line with the *Local Government (Regional Subsidiaries) Regulations 2017.* • So far, no Regional Subsidiary has been formed.	• Work is continuing to consider how Regional Subsidiaries can be best established to: ○ Enable Regional Subsidiaries to provide a clear and defined public benefit for people within member local governments ○ Provide for flexibility and innovation while ensuring appropriate transparency and accountability of ratepayer funds ○ Where appropriate, facilitate financing of initiatives by Regional Subsidiaries within a reasonable and defined limit of risk ○ Ensure all employees of a Regional Subsidiary have the same employment conditions as those directly employed by member local governments.	Support.

Theme 3: Greater Transparency & Accountability

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
3.1 Recordings and Live-Streaming of All Council Meetings		

• Currently, local governments are only required to make written minutes of meetings.
• While there is no legal requirement for livestreaming or video or audio recording of council meetings, many local governments now stream and record their meetings.
• Complaints relating to behaviours and decisions at meetings constitute a large proportion of complaints about local governments.
• Local governments are divided into bands with the largest falling in bands 1 and 2, and smaller local governments falling bands 3 and 4. The allocation of local governments into bands is determined by The Salaries and Allowances Tribunal based on factors[1] such as:
  ○ Growth and development
  ○ Strategic planning issues
  ○ Demands and diversity of services provided to the community
  ○ Total expenditure
  ○ Population
  ○ Staffing levels.
	• It is proposed that all local governments will be required to record meetings.
	• Band 1 and 2 local governments would be required to livestream meetings, and make video recordings available as public archives.
	• Band 1 and 2 are larger local governments are generally located in larger urban areas, with generally very good telecommunications infrastructure, and many already have audio-visual equipment.
	• Band 1 and 2 local governments would be required to livestream meetings, and make video recordings available as public archives.
	• Several local governments already use platforms such as YouTube, Microsoft Teams, and Vimeo to stream and publish meeting recordings.
	• Limited exceptions would be made for meetings held outside the ordinary council chambers, where audio recordings may be used.
	• Recognising their generally smaller scale, typically smaller operating budget, and potential to be in more remote locations, band 3 and 4 local governments would be required to record and publish audio recordings, at a minimum. These local governments would still be encouraged to livestream or video record meetings.
	• All council meeting recordings would need to be published at the same time as the meeting minutes. Recordings of all confidential items would also need to be submitted to the DLGSC for archiving.
		Cautious Support.
		
		Does the band 3 or 4 LGA have to store and archive the audio recordings of meetings?
		
		If so how long are these recordings required to be held by the LGA?
		
		Is the intention for all video & audio records of meetings to be stored & archived by the DLGSC or is this only the confidential items?

[1] See page 3 of the 2018 Salaries and Allowance Tribunal Determination

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
3.2 Recording All Votes in Council Minutes		
• A local government is only required to record which councillor voted for or against a motion in the minutes of that meeting if a request is made by an elected member at the time of the resolution during the meeting. • The existing provision does not mandate transparency.	• To support the transparency of decision-making by councillors, it is proposed that the individual votes cast by all councillors for all council resolutions would be required to be published in the council minutes, and identify those for, against, on leave, absent or who left the chamber. • Regulations would prescribe how votes are to be consistently minuted.	Support.
3.3 Clearer Guidance for Meeting Items that may be Confidential		
• The Act currently provides broad definitions of what type of matters may be discussed as a confidential item. • There is limited potential for review of issues managed as confidential items under the current legislation.	• Recognising the importance of open and transparent decision-making, it is considered that confidential meetings and confidential meeting items should only be used in limited, specific circumstances. • It is proposed to make the Act more specific in prescribing items that may be confidential, and items that should remain open to the public. • Items not prescribed as being confidential could still be held as confidential items only with the prior written consent of the Inspector. • All confidential items would be required to be audio recorded, with those recordings submitted to the DLGSC.	Support. There needs to be some flexibility as situations arise where the LGA may wish to keep a resolution confidential until the President can release the information (e.g. Australia Day Award Recipients are withheld until Australia Day). Does the LGA also have to store and archive confidential recordings?
3.4 Additional Online Registers		
• Local governments are required to provide information to the community through annual reports, council minutes and the publication of information online. • Consistent online publication of information can substitute for certain material in annual reports.	• It is proposed to require local governments to report specific information in online registers on the local government's website. Regulations would prescribe the information to be included. The following new registers, each updated quarterly, are proposed:	Cautious Support. The ever-increasing number and types of Registers is becoming and issue. Specifically the internal administrative resources required to ensure these Registers are

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
• Consistency in online reporting across the sector will provide ratepayers with better information. • These registers supplement the simplification of financial statements in Theme 6.	○ **Lease Register** to capture information about the leases the local government is party to (either as lessor or lessee) ○ **Community Grants Register** to outline all grants and funding provided by the local government ○ **Interests Disclosure Register** which collates all disclosures made by elected members about their interests related to matters considered by council ○ **Applicant Contribution Register** accounting for funds collected from applicant contributions, such as cash-in-lieu for public open space and car parking ○ **Contracts Register** that discloses all contracts above $100,000.	maintained and updated is an issue. It would also be appropriate for the DLGSC to put out a list and templates on the currently (and future) Register required under the LG Act.
3.5 Chief Executive Officer Key Performance Indicators (KPIs) be Published		
• It is a requirement of the *Local Government Act 1995* that CEO performance reviews are conducted annually. • The Model Standards for CEO recruitment and selection, performance review and termination require that a local government must review the performance of the CEO against contractual performance criteria. • Additional performance criteria can be used for performance review by agreement between both parties.	• To provide for minimum transparency, it is proposed to mandate that the KPIs agreed as performance metrics for CEOs: ○ Be published in council meeting minutes as soon as they are agreed prior to (before the start of the annual period) ○ The KPIs and the results be published in the minutes of the performance review meeting (at the end of the period) ○ The CEO has a right to provide written comments to be published alongside the KPIs and results to provide context as may be appropriate (for instance, the impact of events in that year that may have influenced the results against KPIs).	Disagree. Unsure what such exposure would achieve other than provided ammunition to disgruntled, vexatious complainants in the community to be used against the CEO. Surely the Council as the employer of the CEO should be the only people needing this information.

Theme 4: Stronger Local Democracy and Community Engagement

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
4.1 Community and Stakeholder Engagement Charters		
• There is currently no requirement for local governments to have a specific engagement charter or policy. • Many local governments have introduced charters or policies for how they will engage with their community. • Other States have introduced a specific requirement for engagement charters.	• It is proposed to introduce a requirement for local governments to prepare a community and stakeholder engagement charter which sets out how local government will communicate processes and decisions with their community. • A model Charter would be published to assist local governments who wish to adopt a standard form.	Cautious Support. Dependent upon the detail in the Model Charter. This should not be an administrative burden, adding to the already excessive Red tape LGAs are required to work under.
4.2 Ratepayer Satisfaction Surveys (Band 1 and 2 local governments only)		
• Many local governments already commission independent surveying consultants to hold a satisfaction survey of residents/ratepayers. • These surveys provide valuable data on the performance of local governments.	• It is proposed to introduce a requirement that every four years, all local governments in bands 1 and 2 hold an independently-managed ratepayer satisfaction survey. • Results would be required to be reported publicly at a council meeting and published on the local government's website. • All local governments would be required to publish a response to the results.	Cautious Support. As long as this doesn't flow onto band 3 & 4 LGAs at some time in the future.
4.3 Introduction of Preferential Voting		
• The current voting method for local government elections is first past the post. • The existing first-past-the-post does not allow for electors to express more than one preference. • The candidate with the most votes wins, even if that candidate does not have a majority.	• Preferential voting is proposed be adopted as the method to replace the current first past the post system in local government elections. • In preferential voting, voters number candidates in order of their preferences. • Preferential voting is used in State and Federal elections in Western Australia (and in other states). This provides voters with more choice and control over who they elect.	Disagree. The purest indication of a preferred candidate is by the *First Past the Post* system of voting. I would have thought the Labour Government's platform of "*One-*

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
• Preferential voting better captures the precise intentions of voters and as a result may be regarded as a fairer and more representative system. Voters have more specific choice.	• All other states use a form of preferential voting for local government.	*Vote One Value"* would complete the "*First Past the Post"* system of voting as they both appear to be focused on electoral equality.
4.4 Public Vote to Elect the Mayor and President		
• The Act currently allows local governments to have the Presiding Member (the Mayor or President) elected either: ○ by the electors of the district through a public vote; or ○ by the council as a resolution at a council meeting.	• Mayors and Presidents of all local governments perform an important public leadership role within their local communities. • Band 1 and 2 local governments generally have larger councils than those in bands 3 and 4. • Accordingly, it is proposed that the Mayor or President for all band 1 and 2 councils is to be elected through a vote of the electors of the district. Councils in bands 3 and 4 would retain the current system. • A number of Band 1 and Band 2 councils have already moved towards Public Vote to Elect the Mayor and President in recent years, including City of Stirling and City of Rockingham.	Disagree. I have worked under both systems and it is evident the popularly elected Mayor/President system leads to the situation of the Mayor of President not feeling they have any obligation or commitment to Council as the Council did not elect them.
4.5 Tiered Limits on the Number of Councillors		
• The number of councillors (between 5-15 councillors) is decided by each local government, reviewed by the Local Government Advisory Board, and if approved by the Minister. • The Panel Report recommended electoral reforms to improve representativeness.	• It is proposed to limit the number of councillors based on the population of the entire local government. • Some smaller local governments have already been moving to having smaller councils to reduce costs for ratepayers. • The Local Government Panel Report proposed: ○ For a population of up to 5,000 – five councillors (including the President) ○ population of between 5,000 and 75,000 – five to nine councillors (including the Mayor/President)	Disagree. LGAs with populations up to 5,000 should have the option of having five to seven Councillors. Not restricted to five. This will assist with the difficulties in establishing quorums and achieving Absolute majority Votes when required in situation where Councillors are absent. Examples are LGAs in broadacre agriculture areas where it

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	○ population of above 75,000 – nine to fifteen councillors (including Mayor).	is difficult getting Councillors to meetings during seeding & harvest seasons.
4.6 No Wards for Small Councils (Band 3 and 4 Councils only)		
• A local government can make an application to be divided into wards, with councillors elected to those wards. • Only about 10% of band 3 and 4 local governments currently have wards.	• It is proposed that the use of wards for councils in bands 3 and 4 is abolished. • Wards increase the complexity of elections, as this requires multiple versions of ballot papers to be prepared for a local government's election. • In smaller local governments, the population of wards can be very small. • These wards often have councillors elected unopposed, or elect a councillor with a very small number of votes. Some local governments have ward councillors elected with less than 50 votes. • There has been a trend in smaller local governments looking to reduce the use of wards, with only 10 councils in bands 3 and 4 still having wards.	Support.
4.7 Electoral Reform – Clear Lease Requirements for Candidate and Voter Eligibility		
• A person with a lease in a local government district is eligible to nominate as a candidate in that district. • A person with a lease in a local government district is eligible to apply to vote in that district. • The City of Perth Inquiry Report identified a number of instances where dubious lease arrangements put to question the validity of candidates in local government elections,	• Reforms are proposed to prevent the use of "sham leases" in council elections. Sham leases are where a person creates a lease only to be able to vote or run as a candidate for council. • The City of Perth Inquiry Report identified sham leases as an issue. • Electoral rules are proposed to be strengthened: ○ A minimum lease period of 12 months will be required for anyone to register a person to vote or run for council.	Support.

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
and subsequently their legitimacy as councillors.	○ Home based businesses will not be eligible to register a person to vote or run for council, because any residents are already the eligible voter(s) for that address. ○ Clarifying the minimum criteria for leases eligible to register a person to vote or run for council. • The reforms would include minimum lease periods to qualify as a registered business (minimum of 12 months), and the exclusion of home based businesses (where the resident is already eligible) and very small sub-leases. • The basis of eligibility for each candidate (e.g. type of property and suburb of property) is proposed to be published, including in the candidate pack for electors.	
4.8 Reform of Candidate Profiles		
• Candidate profiles can only be 800 characters, including spaces. This is equivalent to approximately 150 words.	• Further work will be undertaken to evaluate how longer candidate profiles could be accommodated. • Longer candidate profiles would provide more information to electors, potentially through publishing profiles online. • It is important to have sufficient information available to assist electors make informed decisions when casting their vote.	Support.
4.9 Minor Other Electoral Reforms		
• Other minor reforms are proposed to improve local government elections.	• Minor other electoral reforms are proposed to include: ○ The introduction of standard processes for vote re-counts if there is a very small margin between candidates (e.g. where there is a margin of less than 10 votes a recount will always be required) ○ The introduction of more specific rules concerning local government council candidates' use of electoral rolls.	Support. Subject to more detail of rule for use of electoral rolls.

Theme 5: Clear Roles and Responsibilities

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
5.1 Introduce Principles in the Act		
• The Act does not currently outline specific principles. • The Act contains a short "Content and Intent" section only. • The Panel Report recommended greater articulation of principles	• It is proposed to include new principles in the Act, including: ○ The recognition of Aboriginal Western Australians ○ Tiering of local governments (with bands being as assigned by the Salaries and Allowances Tribunal) ○ Community Engagement ○ Financial Management.	Support.
5.2 Greater Role Clarity		
• The Act provides for the role of council, councillor, mayor or president and CEO. • The role of the council is to: ○ govern the local government's affairs ○ be responsible for the performance of the local government's functions.	• The Local Government Act Review Panel recommended that roles and responsibilities of elected members and senior staff be better defined in law. • It is proposed that these roles and responsibilities are further defined in the legislation. • These proposed roles will be open to further consultation and input. • These roles would be further strengthened through **Council Communications Agreements** (see item 5.3).	Support.
	5.2.1 - Mayor or President Role • It is proposed to amend the Act to specify the roles and responsibilities of the Mayor or President. • While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that the Mayor or President is responsible for: ○ Representing and speaking on behalf of the whole council and the local government, at all times being consistent with the resolutions of council ○ Facilitating the democratic decision-making of council by presiding at council meetings in accordance with the Act	Support.

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	○ Developing and maintaining professional working relationships between councillors and the CEO ○ Performing civic and ceremonial duties on behalf of the local government ○ Working effectively with the CEO and councillors in overseeing the delivery of the services, operations, initiatives and functions of the local government.	
	5.2.2 - Council Role • It is proposed to amend the Act to specify the roles and responsibilities of the Council, which is the entity consisting of all of the councillors and led by the Mayor or President. • While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that the Council is responsible for: ○ Making significant decisions and determining policies through democratic deliberation at council meetings ○ Ensuring the local government is adequately resourced to deliver the local governments operations, services and functions - including all functions that support informed decision-making by council ○ Providing a safe working environment for the CEO; ○ Providing strategic direction to the CEO; ○ Monitoring and reviewing the performance of the local government.	Support.
	5.2.3 - Elected Member (Councillor) Role • It is proposed to amend the Act to specify the roles and responsibilities of all elected councillors. • While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that every elected councillor is responsible for:	Support.

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	○ Considering and representing, fairly and without bias, the current and future interests of all people who live, work and visit the district (including for councillors elected for a particular ward) ○ Positively and fairly contribute and apply their knowledge, skill, and judgement to the democratic decision-making process of council ○ Applying relevant law and policy in contributing to the decision-making of the council ○ Engaging in the effective forward planning and review of the local governments' resources, and the performance of its operations, services, and functions ○ Communicating the decisions and resolutions of council to stakeholders and the public ○ Developing and maintaining professional working relationships with all other councillors and the CEO ○ Maintaining and developing their knowledge and skills relevant to local government ○ Facilitating public engagement with local government. • It is proposed that elected members should not be able to use their title (e.g. "Councillor", "Mayor", or "President") and associated resources of their office (such as email address) unless they are performing their role in their official capacity.	
	5.2.4 - CEO Role • The *Local Government Act 1995* requires local governments to employ a CEO to run the local government administration and implement the decisions of council. • To provide greater clarity, it is proposed to amend the Act to specify the roles and responsibilities of all local government CEOs.	Support.

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	• While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that the CEO of a local government is responsible for: o Coordinating the professional advice and assistance necessary for all elected members to enable the council to perform its decision-making functions o Facilitating the implementation of council decisions o Ensuring functions and decisions lawfully delegated by council are managed prudently on behalf of the council o Managing the effective delivery of the services, operations, initiatives and functions of the local government determined by the council o Providing timely and accurate information and advice to all councillors in line with the Council Communications Agreement (see item 5.3) o Overseeing the compliance of the operations of the local government with State and Federal legislation on behalf of the council o Implementing and maintaining systems to enable effective planning, management, and reporting on behalf of the council.	
5.3 Council Communication Agreements		
• The Act provides that council and committee members can have access to any information held by the local government that is relevant to the performance of the member in their functions. • The availability of information is sometimes a source of conflict within local governments.	• In State Government, there are written Communication Agreements between Ministers and agencies that set standards for how information and advice will be provided. • It is proposed that local governments will need to have Council Communications Agreements between the council and the CEO. • These Council Communication Agreements would clearly specify the information that is to be provided to councillors, how it will be provided, and the timeframes for when it will be provided.	Support. Subject to this not being an additional administrative burden on small under resourced LGAs.

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	• A template would be published by DLGSC. This default template will come into force if a council and CEO do not make a specific other agreement within a certain timeframe following any election.	
5.4 Local Governments May Pay Superannuation Contributions for Elected Members		
• Elected members are eligible to receive sitting fees or an annual allowance. • Superannuation is not paid to elected members. However, councillors can currently divert part of their allowances to a superannuation fund. • Councils should be reflective and representative of the people living within the district. Local governments should be empowered to remove any barriers to the participation of gender and age diverse people on councils.	• It is proposed that local governments should be able to decide, through a vote of council, to pay superannuation contributions for elected members. These contributions would be additional to existing allowances. • Superannuation is widely recognised as an important entitlement to provide long term financial security. • Other states have already moved to allow councils to make superannuation contributions for councillors. • Allowing council to provide superannuation is important part of encouraging equality for people represented on council – particularly for women and younger people. • Providing superannuation to councillors recognises that the commitment to elected office can reduce a person's opportunity to undertake employment and earn superannuation contributions.	Disagree. Superannuation is an employer's obligation to an employee. Elected Members are not employees.
5.5 Local Governments May Establish Education Allowances		
• Local government elected members must complete mandatory training. • There is no specific allowance for undertaking further education.	• Local governments will have the option of contributing to the education expenses for councillors, up to a defined maximum value, for tuition costs for further education that is directly related to their role on council. • Councils will be able to decide on a policy for education expenses, up to a maximum yearly value for each councillor. Councils may also decide not to make this entitlement available to elected members.	Support.

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	• Any allowance would only be able to be used for tuition fees for courses, such as training programs, diplomas, and university studies, which relate to local government. • Where it is made available, this allowance will help councillors further develop skills to assist with making informed decisions on important questions before council, and also provide professional development opportunities for councillors.	
5.6 Standardised Election Caretaker period		
• There is currently no requirement for a formal caretaker period, with individual councils operating under their own policies and procedures. • This is commonly a point of public confusion.	• A statewide caretaker period for local governments is proposed. • All local governments across the State would have the same clearly defined election period, during which: o Councils do not make major decisions with criteria to be developed defining 'major' o Incumbent councillors who nominate for re-election are not to represent the local government, act on behalf of the council, or use local government resources to support campaigning activities. o There are consistent election conduct rules for all candidates.	Disagree. State Government election cycles are every four years, whereas Local Government election are every two years. This will result in there being a caretaker periods in LG every two years. It also depends on when the caretaker period is to commence and end. If this is the commence at the time Nominations are called (first week of September) and conclude when new (or returning) Elected Members are sworn in (e.g. late October) this could create a logistical issue with the LG's decision making process. The other uncertainty is whether the propose caretaker period also includes Extraordinary Election, which occur more regularly

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		immediately after the biennial LG Ordinary Election process.
5.7 Remove WALGA from the Act		
• The Western Australian Local Government Association (WALGA) is constituted under the *Local Government Act 1995.* • The Local Government Panel Report and the Select Committee Report included this recommendation.	• The Local Government Panel Report recommended that WALGA not be constituted under the *Local Government Act 1995*. • Separating WALGA out of the Act will provide clarity that WALGA is not a State Government entity.	Support.
5.8 CEO Recruitment		
• Recent amendments introduced provisions to standardise CEO recruitment. • The recruitment of a CEO is a very important decision by a local government.	• It is proposed that DLGSC establishes a panel of approved panel members to perform the role of the independent person on CEO recruitment panels. • Councils will be able to select an independent person from the approved list. • Councils will still be able to appoint people outside of the panel with the approval of the Inspector.	Support. It would be appropriate for the panel members include people located in the regions and not be metropolitan based only.

Theme 6: Improved Financial Management and Reporting

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
6.1 Model Financial Statements and Tiered Financial Reporting		
• The financial statements published in the Annual Report is the main financial reporting currently published by local governments. • Reporting obligations are the same for large (Stirling, Perth, Fremantle) and small (Sandstone, Wiluna, Dalwallinu) local governments, even though they vary significantly in complexity. • The Office of the Auditor General has said that some existing reporting requirements are unnecessary or onerous - for instance, information that is not relevant to certain local governments, or that is a duplicate of other published information.	• The Minister strongly believes in transparency and accountability in local government. The public rightly expects the highest standards of integrity, good governance, and prudent financial management in local government. • It is critically important that clear information about the financial position of local governments is openly available to ratepayers. Financial information also supports community decision-making about local government services and projects. • Local governments differ significantly in the complexity of their operations. Smaller local governments generally have much less operating complexity than larger local governments. • The Office of the Auditor General has identified opportunities to improve financial reporting, to make statements clearer, and reduce unnecessary complexity. • Recognising the difference in the complexity of smaller and larger local governments, it is proposed that financial reporting requirements should be tiered – meaning that larger local governments will have greater financial reporting requirements than smaller local governments. • It is proposed to establish standard templates for **Annual Financial Statements** for band 1 and 2 councils, and simpler, clearer financial statements for band 3 and 4. • **Online Registers**, updated quarterly (see item 3.4), would provide faster and greater transparency than current annual reports. Standard templates will be published for use by local governments.	Support.

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	• **Simpler Strategic and Financial Planning** (item 6.2) would also improve the budgeting process.	
6.2 Simplify Strategic and Financial Planning		

• Requirements for plans are outlined in the Local Government Financial Management and Administration Regulations.
• There is also the Integrated Planning and Reporting (IPR) framework.
• While many councils successfully apply IPR to their budgeting and reporting, IPR may seem complicated or difficult, especially for smaller local governments.
	• Having clear information about the finances of local government is an important part of enabling informed public and ratepayer engagement and input to decision-making.
	• The framework for financial planning should be based around information being clear, transparent, and easy to understand for all ratepayers and members of the public.
	• In order to provide more consistency and clarity across the State, it is proposed that greater use of templates is introduced to make planning and reporting clearer and simpler, providing greater transparency for ratepayers.
	• Local governments would be required to adopt a standard set of plans, and there will be templates published by the DLGSC for use or adaption by local governments.
	• It is proposed that the plans that are required are:
	  ○ Simplified **Council Plans** that replace existing Strategic Community Plans and set high-level objectives, with a new plan required at least every eight years. These will be short-form plans, with a template available from the DLGSC
	  ○ Simplified **Asset Management Plans** to consistently forecast costs of maintaining the local government's assets. A new plan will be required at least every ten years, though local governments should update the plan regularly if the local government gains or disposes of major assets (e.g. land, buildings, or roads). A template will be provided, and methods of valuations will be simplified to reduce red tape
	  ○ Simplified **Long Term Financial Plans** will outline any long term financial management and sustainability
		Cautious Support.
		
		This may also need a Tiered approach as the Templates should be structure under the premise of *One Size Fits All.*
		
		Most small LGA Plans service the organisation and the community better the simpler they are.

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	issues, and any investments and debts. A template will be provided, and these plans will be required to be reviewed in detail at least every four years ○ A new **Rates and Revenue Policy** (see item 6.3) that identifies the approximate value of rates that will need to be collected in future years (referencing the Asset Management Plan and Long Term Financial Plan) – providing a forecast to ratepayers (updated at least every four years) ○ The use of simple, one-page **Service Proposals** and **Project Proposals** that outline what proposed services or initiatives will cost, to be made available through council meetings. These will become **Service Plans** and **Project Plans** added to the yearly budget if approved by council. This provides clear transparency for what the functions and initiatives of the local government cost to deliver. Templates will be available for use by local governments.	
6.3 Rates and Revenue Policy		
• Local governments are not required to have a rates and revenue policy. • Some councils defer rate rises, resulting in the eventual need to drastically raise rates to cover unavoidable costs – especially for the repair of infrastructure.	• The Rates and Revenue Policy is proposed to increase transparency for ratepayers by linking rates to basic operating costs and the minimum costs for maintaining essential infrastructure. • A Rates and Revenue Policy would be required to provide ratepayers with a forecast of future costs of providing local government services. • The Policy would need to reflect the Asset Management Plan and the Long Term Financial Plan (see item 6.2), providing a forecast of what rates would need to be, to cover unavoidable costs. • A template would be published for use or adaption by all local governments.	Unsure. Isn't this already covered under the Long Term Financial Plan and part of the existing Rate Setting Budget financial statement? The Rate Setting Budget actually balances the LGAs Annual Budget (excluding Non-Cash items). Not sure what the proposed Rates & Revenue

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	• The Local Government Panel Report included this recommendation.	Policy is going to achieve, other than duplicate what already exists.
6.4 Monthly Reporting of Credit Card Statements		
• No legislative requirement. • Disclosure requirements brought in by individual councils have shown significant reduction of expenditure of funds.	• The statements of a local government's credit cards used by local government employees will be required to be tabled at council at meetings on a monthly basis. • This provides oversight of incidental local government spending.	Support. This is already happening in the Shire of Chapman Valley, though is appropriate to legislate this requirement.
6.5 Amended Financial Ratios		
• Local governments are required to report seven ratios in their annual financial statements. • These are reported on the MyCouncil website. • These ratios are intended to provide an indication of the financial health of every local government.	• Financial ratios will be reviewed in detail, building on work already underway by the DLGSC. • The methods of calculating ratios and indicators will be reviewed to ensure that the results are accurate and useful.	Support. Dependent on the outcome of proposed new ratios.
6.6 Audit Committees		

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
• Local governments must establish an Audit Committee that has three or more persons, with the majority to be council members. • The Audit Committee is to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under the Act. • The Panel Report identified that Audit Committees should be expanded, including to provide improved risk management.	• To ensure independent oversight, it is proposed the Chair of any Audit Committee be required to be an independent person who is not on council or an employee of the local government. • Audit Committees would also need to consider proactive risk management. • To reduce costs, it is proposed that local governments should be able to establish shared Regional Audit Committees. • The Committees would be able to include council members but would be required to include a majority of independent members and an independent chairperson.	Disagree. The current OAG audit process, combined with the requirement for an LGA to have an independent member on their Audit Committee should suffice for small (band 3 & 4) LGAs. This is another *One Size Fits All* approach and needs to be tiered. This will become an additional cost burden on the LGA specifically if the proposed structure of the Audit Committee is to be predominantly independent and external to the LGA. These people will not be doing this for nothing.
6.7 Building Upgrade Finance		
• The local government sector has sought reforms that would enable local governments to provide loans to property owners to finance for building improvements. • This is not currently provided for under the Act. • The Local Government Panel Report included this recommendation.	• Reforms would allow local governments to provide loans to third parties for specific building improvements - such as cladding, heritage and green energy fixtures. • This would allow local governments to lend funds to improve buildings within their district. • Limits and checks and balances would be established to ensure that financial risks are proactively managed.	Support. Dependent on this being at the discretion of the LGA and not mandated.
6.8 Cost of Waste Service to be Specified on Rates Notices		
• No requirement for separation of waste changes on rates notice. • Disclosure will increase ratepayer awareness of waste costs.	• It is proposed that waste charges are required to be separately shown on rate notices (for all properties which receive a waste service).	Unsure. The Rate Notice already shows the waste collection service separately.

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
• The Review Panel Report included this recommendation.	• This would provide transparency and awareness of costs for ratepayers.	Not sure what other waste service (property specific) would be relevant to small regional LGAs and perhaps a Tiered approach would be appropriate here?

ANNUAL REPORT 2020/2021

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CONTENTS

Elected Members ……..…… 5

Executive Staff ……..…… 7

Minutes of Previous Elector's Meeting …….. 8

Council Committee, Steering/Working/Advisory Group Representatives 14

President's Annual Report to Electors ……..... 23

Chief Executive Officer's Report ……..…….. 26

Audited Financial Statements, Independent Audit Report and Management Report ……..……. 41

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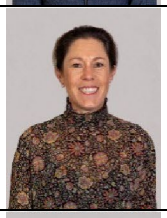
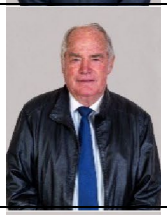
ELECTED MEMBERS

Local Government Act, 1995, Section 5.53(2)(g) & (i)
Local Government (Administration) Regulations, 1996, Clause 19B

	Name	Gender	Linguistic Background	Country of Birth	Term Ending
	PRESIDENT Anthony Farrell	M	English	Australia	October 2023
	DEPUTY PRESIDENT Kirrilee Warr	F	English	Australia	October 2021
	Nicole Batten	F	English	Australia	October 2021
	Beverley Davidson	F	English	Australia	October 2023
	Darrell Forth	M	English	Australia	October 2021
	Peter Humphrey	M	English	Australia	October 2023
	Trevor Royce	M	English	Australia	October 2023
	Ian Maluish (Resigned August 2020)	M	English	Australia	October 2021

Local Government (Administration) Regulations, 1996 – Clause 19B(h)

Elected Members Age Profile	
18 Years to 24 Years	0
25 Years to 34 Years	0
35 Years to 44 Years	2
45 Years to 54 Years	1
55 Years to 64 Years	1
Over 64 Years	4

Local Government (Administration) Regulations, 1996 – Clause 19B(j)

Number of Elected Members who identify as Aboriginal or Torres Strait Islander - Nil

Local Government (Administration) Regulations, 1996 – Clause 19B(f)

COUNCILLOR ATTENDANCE - ORDINARY COUNCIL MEETINGS 2020/2021

ORDINARY COUNCIL MEETINGS 2020/2021	Cr Farrell	Cr Batten	Cr Forth	Cr Humphrey	Cr Maluish	Cr Warr	Cr Royce	Cr Davidson
15/07/2020	✓	x	✓	✓	✓	✓	✓	✓
19/08/2020	✓	✓	✓	✓	✓	x	✓	✓
16/09/2020	✓	✓	✓	✓		✓	x	✓
21/10/2020	✓	✓	✓	✓		✓	✓	✓
18/11/2020	x	✓	✓	✓		✓	✓	✓
16/12/2020	✓	✓	✓	✓		✓	✓	x
January 2021 NO MEETING								
17/02/2021	✓	✓	x	✓		✓	✓	✓
17/03/2021	✓	✓	✓	✓		✓	✓	✓
21/04/2021	✓	✓	✓	x		✓	✓	✓
19/05/2021	✓	✓	✓	✓		✓	✓	✓
16/06/2021	✓	✓	✓	✓		✓	✓	✓
Total Meetings	**10 of 11**	**10 of 11**	**10 of 11**	**10 of 11**	**2 of 2**	**10 of 11**	**10 of 11**	**10 of 11**

No Meeting/s Held
Apology
Approved Leave of Absence
Not current councillor

COUNCILLOR ATTENDANCE - SPECIAL COUNCIL MEETINGS2020/2021

SPECIAL COUNCIL MEETINGS 2020/2021	Cr Farrell	Cr Batten	Cr Forth	Cr Humphrey	Cr Maluish	Cr Warr	Cr Royce	Cr Davidson
31/07/2020 (Budget Adoption)	✓	✓	✓	✓	✓	✓	✓	✓

COUNCILLOR ATTENDANCE - COUNCIL COMMITTEE MEETINGS2020/2021

COMMITTEE	Cr Farrell	Cr Batten	Cr Forth	Cr Humphrey	Cr Maluish	Cr Warr	Cr Royce	Cr Davidson
Finance Audit &Risk Management	2 of 2	NA	2 of 2	NA	NA	2 of 2	NA	2 of 2
Road Infrastructure	1 of 1	1 of 1	1 of 1	1 of 1	NA	1 of 1	1 of 1	1 of 1
Building &Disability Services	1 of 1	1 of 1	1 of 1	1 of 1	NA	NA	NA	NA

COUNCIL SENIOR STAFF

Maurice Battilana
CHIEF EXECUTIVE OFFICER

Simon Lancaster
DEPUTY CHIEF EXECUTIVE OFFICER

Dianne Raymond
MANAGER FINANCE & CORPORATE SERVICES

Esky Kelly
MANAGER WORKS & SERVICES

Anthony Abbott
BUILDING SURVEYOR/PROJECTS OFFICER

MINUTES OF PREVIOUS ELECTORS MEETING

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UNCONFIRMED MINUTES

ANNUAL GENERAL MEETING OF ELECTORS
THURSDAY 11 MARCH 2021
COUNCIL CHAMBERS NABAWA
6.00PM

DISCLAIMER

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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

Table of Contents

1.0 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS 12

2.0 ANNOUNCEMENTS FROM THE PRESIDING MEMBER xxxx 12

3.0 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED) 12

3.1 Attendees 12

3.2 Apologies 12

4.0 PUBLIC QUESTION TIME 12

4.1 Response to previous public questions taken on notice 12

4.2 Public Question Time 13

5.0 CONFIRMATION OF MINUTES FROM PREVIOUS ANNUAL ELECTORS MEETING 6 FEBRUARY 2020

5.1 Annual Electors Meeting held on Thursday 6th February 2020 .....

6.0 RECEIVING 2019/2020 ANNUAL REPORT 13

6.1 Receiving of the Annual Report 2019/2020 incorporates 13

7.0 GENERAL BUSINESS 14

8.0 CLOSURE 14

ORDER OF BUSINESS

1.0 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS

The President, Cr Farrell welcomed Electors, Elected Members and Staff and declared the meeting open at 6:01pm.

2.0 ANNOUNCEMENTS FROM THE PRESIDING MEMBER

Nil

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

3.1 Attendees

Elected Members	In	Out
Cr Anthony Farrell (President)	6:01pm	6:23pm
Cr Kirrilee Warr (Deputy President)	6:01pm	6:23pm
Cr Beverley Davidson	6:01pm	6:23pm

Officers	In	Out
Maurice Battilana, Chief Executive Officer	6:01pm	6:23pm
Simon Lancaster, Deputy Chief Executive Officer	6:01pm	6:23pm
Dianne Raymond, Manager Finance & Corporate Services	6:01pm	6:23pm

Visitors	In	Out
John Collingwood (Elector)	6:01pm	6:23pm
Sue Collingwood (Elector)	6:01pm	6:23pm
Peter Williams (Elector)	6:12pm	6:23pm

3.2 Apologies

Elected Members
Cr Nicole Batten
Cr Forth
Cr Peter Humphrey
Cr Trevor Royce

4.0 PUBLIC QUESTION TIME

4.1 Response to previous public questions taken on notice

Nil

4.2 Public Question Time

4.2.1 John Collingwood

Is it possible for the Shire to improve the signage in and around the Parkfalls Estate area (including the Bill Hemsley Park Community Center) to inform people this area is in the Shire of Chapman Valley. Appears to currently be a lack of recognition of this being the case?

Answer – Crs Farrell & Warr indicated this was a valid request and is something which can be put to Council as part of future budget consideration.

Cr Warr also indicated the Shire's Tourism & Events Advisory Groups is about to undertake a tourism sign audit within the Shire and this could be considered as part of the process.

The CEO advised he would determine if the Shire of Chapman Valley boundary sign has been erected on David Road as this was to be done.

4.2.2 John Collingwood

Enquired into the legalities, procedures regarding landowners maintaining their verges on Shire road reserves.

Answer – The CEO advised the Shire does have a Management Procedure for this activity and would forward a copy to Mr. Collingwood

5.0 CONFIRMATION OF MINUTES FROM PREVIOUS ANNUAL ELECTORS MEETING 6 FEBRUARY 2020

MOVED: CR Warr **SECONDED: Cr Davidson**

The Minutes of the Annual Electors Meeting held on Thursday 6th February 2020 be confirmed as true and accurate.

Voting F5/A0
CARRIED
Minute Reference: AEM 03/21-01

6.0 RECEIVING 2019/2020 ANNUAL REPORT

6.1 Receiving of the Annual Report 2019/2020 incorporates

- 2019/2020 annual financial Statements
- 2019/2020 Audit Report
- Presidents Report
- Chief Executive Officer Report

The 2019/2020 Annual Report including Annual Financial Statements, Audit Report, Management Report, Presidents Report and Chief Executive Officer Report be endorsed as presented without amendments.

RESOLUTION

MOVED: CR Warr **SECONDED: Cr Davidson**

The 2019/2020 Annual Report including Annual Financial Statements, Audit Report, Management Report, Presidents Report and Chief Executive Officer Report be endorsed as presented without amendments.

Voting F5/A0
CARRIED
Minute Reference: AEM 03/21-02

7.0 GENERAL BUSINESS

7.1 President Comments

The President made comment on the difficulties associated with the COVID 19 Pandemic and how the Elected Members and Staff worked hard to deal with the many and varied challenges during these difficult times.

The President thanked staff for their efforts and commented on how the Work From Home arrangements works very well during the COVID pandemic period and this arrangement will continue into the future as necessary.

7.2 Peter Williams – Question

Road building material is being left on road verge overnight during current shoulder works in Parkfalls Estate, which could be a hazard. Can this be looked into?

Answer – The CEO advised the matter will be looked into to ensure there is no hazard.

7.3 Peter Williams – Question

Does the Shire have a policy in regards to the control of weeds (specifically Dongara Daisy) on private land?

Answer – The Shire President responded advising the Shire cannot enforce the control or eradication of undeclared weed on private land, yet does encourage landowners to do so, with very limited success unfortunately.

7.4 John Collingwood

Requested the Minutes of this meeting recorded the appreciation for the excellent work the Elected Members and Shire Staff do for our Shire. These efforts are not recognised enough within the community and the results of such efforts is we have a Shire we can all be very proud of.

Well done to you all!

8.0 CLOSURE

The Presiding Member thanked members, ratepayers, visitors and staff for attending and declared the electors meeting closed at 6:23pm

COUNCIL COMMITTEE, STEERING/WORKING/ADVISORY GROUP REPRESENTATIVES

Council Committees - Council Members Only – *Local Government Act 1995* – Section 5.9(2)(a) (ABSOLUTE MAJORITY REQUIRED FOR COMMITTEE APPOINTMENTS) **(Must be 3 or More Representatives)**		
	Purpose/Delegations	**Appointed Representatives**
Building & Disability Services Committee	Purpose: Will meet at least annually to inspect all Shire Buildings/Properties and then subsequently to: ~ Review preliminary costings for proposed works for consideration in draft Council Budget. ~ Review the Capital & Building Works Program. ~ Disability Access & Inclusion Plan; and ~ Any other building/property items referred to the Committee by Council. **Delegation – Nil**	<u>5 x Councillors</u> • Cr Farrell • Cr Humphrey • Cr Batten • Cr Forth <u>Observers:</u> ~ CEO ~ Building Surveyor

Finance Audit & Risk Management Committee	Purpose: To provide a review of Council's ongoing financial situation, provide a forum for ongoing review of strategic management plan for Council operations and discuss the Audit System. **Delegation – Nil**	<u>4 x Councillors</u> • Cr Farrell • Cr Forth • Cr Davidson • Cr Warr • Grant Middleton (External Independent Member) <u>Observers:</u> ~ CEO ~ Manager Finance & Corporate Services
Road Infrastructure Committee	Purpose: Undertake an annual review the following: ~ Road Works Program. ~ Road Hierarchy. ~ Heavy Haulage Vehicle Permit Roads; and ~ Any other works infrastructure item referred to the Committee by Council. ~ Review the plant replacement program **Delegation – Nil**	All Councillors <u>Observers:</u> ~ CEO ~ Manager Works & Services ~ Deputy CEO ~ Works Leading Hand

Groups - Steering, Advisory, Working, etc. (SIMPLE MAJORITY REQUIRED) **(Number not legislated)**		
Bush Fire Brigades Group Management Advisory Committee	Purpose: Meet at least annually to: ~ Elect Office Bearers. ~ Review previous year fire season. ~ Review the Shire's Fire Notice. ~ Liaise with external organisations (e.g. DFES, DBCA); ~ Review the DFES Capital & Operational Grants. ~ Any other bush fire related items referred to the Committee by Council. **Delegation – Nil**	<u>President (Presiding Member) and 2 x Councillor</u> • Cr Farrell (President) • Cr Royce • Cr Humphrey ~ CBFCO ~ DCBFCO ~ All Brigade FCOs ~ Chief Executive Officer ~ Senior Ranger <u>Observers</u> 1 x DFES Rep. 1 x DBCA Rep.
Batavia Local Emergency Management Committee (BLEMC)	Purpose: Meet as required in accordance with legislation and Council endorsed Local Emergency Management Arrangements (LEMA) to: ~ Review the LEMA & Recovery Plan. ~ Implement Emergency Exercises as required. ~ Any other emergency management related items referred to the Committee by Council.	<u>2 x Councillor</u> • Cr Humphrey (BLEMC Chair) • Cr Davidson • Chief Executive Officer;

	(Note: The BLEMC Chairperson is rotated amongst the three LGAs involved. Shire of Chapman Valley will take on the Chair in October 2019. *Appointment is recommended as being an Elected Member, yet is not legislated to be so)* **Delegation – Nil**	
Landcare & Environmental Advisory Group	Purpose: To apply for grant funding from third party sources to finance appropriate projects within the Shire of Chapman Valley: a) Delegate authority to the Chief Executive Officer to endorse grant applications/projects if funding resources are available within the Council's adopted budget. b) If funding resources are not available within the adopted Council Budget for specific grant applications/projects, present the application to Council for endorsement, if possible, prior to the closure dates for the grant funding programs. Otherwise retrospective Council endorsement to commit funding resources will be required. All applications submitted, which require Council endorsement for additional funding resources, will be subject Council endorsement (i.e. the Committee does not have delegated authority to commit Council funding resources). c) Provide advice and assistance to the Chief Executive Officer and Shire staff in the managing of the Landcare Grant funds. d) Provide recommendations to Council on any Landcare Contracts and Consultancy agreements.	<u>2 x Councillors</u> • Cr Farrell • Cr Batten <u>Observers</u> ~ Chief Executive Officer ~ Deputy CEO ~ NACC Rep. ~ Landcare & Environment Consultant

	e) Provide a Draft Annual Budget for Landcare to Council for consideration as part of the Annual Budget process. **Delegation – Nil**	
Community Growth Fund Advisory Group	Purpose: Evaluate application received for funding under the Shire of Chapman Valley Community Growth Fund program in accordance with guideline, policies and procedures set by Council and make recommendations to Council to allocate funds **Delegation – Nil**	<u>President (Presiding Member) & 3 x Councillors (Members)</u> • Cr Farrell (President) • Cr Warr • Cr Davidson ~ Chief Executive Officer ~ Manager Finance & Corp Svc ~ Community Development Officer
Tourism & Events Advisory Group	Purpose: Will meet on an 'as needs' basis only to: ~ Evaluate annual Australia Day Award Nominations and submitting these to Council in readiness for presenting the awards at the Shire's annual Australia Day Function. ~ Assist with coordinating the annual Australia Day function(s); ~ Discuss all other item(s) in the areas of tourism and events. ~ Liaise with external organisations **Delegation – Nil**	<u>3 x Councillors</u> • Cr Batten • Cr Warr • Cr Forth ~ CEO ~ Deputy CEO ~ Comm. Development Officer ~ 2 x Community Representatives for Australia Day award nominations (recommend past winner as one rep.)

Coronation Beach Masterplan Steering Group	Purpose: To review the Coronation Beach Masterplan. **Delegation – Nil**	1x Councillor • Cr Forth (Chairperson) ~ DCEO ~ Department of Sport & Recreations ~ Neighbouring Landowners ~ Community / User Group Representatives
Representatives on External Organisations (SIMPLE MAJORITY REQUIRED) **(Numbers pre-determined)**		
Northern Country Zone (WALGA)	Purpose: As determined by lead agency/organisation. **Delegation – Nil**	2 x Councillors • Cr Farrell • Cr Warr ~ Chief Executive Officer (To act as Proxy in absence of Elected Members not attending)
Sub-Regional Road Group Committee	Purpose: As determined by lead agency/organisation. **Delegation – Nil**	2 x Councillors • Cr Farrell • Cr Royce ~ Chief Executive Officer ~ Manager Works & Services
Chapman Valley Agricultural Society	Purpose: As determined by lead agency/organisation. **Delegation – Nil**	1 x Councillor • Cr Forth 1 x Proxy Cr Davidson

Mid West Development Assessment Panel (DAP)	Purpose: As determined by lead agency/organisation. **Delegation – Nil** Note: Mandatory training must be undertaken prior to serving on panel.	<u>2 x Councillors (Members)</u> • Cr Farrell • Cr Humphrey <u>2 x Councillors (Proxies)</u> ~ Cr Davidson ~ Cr Warr
Mid West Development Commission	Purpose: As determined by the lead agency/organisation **Delegation – Nil**	• Cr Humphrey Nominated – Decision yet to be made by Minister (Note: will be removed from list if nomination unsuccessful)
Moresby Range Conservation Park Visitor Plan Steering Group	Purpose: As determined by lead agency/organisation. **Delegation – Nil**	Anticipated representation to be: <u>1 x Councillors</u> • Cr Batten Chief Executive Officer Deputy Chief Executive Officer

ANNUAL REPORT 2020/2021

REPORTS

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PRESIDENTS ANNUAL REPORT TO ELECTORS

Cr Anthony Farrell
SHIRE PRESIDENT

INTRODUCTION

The COVID-19 pandemic continues to be significant global and national issue, which continues to effect the Shire operation, specifically the State Government's imposition of a zero rate revenue increase across the whole to the local government sector for the 2020/2021 financial year.

To make life even more difficult the Shire and Midwest was hit by Severe Tropical Cyclone (STC) Seroja, which crossed the coast near Kalbarri on the 11th April 2021. Buildings and infrastructure within the Shire of Chapman Valley incurred significant damage and it will be a number of years for our community to recover from this natural disaster.

Damage in the Shire of Chapman was second only to the Shire of Northampton with an estimated total of 117 recorded residential and non-residential building incurring some form of damage i.e.

- Two (2) Entirely Damaged
- Twenty (20) Severely Damaged
- Thirty Six (36) Moderately Damaged
- Fifty Nine (59) Slightly Damaged

Thirty three (33) of the reported damaged properties were listed as being uninhabitable.

The past twelve months has thrown significant challenges at us all (e.g. COVID-19, STC Seroja) and I am so proud of the way the Shire Elected Members, Staff and the community has embraced the task of recovery from these challenges. We still have a long way to go to reach full recovery, yet I am confident we will get there and build a stronger, more resilient community along this journey.

COUNCIL MEMBERSHIPS
The make-up of the Council as at 30th June 2020 was:

- Cr Anthony Farrell (President)
- Cr Kirrilee Warr (Deputy President)
- Cr Nicole Batten
- Cr Beverley Davidson
- Cr Darrell Forth
- Cr Peter Humphrey
- Cr Trevor Royce
- Cr Ian Maluish (resigned August 2020)

I wish to extend my sincere appreciation to all Councillors (past & present) for their contribution to the Council and community.

I acknowledge and thank Cr Ian Maluish who resigned in August 2020 after approximately seven (7) years for his service as an Elected Member with the Shire.

COUNCIL MEETINGS

Council continued the practice of moving its Ordinary Monthly Council Meetings to locations within the Shire other than the traditional location of Nabawa. This year meetings were also held at the:

- Yuna Multipurpose Community Centre; and
- Bill Hemsley Park Community Centre

COMMUNITY GROWTH FUND

The Community Growth Fund (CGF) continued with the following projects being supported:

- Chapman Valley Agricultural Society – Nanson Showgrounds Dinning Hall Upgrades & Wi-Fi installation.
- Chapman Valley Men's Shed: Shed Extension
- Chapman Valley Football Club: Scoreboard Replacement
- Chapman Valley Historical Society – Museum Precinct Signage upgrades

I congratulate the recipients of CGF grants in 2020/2021 and hope the program can continue well into the future to the benefit of the community.

PROJECTS

The Shire has continued to undertake many and varied projects, all aimed at improving the amenities, infrastructure and service to the community. Some of the major projects in 2020/2021 included:

- Continued seal extension works on roads.
- Nanson Showgrounds new toilet building.
- Nabawa Community Centre upgrade to kitchen area.
- Nabawa Tennis Court upgrades.
- Relocation of Nabawa Library to Community Centre.
- Coronation Beach new Playground.
- Continued roll out of CCTV at strategic location.

VOLUNTEER BUSH FIRE BRIGADES

The work of the local bush fire brigades continues to provide the community with an assurance active and well-trained Brigades are available to assist in cases of emergency. These volunteers continue to do an excellent job and I commend them all for their efforts over the past twelve months and previous years.

I wish to again make specific mention of the commitment and efforts of Andrew Vlahov as Chief Bushfire Control Officer over many years. Well done and thank you Andrew for you continued service to the community

Council again called for nominations for the 2021 Australia Day Award with the following worthy nominations being successful:

- Australia Day Citizen of the Year Award – Mr Tom Davies
- Australia Day Community Group/Event of the Year Award – Chapman Valley Western Riding Club

I wish to congratulate all the award recipients in 2021 and encourage residents to continue to nominate the many worthy people in our community for these annual awards.

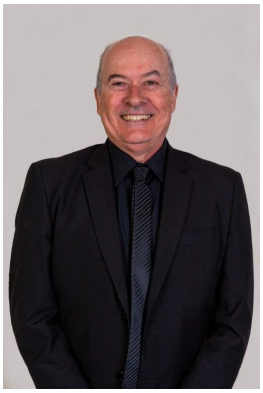
CONCLUSION

I wish to extend my appreciation to those members of the community who have co-operated with Council in the areas of supplying road building material, water, land resumption, contribution toward works, volunteer labour for community projects etc., as such co-operation is invaluable for Council to maintain and upgrade infrastructure to a more desirable standard, specifically to accommodate the ever increasing heavy haulage traffic we have on our roads today.

Finally, I wish to extend my appreciation to all Elected Members and Staff for their continued commitment to working for the Shire to help our community grow and prosper.

Anthony Farrell
SHIRE PRESIDENT

CHIEF EXECUTIVE OFFICER'S ANNUAL REPORT



Maurice Battilana
CHIEF EXECUTIVE OFFICER

INTRODUCTION

It is with pleasure I provide the following information to constituents of the Shire of Chapman Valley and include the statutory reporting requirements for the 2020/2021 financial year.

ROAD WORKS

Council continues to have an extensive road works program each year with works carried out on various roads including the following major construction works during 2020/2021:

- Valentine Road – Seal Extension.
- Dartmoor Road – Seal Extension.
- East Nabawa Road - Seal Extension.
- Northampton Nabawa Road – Reseal, Shoulder & Drainage Upgrades.
- Parkfalls Estate Drainage Upgrades

Roadwork projects remain Council's most significant area of expenditure and allocation of Shire resources. In the 2020/2021 year Council spent a total of approximately $3.4m on road construction and maintenance works.

PLANT & EQUIPMENT

In accordance with the ten-year plant replacement programme Council continued to update items of plant and equipment in the 2020/2021 financial year to achieve greater efficiencies and minimise plant maintenance costs. This has seen the acquisition of the following replacement and additional major plant items:

- Prime Mover
- Side Tipper

STAFF

There have been minimal departures and arrivals of staff within the organisation. I wish departing staff all the very best for the future, welcome new staff to the organisation and take this opportunity to thank all staff for their dedication and loyalty to the Shire and the community.

DEVELOPMENT/BUILDING

The planning/building approvals issued by the Shire in 2020/2021 are as follows:

1 July 2020 – 30 June 2021		
Type	**No. Approved**	**Value**
Dwellings	19	$6,966,826
Ancillary Dwellings	1	$19,700
Dwelling (Class 1a inside Class 10a)	2	$90,000
Outbuildings	17	$702,336
Other Residential (patios, pools, granny flats etc.)	13	$156,106
Industrial/Commercial	8	$345,000
Events	6	N/A
Other (Relocation of Building Envelope)	2	N/A
Other (Telecommunications Mast)	1	$50,000
TOTAL	**69**	**$8,329,968**

Building Program

Scheduled building projects completed in 2020/2021 include the following:

- **Yuna Multi-Purpose Community Centre:**
    - Installed new carpet squares over existing vinyl floor to reduce hard surface echo.
- **Nabawa Shire Office / Council Chambers:**
    - Relocated Shire Office Public Library to free up additional office space.
- **Nabawa Community Centre/ New Shire Library:**
    - Renovated old Preschool section of building to create a conditioned space for the new Shire Library, works included;
        - Removed steel sheet roof cladding, installed a thermal break insulation product to seal the area to be conditioned including a timber framed ceiling cavity insulation curtains & reinstalled roof sheeting;
        - Removed old ceiling insulation and scrim and installed new sound reducing scrim & R3.5 insulation batts;
        - Remove old evaporative air conditioner from roof & ceiling cavity, reclad roof sheet as required;
        - Repainted all facias, gutters & upper wall cladding;
        - Installed 2 x 8kw split system reverse cycle inverter drive air conditioner units & wiring to suit;
        - Removed old glass sliding door & installed disabled access timber framed swing door with glass side lights;
        - Constructed disabled access ramp to main entrance;
        - Demolished old children's toilet area & installed treated timber framed partition wall & full disabled access ablution area, bricked in a new accessible swing door;
        - Replaced all old; fluro lights with LED units & sweep fans with new tech units;
        - Installed new computer system, data & WIFI connectivity;
        - Repainted interior in neutral colour to suit.

- **Renovated Nabawa Community Centre Kitchen, works included;**
    - Removed existing cabinets & replaced with modern kitchen cabinets;
    - Installed new water pipes & drain wastes in walls & new stainless steel sinks & mixer taps to suit;
    - Installed new overhead cabinets & exhaust fan over existing stove / oven;
    - Installed new commercial grade vinyl floor covering;
    - Retiled all walls;
    - Removed old fluro lights replaced with LED's & ceiling sweep fans replaced with modern units;
    - Repainted walls & ceiling as required;
    - Purchased 20 new plastic trestle tables for Main Hall.

- **Nabawa Stadium:**

    - Replaced aluminium security screens on external balcony windows with electronic remote control roller Shutters x 4;
    - Removed tiered seating from surrounds of Basketball Court to allow roller derby competitions to be held;
    - Ground down concrete on court surrounds & painted to suit;
    - Replaced all Basketball Court metal halide lights with modern LED high bay lights;
    - Removed damaged skylight roof panels & replaced with Trimdeck steel roof sheets;

- **Nabawa Tennis Club:**

    - Replaced two eastern court surfaces, removed damaged artificial turf & compromised asphalt base, regraded gravel substrate raised court levels for water runoff with compacted gravel, installed new asphalt, painted surface with court markings, installed new steel posts & tennis nets;

- **Nabawa Cemetery:**

    - Constructed new disabled access timber framed toilet block inc. 1 x disabled access unisex WC & 1x ambulant access unisex WC. Gravity fed water supply from 24,000L poly water tank;
    - Installed concrete accessible paths connecting existing gazebo & site map shelter with new ablution block;
    - Removed damaged chain mesh fence along south boundary;

- **Nanson Museum:**

    - Constructed disabled access ramp to Old Roads Board Building;

- **Nanson Showgrounds:**

    - Installed new disabled access transportable ablution block, facilities include, 1 x disabled unisex toilet & shower, 1 x female ambulant access toilet & shower, 1 x male toilet with urinal & shower;
    - Disabled access to ablution block via treated timber framed ramp & stairs with pitched roof over to protect timber.
    - Built new patio attached to east side of Dining Hall constructed using reconstituted limestone retaining walls with disabled access ramp, galvanised steel tube hand rails & stairs, timber framed verandah roof structure supported on jarrah bush poles;
    - Constructed large octagonal timber framed gazebo as a replacement for the demolished old bar.

REGIONAL COOPERATION

The Shire continued to provide a regular town planning service to several Mid-West local government authorities including the Shire of Mingenew, Shire of Perenjori, Shire of Three Springs as well as the Shire of Menzies.

Council utilises the services of the Environmental Health Officer from the Shire of Northampton as required.

The Shire continues to be part of a regional waste collection and management service with the City of Greater Geraldton and the Shires of Northampton, and Irwin.

Emergency Management continues to be dealt on a regional basis with the Shire of Chapman Valley participating in the Batavia Local Emergency Management Committee with the City of Greater Geraldton and the Shire of Northampton.

PUBLIC INTEREST DISCLOSURE ACT 2003

In the year under review, Council received no items for the reporting period under the *Public Interest Disclosure Act 2003*.

REPORT ON THE SHIRE OF CHAPMAN VALLEY PLAN FOR THE FUTURE – *LOCAL GOVERNMENT ACT 1995* - SECTION 5.53(2)(E)

In accordance with legislation the Shire completed the process of full review of its Integrated Planning & Reporting (IPR) documents in 2017/2018 to complement the Plan for the Future requirements of the Local Government Act, 1995, (Section 5.53(2)(e)) and associated legislation.

Below is a *Progress Report* on how Council has performed with specific aspects of the adopted Integrated Strategic Plan at 30 June 2020:

INTEGRATED STRATEGIC PLANNING - PROGRESS REPORT AS AT 30 JUNE 2021

CORPORATE BUSINESS PLAN

Shire of Chapman Valley Corporate Business Plan & Progress Report - Council Endorsed March 2021 OCM 2021 (Minute Reference: 03/21-03)

Our Vision: "We are a thriving community , making the most of our coastline, ranges and rural settings to support us to grow and prosper."

Link to Strategic Community Plan (SCP)

SCP Ref	SCP Objectives	SCP Strategy	SCP Actions	Completed 2017 to 2020	Status Report 2021 - 2024 Items	Short-Term June 2022	Medium-Term 2023 and 2024	Long -Term 2024 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.	Discussion on an Annual Community Event yet to be commenced Mills Lookout Plan still being worked on.	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.	Community Facebook established not controlled by the Shire to ensure independence exists.					
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, MWDC & local parliamentarians on this matter. Regional approach successful with High Speed Fixed Wireless Project (i.e. Shires of CV & NR). MRWA has determined DNTC preferred route and is pending Main Roads public consultation process	Informal discussion continuing with regional LGAs on resource sharing. Discussion ongoing with MRWA on promoting upgrades to Chapman Valley Rd. Planning Services continue to be offered to a number of LGAs	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. Ongoing. Planning services proved by SoCV to several LGAs.	Continue to explore and participate in regional resources sharing where this is of benefit to the Shire & community. Continmue to implement interpretive, Tourism & Heritage Signage (European and Aboriginal) throughout the Shire (e.g. digital, fixed, etc.).	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) Advocate for power consistency and engagement with Western Power on investigating options to restore power from outages faster.
		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	Investigated 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 & Yuna Refuse Site & Mills Lookout.	Suggested sites to place additional CCTV included in Budget for consideration.	Continue to establishment of CCTV at specific sites across the Shire.			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.	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. TEWG Budget requests considered in Annual Budget Workshop Cycles.
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.	No further action to date for additional business Workshops. No further action taken to analysis High Speed Fixed Wireless service at this stage.	Promote business training and assistance opportunities, RSM workshops. Farm business chat group & tourism business alliance. High Speed WiFi project review and analysis? Could the results be used as leverage and promotion of small business opportunities in CV			Continued investigate improvement of telecommunication within the Shire
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 has made 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. Moresby Range Eco Tourism Master Plan underway. Item in 20/21 Budget for Heritage Signage consideration (e.g. fixed, digital, etc.). Coronation Beach Master Plan Review underway. Mills Lookout Plan being developed. FABCV being established as another community group.	Moresby Range Master Plan still being developed by DBCA. SoCV has representation on the Steering Group. SoCV Tourism Committee currently investigating signage improvements, with line item to be considered in the Draft 21/22 Budget. Coronation Beach Plan still being developed. 21/22 Draft Budget includes items to continue implementation of BHPCC Plan.	Complete Moresby Range Master Plan for Eco Tourism at DBCA Reserve & commence implementation of the Plan. Investigate Heritage, Cultural Interpretive signage (fixed, digital, etc.) 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 (fixed, digital, etc.) 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(fixed, digital, etc.) 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. Part of annual Budget cycle to consider items listed in the Master Plan. Tourism & Business organisation attended Shire organised business planning workshop at Nukarra in 2020.	Implementation of Plan is ongoing and subject to financial capability. Allocations placed in 21/22 Draft Budget. Significant works have been undertaken to date.	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 and LPS review in progress.	Reviewed annually.	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).
3 Environmental Protection and Sustainability									

Link to Strategic Community Plan (SCP)

SCP Ref	SCP Objectives	SCP Strategy	SCP Actions	Completed 2017 to 2020	Status Report 2021 - 2024 Items	Short-Term June 2022	Medium-Term 2023 and 2024	Long -Term 2024 and beyond	No Timeline (Ongoing)
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 discontinued - Menshed contracted to opened/close Nabawa Site. Ranger undertaking random inspections of site.	No further action to date. CCTV coverage appears to be addressing illegaling issues.	Continue investigating solutions to non-residents using Nabawa Refuse 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	Additional site identified to install CCTV and placed into Drfat 21/22 Budget for consideration (e.g. Fig Tree Camping Site, Yuna Golf Club, Coronation Beach).				**Continue to investigate solutions to use of Refuse site by non-residents**
			Continue to review resource allocation to control declared weeds on Shire owned/controlled land.	Ongoing weed control program continues on Shire owned and controlled land. Part of annual budget cycle.	Line item placed into Draft 21/22 Budget to look at dealing with nuisance weeds in Shire.				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		Line item placed into Draft 21/22 Budget to look at dealing with nuisance weeds in Shire.				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. Grant application submitted successful to upgrade Rockwell Bore water supply to Yuna Townsite gardens.					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.	Brochure being obtained from Water Corp. for inclusion into Building Permits issued.					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.	TPS and LPS under review.					
		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.	Moresby Range Eco Tourism Strategy underway. Being lead by DBCA.	No further action to date.	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.	CBP reviewed at least annually. SCP will be reviewed in 2021/2022	Full Review of Strategic Community & Corporate Business Plans			
				BS/PO to investigate upgrade to Rockwell Bore pump for budget consideration. Rockwell Bore upgrade works undertaken in 18/19. New bore established in January 2020. Ongoing discussions with Yuna community and Yuna School on the supply of water to the community gardens and school. Grant application successful to upgrade water line, solar panels & tanks.					Review Integrated Plans as required to ensure they are relevant and compliant.
				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. New Playground for Coronation Beach included in the 20/21 Budget. Funded through the LRCIP Grant Program.					
		Development Projects	Review Strategic Community Plan to identify possible development projects	Reviewed Annually	SCP to be reviewed in 2021/2022	Next full Review due in 2021/2022.			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	Reviewed Annually	Reviewed annually.	Reviewed annually.	Reviewed annually.	Reviewed annually.	
		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	Reviewed annually.	Reviewed annually.	Reviewed annually.	Reviewed annually.	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	Continue advocating for improvements to existing infrastructure and introduction of new infrastructure for digital communications	Wi-Fi tower & equipment included in the 20/21 Budget. Funded through the LRCIP Grant Program. Free Wi-Fi supported at Coronation Beach.	Item to be considered in the 21/22 Draft Budget.	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
		Lobby and advocate for the best possible services and solutions			No Further action on strategic approach to telecommunication infrastructure within Shire.	Council to work on an agreed pathway forward by adopting a strategic approach to telecommunication infrastructure within our Shire (Min Ref: 02/21-14)	Council to work on an agreed pathway forward by adopting a strategic approach to telecommunication infrastructure within our Shire (Min Ref: 02/21-14)	Council to work on an agreed pathway forward by adopting a strategic approach to telecommunication infrastructure within our Shire (Min Ref: 02/21-14)	
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.	Reviewed annually.	Full Review undertaken annually and periodical review undertaken of specific Policies/Procedures	Full Review undertaken annually and periodical review undertaken of specific Policies/Procedures	Full Review undertaken annually and periodical review undertaken of specific Policies/Procedures	Ongoing review of Council Policies and Procedures to ensure compliance and relevance.

CORPORATE BUSINESS PLAN

Link to Strategic Community Plan (SCP)

SCP Ref	SCP Objectives	SCP Strategy	SCP Actions	Completed 2017 to 2020	Status Report 2021 - 2024 Items	Short-Term June 2022	Medium-Term 2023 and 2024	Long -Term 2024 and beyond	No Timeline (Ongoing)
5.2	Be accountable and transparent in managing resources	Asset Management Plan	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.	Implementation of Plan is ongoing and subject to financial capability. Allocations placed in 21/22 Draft Budget. Significant works have been undertaken to date.	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.
				Additional Toilets (LRCIP) & Power Upgrades included in 20/21 Budget.	Plan is considered as part of annual budget cycle.	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. No further action.		No further action.	No further action.	No further action.	
		Long Term Financial Plan	Review Long Term Financial Plan regularly and maintain integration with other Strategic Plans within the Shire	Reviewed Annually	Reviewed annually.	Reviewed annually.	Reviewed annually.	Reviewed annually.	
		Workforce Planning	Review Workforce Plan regularly and maintain integration with other Strategic Plans within the Shire		Review to be undertaken in 2021/2022.	Undertake Full Review			
		Effectively Engage and communicate with the community	· Annual Report · Website · Community Hub · Facebook	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	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. Local Planning Policies currently awaiting WAPC approval.	Reviewed annually.	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 can be accessed through this link -- Link to Long Term Financial Plan

Any modification that was made to the Strategic Community Plan during the financial year			
Nil.			
Any significant modification made to the Corporate Business Plan during the financial year			
	Short Term	**Medium/Long Term**	**Comment**
	$000	**$000**	
Buildings			
No Changes			
Infrastructure			
No Changes			
Operating			
No Changes			

ELECTED MEMBERS REMUNERATION AND ALLOWANCES – SCHEDULE 5.1 (Clause 9)
LOCAL GOVERNMENT ACT, 1995

Cr Farrell	
President's annual allowance	10,082
Meeting attendance fees	9,487
Annual allowance for ICT expenses	504
Annual allowance for travel and accommodation expenses	51
	20,124
Cr Warr	
Deputy President's annual allowance	2,520
Meeting attendance fees	9,487
Annual allowance for ICT expenses	504
Annual allowance for travel and accommodation expenses	51
	12,562
Cr Batten	
Meeting attendance fees	9,487
Annual allowance for ICT expenses	504
Annual allowance for travel and accommodation expenses	51
	10,042
Cr Davidson/Cr Forrester (Part Year 2020)	
Meeting attendance fees	9,487
Annual allowance for ICT expenses	504
Annual allowance for travel and accommodation expenses	51
	10,042
Cr Forth	
Meeting attendance fees	9,487
Annual allowance for ICT expenses	504
Annual allowance for travel and accommodation expenses	51
	10,042
Cr Humphrey	
Meeting attendance fees	9,487
Annual allowance for ICT expenses	504
Annual allowance for travel and accommodation expenses	51
	10,042

Cr Royce	
Meeting attendance fees	9,487
Annual allowance for ICT expenses	504
Annual allowance for travel and accommodation expenses	51
	10,042
Councillor Position Vacant/Cr Maluish (Part Year 2021)	
Meeting attendance fees	1,341
Annual allowance for ICT expenses	71
Annual allowance for travel and accommodation expenses	7
	1,419

PAYMENTS TO EMPLOYEES - SECTION 5.53(2)(g) LOCAL GOVERNMENT ACT 1995

In accordance with section 5.53(2)(g) & (i) of the *Local Government Act* 1995 and Clause 19B of the *Local Government (Administration) Regulations* 1996, employee's payments equal to, or more than $130,000.00 (annual salary) are required to be recognised in the Shire's Annual Report i.e.

Range – In Increments of $10,000	Number of employees within each Range
200,000 to 210,000	1
190,000 to 200,000	
180,000 to 190,000	
170,000 to 180000	
160,000 to 170,000	
150,000 to 160,000	1
140,000 to 150,000	1
130,000 to 140,000	
120,000 to 130,000	1
110,000 to 120,000	1

For the purpose of reporting in accordance with Local Government (Administration)Regulation 19B(e) the remuneration paid to the Chief Executive Officer in 2020/2021 was $ 200,192.

DEALING WITH COMPLAINT OF MINOR BREACH - SECTION 5.110 (6)(b)(iv) LOCAL GOVERNMENT ACT 1995

The breach is to be dealt with by:

(b) ordering that:

(iv) the person against whom the complaint was made pay to the local government specified in the order an amount equal to the amount of remuneration and allowances payable by the local government in relation to the complaint under Schedule 5.1 clause 9:

Amount reportable in 2020/2021 - Nil

NATIONAL COMPETITION POLICY

Clause 7 Statement - LR3

The Shire of Chapman Valley completed a full review of all Local Laws in 2016/2017 and all new local laws maintained full compliance with the requirements of the National Competition Policy.

Clause 7 Statement – Competitive Neutrality

As none of the Shire of Chapman Valley activities derived an annual income more than $200,000, it has not been necessary for Council to implement the Competitive Neutrality Principals of the National Competition Policy.

DISABILITY SERVICES

In accordance with section 29(2) of the *Disability Service Act* 1993, it is a requirement for the Shire of Chapman Valley to report on outcome-based activities highlighted in the Disability Service Plan (now known as the Disability Access and Inclusion Plan-DAIP) in this report.

Council undertook a full review of its Disability Service Plan in 2017/18 and a desktop review in 2018/2019 and 2020/2021.

Under the *Disability Services Act 1993*, and as a part of the DAIP, each Local Government Authority hasan annual reporting responsibility. The following progress report was presented to the Disability Services Commission:

1. **Below is a report on the Outcome Areas of our DAIP for 2020/2021:**

	Number of strategies planned of 2020/2021 (Strategies planned whether implemented or not).	**Number of strategies completed in 2020/2021** (Strategies that were completed. Include on-going strategies).	**Number of strategies progressed through contractors in 2020/2021** (Strategies implemented by contractors. Not the number of contractors).
Outcome 1	0	0	0
Outcome 2	0	0	0
Outcome 3	0	0	0
Outcome 4	0	0	0
Outcome 5	0	0	0
Outcome 6	0	0	0
Outcome 7	0	0	0

2. **Below is a report on how we informed agents and contractors of your Disability Access andInclusion Plan for 2020/2021**

Provided a copy of your agency DAIP	✓
Provided a link to the DAIP	✓
Sent a letter	
Referenced in a contract(s)	✓
Referenced in a contract variation(s)	

3. **Below is a brief description of any significant DAIP initiatives undertaken by, or on behalf of your organisation by agents and contractors, in 2020/2021.**

- Disabled Access the Nanson Old Road Board Office.
- Installation of Disabled Access Toilet at Nanson Showgrounds.
- Continued Website Improvements.
- Established a COVID-19 Outreach Group.
- Continued and ongoing recognition of Strategies within the DAIP.

STATE RECORDS ACT 2000 - STANDARD 2/PRINCIPAL 6

In accordance with the requirements of Standard 2, Principal 6 of the *State Records Act 2000*, I hereby
report on how the Shire of Chapman Valley employees are complying with the Shire's Records KeepingPlan:

Item 6.1 - Staff Training, Information Sessions, Publications

Activities to ensure staff awareness and compliance are being implemented in accordance with Council's endorsed Record Keeping Plan and will be an ongoing requirement of the organisation.

Ongoing staff training, and awareness was

continued in 2020/2021. Item 6.2 – Performance

Indicators in place

The following performance indicators have been developed to measure the efficiency andeffectiveness of the Shire of Chapman Valley's record keeping system: -
A register is to be maintained by the Administration staff responsible for filing all records of:

- ~ Records that cannot be located
- ~ Files that are missing and

unable to be located Item 6.3 – Agency

Evaluation

The Shire of Chapman Valley's record keeping system will be continually reviewed and improved where possible to pursue best practise for the organisation. The current record keeping systems are assessed as being efficient and effective for the requirements of the organisation.

An electronic filing system, Synergy Soft Records, continues to meet the needs of the organisation andI am pleased to report administration staff receive ongoing training on the efficient use of this system.

REGISTER OF COMPLAINTS

In accordance with section 5.121 and of the *Local Government Act 1995* states the following:

> ***5.121. Register of certain complaints of minor breaches***
> *(1) The complaints officer for each local government is required to maintain a registerof complaints which records all complaints that result in action under section 5.110(6)(b) or (c).*
> *(2) The register of complaints is to include, for each recorded complaint —*
> *(a) the name of the council member about whom the complaint is made;*
> *(b) the name of the person who makes the complaint;*
> *(c) a description of the minor breach that the standards panel finds hasoccurred; and*
> *(d) details of the action taken under section 5.110(6)(b) or (c).*

Section 5.53 (2) (hb) of the Local Government, 1995, stipulates the following details needs to be reported:

Number of complaints recorded in the register	How complaints were dealt with	Other details that the regulations require
22	All dealt with and resolved internally	Nil

CONCLUSION

The Shire continues to review its strategic direction plans, operational policies and procedures,resource levels and assets to service the community in the most efficiency manner possible.

I look forward to working with the Elected Members, Staff and the community to meet the manychallenges of the future at the Shire of Chapman Valley.

Stay safe and diligent during these extremely challenging COVID-19 pandemic times.

Maurice Battilana
CHIEF EXECUTIVE OFFICER

ANNUAL REPORT 2020/2021

ANNUAL FINANCIAL STATEMENTS

INDEPENDENT AUDIT REPORT AND MANAGEMENT REPORT

SHIRE OF
Chapman Valley
love the rural life!

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SHIRE OF CHAPMAN VALLEY

FINANCIAL REPORT

FOR THE YEAR ENDED 30 JUNE 2021

TABLE OF CONTENTS

Statement by Chief Executive Officer	2
Statement of Comprehensive Income by Nature or Type	3
Statement of Comprehensive Income by Program	4
Statement of Financial Position	5
Statement of Changes in Equity	6
Statement of Cash Flows	7
Rate Setting Statement	8
Index of Notes to the Financial Report	9
Independent Auditor's Report	57

COMMUNITY VISION

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

Principal place of business:
3270 Chapman Valley Road
Nabawa WA 6532

OAG AUDITED

SHIRE OF CHAPMAN VALLEY
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2021

Local Government Act 1995
Local Government (Financial Management) Regulations 1996

STATEMENT BY CHIEF EXECUTIVE OFFICER

The attached financial report of the Shire of Chapman Valley for the financial year ended 30 June 2021 is based on proper accounts and records to present fairly the financial position of the Shire of Chapman Valley at 30 June 2021 and the results of the operations for the financial year then ended in accordance with the Local Government Act 1995 and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards.

Signed on the 6th day of December 2021:

Chief Executive Officer

Maurice Battilana
Name of Chief Executive Officer

OAG AUDITED

SHIRE OF CHAPMAN VALLEY
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE OR TYPE
FOR THE YEAR ENDED 30 JUNE 2021

	NOTE	2021 Actual	2021 Budget	2020 Actual
		$	$	$
Revenue				
Rates	26(a)	2,854,496	2,817,841	2,857,970
Operating grants, subsidies and contributions	2(a)	2,079,750	1,914,592	1,495,070
Fees and charges	2(a)	371,177	274,936	302,524
Interest earnings	2(a)	16,053	19,750	53,588
Other revenue	2(a)	36,359	20,835	19,531
		5,357,835	5,047,954	4,728,683
Expenses				
Employee costs		(1,745,316)	(2,087,811)	(1,803,506)
Materials and contracts		(1,885,391)	(2,475,729)	(1,105,426)
Utility charges		(52,741)	(53,368)	(47,320)
Depreciation on non-current assets	11(b)	(2,051,812)	(1,949,221)	(1,970,940)
Interest expenses	2(b)	(3,620)	(7,003)	(6,323)
Insurance expenses		(160,363)	(158,910)	(163,318)
Other expenditure		(113,445)	(132,112)	(99,830)
		(6,012,688)	(6,864,154)	(5,196,663)
		(654,853)	(1,816,200)	(467,980)
Non-operating grants, subsidies and contributions	2(a)	1,228,260	1,228,260	1,514,620
Profit on asset disposals	11(a)	72,554	26,397	3,569
(Loss) on asset disposals	11(a)	0	(2,191)	(22,715)
Fair value adjustments to financial assets at fair value through profit or loss		2,804	0	52,551
		1,303,618	1,252,466	1,548,025
Net result for the period		**648,765**	**(563,734)**	**1,080,045**
Other comprehensive income				
Items that will not be reclassified subsequently to profit or loss				
Changes in asset revaluation surplus		0	0	0
Total other comprehensive income for the period		**0**	**0**	**0**
Total comprehensive income for the period		**648,765**	**(563,734)**	**1,080,045**

This statement is to be read in conjunction with the accompanying notes.

OAG AUDITED

Nexia Perth Audit Services Pty Ltd

SHIRE OF CHAPMAN VALLEY
STATEMENT OF COMPREHENSIVE INCOME
BY PROGRAM
FOR THE YEAR ENDED 30 JUNE 2021

	NOTE	2021 Actual	2021 Budget	2020 Actual
		$	$	$
Revenue	2(a)			
Governance		20,503	1,200	20,136
General purpose funding		3,856,818	3,265,241	3,986,461
Law, order, public safety		100,430	181,086	74,257
Health		9,808	2,719	3,685
Community amenities		247,839	194,755	207,999
Recreation and culture		331,522	480,761	195,156
Transport		687,206	847,387	144,170
Economic services		43,179	16,305	17,452
Other property and services		60,530	58,500	79,367
		5,357,835	5,047,954	4,728,683
Expenses	2(b)			
Governance		(332,086)	(399,029)	(314,153)
General purpose funding		(99,349)	(122,091)	(106,229)
Law, order, public safety		(326,419)	(366,086)	(220,851)
Health		(24,583)	(30,105)	(14,455)
Education and welfare		0	(2,000)	(80)
Housing		0	0	(974)
Community amenities		(608,127)	(767,390)	(604,216)
Recreation and culture		(777,839)	(910,379)	(800,959)
Transport		(3,479,110)	(3,845,888)	(2,757,637)
Economic services		(284,979)	(355,942)	(284,450)
Other property and services		(76,576)	(58,241)	(86,336)
		(6,009,068)	(6,857,151)	(5,190,340)
Finance Costs	2(b)			
General purpose funding		(1,602)	(4,500)	(1,843)
Recreation and culture		(2,018)	(2,503)	(4,176)
Transport		0	0	(304)
		(3,620)	(7,003)	(6,323)
		(654,853)	(1,816,200)	(467,980)
Non-operating grants, subsidies and contributions	2(a)	1,228,260	1,228,260	1,514,620
Profit on disposal of assets	11(a)	72,554	26,397	3,569
(Loss) on disposal of assets	11(a)	0	(2,191)	(22,715)
Fair value adjustments to financial assets at fair value through profit or loss		2,804	0	52,551
		1,303,618	1,252,466	1,548,025
Net result for the period		**648,765**	**(563,734)**	**1,080,045**
Other comprehensive income				
Items that will not be reclassified subsequently to profit or loss				
Changes in asset revaluation surplus		0	0	0
Total other comprehensive income for the period		**0**	**0**	**0**
Total comprehensive income for the period		**648,765**	**(563,734)**	**1,080,045**

This statement is to be read in conjunction with the accompanying notes.

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Nexia Perth Audit Services Pty Ltd

SHIRE OF CHAPMAN VALLEY
STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2021

	NOTE	2021	2020
		$	$
CURRENT ASSETS			
Cash and cash equivalents	3	3,786,799	3,015,526
Trade and other receivables	6	180,789	94,694
Inventories	7	5,140	1,170
Other assets	8	8,382	8,382
TOTAL CURRENT ASSETS		3,981,110	3,119,772
NON-CURRENT ASSETS			
Trade and other receivables	6	4,938	5,052
Other financial assets	5	55,355	52,551
Property, plant and equipment	9(a)	17,809,587	17,758,680
Infrastructure	10(a)	130,237,784	129,788,908
Right-of-use assets	12(a)	56,636	65,507
TOTAL NON-CURRENT ASSETS		148,164,300	147,670,698
TOTAL ASSETS		152,145,410	150,790,470
CURRENT LIABILITIES			
Trade and other payables	14	855,603	239,479
Other liabilities	15	185,456	0
Lease liabilities	16(a)	7,686	8,124
Borrowings	17(a)	42,125	45,996
Employee related provisions	18	394,118	435,584
TOTAL CURRENT LIABILITIES		1,484,988	729,183
NON-CURRENT LIABILITIES			
Other liabilities	15	159,515	158,961
Lease liabilities	16(a)	50,494	58,180
Borrowings	17(a)	0	42,125
Employee related provisions	18	16,310	16,683
TOTAL NON-CURRENT LIABILITIES		226,319	275,949
TOTAL LIABILITIES		1,711,307	1,005,132
NET ASSETS		150,434,103	149,785,338
EQUITY			
Retained surplus		32,712,467	32,384,738
Reserves - cash backed	4	1,160,487	839,451
Revaluation surplus	13	116,561,149	116,561,149
TOTAL EQUITY		150,434,103	149,785,338

This statement is to be read in conjunction with the accompanying notes.

OAG AUDITED

Nexia Perth Audit Services Pty Ltd

SHIRE OF CHAPMAN VALLEY
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2021

	NOTE	RETAINED SURPLUS	RESERVES CASH BACKED	REVALUATION SURPLUS	TOTAL EQUITY
		$	$	$	$
Balance as at 1 July 2019		**31,311,527**	**832,617**	**116,561,149**	**148,705,293**
Comprehensive income					
Net result for the period		1,080,045	0	0	1,080,045
Total comprehensive income		1,080,045	0	0	1,080,045
Transfers from reserves	4	62,895	(62,895)	0	0
Transfers to reserves	4	(69,729)	69,729	0	0
Balance as at 30 June 2020		**32,384,738**	**839,451**	**116,561,149**	**149,785,338**
Comprehensive income					
Net result for the period		648,765	0	0	648,765
Total comprehensive income		648,765	0	0	648,765
Transfers from reserves	4	34,500	(34,500)	0	0
Transfers to reserves	4	(355,536)	355,536	0	0
Balance as at 30 June 2021		**32,712,467**	**1,160,487**	**116,561,149**	**150,434,103**

This statement is to be read in conjunction with the accompanying notes.

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Nexia Perth Audit Services Pty Ltd

SHIRE OF CHAPMAN VALLEY
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2021

	NOTE	2021 Actual	2021 Budget	2020 Actual
		$	$	$
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts				
Rates		2,858,463	2,817,841	2,871,825
Operating grants, subsidies and contributions		2,237,360	1,180,009	1,613,516
Fees and charges		371,177	274,936	302,524
Interest received		16,053	19,750	53,588
Goods and services tax received		(50,169)	0	0
Other revenue		36,359	20,835	19,531
		5,469,243	4,313,371	4,860,984
Payments				
Employee costs		(1,794,378)	(1,963,615)	(1,770,965)
Materials and contracts		(1,277,393)	(2,169,442)	(1,035,924)
Utility charges		(52,741)	(53,368)	(47,320)
Interest expenses		(3,620)	(7,003)	(6,323)
Insurance paid		(160,363)	(158,910)	(163,318)
Other expenditure		(113,446)	(132,112)	(99,830)
		(3,401,941)	(4,484,450)	(3,123,680)
Net cash provided by (used in) operating activities	19	2,067,302	(171,079)	1,737,304
CASH FLOWS FROM INVESTING ACTIVITIES				
Payments for purchase of property, plant & equipment	9(a)	(898,212)	(997,449)	(653,049)
Payments for construction of infrastructure	10(a)	(1,674,230)	(1,798,587)	(1,933,835)
Non-operating grants, subsidies and contributions	2(a)	1,228,260	1,228,260	1,514,620
Proceeds from sale of property, plant & equipment	11(a)	102,273	80,000	82,943
Net cash provided by (used in) investment activities		(1,241,909)	(1,487,776)	(989,321)
CASH FLOWS FROM FINANCING ACTIVITIES				
Repayment of borrowings	17(b)	(45,996)	(45,996)	(68,625)
Payments for principal portion of lease liabilities	16(b)	(8,124)	(8,124)	(11,059)
Net cash provided by (used In) financing activities		(54,120)	(54,120)	(79,684)
Net increase (decrease) in cash held		771,273	(1,712,975)	668,299
Cash at beginning of year		3,015,526	3,015,526	2,347,227
Cash and cash equivalents at the end of the year	19	3,786,799	1,302,551	3,015,526

This statement is to be read in conjunction with the accompanying notes.

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Nexia Perth Audit Services Pty Ltd

SHIRE OF CHAPMAN VALLEY
RATE SETTING STATEMENT
FOR THE YEAR ENDED 30 JUNE 2021

	NOTE	2021 Actual	2021 Budget	2020 Actual
		$	$	$
OPERATING ACTIVITIES				
Net current assets at start of financial year - surplus/(deficit)	27 (b)	1,919,752	1,760,791	1,346,240
		1,919,752	1,760,791	1,346,240
Revenue from operating activities (excluding rates)				
Governance		23,307	1,200	20,136
General purpose funding		1,002,322	408,001	1,089,089
Law, order, public safety		100,430	181,086	74,257
Health		9,808	2,719	3,685
Community amenities		247,839	194,755	207,999
Recreation and culture		331,522	480,761	195,156
Transport		759,760	873,784	147,739
Economic services		43,179	16,305	17,452
Other property and services		60,530	58,500	79,367
		2,578,697	2,217,111	1,834,880
Expenditure from operating activities				
Governance		(332,086)	(399,029)	(314,153)
General purpose funding		(100,951)	(126,591)	(108,072)
Law, order, public safety		(326,419)	(366,086)	(220,851)
Health		(24,583)	(30,105)	(14,455)
Education and welfare		0	(2,000)	(80)
Housing		0	0	(15,748)
Community amenities		(608,127)	(767,390)	(604,216)
Recreation and culture		(779,857)	(912,882)	(805,135)
Transport		(3,479,110)	(3,848,079)	(2,765,882)
Economic services		(284,979)	(355,942)	(284,450)
Other property and services		(76,576)	(58,241)	(86,336)
		(6,012,688)	(6,866,345)	(5,219,378)
Non-cash amounts excluded from operating activities	27(a)	2,056,373	1,914,497	2,136,481
Amount attributable to operating activities		542,134	(973,946)	98,223
INVESTING ACTIVITIES				
Non-operating grants, subsidies and contributions	2(a)	1,228,260	1,228,260	1,514,620
Proceeds from disposal of assets	11(a)	102,273	80,000	82,943
Purchase of property, plant and equipment	9(a)	(898,212)	(997,449)	(653,049)
Purchase and construction of infrastructure	10(a)	(1,674,230)	(1,798,587)	(1,933,835)
		(1,241,909)	(1,487,776)	(989,321)
FINANCING ACTIVITIES				
Repayment of borrowings	17(b)	(45,996)	(45,996)	(68,625)
Payments for principal portion of lease liabilities	16(b)	(8,124)	(8,124)	(11,059)
Transfers to reserves (restricted assets)	4	(355,536)	(381,098)	(69,729)
Transfers from reserves (restricted assets)	4	34,500	39,700	62,895
Amount attributable to financing activities		(375,156)	(395,518)	(86,519)
Surplus/(deficit) before imposition of general rates		(1,074,931)	(2,857,240)	(977,617)
Total amount raised from general rates	26(a)	2,854,496	2,857,240	2,897,369
Surplus/(deficit) after imposition of general rates	27(b)	**1,779,565**	**0**	**1,919,752**

This statement is to be read in conjunction with the accompanying notes.

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Nexia Perth Audit Services Pty Ltd

SHIRE OF CHAPMAN VALLEY
INDEX OF NOTES TO THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2021

Note 1	Basis of Preparation	10
Note 2	Revenue and Expenses	11
Note 3	Cash and Cash Equivalents	15
Note 4	Reserves - Cash backed	16
Note 5	Other Financial Assets	17
Note 6	Trade and Other Receivables	18
Note 7	Inventories	19
Note 8	Other Assets	20
Note 9	Property, Plant and Equipment	21
Note 10	Infrastructure	23
Note 11	Fixed Assets	25
Note 12	Leases	28
Note 13	Revaluation Surplus	29
Note 14	Trade and Other Payables	30
Note 15	Other Liabilities	31
Note 16	Lease Liabilities	32
Note 17	Information on Borrowings	33
Note 18	Employee Provisions	35
Note 19	Notes to the Statement of Cash Flows	36
Note 20	Total Assets Classified by Function and Activity	37
Note 21	Contingent Liabilities	38
Note 22	Elected Members Remuneration	39
Note 23	Related Party Transactions	41
Note 24	Investment in Associates	43
Note 25	Major Land Transactions	43
Note 26	Rating Information	44
Note 27	Rate Setting Statement Information	48
Note 28	Financial Risk Management	49
Note 29	Events occurring after the end of the Reporting Period	52
Note 30	Trust Funds	53
Note 31	Other Significant Accounting Policies	54
Note 32	Activities/Programs	55
Note 33	Financial Ratios	56

1. BASIS OF PREPARATION

The financial report comprises general purpose financial statements which have been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

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

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

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

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

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 financial statements. A separate statement of those monies appears at Note 30 to these financial statements.

INITIAL APPLICATION OF ACCOUNTING STANDARDS
During the current year, the Shire adopted all of the new and revised Australian Accounting Standards and Interpretations which were compiled, became mandatory and which were applicable to its operations.
These were:
- *AASB 1059 Service Concession Arrangements: Grantors*
- *AASB 2018-7 Amendments to Australian Accounting Standards - Definition of Materiality*

The adoption of these standards had no material impact on the financial report.

NEW ACCOUNTING STANDARDS FOR APPLICATION IN FUTURE YEARS
The following new accounting standards will have application to local government in future years:
- *AASB 2020-1 Amendments to Australian Accounting Standards - Classification of Liabilities as Current or Non-current*
- *AASB 2020-3 Amendments to Australian Accounting Standards - Annual Improvements 2018-2020 and Other Amendments*
- *AASB 2021-2 Amendments to Australian Accounting Standards - Disclosure of Accounting Policies or Definition of Accounting Estimates*

It is not expected these standards will have an impact on the financial report.

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.

The balances, transactions and disclosures impacted by accounting estimates are as follows:
• Employee expenses
• Property, Plant and Equipment
• Infrastructure
• Right-of-use assets
• Lease liabilities
• Borrowing liabilities
• Provisions

2. REVENUE AND EXPENSES

(a) Grant revenue

Grants, subsidies and contributions are included as both operating and non-operating revenues in the Statement of Comprehensive Income:

	2021 Actual	2021 Budget	2020 Actual
	$	$	$
Operating grants, subsidies and contributions			
Governance	13,935	1,200	19,990
General purpose funding	976,310	424,070	1,066,538
Law, order, public safety	83,078	169,686	63,113
Community amenities	32,725	28,160	26,453
Recreation and culture	244,782	407,589	109,477
Transport	680,593	843,887	139,583
Other property and services	48,327	40,000	69,916
	2,079,750	1,914,592	1,495,070
Non-operating grants, subsidies and contributions			
Transport	1,228,260	1,228,260	1,514,620
	1,228,260	1,228,260	1,514,620
Total grants, subsidies and contributions	3,308,010	3,142,852	3,009,690
Fees and charges			
General purpose funding	9,959	3,580	8,365
Law, order, public safety	17,352	11,400	11,144
Health	9,808	2,719	3,686
Community amenities	204,864	166,595	181,545
Recreation and culture	86,739	73,172	85,680
Economic services	33,630	9,470	9,867
Other property and services	8,825	8,000	2,237
	371,177	274,936	302,524

There were no changes to the amounts of fees or charges detailed in the original budget.

SIGNIFICANT ACCOUNTING POLICIES

Grants, subsidies and contributions

Operating grants, subsidies and contributions are grants, subsidies or contributions that are not non-operating in nature.

Non-operating grants, subsidies and contributions are amounts received for the acquisition or construction of recognisable non-financial assets to be controlled by the local government.

Fees and Charges

Revenue (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.

2. REVENUE AND EXPENSES (Continued)

(a) Revenue (Continued)

		2021 Actual	2021 Budget	2020 Actual
		$	$	$
Contracts with customers and transfers for recognisable non-financial assets				
Revenue from contracts with customers and transfers to enable the acquisition or construction of recognisable non-financial assets to be controlled by the Shire was recognised during the year for the following nature or types of goods or services:				
Operating grants, subsidies and contributions		2,079,750	1,914,592	1,495,070
Fees and charges		334,040	266,186	294,992
Other revenue		36,359	20,835	19,531
Non-operating grants, subsidies and contributions		1,228,260	1,228,260	1,514,620
		3,678,409	3,429,873	3,324,213
Revenue from contracts with customers and transfers to enable the acquisition or construction of recognisable non-financial assets to be controlled by the Shire is comprised of:				
Revenue from contracts with customers recognised during the year		2,450,149	2,201,613	1,809,593
Revenue from transfers intended for acquiring or constructing recognisable non financial assets during the year		1,228,260	1,228,260	1,514,620
		3,678,409	3,429,873	3,324,213
Information about receivables, contract assets and contract liabilities from contracts with customers along with financial assets and associated liabilities arising from transfers to enable the acquisition or construction of recognisable non financial assets is:				
Contract liabilities from contracts with customers	15	(344,971)		(158,961)

Contract liabilities for contracts with customers primarily relate to grants with performance obligations received in advance, for which revenue is recognised over time as the performance obligations are met.
Information is not provided about remaining performance obligations for contracts with customers that had an original expected duration of one year or less.
Consideration from contracts with customers is included in the transaction price.
Performance obligations in relation to contract liabilities from transfers for recognisable non financial assets are satisfied as project milestones are met or completion of construction or acquisition of the asset. All associated performance obligations are expected to be met over the next 12 months.

2. REVENUE AND EXPENSES (Continued)

(a) Revenue (Continued)

	2021 Actual	2021 Budget	2020 Actual
	$	$	$
Revenue from statutory requirements			
Revenue from statutory requirements was recognised during the year for the following nature or types of goods or services:			
General rates	2,854,496	2,857,240	2,897,369
Statutory permits and licences	29,838	6,000	6,032
Fines	7,299	2,750	1,500
	2,891,633	2,865,990	2,904,901
Other revenue			
Other	36,359	20,835	19,531
	36,359	20,835	19,531
Interest earnings			
Interest on reserve funds	266	750	921
Rates instalment and penalty interest (refer Note 26(c))	14,741	14,000	23,071
Other interest earnings	1,046	5,000	29,596
	16,053	19,750	53,588

SIGNIFICANT ACCOUNTING POLICIES

Interest earnings
Interest income is calculated by applying the effective interest rate to the gross carrying amount of a financial asset except for financial assets that subsequently become credit-impaired. For credit-impaired financial assets the effective interest rate is applied to the net carrying amount of the financial asset (after deduction of the loss allowance).

Interest earnings (continued)
Interest income is presented as finance income where it is earned from financial assets that are held for cash management purposes.

2. REVENUE AND EXPENSES (Continued)

(b) Expenses

	Note	2021 Actual	2021 Budget	2020 Actual
		$	$	$
Auditors remuneration				
Office of the Auditor General		42,800	47,000	42,000
		42,800	47,000	42,000
Interest expenses (finance costs)				
Borrowings	17(b)	2,018	2,503	4,480
Lease liabilities	16(b)	1,602	1,602	1,843
		3,620	4,105	6,323

2. REVENUE AND EXPENSES

REVENUE RECOGNITION POLICY

Recognition of revenue is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/Refunds/ Warranties	Determination of transaction price	Allocating transaction price	Measuring obligations for returns	Timing of revenue recognition
Rates - general rates	General rates	Over time	Payment dates adopted by council during the year	None	Adopted by council annually	When taxable event occurs	Not applicable	When rates notice is issued
Rates - specified area rates	Rates charge for specific defined purpose	Over time	Payment dates adopted by council during the year	Refund in event monies are unspent	Adopted by council annually	When taxable event occurs	Not applicable	When rates notice is issued
Grant contracts with customers	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the customer	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants, subsidies or contributions for the construction of non-financial assets	Construction or acquisition of recognisable nonfinancial assets to be controlled by the local government	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the funding body	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms	Output method based on project milestones and/or completion date matched to performance obligations
Grants, subsidies or contributions with no contractual commitments	General appropriations and contributions with no reciprocal commitment	No obligations	Not applicable	Not applicable	Cash received	On receipt of funds	Not applicable	When assets are controlled
Fees and charges - licences, registrations, approvals	Building, planning, development and animal management, having the same nature as a licence	Single point in time	Full payment prior to issue	None	Set by State legislation or limited by legislation to the cost of provision	Based on timing of issue of the associated rights	No refunds	On payment of the licence, registration or approval
Fees and charges - pool inspections	Compliance safety check	Single point in time	Equal proportion based on an equal annually fee	None	Set by State legislation	Apportioned equally across the inspection cycle	No refunds	After inspection complete based on a 4 year cycle
Fees and charges - other inspections	Regulatory food, health and safety	Single point in time	Full payment prior to inspection	None	Set by State legislation or limited by legislation to the cost of provision	Applied fully on timing of inspection	Not applicable	Revenue recognised after inspection event occurs
Fees and charges - waste management collections	Kerbside collection service	Over time	Payment on an annual basis in advance	None	Adopted by council annually	Apportioned equally across the collecti	Not applicable	Output method based on regular weekly and fortnightly period as proportionate to collection service
Fees and charges - waste management entry fees	Waste treatment, recycling and disposal service at disposal sites	Single point in time	Payment in advance at gate or on normal trading terms if credit provided	None	Adopted by council annually	Based on timing of entry to facility	Not applicable	On entry to facility
Fees and charges - property hire and entry	Use of halls and facilities	Single point in time	Payment in full in advance	Refund if event cancelled within 7 days	Adopted by council annually	Based on timing of entry to facility	Returns limited to repayment of transaction	On entry or at conclusion of hire
Fees and charges for other goods and services	Cemetery services, library fees, reinstatements and private works	Single point in time	Payment in full in advance	None	Adopted by council annually	Applied fully based on timing of provision	Not applicable	Output method based on provision of service or completion of works
Fees and charges - fines	Fines issued for breaches of local laws	Single point in time	Payment in full within defined time	None	Adopted by council through local law	When taxable event occurs	Not applicable	When fine notice is issued
Other revenue - commissions	Commissions on licencing and ticket sales	Over time	Payment in full on sale	None	Set by mutual agreement with the customer	On receipt of funds	Not applicable	When assets are controlled
Other revenue - reimbursements	Insurance claims	Single point in time	Payment in arrears for claimable event	None	Set by mutual agreement with the customer	When claim is agreed	Not applicable	When claim is agreed

3. CASH AND CASH EQUIVALENTS

	NOTE	2021 $	2020 $
Cash at bank and on hand		3,786,799	3,015,526
Total cash and cash equivalents		3,786,799	3,015,526
Restrictions			
The following classes of assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:			
- Cash and cash equivalents		1,447,958	1,044,922
		1,447,958	1,044,922
The restricted assets are a result of the following specific purposes to which the assets may be used:			
Reserves - cash backed	4	1,160,487	839,451
Contract liabilities from contracts with customers	15	243,717	158,961
Bonds and deposits	14	43,754	46,510
Total restricted assets		1,447,958	1,044,922

SIGNIFICANT ACCOUNTING POLICIES

Cash and cash equivalents

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

Restricted assets

Restricted asset balances are not available for general use by the local government due to externally imposed restrictions. Externally imposed restrictions are specified in an agreement, contract or legislation. This applies to reserves, unspent grants, subsidies and contributions and unspent loans that have not been fully expended in the manner specified by the contributor, legislation or loan agreement.

4. RESERVES - CASH BACKED

	2021 Actual Opening Balance	2021 Actual Transfer to	2021 Actual Transfer (from)	2021 Actual Closing Balance	2021 Budget Opening Balance	2021 Budget Transfer to	2021 Budget Transfer (from)	2021 Budget Closing Balance	2020 Actual Opening Balance	2020 Actual Transfer to	2020 Actual Transfer (from)	2020 Actual Closing Balance
	$	$	$	$	$	$	$	$	$	$	$	$
(a) Leave Reserve	115,678	38	0	115,716	115,678	25,458	0	141,136	115,552	126	0	115,678
(b) Water Strategy Reserve	14,240	5	0	14,245	14,240	15	0	14,255	14,225	15	0	14,240
(c) Plant/Light Vehicle Reserve	256,877	290,334	0	547,211	256,877	290,250	0	547,127	256,599	278	0	256,877
(d) Unspent Grant Reserve	9,500	0	(9,500)	0	9,500	0	(9,500)	0	47,013	9,534	(47,047)	9,500
(e) Computer & Office Equipment Reserve	39,751	12	0	39,763	39,751	40	(5,200)	34,591	39,708	43	0	39,751
(f) Legal Reserve	40,024	13	0	40,037	40,024	40	0	40,064	39,981	43	0	40,024
(g) Land Development Reserve	52,085	17	0	52,102	52,085	45	0	52,130	52,029	56	0	52,085
(h) Infrastructure Reserve	102,170	65,053	0	167,223	102,170	65,100	0	167,270	102,059	111	0	102,170
(i) Building Reserve	209,126	64	(25,000)	184,190	209,126	150	(25,000)	184,276	149,617	59,509	0	209,126
(j) Landcare Reserve	0	0	0	0	0	0	0	0	15,834	14	(15,848)	0
	839,451	355,536	(34,500)	1,160,487	839,451	381,098	(39,700)	1,180,849	832,617	69,729	(62,895)	839,451

All reserves are supported by cash and cash equivalents and are restricted within equity as Reserves - cash backed.

In accordance with Council resolutions or adopted budget in relation to each reserve account, the purpose for which the reserves are set aside and their anticipated date of use are as follows:

	Name of Reserve	Anticipated date of use	Purpose of the reserve
(a)	Leave Reserve	30/06/2022	To be used to fund annual and long service leave requirements.
(b)	Water Strategy Reserve	N/A	To be used for the construction and operational costs of facilities for fire fighting purposes.
(c)	Plant/Light Vehicle Reserve	30/06/2022	To be used for the purchase of and/or major repair of major plant and light vehicles.
(d)	Unspent Grant Reserve	N/A	To be used to quarrantine unspent grant and loans.
(e)	Computer & Office Equipment Reserve	N/A	To be used to replace Information and Communications Technology equipment.
(f)	Legal Reserve	N/A	To be used to fund legal expenses incurred as a result of tribunals, hearings, litigation etc.
(g)	Land Development Reserve	30/06/2022	To be used for further subdivisional development in the Shire of Chapman Valley.
(h)	Infrastructure Reserve	30/06/2022	To be used to fund road and building infrastructure projects, including yet not limited to, natural disasters upfront or insurance excess costs, annual roadworks maintenance and construction works.
(i)	Building Reserve	30/06/2022	To be used for the construction of shire buildings or capital upgrades of existing buildings, including yet not limited to, covering insurance excess component of claims for repair/replace buildings.
(j)	Landcare Reserve	N/A	To be used for landcare related purposes. This reserve was closed as per 2019/2020 budget.

5. OTHER FINANCIAL ASSETS

	2021	2020
	$	$
Non-current assets		
Financial assets at fair value through profit and loss	55,355	52,551
	55,355	52,551
Financial assets at fair value through profit and loss		
Units in Local Government House Trust	55,355	52,551
	55,355	52,551

SIGNIFICANT ACCOUNTING POLICIES

Financial assets at fair value through profit and loss

The Shire classifies the following financial assets at fair value through profit and loss:

- debt investments which do not qualify for measurement at either amortised cost or fair value through other comprehensive income.
- equity investments which the Shire has not elected to recognise fair value gains and losses through other comprehensive income.

6. TRADE AND OTHER RECEIVABLES

	2021 $	2020 $
Current		
Rates receivable	97,209	89,683
Trade and other receivables	29,837	1,804
GST receivable	50,219	0
Emergency services levy	3,524	3,157
Interfund transfer	0	50
	180,789	94,694
Non-current		
Pensioner's rates and ESL deferred	4,938	5,052
	4,938	5,052

SIGNIFICANT ACCOUNTING POLICIES

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.

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

Impairment and risk exposure

Information about the impairment of trade receivables and their exposure to credit risk and interest rate risk can be found in Note 28.

SIGNIFICANT ACCOUNTING POLICIES (Continued)

Classification and subsequent measurement

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.

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

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

7. INVENTORIES

	2021	2020
	$	$
Current		
Fuel and materials	5,140	1,170
	5,140	1,170
The following movements in inventories occurred during the year:		
Balance at beginning of year	1,170	4,221
Inventories expensed during the year	(101,626)	(160,788)
Additions to inventory	105,596	157,737
Balance at end of year	5,140	1,170

SIGNIFICANT ACCOUNTING POLICIES

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.

8. OTHER ASSETS

	2021	2020
	$	$
Other assets - current		
Prepayments	8,382	8,382
	8,382	8,382

SIGNIFICANT ACCOUNTING POLICIES

Other current assets

Other non-financial assets include prepayments which represent payments in advance of receipt of goods or services or that part of expenditure made in one accounting period covering a term extending beyond that period.

9. PROPERTY, PLANT AND EQUIPMENT

(a) Movements in Balances

Movement in the balances of each class of property, plant and equipment between the beginning and the end of the current financial year.

	Land	Buildings - non-specialised	Buildings - specialised	Total land and buildings	Furniture and equipment	Plant and equipment	Tools and equipment	Total property, plant and equipment
	$	$	$	$	$	$	$	$
Balance at 1 July 2019	2,357,113	109,345	11,421,462	13,887,920	189,749	3,860,367	56,540	17,994,576
Additions	0	0	134,561	134,561	0	518,488	0	653,049
(Disposals)	(15,000)	(59,081)	0	(74,081)	0	(28,008)	0	(102,089)
Depreciation (expense)	0	(2,919)	(240,118)	(243,037)	(3,853)	(532,734)	(7,232)	(786,856)
Transfers	0	(47,345)	47,345	0	0	0	0	0
Balance at 30 June 2020	2,342,113	0	11,363,250	13,705,363	185,896	3,818,113	49,308	17,758,680
Comprises:								
Gross balance amount at 30 June 2020	2,342,113	0	12,038,915	14,381,028	189,749	4,344,856	56,540	18,972,173
Accumulated depreciation at 30 June 2020	0	0	(675,665)	(675,665)	(3,853)	(526,743)	(7,232)	(1,213,493)
Balance at 30 June 2020	2,342,113	0	11,363,250	13,705,363	185,896	3,818,113	49,308	17,758,680
Additions	0	0	376,199	376,199	9,252	489,116	23,645	898,212
(Disposals)	0	0	0	0	0	(29,719)	0	(29,719)
Depreciation (expense)	0	0	(239,221)	(239,221)	(4,233)	(565,630)	(8,502)	(817,586)
Transfers	0	0	0	0	0	0	0	0
Balance at 30 June 2021	2,342,113	0	11,500,228	13,842,341	190,915	3,711,880	64,451	17,809,587
Comprises:								
Gross balance amount at 30 June 2021	2,342,113	0	12,415,114	14,757,227	199,001	4,732,972	80,185	19,769,385
Accumulated depreciation at 30 June 2021	0	0	(914,886)	(914,886)	(8,086)	(1,021,092)	(15,734)	(1,959,798)
Balance at 30 June 2021	2,342,113	0	11,500,228	13,842,341	190,915	3,711,880	64,451	17,809,587

9. PROPERTY, PLANT AND EQUIPMENT (Continued)

(b) Carrying Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
(i) Fair Value					
Land and buildings					
Land	2	Market approach using recent observable market data for similar properties	Independent Registered Valuers	June 2017	Price per square metre
Buildings - non-specialised	2	Market approach using recent observable market data for similar properties	Independent Registered Valuers	June 2017	Price per square metre
Buildings - specialised	3	Cost approach using depreciated replacement cost	Independent Registered Valuers	June 2017	Residual value, useful life, pattern of consumption and asset condition in relation to level of remaining service potential of the depreciable amount, valuers professional judgement.

Level 1 inputs are quoted prices in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2 inputs are inputs other than quoted market prices included within Level 1 that are observable for the asset or liability, either directly or indirectly

Level 3 inputs are based on assumptions with regard to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement

(ii) Cost					
Furniture and equipment	2	Market approach using recent observable market data for similar assets	Management Valuation and Independent Registered Valuers	June 2019	Price per item
Plant and equipment	2	Market approach using recent observable market data for similar assets	Management Valuation and Independent Registered Valuers	June 2019	Price per item
Tools and equipment	2	Market approach using recent observable market data for similar assets	Management Valuation and Independent Registered Valuers	June 2019	Price per item

Following a change to Local Government (Financial Management) Regulation 17A, plant and equipment type assets (being plant and equipment and furniture and equipment) are to be measured under the cost model, rather than at fair value. This change was effective from 1 July 2019 and represented a change in accounting policy. Revaluations carried out previously were not reversed as it was deemed fair value approximated cost at the date of change.

10. INFRASTRUCTURE

(a) Movements in Balances

Movement in the balances of each class of infrastructure between the beginning and the end of the current financial year.

	Infrastructure - roads	Infrastructure - Footpaths	Infrastructure - Drainage	Infrastructure - Carparks	Total Infrastructure
	$	$	$	$	$
Balance at 1 July 2019	119,987,594	167,687	8,648,928	223,091	129,027,300
Additions	1,842,837	0	90,998	0	1,933,835
Depreciation (expense)	(1,002,795)	(5,777)	(151,992)	(11,663)	(1,172,227)
Balance at 30 June 2020	120,827,636	161,910	8,587,934	211,428	129,788,908
Comprises:					
Gross balance at 30 June 2020	122,798,584	173,463	8,890,841	233,266	132,096,154
Accumulated depreciation at 30 June 2020	(1,970,948)	(11,553)	(302,907)	(21,838)	(2,307,246)
Balance at 30 June 2020	120,827,636	161,910	8,587,934	211,428	129,788,908
Additions	1,458,537	0	215,693	0	1,674,230
Depreciation (expense)	(1,054,659)	(5,776)	(153,256)	(11,663)	(1,225,354)
Balance at 30 June 2021	121,231,514	156,134	8,650,371	199,765	130,237,784
Comprises:					
Gross balance at 30 June 2021	124,257,121	173,463	9,106,534	233,266	133,770,384
Accumulated depreciation at 30 June 2021	(3,025,607)	(17,329)	(456,163)	(33,501)	(3,532,600)
Balance at 30 June 2021	121,231,514	156,134	8,650,371	199,765	130,237,784

10. INFRASTRUCTURE (Continued)

(b) Carrying Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
(i) Fair Value					
Infrastructure - roads	3	Cost approach using depreciated replacement cost	Management Value based around Independent Registered Valuer Report	June 2018	Construction costs, current conditions, residual values and remaining useful life assessments.
Infrastructure - Footpaths	3	Cost approach using depreciated replacement cost	Management Value based around Independent Registered Valuer Report	June 2018	Construction costs, current conditions, residual values and remaining useful life assessments.
Infrastructure - Drainage	3	Cost approach using depreciated replacement cost	Management Value based around Independent Registered Valuer Report	June 2018	Construction costs, current conditions, residual values and remaining useful life assessments.
Infrastructure - Carparks	3	Cost approach using depreciated replacement cost	Management Value based on costs	June 2018	Actual construction costs, residual values, asset conditions and remaining useful life assessments

Level 1 inputs are quoted prices in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2 inputs are inputs other than quoted market prices included within Level 1 that are observable for the asset or liability, either directly or indirectly

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

11. FIXED ASSETS

SIGNIFICANT ACCOUNTING POLICIES

Fixed assets

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

Initial recognition and measurement between mandatory revaluation dates

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

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

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

Individual assets that are land, buildings and infrastructure acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework, are recognised at cost and disclosed as being at fair value as management believes cost approximates fair value. They are subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework.

Revaluation

The fair value of land, buildings and infrastructure is determined at least every five years in accordance with the regulatory framework. This includes buildings and infrastructure items which were pre-existing improvements (i.e. vested improvements) on vested land acquired by the Shire.

Revaluation (Continued)

At the end of each period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with *Local Government (Financial Management) Regulation 17A (2)* which requires land, buildings, infrastructure, investment properties and vested improvements to be shown at fair value.

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

AUSTRALIAN ACCOUNTING STANDARDS - INCONSISTENCY

Land under roads from 1 July 2019

As a result of amendments to the *Local Government (Financial Management) Regulations 1996* , effective from 1 July 2019, vested land, including land under roads, is treated as right-of-use assets measured at zero cost. Therefore, the previous inconsistency with AASB 1051 in respect of non-recognition of land under roads acquired on or after 1 July 2008 has been removed, even though measurement at zero cost means that land under roads is still not included in the statement of financial position.

Vested improvements from 1 July 2019

The measurement of vested improvements at fair value in accordance with *Local Government (Financial Management) Regulation 17A(2)(iv)* is a departure from AASB 16 which would have required the Shire to measure the vested improvements as part of the related right-of-use assets at zero cost.

Refer to Note 12 that details the significant accounting policies applying to leases (including right-of-use assets).

11. FIXED ASSETS (Continued)

(a) Disposals of Assets

	2021 Actual Net Book Value	2021 Actual Sale Proceeds	2021 Actual Profit	2021 Actual Loss	2021 Budget Net Book Value	2021 Budget Sale Proceeds	2021 Budget Profit	2021 Budget Loss	2020 Actual Net Book Value	2020 Actual Sale Proceeds	2020 Actual Profit	2020 Actual Loss
	$	$	$	$	$	$	$	$	$	$	$	$
Land - freehold land	0	0	0	0	0	0	0	0	15,000	8,000	0	(7,000)
Buildings - non-specialised	0	0	0	0	0	0	0	0	59,081	51,307	0	(7,774)
Buildings - specialised	0	0	0	0	0	0	0	0	0	0	0	0
Furniture and equipment	0	0	0	0	0	0	0	0	0	0	0	0
Plant and equipment	29,719	102,273	72,554	0	55,794	80,000	26,397	(2,191)	28,008	23,636	3,569	(7,941)
Tools and equipment	0	0	0	0	0	0	0	0	0	0	0	0
Infrastructure - roads	0	0	0	0	0	0	0	0	0	0	0	0
Infrastructure - Footpaths	0	0	0	0	0	0	0	0	0	0	0	0
Infrastructure - Drainage	0	0	0	0	0	0	0	0	0	0	0	0
Infrastructure - Carparks	0	0	0	0	0	0	0	0	0	0	0	0
	29,719	102,273	72,554	0	55,794	80,000	26,397	(2,191)	102,089	82,943	3,569	(22,715)

The following assets were disposed of during the year.

Plant and Equipment	2021 Actual Net Book Value	2021 Actual Sale Proceeds	2021 Actual Profit	2021 Actual Loss
Transport				
362 - Iveco Powerstar	9,636	65,000	55,364	0
MV15 - Toyota Prado GXL	20,083	37,273	17,190	0
	29,719	102,273	72,554	0

11. FIXED ASSETS (Continued)

(b) Depreciation

	2021 Actual	2021 Budget	2020 Actual
	$	$	$
Buildings - non-specialised	0	0	2,919
Buildings - specialised	239,221	247,893	240,118
Furniture and equipment	4,233	3,820	3,853
Plant and equipment	565,630	528,166	532,734
Tools and equipment	8,502	7,170	7,232
Infrastructure - roads	1,054,660	986,440	1,002,795
Infrastructure - Footpaths	5,776	5,727	5,777
Infrastructure - Drainage	153,256	150,520	151,992
Infrastructure - Carparks	11,663	10,950	11,663
Right-of-use assets - buildings	8,234	7,910	8,103
Right-of-use assets - plant and equipment	637	625	3,754
	2,051,812	1,949,221	1,970,940

SIGNIFICANT ACCOUNTING POLICIES

Depreciation

The depreciable amount of all fixed assets including buildings but excluding freehold land and vested land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

Depreciation rates

Typical estimated useful lives for the different asset classes for the current and prior years are included in the table below:

Asset Class	Useful life
Buildings	25 to 100 years
Furniture and equipment	2 to 10 years
Plant and equipment	2 to 15 years
Sealed roads and streets	
Formation	not depreciated
Pavement	100 years
Seal	
- Bituminous seals	15 to 25 years
- Asphalt surfaces	15 to 25 years
Formation	not depreciated
Footpaths - slab	30 years
Carparks	20 years
Sewerage piping	65 years
Water supply piping and drainage systems	50 to 65 years
Right of use (buildings)	Based on the remaining lease
Right of use (plant and equipment)	Based on the remaining lease

Depreciation on revaluation

When an item of property, plant and equipment is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

(a) The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset. For example, the gross carrying amount may be restated by reference to observable market data or it may be restated proportionately to the change in the carrying amount. The accumulated depreciation at the date of the revaluation is adjusted to equal the difference between the gross carrying amount and the carrying amount of the asset after taking into account accumulated impairment losses; or

(b) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

12. LEASES

(a) Right-of-Use Assets

Movement in the balance of each class of right-of-use asset between the beginning and the end of the current financial year.	Right-of-use assets - buildings	Right-of-use assets - plant and equipment	Right-of-use assets Total
	$	$	
Balance at 1 July 2019	72,973	4,391	77,364
Depreciation (expense)	(8,103)	(3,754)	(11,857)
Balance at 30 June 2020	64,870	637	65,507
Additions	0	0	0
Depreciation (expense)	(8,234)	(637)	(8,871)
Balance at 30 June 2021	56,636	0	56,636

The following amounts were recognised in the statement of comprehensive income during the period in respect of leases where the entity is the lessee:	2021 Actual	2020 Actual
	$	$
Depreciation expense on lease liabilities	(8,871)	(11,857)
Interest expense on lease liabilities	(1,602)	(1,843)
Total amount recognised in the statement of comprehensive income	(10,473)	(13,700)
Total cash outflow from leases	(9,726)	(12,902)

SIGNIFICANT ACCOUNTING POLICIES

Leases

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration.

At the commencement date, a right-of-use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

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

Leases for right-of-use assets are secured over the asset being leased.

Right-of-use assets - valuation

Right-of-use assets are measured at cost. This means that all right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost (i.e. not included in the statement of financial position). The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which are reported at fair value.

Refer to Note 11 for details on the significant accounting policies applying to vested improvements.

Right-of-use assets - depreciation

Right-of-use assets are depreciated over the lease term or useful life of the underlying asset, whichever is the shortest. Where a lease transfers ownership of the underlying asset, or the cost of the right-of-use asset reflects that the Shire anticipates to exercise a purchase option, the specific asset is amortised over the useful life of the underlying asset.

13. REVALUATION SURPLUS

	2021 Opening Balance	2021 Revaluation Increment	2021 Revaluation (Decrement)	Total Movement on Revaluation	2021 Closing Balance	2020 Opening Balance	2020 Revaluation Increment	2020 Revaluation (Decrement)	Total Movement on Revaluation	2020 Closing Balance
	$	$	$	$	$	$	$	$	$	$
Revaluation surplus - Land - freehold land	8,626,533	0	0	0	8,626,533	8,626,533	0	0	0	8,626,533
Revaluation surplus - Plant and equipment	496,127	0	0	0	496,127	496,127	0	0	0	496,127
Revaluation surplus - Infrastructure - roads	107,438,489	0	0	0	107,438,489	107,438,489	0	0	0	107,438,489
	116,561,149	0	0	0	116,561,149	116,561,149	0	0	0	116,561,149

Movements on revaluation of property, plant and equipment (including infrastructure) are not able to be reliably attributed to a program as the assets were revalued by class as provided for by AASB 116 Aus 40.1.

14. TRADE AND OTHER PAYABLES

	2021	2020
	$	$
Current		
Sundry creditors	651,151	91,975
Prepaid rates	50,778	39,399
Accrued salaries and wages	48,878	38,139
ATO liabilities	0	17,962
Bonds and deposits held	43,754	46,510
Accrued expenditure	61,042	5,494
	855,603	239,479

SIGNIFICANT ACCOUNTING POLICIES

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 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

Prepaid rates

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

15. OTHER LIABILITIES

	2021	2020
	$	$
Current		
Contract liabilities	84,202	0
Grant Liabilities	101,254	0
	185,456	0
Non-current		
Contract liabilities	159,515	158,961
	159,515	158,961
	344,971	158,961

Performance obligations for each type of liability are expected to be recognised as revenue in accordance with the following time bands:

	Contract liabilities	Liabilities under transfers to acquire or construct non-financial assets to be controlled by the entity
	$	$
Less than 1 year	84,202	101,254
1 to 2 years	0	0
2 to 3 years	0	0
3 to 4 years	0	0
4 to 5 years	0	0
> 5 years	159,515	0
	243,717	101,254

SIGNIFICANT ACCOUNTING POLICIES

Contract liabilities

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

With respect to transfers for recognisable non-financial assets, contract liabilities represent performance obligations which are not yet satisfied.

Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

Liabilities under transfers to acquire or construct non-financial assets to be controlled by the entity

Grant liabilities represent the the Shire's performance obligations to construct recognisable non-financial assets to identified specifications which are yet to be satisfied.

Grant liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

16. LEASE LIABILITIES

(a) Lease Liabilities

	2021	2020
	$	$
Current	7,686	8,124
Non-current	50,494	58,180
	58,180	66,304

(b) Movements in Carrying Amounts

Purpose	Lease Number	Institution	Lease Interest Rate	Lease Term	Actual Lease Principal 1 July 2020 $	30 June 2021 Actual New Leases $	30 June 2021 Actual Lease Principal Repayments $	30 June 2021 Actual Lease Principal Outstanding $	30 June 2021 Actual Lease Interest Repayments $	Budget Lease Principal 1 July 2020 $	30 June 2021 Budget New Leases $	30 June 2021 Budget Lease Principal Repayments $	30 June 2021 Budget Lease Principal Outstanding $	30 June 2021 Budget Lease Interest Repayments $	Actual Lease Principal 1 July 2019 $	30 June 2020 Actual New Leases $	30 June 2020 Actual Lease Principal Repayments $	30 June 2020 Actual Lease Principal Outstanding $	30 June 2020 Actual Lease Interest Repayments $
Governance																			
Konica Minolta Printer	LE13	De lage Landen Pty Limited	2.00%	48 Months	633	0	(633)	0	(2)	633	0	(633)	0	(2)	4,391	0	(3,758)	633	(53)
Community amenities																			
Nabawa Fuel Station	LE01	Nevill & Co Pty Ltd	2.60%	120 Months	65,671	0	(7,491)	58,180	(1,600)	65,671	0	(7,491)	58,180	(1,600)	72,972	0	(7,301)	65,671	(1,790)
					66,304	0	(8,124)	58,180	(1,602)	66,304	0	(8,124)	58,180	(1,602)	77,363	0	(11,059)	66,304	(1,843)

17. INFORMATION ON BORROWINGS

(a) Borrowings

	2021	2020
	$	$
Current	42,125	45,996
Non-current	0	42,125
	42,125	88,121

(b) Repayments - Borrowings

Particulars	Loan Number	Institution	Interest Rate	Actual Principal 1 July 2020	30 June 2021 Actual New Loans	30 June 2021 Actual Principal repayments	30 June 2021 Actual Interest repayments	30 June 2021 Actual Principal outstanding	Budget Principal 1 July 2020	30 June 2021 Budget New Loans	30 June 2021 Budget Principal repayments	30 June 2021 Budget Interest repayments	30 June 2021 Budget Principal outstanding	Actual Principal 1 July 2019	30 June 2020 Actual New Loans	30 June 2020 Actual Principal repayments	30 June 2020 Actual Interest repayments	30 June 2020 Actual Principal outstanding
				$	$	$	$	$	$	$	$	$	$	$	$	$	$	$
Recreation and culture																		
Upgrade Community Centre	89	WA Treasury	5.99%	4,961	0	(4,961)	(1,867)	0	4,961	0	(4,961)	(2,000)	0	14,452	0	(9,491)	(778)	4,961
Bill Hemsley Park	98	WA Treasury	2.64%	83,160	0	(41,035)	(151)	42,125	83,160	0	(41,035)	(503)	42,125	123,132	0	(39,972)	(3,398)	83,160
Transport																		
Plant	97	WA Treasury	2.49%	0	0	0	0	0	0	0	0	0	0	19,163	0	(19,163)	(304)	0
				88,121	0	(45,996)	(2,018)	42,125	88,121	0	(45,996)	(2,503)	42,125	156,747	0	(68,626)	(4,480)	88,121

* WA Treasury Corporation

17. INFORMATION ON BORROWINGS (Continued)

(c) Undrawn Borrowing Facilities	2021 $	2020 $
Credit Standby Arrangements		
Bank overdraft limit	250,000	500,000
Bank overdraft at balance date	0	0
Credit card limit	10,000	10,000
Credit card balance at balance date	(299)	(184)
Total amount of credit unused	259,701	509,816
Loan facilities		
Loan facilities - current	42,125	45,996
Loan facilities - non-current	0	42,125
Lease liabilities - current	7,686	8,124
Lease liabilities - non-current	50,494	58,180
Total facilities in use at balance date	100,305	154,425
Unused loan facilities at balance date	NIL	NIL

SIGNIFICANT ACCOUNTING POLICIES

Financial liabilities
Financial liabilities are recognised at fair value when the Shire becomes a party to the contractual provisions to the instrument.

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

Borrowing costs
Borrowing costs are recognised as an expense when incurred.

Risk
Information regarding exposure to risk can be found at Note 28.

18. EMPLOYEE RELATED PROVISIONS

(a) Employee Related Provisions

	Provision for Annual Leave	Provision for Long Service Leave	Total
	$	$	$
Opening balance at 1 July 2020			
Current provisions	223,865	211,719	435,584
Non-current provisions	0	16,683	16,683
	223,865	228,402	452,267
Additional provision	117,602	31,822	149,424
Amounts used	(132,956)	(58,307)	(191,263)
Balance at 30 June 2021	208,511	201,917	410,428
Comprises			
Current	208,511	185,607	394,118
Non-current	0	16,310	16,310
	208,511	201,917	410,428

Amounts are expected to be settled on the following basis:	2021 $	2020 $
Less than 12 months after the reporting date	83,641	195,000
More than 12 months from reporting date	313,951	251,886
Expected reimbursements from other WA local governments	12,836	5,381
	410,428	452,267

Timing of the payment of current leave liabilities is difficult to determine as it is dependent on future decisions of employees. Expected settlement timings are based on information obtained from employees and historical leave trends and assumes no events will occur to impact on these historical trends.

SIGNIFICANT ACCOUNTING POLICIES

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

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

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

Other long-term employee benefits
Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at

Other long-term employee benefits (Continued)
rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Provisions
Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

19. NOTES TO THE STATEMENT OF CASH FLOWS

Reconciliation of Cash

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, and cash at the end of the reporting period is reconciled to the related items in the Statement of Financial Position as follows:

	2021 Actual	2021 Budget	2020 Actual
	$	$	$
Cash and cash equivalents	3,786,799	1,302,551	3,015,526
Reconciliation of Net Cash Provided By Operating Activities to Net Result			
Net result	648,765	(563,734)	1,080,045
Non-cash flows in Net result:			
Adjustments to fair value of financial assets at fair value through profit and loss	(2,804)	0	(52,551)
Depreciation on non-current assets	2,051,812	1,949,221	1,970,940
(Profit)/loss on sale of asset	(72,554)	(24,206)	19,146
Changes in assets and liabilities:			
(Increase)/decrease in receivables	(85,981)	(24,206)	7,089
(Increase)/decrease in other assets	0	0	(7,038)
(Increase)/decrease in inventories	(3,970)	(5,780)	3,050
Increase/(decrease) in payables	616,124	(51,100)	120,075
Increase/(decrease) in employee provisions	(41,840)	(44,100)	(780)
Increase/(decrease) in other liabilities	186,010	(178,914)	111,949
Non-operating grants, subsidies and contributions	(1,228,260)	(1,228,260)	(1,514,620)
Net cash from operating activities	2,067,302	(171,079)	1,737,304

20. TOTAL ASSETS CLASSIFIED BY FUNCTION AND ACTIVITY

	2021	2020
	$	$
Governance	1,118,327	1,107,540
Law, order, public safety	812,736	877,484
Community amenities	545,000	505,321
Recreation and culture	11,154,514	11,032,753
Transport	131,157,311	130,744,053
Economic services	21,021	33,510
Other property and services	3,295,098	3,312,435
Unallocated	4,041,403	3,177,374
	152,145,410	150,790,470

21. CONTINGENT LIABILITIES

The Shire did not have any contingent liabilities during the financial year.

22. ELECTED MEMBERS REMUNERATION

	2021 Actual	2021 Budget	2020 Actual
	$	$	$
Cr Farrell			
President's annual allowance	10,082	10,000	10,000
Meeting attendance fees	9,487	9,410	9,410
Annual allowance for ICT expenses	504	500	500
Annual allowance for travel and accommodation expenses	51	50	50
	20,124	19,960	19,960
Cr Warr			
Deputy President's annual allowance	2,520	2,500	2,500
Meeting attendance fees	9,487	9,410	9,410
Annual allowance for ICT expenses	504	500	500
Annual allowance for travel and accommodation expenses	51	50	50
	12,562	12,460	12,460
Cr Batten			
Meeting attendance fees	9,487	9,410	9,410
Annual allowance for ICT expenses	504	500	500
Annual allowance for travel and accommodation expenses	51	50	50
	10,042	9,960	9,960
Cr Davidson			
Meeting attendance fees	9,487	9,410	5,749
Annual allowance for ICT expenses	504	500	305
Annual allowance for travel and accommodation expenses	51	50	31
	10,042	9,960	6,085
Cr Forth			
Meeting attendance fees	9,487	9,410	9,410
Annual allowance for ICT expenses	504	500	500
Annual allowance for travel and accommodation expenses	51	50	50
	10,042	9,960	9,960
Cr Humphrey			
Meeting attendance fees	9,487	9,410	9,410
Annual allowance for ICT expenses	504	500	500
Annual allowance for travel and accommodation expenses	51	50	50
	10,042	9,960	9,960

22. ELECTED MEMBERS REMUNERATION

	2021 Actual	2021 Budget	2020 Actual
	$	$	$
Cr Royce			
Meeting attendance fees	9,487	9,410	6,497
Annual allowance for ICT expenses	504	500	345
Annual allowance for travel and accommodation expenses	51	50	35
	10,042	9,960	6,877
Cr Maluish			
Meeting attendance fees	1,341	9,410	9,410
Annual allowance for ICT expenses	71	500	500
Annual allowance for travel and accommodation expenses	7	50	50
	1,419	9,960	9,960
Cr Forrester			
Meeting attendance fees	0	0	2,862
Annual allowance for ICT expenses	0	0	152
Annual allowance for travel and accommodation expenses	0	0	15
	0	0	3,029
	84,315	92,180	88,251
Fees, expenses and allowances to be paid or reimbursed to elected council members.			
President's allowance	10,082	10,000	10,000
Deputy President's allowance	2,520	2,500	2,500
Meeting attendance fees	67,750	75,280	71,568
Annual allowance for ICT expenses	3,599	4,000	3,803
Annual allowance for travel and accommodation expenses	364	400	380
	84,315	92,180	88,251

23. RELATED PARTY TRANSACTIONS

Key Management Personnel (KMP) Compensation Disclosure

The total of remuneration paid to KMP of the Shire during the year are as follows:	2021 Actual $	2020 Actual $
Short-term employee benefits	720,227	700,769
Post-employment benefits	79,255	77,448
Other long-term benefits	19,005	38,070
Termination benefits	0	0
	818,487	816,287

Short-term employee benefits
These amounts include all salary, fringe benefits and cash bonuses awarded to KMP except for details in respect to fees and benefits paid to elected members which may be found above.

Post-employment benefits
These amounts are the current-year's estimated cost of providing for the Shire's superannuation contributions made during the year.

Other long-term benefits
These amounts represent long service benefits and annual leave accruing during the year.

Termination benefits
These amounts represent termination benefits paid to KMP.

23. RELATED PARTY TRANSACTIONS (Continued)

Transactions with related parties

Transactions between related parties and the Shire are on normal commercial terms and conditions, no more favourable than those available to other parties, unless otherwise stated.

No outstanding balances or provisions for doubtful debts or guaranties exist in relation to related parties at year end.

The following transactions occurred with related parties:	2021 Actual $	2020 Actual $
Sale of goods and services	0	0
Purchase of goods and services	4,707	18,009
Short term employee benefits -other related parties	0	0

Related Parties

The Shire's main related parties are as follows:

i. Key management personnel

Any person(s) having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any elected member, are considered key management personnel.

ii. Other Related Parties

An associate person of KMP employed by the Shire under normal employement terms and conditions.

Any entity that is controlled by or over which KMP, or close family members of KMP, have authority and responsibility for planning, directing and controlling the activity of the entity, directly or indirectly, are considered related parties in relation to the Shire.

iii. Entities subject to significant influence by the Shire

An entity that has the power to participate in the financial and operating policy decisions of an entity, but does not have control over those policies, is an entity which holds significant influence. Significant influence may be gained by share ownership, statute or agreement.

24. INVESTMENT IN ASSOCIATE AND JOINT ARRANGEMENTS

The Shire did not have any investments in associates or joint arrangements during the financial year.

25. MAJOR LAND TRANSACTIONS

The Shire did not undertake any major land transactions during the financial year.

26. RATING INFORMATION

(a) Rates

RATE TYPE Differential general rate / general rate	Rate in $	Number of Properties	2020/21 Actual Rateable Value $	2020/21 Actual Rate Revenue $	2020/21 Actual Interim Rates $	2020/21 Actual Back Rates $	2020/21 Actual Total Revenue $	2020/21 Budget Rate Revenue $	2020/21 Budget Interim Rate $	2020/21 Budget Back Rate $	2020/21 Budget Total Revenue $	2019/20 Actual Total Revenue $
Gross rental valuations												
GRV	0.094315	287	4,756,020	448,564	(7,078)	(5,602)	435,884	448,564	0	0	448,564	466,612
Unimproved valuations												
UV Rural	0.011087	410	187,380,675	2,077,490	7,544	2,392	2,087,426	2,077,490	0	0	2,077,490	2,085,342
UV Oakajee Industrial Estate Buffer Zone	0.022000	2	8,813,000	193,886	0	0	193,886	193,886	0	0	193,886	201,415
Sub-Total		699	200,949,695	2,719,940	466	(3,210)	2,717,196	2,719,940	0	0	2,719,940	2,753,369
Minimum payment	**Minimum $**											
Gross rental valuations												
GRV	700	187	816,030	130,900	0	0	130,900	130,900	0	0	130,900	137,200
Unimproved valuations												
UV Rural	400	16	126,280	6,400	0	0	6,400	6,400	0	0	6,400	6,800
Sub-Total		203	942,310	137,300	0	0	137,300	137,300	0	0	137,300	144,000
Total amount raised from general rate							2,854,496				2,857,240	2,897,369
Prepaid rates							0				(39,399)	(39,399)
Totals							2,854,496				2,817,841	2,857,970

SIGNIFICANT ACCOUNTING POLICIES

Rates

Control over assets acquired from rates is obtained at the commencement of the rating period.

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

26. RATING INFORMATION (Continued)

(b) Discounts, Incentives, Concessions, & Write-offs

Rates Discounts

Rate or Fee Discount Granted	Discount %	Discount $	2021 Actual $	2021 Budget $	2020 Actual $	Circumstances in which Discount is Granted
Rates	100.00%	400	0	0	0	Council has granted a waiver of rates to the Yuna CWA for the 2020/2021 rating year on the basis it is a non-profit community organisation.
Administration charge on instalment	100.00%	2,160	0	0	0	Council has granted a waiver of instalment charges ($9) for any pensioner wishing to take advantage of making payment of current rates by instalments.
			0	0	0	

Waivers or Concessions

Rate or Fee and Charge to which the Waiver or Concession is Granted	Type	Discount %	Discount $	2021 Actual $	2021 Budget $	2020 Actual $
Venue Hire; Photocopy, Charges & Private Works	Fee	100.00%	0	0	0	0
Pool Inspections & Water Testing Charges	Fee	100.00%	0	0	0	0
Venue Hire Recreation Facilities	Fee	100.00%	0	0	0	0
				0	0	0

26. RATING INFORMATION (Continued)

Rate or Fee and Charge to which the Waiver or Concession is Granted	Circumstances in which the Waiver or Concession is Granted and to whom it was available	Objects of the Waiver or Concession
Venue Hire; Photocopy, Charges & Private Works	Council may grant a waiver to community groups who reside in the shire who wish to use the facilities in association with a community event.	Council considers support of these groups necessary for the overall benefit of the community.
Pool Inspections & Water Testing Charges	Council will grant a waiver to Yuna Primary School for pool inspection and water testing at the Yuna Primary School pool under the condition the school has the pool open outside of school hours during summer.	Council considers support of these groups necessary for the overall benefit of the community.
Venue Hire Recreation Facilities	'Council will grant a waiver to Yuna and Nabawa Parents and Citizens Association for the use of recreation facilities within the Shire.	Council considers support of these groups necessary for the overall benefit of the community.

26. RATING INFORMATION (Continued)

(c) Interest Charges & Instalments

Instalment Options	Date Due	Instalment Plan Admin Charge	Instalment Plan Interest Rate	Unpaid Rates Interest Rate
		$	%	%
Option One				
Single full payment	11/09/2021	0.00	0.00%	8.00%
Option Two				
First instalment	11/09/2021	0.00	0.00%	8.00%
Second instalment	11/11/2021	0.00	3.00%	8.00%
Option Three				
First instalment	11/09/2021	0.00	3.00%	8.00%
Second instalment	11/11/2021	0.00	3.00%	8.00%
Third instalment	11/01/2021	0.00	3.00%	8.00%
Fourth instalment	12/03/2021	0.00	3.00%	8.00%

	2021 Actual	2021 Budget	2020 Actual
	$	$	$
Interest on unpaid rates	10,473	7,000	16,356
Interest on instalment plan	4,268	7,000	6,715
Charges on instalment plan	0	0	4,455
	14,741	14,000	27,526

27. RATE SETTING STATEMENT INFORMATION

	Note	2020/21 (30 June 2021 Carried Forward)	2020/21 Budget (30 June 2021 Carried Forward)	2020/21 (1 July 2020 Brought Forward)	2019/20 (30 June 2020 Carried Forward
		$	$	$	$
(a) Non-cash amounts excluded from operating activities					
The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Rate Setting Statement in accordance with *Financial Management Regulation 32.*					
Adjustments to operating activities					
Less: Profit on asset disposals	11(a)	(72,554)	(26,397)	(3,569)	(3,569)
Less: Fair value adjustments to financial assets at fair value through profit and loss		(2,804)	0	0	0
Movement in pensioner deferred rates (non-current)		114	0	749	749
Movement in employee benefit provisions (non-current)		79,251	(10,518)	(13,315)	(13,315)
Movement in contract liabilities (non-current)		554	0	158,961	158,961
Add: Loss on disposal of assets	11(a)	0	2,191	22,715	22,715
Add: Depreciation on non-current assets	11(b)	2,051,812	1,949,221	1,970,940	1,970,940
Non cash amounts excluded from operating activities		2,056,373	1,914,497	2,136,481	2,136,481
(b) Surplus/(deficit) after imposition of general rates					
The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.					
Adjustments to net current assets					
Less: Reserves - cash backed	4	(1,160,486)	(1,180,849)	(839,451)	(839,451)
Add: Current liabilities not expected to be cleared at end of year					
- Current portion of borrowings	17(a)	42,125	42,125	45,996	45,996
- Current portion of lease liabilities		7,686	7,686	8,124	8,124
- Employee benefit provisions		394,118	314,494	314,494	314,494
Total adjustments to net current assets		(716,557)	(816,544)	(470,837)	(470,837)
Net current assets used in the Rate Setting Statement					
Total current assets		3,981,110	1,490,097	3,119,772	3,119,772
Less: Total current liabilities		(1,484,988)	(673,553)	(729,183)	(729,183)
Less: Total adjustments to net current assets		(716,557)	(816,544)	(470,837)	(470,837)
Net current assets used in the Rate Setting Statement		1,779,565	0	1,919,752	1,919,752

28. FINANCIAL RISK MANAGEMENT

This note explains the Shire's exposure to financial risks and how these risks could affect the Shire's future financial performance.

Risk	Exposure arising from	Measurement	Management
Market risk - interest rate	Long term borrowings at variable rates	Sensitivity analysis	Utilise fixed interest rate borrowings
Credit risk	Cash and cash equivalents, trade receivables, financial assets and	Aging analysis Credit analysis	Diversification of bank deposits, credit limits. Investment policy
Liquidity risk	Borrowings and other liabilities	Rolling cash flow forecasts	Availability of committed credit lines and borrowing facilities

The Shire does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by the finance area under policies approved by the Council. The finance area identifies, evaluates and manages financial risks in close co-operation with the operating divisions. Council have approved the overall risk management policy and provide policies on specific areas such as investment policy.

(a) Interest rate risk

Cash and cash equivalents

The Shire's main interest rate risk arises from cash and cash equivalents with variable interest rates, which exposes the Shire to cash flow interest rate risk. Short term overdraft facilities also have variable interest rates however these are repaid within 12 months, reducing the risk level to minimal.

Excess cash and cash equivalents are invested in fixed interest rate term deposits which do not expose the Shire to cash flow interest rate risk. Cash and cash equivalents required for working capital are held in variable interest rate accounts and non-interest bearing accounts. Carrying amounts of cash and cash equivalents at the 30 June and the weighted average interest rate across all cash and cash equivalents and term deposits held disclosed as financial assets at amortised cost are reflected in the table below.

	Weighted Average Interest Rate	Carrying Amounts	Fixed Interest Rate	Variable Interest Rate	Non Interest Bearing
	%	$	$	$	$
2021					
Cash and cash equivalents	0.01%	3,786,799	0	3,786,799	0
2020					
Cash and cash equivalents	0.07%	3,015,526	0	3,015,526	0

Sensitivity

Profit or loss is sensitive to higher/lower interest income from cash and cash equivalents as a result of changes in interest rates.

	2021	2020
	$	$
Impact of a 1% movement in interest rates on profit and loss and equity*	37,868	30,155

* Holding all other variables constant

Borrowings

Borrowings are subject to interest rate risk - the risk that movements in interest rates could adversely affect funding costs. The Shire manages this risk by borrowing long term and fixing the interest rate to the situation considered the most advantageous at the time of negotiation. The Shire does not consider there to be any interest rate risk in relation to borrowings. Details of interest rates applicable to each borrowing may be found at Note 17(b).

28. FINANCIAL RISK MANAGEMENT (Continued)

(b) Credit risk

Trade and Other Receivables
The Shire's major receivables comprise rates annual charges and user fees and charges. The major risk associated with these receivables is credit risk – the risk that the debts may not be repaid. The Shire manages this risk by monitoring outstanding debt and employing debt recovery policies. It also encourages ratepayers to pay rates by the due date through incentives.

Credit risk on rates and annual charges is minimised by the ability of the Shire to recover these debts as a secured charge over the land, that is, the land can be sold to recover the debt. The Shire has historically also able to charge interest on overdue rates and annual charges at higher than market rates, which further encourage payment.

The level of outstanding receivables is reported to Council monthly and benchmarks are set and monitored for acceptable collection performance.

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

The expected loss rates are based on the payment profiles of rates and fees and charges over a period of 36 months before 1 July 2020 or 1 July 2021 respectively and the corresponding historical losses experienced within this period. Historical credit loss rates are adjusted to reflect current and forward-looking information on macroeconomic factors such as the ability of ratepayers and residents to settle the receivables. Housing prices and unemployment rates have been identified as the most relevant factor in repayment rates, and accordingly adjustments are made to the expected credit loss rate based on these factors.

The loss allowance as at 30 June 2021 for rates receivable was determined as follows:

	Current	More than 1 year past due	More than 2 years past due	More than 3 years past due	Total
30 June 2021					
Rates receivable					
Expected credit loss	0.00%	0.00%	0.00%	0.00%	
Gross carrying amount	2,099	54,823	14,760	30,465	102,147
Loss allowance	0	0	0	0	0
30 June 2020					
Rates receivable					
Expected credit loss	0.00%	0.00%	0.00%	0.00%	
Gross carrying amount	49,328	17,359	9,662	18,386	94,735
Loss allowance	0	0	0	0	0

The loss allowance as at 30 June 2021 and 30 June 2020 was determined as follows for trade receivables.

	Current	More than 30 days past due	More than 60 days past due	More than 90 days past due	Total
30 June 2021					
Trade and other receivables					
Expected credit loss	0.00%	0.00%	0.00%	0.00%	
Gross carrying amount	7,122	85	330	22,300	29,837
Loss allowance	0	0	0	0	0
30 June 2020					
Trade and other receivables					
Expected credit loss	0.00%	0.00%	0.00%	0.00%	
Gross carrying amount	1,764	0	0	40	1,804
Loss allowance	0	0	0	0	0

28. FINANCIAL RISK MANAGEMENT (Continued)

(c) Liquidity risk

Payables and borrowings

Payables and borrowings are both subject to liquidity risk – that is the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due. The Shire manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer. Payment terms can be extended and overdraft facilities drawn upon if required and disclosed in Note 17(c).

The contractual undiscounted cash flows of the Shire's payables and borrowings are set out in the liquidity table below. Balances due within 12 months equal their carrying balances, as the impact of discounting is not significant.

	Due within 1 year	Due between 1 & 5 years	Due after 5 years	Total contractual cash flows	Carrying values
2021	$	$	$	$	$
Payables	855,603	0	0	855,603	855,603
Borrowings	42,125	0	0	42,125	42,125
Lease liabilities	9,091	36,364	12,725	58,180	58,180
	906,819	36,364	12,725	955,908	955,908
2020					
Payables	192,969	0	0	192,969	239,479
Borrowings	48,034	42,125	0	90,995	88,121
Lease Liabilities	8,124	58,180	0	66,304	66,304
	249,127	100,305	0	350,268	393,904

29. EVENTS OCCURRING AFTER THE END OF THE REPORTING PERIOD

The Shire of Chapman Valley did not have any events occuring after the reporting date that have a significant effect on the financial statements.

30. TRUST FUNDS

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

	1 July 2020	Amounts Received	Amounts Paid	30 June 2021
	$	$	$	$
Bonds - Venue Hire	3,320	15,010	(14,000)	4,330
Post Office Box Deposits	1,580	64	(63)	1,581
Building Services Levy	897	16,728	(13,939)	3,686
Constructions Traing Fund Levy	231	18,963	(14,844)	4,350
Refundable Deposits - Sundry	9,550	5,630	(3,600)	11,580
Cash in Lieu of Public Open Spaces	149,733	1,178	(554)	150,357
Unclaimed Monies	250	200	(200)	250
Standpipe Bond	100	0	0	100
	165,661	57,773	(47,200)	176,234

31. OTHER SIGNIFICANT ACCOUNTING POLICIES

a) Goods and services tax (GST)
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.

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

c) Rounding off figures
All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar. Amounts are presented in Australian Dollars.

d) Comparative figures
Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the Shire applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statements that has a material effect on the statement of financial position, an additional (third) statement of financial position as at the beginning of the preceding period in addition to the minimum comparative financial statements is presented.

e) Budget comparative figures
Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

f) Superannuation
The Shire contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

g) Fair value of assets and liabilities
Fair value is the price that the Shire would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

h) Fair value hierarchy
AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1
Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2
Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3
Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

Valuation techniques
The Shire selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Shire are consistent with one or more of the following valuation approaches:

Market approach
Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

Income approach
Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

Cost approach
Valuation techniques that reflect the current replacement cost of the service capacity of an asset.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Shire gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

i) Impairment of assets
In accordance with Australian Accounting Standards the Shire's cash generating non-specialised assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

For non-cash generating specialised assets that are measured under the revaluation model ,such as roads, drains, public buildings and the like, no annual assessment of impairment is required. Rather AASB 116.31 applies and revaluations need only be made with sufficient regularity to ensure the carrying value does not differ materially from that which would be determined using fair value at the end of the reporting period.

32. ACTIVITIES/PROGRAMS

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

PROGRAM NAME AND OBJECTIVES	ACTIVITIES
GOVERNANCE To provide a decision making process for the efficient allocation of scarce resources.	Includes the activities of members of council and the administrative support available to the council for the provision of governance of the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific council services.
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 elderly residents housing.	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. Accommodating a Natural Resource Management Officer to assist community groups and landowners.
RECREATION AND CULTURE To establish and effectively manage infrastructure and resource which will help the social wellbeing of the community.	Maintenance of public halls, civic centres, aquatic centre, beaches. Provision and maintenance of parks, gardens and playgrounds. Operation of library, museum and other cultural facilities.
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.
ECONOMIC SERVICES To help promote the shire and its economic wellbeing.	Attempt to control and contain weeds and vermin. The development, promotion, support etc. of tourism and area promotion to cater for tourists. Administration, inspection and operations concerned with application of the building standards including examination, processing and inspections services.
OTHER PROPERTY AND SERVICES To monitor and control Shire'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.

33. FINANCIAL RATIOS

	2021 Actual	2020 Actual	2019 Actual
Current ratio	2.23	3.38	3.35
Asset consumption ratio	0.96	0.98	0.84
Asset renewal funding ratio	1.00	1.00	1.00
Asset sustainability ratio	1.20	0.94	1.00
Debt service cover ratio	30.74	21.10	11.18
Operating surplus ratio	(0.18)	(0.14)	(0.22)
Own source revenue coverage ratio	0.55	0.62	0.58

The above ratios are calculated as follows:

Current ratio

$$\frac{\text{current assets minus restricted assets}}{\text{current liabilities minus liabilities associated with restricted assets}}$$

Asset consumption ratio

$$\frac{\text{depreciated replacement costs of depreciable assets}}{\text{current replacement cost of depreciable assets}}$$

Asset renewal funding ratio

$$\frac{\text{NPV of planned capital renewal over 10 years}}{\text{NPV of required capital expenditure over 10 years}}$$

Asset sustainability ratio

$$\frac{\text{capital renewal and replacement expenditure}}{\text{depreciation}}$$

Debt service cover ratio

$$\frac{\text{annual operating surplus before interest and depreciation}}{\text{principal and interest}}$$

Operating surplus ratio

$$\frac{\text{operating revenue minus operating expenses}}{\text{own source operating revenue}}$$

Own source revenue coverage ratio

$$\frac{\text{own source operating revenue}}{\text{operating expense}}$$

Office of the Auditor General
Serving the Public Interest

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Our Ref: 8653

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

Dear Mr Battilana

ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2021

The Office has completed the audit of the annual financial report for your Shire. In accordance with section 7.12AD (2) of the *Local Government Act 1995*, we enclose the Auditor General's auditor's report, together with the audited annual financial report.

We have also forwarded the reports to the President and the Minister for Local Government, as required by the Act. You are required to publish the annual report, including the auditor's report and the audited financial report, on your Shire's official website within 14 days after the annual report has been accepted by your Council.

A significant adverse trend in the Shire's financial position is reported on page 2 of the auditor's report.

Management Control Issues
While the result of the audit was generally satisfactory, we would like to draw your attention to the attached listing of deficiencies in internal control and other matters that were identified during the audit. These matters have been discussed with management and their comments have been included in the attachment.

Please note that the purpose of our audit was to express an opinion on the financial report. The audit included consideration of internal control relevant to the preparation of the financial report in order to design audit procedures that were appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of internal control.

An audit is not designed to identify all internal control deficiencies that may require management attention. The matters being reported are limited to those deficiencies that have been identified during the audit that are of sufficient importance to warrant being reported. It is possible that other irregularities and deficiencies may have occurred and not been identified as a result of our audit.

This letter has been provided for the purposes of the Shire and the Minister for Local Government and may not be suitable for other purposes.

We would like to take this opportunity to thank you, the management and the staff of the Shire for their cooperation with the audit team during our audit.

Feel free to contact the undersigned on 6557 7574 if you would like to discuss these matters further.

Yours faithfully

Renuka.V

Renuka Venkatraman
Director
Financial Audit
7 December 2021

Attach

SHIRE OF CHAPMAN VALLEY

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

INDEX OF FINDINGS	RATING		
	Significant	**Moderate**	**Minor**
1. IT Disaster Recovery Plan		✓	
2. Excess leave management		✓	

KEY TO RATINGS

The Ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

Significant - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating may be reported as a matter of non-compliance in the audit report in the current year, or in a subsequent reporting period if not addressed. However, even if the issue is not likely to impact the audit report, it should be addressed promptly.

Moderate - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.

Minor - Those findings that are not of primary concern but still warrant action being taken.

SHIRE OF CHAPMAN VALLEY

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

1. IT Disaster Recovery Plan

Finding
We noted from our review of IT General Controls that the Shire's IT Disaster Recovery Plan (the plan) dated back to July 2016 and has not been reviewed or updated since then.

This plan is important to maintain essential services through the disaster recovery period and re-establish services and operations as quickly as possible to minimise the effect on the community, staff and Council. Regular review and update of the plan is essential to make sure that it is current and fit for purpose.

Rating: Moderate
Implication
Without a Disaster Recovery Plan that is updated and current, new and emerging risks to electronic data may not be identified and/or safeguards in place may not be adequate to minimise the risks. This could potentially result in loss of electronic data through cyber threats, damage to backed up data, equipment etc. This also increases the risk of significant delays and business interruptions in the event of unforeseen circumstances.

Recommendation
We recommend that the Shire regularly review and update the disaster recovery plan, to reflect current changes to the IT environment and new/emerging threats.

Management Comment
The IT Disaster Recovery Plan was tested and proved effective during the April 2021 TC Seroja event. The IT Disaster Recovery document has just been reviewed in November 2021, with the service provider testing the IT environments with a failover and fail back without major issues. A documented process will be supplied by the service provider and the IT Disaster Recovery Plan document updated from this testing.

Responsible Person: Manager Finance & Corporate Services
Completion Date: 30 June 2022

SHIRE OF CHAPMAN VALLEY

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

2. Excess leave management

Finding
During our audit we noted that three employees had annual leave balances ranging from 350 to 850 hours. This represents 41% of the Shire's total employee leave balance and 50% of its annual leave liability at 30 June 2021.

Rating: Moderate
Implication
Excess annual leave entitlements may have adverse effects on the Shire, including:

- Health and safety concerns with staff members not taking their leave entitlements
- Increase the Shire's costs given salary rises and increments over time and
- Key staff not being rotated, a preventative control against fraud

The build-up of large balances could create financial pressures, should large amounts of leave be taken at the same time or in close proximity. There is also a management risk to Council of having key personnel on leave for long periods of time.

Recommendation

We recommend that management regularly reviews excessive employee leave balances and takes appropriate measures (eg. leave management plans) to minimise the implications of excessive leave.

Management Comment
Council resolved to allow the Senior Ranger to defer an accrued 717 hours of annual leave which is a significant portion of excess annual leave. The current Corporate Management Procedure for Annual Leave will be reviewed to examine risk of excess leave and ensure this complies with current award and fair work legislation.

Responsible Person: Manager Finance & Corporate Services
Completion Date: 30 June 2022

Auditor General

INDEPENDENT AUDITOR'S REPORT
2021
Shire of Chapman Valley

To the Councillors of the Shire of Chapman Valley

Report on the audit of the annual financial report

Opinion

I have audited the financial report of the Shire of Chapman Valley (Shire) which comprises:

- the Statement of Financial Position at 30 June 2021, the Statement of Comprehensive Income by Nature or Type, Statement of Comprehensive Income by Program, Statement of Changes in Equity, Statement of Cash Flows and Rate Setting Statement for the year then ended
- Notes comprising a summary of significant accounting policies and other explanatory information
- the Statement by the Chief Executive Officer.

In my opinion the financial report of the Shire of Chapman Valley:

- is based on proper accounts and records
- fairly represents, in all material respects, the results of the operations of the Shire for the year ended 30 June 2021 and its financial position at the end of that period in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

Basis for opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's responsibilities section below. I am independent of the Shire in accordance with the *Auditor General Act 2006* and the relevant ethical requirements of the Accounting Professional & Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants (including Independence Standards)* (the Code) that are relevant to my audit of the financial report. I have also fulfilled my other ethical responsibilities in accordance with the Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

7th Floor Albert Facey House 469 Wellington Street Perth MAIL TO: Perth BC PO Box 8489 Perth WA 6849 TEL: 08 6557 7500

Responsibilities of the Chief Executive Officer and Council for the financial report

The Chief Executive Officer (CEO) of the Shire is responsible for the preparation and fair presentation of the financial report in accordance with the requirements of the Act, the Regulations and Australian Accounting Standards. The CEO is also responsible for managing internal control (as required by the CEO) to ensure the financial report is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the CEO is responsible for assessing the Shire's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the State Government has made decisions affecting the continued existence of the Shire.

The Council is responsible for overseeing the Shire's financial reporting process.

Auditor's responsibility for the audit of the financial report

As required by the *Auditor General Act 2006*, my responsibility is to express an opinion on the financial report. The objectives of my audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.

A further description of my responsibilities for the audit of the financial report is located on the Auditing and Assurance Standards Board website. This description forms part of my auditor's report and can be found at https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf.

Report on other legal and regulatory requirements

In accordance with the Local Government (Audit) Regulations 1996 I report that:

(i) In my opinion, the following material matter indicates a significant adverse trend in the financial position of the Shire:

   a. The Operating Surplus Ratio has been below the Department of Local Government, Sport and Cultural Industries standard for the past 3 years. The financial ratios are reported at Note 33 to the financial report.

(ii) All required information and explanations were obtained by me.

(iii) All audit procedures were satisfactorily completed.

(iv) In my opinion, the Asset Consumption Ratio and the Asset Renewal Funding Ratio included in the financial report were supported by verifiable information and reasonable assumptions.

Other matter

The financial ratios for 2019 in Note 33 of the financial report were audited by another auditor when performing their audit of the Shire for the year ending 30 June 2019. The auditor expressed an unmodified opinion on the financial report for that year.

Other information

The other information is the information in the entity's annual report for the year ended 30 June 2021, but not the financial report and my auditor's report. The CEO is responsible for the preparation and the Council for overseeing the other information.

My opinion does not cover the other information and, accordingly, I do not express any form of assurance conclusion thereon.

Matters relating to the electronic publication of the audited financial report

This auditor's report relates to the financial report of the Shire of Chapman Valley for the year ended 30 June 2021 included on the Shire's website. The Shire's management is responsible for the integrity of the Shire's website. This audit does not provide assurance on the integrity of the Shire's website. The auditor's report refers only to the financial report described above. It does not provide an opinion on any other information which may have been hyperlinked to/from this financial report. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited financial report to confirm the information contained in this website version of the financial report.

Grant Robinson
Assistant Auditor General Financial Audit
Delegate of the Auditor General for Western Australia
Perth, Western Australia
7 December 2021

Aboriginal and Torres Strait Islander peoples should be aware that this publication may contain images or names of people who have since passed away.

Q and A – Flying the Aboriginal and Torres Strait Islander flags

1. Why are there two different flags for Aboriginal and Torres Strait Islander peoples?

Aboriginal and Torres Strait Islander peoples represent two distinct cultures. Each cultural group has its own flag, representing its own unique identity. It is important to recognise that even within each group, various languages and traditions are practiced across Australia. Some groups may have their own flags or adaptations of these flags.

2. Why is flying the flags important?

Flying the Aboriginal and Torres Strait Islander flags demonstrates Australia's recognition of First Nation peoples, promoting a sense of community partnership and a commitment toward reconciliation. Flying the flags is a highly visible symbol of respect and can be used to promote a sense of community, create a welcoming environment and can demonstrate a commitment towards closing the gap.

3. What do the flags mean?

In 1995, both the Aboriginal and Torres Strait Islander flags were recognised as official flags of Australia under Commonwealth legislation.

The Aboriginal Flag was designed by Harold Thomas, a Luritja man from Central Australia. According to Mr. Thomas, the meaning of the flag is represented through:

- Black: the Aboriginal peoples of Australia
- Yellow: the Sun, the giver of life and protector
- Red: the red earth, red ochre and a spiritual relationship to the land

The flag was first flown at Victoria Square in Adelaide on National Aborigines Day, 12 July 1971, after which it was chosen as the flag for the Aboriginal Tent Embassy in 1972.

The Torres Strait Islander flag was designed by the late Bernard Namok from Thursday Island. The flag was recognised by the Aboriginal and Torres Strait Islander Commission in June 1992 and given equal prominence with the Aboriginal flag. The meaning of the Torres Strait Islander flag is represented through:

- Green: the land
- Blue: the sea
- White: peace
- Black: the Torres Strait Islander peoples

At the centre of the Torres Strait Islander flag is a dhari (headdress), which represents the people of the Torres Strait Islands. The five pointed star in the middle of the dhari represents the five major island groups, as well as the importance of stars for navigational purposes.

4. How should Aboriginal and Torres Strait Islander flags be displayed?

The Aboriginal and Torres Strait Islander flags should be flown and displayed in a dignified manner. This means that they should not be used as a curtain to unveil a monument or plaque, or used as table or seat covers. Flags should not be allowed to fall or lie upon the ground.

Flags should not be flown at night unless they are properly lit. Each flag should be flown from a separate flagpole. It is considered best practice for each flag flown to be the same size and on flagpoles of the same height. Tattered, torn or dilapidated flags should not be flown, and may be destroyed privately.

It is also important that flags are flown in an upright position. For the Aboriginal flag, this means that the black half is above the red. For the Torres Strait Islander flag, this means that the star is positioned below the dhari (headdress). Both flags are of equal importance and individual circumstances determine which flag, if not both, should be flown.

It is very important that community is consulted prior to the raising of Aboriginal and Torres Strait Islander flags. This is a way of showing respect for Aboriginal and Torres Strait Islander peoples, their concerns and their right to self-determination.

5. What about copyright?

In 1997, the Federal Court of Australia declared that Harold Thomas was the owner of the copyright in the design of the Aboriginal flag. This means that for all uses of the Australian Aboriginal flag, permission must be sought from Harold Thomas. Since 1997, Mr Thomas has awarded world rights solely to Carroll and Richardson Flagworld Pty Ltd for the manufacture and marketing of the flag.[1] Flags that do not have a white header at the left side or flags that do not show the Carroll and Richardson label could be infringing copyright.[2]

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http://aiatsis.gov.au/explore/articles/aboriginal-flag

[2] http://www.aiatsis.gov.au/fastfacts/aboriginalflag.html

The copyright of the Torres Strait Islander flag is held by the Torres Strait Island Regional Council. The Torres Strait Islander Regional Council permits the reproduction of the Torres Strait Islander flag only under the conditions that:[3]

- Where appropriate, recognition is given to the original designer, the late Mr Bernard Namok
- The original PMS (Pantone Matching System) flag colours must be used
- Permission is to be received in writing from the Torres Strait Island Regional Council prior to its use

Although official permission is not required to fly either the Aboriginal or Torres Strait Islander flag, Reconciliation Australia always encourages consultation with the local community when doing so.

6. In what order should the flags be flown in?

The Australian flag should take a position of precedence over other flags. This means that if all flagpoles are of the same height, the Australian flag is positioned on the extreme left hand side (as seen by those facing it). This may then be followed by state/territory flags and then the Aboriginal and Torres Strait Islander flags. The Aboriginal Flag or the Torres Strait Islander flag may be flown in either order, as they are both of equal standing in the order of precedence. Where one flagpole is taller than others, the Australian flag should be placed on the tallest flagpole, with other flags below it. Other flags should once again be ordered by precedence from left to right.

On some occasions, the Aboriginal flag or the Torres Strait Islander flag may follow the Australian Nation flag ahead of other flags.

7. Where can I find out more?

We recommend seeking further reading on how best to respect Aboriginal and Torres Strait Islander peoples, cultures and histories through flying the flags. Queensland Health has a comprehensive resource and the Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS) has useful information on the background and meaning of both the Aboriginal flag and the Torres Strait Islander flag.

Further information can be obtained from the Australian Government website or via:

Commonwealth Flag Officer
Honours, Symbols and Territories Branch
Department of the Prime Minister and Cabinet
PO Box 6500
CANBERRA ACT 2600
nationalsymbols@pmc.gov.au

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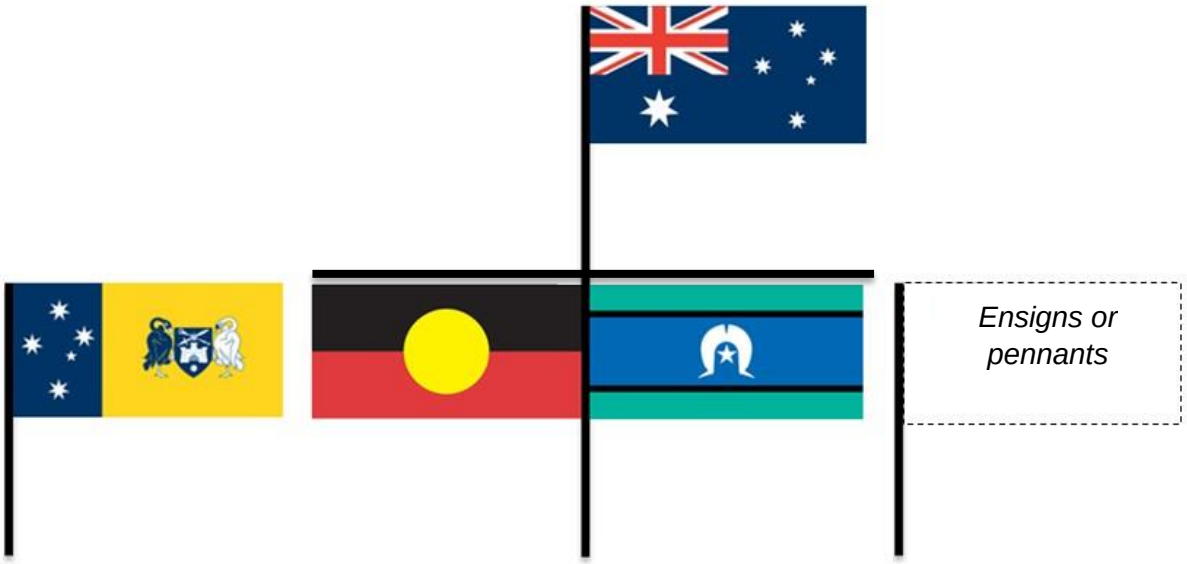
[3] http://www.tsirc.qld.gov.au/%3Cfront%3E/torres-strait-flag

Example 1: Australian flag, Aboriginal flag, Torres Strait Islander flag. Note: the Aboriginal and Torres Strait Islander flag may be placed on either side of the Australian flag.

Example 2: Australian flag, ACT flag, Aboriginal flag.

Example 3: Australian flag, ACT flag, Torres Strait Islander flag.

Example 4: Australian flag, ACT flag, Aboriginal flag, Torres Strait Islander flag, ensigns or pennants.



council ties at functions and events. "Until (the) council moves into the 21st century on this matter, the council tie is retired from this neck," he said.

Australian Government

Department of the Prime Minister and Cabinet

Excerpt from the booklet *Australian flags* – Part 2: The protocols for the appropriate use and the flying of the flag

Australian flags describes the history and significance of the Australian National Flag and other flags of Australia, and explains the protocol for flying and displaying flags within Australia.

The 3rd edition of *Australian flags* has a new structure to make the book easier to read and new illustrations to describe flag protocol:

- Part I outlines the elements of the Australian National Flag;
- Part II explains the protocols for the appropriate use and the flying of the Australian National Flag;
- Part III details other official flags of Australia; and
- Part IV outlines the history of the Australian National Flag.

Australian flags can be used as an educational resource and a source of general information about the history and proper use of the Australian National Flag and other flags of Australia by the Australian community, flag marshals and visitors to Australia.

Australian flags can be obtained free of charge through the Constituents' Request Programme by contacting the electorate office of your local Senator or Member of the House of Representatives.

This excerpt and further information on Australian national symbols can be obtained at www.itsanhonour.gov.au

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Awards and Culture Branch
Department of the Prime Minister and Cabinet
National Circuit
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Facsimile: (02) 6271 5662

PART 2:
THE PROTOCOLS FOR THE APPROPRIATE USE AND THE FLYING OF THE FLAG

FLYING AND USE OF THE AUSTRALIAN NATIONAL FLAG

THE AUSTRALIAN NATIONAL FLAG MAY BE FLOWN ON EVERY DAY OF THE YEAR. IT IS IMPORTANT TO OBSERVE CORRECT FLAG PROTOCOL WHEN FLYING THE FLAG. THE FOLLOWING GUIDELINES APPLY TO THE AUSTRALIAN NATIONAL FLAG AND TO FLAGS GENERALLY.

WHO CAN FLY THE AUSTRALIAN NATIONAL FLAG?

Any person may fly the Australian National Flag. However, the flag should be treated with the respect and dignity it deserves as the nation's most important national symbol.

Flag protocol is based on longstanding international and national practice.

DIGNITY OF THE FLAG

The flag should not be allowed to fall or lie on the ground.

The flag should not be used to cover a statue, monument or plaque for an unveiling ceremony; to cover a table or seat; or to mask boxes, barriers or the space between the floor and the ground level on a dais or platform.

The flag should never be flown when in damaged, faded or dilapidated condition. When the material of the flag deteriorates to a point where it is no longer suitable for use, it should be destroyed privately, in a dignified way.

FLYING AND HANDLING

When flown in Australia or on Australian territory the Australian National Flag takes precedence over all other flags with the exception of the United Nations Flag on United Nations Day (refer to page 35). See the order of precedence (page 25) when flying the Australian National Flag in company with other flags.

The flag should not be flown in a position inferior to that of any other flag or ensign. The superior position is based on the formation of the flagpoles in the set, not the height of the flag on the flagpole.

The flag should not be smaller than that of any other flag or ensign.

The flag should be raised briskly and lowered with dignity.

The flag should always be flown aloft and free as close as possible to the top of the flag mast, with the rope tightly secured.

Unless all the flags can be raised and lowered simultaneously, the Australian National Flag should be raised first and lowered last when flown with other flags.

When the flag is raised or lowered, or when it is carried in a parade or review, all present should face the flag and remain silent. Those in uniform should salute.

The flag should be raised no earlier than first light and should be lowered no later than dusk.

The flag may only be flown at night when illuminated.

Two flags should not be flown from the same flagpole.

The flag should not be flown upside down, even as a signal of distress.

DISPOSAL OF FLAGS

When a flag becomes dilapidated and no longer suitable for use, it should be destroyed privately and in a dignified way. For example, it may be cut into small unrecognisable pieces then disposed of with the normal rubbish collection.

DISPLAYING THE AUSTRALIAN NATIONAL FLAG

Whether the flag is displayed flat against a surface (either horizontally or vertically), on a staff, on a flag rope, or suspended vertically in the middle of a street, the canton should be in the uppermost left quarter as viewed by a person facing the flag.

In the case of the Australian National Flag, the Union Jack should be seen in the top left quarter of the flag. 1

Even when the flag is displayed vertically, this rule must be followed, although to the casual observer the flag appears to be back to front. The reason for this is that the canton is the position of honour on the flag.

When the Australian National Flag is displayed alone on a speaker's platform, it should be flat against the wall or on a staff on the right of the speaker as he or she faces the audience. 2

When displayed on a flag rope (a 'halyard'), the flag should be as close as possible to the top, with the flag rope tight.

If the national flag is vertically suspended in an east-west street, the canton should be towards the north. In a north-south street the canton should be towards the east. 3

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USE OF FLAGS ON CONFERENCE TABLES

Should it be decided to place the flags of nations on a conference table, a single flag representative of each nation present should be placed in front of the leader of that country's delegation. 4

4

FLYING THE AUSTRALIAN NATIONAL FLAG ALONE

When the Australian National Flag is flown alone on top of or in front of a building with two flagpoles, it should be flown on the flagpole to the left of a person facing the building. 5

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When flown alone on top of or in front of a building with more than two flagpoles, the Australian National Flag should be flown in the centre or as near as possible to it. 6

6

9

FLYING THE AUSTRALIAN NATIONAL FLAG WITH OTHER NATIONAL FLAGS

When the Australian National Flag is flown with the flags of other nations, all the flags should, if possible, be the same size and flown on flagpoles of the same height. According to international practice, no national flag should fly above another in peacetime.

The Australian National Flag must, however, take the position of honour.

When flying with only one other national flag, the Australian National Flag should fly on the left of a person facing the building. 7

When flying the Australian National Flag along with several other national flags, the flags should follow the Australian National Flag in alphabetical order.

The Australian Government's policy in relation to the flying of other nations' flags is to fly only the official flags of nations recognised by Australia.

In a line of several national flags, and where there is an odd number of flags and only one Australian National Flag is available, the Australian National Flag should be flown in the centre. 8

If there is an even number of flags and only one Australian National Flag is available, the Australian National Flag should be flown on the far left of a person facing the building. 9

If there is an even number of flags and two Australian National Flags are available, one should be flown at each end of the line. The flagpoles must be of uniform height. 10

When crossed with another national flag, the Australian National Flag should be on the left of a person facing the flags and its staff should cross in front of the staff of the other flag. 11

In a semi-circle of flags, the Australian National Flag should be in the centre. 12

In an enclosed circle of flags, the Australian National Flag should be flown on the flagpole immediately opposite the main entrance to the building or arena. 13

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12

FLYING THE AUSTRALIAN NATIONAL FLAG WITH STATE AND OTHER FLAGS

When flying the Australian National Flag with state flags and/or other flags (such as local government flags, house flags, club pennants, corporate and company flags) in a line of flagpoles, the order of the flags should follow the rules of precedence. The Australian National Flag should always be flown on the far left of a person facing the building. 14 With the exception of a flagpole fitted with a gaff (see page 17), a house flag or club pennant should never be flown above a national flag.

For example, if the Australian National Flag was being flown with a state flag and a local government flag, the Australian National Flag would be flown on the far left (the position of honour), the state flag to the right of it and the local government flag to the right of the state flag.

If there are two Australian National Flags, one can be flown at each end of a line of flags. 15

In a single or double row of flagpoles, arranged at right angles from a structure, such as a building or memorial, the Australian National Flag should be flown on the far left flagpole nearest the kerb. 16 If two Australian National Flags are available the second flag should be flown on the flagpole on the right nearest the kerb.

In a double row of flagpoles, where there is no formal focal point, such as a building or memorial, the Australian National Flag should be flown on the diagonal corners of the arrangement, with all other flags being arranged according to precedence as for a single row. 17

FLYING THE AUSTRALIAN NATIONAL FLAG ON A YARDARM

When the Australian National Flag is being displayed from a flagpole fitted with a yardarm and is flying with another national flag, the Australian National Flag should be flown on the left of the yardarm and the flag of the other nation should be flown on the right of the yardarm, as viewed from the front of the flagpole/gaff combination. 18

18

If the Australian National Flag is being displayed from a flagpole fitted with a yardarm and is flying with a state flag and a house flag or pennant, the Australian National Flag should be flown from the top of the flagpole, the State flag on the left of the yardarm, and the house flag or pennant on the right of the yardarm, as viewed from the front of the flagpole/gaff combination. 19

19

FLYING THE AUSTRALIAN NATIONAL FLAG ON A FLAGPOLE WITH A GAFF

If the flagpole is fitted with a gaff, the Australian National Flag should be flown from the peak of the gaff, which is the position of honour, even though the Australian National Flag is then lower than the flag flying from the top of the flagpole. This international tradition originates from the days of sailing ships, when it was necessary to keep the flag free of the ship's rigging. 20

The next position of prominence is the peak of the flagpole, then the left-hand side of the yardarm, then the right-hand side, as viewed from the front of the flagpole/gaff combination.

20

FLYING THE AUSTRALIAN NATIONAL FLAG AND RED ENSIGN ON SHIPS

The Australian red ensign is the flag to be flown by Australian-registered merchant ships. Either the Australian National Flag or the Australian red ensign can be flown by government ships, fishing vessels, pleasure craft, small craft and commercial vessels under 24 metres in tonnage length, but not both ensigns at the same time. 21

21

The rules for flying flags on non-defence ships are set out in sections 29 and 30 of the *Shipping Registration Act 1981* and regulation 22 of the Shipping Registration Regulations. Foreign vessels may, as a courtesy, fly from the foremast either the Australian National Flag or the Australian red ensign when berthed in an Australian port.

FLAGS FLOWN AT SOUTH HEAD SIGNAL STATION, NSW
PHOTO COURTESY OF JOHN VAUGHAN, VEXILLOGRAPHER

CARRYING THE AUSTRALIAN NATIONAL FLAG IN A PROCESSION

In a line of flags carried in single file, the Australian National Flag should always lead. Flags are carried so that the right hand of the carrier is above the left hand. 22

In a line of flags carried abreast, it is preferable to have an Australian National Flag carried at each end of the line. 23

If, however, only one Australian National Flag is available, the following applies:

- If there is an odd number of flags, the Australian National Flag should be carried in the centre of the line.
- The flag next highest in order of precedence should be flown to the left of the Australian National Flag (as seen by a viewer facing the flag bearers), the next ranking flag to the right of the Australian National Flag and so on. 24
- If there is an even number of flags, the Australian National Flag should be carried on the right-hand end of the line facing the direction of movement (that is, the left end of the line as viewed by a person facing the flags). 25

LOWERING THE AUSTRALIAN NATIONAL FLAG IN A PROCESSION

The Australian National Flag should not be lowered as a form of salute, even when it is appropriate for other flags or ensigns being carried in a procession to be lowered as a form of salute.

22

23

24

FLYING THE AUSTRALIAN NATIONAL FLAG AT HALF-MAST

Flags are flown in the half-mast position as a sign of mourning. 26

To bring the flag to the half-mast position, the flag must first be raised to the top of the mast (the 'peak'), then immediately lowered slowly to the half-mast position. (This position is estimated by imagining another flag flying above the half-masted flag – in European mythology, the flag flying above is the flag of death.) The flag must be lowered to a position recognisably half-mast so that it does not simply appear to have slipped down from the top of the flagpole. An acceptable position would be when the top of the flag is a third of the distance down from the top of the flagpole.

When lowering the flag from a half-mast position, it should first be raised briefly to the peak, then lowered ceremoniously.

Under no circumstances should a flag be flown at half-mast at night, whether or not the flag is illuminated.

When flying the Australian National Flag with other flags, all flags in the set should be flown at half-mast. The Australian National Flag should be raised first and lowered last.

There are occasions when direction will be given by the Australian Government for all flags to be flown at half-mast. Some examples of these occasions are:

- On the death of the Sovereign (King or Queen) – the flag should be flown from the time of announcement of the death up to and including the funeral. On the day the accession of the new Sovereign is proclaimed, it is customary to raise the flag to the top of the mast from 11 a.m. until the usual time for closure of business
- On the death of a member of the royal family – by special command of the Sovereign and/or by direction of the Australian Government
- On the death of the Governor-General or a former Governor-General
- On the death of a distinguished Australian citizen, in accordance with protocol
- On the death of the head of state of another country with which Australia has diplomatic relations – the flag would be flown at half-mast on the day of the funeral or as directed
- On days of national commemoration such as Anzac Day and Remembrance Day.

Flags in any locality may be flown at half-mast on the death of a local citizen or on the day, or part of the day, of their funeral.

DRAPING A COFFIN

The Australian National Flag may be used to cover the coffin of any deceased Australian citizen at their funeral. The canton should be draped over the 'left shoulder' of the coffin, representing the heart. The flag should be removed before the coffin is lowered into the grave or, at a crematorium, after the service. The deceased's service headdress, sword or baton, awards or medals if any and family flowers may be placed on the flag covering the coffin. Care should be taken during the interment to maintain the dignity of the flag. 27

FLYING THE AUSTRALIAN NATIONAL FLAG ON PUBLIC HOLIDAYS

All organisations and individuals are encouraged to fly the Australian National Flag on public holidays.

DISPLAY AT POLLING PLACES

Where possible, the Australian National Flag should be displayed in or near every polling place on days when votes are being cast in a national election or referendum.

FLYING THE AUSTRALIAN NATIONAL FLAG ON AUSTRALIAN GOVERNMENT BUILDINGS

The Australian Government has directed that the Australian National Flag be flown on its buildings during normal working hours on normal working days. This will vary on days of mourning, when the flag is flown at half-mast, and on days of national commemoration.

If more than one flagpole is available at an Australian Government building, other flags, such as house flags, may be flown from the additional flagpole, with the Australian National Flag in the pre-eminent position.

COMMERCIAL USE OF THE FLAG OR FLAG IMAGE

The Australian National Flag, or representation of the flag, may be used for commercial or advertising purposes without formal permission, subject to the following guidelines:

- The flag should be used in a dignified manner and reproduced completely and accurately
- The flag should not be defaced by overprinting with words or illustration
- The flag should not be covered by other objects in displays
- All symbolic parts of the flag should be identifiable.

It is not necessary to seek formal permission to use the Australian National Flag for commercial purposes. However, the Awards and Culture Branch is available to provide advice on the appropriate use or representation of the Australian National Flag for commercial purposes.

In regard to the importation of items bearing an image of the Australian National Flag, importers consult the Department of the Prime Minister and Cabinet for approval of the item before applying for an import permit through the Australian Customs Service.

FLAG FOLDING

The following diagrams show how to fold the flag properly:

A Start like this

B Fold lengthwise bottomside to topside once and then once again

C Bring the ends together

D Now concertina by folding backwards and forwards towards the hoist edge

E Keep the flag bundled by winding the halyard around and under itself.

A

B

C

D

E

SPECIAL DAYS FOR FLYING FLAGS

The follow list shows days of commemoration on which the flying of the Australian National Flag and, where appropriate, other flags, is particularly encouraged. Unless noted otherwise, these days are celebrated nationally.

1 January – *Anniversary of the establishment of the Commonwealth of Australia*

26 January – *Australia Day*

March, second Monday
– *Commonwealth Day*

21 March – *Harmony Day* – Harmony Day began in 1999 and celebrates Australia's success as a diverse society united as one family by a common set of values.

25 April – *Anzac Day* – Flags are flown at half-mast until noon then at the peak until the usual time for closure of business.

9 May – *Anniversary of the inauguration of Canberra as the seat of government* (Australian Capital Territory only)

27 May to 3 June – *National Reconciliation Week* – In recognition of 27 May as the anniversary of the 1967 Referendum which successfully removed from the Constitution clauses that discriminated against indigenous Australians and 3 June as the anniversary of the High Court decision in the Eddie Mabo land rights case of 1992.

The Australian Aboriginal Flag and the Torres Strait Islander Flag should be flown on additional flagpoles, where available, next to or near the Australian National Flag on Australian Government buildings and establishments.

If there is only one flagpole available, the Australian Aboriginal Flag and the Torres Strait Islander Flag should not replace the Australian National Flag. If there are two flagpoles available, it is at the discretion of the authority concerned to determine which flag should be flown with the Australian National Flag.

June, second Monday – *Celebrated as the Queen's birthday*, except in Western Australia, where it is observed in October.

July, nominated week – *NAIDOC Week* (originally an acronym for National Aboriginal and Islanders' Day Observance Committee, the acronym has since become the name of the week) – NAIDOC Week is held every year to celebrate and promote a greater understanding of Aboriginal and Torres Strait Islander peoples and culture.

The Australian Aboriginal Flag and the Torres Strait Islander Flag should be flown on additional flagpoles, where available, next to or near the Australian National Flag on Australian Government buildings and establishments.

If there is only one flagpole available, the Australian Aboriginal Flag and the Torres Strait Islander Flag should not replace the Australian National Flag. If there are two flagpoles available, it is at the discretion of the authority concerned to determine which flag should be flown with the Australian National Flag.

3 September
– *Australian National Flag Day*

17 September – *Citizenship Day*
– Citizenship Day was introduced in 2001 and is an opportunity for all Australians to take pride in our citizenship and reflect on the meaning and importance of being Australian.

24 October – *United Nations Day* – The United Nations Flag, if available, should be flown all day. If only one flagpole is available, the United Nations Flag should be flown, even if that flagpole is ordinarily reserved for the Australian National Flag. If two flagpoles are available, the United Nations Flag should be flown in the pre-eminent position.

11 November – *Remembrance Day*
– Flags are flown at the peak from 8 a.m., at half-mast from 10.30 a.m. to 11.02 a.m., and at the peak again from 11.02 a.m. until the usual time for closure of business.

ORDER OF PRECEDENCE

The Australian National Flag takes precedence in Australia over all other flags when it is flown in company with other flags.

Thereafter when flown in the community the order of precedence of flags is:

2: National Flag of other nations

3: State and Territory Flags

4: Other flags prescribed by the *Flags Act 1953* including:

→ the Australian Aboriginal Flag and the Torres Strait Islander Flag in either order; and

→ the Defence ensigns which should be flown in the following order:

- the Australian Defence Force Ensign
- the Australian White Ensign
- the Royal Australian Air Force Ensign.

5: Ensigns and pennants – local government; Commonwealth, state and territory agencies; non-government organisations.

The order of precedence may be varied in the following circumstances:

→ On military occasions or establishments, the Australian National Flag may be followed in the order of precedence by the prescribed Defence ensigns and military pennants ahead of other flags, ensigns and pennants.

→ On Commonwealth occasions and Aboriginal or Torres Strait Island occasions for their peoples, the Australian Aboriginal Flag or the Torres Strait Islander Flag may follow the Australian National Flag ahead of other flags prescribed under the *Flags Act 1953*, state and territory flags and other ensigns and pennants.

The order of the State flags is New South Wales, Victoria, Queensland, South Australia, Western Australia, Tasmania (the order in with the State badges appear on the Commonwealth Coat of Arms) with flags of the Australian Capital Territory and the Northern Territory following in alphabetical order.

In the absence of a flag or flags higher in the order, a flag shall follow the flag being flown that is higher in the order.

The order of precedence does not require that a flag listed in the order must be flown in company with other flags in the order.

Flags Act 1953

Act No. 1 of 1954 as amended

This compilation was prepared on 11 July 2008
taking into account amendments up to Act No. 73 of 2008

The text of any of those amendments not in force
on that date is appended in the Notes section

The operation of amendments that have been incorporated may be affected by application provisions that are set out in the Notes section

Prepared by the Office of Legislative Drafting and Publishing,
Attorney-General's Department, Canberra

Contents

1 Short title [*see* Note 1] 1
2 Extension to Territories 1
3 The Australian National Flag 1
4 The Australian Red Ensign 2
5 Other flags 2
6 Warrants to use flags 2
7 Rules as to use of flags 2
8 Flying of Union Jack 2

Schedule 1—The Australian National Flag and the Australian Red Ensign 3

Schedule 2—Flags 5

Notes 7

ComLaw Authoritative Act C2008C00376

An Act to declare a certain Flag to be the Australian National Flag and to make other provision with respect to Flags

1 Short title [*see* Note 1]

This Act may be cited as the *Flags Act 1953*.

2 Extension to Territories

This Act extends to all the Territories.

3 The Australian National Flag

(1) The blue flag described in Schedule 1, being the flag a reproduction of which is set out in Part I of Schedule 2, is declared to be the Australian National Flag.

(2) The blue flag referred to in subsection (1) ceases to be the Australian National Flag if, and only if:

(a) a new flag or flags, and the flag referred to in subsection (1), are submitted in each State and Territory to the electors qualified to vote for the election of members of the House of Representatives; and

(b) the new flag, or one of the new flags, is chosen by a majority of all the electors voting.

(3) The form and manner in which a proposal for a new Australian National Flag is submitted to electors, and the manner in which a vote on the proposal is taken (which may include the adoption of a form of preferential voting for choosing among 3 or more flags), and arrangements for adopting a new flag as the Australian National Flag if chosen as mentioned in subsection (2), are to be as the Parliament prescribes.

(4) In this section:

Territory means any Territory referred to in section 122 of the Constitution in respect of which there is in force a law allowing its representation in the House of Representatives.

ComLaw Authoritative Act C2008C00376

4 The Australian Red Ensign

The red flag described in Schedule 1, being the flag a reproduction of which is set out in Part II of Schedule 2, shall be known as the Australian Red Ensign.

5 Other flags

The Governor-General may, by Proclamation, appoint such other flags and ensigns of Australia as he or she thinks fit.

6 Warrants to use flags

The Governor-General may, by warrant, authorize a person, body or authority to use a flag or ensign referred to in, or appointed under, this Act, either without defacement or defaced in the manner specified in the warrant.

7 Rules as to use of flags

The Governor-General may make, and cause to be published, rules for the guidance of persons in connexion with the flying or use of flags or ensigns referred to in, or appointed under, this Act.

8 Flying of Union Jack

This Act does not affect the right or privilege of a person to fly the Union Jack.

ComLaw Authoritative Act C2008C00376

Schedule 1—The Australian National Flag and the Australian Red Ensign

Sections 3 and 4

1. The Australian National Flag is a blue flag, and the Australian Red Ensign is a red flag, the design of each of which is specified in clause 1A.

1A. Each of the flags referred to in clause 1 has:

(a) the Union Jack occupying the upper quarter next the staff;

(b) a large white star (representing the 6 States of Australia and the Territories) in the centre of the lower quarter next the staff and pointing direct to the centre of St George's Cross in the Union Jack, as specified in Table A; and

(c) 5 white stars (representing the Southern Cross) in the half of the flag further from the staff, as specified in Table B.

Table A—Commonwealth Star

Position of Centre	Outer Diameter	Inner Diameter	Number of Points
On middle line (parallel with the hoist edge of flag) of Union Jack (produced), one-quarter width of flag from bottom edge of flag	Three-tenths of width of flag	Four-ninths of outer diameter	Seven

ComLaw Authoritative Act C2008C00376

Table B—Stars of the Southern Cross

Name	Position of Centre The fractions are fractions of width of flag	Outer Diameter	Inner Diameter In fractions of outer diameter	Number of Points
Alpha Crucis	On middle line, one-sixth from bottom edge	One-seventh	Four-ninths	Seven
Beta Crucis	One-quarter from middle line, at right angles on left to a point on middle line one-sixteenth above centre of fly	One-seventh	Four-ninths	Seven
Gamma Crucis	On middle line one-sixth from top edge	One-seventh	Four-ninths	Seven
Delta Crucis	Two-ninths from middle line at right angles on right to a point one-fifteenth above a point on middle line one-sixteenth above centre of fly	One-seventh	Four-ninths	Seven
Epsilon Crucis	One-tenth from middle line at right angles on right to a point on middle line one twenty-fourth below centre of fly	One-twelfth	Four-ninths	Five

2. In Table A and Table B, "width of flag" means the measurement of the hoist edge of the flag.

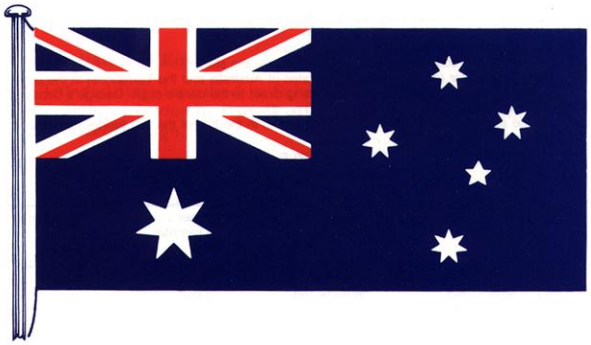
3. In Table B, "middle line" means a straight line, parallel with the hoist edge of the flag, and dividing the fly into two equal parts.

ComLaw Authoritative Act C2008C00376

Schedule 2—Flags

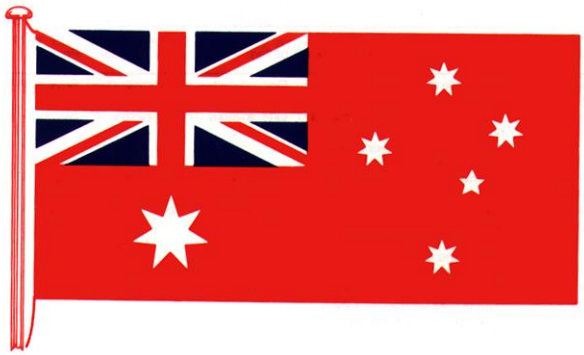
Sections 3 and 4

Part I



AUSTRALIAN NATIONAL FLAG

Part II



AUSTRALIAN RED ENSIGN

ComLaw Authoritative Act C2008C00376

Notes to the *Flags Act 1953*

Note 1

The *Flags Act 1953* as shown in this compilation comprises Act No. 1, 1954 amended as indicated in the Tables below.

Table of Acts

Act	Number and year	Date of Assent	Date of commencement	Application, saving or transitional provisions
Flags Act 1953	1, 1954	14 Feb 1954	14 Apr 1954 *(a)*	
Flags Act 1954	58, 1954	6 Nov 1954	14 Apr 1954	—
Statute Law Revision Act 1973	216, 1973	19 Dec 1973	31 Dec 1973	Ss. 9(1) and 10
Flags Amendment Act 1981	9, 1981	25 Mar 1981	26 Jan 1982 (*see* s. 2 and *Gazette* 1981, No. G51, p. 2)	—
Flags Amendment Act 1998	2, 1998	24 Mar 1998	24 Mar 1998	—
Statute Law Revision Act 2008	73, 2008	3 July 2008	Schedule 4 (item 294): 4 July 2008	—

ComLaw Authoritative Act C2008C00376

Act Notes

(a) This Act was reserved for Her Majesty's pleasure on 12 December 1953, the Queen's Assent was given on 14 February 1954 and was made known to each House of the Parliament on 15 February 1954. By a Proclamation dated 8 April 1954, the Queen's Assent was proclaimed in the *Gazette* on 14 April 1954 (*see Gazette* 1954, p. 1179).

ComLaw Authoritative Act C2008C00376

Table of Amendments

ad. = added or inserted am. = amended rep. = repealed rs. = repealed and substituted

Provision affected	How affected
S. 2	am. No. 216, 1973
S. 3	rs. No. 9, 1981 am. No. 2, 1998
S. 4	rs. No. 9, 1981
S. 5	am. No. 73, 2008
S. 7	am. No. 216, 1973
Heading to the Schedules	rep. No. 9, 1981
Heading to First Schedule	rep. No. 9, 1981
First Schedule	am. No. 58, 1954; No. 216, 1973
Heading to Schedule 1	ad. No. 9, 1981
Schedule 1	am. No. 9, 1981
Heading to Second Schedule	rep. No. 9, 1981
Heading to Schedule 2	ad. No. 9, 1981

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