

ORDINARY COUNCIL MEETING

AGENDA

8:30am Thursday
15 December 2022
Council Chambers

DECEMBER 2022

SHIRE OF CHAPMAN VALLEY
Jamie Criddle
CHIEF EXECUTIVE OFFICER

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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.



Jamie Criddle
CHIEF EXECUTIVE OFFICER

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ORDER OF BUSINESS

1.0 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS

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.

2.0 ANNOUNCEMENTS FROM THE PRESIDING MEMBER

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

Nil

7.3 Deputations

Nil

8.0 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

8.1 Ordinary Meeting of Council held on Thursday 17 November 2022

That the Minutes of the Ordinary Meeting of Council held Thursday 17 November 2022 to 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 Subdivision

10.1.2 Proposed Rezoning – Yuna Church

10.1.1	Proposed Subdivision
PROPONENT:	**Development WA**
SITE:	**Lots 15, 16, 7240 & 12588 North West Coastal Highway, Oakajee**
FILE REFERENCE:	**A2111**
PREVIOUS REFERENCE:	**Nil**
DATE:	**5 December 2022**
AUTHOR:	**Simon Lancaster, Deputy Chief Executive Officer**

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.1.1	Subdivision Application		✓

DISCLOSURE OF INTEREST
Nil

BACKGROUND
Council is in receipt of correspondence from the Western Australian Planning Commission ('WAPC') seeking its comment upon an application to create an access road into the Oakajee Strategic Industrial Area. This report recommends Council support the subdivision application.

COMMENT
The Oakajee Strategic Industrial Area is a 6,403ha area located within the Shire of Chapman Valley that comprises the following elements:

- 1,134ha industrial core to cater for strategic heavy industry;
- 1,002ha port area to accommodate land uses that support port operations including bulk storage and handling;
- 196ha industrial support area providing for general support industry; &
- 4071ha buffer area to provide separation between industrial and sensitive uses, and to host compatible uses.

The 21/22 State Budget included allocation of $7.5 million to fund the construction of an access road into the Oakajee Strategic Industrial Area:
https://www.mediastatements.wa.gov.au/Pages/McGowan/2021/09/61-point-5-million-dollar-boost-for-WAs-renewable-hydrogen-industry.aspx

Since that initial announcement the State Government have conducted an expression of interest process and subsequently approved land allocations for 6 proponents to pursue renewable hydrogen projects in the Oakajee Strategic Industrial Area:
https://www.mediastatements.wa.gov.au/Pages/McGowan/2022/10/Oakajee-Strategic-Industrial-Area-gains-land-allocation-approval.aspx

The subdivision application provided as **separate Attachment 10.1.1** represents an initial on-ground step towards this ultimate goal of creating a multi-product renewable hydrogen precinct in the Oakajee Strategic Industrial Area:
https://developmentwa.com.au/projects/industrial-and-commercial/oakajee-sia/overview

The subdivision application seeks to create the following:

- 668.8m long, 40m wide road reserve running west off the North West Coastal Highway (this would represent the first stage of the access road into the Oakajee Industrial Estate);
- 8.0422ha lot intended to be developed as a roadhouse and truck stop area; &
- 492.82ha balance lot.

Figure 10.1.1(a) – Proposed Oakajee Access Road

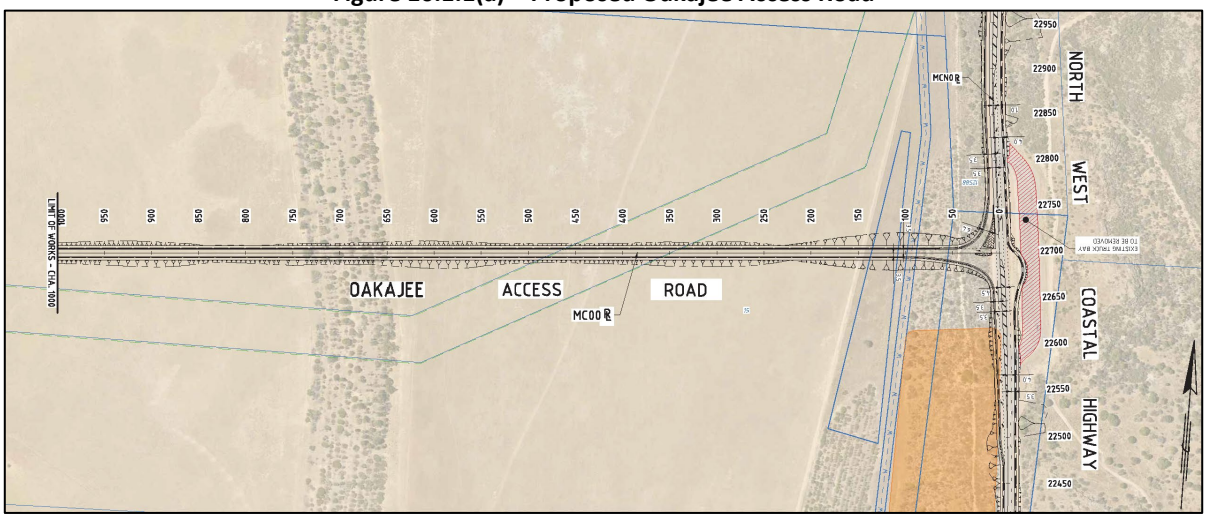
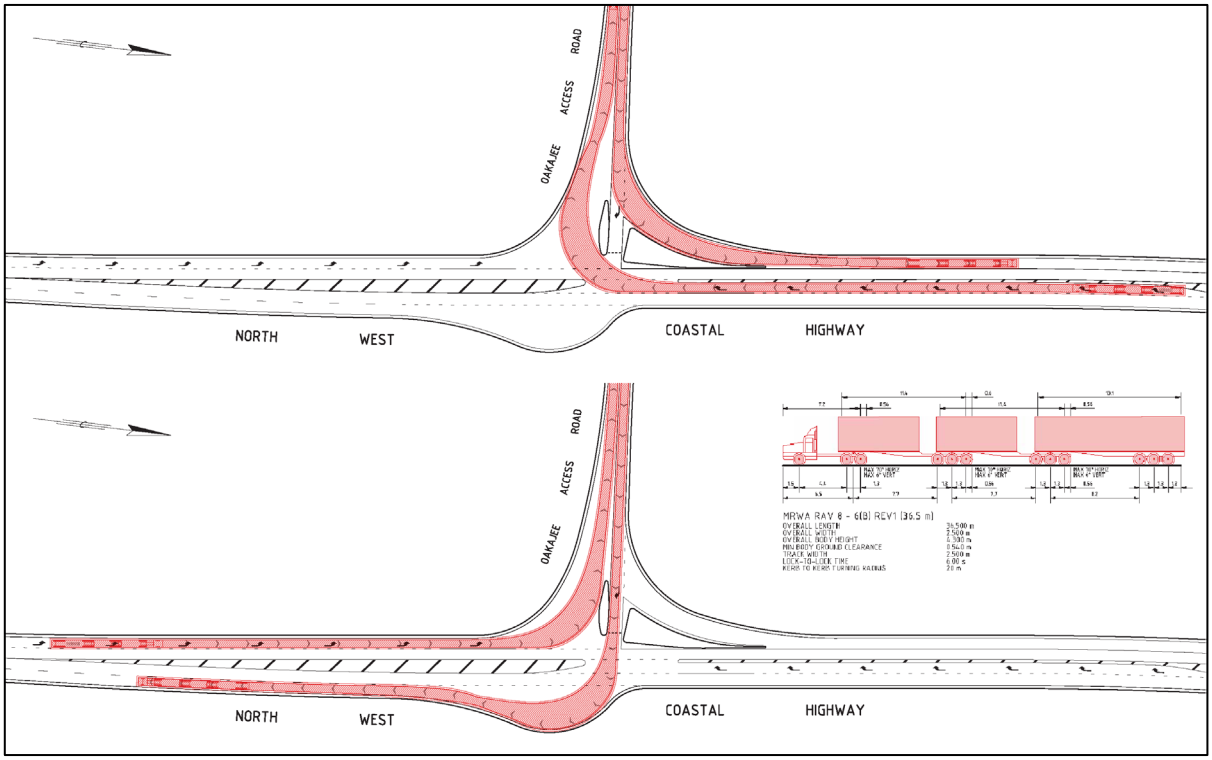


Figure 10.1.1(b) – Proposed Oakajee Access Road/North West Coastal Highway intersection design



The intersection of the proposed Oakajee Access Road and the North West Coastal Highway would be designed and constructed to a RAV8 standard to cater for 36.5m B-Triple road trains.

The subdivision application intersection location accords with the 'Indicative Central Access Road' intersection location as shown upon the Oakajee Structure Plan. The intersection location has been subject to further engineering analysis that has given regard for existing road geometry, overtaking lanes, sight lines and acceleration/deceleration for the intersection. The proposed location was deemed to achieve a Safe Intersection Stopping Distance and Approach Sight Distance without requiring significant modification to the vertical and horizontal geometry of the highway. The applicant's engineering analysis has been undertaken in consultation with Main Roads WA incorporating their advice on the replacement overtaking lane lengths and merge taper locations.

The subdivision would also create a 8.0422ha lot on the northern side of the intersection that would provide opportunity to develop a roadhouse and truck breakdown and assembly area. The lot would gain access via the created road rather than the North West Coastal Highway.

Figure 10.1.1(c) – Indicative Concept layout for proposed Lot 1

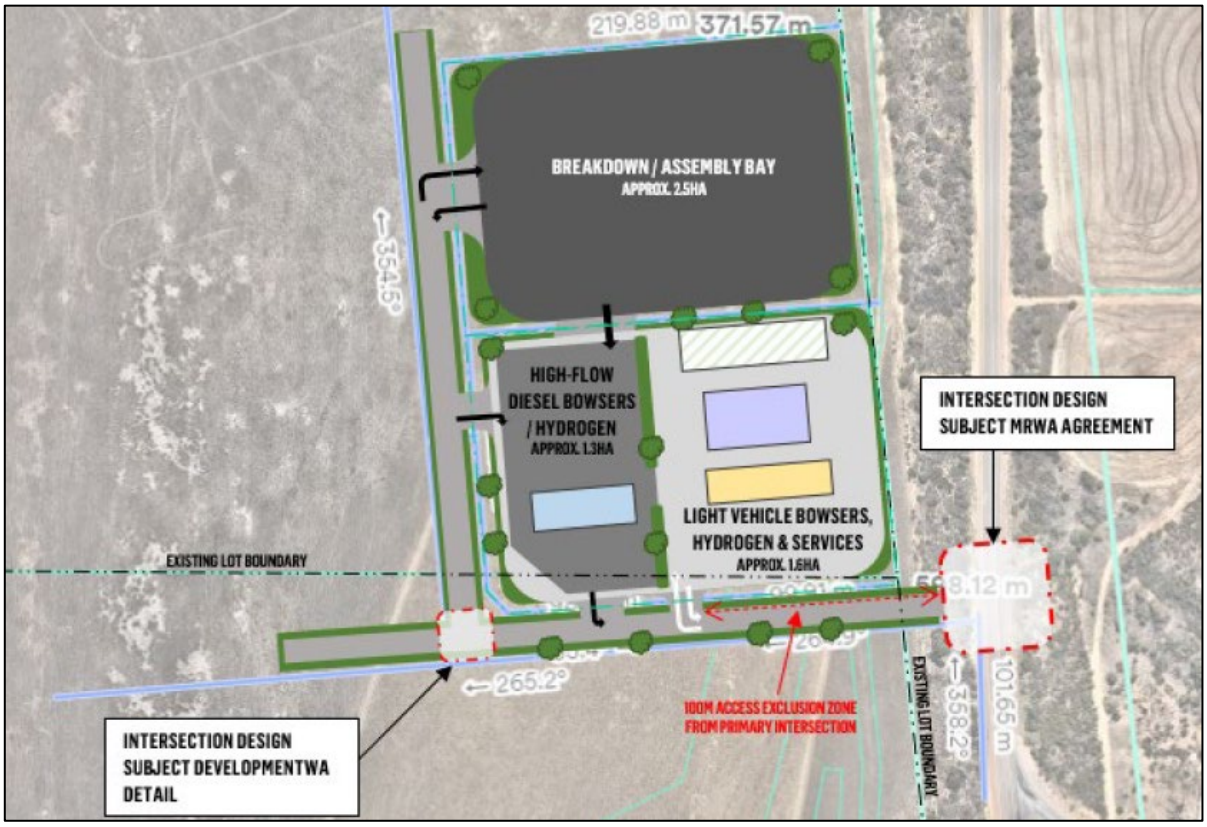


Figure 10.1.1(d) – Proposed Lot viewed from the south-east (right) and north-west (left)

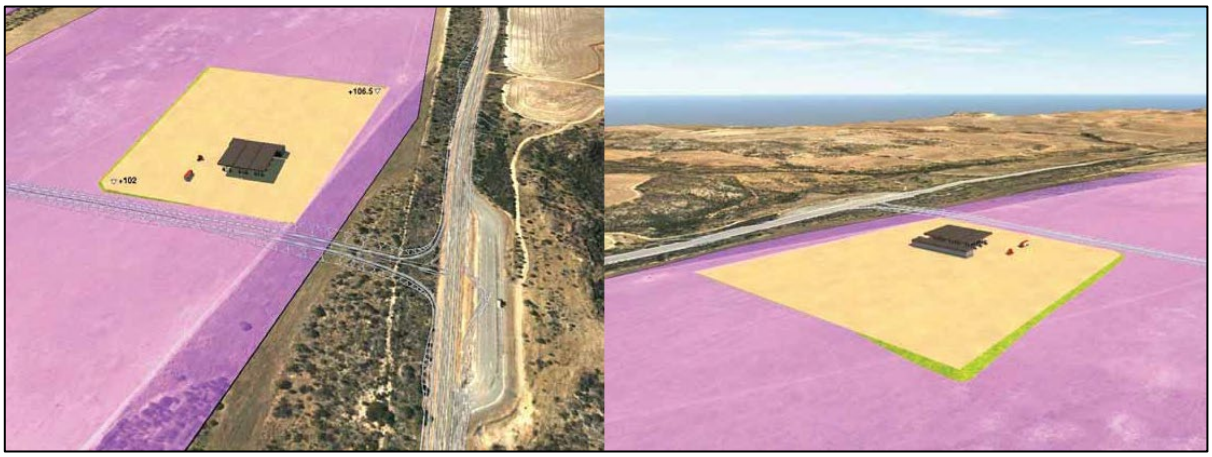


Figure 10.1.1(e) – View from proposed highway intersection site looking north (left) and south (right)



STATUTORY ENVIRONMENT

The location for the proposed road intersection and accompanying Lot 1 is zoned 'Strategic Industry-Oakajee Industrial Area A (General Industry)' under the Shire of Chapman Valley Local Planning Scheme No.3 ('the Scheme').

Figure 10.1.1(f) – Shire of Chapman Valley Local Planning Scheme Zoning Map extract

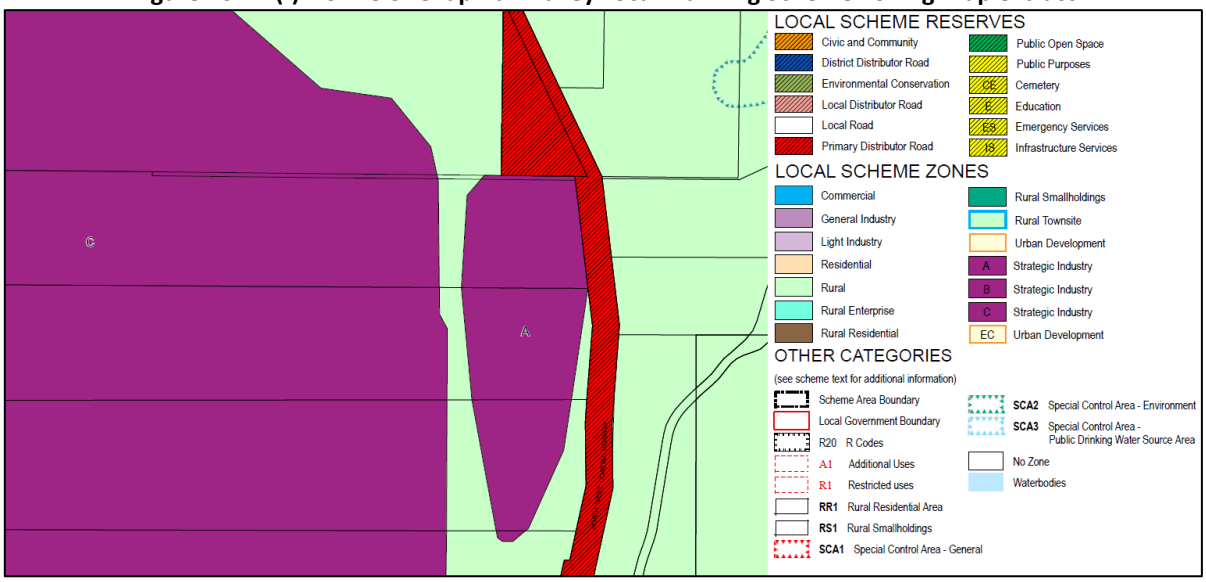


Table 2 of the Scheme lists the objectives of the 'Strategic Industry-Oakajee Industrial Area A (General Industry)' zone as being:

- *"To provide for ancillary industries to Oakajee Industrial Zone C (such as manufacturing, fabrication and processing industries), which will not affect the locality through the emission of noise, odours, smoke and other wastes above prescribed environmental standards.*
- *To provide for industries required to service large-scale, generally capital intensive industries located nearby or elsewhere in the Region;*
- *To provide for other land-uses compatible with the predominant use of the land; and*
- *To prevent the establishment of land-uses more appropriately undertaken in other areas."*

The proposed roadhouse/truck stop lot would meet with the additional site requirements of Schedule 3 of the Scheme for the 'Strategic Industry-Oakajee Industrial Area A (General Industry)' zone.

In addition to its underlying 'Strategic Industry-Oakajee Industrial Area A (General Industry)' zoning, the subject area is also located within the 'Special Control Area 1 - Oakajee Industrial Zone and Buffer (SCA1)' zoning for which Table 6 of the Scheme sets out the following purpose, objectives and additional provisions:

Special Control Area 1 – Oakajee Industrial Zone and Buffer (SCA1)	
Purpose and Objective	**Additional provisions**
The purpose of Special Control Area 1 is to: a) Provide for appropriate environmental and planning controls pertaining to the development of an industrial estate housing industries of strategic economic value to the State and Region, and which require separation from sensitive land-uses; and b) Provide for a buffer surrounding the industrial estate within which land-uses incompatible with the purpose of the industrial estate are not permitted. c) Support continued broad-acre agriculture on larger land holdings and the strategic placement and stockpiling of raw or manufactured materials (other than hazardous materials) subject to environmental and visual considerations.	a) All development proposed must be in accordance with an approved structure plan or plans prepared in accordance with Part 4 of the deemed provisions. b) Notwithstanding any other provision contained within this Scheme, no residential use, temporary or permanent, including a single house, shall be permitted on land within the Special Control Area. Specific exception may be made to accommodate temporary camp accommodation for workers prior to the establishment of the first industry within the Strategic Industry zone. c) All development applications considered by the local government to be of environmental significance within the strategic industrial core (Area C) shall be referred to the Environmental Protection Authority. d) Prior to any clearing of remnant vegetation, searches shall be undertaken to identify significant flora on the site. Flora management strategies will be prepared for areas of significant flora. e) The Estate Manager will be required to establish a noise monitoring program before the establishment of the first industrial activity to monitor the cumulative impact of noise generated by industries in the estate, in consultation with the Department of Water and Environmental Regulation, to determine whether Environmental Protection Authority Regulations are being met within the special control area boundary. f) The Estate Manager will be required to review proponent air emissions modelling to confirm compatibility with air quality modelling used to define the buffer boundary and report results to the Department of Water and Environmental Regulation and Conservation and the Office of the Environmental Protection Authority. g) The Estate Manager will be required to establish a program before the establishment of the first industrial activity for collection of baseline data and undertake air quality monitoring for dust and particle emissions to the satisfaction of the Department of Water and Environmental Regulation. h) The Estate Manager will be required to review proponent quantitative risk assessment to confirm compatibility with quantitative risk assessment used to define the buffer boundary and report results to the Department of Water and Environmental Regulation and the Office of the Environmental Protection Authority. i) The Estate Manager will be required to establish a monitoring program, before the establishment of the first industrial activity, for groundwater to collect baseline data and to the satisfaction of the Department of Water and Environmental Regulation and the Office of the Environmental Protection Authority. j) The Estate Manager will be required to establish a rainfall monitoring program before the establishment of the first industrial activity and is to report results to the Department of Water and Environmental Regulation and the Office of the Environmental Protection Authority. k) Notwithstanding the provisions contained within Part 3, should the cumulative environmental impacts of incremental industrial development exceed the Environmental Protection Authority criteria, the Estate Manager is required to make suitable arrangements for occupants of residences within the Oakajee Industrial Zone buffer to vacate that residence. l) Individual industries will be required to provide drainage plans to the satisfaction of the local government prior to undertaking any construction. m) The Estate Manager will be required to prepare an overall Oakajee Landscape Master Plan with performance timetables to ensure nominated actions are completed within time. This Master Plan is to be prepared prior to commencement of construction of the first industry n) Individual industries will comply with Landscape Master Plan requirements and submit individual landscape plans and implementation timetables with their development applications. Landscape plans shall be designed and implemented to the satisfaction of the local government. o) Provisions shall be made for the protection and management of two European heritage sites illustrated on the structure plan. All development applications shall also be required to address aboriginal heritage issues in accordance with Aboriginal Heritage Management Plan/s approved by the state government agency responsible for the protection of aboriginal heritage.

	p) The following provisions apply to that part of Special Control Area 1 shown on the Scheme Maps as Industrial Zone (Area C): i. All major development shall be subject to approved environmental management criteria governing layout, manner of development and ongoing management of proposed operations, including safety and satisfactory storage or disposal of noxious or hazardous materials or wastes. ii. All major development shall be subject to an environmental impact statement if requested by the Local Government. q) The following provisions apply to that part of Special Control Area 1 shown on the Scheme Maps as Industrial Zone (Area B) – a. Prior to construction of the port: i. a Coastal Management and Structure Plan will be prepared for Area B of the Industrial Zone by the State Government to the satisfaction of the Local Government and in consultation with the Environmental Protection Authority and the Western Australian Planning Commission; and ii. a Structure Plan is to be prepared in accordance with Schedule 2, Part 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, to be adopted by the Local Government, and endorsed by the Western Australian Planning Commission. The Plans are to provide for the coordination and integration of intended land uses, transport and service corridors and sites of heritage and landscape significance, and shall depict public access to and along the ocean foreshore. The Plans are to address port and associated activities, transport and services corridors and rehabilitation of remnant vegetation and management of recreation. b. The Coastal Management and Structure Plan shall be consistent with relevant Western Australian Planning Commission policy, shall conform with conditions set by the Minister for the Environment for the Oakajee Deep Water Port Proposal

The Shire of Chapman Valley Local Planning Scheme No.3 can be accessed as the following link: https://www.wa.gov.au/government/document-collections/shire-of-chapman-valley-planning-information#local-planning-scheme

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.

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

The policy requires that the access road must be designed and constructed in accordance with the requirements of the Institute of Public Works Engineering Australasia's 'Local Government Guidelines for Subdivisional Development' (amongst other documents).

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

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

FINANCIAL IMPLICATIONS

Nil.

Long Term Financial Plan (LTFP):

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

STRATEGIC IMPLICATIONS

The Shire of Chapman Valley Local Planning Strategy was endorsed by the WAPC on 20 November 2007 and the subject area is identified within Precinct No.6 – Oakajee the vision for which is:

> *"Large-scale regional and significant industry that is developed in the Precinct is protected by a buffer of compatible uses."*

The proposed subdivision is in accordance with the precinct objectives of this strategic planning document, and the road construction that would be brought about through this subdivision will be required to have regard for the following Infrastructure Objectives for Precinct No.6:

> *"6.4.1 Ensure adequate levels of servicing and infrastructure, as determined by Council, exist or will be provided when supporting proposals for a change in land use/development or subdivision, to avoid burden (financial or otherwise) on the Council & State Government resources.*
> *6.4.2 Identify, support and facilitate the efficient and coordinated use of existing road linkages."*

A copy of the Shire of Chapman Valley Local Planning Strategy can be accessed at the following link:
https://www.wa.gov.au/system/files/2021-11/LST-chapman_valley_local_planning_strategy.pdf

The Oakajee Industrial Estate is a 2,332ha land area that is owned by the State Government with the acquisition of this core area occurring through 1997-2004. The industrial estate is surrounded by a 4,071ha Buffer area also now entirely under government ownership, with the acquisition of all privately owned lots within the buffer area concluded by the State Government in 2014.

The Oakajee Industrial Estate Structure Plan was prepared by Development WA to address the estate and buffer area and was endorsed by the Shire of Chapman Valley and subsequently approved by the WAPC in 2012.

The proposed subdivision is in accordance with the strategic planning document of the Oakajee Industrial Estate Structure Plan.

A copy of the Oakajee Industrial Estate Structure Plan can be accessed at the following link:
https://www.wa.gov.au/system/files/2021-11/SPL-SPN0303-Chapman-Valley-Oakajee-Industrial-Estate.pdf

The technical reports accompanying the Oakajee Industrial Estate Structure Plan can be accessed at the following link:
https://www.chapmanvalley.wa.gov.au/oakajee-industrial-estate-structure-plan.aspx

Strategic Community Plan/Corporate Business Plan:

The Shire of Chapman Valley Strategic Community Plan was endorsed by Council at its 18 August 2022 meeting and includes the following objectives of relevance:

Ref	Strategies & Actions	Timeline	2022 Status	Desired Status
Community Health and Lifestyle				
Objective 2.2: Provide support for business development and local employment				
Strategy: Research mixed land use opportunities				
2.2.1	Investigate possible planning improvements	Medium	Solid and appropriate planning in place	Retain and improve where necessary
Objective 2.4: Ensure town planning scheme allows for economic development/population retention/growth				
Strategy: Town planning review for residential land, aged care facilities or business/industrial development opportunities				
2.4.1	Ensure planning is in place to encourage economic development activities, owned and rental accommodation and short stay opportunities	Medium	Solid and appropriate planning in place	Retain and improve growth opportunities where indicated
Physical and Digital Infrastructure				
Objective 4.2: Manage and maintain roads, drainage and other essential infrastructure				
Strategy: Capital Road Works Program				
4.2.1	Review Road Hierarchy and 10 Year Road Works Program/Widen roads and improve storm drainage where practicable	Ongoing	Plans up to date and in place	Retain level and improve where necessary
Governance and Accountability				
Objective 5.4: Ensure robust process for economic and infrastructure development				

Ref	Strategies & Actions	Timeline	2022 Status	Desired Status
Strategy: Town planning review/initiatives				
5.4.1	Ensure planning is in place to encourage economic development activities	Short	Solid and appropriate planning is in place.	Retain and improve where necessary

CONSULTATION

The WAPC is not obliged to undertake public consultation in its assessment of subdivision applications, but has referred the application out to the Shire of Chapman Valley, Department of Biodiversity, Conservation & Attractions, Department of Fire and Emergency Services, Department of Jobs, Tourism, Science & Innovation, Department of Water & Environmental Regulation, Main Roads WA, Telstra, Water Corporation and Western Power seeking comment.

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 advise the Western Australian Planning Commission that it supports the proposed subdivision of Lots 15, 16, 7240 & 125888 North West Coastal Highway, Oakajee as shown upon Plan No.0034569-07-d (WAPC date stamped 4/11/22) subject to the following conditions and advice note:

Requested Conditions:

1 The road reserve being shown on the deposited plan of survey as a road reserve, inclusive of truncation at the intersection with North West Coastal Highway, and such land to be ceded free of cost and without any payment of compensation by the Crown.

2 Engineering drawings and specifications are to be submitted, approved, and subdivisional works undertaken in accordance with the approved plan of subdivision, engineering drawings and specifications, to ensure that those lots not fronting an existing road are provided with frontage to a constructed road(s) connected by a constructed road(s) to the local road system and such road(s) are constructed and drained at the landowner/applicant's cost.

3 Engineering drawings and specifications are to be submitted and approved, and subdivisional works undertaken in accordance with the approved plan of subdivision, engineering drawings and specifications to ensure that:
   (a) the subdivisional road intersection with the North West Coastal Highway is to the standards of the relevant licensed service provider and Main Roads WA; &
   (b) street lighting is installed at the subdivisional road intersection with the North West Coastal Highway to the standards of the relevant licensed service provider and Main Roads WA; &
   (c) temporary turning area is provided at the western end of the subdivisional road that is subject to future extension.

Requested Advice Note:

(a) In regards to conditions 2 & 3 the landowner/applicant is advised to refer to the Institute of Public Works Engineering Australasia Local Government Guidelines for Subdivisional Development (current edition). The guidelines set out the minimum best practice requirements recommended for subdivision construction and granting clearance of engineering conditions imposed.

10.1.2	Proposed Rezoning – Yuna Church
PROPONENT:	**LandWest for Roman Catholic Bishop of Geraldton**
SITE:	**7073 (Lot 14) Chapman Valley Road, Yuna**
FILE REFERENCE:	**A1373 & 204.11.05**
PREVIOUS REFERENCE:	**Nil**
DATE:	**2 December 2022**
AUTHOR:	**Simon Lancaster, Deputy Chief Executive Officer**

SUPPORTING DOCUMENTS

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

DISCLOSURE OF INTEREST
Nil

BACKGROUND
Council is in receipt of an application to rezone the Yuna Catholic Church property of 7073 (Lot 14) Chapman Valley Road, Yuna from 'Civic and Community' to 'Rural Townsite' to allow for its future sale. This report recommends that Council initiate the Scheme Amendment process.

COMMENT
7073 (Lot 14) Chapman Valley Road, Yuna is a 1.214ha property at the eastern end of the Yuna townsite that contains the Our Lady Queen of Peace Roman Catholic Church.

Figure 10.1.2(a) – Location map for 7073 (Lot 14) Chapman Valley Road, Yuna



The Yuna Catholic Church was built in 1967 and has seen declining use in recent years and the building was damaged during Cyclone Seroja in 2021. The Catholic Church are proposing to rezone Lot 14 from 'Civic and Community' to 'Rural Townsite' and dispose of the property.

A copy of the received Scheme Amendment documentation has been provided as **separate Attachment 10.1.2**.

Figure 10.1.2(b) – Aerial Photograph of 7073 (Lot 14) Chapman Valley Road, Yuna



Shire staff raise no objection to the rezoning of the Yuna Church site to 'Rural Townsite' on the following basis:

- it is considered preferable for the building to be adapted for a new use rather than decline as an underutilised public building.
- the occupation of a building better ensures its upkeep, as minor maintenance items are more likely to be noticed and attended to before they become major issues, than were the building to be vacant and only visited intermittently.
- the property has power connection and capability of being connected to water service.
- whilst the building has not been designed for habitable purposes there is ability for it to be converted to meet the Class 1 (habitable) requirements of the Building Code of Australia prior to occupation.
- the development of the property for residential purposes would increase the Yuna townsite population.
- Lot 14 has frontage to a straight, flat 60km/hour section of the Chapman Valley Road in the Yuna townsite.
- the conversion of the building to a residence, and with it likely internal and external alterations, would not be contrary to the Shire's Heritage Inventory which notes that changes to the place should be in sympathy with its heritage values.
- the 1.214ha size provides for sufficient area to develop Lot 14 as a residential property i.e. accommodate alterations/extensions, shed(s), rainwater tank(s), driveway and off-street vehicle parking.
- were the property to be sold into private ownership and the zoning remained for 'civic and community' purposes this would require future applications to be assessed against the zoning purpose which is for community facilities.
- where a property has a zoning that is deemed to preclude uses other than for exclusively public purposes this may expose the local government to a claim or compensation.
- the rezoning of the land to 'Rural Townsite' would be in keeping with the zoning of the other privately owned lots on the north side of Chapman Valley Road in the Yuna townsite.
- there is a sufficient supply of public buildings in the Yuna townsite that can cater for public gatherings and there is no identified community need for the building with the townsite already containing a community centre, hall, library, school and CWA that have a multi-purpose capacity.
- the rezoning of the land would enable the site to enter into a new phase as circumstances change, this is a common phenomenon throughout Mid West townsites as formerly public buildings such as schools, police stations and churches transition to housing, and this trend has been hastened by the impact of Cyclone Seroja as organisations review their asset registers, liabilities, insurance exposure and underutilised buildings, and a similar rezoning application has already been approved by Council for the Nabawa Anglican Church property.
- the adapting of former religious gathering places to alternative uses has become more common as religious affiliation reduces in the community profile, with Chapman Valley Census data mirroring the wider Australian downward trend (ABS Chapman Valley Religious Affiliation Census data; 2001-80.8%, 2006-75.1%, 2011-77.8%, 2016-71.9%, 2021-61.9%).

Figure 10.1.2(c) – View of Yuna Church looking south-east

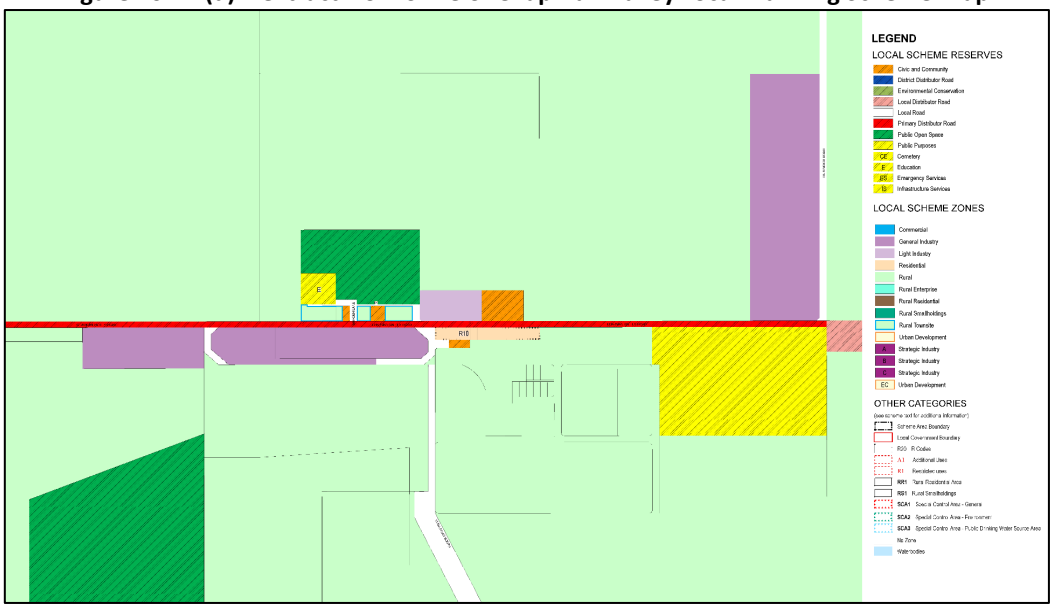


STATUTORY ENVIRONMENT

7073 (Lot 14) Chapman Valley Road, Yuna is zoned 'Civic and Community' 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 provide for a range of community facilities which are compatible with surrounding development.*
• *To provide for public facilities such as halls, theatres, art galleries, educational, health and social care facilities, accommodation for the aged, and other services by organisations involved in activities for community benefit."*

Figure 10.1.2(d) – extract from Shire of Chapman Valley Local Planning Scheme Map



The application seeks to rezone Lot 14 to 'Rural Townsite' and Table 2 of the Scheme lists the objectives for this zone as:

"• *To provide for a range of land uses that would typically be found in a small country town."*

The Scheme lists the following land uses as being 'permitted' in the 'Rural Townsite' zone:

aged or dependent person's dwelling
home office
single house

The Scheme lists the following land uses as being 'discretionary' in the 'Rural Townsite' zone:

ancillary dwelling
car park
home occupation
cottage industry

grouped dwelling
home business
market
multiple dwelling

The Scheme lists the following as being able to be considered, subject to advertising, in the 'Rural Townsite' zone:

aged care facility
art gallery
bed and breakfast
brewery
camping ground
caravan park
child care premises
civic use
club premises
community purpose
consulting rooms
convenience store
educational establishment
exhibition centre
family day care
garden centre
holiday accommodation
holiday house
home store
lunch bar
produce stall
repurposed dwelling
residential building
restaurant/café
road house
rural home business
second hand dwelling
serviced apartment
service station
shop
small bar
telecommunications infrastructure
tourist development

Part 5 of the *Planning & Development Act 2005* provides for the amendment of a Scheme.

The Yuna Church is listed on the Shire of Chapman Valley Heritage Inventory as a Management Category 4 building (1 being the highest category and 5 the lowest) in that it has:

> *"Level of Significance:*
> *Some Significance. Contributes to the heritage and/or historical development of the locality.*
> *Management Recommendation:*
> *Conservation of the place is desirable. Any proposed change to the place should be in sympathy with the heritage values of the place."*

Section 45 of the now repealed *Heritage of Western Australia Act 1990* required every local government to compile a Municipal/Heritage Inventory of Places within its district which in its opinion are, or may become, of cultural heritage significance. The Shire's Inventory was prepared in 1995 and reviewed in 2012.

The *Heritage Act 2018* replaced the 1990 legislation and required that local governments update their Heritage Inventories into Local Heritage Surveys. The Shire of Chapman Valley has been awarded a grant by the Department of Planning, Lands & Heritage (DPLH) to review its Inventory and it is anticipated it will take approximately 12 months to complete the statutory process.

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".* Upon conclusion of the Heritage Inventory review/Local Heritage Survey preparation process the Shire will be in position to formally consider its Heritage List.

Given the Heritage Inventory lists the Yuna Church as being Category 4, and generally it is Category 1 & 2 Places only that are considered for statutory listing, it is unlikely that this site would be included on the Local Heritage List.

The Yuna Church is not listed on the State Register of Heritage Places and re-development of the property is not therefore required to be referred to the DPLH for comment (although the Shire can still invite comment during the rezoning advertising process).

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 June 2019 meeting. It is not considered that determination of this application would have impact in relation to the Long Term Financial Plan.

STRATEGIC IMPLICATIONS
The Shire of Chapman Valley Local Planning Strategy has the following vision statement for Precinct No.8 - Yuna:

"The consolidation and enhancement of the Yuna townsite as a service centre for the broader agricultural area"

Precinct No.8 has the following community objectives of relevance:

"8.1.1 Support the planned consolidation of the Yuna townsite as the principal 'Service Centre' for the broader farming community.
8.1.2 Provide enhanced facilities and community infrastructure within the town to meet community needs.
8.1.3 Encourage participation and input to achieve ownership and maintain strong relationships between key stakeholders, particularly the broader farming community and CBH.
8.1.4 Encourage the protection and restoration of places and buildings of heritage/historical significance."

Strategic Community Plan/Corporate Business Plan:
The Shire of Chapman Valley Strategic Community Plan was endorsed by Council at its 18 August 2022 meeting and includes the following objectives of relevance:

Ref	Strategies & Actions	Timeline	2022 Status	Desired Status
Economy and Population				
Objective 2.1 Build population and business activity with targeted strategies				
Strategy: Support business development, lifestyle changes and short term accommodation				
2.1.1	Ensure planning is in place to encourage business development, promoting investment opportunities. Facilitate collaborative approach to attract staff within communities.	Short	Solid and appropriate planning is in place.	Retain and improve where necessary
Objective 2.2 Provide support for business development and local employment				
Strategy: Research mixed land use opportunities				
2.2.1	Investigate possible planning improvements	Medium	Solid and appropriate planning in place	Retain and improve where necessary
Objective 2.4 Ensure town planning scheme allows for economic development/population retention/growth				
Strategy: Town Planning Review for residential land, aged care facilities or business/industrial development opportunities				
2.4.1	Ensure planning is in place to encourage economic development activities, owned and rental accommodation and short stay opportunities	Medium	Solid and appropriate planning is in place.	Retain and improve growth opportunities where indicated

CONSULTATION
Should Council support this rezoning application then it is required to forward a copy of the Scheme Amendment documentation to the Environmental Protection Authority ('EPA') for its assessment as per Section 81 of the *Planning & Development Act 2005*. Should the EPA advise that the proposed rezoning does not warrant assessment under Part IV Division 3 of the *Environmental Protection Act 1986* then the Shire would forward a copy of the Scheme Amendment documentation to the Western Australian Planning Commission (WAPC) seeking its consent to advertise the rezoning application as a standard scheme amendment.

Were Council to initiate the rezoning, and the WAPC to grant consent to advertise the application as a standard scheme amendment, then the Shire would undertake the following actions of consultation, inviting comments and responses within a 42 day advertising period:
- erect a public notification sign upon the site;
- place a notice within a locally circulating newspaper;
- place a copy of the Scheme Amendment documentation on the Shire website;
- place a copy of the Scheme Amendment documentation in the Shire office/library for public viewing;
- write directly to all surrounding landowners &
- write directly to all relevant government agencies and service authorities.

At the completion of the advertising period all received submissions must be presented for Council's consideration, and should the Scheme Amendment be given final approval at this point by Council then the rezoning documents would be forwarded to the WAPC seeking final assessment and approval.

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 pursuant to Part 5 of the *Planning and Development Act 2005* amend the Shire of Chapman Valley Local Planning Scheme No.3 by:

(a) Rezoning 7073 (Lot 14) Chapman Valley Road, Yuna from 'Civic and Community' to the 'Rural Townsite' zone; &
(b) Modifying the Scheme Map accordingly.

10.2
Manager of Finance & Corporate Services

10.2 AGENDA ITEMS

10.2.1 Financial Reports for November 2022

10.2.1 Financial Management Report

PROPONENT:	**Shire of Chapman Valley**
SITE:	**Shire of Chapman Valley**
FILE REFERENCE:	**307.00**
PREVIOUS REFERENCE:	**Nil**
DATE:	**15 November 2022**
AUTHOR:	**Beau Raymond, Acting Manager Finance & Corporate Services**

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.2.1(a)	November 2022 Financial Management Reports		✓
10.2.1(b)	Confidential List of Accounts November 2022		✓

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 2022 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
Nil

FINANCIAL IMPLICATIONS
As presented in the Financial Management Report for November 2022

Long Term Financial Plan (LTFP):
No significant effect on the LTFP

STRATEGIC IMPLICATIONS
Nil

Strategic Community Plan/Corporate Business Plan:

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

CONSULTATION
Not applicable

RISK ASSESSMENT

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

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

VOTING REQUIREMENTS

Simple Majority

STAFF RECOMMENDATION

That Council receives the financial management report supplied under separate cover for the month of November 2022 comprising the following:

Statement of Financial Activities with notes
Note 1 – Net Current Assets
Note 2 – Cash & Financial Assets
Note 3 – Receivables
Note 4 – Other Current Assets
Note 5 – Payables
Note 6 – Rate Revenue
Note 7 – Disposal of Assets
Note 8 – Capital Acquisitions
Note 9 – Borrowings
Note 10 – Lease Liabilities
Note 11 – Cash Reserves
Note 12 – Other Current Liabilities
Note 13 – Operating Grans and Contributions
Note 14 – Non Operating Grants and Contributions
Note 15 - Trust Funds
Note 16 - Explanation of Material Variances

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

10.3
Chief Executive Officer

10.3 AGENDA ITEMS

10.3.1 Local Government Reform – Election Transition Arrangements

10.3.2 FABCV – Hire of Facilities

10.3.3 Elected Member Reimbursements – Policy Review

10.3.4 Tourism & Events Advisory Group

10.3.1 Local Government Reform – Election Transition Arrangements

PROPONENT:	**Shire of Chapman Valley**
SITE:	**Whole of Shire**
FILE REFERENCE:	**404.03**
PREVIOUS REFERENCE:	**10/22-07**
DATE:	**5th December 2022**
AUTHOR:	**Jamie Criddle, Chief Executive Officer**

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.3.1	Discussion Paper – CV Ward and Representation Review 2022		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

On 20 September 2022 the Minister for Local Government (the Minister) released an instruction to all Western Australian Local Governments relating to proposed amendments to the *Local Government Act 1995* (the Act) expected to be considered by Parliament in early 2023.

The proposed amendments provide for:

1) The introduction of preferential voting;
2) Directly elected Mayors and Presidents for band 1 and 2 local governments;
3) Councillor numbers based on population; and
4) The removal of wards for band 3 and 4 local governments.

The Shire of Chapman Valley is a band 4 local government (without a ward system) and point 3) applies, and must be determined by Council, with the outcome advised to the Department of Local Government, Sport and Cultural Industries (DLGSC) by 28 October 2022. It is proposed that Local Governments with a population of up to 5000 people must decide to have either 5, 6 or 7 Councillors. Chapman Valley currently has 8 Councillors so a reduction in number is required.
Point 1) can be considered in the future as part of the next election process in 2023.
Point 2) and 4) do not apply to the Shire of Chapman Valley. The instruction also makes it abundantly clear that there will be no time extensions to any of the processes due to the need to enact all changes in the Government Gazette by 30 June 2023 in preparation for the 2023 Local Government elections to be held on 21 October 2023.

The Shire of Chapman Valley resolved at its October OCM to:

COUNCIL RESOLUTION/STAFF RECOMMENDATION

That Council:

1) Adopt the "voluntary pathway" for the election transition arrangements as part of the Local Government reform process;
2) Comply with the Minister for Local Government's instruction for the "voluntary pathway" as outlined in Attachment: 10.3.1;
3) Subject to adoption of point 1), agree to initiate a Ward and Representation Review for the Shire of Chapman Valley.

Voting F7/A0
CARRIED
Minute Reference: 10/22-07

This Ward and Representation Review is now required to comply with the requirements of the Act reform process.
Schedule 2.2 of the Act requires local governments with wards to carry out reviews of the ward boundaries and the number of councillors for each ward from time to time so that no more than eight years elapse between successive reviews.

The last review of wards in the Shire of Chapman Valley was undertaken in 2016 and as a result of that review, Council resolved to abolish the existing ward system to a No ward system comprising of 8 Councillors with a Councillor/ Elector ratio of 1:108.
From this point, Council would not normally be required to review its ward boundaries, however, the Ministers instruction to all Western Australian local governments relating to proposed amendments to the Act require a Ward and Representation Review to be performed as part of the "Voluntary Pathway" process.

The CEO prepared a Discussion Paper as required outlining the existing 'state of play' as well as a number of options to consider based on the requirements of the review. These are listed below:

Existing ratio (as per 2016 review)
Table1

Ward	Number of Councillors	Number of Electors	Councillor: Elector Ratio	% Ratio Deviation
No Wards	8	868	1:108	0.00%
Total	8	868	1:108	0.00%

Current situation as at the October 2021 Local Government Electoral Rolls

Currently the Shire of Chapman Valley has 8 councillors elected from the entire Shire (No Wards) as follows: (Includes State Residents Roll and Owner Occupiers Roll).

Table2

Ward	Number of Councillors	Number of Electors	Councillor: Elector Ratio	% Ratio Deviation
No Wards	8	1014	1:127	0.00%
Total	8	1014	1:127	0.00%

COMMENT
Options to consider

The Council and the Community are to consider the following options and members of the community may suggest other options. There are various scenarios listed under each option:

Option 1(a) Maintain abolished wards – Reduce Councillors from 8 to 7
Table 3 - Ratio of councillors to electors

Ward	Number of Councillors	Number of Electors	Councillor: Elector Ratio	% Ratio Deviation
No Wards	7	1014	1:145	0.00%
Total	7	1014	1:145	0.00%

Option 1(b) Maintain abolished wards – Reduce Councillors from 8 to 6
Table 4 - Ratio of councillors to electors

Ward	Number of Councillors	Number of Electors	Councillor: Elector Ratio	% Ratio Deviation
No Wards	6	1014	1:169	0.00%
Total	6	1014	1:169	0.00%

Option 1(c) Maintain abolished wards – Reduce Councillors from 8 to 5
Table 5 - Ratio of councillors to electors

Ward	Number of Councillors	Number of Electors	Councillor: Elector Ratio	% Ratio Deviation
No Wards	5	1014	1:203	0.00%
Total	5	1014	1:203	0.00%

The Discussion Paper was advertised as per the requirements of the Local Government Act 1995 which sought the communities input into its Review of Wards and Representations and Members of the community are invited to make a written submission about any aspect of representation.
All submissions must be received by 4.00pm on 12th December 2022.

At the time of producing this agenda, there had been NO Public Submissions.

STATUTORY ENVIRONMENT
Reforms to the Local Government Act 1995 are proposed early in 2023. Given the current makeup of Parliament it is extremely likely that amendments to the Local Government Act 1995 will occur as per the timeframes indicated by the Minister for Local Government.

POLICY/PROCEDURE IMPLICATIONS
With reforms to the Local Government Act 1995 appearing inevitable, it is considered essential that Council retains some decision making ability during the process. Council has been kept informed and has made previous consultative submissions to the Local Government Act 1995 reform process over the past three years.

FINANCIAL IMPLICATIONS
Whatever pathway is taken there will be some cost savings for the Shire of Chapman Valley resulting from the reduction in numbers of Councillors. Until Council makes a decision on the pathway and the other processes play out, savings are not quantifiable.

Long Term Financial Plan (LTFP):
Nil

STRATEGIC IMPLICATIONS

Strategic Community Plan/Corporate Business Plan:
Nil

CONSULTATION
Councillors
Senior Staff
Community

RISK ASSESSMENT
If the Shire of Chapman Valley does not act on this matter the default position will be the reform election pathway and any decision making control of the outcome will be taken away from Council. The risk of this could lead to undesirable consequences including reputational damage for the Shire of Chapman Valley.

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
Absolute Majority

STAFF RECOMMENDATION
That Council:

1) The Council considers all submissions and relevant factors and recommends Option 1(a) - Maintain abolished wards and reduce Councillors from 8 to 7; and
2) The Council submits a report to the Local Government Advisory Board (the Board) for its consideration who will in turn submit a recommendation to the Minister for approval.

10.3.2 FABCV – Hire of Facilities (Fee Waiver)

PROPONENT:	**Shire of Chapman Valley**
SITE:	**Whole of Shire of Chapman Valley**
FILE REFERENCE:	**205.02.10**
PREVIOUS REFERENCE:	**Minute Ref 11/20-07 & 07/21-04, 06/22-09**
DATE:	**05/12/2022**
AUTHOR:	**Jamie Criddle, Chief Executive Officer**

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.3.2	FABCV – Shire Venue Hire		✓

DISCLOSURE OF INTEREST

Potential Councillor Impartiality Interest

BACKGROUND

For A Better Chapman Valley (FabCV) Inc commenced in late 2020 as a way to support and foster community ideas, visions and create social connectedness amongst our shire. Our small committee has become a valuable resource to the community attracting events, activities and funding to our shire. Some of these include:

- 2021 and 2022 Rainmakers Dance
- 2021 and 2022 successful art series throughout our whole shire (photography, art workshops, clay workshops, children's writing workshops).
- Summer Movie Series in conjunction with the CV Mens Shed
- Seroja Recovery Breakfast BBQs
- Community Christmas Trees in Parkfalls & Nabawa

Council has already resolved to assist FABCV at the **November 2020 and July 2021 Ordinary Council Meetings**

MOVED: Cr. Batten *SECONDED: Cr. Davidson*

1. *Waive fees and charges for the venue hire of Nabawa Community Centre for 2020/2021*
2. *Waive the bond fee required for the venue hire of Nabawa Community Centre for 2020/2021*
3. *Cover agreed Public and Associations Liability, as well as Volunteer Insurance for the first year of FABCV operation as determined by the CEO.*
4. *Investigate annual online meeting platform subscription for Chapman Valley not for profit organisations to utilise, including FABCV to bring back to council for further consideration.*

Voting F6/A0
CARRIED
Minute Reference: 11/20-07

MOVED: Cr. Forth *SECONDED: Cr. Davidson*

COUNCIL RESOLUTION/STAFF RECOMMENDATION
Council advise For A Better Chapman Valley (FABCV) of the following regarding their application to waiver fees, charges and bond relevant to the hire of the Nabawa, Yuna & Bill Hemsley Park Community Centres for the 2021/2022 financial year only:

1. *Full waiver of fees, charges and bond for all venues, as requested, is not agreed to;*
2. *An annual fee equivalent to the hire of one venue, as set by the Shire's adopted annual budget, is to be paid, yet all three venues can be used for a combined maximum of twelve meetings/events held at all venues. Any use in excess of the twelve events per annum will incur the budgeted one-off local community event hire fee;*
3. *The full bond equivalent to the hire of one venue, as set by the Shires adopted budget is to be paid, yet the bond will be relevant to all three venues used.*

Voting F6/A0
CARRIED
Minute Reference: 07/21-04

At the June 2022 OCM, an application has been received from the community group For A Better Chapman Valley (FABCV) requesting financial assistance by the waiver of fees/charges and bond for the following venues:

- Nabawa Community Centre;
- Yuna Community Centre; and
- Bill Hemsley Park Community Centre

The application list various dates for the use of the venues and approximately ten meetings and a further uses for community events throughout the year i.e.

- Ten (10) FABCV Meeting per annum; and
- Ten (10+) Community Events

MOVED: Cr Batten *SECONDED: Cr Humphrey*

COUNCIL RESOLUTION/STAFF RECOMMENDATION
Council advise For A Better Chapman Valley (FABCV) of the following regarding their application to waiver fees, charges and bond relevant to the hire of the Nabawa, Yuna & Bill Hemsley park Community Centres for the 2022/2023 financial year only:

1 Full waiver of fees, charges and bond for all venues, as requested, is not agreed to due to the preference of alignment for all local organisations with the multiuse fee system which allows for affordable and accessible use of all Shire facilities;

2 An annual fee equivalent to the hire of one venue, as set by the Shire's adopted annual budget, is to be paid, yet all three venues can be used for a combined maximum of twelve meetings/events held at all venues. Any use in excess of the twelve events per annum will incur the budgeted one-off local community event hire fee;

3 The full bond equivalent to the hire of one venue, as set by the Shires adopted budget is to be paid, yet the bond will be relevant to all three venues used.

Voting F8/A0
CARRIED
Minute Reference: 06/22-9

COMMENT

The FABCV committee have now come back to Council with a request to alter a condition of the Hire Agreement, being the total number uses per annum from 12 to 36 due to the number of additional programs they intend to run this year such as book club and monthly craft evenings.
FABCV have explained below their rationale for the request:
"The annual venue hire agreement for the 2021-22 year was an annual fee of $586.00 for a maximum of 104 uses (no more than 2 times within the week). However, in 2022-23 this agreement has been reduced to just 12 times per year at the same cost. Whilst as a committee we agree that 104 uses is excessive we feel that 12 is not a reasonable nor fair amount for $586. The once off venue hire fee for Nabawa Community Centre as a Local Community Member is $50. Limiting the annual venue hire to 12 uses works out to be $48.83 per use.

We wish to continue using these facilities, with more projects coming to life such as a monthly book club and a monthly craft evening to name a few. However, if we cannot continue to use these facilities at a reasonable cost we fear we may not be able to continue them as there is no other suitable facilities and it isn't viable for our not-for-profit group to pay $50 per event.

Therefore we would like to propose to the Shire Councillors that for $586 we are able to use all shire facilities for a maximum of 36 uses and we will continue to ensure the facilities are left to the cleanliness standard in which we found them. We understand cleaning is a big challenge for the shire however for the majority of the activities/meetings we host would not require a thorough contract clean after each event. For example, after committee meetings, we ensure that tables are wiped down and floors are swept."

OPTIONS

1. Retain the status quo - $586 for 12 uses at the 3 venues (combined);
2. Allow FABCV's request - $586 for 36 uses at the 3 venues (combined); **REVOKE of Part 2 of Minute Reference 06/22-9 is required.**
3. Alternative Fee/bond amount or venue uses. **REVOKE of Part 2, 3 of Minute Reference: 06/22-9 is required.**

STATUTORY ENVIRONMENT
Council has legal process to follow regarding wavering fees and charges: All waiver of Fees & Charges is to be reported in the Annual Financial Report.

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

(1) Subject to subsection (2) and any other written law, a local government may —

(a) when adopting the annual budget, grant a discount or other incentive for the early payment of any amount of money; or*

***(b) waive or grant concessions in relation to any amount of money**; or*

(c) write off any amount of money,

which is owed to the local government.

** Absolute majority required.*

(2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.

(3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.

(4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.

10. Revoking or changing decisions made at council or committee meetings — s. 5.25(e)

(1) If a decision has been made at a council or a committee meeting then any motion to revoke or change the decision must be supported —

(a) in the case where an attempt to revoke or change the decision had been made within the previous 3 months but had failed, by an absolute majority; or

(b) in any other case, by at least 1/3 of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover (3).

(1a) Notice of a motion to revoke or change a decision referred to in subregulation (1) is to be signed by members of the council or committee numbering at least 1/3 of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover (Cr Batten).

(2) If a decision has been made at a council or a committee meeting then any decision to revoke or change the first-mentioned decision must be made —

(a) in the case where the decision to be revoked or changed was required to be made by an absolute majority or by a special majority, by that kind of majority; or

(b) in any other case, by an absolute majority.

(3) This regulation does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different.

POLICY/PROCEDURE IMPLICATIONS
Corporate Management Procedure CMP-066 specifies conditions and guidelines for financial assistance to community organisations and individuals in the local community by way of waiver.
As the amount requested is over $1,000, ($1,200) it is to submitted to Council for consideration.

CMP-066 Waiver of Fees & Charges

MANAGEMENT PROCEDURE No.	CMP-066
MANAGEMENT PROCEDURE	WAIVER OF FEES & CHARGES
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	NA
SECTOR	ADMINISTRATION
RELEVANT DELEGATIONS	

OBJECTIVES:

These procedures provide prospective applicants with information about financial assistance from the Shire of Chapman Valley by way of a Waiver of Fees and Charges.

Please read these procedures carefully before submitting an application. You may refer to the *Completing your Application* section for Shire Officer contact information.

MANAGEMENT PROCEDURE STATEMENT/S:

Restrictions on Funding

All fees and charges must be paid upfront and if a "Waiver of Fees and Charges" is granted, a reimbursement for the approved amount will be forwarded to the successful applicant.

The approval of a Waiver for a Fee and Charge is governed by Delegation, and specifically Delegation 3008

> *Write Off Debts.*
> *The exercise of powers and the discharge of duties under section 6.12 of the Local Government Act 1995 to waive or grant concessions (excluding rate concessions) and to write off debts not exceeding $1,000. In cases where the request for Fee Waivers exceed $1,000 a report needs to be submitted to an Ordinary Council Meeting for Council's consideration and approval.*

Where a Fee and/or Charge is due to the Shire under another Act, regulatory body or Australian Law in respect of a service, then the Shire will not consider any application to waive that Fee and/or Charge.

A maximum of 50% of the Fee and Charge will be considered for waiver as listed in the annual Schedule of Fees and Charges adopted by Council or as otherwise determined by Council.

The Shire may at its own discretion determine an individual application on its merits and give consideration to natural disasters or a declared State of Emergency.

The activity, event, competition, project or celebration must be offered within the Shire of Chapman Valley local government boundaries.

The Community Organisation is not to have already received funding from the Shire by way of a Sponsorship, Donation, Community Development Grant or Shire Contribution or received financial assistance from the Shire under any existing written agreement during the current financial year.

Where an activity, event, competition, project or celebration occurs on a regular basis within a financial year July to June, then application for financial assistance shall be based on the full financial year.

One application per financial year (July to June) may be submitted at any time during the year for Financial Assistance.

Reimbursement for utility charges such as water and electricity will not be considered for waivers.

Recurrent annual or seasonal fees for sporting groups such as the Sporting Club Levy, court hire and line marking will not be considered for waivers.

Applications are to be lodged on the Shire's official application form and retrospective applications will not be considered where they are submitted after the activity, event, competition, project or celebration.

Once the Delegated Shire Officer has determined that the application for financial assistance be approved, a request for payment for the approved percentage of the fee waiver will be submitted to the Creditors Officer for payment.

If circumstances surrounding a successful applicant change during the financial year the Shire reserves the right to review and cancel any or all of the approved financial assistance.

Eligibility - Who can apply?

To be eligible for a Waiver of Fees and Charges the applicant must meet all of the following criteria:

- Operate in the Shire of Chapman Valley;
- Community Organisation which is an Incorporated body;
- Not-for-profit organisation;
- Educational Institution.

Waiver of Fees and Charges

Fee Waivers will be considered for:

- Shire Fees and Charges that are not due to the Shire as an Australian Tax under Australian law in respect of a service;
- Events that occur as a result of natural disasters or declared State of Emergency;

Fee Waivers under Delegated Authority will not be considered for or provided to:

- Individual persons*;
- State or Federal Government bodies;
- Commercial Organisations or Businesses*;
- Fees and Charges levied and collected by the Shire under any written law;
- Support for organisational or general operating costs;
- Activities that will financially benefit the Community Organisation (i.e. entry charge);
- Activities that are already covered by an existing service agreement with the Shire of Chapman Valley;
- Community Organisations that receive funding from the Shire of Chapman Valley by way of Donation, Community Development Grant or Shire Contribution in the current financial year.

* ***Individual persons, Commercial Organisations or Businesses can apply to Council for a waiver or reduction in the fee and charges for community health & wellbeing events for a maximum three month trial period to determine the viability of the event. Fees and charges will remain payable in full until a determination is made by Council on an application for waiver or reduction.***

* *Individual persons may seek the assistance of an Advocacy Agent to submit an application on their behalf. Note: Applications submitted by an Advocacy Agent will not impact the agent's ability to apply for financial assistance within that financial year.*

Application Timeframes

Community Organisations may make application for a Fee Waiver from the Shire of Chapman Valley at any time during the year.

Completing and Lodging your application

Once you have completed all sections of the form and signed the declaration, please take a copy for your records. The Shire requires the original signed Application Form be submitted by either of the following methods:

By Post: Chief Executive Officer
Shire of Chapman Valley
PO Box 1
Nabawa WA 6532

In Person: Shire of Chapman Valley Administration Centre
3270 Chapman Valley Rd, Nabawa, WA 6532
Office Hours: 9.00am – 4.00pm

By Email: ceo@chapmanvalley.wa.gov.au

What happens when your application is received?

Your application will be reviewed by the Shire and we will notify you in writing of the outcome of our assessment.

Acknowledging the Shire's support

Successful applicants will be required to liaise with the Shire's Community Development Officer and provide for marketing and media opportunities during the Project or Event.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	

Reviewed/Amended – Council Resolution:	**05/15-23; 06/15-18; 03/17-32, 07/20-12**

FINANCIAL IMPLICATIONS
Based on the existing arrangement (as per Minute Reference: 06/22-9) FABCV are requesting an additional 24 uses over the three sites which would equate to an additional waiver of $1,200 (24 @ $50)
The existing Waiver is only $14 (12 @ $50 = 600, less $586)

Long Term Financial Plan (LTFP):
No significant effect on LTFP

STRATEGIC IMPLICATIONS
Strategic Community Plan/Corporate Business Plan:

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

CONSULTATION
The only consultation has been by the FABCV Application for waiver.

RISK ASSESSMENT
As set out in the Risk Management Governance Framework Procedures there are appropriate processes and internal controls for the management of this type of operational risk. The actual impact on total revenue and expenditure would be deemed ***Minor.***

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/Absolute Majority

If Council opts to continue with FABCV's request of 24 uses at the three venues, the Revocation Procedures must be adhered to:
The following procedure is to ensure Council complies with Clause 10 of the Local Government (Administration) Regulations, 1996, in regards to revoking, or significantly changing, previously agreed Council Resolutions:

1. Elected Member moves a motion to revoke, or significantly amend, a Council decision.
2. Presiding Member requests a "Seconder" for the motion.
3. If no "Seconder" forthcoming the motion will lapse and Council are then required to move onto the next item of business.
4. If a "Seconder" is achieved the Presiding Member will then enquire with the Chief Executive on the following:

4.1 Is revocation motion legally possible?
4.2 Has initial resolution been acted upon?
4.3 Will any third party be adversely affected by the revocation of motion change?

5 If the Presiding Member rules the revocation motion is acceptable he/she will request TWO VOTES to occur:

5.1 VOTE 1 Accept/Reject the Revocation Motion

(a) In the case where an attempt to revoke or change the decision had been made within the previous three months but had failed, requires an ABSOLUTE MAJORITY (i.e. 5 votes/8 positions i.e. more than 50% of

number of offices whether vacant or not) if a similar attempt has been made to revoke/change the substantive motion within the past 3 months.

(b) In any other case requires at least 1/3 of Elected Members, whether vacant of not (i.e. 3 Votes).

(As per reg 10 Local Government (Administration) Regulations 1996)

If the required votes are not achieved the revocation process is discontinued and the substantive motion remains valid and Council are then required to move onto the next item of business.

If the required votes are achieved then the second vote is called for to actually revoke, or change, the substantive motion (i.e. move to point 5.2).

5.2 VOTE 2 Actually Revoke, or Change, a Substantive Motion

An ABSOLUTE MAJORITY (i.e. 5 votes) is required to carry this motion.

If this revocation motion is not successful the substantive motion remains valid and Council are then required to move onto the next item of business.

If the revocation motion is successful then the substantive motion lapses, or is effectively changed in accordance with the revocation motion.

Where the substantive motion fully lapses, Council may then present alternative motion(s) on this matter for discussion.

REVOKE COUNCIL RESOLUTION (Simple Majority)

That Council agree to significantly amend part 2 of Council Resolution 06/22-9 listed below:

Council advise For A Better Chapman Valley (FABCV) of the following regarding their application to waiver fees, charges and bond relevant to the hire of the Nabawa, Yuna & Bill Hemsley Park Community Centres for the 2022/2023 financial year only:

1 *Full waiver of fees, charges and bond for all venues, as requested, is not agreed to due to the preference of alignment for all local organisations with the multiuse fee system which allows for affordable and accessible use of all Shire facilities;*

2 *An annual fee equivalent to the hire of one venue, as set by the Shire's adopted annual budget, is to be paid, yet all three venues can be used for a combined maximum of twelve meetings/events held at all venues. Any use in excess of the twelve events per annum will incur the budgeted one-off local community event hire fee;*

3 *The full bond equivalent to the hire of one venue, as set by the Shires adopted budget is to be paid, yet the bond will be relevant to all three venues used.*

COUNCIL RECOMMENDATION (Absolute Majority)

That Council significantly amend Minute Reference: 06/22-9 to state the following:

2 An annual fee equivalent to the hire of one venue ($586), as set by the Shire's adopted annual budget, is to be paid, yet all three venues can be used for a combined maximum of thirty-six meetings/events held at all venues. Any use in excess of the thirty-six events per annum will incur the budgeted one-off local community event hire fee;

10.3.3 Elected Member Reimbursements – Policy Review

PROPONENT:	**SHIRE OF CHAPMAN VALLEY**
SITE:	**WHOLE OF SHIRE**
FILE REFERENCE:	**411.01**
PREVIOUS REFERENCE:	**11/15-4 (9.10 & 9.20); 5/11-17 (9.10); 05/15-23 06/15-18; 03/17-32; 07/19-4, 03/20-13**
DATE:	**6th December 2022**
AUTHOR:	**Jamie Criddle, Chief Executive Officer**

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.3.3 (1)	Elected Member Reimbursements		✓
10.3.3 (2)	Elected Member Reimbursements Form		✓

DISCLOSURE OF INTEREST

Nil – Interest in Common

BACKGROUND

Recent requests for reimbursement of expenses incurred at approved attendance of events has identified an anomaly with procedure and execution of such reimbursements.

Current practice relies on the Councillor submitting fuel receipts in lieu of reimbursement by Council. This should be accompanied with the appropriate 'Elected Member Reimbursement Form' to assist in the paper trail in terms of audit compliance.
While this is done via the Councillor, or with assistance from staff it does not specifically comply with the directive of the Policies relating the Councillor Reimbursements,
CP – 006 Attendance at Events Policy; and
CMP – 030 Elected Member Training & Professional Development.

The current policy states that Councillors are to submit their kilometres travelled via the Claim Form which is to be paid as per the rate determined by the State Administrative Tribunal which is currently between 65.4c and 91.0c per kilometre, depending on the size of vehicle. A standard 880km trip to Perth and back (to Geraldton) would be reimburse at between $575.52 and $800.80. What is actually happening is that Councillors are submitting their fuel receipts which would be considerably less than the 'per kilometre' method.

CP-006 Attendance at Events Policy

POLICY NO	**CP-006**
POLICY	**ATTENDANCE AT EVENTS POLICY**
RESPONSIBLE DIRECTORATE	**CEO**
PREVIOUS POLICY No.	**CMP-030**
LEGISLATION	**Section 5.90A of the Local Government Act 1995**
RELEVANT DELEGATIONS	**1019**

1. OBJECTIVES

1.1. To introduce policy to address section 5.90A. of the Local Government Act 1995 Policy for attendance at events
1.2. To provide elected members and staff with consistent guidelines to ensure transparency, relevance, and value for money for ratepayers.
1.3. This Policy does not cover Elected Member Training. Refer to Management Procedure Ref CMP-030: "*Elected Member Training & Professional Development*".

2. POLICY STATEMENTS

2.1. In developing the Attendance at Events Policy, council needs to actively consider the purpose of and benefits to the community from council members and CEOs attending events. The policy should not be used to intentionally circumvent conflict of interests which may arise from attending events hosted by a provider who

will have a significant matter before council. The Attendance at Events policy is to enable council members to attend events as a representative of council without restricting their ability to participate in council meetings.

2.2. This policy addresses attendance at any events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. The purpose of the policy is to provide transparency about the attendance at events of council members and the Chief Executive Officer (CEO).

2.3. Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose an interest if the ticket is above $300 and the donor has a matter before council. Any gift received that is less than $300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest. Receipt of the gift will still be required under the gift register provisions.

3. LEGISLATION

3.1. 5.90A. Policy for attendance at events

In this section — *event* includes the following —

a) a concert;
b) a conference;
c) a function;
d) a sporting event;
e) an occasion of a kind prescribed for the purposes of this definition.

3.2. A local government must prepare, and adopt* a policy that deals with matters relating to the attendance of council members and the CEO at events, including —

a) the provision of tickets to events; and
b) payments in respect of attendance; and
c) approval of attendance by the local government and criteria for approval; and
d) any prescribed matter.

**Absolute majority required.*

3.3. A local government may amend* the policy.

**Absolute majority required.*

3.4. When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.

3.5. The CEO must publish an up-to-date version of the policy on the local government's official website.

4. PROVISION OF TICKETS TO EVENTS

4.1. Invitation

4.1.1. All invitations of offers of tickets for a council member or CEO to attend an event should be in writing and addressed to the Chief Executive Officer. Invitations made directly to an Elected Member are to be handed to the Chief Executive Officer for action to be taken in accordance with this Policy.

4.1.2. Any other invitation or offer of tickets not addressed to an Elected Member or the Chief Executive Officer in general is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act.

4.1.3.

A list of events and attendees authorised by the local government in advance of the event is recorded in Attachment A.

5. APPROVAL OF ATTENDANCE

5.1 In deciding on attendance at an event, the Council will consider:

a) who is providing the invitation or ticket to the event,
b) the location of the event in relation to the local government (within the district or out of the district),
c) the role of the council member or CEO when attending the event (participant, observer, presenter) and the value of their contribution,
d) whether the event is sponsored by the local government,
e) the benefit of local government representation at the event,
f) the number of invitations / tickets received, and

g) the cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation.

5.2 Decisions to attend events in accordance with this policy will be made by simple majority or by the CEO in accordance with any authorisation provided in this policy.

5.3 The CEO is authorised to determine matters relating to staff attending conferences, seminars or training (in addition to those listed at Attachment A) that form part of the ongoing operational requirements of the Shire using the considerations as outlined in 5.2 of this policy.

6. PAYMENTS IN RESPECT OF ATTENDANCE

6.1 Where an invitation or ticket to an event is provided free of charge, the local government may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the district if the council determine attendance to be of public value.

6.2 For any events where a member of the public is required to pay, unless previously approved and listed in Attachment A, the council will determine whether it is in the best interests of the local government for a council member or the CEO or another officer to attend on behalf of the council.

6.3 If the council determines that a council member or CEO should attend a paid event, the local government will pay the cost of attendance and reasonable expenses, such as travel, accommodation and meals.

The calculation of the reimbursement amount is by one of two ways and must be clearly marked on the Elected Member Reimbursement Claim Form:

1). By way of a log record identifying the date, location, reason for travel and the number of kilometers travelled and through the use of the rates specified in Schedule F – Motor Vehicle Allowance of the Public Service Award 1992 (as amended from time to time) to a maximum amount equivalent to what it would have cost to travel by air.

2). By way of claiming reimbursement of submitted fuel receipts for associated travel.

A Claim Form for Council Business Travel, Accommodation and Meals reimbursement covering no later than a three month period (quarterly), must be completed and submitted for reimbursement within three months from the end of the quarter for processing. Claims submitted outside these timeframes must be presented to Council for approval.

Taxi and parking fees (not fines) incurred whilst undertaking Council business may be reimbursed upon lodgement of relevant receipts that accompany the claim form.

If an elected member is provided with a Shire vehicle to attend official duties, travel costs are not claimable.

6.4 Where partners of an authorised local government representative attend an event, any tickets for that person, if paid for by the local government, must be reimbursed by the representative unless expressly authorised by the council.

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL POLICIES):

Adopted – Council Resolution:	**03/20 -13**

Reviewed/Amended – Council Resolution:	

CMP-030 Elected Member Training & Professional Development.

MANAGEMENT PROCEDURE No.	**CMP-030**
MANAGEMENT PROCEDURE	**ELECTED MEMBER TRAINING & PROFESSIONAL DEVELOPMENT** **ETC**
RESPONSIBLE OFFICER	**CHIEF EXECUTIVE OFFICER**
PREVIOUS POLICY/PROCEDURE No.	**9.10 and 9.20**
RELEVANT DELEGATIONS	**1019**

OBJECTIVES:

Outline the process and conditions associated with Elected Members attending training or professional development, etc.

Attendance at Events is covered under Policy No CP-006 *"Attendance at Events".*

This Management Procedure does not cover mandatory Elected Member Training stipulated under legislation. Such Training will be budgeted for accordingly and the Elected Members required to undertake such training must attend the required course.

MANAGEMENT PROCEDURE STATEMENT:

Nominations
Notices inviting Councillors to nominate delegates to undertake training or professional development and similar occasions are to be brought Councillors attention.
Any Councillor who wishes to undertake training or professional development shall request endorsement at a Council meeting for consideration.

EXPENSES
Any Councillor endorsed by resolution of Council to attended training or professional development courses will have the following expenses paid, unless any variation is otherwise determined by Council resolution:

Travel

- Private Vehicle Use – (at the rate determined by the State Administrative Tribunal or by reimbursement of fuel receipts). Claim Form showing preferred method ~~km's and purpose~~ to be submitted.
- All costs associated with any other form of travel (i.e. air, bus, meals, etc.) to be submitted on Claim Form and submitted to CEO.

The calculation of the reimbursement amount is by one of two ways and must be clearly marked on the Elected Member Reimbursement Claim Form:

1). By way of a log record identifying the date, location, reason for travel and the number of kilometers travelled and through the use of the rates specified in Schedule F – Motor Vehicle Allowance of the Public Service Award 1992 (as amended from time to time) to a maximum amount equivalent to what it would have cost to travel by air.
2). By way of claiming reimbursement of submitted fuel receipts for associated travel.

A Claim Form for Council Business Travel Reimbursement covering no later than a three month period (quarterly), must be completed and submitted for reimbursement within three months from the end of the quarter for processing. Claims submitted outside these timeframes must be presented to Council for approval.
Taxi and parking fees (not fines) incurred whilst undertaking Council business may be reimbursed upon lodgement of relevant receipts that accompany the claim form.
If an elected member is provided with a Shire vehicle to attend official duties, travel costs are not claimable.

Accommodation

- Room and meals as approved by the Chief Executive Officer to be reimbursed via Claim Form if not paid for prior.
- Alcoholic beverage cost will not be covered by the Shire

Other

- Course registration expenses.
- Taxi fares as approved by Chief Executive Officer.
- All Councillor partner expenses must be paid for by the relevant Councillor member (Either at the time expense is incurred or by reimbursing Council at a later date)

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES

Adopted – Council Resolution:	**10/01-9 (9.10) and 12/01-10 (9.20)**

Reviewed/Amended – Council Resolution:	**11/15-4 (9.10 & 9.20); 5/11-17 (9.10); 05/15-23 06/15-18; 03/17-32; 07/19-4, 03/20-13**

COMMENT

The current Policies (CP – 006 Attendance at Events Policy and CMP – 030 Elected Member Training & Professional Development) have been amended in RED to allow either form of reimbursement if that is what Councillors desire. The meeting may also direct an alternative policy position, either way the appropriate paperwork must be completed in order to receive reimbursement.

STATUTORY ENVIRONMENT

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

Role of Council

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

2) *Without limiting subsection (1), the council is to:*
   a) Oversee the allocation of the local government's finances and resources; and
   b) Determine the local government policies.

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

POLICY/PROCEDURE IMPLICATIONS

All of the Shire of Chapman Valley existing policies & procedures are reviewed annually by Senior Staff, with only those being recommended for amendments, adoption or deletion presented to Council for consideration.

FINANCIAL IMPLICATIONS

Nil

Long Term Financial Plan (LTFP):

Nil

STRATEGIC IMPLICATIONS

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

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

1. 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

Nil

RISK ASSESSMENT

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

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

VOTING REQUIREMENTS

Simply Majority

STAFF RECOMMENDATION

That Council amend the attached Policies (CP – 006 Attendance at Events Policy and CMP – 030 Elected Member Training & Professional Development), as marked in red to reflect the appropriate method of reimbursement of Travel, Accommodation & meals etc.

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:	**28 November 2022**
AUTHOR:	**Jamie Criddle, Chief Executive Officer**

SUPPORTING DOCUMENTS:

Ref	Title	Attached To Report	Under Separate Cover
10.3.4	CONFIDENTIAL – TEAG Minutes		✓

DISCLOSURE OF INTEREST
Nil

BACKGROUND
The Tourism & Events Advisory Group (TEAG) met on 28 November 2022 and the minutes from this meeting have been provided as **separate Attachment 10.3.4**.

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 26 January 2023 Councillors and Staff are therefore requested to treat the TEAG Minutes as **CONFIDENTIAL**.

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

STATUTORY ENVIRONMENT
Nil.

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):
Nil impact.

STRATEGIC IMPLICATIONS

Strategic Community Plan/Corporate Business Plan:
The Shire of Chapman Valley Strategic Community Plan was endorsed by Council at its 18 August 2022 meeting and includes the following objectives of relevance:

Ref	Strategies & Actions	Timeline	2022 Status	Desired Status
Community Health and Lifestyle				
Objective 1.1 Nurture the sense of community throughout the Shire while maintaining/supporting the differing residential groups and volunteers.				
Strategy: Determine a whole of Shire community integration approach				
1.1.2	Seize opportunities to promote a sense of community.	Ongoing	High – Rural Areas Low - Other Areas	Higher than existing levels.
Strategy: Identify all volunteers and determine their support needs				
1.1.3	Administrative and community development support, resources and programs	Short Term	Numbers reducing and indications of burnout among volunteers and groups	Volunteer numbers and support for admin and activities increases and burnout reduces

CONSULTATION

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

RISK ASSESSMENT

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

VOTING REQUIREMENTS

Simple Majority

STAFF/ADVISORY GROUP RECOMMENDATION

That Council endorse the recommendations of the 28 November 2022 Tourism & Events Advisory Group meeting as contained in separate CONFIDENTIAL Attachment 10.3.4.

11 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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

12.1.1 2021/2022 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:	**12 December 2022**
AUTHOR:	**Jamie Criddle, Chief Executive Officer**

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
12.1.1(a)	Audited Annual Financial Report 2022		✓
12.1.1(b)	Independent Auditors Report 2022		✓
12.1.1(c)	Management Report 2022		✓
12.1.1(d)	Unconfirmed Minutes Finance Audit & Risk Committee Meeting		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

The purpose of this item is to accept the Shire of Chapman Valley 2021/2022 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 12.1.1(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 9 February 2023 if Annual Report is accepted at today's meeting).

The Shire of Chapman Valley last held the Annual General Meeting of Electors for 2020/2021 financial year on 8 February 2022 at the Bill Hemsley Community Centre, White Peak 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 6 February 2023***
- ***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 2023.

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 2021/2022 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 2021/2022 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 2021/2022;

2 Receives and accept the Auditors Management Report 2021/2022;

3 Set the date for the Annual General Meeting of Electors for the 6 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 2021/2022 Annual Report to the Director General of the Department of Local Government.

7 Correspond to the Minister for Local Government, the Department of Local Government and the Office of the Auditor General disputing the severity of the risk (Significant) attached to the Fair Value of Infrastructure Assets – Frequency of valuations due to the materiality of the issue and apparent additional costs to band 4 Local Governments.

12.1.2 Harvest Vehicle Movement Ban exemption for Western Power

PROPONENT:	**Chief Executive Officer**
SITE:	**Shire of Chapman Valley**
FILE REFERENCE:	**NA**
PREVIOUS REFERENCE:	**NA**
DATE:	**12 December 2022**
AUTHOR:	**Jamie Criddle, Chief Executive Officer**

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
12.1.2(a)	Bushfire mitigation processes FAQs		✓
12.1.2(b)	Fire Precautions work instruction		✓
12.1.2(c)	HVMB declaration template – Reg 24C (during a TFB)		✓
12.1.2(d)	HVMB declaration template – Reg 38A (outside a TFB)		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

The Shire of Chapman Valley Fire control Officers have the following powers under the BUSH FIRES REGULATIONS 1954 .

REGULATION 24C – NOTICE TO BAN THE USE OF ENGINES, VEHICLES, PLANT OR MACHINERY LIKELY TO CAUSE A BUSH FIRE WHEN A TOTAL FIRE BAN IS DECLARED

REGULATION 38A – NOTICE TO BAN THE USE OF ENGINES, VEHICLES, PLANT OR MACHINERY LIKELY TO CAUSE A BUSH FIRE DURING THE RESTRICTED AND PROHIBITED BURNING TIMES

Harvest and Off Road Activity Bans are declared by a Fire Control Officer and in consultation with the Shire. They can be declared when fire weather conditions are most likely to threaten lives and property or when a fire is already underway and firefighting resources are committed. Special conditions and exemptions may apply depending on the type and reason for the ban.

COMMENT

Exemptions:

The following exemptions apply during all bans.

Essential Services

Off-Road activity, for urgent work, carried out by an essential service can continue, but only when the prescribed conditions in Division 9 of the Bush Fires Regulation 1954 are complied with. Urgent works, in relation to the provision of an essential service, means repairs or maintenance necessary for the continued provision, or restoration, of the service. Essential service: water supply, sewerage or drainage services, electricity, or gas services; telecommunications services; public transport services and rubbish collection or disposal services.

Health and Safety

Off-Road Activity is permitted for the use or operation of a vehicle for the prevention of an immediate and serious risk to the health or safety of a person or livestock, and only if all reasonable precautions have been taken to prevent the activity from creating a bush fire danger.

Western Power currently has an exemption issued by DFES under section 22C of the Bush Fires Act 1954.

The exemption provides the conditions required to be complied with when Western Power is restoring power during a Total Fire Ban. These conditions Only relate to carrying out disconnection & re-connection of electricity supplies and operating the transmission & distribution networks open-air switchgear to energise & isolate the electrical network, commonly referred to as switching.
When a Harvest Vehicle Movement Ban (HVMB) is issued outside of a Total Fire Ban (TFB), the impact does NOT allow Western Power to provide for essential services to continue to carry out urgent work banned by the HVMB, unless the Local Government CBFCO stipulates this in the notice when declaring the ban. This is identified in the attached 24C & 38A Notices. ***Attachment 12.1.2(c) & (d)***

Attachment 12.1.2 (b) outlines the strict fire precautions put in place by Western Power, identifying the conditions and type of ban that may be in place.

Council currently has a resolution in place to restrict the Movement of Vehicles during the Christmas holiday period (Christmas Day, Boxing Day & New Years Day). This Ban does not allow for Western Power to carry out essential & urgent works, in relation to the provision of an essential service, means repairs or maintenance necessary for the continued provision, or restoration, of the service.

To enable these works to be carried out, Council is required to authorise the Chief Bush Fire Control Officer to enable an exemption to Western Power to occur when implementing a Harvest Vehicle Movement Ban, issued under section 224C & 38A of the Bush Fires Act 1954.

STATUTORY ENVIRONMENT
Bush Fires Act 1954
Bush Fire Regulations 1954

POLICY/PROCEDURE IMPLICATIONS
Nil

FINANCIAL IMPLICATIONS
Nil

Long Term Financial Plan (LTFP):
Nil

STRATEGIC IMPLICATIONS

Strategic Community Plan/Corporate Business Plan:
Nil

CONSULTATION
Western Power

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

STAFF RECOMMENDATION

That Council authorise the Chief Bush Fire Control Officer to enable an exemption to Western Power to occur when implementing a Harvest Vehicle Movement Ban, issued under section 224C & 38A of the Bush Fires Act 1954, insuring that the minimum fire precautions ***(attachment 12.1.2 (b))*** is imposed, but not limited to, during future Harvest Vehicle Movement Bans.

12.1.3 WALGA Best Practice Governance Review Consultation

PROPONENT:	**Shire of Chapman Valley**
SITE:	**Whole of Shire**
FILE REFERENCE:	**NA**
PREVIOUS REFERENCE:	**Nil**
DATE:	**12th December 2022**
AUTHOR:	**Jamie Criddle, Chief Executive Officer**

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
Att12.1.3(a)	WALGA Governance Review Background Paper		✓
Att12.1.3(b)	WALGA Consultation Paper Model Options		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

Council is requested to review the five (5) proposed Governance Model options developed from the WALGA Best Practice Governance Review (BPGR) Steering Committee and form an endorsed position as to which option is the Shire's preferred model and a ranking in terms of order of preference for the remaining options.

The Western Australian Local Government Association (WALGA) developed its Corporate Strategy 2020-25, and in doing so identified a key strategic priority, to undertake a Best Practice Governance Review. The objective of their view is to ensure WALGA's governance and engagement models are contemporary, agile, and maximise engagement with members. Other drivers for the review included:

- Misalignment between key governance documents.
- Constitution amendments for State Councillors' Candidature for State and Federal elections;
- legislative reforms for the Local Government Act 1995, and for the Industrial Relations Act 1979.

In March 2022, State Council commissioned the Best Practice Governance Review (BPGR) and established a Steering Committee to guide the Review. The BPGR Steering Committee had five meetings between 5 May 2022 and 10 August 2022. There was wide-ranging discussion on WALGA's current governance model, the need to engage broadly with the membership, and opportunities for change.

Key outputs from the BPGR Steering Committee meetings included:

- Agreement on five comparator organisations –Australian Medical Association (AMA) WA, Chamber of Commerce and Industry (CCI) WA, Chamber of Minerals and Energy (CME), Australian Hotels Association (AHA) WA and the Pharmacy Guild (PG).
- Review of governance models of Local Government Associations in other Australian States and Territories, and New Zealand.
- Drafting of governance principles that will under pin future governance models.
- Finalisation of governance principles and principle components across the domains of:

Representative, Responsive and Results Oriented.

These activities are outlined in more detail in the Background Paper (**Att 12.1.3 (a))**.

The Governance model presents four potential governance options as well as maintaining the status quo and the structure and roles associated with each option. The five options are:

Option 1: Two tier model, existing zones

Option 2: Board, regional bodies

Option 3: Board, amalgamated zones
Option 4: Member elected board, regional groups
Option 5: Current model

Within all the model options, direct relationship with WALGA and regional/subregional collaboration would continue to be encouraged.
The Consultation Paper (**Att 12.1.3 (b)**) details the Governance Principles whereby each Model Option is compared, and the implication these principles are likely to have. The structure and role of each Model Option is decomposed and compared.

The WALGA BPGR Steering Committee have requested to have submissions completed by 23 December 2022. In January 2023 the Steering Committee will consider the outcomes of the consultation process and a Final Report and recommended direction will be the subject of a State Council Agenda item in the March 2023 State Council meeting.
The WALGA principles of Representative and Responsive will likely be difficult to achieve in harmony given the vast breadth of WA and the number of Local Governments, and the diversity of needs of those Local Governments.
In general, not for profit associations tend to operate with a board of 8-12 members, with the consensus being that an organisation with a well-functioning CEO and operational arm needs less Board Members. In general, it is easier to keep smaller numbers more actively engaged, and with this level of representation you can spread workload and, in most part, avoid groups forming that can influence decisions.

COMMENT
Options 1, 2, and 4 provide for a Board of Management for WALGA with 8 – 12 members – this essentially lends itself to the responsiveness required from a contemporary board running an organisation with an executive and organisational structure.
On the other side of the scenario is that WALGA is an association formed to represent the views of its members and provide services to the benefit of its members, its members are 139 Local Governments spread throughout the State. This places WALGA in a difficult position as the needs of Derby, Chapman Valley, Rockingham, and Esperance, as an example, will all be very different.

In terms of representation the current model offers the best Local Government to representative ratio on the WALGA State Council (Board). All other options significantly reduce the ratio on the Board.
Option 1 looks to have a Policy Council with the same makeup of the current state council and the same supporting zone structures. Option 4 seems to offer the least representation with the Policy Teams drawn from the board and no mention of zones just more informal regional groups which feed into things on a group-by-group basis but are not required under the framework.

Option 3 seeks to half the amount of Country Zones – essentially this will double the number of Council's each State Council/Board member is representing. Potentially reducing their knowledge base and influence, this will likely benefit Metro representation as it is easier for a Councillor to understand the whole of the Metro areas needs than it would be for a Councillor to understand the Midwest, Murchison, and Gascoyne which covers a much vaster area.
Option 2 seeks to provide a more area of interest model, with the metro just split into quarters and other areas sorted by the group/economic driver they seem most aligned to. Again, this could lead to bias at the board level as the four metropolitan regional bodies are much more likely to be aligned on items than say the regional capitals are with Mining and Pastoral, and Agricultural areas – this is likely to make advocacy and decision making difficult.

Below is the ranking of the options based on the authors views and potential impact on Chapman Valley

1. Option 5
a. For Chapman Valley this option offers the greatest representation towards WALGA decision making as it provides a Midwest Zone representative on State Council/Board. Under all the other options there is no guarantee a representative who understands the Midwest will be allocated to the Board.

b. Potentially WALGA could appoint an 8-person executive committee from State Council to perform all the functions associated with the business such a finances, staff, etc. and then State Council focusses on member specific topics and endorses the executive committee minutes/decisions.

2. Option 1

a. This option seems to offer the best balance between a responsive board tasked with running a multi-million-dollar organisation, and a Council of representatives that has representation based on smaller geographical locations.
b. The main alteration suggested is that the Policy Council should meet three (3) times a year so it can contribute to Board Advocacy priorities in between the board meetings. For this model to work the Policy Council and the supporting zones must stay relevant, well represented, and targeted. By removing organisation specific items from general discussion, it may allow more time to be spent on advocacy and policy items.

3. Option 3

a. Reduces the representation in our zone by including the Murchison, and Gascoyne. This may also impact on how often the zone meets and its regional collaboration building as the Murchison and Gascoyne travel distances make it unfeasible but still offers better representation than some of the other options.
Having 15 members on the board is potentially no more responsive or flexible than the current 25-person state council.

4. Option 2

a. Whilst not ideal, the regional bodies representation and regional body members being included on policy teams and forums will likely keep strong voices on regional issues. Although it could be argued that regional capitals such as Geraldton, Albany, and Bunbury have more in common with North or South metro than Country.

5. Option 4

a. Without a clear structure or reason for existing it is likely the zones and regional groups part of this model may dissolve.
Overall options 1 and 5 offer the best representation for Chapman Valley. Whilst the governance review is focusing on creating a more dynamic organisation, the self-interests of Chapman Valley and the zone become diluted across most of the models. When combined with the new electoral reforms this may result in the quietening of the regional voice as more populous areas gain greater depth of representation.

That Chapman Valley states strongly that its preference is for Options 5 or 1 and that all other options will reduce is representation and diminish the inputs of the Midwest region.

STATUTORY ENVIRONMENT

The DLGSCI legislative reform process seeks to take WALGA out of the Local Government Act from a constitutional perspective.

POLICY/PROCEDURE IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

Long Term Financial Plan (LTFP):

Nil

STRATEGIC IMPLICATIONS

Strategic Community Plan/Corporate Business Plan:

Nil

CONSULTATION

WALGA

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

STAFF RECOMMENDATION

That Council:

1. Inform WALGA that the current model (Option 5) is the preference of the Shire of Chapman Valley; and
2. Note that Option 1 would be the Shires second preference while providing the feedback that it does not provide the same level of regional representation as the current model.

13 DELEGATES REPORTS

14 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

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

16 CLOSURE

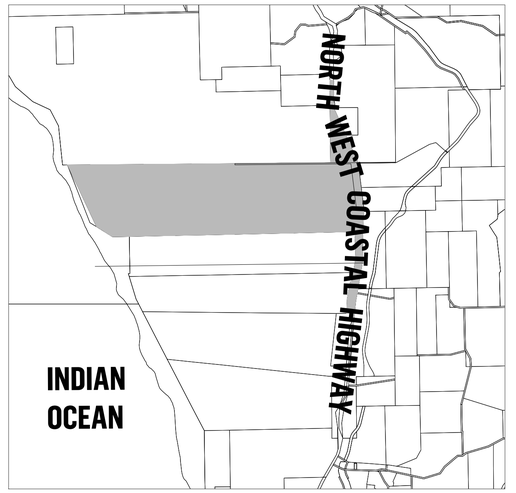
SHIRE OF
Chapman Valley
love the rural life!

SOURCE DOCUMENTATION

DEPARTMENT OF PLANNING, LANDS AND HERITAGE

DATE	FILE
04-Nov-2022	162995

LOCATION PLAN



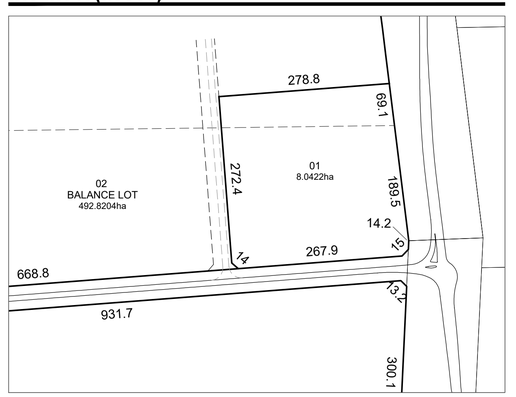
LEGEND

- APPLICATION AREA
- EXISTING POWER LINES
- EXISTING GAS EASEMENT - DAMPIER TO BUNBURY NATURAL GAS PIPELINE LATERAL (NO INFRASTRUCTURE LOCATED WITHIN EASEMENT)
- EXISTING WATERCORP EASEMENT
- EXISTING PROFIT A PRENDRE AREA

APPLICATION AREA:	
LOT 15:	247.26HA
LOT 16:	257.39HA
LOT 7240:	17.08HA
LOT 12588:	12.30HA
NORTH WEST COASTAL HIGHWAY:	31.87HA

AREA FOLLOWING SUBDIVISION:	
DEVELOPMENT LOT (x1):	8.04HA
BALANCE LOT (x1):	492.82HA
ROAD RESERVES:	35.66HA
LOT 7240:	17.08HA
LOT 12588:	12.30HA

INSERT A (1:5000)



Draft Plan of Subdivision

Lots 15, 16, 7240 & 12588 North West Highway Road Reserve, Oakajee

URBIS

Level 14, The Quadrant, 1 William Street | Perth WA 6000 Australia | +61 8 9346 0500 | URBIS Pty Ltd | ABN 50 105 256 228

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CLIENT

DevelopmentWA

PROJECT NO.	DATE
P0034569	04.10.22
DRAWING NO.	REVISION
07	d

1:10,000 @ A1 | 1:20,000 @ A3

100 200 300 400 500m

20 October 2022

Western Australian Planning Commission
140 William Street
Perth WA 6000

To whom it may concern,

PROPOSED OAKAJEE ACCESS ROAD SUBDIVISION

Urbis, on behalf of DevelopmentWA are pleased to submit this subdivision application to the Western Australian Planning Commission (WAPC). This application has been prepared in support of the subdivision of Lots 15 & 16 North West Coastal Highway, Oakajee and Lots 7240 & 12588 and Land ID 3153331 making up part of North West Coastal Highway (subject site) to facilitate the construction of the Oakajee Access Road and an initial general industrial development site within the Oakajee Strategic Industrial Area.

To assist with the timely determination of this application, please find attached the following:

- A completed Form 1A and checklist.
- A completed consent form, granting Urbis permission to lodge this application on behalf of DevelopmentWA and State of Western Australia as landowners.
- A copy of the Certificate of Titles for the subject site.
- Payment of $3701.00– the applicable fee which will be provided following the online lodgement.
- A copy of the subdivision plan and required technical documentation

BACKGROUND

The Oakajee SIA was identified for strategic industry and a deep-water port in the early 1990s and between 1997 and 2009 the state acquired and rezoned the land for this purpose. The Structure Plan was prepared in 2012 in order to provide the guidance for the spatial layout and requirements for development within the SIA. Activation of the Oakajee SIA has yet to occur, with proposals being linked to specific proponents / investment which has not yet come to fruition.

In March 2021, the State Government provided confirmation of funding for the Oakajee Access Road. This included the provision of $7.5 million to establish the intersection with North West Coastal Highway and a portion of the access road into Oakajee SIA. The road is proposed to provide the initial enabling infrastructure for proponents seeking to establish within Oakajee SIA and will provide for access to the initial development lot (proposed Lot 1).

The access road will be the initial step in allowing for development within Oakajee SIA as a hydrogen precinct and will be a catalyst for future activation projects and investment in the area (noting the State has also provided $4million for the development of an activation plan, additional infrastructure and resources for Oakajee SIA).

DevelopmentWA has been working with the State, Main RoadsWA and technical consultants since mid 2021 to suitably locate and design the proposed road and initial development lot.

CONSULTATION

DevelopmentWA and Urbis have undertaken significant consultation with the following stakeholders through the

Table 1 Consultation Table

Agency	Consultation	Outcomes
Department of Planning Lands and Heritage (Lands)	Consultation with the lands officers outlining the proposal and the development within the gas corridor. Consultation seeking signatures as landowners for the portions of the subdivision area within the road reserves.	DPLH have confirmed that there is no infrastructure within the corridor and that the Section 41 process will need to be undertaken for any development on the corridor including that of the road and future vehicle movements across this.
Department of Planning Lands and Heritage (Planning)	Consultation with Planning officers for the Mid-West to brief on the proposal.	Agreement on a path forward to lodgement.
Main Roads Western Australia (Design)	ARUP and DevelopmentWA have liaised with MRWA in order to ascertain the intersection location and design parameters.	The proposed intersection location has been located in consultation with MRWA and the intersection and road design is currently undergoing the 15% design development in collaboration with MRWA.
Main Roads Western Australia (Planning)	Liaison with the road planning team to confirm approach to subdivision and impacts on North West Coastal Highway and the surrounding road network.	Letter confirming MRWA support the lodgement of a subdivision over the portions of North West Coastal Highway.
Forestry	Discussions regarding an existing profit en prendre located within lots adjacent to the subdivision area.	Profit en prendre extinguished.

Agency	Consultation	Outcomes
Shire of Chapman Valley	Liaison with Shire regarding proposed uses on proposed Development Lot 1 and access road.	No objection from the Shire to subdivision. Confirmation that proposed Development Lot 1 can be developed for the purposes of a roadhouse

SUBJECT SITE

The subject site is located 20km (approx.) north of Geraldton within the Shire of Chapman Valley. The site is comprised of 565.90 Ha (approx.) of vacant undeveloped land, with 1,113m (approx.) of frontage to the North West Coastal Highway.

Table 1 provides a summary of the lot details for the subject site. A copy of Certificate(s) of Title are included within the lodgement package.

Table 2 - Lot Details

Lot	Plan	Vol/Folio	Area (Ha)	Proprietor	Encumbrances	LPS Zone
15	18559	2121/949	247.26	Western Australian Land Authority	Refer to Title	Strategic Industry
16	18559	2121/950	257.39	Western Australian Land Authority	Refer to Title	Strategic Industry
7240	143396	3106/439	17.0718	State of Western Australia	Reserve 16200 • Road and associated infrastructure • Main RoadsWA	Road Reserve
12588	26781	LR3124/914	12.9667	State of Western Australia		Road Reserve
Land ID 3153331 – North West Coastal Highway			21.0258	State of Western Australia		Road Reserve

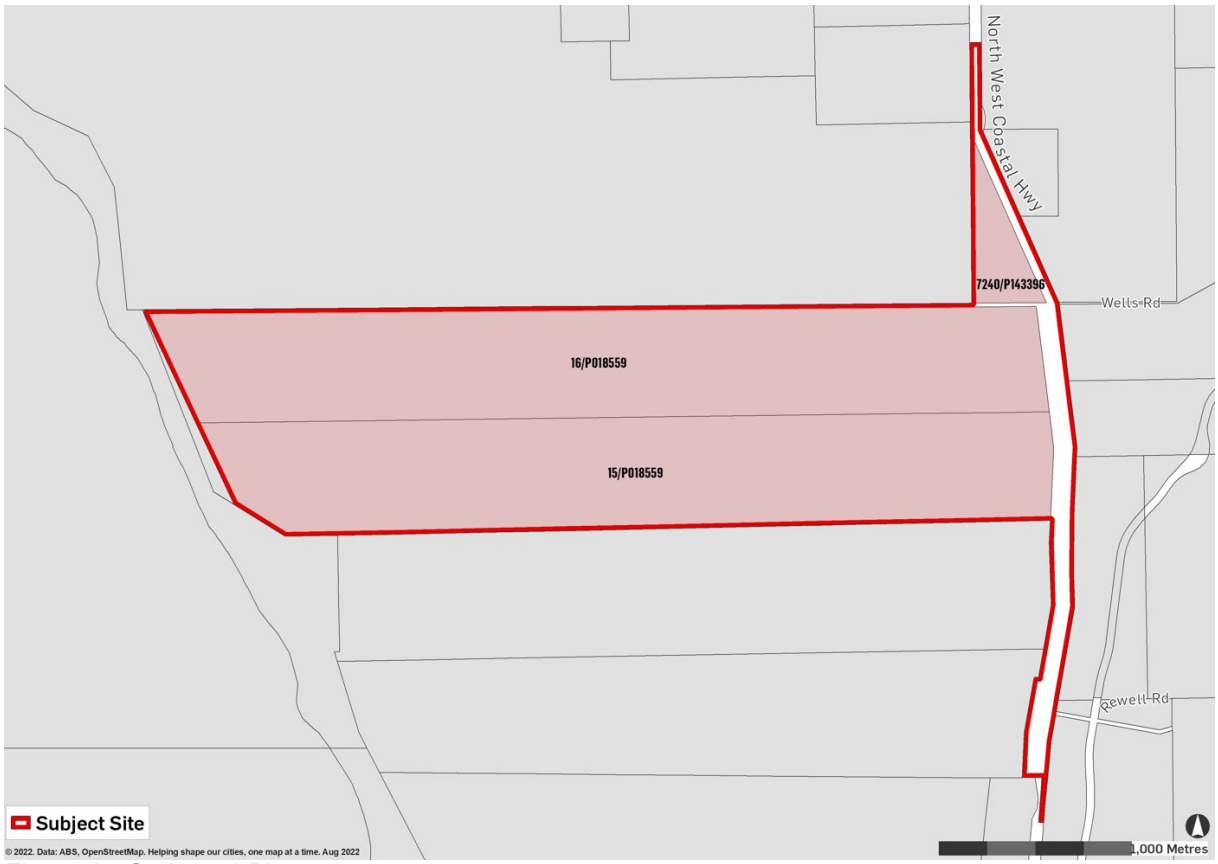


Figure 1 - Cadastral Plan

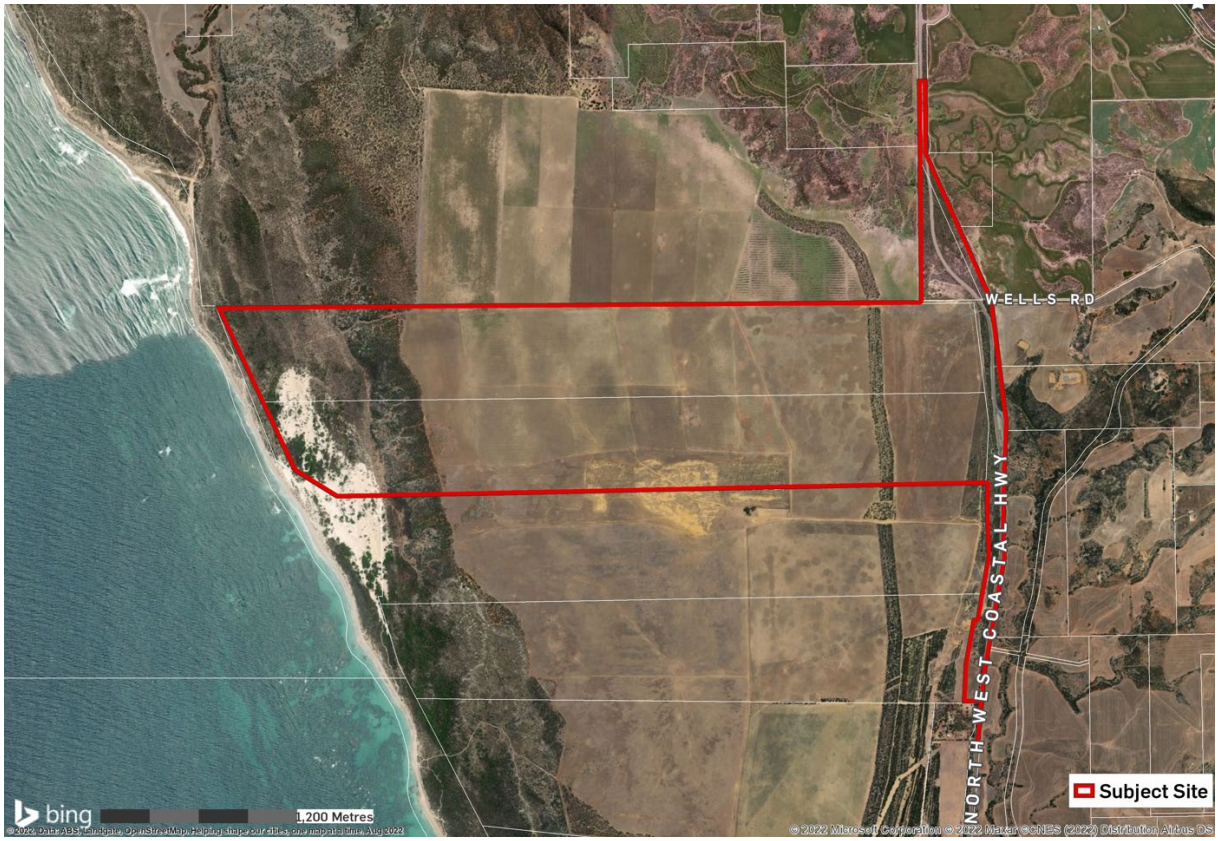


Figure 2 - Aerial Plan

GAS CORRIDOR

A portion of the Dampier Bunbury Natural Gas Pipeline Corridor is located west of the North West Coastal Highway, Oakajee and is registered over two of the land parcels which make up the subdivision application as follows:

- Land ID 3786186 / 3786187 located on the greater Lot 15 P018559
- Land ID 3786188 / 3786189 located on the greater Lot 16 P018559

These lots are owned in freehold by the Western Australian Land Authority (trading as DevelopmentWA), as is the majority of the Oakajee SIA.

It is understood that the gas corridor has been legislated under the *Dampier to Bunbury Pipeline Act 1997* however, no infrastructure is located in the corridor. The alignment is now inconsistent with current planning for the Oakajee SIA and DevelopmentWA understands that the Act doesn't allow the removal of the corridor without legislative change.

The alignment of the gas corridor was established as part of a previous iteration of development intended to provide a DPNGP lateral for Oakajee SIA for a specific proponent which never proceeded. The alignment has been detailed within the current Oakajee Structure Plan.

Through 2021 DevelopmentWA has undertaken a review of the access and servicing of the Oakajee SIA having regard to changes that have occurred since the approval of the Structure Plan and the potential for provision of renewable energies within the buffer area. The current corridor location has been found to be a major impediment to the development of the SIA.

As part of this review, it has been determined that the more appropriate location for provision of major services, including gas, into the industrial core is through a larger corridor to the north of the general industrial area as demonstrated in Attachment 1: Oakajee Concept Plan 2022. There is also flexibility for DevelopmentWA to accommodate a new corridor west of the North West Coastal Highway in other locations if required due to DevelopmentWA owning all of the land in the Oakajee SIA.

The key restrictions on the development of the land are those set out in Section 41 of the *Dampier to Bunbury Pipeline Act* and the requirement to obtain approval from the DBNGP Land Access Minister and providing this is not inconsistent with the rights set out in Section 34 of the Act.

The Department of Planning Lands and Heritage has provided confirmation that the proposed subdivision and development is not expected to materially affect the corridor and that clearances under Section 41 will be required for the construction works, development of the road reserves and the ongoing use of the road for vehicles. This will be undertaken via a separate process.

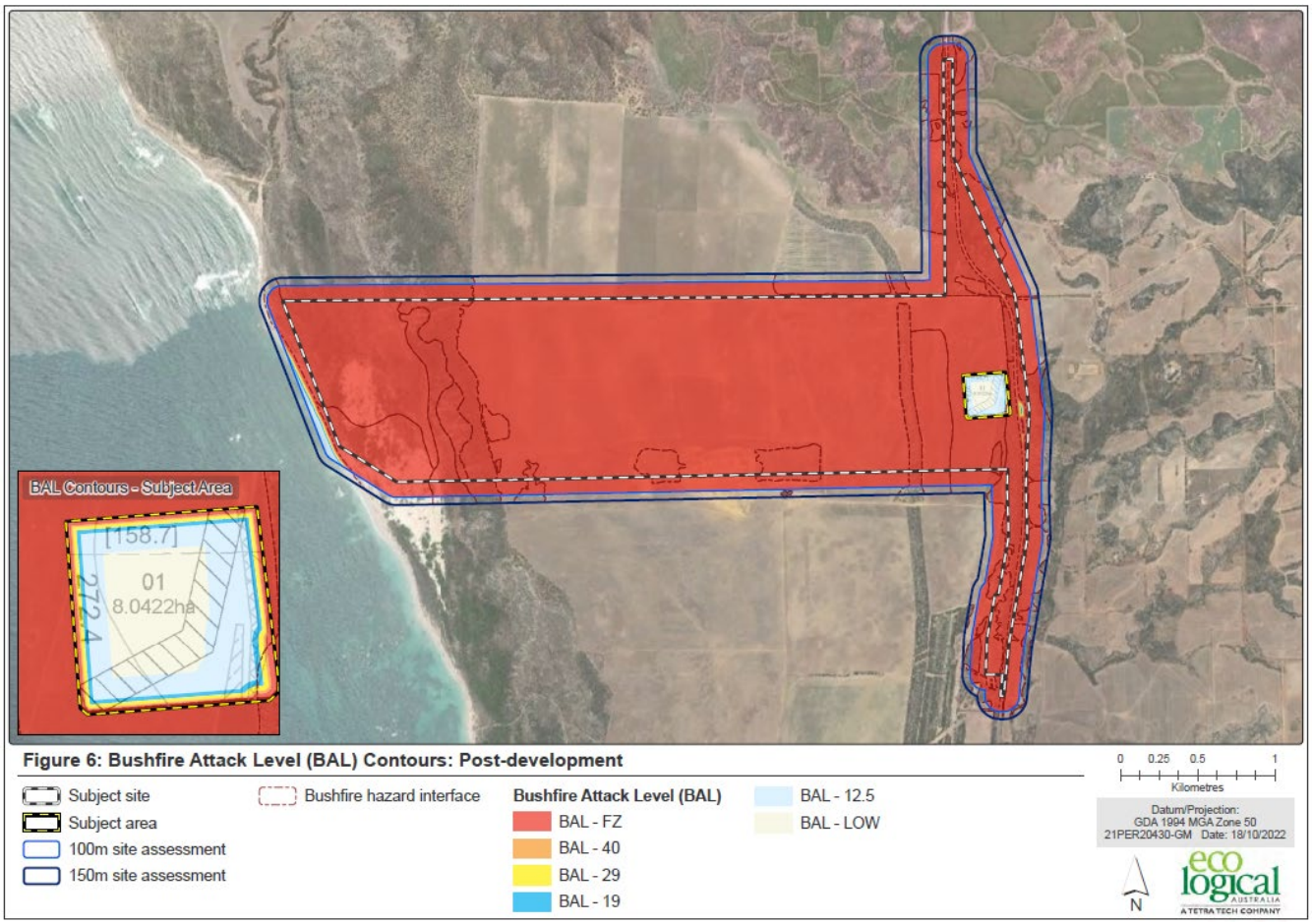
BUSHFIRE CONSIDERATIONS

The subject site has been identified as bushfire prone by the Commissioner of Fire and Emergency Services. A Bushfire Management Plan (BMP) has been prepared by ELA to address the requirements under State Planning Policy 3.7 – Planning in Bushfire Prone Areas (SPP 3.7).

The BMP identifies that the proposed subdivision is able to largely achieve compliance with the acceptable solutions under SPP 3.7, however due to legacy issues and that this proposed subdivision is the first stage of a larger development, compliance with all Acceptable Solutions in the Guidelines is not possible at this time. As noted in the BMP, the areas of non-compliance are temporary in nature and are highly likely to be resolved through future planning. Further, the bushfire protection requirements listed in the BMP provide an adequate standard of bushfire protection for the proposed subdivision and is consistent with the aim and objectives of SPP 3.7 and associated Guidelines.

A copy of the BMP is included within the lodgement package.

Figure 3 - Bushfire Management Plan Excerpt



ABORIGINAL HERITAGE CONSIDERATIONS

There are a number of Aboriginal Heritage sites in the North West Coastal Highway road reserve and Lot 15. The following sites have been identified through the Aboriginal Heritage Inquiry System:

- Site ID 4433 – Oakajee Springs Scatter
- Site ID 16133 – Oakajee Buffer Zone 02: Artifacts and scatters

The works within the identified sites is limited to works on the edge of the North West Coastal Highway for the purposes of establishing the deceleration lanes to the intersection. The proposed works will not disturb the identified Aboriginal Heritage sites.

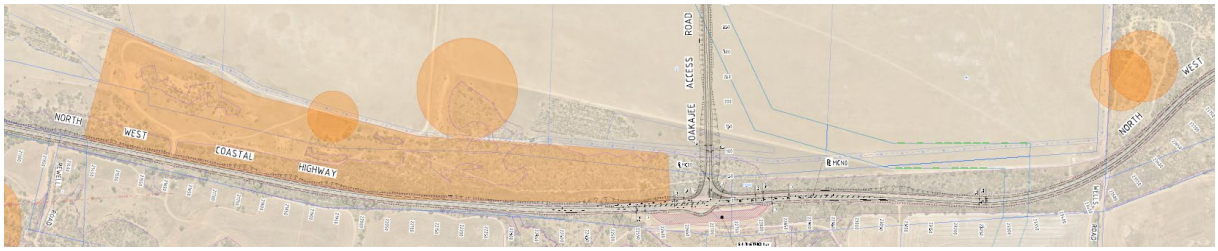


Figure 4 - Aboriginal Heritage Sites

ENVIRONMENTAL CONSIDERATIONS

The subject site comprises approximately 4km of vegetation alongside North West Coastal Highway with a depth of 20-50m on either side of the highway. The remainder of Lots 15 and 16 contain an area of cleared farmland with a shelter belt of trees.

An environmental assessment was undertaken by RPS and determined the following:

- Due to the level of disturbance the vegetation along the road is considered to be in Degraded to Completely Degraded condition.
- Vegetation type consisted of:
  - Near Coastal: *Acacia rostellifera* shrubland
  - Riparian: Eucalyptus camaldulensis/Casuarina obesa/Melaleuca rhaphiophylla
  - Myrtaceous/proteaceous shrubland: *Melaleuca spp./mixed spp*
  - Paddock
  - Shelterbelt
- Previously identified conservation species *Grevillea triloba* (P3) and *Philotheca wonganensis* (Threatened/Endangered) were either found to be in degraded to completely degraded condition (former) or were not found within the subject area (latter).

PLANNING CONSIDERATIONS

Shire of Chapman Valley Local Planning Scheme No. 3

The subject site is located within the Shire of Chapman Valley and zoned Strategic Industry – A, Strategic Industry C and Rural under the Shire's Local Planning Scheme No. 3 (LPS3) with a Special Control Area 1: Oakajee Industrial Zone and Buffer. An extract of the LPS3 map showing the subject site is provided below.

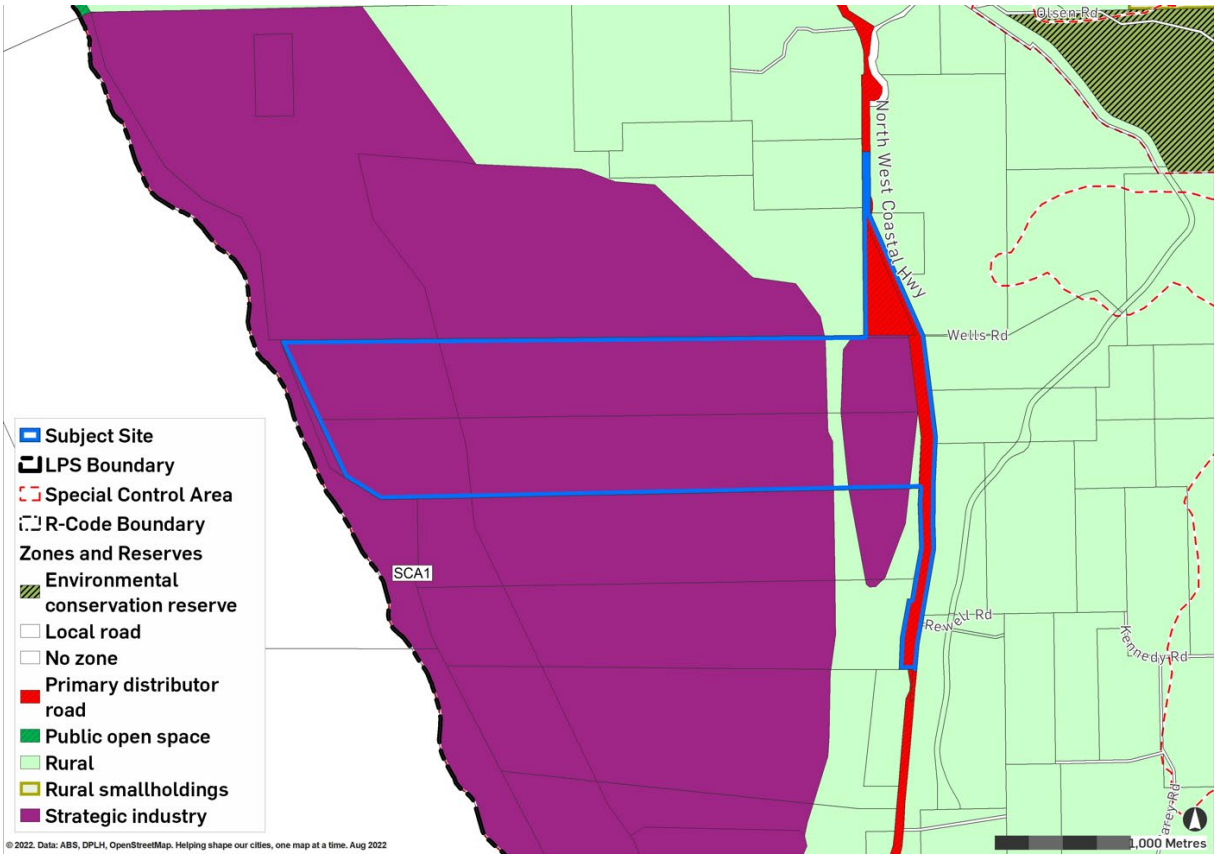


Figure 5 - Shire of Chapman Valley Local Planning Scheme

Oakajee Industrial Estate Structure Plan

The Oakajee Industrial Estate Structure Plan was prepared in March 2012 for the purposes of establishing a strategic industrial estate at Oakajee. The Oakajee Industrial Estate Structure Plan identifies the preferred location for the central access corridor, along with the general industrial and strategic industrial zones. The Structure Plan also identified the location of the services into the site, including the gas corridor as detailed previously.

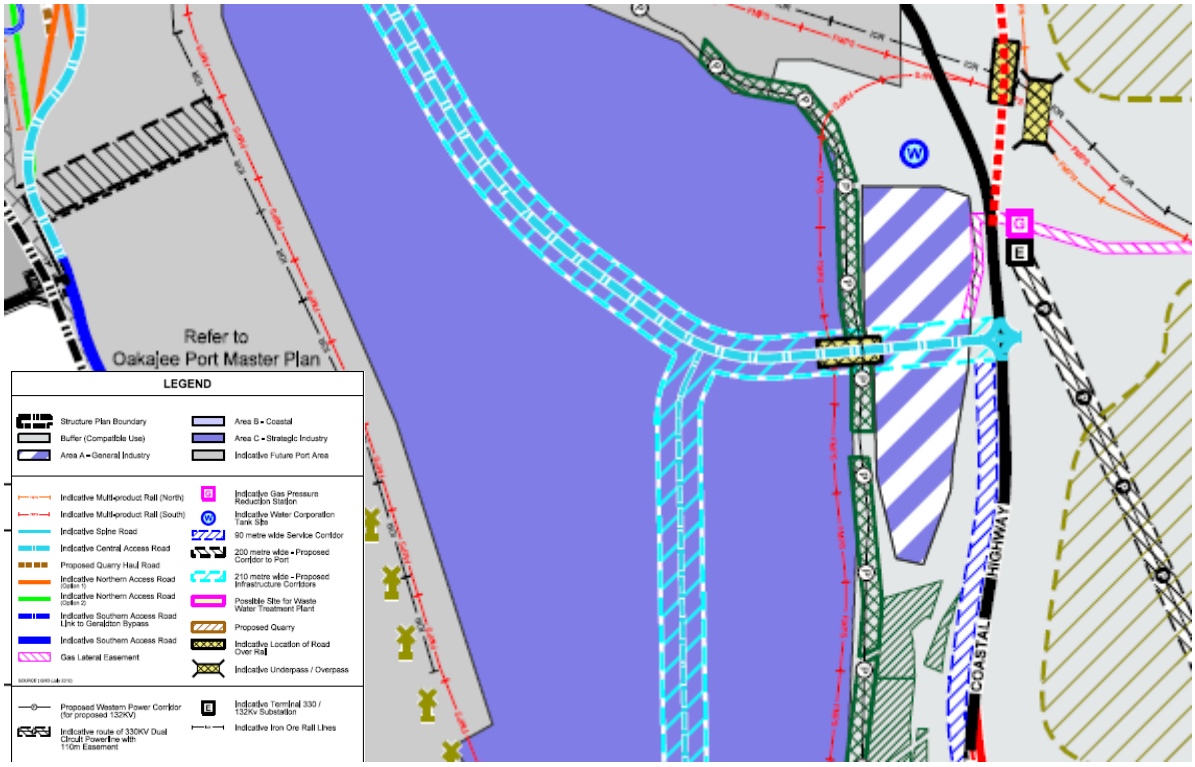


Figure 6 - Oakajee Industrial Estate Structure Plan Excerpt

THE PROPOSAL

The proposed subdivision seeks approval to subdivide the site into two green title lots and a road reserve, as follows:

Table 3 Lot details

Proposal	Area	Note
Development Lot 1	8.04ha	General Industrial lot
Balance Lot 1	492.82ha	Future General Industrial / Strategic Industrial lot
Road Reserve (Access Road)	35.66ha	Access Road
Lot 7240	17.08ha	Unchanged from current Limited to works within lot for purposes of creating the intersection with proposed access road
Lot 12588	12.30ha	Unchanged from current Limited to works within lot for purposes of creating the intersection with proposed access road

Earthworks and Vegetation Clearances

The proposal includes earthworks and vegetation clearances within the subdivision area. These are required in order to establish the deceleration and acceleration lanes and intersection with North West Coastal Highway. The vegetation report attached to this application demonstrates that the clearing can be managed in accordance with the State and Federal legislation.

Proposed Development Lot

The proposed development lot seeks to establish the opportunity for the initial general industrial lot. The intention is to provide a lot to establish a roadhouse and associated truck stop to service the vehicles utilising the strategic industrial estate along with passing traffic.

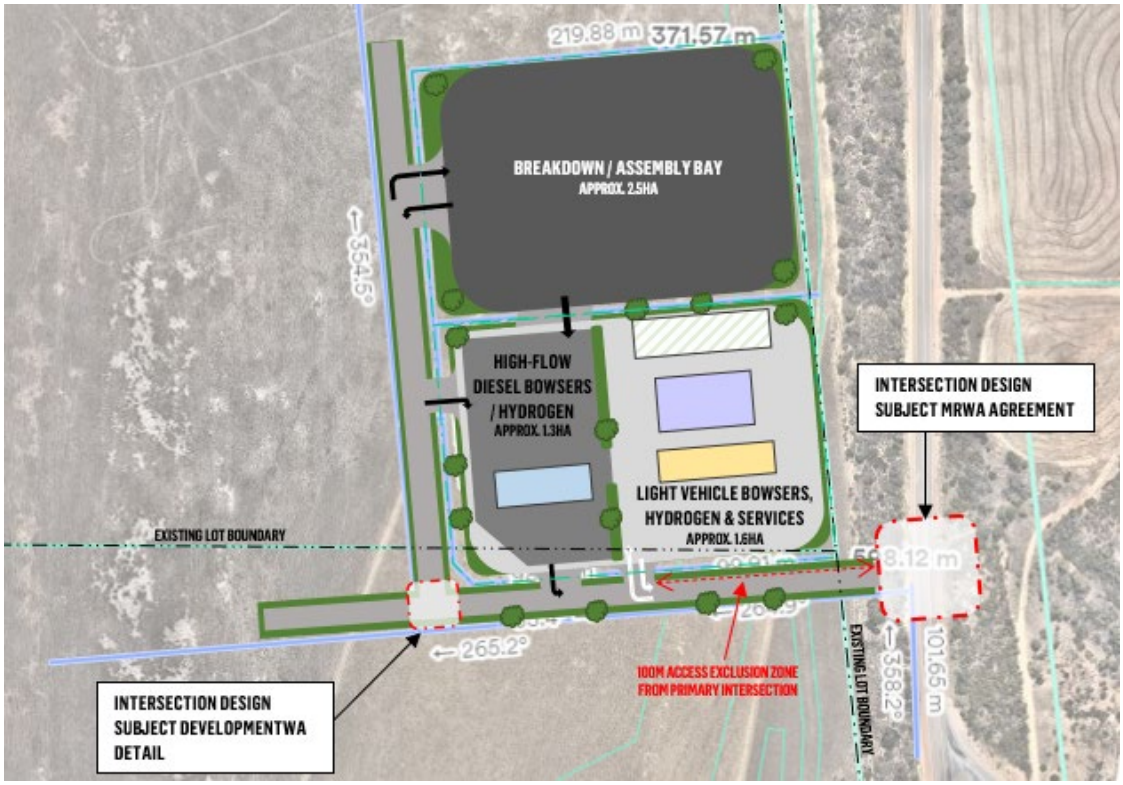


Figure 7 - Development Lot 1: Indicative Concept Layout

The lot will primarily accessed from the Oakajee Access road with additional access being achieved via the future internal access road to the general industrial area. The proposal lot will achieve the following frontages:

- Access road frontage: 267.9m (+15m truncation) – primary frontage / access
- Future internal road frontage: 272.4m – potential future access
- North West Coastal Highway frontage: 272.8 – no vehicle access

The site will be serviced by existing services within the North West Coastal Highway reserve.

A Dampier Bunbury Natural Gas Pipeline gas corridor runs through the proposed development lot. As previously noted there is no physical infrastructure within this corridor and an alternative alignment has been proposed by DevelopmentWA in order to allow for development efficiencies. The Department of Lands confirmed they do not anticipate the development to materially impact the rights for this corridor and that appropriate Section 41 approvals will be required at the time of development.

Proposed Access Road

A central access road is proposed within the general vicinity of the east west infrastructure corridor as shown on the Oakajee Industrial Estate Structure Plan. The access road will provide a vital future link

between North West Coastal Highway and the strategic industrial/ general industrial areas within Oakajee.

The proposed road is 40m in width to provide for the access road and associated services into the general industrial area and to the future strategic industrial area. The proposed access road is approximately 931.7m in length to allow initial access into Oakajee and provide an initial catalyst for development in the area.

The proposed access road will achieve a RAV8 intersection and associated modifications to North West Coastal Highway to cater for future 36.5m B-Triple road trains.

DevelopmentWA's engineering consultant ARUP has undertaken an options analysis for this road in order to achieve the optimal intersection location with North West Coastal Highway after it was identified that the location shown in the Structure Plan may not be appropriate in terms of traffic movement and safety and in an attempt to avoid the gas corridor west of North West Coastal Highway.

A summary of the process undertaken between DevelopmentWA, Arup and Main RoadsWA (MRWA) in determining the optimal location of the intersection with the North West Coastal Highway is set out below:

- Feasibility assessment undertaken in August 2021 to assess various options for the preferred intersection. This looked at five potential locations along North West Coastal Highway considering existing geometry, overtaking lanes, sight lines and acceleration/deceleration for the intersection.
- The assessment identified 'Option 5' (i.e. just north of the existing truck stop) as the only location which achieved Safe Intersection Stopping Distance (SISD) and Approach Sight Distance (ASD) without significantly modifying the vertical and horizontal geometry of North West Coastal Highway.
- The location was further refined in February / March 2022 to the current location documented in consultation with MRWA incorporating their advice on the replacement overtaking lane lengths and merge taper locations. This location generally accords with the Structure Plan.

CONCLUSION

The proposed subdivision is required to facilitate the development of the Oakajee Access Road and the initial development lot within the general industrial area. This is in line with the State's objectives to open up the Oakajee Strategic Industrial Estate to investment and development.

The subdivision is consistent with the Shire of Chapman Valley local planning framework and the Oakajee Structure Plan and has been prepared in consultation with Main RoadsWA and the Department of Planning Lands and Heritage.

In light of this, we respectfully request that the WAPC approve this application subject to fair and reasonable conditions. Should there be any further queries, please contact the undersigned or Karen Wright on 9346 0500.

Yours sincerely,



Emma Dunning
Senior Consultant
9346 0500
edunning@urbis.com.au

CC: Tom Engelbrecht - DevelopmentWA

Attachment 1: Oakajee Concept Plan

LEGEND

- OAKAJEE STRUCTURE PLAN BOUNDARY
- BUFFER
- AREA A - GENERAL INDUSTRY (GIA)
- AREA B - COASTAL
- AREA C - STRATEGIC INDUSTRY (SIA)
- INDICATIVE FUTURE PORT AREA
- EXISTING PORT RESERVE
- INDICATIVE IRON ORE RAIL
- EXISTING ROAD
- PROPOSED QUARRY HAUL ROAD
- INDICATIVE SIA AND GIA ACCESS ROADS
- INDICATIVE PORT ACCESS ROAD
- INDICATIVE NORTH WEST COAST HIGHWAY RE-ALIGNMENT
- INDICATIVE GERALDTON BYPASS ROAD
- GAS LATERAL EASEMENT
- POTENTIAL FUTURE GAS LATERAL EASEMENT
- EXISTING POWERLINES (OTHER)
- EXISTING POWERLINE (33KV)
- INDICATIVE 330KV DUAL CIRCUIT POWERLINE
- INDICATIVE SUBSTATION AND GAS PRESSURE REDUCTION STATION LOCATION
- INDICATIVE WATER CORPORATION TANK SITE
- 200M PROPOSED PORT CORRIDOR
- PROPOSED INFRASTRUCTURE CORRIDOR
- PROPOSED QUARRY
- REVEGETATION AREAS
- EXISTING ACACIA/SANDALWOOD PLANTATIONS
- RIVER
- EXISTING HERITAGE RAIL ALIGNMENT
- EXISTING RESIDENTIAL DWELLING

DATA SOURCE
RPS & Landgate

PROJECTION
MGA Zone 50

DRAFT

URBIS

Development Concept Plan
Oakajee Industrial Zone

Level 14, The Quadrant, 1 William Street | Perth WA 6000 Australia | +61 8 9346 0500 | URBIS Pty Ltd | ABN 50 105 256 228

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CLIENT
DevelopmentWA

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PROJECT NO. P0034569
DATE 08.04.22
DRAWING NO. 04
REVISION f

ARUP

DevelopmentWA

Strategic Industrial Area Access Road, Oakajee

Phase 1 Engineering Report

Final | May 2022

This report takes into account the particular instructions and requirements of our client. It is not intended for and should not be relied upon by any third party and no responsibility is undertaken to any third party.

Job number 286598-00

Arup Pty Ltd
Level 14 Exchange Tower
2 The Esplanade
Perth WA 6000
PO Box 5750
St Georges Terrace
Perth WA 6831
Australia
arup.com

ARUP

Document verification

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Report title	Phase 1 Engineering Report
Job number	286598-00
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		Signature	*S.Sivapatham*	*S. Tomizzi*	*N.Scott*
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		Signature	*S.Sivapatham*	*S. Tomizzi*	*N.Scott*

Issue Document verification with document ☑

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1. Introduction

1.1 Overview

The Oakajee Strategic Industrial Area (SIA), located 23km north of Geraldton in Western Australia's Mid-West region, is a 6400ha site which is owned in freehold by DevelopmentWA. Planning development for the site over the past decade has assessed the SIA's potential to service and support export-orientated activities, with a future port earmarked for the site. More recent planning has assessed the site's potential as a hub for renewable energy, notably renewable hydrogen.

The Oakajee SIA is currently undeveloped and a key catalyst for future development is a main access road into the estate, to be provided directly from North-West Coastal Highway (H007). Arup have recently undertaken early planning and design works in conjunction with DevelopmentWA to assess the potential access point location and the impacts to North-West Coastal Highway (NWCH) from a future RAV 8 intersection catering for 36.5 m B-Triple road trains.

Arup have been engaged by DevelopmentWA to undertake the detailed design for the proposed Oakajee Access Road, new RAV 8 intersection and modifications to NWCH. The scope of works also includes design for enabling civil works for a future roadhouse to be located north of the proposed access road. The road design works will be undertaken in accordance with Main Roads WA (Main Roads) design process which allows for a 5%, 15%, 85% and 100% design review.

This Phase 1 report summarises the work undertaken on the project to date, including:

- Consultation with Main Roads (Mid West-Gascoyne Region, Environmental Branch and Road and Traffic Engineering Branch);
- Traffic arrangement and analysis;
- Development of an updated 5% Concept Design for the proposed access road, new intersection and proposed modifications to NWCH;
- Main Roads review of the 5% Concept Design and responding to review comments;
- High-level earthworks assessment for the future roadhouse site;
- Indicative servicing strategy for the future roadhouse site and consultation with Water Corporation and Western Power; and
- Identification and development of future studies and investigations (Survey, Geotechnical and Pavement Investigation).

2. Previous Works

2.1 Access Point Site Selection

Arup undertook a feasibility assessment in August 2021 to assess various options for the preferred intersection location for access to the Oakajee site from NWCH. This assessment reviewed five potential locations and considered existing geometry, overtaking lanes, sight lines and acceleration/deceleration for the intersection.

A preferred intersection location adjacent the existing truck bay was identified as the only location which achieved Safe Intersection Stopping Distance and Approach Sight Distance without significantly modifying the existing geometry of NWCH.

2.2 Key Constraints

The following key constraints have been identified for consideration in developing the Concept Design (discussed in Section 4):

- Existing horizontal and vertical geometry of NWCH (based on LiDAR data);
- Existing overtaking lanes (one northbound and one southbound) within the vicinity of the proposed intersection;
- Existing truck bay located on the eastern side of NWCH (chainage 22600 to 22800);
- Existing driveways and accesses;
- Existing Cadastral Boundary (Road Reserve and Profit a Prendre);
- Aboriginal Heritage Sites;
- Native Vegetation Areas;
- Dampier to Bunbury Natural Gas Pipeline (DBNGP) Lateral Future Reserve crossing NWCH (chainage 23300) and proposed access road (chainage 400);
- Existing Water Corporation 300mm Water Main running parallel with NWCH and crossing proposed access road (chainage 100); and
- Existing Western Power overhead powerlines in the vicinity of the works.

3. Traffic Arrangement and Analysis

NWCH links the City of Geraldton and the town of Port Hedland and is classified as a state road primary distributor, with a posted speed limit of 110 km/h. In the vicinity of the Oakajee site, the highway is a single two-lane carriageway and considered to traverse undulating terrain that restricts passing opportunities. Passing lanes have been provided in either direction where possible to prevent the build-up of following traffic. NWCH in the vicinity of the Oakajee Site, is a RAV 8 route accommodating heavy vehicles up to 36.5m in length.

To understand the peak conditions on NWCH, historical traffic counts were sourced from Main Roads Traffic Map, the typical daily traffic profile of the highway is shown in Figure 1.

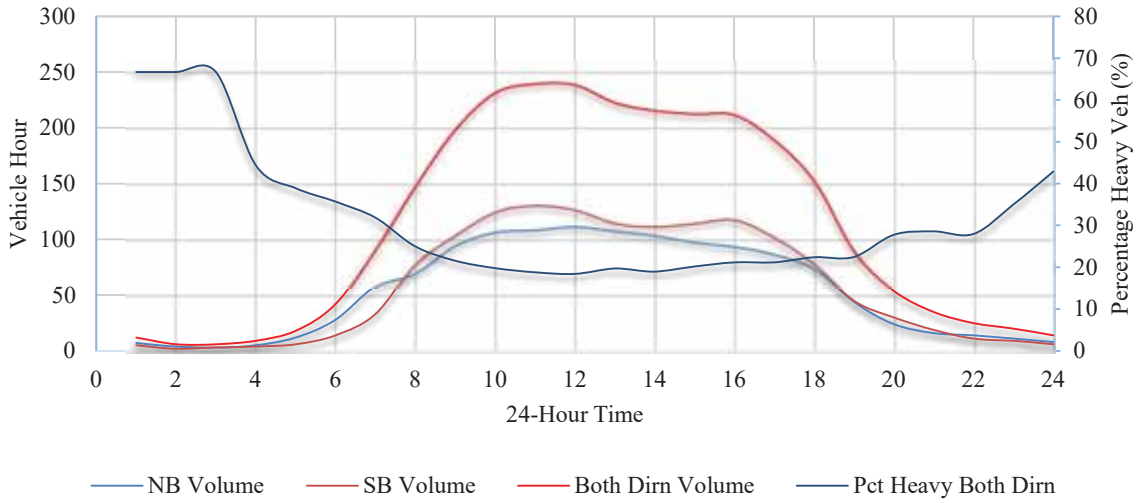


Figure 1 – Average Weekday Traffic Volumes on NWCH 2020/21 (*Source: Main Roads Traffic Map*)

The count data shows that NWCH has a single midday peak between 10:00am to 11:00am. From the same count site, the AustRoads vehicle classes for the peak hour were extracted, shown in Table 1. These were used to inform the distribution of heavy vehicles, both for the background traffic growth and trip generation.

Table 1 – AustRoads Vehicle Class Splits on NWCH 2020/21, 10:00 – 11:00 (*Source: Main Roads Traffic Map*)

AustRoads Class	1	2-5	6-9	10-11	12
% peak vehicles	64.14%	27.43%	3.80%	4.64%	0.00%

The historical growth rate along NWCH was sourced from the *Main Roads Traffic Map*, for NWCH north of Coronation Beach Road, shown in Table 2. The weekday traffic count data is consistent between 2016 and 2019, marginally reducing, and then spikes in 2020. Overall, an average compounded growth rate between 2016 and 2020 has been determined at 4.37% per annum.

Table 2 – NWCH Weekday Traffic Volumes (*Source: Main Roads Traffic Map*)

Year	Daily weekday traffic volume
2021/22	2,684
2020/21	2,649
2019/20	2,180
2018/19	2,275
2017/18	2,227
2016/17	2,232

3.1 Proposed Access

To provide access into the Oakajee site, the proposed intersection configuration is consistent with Main Roads standard intersection treatment to accommodate RAV 8 vehicles classes, with auxiliary turning lanes into the access road and acceleration lanes exiting back onto the highway in either direction. To accommodate the existing overtaking lanes in the vicinity of the proposed access location, a reconfiguration has been proposed that flips the existing overtaking lane arrangement from providing overtaking opportunities on approach to the intersection, to providing the overtaking on departure from the intersection in both directions. The reconfiguration has allowed for the overtaking and acceleration lanes to be combined to avoid extensive road widening along the highway and the sensitive roadside environments.

The arrangement of combined acceleration and overtaking lanes has enabled for the following auxiliary lanes to be provided:

- Northbound acceleration/ overtaking lane – chainage 22700 to chainage 24750 (length 2050 m excluding merge taper of length 180 m);
- Southbound acceleration/ overtaking lane– chainage 22700 to chainage 21000 (length 1070 m excluding merge taper of length 180 m);
- Northbound deceleration lanes– chainage 22475 to chainage 22688 (length 213 m); and
- Southbound deceleration lane – chainage 22913 to chainage 22700 (length 213 m).

The location of the intersection is favourable for assisting with the acceleration of larger vehicles out of the Oakajee site, as both acceleration lanes in either direction are located (entirely or in part) on downward grades. This enables heavy vehicle classes to reach desired speeds quicker, requiring less distance to accelerate and providing more opportunities for overtaking to occur for traffic on NWCH.

3.2 Phase 1 Traffic Analysis

3.2.1 Trip Generation

To inform the traffic modelling, trip generation for the site has been completed for each of the forecast years. This has been completed based off the following land use assumptions and trip generation rates shown in Table 3. Note that the land use and respective quantities/ Gross Floor Area (GFA) of the lots is not confirmed at this stage, and therefore the land use and buildout has been assumed to a very high-level. This will need to be updated once the proposed land use and development staging is confirmed.

Due to the land use being relatively unknown, trip generation rates sourced from Institute of Transport (ITE) have been used (petrol station, warehouse and general heavy industrial), however these rates are very conservative noting the regional location. Once the land use is confirmed, including the likely number of employees required to operate each of the sites and the daily operational/ logistics trips, a better estimation of the trip generation rates can be made.

Table 3 – Land Use and Trip Generation Rates

Forecast year of completion	Land use	Quantity/ GFA (unit)	Trip generation rate* (ITE trip generation 9th edition)	Peak traffic IN****	Peak traffic OUT****
Opening year	Petrol station	8 (pumps)	13.87 trips per pump** (petrol station)	55	55
+5 years	Desalination plant	12,500 (m^2)	0.20 trips per 100m^2 GFA (general heavy industrial)	13	13
	Electrolyser plant	10,000 (m^2)	0.34 trips per 100m^2 GFA (warehouse)	17	17
+10 years	Hydrogen refuelling station	2 (pumps)	13.87 trips per pump*** (petrol station)	14	14
	Ammonia plant	14,500 (m2)	0.34 trips per 100m^2 GFA (warehouse)	25	25
	Green streel plant	24,000 (m2)	0.20 trips per 100m^2 GFA (General heavy industrial)	25	25

*PM peak rate used (conservative peak trip generation)

**Assumed 95% of trips are pass by trips

***Assumed 5% of trips are pass by trips

****Assumed 50% inbound and 50% outbound trips for mid peak

3.2.2 Resultant Traffic

From the background traffic growth and the trip generation, the following resultant traffic flows have been determined. It is assumed from the trip generation that half the traffic is to/ from the north and half the traffic is to/ from the south during the peak hour.

Table 4 – Resultant Traffic Flows

Approach	Turn	Traffic volume		
		Opening year	+5 years	+10 years
North	Through	107	138	177
	Right	28	43	74
South	Left	28	43	74
	Through	99	129	165
West	Left	28	43	74
	Right	28	43	74
Total		**316**	**438**	**640**

3.2.3 Results

The intersection was assessed for each of the forecasted years to understand the likely operation at each stage. The intersection geometry coded is shown in Figure 2 and the results for each of the forecasted years is shown in Table 5.

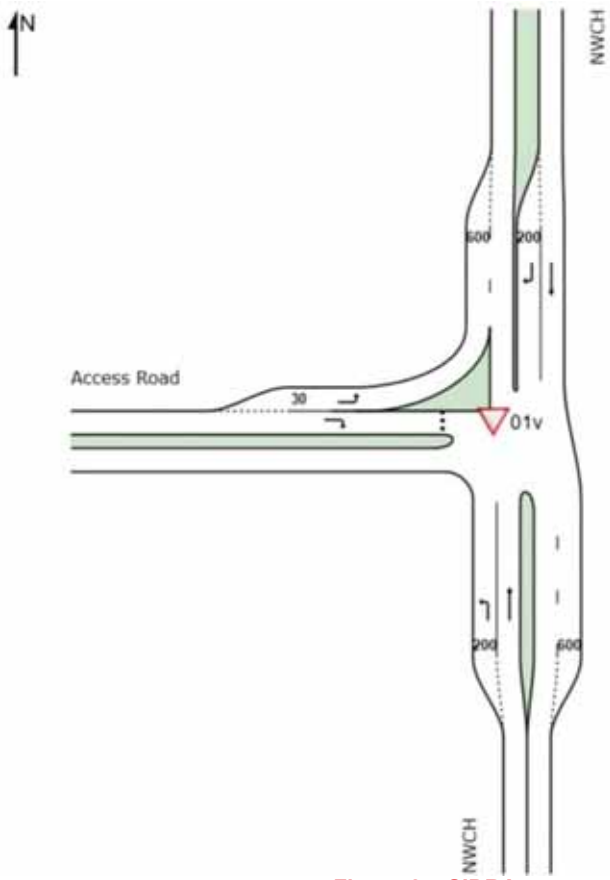


Figure 2 – SIDRA geometry

Table 5 – SIDRA Results

Year	Worst movement (by LOS)			
	Movement	DOS	Delay (sec)	LOS
Opening year	North approach right	0.031	10.6	B
+5 years	West approach right	0.104	11.1	B
+10 years	West approach right	0.238	15.7	C

As shown above, the intersection will perform well within capacity for all forecasted years.

3.2.4 Limitations and Assumptions

The preceding analysis has the following limitations which should be further resolved when progressing the proposed design further:

- The proposed land use types and respective gross floor areas are not confirmed. An approximate land-use has been used at this stage, which should be further refined when agreed;
- Standard trip generation rates sourced from ITE have been used at this stage, which are conservative. This should be further refined once the land use is confirmed to represent the specific type, also noting the regional location;
- It is assumed that half the traffic is to/ from the north of the site and half is to/ from the south; and
- The site is currently greenfield; therefore, the forecasted splits of heavy vehicle percentage is in line with existing count data on NWCH.

3.3 Intersection Warrants

Using the *Main Roads Intersection Warrants Spreadsheet*, the proposed traffic volumes were input to determine the warrants for acceleration and deceleration lanes. This is shown in Table 6 below.

Table 6 –Turn Warrants into Development (*Source: Main Roads Intersection Warrants*)

Forecast year	Right turn assessment	Left turn assessment
Opening year (2022)	Rural auxiliary right turn treatment	Rural basic left turn treatment
+5 years (2027)	Rural channelised right turn treatment	Rural auxiliary left turn treatment – short turn lane
+10 years (2032)	Rural channelised right turn treatment	Rural auxiliary left turn treatment – short turn lane

Based on the location of the access Road, a review of the acceleration lane requirements has been undertaken based on the reference standards referred to within Table 7.

Table 7 - Acceleration Lane Guidance

Item	Source	Guidance
1	*Example Treatment for 53.5m Road Train, Main Roads WA (2014)* Refer Main Roads Guideline Drawing 201431-0001	Provide 900m long acceleration lane (or lanes) when the AADT on the through road exceeds 600 with at least 2 road trains per hour on the terminating leg. Consideration could be given to extending the acceleration lane length to 1500m (min) and line marking as an overtaking opportunity.
2	*A Guide to Road Design Part 3 Geometric Design, Austroads (2021)*	Acceleration lanes are provided at intersections and interchanges to allow an entering vehicle to access the traffic stream at a speed approaching or equal to the 85th percentile speed of the through traffic.
3	*A Guide to Road Design Part 4A: Unsignalised and Signalised Intersections, Austroads (2021)*	**Heavy Vehicles** For the design of new acceleration lanes it is preferable that the design heavy vehicle has sufficient length to accelerate to a speed no less than 20 km/h below the mean free speed of the through road, particularly if the acceleration lane is on a dedicated heavy vehicle route. As trucks require very long acceleration distances, often to an extent that is not possible to accommodate in practice, a speed differential between general traffic and heavy vehicles will usually have to be accepted at the point of merging. If the speed of heavy vehicles at the merge is much slower than the speed of the through traffic (30 km/h to 40 km/h difference or more) consideration should be given to extending the length of the acceleration lane. If this cannot be achieved consideration should be given to installing either: • A basic left-turn treatment comprising a give way or stop situation (i.e. a BAL) or a high entry angle (CHL) treatment • An acceleration lane length that is based on Table 5.7 (below) or alternatively on the length required for cars to accelerate to the design speed of the through lane. **Table 5.7: Acceleration lane lengths (m) for semi-trailers to accelerate from rest to a specified speed on a level or downgrade** Downgrade (%) / Truck speed (km/h): 100 / 90 / 80 / 70 / 60 0: 2400 / 1500 / 910 / 550 / 320 1: 1400 / 940 / 640 / 410 / 250 2: 970 / 700 / 500 / 330 / 210 3: 760 / 560 / 400 / 280 / 180 *Note: For the purpose of calculating acceleration lane lengths at intersections, the through road speed is usually made equal to the mean free speed (which is often approximately equal to the speed limit).* *Source: Based on Austroads (2002).*

The warrants assessment has identified that for provisioning up to RAV12 requires a minimum 1500-meter combined acceleration and passing lane in either direction, as required when the average annual daily traffic (AADT) on the through road exceeds 600 with at least 2 road trains per hour on the terminating leg. Acceleration lanes are therefore required as existing volumes on NWCH are approximately 2,650 vehicles (*Source: Main Roads Traffic Map*), with the site likely to generate more than two road trains an hour by the ultimate case (AustRoads Class 3-12).

It is therefore proposed that acceleration and deceleration lanes are provided for all turning movements at the intersection.

4. 5% Concept Design

4.1 General

Arup completed an updated 5% Concept Design in April 2022. The design is for the proposed Oakajee Access Road, a new RAV 8 (36.5 m B-triple) intersection directly from NWCH and modifications to the existing NWCH. As per Main Roads requirement, the existing cross section of NWCH is widened to a 11 m formation to improve road safety. As a result, flora adjacent to the existing highway are impacted. Further design development will investigate the adoption of Extended Design Domain (EDD) criteria with the intention of improving road safety and minimising impact to adjacent flora. The Concept Design is based on LiDAR data with Digital Ground Survey (DGS) required prior to commencement of an EDD assessment and further design development. The Concept Design drawings and associated technical memorandum are presented in Appendix A.

4.2 Geometric Considerations

The existing geometry of NWCH contains a number of horizontal and vertical deficiencies with respect to the Normal Design Domain. The alignment contains two horizontal reverse curves between chainage 23225 and 24060 with a radius of 470 m and 450 m. These radii do not meet Main Roads minimum requirement of 540 m. Increasing the radii to meet Main Roads requirement will result in significant realignment and construction challenges. Main Roads, therefore, considers widening an acceptable treatment pending further investigation of the friction demand for these two curves. This investigation is to be undertaken upon receipt of DGS.

There are a number of existing vertical crest and sag curves that are deficient for Stopping Sight Distance at 110 km/h. Main Roads has identified the need for an EDD assessment to be completed in relation to cost effective treatment of these deficient vertical curves. The EDD assessment will require approval from Main Roads (Manager of Road and Traffic Engineering, Regional Manager Mid West-Gascoyne and Executive Director of Planning and Technical Services). Approval has been obtained from Main Roads Manager of Road and Traffic Engineering to undertake an EDD assessment based on agreed Base Case criteria for cars and trucks (refer Appendix C). DGS is required prior to commencement of the EDD assessment.

4.3 Existing Features

The design proposes to relocate the existing northbound and southbound overtaking lanes for safe operation of the new intersection. Furthermore, the design proposes the relocated overtaking lanes to serve a multi purpose for overtaking and acceleration. The location of the proposed overtaking lanes considers the safe location of the merge tapers in accordance with Main Roads requirements.

Main Roads have accepted the removal of the existing truck bay located between chainage 22600 and 22800 of NWCH based on safety considerations and investment in their asset (i.e. improving overtaking opportunities and future roadhouse). Refer Appendix D.

4.4 Review and Verification

The Concept Design has been reviewed by Main Roads – Road and Traffic Engineering Branch with review comments including Arup's responses presented in Appendix B.

5. Proposed Roadhouse Site

A roadhouse is proposed at the intersection of the NWCH and the Oakajee Access Road. This 5.9ha site is to be located to the northwest of the intersection with access via the Oakajee Access Road, see . The site is assumed to consist of typical service station facilities, EV charging units, a breakdown/assembly bay, a truck wash and hydrogen facilities. There is no current proponent for the site.

To help "activate" this service station site, the following servicing is desired:

- A water connection from the Water Corporation network to support a standard service station layout and a truck wash;
- An electricity connection from the Western Power network to support a standard service station, a truck wash and EV charging units; and
- Provision of an earthworks pad site (see Section 5.2).



Figure 3. Concept Service Station Layout (by Urbis)

5.1 Proposed Roadhouse Site – Servicing Strategy

5.1.1 Existing Networks

5.1.1.1 Water

The Water Corporation's 300mm diameter Northampton to Buller distribution pipeline runs approximately 50m to the east of the site, this is shown in figure 4. This is a bulk transfer main transferring water from Geraldton to refill the Northampton tanks (approximately 25km north of Oakajee) and generally follows the alignment of the NWCH. There are a limited number of private service connections from this main between Geraldton and Northampton.

5.1.1.2 Power

Oakajee is located at the very northern extent of Western Power's South-West Interconnected System. As such, there is currently a limited electricity network in proximity to the Oakajee SIA. There is a Western Power

33kV distribution overhead line running generally east of and parallel to NWCH. This extends from Geraldton to Northampton and at its closest point, is approximately 1.2km east of the service station site.

Western Power's Network Capacity Mapping Tool indicates that the Western Power network has a current capacity of 25-30MVa at this location. In a meeting on 14th April, 2022, DevelopmentWA advised, however, that Western Power have previously indicated that this 33kV line has limited capacity (in the range of a "few MWs"). This is due to the drop in voltage at the line's Kalbarri terminus because of the line's length (approximately 120km).

5.1.1.3 Communications

There is currently only scattered 4G coverage around the Oakajee SIA. A hard-wired connection is not considered a requirement of the service station site.

5.1.1.4 Wastewater

There is no existing Water Corporation wastewater infrastructure in proximity to the SIA. It is envisaged that the service station's wastewater will be managed via a combination of on-site treatments, re-use and disposal via tanking.

5.1.2 Service Authority Liaison

5.1.2.1 Water Supply

The Water Corporation were consulted to understand their network at this location and whether it could support the demands of the future service station. In advice provided on 12th April, 2022, Brett Coombes from the Water Corporation advised the following regarding a potential connection from their Northampton to Buller Transfer Main:

"The transfer main from Geraldton to Northampton was not designed and is not intended to supply commercial users along the route to Northampton. The pipeline was constructed with the primary purpose of transferring bulk water to the Northampton townsite tanks and potentially to Horrocks townsite at some point in the future. The Corporation's preference is therefore that direct services are not provided off the transfer main as these would potentially compromise the available capacity, or result in operational constraints.

There are a handful of restricted services to some farmlands customers that directly abut the main. These services are not to be regarded as a precedent for other users and they were provided at the time the main was built through their properties. These limited services are subject to Section 70A Service By Agreements for water quality (limited chlorine residual) and potential extended disruption of supply. These services also included installation of pressure reducing valves, on site storage tanks to store sufficient water in the event of a shutdown, a backflow prevention device, and flow through their meter is restricted to a maximum flow of 2.8 litres per minute and a maximum use of 4kl per day. This is unlikely to be adequate for a commercial operation such as a service station/truck stop which would also have firefighting requirements.

My advice at this point is that we do not support the servicing of a proposed service station off the transfer main. If your client wants to pursue this regardless, then it will need to be assessed on its merits at that time by our Building Services at the building stage and the proposal will be subject to an assessment of hydraulic capacity and operational requirements at that time. We are not able to lock away capacity in anticipation of this proposal, nor guarantee that the operating restrictions will not be more stringent in the future."

Subsequent discussions were held with Water Corporation (Terry Absolon, 28th April 2022) to understand the implications of this advice, any alternative supply options and the next steps required. The following conclusions were reached:

- The timeframes for the wider supply strategy for Oakajee (5 years or more and including large scale desalination infrastructure) do not align with the intended timing of the roadhouse site. The Water Corporation noted that there were still several unknowns about wider site planning including ownership, volumes, timing and water quality;
- The Water Corporation advised that if a Water Corporation supply was to be provided, it could only be via a connection to the Northampton transfer main. This would be subject to further detailed

discussions with the Water Corporation's development services and/or operations teams as to whether this could be accommodated and if so, what the supply would be (water quality, volumes and storage requirements);

- The Water Corporation noted that a direct connection to the Northampton transfer main would not likely form part of the future supply strategy (i.e. if the service station site was to be serviced via this main, it is unlikely the main could then be extended to serve other future developments – depending on volume requirements); and
- If a connection to the Northampton transfer main cannot be accommodated, the service station site would operate independently from the Water Corporation network. This would mean that water would have to be supplied via tankering. This could be a potential interim solution until the wider site supply is established (through desalination, duplication of the transfer main or other infrastructure).

5.1.2.2 Power Supply

In a meeting on 14th April, 2022, DevelopmentWA advised that the current strategy for supplying power to Oakajee in the short term will involve installing a "master meter" on the Western Power's 33kV distribution line (approximately 1km to the east of the proposed service station site). A private power line (overhead or underground), 1.5km in length is to be extended from this master meter to serve the service station site. It may also be extended to serve initial proponents within the SIA area with a limited power supply. This supply solution would be in advance of the ultimate supply strategy for the Oakajee industrial area which is planned to involve an extension of Western Power's 330 kV transmission network from Three Springs.

Arup lodged a Western Power feasibility application on 4th April 2022. In a subsequent meeting with Western Power (Scott Ferguson and Sunil Sidhu) on 28th April 2022, Western Power noted that whilst there is capacity in their distribution network in proximity to the site, there are significant upstream constraints associated with the transmission network south of Geraldton and these would need to be considered in their assessment. Western Power advised that a formal enquiry would need to be lodged through their Customer Connection Services team as the connection would be from the 33kV distribution network.

Arup will continue to progress the liaison process with Western Power.

5.1.3 Proposed Service Connections Map

See Figure 4 below for a concept plan of the existing utilities and proposed water and power connections.

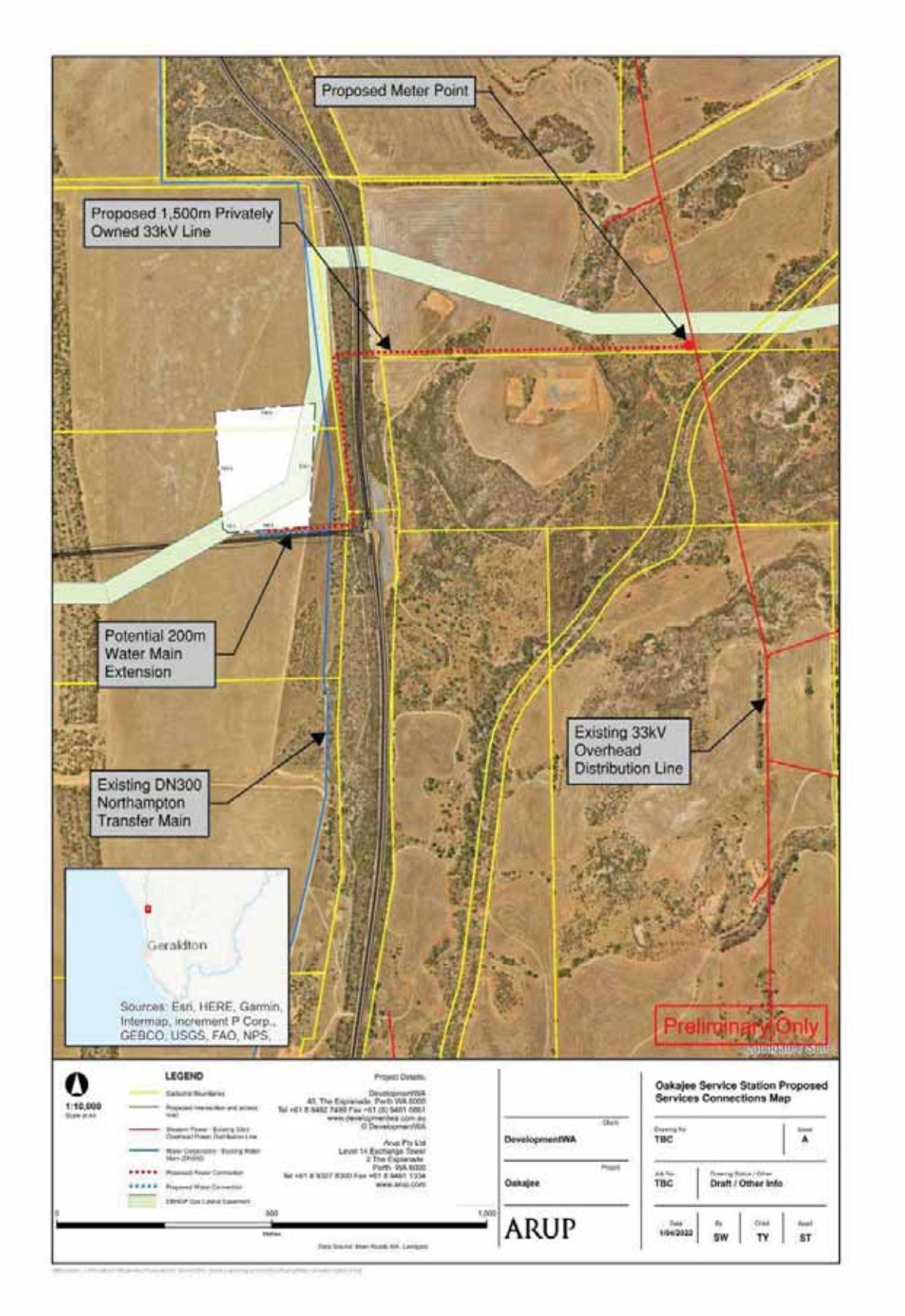


Figure 4 Proposed Services Connection Map

5.2 Future Roadhouse Site - Concept Earthworks Strategy

5.2.1 Concept Design Strategy

Arup undertook an earthworks assessment to establish a 6ha development pad for the service station at the location confirmed by Urbis as part of their concept planning works. The following strategy was employed to determine the concept levels of the pad:

- Central access to the service station is to be from the section of the Oakajee Access Road where there are minimal cut/fill batters to the existing ground to the northern side of the road. This is approximately at chainage 230;
- At this interface, the pad level has been set to be approximately level with the access road level; and
- Pad graded toward the south west corner to minimise earthworks volumes by inducing falls up to a maximum grade of 1% (direction).

5.2.2 Concept Earthworks Strategy

The following assumptions have been made regarding the bulk earthworks strategy for the pad site:

- Maximum pad grade of 1%;
- Topsoil depth of 150mm to be stripped and disposed offsite; and
- Assumes that all excavated cut material can be utilised as fill.

The proposed Development Pad site has been set at levels of +102 at the south-west corner to +106.5 at the north-west corner, which follows the existing surface.

The earthworks quantities required to establish this site are estimated as follows.

- Import fill – 0m^3
- Total cut – 46,232m^3 consisting of:
    - Topsoil to dispose – 9,375m^3
    - Cut to dispose – 23,324m^3
    - Cut to fill – 13,533m^3

Refer to Figure 5 and Figure 6 below for images of the concept pad site. Note that that the access road design is shown in 2D only.



Figure 5 Service Station Site from the South-East

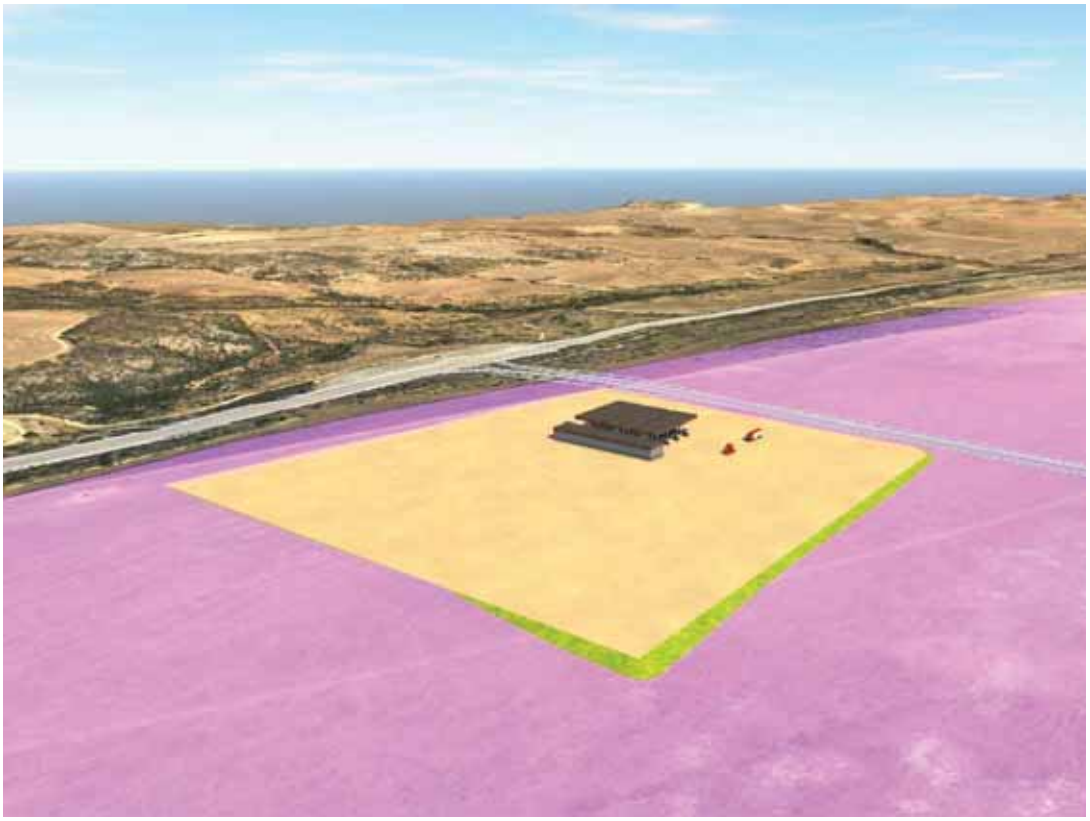


Figure 6 Service Station Site from the North-West

5.3 Future Roadhouse Site – Drainage Strategy

The future roadhouse site will require a stormwater drainage design to be developed in line with the Oakajee Industrial Estate Structure Plan District Water Management Strategy. On-site conveyance and storage should be considered in the development of the future site layout. It is noted that the site is favourable to on-site infiltration due to the groundwater being at depth and the presence of permeable sand throughout the Oakajee estate.

The following key criteria from the District Water Management Strategy should be considered in the development of the roadhouse site layout. It is noted that the District Water Management Strategy was developed using the ARR87 terminology – i.e. Average Recurrence Interval (ARI) as opposed to Average Exceedance Probability (AEP):

- Surface water generated in the 1yr ARI storm event is to be retained on site, with run-off to be infiltrated as close to the source as practical using Water Sensitive Urban Design (WSUD) measures;
- Post development surface water runoff peak flow rates runoff for up to the 100yr ARI event should be maintained at predevelopment (existing environment) peak flow rates;
- Buildings and critical infrastructure shall be protected from flooding and water logging. All proposed development shall be at least 300mm above the 100yr flood level; and
- Overland flow paths shall be provided to carry run-off for 100yr ARI storm events.

The Oakajee District Water Management Strategy specifies seven (7) individual catchment areas within the Oakajee estate. The proposed Roadhouse site is located within Catchment 5, which is noted as requiring the below storage to maintain pre-development flows.

Table 11 Total storage required to maintain pre-development flows

Catchment	Required Storage (m^3/ha)			
	1 Year ARI	5 Year ARI	10 Year ARI	100 Year ARI
5	71	127	142	200

Figure 7 Extract of Table 11 from the Oakajee Structure Plan District Water Management Strategy

Based on a six (6) hectare site for the future roadhouse it is anticipated that 1200m^3 of on-site storage will be required to maintain pre-development flows in the 100yr ARI event.

This required storage is the equivalent of a basin of the dimensions shown in Figure 8. The size of any on-site drainage basin could be reduced through other methods of storage (i.e. open swales, soak wells, rainwater tanks, attenuation tanks). The actual size of storage required will be based on the proposed roadhouse site layout and the percentage of hardstand area in the design.

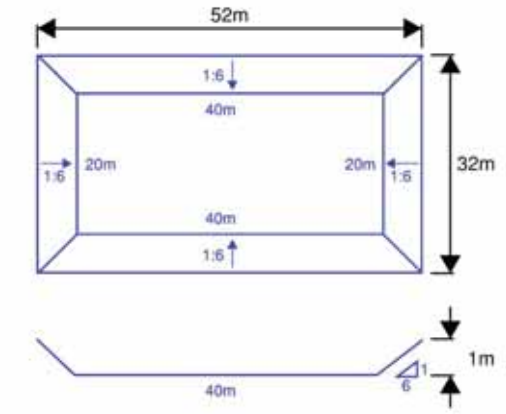


Figure 8 Indicative basin sizing to provide 1200m^3 of storage

6. Studies and Investigations

The Phase 1 scope of works includes identification of studies and investigations required for further development of the project. Information on the following items are outlined in the section below:

- Geotechnical and Pavement Investigation; and
- Survey: DGS and Underground Utilities Survey (UUS).

6.1 Geotechnical and Pavement Investigation

To achieve the objectives and scope of this project, the following works have been undertaken:

- Desktop assessment to understand the geotechnical and pavement conditions and risks of the site;
- Visual Pavement Investigation site visit and accompanying report attached in Appendix I;
- Development of a Geotechnical and Pavements Investigation brief (refer Appendix H). The brief has been designed in accordance with Main Roads *Guidelines for Geotechnical Investigations of Road Works*;
- The brief allows for the delivery of the following siteworks including:
  - Traffic management;
  - Service location / clearing;
  - Survey of test locations
  - Backhoe operator for test pits;
  - Pavement pit sub-contractor;
  - Falling weight deflectometer testing;
  - Cone penetration testing with porewater pressure monitoring (CPTu);
  - Pavement reinstatement;
  - Laboratory testing;
  - Site supervision; and
  - Planning and reporting.

6.2 Digital Ground Survey and Underground Utilities Survey

The following three contractors have provided proposals, including quotes, to undertake DGS and UUS in accordance with Main Roads Specifications and Guidelines. The proposals have been presented in Appendix G.

- HTD Surveyors & Planners;
- MNG Surveyors; and
- Veris Surveyors.

Table 8: Summary of Survey Proposals

Surveyor	Fee (excl. GST)	Availability	Locally Based	Indigenous Business Participation	Main Roads Survey Panel Member
HTD	$50,190.00	Survey data provided 7 weeks after commencement of field survey works	Yes	Yes	Yes
MNG	$162,555.00	10 weeks lead time; DGS completed within 7 weeks of award	No	No	Yes
Veris	$103,000	Subject to written engagement	No	Yes	Yes

Based on Table 8, Arup recommends HTD Surveyors and Planners to undertake the DGS and UUS in accordance with Main Roads Specifications and Guidelines.

7. Opinion of Probable Cost

An Opinion of Probable Cost (OPC) has been developed based on the road design documented in the 5% Concept Design attached in Appendix A and the future roadhouse earthworks and servicing discussed in Section 5 of this report. The OPC, based on the level of information available, is **$18,978,992.00**. The OPC and the costing assumptions are noted in Appendix J.

8. Conclusion

8.1 Overview

This Phase 1 report summarises the early feasibility works undertaken to progress the project to a Preliminary Design stage. The works undertaken as part of Phase 1 include:

- Review of existing and available data including identification of key constraints;
- Assessment of traffic arrangement and analysis;
- Consultation with Main Roads (Mid West-Gascoyne Region, Environmental Branch and Road and Traffic Engineering);
- Development of a 5% Concept Design for the proposed access road, new intersection and modification to NWCH, which has been reviewed by Main Roads and endorsed for further design development at the 15% Preliminary Design stage;
- Consultation with service authorities;
- Development of a servicing strategy for the proposed service station site;
- Development of a high-level earthworks strategy for the future roadhouse site;
- Procurement of survey quotes for DGS and UUS from three survey contractors;
- Visual Pavement Investigation of NWCH; and
- Preparation of a Geotechnical and Pavement Investigation brief.

8.2 Next steps

The following next steps are recommended to facilitate further design development.

- Commission surveys;
    - DGS
    - UUS
- Commission the Geotechnical and Pavement Investigation;
- Undertake an EDD assessment in accordance with Main Roads *Guidelines for the Detailed Assessment of Existing Rural Road Sections*; and
- Development of the 15% Preliminary Design based on the 5% Concept Design, Main Roads review comments and outcomes of the Main Roads approved EDD assessment.

ARUP

Appendix A

5% Concept Design - Drawings and Technical Memorandum

Technical Memorandum

ARUP

To	Tom Engelbrecht, DevelopmentWA, Kim Ingle, Main Roads WA	Date	4 April 2022
Copies	Nigel Scott, Arup, Simon Tomizzi, Arup	Reference number	
From	Sabesh Sivapatham, Arup	File reference	286598-00
Subject	Oakajee Access Road –5% Concept Design		

1 Introduction

1.1 General

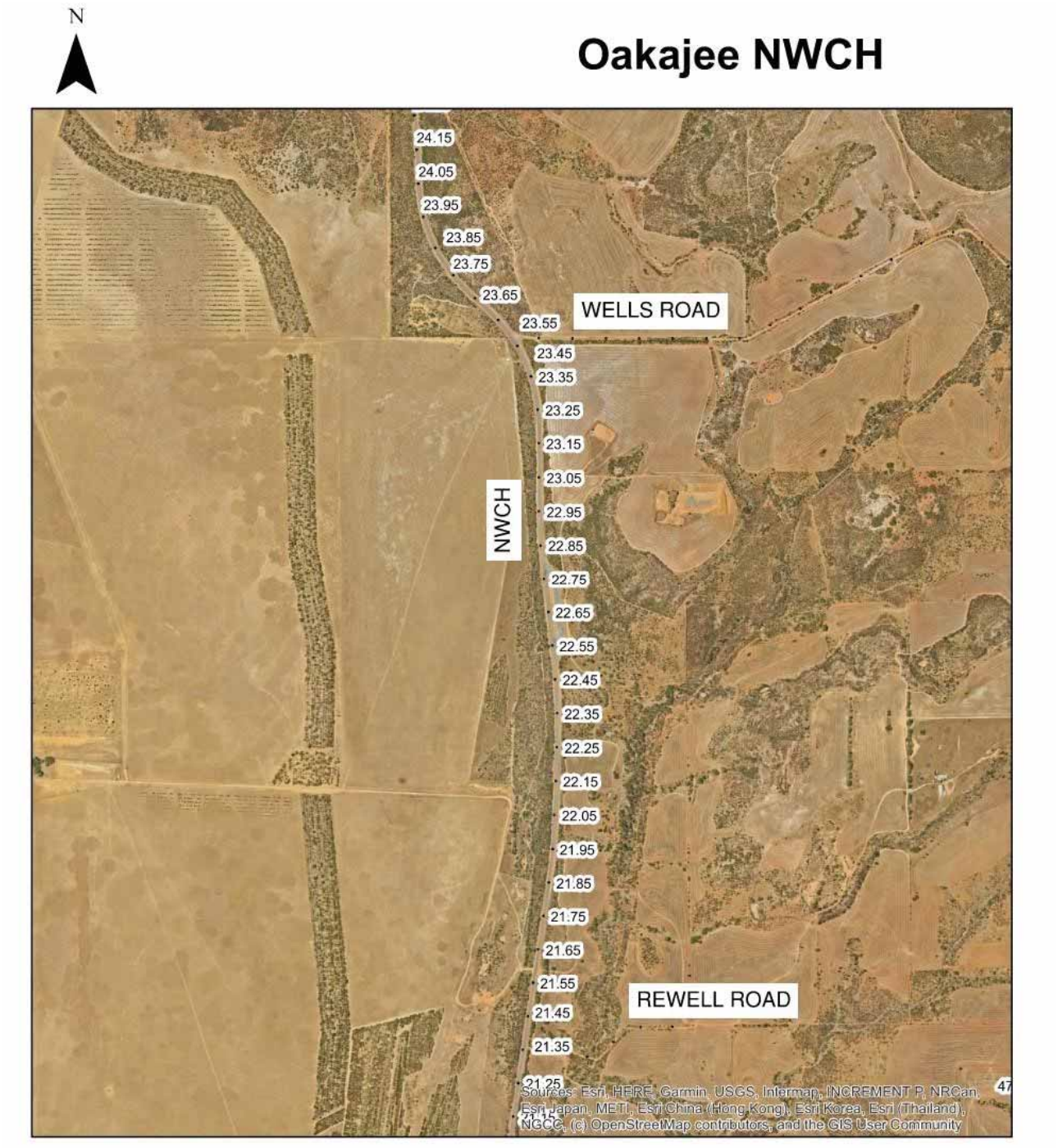
DevelopmentWA has engaged Arup to prepare a 5% Concept Design for the Oakajee Access Road and a new RAV 8 (36.5 m B-Triple) intersection directly from North West Coastal Highway (H007). The location of the proposed works is provided in Figure 1 below.

The Oakajee Strategic Industrial Area (SIA), located 23km north of Geraldton in Western Australia's Mid-West region, is a 6400 ha site which is owned in freehold by DevelopmentWA. The Oakajee SIA is currently undeveloped and a key catalyst for future development is a main Access Road directly from North West Coastal Highway (NWCH) into the estate.

NWCH is classified as a Primary Distributor road running north-south with a posted speed limit of 110 km/h. The Highway contains two short overtaking opportunities, a northbound overtaking lane, from chainage 22000 to chainage 23000, and a southbound overtaking lane, from chainage 24200 to chainage 23200. A southbound truck bay is located along the eastern verge of NWCH between chainage 22600 and 22800. There are a number of driveways / accesses located along NWCH in proximity of the proposed Oakajee Access Road including two local Roads, Wells Road at chainage 23475 and Rewell Road at chainage 21350.

Technical Memorandum

Figure 1: North West Coastal Highway



Technical Memorandum

1.2 Scope

The general design scope for the proposed works is as follows:

- New Oakajee Access Road (1 km);
- New intersection (Oakajee Access Road and NWCH) which caters for RAV 8 B-Triple (36.5 m) road trains;
- Identification of potential service impacts based on DBYD information; and
- Technical memorandum (this document).

1.3 Purpose of Memorandum

This memorandum is intended to document design considerations and recommendations that impact the next design stage (15% design). It should be noted that this document is not considered to be a comprehensive design report. It instead only seeks to highlight critical design considerations identified at the Concept Design stage.

2 Design Standards and Criteria

2.1 Design

2.1.1 Design Standards

The road design has been developed in accordance with the following standards and guidelines as listed below in order of preference:

- Main Roads' Technical Drawings;
- Main Roads Supplements to Austroads Guide to Road Design (AGRD) Parts 3, 4 and 4A; and
- Austroads Guide to Road Design (AGRD) Parts 3, 4 and 4A.

Technical Memorandum

2.1.2 Design Criteria

The road design criteria adopted is summarised in Table 1 below.

Table 1: Road Design Criteria

Road Design Criteria	North West Coastal Highway	Oakajee Access Road
AADT	2618 (22% trucks)	-
Posted Speed (km/h)	110	70
Design Speed (km/h)	110	80
Lane Width (min.) (m)	3.5	3.5
Sealed Shoulder Width (m)	1.0	1.0
Unsealed Shoulder Width (m)	1.0	1.0
Turn Pocket Length (m)	213	-
Design Vehicle (full movement)	B-Triple (36.5 m)	B-Triple (36.5 m)
Reaction Time (s)	2.5	2.5
Stopping Sight Distance (SSD) (m)	209	126
Approach Sight Distance (ASD) (m)	-	126
Safe Intersection Sight Distance (SISD) (m)	300	300
Merge Taper Length (m)	180	-
Merge Sight Distance (MSD) (m)	420	
Continuation Sight Distance (CSD) (m)	209	-
Reaction Time (s)	2.0	-
Stopping Sight Distance (SSD) (m)	193	-
Safe Intersection Sight Distance (SISD) (m)	285	-

Technical Memorandum

3 Design Considerations

3.1 Software

The following software packages have been used during the design process:

- Autodesk AutoCAD 2020; and
- Bentley MX Road V8i SS4.

3.2 Geometric Design Considerations

The proposed design is presented in sketch 286598-00-C-SKE-001 and 286598-00-C-SKE-002. To supplement the intersection design, a vehicle swept path sketch (286598-00-C-SKE-003) is also provided.

The geometric design of the unsignalised intersection (proposed Oakajee Access Road and NWCH) considers Main Roads' Guideline Drawing 201431-0001 as a basis of design. This drawing provides guidance for a T-intersection treatment for B-Triple (36.5 m) road trains including turn pocket lengths. Acceleration lanes in both, north and south, directions of NWCH are warranted based on AADT exceeding 600 and assuming more than 2 road trains per hour on the Access Road.

As noted on the sketches, the design utilises LiDAR data received from DevelopmentWA on the 17/02/2021. The LiDAR data provides ground levels at an approximate 12.5 m grid and is only suitable for Concept Design. Prior to further design development, a feature survey is required.

3.2.1 North West Coastal Highway

3.2.1.1 Horizontal Geometry

The design does not propose any change to the existing horizontal geometry of NWCH. A noteworthy feature of the existing horizontal geometry along the Highway are the horizontal reverse curves located between chainage 23225 and 24060. These reverse curves comprise of a left horizontal curve of radius 470 m and a right horizontal curve of radius 450 m. The curves are separated by a short tangent of 73 m which is greater than 66 m (0.6V) however, both horizontal curves have a radius of less than 540 m, Main Roads minimum, at a design speed of 110 km/h, as specified in Main Roads Horizontal Curves Table. These are the only two horizontal curves along this section of NWCH that do not meet Main Roads minimum radius requirements. Furthermore, the calculated side friction demand value for both curves exceed 0.12, Main Roads absolute maximum at a design speed of 110 km/h. It is noted that the calculated side friction demand is based on LiDAR data and is subject to change upon receipt of feature survey. Further interrogation of existing superelevation and side friction demand is to be carried out upon receipt of feature survey at the next design stage.

Agreement with Main Roads regarding acceptance or cost-effective treatment of the existing horizontal reverse curves is required prior to further design development at the next design stage. It is noted that one property damage only (major) crash has occurred on this section of the Highway (chainage 23540) over the last five years. The station wagon was travelling southbound along the Highway and was swerving to avoid a vehicle.

Technical Memorandum

3.2.1.2 Vertical Geometry

The design does not propose any change to the existing vertical geometry of NWCH however, it is noted that there are a number of existing vertical crest curves that are deficient for SSD at a design speed of 110 km/h. SSD assessments have been completed along NWCH in both directions of travel for a reaction time of 2.5 s and also 2.0 s. These sight distance reports have been presented in Appendix D. Due to the nature of the existing geometry, where SSD is lost for a reaction time of 2.5 s it is also lost for a reaction time of 2.0 s.

Table 2 below summarises locations where SSD is lost in both directions of travel based on a reaction time of 2.0 s.

Table 2: SSD Deficiencies for 2.0s Reaction Time at 110 km/h Design Speed

Northbound				Southbound			
Location	**Chainage (Eye Position)**	**VPI No.**	**Travel Time SSD is Lost**	**Location**	**Chainage (Eye Position)**	**VPI No.**	**Travel Time SSD is Lost**
1	21060 to 21300	5 and 6	8 s	1	21520 to 21300	5 and 6	7 s
2	21720 to 21840	9	4 s	2	22040 to 21940	9	3 s
3	22000 to 22100	11	3 s	3	22300 to 22240	11	2 s
4	22260 to 22380	13	4 s	4	22600 to 22500	13	3 s
5	22580 to 22740	15	5 s	5	22940 to 22780	15	5 s
6	23440 to 23660	18	7 s	6	24120 to 23640	18	16 s
7	24260 to 24440	20	6 s	7	24640 to 24480	20	5 s

Green highlight when SSD is lost for ≤ 4 s of travel time; Orange highlight when SSD is lost > 4 s travel time

From Table 2 it can be determined that there are seven locations where SSD is deficient, in both directions of travel, due to existing substandard vertical crest curves. At locations 2, 3 and 4 the driver will experience a loss of SSD for less than or equal to 4 seconds of travel time (highlighted in green in Table 2). At locations 1, 5, 6 and 7 however, the driver experiences a loss of SSD for greater than 4 seconds of travel time (highlighted in orange in Table 2). The existing substandard vertical crest curves that cause a loss of SSD at locations 1, 5, 6 and 7 have been highlighted in sketch 286598-00-C-SKE-001.

An SISD assessment has been completed along NWCH to the Oakajee Access Road located at chainage 22700. The SISD sight lines are shown on sketch 286598-00-C-SKE-001 and Appendix G. SISD, for a desirable reaction time of 2.5 s at 110 km/h, is achieved in the northbound direction however, SISD is not achieved in the southbound direction due to the existing vertical crest curve

located at chainage 22745. An assessment in the southbound direction was completed for an absolute minimum reaction time of 2.0 s at 110 km/h however, SISD of 285 was not achieved.

Agreement with Main Roads regarding acceptance or cost-effective treatment of existing substandard vertical crest curves is required prior to the further design development at the next design stage. It is noted that, over the last five years, two property damage only (major) crashes occurred in proximity of two existing substandard vertical crest curves (locations 5 and 6).

Main Roads requires vertical sag curves, at a design speed of 110 km/h, to have a minimum K value of 38 based on headlight criteria. There are four existing vertical sag curves along NWCH that fall below this value. It should be noted that whilst Main Roads generally does not allow the use of comfort criteria for design speeds greater than 70 km/ h, the calculated theoretical K value, at a design speed of 110 km/h, for a sag curve is 19 based on comfort criteria. There is only one existing vertical sag curve, located at chainage 24275 (K value 13), that falls beneath the K value required for comfort criteria. Therefore, this existing vertical sag curve at chainage 24275 is not only non-compliant for headlight criteria, but drivers would also feel a level of discomfort due to the change in vertical acceleration.

Agreement with Main Roads regarding acceptance or cost-effective treatment of existing substandard vertical sag curves is required prior to the further design development at the next design stage.

3.2.1.3 Truck Bay

To ensure the safe operation of the intersection, the northbound combined overtaking and acceleration lane and the southbound combined overtaking and acceleration lane, the existing truck bay located along the eastern verge of NWCH between chainage 22600 and 22800 is proposed to be closed. Main Roads have accepted the removal of this truck bay based on safety considerations and investment in their asset (i.e. improving overtaking opportunities and future roadhouse).

3.2.1.4 Northbound Combined Overtaking and Acceleration Lane

NWCH has an existing northbound overtaking lane, approximately 1 km in length, commencing at chainage 22000 and terminating at chainage 23000. Due to the introduction of the Oakajee Access Road at chainage 22700, this overtaking lane is being relocated. The design proposes to commence the northbound overtaking lane just north of the intersection, through the introduction of a dedicated left turn out lane from Oakajee Access Road. Furthermore, the northbound overtaking lane will serve a combined function of overtaking and acceleration. A number of merge locations were investigated, as detailed in Table 3, with consideration given to sight distance and the exclusion area. A suitable merge was identified at chainage 24750 however, it will require an existing LHS driveway at chainage 24725 to be closed and relocated away from the exclusion area. The new location for the driveway is to be determined at the next design stage in consultation with the landowner. It is noted that Olsen Road, located north of the merge taper, is located outside the exclusion area of the merge taper. The proposed northbound combined overtaking and acceleration lane is 2.05 km in length with a 180 merge taper and will require widening of NWCH. The design intent is to minimise the required widening of NWCH by utilising the existing southbound overtaking lane.

Technical Memorandum

3.2.1.5 Southbound Combined Overtaking and Acceleration Lane

In addition to the northbound overtaking lane, NWCH also has an existing southbound overtaking lane. This overtaking lane is approximately 1 km in length, commencing at chainage 24200 and terminating at chainage 23200. With the introduction of the Oakajee Access Road at chainage 22700, this overtaking lane is being relocated to commence just south of the intersection. The relocated southbound overtaking lane will serve a dual function of overtaking and acceleration. A number of merge locations were investigated, as detailed in Table 3, with consideration given to sight distance and the exclusion area. A suitable merge was identified at chainage 21000 however, it will require an existing LHS driveway at chainage 20800 to be closed and relocated away from the exclusion area. The new location for the driveway is to be determined at the next design stage in consultation with the landowner. The proposed southbound combined overtaking and acceleration lane is 1.70 km in length with a 180 merge taper and will require widening of NWCH. Similar to the proposed northbound overtaking and acceleration lane, the intent is to minimise the required widening of NWCH by utilising the existing northbound overtaking lane.

3.2.2 Oakajee Access Road

The proposed Oakajee Access Road intersects NWCH at chainage 22700. This location has been chosen for a number of reasons including minimising environmental impacts and reducing earthworks. This is achieved by utilising the existing truck bay along the eastern verge of NWCH between chainage 22600 and 22800. It has been agreed with Main Roads WA that this truck bay can be removed as part of this project to allow safe operation of the intersection and the two overtaking lanes. The intersection was previously proposed at chainage 22900 prior to advice that the existing truck bay can be removed (refer Meeting Minutes presented in Appendix K).

The proposed Access Road is 1 km in length and has straight horizontal geometry. The vertical geometry follows the existing ground level as close as practicable, whilst providing compliance for a design speed of 80 km/h, to minimise earth works. Between chainage 0 to 200 however, the vertical geometry is in cut with a maximum cut depth in excess of 3 m. This cut is a result of the existing vertical levels of NWCH.

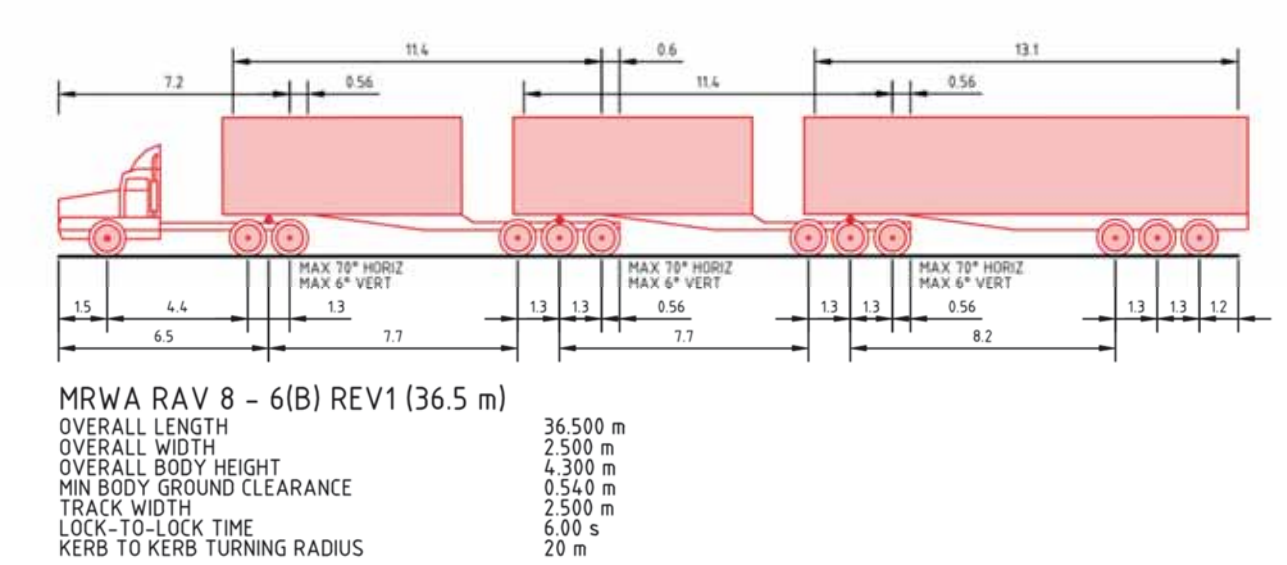
Sight distance checks have been completed based on a design speed of 80 km/h and reaction time of 2.5 s. The required SSD of 126 m to an object height of 0.2 m is achieved along the Oakajee Access Road in both directions of travel. ASD was assessed for vehicles travelling eastbound along Oakajee Access Road approaching NWCH. The required ASD of 126 to the hold line (object height 0 m) is achieved. An ASD sketch and SSD report, in both directions of travel, have been presented in Appendix I and Appendix J respectively.

3.2.3 Swept Paths

A 36.5 m B-Triple design vehicle with a kerb to kerb turning radius of 20 m to the outside of the front wheel, as listed in Table 1 and shown in Figure 2, has been adopted. Swept path sketches are presented in Appendix E. It is noted that Main Roads does have future plans to upgrade NWCH from a RAV 8 to RAV 10 (refer Appendix K) however, at this stage the timing is unknown. Therefore, the design caters for RAV 8 but by locating the intersection adjacent to the existing truck bay, it is envisaged that widening to accommodate a RAV 10 will require minimal earthworks.

Technical Memorandum

Figure 2: 36.5 m B-Triple road train



3.2.4 Summary of Design Investigations

Table 3 below shows a summary of options that have been investigated as part of the Concept Design. Options that have been adopted in the Concept Design have been highlighted in green.

Table 3: Summary of Design Investigations

Oakajee Access Road			
Option	**Description**	**Design Criteria Non Compliance**	**Treatment to Achieve Compliance**
1	Location at chainage 22900 along NWCH	SISD deficient for vehicles travelling northbound along NWCH Refer Appendix H for SISD sketch	Vertical realignment of substandard crest at chainage 22745 (K value – 40); max. cut depth of ~ 750 mm for a length of 150 m
2	Location at chainage 22700 along NWCH	SISD deficient for vehicles travelling southbound along NWCH Refer Appendix G for SISD sketch	Vertical realignment of substandard crest at chainage 22745 (K value – 40); max. cut depth of ~ 400 mm for a length of 80 m **Adopted in the 5% Concept Design**
Northbound Combined Overtaking and Acceleration Lane			

Technical Memorandum

1	Merge taper at chainage 24600	MSD deficient Refer Appendix E1 for MSD sketch	Vertical realignment of substandard crest at chainage 24440 (K value -16); max. cut depth of ~ 5.4 m Note this results in a combined overtaking and acceleration lane length of 1.9 km
2	Merge taper at chainage 24750	Achieves MSD and CSD Refer Appendix E2 for MSD and CSD sketch	Merge taper located at chainage 24750 Note this results in a combined overtaking and acceleration lane length of 2.05 km **Adopted in the 5% Concept Design**
3	Merge taper at chainage 24400	CSD deficient Refer Appendix E3 for CSD sketch	Vertical realignment of substandard crest at chainage 24440 (K value -16); max. cut depth of ~ 4.5 m Note this results in a combined overtaking and acceleration lane length of 1.7 km
Southbound Combined Overtaking and Acceleration Lane			
1	Merge taper at chainage 21200	MSD deficient Refer Appendix F1 for MSD sketch	Vertical realignment of substandard crests at chainage 21180 (K value – 75) and chainage 21371 (K value -30); max. cut depth of ~ 0.5 m Note this results in a combined overtaking and acceleration lane length of 1.5 km
2	Merge taper at chainage 21000	Achieves MSD and CSD Refer Appendix F2 for MSD and CSD sketch	Merge taper located at chainage 21000 Note this results in a combined overtaking and acceleration lane length of 1.7 km **Adopted in the 5% Concept Design**
3	Merge taper at chainage 21400	Achieves MSD and CSD Refer Appendix F3 for MSD and CSD sketch	Merge taper located at chainage 21400 Note this results in a combined overtaking and acceleration lane length of 1.3 km

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4 Utilities

Existing services information for the study area is based on Class D Dial Before You Dig (DBYD) data received in March 2022. This data is presented in sketch 286598-00-C-SKE-001 and 286598-00-C-SKE-002. Potential service conflicts have been identified below and are to be confirmed at the next design stage upon receipt of an Underground Utilities Survey:

- Water Corporation water main crosses the proposed Oakajee Access Road perpendicularly at chainage 100; note Oakajee Access Road is in approximately 3 m of cut at this location and hence it is most likely that the water main will be impacted and require relocation; further investigation of buried utilities to understand the impacts and any relocation requirements;
- Dampier to Bunbury Natural Gas Pipeline easement crosses NWCH perpendicularly at chainage 23300 and crosses Oakajee Access Road on a skew at chainage 350; note there is no gas pipeline in this easement; and
- Western Power overhead power crosses NWCH perpendicularly at chainage 20900.

5 Crash History

Crash data for the study area from January 2016 to December 2020 has been obtained from Main Roads' Crash Analysis Reporting System (CARS). Five crashes have occurred in the area, none of which resulted in a fatality, hospitalisation or requiring medical treatment. Four of the five crashes were classified as property damage only (major) and the other crash classified as property damage only (minor). A summary and detailed report has been presented in Appendix C.

Technical Memorandum

6 Next Steps

The next steps, as listed below, are recommended prior to commencing the next design stage (15% design):

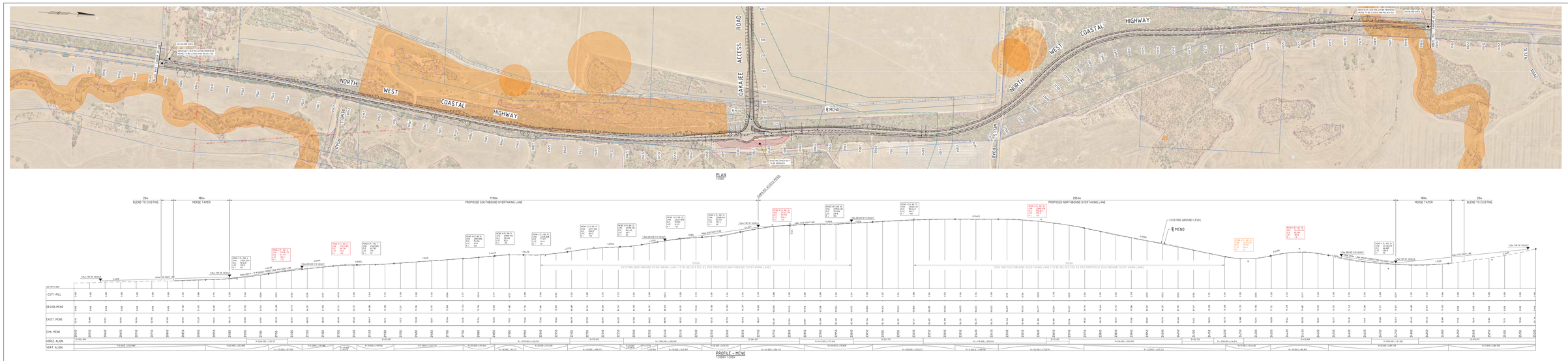
- Main Roads to complete review of the 5% Concept Design;
- Main Roads to provide endorsement of the 5% Concept Design;
- Agreement with Main Roads regarding acceptance or cost effective treatment of existing substandard horizontal reverse curves (R-470 and R450);
- Feature survey (digital ground survey and underground utilities survey);
- Geotechnical investigations; and
- Environmental and Heritage surveys.

Shortly after the commencement of the 15% design with receipt of feature survey, the following is required:

- Interrogation of side friction demand for all existing horizontal curves along NWCH;
- Agreement with Main Roads regarding acceptance or cost effective treatment of existing substandard vertical crest curves;
- Agreement with Main Roads regarding acceptance or cost effective treatment of existing substandard vertical sag curves; and
- Relocation of the two existing LHS driveways, along NWCH at chainage 20800 and chainage 24725, outside the exclusion area of the northbound and southbound merge tapers in consultation with respective landowners.

Technical Memorandum

Appendix A – 5% Concept Design Sketches



PLAN
1:1000

PROFILE - MCN0
1:2000V 1:200V

NOTES:

1. ALL DIMENSIONS ARE IN METRES UNLESS NOTED OTHERWISE
2. DESIGN & ASSESS BE LEAD DATA RECEIVED FROM DEVELOPMENT AS ON THE 17/02/2021 VERTICAL LEVELS ARE SUBJECT TO CHANGE UPON FINAL DESIGN BY OTHERS
3. SEE DETAILS SHT 700 (CC) AND 710 (RC) FOR TYPICAL TYPE FOR MAINTENANCE DIRECTION OF TRAVEL

LEGEND:

- CADASTRAL BOUNDARY
- LOT NUMBER
- NATIVE VEGETATION
- ABORIGINAL HERITAGE
- EXISTING SEAL TO BE REMOVED AND AREA REHABILITATED
- PROPOSED BROA PAVEMENT
- BLIND AREA
- 1000m RADIUS TO 1% EXCEEDANCE CURVE FOR COMFORT CRITERIA
- 1000m RADIUS TO 1% EXCEEDANCE CREST CURVE FOR 110 K D ESS AND 2.5% REACTION TIME

SERVICES

CLASS D DATA (DBYD)

- 20MVP EASEMENT
- EXISTING OVERHEAD HIGH VOLTAGE ELECTRICITY
- EXISTING WATER MAIN

WARNING
POSSIBLE UNDERGROUND SERVICES
Before digging, boring or excavating, you must contact Dial Before You Dig and obtain plans and all necessary advice and arrange for the presence of a representative of each service authority before commencing excavation in the vicinity of their services.
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www.1100.com.au

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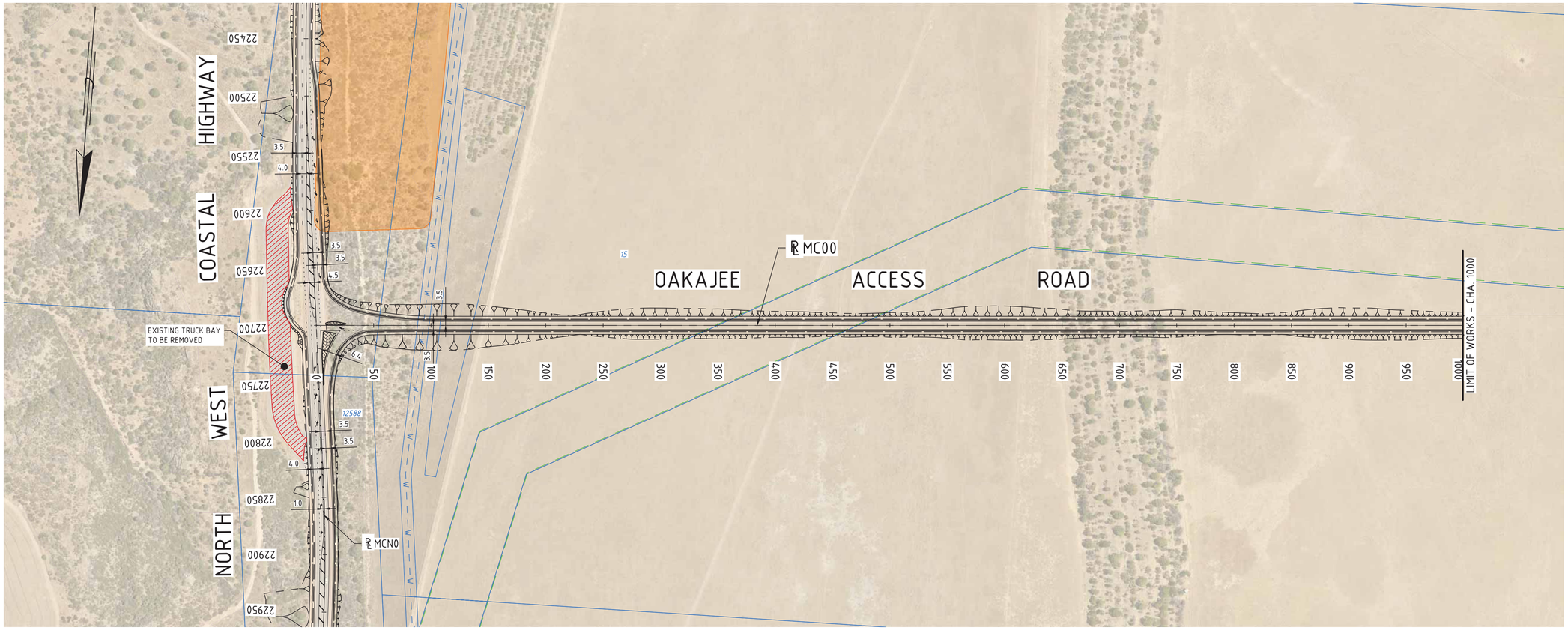
PROJECT TITLE: OAKAJEE ACCESS ROAD

SUB TITLE: NORTH WEST COASTAL HIGHWAY (NW01)
PLAN AND PROFILE - MCN0

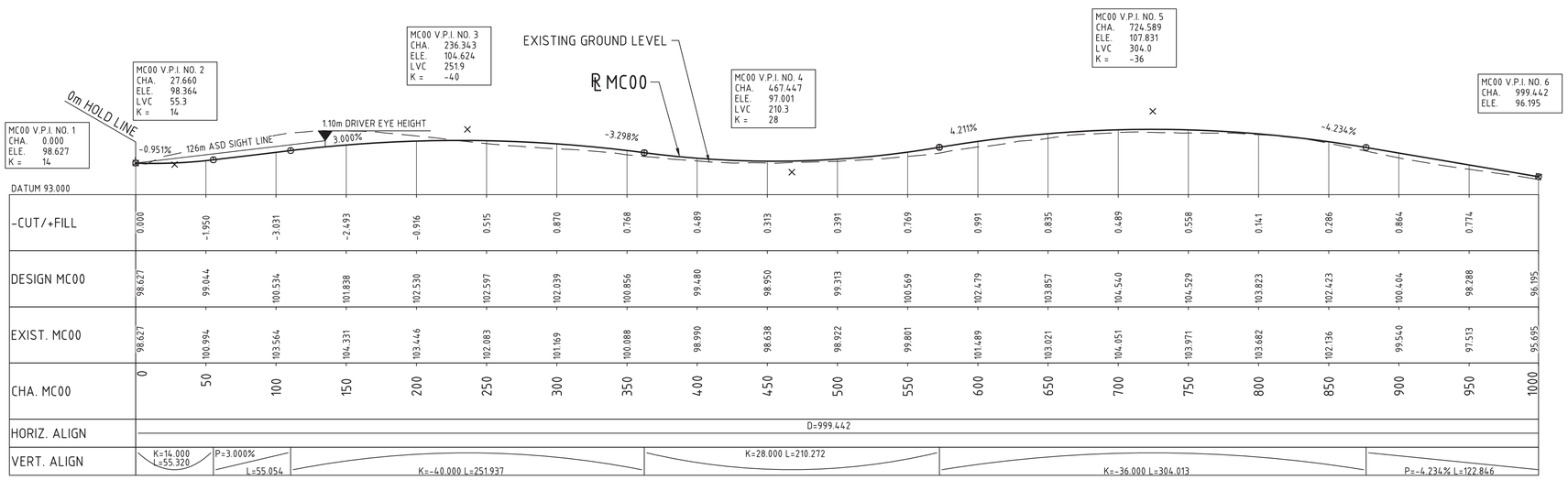
DRAWN	DESIGN CHK	DATE	STATUS
M.PICKARD	PROFILE CHK	29.06.2022	PRELIMINARY
DESIGNED	APPROVED		
M.PICKARD			

DRAWING NUMBER: 286598-00-C-SKE-001 A

SCALES: 1:1000 H / 1:200 V



PLAN
1:2000



PROFILE - MC00
1:2000H 1:200V

NOTES:

1. ALL DIMENSIONS ARE IN METRES UNLESS NOTED OTHERWISE.
2. DESIGN IS BASED ON LIDAR DATA RECEIVED FROM DEVELOPMENT WA ON THE 17/02/2021. VERTICAL LEVELS ARE SUBJECT TO CHANGE UPON RECEIPT OF DETAILED SURVEY

LEGEND:

- CADASTRAL BOUNDARY
- LOT ## — LOT NUMBER
- NATIVE VEGETATION
- ABORIGINAL HERITAGE
- EXISTING SEAL TO BE REMOVED AND AREA REHABILITATED
- PROPOSED BRICK PAVEMENT
- BLEND AREA

SERVICES

CLASS D DATA (DBYD)

- DBNGP EASEMENT
- OH-HV — EXISTING OVERHEAD HIGH VOLTAGE ELECTRICITY
- W — EXISTING WATER MAIN

VERT. 1:200
HORIZ. 1:2000

WARNING

BEWARE OF UNDERGROUND SERVICES

The location of underground cables are approximate only and their exact position should be checked on site. No guarantee is given that all existing cables and services are shown. Locate all underground cables and services before commencement of work. Refer to Worksafe Regulation 3.21.

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CONSULT AUSTRALIA Member Firm
Arup Pty Ltd ABN 18 000 966 165

PROJECT TITLE: OAKAJEE ACCESS ROAD

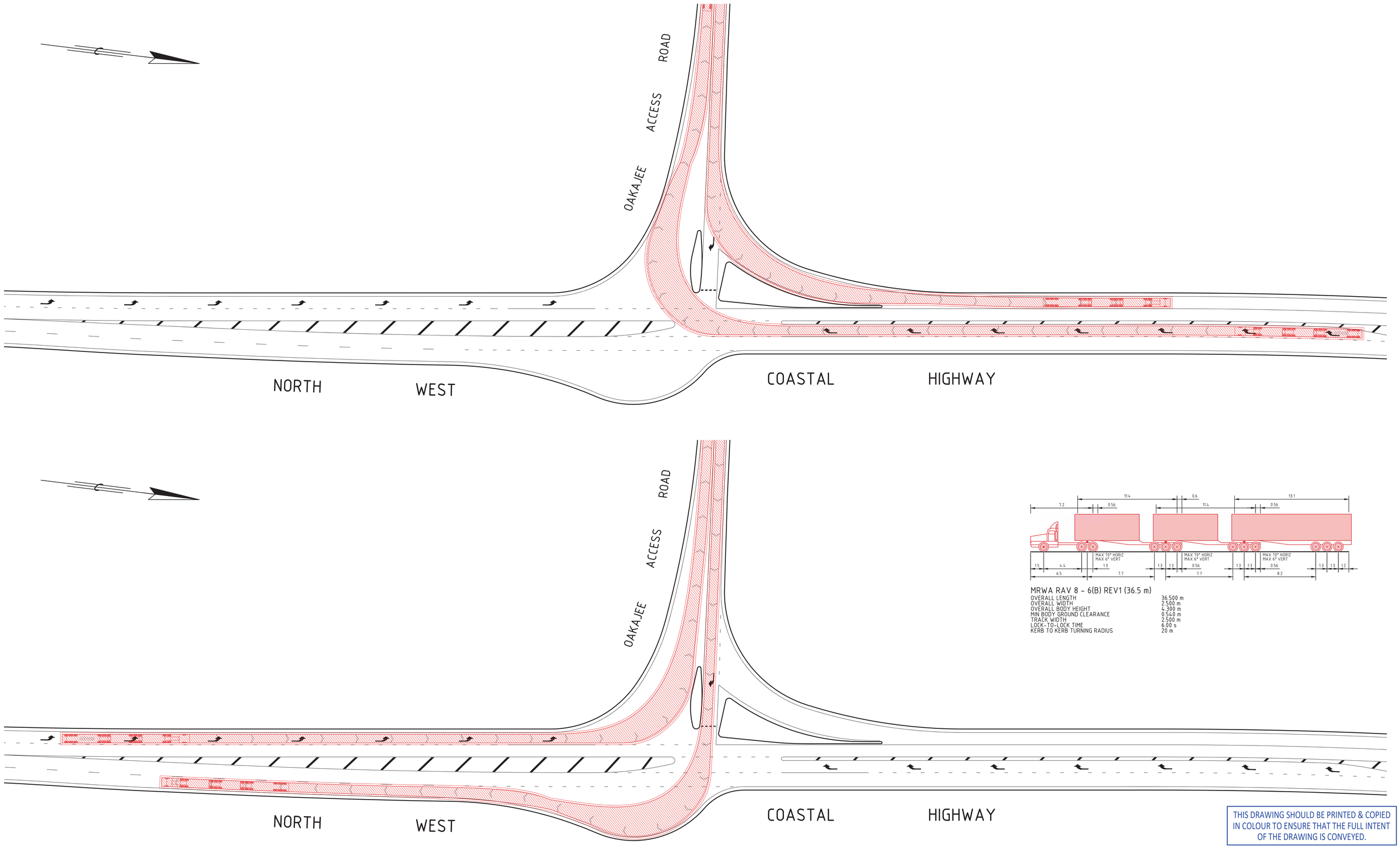
DRG. TITLE: NORTH WEST COASTAL HIGHWAY (H007)
PLAN AND PROFILE - MC00

DRN. BY	PROJECT ZONE	DATE	SCALE
M. RICCIARDI	MGA20-50	01.04.2022	1:2000H,1:200V

DRG. NUMBER: 286598-00-C-SKE-002 REV: A

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Appendix B – Swept Path Sketch



MRWA RAV 8 - 6(B) REV1 (36.5 m)

OVERALL LENGTH	36.500 m
OVERALL WIDTH	2.500 m
OVERALL BODY HEIGHT	4.300 m
MIN BODY GROUND CLEARANCE	0.540 m
TRACK WIDTH	2.500 m
LOCK-TO-LOCK TIME	6.00 s
KERB TO KERB TURNING RADIUS	20 m

1:500

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PLAN
1:500

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PROJECT TITLE
OAKAJEE ACCESS ROAD

DRG. TITLE
NORTH WEST COASTAL HIGHWAY (H007)
VEHICLE SWEPT PATH

DRN. BY	PROJECT ZONE	DATE	SCALE
M. RICCIARDI	MGA20-50	01.04.2022	1:500

DRG. NUMBER 286598-00-C-SKE-003 REV. A

Technical Memorandum

Appendix C – Crash History

Summary Crash History

Report Criteria

Road	SLK	CWY
H007 - North West Coastal Hwy	19.85 to 28.50	All

Parameter	Value	Description
From Date	01/01/2016	
To Date	31/12/2020	
Crash Type	All	
Severity	All	
Summarise By Intx	No	

Summary Crash History

Attachment 10.1.1

Selection Criteria	Value
Road	NORTH WEST COASTAL HWY (H007)
Date	01/01/2016 to 31/12/2020
Road SLK	19.85 to 28.50

Severity	Count	Percentage
Fatal	0	0.0%
Hospital	0	0.0%
Medical	0	0.0%
PDO Major	4	66.7%
PDO Minor	2	33.3%
Other / Unknown	0	0.0%
Total:	**6**	**100.0%**

MR Type	Count	Percentage
Involving Overtaking	1	16.7%
Involving Parking	0	0.0%
Involving Animal	2	33.3%
Involving Pedestrian	0	0.0%
Entering / Leaving Driveway	0	0.0%
Other / Unknown	3	50.0%
Total:	**6**	**100.0%**

Light Conditions	Count	Percentage
Daylight	3	50.0%
Dawn Or Dusk	2	33.3%
Dark - Street Lights On	0	0.0%
Dark - Street Lights Off	0	0.0%
Dark - Street Lights Not Provided	1	16.7%
Other / Unknown	0	0.0%
Total:	**6**	**100.0%**

Object Hit	Count	Percentage
SEC Pole	0	0.0%
Traffic Light Post	0	0.0%
Traffic Sign	0	0.0%
Commercial Sign Post	0	0.0%
Tree	1	25.0%
Other	3	75.0%
Total:	**4**	**100.0%**

Road Grade	Count	Percentage
Level	1	16.7%
Crest Of Hill	1	16.7%
Slope	2	33.3%
Other / Unknown	2	33.3%
Total:	**6**	**100.0%**

Road Alignment	Count	Percentage
Curve	2	33.3%
Straight	2	33.3%
Other / Unknown	2	33.3%
Total:	**6**	**100.0%**

Speed a Factor	Count	Percentage
Yes	0	0.0%
No	0	0.0%
Other / Unknown	6	100.0%
Total:	**6**	**100.0%**

Road Condition	Count	Percentage
Wet	1	16.7%
Dry	3	50.0%
Other / Unknown	2	33.3%
Total:	**6**	**100.0%**

MR Nature	Count	Percentage
Rear End	0	0.0%
Head On	0	0.0%
Sideswipe Opposite Dirn	0	0.0%
Sideswipe Same Dirn	0	0.0%
Right Angle	0	0.0%
Right Turn Thru	0	0.0%
Hit Pedestrian	0	0.0%
Hit Animal	0	0.0%
Hit Object	3	50.0%
Non Collision	2	33.3%
Other / Unknown	1	16.7%
Total:	**6**	**100.0%**

Detailed Crash History

Report Criteria

Road	SLK	CWY
H007 - North West Coastal Hwy	19.85 to 28.50	All

Parameter	Value	Description
From Date	01/01/2016	
To Date	31/12/2020	
Crash Type	All	
Severity	All	

Road	Road Name	SLK	CWY	True Dist	Intersection	Date	Day	Time	Severity	Crash No.	Type	Light Cond	Road Cond	Speed Limit	Traffic Control	Road Feature	Road Alignment	Speed Factor	MR Nature	Location	RUM	Unit	Unit Type	From Dir	To Dir	Veh/Ped Move	First Object Hit	Second Object Hit	Third Object Hit	Target Impact Point
H007	North West Coastal Hwy	21.99	S	22.01		22/11/2017	Wednesday	1745	PDO Major	20173 52484	Midblock	Daylight	Dry	110	No Sign Or Control		Curve			On Cway	50:Overtaking: Other	Colliding	Car	N	S	Out Of Control: Other				
H007	North West Coastal Hwy	21.99	S	22.01		22/11/2017	Wednesday	1745	PDO Major	20173 52484	Midblock	Daylight	Dry	110	No Sign Or Control		Curve			On Cway	50:Overtaking: Other	Target	Road Train	N	S	Overtaking: Passing On Right				Side
H007	North West Coastal Hwy	22.80	S	22.82		03/06/2016	Friday	2230	PDO Major	20161 76805	Midblock	Dark - Street Lights Not Provided	Dry	110	No Sign Or Control		Curve		Non Collision	On Cway	85:Off Path On Curve: Lost Control On Cway	Colliding	Four Wheel Drive (Not Car Design)	S	N	Out Of Control: Trailer Unstable				
H007	North West Coastal Hwy	23.54	S	23.56		29/08/2020	Saturday	0920	PDO Major	20207 96195	Midblock	Daylight	Dry	110	No Sign Or Control		Straight		Hit Object	On Right Verge After Leaving Cway	74:Off Path On Straight: Off Right Cway Obj	Colliding	Station Wagon	N	S	Swerving: To Avoid Veh	Shrub	Shrub		
H007	North West Coastal Hwy	25.00	S	25.02		04/12/2019	Wednesday	0730	PDO Minor	20192 99065	Midblock	Daylight		110	No Sign Or Control				Hit Object	On Left Verge After Leaving Cway	72:Off Path On Straight: Off Left Cway Obj	Colliding	Car	N	S	Swerving: To Avoid Animal	Tree			
H007	North West Coastal Hwy	26.28	S	26.30		07/05/2019	Tuesday	1717	PDO Major	20190 90115	Midblock	Dawn Or Dusk		110	No Sign Or Control				Non Collision	On Cway	75:Off Path On Straight: Lost Control On Cway	Colliding	Tractor	N	S	Swerving: To Avoid Veh				
H007	North West Coastal Hwy	28.48	S	28.50		12/06/2019	Wednesday	1745	PDO Minor	20191 62775	Midblock	Dawn Or Dusk	Wet	110	No Sign Or Control		Straight		Hit Object	On Right Verge After Leaving Cway	74:Off Path On Straight: Off Right Cway Obj	Colliding	Panel Van	S	N	Swerving: To Avoid Animal	Non Fixed Object Other			

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Appendix D - SSD Reports for NWCH

NWCH - NORTHBOUND DIRECTION
STOPPING SIGHT DISTANCE CHECK

THROUGH VISIBILITY

Design Speed	110	Reaction time	2.5Sec
Date and Time	Wednesday, 16 March 2022 15:15		
Reference Model Na	DESIGN	Reference String Nar	MCN0
Model to Analyse	DESIGN	Direction	Forward Analysis
Sight Distance Requi	210	Type of Analysis	Line of Sight
Distance Measured A	Arc Length	Move Target	Yes
Eye Height	1.1	Target Height	0.2
Eye Offset	-1.75	Target Offset	-1.75
Forward String	MCN0	Reverse String	MCN0

Eye Position	Target Position	Eye Level	Target Level	Sight Distance Achieved
20000	20112.28	56.774	55.716	210
20020	20230	57.046	54.399	210
20040	20250	57.164	54.611	210
20060	20270	57.173	54.699	210
20080	20290	57.001	54.652	210
20100	20310	56.932	54.497	210
20120	20330	56.436	54.259	210
20140	20350	56.083	54.087	210
20160	20370	55.912	53.978	210
20180	20390	55.655	54.054	210
20200	20410	55.467	54.194	210
20220	20430	55.312	54.559	210
20240	20450	55.355	54.968	210
20260	20470	55.615	55.159	210
20280	20490	55.571	55.311	210
20300	20510	55.514	55.414	210
20320	20530	55.253	55.521	210
20340	20550	55.045	55.544	210
20360	20570	54.945	55.672	210
20380	20590	54.926	56.006	210
20400	20610	54.987	56.273	210
20420	20630	55.23	56.332	210
20440	20650	55.646	56.359	210
20460	20670	55.987	56.351	210
20480	20690	56.149	56.323	210
20500	20710	56.3	56.505	210
20520	20730	56.381	56.722	210
20540	20750	56.46	56.909	210
20560	20770	56.512	57.053	210
20580	20790	56.652	57.108	210
20600	20810	57.067	57.092	210
20620	20830	57.205	57.028	210
20640	20850	57.245	57.122	210

20660	20870	57.294	57.251	210
20680	20890	57.22	57.547	210
20700	20910	57.332	57.799	210
20720	20930	57.488	58.039	210
20740	20950	57.72	58.116	210
20760	20970	57.876	58.128	210
20780	20990	57.988	58.419	210
20800	21010	57.984	58.915	210
20820	21030	57.989	59.581	210
20840	21050	58.003	60.163	210
20860	21070	58.071	60.724	210
20880	21090	58.257	61.426	210
20900	21110	58.593	62.196	210
20920	21130	58.789	62.865	210
20940	21150	58.977	63.782	210
20960	21170	59.047	64.584	210
20980	21190	59.127	65.265	210
21000	21210	59.517	65.872	210
21020	21230	60.096	66.62	210
21040	21248.87	60.811	67.37	208.9
21060	21248.57	61.329	67.368	188.6
21080	21248.27	61.893	67.366	168.3
21100	21248.58	62.719	67.368	148.6
21120	21248.69	63.436	67.369	128.7
21140	21248.59	64.044	67.368	108.6
21160	21250.75	65.127	67.375	90.7
21180	21252.08	65.818	67.371	73
21200	21367.86	66.502	70.003	167.9
21220	21368.17	66.996	70.002	148.2
21240	21370.74	68.213	69.982	130.7
21260	21369.82	68.247	69.994	109.8
21280	21370.34	68.671	69.988	90.3
21300	21371.47	69.131	69.97	73
21320	21530	69.658	71.141	210
21340	21550	70.243	71.358	210
21360	21570	70.938	71.677	210
21380	21590	70.733	72.015	210
21400	21610	70.632	72.478	210
21420	21630	70.643	72.942	210
21440	21650	71.059	73.088	210
21460	21670	71.087	73.285	210
21480	21690	71.064	73.732	210
21500	21710	71.325	74.39	210
21520	21730	71.907	74.732	210
21540	21750	72.146	74.907	210
21560	21760.46	72.373	74.969	210
21580	21790	72.708	75.464	210
21600	21810	73.129	76.115	210
21620	21830	73.732	76.488	210
21640	21850	73.914	76.84	210

21660	21870	74.045	77.389	210
21680	21890	74.246	78.005	210
21700	21907.03	75.122	78.07	207
21720	21908.77	75.546	78.079	188.8
21740	21906.63	75.655	78.068	166.6
21760	21905.5	75.864	78.062	145.5
21780	21903.97	75.969	78.072	124
21800	21911.46	76.896	78.071	111.5
21820	21912.59	77.204	78.06	92.6
21840	21914.34	77.474	78.043	74.3
21860	22070	78.068	79.919	210
21880	22090	78.742	80.651	210
21900	22110	79.019	81.303	210
21920	22130	78.924	81.926	210
21940	22150	78.693	82.582	210
21960	22170	78.632	83.168	210
21980	22190	78.324	83.592	210
22000	22190	78.151	83.592	190
22020	22197.08	79.181	83.677	177.1
22040	22199.04	79.852	83.701	159
22060	22201.81	80.481	83.737	141.8
22080	22209.3	81.179	83.835	129.3
22100	22310	81.879	85.482	210
22120	22330	82.496	86.211	210
22140	22350	83.199	87.069	210
22160	22370	83.804	87.892	210
22180	22390	84.333	88.832	210
22200	22410	84.613	89.643	210
22220	22430	84.873	90.544	210
22240	22445.18	85.05	90.911	205.2
22260	22445.08	85.286	90.916	185.1
22280	22444.99	85.581	90.919	165
22300	22445.09	86.085	90.915	145.1
22320	22445	86.735	90.919	125
22340	22445.1	87.536	90.915	105.1
22360	22445.42	88.411	90.9	85.4
22380	22445.73	89.269	90.886	65.7
22400	22610	90.151	94.462	210
22420	22630	90.99	95.578	210
22440	22650	91.836	96.574	210
22460	22670	91.732	97.536	210
22480	22690	92.128	98.385	210
22500	22710	92.547	99.175	210
22520	22730	92.885	99.98	210
22540	22750	93.331	100.644	210
22560	22764.77	93.8	101.003	204.8
22580	22762.42	94.219	100.981	182.4
22600	22760.88	94.789	100.966	160.9
22620	22764.68	95.908	101.002	144.7
22640	22769.1	96.975	101.044	129.1

22660	22772.08	97.99	101.091	112.1
22680	22780.39	98.864	101.238	100.4
22700	22794.44	99.675	101.377	94.4
22720	22878.83	100.461	102.337	158.8
22740	22900.47	101.214	102.329	160.5
22760	22970	101.857	102.786	210
22780	22990	102.135	102.997	210
22800	23010	102.332	103.301	210
22820	23030	102.627	103.507	210
22840	23050	102.986	103.732	210
22860	23070	103.11	104.032	210
22880	23090	103.234	104.333	210
22900	23110	103.243	104.612	210
22920	23130	103.074	104.966	210
22940	23150	102.9	105.213	210
22960	23170	103.515	105.439	210
22980	23190	103.802	105.679	210
23000	23210	104.069	105.876	210
23020	23230	104.297	106.079	210
23040	23250	104.516	106.159	210
23060	23270	104.749	106.257	210
23080	23290	105.092	106.346	210
23100	23310	105.374	106.381	210
23120	23330	105.698	106.408	210
23140	23350	105.988	106.323	210
23160	23370	106.238	106.377	210
23180	23389.28	106.482	106.293	209.3
23200	23400.87	106.668	106.322	200.9
23220	23421.08	106.875	106.293	201.1
23240	23442.92	107.006	106.348	202.9
23260	23460.26	107.116	106.443	200.3
23280	23482.51	107.229	106.418	202.5
23300	23500.67	107.304	106.434	200.7
23320	23523.33	107.289	106.344	203.3
23340	23540.67	107.279	106.11	200.7
23360	23560.87	107.275	105.714	200.9
23380	23571.44	107.274	105.342	191.4
23400	23610	107.227	104.801	210
23420	23571.04	107.194	105.364	151
23440	23618.32	107.236	104.505	178.3
23460	23620.06	107.342	104.394	160.1
23480	23622.43	107.313	104.318	142.4
23500	23627.46	107.335	104.148	127.5
23520	23635.97	107.262	103.846	116
23540	23737.59	107.019	100.37	197.6
23560	23742.21	106.634	100.067	182.2
23580	23742.11	105.836	100.075	162.1
23600	23742.84	105.834	100.005	142.8
23620	23743.15	105.297	99.968	123.1
23640	23743.26	104.622	99.955	103.3

23660	23743.36	103.806	99.943	83.4
23680	23881.08	103.398	92.346	201.1
23700	23898.41	102.655	91.547	198.4
23720	23914.11	101.942	90.766	194.1
23740	23930.42	101.142	90.151	190.4
23760	23950	99.752	89.282	190
23780	23972.47	98.638	88.461	192.5
23800	23996.36	97.645	87.446	196.4
23820	24019.03	96.454	86.463	199
23840	24039.44	95.33	85.364	199.4
23860	24060.67	94.23	84.284	200.7
23880	24078	93.312	83.228	198
23900	24110	92.38	81.329	210
23920	24130	91.499	80.197	210
23940	24150	90.598	78.986	210
23960	24170	89.883	78.076	210
23980	24190	89.03	77.016	210
24000	24210	88.185	75.932	210
24020	24230	87.318	75.3	210
24040	24250	86.236	74.585	210
24060	24270	85.222	74.758	210
24080	24290	84.008	74.996	210
24100	24310	82.802	75.34	210
24120	24330	81.695	75.97	210
24140	24350	80.387	76.941	210
24160	24370	79.475	77.98	210
24180	24390	78.477	78.939	210
24200	24410	77.312	79.667	210
24220	24430	76.383	80.037	210
24240	24445.39	75.839	80.235	205.4
24260	24438.93	75.633	80.205	178.9
24280	24428.78	75.71	80.02	148.8
24300	24423.35	75.942	79.942	123.4
24320	24421.62	76.478	79.917	101.6
24340	24426.03	77.355	79.98	86
24360	24445	78.389	80.234	85
24380	24463.16	79.439	80.251	83.2
24400	24468.19	80.286	80.114	68.2
24420	24476.7	80.794	79.861	56.7
24440	24536.49	81.125	77.348	96.5
24460	24670	81.237	71.636	210
24480	24690	80.66	71.262	210
24500	24710	79.803	71.017	210
24520	24730	79.076	70.844	210
24540	24750	78.049	70.555	210
24560	24770	76.414	70.038	210
24580	24790	75.306	69.475	210
24600	24810	74.53	69.426	210
24620	24830	73.787	69.457	210
24640	24850	73.099	69.591	210

24660	24870	72.674	69.872	210
24680	24890	72.331	70.274	210
24700	24910	72.02	70.732	210
24720	24930	71.806	71.252	210
24740	24950	71.642	71.847	210
24760	24970	71.191	72.52	210
24780	24990	70.739	73.279	210
24800	25010	70.406	73.948	210
24820	25030	70.304	74.553	210
24840	25050	70.325	75.33	210
24860	25070	70.576	76.111	210
24880	25090	70.947	76.871	210
24900	25110	71.402	77.693	210
24920	25130	71.882	78.65	210
24940	25150	72.405	79.737	210
24960	25170	73.095	80.847	210
24980	25190	73.731	82.024	210

NWCH - NORTHBOUND DIRECTION
STOPPING SIGHT DISTANCE CHECK

THROUGH VISIBILITY

Design Speed	110	Reaction time	2.0Sec
Date and Time	Wednesday, 16 March 2022 15:15		
Reference Model Na	DESIGN	Reference String Nar	MCN0
Model to Analyse	DESIGN	Direction	Forward Analysis
Sight Distance Requi	193	Type of Analysis	Line of Sight
Distance Measured A	Arc Length	Move Target	Yes
Eye Height	1.1	Target Height	0.2
Eye Offset	-1.75	Target Offset	-1.75
Forward String	MCN0	Reverse String	MCN0

Eye Position	Target Position	Eye Level	Target Level	Sight Distance Achieved
20000	20112.52	56.774	55.711	193
20020	20213	57.046	54.45	193
20040	20233	57.164	54.416	193
20060	20253	57.173	54.642	193
20080	20273	57.001	54.691	193
20100	20293	56.932	54.641	193
20120	20313	56.436	54.454	193
20140	20333	56.083	54.225	193
20160	20353	55.912	54.074	193
20180	20373	55.655	53.992	193
20200	20393	55.467	54.064	193
20220	20413	55.312	54.235	193
20240	20433	55.355	54.615	193
20260	20453	55.615	55.004	193
20280	20473	55.571	55.186	193
20300	20493	55.514	55.337	193
20320	20513	55.253	55.434	193
20340	20533	55.045	55.532	193
20360	20553	54.945	55.564	193
20380	20573	54.926	55.696	193
20400	20593	54.987	56.054	193
20420	20613	55.23	56.283	193
20440	20633	55.646	56.336	193
20460	20653	55.987	56.37	193
20480	20673	56.149	56.341	193
20500	20693	56.3	56.355	193
20520	20713	56.381	56.53	193
20540	20733	56.46	56.751	193
20560	20753	56.512	56.929	193
20580	20773	56.652	57.064	193
20600	20793	57.067	57.101	193
20620	20813	57.205	57.091	193
20640	20833	57.245	57.05	193

20660	20853	57.294	57.137	193
20680	20873	57.22	57.283	193
20700	20893	57.332	57.591	193
20720	20913	57.488	57.826	193
20740	20933	57.72	58.05	193
20760	20953	57.876	58.125	193
20780	20973	57.988	58.158	193
20800	20993	57.984	58.478	193
20820	21013	57.989	58.999	193
20840	21033	58.003	59.68	193
20860	21053	58.071	60.235	193
20880	21073	58.257	60.803	193
20900	21093	58.593	61.553	193
20920	21113	58.789	62.298	193
20940	21133	58.977	62.938	193
20960	21153	59.047	63.92	193
20980	21173	59.127	64.673	193
21000	21193	59.517	65.374	193
21020	21213	60.096	65.939	193
21040	21233	60.811	66.828	193
21060	21248.67	61.329	67.369	188.7
21080	21248.31	61.893	67.367	168.3
21100	21248.71	62.719	67.369	148.7
21120	21248.73	63.436	67.369	128.7
21140	21248.37	64.044	67.367	108.4
21160	21250.66	65.127	67.376	90.7
21180	21252.19	65.818	67.371	72.2
21200	21367.93	66.502	70.003	167.9
21220	21367.95	66.996	70.003	148
21240	21370.61	68.213	69.984	130.6
21260	21369.88	68.247	69.994	109.9
21280	21370.28	68.671	69.989	90.3
21300	21371.43	69.131	69.971	71.4
21320	21513	69.658	70.774	193
21340	21533	70.243	71.172	193
21360	21553	70.938	71.392	193
21380	21573	70.733	71.716	193
21400	21593	70.632	72.079	193
21420	21613	70.643	72.585	193
21440	21633	71.059	72.963	193
21460	21653	71.087	73.105	193
21480	21673	71.064	73.303	193
21500	21693	71.325	73.879	193
21520	21713	71.907	74.467	193
21540	21733	72.146	74.739	193
21560	21753	72.373	74.924	193
21580	21770.17	72.708	75.067	190.2
21600	21793	73.129	75.623	193
21620	21813	73.732	76.172	193
21640	21833	73.914	76.51	193

21660	21853	74.045	76.94	193
21680	21873	74.246	77.498	193
21700	21893	75.122	78.051	193
21720	21908.67	75.546	78.078	188.7
21740	21906.8	75.655	78.069	166.8
21760	21905.32	75.864	78.061	145.3
21780	21903.83	75.969	78.073	123.8
21800	21911.39	76.896	78.072	111.4
21820	21912.54	77.204	78.06	92.5
21840	21914.45	77.474	78.042	74.4
21860	22053	78.068	79.419	193
21880	22073	78.742	80.034	193
21900	22093	79.019	80.746	193
21920	22113	78.924	81.391	193
21940	22133	78.693	82.038	193
21960	22153	78.632	82.678	193
21980	22173	78.324	83.248	193
22000	22189.8	78.151	83.588	189.8
22020	22196.98	79.181	83.676	177
22040	22199.26	79.852	83.704	159.3
22060	22201.92	80.481	83.738	141.9
22080	22209.48	81.179	83.838	129.5
22100	22230.61	81.879	84.09	130.6
22120	22313	82.496	85.539	193
22140	22333	83.199	86.342	193
22160	22353	83.804	87.204	193
22180	22373	84.333	88.041	193
22200	22393	84.613	88.96	193
22220	22413	84.873	89.781	193
22240	22433	85.05	90.662	193
22260	22445.27	85.286	90.907	185.3
22280	22444.92	85.581	90.92	164.9
22300	22444.94	86.085	90.92	144.9
22320	22444.96	86.735	90.919	125
22340	22444.98	87.536	90.919	105
22360	22445.38	88.411	90.902	85.4
22380	22445.78	89.269	90.883	65.8
22400	22593	90.151	93.682	193
22420	22613	90.99	94.626	193
22440	22633	91.836	95.727	193
22460	22653	91.732	96.728	193
22480	22673	92.128	97.671	193
22500	22693	92.547	98.502	193
22520	22713	92.885	99.293	193
22540	22733	93.331	100.081	193
22560	22753	93.8	100.738	193
22580	22762.26	94.219	100.979	182.3
22600	22760.77	94.789	100.965	160.8
22620	22764.94	95.908	101.005	144.9
22640	22769.11	96.975	101.045	129.1

22660	22772.14	97.99	101.092	112.1
22680	22780.46	98.864	101.239	100.5
22700	22794.43	99.675	101.377	94.4
22720	22878.89	100.461	102.336	158.9
22740	22900.39	101.214	102.332	160.4
22760	22953	101.857	102.437	193
22780	22973	102.135	102.825	193
22800	22993	102.332	103.047	193
22820	23013	102.627	103.333	193
22840	23033	102.986	103.539	193
22860	23053	103.11	103.766	193
22880	23073	103.234	104.08	193
22900	23093	103.243	104.375	193
22920	23113	103.074	104.668	193
22940	23133	102.9	105.002	193
22960	23153	103.515	105.25	193
22980	23173	103.802	105.481	193
23000	23193	104.069	105.705	193
23020	23213	104.297	105.906	193
23040	23233	104.516	106.097	193
23060	23253	104.749	106.178	193
23080	23273	105.092	106.28	193
23100	23293	105.374	106.381	193
23120	23313	105.698	106.377	193
23140	23333	105.988	106.399	193
23160	23353	106.238	106.334	193
23180	23373	106.482	106.377	193
23200	23393	106.668	106.295	193
23220	23413	106.875	106.291	193
23240	23433	107.006	106.301	193
23260	23453	107.116	106.407	193
23280	23473	107.229	106.429	193
23300	23493	107.304	106.425	193
23320	23513	107.289	106.394	193
23340	23533	107.279	106.239	193
23360	23553	107.275	105.885	193
23380	23571.3	107.274	105.35	191.3
23400	23593	107.227	105.116	193
23420	23613	107.194	104.701	193
23440	23618.11	107.236	104.518	178.1
23460	23620.02	107.342	104.396	160
23480	23573.3	107.313	105.243	93.3
23500	23627.22	107.335	104.157	127.2
23520	23635.91	107.262	103.847	115.9
23540	23733	107.019	100.562	193
23560	23742.26	106.634	100.063	182.3
23580	23741.9	105.836	100.092	161.9
23600	23742.68	105.834	100.024	142.7
23620	23743.08	105.297	99.977	123.1
23640	23743.47	104.622	99.93	103.5

23660	23743.5	103.806	99.927	83.5
23680	23873	103.398	92.785	193
23700	23893	102.655	91.781	193
23720	23913	101.942	90.816	193
23740	23930.55	101.142	90.145	190.5
23760	23949.8	99.752	89.293	189.8
23780	23972.43	98.638	88.463	192.4
23800	23993	97.645	87.595	193
23820	24013	96.454	86.747	193
23840	24033	95.33	85.679	193
23860	24053	94.23	84.691	193
23880	24073	93.312	83.528	193
23900	24093	92.38	82.331	193
23920	24113	91.499	81.169	193
23940	24133	90.598	79.984	193
23960	24153	89.883	78.863	193
23980	24173	89.03	77.906	193
24000	24193	88.185	76.858	193
24020	24213	87.318	75.78	193
24040	24233	86.236	75.18	193
24060	24253	85.222	74.646	193
24080	24273	84.008	74.772	193
24100	24293	82.802	75.01	193
24120	24313	81.695	75.411	193
24140	24333	80.387	76.115	193
24160	24353	79.475	77.105	193
24180	24373	78.477	78.148	193
24200	24393	77.312	79.073	193
24220	24413	76.383	79.735	193
24240	24433	75.839	80.093	193
24260	24438.86	75.633	80.204	178.9
24280	24428.71	75.71	80.018	148.7
24300	24423.45	75.942	79.943	123.5
24320	24421.59	76.478	79.916	101.6
24340	24426.13	77.355	79.982	86.1
24360	24445	78.389	80.234	85
24380	24463.12	79.439	80.252	83.1
24400	24468.04	80.286	80.118	68
24420	24476.73	80.794	79.86	56.7
24440	24536.31	81.125	77.358	96.3
24460	24653	81.237	71.97	193
24480	24673	80.66	71.589	193
24500	24693	79.803	71.222	193
24520	24713	79.076	71	193
24540	24733	78.049	70.813	193
24560	24753	76.414	70.439	193
24580	24773	75.306	69.971	193
24600	24793	74.53	69.544	193
24620	24813	73.787	69.416	193
24640	24833	73.099	69.452	193

24660	24853	72.674	69.617	193
24680	24873	72.331	69.925	193
24700	24893	72.02	70.343	193
24720	24913	71.806	70.807	193
24740	24933	71.642	71.328	193
24760	24953	71.191	71.951	193
24780	24973	70.739	72.614	193
24800	24993	70.406	73.404	193
24820	25013	70.304	74.02	193
24840	25033	70.325	74.67	193
24860	25053	70.576	75.451	193
24880	25073	70.947	76.22	193
24900	25093	71.402	76.988	193
24920	25113	71.882	77.824	193
24940	25133	72.405	78.812	193
24960	25153	73.095	79.905	193
24980	25173	73.731	81.019	193
25000	25193	74.596	82.21	193

NWCH - SOUTHBOUND DIRECTION
STOPPING SIGHT DISTANCE CHECK

THROUGH VISIBILITY

Design Speed	110	Reaction time	2.5Sec
Date and Time	Wednesday, 16 March 2022 15:15		
Reference Model Na	DESIGN	Reference String Nar	MCN0
Model to Analyse	DESIGN	Direction	Reverse Analysis
Sight Distance Requi	210	Type of Analysis	Line of Sight
Distance Measured /	Arc Length	Move Target	Yes
Eye Height	1.1	Target Height	0.2
Eye Offset	-1.75	Target Offset	-1.75
Forward String	MCN0	Reverse String	MCN0

Eye Position	Target Position	Eye Level	Target Level	Sight Distance Achieved
25200	24990	83.614	73.461	210
25180	24970	82.413	72.696	210
25160	24950	81.349	71.996	210
25140	24930	80.255	71.336	210
25120	24910	79.243	70.809	210
25100	24890	78.381	70.316	210
25080	24870	77.581	69.819	210
25060	24850	76.814	69.5	210
25040	24830	76.05	69.29	210
25020	24810	75.281	69.186	210
25000	24790	74.837	69.55	210
24980	24770	73.913	69.966	210
24960	24750	73.271	70.482	210
24940	24730	72.554	70.708	210
24920	24710	71.967	70.965	210
24900	24690	71.479	71.249	210
24880	24670	70.989	71.7	210
24860	24650	70.545	72.266	210
24840	24630	70.315	72.622	210
24820	24610	70.188	73.217	210
24800	24590	70.133	74.064	210
24780	24570	70.641	75.192	210
24760	24550	71.228	76.582	210
24740	24530	71.507	77.641	210
24720	24510	71.709	78.517	210
24700	24490	71.991	79.234	210
24680	24470	72.331	79.908	210
24660	24462.61	72.887	80.066	197.4
24640	24469.48	73.27	79.919	170.5
24620	24479.21	73.763	79.658	140.8
24600	24491.21	74.504	79.189	108.8
24580	24475.1	75.516	79.769	104.9
24560	24460.02	76.693	80.122	100

24540	24452.74	78.08	80.109	87.3
24520	24438.48	79.05	80.232	81.5
24500	24429.76	79.762	80.105	70.2
24480	24416.53	80.536	79.771	63.5
24460	24250	81.023	74.627	210
24440	24230	81.154	75.424	210
24420	24210	80.768	75.977	210
24400	24190	80.177	76.884	210
24380	24170	79.425	77.898	210
24360	24150	78.54	78.889	210
24340	24130	77.583	80.038	210
24320	24110	76.777	81.122	210
24300	24090	76.147	82.342	210
24280	24070	75.769	83.542	210
24260	24050	75.747	84.694	210
24240	24030	75.852	85.764	210
24220	24010	76.555	86.782	210
24200	23990	77.29	87.533	210
24180	23970	78.315	88.362	210
24160	23950	79.289	89.231	210
24140	23984.65	80.34	87.718	155.3
24120	23942.92	81.45	89.351	177.1
24100	23925.79	82.649	90.142	174.2
24080	23913.58	83.813	90.688	166.4
24060	23898.3	85.072	91.412	161.7
24040	23872.14	86.096	92.593	167.9
24020	23855.01	87.213	93.351	165
24000	23835.63	88.066	94.483	164.4
23980	23819.12	88.778	95.388	160.9
23960	23801.58	89.709	96.432	158.4
23940	23787.11	90.333	97.206	152.9
23920	23766.29	91.296	98.305	153.7
23900	23741.78	92.237	100.02	158.2
23880	23726.5	93.091	100.641	153.5
23860	23726.6	94.076	100.64	133.4
23840	23678.5	95.146	102.426	161.5
23820	23726.38	96.234	100.642	93.6
23800	23725.45	97.426	100.654	74.5
23780	23613.58	98.435	104.724	166.4
23760	23591.94	99.553	105.259	168.1
23740	23588.96	101.104	105.199	151
23720	23588.65	101.766	105.189	131.4
23700	23524.76	102.557	106.497	175.2
23680	23587.61	103.278	105.156	92.4
23660	23491.53	103.818	106.635	168.5
23640	23485.47	104.581	106.562	154.5
23620	23410	105.394	106.544	210
23600	23390	105.974	106.402	210
23580	23370	105.836	106.637	210
23560	23350	106.829	106.47	210

23540	23330	107.134	106.615	210
23520	23310	107.441	106.554	210
23500	23290	107.557	106.45	210
23480	23270	107.467	106.365	210
23460	23250	107.51	106.255	210
23440	23230	107.47	106.127	210
23420	23210	107.388	105.927	210
23400	23190	107.328	105.67	210
23380	23170	107.445	105.516	210
23360	23150	107.406	105.28	210
23340	23130	107.459	104.979	210
23320	23110	107.519	104.678	210
23300	23090	107.416	104.415	210
23280	23070	107.306	104.064	210
23260	23050	107.232	103.774	210
23240	23030	107.08	103.56	210
23220	23010	106.902	103.334	210
23200	22990	106.681	103.036	210
23180	22970	106.47	102.822	210
23160	22950	106.311	102.468	210
23140	22930	106.065	102.203	210
23120	22910	105.702	102.24	210
23100	22890	105.456	102.31	210
23080	22870	105.174	102.129	210
23060	22850	104.786	101.952	210
23040	22830	104.565	101.879	210
23020	22810	104.345	101.589	210
23000	22790	104.097	101.394	210
22980	22770	103.811	101.108	210
22960	22757.9	103.582	100.783	202.1
22940	22759.43	103.1	100.828	180.6
22920	22757.68	103.114	100.777	162.3
22900	22753.68	103.181	100.661	146.3
22880	22748.03	103.136	100.489	132
22860	22743	102.885	100.335	117
22840	22713.57	102.877	99.346	126.4
22820	22692.13	102.588	98.512	127.9
22800	22676.24	102.369	97.804	123.8
22780	22570	102.182	93.136	210
22760	22550	101.744	92.667	210
22740	22530	101.133	92.249	210
22720	22510	100.49	91.973	210
22700	22490	99.779	91.579	210
22680	22470	98.892	91.227	210
22660	22450	97.937	90.817	210
22640	22430	96.935	90.337	210
22620	22414.2	95.961	89.771	205.8
22600	22420.45	94.916	89.998	179.5
22580	22420.76	94.308	90.01	159.2
22560	22420.24	93.785	89.99	139.8

22540	22417.47	93.345	89.892	122.5
22520	22412.23	92.949	89.686	107.8
22500	22386.49	92.698	88.623	113.5
22480	22270	92.308	84.479	210
22460	22250	91.918	84.208	210
22440	22230	91.6	83.946	210
22420	22210	90.88	83.677	210
22400	22190	90.112	83.422	210
22380	22170	89.237	82.979	210
22360	22150	88.394	82.44	210
22340	22130	87.528	81.835	210
22320	22116.67	86.759	81.393	203.3
22300	22126.61	86.077	81.723	173.4
22280	22126.7	85.57	81.726	153.3
22260	22109.58	85.227	81.156	150.4
22240	22081.99	84.98	80.202	158
22220	22010	84.733	78.109	210
22200	21990	84.445	77.645	210
22180	21970	84.163	77.779	210
22160	21950	83.615	77.86	210
22140	21930	83.057	77.804	210
22120	21910	82.405	77.861	210
22100	21890	81.746	77.845	210
22080	21870	81.029	77.496	210
22060	21864.87	80.386	77.346	195.1
22040	21866.61	79.771	77.397	173.4
22020	21868.34	79.281	77.447	151.7
22000	21870.9	78.621	77.529	129.1
21980	21870.18	78.555	77.502	109.8
21960	21865.36	78.751	77.36	94.6
21940	21858.28	78.712	77.168	81.7
21920	21710	78.763	74.251	210
21900	21690	78.816	73.677	210
21880	21670	78.669	73.261	210
21860	21650	78.127	72.968	210
21840	21630	77.475	72.788	210
21820	21610	77.044	72.408	210
21800	21590	76.742	72.042	210
21780	21570	76.162	71.617	210
21760	21550	75.855	71.244	210
21740	21530	75.503	70.953	210
21720	21510	75.32	70.559	210
21700	21490	74.964	70.256	210
21680	21470	74.301	70.051	210
21660	21450	73.942	69.994	210
21640	21430	73.797	69.787	210
21620	21410	73.557	69.714	210
21600	21390	73.148	69.681	210
21580	21370	72.721	69.733	210
21560	21350	72.256	69.556	210

21540	21335.43	71.987	69.256	204.6
21520	21335.53	71.708	69.258	184.5
21500	21337.07	71.304	69.302	162.9
21480	21337.98	70.973	69.329	142
21460	21335.83	70.903	69.267	124.2
21440	21331	70.846	69.128	109
21420	21326.38	70.631	69	93.6
21400	21302.9	70.605	68.308	97.1
21380	21231.83	70.589	66.504	148.2
21360	21157.69	70.686	63.996	202.3
21340	21146.51	70.287	63.486	193.5
21320	21145.58	69.724	63.428	174.4
21300	21144.86	69.113	63.383	155.1
21280	21070	68.489	60.576	210
21260	21050	68.017	60.05	210
21240	21030	67.832	59.53	210
21220	21010	66.955	58.944	210
21200	20990	66.374	58.463	210
21180	20970	65.731	58.045	210
21160	20950	65.019	57.908	210
21140	20930	63.98	57.897	210
21120	20910	63.262	57.705	210
21100	20890	62.588	57.643	210
21080	20870	61.775	57.386	210
21060	20850	61.181	57.2	210
21040	20830	60.718	56.946	210
21020	20810	60.1	56.844	210
21000	20790	59.563	56.884	210
20980	20770	59.164	56.923	210
20960	20750	58.846	56.875	210
20940	20730	58.777	56.771	210
20920	20710	58.759	56.579	210
20900	20690	58.516	56.296	210
20880	20670	58.397	56.195	210
20860	20650	58.179	56.191	210
20840	20630	58.05	56.093	210
20820	20610	57.771	56.097	210
20800	20590	57.747	56.06	210
20780	20570	57.808	55.803	210
20760	20550	57.789	55.58	210
20740	20530	57.708	55.463	210
20720	20510	57.572	55.323	210
20700	20490	57.396	55.165	210
20680	20470	57.087	54.938	210
20660	20450	57.126	54.787	210
20640	20430	57.057	54.549	210
20620	20410	56.981	54.208	210
20600	20390	56.966	54.025	210
20580	20370	56.799	53.828	210
20560	20350	56.623	53.811	210

20540	20330	56.412	53.985	210
20520	20310	56.324	54.27	210
20500	20290	56.155	54.474	210
20480	20270	55.976	54.569	210
20460	20250	55.747	54.528	210
20440	20230	55.568	54.299	210
20420	20210	55.263	54.245	210
20400	20190	54.972	54.353	210
20380	20170	54.892	54.719	210
20360	20150	54.68	55.094	210
20340	20130	54.754	55.391	210
20320	20110	54.999	55.7	210
20300	20090	55.315	55.994	210
20280	20070	55.411	56.131	210
20260	20050	55.497	56.159	210
20240	20037.28	55.324	56.096	202.7
20220	20039.43	55.144	56.123	180.6

NWCH - SOUTHBOUND DIRECTION
STOPPING SIGHT DISTANCE CHECK

THROUGH VISIBILITY

Design Speed	110	Reaction time	2.0Sec
Date and Time	Wednesday, 16 March 2022 15:15		
Reference Model Na	DESIGN	Reference String Nar	MCN0
Model to Analyse	DESIGN	Direction	Reverse Analysis
Sight Distance Requi	193	Type of Analysis	Line of Sight
Distance Measured /	Arc Length	Move Target	Yes
Eye Height	1.1	Target Height	0.2
Eye Offset	-1.75	Target Offset	-1.75
Forward String	MCN0	Reverse String	MCN0

Eye Position	Target Position	Eye Level	Target Level	Sight Distance Achieved
25200	25007	83.614	74.114	193
25180	24987	82.413	73.327	193
25160	24967	81.349	72.598	193
25140	24947	80.255	71.894	193
25120	24927	79.243	71.256	193
25100	24907	78.381	70.74	193
25080	24887	77.581	70.248	193
25060	24867	76.814	69.767	193
25040	24847	76.05	69.475	193
25020	24827	75.281	69.288	193
25000	24807	74.837	69.199	193
24980	24787	73.913	69.627	193
24960	24767	73.271	70.049	193
24940	24747	72.554	70.52	193
24920	24727	71.967	70.744	193
24900	24707	71.479	71.009	193
24880	24687	70.989	71.302	193
24860	24667	70.545	71.753	193
24840	24647	70.315	72.297	193
24820	24627	70.188	72.694	193
24800	24607	70.133	73.333	193
24780	24587	70.641	74.23	193
24760	24567	71.228	75.373	193
24740	24547	71.507	76.761	193
24720	24527	71.709	77.794	193
24700	24507	71.991	78.62	193
24680	24487	72.331	79.354	193
24660	24467	72.887	79.972	193
24640	24469.43	73.27	79.92	170.6
24620	24479.21	73.763	79.658	140.8
24600	24491.25	74.504	79.187	108.8
24580	24475.02	75.516	79.772	105
24560	24459.92	76.693	80.122	100.1

24540	24452.74	78.08	80.109	87.3
24520	24438.39	79.05	80.231	81.6
24500	24429.7	79.762	80.103	70.3
24480	24416.48	80.536	79.769	63.5
24460	24267	81.023	74.846	193
24440	24247	81.154	74.739	193
24420	24227	80.768	75.49	193
24400	24207	80.177	76.12	193
24380	24187	79.425	77.043	193
24360	24167	78.54	78.047	193
24340	24147	77.583	79.054	193
24320	24127	76.777	80.191	193
24300	24107	76.147	81.31	193
24280	24087	75.769	82.513	193
24260	24067	75.747	83.735	193
24240	24047	75.852	84.846	193
24220	24027	76.555	85.944	193
24200	24007	77.29	86.925	193
24180	23987	78.315	87.636	193
24160	23967	79.289	88.507	193
24140	23947	80.34	89.234	193
24120	23943.02	81.45	89.348	177
24100	23926.04	82.649	90.132	174
24080	23913.58	83.813	90.688	166.4
24060	23898.48	85.072	91.404	161.5
24040	23872.07	86.096	92.596	167.9
24020	23855.08	87.213	93.349	164.9
24000	23835.46	88.066	94.492	164.5
23980	23818.85	88.778	95.404	161.1
23960	23801.49	89.709	96.437	158.5
23940	23787.15	90.333	97.204	152.9
23920	23766.39	91.296	98.3	153.6
23900	23741.87	92.237	100.011	158.1
23880	23726.77	93.091	100.637	153.2
23860	23726.75	94.076	100.638	133.3
23840	23726.73	95.146	100.638	113.3
23820	23726.33	96.234	100.643	93.7
23800	23607	97.426	104.913	193
23780	23671.63	98.435	102.643	108.4
23760	23591.69	99.553	105.255	168.3
23740	23589.03	101.104	105.201	151
23720	23588.63	101.766	105.188	131.4
23700	23524.91	102.557	106.496	175.1
23680	23587.46	103.278	105.15	92.5
23660	23491.69	103.818	106.635	168.3
23640	23459.25	104.581	106.589	180.7
23620	23427	105.394	106.392	193
23600	23407	105.974	106.507	193
23580	23387	105.836	106.396	193
23560	23367	106.829	106.558	193

23540	23347	107.134	106.467	193
23520	23327	107.441	106.619	193
23500	23307	107.557	106.554	193
23480	23287	107.467	106.411	193
23460	23267	107.51	106.357	193
23440	23247	107.47	106.241	193
23420	23227	107.388	106.079	193
23400	23207	107.328	105.892	193
23380	23187	107.445	105.641	193
23360	23167	107.406	105.486	193
23340	23147	107.459	105.243	193
23320	23127	107.519	104.928	193
23300	23107	107.416	104.637	193
23280	23087	107.306	104.372	193
23260	23067	107.232	104.008	193
23240	23047	107.08	103.74	193
23220	23027	106.902	103.527	193
23200	23007	106.681	103.297	193
23180	22987	106.47	102.996	193
23160	22967	106.311	102.781	193
23140	22947	106.065	102.394	193
23120	22927	105.702	102.206	193
23100	22907	105.456	102.25	193
23080	22887	105.174	102.27	193
23060	22867	104.786	102.093	193
23040	22847	104.565	102.021	193
23020	22827	104.345	101.822	193
23000	22807	104.097	101.552	193
22980	22787	103.811	101.355	193
22960	22767	103.582	101.031	193
22940	22759.63	103.1	100.834	180.4
22920	22757.72	103.114	100.778	162.3
22900	22753.55	103.181	100.657	146.4
22880	22747.88	103.136	100.484	132.1
22860	22742.96	102.885	100.334	117
22840	22713.53	102.877	99.344	126.5
22820	22692.02	102.588	98.507	128
22800	22676.17	102.369	97.801	123.8
22780	22641.85	102.182	96.13	138.2
22760	22567	101.744	93.061	193
22740	22547	101.133	92.603	193
22720	22527	100.49	92.19	193
22700	22507	99.779	91.925	193
22680	22487	98.892	91.53	193
22660	22467	97.937	91.163	193
22640	22447	96.935	90.737	193
22620	22427	95.961	90.239	193
22600	22420.38	94.916	89.995	179.6
22580	22420.74	94.308	90.009	159.3
22560	22420.34	93.785	89.993	139.7

22540	22417.3	93.345	89.886	122.7
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22500	22386.35	92.698	88.617	113.7
22480	22287	92.308	84.836	193
22460	22267	91.918	84.434	193
22440	22247	91.6	84.17	193
22420	22227	90.88	83.912	193
22400	22207	90.112	83.637	193
22380	22187	89.237	83.374	193
22360	22167	88.394	82.9	193
22340	22147	87.528	82.355	193
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22300	22126.41	86.077	81.716	173.6
22280	22126.77	85.57	81.728	153.2
22260	22109.78	85.227	81.163	150.2
22240	22081.87	84.98	80.198	158.1
22220	22027	84.733	78.569	193
22200	22007	84.445	77.955	193
22180	21987	84.163	77.638	193
22160	21967	83.615	77.809	193
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22120	21927	82.405	77.824	193
22100	21907	81.746	77.897	193
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22040	21866.41	79.771	77.391	173.6
22020	21868.28	79.281	77.445	151.7
22000	21870.89	78.621	77.528	129.1
21980	21870.12	78.555	77.5	109.9
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21940	21858.39	78.712	77.172	81.6
21920	21727	78.763	74.487	193
21900	21707	78.816	74.195	193
21880	21687	78.669	73.594	193
21860	21667	78.127	73.195	193
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21820	21627	77.044	72.749	193
21800	21607	76.742	72.36	193
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21740	21547	75.503	71.197	193
21720	21527	75.32	70.909	193
21700	21507	74.964	70.512	193
21680	21487	74.301	70.201	193
21660	21467	73.942	70.036	193
21640	21447	73.797	69.979	193
21620	21427	73.557	69.77	193
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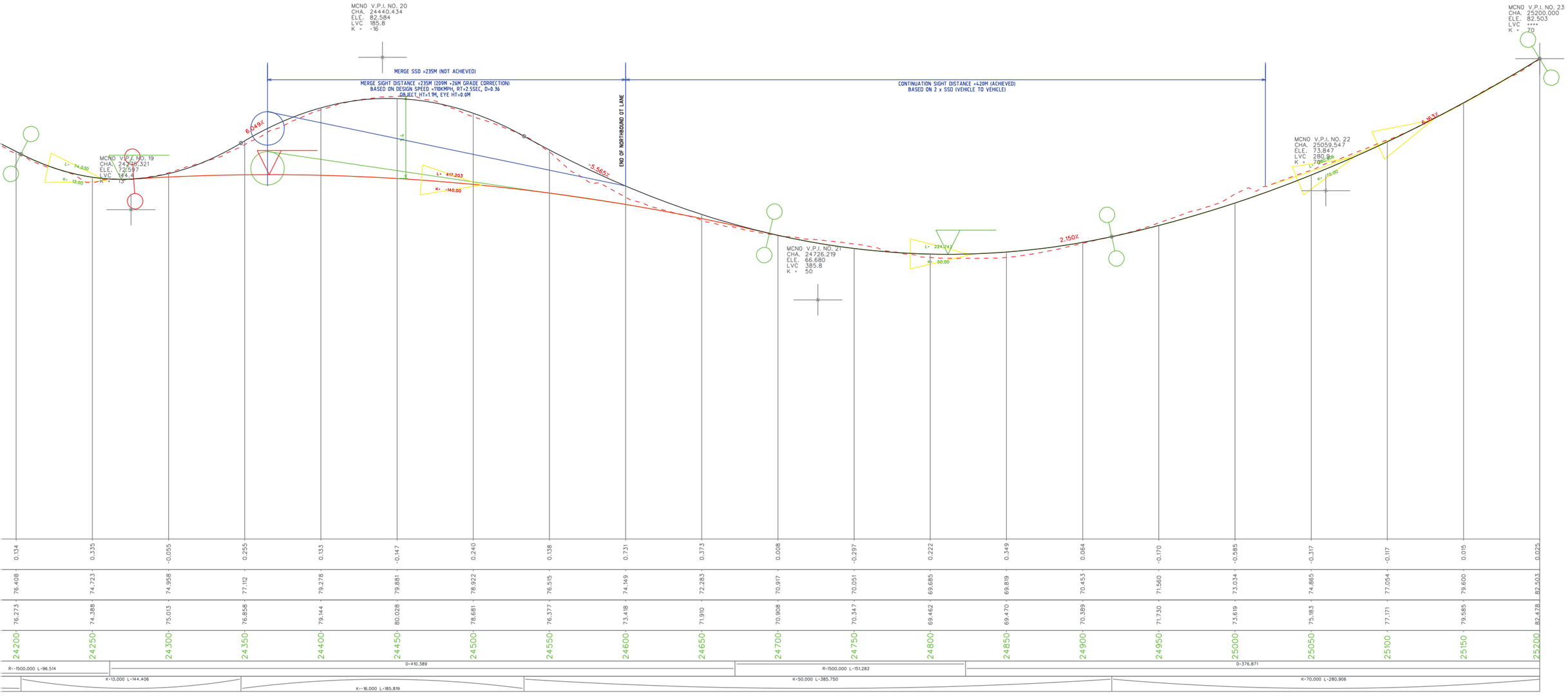
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21380	21232.05	70.589	66.515	148
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21340	21147	70.287	63.517	193
21320	21145.66	69.724	63.433	174.3
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21260	21067	68.017	60.489	193
21240	21047	67.832	59.987	193
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21140	20947	63.98	57.899	193
21120	20927	63.262	57.885	193
21100	20907	62.588	57.678	193
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21040	20847	60.718	57.185	193
21020	20827	60.1	56.923	193
21000	20807	59.563	56.845	193
20980	20787	59.164	56.891	193
20960	20767	58.846	56.913	193
20940	20747	58.777	56.855	193
20920	20727	58.759	56.741	193
20900	20707	58.516	56.554	193
20880	20687	58.397	56.263	193
20860	20667	58.179	56.204	193
20840	20647	58.05	56.181	193
20820	20627	57.771	56.089	193
20800	20607	57.747	56.088	193
20780	20587	57.808	56.011	193
20760	20567	57.789	55.779	193
20740	20547	57.708	55.56	193
20720	20527	57.572	55.452	193
20700	20507	57.396	55.302	193
20680	20487	57.087	55.139	193
20660	20467	57.126	54.91	193
20640	20447	57.057	54.752	193
20620	20427	56.981	54.493	193
20600	20407	56.966	54.167	193
20580	20387	56.799	54.015	193
20560	20367	56.623	53.814	193

20540	20347	56.412	53.824	193
20520	20327	56.324	54.019	193
20500	20307	56.155	54.314	193
20480	20287	55.976	54.485	193
20460	20267	55.747	54.577	193
20440	20247	55.568	54.497	193
20420	20227	55.263	54.283	193
20400	20207	54.972	54.261	193
20380	20187	54.892	54.39	193
20360	20167	54.68	54.768	193
20340	20147	54.754	55.124	193
20320	20127	54.999	55.436	193
20300	20107	55.315	55.77	193
20280	20087	55.411	56.006	193
20260	20067	55.497	56.155	193
20240	20047	55.324	56.15	193
20220	20039.25	55.144	56.121	180.7

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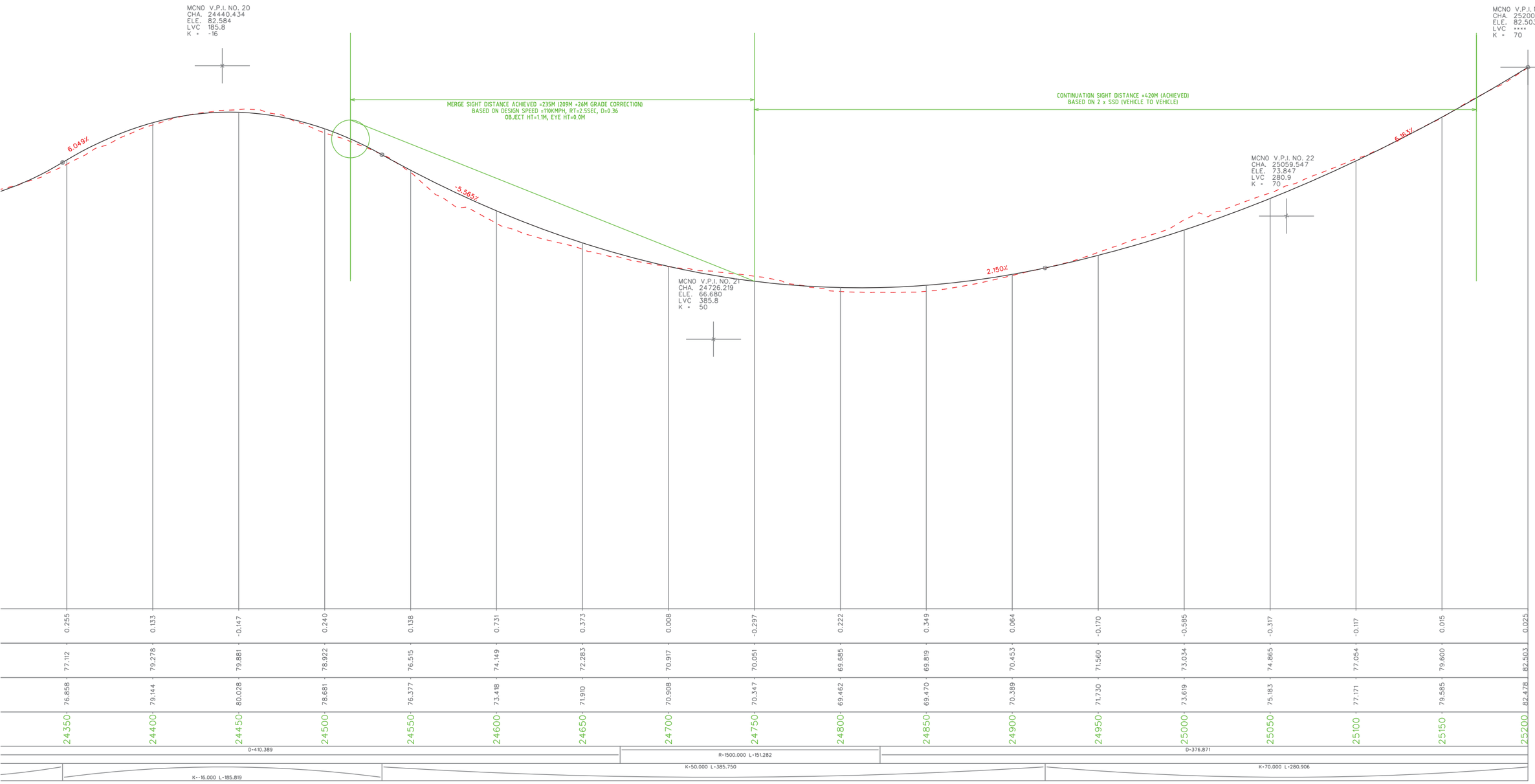
Appendix E – Sight Distance Sketches for Northbound Merge Taper Options

E1 Merge Taper at Chainage 24600


MCNO V.P.I. NO. 20
CHA. 24440.434
ELE. 82.584
LVC 185.8
K = 16
MERGE SSD =235M (NOT ACHIEVED)
MERGE SIGHT DISTANCE =235M (209M +26M GRADE CORRECTION)
BASED ON DESIGN SPEED =110KMPH, RT=2.5SEC, D=0.36
OBJECT HT=1.1M, EYE HT=0.0M
CONTINUATION SIGHT DISTANCE =430M (ACHIEVED)
BASED ON 2 x SSD (VEHICLE TO VEHICLE)
END OF NORTHBOUND DT LANE
MCNO V.P.I. NO. 23
CHA. 25200.000
ELE. 82.503
LVC ****
K = 70
MCNO V.P.I. NO. 19
CHA. 24295.321
ELE. 72.587
LVC 194.4
K = 13
MCNO V.P.I. NO. 21
CHA. 24726.219
ELE. 66.680
LVC 385.8
K = 50
MCNO V.P.I. NO. 22
CHA. 25059.547
ELE. 73.847
LVC 280.906
K = 70
L= 74.030
K= 18.00
6.149%
-5.565%
L= 417.203
K= -140.00
L= 224.747
K= 90.00
2.150%
6.433%
L= 70.00
K= 70.00
0.134 0.335 -0.055 0.255 0.133 -0.147 0.240 0.138 0.731 0.373 0.008 -0.297 0.222 0.349 0.064 -0.170 -0.585 -0.317 -0.117 0.015 0.025
76.408 74.723 74.958 77.112 79.278 79.881 78.922 76.515 74.149 72.283 70.917 70.051 69.685 69.819 70.453 71.560 73.034 74.865 77.054 79.600 82.503
76.273 74.388 75.013 76.858 79.144 80.028 78.681 76.377 73.418 71.910 70.908 70.347 69.462 69.470 70.389 71.730 73.619 75.183 77.171 79.585 82.478
24200 24250 24300 24350 24400 24450 24500 24550 24600 24650 24700 24750 24800 24850 24900 24950 25000 25050 25100 25150 25200
R=1500.000 L=96.514
D=410.389
R=1500.000 L=151.282
D=376.871
K=13.000 L=144.406
K=16.000 L=185.819
K=50.000 L=385.750
K=70.000 L=280.906

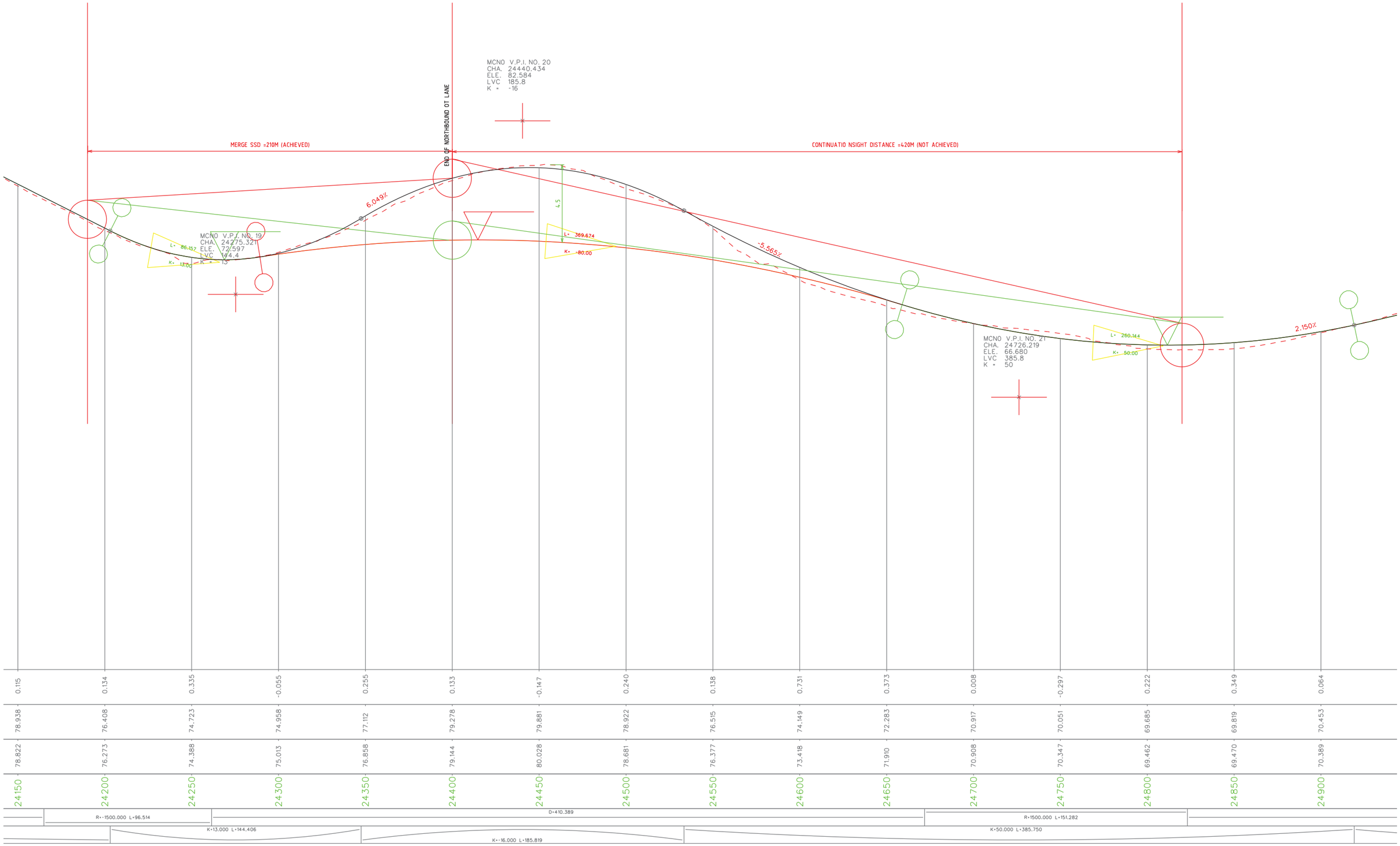
Technical Memorandum

E2 Merge Taper at Chainage 24750


MCNO V.P.I. NO. 20
CHA. 24440.434
ELE. 82.584
LVC 185.8
K = -16
MCNO V.P.I. NO. 21
CHA. 24726.219
ELE. 66.680
LVC 385.8
K = 50
MCNO V.P.I. NO. 22
CHA. 25059.547
ELE. 73.847
LVC 280.9
K = 70
MCNO V.P.I. NO. 23
CHA. 25200.000
ELE. 82.503
LVC ****
K = 70
MERGE SIGHT DISTANCE ACHIEVED =235M (209M +26M GRADE CORRECTION)
BASED ON DESIGN SPEED =110KMPH, RT=2.5SEC, D=0.36
OBJECT HT=1.1M, EYE HT=0.0M
CONTINUATION SIGHT DISTANCE =420M (ACHIEVED)
BASED ON 2 x SSD (VEHICLE TO VEHICLE)
6.049%
-5.565%
2.150%
6.163%
0.255 0.133 -0.147 0.240 0.138 0.731 0.373 0.008 -0.297 0.222 0.349 0.064 -0.170 -0.585 -0.317 -0.117 0.015 0.025
77.112 79.278 79.881 78.922 76.515 74.149 72.283 70.917 70.051 69.685 69.819 70.453 71.560 73.034 74.865 77.054 79.600 82.503
76.858 79.144 80.028 78.681 76.377 73.418 71.910 70.908 70.347 69.462 69.470 70.389 71.730 73.619 75.183 77.171 79.585 82.478
24350 24400 24450 24500 24550 24600 24650 24700 24750 24800 24850 24900 24950 25000 25050 25100 25150 25200
D=410.389
R=1500.000 L=151.282
D=376.871
K=-16.000 L=185.819
K=50.000 L=385.750
K=70.000 L=280.906

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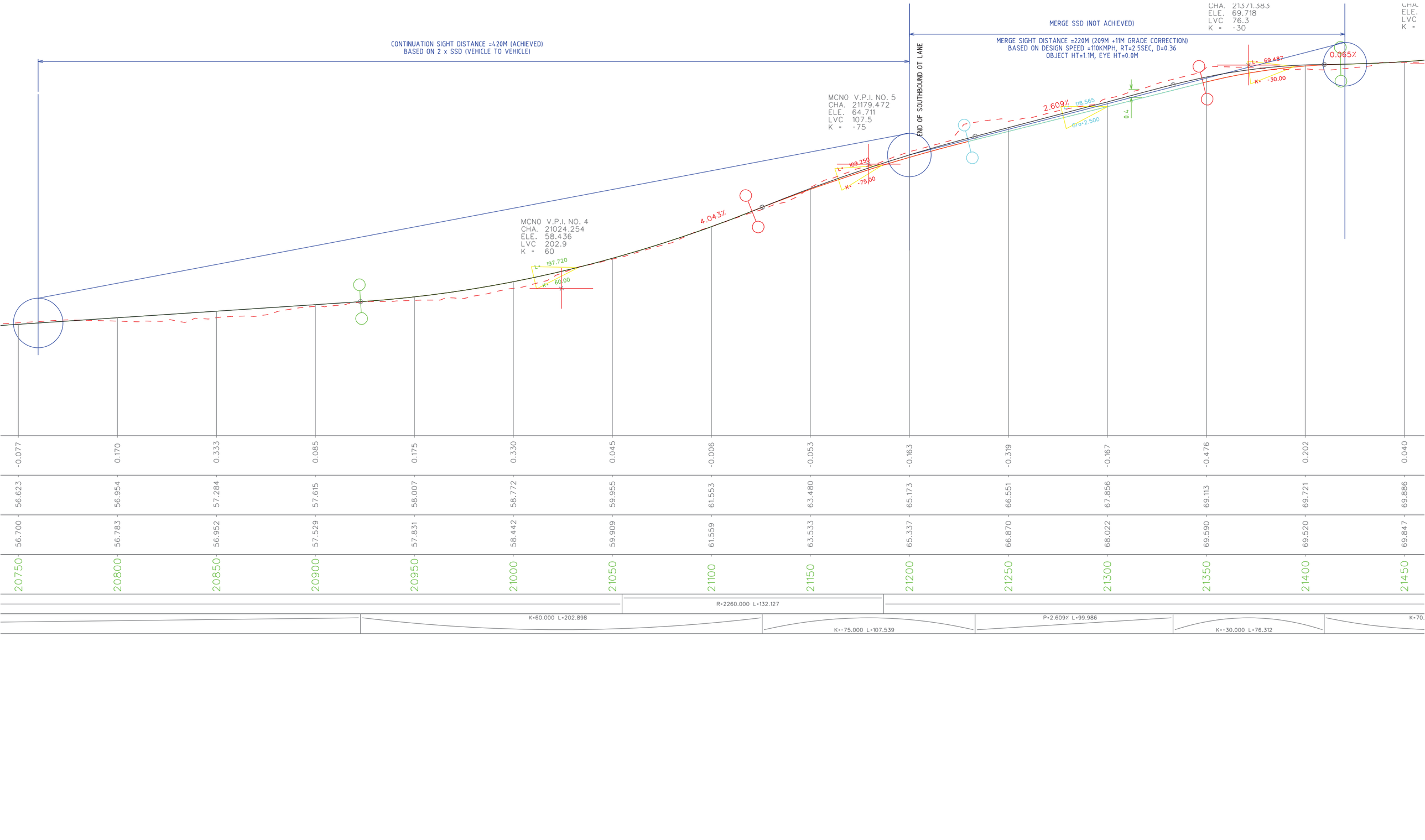
E3 Merge Taper at Chainage 24400


MCNO V.P.I. NO. 20
CHA. 24440.434
ELE. 82.584
LVC 185.8
K = -16
END OF NORTHBOUND OT LANE
MERGE SSD =210M (ACHIEVED)
CONTINUATIO NSIGHT DISTANCE =420M (NOT ACHIEVED)
6.049%
-5.565%
2.150%
4.5
MCNO V.P.I. NO. 19
CHA. 24275.321
ELE. 72.597
LVC 144.4
K = 13
L= 86.157
K= 13.00
L= 369.674
K= -80.00
MCNO V.P.I. NO. 21
CHA. 24726.219
ELE. 66.680
LVC 385.8
K = 50
L= 260.144
K= 50.00
0.115 0.134 0.335 -0.055 0.255 0.133 -0.147 0.240 0.138 0.731 0.373 0.008 -0.297 0.222 0.349 0.064
78.938 76.408 74.723 74.958 77.112 79.278 79.881 78.922 76.515 74.149 72.283 70.917 70.051 69.685 69.819 70.453
78.822 76.273 74.388 75.013 76.858 79.144 80.028 78.681 76.377 73.418 71.910 70.908 70.347 69.462 69.470 70.389
24150 24200 24250 24300 24350 24400 24450 24500 24550 24600 24650 24700 24750 24800 24850 24900
R=-1500.000 L=96.514
D=410.389
R=1500.000 L=151.282
K=13.000 L=144.406
K=-16.000 L=185.819
K=50.000 L=385.750

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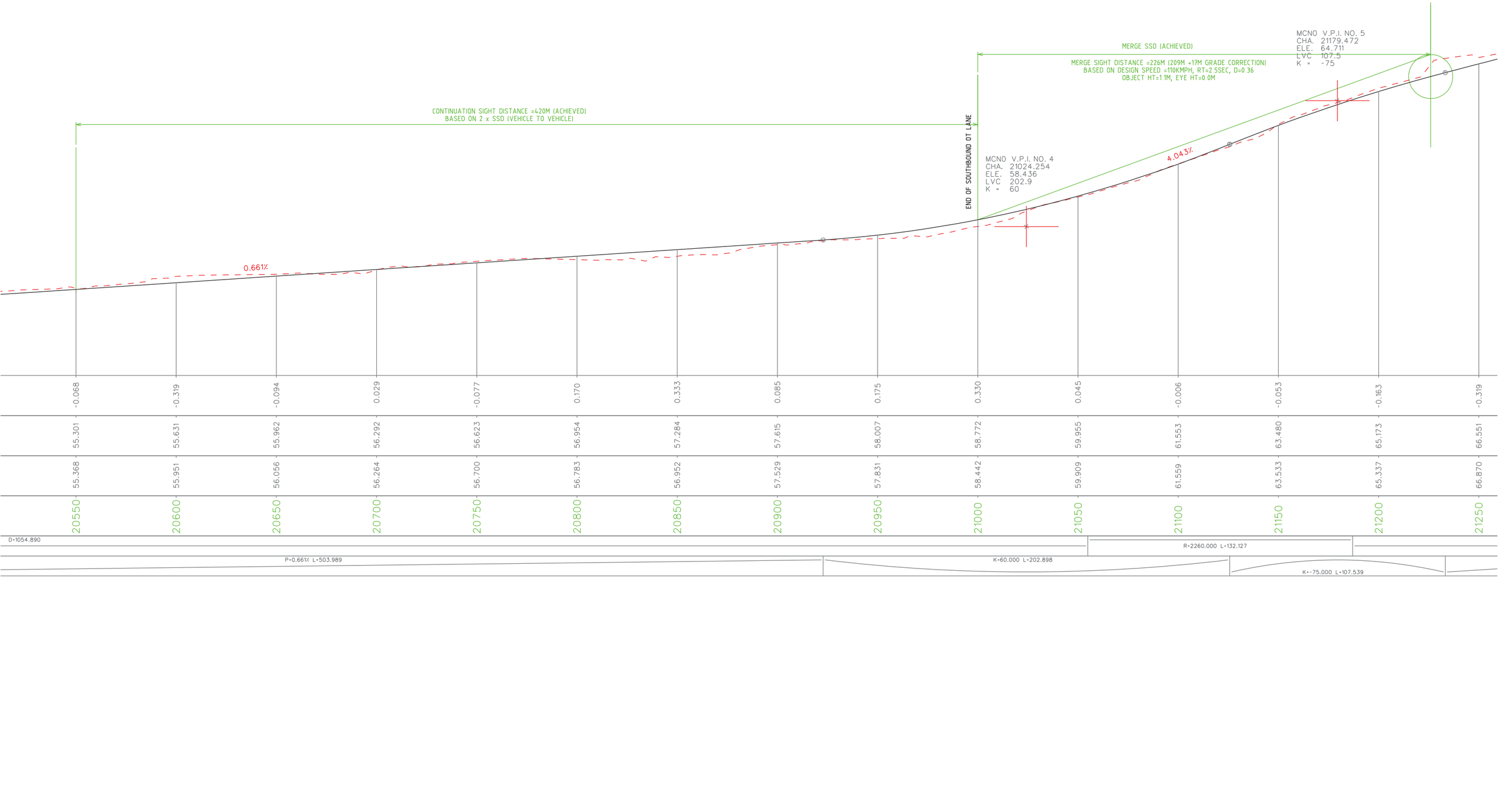
Appendix F - Sight Distance Sketches for Southbound Merge Taper Options

F1 Merge Taper at Chainage 21200


CONTINUATION SIGHT DISTANCE =420M (ACHIEVED)
BASED ON 2 x SSD (VEHICLE TO VEHICLE)
MERGE SSD (NOT ACHIEVED)
MERGE SIGHT DISTANCE =220M (209M +11M GRADE CORRECTION)
BASED ON DESIGN SPEED =110KMPH, RT=2.5SEC, D=0.36
OBJECT HT=1.1M, EYE HT=0.0M
END OF SOUTHBOUND OT LANE
MCN0 V.P.I. NO. 4
CHA. 21024.254
ELE. 58.436
LVC 202.9
K = 60
MCN0 V.P.I. NO. 5
CHA. 21179.472
ELE. 64.711
LVC 107.5
K = -75
CHA. 21371.383
ELE. 69.718
LVC 76.3
K = -30
4.043%
2.609%
0.065%
L= 197.720
K= 60.00
L= 109.250
K= -75.00
118.565
Gra=2.500
0.4
L= 69.487
K= -30.00
-0.077
0.170
0.333
0.085
0.175
0.330
0.045
-0.006
-0.053
-0.163
-0.319
-0.167
-0.476
0.202
0.040
56.623
56.954
57.284
57.615
58.007
58.772
59.955
61.553
63.480
65.173
66.551
67.856
69.113
69.721
69.886
56.700
56.783
56.952
57.529
57.831
58.442
59.909
61.559
63.533
65.337
66.870
68.022
69.590
69.520
69.847
20750
20800
20850
20900
20950
21000
21050
21100
21150
21200
21250
21300
21350
21400
21450
R=2260.000 L=132.127
K=60.000 L=202.898
K=-75.000 L=107.539
P=2.609% L=99.986
K=-30.000 L=76.312

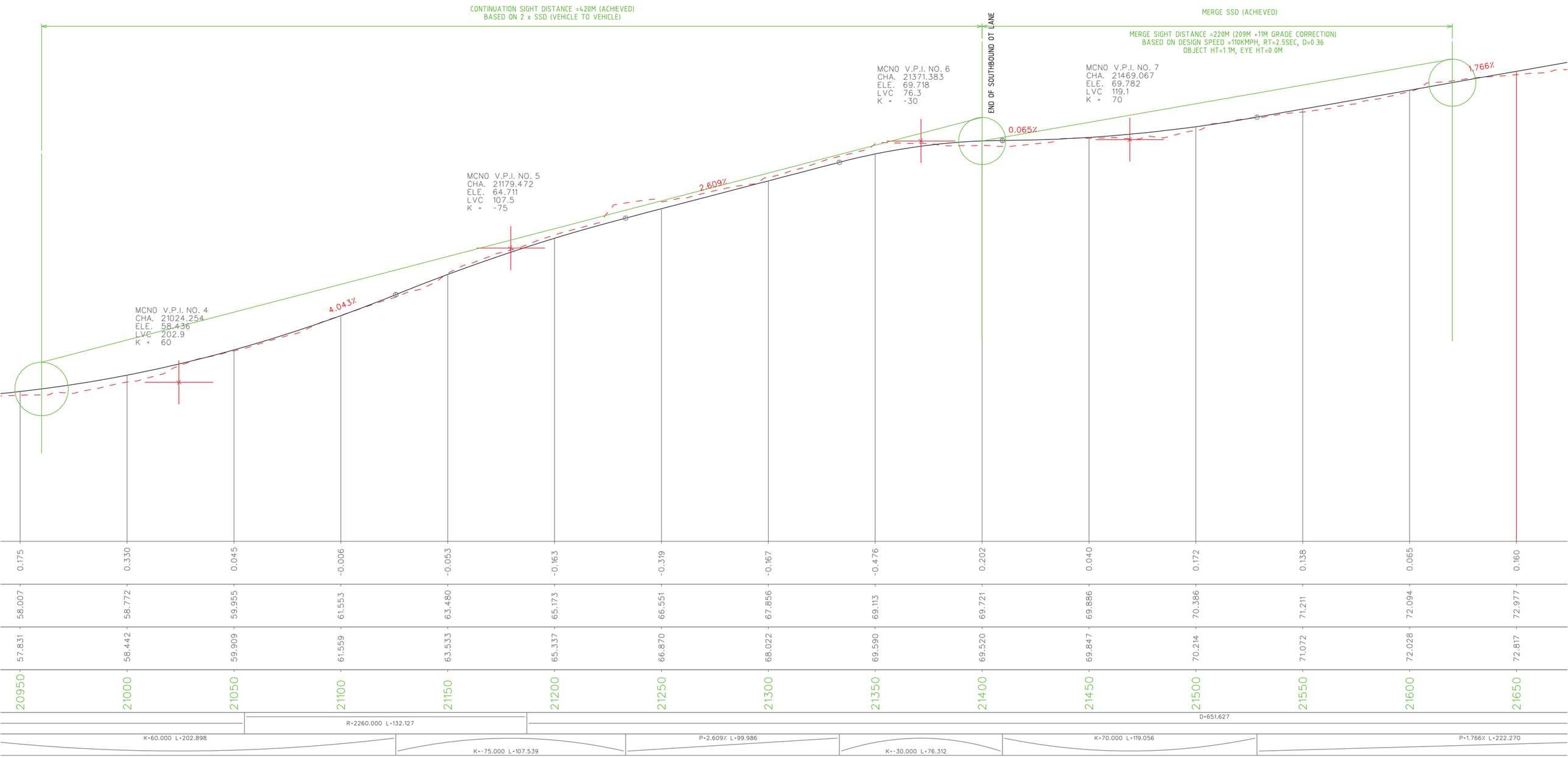
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F2 Merge Taper at Chainage 21000


CONTINUATION SIGHT DISTANCE =420M (ACHIEVED)
BASED ON 2 x SSD (VEHICLE TO VEHICLE)
END OF SOUTHBOUND OT LANE
MERGE SSD (ACHIEVED)
MERGE SIGHT DISTANCE =226M (209M +17M GRADE CORRECTION)
BASED ON DESIGN SPEED =110KMPH, RT=2.5SEC, D=0.36
OBJECT HT=1.1M, EYE HT=0.0M
MCNO V.P.I. NO. 4
CHA. 21024.254
ELE. 58.436
LVC 202.9
K = 60
MCNO V.P.I. NO. 5
CHA. 21179.472
ELE. 64.711
LVC 107.5
K = -75
0.661%
4.043%
-0.068 -0.319 -0.094 0.029 -0.077 0.170 0.333 0.085 0.175 0.330 0.045 -0.006 -0.053 -0.163 -0.319
55.301 55.631 55.962 56.292 56.623 56.954 57.284 57.615 58.007 58.772 59.955 61.553 63.480 65.173 66.551
55.368 55.951 56.056 56.264 56.700 56.783 56.952 57.529 57.831 58.442 59.909 61.559 63.533 65.337 66.870
20550 20600 20650 20700 20750 20800 20850 20900 20950 21000 21050 21100 21150 21200 21250
D=1054.890
R=2260.000 L=132.127
P=0.661% L=503.989
K=60.000 L=202.898
K=-75.000 L=107.539

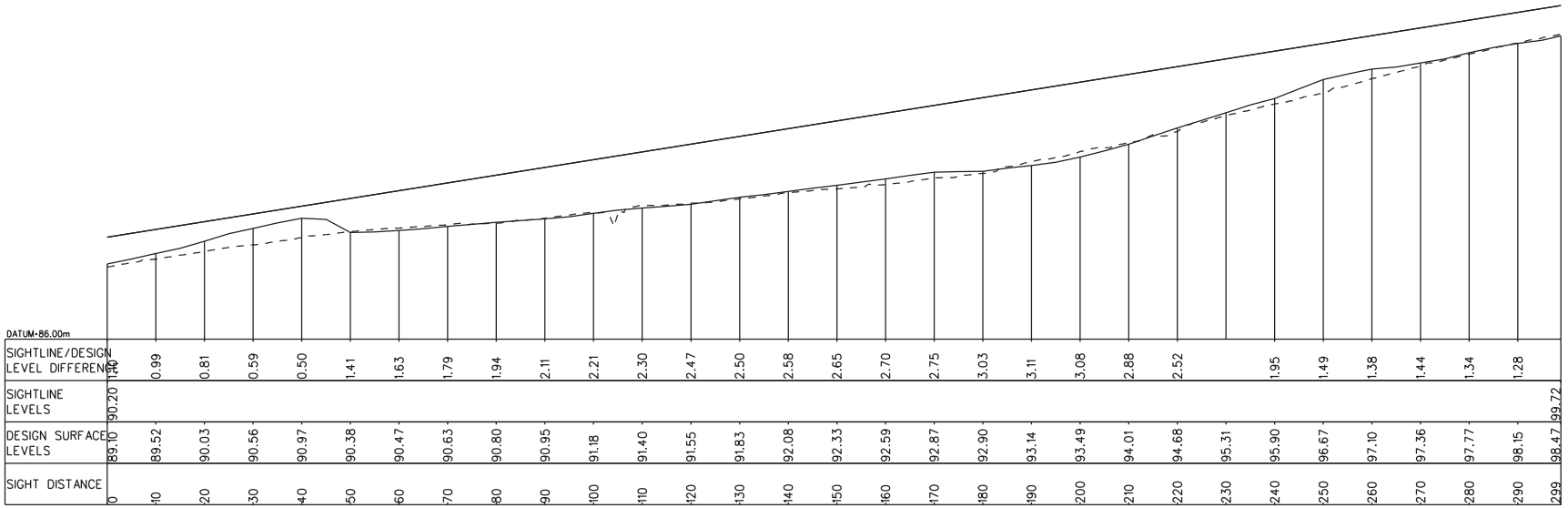
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F3 Merge Taper at Chainage 21400


CONTINUATION SIGHT DISTANCE =420M (ACHIEVED)
BASED ON 2 x SSD (VEHICLE TO VEHICLE)
END OF SOUTHBOUND OT LANE
MERGE SSD (ACHIEVED)
MERGE SIGHT DISTANCE =220M (209M +11M GRADE CORRECTION)
BASED ON DESIGN SPEED =110KMPH, RT=2.5SEC, D=0.36
OBJECT HT=1.1M, EYE HT=0.0M
MCN0 V.P.I. NO. 4
CHA. 21024.254
ELE. 58.436
LVC 202.9
K = 60
MCN0 V.P.I. NO. 5
CHA. 21179.472
ELE. 64.711
LVC 107.5
K = -75
MCN0 V.P.I. NO. 6
CHA. 21371.383
ELE. 69.718
LVC 76.3
K = -30
MCN0 V.P.I. NO. 7
CHA. 21469.067
ELE. 69.782
LVC 119.1
K = 70
4.043%
2.609%
0.065%
1.766%
0.175 0.330 0.045 -0.006 -0.053 -0.163 -0.319 -0.167 -0.476 0.202 0.040 0.172 0.138 0.065 0.160
58.007 58.772 59.955 61.553 63.480 65.173 66.551 67.856 69.113 69.721 69.886 70.386 71.211 72.094 72.977
57.831 58.442 59.909 61.559 63.533 65.337 66.870 68.022 69.590 69.520 69.847 70.214 71.072 72.028 72.817
20950 21000 21050 21100 21150 21200 21250 21300 21350 21400 21450 21500 21550 21600 21650
R=2260.000 L=132.127
D=651.627
K=60.000 L=202.898
K=-75.000 L=107.539
P=2.609% L=99.986
K=-30.000 L=76.312
K=70.000 L=119.056
P=1.766% L=222.270

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Appendix G – SISD Sketches for Oakajee Access Road at Chainage 22700



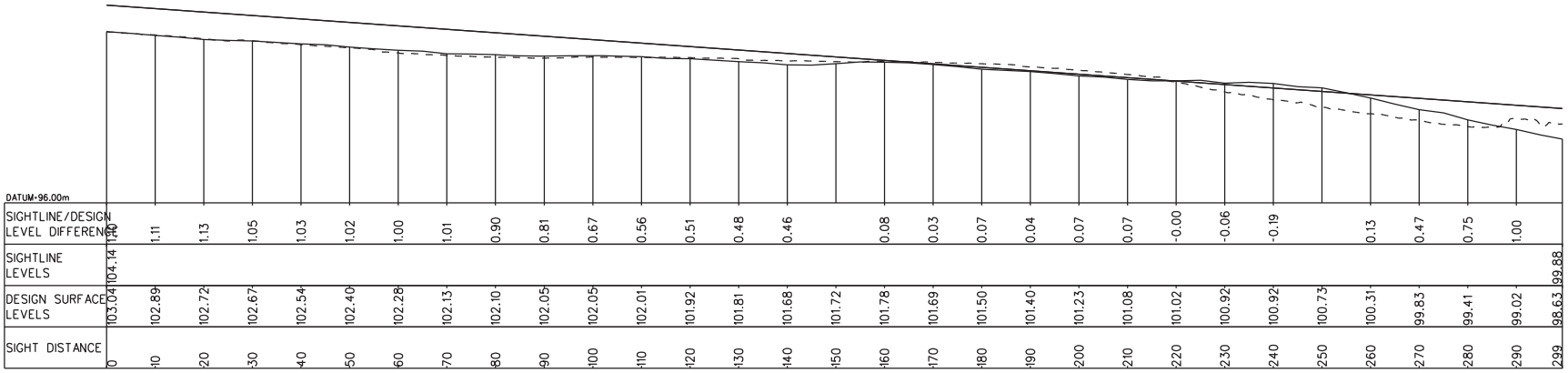
LONGITUDINAL SECTION - CONTROL LINE (MSS1)
1:500H 1:100V (A1)

OAKAJEE ROAD INTERSECTION CH.22700 - SISD TOWARDS NORTH

LONG SECTION - SISD (284M SISD WITH GRADE CORRECTION)

BASED ON DRIVER EYE HT=1.1m, APPROACH VEHICLE HT=1.25m

SCALE: 1:500 H 1:100 V(A1) DATE: 16/03/22



LONGITUDINAL SECTION - CONTROL LINE (MSS1)
1:500H 1:100V (A1)

OAKAJEE ROAD INTERSECTION CH.22700 - SISD TOWARDS SOUTH

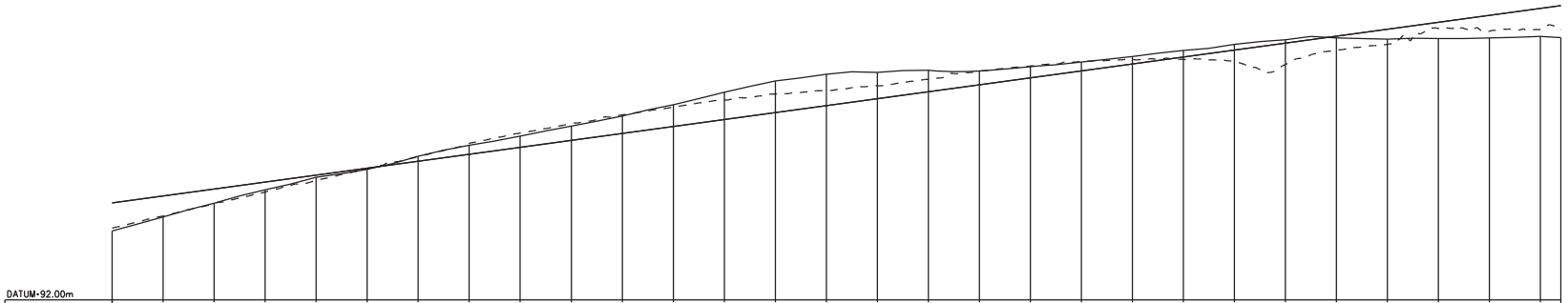
LONG SECTION - SISD (300M SISD)

BASED ON DRIVER EYE HT=1.1m, APPROACH VEHICLE HT=1.25m

SCALE: 1:500 H 1:100 V(A1) DATE: 16/03/22

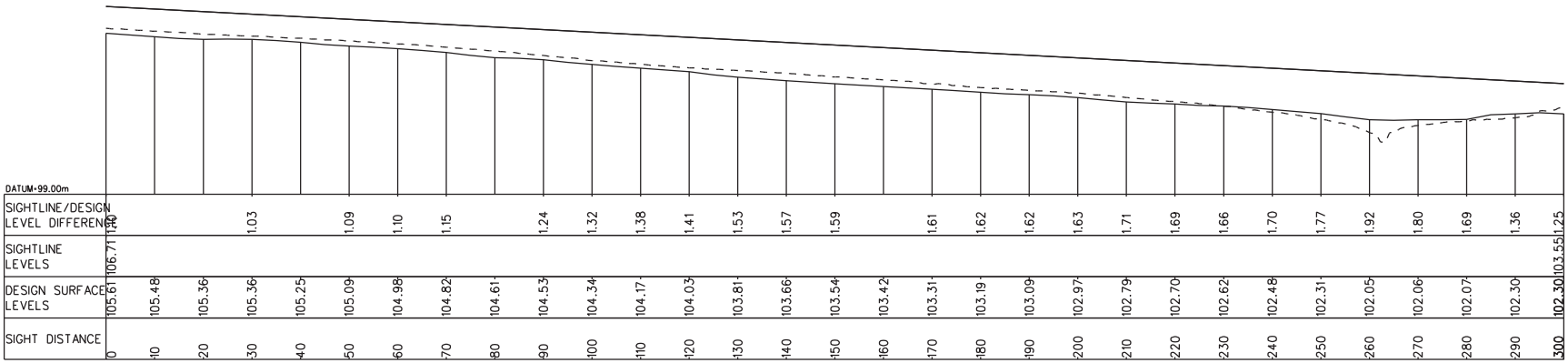
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Appendix H - SISD Sketches for Oakajee Access Road at Chainage 22900



DATUM=92.00m

| | | |



LONGITUDINAL SECTION - CONTROL LINE (MSS1)
1:500H 1:100V (A1)

OAKAJEE ROAD INTERSECTION- SISD SOUTHBOUND

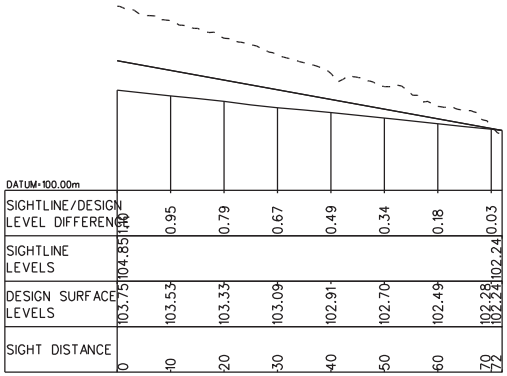
LONG SECTION - 300M SISD

BASED ON DRIVER EYE HT=1.1m, ACCESS ROAD VEHICLE HT=1.25m

SCALE: 1:500 H 1:100 V(A1) DATE: 16/03/22

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Appendix I – ASD Sketch for Oakajee Access Road at Chainage 22700



LONGITUDINAL SECTION - CONTROL LINE (MSS1)
1:500H 1:100V (A1)

OAKAJEE ROAD INTERSECTION- APPROACH SIGHT DISTANCE TO STOP LINE

LONG SECTION - ASD TO STOPLINE (72M ASD)

BASED ON DRIVER EYE HT=1.1m, OBJECT HT=0.00m

SCALE: 1:500 H 1:100 V(A1) DATE: 16/03/22

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Appendix J – SSD Report for Oakajee Access Road

ACCESS ROAD - EASTBOUND DIRECTION
STOPPING SIGHT DISTANCE CHECK

THROUGH VISIBILITY

Design Speed	80		
Date and Time	Wednesday, 16 March 2022 10:06		
Reference Model Na	DESIGN	Reference String Nar	MC00
Model to Analyse	DESIGN	Direction	Reverse Analysis
Sight Distance Requi	126	Type of Analysis	Line of Sight
Distance Measured A	Arc Length	Move Target	Yes
Eye Height	1.1	Target Height	0.2
Eye Offset	-1.75	Target Offset	-1.75
Forward String	MC00	Reverse String	MC00

Eye Position	Target Position	Eye Level	Target Level	Sight Distance Achieved
995	869	98.112	103.598	126
990	864	98.441	103.769	126
985	859	98.763	103.935	126
980	854	99.08	104.094	126
975	849	99.39	104.247	126
970	844	99.694	104.393	126
965	839	99.992	104.533	126
960	834	100.284	104.667	126
955	829	100.569	104.795	126
950	824	100.848	104.917	126
945	819	101.121	105.032	126
940	814	101.387	105.141	126
935	809	101.648	105.244	126
930	804	101.902	105.341	126
925	799	102.15	105.431	126
920	794	102.391	105.515	126
915	789	102.627	105.593	126
910	784	102.856	105.664	126
905	779	103.078	105.73	126
900	774	103.295	105.789	126
895	769	103.505	105.842	126
890	764	103.709	105.888	126
885	759	103.907	105.928	126
880	754	104.099	105.963	126
875	749	104.284	105.99	126
870	744	104.463	106.012	126
865	739	104.636	106.027	126
860	734	104.803	106.036	126
855	729	104.963	106.04	126
850	724	105.117	106.036	126
845	719	105.265	106.026	126
840	714	105.406	106.01	126
835	709	105.542	105.988	126

830	704	105.671	105.959	126
825	699	105.794	105.925	126
820	694	105.91	105.884	126
815	689	106.02	105.837	126
810	684	106.124	105.783	126
805	679	106.222	105.724	126
800	674	106.314	105.658	126
795	669	106.399	105.585	126
790	664	106.478	105.507	126
785	659	106.551	105.422	126
780	654	106.618	105.331	126
775	649	106.678	105.234	126
770	644	106.732	105.131	126
765	639	106.78	105.021	126
760	634	106.821	104.906	126
755	629	106.857	104.783	126
750	624	106.886	104.655	126
745	619	106.909	104.52	126
740	614	106.925	104.379	126
735	609	106.936	104.232	126
730	604	106.94	104.078	126
725	599	106.937	103.919	126
720	594	106.929	103.753	126
715	589	106.914	103.581	126
710	584	106.893	103.402	126
705	579	106.866	103.217	126
700	574	106.833	103.026	126
695	569	106.793	102.83	126
690	564	106.747	102.631	126
685	559	106.695	102.441	126
680	554	106.637	102.259	126
675	549	106.572	102.086	126
670	544	106.501	101.922	126
665	539	106.424	101.767	126
660	534	106.34	101.621	126
655	529	106.251	101.483	126
650	524	106.155	101.355	126
645	519	106.052	101.236	126
640	514	105.944	101.125	126
635	509	105.829	101.024	126
630	504	105.708	100.931	126
625	499	105.581	100.848	126
620	494	105.448	100.773	126
615	489	105.308	100.707	126
610	484	105.162	100.65	126
605	479	105.01	100.602	126
600	474	104.852	100.563	126
595	469	104.687	100.533	126
590	464	104.516	100.512	126
585	459	104.339	100.5	126

580	454	104.155	100.497	126
575	449	103.966	100.502	126
570	444	103.77	100.517	126
565	439	103.57	100.541	126
560	434	103.377	100.573	126
555	429	103.194	100.614	126
550	424	103.019	100.665	126
545	419	102.853	100.724	126
540	414	102.696	100.792	126
535	409	102.548	100.869	126
530	404	102.409	100.955	126
525	399	102.279	101.05	126
520	394	102.158	101.154	126
515	389	102.046	101.267	126
510	384	101.943	101.388	126
505	379	101.848	101.519	126
500	374	101.763	101.659	126
495	369	101.686	101.807	126
490	364	101.619	101.965	126
485	359	101.56	102.131	126
480	354	101.511	102.306	126
475	349	101.47	102.49	126
470	344	101.438	102.677	126
465	339	101.415	102.859	126
460	334	101.401	103.034	126
455	329	101.396	103.203	126
450	324	101.4	103.366	126
445	319	101.413	103.522	126
440	314	101.434	103.673	126
435	309	101.465	103.817	126
430	304	101.505	103.955	126
425	299	101.553	104.086	126
420	294	101.611	104.211	126
415	289	101.677	104.33	126
410	284	101.752	104.443	126
405	279	101.836	104.55	126
400	274	101.93	104.65	126
395	269	102.032	104.744	126
390	264	102.143	104.832	126
385	259	102.263	104.914	126
380	254	102.392	104.989	126
375	249	102.529	105.058	126
370	244	102.676	105.121	126
365	239	102.832	105.177	126
360	234	102.996	105.228	126
355	229	103.17	105.272	126
350	224	103.352	105.31	126
345	219	103.54	105.341	126
340	214	103.723	105.367	126
335	209	103.9	105.386	126

330	204	104.07	105.398	126
325	199	104.234	105.405	126
320	194	104.392	105.405	126
315	189	104.544	105.399	126
310	184	104.689	105.387	126
305	179	104.828	105.369	126
300	174	104.961	105.344	126
295	169	105.087	105.313	126
290	164	105.208	105.276	126
285	159	105.322	105.233	126
280	154	105.43	105.183	126
275	149	105.531	105.127	126
270	144	105.626	105.065	126
265	139	105.716	104.996	126
260	134	105.798	104.922	126
255	129	105.875	104.841	126
250	124	105.945	104.754	126
245	119	106.009	104.66	126
240	114	106.067	104.561	126
235	109	106.119	104.457	126
230	104	106.164	104.352	126
225	99	106.203	104.247	126
220	94	106.236	104.143	126
215	89	106.262	104.038	126
210	84	106.283	103.934	126
205	79	106.297	103.829	126
200	74	106.305	103.701	126
195	69	106.306	103.62	126
190	64	106.302	103.515	126
185	59	106.291	103.381	126
180	54	106.273	103.276	126
175	49	106.25	103.202	126
170	44	106.22	103.097	126
165	39	106.184	102.992	126
160	34	106.142	102.888	126
155	29	106.094	102.783	126
150	24	106.039	102.679	126
145	19	105.978	102.574	126
140	14	105.911	102.47	126
135	9	105.838	102.365	126
130	4	105.758	102.287	126

ACCESS ROAD - WESTBOUND DIRECTION
STOPPING SIGHT DISTANCE CHECK

THROUGH VISIBILITY

Design Speed	80		
Date and Time	Wednesday, 16 March 2022 10:05		
Reference Model Na	DESIGN	Reference String Nar	MC00
Model to Analyse	DESIGN	Direction	Forward Analysis
Sight Distance Requi	126	Type of Analysis	Line of Sight
Distance Measured A	Arc Length	Move Target	Yes
Eye Height	1.1	Target Height	0.2
Eye Offset	-1.75	Target Offset	-1.75
Forward String	MC00	Reverse String	MC00

Eye Position	Target Position	Eye Level	Target Level	Sight Distance Achieved
0	126	103.136	104.789	126
5	131	103.219	104.874	126
10	136	103.33	104.952	126
15	141	103.583	105.024	126
20	146	103.679	105.09	126
25	151	103.777	105.15	126
30	156	103.808	105.204	126
35	161	103.824	105.251	126
40	166	103.924	105.292	126
45	171	104.024	105.326	126
50	176	104.126	105.355	126
55	181	104.228	105.377	126
60	186	104.33	105.393	126
65	191	104.432	105.403	126
70	196	104.534	105.406	126
75	201	104.638	105.403	126
80	206	104.742	105.394	126
85	211	104.848	105.379	126
90	216	104.955	105.357	126
95	221	105.063	105.329	126
100	226	105.168	105.295	126
105	231	105.273	105.255	126
110	236	105.378	105.208	126
115	241	105.481	105.156	126
120	246	105.58	105.096	126
125	251	105.672	105.031	126
130	256	105.758	104.96	126
135	261	105.838	104.882	126
140	266	105.911	104.798	126
145	271	105.978	104.707	126
150	276	106.039	104.611	126
155	281	106.094	104.508	126
160	286	106.142	104.399	126

165	291	106.184	104.284	126
170	296	106.22	104.162	126
175	301	106.25	104.034	126
180	306	106.273	103.9	126
185	311	106.291	103.76	126
190	316	106.302	103.613	126
195	321	106.306	103.46	126
200	326	106.305	103.301	126
205	331	106.297	103.136	126
210	336	106.283	102.964	126
215	341	106.262	102.787	126
220	346	106.236	102.603	126
225	351	106.203	102.416	126
230	356	106.164	102.235	126
235	361	106.119	102.063	126
240	366	106.067	101.901	126
245	371	106.009	101.747	126
250	376	105.945	101.602	126
255	381	105.875	101.466	126
260	386	105.798	101.339	126
265	391	105.716	101.221	126
270	396	105.626	101.111	126
275	401	105.531	101.011	126
280	406	105.43	100.92	126
285	411	105.322	100.837	126
290	416	105.208	100.764	126
295	421	105.087	100.699	126
300	426	104.961	100.643	126
305	431	104.828	100.597	126
310	436	104.689	100.559	126
315	441	104.544	100.53	126
320	446	104.392	100.51	126
325	451	104.234	100.499	126
330	456	104.07	100.497	126
335	461	103.9	100.504	126
340	466	103.723	100.52	126
345	471	103.54	100.544	126
350	476	103.352	100.578	126
355	481	103.17	100.621	126
360	486	102.996	100.672	126
365	491	102.832	100.732	126
370	496	102.676	100.802	126
375	501	102.529	100.88	126
380	506	102.392	100.967	126
385	511	102.263	101.063	126
390	516	102.143	101.168	126
395	521	102.032	101.282	126
400	526	101.93	101.405	126
405	531	101.836	101.537	126
410	536	101.752	101.678	126

415	541	101.677	101.828	126
420	546	101.611	101.986	126
425	551	101.553	102.154	126
430	556	101.505	102.33	126
435	561	101.465	102.516	126
440	566	101.434	102.71	126
445	571	101.413	102.909	126
450	576	101.4	103.104	126
455	581	101.396	103.292	126
460	586	101.401	103.474	126
465	591	101.415	103.65	126
470	596	101.438	103.82	126
475	601	101.47	103.983	126
480	606	101.511	104.14	126
485	611	101.56	104.291	126
490	616	101.619	104.436	126
495	621	101.686	104.575	126
500	626	101.763	104.707	126
505	631	101.848	104.833	126
510	636	101.943	104.952	126
515	641	102.046	105.066	126
520	646	102.158	105.173	126
525	651	102.279	105.274	126
530	656	102.409	105.369	126
535	661	102.548	105.457	126
540	666	102.696	105.539	126
545	671	102.853	105.615	126
550	676	103.019	105.685	126
555	681	103.194	105.748	126
560	686	103.377	105.805	126
565	691	103.57	105.856	126
570	696	103.77	105.901	126
575	701	103.966	105.939	126
580	706	104.155	105.972	126
585	711	104.339	105.998	126
590	716	104.516	106.017	126
595	721	104.687	106.031	126
600	726	104.852	106.038	126
605	731	105.01	106.039	126
610	736	105.162	106.033	126
615	741	105.308	106.022	126
620	746	105.448	106.004	126
625	751	105.581	105.98	126
630	756	105.708	105.95	126
635	761	105.829	105.913	126
640	766	105.944	105.87	126
645	771	106.052	105.821	126
650	776	106.155	105.766	126
655	781	106.251	105.704	126
660	786	106.34	105.637	126

665	791	106.424	105.562	126
670	796	106.501	105.482	126
675	801	106.572	105.396	126
680	806	106.637	105.303	126
685	811	106.695	105.204	126
690	816	106.747	105.098	126
695	821	106.793	104.987	126
700	826	106.833	104.869	126
705	831	106.866	104.745	126
710	836	106.893	104.615	126
715	841	106.914	104.478	126
720	846	106.929	104.335	126
725	851	106.937	104.186	126
730	856	106.94	104.031	126
735	861	106.936	103.869	126
740	866	106.925	103.701	126
745	871	106.909	103.527	126
750	876	106.886	103.347	126
755	881	106.857	103.16	126
760	886	106.821	102.968	126
765	891	106.78	102.769	126
770	896	106.732	102.563	126
775	901	106.678	102.352	126
780	906	106.618	102.134	126
785	911	106.551	101.91	126
790	916	106.478	101.68	126
795	921	106.399	101.443	126
800	926	106.314	101.2	126
805	931	106.222	100.951	126
810	936	106.124	100.696	126
815	941	106.02	100.434	126
820	946	105.91	100.166	126
825	951	105.794	99.892	126
830	956	105.671	99.612	126
835	961	105.542	99.325	126
840	966	105.406	99.033	126
845	971	105.265	98.734	126
850	976	105.117	98.428	126
855	981	104.963	98.117	126
860	986	104.803	97.799	126
865	991	104.636	97.475	126

Technical Memorandum

Appendix K - Minutes of Meeting with Main Roads 3.03.22

Agenda

ARUP

Project title	Oakajee Access Road	Job number	TBA
Meeting name and number	Meeting with Main Roads - 1	File reference	MET-001
Location	Microsoft Teams	Time and date	11:00 am 2 March 2022
Purpose of meeting	Oakajee Access Road meeting with Main Roads		
Attendance	Tom Engelbrecht (DevelopmentWA) Ben Peden (JTSI) Kim Ingle (Main Roads) Louise Adamson (Main Roads) Nasima Akter (Main Roads) Mark Willson (Main Roads) Sabesh Sivapatham (Arup – PM) Nigel Scott (Arup – PD) Simon Tomizzi (Arup - PC) Scott Arbon (Arup – Transport)		
Apologies	Vaughan Brazier (DevelopmentWA)		
Circulation	Those attending		

Action

1. Introductions

2. Project Summary

Contract type for construction of this project is likely to be AS2124 – TE

Design to be completed by end of calendar year – TE

Main Roads noted road works tender pricing has increased ~15-20% over the last 12 months

3. Existing Configuration and Network Features

4. Proposed Configuration (s)

Main Roads looking to maintain or improve on existing overtaking opportunities; they noted from a network perspective, introducing 1.7km overtaking lanes from the intersection point in both

Prepared by: Sabesh Sivapatham

Date of circulation: 3/02/2022

Agenda

Project title	Job number	Date of Meeting
Oakajee Access Road	TBA	2 March 2022

		Action
	directions was acceptable, however, the details would need to be reviewed by RTE re. geometric compliance	
	Meeting with Main Roads RTE required for next week (9/03 at 11 am) to reach agreement on preferred arrangement; Arup to supply 5% design prior to meeting	Arup
	Main Roads potentially willing to remove the Heavy Vehicle Bay if the design warrants and investment in their asset is demonstrated in other ways (i.e. overtaking lanes and roadhouse)	
	Proposed roadhouse will be similar to the BP roadhouse at Carnarvon - TE	
5.	**Approvals and Permits**	
	Main Roads won't manage the environmental and heritage process	
	Main Roads Environmental representative is Ryan Hepworth; meeting with Ryan required next week to better understand processes required from Main Roads; also contact DevelopmentWA Environmental representative – Sharon Clarke	
	Likely that a works specific environmental and heritage assessment may be required	
	Early engagement with Yamatji required based on programme and Main Roads experience	
	Intersection location chosen to minimise environmental and heritage impact - TE	
6.	**Main Roads Future Plans for NWCH (Dongara – Geraldton – Northampton)**	
	The timing for the provision of final design for the DGN adjacent to the intersection is uncertain	
	Post meeting note: The design of the intersection is to ensure appropriate land / road reserve is identified for the future road - KI	
	The road network is currently RAV 8 and the intersection will be designed to accommodate a 36.5m design vehicle (potential to assess impacts of upgrading to accommodate 53.5m design vehicles)	
	Noted that Main Roads does have future plans to upgrade NWCH to RAV 10, however, at this stage the timing of this is unknown; therefore, the Access Rd / NWCH intersection may need to be upgraded in the future	
7.	**Available Supplementary Information**	

Agenda

Project title	Job number	Date of Meeting
Oakajee Access Road	TBA	2 March 2022

Action

Main Roads advised they are unlikely to have any relevant existing data

Main Roads to provide existing pavement condition reports after receiving start and end SLK's for the project extent

Feature survey, Services survey and Geotechnical investigation will be required to inform the design commencing in Phase 2

8. Programme

Programme should allow for four Main Roads Reviews with each review period requiring 2 weeks as per advice from KI; regular communication with Main Roads is critical for programme efficiency

9. Any other business

ARUP

Appendix B

5% Concept Design - Review and Verification

Road and Traffic Engineering

Design Review Report
Project Title:

Project Details

MRWA Project Manager:	Kim Ingle									
Designer:	ARUP									
Items Submitted for Review:	5% Concept Design Drawings and Memorandum									
Background Info Provided:										
Project Manager's File:										
Extent of Review:										
Status of Project:	Concept	Concept Close Out	15%	15% Close Out	85%	85% Close Out	100%	100% Close Out	IFC	IFC Close Out
Date Delivered to Reviewer:	xx/xx/2021									

Review Details

Reviewers:	Con Magriplis (CoM)								
Company:	Main Roads WA – Road and Traffic Engineering Branch								
Review Reference Number:	R xx/21								
Reviewer's File:	21/5122								
Date of Review Completion:	xx/xx/2021								
Aspects Considered:	☐ Geometry	☐ Road Safety Barriers and Fencing		☐ Drainage			☐ Traffic Engineering		☐ Signs and Pavement Marking
Design Objectives:	☒ Safety	☒ Economy		☒ Efficiency & Effectiveness			☒ Environmental Sensitivity		

Instructions for the Design Review Process

The *Reviewer* supplies **advice only** to the *Project Manager*. This review shall be conducted in accordance with MRWA Design Review Guideline (Doc. No. D16#287778). The *Project Manager* takes all risk and responsibility for each item beyond the *Designer*'s "Duty of Care" when they close out the items.

1. Main Roads WA - Road and Traffic Engineering Branch is to review the drawings/documents and provide "Reviewer Comments" in column 5 of the Design Review Table.
2. The *Project Manager* is to assess the "Reviewer Comments" and accept/reject each one. The PM can add comments in column 8 of the Design Review Table and may close out the items.
3. The *Project Manager* is to forward the remaining relevant "Reviewer Comments" to the *Designer* for the *Designer* to provide responses in column 6 of the Design Review Table.
4. The *Designer* is to forward the responses to enable close out of each of the "Reviewer Comments" to the *Project Manager*. The *Project Manager* can close out the "Designer response" at this stage in column 8.
5. The *Project Manager* is to forward the remaining (not closed out) "*Designer* Responses" to the *Reviewer* for reassessment/advice. The *Reviewer* is to reply in column 5 (refer to the colour convention) of the Design Review Table for a second or third round of comment/responses or complete the "Response Status" in column 7.
6. The *Project Manager* is to determine the final outcome of all review items and add close out comments in column 8 of the Design Review Table.
7. The *Project Manager* is to forward final outcome/close out to all "Reviewer Comments" to:
    - The *Designer* for design/amendments to proceed.
    - Road and Traffic Engineering for record keeping.
8. To ensure that all review comments are acted on, a single review table should be used for all phases of the design review process.

_____ _____

Project Manager Date

This design review is not to be considered a comprehensive design verification and may not pick-up all the issues. It therefore is not an approval of the presented design. The consultant/designer has the duty of care to ensure that the design is compliant with all the Standards and Guidelines and conforms to the requirements and intent of the design brief and agreed amendments.

Notes:

Design Review Table

Importance	**Comments & Responses**	**Response Status**
1 *Critical issue. Fatal flaw.* **2** *Moderate importance. Non-compliance.* **3** *Observation only. Minor issue.*	*For second round of comment/response use **red** text with initials & date.* *For third round use **green** text with initials & date.*	**Accepted** *If resolved* **Noted** *If designer to take responsibility* **Pending** *If necessary to see the next submission* **PM Directive** *If PM is to decide the course of action and close out*

Column 1 **Item No.**	Column 2 **Reviewer Initials**	Column 3 **Reference**	Column 4 **Importance** *Reviewer*	Column 5 **Reviewer Comments** *Reviewer*	Column 6 **Designer Response** *Designer*	Column 7 **Response Status** *Reviewer* *(Initial & Date)*	Column 8 **Comment/Close Out** *Project Manager* *(Initial & Date)*
Concept Design							
General							
1.	N/A	ROSMA Road Safety Management Systems POLICY	1	Has the ROSMA Road Trauma Reduction Process been applied to this project? **This response should be provided by the Main Roads Project Manager.**			KI 7/4 - To be actioned by Main Roads after 15% submission
2.	N/A	General	1	Has the project scope been reviewed by Road Planning Branch to verify alignment with future planning requirements? **This response should be provided by the Main Roads Project Manager.**			KI 7/4 - Yes
Geometry							
3.	CoM	286598-00-C-SKE-001-A	2	The left turn pocket into the Oakajee Access Road may mask vehicles from view on NWCH for vehicles at the hold line on the access road. Consideration should be given to changing the left turn treatment to avoid vehicle masking with the inclusion of a painted median between the through carriageway and the left turn pocket. Refer to MRWA 201931-0044 for details. This drawing is in draft form only but can be provided to the Consultant as information.	Draft drawing 201931-0044 has been provided. This drawing will be considered in the 15% design in order to provide a design that does not result in vehicles turning left into Oakajee Access Road masking vehicles from view on NWCH for vehicles at the hold line on the Access Road. Note: this may result in additional widening in the north-west quadrant of the intersection and have further impact on the Aboriginal Heritage area. Further survey of the Aboriginal Heritage area is required to understand impacts.		KI 7/4 - Draft Guideline drawing in attached email. If treatment is agreed by DWA/Arup detail to be provided at 15% review

Column 1 **Item No.**	Column 2 **Reviewer Initials**	Column 3 **Reference**	Column 4 **Importance** *Reviewer*	Column 5 **Reviewer Comments** *Reviewer*	Column 6 **Designer Response** *Designer*	Column 7 **Response Status** *Reviewer* *(Initial & Date)*	Column 8 **Comment/Close Out** *Project Manager* *(Initial & Date)*
4.	CoM	286598-00-C-SKE-001-A	2	As per MRWA Guideline Drawing 201431-0001 the southbound through lane adjacent to the right turn pocket should be 4.0m wide, rather than the 3.5m shown.	Agree. 4.0 m wide southbound lane is to be provided adjacent to the right turn pocket in the 15% design.		
5.	CoM	General	3	It would be beneficial to see typical cross sections.	Agree. Typical cross sections to be provided at the 15% design stage.		KI 7/4 - To be provided by DWA/Arup at 15% review
6.	CoM	Vertical Geometry	2	An EDD assessment will be required due to the substandard vertical crests and sags. This will ultimately require approval from MRTE, RMMW-G & EDPTS.	Noted. Approval to be sought from MRTE re. adoption of EDD criteria. Pending approval, an EDD assessment will be carried out and submitted with the 15% design submission.		KI 7/4 - To be conducted by DWA/Arup and submitted in 15% review
7.	CoM	Horizontal Geometry	2	The substandard horizontal reverse curves have been acknowledged and RTE understand the implications of trying to increase the radii to meet the absolute minimum standards, this would result in quite a major realignment. At this stage a reconstruction of this section of NWCH would be costly and difficult to construct under traffic, so widening of the existing alignment is considered acceptable until a detailed survey model has been provided and the resultant friction factors confirmed.	Noted. Upon receipt of detailed survey the resultant frictions will be confirmed and presented for discussion prior to the submission of the 15% design.		KI 4/7 - To be conducted by DWA/Arup and submitted in 15% review
8.	CoM	Overtaking Lane Lengths	3	The length of the overtaking lanes provided is considered acceptable by RTE given the constrained site.	Noted.		
9.	CoM	Merge Locations	3	RTE see no issues with the proposed merge locations.	Noted.		
10.	CoM	Parking bay	3	Is it proposed for the parking bay to be relocated elsewhere?			KI 4/7 – Not at this stage
11.	KI	Driveway	1	Identify impact/changes and treatment to all driveways and side roads within the project area (including Turning lane into Wells Road)	Noted. This will be captured in the 15% design and reporting.		
12.	KI	Seal width	2	Seal width to be 11m/11m	Noted. This will be adopted in the 15% design.		
13.	KI	Turning pocket	2	Justification of left and right turning pockets length to be included in design report	Noted. This will be captured in the 15% reporting. 213 m (142 x 1.5) turn pocket lengths have been provided based on table 2 of Main Roads Guideline drawing 201431-0001.		KI 4/7 – to be included in 15% review submission

Column 1 **Item No.**	Column 2 **Reviewer Initials**	Column 3 **Reference**	Column 4 **Importance** *Reviewer*	Column 5 **Reviewer Comments** *Reviewer*	Column 6 **Designer Response** *Designer*	Column 7 **Response Status** *Reviewer* *(Initial & Date)*	Column 8 **Comment/Close Out** *Project Manager* *(Initial & Date)*
14.	KI	Driveway / Side Roads	2	Consider the impacts to all the existing sideroads and driveways, particularly were the direction of overtaking lane has changes and there will be requirement for vehicles to stop in the 'fast lane' to turn right and near merging.	Noted. This will be captured in the 15% design and reporting.		
15% Design							
Geometry							
15.							
16.							
17.							
Road Safety Barrier and Fencing							
18.							
19.							
20.							
21.							
Drainage							
22.							
23.							
24.							
Traffic Engineering							
25.							
26.							
27.							
Signs and Pavement Marking							
28.							
85% Design							
Geometry							
29.							
30.							
31.							

ARUP

Appendix C

Main Roads Approval for Extended Design Domain Assessment

Sabesh Sivapatham

From: LANDMARK Dave (MRTE) <dave.landmark@mainroads.wa.gov.au>
Sent: Friday, 22 April 2022 3:18 PM
To: Sabesh Sivapatham
Cc: MAGRIPLIS Con (PDC); INGLE Kim (RMMW-G/A); Simon Tomizzi
Subject: RE: Seeking MRTE Approval for Base Case Criteria to Undertake EDD Assessment - Oakajee Access Road Project

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi Sabesh,

For an isolated section of road such as this I would expect the EDD assessment to look at Base and Check cases for both cars and trucks.

With respect to trucks, the report states that the intention would be for NWCH to be upgraded to RAV 10 standard, sometime in the future. Consequently. my expectation would be that any EDD assessment of the vertical geometry should be based on a Type 2 Road Train. With reference to Table A6 in GRD Part 3, footnote 2 states that "*Where it is necessary to check for the operation of Type 2 road-trains, use a coefficient of 0.26".*

Based on the above, the relevant base cases should be:

Base Case Criteria for EDD Assessment for cars

Design Speed = 110 km/h
Reaction Time = 2.0 s
Eye height = 1.1m
Object Height = 0.4m
Coefficient of Deceleration = 0.46
Stopping Sight Distance = 165m
Crest Vertical Curve K Value = 48

Base Case Criteria for EDD Assessment for trucks (Type 2 road trains)

Design Speed = 110 km/h
Reaction Time = 2.0 s
Eye height = 2.4m
Object Height = 0.8m
Coefficient of Deceleration = 0.26
Stopping Sight Distance = 244m
Crest Vertical Curve K Value = 50

The vertical crest curve K-value of 50 for trucks is the governing K-value and so should be adopted for assessment / design purposes.

Regards,

Dave Landmark
Manager Road & Traffic Engineering
Planning & Technical Services Directorate
p: +61 08 9323 5441

w: dave.landmark@mainroads.wa.gov.au







From: Sabesh Sivapatham <Sabesh.Sivapatham@arup.com>
Sent: Friday, 22 April 2022 12:54 PM
To: LANDMARK Dave (MRTE) <dave.landmark@mainroads.wa.gov.au>
Cc: MAGRIPLIS Con (PDC) <con.magriplis@mainroads.wa.gov.au>; INGLE Kim (RMMW-G/A) <kim.ingle@mainroads.wa.gov.au>; Tom Engelbrecht <Tom.Engelbrecht@developmentwa.com.au>; Simon Tomizzi <Simon.Tomizzi@arup.com>
Subject: Seeking MRTE Approval for Base Case Criteria to Undertake EDD Assessment - Oakajee Access Road Project

CAUTION: This email originated from outside of Main Roads. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi Dave,

Hope you are well.

Arup is undertaking the detailed design for the proposed Oakajee Access Road (1 km in length) which intersects with North West Coastal Highway (H007). As part of this project, we are also proposing a RAV 8 (36.5 m B-Triple) intersection and realigning two existing overtaking lanes (1x northbound and 1x southbound) along NWCH between chainage 20770 and 24980. The existing vertical geometry along NWCH is deficient, based on LiDAR data, and upgrading it to meet Normal Design Domain requirements will be costly and challenging to construct. During Main Roads review of the 5% Concept Design, the requirement for an EDD assessment, ultimately requiring approval from MRTE, RMMW-G and EDPTS, was identified. This email seeks your approval to adopt the following criteria as a Base Case in undertaking an EDD assessment for NWCH between chainage 20770 and 24980. The assessment, including further design development, will be undertaken using Digital Ground Survey data and not LiDAR data.

Base Case Criteria for EDD Assessment
Design Speed = 110 km/h
Reaction Time = 2.0 s
Object Height = 0.4 m (car)
Coefficient of Deceleration = 0.46
Crest Vertical Curve K Value =48

For your review and approval.

I have provided a link to the 5% Concept Design, accompanying technical memorandum and Main Roads 5% review (incl. designer response) for information purposes.

5% Concept Design Deliverables

If you require further information, please let me know.

Thanks,

Sabesh Sivapatham
Senior Highways Engineer | Infrastructure WA

Arup
Noongar Country
Level 14 Exchange Tower,
2 The Esplanade,
Perth, WA, 6000, Australia
d +61 8 9327 8430
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ARUP

Appendix D

Consultation with Main Roads

Agenda

ARUP

Project title	Oakajee Access Road	Job number	TBA
Meeting name and number	Meeting with Main Roads - 1	File reference	MET-001
Location	Microsoft Teams	Time and date	11:00 am 2 March 2022
Purpose of meeting	Oakajee Access Road meeting with Main Roads		
Attendance	Tom Engelbrecht (DevelopmentWA) Ben Peden (JTSI) Kim Ingle (Main Roads) Louise Adamson (Main Roads) Nasima Akter (Main Roads) Mark Willson (Main Roads) Sabesh Sivapatham (Arup – PM) Nigel Scott (Arup – PD) Simon Tomizzi (Arup - PC) Scott Arbon (Arup – Transport)		
Apologies	Vaughan Brazier (DevelopmentWA)		
Circulation	Those attending		

Action

1. Introductions

2. Project Summary

Contract type for construction of this project is likely to be AS2124 – TE

Design to be completed by end of calendar year – TE

Main Roads noted road works tender pricing has increased ~15-20% over the last 12 months

3. Existing Configuration and Network Features

4. Proposed Configuration (s)

Main Roads looking to maintain or improve on existing overtaking opportunities; they noted from a network perspective, introducing 1.7km overtaking lanes from the intersection point in both

Prepared by: Sabesh Sivapatham

Date of circulation: 3/02/2022

Agenda

Project title	Job number	Date of Meeting
Oakajee Access Road	TBA	2 March 2022

		Action
	directions was acceptable, however, the details would need to be reviewed by RTE re. geometric compliance	
	Meeting with Main Roads RTE required for next week (9/03 at 11 am) to reach agreement on preferred arrangement; Arup to supply 5% design prior to meeting	Arup
	Main Roads potentially willing to remove the Heavy Vehicle Bay if the design warrants and investment in their asset is demonstrated in other ways (i.e. overtaking lanes and roadhouse)	
	Proposed roadhouse will be similar to the BP roadhouse at Carnarvon - TE	
5.	**Approvals and Permits**	
	Main Roads won't manage the environmental and heritage process	
	Main Roads Environmental representative is Ryan Hepworth; meeting with Ryan required next week to better understand processes required from Main Roads; also contact DevelopmentWA Environmental representative – Sharon Clarke	
	Likely that a works specific environmental and heritage assessment may be required	
	Early engagement with Yamatji required based on programme and Main Roads experience	
	Intersection location chosen to minimise environmental and heritage impact - TE	
6.	**Main Roads Future Plans for NWCH (Dongara – Geraldton – Northampton)**	
	The timing for the provision of final design for the DGN adjacent to the intersection is uncertain	
	Post meeting note: The design of the intersection is to ensure appropriate land / road reserve is identified for the future road - KI	
	The road network is currently RAV 8 and the intersection will be designed to accommodate a 36.5m design vehicle (potential to assess impacts of upgrading to accommodate 53.5m design vehicles)	
	Noted that Main Roads does have future plans to upgrade NWCH to RAV 10, however, at this stage the timing of this is unknown; therefore, the Access Rd / NWCH intersection may need to be upgraded in the future	
7.	**Available Supplementary Information**	

Agenda

Project title	Job number	Date of Meeting
Oakajee Access Road	TBA	2 March 2022

Action

Main Roads advised they are unlikely to have any relevant existing data

Main Roads to provide existing pavement condition reports after receiving start and end SLK's for the project extent

Feature survey, Services survey and Geotechnical investigation will be required to inform the design commencing in Phase 2

8. Programme

Programme should allow for four Main Roads Reviews with each review period requiring 2 weeks as per advice from KI; regular communication with Main Roads is critical for programme efficiency

9. Any other business

ARUP

Appendix E

Consultation with Service Authorities

Roadhouse Power Supply

- Meeting held with DevelopmentWA / MERZ on the 14/04 to discuss how the supply to the future roadhouse fits in with the wider power supply strategy
- It was agreed between DevWA/Arup/MERZ for a separate application for the power supply to the roadhouse. It is proposed that a Western Power meter be provided adjacent their existing 33kV line with the power line to the roadhouse to be privately owned.
- Arup to lodge an application with Western Power in line with this approach (action: Arup)
- DevelopmentWA to agree appointment strategy for design/construction of privately owned powerline in lieu of Western Power construction (action: DevWA)

Sabesh Sivapatham

From: Simon Tomizzi
Sent: Wednesday, 13 April 2022 11:22 AM
To: Tom Engelbrecht; Vaughan Brazier; PEDEN, Ben
Cc: Timothy Young; Sabesh Sivapatham; Simon Thomson; Dave Morgan
Subject: RE: GEOAK 2022-04-12 Oakajee Service Station Water Supply Capacity

Hi Tom,

We spoke to Brett Coombes at Water Corporation this morning with the intention of setting up a meeting.

If this discussion is to be around the wider servicing of the future Oakajee development then we would likely need to involve the WC Strategic Planning team (@Ben– are you able to advise who JTSI have been liaising with?).

In terms of how we address the service station water supply there are two options:

1. Proceed on the assumption that tankering potable water will be adequate until a wider water supply for the site is established (Washdown facilities likely not feasible until the wider water supply is established); or

2. Assess the impacts and upgrade requirements (storage, treatment) for utilising the Geraldton to Northampton Transfer Main to supply the service station, noting that this supply may not be coordinated with the wider site servicing strategy. WC have noted that until specific water demands are identified (i.e. flow rates, volumes, water quality) their assessment on the viability of, and the conditions applicable to, the transfer main connection will be limited. Any specific requirements for the proponent would be very useful to progress this.

Happy to set-up and be involved in the Water Corporation meeting around the wider site supply once we are provided with the relevant contacts.

Let us know,

Thanks,

Simon Tomizzi
Senior Civil Engineer
MIEAust CPEng NER

Arup
Noongar Country
Level 14 Exchange Tower,
2 The Esplanade,
Perth, WA, 6000, Australia
d +61 8 9327 8390
m +61422 998 801
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From: Tom Engelbrecht <Tom.Engelbrecht@developmentwa.com.au>
Sent: Wednesday, 13 April 2022 7:35 AM
To: Vaughan Brazier <Vaughan.Brazier@developmentwa.com.au>; Simon Tomizzi <Simon.Tomizzi@arup.com>
Cc: Timothy Young <Timothy.Young@arup.com>; Sabesh Sivapatham <Sabesh.Sivapatham@arup.com>; PEDEN, Ben <Ben.PEDEN@jtsi.wa.gov.au>; Simon Thomson <Simon.Thomson@developmentwa.com.au>; Dave Morgan <Dave.Morgan@developmentwa.com.au>
Subject: Re: GEOAK 2022-04-12 Oakajee Service Station Water Supply Capacity

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Simon and Sabesh

Please setup a meeting, I away the next two weeks, but Vaughan, Ben and Dave are around if it can be soon.

Regards

Tom

From: Vaughan Brazier <Vaughan.Brazier@developmentwa.com.au>
Sent: Wednesday, April 13, 2022 7:03:28 AM
To: Tom Engelbrecht <Tom.Engelbrecht@developmentwa.com.au>; Simon Tomizzi <Simon.Tomizzi@arup.com>
Cc: Timothy Young <Timothy.Young@arup.com>; Sabesh Sivapatham <Sabesh.Sivapatham@arup.com>; PEDEN, Ben <Ben.PEDEN@jtsi.wa.gov.au>; Simon Thomson <Simon.Thomson@developmentwa.com.au>; Dave Morgan <Dave.Morgan@developmentwa.com.au>
Subject: RE: GEOAK 2022-04-12 Oakajee Service Station Water Supply Capacity

Nothing is ever easy. Need to start some serious discussions now with Water Corporation how they are going to service this site and the first stages of the planned GIA at a minimum as unrealistic that this will be desalination in the short term. It will probably need to be how can this be done off that main or extended from Geraldton network (which would be an interesting cost). Don't think we should fall over at this stage and say we will do tanks – trying to set the estate up for the future.

Might need to get Ben Peden/ JTSI involved as WC are very difficult to shift. JTSI are in deep discussions with WC on a number of matters re Oakajee and WC are aware Oakajee is a big issue for the State (WC Board is visiting Geraldton shortly).

WC comment that they have a pre-existing commitment seems to be at odds that they don't allow commercial supply off that line.

Vaughan Brazier
Manager Strategic Industrial and Asset Management

DevelopmentWA

40 The Esplanade, Perth WA 6000
T 08 9482 7579 M 0438 765 730 F +61 8 9481 0861
developmentwa.com.au

From: Tom Engelbrecht
Sent: Tuesday, 12 April 2022 12:21 PM

To: Simon Tomizzi <Simon.Tomizzi@arup.com>; Vaughan Brazier <Vaughan.Brazier@developmentwa.com.au>
Cc: Timothy Young <Timothy.Young@arup.com>; Sabesh Sivapatham <Sabesh.Sivapatham@arup.com>; PEDEN, Ben <Ben.PEDEN@jtsi.wa.gov.au>; Simon Thomson <Simon.Thomson@developmentwa.com.au>; Dave Morgan <Dave.Morgan@developmentwa.com.au>
Subject: GEOAK 2022-04-12 Oakajee Service Station Water Supply Capacity

Hi Simon

Tankering in potable water may be the only option if the Water Corp cannot service Oakajee until a desal is built. Interesting point below that the *Corporation has a pre-existing commitment to a large, single industrial user in the proposed Oakagee industrial area that will occur from around 2025 onwards and which could take up any spare capacity in the main".*

Regards

Tom
Tom Engelbrecht
Senior Development Manager

DevelopmentWA

40 The Esplanade, Perth WA 6000
T 08 9482 7803 M 045 811 6481 F +61 8 9481 0861
developmentwa.com.au

From: Simon Tomizzi <Simon.Tomizzi@arup.com>
Sent: Tuesday, 12 April 2022 11:24 AM
To: Tom Engelbrecht <Tom.Engelbrecht@developmentwa.com.au>; Vaughan Brazier <Vaughan.Brazier@developmentwa.com.au>
Cc: Timothy Young <Timothy.Young@arup.com>; Sabesh Sivapatham <Sabesh.Sivapatham@arup.com>
Subject: FW: Oakajee Service Station Water Supply Capacity

Hi Tom/Vaughan,

We have been liaising with Water Corporation in regards to a direct connection to the service station site from the existing Geraldton to Northampton transfer main.

As you can see from their advice below, this main was not intended to supply commercial users along this route. It may be possible to facilitate some upgrades (storage compounds, treatment) which would allow the water supply to be taken from here, however the current Water Corporation position is that they do not support servicing the development via this main. We will identify this as a key constraint in our Phase 1 reporting.

If it was just the roadhouse there would of course be the option of just tanking in potable water and being independent from the Water Corp network (think Billabong Roadhouse a bit further north on NWCH), however given that the site will likely require washdown facilities and there is the wider planned development of the Oakajee Site, there may need to be a coordinated supply option to be discussed with Water Corporation. I note the DWMS from 2012 proposed a potential desalination plant for the Oakajee site, however I'm assuming the roadhouse wouldn't be subject to this being built.

Just thought I would raise this as it will be a key servicing constraint to be outlined in our Phase 1 report and to see if you had any thoughts on the strategy here.

Let me know,

Thanks,

Simon Tomizzi
Senior Civil Engineer
MIEAust CPEng NER

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Noongar Country
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2 The Esplanade,
Perth, WA, 6000, Australia
d +61 8 9327 8390
m +61422 998 801
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From: Brett Coombes <Brett.Coombes@watercorporation.com.au>
Sent: Tuesday, 12 April 2022 10:36 AM
To: Sonia Westera <Sonia.Westera@arup.com>
Subject: FW: Oakajee Service Station Water Supply Capacity

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Good morning Sonia,

I have sought assessment advice from our water planners. The transfer main from Geraldton to Northampton was not designed and is not intended to supply commercial users along the route to Northampton. The pipeline was constructed with the primary purpose of transferring bulk water to the Northampton townsite tanks and potentially to Horrocks townsite at some point in the future. The Corporation's preference is therefore that direct services are not provided off the transfer main as these would potentially compromise the available capacity, or result in operational constraints.

There are a handful of restricted services to some farmlands customers that directly abut the main. These services are not to be regarded as a precedent for other users and they were provided at the time the main was built through their properties. These limited services are subject to Section 70A Service By Agreements for water quality (limited chlorine residual) and potential extended disruption of supply. These services also included installation of pressure reducing valves, on site storage tanks to store sufficient water in the event of a shutdown, a backflow prevention device, and flow through their meter is restricted to a maximum flow of 2.8 litres per minute and a maximum use of 4kl per day. This is unlikely to be adequate for a commercial operation such as a service station/truck stop which would also have firefighting requirements.

My advice at this point is that we do not support the servicing of a proposed service station off the transfer main. If your client wants to pursue this regardless, then it will need to be assessed on its merits at that time by our Building Services at the building stage and the proposal will be subject to an assessment of hydraulic capacity and operational requirements at that time. We are not able to lock away capacity in anticipation of this proposal, nor guarantee that the operating restrictions will not be more stringent in the future.

Regards

Brett Coombes
Senior Urban Planner
Development Services

From: Brett Coombes
Sent: Monday, 11 April 2022 2:35 PM
To: Sonia Westera <Sonia.Westera@arup.com>
Subject: RE: Oakajee Service Station Water Supply Capacity

Hi Sonia,

I received some initial advice from one of our water planners late Friday. There are some issues and constraints to accessing the water transfer main, including the fact that any existing farmlands service along the main are subject to Section 70A Notices for Service By Agreements that address water quality fluctuations and water supply interruptions, and a requirement that the water from the transfer main is not to be used for commercial purposes.

Also, the Corporation has a pre-existing commitment to a large, single industrial user in the proposed Oakagee industrial area that will occur from around 2025 onwards and which could take up any spare capacity in the main.

I need to have more discussions with our water panners to clarify their advice before coming back to you.

Regards

Brett Coombes

From: Sonia Westera <Sonia.Westera@arup.com>
Sent: Monday, 11 April 2022 1:37 PM
To: Brett Coombes <Brett.Coombes@watercorporation.com.au>
Cc: Timothy Young <Timothy.Young@arup.com>
Subject: RE: Oakajee Service Station Water Supply Capacity

Hi Brett,

Hope you are well.

I am following up on the email trail below (and the voicemail I left you this afternoon).
Development WA are progressing further with the proposed service station at Oakajee and are hoping for a clear view as to how the site could be serviced.
Do you have any information as to whether the Water Corporation would allow a service off the main to provide potable water to the proposed service station.

Please give me call when you have a moment, my number is 9327 8387.

Thanks,
Sonia

From: Sonia Westera
Sent: Friday, 25 March 2022 9:46 AM
To: Brett Coombes <Brett.Coombes@watercorporation.com.au>
Subject: RE: Oakajee Service Station Water Supply Capacity

Good Morning Brett,

Thanks for your reply.

We understand that the previous SIA GAP analysis you provided was aligned with the industrial site itself. This service station is proposed to sit on the intersection to the SIA to serve vehicles going to the site. Your previous email mentioned there was sufficient capacity in local water source to supply potable water for initial non-industrial initiation of the site, we were just wondering if this still stands? We understand bulk transfer main has a limit to capacity for operation reasons, we are just assessing feasibility at this stage.

Thanks very much for looking into the possibility of a service of the bulk transfer main.

Regards,

Sonia

From: Brett Coombes <Brett.Coombes@watercorporation.com.au>
Sent: Wednesday, 23 March 2022 1:23 PM
To: Sonia Westera <Sonia.Westera@arup.com>
Subject: RE: Oakajee Service Station Water Supply Capacity

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Hi Sonia,

The advice that we may have provided before concerning Oakagee was in the context of the state's long term plans for a future port related industrial area. The question you are asking about standalone service to a hypothetical service station is somewhat different and the previous advice is not relevant here.

The 375PVC main running generally alongside the NW highway is the bulk transfer main that transfers water from Geraldton to refill the Northampton tanks, approximately 40km north of Geraldton. There are likely to be operational reasons (safety, continuity of supply, water quality) that would prevent our operators (Mid-West Region) from allowing a direct service off the transfer main for a service station.

I will look into the initial question of IF we would allow a service first, before coming back to you about the size and water demands for the service station. We won't be able to provide any certainty of the capacity to provide a service until we know the detailed water demands.

Regards

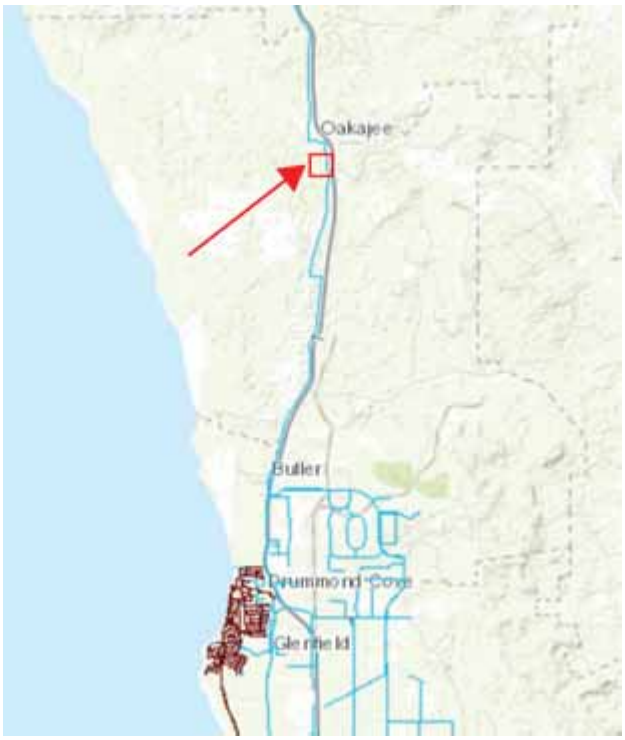
Brett Coombes
Senior Urban Planner
Development Services

From: Sonia Westera <Sonia.Westera@arup.com>
Sent: Wednesday, 23 March 2022 9:51 AM
To: Brett Coombes <Brett.Coombes@watercorporation.com.au>
Cc: Timothy Young <Timothy.Young@arup.com>
Subject: Oakajee Service Station Water Supply Capacity

Good Morning Brett,

Further to our work last year, looking at the water supply options at various SIAs throughout the state (SIA Gap Analysis), we are seeking some further information regarding the capacity of your network at the Oakajee site.

On behalf of DevelopmentWA, we are assessing water supply options for a potential service station site to be located at the eastern edge of the Oakajee SIA, directly accessible from the North West Coastal Highway (see figure below). At this stage, we do not know the water demands of the future site but it is likely to include a truck wash and have a standard service station layout.



Your previous advice from the SIA Gap Analysis work indicated that there is capacity in the local potable water network to support initial Oakajee proponents only. Are you be able to advise whether your existing network has capacity to supply this service station and if so, whether there would be any constraints to the service. Also, let us know if the forward planning for the area has changed since your previous advice.

Please let me know if you have any queries. Please forward to anyone else at the Water Corporation who is better placed to respond.

Many thanks,

Sonia Westera
Graduate Engineer

Arup
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Sabesh Sivapatham

From: Sonia Westera
Sent: Monday, 11 April 2022 2:41 PM
To: Timothy Young
Subject: FW: Oakajee Service Station Water Supply Capacity

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Tim,

See below for the reply from Brett, let me know what you think.

Thanks,
Sonia

From: Brett Coombes <Brett.Coombes@watercorporation.com.au>
Sent: Monday, 11 April 2022 2:35 PM
To: Sonia Westera <Sonia.Westera@arup.com>
Subject: RE: Oakajee Service Station Water Supply Capacity

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Sonia

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Regards

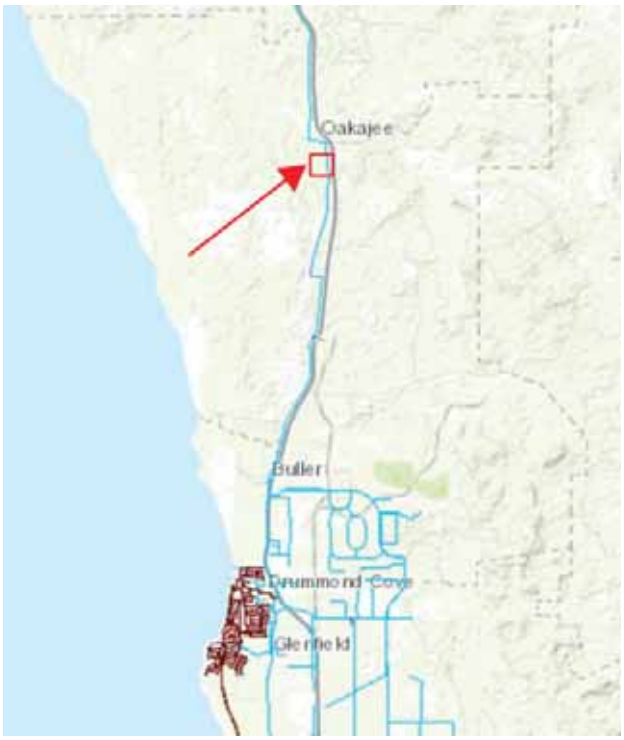
Brett Coombes
Senior Urban Planner
Development Services

From: Sonia Westera <Sonia.Westera@arup.com>
Sent: Wednesday, 23 March 2022 9:51 AM
To: Brett Coombes <Brett.Coombes@watercorporation.com.au>
Cc: Timothy Young <Timothy.Young@arup.com>
Subject: Oakajee Service Station Water Supply Capacity

Good Morning Brett,

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Please let me know if you have any queries. Please forward to anyone else at the Water Corporation who is better placed to respond.

Many thanks,

Sonia Westera
Graduate Engineer

Arup
Noongar Country
Level 14 Exchange Tower, 2 The Esplanade
Perth WA 6000
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Sabesh Sivapatham

From: Scott Ferguson <Scott.Ferguson@westernpower.com.au>
Sent: Tuesday, 26 April 2022 3:20 PM
To: Timothy Young
Cc: Simon Tomizzi
Subject: RE: [EXTERNAL] RE: Oakajee

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Thanks Tim,

That's helpful. I ask because if the load happens to sit behind a transmission constraint then we will need to manage you as a competing applicant. I'll set up some time to talk through this with you.

Kind regards

Scott Ferguson
Manager Access Solutions & Line Relocations
Customer Experience
A 363 Wellington St. Perth 6000 | **M** 0467 796351 | **T** 08 9326 6563
E scott.ferguson@westernpower.com.au

From: Timothy Young <Timothy.Young@arup.com>
Sent: Tuesday, 26 April 2022 3:06 PM
To: Scott Ferguson <Scott.Ferguson@westernpower.com.au>
Cc: Simon Tomizzi <Simon.Tomizzi@arup.com>
Subject: RE: [EXTERNAL] RE: Oakajee

Thanks Scott,

There is no proponent for the site currently so we are not able to confirm the required load size at this stage. Essentially, DevelopmentWA are looking to understand whether they could supply power to a future proponent at this site. For now, we are conservatively assuming a load range of 0.5-2MW but it may be that the facilities at the service station (and their associated loads) are shaped by the power available.

Regards,

Tim Young
Civil Engineer | Civil Infrastructure

Arup
Noongar Country
Level 14 Exchange Tower, 2 The Esplanade
Perth WA 6000
d +61 8 9327 8368
arup.com

From: Scott Ferguson <Scott.Ferguson@westernpower.com.au>
Sent: Tuesday, 26 April 2022 2:24 PM
To: Timothy Young <Timothy.Young@arup.com>
Cc: Simon Tomizzi <Simon.Tomizzi@arup.com>
Subject: RE: [EXTERNAL] RE: Oakajee

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Thanks Tim,

You're right in that we manage Transmission network but occasionally look after distribution as well. Can you confirm the load size you are considering?

Kind regards

Scott Ferguson

Manager Access Solutions & Line Relocations

Customer Experience

A 363 Wellington St. Perth 6000 | **M** 0467 796351 | **T** 08 9326 6563

E scott.ferguson@westernpower.com.au

From: Timothy Young <Timothy.Young@arup.com>
Sent: Tuesday, 26 April 2022 2:13 PM
To: Scott Ferguson <Scott.Ferguson@westernpower.com.au>
Cc: Simon Tomizzi <Simon.Tomizzi@arup.com>
Subject: [EXTERNAL] RE: Oakajee

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Hi Scott,

Thanks for getting in touch on this one. It would be great to catch up with Western Power to discuss the site.

I should note that since lodgement of the application a few weeks ago (app number 246604L9J8), the plan for servicing the site has evolved slightly and the most likely solution will involve a connection to WP's 33kV distribution line which is approximately 1km east of North West Coastal Highway at this location. Given that you typically deal with extensions of the Transmission network, are you in a position to progress this enquiry or do we need to get in contact with another team within WP?

Regards,

Tim Young
Civil Engineer | Civil Infrastructure

Arup
Noongar Country
Level 14 Exchange Tower, 2 The Esplanade
Perth WA 6000
d +61 8 9327 8368

arup.com

From: Scott Ferguson <Scott.Ferguson@westernpower.com.au>
Sent: Tuesday, 26 April 2022 1:54 PM
To: Timothy Young <Timothy.Young@arup.com>
Subject: Oakajee

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Hi Tim,

Would you like me to set up some time to discuss this one? Hopefully I haven't doubled up on it!

Kind regards

Scott Ferguson

Manager Access Solutions & Line Relocations

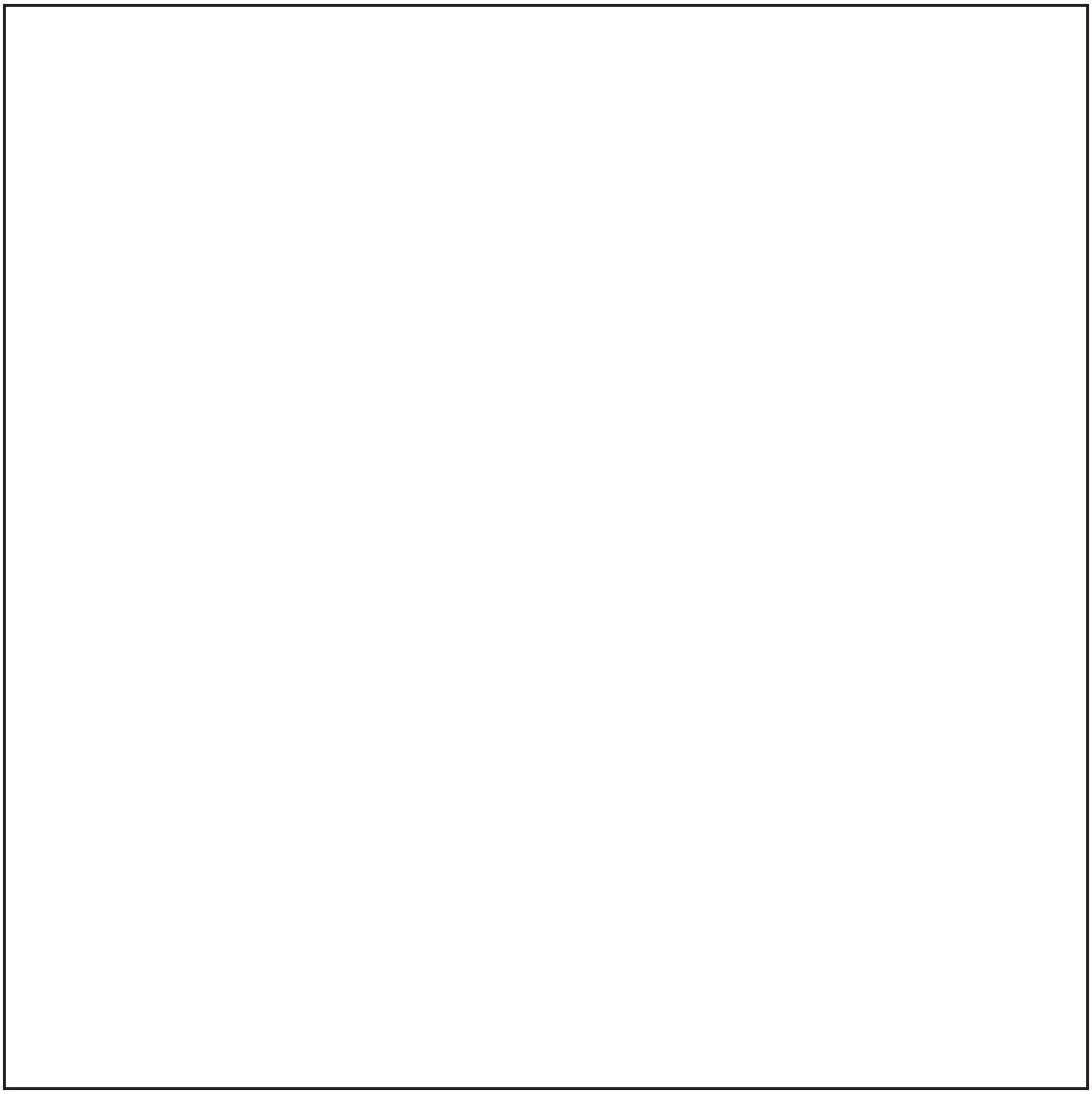
Customer Experience

A 363 Wellington St. Perth 6000 | **M** 0467 796351 | **T** 08 9326 6563

E scott.ferguson@westernpower.com.au

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westernpower.com.au



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Electricity Networks Corporation, trading as Western Power
ABN: 18 540 492 861

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Electronic mail messages entering and leaving Arup business systems are scanned for viruses and acceptability of content.

Sabesh Sivapatham

From: Western Power (No Reply) <noreply@westernpower.com.au>
Sent: Monday, 4 April 2022 5:23 PM
To: Timothy Young
Subject: Application received confirmation - N W Coastal hwy, -28.596558, 114.633256, Oakajee, 6532

Follow Up Flag: Follow up
Flag Status: Flagged

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Application received

Date: 4/04/2022

Hi Timothy Young,

Thanks for submitting your application at N W Coastal hwy, -28.596558, 114.633256, Oakajee, WA, 6532.

Your application number: WS-246604L9J8

This is what you provided us and we will work towards helping you achieve the outcome you need and will be in touch in the coming days to confirm your requirements.

Question	Answer
01 - What type of connection is this?	Commercial / Industrial
02 - What type of voltage would you like to connect too?	Transmission (66kV+)
03 - Do you want to connect a Generator to the network?	No
04 - Do you want to connect a Load to the network?	Yes

05 - Is the total amount of load or CMD at the connection point greater than 12MW?	No
06 - How much new load or CMD do you require at the connection point (kW)	2000
07 - How would you like us to assist you in preparing your connection application?	Desktop
08 - Terms and Conditions	I accept

If your application required a fee then a receipt will be issued shortly. Alternatively if your application did not have a fee as part of the initial application process, but requires one, we will issue an invoice shortly.

Kind regards,

Customer Service team



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Electricity Networks Corporation, trading as Western Power
ABN: 18 540 492 861

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Minutes

Project title	Oakajee Access Road
Job number	286598
Meeting name & number	Western Power Progress Meeting, 01
File ref	
Time and date	0900, 28 April 2022
Location	Microsoft Teams
Purpose of meeting	Process for connection application
Present	Simon Tomizzi Tim Young Scott Ferguson Sunil Sidhu
Apologies	
Circulation	Those present

Topic	Action

1. Meeting Summary

Arup provided overview of the Proposed Site and preferred connection arrangement

Western Power advised that the application should be processed via the Distribution Network Assessment Team, given the proposed connection point and anticipated load.

Western Power to provide contact (AJ) for Arup to discuss the distribution application. — SF

Western Power noted that the application will still be reviewed by the Transmission Network Assessment Team given the potential impacts to upstream supply. However it was noted that both the Geraldton and Chapman substations are at a reasonable level of capacity.

ARUP

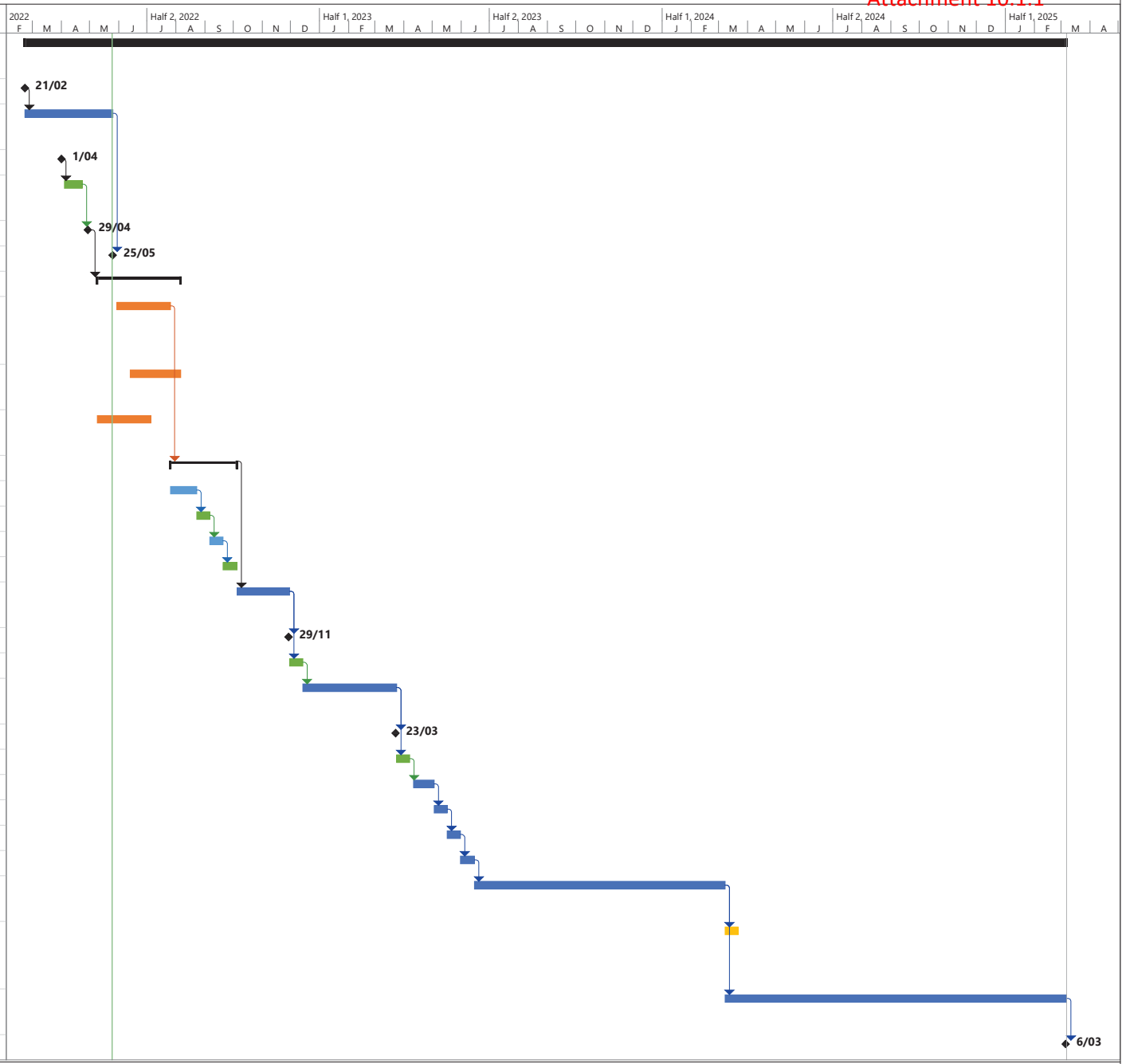
Appendix F

Programme

Attachment 10.1.1

Oakajee Access Road Project

ID	Task Name	Duration	Start	Finish
1	**Oakajee Access Road Project Timeline**	153 wks	Mon 21/02/22	Thu 6/03/25
2	Project Commencement	0 days	Mon 21/02/22	Mon 21/02/22
3	**Phase 1 - General Engineering Services and Feasibility**	13.5 wks	Mon 21/02/22	Wed 25/05/22
4	5% Concept Design Submission	0 days	Fri 1/04/22	Fri 1/04/22
5	MRWA 5% Review (including Easter public holidays)	3 wks	Mon 4/04/22	Fri 22/04/22
6	Phase 1 - Draft Deliverables Issued	0 days	Fri 29/04/22	Fri 29/04/22
7	**Phase 1 - Final Deliverables Issued**	0 days	Wed 25/05/22	Wed 25/05/22
8	Surveys and Studies	64 days	Mon 9/05/22	Fri 5/08/22
9	*Feature Survey (Ground and Utilities - critical for Phase 2) [by others]*	8 wks	Mon 30/05/22	Mon 25/07/22
10	*Geotechnical Investigations (critical for Phase 3) [under variation]*	8 wks	Mon 13/06/22	Fri 5/08/22
11	*Aboriginal Heritage Surveys [by others]*	8 wks	Mon 9/05/22	Mon 4/07/22
12	EDD Assesment and Approval	50 days	Tue 26/07/22	Tue 4/10/22
13	*Draft Submisson*	4 wks	Tue 26/07/22	Mon 22/08/22
14	*MRWA Review and Workshop*	2 wks	Tue 23/08/22	Mon 5/09/22
15	*Final Submission*	2 wks	Tue 6/09/22	Mon 19/09/22
16	*MRWA Approval Period*	2 wks	Tue 20/09/22	Tue 4/10/22
17	**Phase 2 - Engineering Planning and Preliminary Design (15%)**	8 wks	Wed 5/10/22	Tue 29/11/22
18	**Phase 2 - Deliverables Issued**	0 days	Tue 29/11/22	Tue 29/11/22
19	MRWA 15% Review	2 wks	Wed 30/11/22	Tue 13/12/22
20	**Phase 3 - Detailed Design Documentation and Tenders (85%)**	12 wks	Wed 14/12/22	Thu 23/03/23
21	**Phase 3 - Deliverables Issued**	0 days	Thu 23/03/23	Thu 23/03/23
22	MRWA 85% Review	2 wks	Fri 24/03/23	Thu 6/04/23
23	**Approved 85% Design**	3 wks	Tue 11/04/23	Tue 2/05/23
24	Tender Phase	2 wks	Wed 3/05/23	Tue 16/05/23
25	Tender Assessment	2 wks	Wed 17/05/23	Tue 30/05/23
26	Contractor Appointed	2 wks	Wed 31/05/23	Wed 14/06/23
27	**Phase 4 - Construction Contract Administration**	36 wks	Thu 15/06/23	Thu 7/03/24
28	Assessment and Handover of NB and SB Combined Overtaking and Acceleration Lanes to Main Roads	2 wks	Fri 8/03/24	Thu 21/03/24
29	**Phase 5 - Defects Liability Administration**	52 wks	Fri 8/03/24	Thu 6/03/25
30	Project Completion	0 days	Thu 6/03/25	Thu 6/03/25



25/05/2022

Task | Summary | Inactive Milestone | Duration-only | Start-only | External Milestone | Manual Progress
Split | Project Summary | Inactive Summary | Manual Summary Rollup | Finish-only | Deadline
Milestone | Inactive Task | Manual Task | Manual Summary | External Tasks | Progress

ARUP

Appendix G

Proposal for Digital Ground Survey and Underground Utilities Survey

ARUP

G.1 Proposal – HTD Surveyors & Planners

Viewland Pty Ltd a/t for the Hilson Trading Trust t/a Hille Thompson & Delfos
ABN: 30 982 363 197

24 Durlacher St, Geraldton
PO Box 820, GERALDTON WA 6531
Ph:(08) 9921 3111
Email: htdsurveys@htds.com.au
Website: www.htds.com.au

QUOTE NUMBER: Q9945c

Client Name:	Arup	Phone:	9327 8430
Address:		Email	Sabesh.Sivapatham@arup.com
Contact Name:	Sabesh Sivapatham	Your Ref No:	
Date: 11/05/22			

Oakajee Access Rd Project DGS and UUS

Dear Sabesh

Thank you for the opportunity to quote on the above and we offer the following in reply, based on several conversations and emails received between 19/04/22 – 09/05/22.

Option 1A:
Survey approx. 5km of Road Corridor along Northwest Coastal Hwy and approx. 1km of Access Rd into the Oakajee site defined by "Survey Boundary 1" providing a DGS to Main Roads Specifications and potholing for Watermain and Telstra within that Boundary delivering a UUS Class A dataset to Main Roads Specifications our fee would be **$47570exGST**.
The Fees are made up of the Following:

- Survey – Field and Office $32060
- Service locations (SSLWA) $8160
- Traffic Management (Baba Marda) $7350

Option 1B:
Survey approx. 5km of Road Corridor along Northwest Coastal Hwy and approx. 1km of Access Rd into the Oakajee site defined by "Survey Boundary 1" providing a DGS to Main Roads Specifications and GPR Service location for Watermain and Telstra within that Boundary along Northwest Coastal Hwy delivering a UUS Class B, potholing will be completed across the Proposed Access Road Corridor to providing UUS Class A to Main Roads Specifications our fee would be **$45530exGST**
The Fees are made up of the Following:

- Survey – Field and Office $32060
- Service locations (SSLWA) $6620
- Traffic Management (Baba Marda) $7350

Option 2: Additional to the above.
Survey an additional 7Ha area defined by "Survey Boundary 2" and merge with DGS and UUS data from Option 1 our fee would be **$1750exGST.**

Option 3: Additional to the above.
Manage a GPR survey and survey the findings of the area defined by "Survey Boundary 3" merging the data sets our fee would be **$2910exGST**

The above surveys would be completed by our suitably experienced Survey team and be supported by local Sub contractors for Traffic Management and Services Locations.

Indigenous Traffic Management company Barba Marda will provide traffic control for the On road surveys.
Subterrain Service Locations WA to assist with the potholing and GPR works.

Being based in Geraldton we claim consideration for Regional Preference in accordance with the Govt Buy Local Policy.

All the above fees are GST exclusive.

Hille Thompson and Delfos currently provide survey to the Main Roads WA via the Panel arrangement and therefore are fully conversant with the requirements of the DGS and UUS Standards.

Our Current workload would see us available to commence any Field Survey works during the first week of June and a rough programme would see delivery of the data some 7 weeks after the commencement of the works

We look forward to further contact.
Should you be interested in engaging us based on this fee proposal then please read and sign the following Terms and Conditions and return to our office. We would appreciate receipt of a purchase order when appropriate.

Yours faithfully,



.....
Wayne Watters
Hille Thompson & Delfos

All work/services are subject to the HTD Standard Terms of Appointment (as attached)

HILLE, THOMPSON & DELFOS

Standard Terms of Appointment

1. The fees and rates quoted above are deemed to be firm and fixed for 30 days from date of submission.
2. Hille Thompson & Delfos (HTD) shall perform the services in a timely manner to the extent that it is within its control.
3. The client shall as soon as practicable make available to HTD all information documents and other particulars relating to the client's requirements for the project.
4. The client shall as soon as practicable make arrangements to enable HTD to enter upon the site or other land as necessary to enable HTD to perform the Services.
5. The client shall advise HTD the name of the person appointed by the client to act as his/her/their representative, and agrees that the representative shall have the authority to act on behalf of the client for all purposes in respect of the agreement between HTD and the client.
6. If the client becomes aware of any matter which may change the scope or timing of the services for the project, then the client will give written notice to HTD.
7. If HTD becomes aware of any matter which may change the scope, timing, order, cost or reimbursable expenses associated with the performance of the services (including the matters referred to in clauses 13, 14 and 15), then HTD will promptly give written notice to the client.
8. The client agrees to pay HTD the fee and reimbursable expenses as provided in the agreement, at the times and in the manner agreed.
9. HTD reserves the right to request payment of any statutory fees prior to HTD becoming liable for the expense. The client shall provide payment of statutory fees to the relevant authority via cheque or electronically on invoice, as and when requested by HTD.
10. At or about the end of each agreed payment period which unless otherwise agreed shall be monthly, HTD will give to the client an account for the services performed, and for reimbursable expenses incurred during the period. The client shall pay the full amount owing in respect of each account within thirty (30) days of issue of the account.
11. Unless disputed in writing within thirty (30) days of the date of the account the amount stated on accounts shall be deemed correct and conclusive.
12. HTD shall be entitled to recover administration costs for any accounts outstanding for more than thirty (30) days and those costs shall be calculated from the date thirty (30) days after the date of the account. HTD shall also be entitled to recover any additional costs incurred as a result of any debt recovery process.
13. The fee for the agreed services has been calculated on the assumption of both parties that the services are to be provided under circumstances normally pertaining to the carrying out of the type of project in question. The parties agree that if HTD is required to perform the services in circumstances other than those normally pertaining to such a project or if there is a change in the scope, timing or order of the services, then HTD shall be entitled to additional payment of an amount which is reasonable in the circumstances.
14. If the performance of the services is delayed beyond a reasonable period for reason other than breach of agreement by HTD, the client shall pay to HTD a reasonable sum of money to cover the consequential costs and expenses suffered by HTD as a result of the delay.
15. If after the date of engagement of HTD there is any change which directly or indirectly increases or decreases the costs of reimbursable expenses incurred by HTD in performing the services then the fee and reimbursable expenses otherwise payable to HTD under this agreement shall be increased or decreased accordingly.
16. If the services include giving to the client an estimate of the likely development costs for the project or part of the project, HTD warrants only that it will exercise the reasonable skill, care and diligence of a Survey and Planning Consultancy in the preparation of its professional opinion of those costs.
17. HTD may employ such persons or companies as it may deem appropriate to assist in the performance of the agreement.
18. A notice to be served under this agreement shall be deemed to have been duly served if in writing and sent to the usual business address or the registered office of the client by mail, email or personal delivery.

I/we hereby accept HTD's fee proposal and conditions and request HTD proceed with the proposal as outlined above.

..... Q9945c

ARUP

G.2 Proposal – MNG Surveyors

11 May 2022
Our Ref: 25793pro

Arup
Level 14 Exchange Tower
2 The Esplanade
PERTH WA 6000

Attention: Sabesh Sivapatham
Senior Highways Engineer

Dear Sabesh,

RE: DIGITAL GROUND SURVEY (DGS) AND UNDERGOUND UTILITY SURVEY (UUS) – OAKAJEE ACCESS ROAD

MNG are pleased to provide a proposal to complete DGS and UUS to support Arup's design works for the Oakajee Industrial Estate. This proposal lays out a scope of feature survey along 5.2km of Northwest Coastal Highway including road reserve and free/leasehold land, 1km of the proposal Oakajee Access Road corridor and a 7ha development site. Also forming part of this fee proposal is a UUS scope with options for both QL-A (Potholing) & QL-B/C (EMI/GPR Surface Mark-up) standards.

MNG is well qualified and prepared for the works, having undertaken extensive surveys over many years through MRWA and other state road authority panel engagements and directly for Civil Engineering companies and Development WA industrial and urban estate procurements. Utilising our industry leading scanning equipment and experienced personnel, we are able to efficiently produce feature survey of the 110kph carriageways largely from the office environment, eliminating the need for lane closures and slowing of traffic. Conventional/RTK survey away from the carriageways will be required to complete a survey model to the extents outlined. Survey control survey will include establishment of minor vertical control marks and validation of existing state control in the area through GNSS and 2-way levelling.

SCOPE OF WORKS - DGS

The figure below shows the intended coverage of the feature survey model to MRWA 67-08-43 standard, consisting of:

- OPTION 1 – 5.2km of North West Coastal Highway (80m width) including carriageway, verge and partly private property AND 1km of proposed Oakajee Access Road (80m width)
- OPTION 2 – 5.2km of North West Coastal Highway (80m width) including carriageway, verge and partly private property AND 1km of proposed Oakajee Access Road (80m width) AND 7ha Development Site



Figure 1: DGS Extents (option 1 red, option 2 blue and red)

Mobile Laser Scanning

MNG will utilise its purpose-built vehicle to capture a minimum of three passes in each direction of the North West Coastal Highway and intersecting roads. The system collects measurements from laser scanner, inertial measurement unit, GNSS rover receiver and spherical camera. The configuration is pre-calibrated to couple the scanner, IMU and GNSS receiver position.

Concurrent GNSS Base occupation over known state survey control will ensure the final deliverables are horizontally conformant with ground monuments.

360° imagery is geo-tagged and will be supplied with MNG's ImageView viewing software.

Control Survey

To connect laser scans to local survey monuments, a control survey will be conducted using GNSS and 2-way levelling to validate existing marks. Coordinates of any new monuments will be supplied to Arup for use in future construction activities to enforce the relationship between the design datum and future set-out activities.

Office Processing Scanning / Feature Extraction

All scans will be aligned through calibration and application to trajectory. Upon acceptance of a relative adjustment, the external survey control is incorporated, which enables an accurate and unified point cloud, registered to Goldfields 2020 / AHD. Scan data is available if required in LAS format (Intensity attributed)

Feature Extraction / Infill Feature Survey

Features identifiable in the point cloud will be extracted to MRWA Standard 67-08-43, meeting coding, accuracy and level of detail requirements. A number of quality assurance checks will ensure smooth transition of the CAD files to the design software.

Infill survey will be conducted, locating features of the standard using total station and/or RTK survey for areas beyond the reach of laser scans. This will also include the significant areas of the proposed Oakajee Access Road and identified development site.



Figure 2: MNG's Riegl VMX-2HA Mobile Laser Scanning System

TIMING

With expedited award, MNG can complete the DGS scope of works outlined within 7 weeks of award.

FEES

Item	Fee (Exc. GST)
DGS OPTION 1	$49,150
DGS OPTION 2	$52,700

RATES FOR ADDITIONAL SERVICE (BUSINESS HOURS)

Item	Fee (Exc. GST)
Surveyor inc. equipment (Field)	$180
Project Manager	$220
Data processing	$180
Surveyor's Assistant (Field)	$119
Disbursements	Cost + 10%

Notes

- MNG assume unfettered access to the survey areas for the duration of the contract.
- Prices valid for 30 days and exclusive of GST; and
- Works completed in accordance MNG terms and conditions attached or otherwise agreed
- Significant trees only with trunk diameter >300mm will be located
- It is assumed Arup will make necessary notification of residents prior to survey

DELIVERABLES

- Feature Survey compliant with MRWA Standard 67-08-43 (genio/dwg format)
- Project Point Cloud (Tiled LAS, Intensity)
- 360° imagery and viewing software "MNG ImageView"
- Survey Control listing

SCOPE OF WORKS - UUS

MNG will provide experienced personnel and suitable equipment to complete the below:

MNG Locate:

- Travel from Perth and utilise nearby accommodation in Geraldton for the project.
- Conduct QL-B/C locate of all services within 'Boundary 1' extent – provisional cost to also conduct QL-B/C locate of all services within 'Boundary 3' extent.
- Conduct QL-A locate of Telstra and Water assets at the proposed Oakajee Access Rd crossing.
- Produce indicative PDF locate reports upon the completion of field works – to be submitted with survey deliverables.

MNG Survey:

- Travel from Perth and utilise nearby accommodation in Geraldton for the project.
- Conduct survey pickup of MNG Locate findings.
- Conduct office processing and supply digital deliverables of both survey pickup and indicative PDF locate report.

LOCATION OF WORKS



Boundary 1 Extent



Boundary 3 Extent

METHODOLOGY

MNG Locate proposes carrying out an underground utility investigation using a combination of Ground Penetrating Radar (GPR) and electro-magnetic induction (EMI) for non-destructive detection. A combination of those tools can produce a Quality Level B locate. As potholing is required, we can offer that service for a Quality Level A, as per Australian Standard Classification of Subsurface Utility Information (AS 5488.1-2019).

Underground utility locating will not take place within buildings, areas with dense vegetation such as garden beds, stepped or steep undulating areas, and areas with obstructions such as infrastructure, laydown material or parked vehicles.

Locates near or on roads / footpaths will require high level traffic management plans and rigorous traffic management to carry out the works safely and to the approval of Main Roads WA. This is to be arranged by the client.

FIELD PROCEDURE

MNG Locate utilizes a logical approach when conducting underground utility investigations:

1. Desktop study before on-site data collection – plans and existing service provider infrastructure drawings are obtained and collated - mainly DBYD and any plans given by the client. These plans are used as a reference onsite during the data collection process for annotation and recording positions

2. Logical end points investigated / pit lids – available utility covers and pit lids are opened and accessed. Pipes and conduits emanating from the pits are examined including orientation, depth and diameter.

3. Non-invasive electronic detection using Ground Penetrating Radar and Electro-magnetic locator – underground utilities are mapped to a maximum depth of 2.0m depending on local ground / soil conditions (Quality Level B/C - Tolerance: Horizontal +/- 300mm | Vertical +/- 500mm).

4. Vacuum potholing for safe exposure of underground utilities – carried out at spot locations in order to confirm and calibrate the results of the electronic detection. Exposed utilities are marked with PVC standpipe. As per the client's request a limited number of potholes to be allowed – Quality Level A - Tolerance Horizontal and Vertical +/- 50mm

5. Survey pick-up of services

VACUUM EXCAVATION (Quality Level A)

Vacuum excavation is a safe dig option that allows taking off minimal soil, exposing utilities to confirm depths and service type, to assist in locating non-conductive and conductive assets that can't be located using EMI or GPR for a variety of reasons (soil, congestion, trace wire not tracking). Vacuum excavation is often used to achieve a Quality Level A locate on a service, listed below in a summary of quality levels as set out by the Australian Standards AS5488.1-2019

ELECTRO-MAGNETIC DETECTION (Quality Level B)

Electro-magnetic detection will be carried out using vLoc-Pro 3 locator (or similar). This technology can locate metallic pipes or cables from either power frequencies emitted from the utility itself or by inducing a signal into the utility. The technique cannot detect non-metallic utilities such as concrete, clay and plastic pipes. The detection of such utilities requiring the insertion of a signal transmitter into the pipe and tracing that if access is possible. The effective depth of investigation with this technique is typically 2m in good soil conditions with depth resolution of targets being significantly reduced as depth increases.

GROUND PENETRATING RADAR (Quality Level C)

GPR data will be acquired using a Leica DS2000 data collection system (or similar). Ground coupled antennae in the mid-frequency range will be used to provide high resolution images of the subsurface to a maximum depth of 2.0-3.0m depending on subsurface conditions – see notes below. Antennae of high frequency provide high resolution data with shallow imaging depth, whilst low frequency antennae provide greater imaging depths with decreased resolution. As a result of this only larger utility are detectable at depth, with the detection of smaller utility being more difficult at depth.

Whilst the latest GPR technology is a useful tool, there is limitations due to many reasons. Pending on soil conditions non-conductive assets in PVC conduits such as gas / water / sewerage and direct buried optic fibre is difficult and, in some cases, unable to view using GPR technology. Vacuum excavation based on a Quality C Level locate will always be recommended if no data can be obtained on the target. Always proceed excavation with caution. GPR is limited in ground conditions such as: Soil with pools of water, soil after heavy rain, high salinity soil, high density soils such as clay, high mineral containing soil with iron ore.

DELIVERABLES

MNG Locate:

The results of the investigation will be marked out on site with marker spray paint showing the relevant depth and type (if known) of the identified underground utilities written alongside. Exposed utilities at potholes will be marked with a PVC standpipe showing depth and asset information.
On completion of the utility locating, an indicative PDF locate report will be produced and provided to the client with digital survey data.

MNG Survey:

Survey digital data as per clients' request.

FEE SCHEDULE

Boundary 1 Extent	COST (excl. GST)
MNG Locate	
Conduct QL-B/C locate along areas in Red cloud as shown above. Includes: Technicians Travel (Return Accom – Site), Equipment and Field Time.	$15,300
Conduct QL-A locate within Boundary 1 where proposed Oakajee Access Rd crosses. Includes: Technicians Travel (Return Accom – Site), Equipment and Field Time.	$7,650
Vacuum Trailer and Consumables.	$2,400
Project Management.	$1,380

Technician Travel (Return Perth – Geraldton) & Mobilisation.	$4,390
Technician Accommodation & LAFHA	$4,080
Sub Total:	**$35,200**
MNG Survey	
Conduct survey of located services along areas in Red cloud as shown above. Includes: Surveyors Travel (Return Accom – Site), Equipment and Field Time	$21,600
Conduct Office Processing of Field Data and Prepare Survey Deliverable.	$10,800
Technician Travel (Return Perth – Geraldton) & Mobilisation.	$1,800
Technician Accommodation & LAFHA	$3,100
Sub Total:	**$37,300**
Traffic Management Allowance	
Facilitate and Supply Traffic Management – Indicative allowance.	$25,000
Sub Total:	**$25,000**
TOTAL	**$97,500**

PROVISIONAL - Boundary 3 Extent	**COST (excl. GST)**
MNG Locate	
Conduct QL-B/C locate along areas in Green cloud as shown above. Includes: Technicians Travel (Accom – Site), Equipment and Field Time.	$3,740
Consumables	$175
Project Management.	$230
Technician Travel (Return Perth – Geraldton) & Mobilisation.	$2,690
Technician Accommodation & LAFHA	$765
Sub Total:	**$7,600**
MNG Survey	
Conduct survey of located services along areas in Green cloud as shown above. Includes: Surveyors Travel (Return Accom – Site), Equipment and Field Time	$1,800
Conduct Office Processing of Field Data and Prepare Survey Deliverable.	$900
Technician Travel (Return Perth – Geraldton) & Mobilisation.	$1,800
Technician Accommodation & LAFHA	$255
Sub Total:	**$4,755**
TOTAL	**$12,355**

Additional work outside of scope will be charged on hourly rates as follows:

MNG Locate – Locate Technician	**$170/hr**
MNG Locate – Vacuum Technician	**$130/hr**
MNG Survey – Surveyor	**$180/hr**
MNG – Project Manager	**$230/hr**

NOTES

Boundary 1 (Red):

- An allowance of ~45 potholes has been allowed for, of which are related to the Telstra and Water assets within the proposed Oakajee Access Rd extent. From a desktop study, it seems evident that approximately 3400 lineal metres of Telstra lies within the 'Boundary 1' extent; however, this length may either increase or decrease once the findings of field investigations have been conducted.

- For clarity the Fee Schedule has been broken down and shows costs associated to a QL-B/C (EMI/GPR) locate and QL-A (Potholing) of the sites - as above (QL-A based on ~45 potholes), however please note that in order to complete the QL-A works we are required to first conduct QL-B/C investigations.

- MNG are aware that the geological conditions throughout the Geraldton and Oakajee regions are poor and can result in slow/timely progression when conducting both GPR & potholing works. We believe the time estimated to complete this is reasonable, however if progress is severely hindered due to these conditions it may result in varying costs - this is to be discussed and highlighted as early as possible if encountered during site works.

- It must also be noted that during a desktop study it is evident that some of the Telstra asset within the work extent is noted as direct buried optic fibre (i.e. directly laid cable not encased within conduit). Due to the difficulties of locating optic fibre in these conditions it must be noted that we may not be successful in all instances at positively identifying these types of assets. MNG Locate technicians are both highly skilled & knowledgeable and will always attempt to positively locate all assets to the best of their abilities.

- Due to the unknown proximity between asset location and edge of road a provisional estimate has been allowed for Traffic Management. If awarded MNG will liaise with TM suppliers to establish and facilitate the requirement. MNG assumes a speed reduction to allow works to be conducted closer to the road edge will be the likely course of action.

Boundary 3 (Green):

- Provisional line item only for the QL-B/C (EMI/GPR) of assets within the proposed Oakajee Access Rd cross over.

It must also be noted that during a desktop study it is evident that some of the Telstra asset within the work extent is noted as direct buried optic fibre (i.e., directly laid cable not encased within conduit). Due to the difficulties of locating optic fibre in these conditions it must be noted that we may not be successful in all instances at positively identifying these types of assets. MNG Locate technicians are both highly skilled & knowledgeable and will always attempt to positively locate all assets to the best of their abilities.

ASSUMPTIONS

Work area accessible during normal work hours (Monday to Friday, 7am – 4pm). Any delays due to inclement weather / supervision restrictions / permits or delays that will cause work to be done outside of normal hours will incur overtime rates and a variation will be discussed, as well as an adjusted deliverable timeframe.

- No provision has been made for professional reinstatement – technicians will back fill with soil removed and move to the next area.
- No provision has been made for the removal of the pothole markers – this can be done at hourly rates
- Please note that due to the potential of heavy vegetation throughout the site we may not have clear access to all points within the scope which may result in 'gaps' within the data acquired – this will be highlighted and shown on PDF locate report.
- Due to the unknown proximity between asset location and edge of road a provisional estimate has been allowed for Traffic Management. If awarded MNG will liaise with TM suppliers to establish and facilitate the requirement. MNG assumes a speed reduction to allow works to be conducted closer to the road edge will be the likely course of action.
- As stipulated by Arup; any access to private property or within heritage land will be facilitated by Development WA prior to the commencement of MNG field works.

EXCLUSIONS

No allowance has been made for standby time arising from situations outside of MNG Locates control. Standby rates will be charged as a result of an inability to operate safely and/or record high quality data or gain access to locate area and would be initiated under (but not limited to) the following situations:

- Restrictions in accessing areas due to locked gates, site plant operations or public intervention.
- Reduction in data quality due to conditions (such as adverse weather, or geophysical background noise) preventing the collection of high-quality data suitable for processing and interpretation.
- Safety issues raised by field staff.
- On-site client requested inductions, training, audits, or safety initiatives.

AUSTRALIAN STANDARDS: CLASSIFICATION OF SUBSURFACE UTILITY INFORMATION AS5488.1-2019

Quality Level A (QL-A)
Highest level, positive identification of the utility in three dimensions at a point to an absolute spatial position. It defines the utility as verified. The utility is electronically located, potholed and confirmed. Tolerance Horizontal and Vertical +/- 50mm

Quality Level B (QL-B)
Provides only relative utility location in three dimensions with relative spatial position by tracing (EMI locating) and visual inspection of the site for evidence of pits, valves etc. Survey measurements can also be used as a method for information required. The utility is not verified as no potholing is undertaken. The utility is located from point to point with indicative information. Electronic detection (EMI) should not be used for obtaining accurate depth information due to the potential of interference from other adjacent services or due to geological conditions. Tolerance: Horizontal +/- 300mm | Vertical +/- 500mm

Quality level C (QL-C)
Provides an interpretation of the approximate location of the utility using available existing records such as DBYD plans or site records along with a visual inspection for of surface features (such as pits and valves covers). Ground Penetrating Radar (GPR), acoustic, photographic and other methods can also be used to obtain proof of the existence of an undefined service that do not utilize physical measurements of tracing that satisfy QL-B or QL-A tolerances. Tolerance: Horizontal +/- 300mm

Quality level D (QL-D)
The lowest level providing the gathering of information such as DBYD or any existing site plans showing the indicative position of the utility. No equipment used to locate, and no potholing is carried out. Broad indication of any utility presence with no site verification.

TIMING

At time of proposal submission MNG Locate currently have a ~10-week lead time on the commencement of new projects – the lead time must be considered when reviewing this proposal

We thank you for the opportunity to provide you with this quotation. We look forward to your response. Please don't hesitate to contact me on 6436 1599 if any have any questions.

Kind regards,



RYAN CRIBB
Project Manager (Scanning)

11 May 2022
Our Ref: 25793pro

Arup
Level 14 Exchange Tower
2 The Esplanade
PERTH WA 6000

Attention: Sabesh Sivapatham
Senior Highways Engineer

Dear Sabesh,

ENGAGEMENT LETTER
DIGITAL GROUND SURVEY (DGS) AND UNDERGOUND UTILITY SURVEY (UUS) – OAKAJEE ACCESS ROAD

Should you wish to proceed to engage our firm we would appreciate you returning a signed copy of this letter.

On return of the signed "Engagement Letter" this Proposal forms part of the "Entire Agreement" as defined in the "Engagement Terms"

	Please complete contact details for billing purposes
	Company Name or Individual:
	ACN:
Authorising Signature	Contact:
	Postal Address:
	Email:
	Telephone:
	Mobile:
Date	

Kind regards,



Ryan Cribb
Project Manager

SHORT FORM ENGAGEMENT TERMS

BACKGROUND

A. The Client wishes to engage MNG to provide the Services to the Client.

B. MNG has agreed to provide the Services to the Client upon and subject to the following terms and conditions.

NOW THE PARTIES AGREE as follows:

1. DEFINITIONS

Unless otherwise required by the context or subject matter:

Agreement means this agreement including any Proposal or annexure to it;

Australian Consumer Law means Schedule 2 of the *Competition and Consumer Act 2010* (Cth);

Business Day means a day that is not a Saturday, Sunday or public holiday in the jurisdiction where the majority of the Services are carried out by MNG;

Composition with Creditors is an agreement between a financially pressed debtor and two or more creditors whereby a specific partial payment is divided pro rata among the creditors in full satisfaction of their claims.

Due Date has the meaning given in clause 5;

Fee means the fee set out in, and to be paid to MNG in accordance with the Proposal;

GST Act means the *A New Tax System (Goods and Services Tax) Act 1999* as amended from time to time;

GST has the meaning attributed in the GST Act;

Invoice means each invoice issued by MNG to the Client for Services provided or to be provided;

IPR means any intellectual property rights, whether arising at common law, in equity or under statute, including but not limited to:

(i) patents, copyright (including but not limited to rights in any software), rights under the Circuit Layouts Act 1989 (Cth) (and equivalent rights outside Australia in circuit layouts), database rights, copyright works under the Copyright Act 1968, registered and unregistered designs and other industrial property, trade marks, inventions and any right to have any confidential information kept confidential; and

(ii) any licence or other application or right to use, to grant the use of or apply for registration of, any of the above intellectual property rights.

Permitted Use means the use of the Products by the Client in the ordinary course of business and at all times excludes the distribution, transfer, sale, sub-licensing or passing of possession of the Products (in whole or in part) for the purpose of direct commercial benefit or gain by the Client;

Products means plans, files, documents, surveys, imagery, scans, maps, output, know-how and/or products (individually or collectively) howsoever produced in or in connection with the provision of the Services and includes all associated IPR;

Proposal means a written offer (including email) to conduct specified work;

Services means the services set out in the Proposal.

2. INCORPORATION OF BACKGROUND

This Agreement includes the Background clauses (above).

3. THE SERVICES

a) In consideration for the payment of the Fee MNG agrees, on the terms of this Agreement, to provide the Services.

b) If the Client does not sign and return a copy of this Agreement to MNG, but the Client gives MNG instructions to perform the Services, the Client will accept this Agreement by conduct.

4. OWNERSHIP AND LICENCE TO USE THE PRODUCTS

a) Subject to the terms of this Agreement including payment by the Client of the Fee, MNG grants to the Client a perpetual, non-exclusive, non-transferable licence to use the Products for the Permitted Use (**Licence**).

b) Notwithstanding the Licence, the Products shall remain the property of MNG.

c) The Licence is only granted to the Client. The Client must not transfer, resell, assign or sublicense any Product or any rights under the Licence unless the Client obtains the prior written consent of MNG.

d) The obligations under this clause 4 shall survive termination of this Agreement.

5. TERMS OF PAYMENT

a) Subject to any special terms of payment specified in the Proposal or otherwise agreed in writing by MNG, the Client agrees to pay each Invoice in full within thirty (30) days from receipt of the Invoice (**Due Date**).

b) Unless otherwise stated, the Fee does not include GST.

c) The Client shall pay to MNG, in addition to the Fee, an amount equivalent to any GST or equivalent tax payable by MNG at the prevailing statutory rate in relation to the supply of the Services.

6. DEFAULT OF PAYMENT

If payment for Services is not made by the Due Date MNG may:

a) retain all Products (including documents prepared for lodgement) in MNG's possession;

b) charge interest on any overdue amount at the rate of 10% per annum, calculated and payable daily from the Due Date until the Invoice is paid in full;

c) charge the Client for all of the costs and expenses incurred by MNG in the recovery of the overdue amounts;

d) recover the outstanding balance of any outstanding Invoices and all associated costs (including interest) as a debt owing to MNG by the Client; and/or

e) terminate the Agreement pursuant to clause 8.

7. MNG WARRANTIES

MNG represents and warrants that it:

a) will complete the Services in a professional, competent and timely manner;

b) has fully considered the scope of works required for the provision of Services and that it and its staff have the knowledge, skill, experience and capacity to provide the Services in accordance with this Agreement;

c) holds all professional qualifications or licenses necessary to carry out the Services;

d) has procedures in place to comply with all of its obligations under relevant occupational health and safety legislation; and

e) will not knowingly infringe any intellectual property rights of a third party during the performance of this Agreement.

8. TERMINATION

MNG may by notice in writing to the Client terminate this Agreement if:

a) the Client fails to perform or observe any of the covenants or provisions of this Agreement and (if capable of remedy) such default continues for more than five (5) Business Days after notice in writing from MNG requiring the Client to remedy the same;

b) the Client, or any guarantor of the Client, negotiates for or enters into a Composition with Creditors generally;

c) being an individual the Client dies, becomes permanently incapacitated, or has a trustee appointed;

d) being an individual the Client is served with a receiving order or commits any act of insolvency;

e) being a body corporate or other legal person, the Client or any guarantor of the Client calls any meeting of its creditors or has a liquidator, provisional liquidator, official manager, mortgagee's agent, receiver or administrator of all or any of its assets appointed or enters into any liquidation (or commits any other act of insolvency); or

f) the financial position of the Client, or some other fact or circumstance, leads MNG to believe on reasonable grounds that the Client is likely to materially fail to complete its obligations under this Agreement.

9. CONSEQUENCE OF TERMINATION

If the Agreement is terminated under clause 8:

a) the Licence immediately terminates and the Products will no longer be available for the Client's use;

b) the Client must immediately destroy, delete or return to MNG all Products; and

c) all accounts for Services rendered up to the time of termination are immediately due and payable to MNG.

10. COMPLETION OF THE SERVICES

MNG may require the Client to sign a certificate evidencing the completion of the Services.

11. FORCE MAJEURE

If by reason of any fact, circumstance, matter or thing beyond the reasonable control of MNG or the Client either is unable to perform in whole or in part any obligation under this Agreement then:

a) that party is relieved of that obligation under this Agreement to the extent and for the period that it is unable to perform such obligation; and

b) that party will not be liable to the other party to this Agreement for failure to perform such obligation to the extent and for the period of non-performance contemplated by this clause 11.

12. EXCLUSION OF LIABILITY

a) To the maximum extent permitted by law, MNG shall not be liable for, and excludes liability for, any loss (including indirect, special, incidental or consequential loss) or damage or injury of any kind whatsoever caused to the Client or its customers arising from or in connection with the Services whether such loss or damage was caused by an act, default, omission or negligence by MNG or otherwise.

b) The Australian Consumer Law may give to the Client certain guarantees. Where liability for breach of any such guarantee cannot be excluded or limited pursuant to clause 12(a), MNG's maximum liability to the Client, whether in contract, tort (including negligence) or otherwise arising from or in connection with the Services for any costs, losses, claims, damages, expenses or proceedings incurred or suffered by the Client or its customers will be limited in aggregate to:

(i) the net proceeds recovered by MNG under the insurance policies described at clause 13; or

(ii) one million dollars ($1,000,000);

(iii) the Fee,

whichever is the lesser.

13. INSURANCE

MNG shall maintain at all times during the provision of the Services the following insurance policies (or comparable policies)

- Professional Indemnity Insurance;
- Public and Products Liability Insurance;
- Motor Fleet Insurance; and
- Workers' Compensation and cover for common law claims.

Certificates of Currency are available on request.

14. WAIVER

If MNG waives any breach of this Agreement by the Client, this will not constitute a waiver of any other breach. No waiver will be effective unless made in writing.

15. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties with respect to the supply of the Services.

16. COUNTERPARTS

This Agreement may be executed in any number of counterparts.

17. ALTERATION OF TERMS

A variation of any term of this Agreement must be in writing and signed by the parties.

18. MEDIATION

Any dispute arising in connection with this Agreement, which cannot be settled by negotiation between the parties, shall be submitted to mediation before commencement of any litigation, to a mediator appointed by the Chairperson of the Resolution Institute.

19. NOTICES

All notices given under this Agreement shall be in writing and shall be sent, or hand delivered, to an address of the recipient as set out in the Proposal, or such other address as has been notified by the party in writing.

a) A notice delivered by hand is deemed to have been delivered immediately.

b) A notice sent by post is deemed to have been delivered four (4) Business Days after posting.

c) It is acknowledged that, while the parties may communicate by email and facsimile, notices under this Agreement are only valid if they are posted or delivered by hand pursuant to this clause 19.

20. SEVERABILITY

If any part of this Agreement is found to be void, unlawful, or unenforceable then that part will be deemed to be severed without affecting the validity and enforceability of the remaining provisions.

21. ASSIGNMENT

MNG shall be entitled to transfer or assign this Agreement. The Client shall not transfer or assign this Agreement without MNG's prior written consent.

22. INCREASE IN ACCORDANCE WITH CONSUMER PRICE INDEX

a) In this clause 22, **CPI** means the weighted average of the All Groups Price Index Numbers for the eight capital cities of the states and territories of Australia published from time to time by the Australian Bureau of Statistics or, if that index number is no longer published, its substitute as a cumulative indicator of the inflation rate in Australia.

b) The Fee may be increased on each anniversary of the commencement of the Services (**Review Date**) to an amount calculated by multiplication of the then current Fee by a fraction the denominator of which is the CPI current one year previously and the numerator of which is the then current CPI. In no circumstances shall the Fee decrease.

23. AUTHORITY

If this Agreement is signed on behalf of the Client, the signatory warrants by his or her signing that he or she has authority to agree to and sign the Agreement on behalf of the Client.

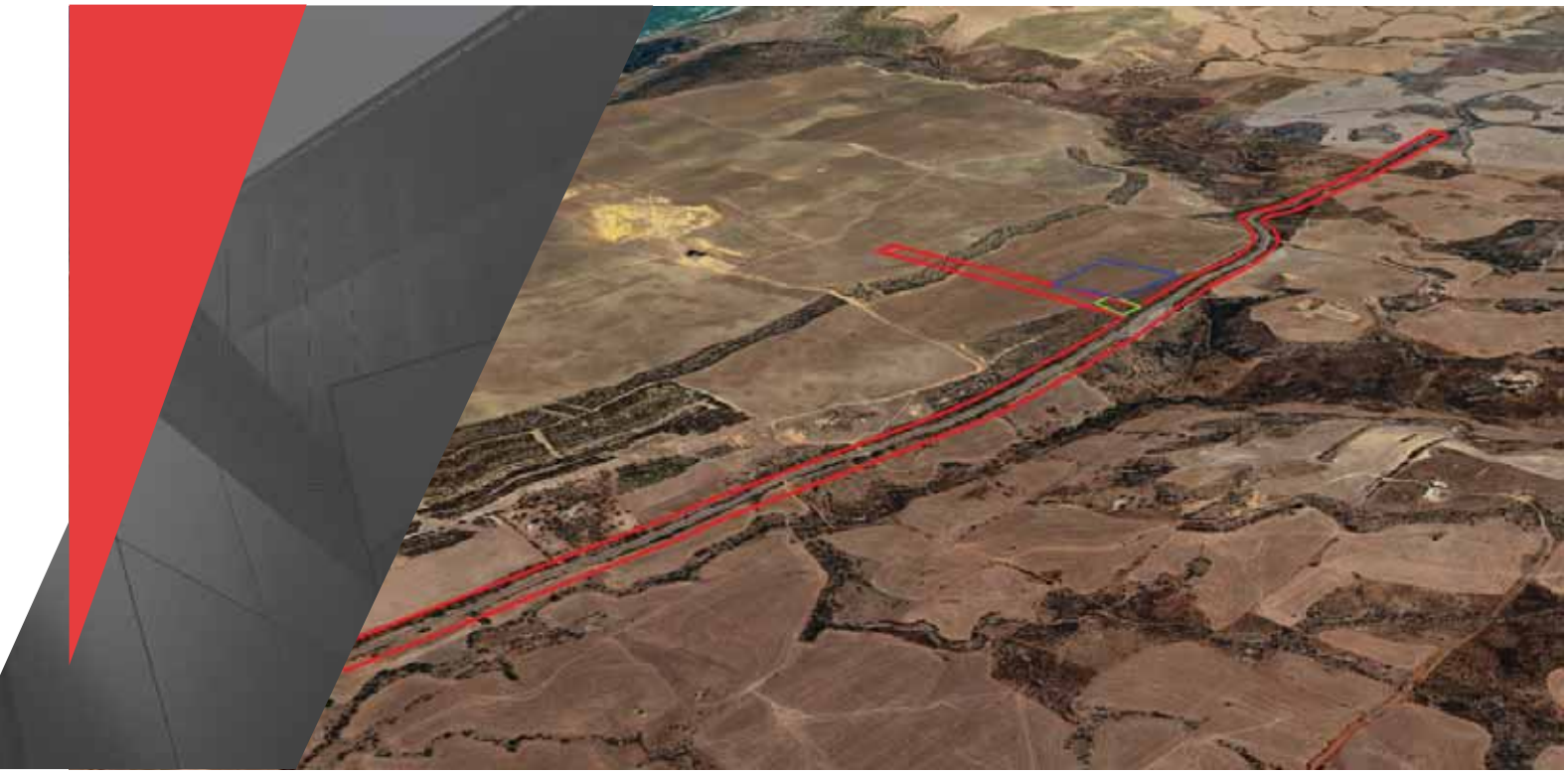
24. GOVERNING LAW AND JURISDICTION

This Agreement is governed by the laws of Western Australia and the parties submit to the exclusive jurisdiction of the courts of Western Australia

ARUP

G.3 Proposal – Veris Surveyors

Attachment 10.1.1



A Google Earth depiction of the proposed site shown above

Oakajee SIA Access Road

Survey Consultancy Services

ARUP

Veris reference: Q039387_Rev1

DEVELOP WITH CONFIDENCE ™

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1. Introduction to Veris

Veris is a market leading national survey, digital and spatial, and planning business with a track record of delivery on major infrastructure and construction projects across Australia. Veris has supported major construction projects and has a well-established knowledge of the approach to deliver on any project.

We find our clients can greatly benefit from the relevant knowledge, experience and capability of Veris to deliver the scope of services to support its various projects. Key to the Veris approach to deliver the scope of services is outlined below.

1.1. About Veris

Veris Australia Pty Ltd (Veris) is Australia's largest trusted Geospatial consultancy with over 500 staff operating from over 17 locations throughout Australia. Our services include land and engineering surveying, subsurface utility mapping, 3D scanning, aerial surveys, hydrographic surveying, metrology, digital engineering, and planning services for private and public projects throughout Australia.

Veris' special expertise to service vast multi-faceted projects stems from the addition and incorporation of some of the industry's biggest and most creative spatial firms.

We have records of 60 years in which both private and public programmes have been successfully completed on a national scale. We provide high-value and innovative strategic service with our latest Artificial Intelligence (AI) integrated platforms.

Our digital and spatial team, which includes our terrestrial and mobile laser scanning & modelling services, takes pride in being a market leader in reality capture and digital engineering services, as well as a trusted partner for asset owners and engineering consultancies. In the last decade, we have been involved with many of Australia's most iconic buildings and complex infrastructure projects that provide spatial intelligence and built-in digital twin systems to better visualise, interpret and manage our clients' assets.

1.2. Workforce participation and Corporate Social Responsibility



Veris is a member of the Reconciliation Action Plan (RAP) community. It's RAP, Veris Reflect, was created in partnership with Reconciliation Australia. The RAP provides a framework to encourage and support our colleagues in building positive relationships with Aboriginal and Torres Strait Islander organisations, peoples and communities. It also outlines Veris' commitment to improve employment opportunities for Aboriginal and Torres Strait Islander communities. In addition, Veris has developed a Corporate Social Responsibility Strategy 2019 – 2024 which outlines other community and environmental initiatives to be undertaken by the business.

2. Site of Works

ARUP is seeking to appoint an experienced subcontractor to provide survey services and subsurface utility investigation works at the Oakajee Strategic Industrial Area site. ARUP have currently produced a 5% Concept Design for the Oakajee Access Road and the associated works on North West Coastal Highway. They are proceeding to take the Design to 15% and require additional site information.

The survey work will comply with Main Roads digital ground survey (DGS) specification 67-08-43 (dated Feb 2022). Similarly, the underground utilities survey (UUS) will comply with Main Roads specification 67-08-121 (dated August 2020).

Several different options have been requested and our pricing reflects these requirements. To this end there are three options including:

- Option 1 – Fee for DGS of Survey boundary 1 – Red polygon.
- Option 2 – Additional fee for DGS of Survey boundary 2 –Blue polygon.
- Option 3 – Additional fee for UUS Survey to Class A (potholing @ 10m intervals and any changes of direction)
    - Over the 300mm water pipeline located at approximate Chainage 80 along the Access Road. About nine (9) potholes shown as dots below.
    - Over the P50 Telstra
- Option 4 – Additional fee for UUS Survey to Class B (GPR) **only** over
    - 80 x 80 area Green Area
    - Water main in Green Area
    - Telstra line in Green Area
    - Telstra line crossing NWCH abt Ch23050 (shown in yellow below)
    - Telstra lines along NWCH other locations.



FIGURE 1 – PROPOSED SURVEY AREAS SHOWN AS NOTED ABOVE



FIGURE 2 – ENLARGEMENT OF OAKAJEE ACCESS ROAD INTERSECTION SURVEY AREAS SHOWN AS NOTED ABOVE

3. Traffic Management Analysis

- Our investigations of the Main Roads databases show North West Coastal Highway as a Primary Distributor with a speed limit of 110 km/hr. The expected traffic counts during normal office hours is between 200-230 vehicles per hour.
- As the majority of the survey work will be between 3-6 metres of the pavement, we believe the speed limit should to be reduced to 80km/hr for about 1.5-2 kilometres at a time.
- Hence a dedicated Traffic Management Plan (TMP) and Traffic Controllers (TC) will be required to reduce the speed of the traffic however no lane closures should be needed.
- Considering this, we plan used our Mobile Laser Scanner (MLS) to capture data on hard surfaces to an accuracy ±15-20mm vertically for the highway and the truck parking bay.

4. Scope of Works

4.1. Digital Ground Survey (DGS)

To conform with Main Roads DGS specifications the following elements are required:

- Verify the existing State Survey Mark (SSM) are suitable for the primary control network. Normal GPS observing time is about one (1) hour per baseline.
- Construct Road Reference marks (RRMs) at a maximum spacing of 400 metres. This work may require Indigenous monitors approval before the marks can be constructed.
- Connect the RRMs to the Primary control marks via GPS by observing the baselines for about an hour each.
- Complete a closed looped level traverse from a suitable known Benchmark (BMs) or SSM and run the traverse through each of the new RRMs and any existing BMs or SSMs along the route. The traverse should have a misclosure no greater than 12 √K (where K is the length of the traverse in kilometres).
- Using the RRMs established above, observe sufficient minor vertical control marks (MVCM) to enable the MLS point cloud to be fixed.
- As noted above for the hard pavement surface, road shoulders and to the tree/scrub line we will use our MLS to capture a point cloud data set in accordance with “Design Grade MLS” as defined in MRWA document “D14#152062 Mobile Laser Scanning Standard”.
- Within 6m of the road centreline the survey will be based on using MLS to capture point cloud and to extract the standard Main Roads string data at approximately 10-15m intervals including:
    - Existing road formation (edge of seal, road crown alignment and heights, edge of shoulder)
    - Open drainage channels, tops & bottoms of embankments infrastructure (including sizes and type)
- Outside of the 6m buffer area, that is generally the area where the laser cannot penetrate past the treeline, we will capture the Class D & E features using GNSS equipment without the need for any traffic management. These features could include:
    - Fencelines /gates, driveways/cross overs etc.)
    - Roadside assets (Telstra, Western Power, Water, etc) (No underground locating required.)
    - Natural surface levels;
    - Any other noticeable features, etc
    - Size and location of major trees (trunk dia. +300mm),

DGS SURVEY DELIVERABLES

- The feature survey data set will be provided in standard GenIO format using Main Roads coding together with a 3D AutoCAD format.
- The horizontal datum will be Map Grid of Australia 2020 (MGA20) Zone 50 coordinates and the vertical datum will be Australian Height Datum (AHD) to be compatible with other data sets.
- An A1 landscape digital copy plan (PDF) at a suitable scale will show the current features with north point, scale bars and a key with layer names to identify the features.
- The existing natural surface will be shown as 0.20 metre contours being 3D continuous polylines.
- Where possible, there will be no overlapping annotation and layers may be turned off to provide clarity.
- The digital terrain model will be triangulated with 3D triangles and 3D lines

4.2. Underground Utilities Survey (UUS)

- We have found in the Geraldton Region this type of investigation will be highly dependent on the soil conditions over the site.
- Using the following methods will provide the best chance of all services being located.
- The works will conform to a combination of AS 5488-2013 Classification of Subsurface Utility Information (SUI) and MRWA Standard 67-08-121 “Underground Utilities Survey Standard” and include the follow:
    - **Quality Level B (QLB) – Design Quality**; all subsurface utilities shall be located by an **indirect** location method such as ground penetrating radar (GPR) or electromagnetic detectors (EML). The accuracy of the utilities shall be located to ±100mm to 150mm at a depth of less than 1.2 metres and an accuracy of ±150mm to 250mm at a depth of greater than 1.2 metres. Surface features including pits and manholes will be surveyed to an accuracy of ±50mm.
    - The subsurface locator will undertake indirect location methods such as electromagnetic location (EML) or wanding and ground penetrating radar (GPR) to locate the utility services shown in the DBYD and historical site data we have collected for this area.
        - EML is the physical clamping onto a conductive service or electrical cable to inject a current into the service to wand or trace
        - GPR will account for most non-conductive services, HDPE and PVC
        - Optic Fibre within a conduit can be located using trackable rods inserted to conduit from a service pit
        - For Optic Fibre direct buried we use above ground markers and plans to then use the GPR to identify the cable, wire tape or possible trench line. These are not always able to be located without potholing or slit trenching
    - **Quality Level A (QLA) – Construction Quality**; all subsurface utilities shall be located by a **direct** location method such as opening manholes to measure pipe or conduits, potholing or exposing utility via trenching. The accuracy of the utility pipe or conduits shall be located to ±50mm in both horizontal and vertical planes. Surface features including pits and manholes will be surveyed to an accuracy of ±50mm.
- Using this two-step approach, any issues with locating services will be brought to the attention of the client immediately so a solution can be agreed.
- Once the potholes have been establish the crew will leave a PVC pipe with an information label at the position for our surveyor will capture the relevant coordinates and incorporate the data into the master 3D file.

SUBSURFACE UTILITY INVESTIGATION DELIVERABLES

- Once the locations of the utilities have been marked on the ground using water-based washable paint our surveyor will capture the positions and incorporate the data into the master 3D file.
- The locator will prepare a detailed Investigation Report with details of utility services identified at the site.

5. Safety Procedures

- Veris field staff will complete a comprehensive JHA/SWMS for the various tasks they will perform. In addition to daily sign on to those documents our staff to carry out a Take 5 at the when the work circumstances change.
- Veris will ensure all staff have the correct PPE, including high-viz long sleeves, wide-brimmed hat, safety glasses, gloves, boots and hearing protection if necessary.
- There will be no requirement for working at heights or confined space in the survey scope.
- Our staff hold current Basic Worksite Traffic Management (BWTM) certificates issued by Main Roads and will install the basic traffic control measures as noted in the formal traffic management plan.

6. Fees

1.0	**Digital Ground Survey (DGS) - Red Polygon**			
1.1	Mobilisation, accommodation & meals	$ 4,830.00		
1.2	Prepare Traffic Managemnt Plan & approval (provisional) Coordinate Traffic Control signage	$ 4,900.00		
1.3	Static Control network - Primary Construct abt 13 RRMs Static Control network - RRMs Looped level Traverse Observe minor vertical control marks	$ 27,170.00		
1.4	Drive MLS to capture point cloud MLS Equipment Hire	$ 12,820.00		
1.5	In-fill GPS on East + West sides (20m int) In-fill along Access road -1000 x 80	$ 17,450.00		
1.6	Processing & extraction of string data from point cloud	$ 7,540.00		
1.7	Merging of MLS data with GNSS in-fill data Qualty Check and output in required format	$ 3,100.00		
			$ 77,810.00	**+GST**
2.0	**Digital Ground Survey (DGS) - Blue Polygon**			
2.1	In-fill for Blue area -270 x 260	$ 2,740.00		
			$ 2,740.00	**+GST**
3.0	**Underground Utilities Survey (UUS)**			
3.1	Mobilisation, accommodation & meals	$ 3,330.00		
3.2	GPR, EML & Vac Trailer equipment hire	$ 2,700.00		
3.3	Class B - QLB - GPR & EML locating of Water main & Telstra line in the Green Area ONLY prior to potholing Class A - QLA - Potholes over Water main & Telstra line in the Green Area ONLY~ abt 18 Survey pickup of water main & Telstra line Surveyor as a pothole assistant	$ 8,030.00		
			$ 14,060.00	**+GST**
4.0	**Underground Utilities Survey (UUS)**			
4.1	Mobilisation, accommodation & meals	$ 3,030.00		
4.2	GPR & EML equipment hire	$ 900.00		
4.3	Class B - QLB - GPR & EML locating ONLY of • 80 x 80 area Green Area • Water main in Green Area • Telstra line in Green Area • Telstra line crossing NWCH abt Ch23050 • Telstra lines along NWCH other locations Survey pickup of water main and other utilities if found	$ 4,460.00		
			$ 8,390.00	**+GST**

7. Schedule of Rates

Schedule of rates	Hourly Rate (ex GST)
Project Manager Client Liaison, Data Preparation, HSEQ plans	$160
Surveyor Only including GNSS equipment & Robotic Total Station, computer and associated software. Chargeable for both field and office works	$130
Utilities Locator Only including computer and associated software. Chargeable for both field and office works.	$150
Electromagnetic location (EML) and Ground Penetrating Radar (GPR) equipment (per set)	$500 / day
Potholing Subcontractor & Vac Trailer (Day Rate)	$3,575 / day
Cartographer	$120
Night Shift Uplift Surcharge	Rate + 30%
Weekend Uplift Surcharge	Rate + 50%
Consumable items provided by Principal or charged back	At Cost + 10%

8. Timeframe

- Veris will work with ARUP to schedule the first available staff & resources to this project after receiving written engagement including a Purchase Order.
- Pending any staffing shortages due to COVID isolations, normally we will have survey staff available to commence a survey of this size within one to two weeks of engagement.
- The scheduling of the works using the MLS will dependent upon the **availability of the MLS equipment**.
- Once the MLS point cloud data has been collected the processing and extraction is expected to take about 2-3 weeks.
- Please note at the current time, there is about a 2-3 week wait time for a utility's locator and vac trailer.

9. COVID-19

We will endeavour to complete the works within a mutually agreed timeframe. However due to the nature of COVID-19 and the associated government requirements, Veris accepts no liability for delays to completion of works caused by COVID-19.

If required, Veris staff will comply with any client requirements to undertake RATs before commencing work. Preferably, these kits are to be supplied to Veris by the client at no cost. If Veris are to provide the kits then a charge of $20 for each RAT kit will apply.

10. Assumptions, Qualifications & Clarifications

- No allowance has been made for any site-specific inductions or for obtaining any clearance to work permits other than an approved Traffic management Plan.
- No allowance has been made for any medicals or drug & alcohol testing to be completed.
- No allowance has been made for attending any project or site meetings.
- No allowance has been made to undertake a boundary re-definition survey or mark any boundary corners.
- Veris Standard hours of work are between 6am to 6pm Monday to Friday. Works outside these hours will incur a 30-50% surcharge to the rates.

- This quote remains current for 60 days.
- This quotation is provided on the basis that we can access the site on a single multi-day field trip and there is no requirement to re-mobilise to site for a second time.
- Veris OHS policy will not allow the survey team to open sewer or drainage manholes to obtain invert levels of the pipes.

11. Certifications & Insurances

- In embracing quality management, Veris has maintained a **Quality Management System** (QMS) conforming to Australian/New Zealand Standard ISO 9001 Quality System of the Standards Association of Australia since 1992.
- The system was reviewed in December 2020 to address AS/NZS ISO 9001:2016 in order to ensure group QMS' are bench marked against internationally recognised best practice in management. The system is subject to ongoing review to ensure relevance and reliability for internal and external clients.
- As well our **Safety Management System**, certified to AS/NZS 4801-2001, and our **Environmental Management System**, certified to AS/NZS ISO 14001:2016, were audited at the same time.
- Veris maintains appropriate insurances and copies of the following policies can be provided on request.



12. Terms of Business

The above fees are exclusive of GST which will be applied at the rate set by the ATO.
Invoices will be forwarded at the completion of the works or on a progressive monthly basis; terms of accounts are strictly **30 days**. We acknowledge we will be engaged as **Veris Australia Pty Ltd (ABN 53 615 735 727**) under mutually agreeable Terms & Conditions prior to the commencement of any works.

If there is any additional information you require to assess our proposal or if you have any queries please do not hesitate to contact me at our head office. We look forward to your favourable response.

Yours sincerely

Steve Jarman.

Steve Jarman
Survey Manager
Infrastructure & Government

Corporate
Level 12, 3 Hasler Road
Locked Bag 9
Osborne Park
WA 6017
Australia

T 08 6241 3333
veris@veris.com.au
veris.com.au

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ARUP

Appendix H

Geotechnical and Pavement Investigation Brief

ARUP

Development WA

Strategic Industrial Area Access Road, Oakajee

Geotechnical and Pavement Investigation Brief

Reference: 286598-GEO-REP-001

1 | 16 May 2022



This report takes into account the particular instructions and requirements of our client. It is not intended for and should not be relied upon by any third party and no responsibility is undertaken to any third party.

Job number 286598

Arup Australia Pty Ltd | ABN 76 625 912 665

Arup Australia Pty Ltd
Level 14 Exchange Tower
2 The Esplanade
Perth
WA 6000
Australia
arup.com

ARUP

Document Verification

Project title	Strategic Industrial Area Access Road, Oakajee
Document title	Geotechnical and Pavement Investigation Brief
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Document ref	286598-GEO-REP-001
File reference	286598-GEO-REP-001 Geotechnical and Pavement Investigation Brief

Revision	Date				
Rev1	16 May 2022	**Filename**			
		Description	Geotechnical and Pavement Investigation Brief		
			Prepared by	**Checked by**	**Approved by**
		Name	Glenn Cutler	Anna-Carin Brink	Nigel Scott
		Signature			
		Filename			
		Description			
			Prepared by	**Checked by**	**Approved by**
		Name			
		Signature			
		Filename			
		Description			
			Prepared by	**Checked by**	**Approved by**
		Name			
		Signature			

Issue Document Verification with Document ✓

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1. Introduction

The Oakajee Strategic Industrial Area (SIA), located 23 km north of Geraldton in Western Australia's Mid-West region, is a 6,400 ha site which is owned in freehold by DevelopmentWA. The Oakajee SIA is currently undeveloped and a key catalyst for future development is a main Access Road (Oakajee Access Road) directly from Northwest Coastal Highway (NWCH) into the estate.

NWCH is classified as a Primary Distributor road running north-south with a posted speed limit of 110 km/h. The Highway contains two short overtaking opportunities, a northbound overtaking lane, from chainage 22 to chainage 23, and a southbound overtaking lane, from chainage 24.20 to chainage 23.20. A southbound truck bay is located along the eastern verge of NWCH between chainage 22.60 and 22.80. There are several driveways / accesses located along NWCH in proximity of the proposed Oakajee Access Road including two local Roads; Wells Road at chainage 23.475 and Rewell Road at chainage 21.350.

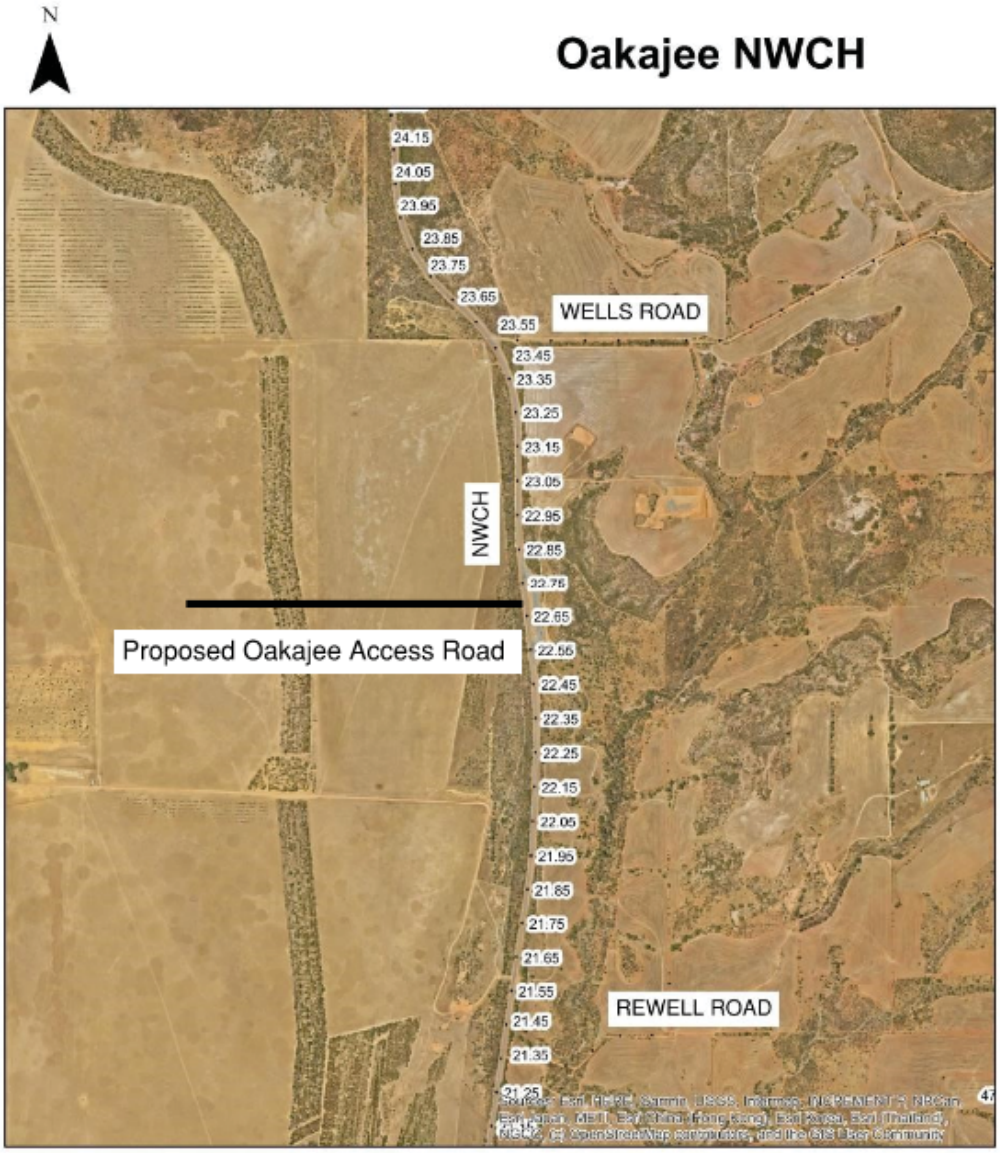


Figure 1: Proposed Oakajee Access Road

A 5% Concept Design for the Oakajee Access Road has been developed and includes:

- A new 1 km Oakajee Access Road to the west of NWCH.
- A new RAV 8 (36.5 m B-Triple) intersection at Oakajee Access Road and NWCH.
- Relocation of the existing northbound overtaking lane to act as a combined overtaking lane and acceleration lane for vehicles turning left out of Oakajee Access Road.
- Relocation of the existing southbound overtaking lane to act as a combined overtaking lane and acceleration lane for vehicles turning right out of Oakajee Access Road.
- Decommissioning of the existing truck bay.

For a detailed summary of the proposed works, please refer to Ref [1].

2. Background information

2.1 Surface geology

A review of the relevant 1:250,000 geological map suggests four geological units exist over the extent of the site (Geological Survey of Western Australia, Geraldton – Houtman Abrolhos, Sheet SH 50-1). These are presented in Figure 2.

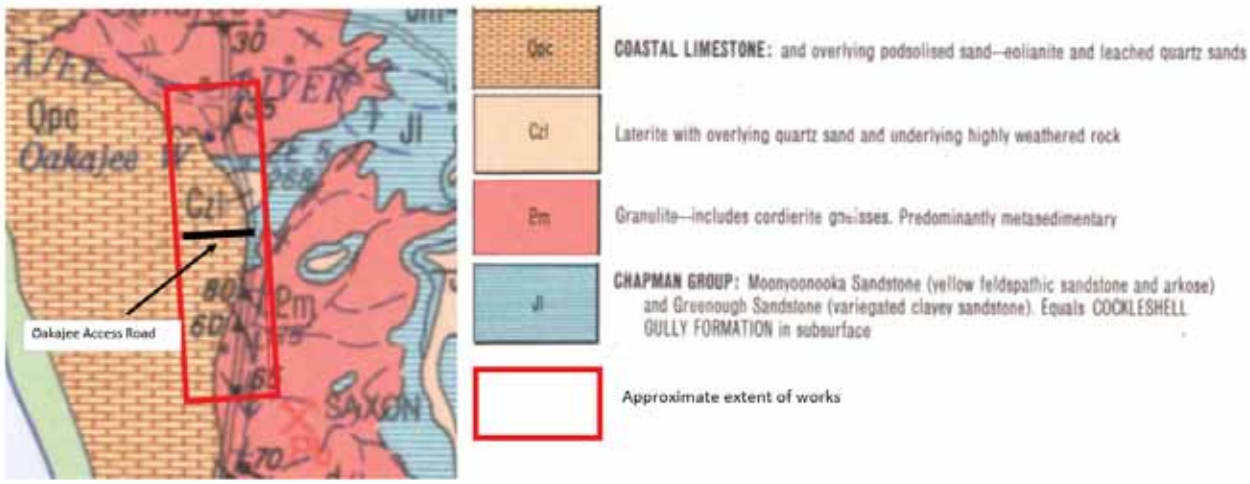


Figure 2: Surface geology map of site

2.2 Previous studies

No previous geotechnical investigations have been identified for the site however lithography logs from the Australian Groundwater Explorer Ref [2] indicates that to the west of NWCH consists of sands overlying limestone present at depths varying from 2.3 mbgl to 12 mbgl. One location to the east of NWCH identified granite from 1.5 mbgl.

A visual pavement inspection was conducted on 5 May 2022. The inspection identified that the existing pavement consists of a granular pavement structure with various types of seals and reseals varying from fine-grained to coarse-grained. The pavement generally appeared to be in a good condition with the majority of the defects noted to be in the wheelpaths and to some extent in the granular shoulder. The surface material consisted predominantly of sand and gravel with several rocky outcrops present across the site.

2.3 Groundwater

Australian Groundwater Explorer Ref [1] indicates groundwater present at a depth of 10 to 29mbgl to the west of NWCH, with groundwater to the east varying from 0.91 mbgl to 3.66 mbgl. To date, no groundwater monitoring has been undertaken for the project.

2.4 Acid sulphate soils

Geoscience Australia National Map Ref [4] reveals a moderate to low risk of acid sulphate soils at two locations within the site, both consistent with local waterways.

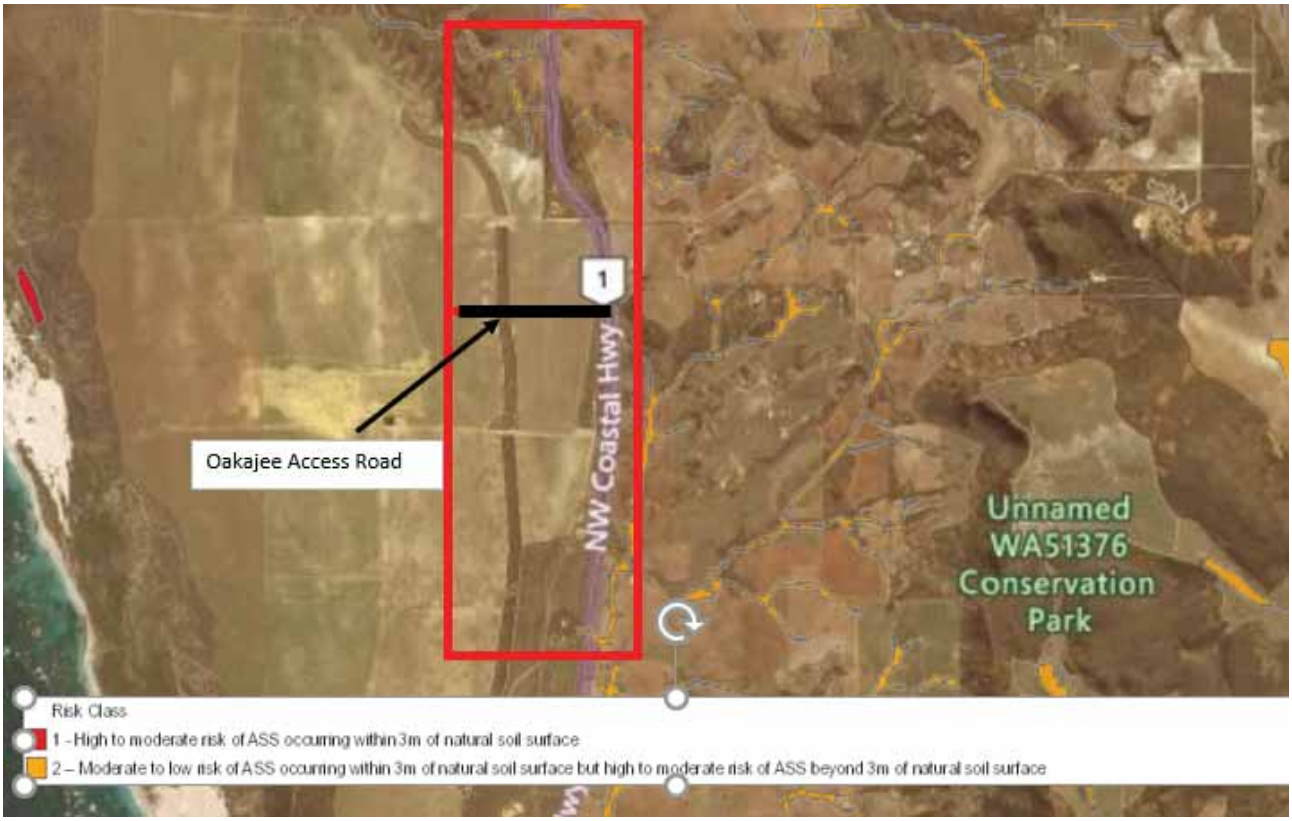


Figure 3: Acid sulphate soil risk map

3. Scope of works

This brief sets out the Principal's minimum requirements for geotechnical investigation work. The Consultant shall carry out all investigation work in accordance with the requirements of this brief, including Appendix 1, and in general accordance with MRWA Guidelines for Geotechnical Investigation of Road Works, Materials Engineering Report No. 2011-01M (2011).

3.1 Geotechnical investigation

A summary of the works to be completed by the Consultant include:

- Thirteen (13 No.) test pits at locations identified in Appendix A.
- Nine (9 No.) pavement pits at locations identified in Appendix A.

- Two (2 No.) Cone Penetration Tests with porewater monitoring (CPTu) to 10m at locations identified in Appendix A.
- Two (2 No.) inclined auger holes 1.5m into the existing cut face at locations shown in Appendix A – *subject to heritage approvals.*
- Visual inspection, photographic record and assessment of strength of the cut face from Ch. 22.45 to Ch. 22.7.
- Falling Weight Deflectometer (FWD) testing across the full limit of works.
- Acid sulphate soil testing – *subject to heritage approvals.*
- Preparation of a Factual Report including logs in accordance with AS 1726 and laboratory results and certificates.
- All associated works necessary to safely complete the site works including but not limited to preparation of safety paperwork, engagement of sub-contractors, preparation of traffic management plans, service clearing, survey of test locations and completion of laboratory testing as outlined below.

3.1.1 Service proving

Prior to mobilising to site, the Consultant shall carry out a Dial Before You Dig (DBYD) enquiry for underground/buried services in the vicinity of all investigation locations. The Consultant shall further ensure that all locations are cleared for services by an experienced service locator using electronic scanning technology. The location of all services in the vicinity of all test locations shall be spray painted.

3.1.2 Test pits

The main purpose of the test pits is to determine the subgrade for pavement design. Test pits will be excavated to allow inspection of the ground profile for shallow soils (up to a depth of approximately 2 mbgl).

Test pits are recommended to be excavated using a backhoe style excavator ensuring increased manoeuvrability, speed and reduced disturbance compared to a tracked excavator. An experienced geotechnical engineer or engineering geologist shall accompany the excavator throughout test pit excavation works to perform the following:

- Locate the test pit using a hand-held GPS.
- Supervise test pit excavation.
- Log the soil profile encountered.
- Photograph the excavation and the excavated material; and
- Obtain samples from relevant soil stratum for subsequent laboratory testing.

Test pits will be backfilled and compacted in layers once logging and sampling had been completed and the area has been reinstated including topsoil respread across the ground surface where present.

A DCP test to a depth of 2.0 m or refusal shall be performed at each test pit location in accordance with AS 1289.6.3.2 – 1997 Ref [3].

If test pit refusal occurs due to rock, the rock type and estimated hardness shall be reported. Assessment of rock quality to a minimum of the pavement design depth in each test pit is to be undertaken (where possible).

Samples obtained shall be bagged and stored in such a manner as to preserve the in-situ moisture content of the samples.

3.1.3 Pavement pits

Pavement pits shall be performed at locations where existing pavement is coincident with widened pavement to obtain a description of the pavement and subgrade soils and obtain the moisture content of the existing pavement and subgrade soils.

The pavement pits should as a minimum include the following aspects:

- Pavement defects shall be visually observed and reported in accordance with the procedures outlined in the "AUSTROADS Guide to Pavement Technology Part 5: Pavement Evaluation and Treatment Design".
- Excavated pavement pit are to be approximately 1 m x 0.5 m, with the long edge perpendicular to the direction of travel on the road. The pavement pit shall be positioned such that half of the pavement pit is through the wearing course, with half through the pavement shoulder.
- A road saw shall be used to cut the wearing course, with a jackhammer available to progress the excavation through the pavement stratum.
- If the wearing course consists of asphalt, cores shall be extracted for density and resilient modulus testing purposes.
- Every granular pavement layer identified in the existing pavement structure and adjacent road shoulder shall be sampled for laboratory testing.
- Each pavement pit is to have a target depth of 1.2 m and be evenly divided between existing pavement and shoulder.
- Pavement profile logs shall include a geotechnical description in accordance with AS 1726.
- Photographs shall be taken of the completed pavement pit including clear photos of the pavement layers, excavated material and re-instatement.
- Dynamic cone penetrometer (DCP) tests shall be performed at each test pit location to a depth of 1.5 m below subbase or until practical refusal.

Each test site chainage and transverse offset from the centre line shall be identified. The location of each pavement pit shall ensure the protection of underground services and minimise disruption to traffic.

Samples obtained shall be bagged and stored in such a manner as to preserve the in-situ moisture content of the samples.

Pits excavated in the pavement shall be adequately reinstated using new pavement materials compacted to the minimum requirements of the appropriate Main Roads Tender Document Preparation (TDP) Specification or as otherwise agreed with Main Roads.

Where trenches are excavated, the log shall include time required to excavate the trench, trench dimensions, descriptions of the in situ and excavated materials and good quality colour photographs of the finished trench with clear photos of the pavement layers, excavated material and reinstatement.

3.1.4 Cone penetration testing with porewater monitoring

CPTu testing are to be undertaken to record the following:

- Tip resistance (qc)
- Local friction (fs)
- Dynamic pore pressure (u)
- Tilt

Data shall be made available in both PDF and CSV format. The CPTu equipment used shall be selected to ensure access all test locations without incident.

3.1.5 Falling weight deflectometer testing

The Consultant is responsible for completion of FWD testing. FWD testing shall be carried out at a drop stress of 566 kPa at 25 m staggered spacings along each wheel path (50 m centre spacings between test points). FWD testing will be carried out in all lanes in both directions, including overtaking lanes across the full limit of works.

3.1.6 Acid sulphate soil testing

The presence of potential and actual acid sulphate soils (ASS) in the project area must be assessed in accordance with Department of Environment and Conservation guidelines "Identification and investigation of acid sulphate soils and acidic landscapes". These guidelines provide guidance to the identification, presence, nature, extent and appropriate management measures for the acid sulphate soils present within the project area.

The Consultant shall undertake preliminary ASS sampling within the near-surface soils in areas where ASS may be present (adjacent to waterways, low-lying areas and where organic soils are present) for subsequent laboratory testing for field screen testing, SPOCAS and Chromium Reducible Sulphur. Two locations have been specifically identified for ASS testing, shown in Appendix A as OAR22-HA01 and OAR22-HA01. ASS sampling shall be undertaken at these locations and any further locations where organic soils are encountered. Samples shall be stored at appropriate temperatures (typically frozen immediately after sampling), in accordance with the Department of Environment and Conservation guidelines.

The results will be summarised in the report including identification of areas which may have ASS present and require a specific management plan.

Note: One of the proposed ASS testing locations is subject to heritage approvals.

No ASS testing is to be undertaken within the heritage site boundary. New testing location outside of the heritage site boundary to be agreed with Arup Site Supervisor.

3.1.7 Cut face assessment

A visual and photographic assessment shall be conducted of the existing cut face from Ch. 22.45 to Ch. 22.7. Photographs shall be taken along the cut face. Any areas of localised failure or erosion shall be documented. Areas shall be selected at random for a field assessment of strength including visual-tactile assessment, pocket penetrometer and geologists pick. Where dip angle can be identified, this shall also be documented.

3.1.8 Boreholes

Two (2 No.) inclined boreholes to a depth of 1.5m shall be drilled into the existing cut face between Ch. 22.45 to Ch. 22.7 using an auger attachment on the backhoe. Rate of progress / difficulty of excavation and material encountered shall be logged. Holes shall proceed perpendicular to the existing cut face.

Note: Both borehole locations are subject to heritage approvals.

No boreholes are to be taken within the heritage site boundary. New borehole locations outside of the heritage site boundary to be agreed with Arup Site Supervisor.

3.1.9 Laboratory testing

All laboratory testing is to be carried out by a NATA accredited laboratory. The Consultant is to submit a laboratory schedule (in excel format) for review by the Principal prior to any laboratory testing taking place. The laboratory schedule shall include test location ID and depth of samples recovered. Draft logs shall be submitted with the laboratory schedule, prior to commencing testing.

The proposed laboratory testing in Table 1 shall be performed on representative samples recovered during the geotechnical investigation programme.

Table 1: Proposed laboratory testing

Location ID	Type	PSD	ATLS	MC	MMDD	CBR	MDCS	RMPD	Corrosion Suite	SPOCAS
OAR-TP01	TP	2	2	2	2	2				
OAR-TP02	TP	2	2	2	2	2				
OAR-TP03	TP	2	2	2	2	2				
OAR-TP04	TP	2	2	2	2	2			1	
OAR-TP05	TP	2	2	2	2	2			1	
OAR-TP06	TP	2	2	2	2	2			1	
OAR-TP07	TP	2	2	2	2	2				
OAR-TP08	TP	2	2	2	2	2				
OAR-TP09	TP	2	2	2	2	2				
OAR-TP10	TP	2	2	2	2	2				
OAR-TP11	TP	2	2	2	2	2				
OAR-TP12	TP	2	2	2	2	2				
OAR22-TP13	TP	2	2	2	2	2				
OAR22-PP01	PP	3	3	3	3	3	1	1		
OAR22-PP02	PP	3	3	3	3	3	1	1		
OAR22-PP03	PP	3	3	3	3	3	1	1		
OAR22-PP04	PP	3	3	3	3	3	1	1		
OAR22-PP05	PP	3	3	3	3	3	1	1		
OAR22-PP06	PP	3	3	3	3	3	1	1		
OAR22-PP07	PP	3	3	3	3	3	1	1		
OAR22-PP08	PP	3	3	3	3	3	1	1		
OAR22-PP09	PP	3	3	3	3	3	1	1		
OAR22-HA01	HA									1
OAR22-HA02	HA									1
OAR22-BH01	BH	1	1							
OAR22-BH02	BH	1	1							
Total		37	37	37	37	37	9	8	3	2

Notes:

[1] Type codes: PP – Pavement Pit, TP – Test Pit, HA – Hand Auger, BH – Borehole

[2] PSD: Particle size distribution determined using MRWA Test Method WA115.1
[3] ATLS: Atterberg limit including linear shrinkage in accordance with MRWA Test Method WA 120.2, 121.1 and 122.1 and 123.1
[4] MC: Moisture content determined using MRWA Test Method WA 110.1
[5] MMDD: Modified maximum dry density determined using MRWA Test Method WA 133.1
[6] CBR: California bearing ratio determined using MRWA Test Method WA141.1
[7] MDCS: Modified dry compressive strength determined using MRWA Test Method WA140.1
[8] RMPD: Resilient modulus with permanent deformation determined using Austroads Test Method AG:PT/T053 & MRWA Test Method WA142.2

If the existing pavement wearing course consists of asphalt, allowance must be made to extract cores to test:

- Asphalt density: WA 732.2 & WA 733.1/733.2
- Resilient modulus: AS 2891.13.1

3.1.10 Site access

The Consultant must coordinate site access within the road corridor with the Mid West-Gascoyne Region Main Roads office. Access to the remainder of the site shall be coordinated with DevelopmentWA.

3.1.11 Site clearing and environmental requirements

The cutting and/or pruning of trees are not permitted and test locations may be relocated if required after consultation with the Principal. All locations shall be positioned to ensure no damage to native vegetation. Any loss of native vegetation shall be reported to the Principal immediately. If environmental clearing is required, this will be managed by DevelopmentWA.

3.1.12 Heritage

Sites of aboriginal heritage and environmental significance are located within the investigation area. **No investigation works are to be undertaken within the aboriginal heritage site boundaries. New locations outside of the aboriginal heritage site boundaries to be agreed with Arup site supervisor.**

The Consultant shall familiarise themselves with the prevailing site conditions. The Consultant shall be responsible for undertaking the works without adverse impact to sites of aboriginal heritage or environmental importance, as required by standards such as the Main Roads Underground Utilities Survey Standard 67-08-121.

4. Reporting

The presentation of a factual geotechnical investigation report must include, but not be limited to the following:

- Purpose and scope of the geotechnical investigation, including a discussion on the extent and scope of the investigation.
- Brief description of the project for which the geotechnical report is being compiled giving information about the location of the project, its size and geometry, etc.
- A summary of background (desktop) information available for the site.
- Dates between which field and laboratory work were performed.
- Detailed description of methods used for the field and the laboratory work with reference to accepted standards followed.
- Types of field equipment used.
- Presentation of field observations which were made by the supervising field personnel during the execution of the sub-surface explorations.

- Compilation of individual test pit, pavement pit and CPTu logs; and
- Grouping and presentation of field and laboratory test results in appendices and as summary tables.
- All test results shall be presented as NATA accredited reports. Photographs (colour) of the test pits and spoil must be included in the reports.

Draft logs and field notes shall be provided one week after completion on site.

5. Site conditions

The Consultant shall fully inform itself of the site condition, site access, vegetation cover and other restrictions imposed on this work.

The Consultant must carry out enquiries through Dial Before You Dig (DBYD) and direct approaches to relevant service authorities for information on underground services in the testing area. The Consultant shall arrange for site visits by service authorities to mark buried service locations as required. Responsibility for identification and avoidance of underground services lies with the Consultant. The Consultant shall be liable for damage to any services caused as part of the works completed under this brief.

6. Traffic management

The Consultant shall be responsible for traffic management (where required) in accordance with the current Main Roads Traffic Management for Works on Roads - Code of Practice and the Australian Standard AS 1742.3, and shall provide the necessary measures (signage, barriers, etc.) to ensure safe and efficient operations near testing sites while minimising inconvenience to others.

The Consultant is responsible for managing the effect of the works on the public near the testing sites and minimise annoyance and disruption to the local community due to noise or excavation operations.

If disruption to traffic along major roadways is likely during peak traffic flow periods, advance warning shall be given to the general travelling public in the form of signage and press advertising.

The Consultant is responsible for obtaining all necessary approvals to undertake the work from relevant authorities.

7. Survey

The Consultant shall be responsible for all survey work required for setting out the fieldwork. All digital ground surveys shall be supplied in their respective approved project zone (available from the Main Roads Senior Geodetic Surveyor). All project zones shall be based on the Geraldton Coast Grid (GCG20) and Australian Height Datum (AHD) unless otherwise specified. Measurement accuracy for test locations and “as constructed” pick up shall be horizontal accuracy ± 100mm, vertical accuracy ± 100mm.

8. Proposal

The Brief sets out the minimum investigation requirements. The Consultant is required to consider the adequacy of these requirements and recommend additions or amendments to the investigation program, to achieve the overall objectives.

Accompanying requirements of this Brief for Geotechnical Investigation are:

- The investigation work and reporting shall be undertaken by a suitably trained and experienced engineering geologist or geotechnical engineer;
- The Consultant should nominate the people who will carry out the work explaining their appropriate qualifications, skills and experience;
- A description of the proposed site investigation program;
- A description of the proposed laboratory testing program;
- A bar chart of activities should reflect the requirements of deliverables; and
- Details of any sub-contractors.

9. Deliverables

A draft geotechnical report should be submitted to DevelopmentWA for review and comment. The review will be limited to considerations of general approach and compliance with the Brief and should not be considered an independent design check. The Consultant shall submit the final amended report within two weeks of receipt of comments.

10. References

[1] Arup (2022). Oakajee Access Road -5% Concept Design Technical Memorandum

[2] Bureau of Meteorology (2022). Australian Groundwater Explorer. http://www.bom.gov.au/water/groundwater/explorer/map.shtml. Accessed on 7 April

[3] AS 1289.6.3.1 (2004), Methods of testing soils for engineering purposes, Method 6.3.1: Soil strength and consolidation tests - Determination of the penetration resistance of a soil - Standard penetration test (SPT)

[4] Australian Geoscience (2022). National Map – Acid Sulphate Soil Potential. https://nationalmap.gov.au/ accessed 7 April.

A.1 Geotechnical and pavements test location plan

Shire of Chapman Valley
Local Planning Scheme No 3
Amendment No 3

SHIRE OF
Chapman Valley
love the rural life!

DOCUMENT CONTROL

Project 22160

DATE	DOCUMENT NAME	DOCUMENT MANAGER	DETAIL
November 2022	22160 Ver1	LW	

Prepared by:

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

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Summary of Proposal to Amend a Town Planning Scheme

Local Authority:	Shire of Chapman Valley
Description of Scheme:	Local Planning Scheme No 3
Type of Scheme:	District Scheme
Amendment Number:	3
Amendment Proposal:	Amend Local Planning Scheme as per PDA s75: 1. Rezone Lot 14 Diagram 18476 Chapman Valley Road, Yuna from Local Scheme Reserve 'Civic and Community' to 'Rural Townsite'. 2. Modify the Scheme Maps accordingly.
Amendment Type:	The Amendment is defined as <u>standard</u> under the provisions of Section 34 of *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons: 1. The amendment relates to a zone or reserve that is consistent with the objectives identified in the scheme for that zone or reserve. 2. The amendment is consistent with the local planning strategy for the scheme that has been endorsed by the Commission. 3. The amendment will have minimal impact on land in the scheme area that is not the subject of the amendment. 4. The amendment will not result in any significant environmental, social, economic or governance impacts on land in the scheme area.

Form 2A

Planning and Development Act 2005

Resolution to Adopt Amendment to Local

Planning Scheme Shire of Chapman Valley

Local Planning Scheme No. 3

Amendment No. 3

RESOLVED that the Local Government pursuant of Section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by –

(a) Rezoning 14 on Diagram 18476 Chapman Valley Road, Yuna from Local Scheme Reserve 'Civic and Community' to the 'Rural Townsite' zone.

(b) Modifying the Scheme Map accordingly.

The Amendment is defined as standard under the provisions of Section 34 of *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:

1. The amendment relates to a zone or reserve that is consistent with the objectives identified in the scheme for that zone or reserve.

2. The amendment is consistent with the local planning strategy for the scheme that has been endorsed by the Commission.

3. The amendment will have minimal impact on land in the scheme area that is not the subject of the amendment.

4. The amendment will not result in any significant environmental, social, economic or governance impacts on land in the scheme area.

DATED THIS _____DAY OF_____ 2022

_____
CHIEF EXECUTIVE OFFICER

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1.0 INTRODUCTION

The scheme amendment report supports an amendment to the Shire of Chapman Valley Local Planning Scheme No 3. The report provides the relevant background and justification for the amendment.

The subject land is reserved in the Scheme for Civic and Community Purposes. The lot contains the Our Lady Queen of Peace Roman Catholic Church. *The Church* has minimal use and significant ongoing maintenance requirements. The lot is proposed to be rezoned to increase the options which can be contemplated for the site, enabling the existing built infrastructure to be conserved and potentially adapted for re-use.

2.0 SUBJECT LAND

2.1 Location

Lot 14 is located on Chapman Valley Road in the Yuna townsite. Yuna is approximately 75 kilometres from Geraldton and 42 kilometres from Nabawa. The townsite is a small service centre for the agricultural community in the district. **Figures 1 & 2** provide the context for subject land's location.

An aerial photograph extract is provided at **Figure 3.**



Figure 1 *Locality Plan (Source Google Maps, 2022)*



Figure 2 *Locality Plan Yuna townsite context (Source GoogleMaps, 2022)*



Figure 3 *Aerial photograph Lot 14 (Source GoogleMaps, 2022)*

2.2 Legal Description

Lot No	Parcel Identifier	Certificate of Title	
		Volume	Folio
14	Diagram 18476	1183	981

Certificate of Title 1183/981 is included at **Appendix 1**.

Registered Proprietor: The Roman Catholic Bishop of Geraldton.

2.3 Existing Land Use

The lot contains Our Lady Queen of Peace Roman Catholic Church. The Church was constructed in the mid-1960's for the residents of Yuna and the greater farming areas and was originally used as a school during weekdays, and a Church on Sunday. The Church is a part of the Northampton Parish.

The Church is described in the local governments Heritage Inventory:

> *"Our Lady Queen of Peace Roman Catholic Church is of cream brick construction with a green concrete tile gable roof. The building has a combination of timber and aluminium windows and doors. The flat roofed enclosed entry porch is accessed via a side sliding door. The western wall of the entry porch features coloured glass. Overall, the church is a very simple building of little architectural significance."*

Lot 14 is 1.214ha in area. The Church building is in the south-western quarter of the landholding with a cleared area around the building and amenities building. The balance of the lot contains vegetation. The lot is serviced with reticulated aerial power services. Potable water is via roof capture and tank storage, however reticulated water is available at the frontage of the lot. Chapman Valley Road is a Primary Distributor Road which traverses the Shire of Chapman Valley. The lot has a single gravel crossover to Chapman Valley Road.

Use of the Church by the Parish has reduced significantly in recent years. The lack of regular use coupled with few or no local Parish members, has resulted in the site lacking in maintenance. The Roman Catholic Bishop of Geraldton have resolved that the Church infrastructure can be considered for disposal. The lot size ensures that any impacts from future development can be sufficiently mitigated.



Plate 1 *Our Lady Queen of Peace Roman Catholic Church front (western) elevation*



Plate 2 *Our Lady Queen of Peace Roman Catholic Church southern elevation*



Plate 3 *Our Lady Queen of Peace Roman Catholic Church rear (Eastern) elevation*



Plate 4 *Our Lady Queen of Peace Roman Catholic Church entrance and driveway*

2.4 Adjoining Land Use and Development

Lot 14 sits at the eastern extent of the Yuna townsite. Land to the west is zoned Light Industry but is undeveloped. Landholdings to the east and north of Lot 14 are zoned Rural. Residential-zoned land on the south side of Chapman Valley Road has some development. Other residential development in Yuna is on lot sizes ranging from 800m2 to 2000m2. The townsite also provides a hotel (currently not operating) and Yuna primary school. A recreation centre and sporting facilities are in a POS reserve. The CBH grain receival depot is located on the south side of Chapman Valley Road, at the western extent of the townsite.



Plate 5 *Residential development opposite Church site on south side Chapman Valley Road*



Plate 6 *View to east over paddock from rear of Church building*

Chapman Valley Road is classified as a Primary Distributor Road.

The amendment proposes the Rural Townsite zone over Lot 14, the same as he western portion of the townsite, to allow for a range of other uses that may be considered appropriate for the building in that location.

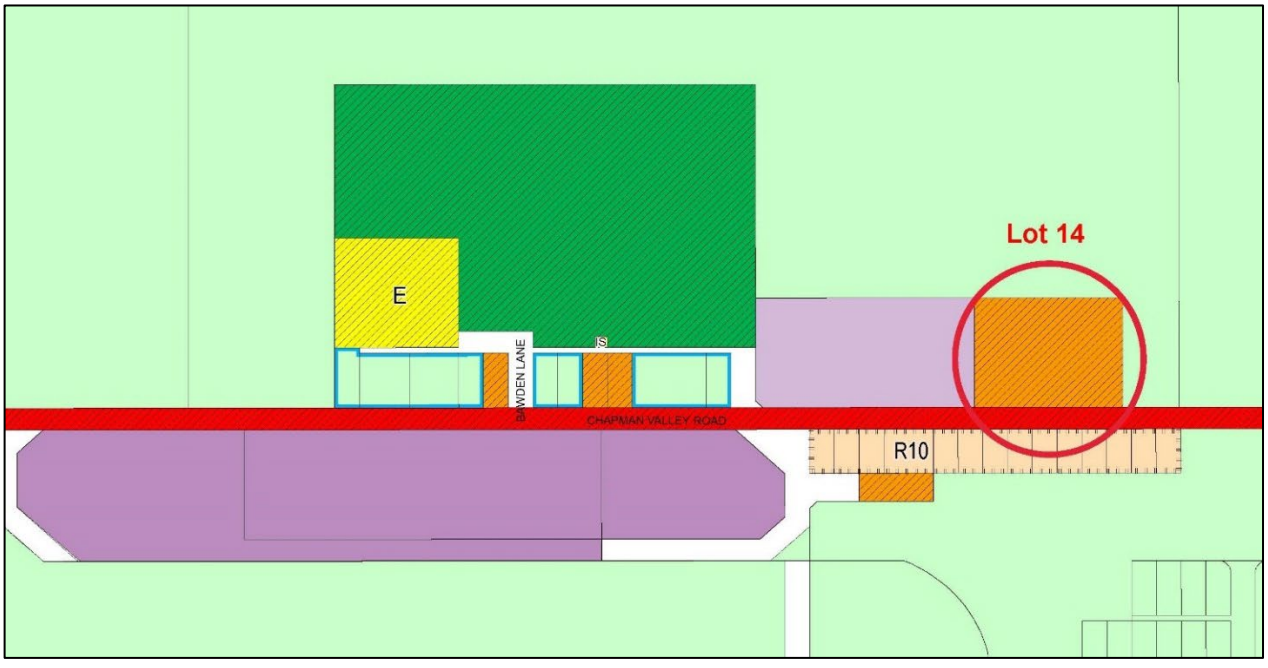


Figure 4 *Adjoining land use context (zoning map extract)*

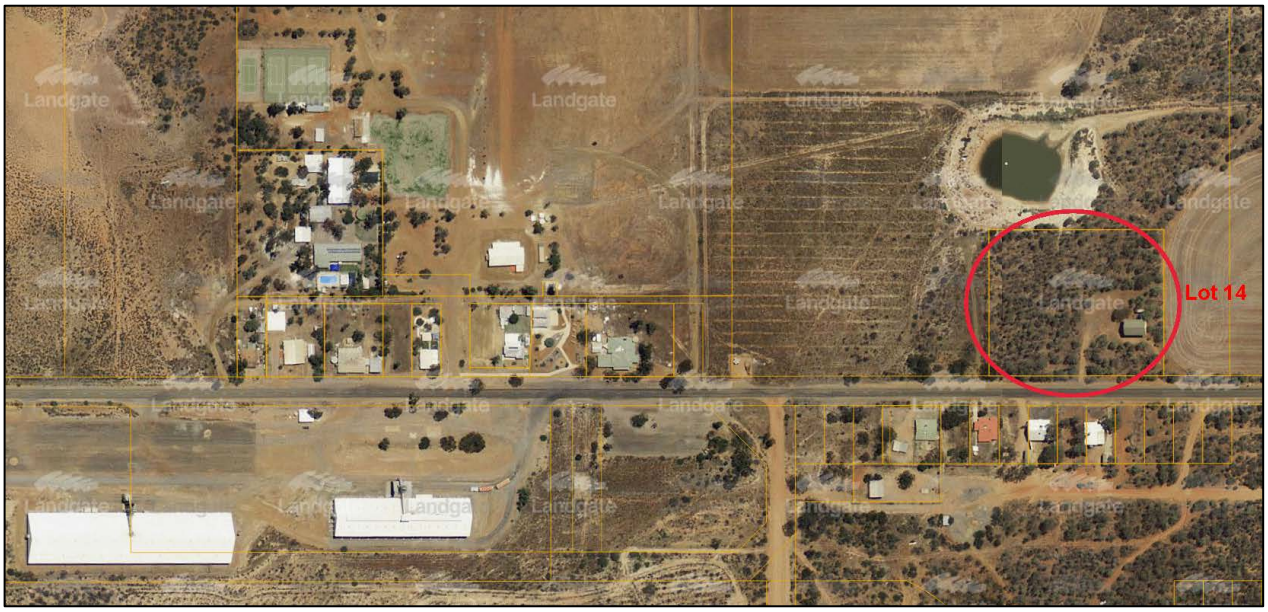


Figure 5 *Adjoining land use context (aerial photograph extract source Landgate, 2014)*

3.0 PLANNING FRAMEWORK

3.1 State Planning Strategy 2050

The State Planning Strategy is the overarching strategic planning document that identifies the principals that will guide planning decisions. It provides the strategic context and guidance for future strategies, plans, policies, and decision making by authorities. Implementation of the objectives and visions is through the planning framework.

The amendment is cognizant of the principles which inform the strategy: the amendment will facilitate regional development, contribute to a diverse community and population; facilitate investment; and provide for the sustainable use of existing infrastructure and resources.

3.2 State Planning Policies

3.2.1 SPP 3 Urban Growth and Settlement

State Planning Policy No. 3 sets out policy measures and requirements to create sustainable communities. The policy prescribes those settlements with potential for growth should be identified in regional and local strategies and development facilitated by structure plans. The policy also identifies the need to locate and design new development in a sustainable way which is integrated with the overall pattern of settlement.

This amendment is consistent with the policy in so much as it will provide the potential for a range of compatible development opportunities in an established townsite as detailed in the local planning strategy. The proposed zoning is consistent with the adjoining residential precinct.

3.2.2 SPP 3.7 Planning in bushfire prone areas

The intent of this Policy is to implement effective risk-based land use planning to preserve life and reduce the impact of bushfires on property and infrastructure.

Where the proposed development is identified as being bush-fire prone, the policy details the need for a Bushfire Hazard Level (BHL) assessment to identify hazard issues and that compliance with protection criteria can be achieved at subdivision stage.

Lot 14 is identified as being bushfire prone as indicated in **Figure 6**.



Figure 6 *DFES Bushfire prone mapping extract*

A formal assessment has not been included in the amendment application for the following reasons:

(i) Although the amendment may lead to the alteration of future land use, the amendment proposal will not increase the number of lots.

(ii) A change of use to a dwelling or other permitted use will be progressed via the following statutory requirements:
- Development approval for change of use and works.
- Building classification change from 9b (Assembly building) to a classification commensurate with proposed land use, for example, 1a (Residential), or 6 (Market/Art Gallery/Café).

A BAL assessment is considered more appropriate at the development stage to determine the hazard level for the building based on the proposed use at that time, and applicable requirements to mitigate risk for that specific building classification. A dwelling or other residential use may have different management requirements compared to a non-habitable use.

(iii) The Precautionary principle: there is not considered to be a significant risk from the proposed rezoning. Potential for increased risk can be required dealt with at the development stage, based on the proposed final land use. It is expected that a low fuel zone can be implemented with minimal vegetation removal to achieve a suitable low-level BAL Rating.

3.2.3 SPP 5.4 Road and Rail Noise

The intent of this policy is to ensure development adjoining significant road and/or rail corridors is cognizant of the importance of the infrastructure corridors whilst ensuring adequate protection from unreasonable levels of transport noise.

Lot 14 is within the minimum distance where the policy is applicable (200m) and assessment may be required.

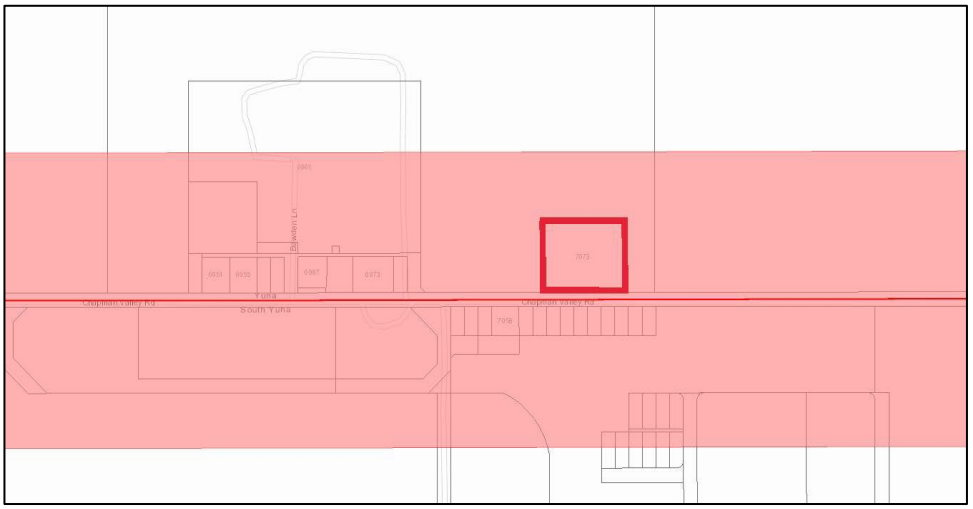


Figure 7 *PlanWA mapping extract SPP5.4 trigger distance*

As the final land use is not known at this time, it is contended to be appropriate for an assessment to be undertaken at development stage, where a noise-sensitive land use and/or development is proposed that has a residential or occupancy component. The rezoning may not necessarily intensify the land use to a more sensitive land use, nor be impacted due to low traffic count (MRWA data not available but expected to be under 10/day on average)

3.3 State Government Sewerage Policy (to be incorporated into SPP2.9)

The policy sets out the state government policy for the provision of sewerage services and circumstances where on-site effluent disposal can be contemplated.

Where reticulated sewerage services are not available, on-site effluent can be utilised for infill residential development where lots are greater than 1000m2 and are located outside a PDWSA. Lots with a heavy soil profile may require secondary treatment systems to support on-site disposal measures. The lot is greater than 1000m2 and is not located in a PDWSA. The amendment will lead to the conversion of the Church building to another building classification, and the determination of on-site effluent requirements will be determined at the development stage.

3.4 Local Planning

3.4.1 Shire of Chapman Valley Local Planning Strategy

The Strategy was endorsed by the WAPC in 2008. The subject land is included in Precinct 8 Yuna. Yuna is identified as a service centre for the locality and predominantly as a CBH Receival Depot.

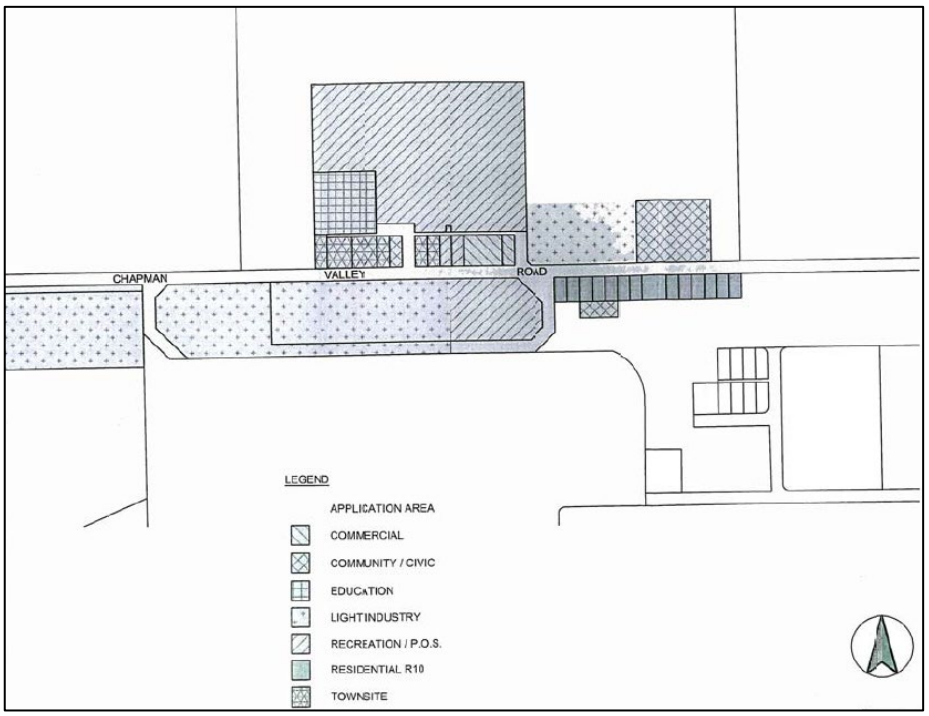


Figure 8 *Local Planning Strategy Extract Precinct 8 Yuna*

The Strategy notes that there is limited demand for residential lots in the Yuna townsite, but opportunities may exist for other land uses within the townsite. This is supported by the Rural townsite zoning for lots on the northern side of Chapman Valley Road.

The land use strategies for the Yuna townsite include:

- Light Industry
- General Industry
- Residential (not subdivision)
- Tourism (low-key)
- Heritage Protection/Retortion
- Commercial

The proposed amendment will facilitate uses commensurate with the above with the obvious exception of industrial uses. The proposed zoning will provide the greatest suite of potential land uses that can be considered that will meet the objectives of the strategies for the Yuna townsite which include, part:

- Support the planned consolidation of the Yuna townsite as the principal 'Service Centre' for the broader farming community.

- Provide enhanced facilities and community infrastructure within the town to meet community needs.

- Encourage the protection and restoration of places and buildings of heritage/historical significance.

- Encourage tourist related uses/development within the townsite to generate an increase in tourist interest/traffic for the area.

- Ensure fire prevention measures are implemented and maintained in and around the townsite in accordance with statutory requirements.

3.4.2 Shire of Chapman Valley Local Planning Scheme No 3.

Lot1 4 is reserved as Civic & Community in the Scheme. The objectives of the scheme for the reserve:

- *"To provide for a range of community facilities which are compatible with surrounding development.*
- *To provide for public facilities such as halls, theatres, art galleries, educational, health and social care facilities, accommodation for the aged, and other services by organizations involved in activities for community benefit."*

The reserve listing does not allow for the development of other land uses. As the Church may be considered for other purposes, an appropriate land use zoning will allow for other potential uses.

Irrespective of the final land use, the proposed Rural Townsite delineation will allow for development compatible with the greater townsite area. It will also ensure consideration of the conservation of the built fabric of the Church building and its incorporation into future use.

This outcome ensures the scheme objectives for the Rural Townsite zone are fully met:

- *To provide for a range of land uses that would typically be found in a small country town.*

A range of uses can be considered as delineated in the zoning and development table:

'P' Use	Aged or dependent person's dwelling	'D' Use	Ancillary dwelling	'A' Use	Aged care facility
	Home office		Carpark		Art gallery
	Single House		Grouped dwelling		Bed and breakfast
			Home business		Brewery
			Home Occupation		Camping ground
			Industry cottage		Caravan park
			Market		Child care premises
			Multiple dwelling		Civic use
			Ancillary dwelling		Club premises
			Carpark		Community purpose
			Grouped dwelling		Consulting rooms
			Home business		Convenience store
			Home Occupation		Education establishment
					Exhibition centre
					Family day care
					Garden Centre
					Holiday accommodation
					Holiday house
					Home store
					Lunch bar
					Produce Stall
					Residential building
					Restaurant/Café
					Road house
					Rural home business
					Second hand dwelling
					Serviced apartment
					Service station
					Shop
					Small bar
					Telecommunications Infrastructure
					Tourist Development

As prescribed in Schedule 3 of the Scheme, residential development will be in accordance with the Residential Design Codes and development standards for other land uses will be determined by the local government based on the specific land use.

3.4.3 Shire of Chapman Valley Heritage Inventory

Our Lady Queen of Peace Roman Catholic Church is included in the local government Heritage Inventory (Place No 65 and corresponding Place 06411 HCWA listing).

The Church is identified as having some significance by contributing '*to the heritage and/or historical development of the locality."*

Management category 4 applies, where conservation of the place is desirable.

The property may be disposed of in the future. The proposed zoning modification will enable a change of use to be contemplated by the Church, or a future successor in title. A change of use proposal will require a planning application to the local government and, as a part of that process, will require a consideration of conservation of the built fabric, with development cognizant of the heritage value of the Place.

The Heritage Inventory extract for Place No 65 is included at **Appendix B.**

3.4.4 Shire of Chapman Valley Strategic Community Plan 2022 – 2032

The local government's strategic plan addresses the social economic, health and lifestyle and environmental objectives of the community, and is intended to guide the Council's decision making. Several strategy objectives apply to the proposed amendment:

Community Health and Lifestyle
1.1.2 Seize opportunities to promote a sense of community: retention and potential for adaptive re-use of an historical building maintains and potentially contribute to an improvement of the amenity of the townsite. It maintains the community's connection to the Place and assists with securing history for future generations. Future owners of the property become new members of the community.

1.2.2 Advocate for current and future services and housing needs with emphasis on aged persons accommodation: the amendment will provide an option for conversion of the building to a residential use, thereby providing additional accommodation options in the townsite. Residential uses can be contemplated include aged persons accommodation, single dwelling, ancillary dwelling, grouped dwelling.

Economy & Population
2.1.1 Ensure planning is in place to encourage business development and promote investment opportunities: legislation allows the local planning scheme to be amended and the subject land to be rezoned to an appropriate zone which will increase the options available for re-adaptive use of the building, including community, commercial, and tourist uses. Initiation of the amendment by the local government will potentially facilitate investment in the townsite.
2.3.1 Embrace local and regional tourism opportunities: the amendment will allow for several uses which may capitalise on increased tourist activity in the locality, particularly during wildflower season.
2.4.1 Town planning review to ensure accommodation opportunities: the amendment will provide potential for the re-use of the site and building for residential use. A range of accommodation options could be contemplated.

Physical and Digital Infrastructure
4.1.1 Develop, manage, and maintain built infrastructure; develop projects and advocate for public and private investment: The amendment will increase the market potential for the site, as it may be attractive for a variety of uses, or combination of more than one.

The amendment will not generate additional resource pressure for the local government extant of the current provision. Land rating potential may increase by change of use, in addition to generating economic activity in the Shire.

4.0 PROPOSED SCHEME AMENDMENT

4.1 The Proposal

The Scheme Amendment application proposes the following:

1. Rezone Lot 14 in full, from Reserve Civic and Cultural to Rural Townsite.

The amendment from Reservation to a land use Zone is consistent with the requirements of the statutory planning environment to ensure:

(i) Implementation of an appropriate land use zone and commensurate permissibility for a range of development opportunities.
(ii) To ensure that appropriate development provisions to guide new development are applicable.

The development provisions applicable to the zone will ensure future development pays regard to the heritage value of the place and the built form of additional development. It will provide the implementation of appropriate bushfire risk management commensurate with the final land use/s.

Figure 10 (Plan 22160PZ) indicates the zoning of the landholding following the amendment.

4.2 Justification

4.2.1 Orderly and Proper Planning

Appropriate land use permissibility should be in place to allow for potential change of use within the guidance provided in the local government municipal inventory for the built Place.

The range of potential use/s provides the opportunity for redevelopment, which will be compatible with the location, and will ensure undesirable or unanticipated development does not occur. It will similarly ensure that future development addresses critical matters impacting the locality.

.

4.2.2 Location and suitability for development

The land is in the existing Yuna Townsite. The lot is serviced with reticulated services, including water and power, suitable for residential or other permitted development, and with good road access. On-site effluent disposal can be contemplated for the lot as prescribed in the State government sewerage policy. The use change is not expected to generate an additional burden on the local government for services or resources.

The built fabric will be retained and potentially converted to a dwelling or other permitted use. Retention will maintain the important local heritage and streetscape value of the built fabric of the community.

4.2.3 Consistency with Local Planning Strategy

The scheme amendment is consistent with the Shire of Chapman Valley Local Planning Strategy, which prescribes a Rural Townsite zoning for much of the Yuna townsite to ensure the broadest range of potential uses. This will assist with maintaining the viability of the townsite by utilising existing built infrastructure for a dwelling conversion or introducing another use that supports residents.

In addition, the LPS identifies encouragement for tourist-related uses/development within the Yuna town site to increase tourist interest in the locality.

The amendment will also provide the greatest opportunity for retaining and restoring a heritage Place through adaptive reuse.

4.2.4 Consistency with Strategic Community Plan

The rezoning will potentially facilitate a change of use and/or works the landholding. This will contribute towards achieving various strategies from the Shire's Community Plan, particularly around the local government supporting economic development, options for accommodation choice, and encouraging low-key tourism opportunities

5.0 CONCLUSION

Our Lady Queen of Peace Roman Catholic Church may be considered for disposal by the Roman Catholic Bishop of Geraldton in the future. The current land use reservation prevents the landholding from being used for other non-public purposes. The scheme amendment aims to provide suitable zoning and development provisions for the subject site, as currently exist elsewhere in the Yuna townsite. The proposed zone, Rural Townsite, affords the greatest flexibility to consolidate the townsite.

The amendment will enable the physical infrastructure of the Church to convert to another use, which will ensure the built infrastructure is conserved for future use and assists in preserving the townsite history for future generations.

The proposal is consistent with the planning framework, particularly the local planning strategy, which provides for the consolidation of the Yuna townsite and suggests land use, including low-key residential, low-key tourism, heritage protection and restoration, and scope of commercial development.

The scheme amendment is of minor local significance and will not generate economic, environmental, or social impacts on the greater Yuna townsite or the local government.

APPENDIX 1
CERTIFICATE OF TITLE 1183/981

WESTERN AUSTRALIA

REGISTER NUMBER	
14/D18476	
DUPLICATE EDITION **N/A**	DATE DUPLICATE ISSUED **N/A**

VOLUME **1183** FOLIO **981**

RECORD OF CERTIFICATE OF TITLE

UNDER THE TRANSFER OF LAND ACT 1893

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

BGRoberts

REGISTRAR OF TITLES

REGISTRAR OF TITLES WESTERN AUSTRALIA

LAND DESCRIPTION:

LOT 14 ON DIAGRAM 18476

REGISTERED PROPRIETOR:
(FIRST SCHEDULE)

THE ROMAN CATHOLIC BISHOP OF GERALDTON OF CATHEDRAL AVENUE, GERALDTON
(T T12452/1955) REGISTERED 16/8/1955

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

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

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

STATEMENTS:

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

SKETCH OF LAND:	1183-981 (14/D18476)
PREVIOUS TITLE:	1135-596
PROPERTY STREET ADDRESS:	7073 CHAPMAN VALLEY RD, YUNA.
LOCAL GOVERNMENT AUTHORITY:	SHIRE OF CHAPMAN VALLEY

LANDGATE COPY OF ORIGINAL NOT TO SCALE 08/06/2022 11:04 AM Request number: 63697695

Landgate
www.landgate.wa.gov.au

APPENDIX 2
MUNICIPAL INVENTORY PLACE NO 65

PLACE NUMBER 65

OUR LADY QUEEN OF PEACE ROMAN CATHOLIC CHURCH

PLACE DETAILS

Place Number:	65
Management Category:	4
Name:	Our Lady Queen of Peace Roman Catholic Church
Other Name:	-
Type of Place:	Church
Street Address:	Lot 14 Chapman Valley Road, Yuna

PHOTOGRAPH



Description: Front (western) facade of the church Date of Photo: 15/12/2011

SITE DETAILS

Lot/Location:	14	Street Number:	N/A
Street Name:	Chapman Valley Road	Locality Name:	Yuna
Diagram/Plan:	D18476	Volume/Folio:	1183/981
Reserve No/Vesting:	N/A	Purpose:	N/A
Assess No:	A1373	HCWA No:	6411
GPS Coordinates:	28 32 79(s), 115 00 69(e)	Area of Site:	1.12ha
Occupied:	Yes	Public Access:	Restricted

USES OF THE PLACE

Original Use:	Church	Current Use:	Church

DESCRIPTION

Walls:	Brick	Roof:	Concrete Tiles
Condition:	Fair	Integrity:	High
Original Fabric:	Intact	Modifications:	None

Our Lady Queen of Peace Roman Catholic Church is of cream brick construction with a green concrete tile gable roof. The building has a combination of timber and aluminium windows and doors. The flat roofed enclosed entry porch is accessed via a side sliding door. The western wall of the entry porch features coloured glass. Overall the church is a very simple building of little architectural significance.

HISTORY

Construction Date:	1967	Source:	Foundation Stone
Architect:	Unknown	Builder:	Unknown

Between 1923 and 1930, an annual Catholic Mass was celebrated in Yuna by Father John Cyril Hawes. Hawes, the Parish Priest at Mullewa would ride his horse to the McGauran home in East Yuna where the Mass was celebrated. Between 1923 and 1963, Monsignor Irwin from the Northampton Parish celebrated Mass in the Rockwell Hall and also at the Nabawa church. Following the opening of the South Yuna School in 1929, Monsignor Irwin celebrated Mass there for people in the Yuna district. In 1963 Monsignor Owen C'Connor was appointed Parish Priest of Northampton and it was at this time that the idea of building a church in Yuna developed. A planned giving programme was organised and together with a generous donation of grain, enabled the church to be constructed. Charles Taylor donated the land and local parishioners donated their time. On 22 October 1967 the church, Our Lady Queen of Peace, was blessed and opened by the Most Reverend F.X. Thomas DD, Bishop of Geraldton. A large crowd was in attendance followed by a social evening at the Yuna Memorial Hall. Both Anglican and Catholic Church services are conducted in this building.

HISTORIC THEME(S)

HCWA		AHC	
406	Religion	8.6	Worshipping
		8.6.4	Making places for worship

STATEMENT OF SIGNIFICANCE

Our Lady Queen of Peace Roman Catholic Church has some local social significance for it role in the religious activities of the Yuna community. The building is evidence of how the local community can work together to achieve an end result.

MANAGEMENT CATEGORY

Category:	4
Level of Significance:	SOME SIGNIFICANCE. Contributes to the heritage and/or historical development of the locality.
Management Recommendation:	Conservation of the place is desirable. Any proposed change to the place should be in sympathy with the heritage values of the place.



OTHER LISTINGS

Nil.

SUPPORTING INFORMATION / REFERENCES

Vlahov, J.,2002, *In Search of Land: Stories of Yuna*, Guardian Print, Geraldton. (pp36-37)

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

ADDITIONAL PHOTOGRAPHS

Description: West and south elevations of the church Date of Photo: 17/02/1993



Planning and Development Act 2005

Resolution to Adopt Amendment to Local Planning Scheme

Shire of Chapman Valley

Local Planning Scheme No. 3

Amendment No. 3

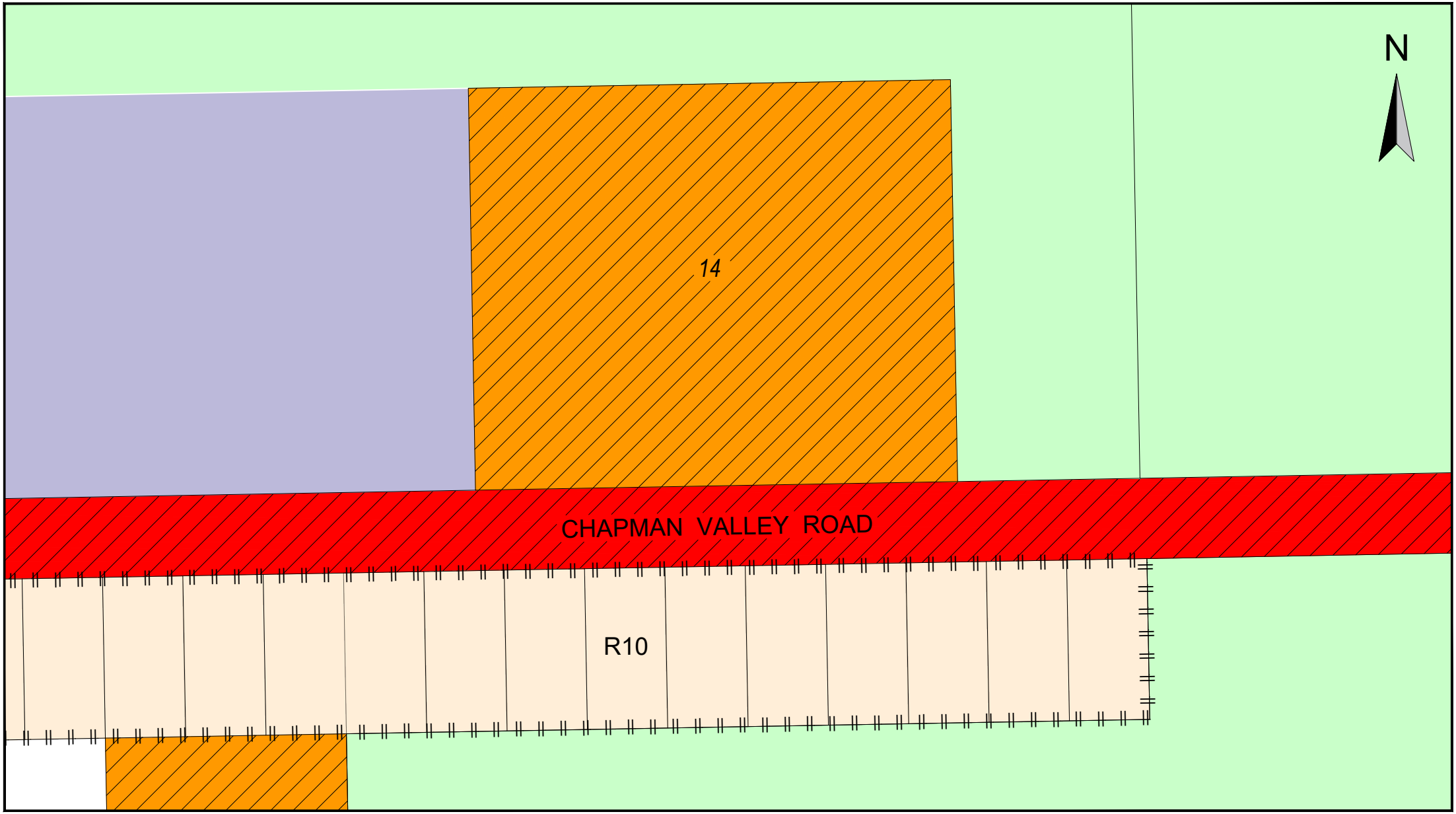
RESOLVED that the Local Government pursuant of Section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by –

(a) Rezoning 14 on Diagram 18476 Chapman Valley Road, Yuna from Local Scheme Reserve 'Civic and Community' to the 'Rural Townsite' zone.

(b) Modifying the Scheme Map accordingly.

The Amendment is defined as standard under the provisions of Section 34 of *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:

1. The amendment relates to a zone or reserve that is consistent with the objectives identified in the scheme for that zone or reserve.
2. The amendment is consistent with the local planning strategy for the scheme that has been endorsed by the Commission.
3. The amendment will have minimal impact on land in the scheme area that is not the subject of the amendment.
4. The amendment will not result in any significant environmental, social, economic or governance impacts on land in the scheme area.



RURAL | LIGHT INDUSTRY | CIVIC AND COMMUNITY | RESIDENTIAL R 10 | PRIMARY DISTRIBUTOR ROAD

TITLE:
EXISTING ZONING: SHIRE OF CHAPMAN VALLEY LOCAL PLANNING SCHEME No 3 RESERVE CIVIC & COMMUNITY
LOT 14 ON DIAGRAM 18476 CHAPMAN VALLEY ROAD, YUNA

CLIENT: THE ROMAN CATHOLIC BISHOP OF GERALDTON

CERTIFICATE OF TITLE(S): 1183/981

DATE LAST MODIFIED: 12/10/2022

SCALE: 1:1250 @A4

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

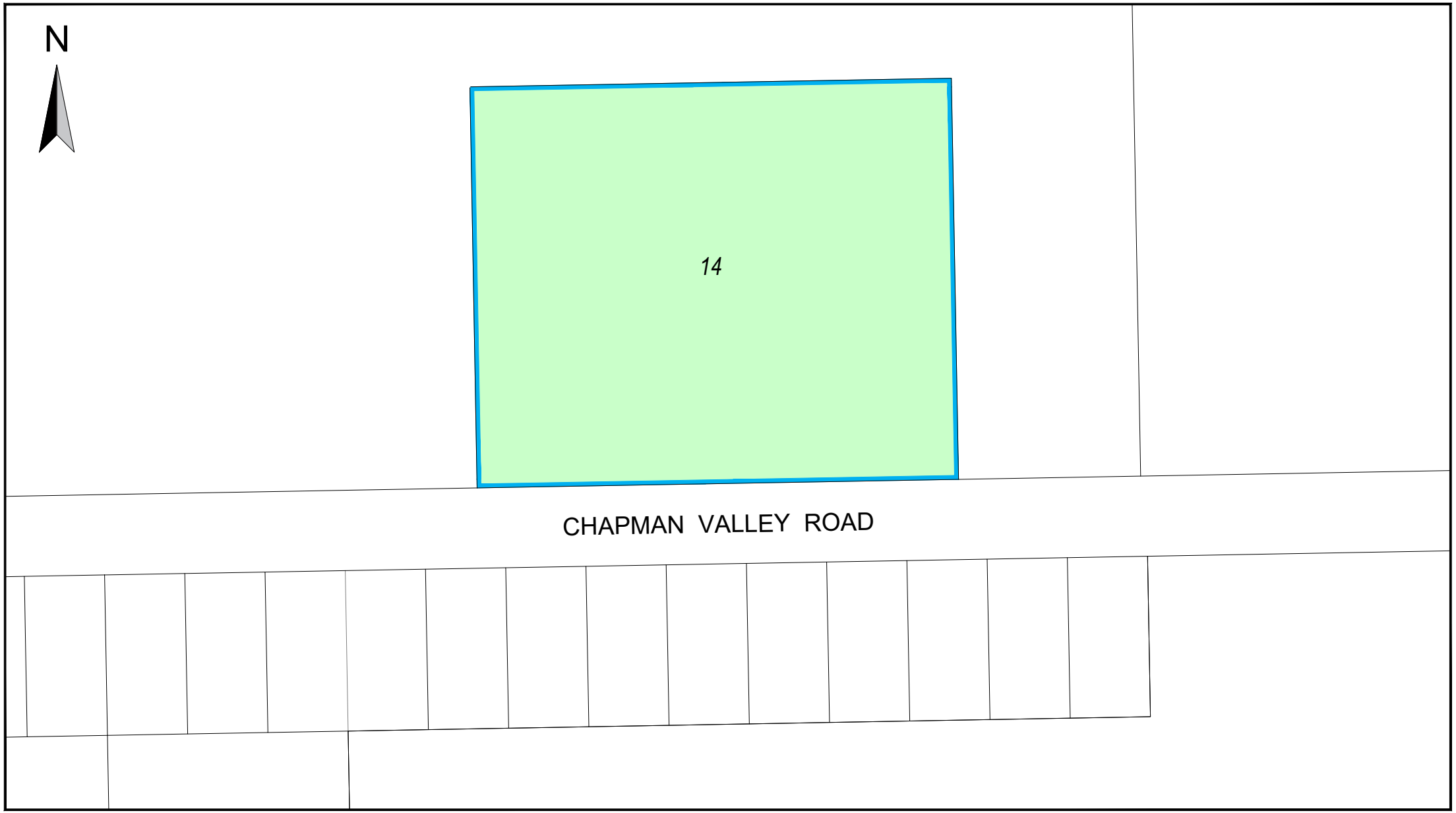
LANDWEST
URBAN AND RURAL PLANNING CONSULTANTS
8 Anzac Terrace Geraldton WA 6530
PO BOX 1597 Geraldton WA 6531
Email : info@landwest.net.au
Phone : (08) 9965 0550
Fax : (08) 9965 0559

REV:	DATE:	DETAILS:	BY:	APPROVED:

APPROVED:

DESIGNED: GMB DRAWN: DW

PLAN: FIGURE 9 (22160EZ)



RURAL TOWNSITE

TITLE:
PROPOSED ZONING: SHIRE OF CHAPMAN VALLEY
LOCAL PLANNING SCHEME No 3 RURAL TOWNSITE
LOT 14 ON DIAGRAM 18476 CHAPMAN VALLEY ROAD, YUNA

CLIENT: THE ROMAN CATHOLIC BISHOP OF GERALDTON

CERTIFICATE OF TITLE(S): 1183/981

DATE LAST MODIFIED: 12/10/2022

SCALE: 1:1250 @A4

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

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Phone : (08) 9965 0550
Fax : (08) 9965 0559

REV:	DATE:	DETAILS:	BY:	APPROVED:

APPROVED:

DESIGNED: GMB DRAWN: DW

PLAN: FIGURE 10 (22160PZ)

Form 6B

COUNCIL ADOPTION

This Basic Amendment was adopted and is recommended for approval by resolution of the Council of the Shire of Chapman Valley at the Ordinary Meeting of the Council held on the _____ day of _____, 2022 and the Common Seal of the Shire of Northampton was hereunto affixed by the authority of a resolution of the Council in the presence of:

_____

SHIRE PRESIDENT

_____

CHIEF EXECUTIVE OFFICER

WAPC ENDORSEMENT (r.63)

_____

DELEGATED UNDER S.16 OF

THE P&D ACT 2005

DATE _____

APPROVAL GRANTED

_____

MINISTER FOR PLANNING

DATE _____

DISCUSSION PAPER

REVIEW OF SYSTEM OF REPRESENTATION

BACKGROUND

On 20 September 2022 the Minister for Local Government (the Minister) released an instruction to all Western Australian Local Governments relating to proposed amendments to the *Local Government Act 1995* (the Act) expected to be considered by Parliament in early 2023.

The proposed amendments provide for:

1) The introduction of preferential voting;
2) Directly elected Mayors and Presidents for band 1 and 2 local governments;
3) Councillor numbers based on population; and
4) The removal of wards for band 3 and 4 local governments.

The Shire of Chapman Valley is a band 4 local government (without a ward system) and point 3) applies, and must be determined by Council, with the outcome advised to the Department of Local Government, Sport and Cultural Industries (DLGSC) by 28 October 2022. It is proposed that Local Governments with a population of up to 5000 people must decide to have either 5, 6 or 7 Councillors. Chapman Valley currently has 8 Councillors so a reduction in number is required.
Point 1) can be considered in the future as part of the next election process in 2023.
Point 2) and 4) do not apply to the Shire of Chapman Valley. The instruction also makes it abundantly clear that there will be no time extensions to any of the processes due to the need to enact all changes in the Government Gazette by 30 June 2023 in preparation for the 2023 Local Government elections to be held on 21 October 2023.

The Shire of Chapman Valley resolved at its October OCM to:

1) Adopt the "voluntary pathway" for the election transition arrangements as part of the Local Government reform process;
2) Comply with the Minister for Local Government's instruction for the "voluntary pathway" as outlined in Attachment: 10.3.1;
3) Subject to adoption of point 1), agree to initiate a Ward and Representation Review for the Shire of Chapman Valley.

This Ward and Representation Review is now required to comply with the requirements of the Act reform process.
Schedule 2.2 of the Act requires local governments with wards to carry out reviews of the ward boundaries and the number of councillors for each ward from time to time so that no more than eight years elapse between successive reviews.
The last review of wards in the Shire of Chapman Valley was undertaken in 2016 and as a result of that review, Council resolved to abolish the existing ward system to a No ward system comprising of 8 Councillors with a Councillor/ Elector ratio of 1:108.

From this point, Council would not normally be required to review its ward boundaries, however, the Ministers instruction to all Western Australian local governments relating to proposed amendments to the Act require a Ward and Representation Review to be performed as part of the "Voluntary Pathway" process.

Existing ratio (as per 2016 review)
Table1

Ward	Number of Councillors	Number of Electors	Councillor: Elector Ratio	% Ratio Deviation
No Wards	8	868	1:108	0.00%
Total	8	868	1:108	0.00%

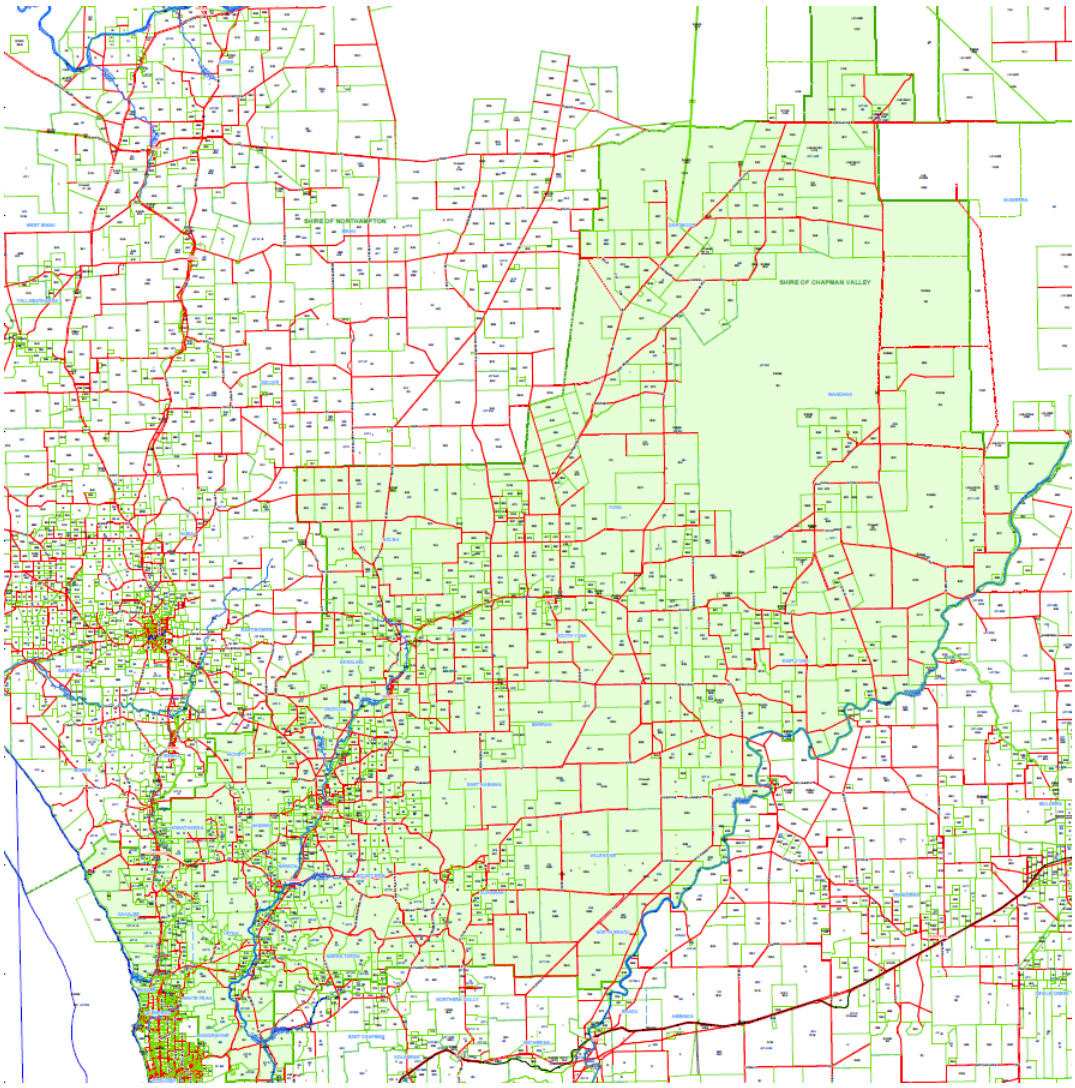
Current situation as at the October 2021 Local Government Electoral Rolls

Currently the Shire of Chapman Valley has 8 councillors elected from the entire Shire (No Wards) as follows: (Includes State Residents Roll and Owner Occupiers Roll).

Table2

Ward	Number of Councillors	Number of Electors	Councillor: Elector Ratio	% Ratio Deviation
No Wards	8	1014	1:127	0.00%
Total	8	1014	1:127	0.00%

Maps showing the current ward boundaries (NIL) is shown below.



As the Council has previously resolved to continue with No Wards, the purpose of this review is to consider what options of representation that best reflects the characteristics of the district and its people. The Minister has proposed that Local Governments with a population of up to 5000 people to decide to have 5, 6 or 7 councillors. Chapman Valley currently has 8 Councillors so a change in the number of Councillors on the Council is required.

REVIEW PROCESS

The review process involves a number of steps:

1. The Council resolves to undertake the review;
2. Public submission period opens;
3. Information provided to the community for discussion;
4. Public submission period closes;
5. The Council considers all submissions and relevant factors and makes a decision;
6. The Council submits a report to the Local Government Advisory Board (the Board) for its consideration; and
7. (If a change is proposed) The Board submits a recommendation to the Minister.

Any changes approved by the Minister where possible will be in place for the next ordinary election.

FACTORS TO BE CONSIDERED

When considering changes to wards and representation, Schedule 2.2 of the Act specifies factors that must be taken into account by a local government as part of the review process:

- ~ The advantages and disadvantages of no wards;
- ~ The advantages and disadvantages of reducing the number of councillors;
- ~ The implications of any change to the councillor/elector ratio;
- ~ The cost of elected members;
- ~ The effectiveness and efficiency of Council meetings;
- ~ The advantages and disadvantages of a ward structure.

Options to consider

The Council is to consider the following options and members of the community may suggest other options. There are various scenarios listed under each option:

Option 1(a) Maintain abolished wards – Reduce Councillors from 8 to 7

Option 1(b) Maintain abolished wards – Reduce Councillors from 8 to 6

Option 1(c) Maintain abolished wards – Reduce Councillors from 8 to 5

OPTION 1(a, b, c) MAINTAIN ABOLISHED WARDS – REDUCE COUNCILLORS

The following is an assessment of the proposed Option 1(a, b, c) situation against the factors.

The Local Government Advisory Board offers the following interpretation of these factors.

1. **The advantages and disadvantages of no wards;**

   The **advantages** of a no ward system may include:

   - Elected members are elected by the whole community not just a section of it. Knowledge and interest in all areas of the Council's affairs would result broadening the views beyond the immediate concerns of those in a ward.
   - The smaller town sites and rural areas have the whole Council working for them.
   - Members of the community who want to approach an elected member can speak to any elected member.
   - Social networks and communities of interest are often spread across a local government and elected members can have an overview of these.
   - Elected members can use their specialty skills and knowledge for the benefit of the whole local government.
   - There is balanced representation with each elected member representing the whole community.
   - The election process is much simpler for the community to understand and for the Council to administer.

   The **disadvantages** of a no ward system may include:

   - Electors may feel that they are not adequately represented if they don't have an affinity with any of the elected members.
   - Elected members living in a certain area may have a greater affinity and understanding of the issues specific to that area.
   - There is potential for an interest group to dominate the Council.
   - Elected members may feel overwhelmed by having to represent all electors and may not have the time or opportunity to understand and represent all the issues.
   - It may be more difficult and costly for candidates to be elected if they need to canvass the whole local government area.

2. **The advantages and disadvantages of reducing the number of Councillors;**

   The **advantages** of a reduction in the number of elected members may include the following:

   - The decision making process may be more effective and efficient if the number of elected members is reduced. It is more timely to ascertain the views of a fewer number of people and decision making may be easier. There is also more scope for team spirit and cooperation amongst a smaller number of people.
   - The cost of maintaining elected members is likely to be reduced (an estimate of the cost of reduction would be helpful).
   - Consultation with the community can be achieved through a variety of means in addition to individuals and groups contacting their local elected member.
   - A reduction in the number of elected members may result in an increased commitment and interest and participation in Council's affairs by elected members generally.
   - Fewer elected members are more readily identifiable to the community.
   - Fewer positions on Council may lead to greater interest in elections with contested elections and those elected obtaining a greater level of support from the community.
   - There is a State wide trend in reductions in the number of elected members and many local governments have found that fewer elected members has improved their decision making process.

   The **disadvantages** of a reduction in the number of elected members may include the following:

   - A smaller number of elected members may result in an increased workload for incumbent members and may reduce efficiency and effectiveness.
   - There is the potential for dominance in the Council by a particular interest group.
   - A reduction in the number of elected members may limit the diversity of interests around the Council table.
   - Opportunities for community participation in Council's affairs may be reduced if there are fewer elected members for the community to contact.

3. **The implications of any change to the Councillor/Elector ratio;**
   The preferred number of elected members for a local government is a matter for the local government. There is a diverse range of councillor/elector ratios across Western Australia reflecting sparsely populated remote areas and the highly populated urban areas.

4. **The cost of elected members;**
   Pursuant to section 5.98(1)(b) of the Act, a council member who attends a council meeting is entitled to be paid the fee set by the local government or the regional local government within the range determined in section 6.2 of the Determination of The Salaries and Allowances Tribunal for council meeting attendance fees. Any reduction or increase will cause a nett effect on the Council's Annual Budget.

5. **The effectiveness and efficiency of Council meetings;**
   The size and structure of a local government will impact on the deliberations involved in determining the number of elected members needed to service the local government.

6. **The advantages and disadvantages of a ward structure.**
   The **advantages** of a ward system may include:
   - Different sectors of the community can be represented ensuring a good spread of representation and interests amongst elected members.
   - There is more opportunity for elected members to have a greater knowledge and interest in the issues in the ward.
   - It may be easier for a candidate to be elected if they only need to canvass one ward.

   The **disadvantages** of a ward system may include:
   - Elected members can become too focused on their wards and less focused on the affairs of other wards and the whole local government.
   - An unhealthy competition for resources can develop where electors in each ward come to expect the services and facilities provided in other wards, whether they are appropriate or not.
   - The community and elected members may regard the local government in terms of wards rather than as a whole community.
   - Ward boundaries may appear to be placed arbitrarily and may not reflect the social interaction and communities of interest of the community.
   - Balanced representation across the local government may be difficult to achieve, particularly if a local government has highly populated urban areas and sparsely populated rural areas.

Option 1(a)

Table 3 - Ratio of councillors to electors

Ward	Number of Councillors	Number of Electors	Councillor: Elector Ratio	% Ratio Deviation
No Wards	7	1014	1:145	0.00%
Total	7	1014	1:145	0.00%

Option 1(b)

Table 4 - Ratio of councillors to electors

Ward	Number of Councillors	Number of Electors	Councillor: Elector Ratio	% Ratio Deviation
No Wards	6	1014	1:169	0.00%
Total	6	1014	1:169	0.00%

Option 1(c)

Table 5 - Ratio of councillors to electors

Ward	Number of Councillors	Number of Electors	Councillor: Elector Ratio	% Ratio Deviation
No Wards	5	1014	1:203	0.00%
Total	5	1014	1:203	0.00%

PUBLIC SUBMISSION PERIOD

The Shire of Chapman Valley is seeking community input into its Review of Wards and Representations and Members of the community are invited to make a written submission about any aspect of representation. These submissions can be lodged at the following:

In Person: Shire Office
3270 Chapman Valley Road
NABAWA WA 6532

By Mail: Shire of Chapman Valley
PO Box 1
NABAWA WA 6532

By Email: cso@chapmanvalley.wa.gov.au

By Fax: (08) 9920 5155

All submissions must be received by 4.00pm on 12th December 2022.

Thank you for your interest and involvement in this review. Council welcomes your comments on any matters that may assist it to make informed and responsible decisions for the benefit of the people of the Shire of Chapman Valley.

Kirrilee Warr
SHIRE PRESIDENT

Jamie Criddle
CHIEF EXECUTIVE OFFICER

14 November 2022

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

To Whom It May Concern

ANNUAL VENUE HIRE

For A Better Chapman Valley (FabCV) Inc commenced in late 2020 as a way to support and foster community ideas, visions and create social connectedness amongst our shire. Our small committee has become a valuable resource to the community attracting events, activities and funding to our shire. Some of these include:

- 2021 and 2022 Rainmakers Dance
- 2021 and 2022 successful art series throughout our whole shire (photography, art workshops, clay workshops, children's writing workshops).
- Summer Movie Series in conjunction with the CV Mens Shed
- Seroja Recovery Breakfast BBQs
- Community Christmas Trees in Parkfalls & Nabawa

We appreciate the support the Shire of Chapman Valley has given our group since establishing.

- In November 2020, Council waived the fees, charges and bond fee for the venue hire of Nabawa Community Centre for the remainder of the 20/21 year.
- Also at this meeting, Council generously covered the Public and Associations Liability, and Volunteer Insurance for FabCV's first year.
- FabCV successfully applied for the 2021/22 Community Growth Fund for $2000 towards sponsorship of the Rainmakers 2022 event.
- FabCV successfully applied for the 2022/23 Community Growth Fund to assist in covering Catering expenses in the 2022 Art Series.
- In July 2021, Council created an annual hire fee, which enabled FabCV to use three venues within the Shire, up to twice a week for an annual fee of $586.
- In June 2022, Council approved a similar motion for annual venue hire, but has now limited this to 12 uses per year.

For A Better Chapman Valley (FabCV) Inc acknowledges the generous support of the Shire, but request a review of the June 2022 decision for our current annual venue hire agreement.

The annual venue hire agreement for the 2021-22 year was an annual fee of $586.00 for a maximum of 104 uses (no more than 2 times within the week). However, in 2022-23 this agreement has been reduced to just 12 times per year at the same cost. Whilst as a committee we agree that 104 uses is excessive we feel that 12 is not a reasonable nor fair amount for $586. The once off venue hire fee for Nabawa Community Centre as a Local Community Member is $50. Limiting the annual venue hire to 12 uses works out to be $48.83 per use.

We wish to continue using these facilities, with more projects coming to life such as a monthly book club and a monthly craft evening to name a few. However, if we cannot continue to use these facilities at a reasonable cost we fear we may not be able to continue them as there is no other suitable facilities and it isn't viable for our not-for-profit group to pay $50 per event.

Therefore we would like to propose to the shire councillors that for $586 we are able to use all shire facilities for a maximum of 36 uses and we will continue to ensure the facilities are left to the cleanliness standard in which we found them. We understand cleaning is a big challenge for the shire however for the majority of the activities/meetings we host would not require a thorough contract clean after each event. For example, after committee meetings, we ensure that tables are wiped down and floors are swept.

We really hope the shire will consider our proposal as we would love to continue the great work we are doing whilst maintaining our wonderful relationship we have with the shire.

Once again, thank you for your time and look forward to your response.

Kind regards,

Megan O'Grady
Secretary
For A Better Chapman Valley Inc
0421644416
fabcv20@gmail.com

SCHEDULE F - MOTOR VEHICLE ALLOWANCE

As from the first pay period commencing on or after 15 July 2008

Area Details	Rate (cents) per kilometre Engine Displacement (in cubic centimetres)		
	Over 2600cc	Over 1600cc to 2600cc	1600cc and under
Metropolitan Area	89.5	64.5	53.2
South West Land Division	91.0	65.4	54.0
North of 23.5o South Latitude	98.6	70.6	58.3
Rest of the State	94.3	67.5	55.6


ZONE 3
ZONE 2
South West Land Division
ZONE 1
Metropolitan Area
50km Radius
INDIAN
OCEAN
SOUTHERN
OCEAN
PERTH
GERALDTON
NORTHAMPTON
MULLEWA
MORAWA
DONGARA
GINGIN
LANCELIN
YANCHEP
JOONDALUP
ROCKINGHAM
ARMADALE
BEVERLEY
YORK
NORTHAM
TOODYAY
MOORA
DALWALLINU
WUBIN
MEEKATHARRA
WILUNA
MT MAGNET
LEINSTER
SANDSTONE
LEONORA
MENZIES
YALGOO
PATHER FIND
KALGOORLIE
BOULDER
COOLGARDIE
SOUTHERN CROSS
MARVEL LOCH
KAMBALDA (WEST)
MERREDIN
KELLERBERRIN
CUNDERDIN
BRUCE ROCK
NORSEMAN
LAKE GRACE
NEWDEGATE
LAKE KING
HARVEY
COLLIE
BUNBURY
DONNYBROOK
BUSSELTON
BOYUP BROOK
KOJONUP
KATANNING
BROOMEHILL
GNOWANGERUP
JERRAMUNGUP
ESPERANCE
RAVENSTHORPE
BURSWOOD
MARGARET RIVER
MANJIMUP
CRANBROOK
AUGUSTA
PEMBERTON
ALBANY
DENMARK
WICKEPIN
KULIN
WYALKATCHEM
BENCUBBIN
WESTONIA
BULLFINCH
TRAYNING
WYALKATCHEM
MUKINBUDIN
MOUNT MARSHALL
CORRIGIN
BROOKTON
TRIGELL
PINJARRA
WARRODONG
HARRISDALE
WILLIAMS
DARKAN
WAGIN
DUMBLEYUNG
HYDEN
NYABING
PINGRUP
KOORDA
DOWERIN
WYALKATCHEM
MUKINBUDIN
MOUNT MARSHALL
CORRIGIN
BROOKTON
TRIGELL
PINJARRA
WARRODONG
HARRISDALE
WILLIAMS
DARKAN
WAGIN
DUMBLEYUNG
HYDEN
NYABING
PINGRUP
KOORDA
DOWERIN
WESTONIA
BULLFINCH
TRAYNING
BENCUBB

SHIRE OF
Chapman Valley
love the rural life!

Elected Member Reimbursement

CLAIMANTS NAME: _____ **CREDITOR No:** _____

POSITION: _____

DETAILS OF CLAIM: _____ *i.e. Fuel expenses for WALGA Conference*

_____ *i.e. Meals & Accomodation for Minister Meeting*

RECEIPTS MUST BE PROVIDED FOR ALL EXPENSES

TICK APPLICABLE BOXES

	FUEL EXPENSE (Fuel Receipt)				**Receipt attached (✓)**	**CLAIMING AMOUNT**
	TRAVEL FROM	TRAVEL TO	DATE	FUEL COMPANY		
	Geraldton	*Perth*	*5/12/2022*	*AMPOL*		
	TRAVEL EXPENSE (Vehicle Allowance per KM)					
	TRAVEL FROM	TRAVEL TO	DATE	METHOD OF TRAVEL	KM's	
	Home	*Perth*	*5/12/2022*	*i.e. car (Prado)*	*412km*	*Completed by Staff*
	Perth	*Home*	*8/12/2022*	*i.e. car (Prado)*	*412km*	*Completed by Staff*
	TRAVEL (IF NOT BOOKED BY COUNCIL ORDER NUMBER)				**Receipt attached (✓)**	
	ACCOMODATION (IF NOT BOOKED BY COUNCIL ORDER NUMBER)				**Receipt attached (✓)**	
	MEALS AND DRINKS (STRICTLY NO ALCOHOL)				**Receipt attached (✓)**	
	PHONE CALLS (COUNCIL RELATED CALLS ONLY)				**Receipt attached (✓)**	
	OTHER TRANSPORT (Eg: CAR HIRE, BUS, TRAIN, TAXI)				**Receipt attached (✓)**	
	OTHER (PLEASE SPECIFY)					
					TOTAL OF ALL COSTS THIS CLAIM	**$ -**

I certify that the above claim is correct, being the amount due and owing to me for the above mentioned.

_____ _____

Claimant's Signature **Date**

_____ _____

Approved for payment by Chief Executive Officer **Date**

TOURISM & EVENTS ADVISORY GROUP

Unconfirmed Minutes

2:00pm, 28 November 2022

NABAWA COUNCIL CHAMBERS

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 Councilors</u> • Cr Batten • Cr Forth • Cr Eliott-Lockhart ~ CEO ~ Deputy CEO ~ Community Development Officer ~ 2 x Community Representatives for Australia Day award nominations

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Chapman Valley for any act, omission or statement or intimation occurring during Council Meeting. The Shire of Chapman Valley disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee Meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council Meeting does so at that person's or legal entity's own risk.

The Shire of Chapman Valley warns that anyone who has any application or request with the Shire of Chapman Valley must obtain and should rely on **WRITTEN CONFIRMATION** of the outcome of the application or request of the decision made by the Shire of Chapman Valley.

Jamie Criddle
CHIEF EXECUTIVE OFFICER

TOURISM & EVENTS ADVISORY GROUP MEETING 2.00PM
28 NOVEMBER 2022 COUNCIL CHAMBERS, NABAWA

ORDER OF BUSINESS

1.0 Declaration of Opening & Announcements from the Presiding Member

Presiding Member Cr Eliott-Lockhart welcomed elected members and staff opening the meeting at 2:00pm.

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.

2.0 Record of Attendance

2.1 Present

Elected Members	In	Out
Cr Liz Eliott-Lockhart (Presiding Member)	2:00pm	3:31pm
Cr Darrell Forth (Deputy President)	2:00pm	3:31pm
Cr Nicole Batten	2:00pm	3:31pm

Officers	In	Out
Jamie Criddle (Chief Executive Officer)	2:00pm	3:31pm
Simon Lancaster (Deputy Chief Executive Officer)	2:00pm	3:31pm
Solataire Cameron (Community Development Officer)	2:00pm	3:31pm

2.2 Apologies

Nil

3.0 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."*

4.0 Petitions/Deputations/Presentations

Nil

5.0 Confirmation of Minutes from previous meetings

ADVISORY GROUP RECOMMENDATION

MOVED: Cr Forth **SECONDED: Cr Batten**

The Minutes of the Tourism & Events Advisory Group of the Shire of Chapman Valley held on 29 February 2022 be confirmed as a true and accurate record of proceedings.

Voting F3/A0
CARRIED
Minute Reference TEAG 11/22-1

6.0 Agenda Items

6.1 Australia Day Award Nominations

To evaluate annual Australia Day Award Nomination(s) in readiness for presenting the awards at the Shire's annual Australia Day Function.

Categories:
- Citizen of the Year;
- Community Group of the Year; and
- Young Achiever of the Year.

Nominations received provided as **separate Attachment 6.1(a)**.

Nomination Guidelines provided as **separate Attachment 6.1(b).**

Nomination Matrix and historical winners provided as **separate Attachment 6.1(c)**.

ADVISORY GROUP RECOMMENDATION

MOVED: Cr Forth **SECONDED: Cr Batten**

That the Tourism and Events Advisory Group recommend [redacted] for the Citizen of the Year Award 2023.

That the Tourism and Events Advisory Group recommend [redacted] for the Community Group of the Year 2023.

That the [redacted] receive a Certificate of Appreciation for promotion of Chapman Valley.

Voting F3/A0
CARRIED
Minute Reference TEAG 11/22-2

Cr Batten declared an impartiality interest and left the Chambers at 2:24pm

ADVISORY GROUP RECOMMENDATION

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

That the Tourism and Events Advisory Group recommend [redacted] for the Young Achiever of the Year 2023.

Voting F2/A0
CARRIED
Minute Reference TEAG 11/22-3

Cr Batten re-entered the Chambers at 2:34pm

6.2 Australia Day - Community Function

Discussion items:
- Location;
- Time;
- Style of function (e.g. BBQ breakfast etc.)

ADVISORY GROUP RECOMMENDATION

MOVED: Cr Batten **SECONDED: Cr Forth**

That the Tourism and Events Advisory Group recommend that the Australia Day Community Function be held on Thursday 26 January 2023 commencing at 8:00am at Nabawa Oval.

Voting F3/A0
CARRIED
Minute Reference TEAG 11/22-4

6.3 Cr Eliott-Lockhart Notes

General Advisory Group discission regarding the following:

- The Act Belong Commit program
- Events Calendar
- Hiring of facilities i.e. Nanson Showgrounds
- Apart from *'love the rural life'* - do we have a tourism slogan i.e. 'Coast to Country'
- Podcast - Storytowns
- Library - name/title

7.0 General Business

7.1 Cr Batten – Australia Day Award Guidelines

ADVISORY GROUP RECOMMENDATION

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

That the Australia Day Award Guidelines be amended as follows (text additions shown in red):

"Any individual or organisation can make a nomination in either of the following categories:
- *Chapman Valley Citizen of the Year*
- *Chapman Valley Young Achiever of the Year*
- *Chapman Valley Community Group or Event of the Year"*

"Nominees for Citizen of the Year or Young Achiever of the Year must be residents and/or Chapman Valley community group member of the Shire of Chapman Valley, and whose achievements and service for others has had a widespread influence on the local community."

Voting F3/A0
CARRIED
Minute Reference TEAG 11/22-5

8.0 Next meeting

To be confirmed at a later date (post Australia Day event).

9.0 Close

The Presiding Member thanked Elected Members and Staff for their attendance and closed the meeting at 3:31pm.

SHIRE OF CHAPMAN VALLEY

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 30 November 2022

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

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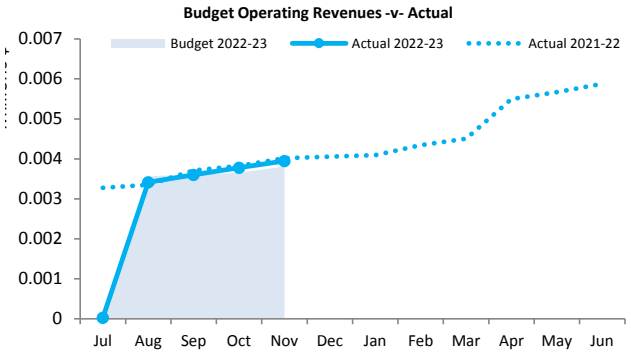
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MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 NOVEMBER 2022

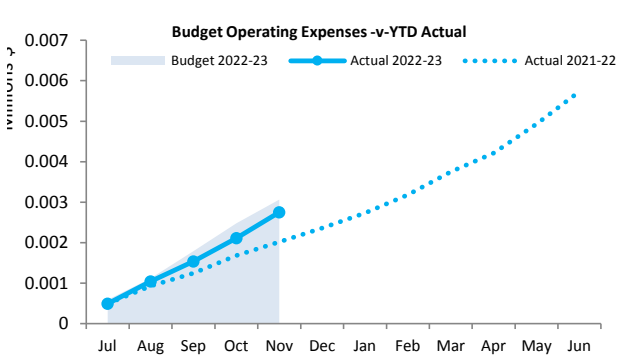
SUMMARY INFORMATION - GRAPHS

OPERATING ACTIVITIES

OPERATING REVENUE

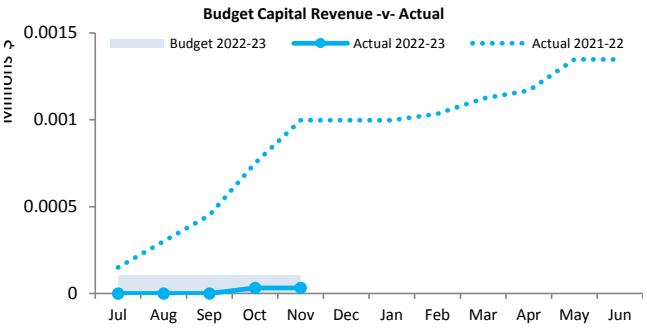


OPERATING EXPENSES

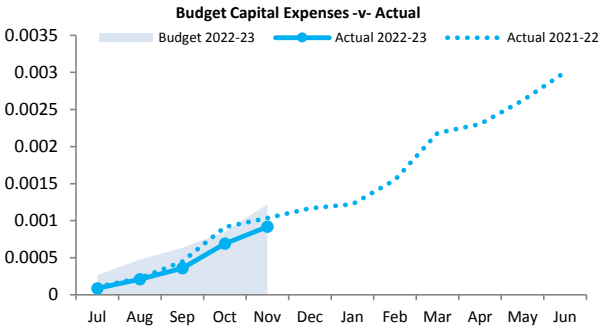


INVESTING ACTIVITIES

CAPITAL REVENUE

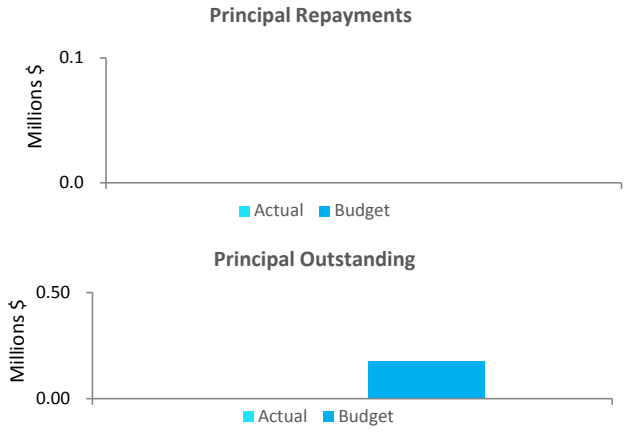


CAPITAL EXPENSES

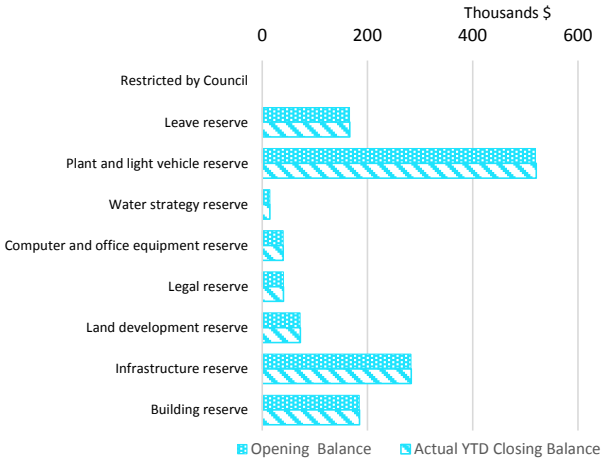


FINANCING ACTIVITIES

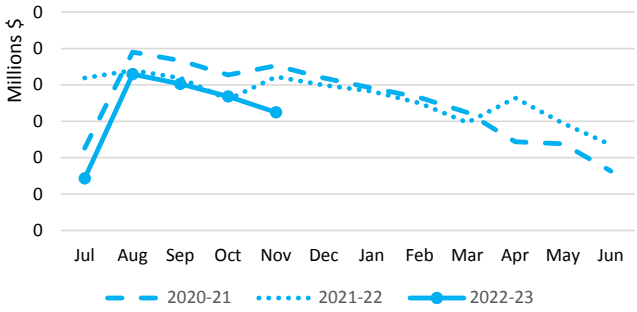
BORROWINGS



RESERVES



Closing funding surplus / (deficit)



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

EXECUTIVE SUMMARY

Funding surplus / (deficit) Components

Funding surplus / (deficit)

	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
Opening	$1.82 M	$1.82 M	$1.82 M	$0.00 M
Closing	$0.00 M	$2.54 M	$3.25 M	$0.71 M

Refer to Statement of Financial Activity

Cash and cash equivalents

	$5.28 M	% of total
Unrestricted Cash	$3.96 M	75.0%
Restricted Cash	$1.32 M	25.0%

Refer to Note 2 - Cash and Financial Assets

Payables

	$0.33 M	% Outstanding
Trade Payables	$0.07 M	
0 to 30 Days		99.2%
Over 30 Days		0.9%
Over 90 Days		0%

Refer to Note 5 - Payables

Receivables

	$0.05 M	% Collected
Rates Receivable	$0.55 M	83.2%
Trade Receivable	$0.05 M	% Outstanding
Over 30 Days		58.5%
Over 90 Days		56.7%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
$0.46 M	$1.64 M	$2.08 M	$0.44 M

Refer to Statement of Financial Activity

Rates Revenue

YTD Actual	$3.05 M	% Variance
YTD Budget	$3.05 M	(0.1%)

Refer to Statement of Financial Activity

Operating Grants and Contributions

YTD Actual	$0.55 M	% Variance
YTD Budget	$0.48 M	15.5%

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges

YTD Actual	$0.30 M	% Variance
YTD Budget	$0.27 M	11.3%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
($2.47 M)	($1.12 M)	($0.65 M)	$0.47 M

Refer to Statement of Financial Activity

Proceeds on sale

YTD Actual	$0.03 M	%
Adopted Budget	$0.11 M	(69.2%)

Refer to Note 6 - Disposal of Assets

Asset Acquisition

YTD Actual	$0.92 M	% Spent
Adopted Budget	$3.50 M	(73.8%)

Refer to Note 7 - Capital Acquisitions

Capital Grants

YTD Actual	$0.24 M	% Received
Adopted Budget	$0.93 M	(74.2%)

Refer to Note 7 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
$0.19 M	$0.20 M	($0.01 M)	($0.21 M)

Refer to Statement of Financial Activity

Borrowings

Principal repayments	$0.00 M
Interest expense	$0.00 M
Principal due	$0.00 M

Refer to Note 8 - Borrowings

Reserves

Reserves balance	$1.32 M
Interest earned	$0.00 M

Refer to Note 10 - Cash Reserves

Lease Liability

Principal repayments	$0.00 M
Interest expense	$0.00 M
Principal due	$0.05 M

Refer to Note 9 - 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 2022

NATURE OR TYPE DESCRIPTIONS

REVENUE

RATES
All rates levied under the *Local Government Act 1995.* Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Excludes administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS
Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS
Amounts received specifically for the acquisition, construction of new or the upgrading of identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

REVENUE FROM CONTRACTS WITH CUSTOMERS
Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

FEES AND CHARGES
Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, and other fees and charges.

SERVICE CHARGES
Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges.

INTEREST EARNINGS
Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE / INCOME
Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates, reimbursements etc.

PROFIT ON ASSET DISPOSAL
Excess of assets received over the net book value for assets on their disposal.

EXPENSES

EMPLOYEE COSTS
All costs associated with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

MATERIALS AND CONTRACTS
All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER)
Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE
All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL
Shortfall between the value of assets received over the net book value for assets on their disposal.

DEPRECIATION ON NON-CURRENT ASSETS
Depreciation expense raised on all classes of assets. Excluding Land.

INTEREST EXPENSES
Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE
Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022

BY NATURE OR TYPE

	Ref Note	Adopted Budget (a)	YTD Budget (b)	YTD Actual (c)	Variance $ (c) - (b)	Variance % ((c) - (b))/(b)	Var.
		$	$	$	$	%	
Opening funding surplus / (deficit)	1(c)	1,816,325	1,816,325	**1,816,325**	0	0.00%	
Revenue from operating activities							
Rates		3,049,621	3,049,621	**3,047,097**	(2,524)	(0.08%)	
Operating grants, subsidies and contributions	12	3,021,405	479,095	**553,556**	74,461	15.54%	▲
Fees and charges		357,252	270,515	**301,106**	30,591	11.31%	▲
Interest earnings		14,615	8,951	**23,933**	14,982	167.38%	▲
Other revenue		17,374	6,410	**4,753**	(1,657)	(25.85%)	
Profit on disposal of assets	6	55,876	0	**17,200**	17,200	0.00%	▲
		6,516,143	**3,814,592**	**3,947,645**	133,053	3.49%	
Expenditure from operating activities							
Employee costs		(2,428,051)	(873,102)	**(797,175)**	75,927	8.70%	
Materials and contracts		(3,154,631)	(1,086,390)	**(797,760)**	288,630	26.57%	▲
Utility charges		(65,969)	(23,448)	**(21,933)**	1,515	6.46%	
Depreciation on non-current assets		(2,132,983)	(888,745)	**(931,058)**	(42,313)	(4.76%)	
Interest expenses		(2,456)	(1,020)	**(684)**	336	32.94%	
Insurance expenses		(184,624)	(183,626)	**(180,840)**	2,786	1.52%	
Other expenditure		(128,136)	(7,055)	**(2,956)**	4,099	58.10%	
Loss on disposal of assets	6	(19,302)	0	**(19,279)**	(19,279)	0.00%	▼
		(8,116,152)	**(3,063,386)**	**(2,751,685)**	311,701	(10.18%)	
Non-cash amounts excluded from operating activities	1(a)	2,058,909	888,745	**886,544**	(2,201)	(0.25%)	
Amount attributable to operating activities		**458,900**	**1,639,951**	**2,082,504**	442,553	26.99%	
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	13	928,620	0	**240,000**	240,000	0.00%	▲
Proceeds from disposal of assets	6	106,304	106,304	**32,721**	(73,583)	(69.22%)	▼
Payments for property, plant and equipment and infrastructure	7	(3,502,148)	(1,222,190)	**(918,956)**	303,234	24.81%	▲
Amount attributable to investing activities		**(2,467,224)**	**(1,115,886)**	**(646,235)**	469,651	(42.09%)	
Financing Activities							
Proceeds from new debentures	8	175,000	175,000	**0**	(175,000)	(100.00%)	▼
Transfer from reserves	10	250,000	250,000	**0**	(250,000)	(100.00%)	▼
Payments for principal portion of lease liabilities	9	(7,886)	0	**(3,258)**	(3,258)	0.00%	
Transfer to reserves	10	(225,115)	(225,115)	**(3,550)**	221,565	98.42%	▲
Amount attributable to financing activities		**191,999**	**199,885**	**(6,808)**	(206,693)	(103.41%)	
Closing funding surplus / (deficit)	1(c)	**0**	**2,540,275**	**3,245,786**	705,511	(27.77%)	▲

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 15 for an explanation of the reasons for the variance.
This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

BASIS OF PREPARATION

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

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

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

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

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

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

SIGNIFICANT ACCOUNTING POLICES

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

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

The balances, transactions and disclosures impacted by accounting estimates are as follows:
- estimation of fair values of certain financial assets
- estimation of fair values of fixed assets shown at fair value
- impairment of financial assets

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

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 30 November 2022

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	6	(55,876)	0	(17,200)
Less: Movement in liabilities associated with restricted cash		0	0	0
Less: Fair value adjustments to financial assets at amortised cost		0	0	0
Movement in pensioner deferred rates (non-current)		0	0	0
Movement in employee benefit provisions		(37,500)	0	(50,772)
Movement in lease liabilities (non-current)		0	0	0
Movement in other provisions (non-current)		0	0	4,179
Add: Loss on asset disposals	6	19,302	0	19,279
Add: Depreciation on assets		2,132,983	888,745	931,058
Total non-cash items excluded from operating activities		**2,058,909**	**888,745**	**886,544**

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

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

		Adopted Budget Opening 30 June 2022	Last Year Closing 30 June 2022	Year to Date 30 November 2022
Adjustments to net current assets				
Less: Reserves - restricted cash	10	(1,293,181)	(1,318,066)	(1,321,616)
Add: Borrowings	8	175,000	0	0
Add: Provisions employee related provisions	11	327,768	327,768	0
Add: Lease liabilities	9		7,886	7,886
Total adjustments to net current assets		**(790,413)**	**(982,412)**	**(1,313,730)**

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

Current assets				
Cash and cash equivalents	2	4,941,705	4,941,705	5,284,812
Rates receivables	3	218,737	218,737	547,507
Receivables	3	2,848	2,848	54,852
Other current assets	4	6,767	6,767	28,368
Less: Current liabilities				
Payables	5	(1,434,010)	(1,434,010)	(331,998)
Contract liabilities	11	(601,656)	(601,656)	(597,808)
Lease liabilities	9	(7,886)	(7,886)	(7,886)
Provisions	11	(365,268)	(365,268)	(418,331)
Less: Total adjustments to net current assets	1(b)	(944,912)	(944,912)	(1,313,730)
Closing funding surplus / (deficit)		**1,816,325**	**1,816,325**	**3,245,786**

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

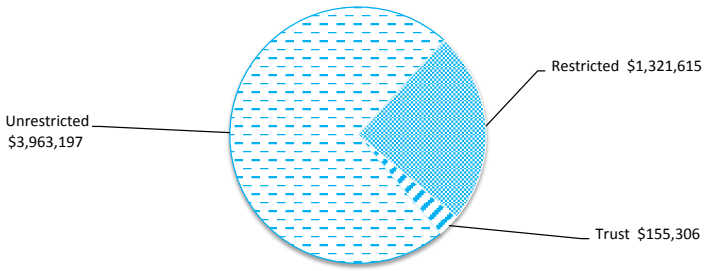
Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution
		$	$	$	$	
Cash on hand						
Municipal Account	Cash and cash equivalents	587,035	0	587,035		Westpac Banking Corporation
Petty Cash	Cash and cash equivalents	700	0	700		Westpac Banking Corporation
Municipal Investment Account	Cash and cash equivalents	3,375,462	0	3,375,462		Westpac Banking Corporation
Leave Reserve	Cash and cash equivalents	0	166,186	166,186		Westpac Banking Corporation
Water Strategy Reserve	Cash and cash equivalents	0	14,286	14,286		Westpac Banking Corporation
Plant/Light Vehicle Reserve	Cash and cash equivalents	0	520,723	520,723		Westpac Banking Corporation
Computer & Office Equipment Reserve	Cash and cash equivalents	0	39,880	39,880		Westpac Banking Corporation
Legal Reserve	Cash and cash equivalents	0	40,152	40,152		Westpac Banking Corporation
Land Development Reserve	Cash and cash equivalents	0	72,307	72,307		Westpac Banking Corporation
Infrastructure Reserve	Cash and cash equivalents	0	283,357	283,357		Westpac Banking Corporation
Building Reserve	Cash and cash equivalents	0	184,724	184,724		Westpac Banking Corporation
Trust Account	Cash and cash equivalents	0	0	0	155,306	Westpac Banking Corporation
Total		**3,963,197**	**1,321,615**	**5,284,812**	**155,306**	
Comprising						
Cash and cash equivalents		3,963,197	1,321,615	5,284,812	155,306	
		3,963,197	**1,321,615**	**5,284,812**	**155,306**	

KEY INFORMATION

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

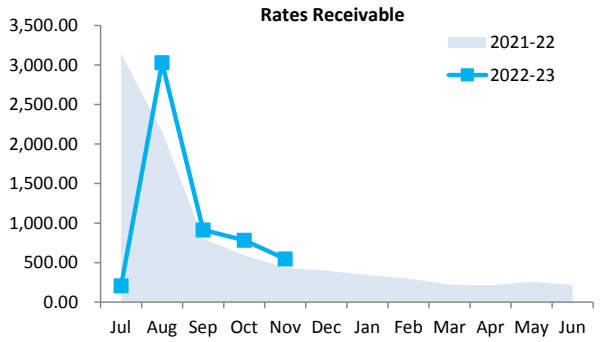
The local government classifies financial assets at amortised cost if both of the following criteria are met:
- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

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



OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

Rates receivable	30 Jun 2022	30 Nov 2022
	$	$
Opening arrears previous years	97,209	213,887
Levied this year	2,946,952	3,047,097
Less - collections to date	(2,830,274)	(2,713,477)
Gross rates collectable	**213,887**	**547,507**
Net rates collectable	**213,887**	**547,507**
% Collected	93%	83.2%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Receivables - general	(1,918)	4,223	100	0	3,150	5,555
Percentage	(34.5%)	76%	1.8%	0%	56.7%	
Balance per trial balance						
Sundry receivable						5,555
GST receivable						49,297
Total receivables general outstanding						**54,852**

Amounts shown above include GST (where applicable)

KEY INFORMATION

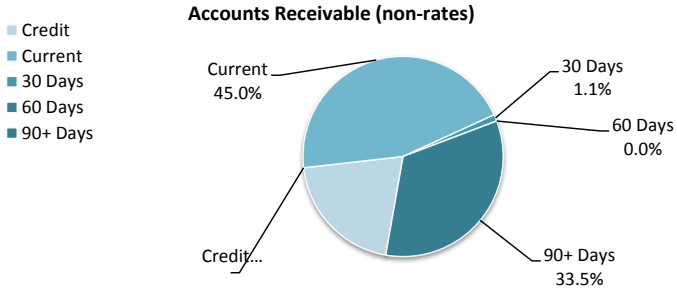
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

Classification and subsequent measurement

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

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



OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS

Other current assets	Opening Balance 1 July 2022	Asset Increase	Asset Reduction	Closing Balance 30 November 2022
	$	$	$	$
Inventory				
Fuel	6,767	0	(216)	6,551
Other Assets				
Prepayments	9,068	12,749	0	21,817
Total other current assets	**15,835**	**12,749**	**(216)**	**28,368**

Amounts shown above include GST (where applicable)

KEY INFORMATION

Inventory

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

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

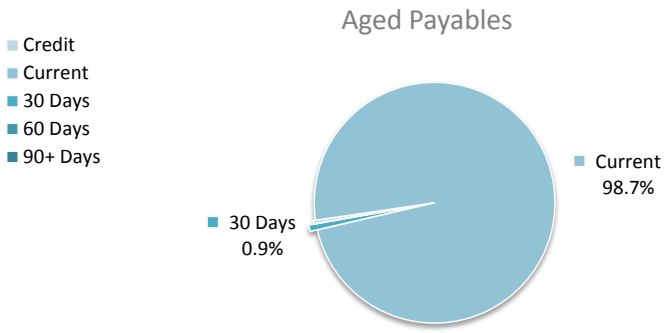
OPERATING ACTIVITIES
NOTE 5
PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Payables - general	(319)	71,425	623	0	0	71,729
Percentage	-0.4%	99.6%	0.9%	0%	0%	
Balance per trial balance						
Sundry creditors						71,729
Accrued salaries and wages						56,985
ATO liabilities						39,091
Receipts in advance						63,174
Bonds and deposits						60,455
ESL Payable						33,964
Total payables general outstanding						**331,998**

Amounts shown above include GST (where applicable)

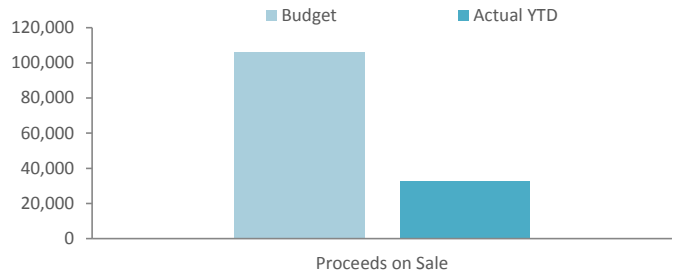
KEY INFORMATION

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



OPERATING ACTIVITIES
NOTE 6
DISPOSAL OF ASSETS

		Budget				YTD Actual			
Asset Ref.	Asset description	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		$	$	$	$	$	$	$	$
	Plant and equipment								
	Transport								
	P35 Caterpillar Primemover	16,428	50,000	33,572	0	0	0	0	0
	P43 Ford Ranger PX	4,500	8,304	3,804	0	1,500	9,091	7,591	0
	P45 Water Tanker Trailer	29,302	10,000	0	(19,302)	0	0	0	0
	P48 Mazda BT-50	4,500	10,000	5,500	0	1,300	10,909	9,609	0
	P55 Mitsubishi Triton	4,500	13,000	8,500	0	0	0	0	0
	P65 Ford Ranger XLT	10,500	15,000	4,500	0	0	0	0	0
	Other property and services								
	3269 & 3271 Chapman Valley Road	0	0	0	0	32,000	12,721	0	(19,279)
		69,730	**106,304**	**55,876**	**(19,302)**	**34,800**	**32,721**	**17,200**	**(19,279)**



INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS

Capital acquisitions	Adopted Budget	YTD Budget	YTD Actual	YTD Actual Variance
	$	$	$	$
Land and buildings	773,480	28,000	115,441	87,441
Plant and equipment	727,104	142,000	91,004	(50,996)
Infrastructure - roads	2,001,564	1,052,190	712,511	(339,679)
Payments for Capital Acquisitions	**3,502,148**	**1,222,190**	**918,956**	**(303,234)**
Capital Acquisitions Funded By:				
	$	$	$	$
Capital grants and contributions	**928,620**	**0**	**240,000**	240,000
Borrowings	**175,000**	**175,000**	**0**	(175,000)
Other (disposals & C/Fwd)	**106,304**	**106,304**	**32,721**	(73,583)
Cash backed reserves				
Leave reserve	**0**	**0**	**0**	0
Plant and light vehicle reserve	**(150,000)**	**0**	**0**	0
Water strategy reserve	**0**	**0**	**0**	0
Computer and office equipment reserve	**0**	**0**	**0**	0
Legal reserve	**0**	**0**	**0**	0
Land development reserve	**0**	**0**	**0**	0
Infrastructure reserve	**0**	**0**	**0**	0
Building reserve	**(100,000)**	**0**	**0**	0
Contribution - operations	**2,542,224**	**940,886**	**646,235**	(294,651)
Capital funding total	**3,502,148**	**1,222,190**	**918,956**	**(303,234)**

SIGNIFICANT ACCOUNTING POLICIES

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

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

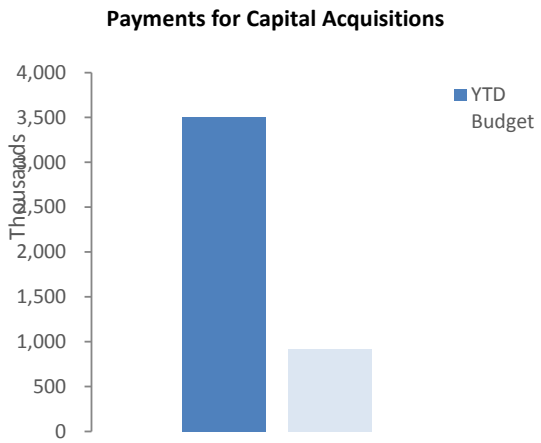
Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Initial recognition and measurement for assets held at cost

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

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

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



INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS (CONTINUED)

Capital expenditure total

Level of completion indicators



0%
20%
40%
60%
80%
100%
Over 100%

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

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

	Ledger Account	Account Description	Adopted Budget	YTD Budget	YTD Actual	Variance (Under)/Over
			$	$	$	$
	0564	Building Improvements (Governance)	57,700	0	11,107	11,107
	2644	Land & Buildings Purchases (Public Halls)	139,343	20,000	104,334	84,334
	2834	Land & Building Purchases (Other Recreation & Culture)	385,437	0	0	0
	3104	Plant & Equipment Purchases (Community Amenities)	15,000	0	0	0
	3264	Depot Construction (Transport)	191,000	8,000	0	(8,000)
	3554	Plant & Equipment Purchases (Transport)	697,104	142,000	91,003	(50,997)
	7074	Plant & Equipment Purchases (Swimming Areas & Beaches)	15,000	0	0	0
	3114	Capital Roadworks Program Purchases (Transport)	2,001,564	1,052,190	712,511	(339,679)
			3,502,148	**1,222,190**	**918,955**	**(303,235)**

Repayments - borrowings

Information on borrowings			New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.	1 July 2022	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		$	$	$	$	$	$	$	$	$
Transport										
Depot Building	99	0	0	175,000	0	0	0	175,000	0	0
Total		0	0	175,000	0	0	0	175,000	0	0
Current borrowings		0					0			
Non-current borrowings		0					0			
		0					0			

All debenture repayments were financed by general purpose revenue.

New borrowings 2022-23

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
	$	$				$	%	$	$	$
Depot Building - Loan 99	0	175,000	WBC	Fixed Rate	5	18,397	3.7	0	175,000	0
	0	175,000				**18,397**		**0**	175,000	0

The Shire has no unspent debenture funds as at 30th June 2021, nor is it expected to have unspent funds as at 30th June 2022.

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materiallly different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

Movement in carrying amounts

Information on leases			New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Lease No.	1 July 2022	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		$	$	$	$	$	$	$	$	$
Community amenities										
Nabawa Fuel Station	LE01	50,495	0	0	(3,258)	(7,886)	47,237	42,609	(530)	(1,206)
Total		50,495	0	0	(3,258)	(7,886)	47,237	42,609	(530)	(1,206)
Current lease liabilities		7,886					4,628			
Non-current lease liabilities		42,609					42,609			
		50,495					47,237			

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.

Reserve accounts

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	$	$	$	$	$	$	$	$	$
Restricted by Council									
Leave reserve	165,740	10	446	0	0	0	0	165,750	166,186
Plant and light vehicle reserve	519,325	50	1,398	50,000	0	(150,000)	0	419,375	520,723
Water strategy reserve	14,248	5	38	0	0	0	0	14,253	14,286
Computer and office equipment reserve	39,772	5	108	125,000	0	0	0	164,777	39,880
Legal reserve	40,045	5	108	0	0	0	0	40,050	40,153
Land development reserve	72,113	5	194	0	0	0	0	72,118	72,307
Infrastructure reserve	282,595	15	762	0	0	0	0	282,610	283,357
Building reserve	184,228	20	496	50,000	0	(100,000)	0	134,248	184,724
	1,318,066	**115**	**3,550**	**225,000**	**0**	**(250,000)**	**0**	**1,293,181**	**1,321,616**

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

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

OPERATING ACTIVITIES
NOTE 11
OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening Balance 1 July 2022	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 30 November 202
		$		$	$	$
Other liabilities						
- Contract liabilities		601,656	0	779,708	(783,556)	597,808
Total other liabilities		601,656	0	779,708	(783,556)	597,808
Employee Related Provisions						
Annual leave		203,661	0	32,623	0	236,284
Long service leave		161,607	(18,149)	38,589	0	182,047
Total Employee Related Provisions		365,268	(18,149)	71,212	0	418,331
Total other current assets		**966,924**	**(18,149)**	**850,920**	**(783,556)**	**1,016,139**

Amounts shown above include GST (where applicable)

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

KEY INFORMATION

Provisions

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

Employee Related Provisions

Short-term employee benefits

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

Other long-term employee benefits

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

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

Contract liabilities

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

Capital grant/contribution liabilities

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

NOTE 12
OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
Provider	Liability 1 July 2022	Increase in Liability	Decrease in Liability (As revenue)	Liability 30 Nov 2022	Current Liability 30 Nov 2022	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	$	$	$	$	$	$	$	$
Operating grants and subsidies								
General purpose funding								
Financial Assistance Grants (Local Roads Funding)	0	146,763	(146,763)	0	0	272,000	136,000	146,763
Financial Assistance Grants (General Purpose)	0	49,305	(49,305)	0	0	308,410	154,205	59,305
Law, order, public safety								
DFES Grant Income	0	4,102	(4,102)	0	0	19,500	6,500	4,102
Community amenities								
Australian Sports Commission & Queens Jubilee	53,500	0	(48,000)	5,500	5,500	53,500	5,500	48,000
Meerilinga Young Childrens Week Grant	0	1,100	0	1,100	1,100	0	0	0
Dept of Community - Volunteer Day	0	1,650	0	1,650	1,650	0	0	0
Recreation and culture								
LRCIP 3 (A)	365,437	0	0	365,437	365,437	365,437	0	0
LRCIP 3 (B)	0	0	0	0	0	730,874	0	0
Transport								
Main Roads WA Direct Grant	0	150,902	(150,902)	0	0	147,724	147,724	150,902
Regional Road Group & LRCIP 3 (Coro Beach Rd)	182,719	0	(122,222)	60,497	60,497	829,060	0	122,222
	601,656	**353,822**	**(521,294)**	**434,184**	**434,184**	**2,726,505**	**449,929**	**531,294**
Operating contributions								
General purpose funding								
Ex Gratia Rates	0	10,664	(10,664)	0	0	10,000	10,000	10,664
Recreation and culture								
Insurance Reimbursments (Cyclone Seroja)	0	0	0	0	0	252,400	0	0
Transport								
Hudson Resources Contribution (Dartmoor Rd)	0	0	0	0	0	12,500	12,500	0
Other property and services								
Diesel Fuel Rebate	0	11,598	(11,598)	0	0	20,000	6,666	11,598
	0	**22,262**	**(22,262)**	**0**	**0**	**294,900**	**29,166**	**22,262**
TOTALS	**601,656**	**376,084**	**(543,556)**	**434,184**	**434,184**	**3,021,405**	**479,095**	**553,556**

NOTE 13
NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

	Capital grant/contribution liabilities					Non operating grants, subsidies and contributions revenue		
Provider	Liability 1 July 2022	Increase in Liability	Decrease in Liability (As revenue)	Liability 30 Nov 2022	Current Liability 30 Nov 2022	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	$	$	$	$	$	$	$	$
Non-operating grants and subsidies								
Transport								
Main Roads WA Regional Road Group Funding	0	403,624	(240,000)	163,624	163,624	600,000	0	240,000
Roads to Recovery Funding	0	0	0	0	0	328,620	0	0
TOTALS	**0**	**403,624**	**(240,000)**	**163,624**	**163,624**	**928,620**	**0**	**240,000**

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022

NOTE 14
TRUST FUND

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

Description	Opening Balance 1 July 2022	Amount Received	Amount Paid	Closing Balance 30 Nov 2022
	$	$	$	$
Contributions from Sub Divider	150,357	0	0	**150,357**
CTF Levy	1,514	2,386	(1,973)	**1,927**
Building Commission	1,441	2,616	(1,835)	**2,222**
Unclaimed Monies	0	800	0	**800**
	153,312	**5,802**	**(3,808)**	**155,306**

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022

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 2022-23 year is $10,000 or 10.00% whichever is the greater.

				Explanation of variances	
Nature or type	**Var. $**	**Var. %**		**Timing**	**Permanent**
	$	%			
Revenue from operating activities					
Operating grants, subsidies and contributions	74,461	15.54%	▲ Timing		
Fees and charges	30,591	11.31%	▲ Timing		
Interest earnings	14,982	167.38%	▲		Permanent
Expenditure from operating activities					
Employee costs	75,927	8.70%	Timing		
Materials and contracts	288,630	26.57%	▲ Timing		
Depreciation on non-current assets	(42,313)	(4.76%)	Timing		
Investing activities					
Proceeds from disposal of assets	(73,583)	(69.22%)	▼ Timing		
Payments for property, plant and equipment and infrastr	303,234	24.81%	▲ Timing		
Financing activities					
Proceeds from new debentures	(175,000)	(100.00%)	▼ Timing		
Transfer from reserves	(250,000)	(100.00%)	▼ Timing		
Transfer to reserves	221,565	98.42%	▲ Timing		

BANK RECONCILIATION - Muni Accounts
As at 30th of November 2022

SYNERGY

Balance as per Cash at Bank Account GL 160000	587,035.09
Balance as per Cash at Bank Account GL 170000	3,375,462.66
Balance as per Interfund Transfer A/c GL 161100	-
Plus Income on Bank Stmt not in ledgers	-
Less Expenditure on Bank Stmt not in ledgers	-
	$3,962,497.75

BANK

Muni Bank Account (Account No 000040)	587,035.09
Investment Account (Account No 305784)	3,375,462.66
	3,962,497.75
Less Outstanding Payments	-
Plus Outstanding Deposits	-
Plus Tfer from Trust to Muni or [Tfer to Trust from Muni]	-
	$3,962,497.75

Difference Check 0.00

Completed by: Beau Raymond - Senior Finance Officer — 06/12/2022 Date

Reviewed by: Jamie Criddle - Chief Executive Officer — 06/12/2022 Date

Corporate Card Statement

29 NOV 2022

053

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

Facility Number
00018023 20000001

Payment Due Date
30 November 2022

Closing Balance
$1,031.23

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 2022	20 Nov 2022	30 Nov 2022	5,622.05	1,031.23	8,968.77

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		
5,622.05	5,622.05 -	994.73	0.00	36.50	0.00	1,031.23	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

S000768 / M000276 / 323 / CN1VP4P1

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Corporate Card Statement

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

ENTERED

CARDHOLDER TRANSACTION DETAILS

Cardholder Name	Card Number	Credit Limit	Available Credit
Jameon Criddle	5163 2531 0145 4541	6,000	5,134.02

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			4,270.26-	
			Sub Total:	**4,270.26-**	
	Purchases				
30 OCT	BUNNINGS 308000 HOME SUPPLY WAREHOUSE STORES	GERALDTON	AUS	47.97 ✓	104720.02
01 NOV	Crown Perth HOTELS, MOTELS, RESORTS - LO	Burswood	AUS	635.36	#106320.22
03 NOV	Crown Perth HOTELS, MOTELS, RESORTS - LO	Burswood	AUS	34.50	106320.22
02 NOV	THE CAMFIELD BAR DRINKING PLACES (ALCOHOLIC B	BURSWOOD	AUS	60.90 ✓	106320.22
12 NOV	MITCHELL AND BROWN HOUSEHOLD APPLIANCE STORES	GERALDTON	AUS	69.00 ✓	LIBY/005/505
			Sub Total:	**847.73**	
	Interest, Fees & Government Charges				
20 NOV	CARD FEE			18.25	107020.22
			Sub Total:	**18.25**	

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions		
4,270.26	4,270.26 -	847.73	0.00	18.25	0.00	865.98	0.00

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Corporate Card Statement

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

Cardholder Signature _____ **Date** 1/12/22

Transactions examined and approved.

Manager/Supervisor Signature _____ **Date** _____

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Phone 1800 931 678

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S000770 / M000276 / 323 / CN1VP4P1

Corporate Card Statement

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

ENTERED

CARDHOLDER TRANSACTION DETAILS

Cardholder Name	Card Number	Credit Limit	Available Credit
Simon Lancaster	5163 2531 0083 4453	4,000	3,834.75

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	1,351.79-	
	Sub Total:	**1,351.79-**	
	Purchases		
15 NOV	WESTERN AUSTRALI EAST PERTH AUS GOVERNMENT SERVICES NOT ELSE	147.00 ✓	Firearms Licence Renewal #108420.22
	Sub Total:	**147.00**	
	Interest, Fees & Government Charges		
20 NOV	CARD FEE	✗ 18.25	107020.22
	Sub Total:	**18.25**	

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions		
1,351.79	1,351.79 -	147.00	0.00	18.25	0.00	165.25	0.00

S000769 / M000276 / 323 / CN1VP4P1

CSF VP4

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Corporate Card Statement

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

Cardholder Signature _____ **Date** 1/12/22

Transactions examined and approved.

Manager/Supervisor Signature _____ **Date** _____

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

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S000769 / M000276 / 323 / CN1VP4P1

List of Accounts Paid - November 2022			
Chq/EFT	**Date**	**Name**	**Amount**
EFT27033	01/11/2022	Building and Construction Industry Training Fund	-$ 1,125.32
EFT27034	01/11/2022	Department of Mines, Industry Regulation & Safety	-$ 828.80
EFT27035	01/11/2022	Shire of Chapman Valley	-$ 31.50
EFT27036	02/11/2022	A.J. Kupsch & C.H. Kupsch t/as Geraldton Floral Studio	-$ 100.00
EFT27037	02/11/2022	BOC Limited	-$ 121.45
EFT27038	02/11/2022	Chapman Valley Menshed Inc	-$ 400.00
EFT27039	02/11/2022	Cleanaway Co Pty Ltd (Commercial)	-$ 6,062.38
EFT27040	02/11/2022	Cleanaway Co Pty Ltd (Domestic)	-$ 7,903.15
EFT27041	02/11/2022	Corrine Smith	-$ 500.00
EFT27043	02/11/2022	Fleet Network	-$ 997.61
EFT27044	02/11/2022	Geraldton Toyota	-$ 237.16
EFT27045	02/11/2022	Integrated ICT	-$ 7,583.60
EFT27046	02/11/2022	It Vision	-$ 880.00
EFT27047	02/11/2022	JA Diesel Pty Ltd	-$ 5,113.90
EFT27048	02/11/2022	Landgate	-$ 130.41
EFT27049	02/11/2022	Local Government Insurance Services WA	-$ 97,545.18
EFT27050	02/11/2022	Local Government Supervisors Association Of Western Australia Inc.	-$ 962.50
EFT27051	02/11/2022	Logic IT Solutions Pty Ltd	-$ 627.00
EFT27052	02/11/2022	ML Communications	-$ 440.08
EFT27053	02/11/2022	MOD Designs	-$ 1,270.00
EFT27054	02/11/2022	Midwest Auto Group	-$ 28.56
EFT27055	02/11/2022	Miralec	-$ 275.00
EFT27056	02/11/2022	Node1Internet	-$ 476.95
EFT27057	02/11/2022	Norfolk Cleaning Service	-$ 866.25
EFT27058	02/11/2022	O'Brien 4WD Centre	-$ 1,641.50
EFT27059	02/11/2022	Pages Auto Electrical Service	-$ 99.00
EFT27060	02/11/2022	Services Australia	-$ 142.74
EFT27061	02/11/2022	The West Australian	-$ 211.86
EFT27062	02/11/2022	Think Water Geraldton	-$ 495.25
EFT27063	02/11/2022	Ugle Fabrications	-$ 165.00
EFT27064	02/11/2022	Westrac Pty Ltd	-$ 141.46
EFT27065	02/11/2022	Woolworths Group	-$ 259.68
EFT27066	02/11/2022	Shire of Mingenew	-$ 141.90
EFT27067	07/11/2022	Creasy Farming Co	-$ 9,060.51
EFT27068	14/11/2022	Synergy	-$ 980.30
EFT27069	14/11/2022	Anne-Marie Cox	-$ 58.70
EFT27070	14/11/2022	Anthony Abbott	-$ 147.97
EFT27071	14/11/2022	Australia Post	-$ 220.02
EFT27072	14/11/2022	Baba Marda Road Services	-$ 6,371.28
EFT27073	14/11/2022	Bob Waddell & Associates Pty Ltd	-$ 1,980.00
EFT27074	14/11/2022	Bunnings Group Limited	-$ 214.40
EFT27075	14/11/2022	Chapman Valley Menshed Inc	-$ 400.00
EFT27076	14/11/2022	Compact Tractor Services	-$ 3,150.00
EFT27077	14/11/2022	Complete Landscape Solutions Pty Ltd	-$ 105.60
EFT27078	14/11/2022	Complete Office Supplies	-$ 164.87
EFT27079	14/11/2022	Design Catering	-$ 156.75
EFT27080	14/11/2022	Dianne Raymond	-$ 60.00
EFT27081	14/11/2022	Ecoscape Australia Pty Ltd	-$ 1,262.25
EFT27082	14/11/2022	Event Entertainment WA Pty Ltd	-$ 350.00
EFT27083	14/11/2022	Fleet Network	-$ 997.61
EFT27084	14/11/2022	Geraldton Air Charter Pty Ltd	-$ 930.00
EFT27085	14/11/2022	Geraldton Diesel Injection Service	-$ 477.76
EFT27086	14/11/2022	Geraldton Toyota	-$ 700.52
EFT27087	14/11/2022	Goodyear & Dunlop Tyres (Aust) Pty Ltd	-$ 1,327.14
EFT27088	14/11/2022	Greenfield Technical Service	-$ 6,985.00
EFT27089	14/11/2022	Hersey's Safety Pty Ltd	-$ 1,406.61
EFT27090	14/11/2022	Initial Hygiene	-$ 4,798.04
EFT27091	14/11/2022	JA Diesel Pty Ltd	-$ 1,559.80
EFT27092	14/11/2022	Jennifer Chapman	-$ 49.90

EFT27093	14/11/2022	Joanne Wanda Franklin t/as Facepainting Magic & Other Enchantments	-$	205.00
EFT27094	14/11/2022	Jungles Newsagency	-$	29.11
EFT27095	14/11/2022	Kruize Asphalt & Contracting	-$	20,944.00
EFT27096	14/11/2022	Logic IT Solutions Pty Ltd	-$	627.00
EFT27097	14/11/2022	ML Communications	-$	577.01
EFT27098	14/11/2022	MOD Designs	-$	2,920.00
EFT27099	14/11/2022	Miles Glass & Fly Screens Pty Ltd	-$	2,552.00
EFT27100	14/11/2022	Mooreview Plants & Trees	-$	523.60
EFT27101	14/11/2022	Naomi Wilson	-$	250.00
EFT27102	14/11/2022	O'Donnell, Earl	-$	9.86
EFT27103	14/11/2022	Rachael Galloway	-$	58.70
EFT27104	14/11/2022	Refuel Australia	-$	41,807.12
EFT27105	14/11/2022	Reg Pomery Building Service	-$	9,503.00
EFT27106	14/11/2022	Services Australia	-$	142.74
EFT27107	14/11/2022	Department of Transport	-$	30.50
EFT27108	14/11/2022	Shire of Morawa	-$	1,200.00
EFT27109	14/11/2022	SuperSealing	-$	12,963.50
EFT27110	14/11/2022	TLCWA Pty Ltd t/as Saferoads WA	-$	99,294.80
EFT27111	14/11/2022	Tarts & Co Catering	-$	630.00
EFT27112	14/11/2022	TeletracNavman Australia	-$	769.45
EFT27113	14/11/2022	Terrence Andrew Noden	-$	975.00
EFT27114	14/11/2022	The Shearing Shed Cafe	-$	262.50
EFT27115	14/11/2022	Think Water Geraldton	-$	564.55
EFT27116	14/11/2022	Ugle Fabrications	-$	1,210.00
EFT27117	14/11/2022	Western Australian Local Government Association (WALGA)	-$	3,600.00
EFT27118	14/11/2022	Westrac Pty Ltd	-$	1,642.19
EFT27119	14/11/2022	Woolworths Group	-$	9.30
EFT27120	14/11/2022	Department of Mines, Industry Regulation & Safety	-$	213.17
EFT27121	14/11/2022	Shire of Chapman Valley	-$	15.00
EFT27122	16/11/2022	Building and Construction Industry Training Fund	-$	226.60
EFT27123	16/11/2022	Shire of Chapman Valley	-$	16.50
EFT27124	18/11/2022	Atom Supply	-$	1,176.85
EFT27125	18/11/2022	Bitutek Pty Ltd	-$	201,161.31
EFT27126	18/11/2022	Bridgestone Tyre Centre	-$	996.00
EFT27127	18/11/2022	Bruce Rock Engineering	-$	1,738.25
EFT27128	18/11/2022	Bunnings Group Limited	-$	642.18
EFT27129	18/11/2022	Central West Pump Service	-$	1,489.40
EFT27130	18/11/2022	Cleanaway Co Pty Ltd (Commercial)	-$	4,347.33
EFT27131	18/11/2022	Cleanaway Co Pty Ltd (Domestic)	-$	6,272.15
EFT27132	18/11/2022	Erskine Michael Kelly	-$	3,124.05
EFT27133	18/11/2022	Five Star Business Solutions & Innovation	-$	773.66
EFT27134	18/11/2022	GG Pumps And Electrical Pty Ltd	-$	15,824.22
EFT27135	18/11/2022	Geraldton Ag Services	-$	140.90
EFT27136	18/11/2022	Geraldton Lock And Key	-$	502.83
EFT27137	18/11/2022	Geraldton Mower & Repair Specialists	-$	1,186.00
EFT27138	18/11/2022	Glenfield Fresh IGA	-$	9.87
EFT27139	18/11/2022	Goodyear & Dunlop Tyres (Aust) Pty Ltd	-$	1,519.36
EFT27140	18/11/2022	Hoppys Parts R Us	-$	287.96
EFT27141	18/11/2022	IPEC Pty Ltd (Toll Global Express)	-$	11.01
EFT27142	18/11/2022	Integrated ICT	-$	4,930.11
EFT27143	18/11/2022	It Vision	-$	277.20
EFT27144	18/11/2022	Ivey Contracting	-$	14,866.50
EFT27145	18/11/2022	Lenane Holdings Pty Ltd	-$	15,130.50
EFT27146	18/11/2022	MOD Designs	-$	585.00
EFT27147	18/11/2022	McIntosh Holdings Pty Ltd t/as Purcher International (W.A.)	-$	1,922.86
EFT27148	18/11/2022	Mel Forrester Nominees Pty Ltd	-$	66,000.00
EFT27149	18/11/2022	Node1Internet	-$	476.95
EFT27150	18/11/2022	Stewart & Heaton Clothing Co Pty Ltd.	-$	9,621.79
EFT27151	18/11/2022	Sun City Plumbing	-$	403.70
EFT27152	18/11/2022	Terrence Andrew Noden	-$	1,450.00
EFT27153	18/11/2022	Thurkle's Earthmoving & Maintenance Pty Ltd	-$	56,061.50

EFT27154	18/11/2022	Ultimate Positioning Group Pty Ltd	-$	5,881.70
EFT27155	18/11/2022	Westrac Pty Ltd	-$	132.72
EFT27156	18/11/2022	Young Motors	-$	550.00
EFT27157	02/11/2022	Westpac Geraldton	-$	5,622.05
EFT27158	29/11/2022	Synergy	-$	5,043.79
EFT27159	29/11/2022	Telstra Corporation Limited	-$	1,530.33
EFT27160	29/11/2022	Battery Mart	-$	382.80
EFT27161	29/11/2022	Chapman Valley Menshed Inc	-$	400.00
EFT27162	29/11/2022	Chapman Valley Primary School	-$	25.00
EFT27163	29/11/2022	Department Of Fire And Emergency Services	-$	25,867.60
EFT27164	29/11/2022	Design Catering	-$	321.20
EFT27165	29/11/2022	Fleet Network	-$	997.61
EFT27166	29/11/2022	Freemans Liquid Waste	-$	1,755.80
EFT27167	29/11/2022	Glenfield Fresh IGA	-$	15.49
EFT27168	29/11/2022	Ian Anthony Kenney	-$	1,500.00
EFT27169	29/11/2022	Iris Faye Somers	-$	790.00
EFT27170	29/11/2022	JA Diesel Pty Ltd	-$	4,007.74
EFT27171	29/11/2022	Kruize Asphalt & Contracting	-$	12,760.00
EFT27172	29/11/2022	ML Communications	-$	501.60
EFT27173	29/11/2022	MOD Designs	-$	270.00
EFT27174	29/11/2022	Mooreview Plants & Trees	-$	19.00
EFT27175	29/11/2022	Peter John Humphrey	-$	184.23
EFT27176	29/11/2022	Reg Pomery Building Service	-$	24,000.00
EFT27177	29/11/2022	Searange Holdings Pty Ltd	-$	833.35
EFT27178	29/11/2022	Services Australia	-$	142.74
EFT27179	29/11/2022	Department of Transport	-$	23.20
EFT27180	29/11/2022	Think Water Geraldton	-$	836.30
EFT27181	29/11/2022	Thurkle's Earthmoving & Maintenance Pty Ltd	-$	39,776.00
EFT27182	29/11/2022	Western Australian Local Government Association (WALGA)	-$	70.00
EFT27183	29/11/2022	Westrac Pty Ltd	-$	2,144.07
DD17825.1	08/11/2022	Aware Super Pty Ltd	-$	8,136.50
DD17825.2	08/11/2022	Rest Superannuation	-$	1,319.60
DD17825.3	08/11/2022	Wealth Personal Superannuation and Pension Fund	-$	553.36
DD17825.4	08/11/2022	Cameron Fishing Superannuation Fund	-$	139.78
DD17825.5	08/11/2022	OnePath Custodians Pty Limited	-$	260.72
DD17825.6	08/11/2022	Prime Super	-$	290.01
DD17825.7	08/11/2022	Hostplus Superannuation	-$	78.72
DD17825.8	08/11/2022	ANZ Smart Choice Super	-$	294.30
DD17844.1	22/11/2022	Aware Super Pty Ltd	-$	8,151.57
DD17844.2	22/11/2022	Rest Superannuation	-$	1,154.55
DD17844.3	22/11/2022	Wealth Personal Superannuation and Pension Fund	-$	553.36
DD17844.4	22/11/2022	Cameron Fishing Superannuation Fund	-$	110.59
DD17844.5	22/11/2022	OnePath Custodians Pty Limited	-$	244.53
DD17844.6	22/11/2022	Prime Super	-$	308.68
DD17844.7	22/11/2022	Hostplus Superannuation	-$	61.74
DD17844.8	22/11/2022	ANZ Smart Choice Super	-$	294.30
			-$	**956,758.49**

SHIRE OF CHAPMAN VALLEY

FINANCIAL REPORT

FOR THE YEAR ENDED 30 JUNE 2022

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The Shire of Chapman Valley conducts the operations of a local government with the following 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

Nexia Perth Audit Services Pty Ltd

SHIRE OF CHAPMAN VALLEY
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

The attached financial report of the Shire of Chapman Valley for the financial year ended 30 June 2022 is based on proper accounts and records to present fairly the financial position of the Shire of Chapman Valley at 30 June 2022 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 12th day of December 2022:



Chief Executive Officer

Jameon Criddle
Name of Chief Executive Officer

OAG
AUDITED

Nexia Perth Audit Services Pty Ltd

SHIRE OF CHAPMAN VALLEY
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE OR TYPE
FOR THE YEAR ENDED 30 JUNE 2022

	NOTE	2022 Actual	2022 Budget	2021 Actual
		$	$	$
Revenue				
Rates	24(a),2(a)	2,946,952	2,937,703	2,854,496
Operating grants, subsidies and contributions	2(a)	2,408,298	2,318,366	2,079,750
Fees and charges	23(c),2(a)	370,093	306,136	371,177
Interest earnings	2(b)	20,121	13,475	16,053
Other revenue	2(a)	46,099	153,380	36,359
		5,791,563	5,729,060	5,357,835
Expenses				
Employee costs		(1,802,378)	(2,246,397)	(1,745,316)
Materials and contracts		(1,633,375)	(2,459,138)	(1,885,391)
Utility charges		(51,750)	(59,103)	(52,741)
Depreciation	10(a)	(2,089,998)	(1,938,889)	(2,051,812)
Finance costs	2(c)	(2,209)	(3,336)	(3,620)
Insurance		(167,721)	(184,419)	(160,363)
Other expenditure	2(c)	(111,683)	(136,931)	(113,445)
		(5,859,114)	(7,028,213)	(6,012,688)
		(67,551)	(1,299,153)	(654,853)
Non-operating capital grants, subsidies & contributions	2(a)	1,529,197	1,528,260	1,228,260
Profit on asset disposals	10(b)	86,856	60,006	72,554
Fair value adjustments to financial assets at fair value through profit or loss		2,998	0	2,804
		1,619,051	1,588,266	1,303,618
Net result for the period	23(b)	**1,551,500**	**289,113**	**648,765**
Other comprehensive income for the period				
Items that will not be reclassified subsequently to profit or loss				
Changes in asset revaluation surplus	16	1,559,722	0	0
Total other comprehensive income for the period	16	**1,559,722**	**0**	**0**
Total comprehensive income for the period		**3,111,222**	**289,113**	**648,765**

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 FINANCIAL POSITION
AS AT 30 JUNE 2022

	NOTE	2022	2021
		$	$
CURRENT ASSETS			
Cash and cash equivalents	3	4,941,705	3,786,799
Trade and other receivables	5	221,585	180,789
Inventories	6	6,767	5,140
Other assets	7	9,068	8,382
TOTAL CURRENT ASSETS		5,179,125	3,981,110
NON-CURRENT ASSETS			
Trade and other receivables	5	8,342	4,938
Other financial assets	4(a)	58,353	55,355
Property, plant and equipment	8	19,474,071	17,809,587
Infrastructure	9	131,112,692	130,237,784
Right-of-use assets	11(a)	48,536	56,636
TOTAL NON-CURRENT ASSETS		150,701,994	148,164,300
TOTAL ASSETS	23(d)	155,881,119	152,145,410
CURRENT LIABILITIES			
Trade and other payables	12	1,071,338	855,603
Other liabilities	13	601,656	185,456
Lease liabilities	11(b),26(b)	7,886	7,686
Borrowings	14,26(a)	0	42,125
Employee related provisions	15	418,331	394,118
TOTAL CURRENT LIABILITIES		2,099,211	1,484,988
NON-CURRENT LIABILITIES			
Other liabilities	13	159,515	159,515
Lease liabilities	11(b),26(b)	42,608	50,494
Employee related provisions	15	34,459	16,310
TOTAL NON-CURRENT LIABILITIES		236,582	226,319
TOTAL LIABILITIES		2,335,793	1,711,307
NET ASSETS		153,545,325	150,434,103
EQUITY			
Retained surplus		34,106,388	32,712,467
Reserve accounts	27	1,318,066	1,160,487
Revaluation surplus	16	118,120,871	116,561,149
TOTAL EQUITY		153,545,325	150,434,103

This statement is to be read in conjunction with the accompanying notes.



SHIRE OF CHAPMAN VALLEY
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2022

	NOTE	RETAINED SURPLUS	RESERVE ACCOUNTS	REVALUATION SURPLUS	TOTAL EQUITY
		$	$	$	$
Balance as at 1 July 2020		**32,384,738**	**839,451**	**116,561,149**	**149,785,338**
Comprehensive income for the period					
Net result for the period		648,765	0	0	648,765
Other comprehensive income for the period	16	0	0	0	0
Total comprehensive income for the period		648,765	0	0	648,765
Transfers from reserves	27	34,500	(34,500)	0	0
Transfers to reserves	27	(355,536)	355,536	0	0
Balance as at 30 June 2021		**32,712,467**	**1,160,487**	**116,561,149**	**150,434,103**
Comprehensive income for the period					
Net result for the period		1,551,500	0	0	1,551,500
Other comprehensive income for the period	16	0	0	1,559,722	1,559,722
Total comprehensive income for the period		1,551,500	0	1,559,722	3,111,222
Transfers from reserves	27	378,000	(378,000)	0	0
Transfers to reserves	27	(535,579)	535,579	0	0
Balance as at 30 June 2022		**34,106,388**	**1,318,066**	**118,120,871**	**153,545,325**

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 2022

	NOTE	2022 Actual	2022 Budget	2021 Actual
		$	$	$
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts				
Rates		2,892,827	2,937,703	2,858,463
Operating grants, subsidies and contributions		2,349,759	2,318,366	2,237,360
Fees and charges		370,093	306,136	371,177
Interest received		20,121	13,475	16,053
Other revenue		46,099	153,380	36,359
		5,678,899	5,729,060	5,519,412
Payments				
Employee costs		(1,748,183)	(2,246,397)	(1,794,378)
Materials and contracts		(1,497,743)	(2,454,638)	(1,277,393)
Utility charges		(51,750)	(59,103)	(52,741)
Finance costs		(2,209)	(3,336)	(3,620)
Insurance paid		(167,721)	(184,419)	(160,363)
Goods and services tax paid		50,219	0	(50,169)
Other expenditure		(111,682)	(136,931)	(113,446)
		(3,529,069)	(5,084,824)	(3,452,110)
Net cash provided by (used in) operating activities	17(b)	2,149,830	644,236	2,067,302
CASH FLOWS FROM INVESTING ACTIVITIES				
Payments for purchase of property, plant & equipment	8(a)	(937,495)	(1,791,974)	(898,212)
Payments for construction of infrastructure	9(a)	(2,152,217)	(2,135,830)	(1,674,230)
Non-operating grants, subsidies and contributions		2,029,599	1,528,260	1,228,260
Proceeds from sale of property, plant & equipment	10(b)	115,000	126,000	102,273
Net cash provided by (used in) investing activities		(945,113)	(2,273,544)	(1,241,909)
CASH FLOWS FROM FINANCING ACTIVITIES				
Repayment of borrowings	26(a)	(42,125)	0	(45,996)
Payments for principal portion of lease liabilities	26(b)	(7,686)	(7,686)	(8,124)
Net cash provided by (used in) financing activities		(49,811)	(7,686)	(54,120)
Net increase (decrease) in cash held		1,154,906	(1,636,994)	771,273
Cash at beginning of year		3,786,799	3,786,799	3,015,526
Cash and cash equivalents at the end of the year	3,17(a)	4,941,705	2,149,805	3,786,799

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 2022

	NOTE	2022 Actual	2022 Budget	2021 Actual
		$	$	$
NET CURRENT ASSETS - At start of financial year - surplus/(deficit)	25(b)	1,779,565	1,779,565	1,919,752
OPERATING ACTIVITIES				
Revenue from operating activities (excluding general rate)				
Operating grants, subsidies and contributions		2,408,298	2,318,366	2,079,750
Fees and charges		370,093	306,136	371,177
Interest earnings		20,121	13,475	16,053
Other revenue		46,099	153,380	36,359
Profit on asset disposals	10(b)	86,856	60,006	72,554
Fair value adjustments to financial assets at fair value through profit or loss		2,998	0	2,804
		2,934,465	2,851,363	2,578,697
Expenditure from operating activities				
Employee costs		(1,802,378)	(2,246,397)	(1,745,316)
Materials and contracts		(1,633,375)	(2,459,138)	(1,885,391)
Utility charges		(51,750)	(59,103)	(52,741)
Depreciation		(2,089,998)	(1,938,889)	(2,051,812)
Finance costs		(2,209)	(3,336)	(3,620)
Insurance		(167,721)	(184,419)	(160,363)
Other expenditure		(111,683)	(136,931)	(113,445)
		(5,859,114)	(7,028,213)	(6,012,688)
Non-cash amounts excluded from operating activities	25(a)	2,039,102	1,893,021	2,056,373
Amount attributable to operating activities		(885,547)	(2,283,829)	(1,377,618)
INVESTING ACTIVITIES				
Non-operating grants, subsidies and contributions		1,529,197	1,528,260	1,228,260
Proceeds from disposal of assets	10(b)	115,000	126,000	102,273
Purchase of property, plant and equipment	8(a)	(937,495)	(1,786,574)	(898,212)
Purchase and construction of infrastructure	9(a)	(2,152,217)	(2,135,830)	(1,674,230)
		(1,445,515)	(2,268,144)	(1,241,909)
FINANCING ACTIVITIES				
Repayment of borrowings	26(a)	(42,125)	0	(45,996)
Payments for principal portion of lease liabilities	26(b)	(7,686)	(7,686)	(8,124)
Transfers to reserves (restricted assets)	27	(535,579)	(535,609)	(355,536)
Transfers from reserves (restricted assets)	27	378,000	378,000	34,500
Amount attributable to financing activities		(207,390)	(165,295)	(375,156)
Surplus/(deficit) before imposition of general rates		(758,887)	(2,937,703)	(1,074,931)
Total amount raised from general rates	24(a)	2,946,952	2,937,703	2,854,496
Surplus/(deficit) after imposition of general rates	25(b)	**2,188,065**	**0**	**1,779,565**

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
FOR THE YEAR ENDED 30 JUNE 2022
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1. BASIS OF PREPARATION

The financial report comprises general purpose financial statements which have been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

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

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

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

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

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 28 of the financial report.

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

The estimates and associated assumptions are based on historical experience and various other factors 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:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation uncertainties made in relation to lease accounting
- estimation of useful lives of non-current assets

2. REVENUE AND EXPENSES

(a) Revenue

Revenue Recognition

Revenue recognised during the year under each basis of recognition by nature or types of goods or services is provided in the table below:

For the year ended 30 June 2022

Nature or type	Contracts with customers	Capital grant/contributions	Statutory Requirements	Other	Total
	$	$	$	$	$
Rates	0	0	2,946,952	0	2,946,952
Operating grants, subsidies and contributions	0	2,408,298	0	0	2,408,298
Fees and charges	0	0	370,093	0	370,093
Interest earnings	0	0	19,262	859	20,121
Other revenue	0	0	0	46,099	46,099
Non-operating grants, subsidies and contributions	0	1,529,197	0	0	1,529,197
Total	0	3,937,495	3,336,307	46,958	7,320,760

For the year ended 30 June 2021

Nature or type	Contracts with customers	Capital grant/contributions	Statutory Requirements	Other	Total
	$	$	$	$	$
Rates	0	0	2,854,496	0	2,854,496
Operating grants, subsidies and contributions	0	2,079,750	0	0	2,079,750
Fees and charges	0	0	371,177	0	371,177
Interest earnings	0	0	14,741	1,312	16,053
Other revenue	0	0	0	36,359	36,359
Non-operating grants, subsidies and contributions	0	1,228,260	0	0	1,228,260
Total	0	3,308,010	3,240,414	37,671	6,586,095

	Note	2022 Actual	2022 Budget	2021 Actual
(b) Revenue (Continued)		$	$	$
Interest earnings				
Interest on reserve funds		157	288	266
Rates instalment and penalty interest (refer Note 24(c))		19,262	12,000	14,741
Other interest earnings		702	1,187	1,046
		20,121	13,475	16,053
(c) Expenses				
Auditors remuneration				
- Audit of the Annual Financial Report		46,500	42,800	42,800
		46,500	42,800	42,800
Finance costs				
Borrowings	26(a)	798	836	2,018
Lease liabilities	26(b)	1,405	0	1,602
Overdraft		6		
		2,209	836	3,620
Other expenditure				
Elected member renumeration		87,615	92,180	84,315
Sundry expenses		24,068	44,751	29,130
		111,683	136,931	113,445

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.

3. CASH AND CASH EQUIVALENTS

	Note	2022	2021
		$	$
Cash at bank and on hand		4,941,705	3,786,799
Total cash and cash equivalents	17(a)	4,941,705	3,786,799
Held as			
- Unrestricted cash and cash equivalents		3,623,639	2,626,312
- Restricted cash and cash equivalents	17(a)	1,318,066	1,160,487
		4,941,705	3,786,799

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.

Restricted financial assets

Restricted financial asset balances are not available for general use by the local government due to externally imposed restrictions. 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.

Details of restrictions on financial assets can be found at Note 17.

4. OTHER FINANCIAL ASSETS

	2022	2021
	$	$
(a) Non-current assets		
Financial assets at fair value through profit and loss	58,353	55,355
	58,353	55,355
Financial assets at fair value through profit and loss		
Units in Local Government House Trust	58,353	55,355
	58,353	55,355

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

Impairment and risk

Information regarding impairment and exposure to risk can be found at Note 20.

5. TRADE AND OTHER RECEIVABLES

	Note	2022	2021
		$	$
Current			
Rates receivable		213,887	97,209
Trade and other receivables		2,848	29,837
GST receivable		0	50,219
Emergency serivces levy receivable		4,850	3,524
		221,585	180,789
Non-current			
Pensioner's rates and ESL deferred		8,342	4,938
		8,342	4,938

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 grants, contributions, reimbursements, and goods sold and services performed in the ordinary course of business.

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

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 20.

Classification and subsequent measurement

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

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

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.

6. INVENTORIES

	Note	2022	2021
		$	$
Current			
Fuel and materials		6,767	5,140
		6,767	5,140

The following movements in inventories occurred during the year:

Balance at beginning of year	5,140	1,170
Inventories expensed during the year	(167,598)	(101,626)
Additions to inventory	169,225	105,596
Balance at end of year	6,767	5,140

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.

7. OTHER ASSETS

	2022	2021
	$	$
Other assets - current		
Prepayments	9,068	8,382
	9,068	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.

8. 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.

	Note	Land	Buildings - specialised	Total land and buildings	Furniture and equipment	Plant and equipment	Tools and equipment	Total property, plant and equipment
		$	$	$	$	$	$	$
Balance at 1 July 2020		2,342,113	11,363,250	13,705,363	185,896	3,818,113	49,308	17,758,680
Additions		0	376,199	376,199	9,252	489,116	23,645	898,212
Disposals		0	0	0	0	(29,719)	0	(29,719)
Depreciation	10(a)	0	(239,221)	(239,221)	(4,233)	(565,630)	(8,502)	(817,586)
Transfers		0	0	0	0	0	0	0
Balance at 30 June 2021		2,342,113	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	12,415,114	14,757,227	199,001	4,732,972	80,185	19,769,385
Accumulated depreciation at 30 June 2021		0	(914,886)	(914,886)	(8,086)	(1,021,092)	(15,734)	(1,959,798)
Balance at 30 June 2021		2,342,113	11,500,228	13,842,341	190,915	3,711,880	64,451	17,809,587
Additions		0	100,683	100,683	9,497	796,677	30,638	937,495
Disposals		0	0	0	0	(28,144)	0	(28,144)
Revaluation increments transferred to revaluation surplus		198,218	1,361,504	1,559,722	0	0	0	1,559,722
Depreciation	10(a)	0	(251,425)	(251,425)	(5,116)	(537,506)	(10,542)	(804,589)
Transfers		0	0	0	0	0	0	0
Balance at 30 June 2022		2,540,331	12,710,990	15,251,321	195,296	3,942,907	84,547	19,474,071
Comprises:								
Gross balance amount at 30 June 2022		2,540,331	18,780,364	21,320,695	208,498	5,389,649	110,823	27,029,665
Accumulated depreciation at 30 June 2022		0	(6,069,374)	(6,069,374)	(13,202)	(1,446,742)	(26,276)	(7,555,594)
Balance at 30 June 2022		2,540,331	12,710,990	15,251,321	195,296	3,942,907	84,547	19,474,071

8. 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 2022	Direct comparison to similar type recently sold properties.
Buildings - specialised	3	Cost approach using depreciated replacement cost	Independent Registered Valuers	June 2022	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 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.

During the period there were no changes in the valuation techniques used by the local government to determine the fair value of property, plant and equipment using either level 2 or level 3 inputs.

(ii) Cost					
Furniture and equipment	2	Cost approach using current replacement cost	Cost	Not Applicable	N/A
Plant and equipment	2	Cost approach using current replacement cost	Cost	Not Applicable	N/A
Tools and equipment	2	Cost approach using current replacement cost	Cost	Not Applicable	N/A

9. 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.

	Note	Infrastructure - roads	Other infrastructure - footpaths	Other infrastructure - drainage	Other infrastructure - carparks	Total Infrastructure
		$	$	$	$	$
Balance at 1 July 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	10(a)	(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
Additions		1,874,920	0	277,297	0	2,152,217
(Disposals)		0	0	0	0	0
Depreciation	10(a)	(1,103,217)	(5,776)	(156,653)	(11,663)	(1,277,309)
Balance at 30 June 2022		122,003,217	150,358	8,771,015	188,102	131,112,692
Comprises:						
Gross balance at 30 June 2022		126,132,041	173,463	9,383,831	233,266	135,922,601
Accumulated depreciation at 30 June 2022		(4,128,824)	(23,105)	(612,816)	(45,164)	(4,809,909)
Balance at 30 June 2022		122,003,217	150,358	8,771,015	188,102	131,112,692

9. 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.
Other 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.
Other 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.
Other 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 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.

During the period there were no changes in the valuation techniques used to determine the fair value of infrastructure using level 3 inputs.

10. FIXED ASSETS

(a) Depreciation

	Note	2022 Actual	2022 Budget	2021 Actual
		$	$	$
Buildings - specialised	8(a)	251,425	225,824	239,221
Furniture and equipment	8(a)	5,116	3,996	4,233
Plant and equipment	8(a)	537,506	533,954	565,630
Tools and equipment	8(a)	10,542	8,026	8,502
Infrastructure - roads	9(a)	1,103,217	1,006,940	1,054,659
Other infrastructure - footpaths	9(a)	5,776	5,453	5,776
Other infrastructure - drainage	9(a)	156,653	134,658	153,256
Other infrastructure - carparks	9(a)	11,663	11,663	11,663
Right-of-use assets - land and buildings	11(a)	8,100	7,773	8,235
Right-of-use assets - plant and equipment	11(a)	0	602	637
		2,089,998	1,938,889	2,051,812

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

10. FIXED ASSETS (Continued)

(b) Disposals of assets

	2022 Actual Net Book Value	2022 Actual Sale Proceeds	2022 Actual Profit	2022 Actual Loss	2022 Budget Net Book Value	2022 Budget Sale Proceeds	2022 Budget Profit	2022 Budget Loss	2021 Actual Net Book Value	2021 Actual Sale Proceeds	2021 Actual Profit	2021 Actual Loss
	$	$	$	$	$	$	$	$	$	$	$	$
Land - freehold land	0	0	0	0	20,000	20,000	0	0	0	0	0	0
Plant and equipment	28,144	115,000	86,856	0	45,994	106,000	60,006	0	29,719	102,273	72,554	0
	28,144	115,000	86,856	0	65,994	126,000	60,006	0	29,719	102,273	72,554	0

The following assets were disposed of during the year.

	2022 Actual Net Book Value	2022 Actual Sale Proceeds	2022 Actual Profit	2022 Actual Loss
Plant and Equipment				
Transport				
374 - Caterpillar 140 Grader	28,144	115,000	86,856	0
	28,144	115,000	86,856	0

10. FIXED ASSETS (Continued)

SIGNIFICANT ACCOUNTING POLICIES

Fixed assets
Each class of fixed assets within either property, 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 for assets held at cost
Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognised at fair value. Assets held at cost are depreciated and assessed for indicators of impairment annually.

Initial recognition and measurement between mandatory revaluation dates for assets held at fair value
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 scheduled revaluation dates 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 revaluation 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 land acquired by the Shire.

At the end of each period the carrying amount for each asset class 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.

Revaluation (continued)
For plant and equipment and infrastructure, 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. Subsequent increases are then recognised in profit or loss to the extent they reverse a net revaluation decrease previously recognised in profit or loss for the same class of asset.

Depreciation
The depreciable amount of all property, plant and equipment and infrastructure, 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 on revaluation
When an item of property, plant and equipment and infrastructure is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

(i) 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

(ii) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

Amortisation
All intangible assets with a finite useful life, are amortised on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use.

The residual value of intangible assets is considered to be zero and the useful life and amortisation method are reviewed at the end of each financial year.

Amortisation is included within depreciation in the Statement of Comprehensive Income and in Note 10(a).

11. 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.	Note	Right-of-use assets - land and buildings	Right-of-use assets - plant and equipment	Right-of-use assets Total
		$	$	$
Balance at 1 July 2020		64,871	637	65,508
Depreciation		(8,235)	(637)	(8,872)
Balance at 30 June 2021		56,636	0	56,636
Depreciation	10(a)	(8,100)	0	(8,100)
Balance at 30 June 2022		48,536	0	48,536

The following amounts were recognised in the statement of comprehensive income during the period in respect of leases where the entity is the lessee:		2022 Actual	2021 Actual
		$	$
Depreciation on right-of-use assets	10(a)	(8,100)	(8,872)
Interest expense on lease liabilities	26(b)	(1,405)	(1,602)
Total amount recognised in the statement of comprehensive income		(9,505)	(10,474)
Total cash outflow from leases		(9,091)	(9,726)

(b) Lease Liabilities

Current		7,886	7,686
Non-current		42,608	50,494
	26(b)	50,494	58,180

Secured liabilities and assets pledged as security
Lease liabilities are effectively secured, as the rights to the leased assets recognised in the financial statements revert to the lessor in the event of default.

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 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.

Details of individual lease liabilities required by regulations are provided at Note 26(b).

Right-of-use assets - valuation measurement
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 10 under revaluation 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 shorter. 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.

12. TRADE AND OTHER PAYABLES

	2022	2021
	$	$
Current		
Sundry creditors	825,607	651,151
Prepaid rates	116,735	50,778
Accrued payroll liabilities	56,985	48,878
ATO liabilities	3,726	0
Bonds and deposits held	61,685	43,754
Accrued expenditure	6,600	61,042
	1,071,338	855,603

SIGNIFICANT ACCOUNTING POLICIES

Financial liabilities

Financial liabilities are initially recognised at fair value when the Shire becomes a party to the contractual provisions of the instrument.

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost.

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.

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 usually paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

Prepaid rates

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

13. OTHER LIABILITIES

	2022	2021
	$	$
Current		
Contract liabilities	0	84,202
Capital grant/contributions liabilities	601,656	101,254
	601,656	185,456
Non-current		
Contract liabilities	159,515	159,515
	159,515	159,515
Reconciliation of changes in contract liabilities		
Opening balance	243,717	0
Additions	0	243,717
Revenue from contracts with customers included as a contract liability at the start of the period	(84,202)	0
	159,515	243,717
The Shire expects to satisfy the performance obligations from contracts with customers unsatisfied at the end of the reporting period to be satisfied within the next 12 months.		
Reconciliation of changes in capital grant/contribution liabilities		
Opening balance	101,254	0
Additions	601,656	101,254
Revenue from capital grant/contributions held as a liability at the start of the period	(101,254)	0
	601,656	101,254
Expected satisfaction of capital grant/contribution liabilities		
Less than 1 year	601,656	101,254
	601,656	101,254

Performance obligations in relation to capital grant/contribution liabilities are satisfied as project milestones are met or completion of construction or acquisition of the asset.

SIGNIFICANT ACCOUNTING POLICIES

Contract liabilities

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

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

Capital grant/contribution liabilities

Capital grant/contribution liabilities represent the Shire's obligations to construct recognisable non-financial assets to identified specifications to be controlled the Shire which are yet to be satisfied. Capital grant/contribution liabilities are recognised as revenue when the obligations in the contract are satisfied

Non-current capital grant/contribution liabilities fair values are based on discounted cash flows of expected cashflows to satisfy the obligations using a current borrowing rate. They are classified as level 3 fair values in the fair value hierachy (see Note 22(i)) due to the unobservable inputs, including own credit risk.

14. BORROWINGS

		2022			2021		
	Note	Current	Non-current	Total	Current	Non-current	Total
Secured		$	$	$	$	$	$
Debentures		0	0	0	42,125	0	42,125
Total secured borrowings	26(a)	0	0	0	42,125	0	42,125

Secured liabilities and assets pledged as security
Debentures, bank overdrafts and bank loans are secured by a floating charge over the assets of the Shire of Chapman Valley.

The Shire of Chapman Valley has complied with the financial covenants of its borrowing facilities during the 2022 and 2021 years.

SIGNIFICANT ACCOUNTING POLICIES

Borrowing costs
Borrowing costs are recognised as an expense when incrurred.

Fair values of borrowings are not materiallly different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Borrowings fair values are based on discounted cash flows using a current borrowing rate. They are classified as level 3 fair values in the fair value hierachy (see Note 22(i)) due to the unobservable inputs, including own credit risk.

Risk
Information regarding exposure to risk can be found at Note 20.
Details of individual borrowings required by regulations are provided at Note 26(a).

15. EMPLOYEE RELATED PROVISIONS

Employee Related Provisions	2022	2021
	$	$
Current provisions		
Employee benefit provisions		
Annual Leave	236,284	208,511
Long Service Leave	182,047	185,607
	418,331	394,118
Non-current provisions		
Long Service Leave	34,459	16,310
	34,459	16,310
	452,790	410,428

Provision is made for benefits accruing to employees in respect of wages and salaries, annual leave and long service leave and associated on costs for services rendered up to the reporting date and recorded as an expense during the period the services are delivered.

Annual leave liabilities are classified as current, as there is no unconditional right to defer settlement for at least 12 months after the end of the reporting period. Assessments indicate that actual settlement of the liabilities is expected to occur as follows:

	Note	2022	2021
		$	$
Amounts are expected to be settled on the following basis:			
Less than 12 months after the reporting date		135,837	83,641
More than 12 months from reporting date		316,953	326,787
		452,790	410,428
Expected reimbursements of employee related provisions from other WA local governments:		5,381	12,836

SIGNIFICANT ACCOUNTING POLICIES

Employee benefits

The Shire's obligations for employees' annual leave, long service leave and other employee leave entitlements are recognised as employee related 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 and salaries 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 provisions are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire'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.

16. REVALUATION SURPLUS

	2022 Opening Balance	2022 Change in Accounting Policy	2022 Revaluation Increment	2022 Revaluation (Decrement)	Total Movement on Revaluation	2022 Closing Balance	2021 Opening Balance	2021 Revaluation Increment	2021 Revaluation (Decrement)	Total Movement on Revaluation	2021 Closing Balance
	$	$	$	$	$	$	$	$	$	$	$
Revaluation surplus - Land - freehold land	8,626,533	0	198,218	0	198,218	8,824,751	8,626,533	0	0	0	8,626,533
Revaluation surplus - Buildings - specialised	0	0	1,361,504	0	1,361,504	1,361,504	0	0	0	0	0
Revaluation surplus - Plant and equipment	496,127	0	0	0	0	496,127	496,127	0	0	0	496,127
Revaluation surplus - Infrastructure	107,438,489	0	0	0	0	107,438,489	107,438,489	0	0	0	107,438,489
	116,561,149	0	1,559,722	0	1,559,722	118,120,871	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.

17. NOTES TO THE STATEMENT OF CASH FLOWS

(a) Reconciliation of Cash

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Cash at the end of the reporting period is reconciled to the related items in the Statement of Financial Position as follows:

	Note	2022 Actual	2022 Budget	2021 Actual
		$	$	$
Cash and cash equivalents	3	4,941,705	2,149,805	3,786,799
Restrictions				
The following classes of financial 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	3	1,318,066	1,318,096	1,160,487
		1,318,066	1,318,096	1,160,487
The restricted financial assets are a result of the following specific purposes to which the assets may be used:				
Restricted reserve accounts	27	1,318,066	1,318,096	1,160,487
Total restricted financial assets		1,318,066	1,318,096	1,160,487

(b) Reconciliation of Net Result to Net Cash Provided By Operating Activities

Net result		1,551,500	289,113	648,765
Non-cash items:				
Adjustments to fair value of financial assets at fair value through profit and loss		(2,998)	0	(2,804)
Depreciation/amortisation	10(a)	2,089,998	1,938,889	2,051,812
(Profit)/loss on sale of asset	10(b)	(86,856)	(60,006)	(72,554)
Changes in assets and liabilities:				
(Increase)/decrease in trade and other receivables		(42,874)	0	(85,981)
(Increase)/decrease in other assets		(686)	0	0
(Increase)/decrease in inventories		(1,627)	0	(3,970)
Increase/(decrease) in trade and other payables		215,735	0	616,124
Increase/(decrease) in employee related provisions		42,362	0	(41,840)
Increase/(decrease) in other liabilities		414,875	4,500	186,010
Non-operating grants, subsidies and contributions		(2,029,599)	(1,528,260)	(1,228,260)
Net cash provided by/(used in) operating activities		2,149,830	644,236	2,067,302

(c) Undrawn Borrowing Facilities

Credit Standby Arrangements			
Bank overdraft limit	250,000		250,000
Bank overdraft at balance date	0		0
Credit card limit	10,000		10,000
Credit card balance at balance date	538		0
Total amount of credit unused	260,538		260,000
Loan facilities			
Loan facilities - current	0		42,125
Loan facilities - non-current	0		0
Total facilities in use at balance date	0		42,125
Unused loan facilities at balance date	0		0

18. CONTINGENT LIABILITIES

The Shire did not have any contingent liabilities during the financial year.

19. RELATED PARTY TRANSACTIONS

(a) Elected Member Remuneration

	Note	2022 Actual	2022 Budget	2021 Actual
		$	$	$
Cr Warr				
President's annual allowance		8,125	10,000	0
Deputy President's annual allowance		0	0	2,520
Meeting attendance fees		9,410	9,410	9,487
Annual allowance for ICT expenses		500	500	504
Annual allowance for travel and accommodation expenses		50	50	51
		18,085	19,960	12,562
Cr Forth				
Deputy President's annual allowance		1,875	2,500	0
Meeting attendance fees		9,410	9,410	9,487
Annual allowance for ICT expenses		500	500	504
Annual allowance for travel and accommodation expenses		50	50	51
		11,835	12,460	10,042
Cr Batten				
Meeting attendance fees		9,410	9,410	9,487
Annual allowance for ICT expenses		500	500	504
Annual allowance for travel and accommodation expenses		50	50	51
		9,960	9,960	10,042
Cr Davidson				
Meeting attendance fees		9,410	9,410	9,487
Annual allowance for ICT expenses		500	500	504
Annual allowance for travel and accommodation expenses		50	50	51
		9,960	9,960	10,042
Cr Elitt-Lockhart				
Meeting attendance fees		7,058	9,410	0
Annual allowance for ICT expenses		500	500	0
Annual allowance for travel and accommodation expenses		50	50	0
		7,608	9,960	0
Cr Humphrey				
Meeting attendance fees		9,410	9,410	9,487
Annual allowance for ICT expenses		500	500	504
Annual allowance for travel and accommodation expenses		50	50	51
		9,960	9,960	10,042
Cr Low				
Meeting attendance fees		5,097	9,410	0
Annual allowance for ICT expenses		270	500	0
Annual allowance for travel and accommodation expenses		27	50	0
		5,394	9,960	0
Cr Royce				
Meeting attendance fees		9,410	9,410	9,487
Annual allowance for ICT expenses		500	500	504
Annual allowance for travel and accommodation expenses		50	50	51
		9,960	9,960	10,042
Cr Farrell (Resigned - 2021/2022)				
Meeting attendance fees		2,353	0	9,487
President's annual allowance		2,500	0	10,082
Annual allowance for ICT expenses		0	0	504
Annual allowance for travel and accommodation expenses		0	0	51
		4,853	0	20,124
Cr Maluish (Resigned - 2020/2021)				
Meeting attendance fees		0	0	1,341
Annual allowance for ICT expenses		0	0	71
Annual allowance for travel and accommodation expenses		0	0	7
		0	0	1,419
		87,615	92,180	84,315

Fees, expenses and allowances to be paid or reimbursed to elected council members.

	2022 Actual	2022 Budget	2021 Actual
	$	$	$
President's annual allowance	10,625	10,000	10,082
Deputy President's annual allowance	1,875	2,500	2,520
Meeting attendance fees	70,968	75,280	67,750
Annual allowance for ICT expenses	3,770	4,000	3,599
Annual allowance for travel and accommodation expenses	377	400	364
	87,615	92,180	84,315

(b) Key Management Personnel (KMP) Compensation

The total of compensation paid to KMP of the Shire during the year are as follows:

	2022 Actual	2021 Actual
	$	$
Short-term employee benefits	794,997	720,227
Post-employment benefits	84,980	79,255
Employee - other long-term benefits	15,956	19,005
	895,933	818,487

Short-term employee benefits
These amounts include all salary and fringe benefits awarded to KMP except for details in respect to fees and benefits paid to council members which may be separately found in the table above.

Post-employment benefits
These amounts are the current-year's cost of the Shire's superannuation contributions made during the year.

Other long-term benefits
These amounts represent annual leave and long service leave entitlements accruing during the year.

19. RELATED PARTY TRANSACTIONS

(c) 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 guarantees exist in relation to related parties at year end.

In addition to KMP compensation above the following transactions occurred with related parties:	2022 Actual $	2021 Actual $
Purchase of goods and services - Telecommunication Services	6,663	4,707

(d) 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 council member, are considered key management personnel.

ii. Other Related Parties

An associate person of KMP was employed by the Shire under normal employment 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.

20. 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 rates	Long term borrowings at variable rates	Sensitivity analysis	Utilise fixed interest rate borrowings
Credit risk	Cash and cash equivalents, trade receivables, financial assets and debt investments	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, term deposits, and Treasury bonds 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
	%	$	$	$	$
2022					
Cash and cash equivalents	0.55%	4,941,705	0	4,941,705	0
2021					
Cash and cash equivalents	0.01%	3,786,799	0	3,786,799	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.

	2022	2021
	$	$
Impact of a 1% movement in interest rates on profit and loss and equity*	49,417	37,868

* 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 26(a).

20. 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 is able to charge interest on overdue rates and annual charges at higher than market rates, which further encourages 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 2021 or 1 July 2022 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 2022 and 30 June 2021 for rates receivable was determined as follows:

	Less than 1 year past due	More than 1 year past due	More than 2 years past due	More than 3 years past due	Total	Note
30 June 2022						
Rates receivable						
Expected credit loss	0.00%	0.00%	0.00%	0.00%		
Gross carrying amount	34,586	18,361	153,597	7,343	213,887	
Loss allowance	0	0	0	0	0	5
30 June 2021						
Rates receivable						
Expected credit loss	0.00%	0.00%	0.00%	0.00%		
Gross carrying amount	2,099	49,885	14,760	30,465	97,209	
Loss allowance	0	0	0	0	0	5

The loss allowance as at 30 June 2022 and 30 June 2021 was determined as follows for trade receivables.

	Less than 30 days past due	More than 30 days past due	More than 60 days past due	More than 90 days past due	Total	
30 June 2022						
Trade and other receivables						
Expected credit loss	0.00%	0.00%	0.00%	0.00%		
Gross carrying amount	1,815	11	0	1,022	2,848	
Loss allowance	0	0	0	0	0	5
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	5

20. 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
2022	$	$	$	$	$
Trade and other payables	1,071,338	0	0	1,071,338	1,071,338
Lease liabilities	7,886	8,087	34,521	50,494	50,494
	1,079,224	8,087	34,521	1,121,832	1,121,832
2021					
Trade and other 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

21. 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.

22. 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) Interest earnings
Interest income is calculated by applying the effective interest rate to the gross carrying amount of a financial asset measured at amortised cost 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).

i) 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.

j) 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.

k) Initial application of accounting standards
During the current year, no new or revised Australian Accounting Standards and Interpretations were compiled, became mandatory and were applicable to its operations.

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*
- *AASB 2021-7 Amendments to Australian Accounting Standards – Effective Date of Amendments to AASB 10 and AASB 128 and Editorial Corrections*

It is not expected these standards will have an impact on the financial report.

23. FUNCTION AND ACTIVITY

(a) Service objectives and descriptions

Shire operations as disclosed in this financial report encompass the following service orientated functions and activities.

Objective	Description
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.

23. FUNCTION AND ACTIVITY (Continued)

(b) Income and expenses

	2022 Actual	2022 Budget	2021 Actual
	$	$	$
Income excluding grants, subsidies and contributions			
Governance	5,687	1,200	9,372
General purpose funding	2,980,778	2,963,378	2,880,509
Law, order, public safety	44,003	11,600	17,352
Health	5,914	5,007	9,808
Community amenities	202,671	182,959	215,114
Recreation and culture	110,067	72,620	86,740
Transport	90,482	169,506	79,166
Economic services	27,280	23,430	43,179
Other property and services	6,237	41,000	12,203
	3,473,119	3,470,700	3,353,443
Grants, subsidies and contributions			
Governance	0	0	13,935
General purpose funding	1,553,865	590,142	976,309
Law, order, public safety	124,699	251,860	83,078
Community amenities	0	1,300	32,725
Recreation and culture	105,391	985,024	244,782
Transport	2,110,238	1,978,300	1,908,854
Other property and services	43,302	40,000	48,327
	3,937,495	3,846,626	3,308,010
Total Income	7,410,614	7,317,326	6,661,453
Expenses			
Governance	(354,810)	(497,202)	(332,086)
General purpose funding	(112,202)	(125,533)	(100,951)
Law, order, public safety	(248,564)	(449,952)	(326,419)
Health	(22,053)	(31,390)	(24,583)
Community amenities	(608,499)	(793,386)	(608,127)
Recreation and culture	(852,280)	(1,194,790)	(779,857)
Transport	(3,108,557)	(3,500,990)	(3,479,110)
Economic services	(311,089)	(371,471)	(284,979)
Other property and services	(241,060)	(63,499)	(76,576)
Total expenses	(5,859,114)	(7,028,213)	(6,012,688)
Net result for the period	1,551,500	289,113	648,765

23. FUNCTION AND ACTIVITY (Continued)

(c) Fees and Charges	2022 Actual	2022 Budget	2021 Actual
	$	$	$
General purpose funding	13,705	12,200	9,959
Law, order, public safety	13,405	11,600	17,352
Health	5,914	5,007	9,808
Community amenities	202,671	177,959	204,865
Recreation and culture	110,067	72,620	86,739
Economic services	18,651	15,750	33,630
Other property and services	5,680	11,000	8,824
	370,093	306,136	371,177

(d) Total Assets	2022	2021
	$	$
Governance	885,425	1,118,327
Law, order, public safety	844,029	812,736
Community amenities	651,276	545,000
Recreation and culture	12,629,737	11,154,514
Transport	132,071,539	131,157,311
Economic services	8,531	21,021
Other property and services	3,544,763	3,295,098
Unallocated	5,245,819	4,041,403
	155,881,119	152,145,410

24. RATING INFORMATION

(a) General Rates

RATE TYPE Rate Description	Basis of valuation	Rate in $	Number of Properties	2021/22 Actual Rateable Value *	2021/22 Actual Rate Revenue	2021/22 Actual Interim Rates	2021/22 Actual Back Rates	2021/22 Actual Total Revenue	2021/22 Budget Rate Revenue	2021/22 Budget Interim Rate	2021/22 Budget Back Rate	2021/22 Budget Total Revenue	2020/21 Actual Total Revenue
				$	$	$	$	$	$	$	$	$	$
General Rate GRV	Gross rental valuation	0.094315	288	4,776,050	450,453	5,653	430	456,536	450,453	0	0	450,453	435,884
General Rate UV	Unimproved valuation	0.010900	413	2,165,703	2,165,703	2,052	(2,204)	2,165,551	2,165,704	0	0	2,165,704	2,087,426
Oakagee Industrial Estate Buffer Zone	Unimproved valuation	0.021000	2	185,346	185,346	3,297	22	188,665	185,346	0	0	185,346	193,886
Sub-Total			703	7,127,099	2,801,502	11,002	(1,752)	2,810,752	2,801,503	0	0	2,801,503	2,717,196
Minimum payment		Minimum $											
General Rate GRV	Gross rental valuation	700	186		130,200	0	0	130,200	130,200	0	0	130,200	130,900
General Rate UV	Unimproved valuation	400	15		6,000	0	0	6,000	6,000	0	0	6,000	6,400
Sub-Total			201		136,200	0	0	136,200	136,200	0	0	136,200	137,300
Total amount raised from general rates								2,946,952				2,937,703	2,854,496

* Rateable value is based on the value of properties at the time the rate is raised.

(b) Total Rates

								2,946,952				2,937,703	2,854,496

The entire balance of rates revenue has been recognised at a point in time in accordance with AASB 1058 *Income for not-for-profit entities*.

24. RATING INFORMATION (Continued)

(b) Discounts, Incentives, Concessions, & Write-offs

Rates Discounts

Rate or Fee Discount Granted	Type	Discount	Discount	2022 Actual	2022 Budget	2021 Actual	Circumstances in which Discount is Granted
		%	$	$	$	$	
Rates	Rate	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.
Instalment Administration Charge	Fee and charge	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	Waiver/ Concession	Discount	Discount	2022 Actual	2022 Budget	2021 Actual
			%	$	$	$	$
Venue Hire; Photocopy, Charges & Private Works	Fee and charge	Waiver	100.00%	0	0	0	0
Pool Inspections & Water Testing Charges	Fee and charge	Waiver	100.00%	0	0	0	0
Venue Hire Recreation Facilities	Fee and charge	Waiver	100.00%	0	0	0	0
					0	0	0

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.

24. 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	10/09/2021	0.0	0.00%	7.00%
Option Two				
First instalment	10/09/2021	0.0	0.00%	7.00%
Second instalment	10/11/2021	9.0	5.50%	7.00%
Option Three				
First instalment	10/09/2021	9.0	5.50%	7.00%
Second instalment	10/11/2021	9.0	5.50%	7.00%
Third instalment	10/01/2022	9.0	5.50%	7.00%
Fourth instalment	11/03/2022	9.0	5.50%	7.00%

	2022 Actual	2022 Budget	2021 Actual
	$	$	$
Interest on unpaid rates	13,660	7,000	10,473
Interest on instalment plan	5,602	5,000	4,268
Charges on instalment plan	3,645	5,000	0
	22,907	17,000	14,741

25. RATE SETTING STATEMENT INFORMATION

	Note	2021/22 (30 June 2022 Carried Forward)	2021/22 Budget (30 June 2022 Carried Forward)	2021/22 (1 July 2021 Brought Forward)	2020/21 (30 June 2021 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	10(b)	(86,856)	(60,006)	(72,554)	(72,554)
Less: Movement in liabilities associated with restricted cash		24,213	0	0	0
Less: Fair value adjustments to financial assets at fair value through profit and loss		(2,998)	0	(2,804)	(2,804)
Add: Depreciation	10(a)	2,089,998	1,938,889	2,051,812	2,051,812
Non-cash movements in non-current assets and liabilities:					
Pensioner deferred rates		(3,404)	0	114	114
Employee benefit provisions		18,149	14,139	79,251	79,251
Contract liabilities		0	0	554	554
Non-cash amounts excluded from operating activities		2,039,102	1,893,021	2,056,373	2,056,373
(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: Reserve accounts	27	(1,318,066)	(1,318,096)	(1,160,486)	(1,160,486)
Add: Current liabilities not expected to be cleared at end of year					
- Current portion of borrowings	14	0	0	42,125	42,125
- Current portion of lease liabilities	11(b)	7,886	7,886	7,686	7,686
- Employee benefit provisions		418,331	0	394,118	394,118
Total adjustments to net current assets		(891,849)	(1,310,210)	(716,557)	(716,557)
Net current assets used in the Rate Setting Statement					
Total current assets		5,179,125	5,054,900	3,981,110	3,981,110
Less: Total current liabilities		(2,099,211)	(3,744,690)	(1,484,988)	(1,484,988)
Less: Total adjustments to net current assets		(891,849)	(1,310,210)	(716,557)	(716,557)
Net current assets used in the Rate Setting Statement		2,188,065	0	1,779,565	1,779,565

26. BORROWING AND LEASE LIABILITIES

(a) Borrowings

		Actual							Budget			
Purpose	Note	Principal at 1 July 2020	New Loans During 2020-21	Principal Repayments During 2020-21	Principal at 30 June 2021	New Loans During 2021-22	Principal Repayments During 2021-22	Principal at 30 June 2022	Principal at 1 July 2021	New Loans During 2021-22	Principal Repayments During 2021-22	Principal at 30 June 2022
		$	$	$	$	$	$	$	$	$	$	$
Upgrade Community Centre		4,961	0	(4,961)	0	0	0	0	0	0	0	0
Bill Hemsely Park		83,160	0	(41,035)	42,125	0	(42,125)	0	42,125	0	0	42,125
Total Borrowings	14	88,121	0	(45,996)	42,125	0	(42,125)	0	42,125	0	0	42,125

* WA Treasury Corporation

All other loan repayments were financed by general purpose revenue.

Borrowing Interest Repayments

Purpose	Note	Function and activity	Loan Number	Institution	Interest Rate	Actual for year ending 30 June 2022	Budget for year ending 30 June 2022	Actual for year ending 30 June 2021
						$	$	$
Upgrade Community Centre		Recreation and culture	89	Westpac	5.99%	0	0	(1,867)
Bill Hemsely Park		Recreation and culture	98	Westpac	2.64%	(798)	(836)	(151)
Total Interest Repayments						(798)	(836)	(2,018)

(b) Lease Liabilities

		Actual							Budget			
Purpose	Note	Principal at 1 July 2020	New Leases During 2020-21	Principal Repayments During 2020-21	Principal at 30 June 2021	New Leases During 2021-22	Principal Repayments During 2021-22	Principal at 30 June 2022	Principal at 1 July 2021	New Leases During 2021-22	Principal Repayments During 2021-22	Principal at 30 June 2022
		$	$	$	$	$	$	$	$	$	$	$
Konica Minolta Printer		633	0	(633)	0	0	0	0	0	0	0	0
Nabawa Fuel Station		65,671	0	(7,491)	58,180	0	(7,686)	50,494	58,180	0	(7,686)	50,494
Total Lease Liabilities	11(b)	66,304	0	(8,124)	58,180	0	(7,686)	50,494	58,180	0	(7,686)	50,494

Lease Interest Repayments

Purpose	Note	Function and activity	Lease Number	Institution	Interest Rate	Actual for year ending 30 June 2022	Budget for year ending 30 June 2022	Actual for year ending 30 June 2021	Lease Term
						$	$	$	
Konica Minolta Printer		Governance	LE13	De Lage Landen Pty Limited	2.00%	0	0	(2)	48 Months
Nabawa Fuel Station		Community amenities	LE01	Searange Holdings Pty Ltd	2.60%	(1,405)	0	(1,600)	120 Months
Total Interest Repayments						(1,405)	0	(1,602)	

27. RESERVE ACCOUNTS

	2022 Actual Opening Balance	2022 Actual Transfer to	2022 Actual Transfer (from)	2022 Actual Closing Balance	2022 Budget Opening Balance	2022 Budget Transfer to	2022 Budget Transfer (from)	2022 Budget Closing Balance	2021 Actual Opening Balance	2021 Actual Transfer to	2021 Actual Transfer (from)	2021 Actual Closing Balance
	$	$	$	$	$	$	$	$	$	$	$	$
Restricted by council												
(a) Leave reserve	115,716	50,024	0	165,740	115,716	50,039	0	165,755	115,678	38	0	115,716
(b) Water Strategy Reserve	14,245	3	0	14,248	14,245	5	0	14,250	14,240	5	0	14,245
(c) Plant/Light Vehicle Reserve	547,211	250,114	(278,000)	519,325	547,211	250,080	(278,000)	519,291	256,877	290,334	0	547,211
(d) Unspent Grant Reserve	0	0	0	0	0	0	0	0	9,500	0	(9,500)	0
(e) Computer & Office Equipment Reserve	39,763	9	0	39,772	39,763	16	0	39,779	39,751	12	0	39,763
(f) Legal Reserve	40,037	8	0	40,045	40,037	14	0	40,051	40,024	13	0	40,037
(g) Land Development Reserve	52,102	20,011	0	72,113	52,102	20,019	0	72,121	52,085	17	0	52,102
(h) Infrastructure Reserve	167,223	115,372	0	282,595	167,223	115,371	0	282,594	102,170	65,053	0	167,223
(i) Building Reserve	184,190	100,038	(100,000)	184,228	184,190	100,065	(100,000)	184,255	209,126	64	(25,000)	184,190
	1,160,487	535,579	(378,000)	1,318,066	1,160,487	535,609	(378,000)	1,318,096	839,451	355,536	(34,500)	1,160,487

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	30/06/2023	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	30/06/2023	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	30/06/2023	To be used for further subdivisional development in the Shire of Chapman Valley.
(h) Infrastructure Reserve	30/06/2023	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	30/06/2023	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.

28. 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 2021	Amounts Received	Amounts Paid	30 June 2022
	$	$	$	$
Developer Contributions - Public Open Space	150,357	0	0	150,357
Construction Training Fund Levies	4,350	10,879	(13,714)	1,515
Building Commission Levies	3,686	7,993	(10,240)	1,439
Unclaimed Monies	250	236	(486)	0
	158,643	19,108	(24,440)	153,311

Auditor General

INDEPENDENT AUDITOR'S REPORT
2022
Shire of Chapman Valley

To the Councillors of the Shire of Chapman Valley

Opinion

I have audited the financial report of the Shire of Chapman Valley (Shire) which comprises:

- the Statement of Financial Position at 30 June 2022, the Statement of Comprehensive Income by Nature or Type, 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.

In my opinion, the financial report is:

- based on proper accounts and records
- presents fairly, in all material respects, the results of the operations of the Shire for the year ended 30 June 2022 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 for the audit of the financial report section below.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Other information

The Chief Executive Officer (CEO) is responsible for the preparation and the Council for overseeing the other information. The other information is the information in the entity's annual report for the year ended 30 June 2022, but not the financial report and my auditor's report.

My opinion on the financial report does not cover the other information and, accordingly, I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or my knowledge obtained in the audit or otherwise appears to be materially misstated.

7th Floor Albert Facey House 469 Wellington Street Perth MAIL TO: Perth BC PO Box 8489 Perth WA 6849 TEL: 08 6557 7500

If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I did not receive the other information prior to the date of this auditor's report. When I do receive it, I will read it and if I conclude that there is a material misstatement in this information, I am required to communicate the matter to the CEO and Council and request them to correct the misstated information. If the misstated information is not corrected, I may need to retract this auditor's report and re-issue an amended report.

Responsibilities of the Chief Executive Officer and Council for the financial report

The Chief Executive Officer of the Shire is responsible for:

- preparation and fair presentation of the financial report in accordance with the requirements of the Act, the Regulations and Australian Accounting Standards
- 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
- 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 responsibilities 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.

My independence and quality control relating to the report on the financial report

I have complied with the independence requirements of the *Auditor General Act 2006* and the relevant ethical requirements relating to assurance engagements. In accordance with ASQC 1 *Quality Control for Firms that Perform Audits and Reviews of Financial Reports and Other Financial Information, and Other Assurance Engagements*, the Office of the Auditor General maintains a comprehensive system of quality control including documented policies and procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

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 2022 included in the annual report 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. It does not provide an opinion on any other information which may have been hyperlinked to/from the annual report. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to contact the Shire to confirm the information contained in the website version.

Grant Robinson
Assistant Auditor General Financial Audit
Delegate of the Auditor General for Western Australia
Perth, Western Australia
12 December 2022

ATTACHMENT

SHIRE OF CHAPMAN VALLEY

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2022

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

INDEX OF FINDINGS	RATING		
	Significant	**Moderate**	**Minor**
1. Fair Value of Infrastructure Assets – Frequency of Valuations	✓		
2. Non-Compliance with Regulation 5 of the Local Government (Financial Management) Regulations 1996		✓	
3. Bank reconciliation prepared without review		✓	

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 could indicate the need for a modified audit opinion 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 2022

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

1. Fair Value of Infrastructure Assets – Frequency of Valuations

Finding
The Shire has performed a high-level assessment to determine whether the carrying value of its infrastructure assets represent their fair value. This assessment is based on an internal assessment of current market conditions, based on which management has concluded that in their view, the value of infrastructure assets at 30 June 2022 was not materially different from their fair value. The assessment however does not include detailed assessments of the specific market factors considered.

Rating: Significant
Implication
Without a robust assessment of fair value of the Shire's infrastructure assets, there is a risk that the fair value of infrastructure assets may not have been assessed adequately and in compliance with *AASB 13 Fair Value Measurement*, as well as Regulation 17A(4)(b) of the Local Government (Financial Management) Regulations 1996 (the Regulations).

Recommendation
The Shire should consider implementing as part of the preparation of financial statements a formal robust process to determine whether indicators exist that would trigger a requirement to perform a formal revaluation of Infrastructure Assets. This process is to ensure that the Shire's infrastructure assets are recorded at fair value in compliance with *AASB 13 Fair Value Measurement* and the Regulations.

This may entail obtaining relevant input from an independent valuer as to whether or not they consider there are any prevailing market factors which may indicate that the fair value of relevant assets is likely to have been impacted to any significant / material extent from the prior year.

Management Comment
Management believe compliance with Regulation 17A(4)(b) has been met by an external professional revaluation taken place 30 June 2018, with the next revaluation scheduled for the 22/23 financial year. With regards to AASB 13, management believe adequate assessment of infrastructure fair value has taken place, given the resources, costs involved and the lack of any material change to infrastructure assets after internal review. Ultimately management endeavours to balance the cost of additional compliance with our obligation to provide our constituents a clear overview of the Shire financial position whilst ensuring municipal funds are utilised in the most beneficial manner.

Responsible Person: Manager Finance and Corporate Services
Completion Date: 6 December 2022

SHIRE OF CHAPMAN VALLEY

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2022

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

2. Non-Compliance with Regulation 5 of the Local Government (Financial Management) Regulations 1996

Finding
We noted that the Shire had not undertaken a review of the appropriateness and effectiveness of its financial management systems and procedures every 3 years, as required by Regulation 5 of the Local Government (Financial Management) Regulations 1996. The Shire completed the last review in May 2019.

We acknowledged that while management had engaged an external contractor to perform this work on their behalf, this work had commenced only in October 2022.

Rating: Moderate
Implication
By not reviewing its financial management systems and procedures regularly (at least every 3 years), the Shire is in breach of Regulation 5 of the Local Government (Financial Management) Regulations 1996.

Furthermore, the Shire risks procedures becoming outdated if regular reviews are not performed.

Recommendation
Management should ensure that Regulation 5 of the Local Government (Financial Management) Regulations 1996 is complied with going forward and that a review of the Shire's financial management systems and procedures is completed every 3 years.

Management Comment
Management understands the timing of the Shires financial management review has caused issues with compliance with Regulation 5 of the Local Government (Financial Management) Regulations 1996. Unfortunately, the Shire was unable to source a contractor to perform this review until after 30 June 2022. The review is now completed with reports expected to be provided in the near future.

Responsible person: Manager Finance and Corporate Services
Completion date: 6 December 2022

SHIRE OF CHAPMAN VALLEY

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2022

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

3. Bank reconciliation prepared without review

Finding
We noted that the June 2022 Municipal bank reconciliation was prepared by the Senior Finance Officer but was not independently reviewed by the Manager Finance and Corporate Services.

Rating: Moderate
Implication
The absence of an independent review process could prevent issues in the bank reconciliations from being detected and corrected in a timely manner, which could potentially lead to misstatements in the cash and cash equivalents balances in the financial report.

Recommendation
Management should ensure that the bank reconciliation is reviewed by an independent senior officer, to ensure that the cash and cash equivalents balances in the financial report are not misstated.

Management Comment
Management believes this issue is information technology related only. All bank reconciliations are thoroughly reviewed by the Manager of Finance and Corporate Services after being completed by the Senior Finance Officer. What appears to have occurred is the MFCS has omitted to save the PDF document after reviewing and digitally signing the document. Management can confirm no absence in review has occurred in this instance.

Responsible Person: Manager Finance and Corporate Services
Completion Date: 6 December 2022

FAQs

Bushfire mitigation processes

How does Western Power operate its network differently in summer?

Western Power increases the sensitivity of our distribution network during the bushfire season to disconnected electricity faster when faults occur and ensure safety. This can affect customers, particularly in rural areas and they may experience longer and more frequent outages during the bushfire season.

Part of what we do to reduce bushfire risk is modify settings that monitor the electricity network to make them more sensitive during bushfire season. When there is a fault or other interference during this time, the more sensitive settings ensure power is interrupted faster than usual. When this happens, the power stays off until lines are inspected, instead of electricity being automatically restored.

Fast protection settings are applied for the sections of the network supplying high or extreme bushfire risk areas when weather conditions increase the likelihood of fire.

Many of our rural distribution feeders are over 100km long and pass through different shires and bushfire risk areas, often in challenging terrains which have difficult access. When a protection device activates, Western Power crews must patrol the line to determine where the fault has occurred, what has caused the outage, and what level of risk it presents.

How do fire and movement warnings impact Western Power activities?

During bushfire season there are a number of fire and movement warnings that we consider when assessing risk and impact our activities:

Total Fire Ban: During bushfire season, DFES may issue a total fire ban. Only where it is deemed safe, Western Power has an exemption to undertake planned and unplanned activities during a total fire ban. Before carrying out any work, Western Power undertakes a robust risk assessment to ensure any activities will be safe for the community and our employees. If work can be safely carried out, it will be within the limitations of a Total Fire Ban. A Total Fire Ban requires certain controls be put in place including the requirement of a fire suppression unit or water source to be nearby.

Vehicle Movement Ban: VMBs are issued by the local government authority (LGA) and mean that vehicle movement can only take place under specific conditions. This can result in residents experiencing longer outages due to our repair and restoration practices being limited. In these instances, power may not be restored until after the VMB is lifted.

Fire Weather Day: Western Power consider it to be a *Fire Weather Day* when BOM issue a fire danger rating of High, Extreme or Catastrophic. Western Power will undertake a safety assessment before carrying out any work. Additional precautions will be undertaken while carrying out works to reduce the chance of

activities generating a spark. The impact may be that we are unable to re-energise a line, or conduct other activities, until the fire risk has reduced.

Fire precautions

This work instruction outlines the minimum fire precaution controls that must be in place when undertaking activities that utilise an open flame or could cause sparks, heat, or fire; and outlines the additional controls that must be in place for undertaking Work during a Total Fire Ban (TFB).

1. Parameters

Western Power supports the application of the Stop Work Authority if it is not deemed safe to continue with work, or the required controls cannot be implemented.

Section *2.2 - Fire precautions* outlines the minimum fire precaution controls for all general Work including the use of vehicles.

Section *2.3 - Conducting Work during a Total Fire Ban and Harvest/Total Vehicle Movement Ban* outlines any controls additional to section *2.2 - Fire precautions* for undertaking Work during a Total Fire Ban (TFB) or a Harvest and Vehicle Movement Ban.

2. Instructions

2.1 Risk assessment

All Work must be preceded by a risk assessment. This includes determining if the Work task and the immediate environment could cause a fire, and what controls will be implemented. Tasks that present an increased risk of causing a fire include, but are not limited to:

- off-road vehicle use, where travel is required outside of a bitumen or sealed road (this includes parking on an unsealed verge)
- use of petrol driven tools and equipment including generators
- welding and the use of gas, or use of grinding or spark producing tools and equipment
- transmission and distribution switching activities
- low voltage (LV) disconnection or reconnection of customer supplies
- maintenance or repair to poles, wires or substation equipment
- removal of vegetation contacting overhead powerlines.

When there is a fire risk, but not a declared TFB, consider:

- extra precautions that exceed the minimum shown in the task Workplace Risk Assessment Plan (WRAP)
- utilising the controls in the *Total Fire Ban Workplace Risk Assessment Plan (WRAP) (EDM 43700599).*

When working in bush-fire risk areas, team members must discuss and decide on exit routes to escape the worksite in event of an approaching bushfire. Maintain awareness of changing conditions during the progress of the task.

When a TFB is in place, a *Total Fire Ban Workplace Risk Assessment Plan (WRAP) (EDM 43700599)* must be used in addition to the Work task WRAP. The TFB WRAP lists controls that must be in place before, during and after performing a Department of Fire and Emergency Services (DFES) Prescribed Activity (i.e. Off-road activity or Hot work), Switching, or working under a Harvest and Total Vehicle Movement Ban.

2.2 Fire precautions

When a TFB is not declared, any fire-related risks must be recorded on the relevant risk assessment for the work being performed.

2.2.1. Minimum requirements

When a TFB is not declared but a task has the potential to cause a fire, the following minimum fire prevention controls must be applied:

- A fire extinguisher suitable for the class of fire that could be started is required to be at the place where the task is being performed.
- Hot work that has the potential to cause a fire must not be performed in areas that contain flammable materials unless proper precautions and control measures are implemented, such as:
  - an instructed person, armed with a fire extinguisher suitable for the class of fire that could be started must be in attendance
  - an area with a radius of 5m around the worksite that is free from flammable material is maintained
  - for outdoor work, the surrounding area to a radius of 5m is wet down to reduce the risk of spark ignition. Wetting down requires extra water. Water allocated for fire suppression must not be used for wetting down.
  - on completion of the task, the area is thoroughly inspected for any signs of combustion.
- When operating any switchgear within a substation confirm the availability of, and access to appropriate fire extinguishers.
- When disconnecting and reconnecting customers from energised overhead or underground LV network, first ensure a 'no-load' situation by switching the affected customers main switches off.
- If the fire risk conditions at the site are unknown or are expected to change, consider taking additional resources to enable a higher level of fire suppression.
- Any fire occurring at the worksite, whether extinguished or not, must be reported to the Western Power Incident Hotline (1300 225 597), and immediately via 000 if the fire cannot be controlled and/or supressed.

2.2.2. Automatic fire suppression systems

- For substations (e.g. Milligan St, Hay St) that have automatic fire suppression systems installed, refer to:
  - the *Zone Substation Access Restrictions - Specific Conditions (EDM 60392785)*.
  - Table 1 for 'Activities That May Affect/Trigger the Fire System Sensors'.
  - Additional information in *Hay, Milligan and Cook street substations – Additional work planning requirements, due to installation of multiple fire protection systems (EDM 22892705)*
- When planning work at Hay or Milligan St substations refer to *Table 1.* If any of the activities listed will be performed, the fire system isolations must be completed before work begins and restored after work is finished each day.
- Isolation for Emergency/Faults – Contact Facilities Management Hotline
  - During Normal Business Hours: 1800 150 430
  - After Hours (4:30pm – 7:30am): 08 9326 4503
- Isolation for Planned Works – Email facilities.management@westernpower.com.au with contact details, scope of work, duration of works and work order number. Bookings must be made as far in advance to the work commencing as possible.

- Network Operations Control Centre (9427 7014) must be notified before performing any fire system alarm isolations.
- It must be confirmed upon entry that the fire suppression systems for the relevant work areas are isolated. The isolated sections must be recorded on the risk assessment before proceeding with any maintenance or construction work commences.
- If the scope of work changes and now includes any activities listed within table 2, “Stop Work”, re-assess and arrange to have the fire systems isolated accordingly.
- An emergency evacuation plan in case of accidental activation of the automatic fire suppression system must be discussed with the entire work team and recorded on the risk assessment.
- Precautions must be taken to ensure that:
  - fire alarms are not accidentally set off
  - suitable portable fire extinguishers are available near to the work if required (see relevant points in section *2.2.1 Minimum requirements*).
- Network Operations will receive alarms if the switch room doors at Hay and Milligan Street remain open for longer than 10 Minutes. When the doors are required to be propped open for any reason, Network Operations must be notified, and the fire suppression system isolated for that period.

Table 1: Activities That May Affect/Trigger the Fire System Sensors – Hay and Milligan St

Activities that could trigger fire system sensors		
Running vehicle engine in the main hall.	Cutting with power saws	Drilling
Using quantities of solvent/chemicals	Welding	Braising
Use of compressed air/gas	Soldering	Tinning
Use of generators	Heat shrinking	Sanding
Use of petrol/diesel EWPs in main hall	Steam Cleaning	Grinding
Other activity creating heat /vapour	Sweeping or Dusting	Naked Flame
Toasting food	Heating or cooking food	Heating Liquids (water)

2.2.3. Vehicles and Off-road Driving

Western Power fleet vehicles are supplied with a 1kg dry powder fire extinguisher as part of the vehicle’s emergency kit.

Vehicles which are primarily used for operational work (e.g. construction and/or maintenance of the network) should carry two Approved Fire Extinguishers for deployment at worksites as required.

Drivers of light vehicles not used for operational work (e.g. Scopers, assessors and visitors to site) that are required to travel in a fire risk area must assess the risks and:

- consider carrying at least one Approved Fire Extinguisher
- ensure that the vehicle is suitable for the conditions of usage.

Before travelling on unsealed roads with vegetation present (see *Figure 1: Unsealed road (high risk)* and *Figure 2: Unsealed road (low risk)*, or before leaving any road:

- check the vehicle’s exhaust system to ensure that it is in good condition (i.e. free from any visible damage or defect)
- check that that there is no combustible material caught under the vehicle
- ensure that the exhaust system will not come into contact with combustible material

For diesel vehicles fitted with manual regeneration for the diesel particulate diffuser (DPD) or diesel particulate filter (DPF), refer to the vehicle's operating manual on how and when to perform regeneration. Ensure that regeneration is performed before proceeding off-road.



Figure 1: Unsealed road (high risk)



Figure 2: Unsealed road (low risk)

2.3 Conducting Work during a Total Fire Ban and Harvest and Vehicle Movement Ban

When a TFB is declared, this section must be applied in addition to sections *2.1 - Risk assessment* and *2.2 - Fire precautions* in this work instruction.

Prescribed activities outlined in sections *2.3.5 - Off-road Activity*, and *2.3.7 - Hot Work*, in this work instruction can only be carried out on a TFB day subject to compliance with the listed controls.

A TFB exemption is required from DFES for the Work activity as described in section *2.3.6 - Switching* that has the potential to cause a fire, but is not identified in the regulations as a prescribed activity.

2.3.1. Fire Danger Rating (FDR) and Total Fire Ban (TFB)

Information on fire and weather warnings can be obtained from resources listed in *Appendix A – Fire and weather information*.

A TFB is usually declared the evening before it is to take effect. A TFB may also be declared at any time during the day, so it is important to check fire and weather warnings regularly.

If the FDR is rated Catastrophic, planned work must be cancelled.

For Urgent works, all prescribed conditions, including notification must be complied with. The *Total Fire Ban Workplace Risk Assessment Plan (WRAP) (EDM 43700599)* checklist must be used. See *Table 2.*

Table 2: Fire Behaviour Index, Fire Danger Rating and Total Fire Ban

FBI	FDR	TFB	Planned and unplanned work	Urgent Works
> 100	Catastrophic	Automatic	No	Yes - See note*
50 - 99	Extreme	Probable	Yes	Yes
24 – 49	High	Possible	Yes	Yes
12 – 23	Moderate	Possible	Yes	Yes
6 - 11	No rating	Unlikely	Yes	Yes
0 - 5	No rating	Unlikely	Yes	Yes

*Note: Definition provided by DFES: ***Urgent Work*** *means repairs or maintenance necessary for the continued provision or restoration of the electricity (essential) service, carried out by an essential service provider.*

When the FDR is not Catastrophic and a TFB is declared, the *Total Fire Ban Workplace Risk Assessment Plan (WRAP) (EDM 43700599)* checklist must be used to confirm all controls listed in the sections below are in place prior to commencing Work:

- *2.3.3 - Notification Requirements*
- *2.3.5 - Off-road Activity*
- *2.3.6 - Switching*
- *2.3.7 - Hot Work*
- *2.3.8 - Harvest and Vehicle Movement Ban*

When a TFB is not declared, refer to Section *2.2 - Fire Precautions* in this work instruction. However, during fire weather (FDR ≥ Extreme):

- it is advised to apply and follow the *Total Fire Ban Workplace Risk Assessment Plan (WRAP) (EDM 43700599)*
- monitor the fire and weather warning information updates for a potential TFB declaration (see *Appendix A – Fire and weather information*)
- continually consider the risks associated with Off-road Activity, Switching Activities and Hot Work, as local conditions could deteriorate
- consider having additional fire extinguishers at the worksite.

2.3.2. Total Fire Ban Workplace Risk Assessment Plan (WRAP)

When a TFB is declared, the *Total Fire Ban Workplace Risk Assessment Plan (WRAP) (EDM 43700599)* must be used.

The TFB WRAP lists controls that must be in place before during and after Work is performed. All listed controls must be in place.

Where applicable, controls in the TFB WRAP are in addition to Section *2.2 Fire precautions* in this work instruction.

2.3.3. Notification requirements

It is a requirement to notify DFES and the relevant local government authority between 24 hours and 30 minutes prior to commencing any Off-road Activity, Switching Activity or Hot Work. This can be done using the *On-line TFB Activity Notification AFDRS* form.

Access the form:

Pg. 1 - Enter all the required fields:

- Company Name and Trading Name: Western Power
- ABN: 18540492861
- Business/Industry Type:
  - Select Power Water and Gas Supply

Pg. 2- Continue completing the form:

- Postal Address and Head Office Address: 363 Wellington Street, Perth, 6000, WA
- Exemption details:
  - If switching, select 'Yes'
  - Select 'No' if performing Off-Road Activities or Hot Works only.

Pg. 3 - Details of Exemption for 'Yes' selection above

- Exemption Details
  - Enter details 'Exemption 22-194260'
  - Click the checkbox for 'Other Activity'
- Detailed description of activity
  - Provide name of upstream breaker and the switching program number
- Excepted Activity to be Undertaken on the TFB day
  - Click the checkbox for 'Other Activity' and continue.

Where a mobile unit (e.g. Network Response) is called to a fault but the crew does not have internet access, the depot must complete and submit the *On-line TFB Activity Notification AFDRS* form on the response crew's behalf. DFES does not provide a call-in facility for notification purposes.

If the Off-road Activity, Switching Activity or Hot Work is within 3km of land managed by the Department of Biodiversity, Conservation and Attractions (DBCA) Parks and Wildlife Service, the respective local District or Regional Duty Officer from Parks and Wildlife must also be notified between 24 hours and 30 minutes prior to the activity commencing (see *Appendix B - DBCA Parks and Wildlife contact details*). DBCA email details are provided in a linked PDF document within the DFES Online notification form.

The local landowner on whose property the Work will take place must be contacted (if possible) before commencing Work in accordance with the *Environment and Land Access in Operations work instruction (EDM 41050794).*

Any fire occurring at the worksite, whether extinguished or not, must be reported:

- immediately via 000 if the fire cannot be controlled and/or supressed
- to DFES Communications Centre on 9395 9210
- to the Western Power Incident Hotline (1300 225 597).

2.3.4. Approved Firefighting vehicle and fire extinguisher requirements

DFES approved firefighting vehicle

- Has one or more water storage tanks mounted on it and is equipped with at least 20m of 19mm diameter fire hose fitted with an adjustable nozzle capable of projecting a 6m jet of water and a pump capable of delivering a minimum of 120l/m of water at 700kPa through the hose.
- Has water capacity requirements for Hot Works are shown in *Table 3 - Firefighting unit capacity requirements* (see section *2.3.7 - Hot Work*) in this work instruction.
- Must be kept close to the Hot Work.
- Must be capable of traversing the site (i.e. firefighting trailers must not be unhitched and left on the side of the worksite).
- The crew should have the following Personal Protective Equipment (PPE) to be used when fighting a fire:
  - helmet with face shield
  - suitable gloves.

Fire Extinguishers

Portable fire extinguishers (approved by DFES) must comply with the current Australian standard and include:

- 9L pressurised water
- 9kg ABE powder.

Operational vehicles should carry two Approved Fire Extinguishers for deployment at worksites as required.

2.3.5. Off-road Activity

During a TFB, Off-road Activity is a Prescribed Activity.

DFES must be notified of any Off-road Activity prior to the activity commencing during a TFB in line with section *2.3.3 - Notification requirements.*

Use of vehicles Off-road must comply with section *2.2.3 - Vehicles and Off-road Driving* above. Non-operational light/pool vehicles should not be used off-road during a TFB.

Planned Off-road Activity can only take place during a TFB if the FDR is not Catastrophic, and

- the controls in the TFB WRAP are in place
- there is no Harvest and Vehicle Movement Ban declared
- any internal combustion engine must be mechanically sound and have an exhaust system that:
  - is clean and free from gas leaks
  - is fitted with a suitable spark arrester that is well maintained and complies with Australian Standards (except for a motor vehicle).
- at least one Approved Fire Extinguisher in proper working order must be easily accessible on or near the vehicle, plant, engine, equipment or machinery while in use
- petrol-driven tools must be refuelled in a well-ventilated area where there is no flammable material or naked flame:
  - if possible, place the tool on the ground to minimise static
  - ensure that the ignition is turned off (if applicable)
  - ensure that the exhaust system has cooled
  - ensure that the power tools' fuel tank and jerry-can lids are securely closed before re-starting.

- when not in use, the vehicle, plant, engine, equipment or machinery must be switched off and parked/placed in an area that is clear of flammable material.

Exception: Essential services can continue off-road activity during catastrophic FDR and where a HVMB is in place if the work is Urgent work (Ref: Off-road Activity). The same conditions of work apply.

2.3.6. Switching

The Department of Fire and Emergency Services (DFES) has granted Western Power a 2-year exemption allowing Western Power to undertake certain Switching activities during a total fire ban (TFB).

The exemption and its conditions are detailed in the *Notice of Exemption (EDM 61885658)* which is granted pursuant to section 22C of the *Bush Fires Act 1954 (WA)*.

The exemption provides that during a TFB and subject to certain conditions, the following may be performed:

- disconnection and re-connection of electricity supplies; and
- operating the Transmission and Distribution networks open-air switchgear (i.e. Tx isolators, and Dx DOF, PTS LV and HV DISO).

The operation of enclosed switchgear (breakers, RMUs, indoor switchgear) is not considered to be spark-producing and is therefore not subject to any restrictions during a TFB.

Notification

- DFES must be notified of any Switching Activity prior to the activity commencing during a TFB in line with *Section 2.3.3 - Notification requirements* of this work instruction.

Fire prevention

- When the FDR is catastrophic, only Urgent works (see definition) may proceed.
- For all TFB periods, a thorough risk assessment using the *Fire weather day and TFB risk management form F317 (EDM 34178464)* in accordance with *SOP 164 Restoration of feeders and reclosers (EDM 33970824)* must be performed before any operation of open-air switchgear.
- The risk assessment must be performed by Network Operations and made available to DFES on request.

On-site requirements

- A copy of the current *Notice of Exemption* must be carried and available during a Total Fire Ban.
- Any fire occurring at the worksite, whether extinguished or not, must be reported:
    - immediately via 000 if the fire cannot be controlled and/or supressed
    - to DFES Communications Centre on 9395 9210
    - to the Western Power Incident Hotline (1300 225 597).
- Before proceeding, switching operators must complete the *TFB WRAP* in accordance with *section 2.3.2 Total Fire Ban Workplace Risk Assessment Plan* in this work instruction.
- For operation of open-air switchgear within 30m of combustible bush or grassland:
    - There must be a 10m clearance of flammable material around the entire pole, open-air contacts, and pole base, and
    - An approved fire extinguisher must be readily available at the switching site
- If the 10m exclusion of flammable material cannot be achieved:
    - All combustible material within 10m of the switching site must be damped down, and

- There must be an approved firefighting vehicle containing at least 400l of water and crewed by 2 able-bodied personnel (a Fire Detection Officer and the switching operator) at the switching site.

Supply restoration - unidentified fault

Where the cause of the loss of supply cannot be visually established, Network Operations may only initiate restoration provided:

- a risk assessment using the *Fire weather day and TFB risk management form F317 (EDM 34178464)* in accordance with *SOP 164 Restoration of feeders and reclosers (EDM 33970824)* is performed,

or

- the FBI has been below 40 for at least an hour for the affected area.

Completion of switching

- Before leaving the switching site, the switching operator must thoroughly check the site and satisfy themselves that there is no sign of fire or anything likely to cause a fire and apply controls as necessary.

2.3.7. Hot Work

During a TFB, Hot Work in open air is a Prescribed Activity.

DFES must be notified of any Hot Work prior to the activity commencing during a TFB in line with section *2.3.3 Notification requirements*.

Planned Hot Work can only be carried out during a TFB if the FDR is not Catastrophic, and:

- the controls in the TFB WRAP are in place
- fire resistant barriers of a height sufficient to prevent the escape of hot particles or sparks must be placed around the hot work
- the ground within a 10m radius of the Hot Work must be clear of flammable material and damped down with water to reduce the risk of spark ignition. Wetting down requires extra water. Water allocated for fire suppression must not be used for wetting down.
- the worksite must be clear of all flammable matter
- there must be at least two Approved Fire Extinguishers in proper working order located close to the Hot Work.

If the Hot Work is carried out within 30m of any bush, crop, pasture, stubble, or grassland, then a DFES approved firefighting vehicle must be available on site with the capacity(s) shown below in *Table 3: Firefighting vehicle capacity requirements* for the duration of the Hot Work.

Table 3: Firefighting vehicle capacity requirements for Hot works

FDR	Water required on site (L)
No rating	500
Moderate	1000
High	1500
Extreme	2500

Note: If there is no reticulated water supply within 1km of the worksite an additional 5000L of water must be available on site and remain on site for at least 30 minutes after the Hot Work is complete.

A Fire Detection Officer dedicated solely to detecting and suppressing any fire must be present during the Hot Work activity.

The firefighting vehicle, Fire Detection Officer and one other able-bodied person must remain on site for at least 30 minutes after the Hot Work activity is complete, and not leave until they are satisfied there is no fire or anything likely to cause a fire on the site.

Exception: Essential services can continue with hot work during catastrophic FDR if the work is Urgent work (Ref: Hot Work). The same conditions of work apply.

2.3.8. Harvest and Vehicle Movement Ban

A Harvest and Vehicle Movement Ban (HVMB):

- is declared by Fire Control Officers of the local government or shire council, either in conjunction with a DFES TFB, or in isolation

Local government Bush Fire Control Officer or Ranger Services must be contacted to find out if an HVMB has been issued in the area (see Local government link).

Planned Work on a road verge, or off-road must be cancelled unless local government or shire council have given approval for the Work to continue.

If Urgent Work must be performed during an HVMB, contact the local Fire Control Officer to obtain permission. If permission is granted:

- agree with the Fire Control Officer on any specific conditions and the fire suppression equipment requirements and record this information on the *Total Fire Ban Workplace Risk Assessment Plan (WRAP) (EDM 43700599).*
- the following tasks may be undertaken:
  - isolate supply
  - undertake repairs to fallen poles, powerlines and cables
  - remove vegetation that is touching the lines
  - line patrols for the purpose of fault finding
  - restoration of the power supply.

3. Dictionary

Term	Meaning
Approved Fire Extinguisher	• 9 litre pressurised water (rating 4A) • 9kg ABE powder • In substations and offices ABE dry powder, CO2 or other extinguishers are also approved depending on location and intended usage requirements.
Emergency Work	Work performed for the purpose of preventing immediate and serious risk to the health and safety of a person or livestock
Essential services	Means any of the following: • Water supply, sewerage, or drainage services • Electricity or gas services • Telecommunications services • Public transport services • Rubbish collection or disposal services
Fire Detection Officer	Person trained in the use of extinguishers, operation of the firefighting vehicle, and bush fire suppression.

Term	Meaning
Fire suppression	Workers, in their capacity as such, are not fire-fighters; the primary requirement is fire prevention. However, in the event of a fire starting the expectation is for workers to extinguish the fire before it becomes out of control.
DFES approved firefighting vehicle	Mobile unit comprising: • Water storage tank(s) • 20m of 19mm diameter fire hose fitted with an adjustable nozzle capable of projecting a 6m jet of water • Pump capable of delivering a minimum of 120 l/m of water at 700kPa through the hose • Self-propelled or hitched to a vehicle and capable of traversing the worksite
Hot Work	The operation in open air of welding apparatus (including gas) of any kind, or power operated abrasive cutting discs of any kind
Instructed person	A person that has received verbal instruction in the single performance of a task or duty
Off-road Activity	The use or operation of any engine, vehicle, plant, equipment or machinery on land on which there is bush, crop, pasture, stubble or grassland. Exclusions are: Roads, cleared lanes, yards or other areas that provide access and parking for residential, business or farming premises.
Open-air switchgear	Any switching device where the contacts rely on open air as an arc-extinguishing medium (i.e. Tx isolators, and Dx DOF, PTS LV and HV DISO)
Prescribed Activity	These activities are individually listed as Blasting, Fireworks, Gas flaring, Hot work, Road work (grading and bituminising), Off-road activity and Catering activity. See TFB prescribed activities in the DFES website.
Switching	The operation of circuit breakers, isolators, disconnectors, fuses or other methods of making or breaking an electrical circuit and/or the application and removal of programme earths. The operation of enclosed switchgear (breakers, RMUs, indoor switchgear) is not considered to be spark-producing and is therefore not subject to any restrictions during a TFB.
Urgent Work	Restoration works necessary for the continued provision or restoration of an essential service, carried out by an essential service provider.
Work	Includes planned and unplanned network maintenance tasks.
Worker	Under the WHS legislation a worker is a person who carries out work in any capacity for a person conducting a business (PCBU) or undertaking, including any of the following: • an employee • a contractor or subcontractor • an employee of a contractor or subcontractor • an employee of a labour hire company who has been assigned to work in the person's business or undertaking • an outworker • an apprentice or trainee • a student gaining work experience • a volunteer – except a person volunteering with a wholly 'volunteer association' with no employees (whether incorporated or not).

4. References

- *AS/NZS 3957:2014 Light-transmitting screens and curtains for welding operations*
- *Bush Fires Act 1954 (WA)*
- *Bush Fires Regulations 1954 (WA)*

5. Related documents

Title	EDM reference
22-194260 DFES Exemption - Western Power - restoration works on the electrical network - Statewide	61885658
Environment and land access in operations work instruction	41050794
Fire precautions work instruction consultation register	44625381
Hay, Milligan and Cook street substations – Additional work planning requirements, due to installation of multiple fire protection systems	22892705
Restoration of feeders and reclosers (SOP 164)	33970824
TFB risk management form (Network Operations F317)	34178464
Total Fire Ban Workplace Risk Assessment Plan (WRAP)	43700599
Total Fire Ban WRAP Instructions	43942393
Zone Substation Access Restrictions - Specific Conditions	60392785

6. Review

This work instruction will be reviewed and evaluated by the content owner at least once in every three-year period taking into account the purpose of the work instruction and the outcome of the compliance review.

7. Content owner

Full name	Role title	Business unit
Greta Groenewald	Management Systems Team Leader	SEQT

8. Content approver

Full name	Role title	Business unit
Andy Shaw	Head of Function	SEQT

9. Approval history

Version	Approved by	Date of approval	Notes
5.0	Head of Safety, Environment, Quality and Training, Andy Shaw	18/12/2020	
6.0	Head of Safety, Environment, Quality and Training, Andy Shaw	30/08/2022	Revised to align with new TFB Exemption 22/1385498.
7.0	Head of Safety, Environment, Quality and Training, Andy Shaw	10/11/2022	Revised to align with amended TFB Exemption 22/194260.

Appendix A - Fire and weather information

Information on fire and weather warnings can be obtained from the following:

- DFES website: https://www.dfes.wa.gov.au/site/
- Twitter: https://twitter.com/dfes_wa
- DFES information line: 13 DFES (13 33 37)
- TFB hotline: 1800 709 355
- TFB Today: https://www.emergency.wa.gov.au/#totalfirebans
- TFB Tomorrow: https://www.emergency.wa.gov.au/#totalfirebans-tomorrow
- Fire Danger Ratings: https://www.emergency.wa.gov.au/#firedangerratings
- BOM FDR: http://www.bom.gov.au/wa/forecasts/fire-danger-ratings.shtml
- Emergency Western Australia website: https://www.emergency.wa.gov.au/
- Bureau of Meteorology website: http://www.bom.gov.au/wa
- ABC local radio
- Roadside FDR signs
- Network Operations:
    - Network Control: 08 9427 0636
    - TFB notifications via new Electrical Supply Emergency Notification Display System (ESEN) system to Field Supervisors and Formal Leaders in Operations Maintenance and Network Operations. Leaders should cascade this information to their Workers in a way best suited to each team.

Appendix B - DBCA Parks and Wildlife contact details

See Office locations and work centres - Parks and Wildlife Service (dpaw.wa.gov.au) for more information.

DBCA headquarters
17 Dick Perry Avenue KENSINGTON WA Phone (08) 9219 9000
Goldfields
Goldfields Region headquarters 32 Brookman Street KALGOORLIE Phone (08) 9080 5555
Midwest Region
Midwest Region headquarters 201 Foreshore Drive GERALDTON Phone (08) 9964 0901
South Coast Region
South Coast Region headquarters 120 Albany Highway ALBANY 6330 Phone (08) 9842 4500
South West Region
South West Region headquarters Corner of Dodson Road and South Western Highway BUNBURY Phone (08) 9725 4300
Swan Region
Swan Region headquarters Corner of Australia II Drive and Hackett Drive CRAWLEY Phone (08) 9442 0300
Warren Region
Warren Region headquarters Brain Street MANJIMUP Phone (08) 9771 7988
Wheatbelt Region
Wheatbelt Region headquarters 9 Wald Street NARROGIN Phone (08) 9881 9200

SHIRE OF …..

BUSH FIRES REGULATIONS 1954

REGULATION 24C – NOTICE TO BAN THE USE OF ENGINES, VEHICLES, PLANT OR MACHINERY LIKELY TO CAUSE A BUSH FIRE WHEN A TOTAL FIRE BAN IS DECLARED

(commonly referred to as Harvest and Vehicle Movement Bans)

I, **(name)**, an authorised Bush Fire Control Officer of the (**Name of Shire/Town/City**) hereby declare a ban on the use or operation of engines, vehicles, plant or machinery for (**day and date**) between the hours of (**start time**) and (**end time**) for the whole of, or (**Description of area of the Shire to which the Ban applies**), of the (**Name of Shire/Town/City**).

This Ban will be reviewed at (**time and date**) at which time further advice will be issued.

ACTIVITIES NOT PERMITTED DURING THE PERIOD OF THIS BAN

(*The following are not permitted once a ban is in place under regulation 24C – these are not optional).*

- Harvesting operations are not permitted.
- All off-road activity is banned, regardless of whether it is for agricultural purposes or work being conducted by business, industry and public authorities.
- Off-road includes areas such as paddocks, bushland, uncleared land and land with stubble or long grass refer to regulation 24ZH(2)(b) of the *Bush Fires Regulations 1954.*
- Off-road activity includes the use of anything activated by an **internal combustion engine** being used off-road e.g. motor bikes, quad bikes, excavators, chain saws, ride on lawn mowers and generators.

ACTIVITIES PERMITTED DURING THE PERIOD OF THIS BAN

(*The following are permitted as per the Bush Fire Regulations 1954 and cannot be banned)*

1. Use or operation of any vehicle on “gazetted roads”, lanes, driveways, yards or other areas that provide access to, or a parking facility at, any residential, farming or business premises, if the area has been sufficiently cleared of inflammable material to prevent the escape of fire (regulation 24A(3) *Bush Fires Regulations 1954).*

2. Use or operation of a vehicle for the prevention of an immediate and serious risk to the health or safety of a person or livestock, and only if all reasonable precautions have been taken to prevent the activity from creating a bush fire danger. (regulation 24A(4) *Bush Fires Regulations 1954).*

3. Off-road activity for urgent work carried out by an essential service can continue, but only when the prescribed conditions in Division 9 of the *Bush Fires Regulations 1954* are complied with. Urgent works, in relation to the provision of an essential service, means repairs or maintenance necessary for the continued provision, or restoration, of the service. ***Essential services:*** *water supply, sewerage or drainage services; electricity or gas services; telecommunications services; public transport services and rubbish collection or disposal services.*

Signature _____

NAME _____
Bush Fire Control Officer
Local Government name

SAMPLE

SHIRE OF …..

BUSH FIRES REGULATIONS 1954

REGULATION 38A – NOTICE TO BAN THE USE OF ENGINES, VEHICLES, PLANT OR MACHINERY LIKELY TO CAUSE A BUSH FIRE DURING THE RESTRICTED AND PROHIBITED BURNING TIMES

(commonly referred to as Harvest and Vehicle Movement Bans)

I, **(name)**, an authorised Bush Fire Control Officer of the (**Name of Shire/Town/City**) hereby declare a ban on the use or operation of engines, vehicles, plant or machinery for (**day and date**) between the hours of (**start time**) and (**end time**) for the whole of, or (**Description of area of the Shire to which the Ban applies**), of the (**Name of Shire/Town/City**).

This Ban will be reviewed at (**time and date**) at which time further advice will be issued.

ACTIVITIES NOT PERMITTED DURING THE PERIOD OF THE BAN.

(*The following are examples only, the BFCO will need to stipulate which, if any are to be used as well as adding any others they consider appropriate)*

- Harvesting operations are not permitted.
- Any off-road activity is banned, regardless of whether it is for agricultural purposes or work being conducted by business, industry and public authorities.

*OR (delete one and use below option if including **option 4 below** in permitted activities)*

Any off-road activity is banned, unless it is for agricultural purposes or work being conducted by business, industry and public authorities. (See permitted activities below for conditions).

- Off-road includes areas such as paddocks, bushland, uncleared land and land with stubble or long grass.
- Off-road activity includes the use of anything activated by an internal combustion engine used off-road e.g. motor bikes, quad bikes, excavators, chain saws, ride on lawn mowers and generators.

ACTIVITIES PERMITTED DURING THE PERIOD OF THE BAN

(*The following are examples only, the BFCO will need to stipulate which, if any are to be used as well as adding any others they may consider appropriate)*

1. Use or operation of any vehicle on “gazetted roads”, lanes, driveways, yards or other areas that provide access to, or a parking facility at, any residential, farming or business premises, if the area has been sufficiently cleared of inflammable material to prevent the escape of fire.

2. Use or operation of a vehicle for the prevention of an immediate and serious risk to the health or safety of a person or livestock, and only if all reasonable precautions have been taken to prevent the activity from creating a bush fire danger.

3. ***Recommended Optional*** Off-road activity for urgent work carried out by an essential service can continue, but only when the prescribed conditions in Division 9 of the Bush Fires Regulations 1954 are complied with. Urgent works, in relation to the provision of an essential service, means repairs or maintenance necessary for the continued provision, or restoration, of the service. *Essential services: water supply, sewerage or drainage services; electricity or gas services; telecommunications services; public transport services and rubbish collection or disposal services.*

SAMPLE

4. ***Optional*** Off-road use or operation of vehicles, engines, plant or machinery for agricultural purposes or **by business, industry or by or on behalf of a public authority** in accordance with Regulations 24ZH - 24ZL *Bush Fires Regulations 1954.*

5. ***Optional*** Other activities/conditions as identified by the Bush Fire Control Officer (stipulate conditions or delete this line).

Signature _____

NAME _____
Bush Fire Control Officer
Local Government

SAMPLE

Published date: February 2021
Date printed: Monday, February 1, 2021

Best Practice Governance Review

Background Paper

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Best Practice Governance Review

1. Background, Approach and Timeline

Background and Approach

Background and approach that led to the development of the governance principles for the Best Practice Governance Review.

Background

The Western Australian Local Government Association (WALGA) developed it's Corporate Strategy 2020-25, and in doing so identified a key strategic priority, to undertake a Best Practice Governance Review. The objective of the review is to ensure WALGA's governance and engagement models are contemporary, agile, and maximise engagement with members. Other drivers for the review included:

- Misalignment between key governance documents; Constitution, Corporate Governance Charter, State Council Code of Conduct, and Standing Orders – stemming from varying amendments.
- State Council's 3 September 2021 resolution requesting amendment to the Constitution to "*deal with matters related to State Councillors' Candidature for State and Federal elections*".
- Proposed legislative reforms to remove WALGA from being constituted under the *Local Government Act 1995* (WA).
- Constitutional requirements for WALGA to become a registered organisation under the *Industrial Relations Act 1979* (WA), which would enable WALGA to make applications in its own right to the Western Australian Industrial Relations Commission

In March 2022 State Council commissioned the Best Practice Governance Review (BPGR) and established a Steering Committee to guide the Review.

The BPGR Steering Committee had its first meeting on 5 May 2022. There was wide-ranging discussion on WALGA's current governance model, the need to engage broadly with the membership, and opportunities for change. At the meeting, five comparator organisations were identified to be used in a governance model comparative analysis. Steering Committee meetings 2 to 5 had a focus on the development of governance model principles.

This document

This document presents the key insights from the jurisdictional and comparator organisation analysis that supported the development of the governance principles. The final section presents the endorsed governance principles.

Jurisdictional Analysis – This section compares WALGA to equivalent jurisdictional associations (e.g. LGASA). This provides key insights into the size and election processes of WALGA compared to equivalent associations.

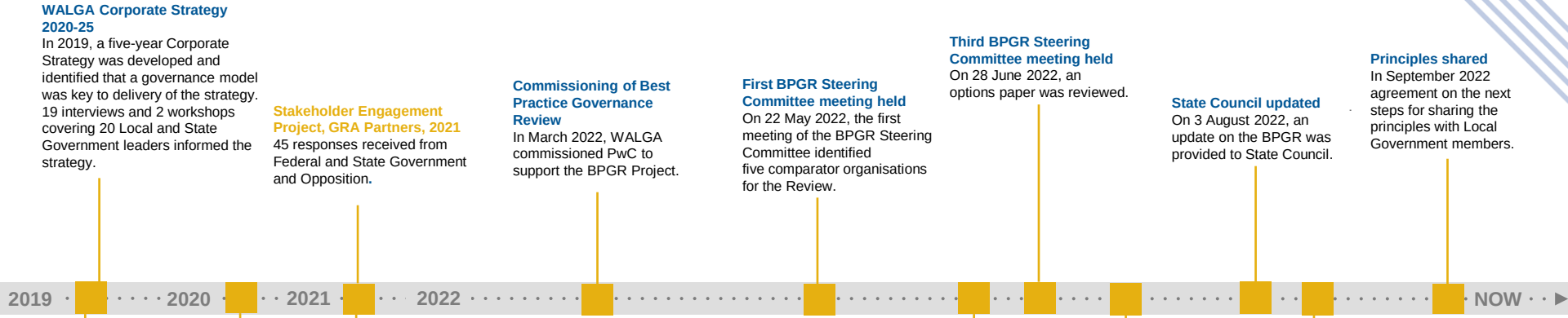
Comparator Organisations – This section compares WALGA's governance arrangements to five comparator organisations that were agreed a the BGPR Steering Committee meeting 1. This provides key insights into the size, election processes and recent governance changes of these five comparator organisations.

Governance Model Principles – The governance model principles were developed through BPGR Steering Committee meetings 2 to 5. This provides a structure for understanding how the current governance model of WALGA and any future governance model aligns to these principles.

The following slide outlines the timeline of key events and meetings that formed part of the BPGR.

Timeline

Timeline of key events with a focus on the BPGR Steering Committee meetings throughout May to August 2022



WALGA Corporate Strategy 2020-25
In 2019, a five-year Corporate Strategy was developed and identified that a governance model was key to delivery of the strategy. 19 interviews and 2 workshops covering 20 Local and State Government leaders informed the strategy.

2019 Governance Review
A governance review was undertaken in 2019 that led to numerous process changes.

State Council Performance Assessment, 2020
17 survey responses and comments received from State Councillors.

Stakeholder Engagement Project, GRA Partners, 2021
45 responses received from Federal and State Government and Opposition.

WALGA Stakeholder Engagement Project, Marketforce 2021
105 survey responses and 42 interviews were facilitated across 95 Local Governments.

Commissioning of Best Practice Governance Review
In March 2022, WALGA commissioned PwC to support the BPGR Project.

First BPGR Steering Committee meeting held
On 22 May 2022, the first meeting of the BPGR Steering Committee identified five comparator organisations for the Review.

Second BPGR Steering Committee meeting held
On 8 June 2022, the initial draft of comparator organisations was presented and assessment criteria was identified.

Third BPGR Steering Committee meeting held
On 28 June 2022, an options paper was reviewed.

Fourth BPGR Steering Committee meeting held
On 18 July 2022, core principles were decided to guide the BPGR.

State Council updated
On 3 August 2022, an update on the BPGR was provided to State Council.

Fifth BPGR Steering Committee meeting held
On 10 August 2022, core principles for the BPGR were finalised.

Principles shared
In September 2022 agreement on the next steps for sharing the principles with Local Government members.

Best Practice Governance Review

2. Jurisdictional Analysis

Analysis: Jurisdictional equivalents to WALGA

Jurisdictional equivalents of WALGA have been analysed according to their size and election methods.

Background

Prior to the BPGR Project commencing in March 2022, work was undertaken to understand governance arrangements in other jurisdictions. The focus of this work was on associations from other Australian states, as well as New Zealand.

The full list of associations are:

- Local Government NSW (LGNSW)
- Municipal Association Victoria (MAV)
- Local Government Association of Tasmania (LGAT)
- Local Government Association of South Australia (LGASA)
- Local Government Association of Queensland (LGAQ)
- Local Government Association of Northern Territory (LGANT)
- Local Government Association of New Zealand (LGNZ)

The assessment of these associations focused on providing insights into the following domains:

- **Size of Board:** How many board members are there in comparison to the 25 WALGA board members?
- **Method of Election of President:** How is the President elected to the board?
- **Method of Election of Board Members:** How are board members elected?

Key Insights

Key insights following the comparison of WALGA to equivalent associations are outlined below:

- **Size of Board** – while WALGA's board (State Council) contains the largest number of representatives, it can be seen that boards of Local Government Associations tend to be relatively large. The average board size (using Queensland's policy executive, not board) is 15.4.
- **Method of Election of President** – WALGA is an outlier: all other Presidents are elected directly by the membership. Perhaps this is a reflection of the prevalence of Council elected Mayors and Presidents in WA.
- **Method of Election of Board Members** – The majority of associations use regional groupings (equivalent to our Zones) to elect board members. The New Zealand hybrid model of electing representatives from geographic zones and sector groups (metro, provincial, rural, regional) is of interest.

The following slide presents this information for each of the seven associations.

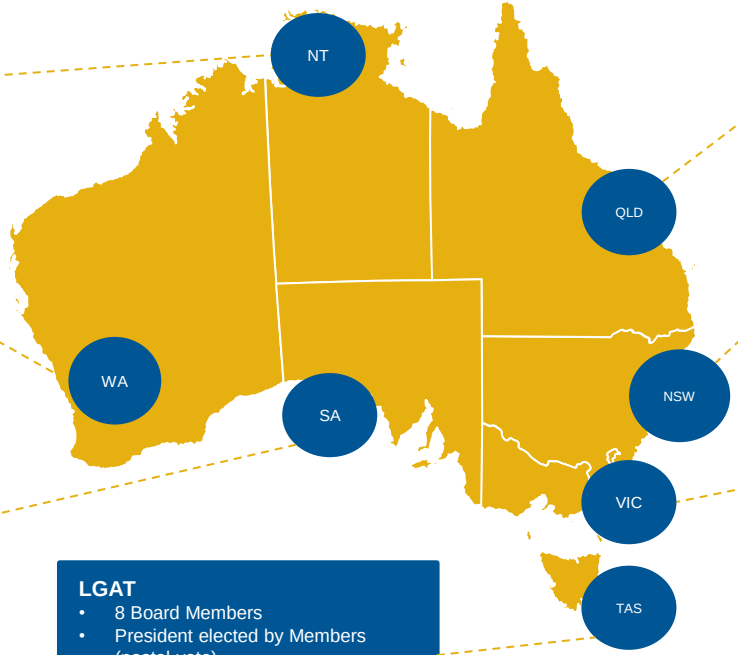
Summary: Jurisdictional equivalents to WALGA

Summary of jurisdictional analysis of WALGA equivalents in relation to their Board membership, election methods and number of Local Governments.

LGANT
- 9 Board Members
- President elected by Members (AGM)
- Board Members elected by Members
- 22 Local Governments

WALGA
- 25 Board Members
- President elected by the Board
- Board Members elected by Zones
- 139 Local Governments

LGASA
- 10 Board Members
- President elected by Members (postal vote)
- Board Members elected by Regional Organisations
- 74 Local Governments



LGAT
- 8 Board Members
- President elected by Members (postal vote)
- Board Members elected by Zone equivalent
- 29 Local Governments

LGAQ
- 4 Board Members / 16 Policy Executive
- President elected by Members (AGM)
- Board Members elected by and from Policy Executive
- Policy Executive elected by Zone equivalent
- 78 Local Governments

LGNSW
- 19 Board Members
- President elected by Members (AGM)
- Board Members elected by Members
- 128 Local Governments

MAV
- 13 Board Members
- President elected by Members (AGM)
- Board Members elected by Zone equivalent
- 89 Local Governments

LGNZ
- 18 Board Members
- President elected by Members (AGM)
- Board Members elected by Zones and Sector Groups
- 78 Local Governments

WALGA

Best Practice Governance Review

3. Comparator Organisations

Comparator organisations

Comparison of WALGA's governance model to the governance models of five comparator organisations.

Background

The BPGR Steering Committee had its first meeting on the 5 May 2022. There was wide-ranging discussion on WALGA's current governance model, the need to engage broadly with the membership, and opportunities for change.

At the meeting, five comparator organisations were identified to be used in a governance model comparative analysis. The organisations were selected on the basis of their similarity to WALGA as WA member-based peak industry organisations.

The selected organisations were: Australian Medical Association (AMA) WA, Chamber of Commerce and Industry (CCI) WA, Chamber of Minerals and Energy (CME), Australian Hotels Association (AHA) WA and Pharmacy Guild (PG) WA Branch.

Process

WALGA supplied a range of background documents to assist in undertaking the initial desktop comparison. This included the Constitution, Corporate Governance Charter, Corporate Strategy 2020-2025, Standing Orders, Elected Member Prospectus, Flow Chart – WALGA Zone and State Council Process, Final Report – State Councils and Zone Structure and Process Working Group.

The documentation used for the comparator organisations were typically the:

- Constitution – which serves as the instrument for establishment of the association;
- Annual reports – which contains information about an association's performance over a 12-month period; and
- Organisational website – which may outline the structure and current composition of the board, council and the leadership team of the organisations.

Interviews were successfully arranged with three of the five organisations. They were AMA WA, CCI WA and CME WA. The document analysis and interviews provided insights into the size, election methods and recent changes within these organisations.

Key insights

Key insights through the comparison of WALGA to the five comparator organisations are outlined below:

- **Size of Board** – WALGA's board (State Council) was larger than all other comparator organisation's boards.
- **Election methods** – election methods varied across the comparator organisations but many involved election through the membership.
- **Change** – three of the five organisations had recently undergone changes or reviews of their governance structures. There were a range of drivers for this change including: to increase the decision making ability of the board; to use specific working groups to focus on specific topics of interest and to increase representativeness of specific groups (e.g. Aboriginal and Torres Strait Islanders).

The following slide presents summary information on the size and election methods of the five comparator organisations. This is then followed by more detailed background into each organisation, their governance structure and any outcomes from conversations with these organisations.

Summary: Governance structure analysis

WALGA's governance structure was analysed in comparison to five comparator organisations

Organisational Comparisons	Number of Board Members	President Elected by	Board Members elected by
WA Local Government Association (WALGA)	25	The Board	Zones
Australian Medical Association (AMA)	9	AMA WA Members	Members of the Association
Chamber of Commerce and Industry WA (CCIWA)	7 to 10	The Board	• Up to 12 elected by Members • Up to 8 appointed by the Board • Up to 8 appointed by the Council
Chamber of Minerals and Energy (CME)	6 to 11	Ordinary Members	Executive Councillors
Australian Hotels Association (AHA) WA	17	The Branch Committee of Management	The Branch Committee of Management
Pharmacy Guild (PG) – WA branch	16 to 22	The Branch	Financial Members from the same region as the Branch

Note: The Council, Branch, or Board chosen from the organisations above were chosen for how appropriate their structure is as a comparison to the WALGA State Council.

WALGA

Organisational Analysis: Australian Medical Association (AMA) WA

With over 5,000 members, the AMA (WA) is the largest independent professional organisation for medical practitioners and medical students in the State. Total revenue and other income for AMA nationally in 2020 was reported as $21,928,000.

Organisational Information

The AMA (WA) Board was created in 2017 and is comprised of the President, Immediate Past President, two Vice Presidents and five members of Council who are elected to sit on the Board (9 in total).

The AMA (WA) Council consists of four office bearers (President, Immediate Past President, two Vice Presidents). Additionally, there are the Specialty Group Representatives (e.g. General practice, surgery); Practice Group Representatives (e.g. rural doctors, public hospital doctors); Ordinary Council Members; and, Co-opted Council Members. Majority of the representatives and members represent their specialty (e.g. anesthetics) or group of representative (e.g. medical student society).

The AMA Federal Council meets quarterly and is the AMA's main policy-making body. It is a forum to identify and debate emerging issues of relevance to the membership. The Federal Council's primary role is to: Form the policy of the AMA; Propose changes to existing policy; and Elect representatives to roles and committees. There is one State and one Area nominee from WA on the Federal Council.

The Leadership team consists of seven staff. CEO, CFO, COO, General Manager Training and Recruitment, Operations Manager, General Manager Financial Services and an HR manager.

Governance Structure*

The Board comprises of approximately 9 members.

The Board focuses on governance, managing the Association's conduct and business, and ensuring conformity with the constitution.

The Board may increase or decrease the number of Advisory Council members as needed. However, it currently has 4 members.

The General Council focuses on advocacy, policy making, and representation of the association.

The Board and Council is also supported by Specialty Group Representatives, Practice Group Representatives, Ordinary Council Members, and Co-Opted Council Members.

Outcomes of Organisation Discussion

- **Governance Review:** The 2020 annual report mentions that an organisation-wide review was undertaken with the transformation in the process of being implemented until March 2020 (COVID).
- **Representation:** It is more important to restrict the number of Board members than Councillors. Board members are involved in making policy and governance decisions, requiring a greater decision-making capability; Councillors are more involved in stakeholder engagement and solving specific issues through working groups, therefore Council size has less impact to efficiency and effectiveness of the model.
- **Engagement:** The president is the spokesperson when it comes to policy issues. Councillors represent the views of Specialty Groups, Practice Groups, and the medical profession as a whole.
- **Feedback on the current model:** Board members have previously taken the role because they are passionate, but do not necessarily have the right expertise, resulting in poor governance. Board members who have leadership and governance experience have proven to be effective in the updated model. The Board would benefit from an independent audit partner and increased diversity in specialty, a simplified purpose of the Board and Council Advisory, and a reduced number of meetings each year.

**The AMA WA Constitution does not specify the number of Board or Council members. Member numbers are indicative and have been taken from the current Board & Council.*

WALGA

Organisational Analysis: Chamber of Commerce and Industry (CCI) WA

CCIWA is a not-for-profit member organisation providing information, professional services and support for businesses in Western Australia, with over 2,000 WA members. Total revenue and other income for 2021 was reported as $34,270,130.

Organisational Information

The CCIWA operates as a company limited by guarantee. This came into effect on 11 January 2019. The change in status means that CCIWA is now incorporated under the *Corporations Act 2001* (Cth) rather than the State legislation covering incorporated associations.

Based on the constitution, the number of board members can be between 9-12 (including President & Vice President). The current board has only 6 members including the President and Vice President.

There is a General Council. The constitution states that Councillors can be up to certain numbers depending on who they were elected by. The resulting effect is a council that does not have consistent numbers of members and does not need to fill all positions. This is unlike WALGA's governance model where representatives are elected by zones.

The Board is responsible for the sound governance of the organisation, whereas the General Council provides input to the organisations policy; provides advice to the Board; acts as a point of interface; elects and appoints Council Elected Directors; and passes resolutions relating to specific handling of assets and raising and borrowing funds.

Governance Structure

The Board comprises of 9 – 12 members.

The Board focuses on strategic priorities, financial performance and compliance issues.

The General Council consists of up to 28 Councillors.

The General Council focuses on developing and being spokespersons on public policy frameworks and positions.

The governance structure is supported by bespoke working groups, formed from Councillors as relevant for specific strategic and policy issues.

Outcomes of Organisation Discussion

- **Governance Review:** CCIWA conducted a review of their 2018 Constitution, resulting in changes contained in the 2021 Constitution, including: The governance model was revised to increase the decision-making capability of the board; The structure of the General Council was determined to be too generic causing low Councillor attendance. After the review, Councillors were split into bespoke working groups for specific policy issues for the upcoming 12-month period. This resulted in higher councillor attendance, than the previous governance model.
- **Representation:** In the new revision of the constitution, two new types of Councillors were included to increase representation for their respective groups. Future Leader Councillors, from members of University business schools; and First Nations Business Councillors, elected from First Nations Members.
- **Feedback on the current model:** In the current governance model, when a board member leaves, a temporary team member is appointed since board members can only be elected in general meetings.

WALGA

Organisational Analysis: The Chamber of Minerals and Energy (CME) WA

CME WA is the peak resources sector representative body in Western Australia whose member companies generate 95% of all mineral and energy production and employ 80% of the sector's workforce in the State.

Organisational Information

The Corporate Governance Charter (Charter) provides guidance on the respective roles, responsibilities and authorities of members of the Executive Council (Executive Councillors) and members of the Advisory Board (Advisory Board Members) in setting the direction, management and control.

The number of Vice Presidents is determined by the Executive Council, the constitution contains no limit on the number of Vice Presidents and so the number of Vice Presidents is excluded from the diagram to the right.

Executive Councillors are elected by Ordinary Members, and there can be no less than 10.

The Role of the Advisory Board is to act as a traditional board providing strategic oversight on behalf of the Chamber. Key interface with the Executive Management Team on organisational matters, including strategy, operating accounts, governance and risk.

Governance Structure

Advisory Board comprises of 5-10 members.	The Advisory Board provides strategic oversight and acts as the key interface with the Executive Management team on strategy, operating accounts, governance and risk.
Executive Council (10+ members).	The Executive Council most senior interface to guide and prioritise the agenda of the Chamber and its respective committees and holds final decision-making authority re: annual financial reports/statements.

The governance structure is supported by committees including bespoke working groups, appointed by Executive Council as relevant for specific strategic and policy issues.

Outcomes of Organisation Discussion

- **Governance Review:** CME recently engaged in a governance review. In April 2020, CME put in place a governance charter. This codified processed and structures, clarified lines of accountability and included a director's code of conduct.
- **Representation:** Members who express an interest, get a seat at the table for the Executive Council. There are approximately 60 ordinary members with 16-20 regularly attending council meetings. This group is intended to provide a litmus check that the broader membership needs are being met.
- **Engagement:** Although the board is strongly engaged in the work and responsibilities it holds, there is the varying engagement of the executive council – this is broadly because due to the large array of issues it covers – the organisation would love to see stronger engagement in this area.
- **Feedback on the current model:** Based on the age of the organisation, the current pyramid structure works. This is successful largely due to the governance charter which provides clarity in role and structure for the organisation.

Organisational Analysis: Australian Hotels Association (WA)

The Australian Hotels Association (AHA) represents more than 5,000 members across Australia serviced by a network of branches based in every state and territory, plus a Canberra-based National Office. Total revenue and other income for AMA nationally in 2020 was reported as $2,257,963.

Organisational Information

AHA was founded in 1892 and now represents more than 80% of the Western Australian hotel and hospitality industry.

The organisation has a branch in each state and territory, including a division in each branch known as the National Accommodation Hotels Division. The organisation and each of its branches have their own set of rules by which they are governed. However, ultimate authority is deferred to the National Board of the organisation.

All issues and opportunities are addressed by The Branch Committee of Management (The Branch). Consisting of six ordinary members, elected by members of the branch, and the president from each of the Territorial and Non-Territorial Divisions of the Branch. This includes a President, Senior Vice President, Vice President, Treasurer, Accommodation President and Country Representative. The President, Senior Vice President (SVP) and Vice President (VP) are elected by The Branch.

AHA developed a subsidiary known as 'Tourism Accommodation Australia (TAA)'. TAA publicly represents and lobbies specifically for accommodation hotels separately from the AHA's general hospitality members. However, membership to both AHA and TAA is granted to accommodation properties. There are 11 Divisional Presidents – 7 represent different Areas/Regions and 4 represent different membership groups.

Governance Structure*

Branch Committee of Management has 6 Ordinary members & the president of each Territory/Non-Territory Division (11).

Focuses on staff remuneration/conditions, branch transactions, disbursements, funds and resolves delegated Commonwealth industrial disputes.

There is no council or other governing entity to provide support to the Branch Committee of Management.

Relevance to WALGA BPGR

AHA was contacted to schedule an interview; however, there was no response following multiple requests. The following insights have been made by research on their publicly available governance information and documentation.

- **Composition:** Similar to WALGA's State Council, the AHA Governance structure only has one governing entity, The Branch Committee of Management. The number of branch members (17) is smaller than WALGA (25).
- **Responsibilities:** The AHA Branch Committee of Management is responsible for financial activities; however, the Rules document does not mention that they are responsible for activities that other comparator organisations governing entities are, such as policy creation or ensuring compliance.
- **Lack of compliance with constitution:** The Rules of the AHA WA Branch document acts as the Association's constitution. However, there are many conflicts between the governance structure in the Branch Rules document, and the governance structure depicted on AHA WA's website. For example, in the document the supreme governing body of the Branch is the Branch Committee of Management, whereas on the website it is the Executive Management team. Additionally, there is no mention of a board in the Rules document, but there is a Board of Management on the website.

**The governance structure has been taken from the Rules of the AHA WA Branch document instead of the current governance structure depicted on the website, due to conflicting information.*

WALGA

Organisational Analysis: Pharmacy Guild (WA Branch Focus)

Pharmacy Guild supports over 5,800 pharmacies across Australia. It is broken up into Territory Branches with more than 600 pharmacies as members in WA (est. 2017).

Organisational Information

The Pharmacy Guild's WA Branch's Annual Report can only be viewed by Members of the Organisation.

The Branch consists of the Branch Executive, and the Branch Committee. Where the Branch Executive consists of the Branch President, Branch Vice President(s) and the National Councillor(s). Additionally, in the Branch Executive, the position of Branch President and Vice President can also be held by a National Councillor, resulting in different numbers of Branch Executives between states.

The National council has the power to determine and direct policy, settle disputes, control the national fund, appoint an auditor and other activities relating to being the supreme governing entity.

The constitution does not specify who exactly elects the Branch President, or the Branch Vice Presidents, only that they are elected from the Branch. Whereas Branch Committee Members are elected by financial members in that region.

The Branch and the National Council shall appoint their own auditor. Resulting in potential conflicts of interest, as hypothetically the Branch and the National Council can appoint an auditor who audits in their favour.

Governance Structure*

Branch Executive consists of 2 – 6 Executive Members.	All powers and functions of the Branch Committee between meetings of the Branch Committee.
Branch Committee consists of 7 - 14 committee members (excluding the Branch executive).	Control the Branch fund, decide the agenda for and attend special meetings.

There is only one governing entity in WA for Pharmacy Guild, however the WA Branch consists of National Councillors, from the National Council which is the supreme governing body for the Pharmacy Guild. However, the Branch Committee can create subcommittees to carry out particular functions.

Relevance to WALGA BPGR

Pharmacy Guild WA was contacted to schedule an interview; however, they responded that they do not have time to discuss their governance model. The following insights have been made by research on their publicly available governance information and documentation.

- **Representation:** The interests of members are represented by the Branch Committee Members who are elected by the financial members of the same regions. Additionally, the interests of the National Council are represented in Branches by the National Councillors appointed in each Branch.
- **Composition:** The governance structure of the Branches of the Pharmacy Guild is adaptable to the needs of the Branch. Since the Branch Committee members can decide the number of Committee members needed in their branch, they can do so based on the needs of the Branch at any point in time, making the composition and size of the Branch adaptable to emerging needs. Also, the creation of additional branches and amalgamations of current branches is up to the decision of the National Council, enabling the National Council to alter the composition of the governance model nation-wide as needed. Branches can also create subcommittees as needed.

**Since the number of members in governance entities is mentioned in the Constitution, the numbers have been estimated based on the current membership as per the Guild's website.*

WALGA

Best Practice Governance Review

4. Governance Principles

Development of Governance Principles

BPGR Steering Committee (SC) meetings and how they lead to the development of the proposed governance principles.

BPGR Steering Committee meetings

The BPGR Steering Committee (SC) was established by State Council to guide the review. SC Meetings 2 through to 5 acted as key inputs into the development of the Governance Model principles. The focus of SC Meetings two through to five led to the development of the governance principles.

SC Meeting 2 - On 8 June 2022, the initial draft of the comparator organisations and their governance structures was presented. The SC identified four assessment criteria for the purposes of assessing potential governance models. The assessment criteria were: (1) representation, (2) efficiency, (3) contemporary, and (4) sustainable. An Options Paper was then developed, using the assessment criteria against two governance model options.

SC Meeting 3 - On 28 June 2022, a discussion of the DRAFT Options Paper took place. The SC decided that a workshop was required to take a step back and develop the core governance principles (rather than assessment criteria) that needed to underpin any future governance model for WALGA.

SC Meeting 4 - On 18 July 2022, the SC discussed the principles and identified four principles that should guide WALGA's governance. They were Representative, Responsive, Results Oriented and Renewal. Renewal was the principle that some SC members deemed as optional and is not included as a separate principle. Some elements of renewal are incorporated into the other three principles.

SC Meeting 5 - On 10 August 2022, the SC discussed and finalised the proposed principles. Discussion focused on the principle components and their likely governance implications. Several activities also occurred around this SC meeting. This include an update to State Council at the Information Forum on 3 August 2022, finalisation of principles on 17 August 2022 to inform AGM Item and finalisation of Agenda Item for 2022 AGM, including approval by State Council.

Key outcomes

The SC agreed on the proposed governance model principles, their component parts and the implications of these principles. Specifically:

- **Principle definition** – the definition of each of the three principles.
- **Principle component** – the key component parts of each principle.
- **Principle component description** – a description of each principle component.
- **Governance implications** – the governance implications of each of the principle components.

The following slide presents the principles, their components and a description and their governance implications.

WALGA

Endorsed Governance Principles

The principles for assessing WALGA's governance model options and governance implications

Principle	Principle component	Component description	Governance implications
Representative: WALGA unites and represents the entire local government sector in WA and understands the diverse nature and needs of members, regional communities and economies.	Composition	The composition of WALGA's governance model represents Local Government members from metropolitan and country councils.	The governing body will maintain equal country and metropolitan local government representation.
	Size	An appropriate number of members/representatives oversees WALGA's governance.	Potential reduction in the size of the overarching governing body.
	Diversity	WALGA's governance reflects the diversity and experience of its Local Government members.	Potential for the introduction of a mechanism to ensure the governance model comprises an appropriate diversity of skills and experience.
	Election Process	Considers the processes by which WALGA's governance positions are elected and appointed.	Consideration of alternative election and appointment arrangements, with the President to be elected by and from the governing body.
Responsive: WALGA is an agile association which acts quickly to respond to the needs of Local Government members and stakeholders.	Timely Decision Making	WALGA's governance supports timely decision making.	WALGA's governance model facilitates responsive decision making.
	Engaged Decision Making	WALGA's Local Government members are engaged in decision making processes.	WALGA's governance model facilitates clear and accessible processes for Local Government members to influence policy and advocacy with consideration to alternatives to the existing zone structure.
	Agility	Considers the flexibility of WALGA's governance to adapt to changing circumstances.	WALGA's governance model is agile and future proofed for external changes.
Results Oriented: WALGA dedicates resources and efforts to secure the best outcomes for Local Government members and supports the delivery of high-quality projects, programs and services.	Focus	Considers the clarity and separation of responsibilities and accountabilities of WALGA's governance.	Governance bodies have clearly defined responsibilities and accountabilities, with the capacity to prioritise and focus on strategic issues.
	Value Added Decision Making	Facilitates opportunities for value to be added to decision making.	Adoption of best practice board processes, and introduction of governance structures that are empowered to inform decisions.
	Continuous Improvement	Considers regular review processes for components of the governance model, their purpose and achieved outcomes.	WALGA's governance is regularly reviewed every 3 to 5 years to ensure the best outcomes are achieved for Local Government members.

Thank you

For more information, visit our website or contact Tim Lane, Manager Association and Corporate Governance, at tlane@walga.asn.au or 9213 2029.

Best Practice Governance Review

Consultation Paper – Model Options

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Best Practice Governance Review

1. Introduction

Introduction

Background

The Western Australian Local Government Association (WALGA) developed it's Corporate Strategy 2020-25, and in doing so identified a key strategic priority, to undertake a Best Practice Governance Review. The objective of the review is to ensure WALGA's governance and engagement models are contemporary, agile, and maximise engagement with members.

Other drivers for the review included: misalignment between key governance documents; constitution amendments for State Councillors' Candidature for State and Federal elections; and legislative reforms for the *Local Government Act 1995*, and for the *Industrial Relations Act 1979*.

In March 2022, State Council commissioned the Best Practice Governance Review (BPGR) and established a Steering Committee to guide the Review.

The BPGR Steering Committee had five meetings between 5 May 2022 and 10 August 2022. There was wide-ranging discussion on WALGA's current governance model, the need to engage broadly with the membership, and opportunities for change. Key outputs from the BPGR Steering Committee meetings included:

- Agreement on five comparator organisations – Australian Medical Association (AMA) WA, Chamber of Commerce and Industry (CCI) WA, Chamber of Minerals and Energy (CME), Australian Hotels Association (AHA) WA and the Pharmacy Guild (PG).
- Review of governance models of Local Government Associations in other Australian States and Territories, and New Zealand.
- Drafting of governance principles that will underpin future governance models.
- Finalisation of governance principles and principle components across the domains of: **Representative, Responsive and Results Oriented**.

These activities are outlined in more detail in the Background Paper.

This document

This document outlines:

Principles: The governance model principles and principle components across the domains of: Representative, Responsive and Results Oriented. The principles were endorsed at the WALGA AGM on 3 October 2022.

Governance model options: Presents four potential governance model options and the structure and roles associated with each option. The four options are:

- **Option 1:** Two tier model, existing zones
- **Option 2:** Board, regional bodies
- **Option 3:** Board, amalgamated zones
- **Option 4:** Member elected board, regional groups
- **Option 5:** Current model

Alignment to principles: Each of these options are then assessed as to whether they align with the principles and their components. The assessment considers the option and whether it meets, partially meets or does not meet the principle component. Alongside this assessment are some discussion points. An example of this relates to diversity.

Diversity is a component of the governance model being representative. Diversity here may include consideration of whether the governance model comprises an appropriate diversity of skills and experience. It also provides opportunity to consider whether the governance model provides opportunity for members of diverse backgrounds e.g. people of Aboriginal and Torres Strait Islander descent, people with Culturally and Linguistically Diverse backgrounds.

Within all the model options, direct relationship with WALGA and regional / subregional collaboration would continue to be encouraged.

Best Practice Governance Review

2. Governance Principles

Governance Principles

The following Governance Principles were endorsed by members at the 2022 AGM

	Principle	Principle component	Component description	Governance implications
Representative	WALGA unites and represents the entire local government sector in WA and understands the diverse nature and needs of members, regional communities and economies.	Composition	The composition of WALGA's governance model represents Local Government members from metropolitan and country councils.	The governing body will maintain equal country and metropolitan local government representation.
		Size	An appropriate number of members/representatives oversees WALGA's governance.	Potential reduction in the size of the overarching governing body.
		Diversity	WALGA's governance reflects the diversity and experience of its Local Government members.	Potential for the introduction of a mechanism to ensure the governance model comprises an appropriate diversity of skills and experience.
		Election Process	Considers the processes by which WALGA's governance positions are elected and appointed.	Consideration of alternative election and appointment arrangements, with the President to be elected by and from the governing body.
Responsive	WALGA is an agile association which acts quickly to respond to the needs of Local Government members and stakeholders.	Timely Decision Making	WALGA's governance supports timely decision making.	WALGA's governance model facilitates responsive decision making.
		Engaged Decision Making	WALGA's Local Government members are engaged in decision making processes.	WALGA's governance model facilitates clear and accessible processes for Local Government members to influence policy and advocacy with consideration to alternatives to the existing zone structure.
		Agility	Considers the flexibility of WALGA's governance to adapt to changing circumstances.	WALGA's governance model is agile and future proofed for external changes.
Results Oriented	WALGA dedicates resources and efforts to secure the best outcomes for Local Government members and supports the delivery of high-quality projects, programs and services.	Focus	Considers the clarity and separation of responsibilities and accountabilities of WALGA's governance.	Governance bodies have clearly defined responsibilities and accountabilities, with the capacity to prioritise and focus on strategic issues.
		Value Added Decision Making	Facilitates opportunities for value to be added to decision making.	Adoption of best practice board processes, and introduction of governance structures that are empowered to inform decisions.
		Continuous Improvement	Considers regular review processes for components of the governance model, their purpose and achieved outcomes.	WALGA's governance is regularly reviewed every 3 to 5 years to ensure the best outcomes are achieved for Local Government members.

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Best Practice Governance Review

3. Options and Current Model

Options and Current Model

Five options, including the Current Model, with details of each of their key governance bodies

Option 1 – Two tier model, existing Zones	Option 2 – Board, Regional Bodies	Option 3 – Board, Amalgamated Zones	Option 4 – Member elected Board, Regional Groups	Option 5 – Current Model
Board (11 members) 8 elected from Policy Council, incl. Board elected President Up to 3 independents	Board (11 members) 8 elected from Regional Bodies, incl. Board elected President Up to 3 independents	Board (15 members) 12 elected from Zones, incl. Board elected President Up to 2 independents	Board (11 members) 8 elected via direct election, incl. Board elected President Up to 3 independents	State Council (25 members) 24 State Councillors 1 President
Policy Council (25 members) 24 members plus President	Regional Bodies (4 metro, 4 country)	Zones (6 metro, 6 country)	Policy Teams / Forums / Committees	Zones (5 metro, 12 country)
Zones (5 metro, 12 country)	Policy Teams / Forums / Committees	Policy Teams / Forums / Committees	Regional Groups	Policy Teams / Forums / Committees

Option 1 – Two Tier Model, Existing Zones

A description of the governance body structure and role for Option 1

Governance Body	Structure	Role
Board	11 members: 8 representative members elected from and by the Policy Council (4 Metro, 4 Country). The Board then elect the President from the representative members. The Board will appoint up to 3 independent, skills or constituency directors.	Meet 6 times per year. Responsible for governance of WALGA including strategy, financial oversight, policy development and endorsement, advocacy priorities, employment of CEO, etc.
Policy Council	24 members plus President. Members elected by and from the Zones (12 from 5 Metro Zones, 12 from 12 Country Zones).	Meet at least 2 times per year to contribute to policy positions and advocacy for input into Board, and to liaise with Zones on policy and advocacy. The Policy Council can form Policy Teams, Policy Forums and Committees, which would have responsibility for specific functions, such as policy development.
Zones	5 Metro, 12 Country.	Meet at least 2 times per year to raise policy issues, elect representatives to the Policy Council, and undertake regional advocacy and projects as directed by the Zone.

Option 2 – Board, Regional Bodies

A description of the governance body structure and role for Option 2

Governance Body	Structure	Role
Board	11 members: 8 representative members elected from and by the Regional Bodies (4 Metro, 4 Country). The Board then elect the President from the representative members. The Board will appoint up to 3 independent, skills or constituency directors.	Meet 6 times per year responsible for governance of WALGA including strategy, financial oversight, policy development, advocacy priorities, employment of CEO, etc.
Regional Bodies	Metro: North, South, East and Central. Country: Mining & Pastoral, Agricultural, Peel/ South West/Great Southern, Regional Capitals. *Note: Local Governments can nominate their preferred regional body, with membership of the regional bodies to be determined by the board.*	Meet at least 2 times per year to contribute to policy development and advocacy, and to elect Board members (1 from each of the Metro Regional Bodies and 1 from each of the Country Regional Bodies).
Policy Teams / Forums / Committees	Membership drawn from the Board and Regional Bodies with some independent members.	Responsible for specific functions – such as policy development – as determined by the Board.

Option 3 – Board, Amalgamated Zones

A description of the governance body structure and role for Option 3

Governance Body	Structure	Role
Board	15 members: 12 elected from the Zones (6 from Metro/Peel, 6 from Country). President to be elected by the Board. The Board will appoint up to 2 independent, skills or constituency directors.	Meet 6 times per year. Responsible for the governance of WALGA including strategy, financial oversight, policy development and endorsement, advocacy priorities, employment of CEO, etc.
Zones	Metro/Peel: • Central Metropolitan • East Metropolitan • North Metropolitan • South Metropolitan • South East Metropolitan • Peel Country*: • Wheatbelt South • Wheatbelt North • Mid West / Murchison / Gascoyne • Pilbara / Kimberley • South West / Great Southern • Goldfields / Esperance **indicative, re-drawing required*	Meet at least 2 times per year to contribute to policy development and advocacy, and to elect Board members.
Policy Teams / Forums / Committees	Membership drawn from Board with some independent members.	Responsible for specific functions – such as policy development – as determined by the Board.

WALGA

Option 4 – Member Elected Board, Regional Groups

A description of the governance body structure and role for Option 4

Governance Body	Structure	Role
Board	11 members: 8 representative members elected via direct election, with each member Local Government to vote (4 elected by and from Metropolitan Local Governments, 4 elected by and from Country Local Governments). President elected by the Board from among the representative members. The Board will appoint up to 3 independent, skills or constituency directors.	Meet 6 times per year and responsible for governance of WALGA including strategy, financial oversight, policy development and endorsement, advocacy priorities, employment of CEO, etc.
Policy Teams / Forums / Committees	Membership drawn from Board with some independent members.	Meet at least 2 times per year. Responsible for specific functions – such as contributing to policy development – as determined by the Board.
Regional Groups	Determined by members to suit needs. E.g. Regional Capitals, GAPP, VROCs, CEO Group, existing Zones.	Feed into policy development processes and undertake advocacy and projects as determined by the groups.

Option 5 – Current Model

A description of the governance body structure and roles for the Current Model

Governance Body	Structure	Role
State Council	24 members plus the President. Members elected by and from the Zones (12 from 5 Metropolitan Zones, 12 from 12 Country Zones).	Responsible for the governance of WALGA including strategy, financial oversight, policy development and endorsement, advocacy, employment of CEO, etc.
Zones	5 Metro, 12 Country.	Consider the State Council Agenda, elect State Councillors, and undertake regional advocacy / projects as directed by the Zone.
Policy Teams / Forums / Committees	Membership drawn from State Council with some independent members.	Responsible for specific functions – such as contributing to policy development, financial oversight etc. – as determined by State Council.

WALGA

Best Practice Governance Review

4. Alignment to Principles

Option 1 – Two Tier Model, Existing Zones

Option 1 and its alignment to the principles

Option 1 – Two tier model, existing Zones

- **Board** (11 members)
  8 elected from Policy Council, incl. Board elected President
  Up to 3 independents
- **Policy Council** (25 members)
  24 members plus President
- **Zones** (5 metro, 12 country)

	Principle & component	Principle alignment (Meets, partial, does not meet)	Discussion points
Representative	Composition	Meets	• Board will have equal metropolitan and country membership
	Size	Meets	• Board is smaller
	Diversity	Meets	• Consideration of appointment processes for independent members
	Election Process	Meets	• Board to be elected from Policy Council
Responsive	Timely Decision Making	Meets	• Meeting frequency aligned to governing body roles
	Engaged Decision Making	Meets	• Board meetings are not dependent on other governing body meetings
	Agility	Partial	• Board is future-proofed from external changes • Zone structures still underpin Council
Results Oriented	Focus	Partial	• Prioritisation and focus may be a challenge
	Value Added Decision Making	Meets	• Best practice board approaches will be adopted
	Continuous Improvement	Meets	• Board would be responsible for ongoing reviews of governance body roles in consultation with members

WALGA

Option 2 – Board, Regional Bodies

Option 2 and its alignment to the principles

Option 2 – Board, Regional Bodies



Board (11 members)
8 elected from Regional Bodies, incl. Board elected President
Up to 3 independents



Regional Bodies (4 metro, 4 country)



Policy Teams / Forums / Committees

	Principle & component	Principle alignment (Meets, partial, does not meet)	Discussion points
Representative	Composition	Meets	• Board will have equal metropolitan and country membership • How to establish regional body membership is a consideration
Representative	Size	Partial	• Board is smaller • Number of regional bodies is a consideration
Representative	Diversity	Meets	• Consideration of appointment processes for independent members
Representative	Election Process	Meets	• Board election from regional bodies
Responsive	**Timely Decision Making**	Meets	• Meeting frequency aligned to governing body roles
Responsive	**Engaged Decision Making**	Meets	• Board meetings are not dependent on regional body meetings
Responsive	**Agility**	Meets	• Board and regional bodies are future proofed from external changes
Results Oriented	**Focus**	Partial	• There may be challenges defining accountabilities and responsibilities of regional bodies
Results Oriented	**Value Added Decision Making**	Meets	• Best practice board approaches will be adopted
Results Oriented	**Continuous Improvement**	Meets	• Board will be responsible for ongoing reviews of governing body roles in consultation with members

WALGA

Option 3 – Board, Amalgamated Zones

Option 3 and its alignment to the principles

Option 3 – Board, Amalgamated Zones



Board
(15 members)
12 elected from Zones, incl. Board elected President
Up to 2 independents



Zones
(6 metro, 6 country)



Policy Teams / Forums / Committees

	Principle & component	Principle alignment (Meets, partial, does not meet)	Discussion points
Representative	Composition	Partial	• Board will have equal metropolitan and country membership • There may be composition challenges for amalgamated zones
Representative	Size	Partial	• Board is smaller • Amalgamation of zones to 12 in total
Representative	Diversity	Meets	• Consideration of appointment processes for independent members
Representative	Election Process	Meets	• Board election from zones
Responsive	Timely Decision Making	Meets	• Meeting frequency aligned to governing body roles
Responsive	Engaged Decision Making	Meets	• Board meetings are aligned to zone meetings
Responsive	Agility	Meets	• Board is future proofed from external changes
Results Oriented	Focus	Partial	• Prioritisation and focus may be a challenge
Results Oriented	Value Added Decision Making	Meets	• Best practice board approaches will be adopted
Results Oriented	Continuous Improvement	Meets	• The Board would be responsible for ongoing reviews of governance body roles in consultation with members

WALGA

Option 4 – Member Elected Board, Regional Groups

Option 4 and its alignment to the principles

Option 4 – Member elected Board, Regional Groups



Board (11 members)
8 elected via direct election, incl. Board elected President
Up to 3 independents



Policy Teams / Forums / Committees



Regional Groups

	Principle & component	Principle alignment (Meets, partial, does not meet)	Discussion points
Representative	Composition	Partial	• Board will have equal metropolitan and country membership • Membership of regional groups dynamic and ad hoc
Representative	Size	Partial	• Board is smaller
Representative	Diversity	Meets	• Consideration of appointment processes for independent members
Representative	Election Process	Meets	• Board election from a general meeting
Responsive	Timely Decision Making	Meets	• Meeting frequency aligned to governing body roles
Responsive	Engaged Decision Making	Meets	• Board meetings are not dependent on policy teams / regional group meetings
Responsive	Agility	Meets	• Board is future-proofed from external changes
Results Oriented	Focus	Partial	• Policy teams / Regional Group meetings to influence priorities
Results Oriented	Value Added Decision Making	Meets	• Best practice board approaches will be adopted
Results Oriented	Continuous Improvement	Meets	• Board would be responsible for ongoing reviews of governing body roles in consultation with members

WALGA

Option 5 – Current Model

Current model and its alignment to the principles

Option 5 – Current Model



State Council (25 members)
24 State Councillors
1 President



Zones (5 metro, 12 country)



Policy Teams / Forums / Committees

	Principle & component	Principle alignment (Meets, partial, does not meet)	Discussion points
Representative	Composition	Meets	• State Council has equal metropolitan and country membership
Representative	Size	Partial	• State Council will retain 25 members
Representative	Diversity	Partial	• No control of diversity of State Council
Representative	Election Process	Meets	• State Council election from zones
Responsive	Timely Decision Making	Partial	• Meeting frequency aligned to governing body roles
Responsive	Engaged Decision Making	Meets	• State Council meetings are aligned to zone meetings
Responsive	Agility	Partial	• State Council is not future proofed from external changes
Results Oriented	Focus	Partial	• Prioritisation and focus may remain a challenge
Results Oriented	Value Added Decision Making	Partial	• Best practice board approaches will not be adopted
Results Oriented	Continuous Improvement	Meets	• State Council would continue to be responsible for ongoing reviews of governance body roles in consultation with members

WALGA

Best Practice Governance Review

5. Consultation Process and Next Steps

WALGA Best Practice Governance Review

Consultation Process and Next Steps

Consultation Process

Council Position

Member Local Governments are asked to consider this paper and the governance model options put forward and provide a Council endorsed position to WALGA.

It is suggested that Councils endorse a preferred model (which could be the Current Model) and provide a ranking in terms of an order of preference.

Submissions to WALGA are sought by **23 December 2022**.

Supplementary Market Research

An independent market research company has been engaged to ascertain insights from Elected Members and Chief Executive Officers about WALGA's governance model. Qualitative interviews and a quantitative survey will be undertaken to supplement Council positions.

Workshops and Forums

Requests for presentations on the work undertaken by the Steering Committee and the model options, as well as facilitation of workshops and discussions will be accommodated where practicable.

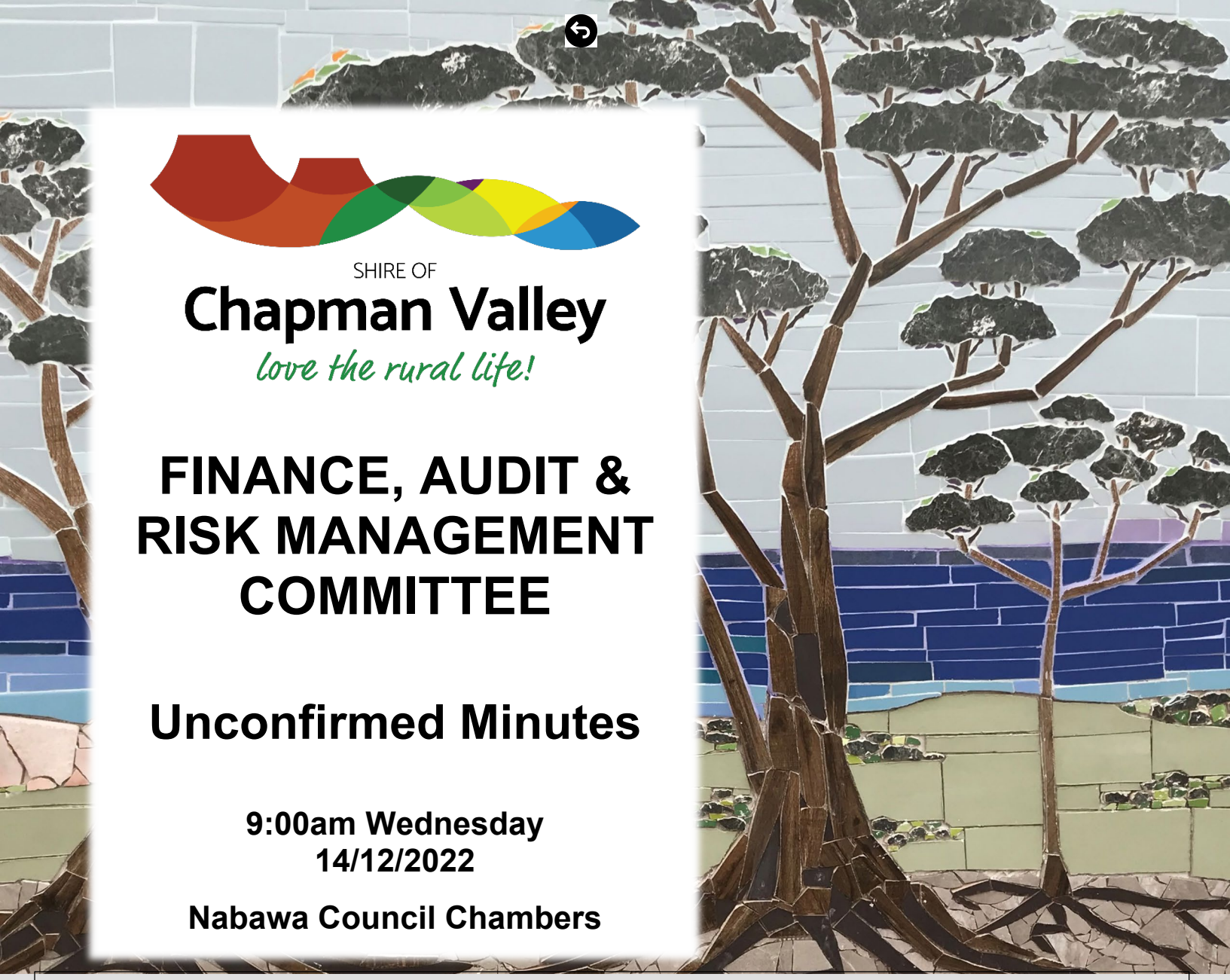
Next Steps

Timetable

- Consultation and engagement with Members on this paper and governance model options will be undertaken from October 2022 until 23 December 2022.
- The Steering Committee will consider the outcomes of the consultation process during January 2023.
- A Final Report with a recommended direction will be the subject of a State Council Agenda item for the March 2023 State Council meeting.

Thank you

For more information, visit our website or contact Tim Lane, Manager Association and Corporate Governance, at tlane@walga.asn.au or 9213 2029.



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FINANCE, AUDIT & RISK MANAGEMENT COMMITTEE

Unconfirmed Minutes

9:00am Wednesday
14/12/2022

Nabawa Council Chambers

Committee Purpose & Delegations

To provide a review of Council's ongoing financial situation, provide a forum for ongoing review of strategic management plan for Council operations and discuss the Audit System.

Delegation – Nil

The Finance, Audit & Risk Management Committee is comprised of:

4 x Councillors

- **Cr Warr (Presiding Member)**
- **Cr Forth**
- **Cr Davidson**
- **Cr Batten**
- **Grant Middleton (External, Independent Member)**

Observers:

- **CEO**
- **Manager Finance & Corporate Services**

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.



Jamie Criddle
CHIEF EXECUTIVE OFFICER

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ORDER OF BUSINESS

1.0 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS

Presiding member declared meeting open at 9:03am.

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

2.0 ANNOUNCEMENTS FROM THE PRESIDING MEMBER

3.0 RECORD OF ATTENDANCE

3.1 Attendees

Elected Members	In	Out
Cr Warr (Presiding Member)	9:03am	9:08am
Cr Forth	9:03am	9:08am
Cr Davidson	9:03am	9:08am
Cr Batten	9:03am	9:08am
Grant Middleton (External, Independent Member)	9:03am	9:08am

Officers	In	Out
Jamie Criddle - Chief Executive Officer	9:03am	9:08am
Dianne Raymond - Manager Finance & Corporate Services	9:03am	9:08am
Beau Raymond – Minute Taker	9:03am	9:08am

Visitors	In	Out
Nil		

3.2 Apologies

Nil

3.3 Previously Approved Leave of Absence

Nil

4.0 DISCLOSURE OF INTEREST

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

Section 5.60A:

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

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

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

5.0 PETITIONS/DEPUTATIONS/PRESENTATIONS

5.1 Petitions

Nil

5.2 Presentations

Nil

5.3 Deputations

Nil

6.0 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

6.1 Finance, Audit & Risk Management Committee held on 31 January 2022.

COMMITTEE RESOLUTION

MOVED: Cr Forth **SECONDED: Cr Davidson**

The Minutes of the Ordinary Meeting of Council held on 31 January 2022 be confirmed as true and accurate.

Voting 5/0
CARRIED
Minute Reference: FARM 12/22-01

7.0 ITEMS TO BE DEALT WITH EN BLOC

8.0 OFFICERS REPORTS

8.0

Chief Executive Officer and Manager Finance & Corporate Services

8.1 Independent Auditor Report 2022

8.2 Management Report 2022

8.1 Independent Audit Report 30 June 2022

PROPONENT:	**Finance, Audit & Risk Management Committee**
SITE:	**Council Chambers**
FILE REFERENCE:	**403.05 & 305.00**
PREVIOUS REFERENCE:	**Nil**
DATE:	**14th December 2022**
AUTHOR:	**Dianne Raymond, Manager of Finance & Corporate Services**

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
8.1(a)	Independent Auditors Report 30 June 2022		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

The Shire of Chapman Valley has received the Independent Audit Report from its Auditors; Nexia Perth performed this audit on behalf of the Office of Auditor General (Please refer to Audit Report Letter submitted at Attachment 8.2(a).

COMMENT

Councilors, Chief Executive Officer, Acting Manager of Finance & Corporate Services met (via teleconference) with representatives from the Office of the Auditor General for Western Australia (OAG) and the OAG appointed Auditors, Nexia Perth, on 12th of December 2022 for an audit exit meeting. Both the OAG and Nexia Perth reported on Key Audit Risks and Focus Areas as outlined in the original Audit Strategy Memorandum.

During the exit meeting attention was drawn to findings which are of a sufficient concern to warrant action being taken in the following areas:

- Fair Value of Infrastructure Assets – Frequency of Valuations.
- Non-Compliance with Regulation 5 of the Local Government (Financial Management) Regulations 1996 – Timeliness of review.
- Bank reconciliation prepared without review - Absence of Manager Signature Only.

The only item considered as significant being Fair Value of Infrastructure Assets, the OAG considers the Shire should perform a robust formal review of infrastructure assets on an annual basis. Currently the shire performs a yearly management review in between a formal external revaluation being performed every five years. With the OAG interpretation of a "robust review" being currently undefined, further information will be provided by the OAG and Minister for Local Government in early 2023.

STATUTORY ENVIRONMENT

Part 7 Local Government Act 1995 and the Local Government (Audit) Regulations 1996

POLICY/PROCEDURE IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The long-term financial viability of the Shire is of importance for future service delivery levels provided to the Shire's constituents

Long Term Financial Plan (LTFP):

The annual audit of the Shire's operations is integral to monitoring how the Shire is tracking with its integrated strategic planning

STRATEGIC IMPLICATIONS

The annual audit of the Shire's operations is integral to monitoring how the Shire is tracking with its integrated strategic planning

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 staff have been in contact and discussion with the OAG and Council auditors throughout the audit review process.

RISK ASSESSMENT

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

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

VOTING REQUIREMENTS

Simple Majority

MOVED: Grant Middleton **SECONDED: Cr Batten**

COMMITTEE RESOLUTION/STAFF RECOMMENDATION

The Finance, Audit & Risk Management Committee recommends to Council:

1. That the Independent Audit Report for year ending 30 June 2022 be received.
2. That Council to consider correspondence to the Minister for Local Government, the Department of Local Government and the Office of the Auditor General disputing the severity of the risk (Significant) attached to the Fair Value of Infrastructure Assets – Frequency of valuations due to the materiality of the issue and apparent additional costs to band 4 Local Governments.

Voting 5/0
CARRIED
Minute Reference: FARM 12/22-02

8.2 Management Report 30 June 2022

PROPONENT:	**Finance, Audit & Risk Management Committee**
SITE:	**Council Chambers**
FILE REFERENCE:	**403.05 & 305.00**
PREVIOUS REFERENCE:	**Nil**
DATE:	**14th December 2022**
AUTHOR:	**Dianne Raymond, Manager Finance & Corporate Services**

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
8.2(a)	Management Report 30 June 2022		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

The Shire of Chapman Valley has received the Management Report from its Auditors Nexia Perth who performed this audit on behalf of the Office of Auditor General (Please refer to Audit Report Letter submitted at Attachment 8.3(a).

COMMENT

The Management Report is attached with items listed. All matters raised during the interim audit have been addressed as per the management comments.

STATUTORY ENVIRONMENT

Part 7 Local Government Act 1995 and the Local Government (Audit) Regulations 1996

POLICY/PROCEDURE IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The long term financial viability of the Shire is of importance for future service delivery levels provided to the Shire's constituents

Long Term Financial Plan (LTFP):

The annual audit of the Shire's operations is integral to monitoring how the Shire is tracking with its integrated strategic planning

STRATEGIC IMPLICATIONS

The annual audit of the Shire's operations is integral to monitoring how the Shire is tracking with its integrated strategic planning

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

Council staff have been in contact and discussion with Council auditors throughout the audit review process.

RISK ASSESSMENT

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

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

VOTING REQUIREMENTS

Simple Majority

MOVED: Cr Forth **SECONDED: Cr Davidson**

COMMITTEE RESOLUTION/STAFF RECOMMENDATION

The Finance, Audit & Risk Management Committee recommends to Council that the Management Report for the year ending 30 June 2022 be received and actions taken on items listed endorsed.

Voting 5/0
CARRIED
Minute Reference: FARM 12/22-03

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

Nil

10 CLOSURE

The Presiding Member thanked Elected Members and Staff for their attendance and closed the meeting at 9:08am.