



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

# **ORDINARY COUNCIL MEETING**

## **Agenda**

**Meeting Date Thursday 15 June  
2023**

**Meeting Time 8:30 am**

**To be held at Chapman Valley  
Administration Office, 3270 Chapman  
Valley Road, Nabawa WA 6532,  
Council Chambers.**

**Jamie Criddle  
Chief Executive Officer**



SHIRE OF  
**Chapman Valley**  
*love the rural life!*

# Strategic Community Plan 2022-2032



## Snapshot

### OUR VISION

"A thriving and diverse community, embracing our coastline, ranges and rural settings to support growth and prosperity, while enjoying our peaceful and quiet lifestyle."

### OUR VALUES

Ethical, Honest, Integrity,  
Leadership, Respectful, Trustful



#### COMMUNITY, HEALTH & LIFESTYLE

- 1.1 Nurture the sense of community and unity across the Shire, while supporting towns and their volunteers in local issues
- 1.2 Address identified ageing population issues
- 1.3 Strengthen our role in regional partnerships and advocacy for continuity of local services/ facilities
- 1.4 Maintain and enhance safety and security in the Shire
- 1.5 Maximise health and lifestyle outcomes through environmental and public health strategies



#### ECONOMY & POPULATION

- 2.1 Build population and business activity through targeted strategies  
Provide support for business development and local employment
- 2.2 Embrace local tourism and regional strategies and trails
- 2.3 Ensure town planning compliments economic and business development, population retention and growth strategies
- 2.4 Develop marketing plan to promote Chapman Valley as place to live, invest, work or visit



#### ENVIRONMENT & SUSTAINABILITY

- 3.1 Preserve and protect the natural environment and address environmental risks as they arise
- 3.2 Maintain the rural identity of the Shire
- 3.3 Build the green canopy of the Shire's town areas
- 3.4 Address weed and vermin control
- 3.5 Fire mitigation and control



#### PHYSICAL & DIGITAL INFRASTRUCTURE

- 4.1 Develop, manage, and maintain built infrastructure
- 4.2 Manage and maintain roads, drainage, and other essential infrastructure assets
- 4.3 Aspire to robust communication and digital infrastructure in the Shire through strong partnerships and alliances
- 4.4 Advocate for improved power networks
- 4.5 Advocate for improved water security within the Shire



#### GOVERNANCE & ACCOUNTABILITY

- 5.1 Ensure governance and administration systems, policies and processes are current and relevant
- 5.2 Be accountable and transparent while managing human and physical resources effectively
- 5.3 Make informed decisions within resources and areas of responsibility
- 5.4 Ensure robust processes and guidelines for development

## ACKNOWLEDGEMENT OF COUNTRY

The Shire of Chapman Valley would like to respectfully acknowledge the Naaguja peoples who are the traditional owners and first people of the land on which we stand.

We would like to pay our respect to the elders past, present and emerging for they hold the memories, the traditions, the culture and hopes of the Naaguja peoples.

## DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Chapman Valley for any act, omission or statement or intimation occurring during Council Meeting. The Shire of Chapman Valley disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee Meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council Meeting does so at that person's or legal entity's own risk.

The Shire of Chapman Valley warns that anyone who has any application or request with the Shire of Chapman Valley must obtain and should rely on WRITTEN CONFIRMATION of the outcome of the application or request of the decision made by the Shire of Chapman Valley.

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## **1 Declaration of Opening & Announcements of Visitors**

The President will welcome elected members, staff and visitors to the council meeting and declaring the meeting open.

*“The Shire of Chapman Valley would like to respectfully acknowledge the Naaguja peoples who are the traditional owners and first people of the land on which we stand.*

*We would like to pay our respect to the elders past, present and emerging for they hold the memories, the traditions, the culture and hopes of the Naaguja peoples.”*

## **2 Announcements from the Presiding Member**

## **3 Record of Attendance**

### **3.1 Attendees**

The following are anticipated to attend the council meeting:

#### **Elected Members**

Cr Kirrilee Warr (President)

Cr Darrell Forth (Deputy President)

Cr Nicole Batten

Cr Beverley Davidson

Cr Elizabeth Elliott-Lockhart

Cr Peter Humphrey

Cr Catherine Low

Cr Trevor Royce

#### **Officers**

Jamie Criddle, Chief Executive Officer

Simon Lancaster, Deputy Chief Executive Officer

Dianne Raymond, Manager Finance & Corporate Services

#### **Visitors**

### **3.2 Apologies**

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

Nil

## **4 Public Question Time**

### **4.1 Response to Previous Public Questions on Notice**

Nil

### **4.2 Public Question Time**

**Local Government Act 1995  
SHIRE OF CHAPMAN VALLEY  
Standing Orders Local Law 2016  
Part 6 - Public participation**

#### **6.6 Procedures for question time for the public**

Procedures for question time for the public are dealt with in the Regulations.

#### **6.7 Other procedures for question time for the public**

(1) A member of the public who raises a question during question time, is to state his or her name and address.

(2) A question may be taken on notice by the Council for later response.

(3) When a question is taken on notice the CEO is to ensure that:

(a) a response is given to the member of the public in writing; and

(b) a summary of the response is included in the agenda of the next meeting of the Council.

(4) Where a question relating to a matter in which a relevant person has an interest is directed to the relevant person, the relevant person is to:

(a) declare that he or she has an interest in the matter; and

(b) allow another person to respond to the question.

(5) Each member of the public with a question is entitled to ask up to 2 questions before other members of the public will be invited to ask their questions.

(6) Where a member of the public provides written questions then the Presiding Member may elect for the questions to be responded to as normal business correspondence.

(7) The Presiding Member may decide that a public question shall not be responded to where:

(a) the same or similar question was asked at a previous meeting, a response was provided and the member of the public is directed to the minutes of the meeting at which the response was provided;

(b) the member of the public uses public question time to make a statement, provided that the Presiding Member has taken all reasonable steps to assist the member of the public to phrase the statement as a question; or

- (c) the member of the public asks a question that is offensive or defamatory in nature, provided that the Presiding Member has taken all reasonable steps to assist the member of the public to phrase the question in a manner that is not offensive or defamatory.
- (8) A member of the public shall have two minutes to submit a question.
- (9) The Council, by resolution, may agree to extend public question time.
- (10) Where an answer to a question is given at a meeting, a summary of the question and the answer is to be included in the minutes.

## 5 Applications for Leave of Absence

## 6 Disclosure of Interest

### Local Government Act 1995

#### Administration Part 5

#### Disclosure of financial interests and gifts Division 6

#### s. 5.59

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

#### Section 5.60A:

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

#### Section 5.60B:

“a person has a proximity interest in a matter if the matter concerns –

- (a) a proposed change to a planning scheme affecting land that adjoins the person’s land;
- or (b) a proposed change to the zoning or use of land that adjoins the person’s land; or
- (c) a proposed development (as defined in section 5.63(5)) of land that adjoins the person’s land.”

#### Regulation 34C (Impartiality):

“interest means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.”

## 7 Presentations

### Local Government Act 1995



**SHIRE OF CHAPMAN VALLEY**  
**Standing Orders Local Law 2016**  
**Part 6 - Public participation**

**6.9 Deputations**

- (1) Any person or group wishing to be received as a deputation by the Council is to either:
  - (a) apply, before the meeting, to the CEO for approval; or
  - (b) with the approval of the Presiding Member, at the meeting, address the Council.
- (2) The CEO may either:
  - (a) approve the request and invite the deputation to attend a meeting of the Council; or
  - (b) refer the request to the Council to decide by simple majority whether or not to receive the deputation.
- (3) Unless the council resolves otherwise, a deputation invited to attend a Council meeting:
  - (a) is not to exceed 5 persons, only 2 of whom may address the Council, although others may respond to specific questions from Members;
  - (b) is not to address the Council for a period exceeding 10 minutes without the agreement of the Council; and,
  - (c) additional members of the deputation may be allowed to speak with the leave of the Presiding Member.
- (4) Any matter which is the subject of a deputation to the Council is not to be decided by the Council until the deputation has completed its presentation.

**6.10 Petitions**

- (1) A petition is to -
  - (a) be addressed to the President;
  - (b) be made by electors of the district;
  - (c) state the request on each page of the petition;
  - (d) contain the name, address and signature of each elector making the request, and the date each elector signed;
  - (e) contain a summary of the reasons for the request; and
  - (f) state the name of the person to whom, and an address at which, notice to the petitioners can be given.
- (2) Upon receiving a petition, the local government is to submit the petition to the relevant officer to be included in his or her deliberations and report on the matter that is the subject of the petition, subject to subclause (3).
- (3) At any meeting, the Council is not to vote on any matter that is the subject of a petition presented to that meeting, unless:
  - (a) the matter is the subject of a report included in the agenda; and
  - (b) the Council has considered the issues raised in the petition.

#### **6.11 Presentations**

(1) In this clause, a presentation means the acceptance of a gift or an award by the Council on behalf of the local government or the community.

(2) A presentation may be made to the Council at a meeting only with the prior approval of the CEO.

### **7.1 Petitions**

The Council has not received any petitions at the time of writing this report.

### **7.2 Presentations**

The Council does not anticipate any presentations at the time of writing this report.

### **7.3 Deputations**

The Council has not received any deputations at the time of writing this report.

## **8 Confirmation of Minutes from Previous Meetings**

#### **Recommendation**

That the Minutes of the Ordinary Council Meeting held on 18 May 2023 be confirmed as true and accurate.

# ORDINARY COUNCIL MEETING

## Minutes

Meeting Date Thursday 18 May 2023

Meeting Time 8:30 am

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

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



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*love the rural life!*

**Jamie Criddle**  
Chief Executive Officer

# Strategic Community Plan 2022-2032



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## Ordinary Council Meeting 18 May 2023 - Minutes

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Ordinary Council Meeting 18 May 2023 - Minutes

## **1 Declaration of Opening & Announcements of Visitors**

The President welcomed elected members, staff and visitors to the council meeting and declaring the meeting open at 08:42 am.

The Shire acknowledged the traditional landowners through the reading of our Acknowledgement of Country.

*"The Shire of Chapman Valley would like to respectfully acknowledge the Naaguja peoples who are the traditional owners and first people of the land on which we stand.*

*We would like to pay our respect to the elders past, present and emerging for they hold the memories, the traditions, the culture and hopes of the Naaguja peoples."*

## **2 Announcements from the Presiding Member**

Nil

## **3 Record of Attendance**

### **3.1 Attendees**

The following attended the council meeting:

#### **Elected Members**

Cr Kirilee Warr (President)  
Cr Darrell Forth (Deputy President)  
Cr Nicole Batten  
Cr Beverley Davidson  
Cr Elizabeth Elliott-Lockhart  
Cr Peter Humphrey  
Cr Catherine Low  
Cr Trevor Royce

#### **Officers**

Jamie Criddle, Chief Executive Officer  
Simon Lancaster, Deputy Chief Executive Officer  
Dianne Raymond, Manager Finance & Corporate Services

#### **Visitors**

Kerry Kupsch

### **3.2 Apologies**

Nil

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

Nil



Ordinary Council Meeting 18 May 2023 - Minutes

## 4 Public Question Time

### 4.1 Response to Previous Public Questions on Notice

Nil

### 4.2 Public Question Time

**Kerry Kupsch of 3366 Chapman Valley Road, Nabawa****Question**

Raised query regarding privacy issues associated with the proposed Nabawa Valley Tavern tourism development/temporary accommodation.

**Response**

Shire Deputy CEO advised Agenda Item 10.1.2 has included conditions which may alleviate concerns

## 5 Applications for Leave of Absence

Nil

## 6 Disclosure of Interest

Meeting Details:	Person	Type of Interest	Agenda Item
Ordinary Council Meeting 18 May 2023	Cr Kirilee Warr	Impartiality	10.3.6 Financial Member/Sponsor of CVFC, CVBC & CVAS
Ordinary Council Meeting 18 May 2023	Cr Darrell Forth	Impartiality	10.3.6 President of CVAS
Ordinary Council Meeting 18 May 2023	Cr Nicole Batten	Impartiality	10.3.6 CVAS Member
Ordinary Council Meeting 18 May 2023	Cr Elizabeth-Anne Elliott-Lockhart	Impartiality	10.3.6 Member of CVAS
Ordinary Council Meeting 18 May 2023	CEO Jamie Criddle	Impartiality	10.3.6 CVFC Member

## 7 Presentations

### 7.1 Petitions

## Ordinary Council Meeting 18 May 2023 - Minutes

The council has not received any petitions.

## 7.2 Presentations

The council did not accept any presentations in the course of the meeting.

## 7.3 Deputations

The council did not accept any presentations in the course of the meeting.

## 8 Confirmation of Minutes from Previous Meetings

### Council Resolution

**Moved:** Cr Beverley Davidson    **Seconded:** Cr Darrell Forth

That the Minutes of the Ordinary Council Meeting held on 20 April 2023 be confirmed as true and accurate.

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

**Against** Nil

8 / 0

**CARRIED UNANIMOUSLY**

Minute Reference OCM 2023/05-1

## 9 Items to be dealt with En Bloc

### Council Resolution

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

Council resolves to move the following items En Bloc:  
10.3.1, 10.3.2, 10.3.3, 10.3.4 & 10.3.5.

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

**Against** Nil

8 / 0

**CARRIED UNANIMOUSLY**

Minute Reference OCM 2023/05-2

## 10 Officer Reports

### 10.1 Deputy Chief Executive Officer

10.1.1	Proposed Holiday House
<b>Department</b>	Development Service Planning
<b>Author</b>	Simon Lancaster
<b>Reference(s)</b>	A675
<b>Attachment(s)</b>	1. Holiday House Application [10.1.1.1 - 4 pages]

### Voting Requirements

Simply Majority

### Staff Recommendation

That Council grant formal planning approval for short stay accommodation (holiday house) to be operated from the existing residence at 3287 (Lot 18) Chapman Valley Road, Nabawa for a trial period of 12 months subject to compliance with the following:

#### Conditions

- 1 Development shall be in accordance with the plans and supporting information provided as separate Attachment 10.1.1.1 to the Council Agenda report and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government.
- 2 The approval is issued only to the landowner making initial application and is not transferable to any other person or to any other land parcel. Should there be a change of land ownership in respect of which this planning approval is issued this approval shall no longer be valid (and separate application would be required to be made).
- 3 The approval is valid for a period of 12 months (expiry date 18/5/24) after which time the application shall be considered by the local government Chief Executive Officer (under the delegated authority of Council) as to any impacts arising from the operation of the development in the determination on whether to grant any extension to the approval period.
- 4 Any additions to or change of use of any part of the buildings or land (not the subject of this consent/approval) considered by the local government Chief Executive Officer to represent significant variation from the approved development plan may require further application and planning approval for that use/addition.
- 5 The applicant is to prepare, submit and adhere to a management plan to the approval of the local government.
- 6 The landowner/applicant is to implement and maintain reporting mechanisms for complaints concerning the operation of the development. In the event of a substantiated complaint being received the applicant is required to demonstrate mitigation response(s) to the approval of the local government. Such response(s) will be treated as conditions of approval/required modifications to the management plan.

## Ordinary Council Meeting 18 May 2023 - Minutes

- 7 The use hereby permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason of the emission of noise, smoke, dust, fumes, odour, noise, vibration, waste product, vehicle parking and manoeuvring or otherwise.
- 8 All parking of vehicles (and trailers) associated with the guests shall be provided for within the property boundary, and the street verge area shall be kept free of such vehicles.
- 9 The installation and subsequent maintenance of any signage shall be to the approval of the local government.

Advice Notes

- (a) With regard to conditions 5 & 6, in the event that a complaint is not adequately managed by the landowner to the satisfaction of the local government, then the local government Chief Executive Officer may refer the matter to a meeting of Council for its further consideration and determination.
- (b) The applicant is advised that this planning approval does not negate the requirement for any additional approvals which may be required under separate legislation including but not limited to the following where required, Building Code of Australia, *Building Regulations 2012* and *Health Act 1911*. It is the applicant's/landowner's responsibility to obtain any additional approvals required before the development/use lawfully commences.
- (c) Should the applicant be aggrieved by the decision of the Council (in part or whole) there is a right pursuant to the *Planning and Development Act 2005* to have the decision reviewed by the State Administrative Tribunal. Such application must be lodged within 28 days from the date of determination.

Council Resolution

**Moved:** Cr Darrell Forth    **Seconded:** Cr Elizabeth-Anne Elliott-Lockhart

That Council grant formal planning approval for short stay accommodation (holiday house) to be operated from the existing residence at 3287 (Lot 18) Chapman Valley Road, Nabawa for a trial period of 12 months subject to compliance with the following:

Conditions

- 1 Development shall be in accordance with the plans and supporting information provided as separate Attachment 10.1.1.1 to the Council Agenda report and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government.
- 2 The approval is issued only to the landowner making initial application and is not transferable to any other person or to any other land parcel. Should there be a change of land ownership in respect of which this planning approval is issued this approval shall no longer be valid (and separate application would be required to be made).
- 3 The approval is valid for a period of 12 months (expiry date 18/5/24) after which time the application shall be considered by the local government Chief Executive Officer (under the delegated authority of Council) as to any impacts arising from the operation of the development in the determination on whether to grant any extension to the approval period.
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- 5 The applicant is to prepare, submit and adhere to a management plan to the approval of the local government.



## Ordinary Council Meeting 18 May 2023 - Minutes

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Advice Notes

- (a) With regard to conditions 5 & 6, in the event that a complaint is not adequately managed by the landowner to the satisfaction of the local government, then the local government Chief Executive Officer may refer the matter to a meeting of Council for its further consideration and determination.
- (b) The applicant is advised that this planning approval does not negate the requirement for any additional approvals which may be required under separate legislation including but not limited to the following where required, Building Code of Australia, *Building Regulations 2012* and *Health Act 1911*. It is the applicant's/landowner's responsibility to obtain any additional approvals required before the development/use lawfully commences.
- (c) Should the applicant be aggrieved by the decision of the Council (in part or whole) there is a right pursuant to the *Planning and Development Act 2005* to have the decision reviewed by the State Administrative Tribunal. Such application must be lodged within 28 days from the date of determination.

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

**Against** Nil

8 / 0

**CARRIED UNANIMOUSLY**  
**Minute Reference OCM 2023/05-3**

**Disclosure of Interest**

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

**Background**

Council is in receipt of an application to use the residence at 3287 (Lot 18) Chapman Valley Road, Nabawa for short stay accommodation purposes. The application was advertised for comment and one submission in support and one objection were received. This report recommends that Council approve the application for a trial period of 12 months. In the event that Council considers the application should be refused, alternative recommended wording is also provided.

**Comment**

3354 (Lot 1) Chapman Valley Road is an 807m<sup>2</sup> property in the Nabawa townsite that contains a single storey, 3 bedroom, 1 bathroom residence, shed and swimming pool.

**Figure 10.1.1(a) – Location map for 3287 (Lot 18) Chapman Valley Road, Nabawa**

The landowners (M & C Ramshaw) are applying to use their residence for short stay accommodation purposes. A copy of the received application, including plans and supporting letter has been provided as **Attachment Holiday House Application**.

**Figure 10.1.1(b) – Aerial photo of 3287 (Lot 18) Chapman Valley Road, Nabawa****Figure 10.1.1(c) – View of 3287 (Lot 18) Chapman Valley Road, Nabawa**



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The short stay accommodation would be 'unhosted' with guests obtaining a key from the owners or via a coded lock-box.

This form of short stay accommodation differs from the previous approvals that Council has issued (at 19 Dolbys Drive and 53 Redcliffe Concourse) which were hosted accommodation, where the owner lives on-site and the operation therefore is largely 'self-policed' for issues that may arise e.g. noise, nuisance and parking.

Unhosted accommodation may be considered to have potential for greater impact as it does not have an on-site manager and complaints may arise when people in a holiday-mode can have conflicting behaviour patterns to surrounding residents in a work/retirement routine.

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

The economic return that short stay accommodation provides to owners does however also impact availability in the longer term rental market and carry a social cost, with the impact in larger cities and tourism destinations being a frequent topic of media discussion, with some examples provided below:

[After 10 years of Airbnb and short-stay rentals, is Australia ready for regulation? - ABC News](#)

[Airbnb boom on Mornington Peninsula generates fears for local communities \(theworldnews.net\)](#)

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Whilst at a different scale, the rise in short stay accommodation has also had impact in the regional and rural setting, as illustrated in the below figure.

Figure 10.1.1(d) – Mid West Times article 15 March 2023



Whilst the availability of short stay accommodation in a smaller townsite setting can provide economic benefit through enabling tourists to stay and visit local attractions and businesses, it also does mean that housing stock can be underutilised and is not occupied by longer term residents (who may be unable to find local long term rental accommodation) who would ordinarily support and be involved in local services such as schools, sporting and community groups and be employed by local businesses.

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

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

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

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

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

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- set and impose penalties for non-compliance;
- manage complaints about short term rentals;
- enforce compliance with local government control.

The subsequent Draft Planning for Tourism Position Statement was made available for comment from December 2021 until March 2022:

[New policy to guide the management of short-term accommodation \(www.wa.gov.au\)](http://www.wa.gov.au)

[Tourism Position Statement - WA DPLH - Citizen Space](#)

At this time the Position Statement remains in a draft format, and the State Government's proposed state-wide development exemptions for short stay accommodation are not legislated. In the absence of a consistent approach to planning policies and controls relevant to short stay accommodation it would be reasonable for local governments to maintain a conservative approach and give some consideration to refusal when considered necessary, or ensuring that approvals are subject to time limitations/annual renewal.

The State Government proposes through its Draft Position Statement that Unhosted Accommodation be exempted from the need to make application to local government in the following circumstances (which does give rise to queries on how this legislative monitoring and compliance burden on local government would be funded and administered):

*"The WAPC is considering recommending to Government to exempt the following forms of low-scale short-term rental accommodation from the need to obtain development approval...*

*...Unhosted accommodation*

*Unhosted accommodation in a single house, grouped or multiple dwelling where it is let for no more than 60 days per calendar year.*

*Note: This exemption is for a change of use. Unhosted accommodation in a single house, grouped or multiple dwelling operating for more than 60 days per calendar year would be subject to the requirements of the relevant local government's local planning framework.*

*Subject to the results of consultation, amendments to the LPS Regulations may be undertaken to make hosted and unhosted accommodation, which meet the conditions outlined above, forms of development for which development approval is not required.*

*It is proposed that these forms of short-term rental accommodation would still be required to register with the state-wide registration scheme."*

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

*"That Council refuse the application for short stay accommodation (holiday house) to be operated from 3287 (Lot 18) Chapman Valley Road, Nabawa for the following reasons:*

- 1 The development is not considered to be consistent with the objectives of the 'Residential' zoning which caters for primarily longer term accommodation rather than the commercial operation of short stay accommodation purposes.*
- 2 The development is not considered to satisfy Clause 67 of the deemed provisions of the Planning and Development (Local Planning Schemes) Regulations 2015.*
- 3 Council is not satisfied that sufficient justification has been provided to warrant its exercising of its discretion to grant approval.*

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- 4 *Approval of this application may well set an undesirable precedent for future variation to the Shire's statutory and policy requirements, which in time could prove to be detrimental to the character of the Nabawa townsite, the level of support for local community services, and the amenity of residents of the surrounding locality.*

**Note:**

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

**Statutory Environment**

The report complies with the requirements of the:

Shire of Chapman Valley Local Planning Scheme No.3

*Planning & Development (Local Planning Schemes) Regulations 2015*

3287 (Lot 18) Chapman Valley Road, Nabawa is zoned 'Residential R10' 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 housing and a choice of residential densities to meet the needs of the community.*
- *To facilitate and encourage high quality design, built form and streetscapes throughout residential areas.*
- *To provide for a range of non-residential uses, which are compatible with and complementary to residential development."*

The proposal would meet with the definition of 'Holiday House' which is defined as:

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

The State Government's Draft Position Statement proposes that the land use definition for 'Holiday House' (which covers unhosted accommodation) be amended in the *Planning and Development (Local Planning Schemes) Regulations 2015* to state *"means a single dwelling used to provide short-term accommodation."*

'Holiday House' is listed as an 'A' land use in the 'Residential' zone, which means *"means that the use is not permitted unless the local government has exercised its discretion by granting development approval after giving notice in accordance with clause 64 of the deemed provisions."*

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

- "(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;...*
- ...(c) any approved State planning policy;...*
- ...(fa) any local planning strategy for this Scheme endorsed by the Commission;*
- (g) any local planning policy for the Scheme area;...*
- ...(m) the compatibility of the development with its setting including:*



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- (i) *the compatibility of the development with the desired future character of its setting; and*
- (ii) *relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;*
- (n) *the amenity of the locality including the following —*
  - (i) *environmental impacts of the development;*
  - (ii) *the character of the locality;*
  - (iii) *social impacts of the development;*
- (o) *the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource;*
- (p) *whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;*
- (q) *the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk;...*
- ...(s) *the adequacy of —*
  - (i) *the proposed means of access to and egress from the site; and*
  - (ii) *arrangements for the loading, unloading, manoeuvring and parking of vehicles;*
- (t) *the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;...*
- (u) *the availability and adequacy for the development of the following —*
  - (i) *public transport services;*
  - (ii) *public utility services;*
  - (iii) *storage, management and collection of waste;*
  - (iv) *access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities);*
  - (v) *access by older people and people with disability;...*
- ...(w) *the history of the site where the development is to be located;*
- (x) *the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;*
- (y) *any submissions received on the application...*
- ...(zb) *any other planning consideration the local government considers appropriate."*

**Policy/Procedure Implications**

No Policy or Management Procedure affected.

The State Government's 'Draft Position Statement: Planning for Tourism' (December 2021) recommends that local government prepare a local planning policy to guide discretionary decision making in relation to short stay accommodation. This is an approach the Shire of Chapman Valley may consider appropriate once the draft Position Statement is finalised and it is likely that WALGA will be giving consideration to preparing a model template local planning policy as this is an issue facing many local governments in Western Australia, particularly in the metropolitan area and the south-west.

**"5.3.2.2 Unhosted short-term rental accommodation**

*Local government has the flexibility to regulate unhosted short-term rental accommodation through its local planning framework to respond to local*

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*conditions (subject to regulatory processes). This Position Statement sets out considerations and approaches to achieve this.*

*It is acknowledged there are various approaches to the regulation of unhosted short-term rental accommodation currently undertaken across Western Australia.*

*The regulatory and policy response of the local government should be proportional to the significance of the issues arising from unhosted short-term rental accommodation in their municipality. In determining the appropriate way to regulate unhosted short-term rental accommodation the following statutory planning mechanisms can be considered:*

- *Utilising the zoning table, land use permissibility and other scheme mechanisms to control the locations whereby unhosted short-term rental accommodation proposals may be designated either permitted, discretionary, discretionary with advertising, or prohibited.*
- *Capping guest numbers permitted within a holiday home, holiday unit or holiday apartment through local planning policy and/or condition of a planning approval, to respond to constraints such as availability of vehicle parking, capacity of infrastructure (such as onsite effluent disposal) or to maintain appropriate levels of amenity in line with expectations (such as concerns regarding party houses).*
- *Utilising a local planning policy to guide discretionary decision making, which may include but not be limited to, any of the following matters:*
  - *locational factors which may assist in determining appropriate locations for unhosted forms of short term rental accommodation within residential areas (refer to the Guidelines for further information)*
  - *limits to the number of guests and/or rooms*
  - *limits to nights the property can be made available for rental in any one year*
  - *provision of car parking*
  - *minimum services such as potable water and reticulated sewerage*
  - *preparation and approval of a Management Plan*
  - *waste management*
  - *whether pets of guests (such as dogs) are permitted*
  - *managing for potential noise nuisance.*
- *If appropriate, initial development approval can be granted for a limited period (for example 12 months) and renewed on a longer basis (for example three to five years, or permanently) to ensure there is appropriate management of potential impacts on the amenity of neighbouring properties."*

### **Financial Implications**

No Financial Implications Identified.

### **Long Term Financial Plan**

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

### **Strategic Implications**

The subject property is located within Planning Precinct No.9 - Nabawa in the Shire of Chapman Valley Local Planning Strategy. The Vision for this Precinct is as follows:



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*"The planned expansion of the Nabawa townsite as the administration centre for the Shire with the provision of light industry and rural residential opportunities.*

It is considered that the proposed development should be assessed with regard for the following strategic objectives of this Precinct:

- "9.2.2 Promote commercial, light industrial and tourist related uses/development to support economic growth...*
- 9.3.4 Ensure that land use conflicts (i.e. noise, dust, odour, spray drift, vermin etc) are avoided through appropriate environmental controls...*
- 9.4.2 Ensure adequate levels of servicing and infrastructure, as determined by Council, exist or will be provided when supporting proposals for a change in land use/development or subdivision, to avoid burden (financial or otherwise) on the Council's resources."*

The Local Planning Strategy identifies 'Tourism (low-medium key)' as a land use that is considered appropriate within the Nabawa Precinct subject to compliance with the provisions of the Local Planning Scheme and specific policies of the Council.

The proposed development would address one of the challenges identified in the Nabawa Townsite Revitalisation Plan of limited tourist accommodation but would also reduce the town's permanent population:

In 2014 the Mid West Development Commission released its 'Tourism Development Strategy' with the long term aspiration for the Mid West to attract one million overnight visitors annually by 2050. The Strategy noted one of the Challenges as being:

*"The subregion's hinterland is host to scenery, niche ventures, quaint communities and natural attractions yet is largely overlooked and under developed as a destination for day trips. The hinterland's accommodation capacity, hospitality services and RV amenities are limited and restrictive."*  
(page 26)

The State Government's 'Draft Position Statement: Planning for Tourism' (December 2021) provides some general guidance in relation to planning for short stay accommodation as follows:

*"5.2.2.2 Location of short-term rental accommodation  
Consideration should be given to the appropriate location of short term rental accommodation; where it should be prioritised, permitted or avoided to further strategic planning objectives, enhance the tourism experience and avoid adverse impacts on surrounding land uses.*

*It is recognised that there is variation amongst local government in approaches taken, from broad acceptance of short-term rental accommodation in all residential areas, through to consideration in selective locations and/or prohibiting in others.*

*In seeking to guide the location of short-term rental accommodation, the following considerations may be relevant to the local government:*

- Provision of and access to tourist amenity proximity to social, cultural, and leisure attractions, and accessibility to transport routes and public transport services.*

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- *Adequate standard of services and infrastructure necessary, for example reticulated or drinking water supply and service, capacity of on-site solutions.*
- *Locations to minimise adverse interface issues, particularly amenity impacts on surrounding residential and other land uses (for example rural).*
- *Risk of natural hazards and the extent of measures which may need to be in place to address the level of risk.*
- *Any other relevant planning consideration and/or policy instruments within the planning framework.*

**5.3 Statutory planning considerations**

*The local planning scheme and supporting local planning instruments (such as local planning policies) give effect to local strategic planning through statutory land use and development control.*

*Local planning schemes and amendments should:*

- *Include a range of tourism and mixed-use zonings allowing for tourism development and the permissibility of land uses in each zone, to provide for a diverse tourism industry consistent with the local planning strategy.*
- *Utilise land use definitions as set out in this Position Statement and LPS Regulations.*

*To complement local planning scheme provisions and guide the exercise of discretion, local government may utilise local planning policy to inform land use and development decisions."*

**Strategic Community Plan/Corporate Business Plan Implications**

**ECONOMY & POPULATION**

2.1 Build population and business activity with targeted strategies.

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

**ECONOMY & POPULATION**

2.2 Provide support for business development and local employment.

2.2.1 Research mixed land use opportunities.

2.2.2 Consider business start-up incentives.

**ECONOMY & POPULATION**

2.3 Embrace local tourism & regional strategies and trails.

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

2.3.2 Explore support needed by local tourism industries.

**ECONOMY & POPULATION**

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

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

**Consultation**

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

The Shire wrote to the 14 surrounding landowners on 23 March 2023 providing details of the application and inviting comment upon the proposal prior to 21 April 2023. A sign was also

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erected on-site advising of the received application and the opportunity for comment and a copy of the application was also placed on the Shire website for viewing.

At the conclusion of the advertising period 2 submissions had been received, 1 expressing support and 1 in objection. A summary of the issues raised during the submission period is provided below:

*"All OK just behave yourself"*

*"Would you like one of these next door to you? A constant stream of random people next to your property?"*

*I don't know how you would feel but I emphatically do not.*

*In theory if all customers were unintrusive (physically, audibly etc.) it would be fine, a quick google search reveals it is potentially nightmare inducing to have one of these as a neighbour.*

*If there are any breaches to 'house rules' that affect me (noise, number of people etc.) I do not believe the owners will follow up on what they say they are going to do."*

The applicant was provided with the above summary of the issues raised (with the identity of respondents redacted as per standard Shire practice) and invited to respond to the issues raised. A summary of the applicant's response is provided below:

*"encouraged by the support shown for this application indicated by the general lack of response and the positive feedback we have received. In relation to the negative response we believe we have addressed all the requirements set out in the "Accompanying Information" of the application and have therefore addressed this person's concerns."*

### **Risk Assessment**

A Minor Property Risk of Level 2 - Likely resulting in localised damage rectified by routine internal procedures.

<b>10.1.2 Proposed Tourist Development (Nabawa Valley Tavern)</b>	
<b>Department</b>	Development Service Planning
<b>Author</b>	Simon Lancaster
<b>Reference(s)</b>	A657
<b>Attachment(s)</b>	1. Valley Tavern Tourist Development Application [10.1.2.1 - 8 pages]

**Voting Requirements**

Simply Majority

**Staff Recommendation**

That Council grant formal planning approval for a Tourist Development upon 3354 (Lot 1) Chapman Valley, Nabawa subject to compliance with the following:

Conditions

- 1 Development shall be in accordance with the plans and management statement included within Attachment 10.1.2.1 to the Council Agenda report and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government.
- 2 Any additions to or change of use of any part of the buildings or land (not the subject of this consent/approval) considered by the local government Chief Executive Officer to represent significant variation from the approved development plan may require further application and planning approval for that use/addition.
- 3 The use hereby permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason of the emission of noise, waste product, vehicle parking and manoeuvring or otherwise.
- 4 The applicant is to prepare, submit and adhere to a management plan to the approval of the local government.
- 5 The landowner/applicant is to implement and maintain reporting mechanisms for complaints concerning the operation of the development. In the event of a substantiated complaint being received the applicant is required to demonstrate mitigation response(s) to the approval of the local government. Such response(s) will be treated as conditions of approval/required modifications to the management plan.
- 6 The development shall utilise colours and materials and be to a finish to the approval of the local government.
- 7 All stormwater is to be disposed of on-site to the approval of the local government.
- 8 All parking of vehicles (and trailers) associated with the guests shall be provided for within the property boundary.
- 9 The internal road network and vehicle manoeuvring and parking areas shall be constructed and maintained to the approval of the local government.
- 10 The vehicle access onto Chapman Valley Road shall be appropriately located, designed, constructed and maintained to the requirements of Main Roads WA.
- 11 The installation and subsequent maintenance of any roadside signage shall be to the requirements of Main Roads WA.

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- 12 The installation and subsequent maintenance of any signage associated with the development shall be to the approval of the local government.
- 13 The installation and maintenance of landscaping about the development site for the purposes of providing shade and screening shall be to the approval of the local government.
- 14 The development shall be serviced by reticulated water and power connection, and wastewater and effluent disposed of to the requirements of the Department of Health and the approval of the local government.
- 15 The buildings shall not be occupied until compliant with the requirements of the Building Code of Australia, the *Health Act 1911* and the *Health (Treatment Of Sewage And Disposal Of Effluent And Liquid Waste) Regulations 1974*.

Advice Notes

- (a) The landowner/applicant is advised that this planning approval does not negate the requirement for any additional approvals which may be required under separate legislation including but not limited to the, Building Code of Australia, *Building Act 2011*, *Building Regulations 2012*, *Health Act 1911*, *Liquor Control Act 1988*, and the *Local Government (Miscellaneous Provisions) Act 1960*. It is the applicant's responsibility to obtain any additional approvals required before the development/use lawfully commences.
- (b) Should the applicant be aggrieved by this determination there is a right (pursuant to the *Planning and Development Act 2005*) to have the decision reviewed by the State Administrative Tribunal. Such application must be lodged within 28 days from the date of determination.

**Amendment to Motion - Council Resolution**

**Moved:** Cr Elizabeth-Anne Elliott-Lockhart **Seconded:** Cr Darrell Forth

That Council grant formal planning approval for a Tourist Development upon 3354 (Lot 1) Chapman Valley, Nabawa subject to compliance with the following:

Conditions

- 1 Development shall be in accordance with the plans and management statement included within Attachment 10.1.2.1 to the Council Agenda report and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government.
- 2 Any additions to or change of use of any part of the buildings or land (not the subject of this consent/approval) considered by the local government Chief Executive Officer to represent significant variation from the approved development plan may require further application and planning approval for that use/addition.
- 3 The use hereby permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason of the emission of noise, waste product, vehicle parking and manoeuvring or otherwise.
- 4 The applicant is to prepare, submit and adhere to a management plan to the approval of the local government.
- 5 The landowner/applicant is to implement and maintain reporting mechanisms for complaints concerning the operation of the development. In the event of a substantiated complaint being received the applicant is required to demonstrate mitigation response(s) to the approval of the local government. Such response(s) will be treated as conditions of approval/required modifications to the management plan.
- 6 The development shall utilise colours and materials and be to a finish to the approval of the local government.

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- 7 All stormwater is to be disposed of on-site to the approval of the local government.
- 8 All parking of vehicles (and trailers) associated with the guests shall be provided for within the property boundary.
- 9 The internal road network and vehicle manoeuvring and parking areas shall be constructed and maintained to the approval of the local government.
- 10 The vehicle access onto Chapman Valley Road shall be appropriately located, designed, constructed and maintained to the requirements of Main Roads WA.
- 11 The installation and subsequent maintenance of any roadside signage shall be to the requirements of Main Roads WA.
- 12 The installation and subsequent maintenance of any signage associated with the development shall be to the approval of the local government.
- 13 The installation and maintenance of landscaping about the development site for the purposes of providing shade and screening shall be to the approval of the local government.
- 14 The development shall be serviced by reticulated water and power connection, and wastewater and effluent disposed of to the requirements of the Department of Health and the approval of the local government.
- 15 The buildings shall not be occupied until compliant with the requirements of the Building Code of Australia, the *Health Act 1911* and the *Health (Treatment Of Sewage And Disposal Of Effluent And Liquid Waste) Regulations 1974*.
- 16 *Installation and maintenance of screening 1.80m height fencing to the rear of development to the approval of LGA.*

Advice Notes

- (a) The landowner/applicant is advised that this planning approval does not negate the requirement for any additional approvals which may be required under separate legislation including but not limited to the, Building Code of Australia, *Building Act 2011*, *Building Regulations 2012*, *Health Act 1911*, *Liquor Control Act 1988*, and the *Local Government (Miscellaneous Provisions) Act 1960*. It is the applicant's responsibility to obtain any additional approvals required before the development/use lawfully commences.
- (b) Should the applicant be aggrieved by this determination there is a right (pursuant to the *Planning and Development Act 2005*) to have the decision reviewed by the State Administrative Tribunal. Such application must be lodged within 28 days from the date of determination.

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

**Against** Nil

8 / 0

**CARRIED UNANIMOUSLY**  
**Minute Reference OCM 2023/05-4**

**Disclosure of Interest**

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

**Background**

Council is in receipt of an application to site 8 x 'tiny cabin' transportable accommodation units at the rear of the Valley Tavern. This report recommends that Council approve the application.

**Comment**

3354 (Lot 1) Chapman Valley Road is a 1.2219ha property in the Nabawa townsite that contains the Valley Tavern and 24 hour fuel bowzers.

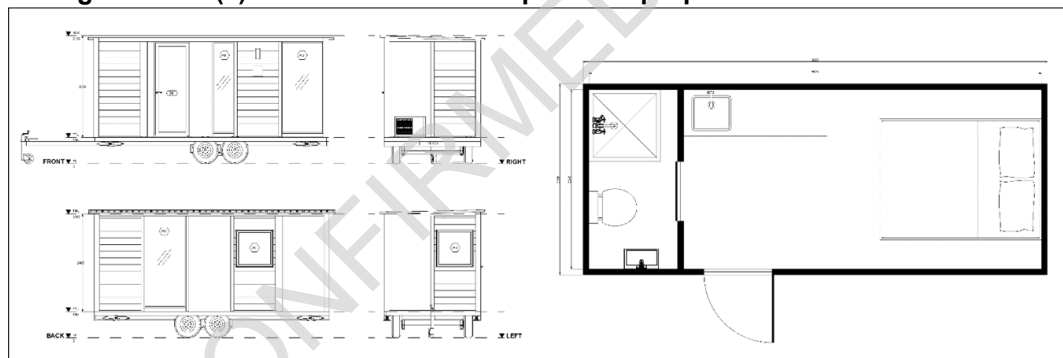
**Figure 10.1.2(a) – Location map for 3354 (Lot 1) Chapman Valley Road, Nabawa**



The applicant/landowner (Searange Holdings Pty Ltd) is seeking to site 8 x 'tiny home' accommodation units in the south-western corner of the property, approximately 50m behind the tavern building. The units would be sited in a row, 3m from the rear (southern) boundary, and 3m from the side (western) boundary. The 'tiny cabin' units are wheel mounted and each contain 1 bedroom, ensuite and kitchenette.

A copy of the received application, including plans, supporting letter, example photos and a management statement has been provided as **Attachment Valley Tavern Tourist Development Application**.



**Figure 10.1.2(b) – Nabawa Valley Tavern aerial photograph****Figure 10.1.2(c) – Elevation and floor plans for proposed accommodation unit**

Guests would obtain a key through the tavern when it is open for business (generally 8:30am to 8:00pm) or via a combination lock-box if out of hours.

Guest vehicles would access the site via the exiting business' crossover onto Chapman Valley Road and guest parking would be alongside the cabins, rather than at the front of the tavern in the general car park.

Waste would be handled via wheelie bins that will be provided for each cabin that would be emptied by tavern staff into the on-site skip bins that are serviced weekly by waste contractor.

The toilets for the units are handled via a cassette system (similar setup to a caravan or self-contained van) and the greywater from the shower, hand basin and kitchen sink can be connected to an onsite wastewater system.



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Since it opened in 1973 the Nabawa Valley Tavern has been subject to several proposals to develop accommodation that did not proceed. Council approved the siting of transportable accommodation units along with development of a caravan park and camping area to the rear/south of the tavern at its 17 October 2000 meeting, however this was not proceeded with, and the approval subsequently lapsed. Council also resolved at its 19 November 2014 meeting to support the establishment of a caravan park and camping ground when a subsequent owner made enquiry.

### Statutory Environment

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

3354 (Lot 1) Chapman Valley Road, Nabawa is zoned 'Commercial' 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 shops, offices, restaurants and other commercial and community facilities outlined in the townsite.*
- *To maintain the compatibility with the general streetscape, for all new buildings in terms of scale, height, style, materials, street alignment and design of facades.*
- *To ensure that development is not detrimental to the amenity of adjoining owners or residential properties in the locality."*

The proposal would meet with the definition of 'Tourist Development' which is defined as:

- "tourist development means a building, or a group of buildings forming a complex, other than a bed and breakfast, a caravan park or holiday accommodation, used to provide —*
- (a) short-term accommodation for guests; and*
  - (b) onsite facilities for the use of guests; and*
  - (c) facilities for the management of the development"*

'Tourist Development' is listed as a discretionary land use in the 'Commercial' zone, which means *"that the use is not permitted unless the local government has exercised its discretion by granting development approval"*

Lot 1 also falls within the 'Special Control Area 3 – Public Drinking Water Supply' zone for which the Scheme notes the following:

Name of Area	Purpose & Objective	Additional Provisions
Special Control Area 3 – Public Drinking Water Supply (SCA3)	(a) To identify the proclaimed Public Drinking Water Source Protection Areas; and (b) to ensure that land use and development within is compatible with	(1) Relevant considerations (a) In determining land uses and development proposals, the local government will have due regard to relevant State Government policies and the most recent Department of Water and Environmental Regulation Land Use Compatibility Tables for Public Drinking Supply Areas; and (b) In determining land uses and development proposals, the local government is to have due regard to any comments and recommendations from the Department of Water and Environmental

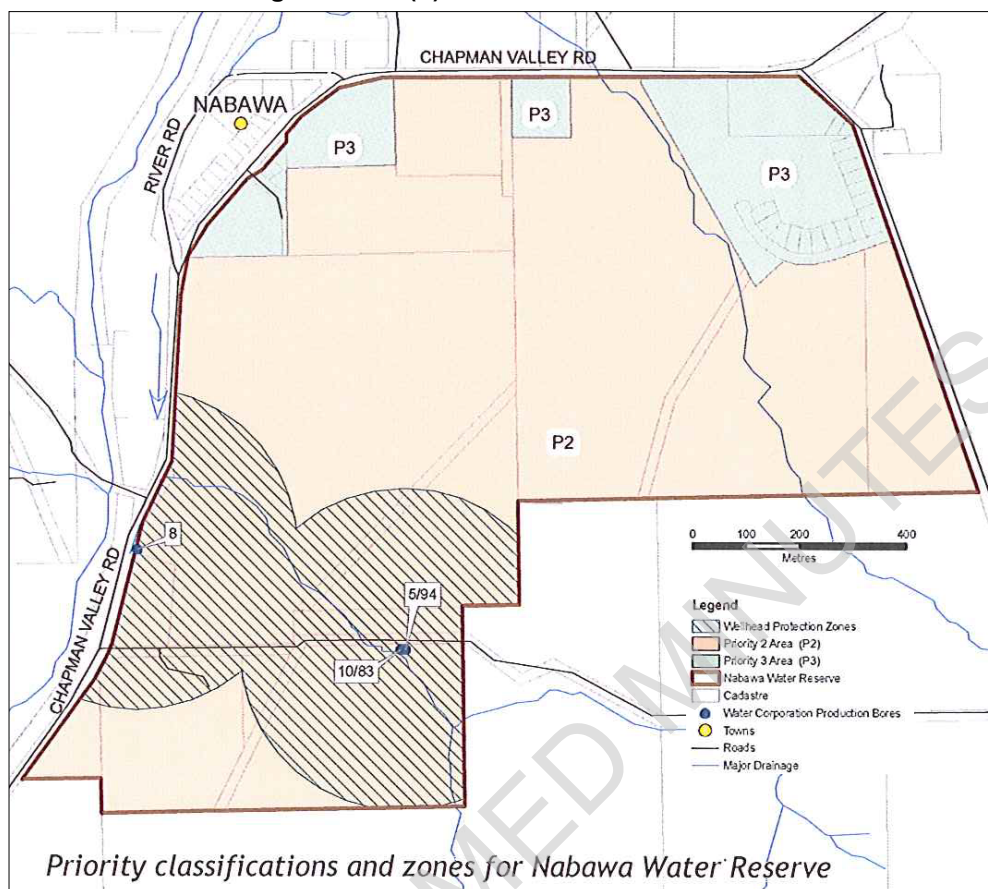
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	the protection and long term management of water resources for public water supply.	<p>Regulation and may impose relevant conditions to prevent or minimise the potential risk of groundwater contamination. The local government should also have regard to the management direction provided by priority classification of certain areas, noting that: i) Priority 2 areas are defined to ensure that there is no increased risk of pollution of the water source; and ii) Priority 3 areas are defined to manage the risk of pollution to the water source. 6.4.3</p> <p>(2) Prior to approving land uses in Special Control Area 3, the local government may refer applications to the Department of Water and Environmental Regulation and the Water Corporation for consideration and recommendation.</p>
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The Valley Tavern site falls within the Priority 3 Area of the Nabawa Water Reserve as identified in the Department of Water and Environmental Regulation Nabawa Water Reserve Drinking Water Source Protection Plan.

Priority 3 source protection areas have the fundamental water quality objective of risk mitigation, and recognises that Nabawa's water supply sources need to co-exist with the following land uses in this area; residential, community, recreation, school, hotel and service station.

However, whilst Priority 3 source protection areas are the lowest category in the Protection Plan it is still recommended that any approval of this development be subject to condition that wastewater and effluent must be disposed of to the requirements of the Department of Health.

**Figure 10.1.2(d) – Nabawa Water Reserve**

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

- “(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;...
- ...(c) any approved State planning policy;...
- ...(fa) any local planning strategy for this Scheme endorsed by the Commission;...
- ...(m) the compatibility of the development with its setting including:
  - (i) the compatibility of the development with the desired future character of its setting; and
  - (ii) relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;
- (n) the amenity of the locality including the following —
  - (i) environmental impacts of the development;
  - (ii) the character of the locality;
  - (iii) social impacts of the development;
- (o) the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource;

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- (p) *whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;*
- (q) *the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk;...*
- ...(s) *the adequacy of —*
  - (i) *the proposed means of access to and egress from the site; and*
  - (ii) *arrangements for the loading, unloading, manoeuvring and parking of vehicles;*
- (t) *the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;...*
- ...(w) *the history of the site where the development is to be located;*
- (x) *the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;...*
- ...(zb) *any other planning consideration the local government considers appropriate."*

**Policy/Procedure Implications**

No Policy or Management Procedure affected.

**Financial Implications**

No Financial Implications Identified.

**Long Term Financial Plan**

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

**Strategic Implications**

The Valley Tavern is located within Planning Precinct No.9 - Nabawa in the Shire of Chapman Valley Local Planning Strategy. The Vision for this Precinct is as follows:

*"The planned expansion of the Nabawa townsite as the administration centre for the Shire with the provision of light industry and rural residential opportunities.*

It is considered that the proposed development can meet with the following strategic objectives for this Precinct:

- "9.2.1 Promote commercial, light industrial and tourist related uses/development to support economic growth...*
- 9.3.4 Ensure that land use conflicts (i.e. noise, dust, odour, spray drift, vermin etc) are avoided through appropriate environmental controls.*
- 9.3.5 Ensure fire prevention measures are implemented and maintained...*
- 9.4.1 Enhance the standards of servicing and infrastructure commensurate with urban development standards (i.e. bitumen sealed roads, reticulated water, underground power etc).*
- 9.4.2 Ensure adequate levels of servicing and infrastructure, as determined by Council, exist or will be provided when supporting proposals for a change in land use/development or subdivision, to avoid burden (financial or otherwise) on the Council's resources."*

The Local Planning Strategy identifies 'Commercial' and 'Tourism (low-medium key)' as land uses that are considered appropriate within the Nabawa Precinct subject to compliance with the provisions of the Local Planning Scheme and specific policies of the Council.

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The proposed development would align with the 'Proposed Actions and Approaches' as outlined in the Nabawa Townsite Revitalisation Plan which recommends:

*"Construction of a short term accommodation within town for RV and caravans – Potential for short stay site in proximity to Valley Tavern.  
Shire of Chapman Valley to discuss with Valley Tavern to negotiate dump point & potential for RV stop and camping within their property. This initiative aligns with the strategy stated in the Shire of Chapman Valley Corporate Business Plan  
"New infrastructure such as caravan/camping rounds in protected areas, improving overflow parks and amenities and creating additional rest areas and dump points along major routes".*

In 2014 the Mid West Development Commission released its 'Tourism Development Strategy' with the long term aspiration for the Mid West to attract one million overnight visitors annually by 2050. The Strategy noted one of the Challenges as being:

*"The subregion's hinterland is host to scenery, niche ventures, quaint communities and natural attractions yet is largely overlooked and under developed as a destination for day trips. The hinterland's accommodation capacity, hospitality services and RV amenities are limited and restrictive." (page 26)*

The Western Australian Planning Commission's 'Planning Bulletin 83 - Planning for Tourism' (2013) sets out the policy position to guide decision making by the WAPC and local government for rezoning, subdivision and development proposals for tourism purposes. The Bulletin emphasises the importance of strategic planning for tourism and that this should be addressed through the local government's Local Planning Strategy identifying tourism sites and determine their strategic value and importance to tourism development.

The Bulletin notes that identification of tourism sites does not imply that the site is suitable for immediate development or re-development (in many cases sites may be identified to facilitate the long term protection of land for tourism purposes where economic conditions appropriate for development may not be reached for a number of years) but does set out general location criteria to determine the tourism value of a site as follows:

*Accessibility*

*The site has adequate existing or proposed transport links (such as major road or airport access).*

*Uniqueness*

*The site contains, or is in the vicinity of, an attraction or prominent and/or unique landmark of local, regional or State significance.*

*Setting*

*The setting of the site has an aspect and outlook that supports recreational tourism activities and/or the creation of a tourism character and ambience (e.g. immediately adjacent to a beach).*

*Tourism activities and amenities*

*The site provides, has easy access to, or is capable of development of supporting activities and amenities such as tours, fishing, historic sites, walk trails, environmental interpretation, cafes, restaurants, shops and the like.*

*Supply of land*

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*The site has an element of scarcity in that it may be the only opportunity, or one of a limited number of opportunities, to achieve a significant tourism development in an area.*

*Site specific criteria to determine the tourism value of the site includes:*

*Suitability in a land use context*

*The site is located in a land use context that will not limit the extent of activities available to guests due to amenity impacts on adjoining residents or where the adjoining uses potentially detract from the tourism character of the site (e.g. located within a residential area).*

*Capability*

*The site has the capacity to be developed for tourism purposes and accommodate the associated services in a manner that does not detract from the natural attributes of the site or result in environmental degradation. Examples include: clearing for bushfire protection, sewerage capacity, water supply and rubbish disposal.*

*Size*

*The size of the site should be adequate to accommodate a sustainable tourism facility with respect to its design, operation and function, and its site specific and wider impacts and consideration of future growth/expansion. This will require a site to be able to be developed without compromising the sustainable use of natural and cultural resources or existing social structures. Development of the site should also contribute to the delivery of diversified and balanced tourism opportunities.*

*Function*

*The use of the site meets a particular accommodation, market need and/or ensures a range of tourism accommodation within the locality. Examples are: beachfront caravan parks, school holiday camps and Crown tourism leases.*

*These criteria are to guide local government in the assessment of the strategic value of tourism sites and determination of the value will be based on the outcome of the assessment of the site against all criteria."*

**Strategic Community Plan/Corporate Business Plan Implications**

**ECONOMY & POPULATION**

2.1 Build population and business activity with targeted strategies.

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

**ECONOMY & POPULATION**

2.2 Provide support for business development and local employment.

2.2.2 Consider business start-up incentives.

**ECONOMY & POPULATION**

2.3 Embrace local tourism & regional strategies and trails.

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

2.3.2 Explore support needed by local tourism industries.

**ECONOMY & POPULATION**

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

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

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### **Consultation**

The Local Planning Scheme does not require consultation for the proposed “Tourist Development” land use in the ‘Commercial’ zone, however, Council has the ability to advertise the application inviting comment prior to determination should it wish to do so.

### **Risk Assessment**

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

UNCONFIRMED MINUTES

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## 10.2 Manager of Finance & Corporate Services

10.2.1	Fees and Charges
<b>Department</b>	Finance, Governance & Corporate Services Finance
<b>Author</b>	Dianne Raymond
<b>Reference(s)</b>	Nil
<b>Attachment(s)</b>	1. 2023-2024 Proposed Schedule Fees & Charges [10.2.1.1 - 14 pages] 2. J Myers Correspondence F& C [10.2.1.2 - 1 page]

### Voting Requirements

Absolute Majority

### Staff Recommendation

That the proposed 2023/2024 Draft Fees and Charges as presented to Council be endorsed and included into the 2023/2024 Annual Budget in accordance with the requirements of the Local Government Act, 1995.

### Council Resolution

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

That the proposed 2023/2024 Draft Fees and Charges as presented to Council be endorsed and included into the 2023/2024 Annual Budget in accordance with the requirements of the Local Government Act, 1995.

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

**Against** Nil

8 / 0

**CARRIED UNANIMOUSLY**  
**Minute Reference OCM 2023/05-5**

### Disclosure of Interest

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

### Background

As part of the function of local government and its operations, each year the Council is required, under Section 6.2 of the Local Government Act 1995, to formally adopt its annual financial year budget, to enable the administration to carry out the defined services and



## Ordinary Council Meeting 18 May 2023 - Minutes

programs and to raise revenue through rates and fees and charges. In preparation for the compilation of the 2023/2024 Annual Budget the Proposed Schedule of Fees and Charges for 2023/2024 is attached for review and approval to list in the 2023/2024 Draft Budget

## Comment

A considerable number of Council's fees and charges are set by legislation and as such remain the same as last year until various agencies advise of changes. These generally include fees and charges associated with Planning, Building and Health regulations.

### Current Consumer Price Index (CPI)

The Australian Bureau of Statistics recently released the CPI figures for the March quarter. The All-Groups CPI (weighted average of the eight capital cities) for the March quarter 2022 to March quarter 2023 is 7.0%

From the WALGA Economic Briefing statement forecasts for Local Government costs is expected to slow in 2023/24. Services inflation is at its highest since 2001 with electricity being rebates being wound back will see further effects in the last quarter for 2023.

The draft 2023/2024 Proposed Schedule of Fees & Charges are based on the previous format endorsed fees and charges and in line with the Long-Term Financial Plan assumptions of a total revenue increase of 1.50%. It is prudent local government find a balance between cost recovery of providing services and facilities without unnecessary impact on the community. Continual increase costs in cleaning, power, water, and general maintenance however adds to budget pressures. It is important therefore to keep this to the forefront of mind when receiving submissions for waiving fees and charges. Cost recovery of outgoing expenses need to be considered. Each non statutory line item has a basic increase of 6% to assist with recovering inflationary costs to the Shire of Chapman Valley.

## Statutory Environment

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

*Section 6.16 is the primary piece of legislation under the Local Government Act 1995 that requires fees and charges to be reviewed and adopted as part of the budget process.*

### 6.16. Imposition of fees and charges

- (1) A local government may impose\* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

\* Absolute majority required.

- (2) A fee or charge may be imposed for the following —
- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
  - (b) supplying a service or carrying out work at the request of a person;
  - (c) subject to section 5.94, providing information from local government records;
  - (d) receiving an application for approval, granting an approval, making an inspection and issuing a license, permit, authorisation or certificate;
  - (e) supplying goods;
  - (f) such other service as may be prescribed.

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- (3) *Fees and charges are to be imposed when adopting the annual budget but may be —*  
 (a) *imposed\* during a financial year; and*  
 (b) *amended\* from time to time during a financial year.*  
 \* Absolute majority required.

**6.17. Setting the level of fees and charges**

- (1) *In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —*  
 (a) *the cost to the local government of providing the service or goods;*  
 (b) *the importance of the service or goods to the community; and*  
 (c) *the price at which the service or goods could be provided by an alternative provider.*  
 (2) *A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.*  
 (3) *The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service —*  
 (a) *under section 5.96;*  
 (b) *under section 6.16(2)(d); or*  
 (c) *prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.*  
 (4) *Regulations may —*  
 (a) *prohibit the imposition of a fee or charge in prescribed circumstances; or*  
 (b) *limit the amount of a fee or charge in prescribed circumstances.*

**6.18. Effect of other written laws**

- (1) *If the amount of a fee or charge for a service or for goods is determined under another written law a local government may not —*  
 (a) *determine an amount that is inconsistent with the amount determined under the other written law; or*  
 (b) *charge a fee or charge in addition to the amount determined by or under the other written law.*  
 (2) *A local government is not to impose a fee or charge for a service or goods under this Act if the imposition of a fee or charge for the service or goods is prohibited under another written law.*

**6.19. Local government to give notice of fees and charges**

- If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —*  
 (a) *its intention to do so; and*  
 (b) *the date from which it is proposed the fees or charges will be imposed.*

**Policy/Procedure Implications**

Shire of Chapman Valley 2023/2024 Draft Budget.

**Financial Implications**

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### **Long Term Financial Plan**

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

Shire of Chapman Valley 2023/2024 Schedule of Fees and Charges

## **Strategic Implications**

### **Strategic Community Plan/Corporate Business Plan Implications**

#### **GOVERNANCE & ACCOUNTABILITY**

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

5.2.2 Long Term Financial Management .

#### **GOVERNANCE & ACCOUNTABILITY**

5.3 Make informed decisions within resources and areas of responsibility.

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

5.3.2 Regular and relevant briefings to Elected Members.

## **Consultation**

Input has been sought from all key members of staff.

## **Risk Assessment**

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

A Minor Compliance Risk of Level 2 - Which will likely result in some temporary non-compliance.

The associated risk would be the failure to comply with Local Government Financial Management Regulations.

## Ordinary Council Meeting 18 May 2023 - Minutes

10.2.2	Financial Management Report
<b>Department</b>	Finance, Governance & Corporate Services Finance
<b>Author</b>	Dianne Raymond
<b>Reference(s)</b>	307.00
<b>Attachment(s)</b>	1. March 2023 MFR [10.2.2.1 - 35 pages]

**Voting Requirements**

Simply Majority

**Staff Recommendation**

That Council receives the financial management report supplied under separate cover for the month of March 2023.

**Council Resolution**

**Moved:** Cr Beverley Davidson    **Seconded:** Cr Nicole Batten

That Council receives the financial management report supplied under separate cover for the month of March 2023.

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

**Against** Nil

8 / 0

**CARRIED UNANIMOUSLY**  
**Minute Reference OCM 2023/05-6**

**Disclosure of Interest**

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

**Background**

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

**Comment**

The financial position at the end of March 2023 is detailed in the monthly management report provided as a separate attachment for Council's review.

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## **Statutory Environment**

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

## **Policy/Procedure Implications**

Nil

## **Financial Implications**

### **Long Term Financial Plan**

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

## **Strategic Implications**

### **Strategic Community Plan/Corporate Business Plan Implications**

#### **GOVERNANCE & ACCOUNTABILITY**

5.1 Ensure governance and administration systems, policies and processes are current and relevant.

5.1.1 Review policy categories and set ongoing accountability for review processes.

## **Consultation**

Not Applicable

## **Risk Assessment**

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

## Ordinary Council Meeting 18 May 2023 - Minutes

<b>10.2.3 Finance, Audit and Risk Management Committee Meeting</b>	
<b>Department</b>	Finance, Governance & Corporate Services Finance Risk Management
<b>Author</b>	Dianne Raymond
<b>Reference(s)</b>	403.05
<b>Attachment(s)</b>	1. Unconfirmed Minutes FARM Committee - May 2023 [10.2.3.1 - 76 pages]

**Voting Requirements**

Simply Majority

**Staff Recommendation**

That Council receives and endorse the Finance, Audit and Risk Management Committee Minutes which include the reviewed Long-Term Financial Plans.

**Council Resolution**

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

That Council receives and endorse the Finance, Audit and Risk Management Committee Minutes which include the reviewed Long-Term Financial Plans.

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

**8 / 0**  
**CARRIED UNANIMOUSLY**  
**Minute Reference OCM 2023/05-7**

**Disclosure of Interest**

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

**Background**

The Shire of Chapman Valley Finance, Audit & Risk Committee met on the 5 May 2023 via a TEAMS meeting. The Minutes of the meeting have been supplied under separate cover

**Comment**

Ordinary Council Meeting 18 May 2023 - Minutes

The Minutes and recommendations from the Finance, Audit & Risk Committee meeting dated 5 May 2023 are presented for Council consideration of endorsing the reviewed Long-Term Financial Plans.

## **Statutory Environment**

The report complies with the requirements of the:  
Local Government Act 1995 and & Local Government Audit Regulations 1996.

## **Policy/Procedure Implications**

Nil

## **Financial Implications**

### **Long Term Financial Plan**

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

## **Strategic Implications**

### **Strategic Community Plan/Corporate Business Plan Implications**

#### **GOVERNANCE & ACCOUNTABILITY**

5.1 Ensure governance and administration systems, policies and processes are current and relevant.

5.1.1 Review policy categories and set ongoing accountability for review processes.

## **Consultation**

Elected Members and staff discussed the Long-Term Financial Plan and recommended endorsement for council.

## **Risk Assessment**

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

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

## Ordinary Council Meeting 18 May 2023 - Minutes

<b>10.2.4 Differential Rating 2023/2024</b>	
<b>Department</b>	Finance, Governance & Corporate Services Finance
<b>Author</b>	Dianne Raymond
<b>Reference(s)</b>	306.08
<b>Attachment(s)</b>	1. Differential Rate Model May OCM [10.2.4.1 - 1 page] 2. Object and Reasons for Differential Rating [10.2.4.2 - 2 pages] 3. Local Public Notice [10.2.4.3 - 1 page]

**Voting Requirements**

Simply Majority

**Staff Recommendation**

That Council:

1. Provides 21 days local public notice, as required by s6.36 (1) of the Local Government Act 1995, of its intention to impose differential rates for the 2023/2024 financial year as listed below.
2. Agrees to staff using the following rates in the dollar and minimum rates as the basis for the preparation of the 2023/2024 Draft Annual Budget.

<u>Differential Rating Category</u>	<u>Rate in \$</u>	<u>Minimum Rate</u>
UV Rural	0.9778	\$400.00
UV Oakajee Industrial Estate	1.8504	\$400.00
GRV	9.9526	\$700.00

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

That Council:

1. Provides 21 days local public notice, as required by s6.36 (1) of the Local Government Act 1995, of its intention to impose differential rates for the 2023/2024 financial year as listed below.
2. Agrees to staff using the following rates in the dollar and minimum rates as the basis for the preparation of the 2023/2024 Draft Annual Budget.

<u>Differential Rating Category</u>	<u>Rate in \$</u>	<u>Minimum Rate</u>
UV Rural	0.9778	\$400.00
UV Oakajee Industrial Estate	1.8504	\$400.00
GRV	9.9526	\$700.00



## Ordinary Council Meeting 18 May 2023 - Minutes

**For** Cr Katie Low, Cr Beverley Davidson, Cr Elizabeth-Anne Elliott-Lockhart, Cr Darrell Forth, Cr Nicole Batten, Cr Peter Humphrey, Cr Trevor Royce and Cr Kirilee Warr  
**Against** Nil

8 / 0

**CARRIED UNANIMOUSLY**  
**Minute Reference OCM 2023/05-8**

## Disclosure of Interest

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

## Background

The ability to raise local government property rates is set out under the Local government Act 1995. Sections 6.33 and 6.34 of the Local Government Act 1995 allow local governments to impose differential rates and minimum payment. Section 6.36 requires local governments to give notice of certain rates before imposing. Council must consider the current Strategic Community Plan which communicates the vision for the Shire; the Corporate Business Plan describing how the vision will be achieved over the next four years along with the Long-Term Financial Plan for the next ten years. Information from all the informing documents forms part of the annual budget process. A significant component of the Shire's budget revenue is derived from property rates with the purpose of levying rates being to meet the budget requirement in order to deliver services and projects each financial year.

The Shire can apply a uniform rate or a differential rate for each of the valuation categories; it is the rate in the dollar imposed which determines whether there is a differential rate category. Local Governments under Section 6.33 of the Local Government Act 1995 have the power to implement differential rating in order to take into account certain characteristics of the rateable land. These characteristics include:

- The purpose for which the land is zoned under the town planning scheme in force;
- The predominant use for which the land is held or used as determined by the local government; and
- Whether or not the land is vacant.

Differential rates may be applied according to any, or a combination of the above characteristics. However, local governments are constrained in the range of differential rates for which they may impose. That is, a local government may not impose a differential rate which is more than twice the lowest differential rate applied by that local government unless approval from the Minister is sought.

Before imposing a differential rate, a local government must provide local public notice a copy of which is supplied under separate cover 10.2.2(c) of its intention to do so and consider any resultant submissions. Section 6.36(3)(c) of the Local Government Act requires preparation of a document describing the objects of, and the reason for, each differential rate and minimum to be available for public inspection and for public submissions to be called and considered before imposing a differential rate a copy of which is supplied under separate cover 10.2.2(b).

Historically the Shire of Chapman Valley has imposed a different rate for the Unimproved Valued land contained in the Special Control Area of the Shire of Chapman Valley Town

## Ordinary Council Meeting 18 May 2023 - Minutes

Planning Scheme set aside for the purpose of strategic industry and deep-water port known as the Oakajee Industrial Estate and buffer areas.

**Comment**

The purpose of this report is to determine whether council wish to continue with this rating methodology for the preparation of the draft 2023/2024 Annual Budget. The objective of the proposed differential rate is to ensure there is consistency with the previous year. The Gross Rental Valuation has not increased as the valuations have an effective date of 1 July 2019 and will remain so until the next revaluation (set for 2024). The Unimproved Value properties have an annual revaluation process which to date has not been received and implemented. This report has utilised the current values as at April 2023 to determine the total rates revenue per differential rate type. This was based on the 3.5% increase on the differential rate in the dollar and minimum rates set as per 2022/2023 budget adoption as per the current Long-Term Financial Plan.

The objective of the differential rate on Oakajee Industrial Estate properties is to recover from this sector an equitable share of the rates relating to the land held by Landcorp whereby the Shire of Chapman Valley should not be financially disadvantaged due to the acquisition and subsequent development of the land. In order to reduce the impact of the Oakajee development on ratepayers Council previously sought to introduce a differential rate. The annual revaluation review of all Unimproved Valuations from Landgate Valuation Services has not been received for processing.

The UV Oakajee Industrial Estate Buffer Zone category includes any property zoned Oakajee Industrial Estate and Buffer within Town Planning Scheme No.1. A rate in the dollar of 1.8504 cents on Unimproved Values with a minimum of \$400 is proposed which is a 3.54% increase to rate revenue from 2022/2023 and affects two (2) rateable assessments.

The balance of the unimproved value rating area is the UV Rural General Rate defined as: Any other property in the Shire of Chapman Valley zoned Rural within the Shire of Chapman Valley Town Planning Scheme. A rate in the dollar of 0.9778 cents on Unimproved Values with a minimum of \$400 is proposed which is a 3.54% increase to rate revenue from 2022/2023.

The advertising of a differential rate does not bind a local government to use the rate in the dollar at the time of adopting its' budget. The prime purpose of the advertisement is the opportunity for the public to prepare submissions on the existence of the differential rate and its indicative level. If a differential general rate or minimum payment differs from the proposed rate the reasons are required to be disclosed in the relevant budget and rate notice information.

A Differential Rate Model is attached under separate cover for the proposed differential rate revenue, however, is indicative only without the input of the new valuations yet to be applied to the rate book.

**Statutory Environment**

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

**Local Government Act 1995**

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*S.6.32 States that a local government, in order to make up the budget deficiency, is to impose a general rate on rateable land that may be imposed uniformly or differentially.*

*S6.33 (1) Provides that a local government may impose differential rates based upon characteristic of zoning, predominant land use, whether or not the land is vacant.*

*S6.34 States that a local government cannot without the approval of the Minister yield a general rate that exceeds 100% of the budget deficiency or less than 90% of the budget deficiency.*

*S6.35 States that a local government may impose on any rateable land in its district a minimum payment which is greater than the general rate which would otherwise be payable on that land.*

*S6.35(4) States that a minimum payment is not to be imposed on more than the prescribed percentage of a) the number of separately rated properties in the district; or b) the number of properties in each category.*

### **Financial Management Regulations**

*S5 s.52 States that the percentage prescribed for the purposes of s6.35 (4) is 50%.*

*S6.36(1) States that before imposing any differential general rates or a minimum payment applying to a differential rate category under section 6.35(6)(c) a local government is to give local public notice of its intention to do so*

*S6.36(2) States that a local government is required to ensure that a notice referred to in subsection (1) is published in sufficient time to allow compliance with the requirements specified in this section and section 6.2(1).*

*S6.36(3) States that a notice referred to in subsection (1) —*

- (a) may be published within the period of 2 months preceding the commencement of the financial year to which the proposed rates are to apply on the basis of the local government's estimate of the budget deficiency;*
- (b) is to contain —*
  - (i) details of each rate or minimum payment the local government intends to impose;*
  - (ii) an invitation for submissions to be made by an elector or a ratepayer in respect of the proposed rate or minimum payment and any related matters within 21 days (or such longer period as is specified in the notice) of the notice; and*
  - (iii) any further information in relation to the matters specified in subparagraphs (i) and (ii) which may be prescribed;*
- and*
- (c) is to advise electors and ratepayers of the time and place where a document describing the objects of, and reasons for, each proposed rate and minimum payment may be inspected.*

*S6.36(4) States that a local government is required to consider any submissions received before imposing the proposed rate or minimum payment with or without modification.*

### **Policy/Procedure Implications**

No Policy or Management Procedure affected.

### **Financial Implications**

#### **Long Term Financial Plan**

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

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2023/2024 Annual Draft Budget additional rate revenue equivalent to 3.54%

## **Strategic Implications**

Section 6.2(2) of the Local Government Act requires council in formulating the budget, to have regard to the contents of the plan for the future of the district. The proposed 3.54% rate revenue increase using differential rating remains consistent with the Long-Term Financial Plan (LTFP) endorsed at the May 2023 Ordinary Meeting of Council.

### **Strategic Community Plan/Corporate Business Plan Implications**

#### **GOVERNANCE & ACCOUNTABILITY**

5.1 Ensure governance and administration systems, policies and processes are current and relevant.

5.1.1 Review policy categories and set ongoing accountability for review processes.

#### **Consultation**

Not Applicable – consistent with the LTFP

#### **Risk Assessment**

Associated risk would be a failure to comply with the Local Government Act 1995 and relevant Financial Management Regulations requiring local governments to advertise their intent to levy differential rates prior to setting the annual budget.

A Minor Compliance Risk of Level 2 - Which will likely result in some temporary non-compliance.

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### 10.3 Chief Executive Officer

10.3.1	Public Health & Wellbeing Plan 2023-2027
<b>Department</b>	Finance, Governance & Corporate Services Chief Executive Officer
<b>Author</b>	Jamie Criddle
<b>Reference(s)</b>	Nil
<b>Attachment(s)</b>	1. Draft Shire of Chapman Valley PHP 2023-2027 [10.3.1.1 - 14 pages]

#### Voting Requirements

Simply Majority

#### Staff Recommendation

That following a period of public comment closing on the 17<sup>th</sup> May, Council considers any comments, makes any minor adjustments and adopts the Draft Shire of Chapman Valley Public Health Plan 2023 – 2027.

#### Council En Bloc Resolution - Minute Reference OCM 2023/05/-2

That following a period of public comment closing on the 17<sup>th</sup> May, Council considers any comments, makes any minor adjustments and adopts the Draft Shire of Chapman Valley Public Health Plan 2023 – 2027.

#### Disclosure of Interest

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

#### Background

Following the recent advertising of Council's Draft Public Health Plan 2023-2027, consideration is requested to adopt the plan, taking in consideration any comments made to Council.

The purpose of the Shire of Chapman Valley Public Health Plan (the Plan) is to protect, improve and promote public health and wellbeing for all residents and ratepayers in the Shire of Chapman Valley. The Plan's intent is to support all members of the community, through various life stages to enable good health and wellbeing to be enjoyed across a range of identified health issues.

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The Plan focuses on what the Shire can do directly within its functions and capacity, and through partnerships, to enhance public health, and recognises that many factors influence health and wellbeing, including those which occur within the social, built, economic and natural environments.

In partnership with key health, community, education and government organisations and private industry, the Shire of Chapman Valley is committed to implementing a range of initiatives across Council functions that contribute to the health and wellbeing of individuals and families, particularly those most vulnerable and in need of support.

The development of this Plan has used an evidenced-based framework, supported by a sound understanding and acknowledgement of the many factors in our environments and residential areas that affect health and wellbeing.

The methodology used to develop this Plan included a policy alignment process to identify existing public health priorities within the Shire, the identification of community needs and aspirations, involvement of Shire of Chapman Valley staff to identify local public health risks, advice from key stakeholders on the issues affecting their clients and communities and the integration of local health data.

Through this process a list of four Community & Public Health Outcomes were identified and include:

- Harm Minimisation
- Encourage use of recreation activities
- Promote preventative public health services & minimise disease
- Environmental Health Risk Management

It is expected that implementation of the Plan will occur through:

- the implementation of actions directly identified in this document; and
- the development and subsequent implementation of a range of action plans or existing plans that are called up, which reflect the policy directions and community issues identified in the Plan.

The Shire will measure and report against an agreed range of community health indicators to track outcomes over time. This will focus on improvements to health and wellbeing, partnerships and communication within the Shire of Chapman Valley.

Central to the development of this Plan is an acknowledgement of the need and value of integrated health planning and strong partnerships in the Shire of Chapman Valley. The nature of the Plan is dynamic, reflecting a commitment to work with partner organisations to progressively address priority health and wellbeing issues and to develop and implement a number of strategies under this Plan.

## Comment

When gazetted in 2016, the Public Health Act 2016 required a local government to develop and implement a public health plan within five (5) years. That requirement has since been amended to require local governments to initiate, support and manage public health planning

## Ordinary Council Meeting 18 May 2023 - Minutes

as well as develop and implement policies and programmes to achieve the objects of the Act.

The Plan meets the Shire's legislative obligations under the Act, and aims to establish an integrated health and wellbeing planning process that fits into existing planning frameworks and strategies within local government and can support a wider local vision for a healthier community.

The Plan aims to identify the health and wellbeing needs of the community and establish priorities and strategies for a five-year period with a focus on the following key areas:

- Healthy People and Community: – To guide and encourage our community to lead healthier lifestyles through the provision of lifestyle and educational opportunities.
- Healthy Places and Spaces: – To provide healthy places and spaces to encourage and support healthy lifestyle opportunities.
- Healthy Partnerships: – To develop collaborative partnerships with community, business, government, non-government and key stakeholders to improve health and wellbeing.

The Plan is at the same time a stand-alone document as well as dovetailing in with the State Public Health Plan for Western Australia. Where possible repetition with the State Plan has been kept to a minimum.

This document is meant to be a living Plan and will change in the future to reflect the community and the Shire's aspirations over time.

## Statutory Environment

The report complies with the requirements of the:  
Public Health Act 2016

*"A local government has the following functions in relation to the administration of this Act —*  
*(a) to initiate, support and manage public health planning for its local government district;*  
*(b) to develop and implement policies and programmes to achieve the objects of this Act within its local government district;*  
*(c) to perform the functions that are conferred on local governments by or under this Act;"*

## Policy/Procedure Implications

No Policy or Management Procedure affected.

## Financial Implications

No Financial Implications Identified.

## Strategic Implications

### Strategic Community Plan/Corporate Business Plan Implications

#### COMMUNITY HEALTH & LIFESTYLE

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

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

**COMMUNITY HEALTH & LIFESTYLE**

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

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

**Consultation**

Following the period of consultation any suggestions made will be considered and a report prepared for consideration to incorporate into the final plan. To this point, no comment has been made.

**Risk Assessment**

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



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<b>10.3.2 Bushfire Brigade Advisory Group</b>	
<b>Department</b>	Development Service Law, Order & Public Safety
<b>Author</b>	Jamie Criddle
<b>Reference(s)</b>	601.08
<b>Attachment(s)</b>	1. CV Bushfire Brigades Unconfirmed Minutes April 2023 [10.3.2.1 - 4 pages] 2. EMP 005 [10.3.2.2 - 1 page]

**Voting Requirements**

Simply Majority

**Staff Recommendation**

Council endorse:

**1. BFB 4/23-02 - Election of Officers – All One Year Terms**

6.1	Chief Fire Control Officer	Current Position Holder	A Vlahov
6.2	Deputy Chief Bushfire Control Officer	Current Position Holder	J Stokes
6.3	Fire Prevention Officer	Current Position Holder	E O'Donnell
6.4	Group Training Officer	Current Position Holder	E O'Donnell
6.5	Group Administrative Officer	Current Position Holder	Chief Executive Officer
6.6	Noxious Weed & Clover Permit Officer	Current Position Holder	A Vlahov
6.7	Fire Weather Officer	Current Position Holder	A Vlahov
	Deputy Fire Weather Officer	Current Position Holder	J Stokes

(Note: All terms of office will commence upon endorsement by Council and subject to condition stated in Corporate Management Procedure EMP-005.)

**2. BFB 4/23-03 - Appointments of Bushfire Control Officers**

- Darryl Burton – Durawah/Valentine Brigade
- Calvin Royce – Howatharra Brigade
- Neil Kupsch – Nabawa Brigade

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- Craig Mincherton – Naraling Brigade
- Jason Stokes – Yetna Brigade
- Shaun Earl – Yuna Brigade

(Note: All terms of office will commence upon endorsement by Council and subject to condition stated in Corporate Management Procedure EMP-005.)

### 3. **BFB 4/23-04 - Fire Break Notice**

The existing Bush Fire Notice as presented with annual date changes made.

### 4. **BFB 4/23-05 - Annual Inspections**

The Annual Fire Break Inspection procedures remain the same.

## **Council En Bloc Resolution - Minute Reference OCM 23/05-2**

Council endorse:

### 1. **BFB 4/23-02 - Election of Officers – All One Year Terms**

6.1	Chief Fire Control Officer	Current Position Holder	A Vlahov
6.2	Deputy Chief Bushfire Control Officer	Current Position Holder	J Stokes
6.3	Fire Prevention Officer	Current Position Holder	E O'Donnell
6.4	Group Training Officer	Current Position Holder	E O'Donnell
6.5	Group Administrative Officer	Current Position Holder	Chief Executive Officer
6.6	Noxious Weed & Clover Permit Officer	Current Position Holder	A Vlahov
6.7	Fire Weather Officer	Current Position Holder	A Vlahov
	Deputy Fire Weather Officer	Current Position Holder	J Stokes

(Note: All terms of office will commence upon endorsement by Council and subject to condition stated in Corporate Management Procedure EMP-005.)

### 2. **BFB 4/23-03 - Appointments of Bushfire Control Officers**

- Darryl Burton – Durawah/Valentine Brigade
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- Jason Stokes – Yetna Brigade
- Shaun Earl – Yuna Brigade

(Note: All terms of office will commence upon endorsement by Council and subject to condition stated in Corporate Management Procedure EMP-005.)

**3. BFB 4/23-04 - Fire Break Notice**

The existing Bush Fire Notice as presented with annual date changes made.

**4. BFB 4/23-05 - Annual Inspections**

The Annual Fire Break Inspection procedures remain the same.

**Disclosure of Interest**

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

**Background**

The Chapman Valley Bushfire Brigades Group Management Advisory Committee met at the Shire of on the 18<sup>th</sup> April 2023.

**Comment**

Rather than repeat in formation I refer Councillors to the Minutes at **Attachment CV Bushfire Brigades Unconfirmed Minutes April 2023**

**Statutory Environment**

The report complies with the requirements of the:  
Local Government Act 1995  
Bushfire Act, 1954

**Policy/Procedure Implications**

A Policy or Procedure is affected:  
Works and Services Policy & Procedures

Council's Management Procedure EMP-005 provides guidelines and procedures for the appointment of Bush Fire Control Officers

**Financial Implications**

No Financial Implications Identified.

**Strategic Implications**

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### **Strategic Community Plan/Corporate Business Plan Implications**

#### **GOVERNANCE & ACCOUNTABILITY**

5.1 Ensure governance and administration systems, policies and processes are current and relevant.

5.1.1 Review policy categories and set ongoing accountability for review processes.

#### **Consultation**

The Chapman Valley Bushfire Brigades Group Management Advisory Committee comprises of the following:

##### President (Presiding Member) and 2 x Councillors

Cr Warr (President)

Cr Royce

Cr Humphrey

CBFCO

DCBFCO

All Brigade FCOs

Chief Executive Officer

Senior Ranger

##### Observers

1 x DFES Rep.

1 x DBCA Rep.

The consultation process is ongoing throughout the year by way of emails, telephone discussions, etc. as well as the pre-season meeting and the annual Bush Fire Brigades Group Management Advisory Committee meeting.

#### **Risk Assessment**

A Minor Compliance Risk of Level 2 - Which will likely result in some temporary non-compliance.

A Moderate Property Risk of Level 3 - Likely resulting in localised damage requiring external resources to rectify.

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10.3.3	<b>Local Operation Recovery Plan - Chapman Valley - Northampton</b>
<b>Department</b>	Finance, Governance & Corporate Services Chief Executive Officer
<b>Author</b>	Jamie Criddle
<b>Reference(s)</b>	603.05
<b>Attachment(s)</b>	1. DRAFT Chapman Valley and Northampton LORP [10.3.3.1 - 3 pages]

**Voting Requirements**

Simply Majority

**Staff Recommendation**

Council adopt the Local Operation Recovery Plan (as presented) for the disaster event (Cyclone Seroja) for the Shires of Chapman Valley and Northampton and advise the Local Recovery Coordination Group (LRCG) and DFES of the adoption.

**Council En Bloc Resolution - Minute Reference OCM 23/05-2**

Council adopt the Local Operation Recovery Plan (as presented) for the disaster event (Cyclone Seroja) for the Shires of Chapman Valley and Northampton and advise the Local Recovery Coordination Group (LRCG) and DFES of the adoption.

**Disclosure of Interest**

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

**Background**

Severe Tropical Cyclone Seroja crossed the Western Australian coast south of Kalbarri on 11 April 2021, as a Category 3 system. STC Seroja is the strongest system to have hit the Midwest Gascoyne region. It impacted a population of almost 50,000 covering an area of more than 170,000 square kilometres and 16 local government areas.

A Local Recovery Coordination Group (LRCG) has been established by the Shire of Chapman Valley and the Shire of Northampton, two of the most impacted Shires. The LRCG is preparing a Local Operational Recovery Plan to identify objectives, actions, governance arrangements, resources and priorities to guide ongoing recovery efforts by the two Shires.

A Term of Reference for the group was outlined early in the piece to guide the LRCG in preparing a suitable Local Operational Recovery Plan for the two districts. (attached)

## Comment

The Local Operational Recovery Plan was presented to Council in June 2021 but as the Shire of Northampton had not yet presented the plan to Council, the Shire of Chapman Valley reviewed their document in preparation for future adoption.

Since the Shire of Northampton adoption, there have been a couple of minor adjustments to the plan:

**Built Environment** (Priority 3 Multipurpose Community Centre for Kalbarri) – Text has been added to include Future upgrades to the Nabawa Recreation Centre to ensure adequate facilities are in place to continue service delivery during an emergency,

**Economic Environment** (Priority 5 Economic & Community Development Coordination) – Text was included for the creation of a 3 yr. joint funded Economic Development officer to assist lost/existing businesses post DFES recovery

The State Government recently announced new programs to boost resilience and recovery totalling \$9.2 million.

“Sixteen local government areas were impacted after STC Seroja crossed the Kalbarri coast on 11 April 2021, destroying homes, businesses and critical infrastructure.

Emergency Services Minister Stephen Dawson today announced two new programs to boost the ongoing recovery process.

The funding was requested by local governments to support their communities' long-term recovery as they near the two-year anniversary of the cyclone crossing.

The 2023-24 State Budget will include \$8 million for a new grants scheme, where all 16 local governments will be eligible for up to \$500,000 for projects to improve resilience in their communities.

The projects could include upgrades to community centres to help withstand future weather events or funding for the demolition of properties abandoned in the wake of the cyclone.

In addition, \$1.2 million will be provided to five of the worst affected local governments under the Community Benefit Fund. The Shire of Northampton will receive \$400,000 while the Shires of Chapman Valley, Morawa, Mingenew and Perenjori will receive \$200,000. The money will go towards programs and activities that have been identified by local governments and community members to support the ongoing recovery.

The \$9.2 million commitment is the latest investment in the recovery of the region and is in addition to grants and financial assistance, clean-up and rebuild support and the provision of wellbeing support services provided over the past two years.

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The LRCG met in Kalbarri on Tuesday 2<sup>nd</sup> May to discuss possible projects/programs for the approved funding. The results of this are listed in the attached LRCG minutes

**Statutory Environment**

This report has no statutory environment requirements.

**Policy/Procedure Implications**

No Policy or Management Procedure affected.

**Financial Implications**

No Financial Implications Identified.

It is important to note that Local Governments are the key driver for the local recovery process with all recovery tasks requiring external and internal funding. Council will need to ensure that sufficient resources are secured to aid in the recovery effort.

**Strategic Implications****Strategic Community Plan/Corporate Business Plan Implications****GOVERNANCE & ACCOUNTABILITY**

5.3 Make informed decisions within resources and areas of responsibility.

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

**Consultation**

Chapman Valley Northampton Local Recovery Coordination Group (LRCG)

Sam Edwards Community Recovery Officer, DFES

**Risk Assessment**

A Moderate Service Disruption Risk of Level 3 - Which will likely result in medium term temporary interruptions with backlogs cleared in less than one week.

A Minor Property Risk of Level 2 - Likely resulting in localised damage rectified by routine internal procedures.

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<b>10.3.4 Local Government Elections</b>	
<b>Department</b>	Finance, Governance & Corporate Services Chief Executive Officer
<b>Author</b>	Jamie Criddle
<b>Reference(s)</b>	402.00
<b>Attachment(s)</b>	1. Chapman Valley Elections [10.3.4.1 - 2 pages]

**Voting Requirements**

Simply Majority

**Staff Recommendation**

That Council, as per Minute Reference: 06/19-7 continue to utilise the WA Electoral Commission for the 2023 Ordinary Postal Election.

**Council En Bloc Resolution - Minute Reference OCM 23/05-2**

That Council, as per Minute Reference: 06/19-7 continue to utilise the WA Electoral Commission for the 2023 Ordinary Postal Election.

**Disclosure of Interest**

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

**Background**

The next local government ordinary elections will be held on 21 October 2023. While this is still some distance in the future, the WA Electoral commission has enclosed an estimate for your next ordinary election (should you wish to hold a postal election) to assist in your 2023/2024 budget preparations.

The estimated cost for the 2023 election if conducted as a postal ballot is \$18,000 inc GST, which has been based on the following assumptions:

1. 1100 electors
2. response rate of approximately 55%
3. 4 vacancies
4. count to be conducted at the offices of the Shire of Chapman Valley
5. appointment of a local Returning Officer
6. regular Australia Post delivery service to apply.



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7.

8.

An additional amount of \$250 will be incurred if your Council decides to opt for the Australia Post Priority Service for the lodgement of election packages.

The Commission is required by the Local Government Act to conduct local government elections on a full cost recovery basis. The price you have been quoted is an estimate only, and the final cost incurred may vary depending on a range of factors.

Costs not incorporated in this estimate include:

9. any legal expenses other than those that are determined to be borne by the Western Australian Electoral Commission incurred as part of an invalidity complaint lodged with the Court of Disputed Returns
10. the cost of any casual staff to assist the Returning Officer on election day or night
11. any unanticipated costs arising from public health requirements for the COVID-19 pandemic.

## Comment

Council's recommendation at the June 2019 OCM Minute Reference: 06/19-7:

That Council:

1. Resolve, in accordance with section 4.61(2) of the Local Government Act 1995, the method of conducting all future Local Government Elections and Polls will be as Postal Election (Ordinary and Extraordinary);
2. Declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Western Australian Electoral Commissioner to be responsible to conduct all future Local Government Election and Polls as Postal Elections (Ordinary and Extraordinary);
3. Council reserves the right to review this position at any time, subject to budgetary constraints and any decision to terminate the contract with the Western Australian Electoral Commissioner not being able to be made after the 80th day being the legislative cut-off period of an election process as any time after this date renders the services from the WAEC having already commenced.

This automatically approves Postal Elections to be conducted by the WAEC, unless otherwise wishing to terminate the contract.

The 2013 was the first Council Ordinary Election conducted by postal election with the 2015, 2017 and 2019 also being Postal Elections. This has resulted in a significant increase in voter participation i.e.

- |      |   |
|------|---|
| 2011 | NE Ward 18.6% Participation (In-Person) |
|      | SE Ward 23.9% Participation (In-Person) |
| 2013 | NE Ward 52.9% Participation (Postal)    |
|      | SE Ward 44.4% Participation (Postal)    |
| 2015 | NE Ward – No Election                   |
|      | SE Ward 37.28% Participation (Postal)   |

### No Ward System

- |      |                 |
|------|-----------------|
| 2017 | 51.66% (Postal) |
| 2019 | 55.00% (Postal) |
| 2021 | No Election     |

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The above figures indicate a significant increase in voter participation between the last *In-Person* Election (2011) and the subsequent three *Postal Elections* (2013, 2015 & 2017) along with the fact the cost are basically the same when compared with staff time and resources to contracting the WAEC to undertake this function. This make it imperative to retain the *Postal Election* process for all future Elections to be continued. It would be disappointing for the Shire to revert back to the old *In-Person* procedure for conducting Local Government Elections as this would obviously minimise interest and participation in the elections.

The other important advantage with the WAEC being the contractor for the *Postal Election* process is the fact this distances the Chief Executive Officer and most Shire staff from the election process, therefore removing any accusations of staff influence throughout the election process.

## Statutory Environment

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

Local Government Act 1995 and Local Government (Election) Regulations

### 4.20. CEO to be returning officer unless other arrangements made

*A local government may, having first obtained the written agreement of the Electoral Commissioner, declare\* the Electoral Commissioner to be responsible for the conduct of an election, or all elections conducted within a particular period of time, and, if such a declaration is made, the Electoral Commissioner is to appoint a person to be the returning officer of the local government for the election or elections.*

*\* Absolute majority required.*

### 4.61. Choice of methods of conducting election

- (1) The election can be conducted as a —  
***postal election*** which is an election at which the method of casting votes is by posting or delivering them to an electoral officer on or before election day; or  
***voting in person election*** which is an election at which the principal method of casting votes is by voting in person on election day but at which votes can also be cast in person before election day, or posted or delivered, in accordance with regulations.
- (2) *The local government may decide\* to conduct the election as a postal election.*  
*\* Absolute majority required.*
- (3) *A decision under subsection (2) has no effect if it is made after the 80th day before Election Day unless a declaration has already been made in respect of an election for the*

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*local government and the declaration is in respect of an additional election for the same local government.*

*(4) A decision under subsection (2) has no effect unless it is made after a declaration is made under section 4.20(4) that the Electoral Commissioner is to be responsible for the conduct of the election or in conjunction with such a declaration.*

*(5) A decision made under subsection (2) on or before the 80th day before election day cannot be rescinded after that 80th day.*

*(6) For the purposes of this Act, the poll for an election is to be regarded as having been held on election day even though the election is conducted as a postal election.*

*(7) Unless a resolution under subsection (2) has effect, the election is to be conducted as a voting in person election.*

## **Policy/Procedure Implications**

No Policy or Management Procedure affected.

## **Financial Implications**

### **Budgetary Implications**

The budget will be affected in the following ways:

The 2019 Postal Elections (last one held) cost \$13,363 with the estimated cost for this year to be \$16,363 (ex GST)

## **Strategic Implications**

Maximising Elector participation at Local Government Elections should be the main priority when deciding the form in which the election process should be undertaken. It is proven the percentage of voter participation at *Postal Elections* significantly exceeds participation at *In-Person Elections*.

## **Strategic Community Plan/Corporate Business Plan Implications**

### **COMMUNITY HEALTH & LIFESTYLE**

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

1.1.2 Determine a whole of Shire community integration approach.

## **Consultation**

Informal discussions have occurred between the WAEC and Chief Executive Officer.

## **Risk Assessment**

A Moderate Reputational Risk of Level 3 - Which will likely result in substantiated, public embarrassment, moderate impact, moderate news profile.

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<b>10.3.5 Authorised Officers</b>	
<b>Department</b>	Development Service Animal Control  Finance, Governance & Corporate Services Chief Executive Officer
<b>Author</b>	Jamie Criddle
<b>Reference(s)</b>	604.00
<b>Attachment(s)</b>	Nil

**Voting Requirements**

Absolute Majority

**Staff Recommendation**

That Council:

1. Appoint the following persons:

Jameon Criddle;  
Erskine Kelly;  
Earl O'Donnell;  
Cameron Sutherland;  
Peter Smith and  
Robert McKenzie

As authorised persons in accordance with the following acts:

Section 449 of the Local Government (Miscellaneous Provisions) Act 1960;  
Section 9.10 of the Local Government Act 1995 for Local Laws;  
Section 17(1) of the Caravan Parks and Camping Grounds Act 1995;  
Section 29(1) of the Dog Act 1976 and Regulations;  
Section 38(1) of the Bush Fires Act 1954 and Regulations;  
Section 26(1) of the Litter Act 1979;  
Section 38(3) of the Control of Vehicles (Off Road Areas) Act 1978;  
Shire of Chapman Valley Local Laws; and

2. Appoint the following persons as registration officers in accordance with the Dog Act 1976 and Regulations:

Jameon Criddle;  
Dianne Raymond;  
Beau Raymond;  
Jennifer Chapman;  
Anne-Marie Cox;  
Rachael Galloway;  
Kasey Brown; and

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Earl O'Donnell  
Cameron Sutherland

3. Cancel all previous appointments.

#### **Council En Bloc Resolution - Minute Reference OCM 23/05-2**

That Council:

1. Appoint the following persons:

Jameon Criddle;  
Erskine Kelly;  
Earl O'Donnell;  
Cameron Sutherland;  
Peter Smith and  
Robert McKenzie

As authorised persons in accordance with the following acts:

Section 449 of the Local Government (Miscellaneous Provisions) Act 1960;  
Section 9.10 of the Local Government Act 1995 for Local Laws;  
Section 17(1) of the Caravan Parks and Camping Grounds Act 1995;  
Section 29(1) of the Dog Act 1976 and Regulations;  
Section 38(1) of the Bush Fires Act 1954 and Regulations;  
Section 26(1) of the Litter Act 1979;  
Section 38(3) of the Control of Vehicles (Off Road Areas) Act 1978;  
Shire of Chapman Valley Local Laws; and

2. Appoint the following persons as registration officers in accordance with the Dog Act 1976 and Regulations:

Jameon Criddle;  
Dianne Raymond;  
Beau Raymond;  
Jennifer Chapman;  
Anne-Marie Cox;  
Rachael Galloway;  
Kasey Brown; and  
Earl O'Donnell  
Cameron Sutherland

3. Cancel all previous appointments.

#### **Disclosure of Interest**

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

#### **Background**

With the appointment of the new Trainee Ranger (Cameron Sutherland), and the addition of new employees in previous years, Council is required to appoint staff as authorised persons to enforce the provisions of various laws and regulations.

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## Comment

It is recommended that Council appoint the following persons:

Jameon Criddle;  
Erskine Kelly;  
Earl O'Donnell;  
Cameron Sutherland;  
Peter Smith and  
Robert McKenzie

As authorised persons in accordance with the following acts:

Section 449 of the Local Government (Miscellaneous Provisions) Act 1960;  
Section 9.10 of the Local Government Act 1995 for Local Laws;  
Section 17(1) of the Caravan Parks and Camping Grounds Act 1995;  
Section 29(1) of the Dog Act 1976 and Regulations;  
Section 38(1) of the Bush Fires Act 1954 and Regulations;  
Section 26(1) of the Litter Act 1979;  
Section 38(3) of the Control of Vehicles (Off Road Areas) Act 1978;  
Shire of Chapman Valley Local Laws

The following persons have been authorised as Registration Officers in accordance with the Dog Act 1976 and Regulations:

Jameon Criddle;  
Dianne Raymond;  
Beau Raymond;  
Jennifer Chapman;  
Anne-Marie Cox;  
Rachael Galloway;  
Kasey Brown; and  
Earl O'Donnell  
Cameron Sutherland

## Statutory Environment

The report complies with the requirements of the:

Local Government Act 1995

Local Government Act (Miscellaneous Provisions) 1960, Part XX (Ranger/Pound Keeper);

Local Government Act 1995, Part 3—Executive Functions of Local Government and Part 9—Miscellaneous Provisions;

Caravan and Camping Grounds Act 1995;

Dog Act 1976 and Regulations;

Bush Fires Act 1954 and Regulations;

Litter Act 1979 and Regulations;

Control of Vehicles (Off Road Areas) Act 1978 and Regulations;

Shire of Chapman Valley Local Laws.

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### **Policy/Procedure Implications**

No Policy or Management Procedure affected.

### **Financial Implications**

No Financial Implications Identified.

### **Strategic Implications**

Nil

### **Strategic Community Plan/Corporate Business Plan Implications**

#### **COMMUNITY HEALTH & LIFESTYLE**

1.4 Maintain and enhance community safety and security.

1.4.2 Enhance community and property security.

#### **ENVIRONMENT & SUSTAINABILITY**

3.4 Manage the impact of waste, water, weed and vermin control on the environment.

3.4.2 Address weed and vermin control.

### **Consultation**

Nil

### **Risk Assessment**

A Minor Health Risk of Level 2 - Which could result in first aid injuries.

A Minor Service Disruption Risk of Level 2 - Which will likely result in short term temporary interruptions with backlogs cleared in less than one day.

A Minor Compliance Risk of Level 2 - Which will likely result in some temporary non-compliance.

## Ordinary Council Meeting 18 May 2023 - Minutes

<b>10.3.6 Community Growth Fund Applications</b>	
<b>Department</b>	Development Service Community Development  Finance, Governance & Corporate Services Chief Executive Officer
<b>Author</b>	Jamie Criddle
<b>Reference(s)</b>	205.00
<b>Attachment(s)</b>	1. Unconfirmed Minutes CGF Advisory Group [10.3.6.1 - 5 pages]

**Voting Requirements**

Simply Majority

**Staff Recommendation**

1. Minute Ref: CGF 03/22-4 Community Growth Fund Allocations

That Council receives the minutes from the 29 March 2023 Community Growth Fund Advisory Group meeting and endorses the following funding allocation under the Shire of Chapman Valley's Community Growth Funds for 2023/2024 budget consideration:

Yuna Playgroup	Outdoor play area	\$ 5,290.30
Chapman Valley Agricultural Society	BBQ	\$ 5,000.00
Chapman Valley Football Club	Coaches Boxes redevelopment, <i>grant funding subject too leveraging other external grant funding to achieve the original scope of works</i>	\$ 10,000.00
Chapman Valley Basketball Club	Uniform upgrade, <i>grant funding subject to the inclusion of the official Shire of Chapman Valley logo on playing jerseys</i>	\$ 8,400.00

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

9:10 am, That as per part 17.1 of the Shire of Chapman Valley Standing Order Local Laws 2016, Council suspend the operation of the following clauses to allow sufficient discussion of item 10.3.6:

8.5 Priority when speaking,  
8.7 Relevance,



## Ordinary Council Meeting 18 May 2023 - Minutes

8.8 Speaking twice,  
8.9 Duration of speeches

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

**Against** Cr Kirrilee Warr

7 / 1

**CARRIED**

**Minute Reference OCM 2023/05-9**

### Council Resolution

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

1. Minute Ref: CGF 03/22-4 Community Growth Fund Allocations

That Council receives the minutes from the 29 March 2023 Community Growth Fund Advisory Group meeting and endorses the following funding allocation under the Shire of Chapman Valley's Community Growth Funds for 2023/2024 budget consideration:

Yuna Playgroup	Outdoor play area	\$ 5,290.30
Chapman Valley Agricultural Society	BBQ	\$ 5,000.00
Chapman Valley Football Club	Coaches Boxes redevelopment, <i>grant funding subject too leveraging other external grant funding to achieve the original scope of works</i>	\$ 10,000.00
Chapman Valley Basketball Club	Uniform upgrade, <i>grant funding subject to the inclusion of the official Shire of Chapman Valley logo on playing jerseys</i>	\$ 8,400.00

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

**Against** Nil

8 / 0

**CARRIED UNANIMOUSLY**

**Minute Reference OCM 2023/05-10**

Discussion was undertaken on the item.

### Council Resolution

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

9:20 am, That as per part 17.1 of the Shire of Chapman Valley Standing Order Local Laws 2016, Council reinstate the operation of the following clauses to allow sufficient discussion of item 10.3.6:

8.5 Priority when speaking,

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8.7 Relevance,  
8.8 Speaking twice,  
8.9 Duration of speeches

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

**Against** Nil

8 / 0

**CARRIED UNANIMOUSLY**  
**Minute Reference OCM 2023/05-11**

## Disclosure of Interest

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

## Background

Council has in previous budgets set an amount aside of \$30,000 for Community Growth Fund (CGF) applications. Applications opened 14 February 2023 and closed 17 March 2023 with the Community Growth Fund Advisory Group meeting held on 28 March 2023 for evaluation of all applications in readiness for Council determination.

## Comment

The Shire of Chapman Valley Community Growth Fund (CGF) Advisory Group comprises of the following Council appointed representatives:

Cr Kirrilee Warr (Presiding Member)

Cr Bev Davidson

Cr Royce

Cr Low

Chief Executive Officer

Manager Finance & Corporate Services

Community Development Officer

The purpose of the Advisory Group is as follows:

“Evaluate applications received for funding under the Shire of Chapman Valley Community Growth Fund program in accordance with Guidelines, policies and procedures set by Council and make recommendations to Council to allocate funds.”

A copy of the Unconfirmed Minutes of the CGF Advisory Group held on the 28 March 2023 is provided at Attachment *Unconfirmed Minutes CGF Advisory Group*.

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- Total of all Submissions received - \$50,685

## **Statutory Environment**

This report has no statutory environment requirements.

## **Policy/Procedure Implications**

A Policy or Procedure is affected:  
Organisational Corporate Policy & Procedures

## **Financial Implications**

### **Budgetary Implications**

The budget will be affected in the following ways:

The 2023/2024 Budget will be determined by Councils resolution.

## **Strategic Implications**

Supporting Community organisations and individuals in accordance with the CGF Operational Procedures is designed to develop and assist the Chapman Valley community. It is also designed to remove the ongoing, periodical requests for funding assistance requests made to Council.

## **Strategic Community Plan/Corporate Business Plan Implications**

### **COMMUNITY HEALTH & LIFESTYLE**

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

1.1.3 Identify all volunteers and determine their support needs.

## **Consultation**

The Community Development Officer has had regular dialogue with the groups and individuals within the community to explain the CGF Operational Procedures and will continue to do this.

## **Risk Assessment**

An Insignificant Financial Impact Risk of Level 1 - Which will likely be less than \$1,000.  
A Minor Reputational Risk of Level 2 - Which will likely result in substantiated, low impact, low news item.

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<b>10.3.7 CEO Performance Review</b>	
<b>Department</b>	Finance, Governance & Corporate Services Chief Executive Officer Human Resources
<b>Author</b>	Jamie Criddle
<b>Reference(s)</b>	Enter-Text-Here-(Arial Size 11 ONLY)
<b>Attachment(s)</b>	1. CEO Standards Policy CP-023 [ <b>10.3.7.1</b> - 6 pages]

**Voting Requirements**

Simply Majority

**Staff Recommendation**

That Council:

1. Appoints the Shire President, Deputy Shire President and Cr(s) \_\_\_\_\_ to undertake the Chief Executive Officer Annual Performance Appraisal and Remuneration Review for 2022 and bring this back to Council for consideration and work with the Chief Executive Officer to formulate sufficient Key Performance Indicators(KPI's) for the ensuing 12 month period.
2. Provide the Chief Executive Officer written notice of his Annual Performance Appraisal and Remuneration Review to be undertaken.

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

That Council:

1. Appoints the Shire President, Deputy Shire President and Cr(s) Batten & Royce to undertake the Chief Executive Officer Annual Performance Appraisal and Remuneration Review for 2022 and bring this back to Council for consideration and work with the Chief Executive Officer to formulate sufficient Key Performance Indicators(KPI's) for the ensuing 12 month period.
2. Provide the Chief Executive Officer written notice of his Annual Performance Appraisal and Remuneration Review to be undertaken.

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

**8 / 0**  
**CARRIED UNANIMOUSLY**  
**Minute Reference OCM 2023/05-12**

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## Disclosure of Interest

Officer: Jameon Criddle (Employee or Consultant) Type of conflict: Financial

## Background

The purpose of this Agenda Item is to commence the process to undertake the Chief Executive Officer's Annual Performance Appraisal and Remuneration Review for 2022 and to formulate and adopt the Key Performance Indicators (KPI's) for the Chief Executive Officer, in accordance with the Local Government Act 1995 section 5.38 and the Chief Executive Officer's contract of employment.

In accordance with Council Policy CMP - 23 - Mandatory Standards for CEO Recruitment, Performance and Termination, Council and the CEO must agree on the performance review process, and any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.

Clause 4.1 of the employment contract for the Chief Executive Officer states that the initial KPI's are to be agreed and set by Council within the first three months of the contract start date.

## Comment

The Chief Executive Officer commenced with the Shire of Chapman Valley on 27th January 2022 and after a successful probationary period the initial contract was endorsed for a five-year period to January 2027.

In December 2019 the DLGSCI developed a Draft Consultation Paper titled "*Standards & Guidelines for Local Government CEO Recruitment & Selection, Performance Review & Termination*". This Draft Paper was strongly rejected by the local government authorities and WALGA, resulting in no legislative amendment being developed for parliamentary consideration on these matters at this stage. Therefore the guidance given by WALGA is for local government authorities to continue as they have in the past until the Draft Paper dealing with the recruitment, selection, performance review and termination of a CEO can be revisited.

An extract from the Draft Paper referring to the CEO's performance review is provided at **Attachment CEO Standards Policy CP-023** for information only and with the understanding Council is not obligated to introduce any of the suggestions/recommendation included in the Draft Paper as these have been rejected and opposed by the local government industry at this stage. I do believe some of the suggestions/recommendations within the Draft Paper do have some merit. However, feel it is sound to stay with the current system for now and deal with any legislative amendment as they occur.

## Statutory Environment

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

## Policy/Procedure Implications

A Policy or Procedure is affected:  
HR & Induction Policy & Procedures

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## **Financial Implications**

### **Budgetary Implications**

The budget will be affected in the following ways:

The 2023/2024 Budget has not been completed as yet and will be guided by the Sub-Committees decisions.

## **Strategic Implications**

Undertaking a strong recruitment process to appoint a replacement CEO is sound and the use of a recruitment consultant will strengthen this process and hopefully a positive outcome.

### **Strategic Community Plan/Corporate Business Plan Implications**

#### **GOVERNANCE & ACCOUNTABILITY**

5.3 Make informed decisions within resources and areas of responsibility.

5.3.2 Regular and relevant briefings to Elected Members.

## **Consultation**

The performance appraisal and remuneration review requires consultation to be evident between the Council and the Chief Executive Officer. The President, Deputy President, Cr Batten & Royce were member of the previous committee.

## **Risk Assessment**

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

An Insignificant Reputational Risk of Level 1 - Which will likely result in unsubstantiated, low impact, low profile or 'no news' item.

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**11 Elected Members Motions**

The Council has not received any notice of motion from an elected member at the time of writing this report.

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

Nil

**13 Delegates Reports**

That council receive the following Delegates Reports - May 2023.

Delegate	Details
Cr Kirilee Warr (President)	Fortescue Future Industries Meeting
	BP Australia Meeting
	Drought Resilience Ministers Announcement
	Cyclone Recovery Meeting
	Catch up with NR President & Vice President
	FARM Meeting
Cr Darrell Forth (Deputy President)	CVAS Meeting
	FARM Meeting
	Pilot Energy Public Consultation - Seismic Tests
	Budget Breakfast with Roger Cook
Cr Nicole Batten	Drought Resilience Ministers Announcement
Cr Beverley Davidson	Nil
Cr Elizabeth Elliott-Lockhart	Nil
Cr Peter Humphrey	Nil
Cr Catherine Low	Nil
Cr Trevor Royce	Nil

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**14 Announcements by Presiding Member Without Discussion**

No announcements were made by the Presiding Member throughout the course of the meeting.

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

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

Council close the meeting to the public for Agenda Items 15.1 in accordance with the *Local Government Act, 1995* due to the item dealt with a matter affecting an employee or employees as per Section 5.23(a).

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

**Against** Nil

8 / 0

**CARRIED UNANIMOUSLY**  
Minute Reference OCM 2023/05-13

9:41 am - Meeting closed to the public

**15.0.1****Confidential Items****Department**

Development Service

Building

Finance, Governance & Corporate Services

Chief Executive Officer

**Author**

Jamie Criddle

**Reason for Confidentiality****CONFIDENTIAL REPORT**

Reason for confidentiality - *Local Government Act 1995, Section 5.23(a) - A matter affecting an employee or employees.*

**CONFIDENTIAL ATTACHMENT**

Reason for confidentiality - *Local Government Act 1995, Section 5.23(a) - A matter affecting an employee or employees.*

**Council Resolution**

**Moved:** Cr Trevor Royce **Seconded:** Cr Darrell Forth



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Council endorse the contract for the extension of employment of Anthony Abbott to the position of Building Surveyor/Projects Officer for the Shire of Chapman Valley for the period of five years commencing on the 16th November 2022 in accordance with section 5.37 and 5.39 of the *Local Government Act 1995*.

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

8 / 0  
**CARRIED UNANIMOUSLY**  
Minute Reference OCM 2023/05-14

**Council Resolution**

**Moved:** Cr Darrell Forth    **Seconded:** Cr Elizabeth-Anne Elliott-Lockhart

Council open the meeting to the public.

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

8 / 0  
**CARRIED UNANIMOUSLY**  
Minute Reference OCM 2023/05-15

9:44 am - Meeting open to the public

**16 Closure**

The Shire President thanked Elected Members and Staff for their attendance and closed the Ordinary Council Meeting 18 May 2023 at 9:45 am.

## **9 Items to be dealt with En Bloc**

## 10 Officer Reports

### 10.1 Deputy Chief Executive Officer

10.1.1	Unconstructed Road Closure
Department	Development Service Planning
Author	Simon Lancaster
Reference(s)	A1528
Attachment(s)	1. NWAC Letter of Support 28.5.23 [10.1.1.1 - 2 pages]

### Voting Requirements

Simply Majority

### Staff Recommendation

That Council:

- 1 Pursuant to Section 58 of the *Land Administration Act 1997* initiate closure action for the unconstructed, unnamed road reserve across Lot 2075 Old-Nabawa Northampton Road, Nabawa and its amalgamation into Lot 2075 as shown upon the plan included as Figure 10.1.1(a) to this report.
- 2 Request that the Department of Planning, Lands & Heritage waive its costs (inclusive of land valuation/acquisition costs and document preparation fees/costs) relating to the closure and disposal of the road reserve across Lot 2075 and provide copy of the supporting correspondence from the Naaguja Warangkarri Aboriginal Corporation to the Department.

### Disclosure of Interest

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

### Background

An unformed 450m long road reserve runs across Lot 2075 Old Nabawa-Northampton Road which is considered surplus to Shire requirements and negatively impacts the landowner. This report recommends that Council commence the public advertising period of the road closure process (following which the matter is required to be returned to Council for further consideration). This report also recommends that Council request that the Department of Planning Lands & Heritage (DPLH) waive the land purchase cost and associated fees for the landowner in this instance.

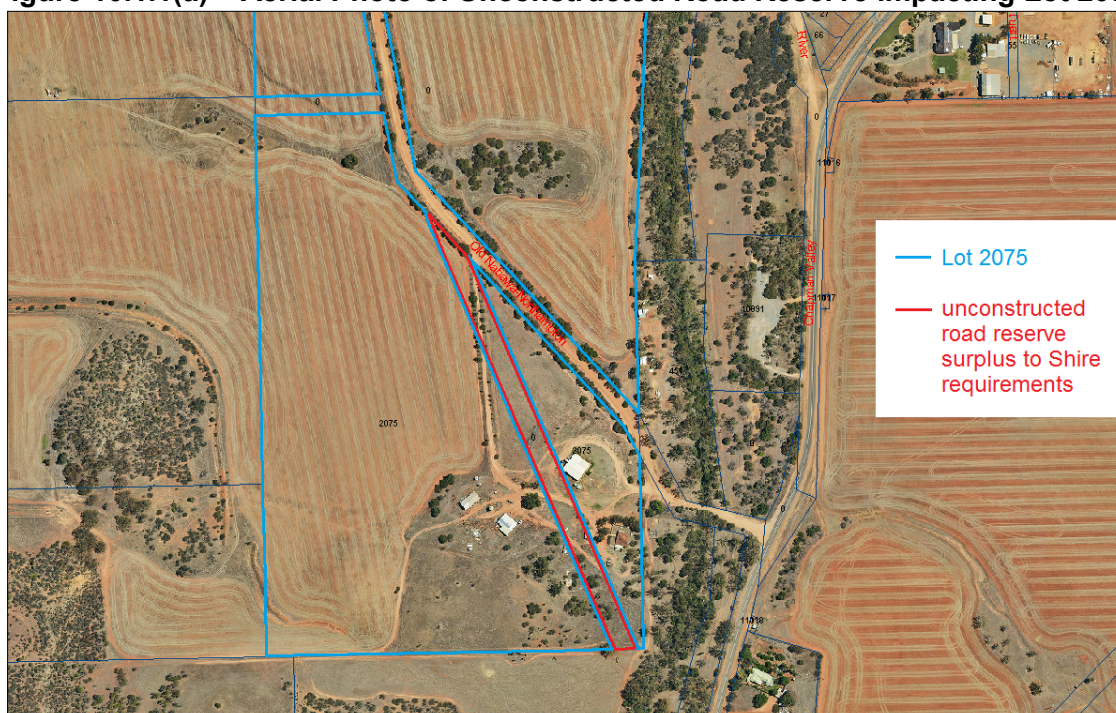
### Comment

Lot 2075 Old Nabawa-Northampton Road, Nabawa is owned by the Naaguja Warangkarri Aboriginal Corporation and contains the residence, cultural centre and farm outbuildings that serve the wider farm landholding.

A 450m long, 20m wide road reserve with an approximate area of 9,517m<sup>2</sup> runs across Lot 2075 splitting the cultural centre from the residence and sheds. The road reserve is not constructed on-ground and is surplus to Shire requirements.

The closure and disposal of the unconstructed road reserve would benefit the Shire by removing an unrequired asset and would benefit the Naaguja Warangkarri Aboriginal Corporation as the alignment runs in immediate proximity to, and between, the buildings upon their farm.

**Figure 10.1.1(a) – Aerial Photo of Unconstructed Road Reserve impacting Lot 2075**



As part of the Nanson Showground Land Exchange, whereby 9.7ha of privately owned land is to be provided by the neighbouring landowner (Ballycastle Pty Ltd) to amalgamate into the Nanson Showground in exchange for 10.21ha of Crown Land being provided to the private landowner, the Shire was required to reach agreement for the taking of native title rights.

The Shire identified that the 9.5657ha Reserve 9061 on the western side of Chapman Valley Road (opposite the Nabawa Cemetery) was surplus to its requirements and considered it appropriate that this parcel should be included in the native title settlement. As a side matter the Shire also considered that the 9,517m<sup>2</sup> unformed road reserve that runs across Lot 2075 should also form part of the native title settlement.

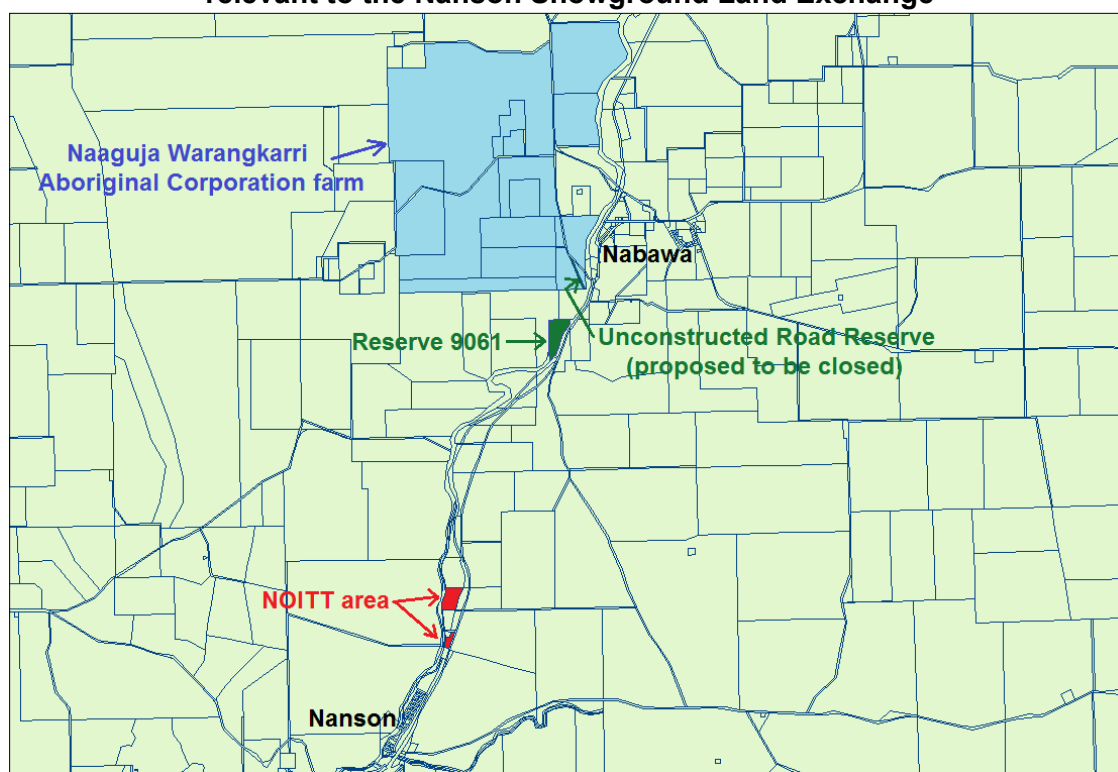
Council resolved at its 18 March 2020 meeting as follows:

*“That Council:*

- 1 *Advise the Yamatji Marlpa Aboriginal Corporation that it agrees to Reserve 9061 being included within the Yamatji Nation Indigenous Land Use Agreement in exchange for the withdrawal of its objection to Notice of Intention to Take N982297.*

- 2 Advise the Department of Planning, Lands & Heritage of Council's resolution relevant to Reserve 9061 and, as a separate matter, advise the Department that Council supports the inclusion of the approximately 9,517m<sup>2</sup> unconstructed road reserve running across Lot 2075 Old Nabawa-Northampton Road, Nabawa into the Yamatji Nation Land Use Agreement and it being provided into the surrounding Naaguja Warangkarri Aboriginal Corporation freehold title landholding."

**Figure 10.1.1(b) – Land parcels in the native title discussions relevant to the Nanson Showground Land Exchange**



The native title claimants advised on 3 August 2020 that the objection to the native title notice of intent (NOITT) had been withdrawn enabling the Shire and the DPLH to commence finalisation of the Nanson Showground Land Exchange with Ballycastle Pty Ltd.

Reserve 9061 was included in the Yamatji Nation Indigenous Land Use Agreement Committed Land package.

However, the DPLH advised that due to timing it was unable to coordinate the inclusion of the road reserve across Lot 2075 into the Yamatji Nation Land Use Agreement, but that this could be considered as a separate formal road closure and disposal action.

The Shire made query with DPLH as to whether the land purchase costs that would normally be required to be paid to the DPLH by the acquiring landowner (in this case being the Naaguja Warangkarri Aboriginal Corporation) could be waived in this instance as the road reserve would have been provided free of cost if it had been included in the native title settlement package.

The DPLH advised that waiving, reducing or minimising fees and charges was a matter that its Assistant Director General would need to authorise.

The Shire therefore made contact with the Naaguja Warangkarri Aboriginal Corporation seeking a letter of support to assist it in its request to DPLH to waive the costs and fees involved in the road closure process.

The Naaguja Warangkarri Aboriginal Corporation have provided to the Shire correspondence which has been provided as Attachment 10.1.1.1 outlining their connection to country and their role in the community. It is recommended that a copy of this supporting correspondence be provided to the DPLH along with a Council request for the DPLH to waive the fees and costs it would normally charge for a road closure action (including land valuation and purchase costs).

Shire staff support the closure and disposal of the road reserve across Lot 2075 on the following basis:

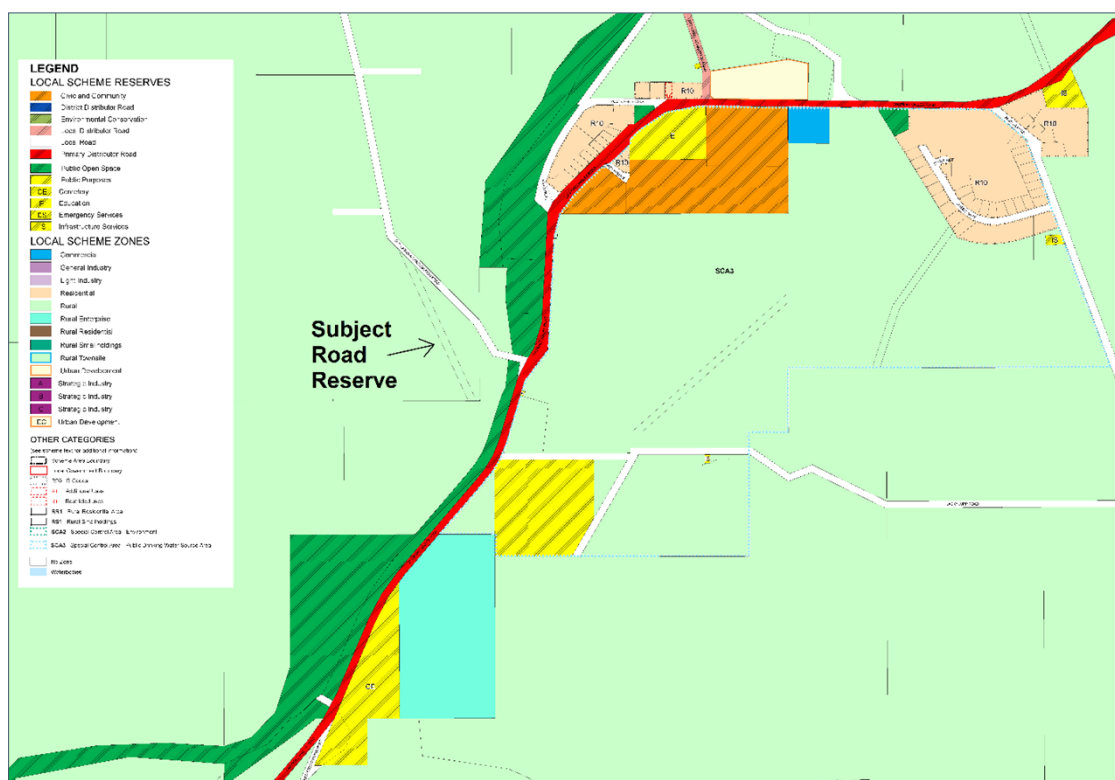
- the road reserve is unconstructed and does not provide general access;
- the road reserve is considered surplus to Shire requirements as it does not provide a through purpose and duplicates a parallel constructed road;
- the road reserve is not required to be constructed in future as the only other lot that it connects with (Lot 450) already has a constructed road frontage to Old Nabawa-Northampton Road;
- the closure of the unconstructed road would benefit the Shire by removing an unrequired asset, management responsibility and public liability concerns;
- the closure of the unconstructed road would benefit the landowner as the alignment runs between their cultural centre and the residence and farms sheds;
- the amalgamation of the road reserve into the surrounding lot will improve farm security for the landowner and ensure that the cadastral layout for the area corresponds with the on-ground reality and farming operations;
- the road already appears on-ground to form part of the landowner's property;
- it is considered that the subject land would be better managed under the private ownership of the adjoining landowner rather than under public ownership;
- the road closure process will provide the opportunity to consult with the adjoining landowners and all relevant service authorities to ensure that they have no objection to the proposed road disposal action.

## **Statutory Environment**

The report complies with the requirements of the:  
Shire of Chapman Valley Local Planning Scheme No.3

The subject road reserve is zoned 'Rural' under the Shire of Chapman Valley Local Planning Scheme No.3 which corresponds with the surrounding Lot 2075 that it is proposed to be amalgamated into.

### **Figure 10.1.1(c) – Nabawa Townsite Zoning Map**



Road closures are undertaken pursuant to Section 58 of the *Land Administration Act 1997*

“58 *Closing roads*

- (1) When a local government wishes a road in its district to be closed permanently, the local government may, subject to subsection (3), request the Minister to close the road.
- (2) When a local government resolves to make a request under subsection (1), the local government must in accordance with the regulations prepare and deliver the request to the Minister.
- (3) A local government must not resolve to make a request under subsection (1) until a period of 35 days has elapsed from the publication in a newspaper circulating in its district of notice of motion for that resolution, and the local government has considered any objections made to it within that period concerning the proposals set out in that notice.
- (4) On receiving a request delivered to him or her under subsection (2), the Minister may, if he or she is satisfied that the relevant local government has complied with the requirements of subsections (2) and (3) –
  - (a) by order grant the request; or
  - (b) direct the relevant local government to reconsider the request, having regard to such matters as he or she thinks fit to mention in that direction; or
  - (c) refuse the request.
- (5) If the Minister grants a request under subsection (4) –
  - (a) the road concerned is closed on and from the day on which the relevant order is registered; and
  - (b) any rights suspended under section 55(3)(a) cease to be so suspended.
- (6) When a road is closed under this section, the land comprising the former road
  - (a) becomes unallocated Crown land; or



- (b) *if a lease continues to subsist in that land by virtue of section 57(2), remains Crown land."*

In the event that the road closure process is concluded by Council to the satisfaction of the DPLH, the DPLH can then issue Crown Survey instruction for the preparation of a survey diagram to amalgamate the land into the surrounding lot and dispose of the Crown Land pursuant to Section 87 of the *Land Administration Act 1997*.

## **Policy/Procedure Implications**

No Policy or Management Procedure affected.

## **Financial Implications**

### **Long Term Financial Plan**

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

The DPLH have advised that this road closure process would incur the following costs:

- \$2,500 GST exclusive Land Valuation; &
- \$1,356 DPLH Document Preparation Fee.

The Shire and Naaguja Warangkarri Aboriginal Corporation have prepared information that would be submitted to the DPLH outlining the reasons why the land valuation and purchase costs should be waived in this instance. This includes the cultural association of the Naaguja people to the subject land, its immediate relevance to the Naaguja farm, and that the land should have been included in the native title settlement package as it was identified by the Shire and native title claimants through joint discussion prior to the finalisation of the Yamatji Nation Indigenous Land Use Agreement, and if the land has been included in the agreement there would not have been a purchase or conveyancing cost.

The Shire will also make argument that for this reason the survey cost of a Deposited Plan being prepared that amalgamates the road reserve (in the event it is formally closed) should also be borne by the DPLH. However, should the DPLH not agree to this aspect the Shire has ability to cover this cost within its Surveying & Land Expenses Account 7052. The Shire has sought quote from a local surveyor and the anticipated cost of preparation of the Deposited Plan would be approximately \$2,000.

## **Strategic Implications**

The closure and disposal of the road reserve that impacts the Naaguja cultural centre would align with the following objectives of both the Western Australian and Mid West Tourism Development Strategy:

*"Aboriginal. Outcome: Provide every visitor with the opportunity to have an Aboriginal tourism experience: facilitate and support opportunities for access to land and tenure for the development of tourism; supporting industry in interfacing with government, maximising involvement in government tourism programs; opportunities and pathways for Aboriginal employment in tourism and hospitality, including through traineeships and cadetships". (MWDC, page 11)*

### **Strategic Community Plan/Corporate Business Plan Implications**

#### **COMMUNITY HEALTH & LIFESTYLE**

1.1 Nurture the sense of community and unity across the Shire, while supporting towns and



their volunteers in local issues.

1.1.2 Determine a whole of Shire community integration approach.

## **COMMUNITY HEALTH & LIFESTYLE**

1.4 Maintain and enhance community safety and security.

1.4.1 Maintain safe roads and infrastructure.

### **Consultation**

Should Council initiate the road closure process, it is required under Section 58 of the *Land Administration Act 1997* to be publicly advertised for 35 days and would include the following actions inviting comment:

- notice being placed in the Mid West Times;
- advisory letters being sent to surrounding landowners;
- advisory letters being sent to relevant service/government authorities (this would be considered to be ATCO, Australian Gas Infrastructure Group, Telstra, Water Corporation and Western Power); &
- a sign detailing the proposed road closure being erected onsite.

At the conclusion of the advertising period the proposal is required to be returned to a meeting of Council for consideration of any received submission and determination.

### **Risk Assessment**

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

***Naaguja Warangkarri Aboriginal Corporation (ICN 3632)***  
***JOOLDARNOO FARM, 13 Old Nabawa Northampton Road, NABAWA WA***  
***PO Box 34, Nabawa WA 6532***

***Email: [naaguja@jooldarnoo.page](mailto:naaguja@jooldarnoo.page)***

***Main: 0400021852***



**Attention: Simon Lancaster | Deputy Chief Executive Officer | Shire of Chapman Valley**

**Letter of Support – Amalgamation of Road Reserve into Jooldarnoo Farm**

Dear Simon,

Naaguja Warangkarri Aboriginal Corporation formally requests that the old road reserve that runs across the farm's Lot 2075 to be amalgamated into Jooldarnoo Farm (Jupp's Riverside) title. Jooldarnoo Farm was purchased on behalf of Naaguja people by the Indigenous Land and Sea Corporation to address dispossession.

Naaguja Warangkarri Aboriginal Corporation was set up to achieve the aspirations of the Naaguja people. The Elders first set acquiring a land base for Naaguja people as a priority back in 1999. Achieving this priority would not only achieve the aspiration for the Naaguja people but also the priority aspiration of the Elders of the group. Naaguja people are aware of achieving Native Title in Naaguja Country is limited by the fact that much of the country is extinguished under Native Title. The Elders hold the knowledge of Naaguja culture and heritage, and it is their spirituality and storytelling that inspire the younger generations to continue finding avenues where the people of Naaguja Country can achieve recognition and social equity. Naaguja Warangkarri Aboriginal Corporation represents a 1000 plus descendants of John Yuna Barrowa Councillor. Naaguja people holds family reunions every few years to bring Naaguja people together to discuss business and it is these reunions that show the commitment of the group to gather for an occasion and to keep connection to Country alive. The surviving Elders have finally seen this day arrive where they would be able to hold such an event on their own land and not be required to go and seek permission from other landowners if we could have access to their Country to hold events. A prioritized objective of the Naaguja group is to manage a land base for Naaguja people which is what every Indigenous cultural group in Australia aims to accomplish, rights to land to strengthen and maintain cultural identity and heritage, social equity, and financial independence.

Currently the road reserve runs through Lot 2075 where we have built our Cultural Centre and where we hold our events on Country. The Cultural Centre is central to Naaguja people aspirations to connect to Country, maintain our culture and heritage, our language, and our spirituality as First Nation people. By amalgamating the road reserve into Jooldarnoo Farm that runs through Lot 2075 will provide security in protecting and preserving Naaguja people aspirations and rights as traditional land holders.

If you require further information to support the documentation, please do not hesitate to contact me.

Kinds regards.

Doyen Radcliffe

Director – Naaguja Warangkarri Aboriginal Corporation

28 May 2023

**Map of Road Reserve**

**ABN: 83 490 084 731**



## 10.2 Manager of Finance & Corporate Services

10.2.1	Financial Management Report
Department	Finance, Governance & Corporate Services Finance
Author	Dianne Raymond
Reference(s)	307.00
Attachment(s)	1. Financial Management Report [10.2.1.1 - 67 pages]

### Voting Requirements

Simply Majority

### Staff Recommendation

That Council receives the financial management report supplied under separate cover for the month of April 2023.

### Disclosure of Interest

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

### Background

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

### Comment

The financial position at the end of April 2023 is detailed in the monthly management report provided as a separate attachment for Council's review.

### Statutory Environment

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

### Policy/Procedure Implications

No Policy or Management Procedure affected.

### Financial Implications

No Financial Implications Identified.

## **Strategic Implications**

### **Strategic Community Plan/Corporate Business Plan Implications**

#### **GOVERNANCE & ACCOUNTABILITY**

5.3 Make informed decisions within resources and areas of responsibility.

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

5.3.2 Regular and relevant briefings to Elected Members.

## **Consultation**

Not Applicable

## **Risk Assessment**

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

**SHIRE OF CHAPMAN VALLEY**

**MONTHLY FINANCIAL REPORT**  
(Containing the Statement of Financial Activity)  
**For the period ending 30 April 2023**

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

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**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 30 APRIL 2023****SUMMARY INFORMATION - GRAPHS**

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

**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 30 APRIL 2023****EXECUTIVE SUMMARY****Funding surplus / (deficit) Components**

<b>Funding surplus / (deficit)</b>				
	<b>Adopted Budget</b>	<b>YTD Budget (a)</b>	<b>YTD Actual (b)</b>	<b>Var. \$ (b)-(a)</b>
Opening	\$2.19 M	\$2.19 M	\$2.19 M	\$0.00 M
Closing	\$0.00 M	\$0.56 M	\$1.82 M	\$1.26 M

Refer to Statement of Financial Activity

<b>Cash and cash equivalents</b>		
	<b>\$3.31 M</b>	<b>% of total</b>
Unrestricted Cash	\$1.99 M	59.9%
Restricted Cash	\$1.33 M	40.1%

Refer to Note 2 - Cash and Financial Assets

<b>Payables</b>		
	<b>\$0.17 M</b>	<b>% Outstanding</b>
Trade Payables	\$0.02 M	
0 to 30 Days		99.8%
Over 30 Days		0.2%
Over 90 Days		0%

Refer to Note 5 - Payables

<b>Receivables</b>		
	<b>\$0.01 M</b>	<b>% Collected</b>
Rates Receivable	\$0.26 M	91.9%
Trade Receivable	\$0.01 M	% Outstanding
Over 30 Days		3.4%
Over 90 Days		3.1%

Refer to Note 3 - Receivables

**Key Operating Activities**

<b>Amount attributable to operating activities</b>			
<b>Adopted Budget</b>	<b>YTD Budget (a)</b>	<b>YTD Actual (b)</b>	<b>Var. \$ (b)-(a)</b>
(\$0.30 M)	(\$0.40 M)	\$0.51 M	\$0.91 M

Refer to Statement of Financial Activity

<b>Rates Revenue</b>		
<b>YTD Actual</b>	<b>\$3.05 M</b>	<b>% Variance</b>
YTD Budget	\$3.05 M	0.1%

Refer to Statement of Financial Activity

<b>Operating Grants and Contributions</b>		
<b>YTD Actual</b>	<b>\$0.79 M</b>	<b>% Variance</b>
YTD Budget	\$0.65 M	21.8%

Refer to Note 12 - Operating Grants and Contributions

<b>Fees and Charges</b>		
<b>YTD Actual</b>	<b>\$0.40 M</b>	<b>% Variance</b>
YTD Budget	\$0.33 M	22.5%

Refer to Statement of Financial Activity

**Key Investing Activities**

<b>Amount attributable to investing activities</b>			
<b>Adopted Budget</b>	<b>YTD Budget (a)</b>	<b>YTD Actual (b)</b>	<b>Var. \$ (b)-(a)</b>
(\$2.48 M)	(\$1.83 M)	(\$0.86 M)	\$0.97 M

Refer to Statement of Financial Activity

<b>Proceeds on sale</b>		
<b>YTD Actual</b>	<b>\$0.03 M</b>	<b>%</b>
Adopted Budget	\$0.11 M	(69.2%)

Refer to Note 6 - Disposal of Assets

<b>Asset Acquisition</b>		
<b>YTD Actual</b>	<b>\$1.76 M</b>	<b>% Spent</b>
Adopted Budget	\$3.51 M	(49.9%)

Refer to Note 7 - Capital Acquisitions

<b>Capital Grants</b>		
<b>YTD Actual</b>	<b>\$0.87 M</b>	<b>% Received</b>
Adopted Budget	\$0.93 M	(6.8%)

Refer to Note 7 - Capital Acquisitions

**Key Financing Activities**

<b>Amount attributable to financing activities</b>			
<b>Adopted Budget</b>	<b>YTD Budget (a)</b>	<b>YTD Actual (b)</b>	<b>Var. \$ (b)-(a)</b>
\$0.59 M	\$0.59 M	(\$0.02 M)	(\$0.61 M)

Refer to Statement of Financial Activity

<b>Borrowings</b>	
Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal due	\$0.00 M

Refer to Note 8 - Borrowings

<b>Reserves</b>	
Reserves balance	\$1.33 M
Interest earned	\$0.01 M

Refer to Note 10 - Cash Reserves

<b>Lease Liability</b>	
Principal repayments	\$0.01 M
Interest expense	\$0.00 M
Principal due	\$0.04 M

Refer to Note 9 - Lease Liabilities

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



## KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 30 APRIL 2023

### REVENUE

#### RATES

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Excludes administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

#### OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

#### NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

#### REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

#### FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, and other fees and charges.

#### SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. *Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges.

#### INTEREST EARNINGS

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

#### OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates, reimbursements etc.

#### PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

## NATURE OR TYPE DESCRIPTIONS

### EXPENSES

#### EMPLOYEE COSTS

All costs associated with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

#### MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

#### UTILITIES (GAS, ELECTRICITY, WATER)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

#### INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

#### LOSS ON ASSET DISPOSAL

Shortfall between the value of assets received over the net book value for assets on their disposal.

#### DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets. Excluding Land.

#### INTEREST EXPENSES

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

#### OTHER EXPENDITURE

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2023****BY NATURE OR TYPE**

	Ref	Adopted Budget	YTD Budget	YTD Actual	Variance \$	Variance %	Var.
	Note	(a)	(b)	(c)	(c) - (b)	((c) - (b))/(b)	
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1(c)	2,188,065	2,188,065	2,188,065	0	0.00%	
<b>Revenue from operating activities</b>							
Rates		3,049,621	3,049,621	3,051,584	1,963	0.06%	
Operating grants, subsidies and contributions	12	2,481,632	649,052	790,390	141,338	21.78%	▲
Fees and charges		357,252	327,977	401,848	73,871	22.52%	▲
Interest earnings		14,615	13,208	51,700	38,492	291.43%	▲
Other revenue		17,375	14,072	9,603	(4,469)	(31.76%)	
Profit on disposal of assets	6	55,876	55,876	17,200	(38,676)	(69.22%)	▼
		<b>5,976,371</b>	<b>4,109,806</b>	<b>4,322,325</b>	212,519	5.17%	
<b>Expenditure from operating activities</b>							
Employee costs		(2,466,051)	(1,887,566)	(1,652,888)	234,678	12.43%	▲
Materials and contracts		(3,335,131)	(2,247,685)	(1,865,375)	382,310	17.01%	▲
Utility charges		(65,969)	(65,738)	(41,866)	23,872	36.31%	▲
Depreciation on non-current assets		(2,132,983)	(1,777,490)	(1,897,930)	(120,440)	(6.78%)	
Interest expenses		(2,456)	(2,040)	(1,173)	867	42.50%	
Insurance expenses		(184,624)	(184,626)	(180,840)	3,786	2.05%	
Other expenditure		(128,137)	(61,978)	(51,036)	10,942	17.65%	▲
Loss on disposal of assets	6	(19,302)	0	(19,279)	(19,279)	0.00%	▼
		<b>(8,334,653)</b>	<b>(6,227,123)</b>	<b>(5,710,387)</b>	516,736	(8.30%)	
Non-cash amounts excluded from operating activities	1(a)	2,058,909	1,721,614	1,900,009	178,395	10.36%	▲
<b>Amount attributable to operating activities</b>		<b>(299,373)</b>	<b>(395,703)</b>	<b>511,947</b>	907,650	(229.38%)	
<b>Investing activities</b>							
Proceeds from non-operating grants, subsidies and contributions	13	928,620	808,620	865,799	57,179	7.07%	
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	(3,510,148)	(2,741,818)	(1,759,481)	982,337	35.83%	▲
<b>Amount attributable to investing activities</b>		<b>(2,475,224)</b>	<b>(1,826,894)</b>	<b>(860,961)</b>	965,933	(52.87%)	
<b>Financing Activities</b>							
Proceeds from new debentures	8	344,533	344,533	0	(344,533)	(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	(6,558)	(6,558)	0.00%	
Transfer to reserves	10	(115)	(115)	(10,100)	(9,985)	(8682.61%)	
<b>Amount attributable to financing activities</b>		<b>586,532</b>	<b>594,418</b>	<b>(16,658)</b>	(611,076)	(102.80%)	
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>0</b>	<b>559,886</b>	<b>1,822,393</b>	1,262,507	(225.49%)	▲

**KEY INFORMATION**

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

Refer to Note 15 for an explanation of the reasons for the variance.

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

**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 30 APRIL 2023****BASIS OF PREPARATION****BASIS OF PREPARATION**

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

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

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

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

**THE LOCAL GOVERNMENT REPORTING ENTITY**

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

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

**SIGNIFICANT ACCOUNTING POLICIES****CRITICAL ACCOUNTING ESTIMATES**

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

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

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

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

**GOODS AND SERVICES TAX**

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

**ROUNDING OFF FIGURES**

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

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 30 April 2023

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2023****NOTE 1  
STATEMENT OF FINANCIAL ACTIVITY INFORMATION****(a) Non-cash items excluded from operating activities**

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

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
<b>Non-cash items excluded from operating activities</b>		\$	\$	\$
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals	6	(55,876)	(55,876)	(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	0
Movement in lease liabilities (non-current)		0	0	0
Movement in other provisions (non-current)		0	0	0
Add: Loss on asset disposals	6	19,302	0	19,279
Add: Depreciation on assets		2,132,983	1,777,490	1,897,930
<b>Total non-cash items excluded from operating activities</b>		<b>2,058,909</b>	<b>1,721,614</b>	<b>1,900,009</b>

**(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 April 2023
<b>Adjustments to net current assets</b>				
Less: Reserves - restricted cash	10	(1,318,066)	(1,318,066)	(1,328,166)
Add: Borrowings	8	0	0	0
Add: Provisions employee related provisions	11	418,331	418,331	418,331
Add: Lease liabilities	9	7,886	7,886	7,886
<b>Total adjustments to net current assets</b>		<b>(891,849)</b>	<b>(891,849)</b>	<b>(901,949)</b>

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

<b>Current assets</b>				
Cash and cash equivalents	2	4,941,705	4,941,705	3,314,078
Rates receivables	3	218,737	218,737	264,886
Receivables	3	2,848	2,848	9,632
Other current assets	4	15,835	15,835	49,734
<b>Less: Current liabilities</b>				
Payables	5	(1,071,338)	(1,071,338)	(165,109)
Contract liabilities	11	(601,656)	(601,656)	(322,662)
Lease liabilities	9	(7,886)	(7,886)	(7,886)
Provisions	11	(418,331)	(418,331)	(418,331)
<b>Less: Total adjustments to net current assets</b>	1(b)	<b>(891,849)</b>	<b>(891,849)</b>	<b>(901,949)</b>
<b>Closing funding surplus / (deficit)</b>		<b>2,188,065</b>	<b>2,188,065</b>	<b>1,822,393</b>

**CURRENT AND NON-CURRENT CLASSIFICATION**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2023OPERATING ACTIVITIES  
NOTE 2  
CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution
		\$	\$	\$	\$	
<b>Cash on hand</b>						
Municipal Account	Cash and cash equivalents	259,749	0	259,749		Westpac Banking Corporation
Petty Cash	Cash and cash equivalents	700	0	700		Westpac Banking Corporation
Municipal Investment Account	Cash and cash equivalents	1,725,463	0	1,725,463		Westpac Banking Corporation
Leave Reserve	Cash and cash equivalents	0	167,010	167,010		Westpac Banking Corporation
Water Strategy Reserve	Cash and cash equivalents	0	14,357	14,357		Westpac Banking Corporation
Plant/Light Vehicle Reserve	Cash and cash equivalents	0	523,304	523,304		Westpac Banking Corporation
Computer & Office Equipment Reserve	Cash and cash equivalents	0	40,077	40,077		Westpac Banking Corporation
Legal Reserve	Cash and cash equivalents	0	40,352	40,352		Westpac Banking Corporation
Land Development Reserve	Cash and cash equivalents	0	72,665	72,665		Westpac Banking Corporation
Infrastructure Reserve	Cash and cash equivalents	0	284,761	284,761		Westpac Banking Corporation
Building Reserve	Cash and cash equivalents	0	185,640	185,640		Westpac Banking Corporation
Trust Account	Cash and cash equivalents	0	0	0	160,113	Westpac Banking Corporation
<b>Total</b>		<b>1,985,912</b>	<b>1,328,166</b>	<b>3,314,078</b>	<b>160,113</b>	
<b>Comprising</b>						
Cash and cash equivalents		1,985,912	1,328,166	3,314,078	160,113	
		<b>1,985,912</b>	<b>1,328,166</b>	<b>3,314,078</b>	<b>160,113</b>	

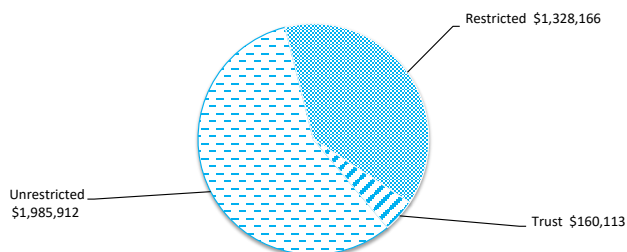
## KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

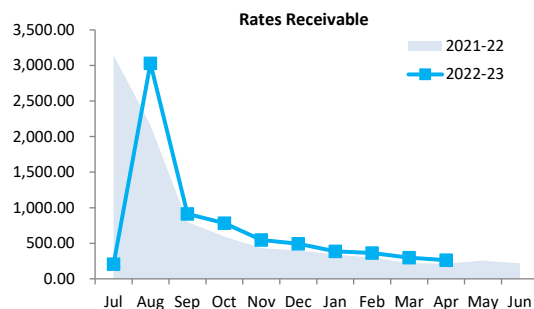
- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

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



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2023****OPERATING ACTIVITIES  
NOTE 3  
RECEIVABLES**

Rates receivable	30 June 2022	30 Apr 2023
	\$	\$
Opening arrears previous years	97,209	218,737
Levied this year	2,946,952	3,051,584
Less - collections to date	(2,825,424)	(3,005,435)
Gross rates collectable	<b>218,737</b>	<b>264,886</b>
Net rates collectable	<b>218,737</b>	<b>264,886</b>
% Collected	92.8%	91.9%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(1,918)	11,220	0	30	300	9,632
Percentage	(19.9%)	116.5%	0%	0.3%	3.1%	
<b>Balance per trial balance</b>						
Sundry receivable						9,632
<b>Total receivables general outstanding</b>						<b>9,632</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

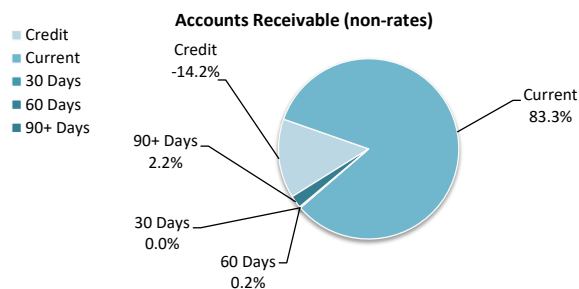
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

**Classification and subsequent measurement**

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

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



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2023**

**OPERATING ACTIVITIES  
NOTE 4  
OTHER CURRENT ASSETS**

	Opening Balance 1 July 2022	Asset Increase	Asset Reduction	Closing Balance 30 April 2023
<b>Other current assets</b>	\$	\$	\$	\$
<b>Inventory</b>				
Fuel	6,767	0	(666)	6,101
<b>Other Assets</b>				
Prepayments	9,068	34,565	0	43,633
<b>Total other current assets</b>	<b>15,835</b>	<b>34,565</b>	<b>(666)</b>	<b>49,734</b>
<b>Amounts shown above include GST (where applicable)</b>				

**KEY INFORMATION**

**Inventory**

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2023**

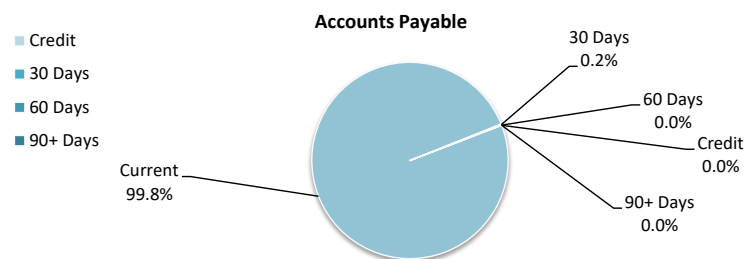
**OPERATING ACTIVITIES  
NOTE 5  
PAYABLES**

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	16,640	31	0	5	16,676
Percentage	0%	99.8%	0.2%	0%	0%	
<b>Balance per trial balance</b>						
Sundry creditors						16,676
ATO liabilities						5,769
Receipts in advance						73,630
Bonds and deposits						60,450
ESL Payable						8,584
<b>Total payables general outstanding</b>						<b>165,109</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

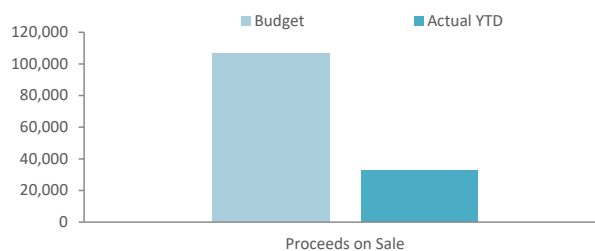




**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2023**

**OPERATING ACTIVITIES  
NOTE 6  
DISPOSAL OF ASSETS**

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Plant and equipment</b>								
	<b>Transport</b>								
	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
	<b>Other property and services</b>								
	3269 & 3271 Chapman Valley Road	0	0	0	0	32,000	12,721	0	(19,279)
		<b>69,730</b>	<b>106,304</b>	<b>55,876</b>	<b>(19,302)</b>	<b>34,800</b>	<b>32,721</b>	<b>17,200</b>	<b>(19,279)</b>



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2023****INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS**

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land and buildings	781,480	143,756	282,204	138,448
Plant and equipment	727,104	727,104	348,470	(378,634)
Infrastructure - roads	2,001,564	1,870,958	1,128,807	(742,151)
<b>Payments for Capital Acquisitions</b>	<b>3,510,148</b>	<b>2,741,818</b>	<b>1,759,481</b>	<b>(982,337)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	928,620	808,620	865,799	57,179
Borrowings	344,533	344,533	0	(344,533)
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	2,380,691	1,482,361	860,961	(621,400)
<b>Capital funding total</b>	<b>3,510,148</b>	<b>2,741,818</b>	<b>1,759,481</b>	<b>(982,337)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

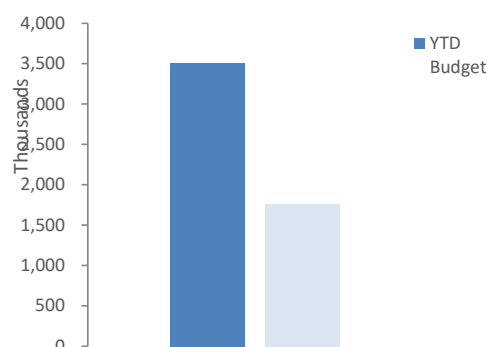
Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

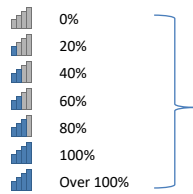
**Initial recognition and measurement for assets held at cost**

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

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

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

**Payments for Capital Acquisitions**

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2023****INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS (CONTINUED)****Capital expenditure total****Level of completion indicators**

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

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

Ledger Account	Account Description	Adopted		YTD Actual	Variance (Under)/Over
		Budget	YTD Budget		
		\$	\$	\$	\$
0564	Building Improvements (Governance)	57,700	22,700	23,230	530
2644	Land & Buildings Purchases (Public Halls)	139,343	105,056	243,106	138,050
2834	Land & Building Purchases (Other Recreation & Culture)	393,437	0	11,230	11,230
3104	Plant & Equipment Purchases (Community Amenities)	15,000	15,000	17,462	2,462
3264	Depot Construction (Transport)	191,000	16,000	4,638	(11,362)
3554	Plant & Equipment Purchases (Transport)	697,104	697,104	318,773	(378,331)
7074	Plant & Equipment Purchases (Swimming Areas & Beaches)	15,000	15,000	12,234	(2,766)
3114	Capital Roadworks Program Purchases (Transport)	2,001,564	1,870,958	1,128,807	(742,151)
		<b>3,510,148</b>	<b>2,741,818</b>	<b>1,759,481</b>	<b>(982,337)</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2023****FINANCING ACTIVITIES****NOTE 8****BORROWINGS****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
		\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Transport</b>										
Depot Building	99	0	0	175,000	0	0	0	175,000	0	0
Road Plant Capex	100	0	0	169,533	0	0	0	169,533	0	0
<b>Total</b>		0	0	344,533	0	0	0	344,533	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
Road Plant Capex - Loan 100	0	169,533	WBC	Fixed Rate	5	17,822	3.7	0	169,533	0
	0	344,533				36,219		0	344,533	0

The Shire has no unspent debenture funds as at 30th June 2022, nor is it expected to have unspent funds as at 30th June 2023.

**KEY INFORMATION**

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2023****FINANCING ACTIVITIES****NOTE 9****LEASE LIABILITIES****Movement in carrying amounts**

Information on leases		1 July 2022	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Lease No.		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Community amenities</b>										
Nabawa Fuel Station	LE01	50,495	0	0	(6,558)	(7,886)	43,937	42,609	(1,018)	(1,206)
<b>Total</b>		50,495	0	0	(6,558)	(7,886)	43,937	42,609	(1,018)	(1,206)
Current lease liabilities		7,886					1,328			
Non-current lease liabilities		42,608					42,609			
		50,494					43,937			

**KEY INFORMATION**

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

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2023****OPERATING ACTIVITIES  
NOTE 10  
RESERVE ACCOUNTS****Reserve accounts**

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Restricted by Council</b>									
Leave reserve	165,740	10	1,270	0	0	0	0	165,750	167,010
Plant and light vehicle reserve	519,325	50	3,979	0	0	(150,000)	0	369,375	523,304
Water strategy reserve	14,248	5	109	0	0	0	0	14,253	14,357
Computer and office equipment reserve	39,772	5	305	0	0	0	0	39,777	40,077
Legal reserve	40,045	5	307	0	0	0	0	40,050	40,352
Land development reserve	72,113	5	552	0	0	0	0	72,118	72,665
Infrastructure reserve	282,595	15	2,166	0	0	0	0	282,610	284,761
Building reserve	184,228	20	1,412	0	0	(100,000)	0	84,248	185,640
	<b>1,318,066</b>	<b>115</b>	<b>10,100</b>	<b>0</b>	<b>0</b>	<b>(250,000)</b>	<b>0</b>	<b>1,068,181</b>	<b>1,328,166</b>

In accordance with Council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Reserve name	Purpose of the reserve
Leave reserve	To be used to fund annual and long service leave requirements.
Plant and light vehicle reserve	To be used for the purchase of and/or major repair of major plant and light vehicles.
Water strategy reserve	To be used for the construction and operational costs of facilities for fire fighting purposes.
Computer and office equipment reserve	To be used to replace Information and Communications Technology equipment.
Legal reserve	To be used to fund legal expenses incurred as a result of tribunals, hearings, litigation etc.
Land development reserve	To be used for further subdivisional development in the Shire of Chapman Valley.
Infrastructure reserve	To be used to fund road and building infrastructure projects, including yet not limited to, natural disasters upfront or insurance excess costs, annual roadworks maintenance and construction works.
Building reserve	To be used for the construction of shire buildings or capital upgrades of existing buildings, including yet not limited to, covering insurance excess component of claims for repair/replace buildings.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2023OPERATING ACTIVITIES  
NOTE 11  
OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2022	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 30 April 2023
<b>Other current liabilities</b>		\$		\$	\$	\$
<b>Other liabilities</b>						
- Contract liabilities		601,656	0	1,377,195	(1,656,189)	322,662
<b>Total other liabilities</b>		601,656	0	1,377,195	(1,656,189)	322,662
<b>Employee Related Provisions</b>						
Annual leave		236,284	0	0	0	236,284
Long service leave		182,047	0	0	0	182,047
<b>Total Employee Related Provisions</b>		418,331	0	0	0	418,331
<b>Total other current assets</b>		<b>1,019,987</b>	<b>0</b>	<b>1,377,195</b>	<b>(1,656,189)</b>	<b>740,993</b>
Amounts shown above include GST (where applicable)						

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

## KEY INFORMATION

## Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

## Employee Related Provisions

## Short-term employee benefits

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

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

## Other long-term employee benefits

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

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

## Contract liabilities

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

## Capital grant/contribution liabilities

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2023

NOTE 12  
OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Adopted Budget	YTD Budget	YTD Revenue
	1 July 2022		(As revenue)	30 Apr 2023	30 Apr 2023	Revenue		Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Operating grants and subsidies</b>								
<b>General purpose funding</b>								
Financial Assistance Grants (Local Roads Funding)	0	220,145	(220,145)	0	0	272,000	204,000	220,145
Financial Assistance Grants (General Purpose)	0	88,958	(88,958)	0	0	140,137	105,103	88,958
<b>Law, order, public safety</b>								
DFES Grant Income	0	22,759	(22,759)	0	0	19,500	19,500	22,759
Trainee Ranger Grant Income	0	0	0	0	0	38,000	19,000	0
<b>Community amenities</b>								
Australian Sports Commission & Queens Jubilee	53,500	0	(53,500)	0	0	56,000	5,500	53,500
Meerilinga Young Childrens Week Grant	0	1,100	(1,100)	0	0	0	0	1,100
Dept of Community - Volunteer Day	0	1,650	(1,650)	0	0	0	0	1,650
<b>Recreation and culture</b>								
LRCIP 3 (A)	0	0	0	0	0	365,437	0	0
LRCIP 3 (B)	0	0	0	0	0	310,874	0	0
<b>Transport</b>								
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)	0	159,319	(159,319)	0	0	829,060	109,060	159,319
	<b>53,500</b>	<b>644,833</b>	<b>(698,333)</b>	<b>0</b>	<b>0</b>	<b>2,178,732</b>	<b>609,887</b>	<b>698,333</b>
<b>Operating contributions</b>								
<b>General purpose funding</b>								
Ex Gratia Rates	0	10,664	(10,664)	0	0	10,000	10,000	10,664
<b>Law, order, public safety</b>								
Lions Club Contribution	0	2,070	(2,070)	0	0	0	0	2,070
<b>Community amenities</b>								
Dolby Creek Management Plan	0	9,538	(9,538)	0	0	0	0	9,538
<b>Recreation and culture</b>								
Insurance Reimbursments (Cyclone Seroja)	0	10,000	(10,000)	0	0	252,400	0	10,000
Lions Club Contribution	0	0	0	0	0	8,000	0	0
<b>Transport</b>								
Hudson Resources Contribution (Dartmoor Rd)	0	17,127	(17,127)	0	0	12,500	12,500	17,127
<b>Other property and services</b>								
Diesel Fuel Rebate	0	42,658	(42,658)	0	0	20,000	16,665	42,658
	<b>0</b>	<b>92,057</b>	<b>(92,057)</b>	<b>0</b>	<b>0</b>	<b>302,900</b>	<b>39,165</b>	<b>92,057</b>
<b>TOTALS</b>	<b>53,500</b>	<b>736,890</b>	<b>(790,390)</b>	<b>0</b>	<b>0</b>	<b>2,481,632</b>	<b>649,052</b>	<b>790,390</b>



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2023

NOTE 13  
NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Non operating grants, subsidies and contributions revenue		
	Liability 1 July 2022	Increase in Liability	Decrease in Liability (As revenue)	Liability 30 Apr 2023	Current Liability 30 Apr 2023	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Non-operating grants and subsidies</b>								
<b>Recreation and culture</b>								
LRCIP Round 3 Grant Funding	124,842	0	(113,335)	11,507	11,507	0	0	113,335
<b>Transport</b>								
Main Roads WA Regional Road Group Funding	0	640,305	(636,000)	4,305	4,305	600,000	480,000	636,000
Roads to Recovery Funding	0	0	0	0	0	328,620	328,620	0
LRCIP Round 3 Grant Funding	423,314	0	(116,464)	306,850	306,850	0	0	116,464
<b>TOTALS</b>	<b>548,156</b>	<b>640,305</b>	<b>(865,799)</b>	<b>322,662</b>	<b>322,662</b>	<b>928,620</b>	<b>808,620</b>	<b>865,799</b>

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

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

Description	Opening Balance 1 July 2022	Amount Received	Amount Paid	Closing Balance 30 Apr 2023
	\$	\$	\$	\$
Contributions from Sub Divider	150,357	0	0	150,357
CTF Levy	1,515	8,455	(7,060)	2,910
Building Commission	1,439	7,651	(6,732)	2,358
Unclaimed Monies	0	4,488	0	4,488
	<b>153,311</b>	<b>20,594</b>	<b>(13,792)</b>	<b>160,113</b>

## NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 APRIL 2023

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.

The material variance adopted by Council for the 2022-23 year is \$10,000 or 10.00% whichever is the greater.

Nature or type	Var. \$	Var. %	Explanation of variances	
			Timing	Permanent
	\$	%		
<b>Revenue from operating activities</b>				
Operating grants, subsidies and contributions	141,338	21.78%	▲ Timing	
Fees and charges	73,871	22.52%	▲ Timing	
Interest earnings	38,492	291.43%	▲	Permanent
Profit on disposal of assets	(38,676)	(69.22%)	▼ Timing	
<b>Expenditure from operating activities</b>				
Employee costs	234,678	12.43%	▲ Timing	
Materials and contracts	382,310	17.01%	▲ Timing	
Utility charges	23,872	36.31%	▲ Timing	
Depreciation on non-current assets	(120,440)	(6.78%)		
Other expenditure	10,942	17.65%	▲ Timing	
Loss on disposal of assets	(19,279)	0.00%	▼ Timing	
Non-cash amounts excluded from operating activities	178,395	10.36%	▲ Timing	
<b>Investing activities</b>				
Proceeds from disposal of assets	(73,583)	(69.22%)	▼ Timing	
Payments for property, plant and equipment and infrastr	982,337	35.83%	▲ Timing	
<b>Financing activities</b>				
Proceeds from new debentures	(344,533)	(100.00%)	▼ Timing	
Transfer from reserves	(250,000)	(100.00%)	▼ Timing	
<b>Closing funding surplus / (deficit)</b>	<b>1,262,507</b>	<b>(225.49%)</b>	▲	Permanent

Internal 2022/2023 Budget by Program

Prog	General Purpose Funding	30-Apr-23	30-Apr-23	30-Jun-23	30-Jun-22			
		YTD Actuals	YTD Budget	Full Year Original Budget	YTD Actuals 30 June 2022	BUDGET VARIATION	>\$10K	Budget PROFILE Comments
01	Rate Revenue							
COA	Operating Expenditure							
0022	Rates Legal Expenses	0	0	1,200	0	0		
0032	Rates Stationary/Postage	1,191	2,500	3,500	1,551	1,309		
0062	Sundry Expenses	5	420	500	235	415		
0082	Rates Other Costs	28	830	1,000	107	802		
0132	Valuation Expenses	433	4,460	20,000	12,254	4,027		
0352	Admin Allocation (Rates)	88,083	108,150	129,778	98,051	20,067	*	Budget profile timing and allocation of admin
	<b>Total Operating Expenditure</b>	<b>89,740</b>	<b>116,360</b>	<b>155,978</b>	<b>112,198</b>			
COA	Operating Revenue							
0002	Reimbursement (Debtor Refunds)	0	0	0	0	0		
0030	General Rates Income	(3,049,631)	(3,049,621)	(3,049,621)	(2,937,702)	10		
0010	Rates Written Off	0	0	0	0	0		
0012	Legal Fees	0	0	(1,200)	0	0		
0033	Back Rates	809	0	0	1,752	(809)		
0061	Ex Gratia Rates	(10,665)	(10,000)	(10,000)	(10,273)	665		
0071	Interim Rates Raised	(2,762)	0	0	(11,003)	2,762		
0113	Interest (Overdue Rates)	(15,952)	(7,708)	(9,000)	(13,660)	8,244		
0123	Interest (Rates Instalments)	(4,218)	(5,000)	(5,000)	(5,602)	(782)		
0133	Interest (Deferred Rates)	0	0	0	0	0		
0143	Administration Charges	(3,195)	(3,600)	(3,600)	(3,645)	(405)		
0173	Legal Fees (Recovered)	0	0	0	0	0		
0183	Account Enquiry Charges	(6,600)	(5,000)	(6,000)	(10,060)	1,600		
	<b>Total Operating Revenue</b>	<b>(3,092,214)</b>	<b>(3,080,929)</b>	<b>(3,084,421)</b>	<b>(2,990,192)</b>			
	<b>Total Rate Revenue</b>	<b>(3,002,473)</b>	<b>(2,964,569)</b>	<b>(2,928,443)</b>	<b>(2,877,994)</b>			

		30-Apr-23	30-Apr-23	30-Jun-23	30-Jun-22			
		YTD Actuals	YTD Budget	Full Year Original Budget	YTD Actuals 30 June 2022	BUDGET VARIATION	>\$10K	
03	General Purpose Funding							
COA	Operating Expenditure							
9992	Interest & Overdraft Fees	124	1,040	1,250	6	916		
COA	Operating Revenue	0		0	0	0		
0201	Legal Reserve Income	(307)	0	(5)	(8)	307		
0203	Leave Reserve Income	(1,270)	(10)	(10)	(25)	1,260		
0204	Land Development Reserve Income	(553)	0	(5)	(11)	553		
0205	Building Reserve Income	(1,412)	(20)	(20)	(38)	1,392		
0206	Roadworks Reserve Income	(2,165)	(10)	(15)	(37)	2,155		
0215	Unspent Grants Reserve Income	0	0	0	0	0		
0223	Water Strategy Reserve Income	(109)	0	(5)	(3)	109		
0233	Grants Commission (Road Funding)	(220,145)	(204,000)	(272,000)	(756,612)	16,145	*	Offset COA 0253
0243	Computer and Office Equipment Reserve Income	(305)	0	(5)	(8)	305		
0253	Grants Commission - (General Purpose)	(88,958)	(105,103)	(140,137)	(786,980)	(16,145)	*	Offset COA 0233
0273	Plant/Light Vehicle Reserve Income	(3,979)	(40)	(50)	(114)	3,939		
0453	Interest Received (Municipal Account)	(21,430)	(420)	(500)	(615)	21,010	*	Increase to estimated budget value
0506	Landcare Reserve Income	0	0	0	0	0		
	Total Operating Revenue	(340,632)	(309,603)	(412,752)	(1,544,451)			
	Total General Purpose Income	(340,508)	(308,563)	(411,502)	(1,544,445)			
	Total General Purpose Funding	(3,342,982)	(3,273,132)	(3,339,945)	(4,422,439)			

Prog	Governance	30-Apr-23	30-Apr-23	30-Jun-23	30-Jun-22			
04	Members of Council	YTD Actuals	YTD Budget	Full Year Original Budget	YTD Actuals 30 June 2022	BUDGET VARIATION	>\$10K	Budget PROFILE Comments
COA	<b>Operating Expenditure</b>							
0112	Election & Poll Expenses	0	9,000	9,000	7,323	9,000		
0182	Subscriptions & Memberships Expense	28,432	32,000	32,000	26,208	3,568		
0192	Members Conference & Training Expenses	5,256	20,001	20,000	11,443	14,745	*	Lower than anticipated YTD
0202	Members Insurance Expense	14,271	14,698	14,698	13,362	427		
0212	Donations & Sponsorships	2,870	10,000	10,000	5,025	7,130		
0232	Consultancy & Legal Expenses	0	8,000	12,000	0	8,000		
0242	Members Sitting Fees	38,968	38,968	77,936	70,967	0		
0252	Members Remuneration Expenses	2,200	2,200	4,400	4,148	0		
0262	President & Deputy Allowances	6,250	6,250	12,500	12,500	0		
0272	Council Chambers Repairs & Maintenance	7,250	9,207	10,500	11,571	1,957		
0332	Furniture & Equipment Expense	0	2,920	3,500	152	2,920		
0442	Admin Allocation (Members)	117,444	144,200	173,038	130,735	26,756	*	Budget profile timing and allocation of admin
0462	Meeting & Refreshments Expense	8,411	27,358	29,895	17,694	18,947	*	Lower than anticipated YTD
1822	Accounting & Audit Expenses	40,100	0	45,000	46,500	(40,100)	*	Timing - audit in progress
7202	Depreciation (Members)	0	0	0	0	0		
	<b>Total Operating Expenditure</b>	<b>271,451</b>	<b>324,802</b>	<b>454,467</b>	<b>357,628</b>			
COA	<b>Operating Revenue</b>							
1213	Governance Income	0	0	0	(2,998)	0		
COA	<b>Capital Expenditure / Reserve Transfers</b>							
0454	Council Chamber Improvements (NCA)	0	0	0	3,740	0		
	<b>Total Governance</b>	<b>271,451</b>	<b>324,802</b>	<b>454,467</b>	<b>354,631</b>			

		30-Apr-23	30-Apr-23	30-Jun-23	30-Jun-22		
05	Other Governance	YTD Actuals	YTD Budget	Full Year Original Budget	YTD Actuals 30 June 2022	BUDGET VARIATION	>\$10K
COA	Operating Expenditure						
0102	Provision for Long Service Leave	0	0	5,000	1,159	0	
0222	Fringe Benefits Tax	0	33,750	45,000	43,634	33,750	* Will be paid in BAS
0282	Superannuation (Admin)	58,323	60,006	70,921	54,582	1,683	
0292	Salaries Expense (Admin)	495,730	550,044	650,051	613,676	54,314	* Budget profile timing
0294	Retention & Attraction Allowances	19,143	17,908	21,168	10,667	(1,235)	
0312	Council Super Contribution 3% (Admin)	7,988	12,804	15,128	11,046	4,816	
0362	Accrued Annual Leave (Admin)	0	0	0	(27,429)	0	
0372	Workers Compensation Insurance (Admin)	12,910	14,093	14,092	12,811	1,183	
0402	Insurance Expense	10,478	7,298	7,299	6,905	(3,180)	
0422	Office Gardens Expenses	14,281	29,237	34,342	22,605	14,956	* Wages & internal costs lower than anticipated
0432	Admin Building Operations	6,692	7,529	7,530	7,305	837	
0472	Office Expenses (General)	10,906	13,340	16,000	10,407	2,434	
0473	Admin Building Repairs & Maintenance	20,122	17,670	21,200	21,498	(2,452)	
0482	Office Telephone & Internet Expenses	11,155	12,132	12,966	14,280	977	
0492	Advertising Expenses	1,766	6,670	8,000	7,205	4,904	
0502	Computer Hardware Service & Repair	37,452	37,080	49,500	49,319	(372)	
0512	Furniture & Equipment Expense	11,315	12,500	15,000	4,322	1,185	
0522	Freight & Postage Expense	1,284	2,920	3,500	1,745	1,636	
0542	Printing & Stationery Expense	10,527	11,892	13,653	11,963	1,365	
0552	Motor Vehicle Expenses	11,597	8,330	10,000	9,149	(3,267)	
0562	Long Service Leave Expense (Admin)	15,315	11,640	15,522	12,706	(3,675)	
0592	Admin Allocation (Other Governance)	(978,701)	(1,218,320)	(1,461,980)	(1,089,459)	(239,619)	* Timing
0622	Uniform Expense	104	1,563	1,563	731	1,459	
0632	Staff Training, Conference and Recruitment	6,673	21,000	29,500	15,718	14,327	* Timing
0662	Public Liability Insurance	24,883	23,386	23,386	21,260	(1,497)	
0682	Consultancy Fees	44,012	73,500	88,000	49,412	29,488	* Timing
0702	Bank Fees & Charges	7,352	9,498	9,500	8,035	2,146	
0712	Occupational Health & Safety	38,797	73,030	130,700	5,968	34,233	* Timing
0722	Accounting Software Operating Expenditure	67,530	100,500	111,000	50,179	32,970	* Timing
7002	Depreciation (Governance)	32,366	30,380	36,461	35,793	(1,986)	
	<b>Total Operating Expenditure</b>	<b>(0)</b>	<b>(18,620)</b>	<b>4,000</b>	<b>(2,810)</b>		

<b>COA</b>	<b>Operating Revenue</b>						
0383	Minor Income Received (General)	0	(1,000)	(1,200)	(2,689)	(1,000)	
1233	Insurance Reimbursement	0	0	0	0	0	
0573	Reimbursements & Contributions	0	0	0	0	0	
1243	Long Service Leave Reimbursement	0	0	0	0	0	
	<b>Total Operating Revenue</b>	<b>0</b>	<b>(1,000)</b>	<b>(1,200)</b>	<b>(2,689)</b>		
<b>COA</b>	<b>Capital Expenditure / Reserve Transfers</b>						
0364	Office Furniture & Equipment (NCA)	0	0	0	9,497	0	
0351	Transfer from Leave Reserve (Admin) (EQ)	0	0	0	0	0	
0355	Transfer from Building Reserve (EQ)	0	0	0	0	0	
0371	Transfer from Office Equipment Reserve (EQ)	0	0	0	0	0	
0564	Building Improvements (NCA)	23,230	22,700	57,700	3,381	(530)	
0405	Proceeds from Disposal of Assets	0	0	0	0	0	
4750	Transfer to Leave Reserve (EQ)	1,270	0	0	30,025	(1,270)	
4785	Transfer from Unspent Grant Fund	0	0	0	0	0	
4770	Transfer to Office & Equipment Reserve (EQ)	305	0	0	8	(305)	
4780	Transfer to Plant/Light Vehicle Reserve (EQ)	3,979	0	0	114	(3,979)	
	<b>Total Capital Expenditure / Reserve Transfers</b>	<b>28,784</b>		<b>57,700</b>	<b>43,025</b>		
	<b>Total Administration</b>	<b>28,784</b>	<b>(19,620)</b>	<b>60,500</b>	<b>37,526</b>		
	<b>Total Governance</b>	<b>300,236</b>	<b>305,182</b>	<b>514,967</b>	<b>392,157</b>		



Prog	Law, Order, Public Safety	30-April-2023	30-April-2023	30-June-2023	30-June-2022			
06	Fire Prevention	YTD Actuals	YTD Budget	Full Year Original Budget	YTD Actuals 30 June 2022	BUDGET VARIATION	>\$10K	Budget PROFILE Comments
COA	Operating Expenditure							
0602	Admin Allocation (Fire Prevention)	9,787	12,020	14,420	10,895	2,233		
0672	Fire Break Inspection Fees	845	2,000	2,000	1,409	1,155		
0762	Ranger Allocation (Fire Prevention)	21,100	37,210	44,651	25,097	16,110	*	Timing
0832	Emergency Services Levy (Shire Properties)	837	800	800	792	(37)		
0882	Fire Prevention Enforcement Expenditure	0	1,000	1,000	0	1,000		
1023	Motor vehicle Expenses - BRPC Vehicle	0	0	0	3,387	0		
1622	Grant Funded Projects Fire Prevention	0	0	0	15,888	0		
1722	Brigades Operating Expenses							
		40,711	37,125	40,509	39,457	(3,586)		
8012	Loss on Sale of Assets	0	0	0	0	0		
7012	Depreciation (Fire Prevention)	53,237	51,570	61,884	60,822	(1,667)		
	<b>Total Operating Expenditure</b>	<b>126,517</b>	<b>141,725</b>	<b>165,264</b>	<b>157,746</b>			
COA	Operating Revenue							
0703	Fines & Penalties Income	(1,500)	(1,250)	(1,250)	(500)	250		
0713	Emergency Services Levy Administration Fees	(4,000)	(4,000)	(4,000)	(4,000)	0		
0733	DFES Grant Income	(22,759)	(19,500)	(19,500)	(35,974)	3,259		
0743	Operating Grants & Contributions							
		(2,070)	0	0	(86,325)	2,070		
0953	Contributions & Reimbursements	0	0	0	(2,400)	0		
0883	Fire Prevention Enforcement Income	0	(1,000)	(1,000)	0	(1,000)		
	<b>Total Operating Revenue</b>	<b>(30,329)</b>	<b>(25,750)</b>	<b>(25,750)</b>	<b>(129,199)</b>	<b>0</b>		
COA	Capital Expenditure / Reserve Transfers							
0745	Transfer from Unspent Grant Reserve (EQ)	0	0	0	0	0		
0754	Plant & Equipment (NCA)	0	0	0	57,113	0		
	<b>Total Capital Expenditure / Reserve Transfers</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>57,113</b>			
	<b>Total Fire Prevention</b>	<b>96,188</b>	<b>115,975</b>	<b>139,514</b>	<b>85,660</b>			

07	Animal Control					BUDGET		
		YTD Actuals	YTD Budget	Full Year Original Budget	YTD Actuals	VARIATION	>\$10K	
COA	Operating Expenditure							
0792	Admin Allocation (Animal Control)	19,574	24,030	28,840	21,789	4,456		
0812	Depreciation (Animal Control)	0	0	0	0	0		
0842	Animal Control Expenses	505	880	1,000	366	375		
0852	Ranger Allocation (Animal Control)	18,568	34,450	41,344	22,085	15,882	*	Timing
	<b>Total Operating Expenditure</b>	<b>38,647</b>	<b>59,360</b>	<b>71,184</b>	<b>44,240</b>			
COA	Operating Revenue							
0843	Impoundment Fees	(150)	(250)	(250)	(275)	(100)		
0853	Dog/Cat Registrations Income	(4,800)	(3,489)	(3,539)	(4,675)	1,311		
0863	Fines & Penalties	(3,500)	(500)	(500)	(3,955)	3,000		
	<b>Total Operating Revenue</b>	<b>(8,450)</b>	<b>(4,239)</b>	<b>(4,289)</b>	<b>(8,905)</b>			
	<b>Total Animal Control</b>	<b>30,197</b>	<b>55,121</b>	<b>66,895</b>	<b>35,335</b>			
08	Other Law, Order and Public Safety					BUDGET		
		YTD Actuals	YTD Budget	Full Year Original Budget	YTD Actuals	VARIATION	>\$10K	
COA	Operating Expenditure							
0802	Fines Enforcement Registry	0	1,000	1,200	0	1,000		
0862	Community Safety and Crime Prevention	8,132	8,330	10,000	0	198		
0902	Ranger Allocation (Other Law and Order)	18,568	34,450	41,344	22,085	15,882	*	Timing
0962	Miscellaneous Expenses (Other Law and Order)	0	0	15,000	11,803	0		
	<b>Total Operating Expenditure</b>	<b>26,700</b>	<b>43,780</b>	<b>67,544</b>	<b>33,888</b>			
COA	Operating Revenue							
0823	Fines Enforcement Registry Fees & Charges	0	(1,000)	(1,200)	0	(1,000)		
0983	Fines & Penalties Levied	0	0	0	0	0		
	<b>Total Operating Revenue</b>	<b>0</b>	<b>(1,000)</b>	<b>(1,200)</b>	<b>0</b>			
	<b>Total Other Law, Order and Public Safety</b>	<b>26,700</b>	<b>42,780</b>	<b>66,344</b>	<b>33,888</b>			

18	Rangers Expenses	Full Year Original Budget	Current YTD Actuals	Current YTD Actuals	YTD Actuals	BUDGET VARIATION	>\$10K	
COA	Operating Expenditure							
0152	Provision for Long Service Leave	0	0	0	2,869	0		
0772	Trainee Ranger Expense	4,022	19,000	38,000	0	14,978	*	Timing - Trainee Ranger late commencement
0872	Superannuation Council 3% (Rangers)	0	0	0	0	0		
0892	Salary & Wages (Rangers)	66,723	100,718	119,034	77,278	33,995	*	Includes trainee ranger
0912	Workers Compensation Insurance (Rangers)	1,823	1,506	1,506	1,369	(317)		
0922	Superannuation (Rangers)	7,396	10,528	12,444	7,707	3,132		
0932	Conference & Training	0	750	1,000	0	750		
0982	Rangers Expense	8,456	16,690	30,390	16,332	8,234		
1012	Tools & Equipment (Low Value)	0	830	1,000	0	830		
3872	Accrued Annual Leave (Rangers)	0	0	0	7,522	0		
0952	Rangers Expenses Reallocated	(84,399)	(137,810)	(165,374)	(100,387)	(53,411)	*	Timing
	<b>Total Operating Expenditure</b>	<b>4,022</b>	<b>12,212</b>	<b>38,000</b>	<b>12,689</b>			
COA	Operating Revenue							
0773	Grant Revenue (Rangers)	0	(19,000)	(38,000)	0	(19,000)	*	Timing - Trainee Ranger late commencement
COA	Capital Expenditure / Reserve Transfers							
0874	Plant & Equipment Purchases (Rangers) (NCA)	0	0	0	0	0		
1804	Transfer to Unspent Grant Reserve (Rangers)	0	0	0	0	0		
1805	Transfer from Unspent Grant Reserve (Rangers)	0	0	0	0	0		
0875	Transfer from Leave Reserve (EQ)	0	0	0	0	0		
	<b>Total Capital Expenditure / Reserve Transfers</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			
	<b>Total Rangers Expenses</b>	<b>4,022</b>	<b>(6,788)</b>	<b>(0)</b>	<b>12,689</b>			
	<b>Total Law, Order and Fire Safety</b>	<b>157,106</b>	<b>207,088</b>	<b>272,753</b>	<b>167,573</b>			

PROG	Health	30-Apr-23	30-Apr-23	30-Jun-23	30-Jun-22	BUDGET VARIATION	>\$10K	Budget PROFILE Comments
14	Health Inspection and Administration	YTD Actuals	YTD Budget	Full Year Original Budget	YTD Actuals 30 June 2022			
COA	Operating Expenditure							
1282	Ranger Allocation (Pool Inspections)	10,128	19,290	23,152	12,046	9,162		
1292	Health Expenses (General)	1,104	7,143	10,000	10,006	6,039		
	<b>Total Operating Expenditure</b>	<b>11,231</b>	<b>26,433</b>	<b>33,152</b>	<b>22,053</b>			
COA	Operating Revenue							
1383	Swimming Pool Inspection Fees	(1,755)	(1,755)	(1,755)	(1,755)	0		
1393	Licences & Fees Income	(554)	(500)	(500)	(354)	54		
1573	Septic Tank Fees (Health)	(1,534)	(1,288)	(1,416)	(1,416)	246		
1583	Administration Fees (Health)	(972)	(1,298)	(1,416)	(1,730)	(326)		
	<b>Total Operating Revenue</b>	<b>(4,815)</b>	<b>(4,841)</b>	<b>(5,087)</b>	<b>(5,255)</b>			
	<b>Total Health Inspection and Administration</b>	<b>6,416</b>	<b>21,592</b>	<b>28,065</b>	<b>16,798</b>			

Prog	Community Amenities	30-Apr-23	30-Apr-23	30-Jun-23	30-Jun-22			
25	Sanitation - Household Refuse	YTD Actuals	YTD Budget	Full Year Original Budget	YTD Actuals 30 June 2022	BUDGET VARIATION	>\$10K	Budget PROFILE Comments
COA	Operating Expenditure							
1762	Domestic Rubbish Collection Expenses	94,693	166,660	200,000	143,009	71,967	*	Contractor invoice timing
1772	Depreciation (Sanitation)	5,669	4,660	5,594	5,477	(1,009)		
1792	Refuse Site Repairs & Maintenance	11,281	25,148	61,511	21,678	13,867	*	Waste burial to be rolled to 23/24 with increase budget
2502	Admin Allocation (Domestic Rubbish)	39,148	48,070	57,679	43,578	8,922		
	Total Operating Expenditure	150,791	244,538	324,784	213,743			
COA	Operating Revenue							
1903	Domestic Rubbish Collection Fees	(201,503)	(199,876)	(199,876)	(157,228)	1,627		
1904	Other Rubbish Collection	0	0	0	0	0		
	Total Operating Revenue	(201,503)	(199,876)	(199,876)	(157,228)			
COA	Capital Expenditure / Reserve Transfers							
1764	Land & Building Purchases (NCA)	0	0	0	0	0		
	Total Sanitation - Household Refuse	(50,712)	44,662	124,908	56,515			
26	Sanitation - Other	YTD Actuals	YTD Budget	Full Year Original Budget	YTD Actuals 30 June 2022	BUDGET VARIATION	>\$10K	
COA	Operating Expenditure							
1882	Parks & Gardens Rubbish Collection Expenses	7,766	20,302	23,928	11,241	12,536	*	Internal costs only
1912	Other Waste Management Expenses	0	0	7,000	1,127	0		
1922	Depreciation (Other Sanitation)	334	340	410	401	6		
	Total Operating Expenditure	8,101	20,642	31,338	12,770			
COA	Operating Revenue							
2003	Grants, Contributions & Reimbursements (Other Sanitation)	0	0	0	0	0		
4503	Sale of Scrap	0	0	0	0	0		
	Total Operating Revenue	0	0	0	0			
	Total Sanitation - Other	8,101	20,642	31,338	12,770			

29	Protection of Environment	30-Apr-23 YTD Actuals	30-Apr-23 YTD Budget	30-Jun-23 Full Year Original Budget	30-Jun-22 YTD Actuals 30 June 2022	BUDGET VARIATION	>\$10K	
COA	Operating Expenditure							
1962	Abandoned Vehicle Expense	0	1,500	1,500	0	1,500		
2022	Landcare Expenditure	0	0	0	0	0		
2040	Dolby Creek Expenditure	6,214	819	819	3,463	(5,395)		
2312	Sundry Expenses (Protection of Environment)	300	0	0	0	(300)		
	<b>Total Operating Expenditure</b>	<b>6,514</b>	<b>2,319</b>	<b>2,319</b>	<b>3,463</b>			
COA	Operating Revenue							
2923	Dolby Creek Management Plan Income	(9,538)	0	0	0	9,538		
2933	Reimbursements & Sundry Income (Protection of Env	0	0	0	0	0		
	<b>Total Operating Revenue</b>	<b>(9,538)</b>	<b>0</b>	<b>0</b>	<b>0</b>			
COA	Capital Expenditure / Reserve Transfers							
2055	Transfer from Landcare Reserve (EQ)	0	0	0	0	0		
2080	Transfer to Landcare Reserve (EQ)	0	0	0	0	0		
	<b>Total Capital Expenditure / Reserve Transfers</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
	<b>Total Protection of Environment</b>	<b>(3,024)</b>	<b>2,319</b>	<b>2,319</b>	<b>3,463</b>	<b>0</b>		

		30-Apr-23	30-Apr-23	30-Jun-23	30-Jun-22	BUDGET		
30	Town Planning and Regional Development	YTD Actuals	YTD Budget	Full Year Original Budget	YTD Actuals 30 June 2022	VARIATION	>\$10K	
COA	<b>Operating Expenditure</b>							
0162	Long Service Leave (Town Planning) Provision	0	0	0	(19,220)	0		
0942	Depreciation (Town Planning)	3,870	3,960	4,746	4,647	90		
1992	Planning Consultancy Expenses	9,627	20,830	25,000	9,696	11,203	*	Timing
2102	Workers Compensation Insurance (Town Planning)	2,302	2,374	2,373	2,157	72		
2112	Salaries & Wages (Town Planning)	122,390	125,026	147,756	147,389	2,636		
2122	Superannuation Council 3% (Town Planning)	3,716	3,686	4,356	4,328	(30)		
2132	Superannuation (Town Planning)	12,525	12,902	15,247	14,533	377		
2162	Accrued Annual Leave (Town Planning)	0	0	0	11,422	0		
2182	Other Employee Expenses (Town Planning)	0	0	4,000	0	0		
2202	Town Planners Expenses	540	830	1,000	1,217	290		
2222	Motor Vehicle Expenses	6,005	8,330	10,000	4,926	2,325		
2232	Legal Expenses (Town Planning)	0	12,000	12,000	2,735	12,000	*	Timing
2242	Engineering Expenses	3,190	8,000	12,000	0	4,810		
2252	Advertising Expenses	531	3,600	4,000	0	3,069		
3012	Admin Allocation (Town Planning)	58,722	72,100	86,519	65,368	13,378	*	Timing
3082	Prior Period Write Off (Town Planning)	0	0	0	0	0		
7052	Surveying & Land Expenses	10,160	25,388	27,888	4,043	15,228	*	Timing
7072	Project Expenses (Town Planning)	0	0	11,800	0	0		
	<b>Total Operating Expenditure</b>	<b>233,577</b>	<b>299,026</b>	<b>368,685</b>	<b>253,241</b>			
COA	<b>Operating Revenue</b>							
0163	Town Planning Projects - Income	0	0	0	0	0		
2233	Town Planning Fee Income	(25,097)	(8,330)	(10,000)	(22,048)	16,767	*	Increased revenue
2243	Outsourced Planning Fees - Other LGs	(26,443)	(9,000)	(12,000)	(19,976)	17,443	*	Increased revenue
2253	Town Planning Statutory Fees	(2,885)	0	0	(1,039)	2,885		
	<b>Total Operating Revenue</b>	<b>(54,426)</b>	<b>(17,330)</b>	<b>(22,000)</b>	<b>(43,063)</b>			
COA	<b>Capital Expenditure / Reserve Transfers</b>							
4820	Transfer to Legal Reserve (EQ)	307	0	0	8	(307)		
	<b>Total Capital Expenditure/Reserve Transfers</b>	<b>307</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>(299)</b>		
	<b>Total Town Planning and Regional Development</b>	<b>179,459</b>	<b>281,696</b>	<b>346,685</b>	<b>210,186</b>			

31	Other Community Amenities	30-Apr-23 YTD Actuals	30-Apr-23 YTD Budget	30-Jun-23 Full Year Original Budget	30-Jun-22 YTD Actuals 30 June 2022	BUDGET VARIATION	>\$10K	
COA	Operating Expenditure							
3102	Cemetery Expenses	5,170	21,262	27,721	9,879	16,092	*	Timing
3132	Community Development Expenses	8,008	16,660	20,000	770	8,652		
3162	Admin Allocation (Other Community Amenities)	48,935	60,080	72,099	54,473	11,145	*	Budget profile timing and allocation of admin
3212	Depreciation (Other Community Amenities)	14,475	12,420	14,900	14,590	(2,055)		
3222	Community Growth Fund	0	0	17,500	12,769	0		
3232	Community Development Officer Expenses	24,496	46,570	55,325	32,801	22,074	*	Timing
3242	Grant Funded Projects	48,000	48,000	48,000	0	0		
	<b>Total Operating Expenditure</b>	<b>149,085</b>	<b>204,992</b>	<b>255,545</b>	<b>125,282</b>			
COA	Operating Revenue							
3093	Cemetery Income (GST Free)	(1,508)	0	0	(1,930)	1,508		
3103	Grants Received (Other Community Amenities)	(53,500)	(5,500)	(56,000)	0	48,000	*	Backroads Gravel Project
3113	Cemetery Income (GST Applicable)	(1,133)	0	0	(425)	1,133		
3613	Reimbursements & Contributions	0	0	0	0	0		
3633	Community Development Grants	(2,750)	0	0	0	2,750		
	<b>Total Operating Revenue</b>	<b>(58,891)</b>	<b>(5,500)</b>	<b>(56,000)</b>	<b>(2,355)</b>			
COA	Capital Expenditure / Reserve Transfers							
2415	Nabawa Cemetery Capital Expenses (NCA)	0	0	0	0	0		
3084	Transfer to Unspent Community Growth Fund Reserve	0	0	0	0	0		
3104	Plant & Equipment Purchases (NCA)	17,462	15,000	15,000	0	(2,462)		
0471	Transfer from Unspent Grants Reserve (EQ)	0	0	0	0	0		
3172	Transfer to Loans And Unspent Grants Reserve (EQ)	0	0	0	0	0		
3085	Transfer from Unspent Community Growth Fund Reserve	0	0	0	0	0		
7155	Transfer from Building Reserve (EQ)	0	0	0	0	0		
	<b>Total Capital Expenditure/Reserve Transfers</b>	<b>17,462</b>	<b>15,000</b>	<b>15,000</b>	<b>0</b>			
	<b>Total Other Community Amenities</b>	<b>107,656</b>	<b>214,492</b>	<b>214,545</b>	<b>122,927</b>			
	<b>Total Community Amenities</b>	<b>241,480</b>	<b>563,811</b>	<b>719,795</b>	<b>405,861</b>			



Prog	Recreation and Culture	30-Apr-23	30-Apr-23	30-Jun-23	30-Jun-22	BUDGET VARIATION	>\$10K	Budget PROFILE Comments
32	Public Halls and Civic Centres	YTD Actuals	YTD Budget	Full Year Original Budget	YTD Actuals 30 June 2022			
COA	Operating Expenditure							
2602	Depreciation (Public Halls)	116,993	81,510	97,817	95,769	(35,483)	*	Timing
2722	Public Halls & Showgrounds Expense	62,583	235,463	260,589	101,103	172,880	*	Naraling Hall Roof repairs expensed to Job 1050 COA 2644
2732	Nabawa Community Centre Expenses	33,267	45,484	64,356	55,745	12,217	*	
2742	Interest (Loan 89 - Nabawa Stadium Upgrade)	0	0	0	0	0		
3202	Admin Allocation (Public Halls)	58,722	72,100	86,519	65,368	13,378	*	Timing
	<b>Total Operating Expenditure</b>	<b>271,565</b>	<b>434,557</b>	<b>509,281</b>	<b>317,985</b>			
COA	Operating Revenue							
2443	Yuna Camping & Hall Hire Revenue	(1,088)	(830)	(1,000)	(1,519)	258		
2453	Showground/Halls Income Received	(8,286)	(3,700)	(4,000)	(7,228)	4,586		
2683	Contributions & Reimbursements	(10,000)	0	(252,400)	0	10,000	*	CVWRC contribution to showgrounds lighting project
3423	Grant Funding Revenue	(113,335)	0	(310,874)	0	113,335	*	LRCIP (3) Revenue recognition
	<b>Total Operating Revenue</b>	<b>(132,709)</b>	<b>(4,530)</b>	<b>(568,274)</b>	<b>(8,747)</b>			
COA	Capital Expenditure / Reserve Transfers							
2550	Transfer to Building Reserve (EQ)	1,412	0	0	100,038	(1,412)		
2644	Land & Buildings Purchases (Public Halls) (NCA)	243,106	105,056	139,343	53,861	(138,050)	*	Naraling Roof Repairs completed
7385	Transfer from Building Reserve (EQ)	0	0	(100,000)	(100,000)	0		
	<b>Total Capital Expenditure / Reserve Transfers</b>	<b>244,518</b>	<b>105,056</b>	<b>39,343</b>	<b>53,900</b>			
	<b>Total Public Halls and Civic Centres</b>	<b>383,373</b>	<b>535,083</b>	<b>(19,650)</b>	<b>363,137</b>			

33	Swimming Areas and Beaches	30-Apr-23	30-Apr-23	30-Jun-23	30-Jun-22	BUDGET VARIATION	>\$10K	Budget PROFILE Comments
		YTD Actuals	YTD Budget	Full Year Original Budget	YTD Actuals 30 June 2022			
COA	Operating Expenditure							
3302	Admin Allocation (Swimming Areas & Beaches)	29,361	36,050	43,259	32,684	6,689		
3412	Coronation Beach Expenses	34,277	82,471	98,011	60,926	48,194	*	Timing & reduced S&W
7082	Depreciation (Swimming Areas & Beaches)	17,665	10,420	12,499	12,238	(7,245)		
	<b>Total Operating Expenditure</b>	<b>81,303</b>	<b>128,941</b>	<b>153,769</b>	<b>105,849</b>			
COA	Operating Revenue							
3443	Coronation Beach Camping Fees	(81,858)	(58,330)	(70,000)	(93,207)	23,528	*	Higher than anticipated revenue
3453	Grant and Other Income (Swimming Areas & Beaches)	0	0	0	(4,254)	0		
	<b>Total Operating Revenue</b>	<b>(81,858)</b>	<b>(58,330)</b>	<b>(70,000)</b>	<b>(97,461)</b>			
COA	Capital Expenditure / Reserve Transfers							
7074	Plant & Equipment Purchases (Swimming Areas & Beaches)	12,234	15,000	15,000	0	2,766		Job: 1074 - Coronation Beach Fixed Electronic Display Sign LRCIP (3) funded
7164	Land and Buildings	0	0	0	5,208	0		
	<b>Total Capital Expenditure / Reserve Transfers</b>	<b>12,234</b>	<b>15,000</b>	<b>15,000</b>	<b>5,208</b>			
	<b>Total Swimming Areas and Beaches</b>	<b>11,680</b>	<b>85,611</b>	<b>98,769</b>	<b>13,595</b>			

34	Other Recreation and Sport	30-Apr-23	30-Apr-23	30-Jun-23	30-Jun-22	BUDGET VARIATION	>\$10K	Budget PROFILE Comments
		YTD Actuals	YTD Budget	Full Year Original Budget	YTD Actuals 30 June 2022			
COA	Operating Expenditure							
1472	Yuna Oval Expenses	7,484	9,236	9,821	8,091	1,752		
1482	Sporting Clubs Expenses	73,387	75,598	120,632	77,130	2,211		
1532	Interest (Loan 98)	30	0	0	798	(30)		
2642	Parks & Gardens Expenses	64,963	183,745	287,755	82,467	118,782	*	Cyclone Seroja Shire Assets Damage Dome Structures
2702	Sports Pavilion & Basketball Stadium (Nabawa Recre)	15,631	67,123	72,823	14,612	51,492	*	Cyclone Seroja Shire Assets Damage Oval Floodlight Tower
2712	Tennis Clubs Expenses	2,054	23,444	23,943	16,933	21,390	*	Cyclone Seroja Shire Assets Damage Dome Structures
2772	Minor Gardening Equipment Purchases	0	0	0	1,767	0		
2812	Golf Courses	2,545	2,425	2,424	2,298	(120)		
3442	Admin Allocation (Recreation & Sport)	29,361	36,120	43,341	32,684	6,759		
7022	Depreciation (Recreation & Sport)	29,579	22,980	27,570	27,059	(6,599)		
7092	Depreciation (Recreation & Sport)	119,779	81,430	97,719	95,827	(38,349)	*	Timing
	<b>Total Operating Expenditure</b>	<b>344,813</b>	<b>502,101</b>	<b>686,028</b>	<b>359,666</b>			
COA	Operating Revenue							
2743	Sports Club Hire Income	(4,131)	(4,000)	(4,000)	(4,275)	131		
2803	Grants & Other Income Received	0	0	(365,437)	(100,000)	0		
3444	Fig Tree Camping Fees	(1,642)	(2,500)	(3,000)	(3,838)	(858)		
	<b>Total Operating Revenue</b>	<b>(5,774)</b>	<b>(6,500)</b>	<b>(372,437)</b>	<b>(108,112)</b>			
COA	Operating Expenditure							
7292	Loss on Sale of Assets	0	0	0	0	0		
	<b>Total Operating Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			
COA	Capital Expenditure / Reserve Transfers							
1304	Plant & Equipment Purchases (NCA)	0	0	0	143,120	0		
1314	Transfer to Building Reserve (EQ)	0	0	0	0	0		
2834	Land & Building Purchases (NCA)	11,230	0	393,437	13,493	(11,230)	*	Job: 1076 - 5 Year Building Program Capital -Stadium Downstairs Kitchen/Canteen improvements Job: 1079 - Project yet to be determined (BHP Oval)
2844	Tools & Equipment Purchases (NCA)	0	0	0	19,101	0		
2864	Transfer to Unspent Grant Reserve (EQ)	0	0	0	0	0		
2824	Principal Loan Repayment (Loan 98) (CL)	0	0	0	42,125	0		
7275	Loan Funds Received (NCL)	0	0	0	0	0		
7471	Transfer from Unspent Grant Reserve (EQ)	0	0	0	0	0		
	<b>Total Capital Expenditure / Reserve Transfers</b>	<b>11,230</b>	<b>0</b>	<b>393,437</b>	<b>217,840</b>			
	<b>Total Other Recreation and Sport</b>	<b>350,270</b>	<b>495,601</b>	<b>707,028</b>	<b>469,394</b>			

35	Library	30-Apr-23	30-Apr-23	30-Jun-23	30-Jun-22	BUDGET VARIATION	>\$10K	Budget PROFILE Comments
		YTD Actuals	YTD Budget	Full Year Original Budget	YTD Actuals 30 June 2022			
COA	Operating Expenditure							
2902	Library Expenses	6,313	17,087	18,931	9,116	10,774	*	Timing
2912	Honorarium Librarian Payment	1,083	600	1,200	500	(483)		
3582	Admin Allocation (Libraries)	29,361	36,050	43,259	32,684	6,689		
6922	Depreciation (Libraries)	141	460	557	545	319		
	<b>Total Operating Expenditure</b>	<b>36,899</b>	<b>54,197</b>	<b>63,947</b>	<b>42,845</b>			
COA	Operating Revenue							
2983	Grants, Contributions & Reimbursements	0	0	0	0	0		
	<b>Total Operating Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			
	Capital Expenditure / Reserve Transfers							
3504	Land & Building Purchases (Libraries) (NCA)	0	0	0	0	0		
	<b>Total Capital/Reserves</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			
	<b>Total Library</b>	<b>36,899</b>	<b>54,197</b>	<b>63,947</b>	<b>42,845</b>			

36	Other Culture	30-Apr-23	30-Apr-23	30-Jun-23	30-Jun-22	BUDGET VARIATION	>\$10K	Budget PROFILE Comments
		YTD Actuals	YTD Budget	Full Year Original Budget	YTD Actuals 30 June 2022			
COA	Operating Expenditure							
3626	Museum & Road Board Expense	8,223	17,204	18,518	15,187	8,981		
3652	Depreciation (Other Culture)	15,133	9,150	10,977	10,748	(5,983)		
	<b>Total Operating Expenditure</b>	<b>23,356</b>	<b>26,354</b>	<b>29,495</b>	<b>25,935</b>			
	Operating Revenue							
3445	Grant Funding Received	0	0	0	0	0		
	<b>Total Operating Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			
	Capital Expenditure / Reserve Transfers							
3604	Land & Building Purchases (NCA)	0	0	0	0	0		
3635	Transfer from Building Reserve (EQ)	0	0	0	0	0		
	<b>Total Capital/Reserves</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			
	<b>Total Other Culture</b>	<b>23,356</b>	<b>26,354</b>	<b>29,495</b>	<b>25,935</b>			
	<b>Total Recreation and Culture</b>	<b>805,578</b>	<b>1,196,846</b>	<b>879,589</b>	<b>914,906</b>			

Prog	Transport	30-Apr-23	30-Apr-23	30-Jun-23	30-Jun-22	BUDGET VARIATION	>\$10K	Budget PROFILE Comments
37	Constuction Streets, Roads, Bridges, Depots	YTD Actuals	YTD Budget	Full Year Original Budget	YTD Actuals 30 June 2022			
COA	Operating Expenditure							
3702	Admin Allocation (Road Construction)	78,296	96,130	115,358	87,157	17,834	*	Timing
		0	0	0	0	0		
COA	Operating Revenue	0	0	0	0	0		
3173	MW Regional Road Funding	(636,000)	(480,000)	(600,000)	(1,199,800)	156,000	*	Recoup of grant funding earlier than anticipated
3193	R2R (Construction) Income	0	(328,620)	(328,620)	(328,260)	(328,620)	*	Revenue recognition expense report submitted May 2023
	<b>Total Operating Revenue</b>	<b>(636,000)</b>	<b>(808,620)</b>	<b>(928,620)</b>	<b>(1,528,060)</b>			
COA	Capital Expenditure							
3114	Capital Roadworks Program Purchases (Incl Grant Funded Jobs) (NCA)	1,128,807	1,870,958	2,001,564	2,152,217	742,151	*	Budget profile timing of projects
4840	Transfer to Infrastructure Reserve (EQ)	2,165	0	0	115,372	(2,165)		
	<b>Total Capital Expenditure / Reserve Transfers</b>	<b>1,130,972</b>	<b>1,870,958</b>	<b>2,001,564</b>	<b>2,267,589</b>			
	<b>Total Road Construction</b>	<b>573,268</b>	<b>1,158,468</b>	<b>1,188,302</b>	<b>826,686</b>			

		30-Apr-23	30-Apr-23	30-Jun-23	30-Jun-22	BUDGET VARIATION	>\$10K	
38	Maintenance Streets, Roads, Bridges, Depots	YTD Actuals	YTD Budget	Full Year Original Budget	YTD Actuals 30 June 2022			
COA	Operating Expenditure							
3182	ROAD RENEWAL GRANT FUNDED	538,089	400,683	690,112	480,447	(137,406)	*	Increase in employee and internal costs
3372	Road Maintenance Expense	1,301,121	1,282,027	1,779,667	1,001,868	(19,094)	*	Budget profile timing YTD
3502	Depot Maintenance	22,293	36,897	51,521	38,010	14,604	*	Budget profile timing YTD
3512	Street Lighting Expense	7,932	12,512	12,510	10,581	4,580		
3522	Depreciation (Road Maintenance)	57,733	51,310	61,571	60,374	(6,423)		
3532	Street Trees	4,927	15,000	15,000	2,418	10,073	*	Budget profile timing YTD
3542	Licences & Subscriptions	10,194	15,000	15,000	10,159	4,806		
3562	Road Sign Expense	2,623	15,000	15,000	5,865	12,377	*	Budget profile timing YTD
3802	Admin Allocation (Road Maintenance)	78,296	96,130	115,358	87,157	17,834	*	Budget profile timing YTD
3822	Bore Maintenance	4,360	15,000	15,000	15,297	10,640	*	Budget profile timing YTD
3832	Crossover expenses to ratepayers	0	0	0	0	0		
6912	Depreciation (Roads)	1,111,149	1,077,140	1,292,566	1,265,645	(34,009)	*	Budget profile timing YTD
	<b>Total Operating Expenditure</b>	<b>3,138,717</b>	<b>3,016,699</b>	<b>4,063,305</b>	<b>2,977,822</b>			
COA	Operating Revenue							
3143	MRWA Direct Grant	(150,902)	(147,724)	(147,724)	(137,540)	3,178		
3153	Other Grant Income	(275,783)	(109,060)	(829,060)	(432,281)	166,723	*	Timing - revenue recognition
3393	Hudson Resources Contribution (Dartmoor Road)	(17,127)	(12,500)	(12,500)	(12,357)	4,627		
	<b>Total Operating Revenue</b>	<b>(443,812)</b>	<b>(269,284)</b>	<b>(989,284)</b>	<b>(582,178)</b>			
COA	Capital Expenditure							
3264	Depot Construction (NCA)	4,638	16,000	191,000	21,000	11,362	*	Depot Construction to be carried forward to 2023/2024 budget
3205	Transfer from Infrastructure Reserve (EQ)	0	0	0	0	0		
3215	Loan Funds Received	0	0	(175,000)	0	0		
3235	Transfer to Building Reserve (EQ)	0	0	0	0	0		
	<b>Total Capital Expenditure / Reserve Transfers</b>	<b>4,638</b>	<b>16,000</b>	<b>16,000</b>	<b>21,000</b>			
	<b>Total Road Maintenance</b>	<b>2,699,543</b>	<b>2,763,415</b>	<b>3,090,021</b>	<b>2,416,644</b>			

		30-Apr-23	30-Apr-23	30-Jun-23	30-Jun-22	BUDGET		
		YTD Actuals	YTD Budget	Full Year Original Budget	YTD Actuals 30 June 2022	VARIATION	>\$10K	
<b>39</b>	<b>Road Plant Purchases</b>							
COA	Operating Expenditure							
3642	Loss on Sale of Assets	0	0	19,302	0	0		
3902	Interest Expense - Loan 99	0	0	0	0	0		
	<b>Total Operating Expenditure</b>	<b>0</b>	<b>0</b>	<b>19,302</b>	<b>0</b>			
COA	Operating Revenue							
3543	Profit on Sale of Assets	(17,200)	(55,876)	(55,876)	(86,856)	(38,676)	*	Timing
3575	Proceeds from Disposal of Assets	0	0	0	0	0		
3903	Grants, Contributions & Reimbursement Road Plant	0	0	0	0	0		
	<b>Total Operating Revenue</b>	<b>(17,200)</b>	<b>(55,876)</b>	<b>(55,876)</b>	<b>(86,856)</b>			
COA	Capital Expenditure / Reserve Transfers							
3554	Plant & Equipment Purchases (NCA)	318,773	697,104	697,104	596,444	378,331	*	Timing
3584	Tools & Other Equip > \$5000 (Capex)	0	0	0	4,091	0		
3587	Principal Loan Repayments (Loan 97)	0	0	0	0	0		
3904	Principal Repayment - Loan 99 (Plant Purchase)	0	0	0	0	0		
4781	Transfer to Plant/Light Vehicle Reserve (EQ)	0	0	0	250,000	0		
3561	Transfer from Plant/Light Vehicle Reserve (EQ)	0	0	(150,000)	(278,000)	0		
6225	Realisation on Disposal of Assets	0	0	0	0	0		
7135	Loan Funds Rec'd.	0	0	(169,533)	0	0		
	<b>Total Capital Expenditure / Reserve Transfers</b>	<b>318,773</b>	<b>697,104</b>	<b>377,571</b>	<b>572,535</b>			
	<b>Total Road Plant Purchases</b>	<b>301,573</b>	<b>641,228</b>	<b>340,997</b>	<b>485,679</b>			



		30-Apr-23	30-Apr-23	30-Jun-23	30-Jun-22			
41	Traffic Control	YTD Actuals	YTD Budget	Full Year Original Budget	YTD Actuals 30 June 2022	BUDGET VARIATION	>\$10K	
COA	Operating Expenditure							
4102	Admin Allocation (Traffic Control)	39,148	48,070	57,679	43,578	8,922		
4572	Traffic Control Expense	0	0	3,000	0	0		
7572	Traffic Counters Expense	0	0	0	0	0		
	<b>Total Operating Expenditure</b>	<b>39,148</b>	<b>48,070</b>	<b>60,679</b>	<b>43,578</b>			
COA	Operating Revenue							
7513	Licensing Commission Income	(3,014)	(2,920)	(3,500)	(3,626)	94		
7573	Traffic Counter Income	0	0	0	0	0		
	<b>Total Operating Revenue</b>	<b>(3,014)</b>	<b>(2,920)</b>	<b>(3,500)</b>	<b>(3,626)</b>			
	Capital Expenditure / Reserve Transfers							
7574	Tools & Equipment Purchases (NCA)	0	0	0	7,445	0		
7685	Proceeds from Disposal of Assets	0	0	0	0	0		
	<b>Total Capital Expenditure / Reserve Transfers</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,445</b>	<b>0</b>		
	<b>Total Traffic Control</b>	<b>36,134</b>	<b>45,150</b>	<b>57,179</b>	<b>47,398</b>			
	<b>Total Transport</b>	<b>3,610,519</b>	<b>4,608,261</b>	<b>4,676,500</b>	<b>3,776,406</b>			

Prog	Economic Services	30-Apr-23	30-Apr-23	30-Jun-23	30-Jun-22			
44	Rural Services	YTD Actuals	YTD Budget	Full Year Original Budget	YTD Actuals 30 June 2022	BUDGET VARIATION	>\$10K	Budget PROFILE Comments
COA	Operating Expenditure							
3362	Ranger Allocation (Roadside Spraying)	7,596	12,400	14,883	9,035	4,804		
3852	Weed & Vermin Control	35,474	30,000	50,000	0	(5,474)		
4462	Admin Allocation (Rural Services)	8,440	0	0	10,039	(8,440)		
6722	Noxious Weeds & Pest Expense	9,954	15,420	16,501	13,083	5,466		
	<b>Total Operating Expenditure</b>	<b>61,464</b>	<b>57,820</b>	<b>81,384</b>	<b>32,156</b>			
COA	Capital Expenditure / Reserve Transfers							
4404	Plant & Equipment Purchases (NCA)	0	0	0	0	0		
	<b>Total Rural Services</b>	<b>61,464</b>	<b>57,820</b>	<b>81,384</b>	<b>32,156</b>			

		30-Apr-23	30-Apr-23	30-Jun-23	30-Jun-22			
45	Tourism and Area Promotion	YTD Actuals	YTD Budget	Full Year Original Budget	YTD Actuals 30 June 2022	BUDGET VARIATION	>\$10K	
COA	Operating Expenditure							
3952	Signage Expense (Tourism)	0	0	10,000	0	0		
3982	Tourism Expense	0	4,170	5,000	0	4,170		
4282	Promotional Expense (Tourism)	5,866	23,950	23,950	9,830	18,084	*	Timing
	<b>Total Operating Expenditure</b>	<b>5,866</b>	<b>28,120</b>	<b>38,950</b>	<b>9,830</b>			
COA	Operating Revenue							
3973	Contr. & Reim. (Tourism).	0	0	0	0	0		
	<b>Total Operating Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			
	<b>Total Tourism and Area Promotion</b>	<b>5,866</b>	<b>28,120</b>	<b>38,950</b>	<b>9,830</b>			

		30-Apr-23	30-Apr-23	30-Jun-23	30-Jun-22			
46	Building Control	YTD Actuals	YTD Budget	Full Year Original Budget	YTD Actuals 30 June 2022	BUDGET VARIATION	>\$10K	
COA	Operating Expenditure							
4132	Building Surveyor Expenses	115,257	123,054	148,438	147,835	7,797		
4152	Provision for Leave (Building Control)	0	0	0	0	0		
4162	Non Contract Expenses	0	0	1,000	0	0		
4622	Admin Allocation (Building Control)	68,509	100,780	120,939	76,262	32,271	*	Timing
	<b>Total Operating Expenditure</b>	<b>183,767</b>	<b>223,834</b>	<b>270,377</b>	<b>224,097</b>			
COA	Operating Revenue							
4153	Building Licenses Income	(12,842)	(10,000)	(12,000)	(14,755)	2,842		
4173	CTF Commissions Received	(165)	(170)	(200)	(300)	(5)		
4213	Building Commissions Received	(180)	(380)	(450)	(285)	(200)		
4183	Contributions & Reimbursements (Building Control)	0	0	0	0	0		
	<b>Total Operating Revenue</b>	<b>(13,187)</b>	<b>(10,550)</b>	<b>(12,650)</b>	<b>(15,340)</b>			
COA	Capital Expenditure / Reserve Transfers							
4215	Transfer from Leave Reserve (EQ)	0	0	0	0	0		
	<b>Total Capital Expenditure/Reserve Transfers</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
	<b>Total Building Control</b>	<b>170,580</b>	<b>213,284</b>	<b>257,727</b>	<b>208,758</b>			

		30-Apr-23	30-Apr-23	30-Jun-23	30-Jun-22			
49	Other Economic Services	YTD Actuals	YTD Budget	Full Year Original Budget	YTD Actuals 30 June 2022	BUDGET VARIATION	>\$10K	
COA	Operating Expenditure							
4232	Water Supply Stand Pipes Expense	0	350	350	0	350		
4222	Admin Allocation (Other Economic Services)	39,148	48,070	57,679	43,578	8,922		
4242	Rehabilitation of Gravel Pits Expense	0	0	5,000	0	0		
4252	Purchase of Stamps	0	25	50	22	25		
4272	Other Expenditure	0	8,580	10,100	0	8,580		
7274	Lease Expense - Interest	1,018	1,000	1,206	1,405	(18)		
	<b>Total Operating Expenditure</b>	<b>40,166</b>	<b>58,025</b>	<b>74,385</b>	<b>45,006</b>			
COA	Operating Revenue							
4223	Commission Received Australia Post	(6,534)	(5,830)	(7,000)	(8,032)	704		
4243	Annual Post Office Box Fee	(3,185)	(3,300)	(3,300)	(3,270)	(115)		
4253	Postage Stamp Income	(11)	(22)	(25)	(12)	(11)		
4333	Photocopying Income	(3)	0	0	(2)	3		
4913	Shire Leased Reserves Income	(600)	(450)	(450)	(600)	150		
	<b>Total Operating Revenue</b>	<b>(10,333)</b>	<b>(9,602)</b>	<b>(10,775)</b>	<b>(11,915)</b>			
COA	Capital Expenditure / Reserve Transfers							
4760	Transfer to Water Strategy Reserve (EQ)	109	0	0	3	(109)		
7273	Lease Expense - Principal	6,558	6,570	7,886	7,686	12		
	<b>Total Capital Expenditure/Reserve Transfers</b>	<b>6,667</b>	<b>6,570</b>	<b>7,886</b>	<b>7,689</b>			
	<b>Total Other Economic Services</b>	<b>36,500</b>	<b>54,993</b>	<b>71,496</b>	<b>40,779</b>			
	<b>Total Economic Services</b>	<b>274,410</b>	<b>354,217</b>	<b>449,557</b>	<b>291,523</b>	<b>0</b>	<b>0</b>	<b>0</b>

Prog	Other Property & Services	30-Apr-23	30-Apr-23	30-Jun-23	30-Jun-22			
47	Plant Depreciation	YTD Actuals	YTD Budget	Full Year Original Budget	YTD Actuals 30 June 2022	BUDGET VARIATION	>\$10K	Budget PROFILE Comments
COA	Operating Expenditure							
5012	Depreciation (Other Property & Services)	316,403	321,470	385,767	378,572	5,067		
7102	Depreciation of Unclassified Assets (Other Property & Services)	0	0	0	0	0		
6890	Depreciation Posted to Jobs (Other Property & Services)	(277,151)	(321,470)	(385,767)	(318,879)	(44,320)	*	Non Cash item timing
	<b>Total Plant Depreciation</b>	<b>39,252</b>	<b>0</b>	<b>0</b>	<b>59,694</b>			
Prog	Other Property & Services	30-Apr-23	30-Apr-23	30-Jun-23	30-Jun-22			
50	Private Works	YTD Actuals	YTD Budget	Full Year Original Budget	YTD Actuals 30 June 2022	BUDGET VARIATION	>\$10K	
COA	Operating Expenditure							
7302	Private Works Expense	3,169	5,000	9,976	2,192	1,831		
COA	Operating Income							
7333	Private Works Income	(1,083)	(2,731)	(10,000)	(5,681)	(1,648)		
	<b>Total Private Works</b>	<b>2,087</b>	<b>2,269</b>	<b>(24)</b>	<b>(3,489)</b>			

		30-Apr-23	30-Apr-23	30-Jun-23	30-Jun-22			
52	Public Works Overheads	YTD Actuals	YTD Budget	Full Year Original Budget	YTD Actuals 30 June 2022	BUDGET VARIATION	>\$10K	
COA	Operating Expenditure							
0342	Provision for Long Service Leave (Public Works Overheads)	0	0	5,000	28,166	0		
4312	Superannuation Council 3% (Public Works Overheads)	9,440	16,290	19,546	10,434	6,850		
4322	Superannuation (Manager of Works)	10,662	10,600	12,715	11,557	(62)		
4332	Superannuation (Public Works Overheads)	67,669	87,730	105,275	77,955	20,061	*	Budget profile timing
4342	Salaries & Wages (Works Manager)	98,850	98,740	118,493	113,261	(110)		
4352	Superannuation Council 3% (Manager of Works)	53	0	0	3,459	(53)		
4372	Public Works Sundry Expense	13,849	10,155	11,992	19,639	(3,694)		
4382	Works Manager Expenses	2,963	3,460	4,150	3,600	497		
4392	External Engineering Services	1,250	9,000	12,000	9,200	7,751		
4402	Sick Leave (Public Works Overheads)	23,558	30,271	39,611	37,352	6,713		
4412	Annual Leave (Public Works Overheads)	83,576	0	90,825	44,952	(83,576)	*	Budget profile timing
4432	Public Holiday Pay (Public Works Overheads)	41,764	37,529	46,738	38,931	(4,235)		
4422	Long Service Leave Expense (Public Works Overheads)	270	1,838	1,838	3,297	1,568		
4442	Occupational Health & Safety Expense	8,857	20,495	24,000	7,985	11,638	*	Budget profile timing
4452	Protective Uniform/ Minor Workwear	2,373	2,900	11,631	9,165	527		
4582	Accrued Leave (Public Works Overheads)	0	0	0	36,714	0		
4602	Training Expense	9,734	17,080	19,500	8,371	7,346		
4652	Works Staff Allowances (Public Works Overheads)	29,812	36,830	44,201	24,053	7,018		
5202	Admin Allocation (Public Works Overheads)	127,231	156,150	187,376	141,630	28,919	*	Budget profile timing
6782	Workers Compensation Insurance (Public Works Overheads)	19,010	20,059	20,059	18,236	1,049		
7422	Less Public Works Overheads Allocated to W & S	(512,649)	(647,540)	(777,045)	(647,338)	(134,891)	*	Budget profile timing
	<b>Total Operating Expenditure</b>	<b>38,270</b>	<b>(88,413)</b>	<b>(2,094)</b>	<b>617</b>			
COA	Operating Revenue							
0333	Contrib. & Reimb. (PWO).	0	0	0	0	0		
COA	Capital Expenditure / Reserve Transfers							
7631	Transfer from Leave Reserve (EQ)	0	0	0	0	0		
	<b>Total Public Works Overheads</b>	<b>38,270</b>	<b>(88,413)</b>	<b>(2,094)</b>	<b>617</b>			

		30-Apr-23	30-Apr-23	30-Jun-23	30-Jun-22			
53	Plant Operation Costs	YTD Actuals	YTD Budget	Full Year Original Budget	YTD Actuals 30 June 2022	BUDGET VARIATION	>\$10K	
COA	Operating Expenditure							
4472	In House Repairs & Maintenance	88,724	226,260	286,632	189,594	137,536	*	Wages not incurred for Mechanic
4482	Tyre Purchase Expense	51,818	47,920	57,500	40,555	(3,898)		
4492	Parts & Outside Repairs Expense	188,627	138,340	166,000	152,790	(50,287)	*	Contractors increased offset COA 4472
4502	Plant Licences Expense	754	0	20,000	10,723	(754)		
4532	Tools & Consumables	16,052	18,330	22,000	19,808	2,278		
4542	Fuel, Oil & Grease	335,961	370,830	445,000	343,760	34,869	*	Budget profile timing
4552	Cutting Edges & Tips	9,981	9,375	12,500	12,415	(606)		
5112	Admin Allocation (Plant Operations)	19,574	24,030	28,840	21,789	4,456		
6772	Insurance Expense (Plant Operations)	39,713	41,813	41,818	38,016	2,100		
4512	Less POC Allocated to W & S	(558,863)	(883,570)	(1,060,289)	(660,492)	(324,707)	*	Timing - non cash item
	<b>Total Operating Expenditure</b>	<b>192,341</b>	<b>(6,672)</b>	<b>20,000</b>	<b>168,958</b>			
COA	Operating Revenue							
4513	Diesel Fuel Rebate	(42,659)	(16,665)	(20,000)	(43,302)	25,994	*	Rebates received more than anticipated
	<b>Total Operating Revenue</b>	<b>(42,659)</b>	<b>(16,665)</b>	<b>(20,000)</b>	<b>(43,302)</b>			
	<b>Total Plant Operation Costs</b>	<b>149,682</b>	<b>(23,337)</b>	<b>0</b>	<b>125,656</b>			

		30-Apr-23	30-Apr-23	30-Jun-23	30-Jun-22			
55	Salaries and Wages	YTD Actuals	YTD Budget	Full Year Original Budget	YTD Actuals 30 June 2022	BUDGET VARIATION	>\$10K	
COA	Operating Expenditure							
4362	Unallocated Wages	0	0	0	0	0		
4570	S&W Gov, Corporate & Development Services	852,874	937,486	1,107,939	979,985	84,612	*	Timing & offset by external contractors
4580	S&W Works & Services	854,829	1,056,166	1,248,199	1,023,660	201,337	*	Timing & offset by external contractors
4600	Less Salary & Wages Allocated	(1,730,372)	(1,993,652)	(2,356,137)	(1,998,380)	(263,280)	*	Timing & offset by external contractors
4614	Employee Novated Lease Arrangements Pre Tax	0	0	0	0	0		
4615	Employee Novated Lease Arrangements Post Tax	0	0	0	0	0		
4592	Workers Compensation Paid	10,485	0	0	0	(10,485)	*	Will be offset by insurance
	<b>Total Operating Expenditure</b>	<b>(12,184)</b>	<b>0</b>	<b>1</b>	<b>5,266</b>	<b>12,184</b>		
COA	Operating Revenue							
4613	Salaries & Wages Reimbursement Received	0	0	0	0	0		
4623	Paid Parental Leave Scheme Income	0	0	0	0	0		
	<b>Total Operating Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			
	<b>Total Salaries and Wages</b>	<b>(12,184)</b>	<b>0</b>	<b>1</b>	<b>5,266</b>			



		30-Apr-23	30-Apr-23	30-Jun-23	30-Jun-22			
56	Unclassified	YTD Actuals	YTD Budget	Full Year Original Budget	YTD Actuals 30 June 2022	BUDGET VARIATION	>\$10K	
COA	Operating Expenditure							
5022	Overpayments/Recoverables - Expenditure	8,701	3,750	7,000	4,333	(4,951)		
2386	Loss on Sale of Assets	19,279	0	0	0	(19,279)	*	
	<b>Total Operating Expenditure</b>	<b>27,980</b>	<b>3,750</b>	<b>7,000</b>	<b>4,333</b>			
COA	Operating Revenue							
2385	Proceeds from Disposal of Assets	0	0	0	0	0		
5023	Overpayments/Recoverables - Income	0	(3,750)	(5,000)	(559)	(3,750)		
3813	Profit on Revaluation	0	0	0	0	0		
	<b>Total Operating Revenue</b>	<b>0</b>	<b>(3,750)</b>	<b>(5,000)</b>	<b>(559)</b>			
	<b>Capital Expenditure</b>							
4801	Transfer to Land Development Reserve (EQ)	553	0	0	20,011	(553)		
	<b>Total Unclassified</b>	<b>28,533</b>	<b>0</b>	<b>2,000</b>	<b>23,786</b>			
	<b>Total Other Property and Services</b>	<b>245,639</b>	<b>(109,481)</b>	<b>(118)</b>	<b>211,530</b>			

List of Accounts Paid - April 2023				
Chq/EFT	Date	Name	Description	Amount
EFT27567	14/04/2023	Marsh Pty Ltd	Emergency Evacuation Diagram Services	-1375.00
EFT27568	14/04/2023	Synergy	Electricity charges various shire operations	-757.80
EFT27569	14/04/2023	AFGRI	Purchase of budget item - slasher as per quote 618039	-20900.00
EFT27570	14/04/2023	Bob Waddell & Associates Pty Ltd	External contractor for rates back office work	-618.75
EFT27571	14/04/2023	Bunnings Group Limited	P65 - UTILITY, FORD RANGER XLT (2017) DUALCAB CV580 - vehicle mounted tool box and small tool bag; Coronation Beach - mop for cleaning solar panels, claw for picking up rubbish; M131 - Northampton Nabawa Road Maintenance - Parafix Selastic for drainage works, Nabawa Community Centre Upgrades	-1538.12
EFT27572	14/04/2023	CJD Equipment Pty Ltd	P57 - Grader, John Deere 670G, 2016 - Replacement autogreaser	-5108.27
EFT27573	14/04/2023	Complete Office Supplies	Office supplies and janitorial products	-375.13
EFT27574	14/04/2023	Dillon & Oliveri Pty Ltd	Nanson Showgrounds Arena Lighting Project - Install subsurface cables from SMSB to 8x towers	-6360.20
EFT27575	14/04/2023	Fleet Network	Employee Novated Lease Arrangements Pre & Post Tax	-997.61
EFT27576	14/04/2023	Great Northern Rural Services	Sports Ground - Nabawa Oval, Tennis Area & Surrounds Gardeners Mtce - Wetting agent; Diagnose and repair wiring issues and decoder faults; Tools and Consumables - Solar charger for water trash pump battery	-2539.97
EFT27577	14/04/2023	Greenfield Technical Service	Drainage review for Wokarena Development	-392.70
EFT27578	14/04/2023	JA Diesel Pty Ltd	P62 - Backhoe Loader, Case 580ST - Fit solenoid, reassemble valve block, change transmission oil and filter, check AC; P26 - CATERPILLAR 950H WHEEL LOADER (2008) - Replaced damaged tilt ram; P75 - ROLLER, MULTIPAC 524H - Service; P66 - Roller, Caterpillar CS78B - Replace harness; P85 - Roller, Caterpillar CS78B Self - Service	-2973.30
EFT27579	14/04/2023	Jane Elizabeth Barndon t/as Figments & Glimpses Jane Barndon Artist	Delivery of public artwork concept designs - Coronation Beach Lookout and Mills Lookout	-1250.00
EFT27580	14/04/2023	M & B Quality Building Products	Nabawa Community Centre Upgrades	-3147.14
EFT27581	14/04/2023	ML Communications	P59 - Fire Truck, Toyota Landcruiser 2016 - Yetna Brigade - Repair radio	-379.01
EFT27582	14/04/2023	Mcintosh Holdings Pty Ltd t/as Purcher International (W.A.)	P85 - Freightliner Coronado Prime Mover (2021) - 75,000km service kit	-984.04
EFT27583	14/04/2023	Mcintosh & Son	P62 - Backhoe Loader, Case 580ST - Service kit and hydraulic oil	-3435.71
EFT27584	14/04/2023	Midwest Aero Medical Air Ambulance Pty Ltd	Pre-Employment Medical	-1038.40
EFT27585	14/04/2023	Mitchell & Brown	Yuna Hall - 500L fridge/freezer	-998.00
EFT27586	14/04/2023	NAPA - Cova Parts Pty Ltd	Tools and consumables - Battery tester with printer; P999 - OTHER PLANT VARIOUS (NON-GARDENING) - Tools and consumables - Battery tester with printer; P999 - OTHER PLANT VARIOUS (NON-GARDENING) - Tools and consumables - Battery tester with printer; P999 - OTHER PLANT VARIOUS (NON-GARDENING) - Tools and consumables - Battery tester with printer	-961.79
EFT27587	14/04/2023	Option Refrigeration & Air Conditioning	Travel and labour to fit new control board at Yuna Community Centre Creche	-455.40
EFT27588	14/04/2023	Paper Plus Office National	Furniture for Manager Works Office; Cyan printer cartridge for Building	-4115.10
EFT27589	14/04/2023	Rip-it Security Shredding And Paper Recyclers	Pick up and exchange 240L security shredding bin	-75.00
EFT27590	14/04/2023	Services Australia	Payroll deductions	-142.74
EFT27591	14/04/2023	Sun City Plumbing	Bill Hemsley Park Community Centre - Fault find and service eastern BBQ	-198.00
EFT27592	14/04/2023	Terrence Andrew Noden	Nabawa Community Centre Upgrades - Labour to carry out renovation works	-2400.00
EFT27593	14/04/2023	Transwest Tyre & Auto	New Tyres for: P57 - Grader, John Deere 670G, (2016); P26 - CATERPILLAR 950H WHEEL LOADER (2008)	-6934.40
EFT27594	14/04/2023	Truckline	P35 - Caterpillar Primemover - mudflaps	-225.63
EFT27595	14/04/2023	Ultimate Positioning Group Pty Ltd	RC31 - Newmarracarra Road - Hire of GPS for road pickup/design/setout; TSC7 Batteries and charger	-6970.70
EFT27596	14/04/2023	Veritas Health Care Pty Ltd	Basic medical for trainee	-110.00
EFT27597	14/04/2023	Westrac Pty Ltd	P76 - GRADER, 120M CATERPILLAR 2019 - headlights and protective cover; P35 - Caterpillar Primemover - Expansion Joint and Clamp	-3128.93
EFT27598	14/04/2023	Winc Australia Pty Limited	Ink cartridge for Manager Works	-138.60
EFT27599	14/04/2023	Wurth Australia Pty Ltd	Tools and Consumables - Brake Bleeder Set	-357.46
EFT27600	28/04/2023	Australian Communications And Media Authority	Renewal for 11646327/1 Land Mobile/Land Mobile System - > 30MHz	-45.00
EFT27601	28/04/2023	Shire of Mingenew	VELPIC Quarterly Fee & Usage	-154.73
EFT27602	28/04/2023	Synergy	Electricity charges various shire operations	-9390.37
EFT27603	28/04/2023	Telstra Limited	Telephone Charges and TIMS SMS Messaging	-1945.56
EFT27604	28/04/2023	Water Corporation	Water supply and usage charges various shire operations	-1886.59
EFT27606	28/04/2023	AFGRI	P57 - Grader, John Deere 670G, 2016 - 6000hrs service and fuel filter, new keys	-255.13
EFT27607	28/04/2023	Aussie Tree Services	M151 ELIZA SHAW DRIVE MAINTENANCE - Verge Clearing	-4353.80
EFT27608	28/04/2023	Batavia Concrete	M131 - NORTHAMPTON/NABAWA ROAD MAINTENANCE - Concrete for Drainage	-1673.76
EFT27609	28/04/2023	Bob Waddell & Associates Pty Ltd	Assistance for Rates and Billing	-2722.50
EFT27610	28/04/2023	Brooks Hire Service Pty Ltd	RC131 Nabawa Northampton Road - Hire of Backhoe for 4 weeks as per quote 17760 - 160 hours - 01/03/23 to 31/03/23	-7465.92
EFT27611	28/04/2023	Bunnings Group Limited	Nabawa Community Centre Upgrades - Screws for Hardiplank installation; Bill Hemsley Park Community Centre - 2x 9kg exchange gas bottles	-128.48
EFT27612	28/04/2023	Cleanaway Co Pty Ltd (Commercial)	Commercial Waste Clearance	-6005.57
EFT27613	28/04/2023	Cleanaway Co Pty Ltd (Domestic)	Domestic Waste Clearance	-7418.83
EFT27614	28/04/2023	Craigies Tiling	Stadium improvements - Labour and travel only to install tiles in kitchen	-3000.00
EFT27615	28/04/2023	DS Agencies Pty Ltd t/as DS Group	Installation of Dump Station at Yuna Hall as per Quote No. 506547	-7445.98
EFT27616	28/04/2023	Dalglish Enterprises Pty Ltd	WHS - COMPLIANCE - pit at workshop to be upgraded to meet compliance	-2539.08
EFT27617	28/04/2023	Design Catering	Supply meeting refreshments	-275.00
EFT27618	28/04/2023	Dianne Raymond	Employee Reimbursement for Kitchen Items	-64.77
EFT27619	28/04/2023	Dry Kirkness (Audit) Pty Ltd	Financial Management Review - Audit & Assurance and Disbursement - out of pocket expenses	-14634.40
EFT27620	28/04/2023	Five Star Business Solutions & Innovation	Printing Charges	-1362.00
EFT27621	28/04/2023	Fleet Network	Employee Novated Lease Arrangements Pre & Post Tax	-1995.22
EFT27622	28/04/2023	Geraldton Ceramics	Stadium improvements - Tiles, glue, grout for kitchen walls	-3193.95
EFT27623	28/04/2023	Geraldton Regional Cricket Board	Cricket Pitch Maintenance 22/23 AG26 Geraldton Regional Cricket Board Formal Instrument of Agreement to use Nabawa Oval	-7360.00
EFT27624	28/04/2023	Hille Thompson and Delfos Surveyors and Planners	Aerial Imagery - Nanson Showground	-1388.97
EFT27625	28/04/2023	Integrated ICT	Microsoft Office 365 (monthly licensing); Managed Service Agreement & Shared Services Agreement (Storage, software & monitoring)	-5450.23
EFT27626	28/04/2023	JA Diesel Pty Ltd	Carry out services for P35 - Caterpillar Primemover P72 - Freightliner, Coronado 122SD Prime Move; P918 - IVECO POWERSTAR TIP TRUCK ; P71 - Toyota Landcruiser Workmate P81 - Freightliner Coronado Tipper; P7716 - Dolly Trailer; P46 - Side Tipper, Howard Porter; P73 - Loader, Volvo	-3455.65
EFT27627	28/04/2023	Jessica Hadley	Donation for Lochie Hadley to attend Australian Little Athletics Championships	-200.00
EFT27628	28/04/2023	Kruize Asphalt & Contracting	M16 EAST NABAWA ROAD MAINTENANCE - Supply water cart	-1496.00
EFT27629	28/04/2023	Lenane Holdings Pty Ltd	RC131 Nabawa Northampton Road - Hire of Smooth Drum Roller and Demobilization	-8385.30

List of Accounts Paid - April 2023				
Chq/EFT	Date	Name	Description	Amount
EFT27630	28/04/2023	Local Government Supervisors Association Of Western Australia Inc.	1 year membership to Local Government Works Association	-100.00
EFT27631	28/04/2023	Logic IT Solutions Pty Ltd	Network Management for CCTV Cameras	-627.00
EFT27632	28/04/2023	Lucinda's Everlastings	Purchase of everlasting seed packets	-810.00
EFT27633	28/04/2023	ML Communications	P65 - Remove from CV580; brake controller, tracking unit & vhf radio unit & re-install in new 2023 Ford Ranger; P77 - Ford Ranger (2020) XLT 3.2L 4x4 - Replace broken antenna	-1232.68
EFT27634	28/04/2023	MOD Designs	Cleaning of various Shire Buildings	-1560.00
EFT27635	28/04/2023	McIntosh Holdings Pty Ltd t/as Purcher International (W.A.)	P85 Freightliner Coronado Prime Mover (2021) Headlights	-211.24
EFT27636	28/04/2023	Midwest Safety & Training Pty Ltd	Forklift Training including Worksafe Application Fee	-628.00
EFT27637	28/04/2023	Miralec	Nabawa Community Centre Upgrades - Supply and install 3x led lights and 1x exit sign at foyer area	-605.00
EFT27638	28/04/2023	Mooreview Plants & Trees	Trees Saplings - Community Project - Second Year Anniversary of TC Seroja; Native Tree for Citizenship Ceremony	-1362.98
EFT27639	28/04/2023	NAPA - Cows Parts Pty Ltd	P35 - Caterpillar Primemover - Lights	-319.00
EFT27640	28/04/2023	Node1Internet	Wireless Internet Services at Nabawa Office and Library, Coronation Beach and Yuna Multipurpose Community Centre	-476.95
EFT27641	28/04/2023	Option Refrigeration & Air Conditioning	Building Improvements - Supply & install 1x ceiling mount cassette AC for Manager Works new office	-4611.09
EFT27642	28/04/2023	Paper Plus Office National	Cyan printer cartridges for Building	-52.02
EFT27643	28/04/2023	QHSE INTEGRATED SOLUTIONS PTY LTD t/as Skytrust Intelligence System	Skytrust Intelligence System Tier 2 - Core Monthly Subscription; Online Induction & Training	-987.80
EFT27644	28/04/2023	QI Franchise Management Pty Ltd t/as Quest Innaloo	Accommodation for staff to undertake DoT training in Perth	-660.00
EFT27645	28/04/2023	Refuel Australia	Purchase of fuels & oils for shire operations	-34793.09
EFT27646	28/04/2023	Reg Pomery Building Service	Cyclone Damage Repair Works - Roof resheeting Naraling Hall - Part Payment #5	-18000.00
EFT27647	28/04/2023	Searange Holdings Pty Ltd	Fuel Bowser Lease - Refer lease agreement LE01	-833.35
EFT27648	28/04/2023	Services Australia	Payroll Deductions	-142.74
EFT27649	28/04/2023	Shermac Australia Pty Ltd	Purchase of water tanker as per budget	-165161.70
EFT27650	28/04/2023	Sun City Plumbing	Nabawa Community Centre Upgrades - Repair leach drain servicing kitchen and repair damaged pipes	-3780.70
EFT27651	28/04/2023	TeletacNavman Australia	Teletac navman subscription for various vehicles 15.04.23 to 14.05.23	-769.45
EFT27652	28/04/2023	Terrence Andrew Noden	Nabawa Community Centre Upgrades - Labour to carry out renovation works	-6240.00
EFT27653	28/04/2023	Think Water Geraldton	Nabawa Oval - Valves and sprinklers; Nabawa Community Centre - Sprinkler repair parts	-204.20
EFT27654	28/04/2023	Transwest Tyre & Auto	New Tyres for: P71 - Toyota Landcruiser Workmate (2010); P44 - Yuna FIRE TRUCK - Landcruiser (2013)	-1878.00
EFT27655	28/04/2023	Ultimate Positioning Group Pty Ltd	C10 - Nanson Howatharra Rd Reseal - Hire of GPS	-1.10
EFT27656	28/04/2023	Western Mulga Pty Ltd	Rabbit Baiting Program	-23760.00
EFT27657	28/04/2023	Westrac Pty Ltd	P67 - Skid Steer, Caterpillar 236D 2016 - Service Kit; P76 - GRADER, 120M CATERPILLAR 2019 - Filter Kit and Clamps for Headlights; P999 - Various Plant - Lamps	-812.12
EFT27658	28/04/2023	Woolworths Group	Meetings and refreshments and Staff amenities and janitorial supplies	-193.29
EFT27659	28/04/2023	Wren Oil	Empty Waste Oil Disposal Unit in Nabawa Works Depot	-16.50
EFT27660	28/04/2023	Australian Taxation Office	BAS MAR'23	-790.00
DD17967.1	11/04/2023	Aware Super Pty Ltd	Payroll deductions	-8152.38
DD17967.2	11/04/2023	MLC Masterkey	Superannuation contributions	-375.25
DD17967.3	11/04/2023	ANZ Smart Choice Super	Superannuation contributions	-294.30
DD17967.4	11/04/2023	Rest Superannuation	Superannuation contributions	-1319.60
DD17967.5	11/04/2023	Wealth Personal Superannuation and Pension Fund	Superannuation contributions	-553.36
DD17967.6	11/04/2023	UniSuper	Superannuation contributions	-95.09
DD17967.7	11/04/2023	Cameron Fishing Superannuation Fund	Superannuation contributions	-81.38
DD17967.8	11/04/2023	OnePath Custodians Pty Limited	Superannuation contributions	-240.97
DD17967.9	11/04/2023	Prime Super	Superannuation contributions	-286.15
DD17981.1	25/04/2023	Aware Super Pty Ltd	Payroll deductions	-8236.59
DD17981.2	25/04/2023	ANZ Smart Choice Super	Superannuation contributions	-294.30
DD17981.3	25/04/2023	Rest Superannuation	Superannuation contributions	-1319.60
DD17981.4	25/04/2023	Wealth Personal Superannuation and Pension Fund	Superannuation contributions	-553.36
DD17981.5	25/04/2023	UniSuper	Superannuation contributions	-207.67
DD17981.6	25/04/2023	Cameron Fishing Superannuation Fund	Superannuation contributions	-145.15
DD17981.7	25/04/2023	OnePath Custodians Pty Limited	Superannuation contributions	-215.77
DD17981.8	25/04/2023	Prime Super	Superannuation contributions	-298.50
DD17981.9	25/04/2023	Mercer Super Trust	Superannuation contributions	-140.46
DD17967.10	11/04/2023	Hostplus Superannuation	Superannuation contributions	-83.35
DD17967.11	11/04/2023	BT Australia Super	Superannuation contributions	-277.27
DD17981.10	25/04/2023	MLC Masterkey	Superannuation contributions	-278.72
EFT27605	28/04/2023	Leadership WA	BOND REFUND - VENUE HIRE	-530.00
		<b>Total</b>		<b>-\$ 482,674.91</b>

## BANK RECONCILIATION - Muni Accounts As at 30th of April 2023


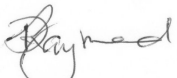
### SYNERGY

Balance as per Cash at Bank Account GL 160000	259,749.44
Balance as per Cash at Bank Account GL 170000	1,725,462.66
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	5,626.78
	<b>\$1,979,585.32</b>

### BANK

Muni Bank Account (Account No 000040)	256,644.75
Investment Account (Account No 305784)	1,725,462.66
	<u>1,982,107.41</u>
Less Outstanding Payments	790.00
Plus Outstanding Deposits	116.65
Plus Tfer from Trust to Muni <u>or</u> [ Tfer to Trust from Muni ]	(1,848.74)
	<b>\$1,979,585.32</b>

Difference Check                      0.00

Completed by:	 Beau Raymond - Senior Finance Officer	16/05/2023 Date
Reviewed by:	 Dianne Raymond - Manager of Finance & Corporate Services	16.05.2023 Date



## Corporate Card Statement

30 MAR 2023



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

Facility Number

00018023 20000001

Payment Due Date

30 March 2023

Closing Balance

\$5,626.78

**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 Feb 2023	20 Mar 2023	30 Mar 2023	915.40	5,626.78	4,373.22

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		
915.40	915.40 -	5,626.78	0.00	0.00	0.00	5,626.78	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](http://www.afca.org.au)

Email: [info@afca.org.au](mailto:info@afca.org.au)

Phone 1800 931 678

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

S000685 / M000241 / 080 / CN1VP4P1



## Corporate Card Statement

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

## CARDHOLDER TRANSACTION DETAILS

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

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

Corporate Card Transactions			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
06 MAR	Payments AUTOMATIC PAYMENT	18.25 -	
	Sub Total:	18.25 -	

## Summary of Changes in Your Account Since Last Statement

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

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

Cardholder Signature

Date 24/5/23

Transactions examined and approved.

Manager/Supervisor Signature

Date 4/4/23

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S000686 / M000241 / 080 / CN1VP4P1

## Corporate Card Statement

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## Corporate Card Statement

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

## CARDHOLDER TRANSACTION DETAILS

Cardholder Name	Card Number	Credit Limit	Available Credit
Jameon Criddle	5163 2531 0145 4541	6,000	373.22

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
06 MAR	<b>Payments</b> AUTOMATIC PAYMENT	897.15-	
	<b>Sub Total:</b>	<b>897.15-</b>	
	<b>Purchases</b>		
20 FEB	JURIEN BAY SERVICE JURIE BAY AUS	222.70	P82 CVI 156 600
22 FEB	WA LOCAL GOVERNMENT AS WEST LEEDERVI AUS	70.00	✓ 106320.22
03 MAR	ADOBE ACROPRO SUBS Sydney AUS	4,181.73	✓
02 MAR	DIGITAL GOODS - APPS		
02 MAR	AMPOL WONTHELLA 51039F WONTHELLA AUS	255.32	P82 CVI 156 600
07 MAR	SERVICE STATIONS		
07 MAR	Crown Metropol Perth Burswood AUS	* 316.32	✓
08 MAR	HOTELS, MOTELS, RESORTS - LO		
08 MAR	Crown Perth Burswood AUS	65.00	✓
08 MAR	HOTELS, MOTELS, RESORTS - LO		
08 MAR	CROWN PERTH MARKET & C BURSWOOD AUS	32.00	✓ 4620
08 MAR	EATING PLACES, RESTAURANTS		
08 MAR	LIBERTY ROADHOUSE CA CATABY AUS	174.71	P82 CVI 156 600
17 MAR	SERVICE STATIONS		
17 MAR	GERALDTON TYREPOWER GERALDTON AUS	309.00	P82 CVI 119 670
	AUTOMOTIVE TIRE STORES		
	<b>Sub Total:</b>	<b>5,626.78</b>	

S000687 / M000241 / 080 / CN1VP4P1

**Corporate Card Statement****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		
897.15	897.15 -	5,626.78	0.00	0.00	0.00	5,626.78	0.00

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

Cardholder Signature \_\_\_\_\_

Date 23/5/23

Transactions examined and approved.

Manager/Supervisor Signature \_\_\_\_\_

Date 23/5/2023

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**Complaints**

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Online: [www.afca.org.au](http://www.afca.org.au)

Email: [info@afca.org.au](mailto:info@afca.org.au)

Phone 1800 931 678

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



## Corporate Card Statement

2 MAY 2023



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

Facility Number

00018023 20000001

Payment Due Date

01 May 2023

Closing Balance

\$8,890.15

**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.

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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 Mar 2023	20 Apr 2023	01 May 2023	5,626.78	8,890.15	1,109.85

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		
5,626.78	5,626.78 -	8,890.15	0.00	0.00	0.00	8,890.15	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](http://www.afca.org.au)

Email: [info@afca.org.au](mailto:info@afca.org.au)

Phone 1800 931 678

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

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S000674 / M000234 / 111 / CN1VP4P1



## Corporate Card Statement

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

## CARDHOLDER TRANSACTION DETAILS

Cardholder Name	Card Number	Credit Limit	Available Credit
Jameon Criddle	5163 2531 0145 4541	6,000	494.30

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

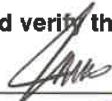

Corporate Card Transactions			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
03 APR	<b>Payments</b> AUTOMATIC PAYMENT	5,626.78-	
	<b>Sub Total:</b>	<b>5,626.78-</b>	
27 MAR	<b>Purchases</b> 7-ELEVEN 3027 WANNEROO AUS	224.25 ✓	P82 CVI / 156 / 600
04 APR	SERVICE STATIONS BRAYCO COMMERCIAL RIVERVALE AUS	5,004.00 ✓	1076? Stadium CC 021 BT 552
12 APR	COMMERCIAL EQUIPMENT, NOT EL SEARANGE HOLDINGS PL GERALDTON AUS	116.00 ✓	MEETINGS 104620.02
14 APR	EATING PLACES, RESTAURANTS GLENFIELD IGA GLENFIELD AUS	21.00 ✓	DOG FOOD 108420 Animal Care Exp
15 APR	GROCERY STORES, SUPERMARKETS BP WONTHELLA 1892 GERALDTON AUS	140.45 ✓	CVI / 156 / 600 P82
	<b>Sub Total:</b>	<b>5,505.70</b>	

## 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		
5,626.78	5,626.78 -	5,505.70	0.00	0.00	0.00	5,505.70	0.00

S000676 / M000234 / 111 / CN1VP4P1

**Corporate Card Statement**

I have checked the above details and verify that they are correct.	
Cardholder Signature 	Date <u>24/5/23</u>
Transactions examined and approved.	
Manager/Supervisor Signature 	Date <u>24/5/23</u>

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

**Complaints**

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](http://www.afca.org.au)

Email: [info@afca.org.au](mailto:info@afca.org.au)

Phone 1800 931 678

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



## Corporate Card Statement

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

## CARDHOLDER TRANSACTION DETAILS

Cardholder Name	Card Number	Credit Limit	Available Credit
Simon Lancaster	5163 2531 0083 4453	4,000	615.55

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
04 APR	<b>Purchases</b> BRAYCO COMMERCIAL RIVERVALE AUS	3,297.00	✓ 1076/021/552
07 APR	COMMERCIAL EQUIPMENT, NOT EL CALTEX BURSWOOD BURSWOOD AUS	87.45	✓ P83/156/600
	<b>Sub Total:</b>	<b>3,384.45</b>	

## Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions		
0.00	0.00 -	3,384.45	0.00	0.00	0.00	3,384.45	0.00

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

Cardholder Signature \_\_\_\_\_

Date 24/5/23

Transactions examined and approved.

Manager/Supervisor Signature \_\_\_\_\_

Date 24/5/2023

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.

## Corporate Card Statement

### 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](http://www.afca.org.au)

Email: [info@afca.org.au](mailto:info@afca.org.au)

Phone 1800 931 678

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

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<b>10.2.2 Waiver Fees &amp; Charges For a Better Chapman Valley</b>	
<b>Department</b>	Finance, Governance & Corporate Services Finance
<b>Author</b>	Dianne Raymond
<b>Reference(s)</b>	Minute Ref 11/20-07; 07/21-04; 06/22-09 & 12/22-09
<b>Attachment(s)</b>	1. CM P-066 Waiver of Fees Charges Application June 2023 Fab CV [ <b>10.2.2.1</b> - 2 pages]

## Voting Requirements

Absolute Majority

## 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 community Centre (including Library meeting area, Yuna & Bill Hemsley Park Community Centres for the 2023/2024 budget 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 maximum of 34 uses (meetings/events) per venue. Any use in excess of this for 2023/2024 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.

## Disclosure of Interest

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

## Background

For A Better Chapman Valley (FabCV) Inc commenced in late 2020 (post TC Seroja event) to support and foster community ideas, visions and create social connectedness amongst the community within our shire.

Council has already resolved to assist FabCV since November 2020 and continued to support amendments to the fee structure in July 2021, June 2022, and December 2022 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*

**MOVED:** Cr Batten

**SECONDED:** Cr Humphrey

**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;*

*Voting F8/A0*

**CARRIED**

*Minute Reference: 12/22-09*

**Comment**

The FabCV committee has completed a Waiver of Fees and Charges application which is attached to this agenda item seeking further ongoing support in 2023/2024 budget year.

There are two sets of thought process to be considered for this application. One being that as an active group and advocate for our community removing financial barriers is assists in fostering inclusivity, promoting engagement, and enhancing the overall well-being of our community.

- Fostering Inclusivity: By waiving fees & charges for this community group we encourage individuals from all socio-economic backgrounds can participate without

facing financial constraints. This inclusivity promotes diversity, encourages representation, and creates an environment where everyone's voice can be heard, regardless of their financial circumstances.

- Promoting Engagement: By removing the financial burden, we encourage increased involvement, leading to a more vibrant and connected community. This engagement, in turn, strengthens social bonds and fosters a sense of belonging across all our community.
- Enhancing Well-being: Our community groups play a pivotal role in enhancing the overall well-being of our residents. By offering a waiver of fees, we enable individuals to access valuable resources, opportunities, and recreational activities that contribute to their physical, mental, and emotional health. This support aligns with our shared goal of promoting a thriving and resilient community.

The second consideration is the long-term financial impacts of reduced revenue for the waiving fees & charges against ongoing building maintenance, electricity, water, cleaning costs etc.

- Financial Implications: Waiving fees for events, groups or bookings reduces the revenue we are able to raise during the year to assist in covering the ongoing costs across the buildings the shire must maintain.
- Equity and Fairness: While the intention of the waiver is to promote inclusivity, it may inadvertently create inequities within the community. Those who pay fees may perceive the waiver as an unfair advantage, leading to potential dissatisfaction among community groups.
- Resource Allocation: Waiving fees may lead to an increased demand for services and resources (cleaning, mowing, specific maintenance) which would otherwise be adequately met without stretching the organization's capacity to meet those needs.

It is essential to strike a balance between providing access to all while maintaining fairness and equity.

Instead of a blanket waiver of fees & charges I would encourage alternative solutions which address the financial concerns of the group. A sliding scale structure as we have seen in the past of an annual booking fee which allows access across various facilities for the budget year. Full fees and charges for Bill Hemsley Park Community Centre, Nabawa Community Centre & Yuna Community Centre would be \$1,758.00 for 2x uses per week for a local community member. To scale this back to one fee across all three venues would equate to annual venue hire of \$586.00 (\$1758/3) for 0.66x (104/3) uses per week at one of the three venues ie: 34 uses per year at each venue. I would suggest this would adequately cover any events, meetings, workshops, or educational programs which FabCV wish to promote.

## **Statutory Environment**

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

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

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

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

- (a) *when adopting the annual budget, grant\* a discount or other incentive for the early payment of any amount of money; or*
  - (b) ***waive or grant concessions in relation to any amount of money; or***
  - (c) *write off any amount of money,*
- which is owed to the local government.*

*\* Absolute majority required.*

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

## **Policy/Procedure Implications**

A Policy or Procedure is affected:  
Finance Policy & Procedures

Council has several Finance Policy & Procedures for financial assistance:  
Corporate Management Procedure CMP-064 Financial Assistance  
Corporate Management Procedure CMP-065 Community Enhancement & Sponsorship  
Corporate Management Procedure CMP-066 Waiver of Fees & Charges  
Corporate Management Procedure CMP-067 Community Growth Fund

## **Financial Implications**

### **Budgetary Implications**

The budget will be affected in the following ways:

Loss of revenue for venue hire

## **Strategic Implications**

### **Strategic Community Plan/Corporate Business Plan Implications**

#### **COMMUNITY HEALTH & LIFESTYLE**

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

1.1.2 Determine a whole of Shire community integration approach.

#### **GOVERNANCE & ACCOUNTABILITY**

5.3 Make informed decisions within resources and areas of responsibility.

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

## **Consultation**

The only consultation has been by the FabCV Application for waiver.

### **Risk Assessment**

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



## CMP-066 WAIVER OF FEES & CHARGES APPLICATION

APPLICANT DETAILS	
Name of Organisation:	For A Better Chapman Valley
Contact Person:	Megan O'Grady
Postal Address for organisation/ correspondence:	Po Box 394, Geraldton
Phone Number:	0421644416
Email address:	fabcv20@gmail.com
Website address:	
ABN Number:	
Is your organisation registered for GST?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Type of Organisation:	<input type="checkbox"/> Sporting Club <input checked="" type="checkbox"/> Not-for-profit
ACTIVITY / EVENT DETAILS	
Type of Activity or Event:	Community events/committee meetings
Name of Activity or Event:	
Location and Venue:	Bill Hemsley, Nabawa Community Centre and Library, Yuna Community Centre
Date of Activity or Event:	
Will income be generated as a result of the Activity or Event?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are all workers associated with the Activity or Event working in a voluntary capacity?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
What is the Shire Fee and Charge that is requested to be waived ?	
Reason for request:	
<p>We request exemption from fees to help support and enable community events within Chapman Valley. While we understand there are costs involved in maintaining facilities, venue fees can make holding events costly, and possibly prohibitive for events with a small number of people. An exemption will allow us to put more funds back into the community and meet our organisation's objectives; 'to grow, promote and connect community interests within Chapman Valley'.</p> <p>SoCV generously allowed 36 uses of venues with the annual venue hire last year, with FabCV using this approx 23 times. We would like to request an increase to 50 per year in order to allow for interest groups in areas like Park Falls to hire venues for community events.</p>	

**BANK DETAILS**

Account Name: For A Better Chapman Valley	BSB Number: 633000
Bank & Branch: Bendigo Bank, Geraldton	Account Number: 178777231
Account Holders Signature: 	

**DECLARATION**

I, Megan OGrady confirm that all of the information contained within the request form is true and correct and submit it to the Shire of Chapman Valley for consideration.

<b>Signed:</b> 	<b>Name:</b> Megan O'Grady
<b>Position:</b> Secretary	<b>Date:</b> 2 June 2023



## 10.3 Chief Executive Officer

10.3.1	Policy & Procedure Review
<b>Department</b>	Finance, Governance & Corporate Services Chief Executive Officer
<b>Author</b>	Jamie Criddle
<b>Reference(s)</b>	411.01
<b>Attachment(s)</b>	<ol style="list-style-type: none"><li>1. Reviewed Drug &amp; Alcohol Policy 2023 [<b>10.3.1.1</b> - 4 pages]</li><li>2. Grievance, Investigations &amp; Resolution Policy 2023 [<b>10.3.1.2</b> - 3 pages]</li><li>3. Complaints Management Policy 2023 [<b>10.3.1.3</b> - 3 pages]</li><li>4. Habitual &amp; Vexatious Complainants 2023 [<b>10.3.1.4</b> - 3 pages]</li><li>5. Disciplinary Action Policy 2023 [<b>10.3.1.5</b> - 3 pages]</li><li>6. Service Request Complaints (Management Directive) [<b>10.3.1.6</b> - 3 pages]</li><li>7. Complaints Register 2023 [<b>10.3.1.7</b> - 1 page]</li></ol>

### Voting Requirements

Simply Majority

### Staff Recommendation

That Council endorse amendments, deletions and additions to the following Shire of Chapman Valley Policies & Management Procedures as presented i.e.

#### Organisational Corporate Policy, Procedure & Guidelines Manual

- Drug & Alcohol Policy
- Grievance, Investigations & Resolution Policy
- Complaint Management Policy
- Habitual & Vexatious Complainants
- Disciplinary Action Policy
- Service Request Complaints (Management Directive)

### Disclosure of Interest

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

### Background

Council reviewed its Policy suite at the April OCM, with some discussion surrounding further work to continue on several existing policies and the possible inclusion of some others.

At the April 2023 OCM the following was resolved:

### **Council Resolution**

**Moved:** Cr Nicole Batten      **Seconded:** Cr Peter Humphrey

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

CMP-064 Financial Assistance

CMP-065 Community Enhancement Donations & Sponsorship

CMP-067 Community Growth Fund - Operational

and with additional wording to CMP-065 Individuals only one (1) application approved per year

**For** Cr Beverley Davidson, Cr Darrell Forth, Cr Nicole Batten, Cr Peter Humphrey, Cr Trevor Royce and Cr Kirrilee Warr

**Against Nil**

**6 / 0**

**CARRIED UNANIMOUSLY**

### **Comment**

Section 2.7(2)(b) of the Local Government Act 1995 ("the Act") states that the making of policy is a role of the Council. Policies provide clarity, ownership and accountability to the Chapman Valley community and for the staff of the Shire.

The following policies have been amended or included for adoption:

- Drug & Alcohol Policy
- Grievance, Investigations & Resolution Policy
- Complaint Management Policy
- Habitual & Vexatious Complainants
- Disciplinary Action Policy

There has also been a Management Directive added to the Complaint Management Policy for direction:

- Service Request Complaints (Management Directive)

### **Statutory Environment**

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

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

#### *Role of Council*

1. *The council:*
1. *Governs the local government's affairs; and*

2. *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**

A Policy or Procedure is affected:  
Organisational Corporate Policy & Procedures

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

## **Financial Implications**

No Financial Implications Identified.

## **Strategic Implications**

Nil

### **Strategic Community Plan/Corporate Business Plan Implications**

#### **GOVERNANCE & ACCOUNTABILITY**

5.1 Ensure governance and administration systems, policies and processes are current and relevant.

5.1.1 Review policy categories and set ongoing accountability for review processes.

## **Consultation**

All *Responsible Staff* members have been given to opportunity to recommend to the CEO any amendments, deletions and additions to the existing policies & procedures, which forms the basis of the Staff Recommendation presented for Council consideration.

## **Risk Assessment**

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

An Insignificant Reputational Risk of Level 1 - Which will likely result in unsubstantiated, low impact, low profile or 'no news' item.

## Drugs and Alcohol

**Statutory context** Work Health and Safety Act 2020

**Corporate context**

Policy 8.1 – Disciplinary  
Grievance Policy  
Grievance Procedure  
Policy  
Code of Conduct – Employees

### Policy Statement

#### 1. Introduction

This policy is designed to eliminate the risks inherent in the use or abuse of drugs alcohol or other substances and to provide a safe and productive workplace for employees.

The Shire is committed to ensuring all employees take reasonable care not to endanger the safety of themselves or others (including customers) in the workplace. Alcohol and other drug usage becomes an work safety and health issue if a worker's ability to exercise judgment, coordination, motor control, concentration and alertness at the workplace is impaired.

#### 2. Application

For the purpose of this policy –

- the term "employee" shall extend to cover contractors as per the Work Health and Safety Act 2020, volunteers and any person performing work for or with the Shire in any capacity,
- the workplace is defined as any place in which work is carried out while engaged by the Shire.

Employees must report to their employer any situation where they genuinely believe that an employee may be affected by alcohol and/or other drugs.

#### 3. Responsibility

Under the Work Health and Safety Act 2020, workers must take reasonable care of their own safety and health and not endanger the safety and health of others at the workplace. The consumption of alcohol and/or drugs while at work is unacceptable (the hazard extends to being adversely effected, possibly as a result of the night before in addition to consumption as work), except in relation to any authorised and responsible use of alcohol at workplace social functions.

All employees are expected to comply with the Code of Conduct for Employees at all times. They should carry out their duties in a professional, responsible and conscientious manner and refrain from any conduct (including alcohol abuse or substance misuse) which could adversely affect their personal work performance or the safety and well-being of others.

#### Consume alcohol in company vehicles.

Personnel shall not drive a shire vehicle whilst under the influence of drugs or alcohol. Should an accident or incident occur whilst under such influence, the person accepts total liability including all financial and insurance penalties.

Employees are required to present themselves for work and remain, while at work, capable of performing their work duties safely. An employee who is under the influence of alcohol and/or drugs at the workplace, or is impaired, may face disciplinary action including possible termination of employment.

#### 4. Drug Use in a Shire workplace

Employees who buy, take, or sell drugs in any Shire workplace, may be found to have engaged in serious misconduct. Such behaviour may result in disciplinary action up to and including dismissal.

#### 5. Prescribed and Over the Counter Medications

The Employee must follow the instructions in respect of prescribed or over the counter medications. If the medication affects their ability to perform a task they must advise their supervisor or manager. Employees taking prescribed or over the counter medication must not commence duties if their doctor or pharmacist indicates that it would not be safe to do so.

For prescription medication they have a current and valid prescription (or medication packaging with the prescribed person's name clearly printed on the label) for the medication.

The pharmacy or prescribed medication is taken in accordance with the prescribed or recommended dosage.

The medication was declared prior to the person commencing work and a Medication Declaration completed to supervisor.

The categories of drugs and substances prohibited by the Shire are outlined as per the Australian Standard AS 4308 for drugs of abuse.

#### 6. Consumption of Alcohol on the Premises

Except in situations where the Shire holds or hosts a function within the district and alcohol is provided, employees must not bring in and/or consume alcohol in the workplace. With the approval of the CEO or Executive Manager an employee may be approved to drink alcohol at a work related function.

#### 7. Responsibilities

The Shire considers that the use of alcohol or other drugs is primarily a health issue for individual employees, however, where an employee's performance or conduct affects their health and safety, and/or others in the workplace, the Shire is committed to appropriately managing the issue.

A likely outcome of any breach of this policy will be disciplinary action (up to and including suspension without pay; termination of employment), however the Shire may also manage the issue by –

- Providing appropriate education and training to employees;
- Providing professional counselling and support where needed.

#### 8. Managers' Responsibilities – Consumption of Alcohol at Work Sponsored Functions

Team managers shall –

- a) encourage their staff to make alternative arrangements for transport to and from the function;
- b) ensure that the following is made available: - Low alcohol beer, soft drinks and water - Beverages: tea, coffee and food;
- c) if the manager believes a person may be over the Blood Alcohol Content (BAC) 0.05 limit, assist the person with safe transport home (including contacting a family member or arranging a taxi); and
- d) if the manager has to leave the function early, appoint a delegate to oversee the rest of the function.

#### 9. Drug/Alcohol Treatment Programs

Where an employee acknowledges that they have an alcohol or drug problem and are receiving help and treatment, the Shire will provide assistance to the employee –

- a) the Shire will allow an employee to access any accrued personal or annual leave, or leave without pay by agreement of the CEO, while they are undergoing treatment, and;
- b) the Shire will take steps to return an employee to their employment position after completion of the treatment program, if practicable in the circumstances.

Where an employee acknowledges that they have an alcohol or drug problem and are receiving help and treatment, the line manager or members of senior management, will review the full circumstances and agree on a course of action to be taken. This may include redeployment to suitable alternative employment, or possible termination from employment if the employee is unable to safely carry out the requirements of their role.

#### 10. Pre-Employment Medical Tests

As part of the recruitment selection process, preferred candidates for employment positions may be required to attend a medical assessment which includes drug and alcohol testing. Failure to provide a negative test result may result in their application for employment being unsuccessful.

#### 11. Random Testing

Random testing may also be conducted. Random testing may utilise a variety of methods for randomly selecting names such as software, lottery of selection through coloured marbles in a bag drawn by each employee. The Shire of Chapman Valley may test the entire workforce or certain working groups without cause.

All staff on site must participate in the random selection.

## 12. Identification of Impairment & Testing

If the Shire has reasonable grounds to believe that an employee is affected by drugs and/or alcohol it will take steps to address the issue.

Reasonable grounds may include (but are not limited to), where an employee's coordination appears affected, has red or bloodshot eyes or dilated pupils, smells of alcohol, acts contrary to their normal behaviour, or otherwise appears to be affected by drugs and/or alcohol.

Testing may be carried out as a result of all incidents (including, but not limited to near miss, injury, property damage, and personal altercations).

If the Shire suspects that an employee is under the influence of drugs and/or alcohol it may pursue any or all of the following actions –

- direct an employee to attend a medical practitioner and submit to a medical assessment to determine whether the employee is fit to safely perform their duties;
- require that an employee undergo drug and alcohol testing administered by a Shire authorised testing provider (such as Pathwest) at the direction of the Shire;
- direct an employee to go home.

A medical assessment may include a drug and/or alcohol test. Testing shall be conducted in accordance with the Australian Standard AS/NZS 4308:2008 – Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.

In circumstances where an employee indicates the consumption of prescription or pharmacy drugs, the Shire may request further information from the medical practitioner conducting the assessment about the effects and proper usage of the prescription or pharmacy drugs being taken. The Shire may direct the employee to go home following the medical assessment until it can be established that they are fit to undertake their duties.

If an employee refuses to attend a medical examination or refuses to submit to an alcohol or drug test, the employee will be immediately directed to go home. Refusal to attend a medical assessment or refusal to go home constitutes a breach of this policy and may result in disciplinary action being taken against the employee up to and including suspension without pay; termination of employment.

If it is suspected that a person is attempting to, or tampered, manipulated, substituted, or adulterated an AOD sample, a full investigation will be conducted.

If a person is found to have tampered, manipulated, substituted, or adulterated an AOD sample in any way, by any means, it will be treated as a serious breach and that person will be subjected to appropriate disciplinary action that may include, but is not limited to termination of employment.

The following steps are to be taken where an employee who has submitted to a medical assessment returns a positive test result for alcohol and/or drugs –

- The employee tested and the CEO will be informed of the result;
- A disciplinary discussion will take place in accordance with the disciplinary policies and procedures of the Shire.

An employee who returns a positive test will be in breach of this policy. A breach of this policy may result in disciplinary action being taken against the employee up to and including suspension without pay; termination of employment.

## 13. Testing in the event of an accident/incident

The Shire, at the discretion of the CEO or Executive Manager may require an employee to undertake a drug and alcohol test, as described above, in the event of an accident or incident where there is a risk to health and safety.

## 14. Education, Training & Awareness

The Shire may provide education and training to all employees at the workplace about the effects of alcohol and other drugs and their risks to safety and health. Line managers may be given training so that they may identify situations where an employee is potentially misusing alcohol or drugs.

Employees who recognise that they have a drink or drug problem, or that they are at risk of developing one, are encouraged to come forward so that they can be assisted to get the appropriate help.

Contacts at outside agencies where help can be obtained will be made readily available to all employees via the Shire's noticeboards.

The Shire engages the services of an external Employee Assistance Provider who can provide the organisation's people with free and confidential counselling.

15. Testing Provider

Drug and alcohol testing may be undertaken by Pathwest Laboratories, Geraldton or another provider if required.

16. Consequences of Breaching this Policy

An employee engaged by the Shire who breaches the provisions of this policy may face disciplinary action including suspension without pay and/or possible termination of employment.

An employee or worker, once found to have produced a positive confirmatory test result, will be required to undergo three extraordinary drug and/or alcohol tests over six months without notice, not including normal selection for random testing.

17. Variation to This Policy

This policy may be cancelled or varied from time to time. All employees will be notified of any variation to this policy.

## Grievances, Investigations and Resolution Policy

<b>Statutory context</b>	Local Government Act 1995
<b>Corporate context</b>	Policy CMP-026 – Code of Conduct
	Policy CP-015 – Equal Opportunity Statement Grievance Policy and Procedures
	Policy CP-015 – EEO Policy

### Policy Statement

All employees have a right to express any genuine grievances or complaints via an impartial internal process. All employees involved in a grievance process are expected to participate in good faith. For the purposes of this policy, the term “employee/s” will extend to cover contractors, volunteers and any person performing work for or with the Shire of Chapman Valley in any capacity.

### Executive Instruction

#### 1. Application

This Executive Instruction applies to all employees who work at the Shire.

#### 2. Definitions

In this Executive Instruction –

**employee** means –

- paid staff – full time, part time, permanent, casual, - volunteers,
- any person performing work for or with the Shire in any capacity,

#### 3. When this Executive Instruction may be used

All grievances other than those concerning the CEO, are to be lodged with the Manager Finance & Corporate Services

All employees have a right to express any genuine grievances or complaints via an impartial internal process. The Shire process, as set out in this Executive Instruction and the Grievances Procedure, provide a mechanism to ensure employees have every opportunity to express their grievances related to discrimination, fairness, harassment and bullying.

The purpose of this Executive Instructions to –

- identify and resolve employee grievances at an early stage;
- clearly identify the personnel to whom it is appropriate to direct grievances;
- provide guidelines to employees and managers on their responsibilities and how to apply the grievance resolution procedures; and
- provide employees with alternative contact points to assist them in resolving their grievance.

#### 4. Participant Roles

The following definitions set out the roles that apply to participants in the Grievance process –

##### **a) Complainant –**

An employee who raises a complaint about a matter regarding the workplace.

##### **b) Respondent –**

An employee who is alleged to have acted in a manner which caused the complainant to raise a complaint.

##### **c) Grievance Officer –**

The ~~EMCCS~~**MFCS**, or CEO if MFCS is not appropriate or available, co-ordinates the procedure to resolve the dispute.

##### **d) Investigator –**

The Grievance Officer or other appropriate officer or external person selected by the Grievance Officer is to conduct investigations when a formal complaint is made.

##### **e) Support Person –**

A Complainant and/or a Respondent may choose to bring a Support Person with them to a meeting, where practicable. The role of a Support Person is not to advocate on behalf of anyone, but to simply provide emotional support.

##### **f) Witness –**



A person who is requested by the Grievance Officer or Investigator to assist the process by providing relevant information regarding the complaint. This can include other Shire employees.

#### 5. Making a Complaint

If an employee (Complainant) is the victim of behaviour of another employee (Respondent) which is inconsistent with the Shire's policies, procedures, or code of conduct, the Complainant should, where reasonable or practicable, first approach the Respondent for an informal discussion. In some circumstances, the Respondent may be unaware that their behaviour offends the Complainant.

If it is not reasonable or practicable (for example the nature of the complaint is deemed to be serious) the complainant should contact their Manager or Grievance Officer directly.

If the inappropriate behaviour continues, the Complainant is encouraged to make a complaint (verbally or in writing) to their Manager. If their Manager is the Respondent or the employee feels uncomfortable approaching their Manager, the Complainant should approach the Grievance Officer.

This complaint can be verbal or in writing.

A Manager who receives the complaint must contact the Grievance Officer, who is to decide upon the most appropriate way to take the matter forward as set out in the Grievance Procedure.

#### 6. Key Principles in the Complaint Resolution Process

The following principles are necessary for the fair investigation and resolution of a complaint:

**a) Confidential –**

Only the employees directly investigating or addressing the complaint will have access to the information about the complaint. The Shire may inform or appoint a third party to investigate or advise on the investigation. All parties involved in dealing with a complaint are required to keep the matter confidential;

**b) Impartial (fair/unbiased) –**

Both parties will have an opportunity to put their case forward. No assumptions are made and no action will be taken until available and relevant information has been collected and considered;

**c) Sensitive –**

The employees who assist in responding to complaints should be specifically trained or equipped to treat all complaints sensitively and ensure the process is free of coercion or intimidation;

**d) Timely –**

The Shire aims to deal with all complaints as quickly as possible and in accordance with any legislative requirements;

**e) Documented –**

All complaints and investigations must be documented. In formal grievance processes, records must be kept of all documents collected and/or drafted as part of that process. For more informal processes, a file note or note in a diary may be sufficient;

**f) Natural Justice –**

The principles of natural justice provide that –

- A Respondent has the right to respond to the allegations before any determination is made;
- A Respondent has the right to be told (where possible and appropriate) who made the allegation;
- Anyone involved in the investigation should be unbiased and declare any conflict of interest;
- Decisions must be based on objective considerations and substantiated facts; and
- The Complainant and the Respondent have the right to have a support person present at any meetings where practicable.

**g) Procedural Fairness –**

The principles of procedural fairness provide that –

- A Respondent is advised of the details (as precisely and specifically as possible) of any allegations when reasonably practicable;

- A Respondent is entitled to receive verbal or written communication from the Shire of the potential consequences of given forms of conduct, as applicable to the situation;
- A Respondent is given an opportunity to respond to any allegations made against them by a Complainant;
- Any mitigating circumstances presented to the Shire through the grievance process are investigated and considered;
- A Respondent has the right to have an appropriate support person present during any inquiry or investigation process where practicable or necessary;
- Any witnesses who can reasonably be expected to help with any inquiry or investigation process should be interviewed; and
- All interviews of witnesses are conducted separately and confidentially.

#### 7. Outcome of Making a Complaint

If a complaint is substantiated, there are a number of possible outcomes. If the complaint involves a performance issue, the Manager of the Respondent may commence a formal or informal performance management process in accordance with the Employee Performance and Development Procedures or elect to discipline the Respondent in accordance with the Disciplinary Action Instruction.

If the complaint involves a breach of a Policy or Instructions, or behaviour that is inconsistent with the employment relationship, the Manager of the Respondent, in consultation with the Grievance Officer, may elect to discipline the Respondent in accordance with the Disciplinary Action Instruction.

#### 8. Vexatious or Malicious Complaints

Where a Complainant has deliberately made a vexatious or malicious complaint that Complainant may be subject to disciplinary action, including but not limited to, termination of employment.

#### 9. Victimisation of Complainant

A Complainant must not be victimised by the Respondent or any other employee of the Shire for making a complaint. Anyone responsible for victimising a Complainant may be subject to disciplinary action, including but not limited to, termination of employment.

#### 10. Variation to This Policy

This policy may be cancelled or varied from time to time. All the Shire of Chapman Valley's employees will be notified of any variation to this policy by the normal correspondence method.

### 3.9 Complaints Management

<b>Statutory context</b>	N/A
<b>Corporate context</b>	Policy Manual 1.1 – Code of Council Code of Conduct for Employees CMP-040 Customer Service

#### Policy Statement

##### Objectives

To develop a structured systematic approach to dealing with complaints received by the Shire of Chapman Valley from external persons.

To assure the community that complaints may be made without fear of recrimination and that all complaints will be promptly dealt with and a (written if required) response will be given setting out the answer to the complaint providing reasons, where appropriate.

To have complaints dealt with efficiently by an appropriate employee with minimal referral.

To use complaints statistics to improve the effectiveness and efficiency of Shire operations.

##### Definition

A complaint is –

“an expression of dissatisfaction made to or about an organization, related to its products, services, staff or the handling of a complaint, where a response or resolution is explicitly or implicitly expected or legally required” (as defined by the *AS/NZS 10002-2014 Guidelines for Complaint Management in Organisations*).

##### Policy

The Shire of Chapman Valley recognises the right of its customers to make complaints about services or service delivery, and will make it a priority to address those complaints and rectify unsatisfactory consequences.

The Council and its staff will be open and honest in its dealings with customers.

When unable to satisfy the complaint, an explanation will be provided in “plain English” why, for legislative/legal reasons, cost constraints or some other matter beyond its control, it is unable to act in accordance with a complainant’s request.

The Shire recognises that good complaints handling is an integral part of customer service and provides an effective way of reviewing performance and monitoring standards.

The Shire may determine to take the following courses of action –

- a) take no further action and advise the complainant of the reason/s;
- b) determine the complaint by use of appropriate strategies such as, but not limited to, mediation, informal discussion or negotiation;
- c) discontinue the assessment in circumstances where it becomes evident that the matter would be referred to another body or person and advise the complainant accordingly.

##### Confidentiality

Complainants have the right to expect that their privacy will be respected when making a complaint or having a complaint investigated. Personal information related to the complaint will be kept confidential

i  
n accordance with the *Freedom of Information WA Act 1992*.

All complaints are treated confidentially, unless required by law or the complainant provides their permission to release information.

A complaint against an employee is considered confidential under the *Freedom of Information Act 1992* and the complainant will not be advised of the outcome, unless required by law.

##### Application

Complaints that are to be dealt with under this policy include, but are not necessarily limited to, expressions of dissatisfaction regarding –

- a) decisions made by Council or staff;
- b) inappropriate behaviour of staff or members such as rudeness, discrimination or harassment;
- c) the standard of works or services provided by the local government;
- d) the standard or condition of a facility provided by the local government; and
- e) failure of the local government to comply with the Local Government Act, Council policies, local laws and other laws administered by the local government.

The following issues are not regarded as complaints and will not be dealt with under this policy –

- a) requests for services;
- b) compliance enforcement action;
- c) a civic dispute between private individuals;
- d) a petition;
- e) requests for information or explanations of policies and/or procedures;
- f) the lodging of a formal objection or appeal in accordance with the Local Government Act and other Acts or in accordance with Council policies or standard procedures; and
- g) the lodging of a submission in response to an invitation for comment.

(16) Complaints regarding elected members are to be directed to the CEO who is responsible for the initial investigation and administrative responses. Matters that may require disciplinary action are to be referred to the Shire President and dealt with under the Policy 1.1 Code of Conduct.

(17) Complaints from Councillors, the Ombudsman, the Local Government Department or from Members of Parliament shall be referred to, and dealt with by, the CEO unless the complaint relates to the CEO whereupon the complaint will be dealt with by the Shire President.

#### Guidelines

Any person or their representative can lodge a complaint.

Complaints will be accepted in writing, in person, by facsimile transmission, by email or by telephone. If a verbally received complaint alleges a criminal offence, corruption or other serious matter, the receiving employee is to advise the complainant that the matter must be submitted in writing.

Complainants are to be advised that anonymous complaints may not be processed as it is possible that they may be mischievous or vexatious. Depending on the nature of the complaint, it will be at the discretion of the receiving employee to act or refer the complaint or not to deal with the complaint.

When any complaint is made, other than a complaint referred to in clauses 16 or 17, the designated receiving employee shall, within the limit of their authority, attempt to satisfy the complainant as soon as possible. If a complainant cannot be satisfied immediately, or on the same day, the designated receiving employee shall immediately issue to the complainant a written acknowledgement of the complaint and if need be, refer to the complaint and a copy of the acknowledgement to a senior employee, or the CEO, as is appropriate, for investigation and determination of the complaint.

The standard response times when dealing with complaints are those in the Customer Service Corporate Management Procedure Charter.

Where a complainant is advised of a likely delay to the handling of the complaint and the complaint is not finalised within a reasonable period of time, the complainant is to be provided with status reports from time to time until the complaint is satisfied.

(24) The CEO shall establish and maintain an appropriate record of all complaints. The record will provide the following –

- a) nature of each complaint;
- b) services or facilities about which the complaints are made;
- c) outcomes; and
- d) other relevant information.

The designated receiving employee of any complaint shall be responsible for ensuring that all details pertaining to the complaint are recorded in the system established under clause 24.

Outcomes

Where a complaint has been investigated and found to be justified, the relevant employee who dealt with the complaint will ensure that the remedy is carried out, will advise the complainant that the Shire does acknowledge substance in the complaint and the specific action that will be taken by the Shire to respond to the circumstances of the complaint. The employee will, if appropriate, make follow-up contact with the complainant to ensure that the complaint has been resolved satisfactorily.

Where a complaint may identify the need for a review of procedures to prevent re-occurrences, relevant staff are to implement any required changes which they feel appropriate. If the matter cannot be easily remedied by the employee, he or she must liaise with his/her Manager or the CEO to agree on a course of action.

Where the complaint identifies a need for a change of Council policy in a particular area or a need for additional resources, the matter shall be referred to Council as early as practicable.

Where appropriate or necessary, the CEO or relevant Executive Manager may refer the complaint to an external agency having jurisdiction in the matter.

Dealing with unreasonable complainant conduct

An unreasonable complainant is defined as the following –

- a) a rude, angry and harassing customer;
- b) an aggressive customer;
- c) habitual or obsessive behaviour which may include –
  - i) cannot 'let go' of their complaint;
  - ii) cannot be satisfied despite the best efforts of the Shire;
  - iii) makes unreasonable demands on the local government where resources are substantially and unreasonably diverted away from its other functions or are unfairly allocated.

The Shire may restrict, withhold or withdraw the provision of service to unreasonable complainants by taking one of the following actions –

- a) require the complainant to make an appointment to meet with employees;
- b) limit all future dealings to writing;
- c) only respond to future correspondence which provides significant new information about the complaint or raises new issues which the Shire believes warrant fresh action; and
- d) direct all contact to be through a specific employee or area.

The decision to determine an unreasonable complainant or to restrict, withhold or withdraw contact with the Shire will only be made by the Chief Executive Officer.

**Habitual or Vexatious Complainants****Objectives:**

Habitual or vexatious complaints can be a problem for Council staff and members. The difficulty in handling such complaints is that they are time consuming and wasteful of resources in terms of officer and member time and displace scarce human resources that could otherwise be spent on Council priorities. Whilst Council endeavours to respond with patience and sympathy to all needs of all complainants, there are times when there is nothing further which can reasonably be done to assist or rectify a real or perceived problem.

1. To identify situations where a complainant, either individually or as part of a group, or a group of complainants, might be habitual or vexatious and ways of responding to these situations.
2. This policy is intended to assist in identifying and managing persons who seek to be disruptive to the Council through pursuing an unreasonable course of conduct.

The term “vexatious” is recognised in law and means “denoting an action or the bringer of an action that is brought without sufficient grounds for winning, purely to cause annoyance to the defendant”.

**Policy Statement:**

1. For the purpose of this policy, the following definition of habitual or vexatious complainants will be used:

The repeated and/or obsessive pursuit of:

- (i) Unreasonable complaints and/or unrealistic outcomes; and/or
  - (ii) Reasonable complaints in an unreasonable manner.
2. Where complaints continue and have been identified as habitual or vexatious in accordance with the criteria set out in Schedule A, the CEO, following discussions with the Executive Team, will seek agreement to treat the complainant as a habitual or vexatious complainant and for an appropriate course of action to be taken.

*Schedule B details the options available for dealing with habitual and vexatious complaints.*

3. The CEO will notify complainant, in writing, of the reasons why their complaint has been treated as habitual or vexatious, and the action will be taken. The CEO will also notify the elected members that a constituent has been designated as a habitual or vexatious complainant.
4. Once a complainant has been determined to be habitual or vexatious, their status will be kept under review after one year and monitored by the CEO with reports being taken to Council as required. If a complainant subsequently demonstrates a more reasonable approach then their status will be reviewed.

**Guidelines****Schedule A – Criteria for determining habitual or vexatious complaints**

Complainants (and/or anyone acting on their behalf) may be deemed to be habitual or vexatious where previous or current contact with them shows how they meet one of the following criteria:

*Where complainants:*

1. Persist in pursuing a complaint where the Council's complaints process has been fully and properly implemented and all avenues of review have been exhausted.
2. Persistently reframe or change the substance of a complaint or continually raise new issues or seek to prolong contact by continually raising further concerns or questions whilst the complaint is being addressed. (Care must be taken, however, not to disregard new issues which are significantly different from the original complaint as they need to be addressed as separate complaints).
3. Are resistance to explanation and repeatedly unwilling to accept documented evidence given as being factual or deny receipt of an adequate response in spite of correspondence specifically answering their questions or do not accept that facts can sometimes be difficult to verify when a long period of time has elapsed.
4. Repeatedly do not clearly identify the precise issues which they wish to be investigated, despite reasonable efforts of the Council to help them specify their concerns, and/or where the concerns identified are not within the remit of the Council to investigate.
5. Regularly focus on a trivial matter to an extent which is out of proportion to its significance and continue to focus on this point. It is recognised that determining what is a trivial matter can be subjective and careful judgement will be used in applying this criteria.
6. Have threatened or used physical violence towards employees at any time. This will, in itself, cause personal contact with the complainant and/or their representative to be discontinued and the complaint will, thereafter, only be continued through written communication. The Council has determined that any complainant who threatens or uses actual violence towards employees will be regarded as a vexatious complainant. The complainant will be informed of this in writing together with a notification of how future contact with the Council is to be made.
7. Have, in the course of addressing a registered complaint, had an excessive number of contacts with the Council – placing unreasonable demands on employees. A contact may be in person, by telephone, letter, email or fax. Judgement will be used to determine excessive contact taking into account the specific circumstances of each individual case.
8. Have harassed or been verbally abusive on more than one occasion towards employees dealing with their complaint. Employees recognise that complainants may sometimes act out of character in times of stress, anxiety or distress and will make reasonable allowances for this. Some complainants may have a mental health disability and there is a need to be sensitive in circumstances of that kind.
9. Are known to have recorded meetings or face to face/telephone conversations without the prior knowledge and consent of other parties involved.
10. Make unreasonable demands on the Council and its employees and fail to accept that these may be unreasonable, for example, insist on responses to complaints or enquires being

provided more urgently than is reasonable or within the Council's complaints procedure or normal recognised practice.

11. Make unreasonable complaints which impose a significant burden on the human resources of the Council and where the complaint:

- Clearly does not have any serious purpose or value; or
- Is designed to cause disruption or annoyance; or
- Has the effect of harassing the public authority; or
- Can otherwise fairly be characterised as obsessive or manifestly unreasonable.

12. Make repetitive complaints and allegations which ignore the replies which Council officers have supplied in previous correspondence.

**Schedule B – Options for dealing with habitual or vexatious complainants.**

The options below can be used singularly or in combination depending on the circumstances of the case and whether the complaint process is ongoing or completed.

1. A letter to the complainant setting out responsibilities for the parties involved if the Council is to continue processing the complaint. If terms are contravened, consideration will then be given to implementing other action as indicated below.
2. Decline contact with the complainant, either in person, by telephone, by fax, by letter, by email or any combination of these, provided that one form of contact is maintained. This may also mean that only one named officer will be nominated to maintain contact (and a named deputy in their absence). The complaint will be notified of this.
3. Notify the complainant, in writing, that the Council has responded fully to the points raised and has tried to resolve the complaint but there is nothing more to add and continuing contact on the matter will serve no useful purpose. The complainant will also be notified that the correspondence is at an end, advising the complainant that they are being treated as a habitual or vexatious complainant and as such the Council does not intend to engage in further correspondence dealing with the complaint.
4. Inform the complainant that in extreme circumstances the Council will seek legal advice on habitual or vexatious complainants.
5. Temporarily suspend all contact with the complainant, in connection with the issues relating to the complaint being considered habitual or vexatious, while seeking legal advice or guidance from our solicitor or other relevant agencies.



## **Disciplinary Action Policy**

### **1. Commitment**

The Shire of Chapman Valley may from time to time consider that issues of employee behaviour, misconduct or unacceptable performance levels require disciplinary action.

The Shire of Chapman Valley is committed to providing the best possible service and ensuring its employees perform and conduct themselves in accordance with Shire of Chapman Valley policies, procedures and guidelines. Any disciplinary procedure will be applied in a consistent, fair and objective manner, and it will ensure that, where reasonable, employees are given an opportunity and assistance to improve.

### **2. Authority to take Disciplinary Action**

Disciplinary action may only be taken when authorised by the Chief Executive Officer in consultation with the Managers.

### **3. When the Disciplinary Policy Applies**

Some examples of when this policy may be invoked include breaches of Shire of Chapman Valley policy and procedures including, but not limited to:

- Breaches of the Code of Conduct such as failing to disclose a conflict of interest, or accepting a prohibited gift; or
- Poor performance such as frequently attending for work late or producing a poor quality of work; or
- Inappropriate personal behaviour such as theft, discrimination, harassment, bullying or wilfully disobeying a lawful instruction.

### **4. General Disciplinary Principles**

The following principles will apply to any disciplinary action take.

#### **Nature of allegation and investigation**

Before formal disciplinary action is taken against an employee, the nature of the allegations made against an employee will be put to the employee and an investigation may ensure, in accordance with the Grievances Policy & Procedure.

#### **Right to a support person**

Where an employee is required to attend a formal meeting regarding a disciplinary matter or procedure, the employee may be accompanied by a support person where practicable. The role of the support person is not to advocate on behalf of anyone, but to simply provide emotional or other support.

#### **Confidential**

All parties must keep matters related to a disciplinary process confidential.

#### **Fair and impartial**

The Shire of Chapman Valley strives to keep the disciplinary process fair and impartial, meaning that all parties involved will have an opportunity to put their case forward and be given an opportunity to respond.

## 5. Serious Misconduct

Serious misconduct pursuant to the *Fair Work Regulations 2009 (Cth)* includes, but is not limited to:

- wilful or deliberate behaviour by an employee that is inconsistent with the continuation of the contract of employment;
- conduct that causes serious and imminent risk to:
  - The health or safety of a person; or
  - The reputation, viability or profitability of the Shire of Chapman Valley's organisation;
- the employee, in the course of the employee's employment, engaging in:
  - theft; or
  - fraud; or
  - assault;
- the employee being verified, intoxicated at work;
- the employee returning a positive result for drugs, confirmed by a laboratory test; or
- the employee refusing to carry out a lawful and reasonable instruction that is consistent with the employee's contract of employment.

If an employee engages in serious misconduct, disciplinary action that may be taken includes, but is not limited to, summary dismissal (termination of employment without notice).

## 6. Other Disciplinary Action

With the exception of serious misconduct, where an employee has engaged in an act or omission which is inconsistent with any of the Shire of Chapman Valley's policies, the employee could be disciplined as follows:

- **Verbal warning** – Where an employee engages in an act or omission which is inconsistent with the Policies, management has the discretion to issue the employee with a verbal warning. The verbal warning should be noted in a file note and placed on the employee's personnel file.
- **Written warning** – If the employee engages in a more serious act or omissions, or acts in a manner which is inconsistent with the Policies, management has the discretion to issue the employee with a written warning. The employee must be given a copy of the written warning.
- **Termination of employment with notice** – In cases other than summary dismissal, an employee's employment may be terminated with notice or payment in lieu of notice provided the Shire of Chapman Valley has a valid reason for terminating the employee's employment and the employee has an opportunity to respond to the reasons for termination.

Whenever an employee is required to attend a meeting regarding a disciplinary issue, the employee may have a support person present where practicable. The type of disciplinary action taken against an employee is at the Shire of Chapman Valley's discretion and the type of disciplinary action will depend on the seriousness and frequency of any misconduct or performance issue.

## 7. Principles to be applied

Where disciplinary action is taken, the principles of procedural fairness must prevail. These principles are expanded on in the Shire of Chapman Valley's Grievances Policy.

## 8. Investigation procedures for alleged misconduct

Investigations into alleged misconduct should follow the processes details in the Shire of Chapman Valley's Grievances Policy.

### **9. Reporting Obligations**

If an officer or employee of the Shire of Chapman Valley has reporting obligations pursuant to the *Corruption and Crime Commission Act 2003 (WA)* and suspects on reasonable grounds that a matter arises which concerns or may concern misconduct, the Corruption and Crime Commission must be notified of that matter as soon as reasonably practicable.

Employees must also be aware of and adhere to any obligations pursuant to the *Public Interest Disclosure Act 2003 (WA)*.

### **10. Variation to this Policy**

This policy may be cancelled or varied from time to time. All the organisation's employees will be notified of any variation to this policy by the normal correspondence method.

**SERVICE REQUEST/COMPLAINTS****Management Directive**

Directive Purpose: To clearly outline the process to provide a high level of customer service.

Principles / Framework: Shire of Chapman Valley Strategic Community Plan 2022 -2032

**Objective**

The primary objective of this directive is to establish a set of standards that outline the level of service that the public can expect from the Shire of Katanning and establish the Shires position about complaints received and the approach and action taken in their resolution.

**Guideline**

The Service Request/Complaints Feedback Form allows the public to provide a written detail of their Request/Complaints. The Shire wishes to ensure that it is easy for any person who feels aggrieved to make a complaint.

Feedback Forms are to be located at Council Office, Library or can be lodged by filling out an online webform.

A member of the public can also register a Service Request/Complaint via a telephone call.

- When a Service Request/Complaint is taken via a telephone call all effort is to be made to resolve the enquiry or transfer the caller to an appropriate Officer. If this is not possible the Officer is to complete a Feedback form on behalf of the caller and give to the Records Officer/Customer Service Officer for recording and processing.

Complaints on Feedback Forms, in hardcopy, via email and via the Webpage are to be recorded, and an acknowledgement letter sent by the Records Officer/Customer Service Officer.

The complaint after recording, and when the acknowledgement email/letter is sent, is directed to the most appropriate officer for review and investigation. The Officer is to communicate with the complainant on the progress of the complaint and provide them with an outcome after the investigation is completed.

During the process of investigation of the complaint the Officer is to record on via spreadsheet the actions taken. A detailed resolution of the issue is to be recorded on spreadsheet to enable the Records Officer to be able to do a responding letter to the complainant with the outcome.

Service Request/Complaints where practicable are to be resolved in 10 days. Note that the Records Officer will need time to process a letter to the complainant, so a timely investigation or resolution is important.

**Anonymous Complaints**

Anonymous complaints shall only be considered to the extent that they involve safety or security issues. Otherwise anonymous complaints shall be disregarded.

**Complaints**

For the purpose of this directive a complaint means an expression of dissatisfaction about:

- A decision of the Council or Shire staff:
- The standard or quality of a Shire service, action or lack of action; or
- The behaviour of Shire representatives.

The Shire wishes to treat complaints positively, to learn from complaints received and where possible to satisfy complainants about their experience in making a complaint.

The Shire will endeavour to ensure that:

- Complaints no matter how they are submitted are treated with equal importance.
- Complaints are responded to quickly and in any event within prescribed timescales.
- Complaints are addressed in a courteous, helpful, and open manner.
- Appropriate assistance is given to any complainant in the making of a complaint including the completion of a Feedback Form.
- Complaints are properly monitored and where relevant the Shire learns from them in order that:
  - Unacceptable conduct or behaviour does not re-occur; and
  - Policies, practices and procedures are improved in order to accommodate the needs of our customers.

#### **Vexatious or Abusive Complaints**

The Chief Executive Officer may decide (having regard to the nature, subject or number of complaints received) that a complainant is a vexatious or abusive and further complaint received from the person concerned or about a particular subject shall not be entertained.

Where a determination is made by the Chief Executive Office that a complaint is vexatious or abusive staff may be directed not to deal with the particular matter.

#### **Allegations of Serious Misconduct**

Allegations concerning criminal, corrupt or serious improper conduct will be dealt with independently of the Complaint Handling process. In the first instance they will be referred directly to the Chief Executive Officer for determination including whether there are reasonable grounds for notification to the Anti-Corruption Commission or referral to the Police. Reference is made to Policy G6 (Public Interest Disclosure).

#### **Repetitive Complaints**

The Chief Executive Officer may determine a complaint to be repetitive in nature and direct staff not to deal with the particular matter

#### **Unresolved Complaints**

If not satisfied with a Shire service or action involving Shire staff a complainant is to be encouraged through the application of relevant procedures:

- In the first instance, to raise the matter with the person most able to resolve the complaint. This may be the person named in the complaint, or their line manager.
- If not satisfied with the response at the first point of contact, or if the complainant feels uncomfortable about talking to that person, contact the person's line manager. This may in some cases include the relevant Executive Manager or Director.
- If still unsatisfied write to the Chief Executive Officer about the matter.
- If not satisfied with the Chief Executive Officer's response, raise the concern with either the Western Australian Ombudsman or the Department of Local Government
- If the complaint concerns an Elected Member, it shall be referred in the first instance to the Chief Executive Officer for appropriate directions and/or action.
- Where considered appropriate the Chief Executive Officer may authorise referral of a particular complaint to an external arbitrator or mediator for consideration.

- All staff are authorised to handle complaints on behalf of the Shire in accordance with the roles and responsibilities of their positions.

**Council Reporting**

A monthly report summarising the complaints received will be provided to Council via the Information Bulletin. Complaints relating to staff will be summarised to the Chief Executive Officer not Council.

No	Name of Complainant	Details	Date Received	Acknowledge Sent	Responsible Officer	Action Taken	Response Sent	Date Completed
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[illegible]

10.3.2	Local Government's Interface with Future Industries & Renewable Energy Developments
<b>Department</b>	Finance, Governance & Corporate Services Chief Executive Officer
<b>Author</b>	Jamie Criddle
<b>Reference(s)</b>	Nil
<b>Attachment(s)</b>	1. Renewable Energy Developments - Community Engagement Issues Paper [10.3.2.1 - 4 pages]

## Voting Requirements

Simply Majority

## Staff Recommendation

That Council requests WALGA (via Northern Country Zone of WALGA) to formulate a State wide Local Government Future Industries Engagement Framework to serve as a blueprint for LGA's to navigate the complexities of emerging industries to help drive economic growth, foster innovation, and improve the overall well-being of their communities.

## Disclosure of Interest

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

## Background

In the rapidly evolving global landscape, local governments (LGA's) are facing the challenge of adapting to emerging industries and technologies. As Australia moves towards net zero emissions LGAs are increasing being approached by industry proponents, state and federal government representatives, companies and organisations.

To this end, what is the role of LGAs in the evolving landscape, and how does local government engage and "stay in the lane"? recognising demands on LGAs are increasing, and day-to-day operations and compliance requirements are modernising and a focal priority.

To navigate this dynamic environment successfully, it is crucial for LGA's to develop a robust engagement framework that fosters collaboration with future industries, levels of government, supporting industries/ organisations and community.

This paper aims to raise the necessity of a universal comprehensive framework that LGA's can utilise to engage with and support future industries effectively.

The Shire of Chapman Valley believes a universal framework is essential for Western Australia Local Governments to understand the opportunities, threats, challenges, risks, and



leverage associated with future industries, and respectfully request WALGA to undertake research and development of such policy and framework.

## **Comment**

The rapid advancing of net zero policies and transition to renewables and future industries, such as green hydrogen and ammonia requires careful planning and consideration. We don't know what we don't know! LGAs welcome a greater understanding of future industries and developing an engagement framework they can reference and adopt while dealing with multiple large-scale infrastructure and future industry projects all while attaining best possible outcomes for their community. Key points to help scope such a strategy.

- Economic and Social Impact
- Technological Advancements
- Workforce Transformation
- Infrastructure, Investment, and Development
- Policy and Regulatory Alignment
- Collaboration and Partnerships
- Environmental & Synergistic
- Funding and Investment Mechanisms
- Engagement Strategies

## **OPPORTUNITIES AND PROPOSED ACTIONS:**

Development of best practices and case studies via

### **1. International Examples**

Highlight successful engagement frameworks implemented by international cities and regions to illustrate best practices and lessons learned in engaging with future industries.

### **2. National Examples**

Highlight successful engagement frameworks implemented by other Australian state, regional, or cities/towns to illustrate best practices and lessons learned in engaging with future industries.

### **3. Local Success Stories**

Several LGAs in WA have already had development in future industries approved and constructed, which provides a learning point. Showcase case studies of local governments that have effectively engaged with future industries, demonstrating the positive outcomes, tangible benefits achieved through collaboration and strategic planning along with any negative detractions and lessons learnt.

Development of an MOU to support partnerships across levels of government and stakeholders.

## **DESIRED OUTCOMES:**

A Local Government Future Industries Engagement Framework serves as a blueprint for LGA's to navigate the complexities of emerging industries successfully. By adopting a proactive approach and implementing effective strategies, LGA's can harness the potential of future industries to drive economic growth, foster innovation, and improve the overall well-being of their communities. With a comprehensive framework in place, LGA's can become

key facilitators of sustainable development in the era of rapid technological advancements and transformative industries.

## **Statutory Environment**

The report complies with the requirements of the:  
Planning & Development (Local Planning Schemes) Regulations 2015

Planning and Development Act 2005 and Planning and Development (Local Planning Schemes) Regulations 2015.

## **Policy/Procedure Implications**

No Policy or Management Procedure affected.

Western Australian Planning Commission Position Statement: Renewable Energy Facilities (March 2020) which replaced the former Planning Bulletin 67 Guidelines for Wind Farm Development (2004).

## **Financial Implications**

No Financial Implications Identified.

## **Strategic Implications**

It is important Councillors and staff are fully conversant with Policies/Procedures and external frameworks of the organisations to assist in the way Council communicates with its stakeholders.

## **Strategic Community Plan/Corporate Business Plan Implications**

### **GOVERNANCE & ACCOUNTABILITY**

5.1 Ensure governance and administration systems, policies and processes are current and relevant.

5.1.1 Review policy categories and set ongoing accountability for review processes.

### **GOVERNANCE & ACCOUNTABILITY**

5.3 Make informed decisions within resources and areas of responsibility.

5.3.2 Regular and relevant briefings to Elected Members.

## **Consultation**

All *Responsible Staff* members have been given to opportunity to recommend to the CEO any amendments, deletions and additions to the existing policies & procedures, which forms the basis of the Staff Recommendation presented for Council consideration.

## **Risk Assessment**

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

An Insignificant Reputational Risk of Level 1 - Which will likely result in unsubstantiated, low impact, low profile or 'no news' item.



## TOPIC PAPER

# TOPIC: LOCAL GOVERNMENT'S INTERFACE WITH FUTURE INDUSTRIES AND RENEWABLE ENERGY DEVELOPMENTS

### SUMMARY:

In the rapidly evolving global landscape, local governments (LGA's) are facing the challenge of adapting to emerging industries and technologies. As Australia moves towards net zero emissions LGAs are increasing being approached by industry proponents, state and federal government representatives, companies and organisations.

To this end, what is the role of LGAs in the evolving landscape, and how does local government engage and "stay in the lane"? recognising demands on LGAs are increasing, and day-to-day operations and compliance requirements are modernising and a focal priority.

To navigate this dynamic environment successfully, it is crucial for LGA's to develop a robust engagement framework that fosters collaboration with future industries, levels of government, supporting industries/ organisations and community.

This paper aims to raise the necessity of a universal comprehensive framework that LGA's can utilise to engage with and support future industries effectively.

The Shire of Chapman Valley believes a universal framework is essential for Western Australia Local Governments to understand the opportunities, threats, challenges, risks, and leverage associated with future industries, and respectfully request WALGA to undertake research and development of such policy and framework.

### KEY POINTS:

The rapid advancing of net zero policies and transition to renewables and future industries, such as green hydrogen and ammonia requires careful planning and consideration. We don't know what we don't know! LGAs welcome a greater understanding of future industries and developing an engagement framework they can reference and adopt while dealing with multiple large-scale infrastructure and future industry projects all while attaining best possible outcomes for their community. Key points to help scope such a strategy.

#### ***Economic and Social Impact***

Highlight the economic and social benefits of future industries, including job creation, sustainable development, innovation, and enhanced quality of life.

#### ***Technological Advancements***

Discuss the rapid pace of technological advancements and the challenges they pose to local governments in terms of policy development, infrastructure requirements, and regulatory frameworks.

#### ***Workforce Transformation***

Examine the impact of future industries on the local workforce, including the need for upskilling and reskilling programs, inclusion of training pathways at high school and tertiary level, job displacement concerns, and the importance of ensuring an equitable transition.

***Infrastructure, Investment, and Development***

Address the need for adequate infrastructure provision and upgrading investment to support the growth of future industries, including the development of research and innovation hubs, incubators, and funding mechanisms.

Outline the necessity of establishing robust infrastructure, such as smart city initiatives, digital connectivity, and sustainable energy systems, to create an enabling environment for future industries to thrive.

***Policy and Regulatory Alignment***

Emphasise the importance of aligning local government policies and regulations with the needs and objectives of future industries, promoting innovation, and removing barriers to entry.

***Collaboration and Partnerships***

Highlight the significance of fostering collaborations and partnerships between levels of government, industry stakeholders, research institutions, and community organisations to facilitate knowledge exchange, resource sharing, and joint decision-making processes.

***Environmental & Synergistic***

The demand for groundwater presents challenges and opportunities. State and Federal, Industry proponents and local communities do not have access to broader research on groundwater systems which makes environmental outcomes a guesswork. Opportunities will also present for diversification of food production through greater research into groundwater and desalination and its implementation.

***Funding and Investment Mechanisms***

Discuss various funding and investment mechanisms that LGA's can employ to better our communities.

***Engagement Strategies***

Recognise that LGAs and community segmentations may have distinct needs and preferences for engagement so develop a range of approaches to facilitate effective engagement and foster inclusivity and diversity to achieve tangible outcomes.

**RECENT REPORTS:**

The AEIC Annual Report 2021 and the associated updated recommendations specifically mentions LGAs.

"The Report covers the Office's activities for the period of 1 January 2021 through to 31 December 2021. The Report also includes a number of observations about the governance, development and operation of wind farms, solar farms, energy storage facilities and new major transmission projects along with recommendations for consideration."

"Effective community consultation and engagement is essential for large-scale renewable energy and transmission projects to gain widespread support and earn the 'social license' to operate within the community. To be effective in community engagement, it is vital to actually 'engage the community' and involve the community wherever possible in the design and execution of programs related to the project (but not the project itself)."

“Conversely, poor or no community engagement can allow misinformation and community opposition to a project to gain momentum – which can ultimately lead to projects not proceeding as a result of planning objections through to endless delays from lengthy and costly legal actions taken out against the project.”

Specifically, the AEIC recommendation 3.2.8 states,

“Local council(s) should proactively engage with the project and community, clearly communicating the council’s level of support for the project as well as its role in facilitating and promoting effective community consultation and project compliance. Council should participate in any CCC or equivalent. If there are multiple large-scale infrastructure projects concurrently in development within a council’s jurisdiction, it would be advisable to appoint a council liaison resource(s) to coordinate relations and issue resolution between council, community members and developers. Where appropriate, other planning and approval agencies should ensure that local councils are provided sufficient opportunities and support to effectively engage in consultation and approval processes for projects that may impact the relevant local government area.”

Full report:

<https://www.aeic.gov.au/publications/2021-annual-report>

<https://www.aeic.gov.au/observations-and-recommendations>

#### **OPPORTUNITIES AND PROPOSED ACTIONS:**

Development of best practices and case studies via

1. International Examples  
Highlight successful engagement frameworks implemented by international cities and regions to illustrate best practices and lessons learned in engaging with future industries.
2. National Examples  
Highlight successful engagement frameworks implemented by other Australian state, regional, or cities/towns to illustrate best practices and lessons learned in engaging with future industries.
3. Local Success Stories  
Several LGAs in WA have already had development in future industries approved and constructed, which provides a learning point. Showcase case studies of local governments that have effectively engaged with future industries, demonstrating the positive outcomes, tangible benefits achieved through collaboration and strategic planning along with any negative detractions and lessons learnt.

Development of an MOU to support partnerships across levels of government and stakeholders.

#### **DESIRED OUTCOMES:**

A Local Government Future Industries Engagement Framework serves as a blueprint for LGA’s to navigate the complexities of emerging industries successfully. By adopting a proactive approach and implementing effective strategies, LGA’s can harness the potential of future industries to drive economic growth, foster innovation, and improve the overall well-being of their communities. With a comprehensive framework in place, LGA’s can become key facilitators of sustainable development in the era of rapid technological advancements and transformative industries.

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## 11 Elected Members Motions

**Local Government Act 1995**  
**SHIRE OF CHAPMAN VALLEY**  
**Standing Orders Local Law 2016**

**Part 5 - Business of a meeting**

**5.3 Motions of which previous notice has been given**

- (1) Unless the Act, Regulations or this local law otherwise provide, a Member may raise at a meeting such business as he or she considers appropriate, in the form of a motion, of which notice has been given in writing to the CEO and which has been included on the agenda.
- (2) A notice of motion under subclause (1) is to be given at least 10 clear working days before the meeting at which the motion is moved.
- (3) A notice of motion is to relate to the good governance of the district.
- (4) The CEO -
- (a) may, with the concurrence of the President, may exclude from the notice paper any notice of motion deemed to be, or likely to involve, a breach of any of this local law or any other written law;
- (b) will inform Members on each occasion that a notice has been excluded and the reasons for that exclusion;
- (c) may, after consultation with the Member where this is practicable, make such amendments to the form but not the substance as will bring the notice of motion into due form; and
- (d) may provide to the Council relevant and material facts and circumstances pertaining to the notice of motion on such matters as policy, budget and law.
- (5) A motion of which notice has been given is to lapse unless:
- (a) the Member who gave notice of it, or some other Member authorised by the originating Member in writing, moves the motion when called on; or
- (b) the Council on a motion agrees to defer consideration of the motion to a later stage or date.
- (6) If a notice of motion is given and lapses under subclause (5), notice of a motion in the same terms or to the same effect is not to be given again for at least 3 months from the date of such lapse.

The Council has not received any notice of motion from an elected member at the time of writing this report.

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

**Local Government Act 1995**  
**SHIRE OF CHAPMAN VALLEY**  
**Standing Orders Local Law 2016**

**Part 5 - Business of a meeting**

**5.4 New business of an urgent nature**

- (1) In cases of extreme urgency or other special circumstances, matters may, on a motion

by the Presiding Member that is carried by the meeting, be raised without notice and decided by the meeting.

(2) In subclause (1), 'cases of extreme urgency or other special circumstances' means matters that have arisen after the preparation of the agenda that are considered by the Presiding Member to be of such importance and urgency that they are unable to be dealt with administratively by the local government and must be considered and dealt with by the Council before the next meeting.

## **13 Delegates Reports**

Nil

## **14 Announcements by Presiding Member Without Discussion**

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

### **Local Government Act 1995**

#### **Administration Part 5**

#### **Council meetings, committees and their meetings and electors'**

#### **meetings Division 2**

#### **s. 5.23**

The council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —

- (a) a matter affecting an employee or employees; and
- (b) the personal affairs of any person; and
- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
- (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and
- (e) a matter that if disclosed, would reveal —
  - (i) a trade secret; or
  - (ii) information that has a commercial value to a person; or
  - (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government; and
- (f) a matter that if disclosed, could be reasonably expected to —
  - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or



- (ii) endanger the security of the local government's property; or
  - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety; and
  - (g) information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1971; and
  - (h) such other matters as may be prescribed.
- (3) A decision to close a meeting or part of a meeting and the reason for.

The Council has no confidential items for consideration.

## **16 Closure**