



Shire of  
**Chapman Valley**  
*Love the Rural Life*

## ORDINARY COUNCIL MEETING

Notice is hereby given that an Ordinary Meeting  
of Council will be held on Wednesday 15 March 2017  
at the Shire Chambers, Nabawa, commencing at 9:00am.

Maurice Battilana  
CHIEF EXECUTIVE OFFICER

# **CONFIRMED MINUTES**

## **MARCH 2017**

## DISCLAIMER



Shire of  
**Chapman Valley**  
*Love the Rural Life*

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.

A handwritten signature in black ink, appearing to read 'M. Battilana', written in a cursive style.

Maurice Battilana  
**CHIEF EXECUTIVE OFFICER**

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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.”*
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## ORDER OF BUSINESS:

### 1.0 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS

The Chairman, Cr Collingwood welcomed Elected Members and Staff and declared the meeting open at 9.02am.

### 2.0 ANNOUNCEMENTS FROM THE PRESIDING MEMBER

Nil

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

#### 3.1 Present

##### a. Councillors

Member	Ward
Cr John Collingwood (President)	North East Ward
Cr Anthony Farrell	North East Ward
Cr Pauline Forrester	North East Ward
Cr Trevor Royce	North East Ward
Cr Kirrilee Warr	North East Ward
Cr Peter Humphrey	South West Ward
Cr Ian Maluish	South West Ward

##### b. Staff

Officer	Position
Mr Maurice Battilana	Chief Executive Officer
Simon Lancaster	Deputy Chief Executive Officer
Mrs Karen McKay	Executive Services Administrator (Minute Taker)
Mrs Dianne Raymond	Manager of Finance & Corporate Services (from 9.07am – 1.55pm)
Mr Esky Kelly	Manager of Works & Services (from 11.27am to 1.06pm)

##### c. Visitors

Name	
Elly Honeybone	Geraldton Guardian (from 9.02am to 10.29am)

#### Apologies

Name	
Nil	

#### 3.2 Previously Approved Leave of Absence

Name	
Nil	

**4.0 PUBLIC QUESTION TIME**

4.1 Response to Previous Public Questions On Notice

Nil

4.2 Public Question Time

Nil

**5.0 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**6.0 DISCLOSURE OF INTEREST**

Cr Maluish declared an *impartiality interest* in item 10.1.2 as he is a member of the Parkfalls Residents Association.

Cr Warr declared an *impartiality interest* in Item 10.3.1 as a financial member of Creating a Better Yuna, Chapman Valley Agricultural Society and Chapman Valley Football Club who have made requests to the Building and Disability Committee.

Cr Warr declared a *financial interest* in Item 10.3.1 (Item 02/17-4) as a lease holder of land in precinct area.

Cr Warr declared a *proximity interest* in Item 10.3.2 (item 02/17-8) due to a submission from Agnire Farming Co of which she is a Director on Nolba Road and Nolba Stock Route.

**7.0 PETITIONS/DEPUTATIONS/PRESENTATIONS**

7.1 Petitions

Nil

7.2 Presentations

Nil

7.3 Deputations

Nil

**8.0 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS**

**COUNCIL RESOLUTION**

**MOVED: CR FARRELL**

**SECONDED: CR MALUISH**

8.1 Ordinary Meeting of Council held on Wednesday 15 February 2017

That the minutes of the Ordinary Meeting of Council held Wednesday 15 February 2017 be confirmed as a true and accurate record.

**Voting 7/0  
CARRIED  
Minute Reference 03/17-1**

**9.0 ITEMS TO BE DEALT WITH EN BLOC**

Nil

**10.0 OFFICERS REPORTS**

# 10.1 Manager of Planning March 2017

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### 10.1 AGENDA ITEMS

- 10.1.1 Shire Administration Building Extensions
- 10.1.2 Bill Hemsley Park
- 10.1.3 Solar Powered Air Compressor Station



<b>AGENDA ITEM:</b>	<b>10.1.1</b>
<b>SUBJECT:</b>	<b>SHIRE ADMINISTRATION BUILDING EXTENSIONS</b>
<b>PROPONENT:</b>	<b>SHIRE OF CHAPMAN VALLEY</b>
<b>SITE:</b>	<b>3270 CHAPMAN VALLEY ROAD, NABAWA</b>
<b>FILE REFERENCE:</b>	<b>104.01</b>
<b>PREVIOUS REFERENCE:</b>	<b>04/16-13 &amp; SC07/16-01</b>
<b>DATE:</b>	<b>1 MARCH 2017</b>
<b>AUTHOR:</b>	<b>MAURICE BATTILANA &amp; SIMON LANCASTER</b>

## DISCLOSURE OF INTEREST

Nil.

## BACKGROUND

The Shire Administration building requires extension to meet with disability access requirements, it also requires additional storage/filing area for records. Council has included an allocation in its 2016/2017 budget to undertake this work, and floor and elevation plans have been prepared for Council's consideration.

## COMMENT

The Shire Administration building does not presently have a disabled toilet, and its filing/storage area is inadequate with a sea container in the Shire Works Depot currently being utilised for records keeping purposes.

Functions held at the Shire Chambers have also demonstrated that the current toilet facilities (with there being one female toilet only) and the current cramped kitchen facility have difficulty coping with requirements.

The plans prepared to address these issues have been provided as **separate Attachment 10.1.1(a)**.

During the construction phase the kitchen, and the passageway leading to the kitchen would be a building site and inaccessible to staff and Councillors. The existing toilets would also be inaccessible during the building works and it is recommended that the existing toilets be re-tiled and renovated whilst contractors are on-site with an improved non-slip surface to modernise the toilets, bring them into conformity with the new tiled areas, and remove the current unsafe issue of them becoming slippery due to condensation.

It is proposed that the male toilets and meals area at the Shire Works Depot to the rear of the office could be temporarily utilised during the construction process, and there will be a need to hire a transportable amenities unit to serve as the female toilets during the construction.

The extension plans have been prepared with regard for how the Shire Administration building might be further extended as part of a later development to provide a new Chambers and front counter area (and re-develop the current Chambers area as additional office space). The concept plans for the later stage of Shire Administration building extension have been provided as **Attachment 10.1.1(b)**.

## STATUTORY ENVIRONMENT

The *Disability Services Act 1993* requires all local governments to develop and implement a Disability Access and Inclusion Plan to ensure that people with disability have equal access to facilities and services. Other legislation underpinning access and inclusion includes the *Equal Opportunity Act 1984* and the *Commonwealth Disability Discrimination Act 1992*.

The Shire adopted its first Disability Service Plan in 1996 and subsequently reviewed the plan in 2001, 2007, 2012 and 2016 to address the barriers within the community for people with disability.

The Shire of Chapman Valley Disability Access & Inclusion Plan, adopted by Council at its 20 April 2016 meeting, notes the following:

*“The Shire is also committed to achieving the seven standards of its disability access and inclusion plan which are as follows;*

- 1 *Provide a means of ensuring that people with disability have the same opportunities as others to access the services of, and any event organised by the Shire of Chapman Valley.*
- 2 *Provide a means of ensuring that people with disability have the same opportunities as others to access buildings and other facilities of the Shire of Chapman Valley.”*

The table provided under Outcome 2 within the Disability Access & Inclusion Plan specifically identifies that the Shire Administration building requires an accessible toilet and the undertaking of the budgeted extensions would assist Council in meeting this commitment.

## **POLICY IMPLICATIONS**

Nil.

## **FINANCIAL IMPLICATIONS**

The 2016/2017 Council budget contains an allocation of \$200,000 under Account 0564 for drafting and construction of extensions to the Shire office.

This budget allocation is to be drawn from the uncommitted Shire Building Reserve fund of \$397,079.67 (this being the \$529,079.67 contained within the Building Reserve as at 1 February 2017 less the \$132,000 within the Building Reserve committed in the 2016/2017 budget to expenditure on the Bill Hemsley Park project).

Council resolved at its 20 April 2016 meeting to amend its 5 Year Capital Building Works Program to bring in the Shire Office extensions to the 2016/2017 budget. To assist Council in its preparation of the 2016/2017 budget allocation a quantity surveyor was engaged to provide accurate costings based on 3 options:

### Option 1 - \$44,600 GST ex

Constructing just the rear passageway (i.e. none of the front counter, chambers, additional offices, kitchen, unisex/disabled toilet)

### Option 2 - \$188,400 GST ex

Constructing the rear passageway, kitchen and unisex/disabled toilet works (i.e. none of the front counter, chambers additional offices works)

### Option 3 - \$680,100 GST ex

Constructing the entire extension works (i.e. rear passageway, kitchen, unisex/disabled toilet, front counter, chambers and additional offices works)

The quantity surveyor's report was provided to Council at its 15 June 2016 Forum Session and Council subsequently resolved at its 28 July 2016 meeting to adopt the 2016/2017 budget with an allocation of \$200,000 to enable the construction of Option 2.

Proceeding to tender for Option 2 (as per the plans provided as Attachment 10.1.1(a)) would be in accordance with Council's adopted budget, and would ensure the Shire meets with its disability access requirements and address immediate storage and kitchen area concerns.

It is suggested that were Council to pursue Option 3 that it not take out 2 separate loans to fund construction projects (one being for the Bill Hemsley Park project, and one being for the Shire office extension project). Instead it would be more financially prudent to fund the entire Bill Hemsley Park project from the Building Reserve (and not take out a \$200,000 loan) and instead take out a loan for the Shire Administration building extension project.

The pursuit of Option 3 would require the taking out of a loan as the construction cost would exceed the funds contained within the Shire Building Reserve, whereas the park project can be funded from within the Building Reserve alone, and this would greatly simplify matters by requiring one loan only.

This would also enable the timing of the loan to be delayed until the 2017/2018 budget year, given that it is now March, and the detailed building plans for the Option 3 design (including structural engineering, electrical, hydraulic plans) would have to be prepared to form the tender documentation, the tender period would be required to be run, Council decision reached, contract documentation finalised and signed, and construction works commenced and this would not be all achieved prior to 30 June 2017.

The taking out of the loan for the Shire Office extensions, and not the Bill Hemsley Park project, would also remove the current situation within Account 2834 that shows the loan funds as being required for the Additional Components of the project which is not ideal as this component of the total project budget will be spread across several items and contractors with varied timeframes in which the costs would become known and varied timeframes for commencement and payments. It would be far more preferable to have the loan attached to a single item such as the Shire Administration building extension that has a single associated contractor, a more precise commencement and conclusion date, and a contract linked amount.

The pursuit of Option 2 (i.e. constructing the rear passageway, kitchen and unisex/disabled toilet works, and existing toilet and passageway upgrade works) would not require the taking out of a further loan as it can be accommodated within the current Building Reserve and is in line with the adopted 2016/2017 Council budget.

- **Long Term Financial Plan:**

The Shire of Chapman Valley Long Term Financial Plan received by Council at its 18 September 2013 meeting does not identify the Shire Administration building within Appendix A – Major Projects and Risk Assessment Table.

Section 5.4.2 of the Long Term Financial Plan notes that:

*“Loan Borrowings*

*Council’s policy is that the use of debt (borrowings) is appropriate to fund the cost of major new community assets or to smooth the cost of major asset renewals. Minor asset acquisitions and a normal level of asset renewals (up to the level of the annual depreciation charge) should be funded out of operating revenues.”*

## **STRATEGIC IMPLICATIONS**

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

The Shire of Chapman Valley Strategic Community Plan was adopted by Council at its 19 June 2013 meeting, and reviewed and approved by Council at its 16 March 2016 meeting. The Plan lists the following in regards to Leadership – Engagement & Communication:

*“The community said they wanted more opportunity to provide input into Council decision-making processes. They also wanted an increased understanding of why and how the Council makes key decisions. The community wants to be governed by a Council that reflects the range of resident’s aspirations, it wants to grow and consolidate as an area and it wants to strengthen its independence into the future.*

<b>Objective</b>	<b>Strategy</b>	<b>Outcome</b>	<b>Partners</b>
We want a representation and governance model that reflects our community’s unique attributes	The President and Councillors to be representative of the community and provide strong leadership	Community confidence and trust in council	Community Shire of Chapman Valley
We want to strengthen our community’s position for the future	Maintain a resilient and independent Shire, which portrays unity and cooperation.	A sustainable and progressive local government	Community Shire of Chapman Valley

Transparent decision-making is important to us	Active engagement with the community to inform decision-making	Contribution to how local issues are managed	Community Shire of Chapman Valley
	Maintain a strong customer focus	Effective communication on key decisions	Shire of Chapman Valley Community

**CONSULTATION**

The Shire Administration building extension project and preliminary plans have been discussed at the 20 March 2013, 17 April 2013, 20 August 2014, 17 September 2014, 14 October 2015, 18 May 2016, 15 June 2016, 17 August 2016 and 15 February 2017 Forum Sessions.

**RISK ASSESSMENT**

Rating 1 (Insignificant) Measures of Consequence – Risk Assessment and Acceptance Criteria

**VOTING REQUIREMENTS**

Staff Recommendation Part 1 - Simple Majority required

Staff Recommendation Part 2 - Absolute Majority required

(In the event that Council resolve to amend its budget to pursue an expansion of the Shire Administration building extension plans this will require an absolute majority).

**COUNCIL RESOLUTION**

**MOVED: CR FARRELL**

**SECONDED: CR HUMPHREY**

That Standing Orders 8.5 / 8.7 / 8.8 & 8.9 be suspended to allow open debate on this issue.

**Voting 7/0  
CARRIED  
Minute Reference 03/17-2**

Open discussion and debate on the item was undertaken.

**COUNCIL RESOLUTION**

**MOVED: CR FARRELL**

**SECONDED: CR WARR**

That Standing Orders 8.5 / 8.7 / 8.8 & 8.9 be reinstated.

**Voting 2/5  
LOST  
Minute Reference 03/17-3**

Open discussion and debate on the item continued.

**COUNCIL RESOLUTION**

**MOVED: CR FARRELL**

**SECONDED: CR ROYCE**

That Standing Orders 8.5 / 8.7 / 8.8 & 8.9 be reinstated.

**Voting 7/0  
CARRIED  
Minute Reference 03/17-4**

## COUNCIL RESOLUTION /STAFF RECOMMENDATION (PART 1)

**MOVED: CR ROYCE**

**SECONDED: CR MALUISH**

That Council endorse the design for the Shire Administration building extensions provided as Attachment 10.1.1(a) (i.e. constructing the rear passageway, kitchen and unisex/disabled toilet works, and existing toilet and passageway upgrade works) and upon completion of the tender documentation authorise the Shire CEO to advertise by local public notice for at least two weeks the tender for construction of the Shire Administration building extensions, and at the conclusion of the notice period any received submissions be presented to a meeting of Council for its consideration.

## STAFF RECOMMENDATION (PART 2)

That Council endorse a budget variation to:

- (a) Amend the 2016/2017 Council Budget (Account: 2834, Job: CHEM – Bill Hemsley Park project) to identify an additional \$200,000 being drawn from the Shire Building Reserve in place of \$200,000 loan funds; &
- (b) Amend the 2016/2017 Council Budget (Account 0564 – Office Extension & Modifications) to identify the income source as being \$200,000 loan funds in place of \$200,000 Building Reserve funds.

**Voting 4/3**

**LOST**

**(Due to Absolute Majority not being achieved)**

**Minute Reference 03/17-5**

## AMENDMENT

**MOVED: CR HUMPHREY**

**SECONDED: CR FARRELL**

That Shire Staff present further administration office modifications options to the April 2017 Concept Forum Session that considers potential relocation of either the Library or Chambers to the former early learning floor space.

That Council endorse a budget variation to:

- (a) Amend the 2016/2017 Council Budget (Account: 2834, Job: CHEM – Bill Hemsley Park project) to identify an additional \$200,000 being drawn from the Shire Building Reserve in place of \$200,000 loan funds; &
- (b) Amend the 2016/2017 Council Budget (Account 0564 – Office Extension & Modifications) to identify the income source as being \$200,000 loan funds in place of \$200,000 Building Reserve funds.

**Voting 1/6**

**LOST**

**Minute Reference 03/17-6**

## MOTION

**MOVED: CR FARRELL**

**SECONDED: CR FORRESTER**

That Council endorse the design for the Shire Administration building extensions provided as Attachment 10.1.1(a) (i.e. constructing the rear passageway, kitchen and unisex/disabled toilet works, and existing toilet and passageway upgrade works) **and take back to a Concept Forum session for discussion on the library and chamber relocation** and upon completion of the tender documentation authorise the Shire CEO to advertise by local public notice for at least two weeks the tender for construction of the Shire Administration building extensions, and at the conclusion of the notice period any received submissions be presented to a meeting of Council for its consideration.

**Voting 6/1**

**CARRIED**

**Minute Reference 03/17-7**

*Reason for Deviation from Staff Recommendation: Council felt more discussion was required on other alternatives associated with building renovations.*

**COUNCIL RESOLUTION**

**MOVED: CR ROYCE**

**SECONDED: CR MALUISH**

That Council endorse a budget variation to:

- (a) Amend the 2016/2017 Council Budget (Account: 2834, Job: CHEM – Bill Hemsley Park project) to identify an additional \$200,000 being drawn from the Shire Building Reserve in place of \$200,000 loan funds; &
- (b) Amend the 2016/2017 Council Budget (Account 0564 – Office Extension & Modifications) to identify the income source as being \$200,000 loan funds in place of \$200,000 Building Reserve funds.

**Voting 4/3  
LOST  
(Due to Absolute Majority not being achieved)  
Minute Reference 03/17-8**

Cr Maluish declared an impartiality interest in this item.

<b>AGENDA ITEM:</b>	<b>10.1.2</b>
<b>SUBJECT:</b>	<b>BILL HEMSLEY PARK</b>
<b>PROPONENT:</b>	<b>SHIRE OF CHAPMAN VALLEY</b>
<b>SITE:</b>	<b>RESERVE 49641 ELIZA SHAW DRIVE, WHITE PEAK</b>
<b>FILE REFERENCE:</b>	<b>R49641</b>
<b>PREVIOUS REFERENCE:</b>	<b>09/09-11, 08/10-3, 04/11-4, 05/11-29, 12/11-3, 04/13-5, 06/13-25, 10/13-3, 02/14-10-13, 06/14-6, 08/14-5 &amp; 11/14-7, 12/14-19-21, 02/15-13, 03/15-4-5, 06/15-9, 09/15-2-8, 11/15-9, 04/16-10-11 &amp; 05/16-9-12, 06/16-1, 06/16-3-10, 07/16-6-9, 08/16-3-5, 11/16-4-7 &amp; 12/16-6</b>
<b>DATE:</b>	<b>1 MARCH 2017</b>
<b>AUTHOR:</b>	<b>MAURICE BATTILANA &amp; SIMON LANCASTER</b>

## DISCLOSURE OF INTEREST

Nil.

## BACKGROUND

A meeting of the Bill Hemsley Park Management Committee was held on 14 February 2017 and a copy of the unconfirmed minutes from this meeting has been provided to Councillors as **separate Attachment 10.1.2(a)**.

## COMMENT

The Management Committee minutes address the following matters:

- external colour selections for community centre;
- recommendation that a working group be formed to oversee the community centre construction phase;
- review of the received quotes on the revised nature playground scope of works (provided as **separate confidential Attachments 10.1.2(b), 10.1.2(c), 10.1.2(d) and 10.1.2(e)**);
- review of the preliminary design for the area between the community centre and nature playground;
- update on the awarding of the community centre fit-out and bbq/gazebo grant application;
- update on the delay to the announcement of the groundwater grant application;
- update on the entry statement project;
- initial discussion on opening plaque and acknowledgements.

## STATUTORY ENVIRONMENT

The legal agreement between the developer of the Parkfalls Estate and the Shire provided the terms for the transfer of the park and payment of funds by the developer to the Shire to be held in trust for expenditure on the park.

The Management Committee Agreement establishes the process by which recommendations to Council on the expenditure of the trust funds must be made.

Part 3 of the Management Agreement states:

*“3 Decisions not binding on Shire*

*The parties acknowledge and agree that the decisions and recommendations of the Management Committee are advisory only, and are not binding on the Shire or the Shire’s Council.”*

Part 4 of the Management Agreement states:

*“4.1 Use of Trust Payment*

*The Shire covenants and agrees to deposit the Trust Payment into a trust fund in*

accordance with the provisions of the Local Government Act 1995, and to only use such funds for construction and development upon the Recreation Site.

#### 4.2 Acknowledgement

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

The Management Committee at its 5 August 2016 meeting endorsed the proposed expenditure from the Bill Hemsley Park Trust Account as contained within the 2016/2017 Council budget, and this Management Committee endorsement, along with its 10 November 2015 endorsement, satisfies Part 4 of the Management Agreement and enables expenditure of the trust funds.

#### POLICY IMPLICATIONS

Section 5.70 of the Shire of Chapman Valley Policy Manual 2015/2016 notes that in accordance with Section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Financial Management Regulations 1996*, monthly reporting will be provided for trust accounts.

#### FINANCIAL IMPLICATIONS

Council's 2016/2017 budget contains the following allocations relevant to Bill Hemsley Park.

Bill Hemsley Park Project - Account No.2834, Job: CHEM			
	Expenditure	Income	Funding Source
Nature Playground	\$120,000	\$100,000	Lotterywest Grant
		\$20,000	PRA Trust Funds
Building Component	\$462,300	\$132,200	SoCV Build Res - Office Component COA GL 1315
		\$100,000	SoCV - Municipal Fund C/Fwd
		\$230,100	PRA Trust Funds
Drafting & Design Teakle & Lalor c/fwd	\$17,490	\$17,490	PRA Trust Funds
Associated Components i.e. Headworks Contingency, Road Surface, Carpark, Plants, Furnishings, Garden Design & species supply, Entrance Wall, Audits, etc.	\$210,440	\$10,440	PRA Trust Funds
		\$200,000	Loan/Grant Funds & in-kind
<b>Totals</b>	<b>\$810,230</b>	<b>\$810,230</b>	

Contribution Summary	
Lotterywest Grant	\$100,000
PRA Trust	\$278,030
Loan/Grants/In-Kind	\$200,000
Shire (Municipal \$100,000/Building Reserve \$132,200)	\$ 232,200
<b>Total</b>	<b>\$810,230</b>

It is suggested in the officer recommendation that Account No.2834, Job: CHEM be modified to remove the identification/breakdown as to the allocation of Shire resource, trust and loan amounts to the individual Bill Hemsley Park project components, and instead identify just their contribution summary to



the total project. The identification concerning the allocation of grant amounts to individual components would remain as they are item specific.

This modification would not change the total project budget amount, or total project contributions but it would benefit Council by enabling the expenditure of trust and Shire resource first, thereby delaying the timing of the Shire needing to take out a loan which would have cost savings and benefit the Shire by avoiding additional interest payments and providing more certainty as to the final required loan amount and its timing.

The present manner in which the budget is laid out, if unchanged, would require the loan funds to be utilised for just the 'Associated Components' which is not ideal as this component of the total project budget will be spread across several items and contractors with varied timeframes in which the costs would become known, and varied timeframes for commencement and payments.

*(Note: It should be noted that Staff Recommendation (Part 2) relating to the previous agenda Item (Shire Administration Building extensions) seeks to better resolve this issue by removing the taking out of \$200,000 loan funds for the Bill Hemsley Park project and instead draw an additional \$200,000 from the Building Reserve, and take out a \$200,000 loan to fund the Shire Administration Building extensions which would be a single contract project).*

The Management Committee are monitoring opportunities to leverage funds in the 'Associated Components' budget allocation with external funds through grant applications, for eligible components of the Bill Hemsley Park project (this might include rainwater tanks, pumps, garden design and planting, foot/cycle paths etc.).

The quote from Nature Playgrounds provided as Attachment 10.1.2(e) exceeds the budgeted amount for the Bill Hemsley Park Nature Playground. It is recommended that the budget allocation to the nature playground be increased to enable the playground to be delivered, and that this variation be drawn from the Associated Components allocation within the Bill Hemsley Park budget. The Associated Components allocation was made with allowance for several items that are now subject to budget savings including the community centre furniture and gas bbq/gazebo (which has since been subject of a successful grant application), delivery of the entry statement (which will now be delivered through combination of community input and community growth funding), plants (some of which have been and will also in future be delivered through community input) and the headworks amounts have been less than originally anticipated (with Western Power advising that no customer/capital contribution is required, and Water Corporation not requiring a headworks charge for the community centre). The recommended budget variation would not require amendment to the overall project budget, merely re-allocation within the individual component amounts.

The 2016/2017 budget also includes an allocation of \$20,000 for groundwater testing funded from the Shire's own resources, of which \$19,800 has now been expended to enable the bore drilling and testing work required to provide justification and background for the groundwater grant application (Account 1522).

- **Long Term Financial Plan:**

The Shire of Chapman Valley Long Term Financial Plan received by Council at its 18 September 2013 meeting identifies this as a major project to be determined by the Management Committee.

## **STRATEGIC IMPLICATIONS**

The Bill Hemsley Park project is contained within the Capital Building Works Program, as reviewed by the Building & Disability Services Committee and endorsed by Council at its 20 April 2016 meeting.

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

The Shire of Chapman Valley Strategic Community Plan was adopted by Council at its 19 June 2013 meeting, and reviewed and approved by Council at its 16 March 2016 meeting. The Plan lists developing community facilities to provide gathering places as a Community Strategy to achieve the outcome of stronger, inclusive communities across the Shire.

## CONSULTATION

The preparation of the Bill Hemsley Park Concept Plan was informed by a community survey undertaken by the Parkfalls Residents Association of 215 White Peak landowners that sought to ascertain what facilities the community wanted, and did not want, to see developed upon the park site. 62 surveys were returned (29% response rate) and the results of the community survey were presented to the Management Committee at its 15 August 2013 meeting.

Council resolved at the 20 August 2014 meeting to accept the Bill Hemsley Park preliminary concept plan (which included all the preferences listed in the community survey, and a meeting room and public toilets to cater for expected demand) and prepare a draft concept plan to send out to all landowners in the Parkfalls Estate seeking feedback.

The draft Bill Hemsley Park Concept Plan was advertised from 30 June 2015 until 24 July 2015 and the consultation period included the following actions:

- direct mail-out of the concept plan to all landowners in the Parkfalls Estate;
- placement of the concept plan on the Shire website;
- placement of a notice in the Shire E-News;
- placement of a sign on-site; &
- placement of a notice on the Parkfalls Estate noticeboard.

There were 222 lots in the Parkfalls Estate owned by 211 landowners at the time of advertising and at the conclusion of the consultation period 42 submissions had been received, representing a response rate of 18.96% (this percentage figure discounts 1 of the 2 supporting submissions that were received from the same address, and 1 supporting submission from the Parkfalls Residents Association).

Following its advertising, Council resolved at its 16 September 2015 meeting to adopt the Bill Hemsley Park Concept Plan.

Council resolved at its 18 November 2015 meeting to endorse the Management Committee's recommendation that the following items be considered priorities for the development of the Bill Hemsley Park:

- Bore, tank, power, scheme water connection;
- Community Building/Pavilion/Viewing Decks (meeting room/toilets) (concept plan legend no.8, 9);
- Nature Playground (concept plan legend no.12, 17, 18, 19, 20);
- Walk Trail around Nature Playground (concept plan legend no.3);
- Turfed Play Area and BBQ/Shelter (concept plan legend no.11, 22, 15);
- Car Park (concept plan legend no.14);
- Entry Statement/Sign & Mrs Hemsley's Tree (concept plan legend no.7).

Council also resolved at its 18 November 2015 meeting to endorse the Management Committee's recommendation that funds from the Bill Hemsley Park trust account be referenced as a matching contribution in any external funding or Shire financial contribution for these items, and instruct Shire staff to seek external funding (matched from the Bill Hemsley Park trust account) for these items.

## RISK ASSESMENT

Rating 1 (Insignificant) Measures of Consequence – Risk Assessment and Acceptance Criteria

## VOTING REQUIREMENTS

Staff Recommendation Part 1 - Simple Majority required

Staff Recommendation Part 2 - Absolute Majority required

**COUNCIL RESOLUTION / STAFF RECOMMENDATION (PART 1)**

**MOVED: CR ROYCE**

**SECONDED: CR WARR**

That Council:

- 1 Receive the 14 February 2017 minutes of the Bill Hemsley Park Management Committee.
- 2 Form a Working Group to oversee the construction phase of the Bill Hemsley Park Community Centre, that is tasked with informing CEO decision making (in relation to issues including colour/material selection, furnishings, fittings, and contract variations that do not require Council budget variation) and that the Working Group comprise the following:
  - Project Manager (Peter Teakle);
  - Shire representative (Building Surveyor/Project Officer – Anthony Abbot);
  - Councillor Representative (Councillor Trevor Royce); &
  - Parkfalls Residents Association representative (Ian Maluish).
- 3 Delegate authority to the CEO to authorise variations for the Bill Hemsley Park Community Centre subject to the net cost to Council not exceeding the 'Building Components' allocation in the 2016/2017 Budget (Account: 2834, Job: CHEM).

**Voting 7/0  
CARRIED  
Minute Reference 03/17-9**

**COUNCIL RESOLUTION / STAFF RECOMMENDATION (PART 2 – with Alternative Item (b) included)**

**MOVED: CR FORRESTER**

**SECONDED: CR MALUISH**

That Council:

- (a) Accept Nature Playgrounds as the preferred provider for the construction of the Bill Hemsley Park Nature Playground (as per the quote provided as Attachment 10.1.2(e)) and delegate authority to the CEO to utilise savings in the 'Associated Components' allocation in the 2016/2017 Budget (Account: 2834, Job: CHEM) to deliver the Bill Hemsley Park Nature Playground.
- (b) Amend the 2016/2017 Council Budget (Account: 2834, Job: CHEM) to remove the identification of individual allocations of Shire resource, trust and loan amounts to Bill Hemsley Park project components (this amendment does not modify the individual allocation of grant amounts which are component specific) and delegate authority to the CEO to expend trust and Shire resource funds prior to loan funds (noting that this amendment does not modify the total project budget amount, or total project allocations identified in the Contributions Summary Table for Account: 2834 Job: CHEM).
- (c) That the Community Growth Funds approved for the development of a Bill Hemsley Park Entry Statement by the Parkfalls Residents Association be retained for the 2017/2018 budget in the event that the works are not completed within the 2016/2017 financial year, as commencement of the entry statement project will likely be delayed pending on-site development of the location, grade and ground level of the vehicle entry point to Bill Hemsley Park.

**Voting 7/0  
CARRIED  
Minute Reference 03/17-10**

<b>AGENDA ITEM:</b>	<b>10.1.3</b>
<b>SUBJECT:</b>	<b>SOLAR POWERED AIR COMPRESSOR STATION</b>
<b>PROPONENT:</b>	<b>NORTHERN AGRICULTURAL CATCHMENTS COUNCIL</b>
<b>SITE:</b>	<b>RESERVE 19893 CORONATION BEACH ROAD, OAKAJEE</b>
<b>FILE REFERENCE:</b>	<b>R19893</b>
<b>PREVIOUS REFERENCE:</b>	<b>N/A</b>
<b>DATE:</b>	<b>3 MARCH 2017</b>
<b>AUTHOR:</b>	<b>SIMON LANCASTER</b>

**DISCLOSURE OF INTEREST**

Nil.

**BACKGROUND**

The Northern Agricultural Catchments Council ('NACC') have suggested that a grant application could be lodged to establish a solar powered air compressor station at Coronation Beach.

**COMMENT**

Coronation Beach is a popular location used by locals and tourists for a variety of recreational purposes including camping, windsurfing, kitesurfing, surfing, fishing and swimming. Given that Coronation Beach is the only public means of coastal access between Drummond Cove 15km to the south, and Bowes Rivermouth 30km to the north, it is also a popular starting point for off-road vehicle (ORV) tracks heading south to South Coronation, Oakajee Rivermouth and Spot X, and tracks heading north to Oakabella Creek, Woolawar Gully and beyond.

NACC has raised the issue of the damaged condition of the tracks at Coronation Beach due to ORV users not letting their tyres down. As a result of this vehicles are becoming bogged in sand which can lead to dune revegetation being destroyed or new unnecessary tracks made in efforts to get these vehicles out. To manage this problem NACC has suggested the installation of a solar powered air compressor station at Coronation Beach that would be accompanied with educational signage regarding appropriate track care on the coast when using ORVs.

**Figure 10.1.3(a) – Proposed location for solar powered air compressor station**



The aim of the solar powered air compressor station at Coronation Beach would be to provide a quick and accessible service to encourage ORV users to let down their tyres, important for minimising negative impacts of vehicles on the coastal environment.

It is also hoped that the provision of such a facility would reduce incidences of ORV owners approaching the Coronation Beach caretaker seeking assistance when they have become bogged by encouraging them to let down their tyres prior to heading along the coast from the campground, knowing that they are able to reinflate them when they return.

NACC have suggested that the solar powered air compressor station could be funded through the lodgement of a grant application, a draft of which has been provided as **separate Attachment 10.1.3**.

As part of the grant application, tracks would be assessed before and after the installation of the air compressor station. The assessment could include use of an unmanned aerial vehicle to monitor the extent of track networks north and south of the campsite, and a road counter meter to determine the ORV usage at Coronation Beach. This project would be a first for Western Australia's coast and therefore would be considered as a pilot-project. NACC would continue track condition monitoring for at least two years following installation of the solar powered air compressor station at Coronation Beach.

It is proposed that the equipment would be housed within a 2m x 2m sea container for improved security and protection from the elements. Recognising that the aesthetics of a sea container may be an issue at this tourist destination the grant application includes provision for timber cladding to be affixed to the sea container to give an appearance in keeping with the other timber structures at the campground such as the nearby dump point shelter.

**Figure 10.1.3(b)**

**Proposed sea container to house solar powered air compressor station**

**potential style of cladding for sea container (can be affixed directly to sea container)**



The grant application is required to be lodged with CoastWest by 21 March 2017.

Should Council not be supportive of this project it may wish to resolve as follows:

*“That Council (being the managing authority for Coronation Beach) advise the Northern Agricultural Catchments Council that it does not support the siting of a solar powered air compressor station at Coronation Beach at this time and request that no grant application be lodged on its behalf.”*

**STATUTORY ENVIRONMENT**

Reserve 19893 Coronation Beach Road, Oakajee has a management order issued to the Shire of Chapman Valley for the purpose of ‘Camping’ dating back to 1965.

**POLICY IMPLICATIONS**

Nil.

**FINANCIAL IMPLICATIONS**

Were the grant application to be lodged it is proposed that the Shire’s input be in-kind, through monitoring of the facility and a coordinating/supervisory role in the Greenough Regional Prison Crew affixing cladding to the facility.

The project would also include in-kind community contributions via clean-ups of dunes north and south of the campsite and brushing of degraded areas (in consultation with the Shire).

However, given that Reserve 19893 is under the management of the Shire, were the solar powered air compressor station to break down there would be a level of community expectation that the facility would be replaced by the Shire if it had become a popular feature. Whilst this is not a dissimilar arrangement to the Shire providing bbq's at its parks and campsites, which Council maintains for visitors, it would thereby create the potential for a future budget impact.

The Shire's LandCare Reserve contains an amount of \$15,644.65, as at 1 February 2017 and could be considered as a possible source of funds for maintenance or replacement works should the need arise. Alternatively, in the event that the solar powered air compressor station breaks down and Council does not consider the facility has merit and warrants replacement the facility could be de-commissioned.

• **Long Term Financial Plan:**

The Shire of Chapman Valley Long Term Financial Plan was received by Council at its 18 September 2013 meeting and Section 1.2 'The Challenges We Face' notes that:

*"The main challenges facing Council are the need to meet community aspirations for improved services and infrastructure with a limited funding base. Chapman Valley has a small population and funding base and any new project needs to be considered carefully."*

Section 3.1 'Threats to Long Term Sustainability' of the Long Term Financial Plan also notes that:

*"The following have been identified as key issues impacting of the Shire's finances:*

- *Being able to grow the revenue base so that sufficient operational revenue is collected to fund all operating expenses including the depreciation charge which provides cash for asset renewals.*
- *The ability to maintain the Shire's asset base by renewing identified ageing infrastructure, ensuring cash reserves are quarantined for works yet to be identified to ensure sufficient funds are available. Over time the assets and service levels to the community may be required to decline.*
- *The continued availability of state funding to support asset renewals and the creation of new assets.*
- *The Shire needs state support to maintain a fully funded capital program at levels sufficient to renew assets and meet community expectations.*
- *Managing community aspirations within a confined fiscal envelope."*

**STRATEGIC IMPLICATIONS**

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

The Shire of Chapman Valley Strategic Community Plan was adopted by Council at its 19 June 2013 meeting, and reviewed and approved by Council at its 16 March 2016 meeting. The Plan lists the following in regards to the Environment:

<b>Objective</b>	<b>Strategy</b>	<b>Outcome</b>	<b>Partners</b>
We want to make the most of our environment, including the ranges, rivers and coastline	Explore opportunities to utilise key areas in the Shire by showcasing their natural and environmental characteristics	We recognise and uphold the value of our natural landscape	Shire of Chapman Valley State government Community organisations Landowners

**CONSULTATION**

The Shire of Chapman Valley Coastal Management Strategy and Action Plan (2016) was prepared in consultation with key stakeholders and built upon the previous extensive consultation undertaken in the preparation of the 2008 Coastal Management Strategy. The Strategy does note that:

*“Environmental damage occurs when vehicles are driven over the dunes and through vegetation which causes severe erosion and dune blowouts. This process is exacerbated when multiple tracks are created and drivers leave their tyres at full pressure. The damage caused eventually reduces the environmental quality of the area. It is a significant challenge managing vehicle use within coastal areas, particularly when some drivers do the right thing while others can cause damage.” (page 31)*

**RISK ASSESMENT**

Rating 1 (Insignificant) Measures of Consequence – Risk Assessment and Acceptance Criteria

**VOTING REQUIREMENTS**

Simple Majority required

**COUNCIL RESOLUTION / STAFF RECOMMENDATION**

**MOVED: CR FORRESTER**

**SECONDED: CR WARR**

That Council advise the Northern Agricultural Catchments Council that it supports the lodgement of a grant application for a solar powered air compressor station at Coronation Beach, subject to there being no monetary contribution from Council, and on the understanding that in the event that the facility breaks down Council reserves the right to not replace the facility and undertake its de-commissioning should it deem this necessary.

**Voting 7/0  
CARRIED  
Minute Reference 03/17-11**



# **10.2 Finance March 2017**

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## **Contents**

### **10.2 AGENDA ITEMS**

10.2.1 Financial Reports for February 2017



Cr Warr left Chambers at 10.27am

Cr Warr re-entered Chambers at 10.28am

<b>AGENDA ITEM:</b>	<b>10.2.1</b>
<b>SUBJECT:</b>	<b>FINANCIAL REPORTS FOR FEBRUARY 2017</b>
<b>PROPONENT:</b>	<b>SHIRE OF CHAPMAN VALLEY</b>
<b>SITE:</b>	<b>SHIRE OF CHAPMAN VALLEY</b>
<b>FILE REFERENCE:</b>	<b>307.04</b>
<b>PREVIOUS REFERENCE:</b>	<b>N/A</b>
<b>DATE:</b>	<b>15 MARCH 2017</b>
<b>AUTHOR:</b>	<b>DIANNE RAYMOND</b>

#### **DISCLOSURE OF INTEREST**

Nil

#### **BACKGROUND**

Financial Regulations require a monthly statement of financial activity report to be presented to Council.

#### **COMMENT**

The monthly financial statements for February 2017 have been provided as a **separate attachment** for Council's review.

#### **STATUTORY ENVIRONMENT**

*Local Government Act 1995 Section 6.4*

*Local Government (Financial Management) Regulations 1996 Section 34*

#### **POLICY IMPLICATIONS**

CP-023 Significant Accounting Policies

Extract:

*"2. Monthly Reporting*

*In accordance with Section 6.4 of the Local Government Act 1995 and Regulation 34 of the Financial Management Regulations 1996, monthly reporting will be provided as follows:*

- 1. Statement of Financial Activity*
- 2. Balance Sheet and statement of changes in equity*
- 3. Schedule of Investments*
- 4. Operating Schedules 3 – 16*
- 5. Acquisition of Assets*
- 6. Trust Account*
- 7. Reserve Account*
- 8. Loan Repayments Schedule*
- 9. Restricted Assets*
- 10. Disposal of Assets*

*A value of 10 percent and/or \$10,000 be set for reporting of all material variances."*

#### **FINANCIAL IMPLICATIONS**

As presented in February 2017 financial statements.

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

No significant effect on the LTFP

**STRATEGIC IMPLICATIONS**

Nil

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

Nil

**CONSULTATION**

Not applicable

**RISK ASSESSMENT**

The associated risk would be the failure to comply with Local Government Financial Regulations requiring monthly reporting of financial activity.

**VOTING REQUIREMENTS**

Simple Majority

**COUNCIL RESOLUTION / STAFF RECOMMENDATION**

**MOVED: CR FARRELL**

**SECONDED: CR FORRESTER**

That Council receives the financial report supplied under separate attachment for the month of February 2017 comprising the following:

- Statement of Financial Activities with notes
- Note 1 – Significant Accounting Policies
- Note 2 – Explanation of Material Variances
- Note 3 – Net Current Funding Position
- Note 4 – Cash & Investments
- Note 5 – Budget Amendments
- Note 6 – Receivables
- Note 7 – Cash Backed Reserves
- Note 8 – Capital Disposals
- Note 9 – Rating Information
- Note 10 – Information on Borrowings
- Note 11 – Grants & Contributions
- Note 12 – Trust
- Note 13 – Capital Acquisitions
- Appendix A – Budget by Program
- Summary of Payments
- Bank Reconciliation
- Credit Card Statement

**Voting 7/0  
CARRIED  
Minute Reference 03/17-12**

**COUNCIL RESOLUTION**

**MOVED: CR WARR**

**SECONDED: CR ROYCE**

That the meeting be adjourned.

**Voting 7/0  
CARRIED  
Minute Reference 03/17-13**

*Meeting Adjourned at 10.29am*

*Elle Honeybone departed meeting at 10.29am*

**COUNCIL RESOLUTION**

**MOVED: CR FORRESTER**

**SECONDED: CR ROYCE**

That the meeting be recommenced.

**Voting 7/0  
CARRIED  
Minute Reference 03/17-14**

*Meeting reconvened at 10.37am*

# **10.3**

## **Chief Executive Officer**

### **March 2017**

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## **Contents**

### **10.3 AGENDA ITEMS**

- 10.3.1 Building & Disability Services Committee Meeting
- 10.3.2 Roads Infrastructure Committee Meeting
- 10.3.3 Review of Council Policies & Procedures
- 10.3.4 Vehicle Inspection Service

*Cr Warr declared an impartiality interest in this item*

<b>AGENDA ITEM:</b>	<b>10.3.1</b>
<b>SUBJECT:</b>	<b>BUILDING &amp; DISABILITY SERVICES COMMITTEE MEETING</b>
<b>PROPONENT:</b>	<b>SHIRE OF CHAPMAN VALLEY</b>
<b>SITE:</b>	<b>VARIOUS SITES</b>
<b>FILE REFERENCE:</b>	<b>801.00</b>
<b>PREVIOUS REFERENCE:</b>	<b>NIL</b>
<b>DATE:</b>	<b>15<sup>th</sup> MARCH 2017</b>
<b>AUTHOR:</b>	<b>MAURICE BATTILANA</b>

#### **DISCLOSURE OF INTEREST**

Nil

#### **BACKGROUND**

The Shire of Chapman Valley Building & Disability Services Committee met on the 3<sup>rd</sup> March 2017 for the Annual Inspection of Councils buildings followed by the Committee meeting in the Council Chambers Nabawa.

The unconfirmed minutes of the meeting have been provided under separate cover for Council reference and information

#### **COMMENT**

The minutes and recommendations from the Building & Disability Services Committee meeting are presented for Council consideration.

#### **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

#### **POLICY IMPLICATIONS**

The following Polices/Procedures affect buildings under the management and control of the Shire:

<b>MANAGEMENT PROCEDURE No.</b>	CMP-006
<b>MANAGEMENT PROCEDURE</b>	BUILDING AND DISABILITY SERVICES COMMITTEE
<b>RESPONSIBLE DIRECTORATE</b>	LAND & BUILDINGS
<b>RESPONSIBLE OFFICER</b>	BUILDING SURVEYOR/PROJECTS OFFICER
<b>PREVIOUS POLICY No.</b>	4.10
<b>RELEVANT DELEGATIONS</b>	

#### **OBJECTIVES:**

**Develop a structured approach to inspection and evaluating building and disability services and access for all building under the ownership and control; of the Shire of Chapman Valley.**

#### **MANAGEMENT PROCEDURE STATEMENT/S:**

Building inspections in regard to maintenance will be held by March/April each year. Report and recommendations will be presented to Council meeting so that estimates can be included in Budget preparations. Council's Building Surveyor is to be involved in such inspections together with committee members for Council's properties.

Tenants of Council residential buildings will be advised at least 72 hours prior to the time of the impending inspection.

Yuna Hall Committee, Nanson Historical Society, Sporting Clubs, Chapman Valley Agricultural Society Committee and all other relevant users of Council controlled buildings are to be invited to either attend site visits of the building relevant to them or provide Council with items of concern they may have.

<b>MANAGEMENT PROCEDURE No.</b>	CMP-007
<b>MANAGEMENT PROCEDURE</b>	NABAWA AND YUNA TENNIS CLUB
<b>RESPONSIBLE DIRECTORATE</b>	LAND & BUILDINGS
<b>RESPONSIBLE OFFICER</b>	BUILDING SURVEYOR/PROJECTS OFFICER
<b>PREVIOUS POLICY No.</b>	4.20
<b>RELEVANT DELEGATIONS</b>	

**OBJECTIVES:**

Clarify the responsibilities of the various clubs & organisation and the Shire of Chapman Valley in regards to the use of building and facilities at the Nabawa & Yuna Tennis Club precincts.

**MANAGEMENT PROCEDURE STATEMENT/S:**

**CARE, CONTROL AND MANAGEMENT**

- (a) Tennis Club to be responsible for care and maintenance of the playing surface and surrounding fences.
- (b) Tennis Club to be responsible for nets, poles and the painting of lines etc.
- (c) The Tennis Club to have first call on the use of the courts at all times.
- (d) School children are allowed to use the courts, free of charge, during school hours whilst under proper supervision when courts are not required for the Tennis Club.
- (e) The residents of the Shire are able to use the courts when not required by the Tennis Club Members.
- (f) Club may charge hire for the use of its own equipment to local organisations but not for the use of the courts.
- (g) Anybody outside the district wishing to hire the courts must apply to the Shire.
- (h) Tennis Club is responsible for the cleaning of club house, viewing areas, etc.

<b>MANAGEMENT PROCEDURE No.</b>	CMP-008
<b>MANAGEMENT PROCEDURE</b>	COMMUNITY CENTRE CROCKERY
<b>RESPONSIBLE DIRECTORATE</b>	LAND & BUILDING
<b>RESPONSIBLE OFFICER</b>	CHIEF EXECUTIVE OFFICER
<b>PREVIOUS POLICY No.</b>	4.30
<b>RELEVANT DELEGATIONS</b>	

**OBJECTIVES:**

Control the access and use of Shire owed crockery at the Nabawa Community Centre.

**MANAGEMENT PROCEDURE STATEMENT/S:**

The Community Centre crockery is not available for hire or use other than for functions held at the Community Centre, except where the Chief Executive Officer has granted approval for such hire.

<b>MANAGEMENT PROCEDURE No.</b>	CMP-010
<b>MANAGEMENT PROCEDURE</b>	COMMUNITY CENTRE / SPORTING COMPLEX / NABAWA HALL HIRE CONDITIONS
<b>RESPONSIBLE DIRECTORATE</b>	LAND & BUILDINGS
<b>RESPONSIBLE OFFICER</b>	CHIEF EXECUTIVE OFFICER
<b>PREVIOUS POLICY No.</b>	4.40
<b>RELEVANT DELEGATIONS</b>	

## OBJECTIVES:

Clarify the responsibilities of the various clubs & organisation and the Shire of Chapman Valley in regards to the use of Nabawa Community Centre, Sporting Complex and Hall.

## MANAGEMENT PROCEDURE STATEMENT/S:

1. All hire charges must be paid at the Shire Office before keys will be issued.
2. Keys issued under the Non-Cut Key System to Clubs or community organisations will require a bond to be paid prior to issue. Bond will be an amount equivalent to the cost to replace/adjust locks and cut new key(s) in the event of loss. If a key(s) is lost, the relevant lock(s) will have to be renewed and the actual cost of this replacement will be the responsibility of the hirer. Keys issued to Clubs or community organisations must be returned to the Shire Office at the end of their season.
3. It is the responsibility of the hirer to ensure the conduct of the persons present at the time of their function is orderly.
4. It is illegal to consume liquor on any part of the building and grounds without the prior written approval of the Council. An additional licence must be obtained from the Police for the sale of liquor.
5. The cleaning of all facilities used is the responsibility of the hirer, however if the premises have been left in an untidy state and Council is required to clean them, costs involved in such cleaning will be payable by the hirer.  
If any items used (e.g.: barbecues, etc.) are left in an unsatisfactory condition, the Hirer will be requested to carry out the necessary cleaning or repairs to such items to the satisfaction of the Chief Executive Officer.  
If in the event that any specific Hirer refuses to undertake the necessary cleaning and/or repairs required as specified, then Council Staff will carry out this work and an appropriate charge specified by the Chief Executive Officer will be forwarded to the Hirer.  
Any future use of such items by the specific Hirer will require a bond to be deposited with Council prior to use.  
This bond will be set by Council at the time fees and charges are set annually and will not be refunded until the items have been returned in a satisfactory condition.
6. Ensure all lights, including lights on the oval, are turned off after function. Penalty may be imposed if lights left on.
7. No spiked shoes or boots or the like to be worn in any part of the building except the two main change rooms and public toilets.
8. Crockery and Cutlery Hire  
Breakages and losses - the cost of all replacements is the responsibility of the hirer.
9. Furniture  
Tables or chairs are not to be removed from the building unless with the prior approval of the CEO. All tables and chairs must be stacked in an orderly manner and not left out after the event.  
Furniture must not be dragged across floors.
10. The building must be left locked up and with all lights switched off.
11. Exemption to hall hire charge  
The Chapman Valley Parents and Citizens Association is exempt from paying hall hire charges at the Nabawa Community Centre for the following events: -
  - Annual Christmas Tree
  - Annual quiz night
  - School Presentation night.Footnote – Community Newspaper Group “Valley Vibes” are exempt from paying hire charges for the “clinic” room at the Community Centre.
12. When alcohol is to be consumed on the premises, a refundable bond, in accordance with that set annually by Council, is to be collected from hirers of this facility. The Chief Executive Officer has the authority to impose or waiver this charge on any hirer, regardless of whether alcohol is consumed or not.

<b>MANAGEMENT PROCEDURE No.</b>	CMP-011
<b>MANAGEMENT PROCEDURE</b>	NABAWA OVAL ARENA FENCE
<b>RESPONSIBLE DIRECTORATE</b>	LAND & BUILDINGS
<b>RESPONSIBLE OFFICER</b>	CHIEF EXECUTIVE OFFICER
<b>PREVIOUS POLICY No.</b>	4.50
<b>RELEVANT DELEGATIONS</b>	

**OBJECTIVES:**

Control the access to and use & Maintenance of the arena perimeter fencing at the Nabawa Sports ground oval.

**MANAGEMENT PROCEDURE STATEMENT/S:**

The Football Club is responsible for maintaining the Nabawa oval arena fence as they receive the revenue from the arena advertising.

<b>MANAGEMENT PROCEDURE No.</b>	CMP-009
<b>MANAGEMENT PROCEDURE</b>	COMMUNITY CENTRE FURNITURE
<b>RESPONSIBLE DIRECTORATE</b>	LAND & BUILDINGS
<b>RESPONSIBLE OFFICER</b>	CHIEF EXECUTIVE OFFICER
<b>PREVIOUS POLICY No.</b>	4.60
<b>RELEVANT DELEGATIONS</b>	

**OBJECTIVES:**

Control the access and use of Shire owed furniture at the Nabawa Community Centre.

**MANAGEMENT PROCEDURE STATEMENT/S:**

Council hires its tables and chairs to local organisations on the understanding that the hirer will be responsible for loss or breakages.

Hall hirers to have precedence for the use of the tables and chairs

The Chief Executive Officer has the discretionary power to approve or disallow any such relocation of Council owned tables and chairs.

<b>MANAGEMENT PROCEDURE No.</b>	CMP-012
<b>MANAGEMENT PROCEDURE</b>	NANSON SHOW GROUNDS – ANNUAL CHAPMAN VALLEY SHOW
<b>RESPONSIBLE DIRECTORATE</b>	LAND & BUILDINGS
<b>RESPONSIBLE OFFICER</b>	CHIEF EXECUTIVE OFFICER
<b>PREVIOUS POLICY No.</b>	4.70
<b>RELEVANT DELEGATIONS</b>	

**OBJECTIVES:**

Ensure adequate and timely assistance is provided to the Chapman Valley Agricultural Society for the preparation of the annual Chapman Valley Agricultural Show at the Nanson Showgrounds.



**MANAGEMENT PROCEDURE STATEMENT/S:**

The following Operational Procedure is to be followed for the preparation of the Nanson Show Grounds for the Annual Chapman Valley Agricultural Show:

<b>TIME FRAME</b>	<b>OPERATIONAL PROCEDURE</b>		<b>OFFICER RESPONSIBLE</b>
<b>1 month prior to show</b>	1.	Spray winter weeds along road verge and on the grounds for star thistle, roly poly and walkaway bur	Senior Ranger
<b>2 weeks prior to show</b>	2.	Check all buildings for maintenance to be completed	Building Surveyor
	3.	Mow surrounds, car parks and whipper snipper around buildings and fences	Works Supervisor
	4.	Assist with the hosing out of the Hall – 2 weeks before the Show.	Building Surveyor / Senior Ranger
	5.	Grade firebreaks around Nanson Show Grounds – September.	Works Supervisor
<b>1 week prior to show</b>	6.	Contact show secretary and offer council staff for setting up the show – Monday before the show.	Works Supervisor
	7.	Cartage of 100 chairs from the Community Centre to the dining room – Tuesday before the show	Works Supervisor
	8.	Grade and water roads, parking areas, walkways and entrances into Nanson Show Grounds – Tuesday before the show.	Works Supervisor
	9.	Check the toilets and tanks for maintenance – Wednesday before the show and 1 week prior to Merino Stud Breeders Show.	Building Surveyor
	10.	Deliver rubbish bins, rubbish crate and recycling bins to Nanson Show Grounds – Friday before the show.	Works Supervisor
	11.	Fire truck – Ensure available with volunteer on the show day – wet down dusty areas.	Building Surveyor / Senior Ranger
	12.	Contact the cleaners to have the toilets cleaned twice throughout the show day & ensure enough hand towels, toilet rolls etc	Admin Manager
	13.	Create 'No Parking' signs day before show and post along Chapman Valley Road on the day of the show.	Works Supervisor
<b>2 days prior to show</b>	14.	Mow surrounds, car parks and whipper snipper around buildings and fences – 2 weeks prior and 2 days prior to the show	Works Supervisor
	15.	Grade McCagh Road to Mt Erin-Nabawa Road	Works Supervisor

<b>MANAGEMENT PROCEDURE No.</b>	CMP-013
<b>MANAGEMENT PROCEDURE</b>	CHANGE ROOMS – CHAPMAN VALLEY FOOTBALL CLUB
<b>RESPONSIBLE DIRECTORATE</b>	LAND & BUILDINGS
<b>RESPONSIBLE OFFICER</b>	CHIEF EXECUTIVE OFFICER
<b>PREVIOUS POLICY No.</b>	4.80
<b>RELEVANT DELEGATIONS</b>	

**OBJECTIVES:**

Clarify the responsibilities of the Chapman Valley Football Club and the Shire of Chapman Valley in regards to the use of Nabawa Sporting Complex change rooms.

**MANAGEMENT PROCEDURE STATEMENT/S:**

1. Club to be responsible for any damage to the premises, which may occur when being used by them.
2. Approval must be granted by Council before any structural alterations take place to the building.
3. Club will be permitted to lock up the clubrooms for their own use and be responsible for their cleanliness etc. Other organisations to be permitted the use of the room by agreement subject to them paying for any damage and leaving the premises clean.
4. Club to be responsible for leaving the change rooms, kitchen, upstairs function room, toilets, viewing area etc; clean after every use by them, including training nights. Rubbish caused by everyday use to be their responsibility. Internal litterbins must be emptied into outside bins or trailer after use.
5. Council to hand over buildings in a clean and tidy state at the start of the season and must be returned the same way.
6. Ensure all building and oval lights are turned off after function. Penalty may be imposed if lights left on.

<b>MANAGEMENT PROCEDURE No.</b>	CMP-014
<b>MANAGEMENT PROCEDURE</b>	SPORTS GROUND
<b>RESPONSIBLE DIRECTORATE</b>	WORKS & SERVICES
<b>RESPONSIBLE OFFICER</b>	CHIEF EXECUTIVE OFFICER
<b>PREVIOUS POLICY No.</b>	4.90
<b>RELEVANT DELEGATIONS</b>	

**OBJECTIVES:**

Protect the playing surface of the Nabawa Sporting Complex oval.

**MANAGEMENT PROCEDURE STATEMENT/S:**

The area defined for the sports oval be used solely for the purpose of pedestrian team sports

<b>MANAGEMENT PROCEDURE No.</b>	CMP-015
<b>MANAGEMENT PROCEDURE</b>	COUNCIL HOUSING / BUILDINGS
<b>RESPONSIBLE DIRECTORATE</b>	LAND & BUILDINGS
<b>RESPONSIBLE OFFICER</b>	BUILDING & PROJECTS
<b>PREVIOUS POLICY No.</b>	4.100
<b>RELEVANT DELEGATIONS</b>	

**OBJECTIVES:**

Outline the requirements for the lease/rental of Shire owned residential properties.

**MANAGEMENT PROCEDURE STATEMENT/S:**

**Bond**

A bond is to be imposed upon all new tenants renting Council houses with the amount being that as set by the current year's budget. The bond amounts are to be set for both Council employees and private tenants and reviewed annually. This bond is to be forwarded to the appropriate organisation to be held in trust in accordance with legislative requirements.

Council employee tenants are to be given the option of paying the bond amount by instalment deductions from their fortnightly pay.

**Residential Tenancies Act 1987**

Council adopts the "Standard Residential Tenancy Agreement" guidelines for all future tenants with the following additional conditions:

- (i) The tenant will be in breach of a term of his Agreement if his/her employment with the Chapman Valley Shire Council ceases for any reason.
- (ii) All persons occupying Council owned houses are to complete and sign tenancy agreements.
- (iii) Houses may be allocated to various staff positions.
- (iv) It is the responsibility of the tenant to ensure the gardens, yard and house surrounds are kept in a neat and tidy condition and lawns and gardens not be left to die or deteriorate.
- (v) If applicable it is the responsibility of the tenant to maintain the swimming pool located at the premises and ensure all isolation fencing complies with legislation.

<b>MANAGEMENT PROCEDURE No.</b>	CMP-018
<b>MANAGEMENT PROCEDURE</b>	CHAPMAN VALLEY HISTORICAL SOCIETY
<b>RESPONSIBLE DIRECTORATE</b>	ADMINISTRATION
<b>RESPONSIBLE OFFICER</b>	CHIEF EXECUTIVE OFFICER
<b>PREVIOUS POLICY No.</b>	4.140
<b>RELEVANT DELEGATIONS</b>	

**OBJECTIVES:**

Clarify use of land upon which the Chapman Valley Historical Society is placed.

**MANAGEMENT PROCEDURE STATEMENT/S:**

Be granted the use of Lot 500 East Terrace, Nanson (Reserve 13226) and the structures upon it.

**FINANCIAL IMPLICATIONS**

Recommendations coming out of the Committee meeting will be presented to Council for consideration for allocation into the forthcoming and future draft budgets. Not all cost estimates have been undertaken at time of writing this report.

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

The *Five Year Building Program* will also have an effect on the Shire's Integrated Planning and Reporting, which sets Councils future long term direction and planning.

**STRATEGIC IMPLICATIONS**

It is important for Council to have a strategic approach to managing all its assets, which included buildings.

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

We want to strengthen our community's position for the future	Maintain a resilient and independent Shire	Provide and maintain offices, housing and other buildings and facilities for the operation of the Shire
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**CONSULTATION**

Council staff continually monitors buildings and facilities owned/controlled by the Shire. Staff also continually liaises with tenants/users of these facilities.

**RISK ASSESSMENT**

There is a risk of buildings and facilities deteriorating if adequate resources are not allocated to address depreciation and fair wear and tear of the buildings. However; in this instance I believe the risk is currently Minor i.e.

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

**VOTING REQUIREMENTS**

Simple Majority

**COUNCIL RESOLUTION / COMMITTEE RECOMMENDATIONS**

Council receive the Minutes of the Building & Disability Services Committee and endorse the recommendations within i.e.

**MOVED: CR FARRELL**

**SECONDED: CR FORRESTER**

**Recommendation 02/17-2 - Education Department Hire Exemption**

Council remove the current exemption for Education Department (i.e. schools) to hire Shire owned/controlled facilities as listed in the Fees & Charges Schedule, effective from the 1<sup>st</sup> July 2017.

**Voting 5/2**

**CARRIED**

**Minute Reference 03/17-15**

*Cr Collingwood and Cr Warr voted against the motion*

**MOVED: CR FARRELL**

**SECONDED: CR MALUISH**

**Recommendation 02/17-3 - Sale of Residential Properties – Lot 23 Chapman Valley Road, Yuna & Lot 19 Chapman Valley Road, Nabawa**

Council sell both residential properties at Lot 23 Chapman Valley Road, Yuna & Lot 19 Chapman Valley Road, Nabawa immediately, irrespective of the tenancy arrangement in place at the time.

**Voting 5/2**

**CARRIED**

**Minute Reference 03/17-16**

Cr Warr declared a financial interest in this item and left Chambers at 10.51am

**MOVED: CR FARRELL**

**SECONDED: CR MALUISH**

**Recommendation 02/17-4 - Nanson Showground Precinct**

Council write to encourage all users, in conjunction with Council staff, to establish an agreed Master Plan for future developments of the Nanson Showgrounds precinct.

**Voting 6/0  
CARRIED  
Minute Reference 03/17-17**

Cr Warr re-entered Chambers at 10.53am

**MOVED: CR FORRESTER**

**SECONDED: CR HUMPHREY**

**Recommendation 02/17-5 - Operating Building Maintenance Program**

Council consider the amended *Operating Building Maintenance Program* as presented and this Program be used as a basis to develop the Draft 2017/2018 Budget.

**Voting 7/0  
CARRIED  
Minute Reference 03/17-18**

**MOVED: CR FARRELL**

**SECONDED: CR HUMPHREY**

**Recommendation 02/17-6 - 5 Year - Capital Building Works Program**

Council consider the amended "5 Year - *Capital Building Works Program*" as determined and this Program be used as a basis to develop the Draft 2017/2018 Budget.

**Voting 7/0  
CARRIED  
Minute Reference 03/17-19**

**MOVED: CR FORRESTER**

**SECONDED: CR FARRELL**

**Recommendation 02/17-7 - Disability Access & Inclusion Plan**

Council endorse the Shire's Disability Access Inclusion Plan (DAIP) as presented without changed.

**Voting 7/0  
CARRIED  
Minute Reference 03/17-20**

**MOVED: CR FARRELL**

**SECONDED: CR MALUISH**

**Recommendation 02/17-8 - Disability Access & Inclusion Plan**

Council advertise advertised requests for public comments and submissions on the draft Disability Access & Inclusion Plan in accordance with legislation.

In the event there are no adverse comments or submissions received the Draft Plan is adopted as presented. However, in the event there are comments and submissions received requesting amendment to the Draft Plan this be brought back to Council for further consideration.

**Voting 7/0  
CARRIED  
Minute Reference 03/17-21**

<b>AGENDA ITEM:</b>	<b>10.3.2</b>
<b>SUBJECT:</b>	<b>ROADS INFRASTRUCTURE COMMITTEE MEETING</b>
<b>PROPONENT:</b>	<b>ROADS INFRASTRUCTURE COMMITTEE</b>
<b>SITE:</b>	<b>SHIRE OF CHAPMAN VALLEY</b>
<b>FILE REFERENCE:</b>	<b>403.03</b>
<b>PREVIOUS REFERENCE:</b>	<b>NA</b>
<b>DATE:</b>	<b>15<sup>th</sup> MARCH 2017</b>
<b>AUTHOR:</b>	<b>MAURICE BATTILANA</b>

**DISCLOSURE OF INTEREST**

Nil

**BACKGROUND**

The Road Infrastructure Committee met on the 2<sup>nd</sup> March 2017 to review the following:

- ~ Road Works Program;
- ~ Road Hierarchy;
- ~ Heavy Haulage Vehicle Permit Roads; and
- ~ Plant Replacement Program

The Minutes of the Committee Meeting, which includes Committee Recommendations is provided under separate cover.

**COMMENT**

Determination from the Road Infrastructure Committee will form recommendations to Council for consideration and endorsement for allocation of funding and resources to the forthcoming Draft Budget.

Rather than repeat the content of the Committee Meeting in this report I refer Councillors to the Committee Minutes and welcome any comments/questions.

**STATUTORY ENVIRONMENT**

*Local Government Act 1995*

**POLICY IMPLICATIONS**

As stated in the Road Infrastructure Committee Minutes, various Policies and Procedures affect the decision making process. These Policies and Procedures were taken into account during the Committee’s deliberations.

**FINANCIAL IMPLICATIONS**

Road works is the largest income and expenditure component of the Shires operations, which makes it important to ensure the limited resources made available by grants and those allocated by Council to this function are maximised, whilst remaining conscious of the need to ensure road infrastructure maintenance is also preserved.

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

The Proposed 2017/2018 Road Works Program, Ten Year Road Works Program and Plant Replacement Program have been structured in a way to complement the LTFP. However; the Annual Budget can vary the amounts shown in the LTFP due to these Programs being more detailed. There will also be variation to the amounts indicated in the Programs when compared to the forthcoming budget as, again, the budget figures are more details and analysed prior to being placed into the Draft Budget

**STRATEGIC IMPLICATIONS**

It is imperative Council carefully considers where resources are allocated in future road works programs to ensure the higher priority roads are catered for. The Shire’s Road Hierarchy identifies the priority roads into the following categories:

- A. Main Arterial Roads (Significant Roads and approved by the RRG only);
- B. Main Feeder Roads;
- C. Minor Feeder Roads;
- D. Major Access Roads; and
- E. Minor Access Roads

It is important the Policy/Procedure to amend the Road Hierarchy is adhered to. This will ensure the integrity of the Road Hierarchy list and therefore the integrity of how Council allocates its resources to road works within the Shire.

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

We need good services to support our development as a Shire	Maintain existing services and facilities	Support improved telecommunications, power, <b>road</b> & water services in the community
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**CONSULTATION**

Consultation occurred with the Shire’s Manager Works and Services (Esky Kelly), Works Leading Hand (Marty Elks) and Greenfield Technical Services (consultant engineer) when developing the proposed road works and/or plant replacement programs.

**RISK ASSESSMENT**

The risk associated with not having a basis for allocating limited resources to road works is the roads in most need may not be catered for, hence the reason for the Road Hierarchy and consultation with the road works staff being essential to the integrity of the process of funding allocations. Council should not be subject to allocating funds to road as a result of the “*squeaky wheel receiving the most oil*”.

However; as I am confident the processes and procedure are in place to ensure resources are appropriately allocated to the various programs I believe the risk in this instance is “**Moderate**” i.e.

Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
<b>Moderate (3)</b>	Medical type injuries	\$10,001 - \$50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies

**VOTING REQUIREMENTS**

Simple Majority

**COUNCIL RESOLUTION/COMMITTEE RECOMMENDATIONS/STAFF RECOMMENDATION**

Council receive the Road Infrastructure Committee minutes and endorse the recommendations within i.e.

Cr Warr declared a proximity interest and left Chambers at 10.59am

Recommendation 1

Council endorses the *Road Hierarchy Policy (IP-006)* as presented with the following request:

- i. Chief Executive Officer investigate the possibility of Nolba Road and Nolba Stock Route being consider *Significant Local Government Roads* and report back for further consideration on the Shire's hierarchal level of these roads.

**MOVED: CR FARRELL**

**SECONDED: CR HUMPHREY**

Alternative Recommendation 1

Council endorses the *Road Hierarchy Policy (IP-006)* as presented with the following request:

- ii. Chief Executive Officer investigate the possibility of :
  - a) Nolba Road and Nolba Stock Route; and
  - b) Durawah/Station/Station Valentine Route

being consider *Significant Local Government Roads* and report back for further consideration on the Shire's hierarchal level of these roads.

**Voting 6/0  
CARRIED  
Minute Reference: 03/17-22**

Cr Warr re-entered Chambers at 11.04am

Recommendation 2

Council endorse the *10 Year Road Works Program – 2017/2018 to 2026/2027* as presented and this Plan be used as a basis for resource allocation into the Draft 2017/2018 Budget with the understanding there may be Own Resource Projects scheduled for 2016/2017, which may need to be carried-over and completed in 2017/2018.

**MOVED: CR WARR**

**SECONDED: CR FARRELL**

Council endorse the *10 Year Road Works Program – 2017/2018 to 2026/2027* as presented and this Plan be used as a basis for resource allocation into the Draft 2017/2018 Budget with the understanding there may be Own Resource Projects scheduled for 2016/2017, which may need to be carried-over and completed in 2017/2018. With the following priority amendments

- Priority 1 – Grant funded
- Priority 2 – Own resource projects deferred from previous years
- Priority 3 – Additional own resource project
- Priority 4 – Maintenance works

**Voting 5/2  
CARRIED  
Minute Reference: 03/17-23**

*Reason for Deviation from Committee Recommendation: Council felt more focus was required on Own Resource Capital Roadworks Projects ahead of Maintenance Works.*



**MOVED: CR HUMPHREY**

**SECONDED: CR FARRELL**

Recommendation 3

Council endorses the *Heavy Haulage Vehicle Permits (IP-003)* Policy and the *Road Work Funding Allocation Process (IMP-017)* Management Procedure to reflect the determination of variations to the RAV Network within the Shire of Chapman Valley be delegated to the Chief Executive Officer.

**Voting 7/0  
CARRIED**

**Minute Reference: 03/17-24**

Committee Recommendation 4

Council endorses the *Proposed Plant Replacement Program* presented with the following amendments and request the Chief Executive Officer use this Plan as a basis for resources to be allocated in the forthcoming budget:

- a) Asset No 405 – Toyota Landcruiser 4x4
  - i. Amend year of manufacture to 2004;
  - ii. Note change-over vehicle could be new or second-hand and to be of a suitable make/model to be towed behind Grader; and
  - iii. Increase Purchase amount (before trade) from \$30,000 to \$50,000.
  
- b) Asset No 331 – Volvo Loader
  - i. Note change-over specifications for new loader to have Integrated Tool capabilities.

*Mr Kelly entered Chambers at 11.27am*

*Mrs Raymond left Chambers at 11.32am*

*Mrs Raymond re-entered Chambers at 11.35am*

**MOVED: CR FARRELL**

**SECONDED: CR HUMPHREY**

That the meeting be adjourned at 11.47am for presentation of LGIS certificate and lunch.

**Voting 7/0  
CARRIED**

**Minute Reference: 03/17-25**

*Ben Galvin, LGIS, attended chambers and presented Council with a Diligence in Safety Award (Tier 1 Certificate) in recognition of the Shire achieving 98% in a recent Tier 1 Safety Audit.*

**MOVED: CR FARRELL**

**SECONDED: CR FORRESTER**

That the meeting reconvene at 1.00pm

**Voting 7/0  
CARRIED**

**Minute Reference: 03/17-26**

**MOVED: CR ROYCE**

**SECONDED: CR WARR**

Motion – Recommendation 4

Council endorses the Proposed Plant Replacement Program presented with the following amendments and request the Chief Executive Officer use this Plan as a basis for resources to be allocated in the forthcoming budget:

- a) Asset No 405 – Toyota Landcruiser 4x4
  - i. Amend year of manufacture to 2004;
  - ii. Note change-over vehicle could be new or second-hand and to be of a suitable make/model to be towed behind Grader; and
  - iii. Increase Purchase amount (before trade) from \$30,000 to \$50,000.
- b) Asset No 331 – Volvo Loader
  - i. Note change-over specifications for new loader to have Integrated Tool capabilities.
- c) Asset No 272 - 2006 Colombia Freightliner Prime mover 6x4
  - i. Replace this item of plant with a second-hand, low kilometre and similar rated Prime Mover;
  - ii. Add a new side tipper to fleet to improve flexibility and capacity.

**Voting 7/0  
CARRIED**

**Minute Reference: 03/17-27**

*Reason for Deviation from Committee Recommendation: Council felt it appropriate to revise the Plant Replacement Program for the change-over of the Colombia Freightliner Prime mover in 2017/2018.*

**MOVED: CR FORRESTER**

**SECONDED: CR HUMPHREY**

Recommendation 5

Council:

1. Endorse the works required to repair the failed section of East Bowes Road be undertaken in 2016/2017;
2. Delegate authority to the Chief Executive Officer to transfer funds budgeted under COA 4840 (*Transfer to Roadworks Reserve*) as required to accommodate external contract and materials components of the repair works to COA 3372 (*Road Maintenance Expense*). The condition of the delegated authority being the original budget allocation for COA 4840 (i.e. \$100,000) is not to be exceeded; and
3. Utilise Shire roadworks resources to undertake as much works as possible internally to repair the failed section of East Bowes Road; therefore minimising the external contracts and materials component of the works as much as possible.

**Voting 7/0  
CARRIED**

**Minute Reference: 03/17-28**

**MOVED: CR HUMPHREY**

**SECONDED: CR MALUISH**

Recommendation 6

Council request an engineering solution be undertaken and estimated costs established to alleviate the drainage issues being experienced around the Eliza Shaw Road/David Road area.

**Voting 7/0  
CARRIED**

**Minute Reference: 03/17-29**

**MOVED: CR HUMPHREY**

**SECONDED: CR MALUISH**

Recommendation 7

Council request an engineering solution be undertaken and estimated costs established to alleviate the drainage issues being experienced around the Eliza Shaw Road/Redcliffe Concourse (eastern junction) area.

**Voting 7/0  
CARRIED  
Minute Reference 03/17-30**

*Mr Kelly left Chambers at 1.06pm*

<b>AGENDA ITEM:</b>	<b>10.3.3</b>
<b>SUBJECT:</b>	<b>REVIEW OF COUNCIL POLICIES &amp; PROCEDURES</b>
<b>PROPONENT:</b>	<b>SHIRE OF CHAPMAN VALLEY</b>
<b>SITE:</b>	<b>WHOLE OF SHIRE</b>
<b>FILE REFERENCE:</b>	<b>411.01</b>
<b>PREVIOUS REFERENCE:</b>	<b>MINUTE REFERENCE 06/15-18</b>
<b>DATE:</b>	<b>MARCH 2017</b>
<b>AUTHOR:</b>	<b>MAURICE BATTILANA</b>

**DISCLOSURE OF INTEREST**

Nil

**BACKGROUND**

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

At the June 2015 OCM the following was resolved:

*MOVED: CR FARRELL*

*SECONDED: CR HUMPHREY*

1. *Council relocate Policy CP-022 Loan Fund – Self Supporting Loans to be included as a Management Procedure with reference to this Procedure being added to CMP-064 Financial Assistance and renumbering other Management Procedures accordingly;*
2. *That Council endorses the amendments to the Policies & Management Procedures as presented including:*

*a) Deletion of Policies*

*3.40, 3.70, 4.110, 5.10, 5.20, 5.30, 5.110, 5.140, 8.10, 9.30, 9.50, 9.70, 9.90, 9.160, 10.10, 10.20, 10.40, 12.20, 14.20, 14.30, 14.180, 14.230, 14.270, 15.20, 15.60, 15.80, 15.130*

*b) Relocating Policy 5.130 to the Delegation Register*

*Voting 8/0  
CARRIED  
Minute Reference 06/15-18*

**COMMENT**

I have purposely delayed the review of the Shire’s Policies and Procedures as I am currently working with a consultant to undertake a more in-depth review process, which will result in bringing the policies and procedure more in line with current day best practices.

As the greater review process is taking longer than expected I believe it was prudent to bring the Policies and Procedure to Council in their current form to provide Council with an opportunity to rationalize these items now, rather than continue to delay the review.

The revised Policy & Procedure Manual (with tracked changes) has been provided under separate cover for Council information and determination.

In the event Council endorses recommended amendments to CMP-06 (Community Growth Fund – Operational) allowing Council the ability to endorse the carry-over of Community Growth Fund (CGF) funds to the next financial year to place these funds into a specified Reserve Fund, there is a grant allocation in 2016/2017, which may need to be dealt with i.e.

- Parkfalls Residents Association - Bill Hemsley Park (BHP) Entry Statement (\$6,100) – It is hoped this project will be completed by 20<sup>th</sup> June 2017. However; the location of the Entry Statement may be affected by the timing of the completion of the BHP Community Centre Building;

Council has already resolved to endorse the possible carry-over of funds allocated in 2016/2017 to 2017/2017 for the Chapman Valley Tennis Club Project (i.e. Minute Ref: 02/17-11).

Recommended amendments to Clause 9 of CMP-067 is as follows:

## 9. GRANT CONDITIONS

### PERIOD OF FUNDING

Community Growth Fund grants applications become available immediately after annual budget has been adopted by Council from 1 September and must be expended by 30-20<sup>th</sup> June following, unless agreed otherwise at the outset **OR** a written request for an extension and carry-over of funds is made to, and approved by, the Chapman Valley Shire Council. Advertisements will be called immediately after annual budget has been adopted by Council in August of each year.

If Council endorse the carry-over of grant funds into the next financial year these funds will be transferred to a Reserve Fund and the conditions:

- a) Funds must be spent and acquitted in the next financial year (i.e. funds will not be carried over again beyond this year);
- b) Any unspent funds after the initial carry-over into the next financial year are to be place back into the Municipal Fund before the end of that year; and
- a)c) the grant recipient will not be eligible to receive any further CGF grants until the current allocated funds have been fully acquitted.

## STATUTORY ENVIRONMENT

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

### *Role of Council*

- 1) *The council:*
  - (a) Governs the local government's affairs; and*
  - (b) Is responsible for the performance of the local government's function.*
- 2) *Without limiting subsection (1), the council is to:*
  - a) Oversee the allocation of the local government's finances and resources; and*
  - b) Determine the local government policies.***

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

## POLICY IMPLICATIONS

All of the Shire of Chapman Valley Policy & Procedures are under review.

## FINANCIAL IMPLICATIONS

No significant affect on financial operations of the Shire.

### **Long Term Financial Plan (LTF):**

No significant affect on LTFP of the Shire.

## STRATEGIC IMPLICATIONS

It is important Councillors and staff are fully conversant with Policies and Procedures of the organisations in the first instance and that these be clearly accessible to the Community to ensure all ambiguity is removed in regards to how the Shire operates.

It is also important Councillors and staff review the Policies & Procedures to ensure these are current and relevant.

• **Strategic Community Plan/Corporate Business Plan**

Objective	Strategy	Actions
We want a representation and governance model that reflects our community's unique attributes	The President and Councillors to be representative of the community and provide strong leadership	Develop Council appropriate policies that enable good: governance, development, services and growth

**CONSULTATION**

The draft Policies and Management Procedures are provided to all Elected Members and Senior Staff ***under separate cover*** with tracked changes for everyone to review the documents in readiness to commence discussions and determination at today's meeting.

**RISK ASSESSMENT**

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

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

**VOTING REQUIREMENTS**

Simple Majority

**Note:** Council may simply endorse Policies & Management Procedures up to a particular point and bring the balance of items not covered at this meeting back to a future meeting to continue the review process.

**STAFF RECOMMENDATION – 1**

Council endorses the amendments to the Policies and Management Procedures as presented.

**COUNCIL RESOLUTION**

**MOVED: CR FORRESTER**

**SECONDED: CR HUMPHREY**

Council endorses the amendments to the Policies as presented.

**Voting 7/0  
CARRIED  
Minute Reference 03/17-31**

*Cr Forrester left Chambers at 1.30pm*

*Cr Forrester re-entered Chambers at 1.31pm*

*Cr Farrell left Chambers at 1.35pm*

*Cr Farrell re-entered Chambers at 1.38pm*

**COUNCIL RESOLUTION**

**MOVED: CR FORRESTER**

**SECONDED: CR FARRELL**

Council endorses the amendments to the Management Procedures as presented.

**Voting 7/0  
CARRIED  
Minute Reference 03/17-32**

**COUNCIL RESOLUTION / STAFF RECOMMENDATION – 2**

**MOVED: CR FORRESTER**

**SECONDED: CR MALUSH**

In the event Council endorses recommended amendments to CMP-06 (Community Growth Fund – Operational) allowing Council the ability to endorse the carry-over of Community Growth Fund (CGF) funds to the next financial year to place these funds into a specified Reserve Fund, Council endorse the following carry-over project if necessary:

- Parkfalls Residents Association - Bill Hemsley Park (BHP) Entry Statement - \$6,100

**Voting 7/0  
CARRIED  
Minute Reference 03/17-33**

<b>AGENDA ITEM:</b>	<b>10.3.4</b>
<b>SUBJECT:</b>	<b>VEHICLE INSPECTION SERVICE</b>
<b>PROPONENT:</b>	<b>CHIEF EXECUTIVE OFFICER</b>
<b>SITE:</b>	<b>NABAWA SHIRE DEPOT</b>
<b>FILE REFERENCE:</b>	<b>1007.03</b>
<b>PREVIOUS REFERENCE:</b>	<b>NIL</b>
<b>DATE:</b>	<b>15<sup>th</sup> MARCH 2017</b>
<b>AUTHOR:</b>	<b>MAURICE BATTILANA, CHIEF EXECUTIVE OFFICER</b>

**DISCLOSURE OF INTEREST**

Nil

**BACKGROUND**

At the February 2017 Concept Forum I presented an item regarding the continued Vehicle Inspection Services currently being provided by the Shire for constituents located within the Shire of Chapman Valley.

The consensus at the Concept Forum was for further investigations be undertaken on the ability for the Shire to continue this service this the Department of Transport.

**COMMENT**

Enquiries with the DOT on the requirements and qualifications required of an Authorised Vehicle Examiner (AVE) are as follows:

- a) An Australian standard motor mechanical trade qualification, or overseas equivalent as approved by the CEO, to the following minimum qualifications:
  - i. Certificate III in Automotive (Mechanical – Light Vehicles) for light vehicles, and/or
  - ii. Certificate III in Automotive (Mechanical – Heavy Vehicle) for heavy vehicles;
- b) A current Western Australian Driver’s Licence relevant to each class of vehicle the AVE is authorised to inspection (for example, classes ‘R’ and ‘C’ if authorised to inspect all light vehicles including motorcycles; and
- c) Be of good character.

When I asked how the Shire’s current employee was able to undertake the duties of an AVE without the minimum qualifications the response was as follows:

*“Mr O’Donnell was authorised in 1980, where as you can imagine, things were very different. We will be shortly sending out an application to the Shire to re-apply. This region has been timetabled for June/July. I have checked his file, and it appears he does not have a formal motor trade qualification, which is a requirement for all AVEs. We would have to request an exemption from this requirement, however there is no guarantee he would be successful. As you can imagine, since the CCC hearings, we must follow their recommendations, of which this is one.”*

The DOT also advise if the Shire nominated someone else to continue the service at Nabawa as the AVE (i.e. if Mr O’Donnell discontinued this role) they will need to complete the AVE application, which would require the aforementioned minimum qualifications to be considered.

Based on the information provided by DOT it is evident the Shire does not have anyone currently employed with the minimum qualifications to take over the role of AVE if/when Mr. O’Donnell decided to discontinue this role, which then discontinue the Shire’s ability to provide this service for the district.

Below is a table of the number of inspections undertaken by the Shire of Chapman Valley in recent years:



Year	Vehicle Inspections undertaken
2012/2013	43
2013/2014	47
2014/2015	30
2015/2016	22
2016/2017 (as at 31/1/17)	23

Based on the above figures the average number of vehicle inspections undertaken per annum is approximately thirty six (36).

Another important issue associated with the provision of the vehicle inspection service the Shire provides as an agent to the DOT is the time it takes to undertake an inspection, which includes completing the vehicle licencing process online with DOT. At times the Senior Ranger needs to obtain assistance from staff at the DOT in Geraldton to attend the Nabawa Depot to help with the more complex inspections.

The actual vehicle inspection part of the process can take up to an hour, which is undertaken by the Senior Ranger. Whereas the licencing process can take between one and three, depending on how busy the DOT licencing site is at the time, and incorporates both the Senior Ranger and an administration staff member.

### STATUTORY ENVIRONMENT

DOT internal policies & procedure on the provision of vehicle inspection services and qualification of AVEs.

### POLICY/PROCEDURE IMPLICATIONS

No existing policy or procedure effected.

### FINANCIAL IMPLICATIONS

Council receives a commission from the DOT for the vehicle inspection agency service, which is significantly inferior to the staff time costs associated with the provision of the service i.e.

Year	Vehicle Inspections undertaken	Annual Commission received	Average Commission per Inspection
2012/2013	43	\$3,436.65	\$79.92
2013/2014	47	\$4,324.09	\$92.00
2014/2015	30	\$2,478.45	\$83.62
2015/2016	22	\$2,053.45	\$93.34
2016/2017 (as at 31/1/17)	23	\$2,203.45	\$95.80

The time associated with the provision of the service also takes staff away from other tasks related with their positions.

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

No effect on the LTFP.

### STRATEGIC IMPLICATIONS

It is disappointing when a service is removed from regional communities. However; in this instance it is a service which could be easily obtained from Geraldton at no major inconvenience or cost to the few constituents currently using the service at Nabawa.

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

Objective	Strategy	Actions
We need good services to support our development as a Shire	Maintain and improve existing services and facilities and look at what additional services the community require	Provide vehicle and licensing services for Department of Transport

**CONSULTATION**

Enquiries have been made with the DOT on this matter.

Discussion held with Senior Ranger (Mr. Earl O'Donnell) who has indicated a willingness to discontinue the AVE role he is currently providing.

**RISK ASSESSMENT**

I believe the risk is *insignificant* in this instance i.e.

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

**VOTING REQUIREMENTS**

Simple Majority.

**COUNCIL RESOLUTION / STAFF RECOMMENDATION**

**MOVED: CR ROYCE**

**SECONDED: CR FORRESTER**

Council:

1. Advise the Department of Transport it will discontinue the Vehicle Inspection Service agency from Nabawa on the 30<sup>th</sup> June 2017 or at any time before this date if the Authorised Vehicle Examiner (Mr. Earl O'Donnell) wishes to discontinue this role earlier;
2. Commence an advertising/communication process immediately to inform Shire of Chapman Valley constituents of the impending discontinuance of this service to the district.

**Voting 5/2  
CARRIED  
Minute Reference 03/17-34**

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

Nil

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

**MOVED: CR HUMPHREY**

**SECONDED: CR MALUISH**

That Late Item 12.1 – Management Licence – Chapman Valley Historical Society Inc. be dealt with at this meeting.

**Voting 7/0**

**CARRIED**

**Minute Reference 03/17-35**

<b>LATE AGENDA ITEM:</b>	<b>12.1</b>
<b>SUBJECT:</b>	<b>MANAGEMENT LICENCE – CHAPMAN VALLEY HISTORICAL SOCIETY INC.</b>
<b>PROPONENT:</b>	<b>DEPARTMENT OF LANDS</b>
<b>SITE:</b>	<b>LOT 500, RESERVE 13226, EAST TERRACE, NANSON</b>
<b>FILE REFERENCE:</b>	<b>803.04</b>
<b>PREVIOUS REFERENCE:</b>	<b>MINUTE REFERENCE: 12/16-15</b>
<b>DATE:</b>	<b>15<sup>th</sup> MARCH 2017</b>
<b>AUTHOR:</b>	<b>MAURICE BATTILANA, CHIEF EXECUTIVE OFFICER</b>

**DISCLOSURE OF INTEREST**

Nil

**BACKGROUND**

Council resolved the following at the December 2016 OCM:

*“Council:*

- 1. Endorses the “Management Licence for the use of Lot 500, Reserve 13226, East Terrace, Nanson” between the Shire of Chapman Valley and the Chapman Valley Historical Society Incorporated as presented and authorise the Chief Executive Officer to finalise the Licence and implement the conditions to be effective immediately;*
- 2. Remove Management Procedures CMP-018 and CMP-020 from the Management Procedures Manual.*

*Voting 7/0*

*CARRIED*

*Minute Reference: 12/16-15”*

**COMMENT**

The Management Licence was sent to the Department of Lands (DoL) for final endorsement, with the response being DoL has not endorsed the Licence due to two issues (**see Attachment 1**):

- Clause 4.12 - Subletting, Assignment or Hire – wording need to be added to also reflect approval of Minister. I have been in discussion with the Dept. of Lands over past week trying to negotiate this item; and
- Schedule (Item 3) – The Management Order will only allow a maximum period of ten (10 years). We tried for the maximum of 20 years (with an option) however; thought the 10 year condition would be imposed by the Department.

I have been in discussion with DoL over the past two weeks trying to negotiate a solution to the above two issues. However; they have made it quite clear they will not be changing their position.

I have also been in discussion with the Chapman Valley Historical Society (CVHS) who have confirmed their willingness to accept the changes required by DoL and for the Management Licence to be amended accordingly.

**STATUTORY ENVIRONMENT**

The Management Licence will be a legally binding document, which both parties will be required to adhere to.

The Management Licence will also cover the Shire’s legal obligation under the Local Government Act for the disposition of property, which includes lease, licence and sale of property under the control/ownership of the local government authority.

**POLICY/PROCEDURE IMPLICATIONS**

No Policy affected. Resolution 12/16-15 removed relevant procedures into the Management Licence.

**FINANCIAL IMPLICATIONS**

The recurrent cost to Council in accordance with the Management Licence (e.g. insurance, annual inspections, pest maintenance, etc.) will be incorporate into future operational budgets of the Shire.

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

The LTFP will not be affected by the *Draft Management Licence*.

The *Draft Management Licence* is also explicit on how capital upgrades and/or replacements are to be dealt with i.e.

4.5 No alterations Capital Upgrades and/or Replacement

- (1) *The Shire is not obliged to make any alterations to the Licensed Area or Other Amenities or install any fixtures or fittings that are additional to those installed at the Commencement Date.*
- (2) *Any alteration, capital upgrades/replacements or installation effected by the Licensee will be at the sole cost of the Licensee (see Clause 5.3 for financial assistance). All alterations must fully comply with all building codes, planning and other relevant legislation (e.g. building permits, planning approvals, demolition licences).*
- (3) *The Licensee agrees that if it effects any alteration or installation in a manner that does not meet the Shire’s standards, the Shire may, at the Licensee’ cost, take any action the Shire considers necessary to remove or rectify the alteration or installation, and the cost of doing so will be a liquidated debt payable by the Licensee on demand and recoverable in a Court of competent jurisdiction.*

**STRATEGIC IMPLICATIONS**

It is important Council has set Management Licences/Agreements established for the use of facilities controlled/owned by the Shire.

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

Objective	Strategy	Actions
We need good services to support our development as a Shire	Maintain existing services and facilities	Provide and maintain community buildings and facilities, including roads

**CONSULTATION**

The establishment of a Draft Management Licence for the CVHS facilities has been through a consultation process with the CVHS members and DoL.

**RISK ASSESSMENT**

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

**VOTING REQUIREMENTS**

Simple Majority

**COUNCIL RECOMMENDATION / STAFF RECOMMENDATION**

**MOVED: CR FORRESTER**

**SECONDED: CR HUMPHREY**

Council endorses the following amendment to the “*Management Licence for the use of Lot 500, Reserve 13226, East Terrace, Nanson*” between the Shire of Chapman Valley and the Chapman Valley Historical Society Incorporated as requested by the Department of Lands:

1. Clause 4.12 (Subletting, Assignment or Hire) – include the wording “*..without the prior approval of the Minister of Lands.*”; and
2. Schedule (Item 3) – amend term to 10 years.

**Voting 7/0  
CARRIED  
Minute Reference 03/17-36**



Government of Western Australia  
Department of Lands

**Regional and Metropolitan Services**

Shire of Chapman Valley  
PO Box 1  
NABAWA WA 6532

FILE No.	A1923
C/O	
CORPORATE SERVICES	
PLANNING	
WORKS & SERVICES	
RANGER	
14479-1910	Job no: 170587
Enquiries: Jamie-lee King	PH: 6552 4584
	FAX: 6552 4417
	Jamie-lee.king@lands.wa.gov.au

Our ref: 14479-1910 Job no: 170587  
Enquiries: Jamie-lee King PH: 6552 4584  
EXECUTIVE ASSISTANT FAX: 6552 4417  
Jamie-lee.king@lands.wa.gov.au

Record No A0171695

RECEIVED  
28 FEB 2017

Dear Sir/Madam

**Section 18 Ministerial consent - Licence over Reserve 13226 being Lot 500 on Deposited Plan 400902 between Shire of Chapman Valley and Chapman Valley Historical Society Incorporated**

Thank you for your recent correspondence regarding permission to licence Reserve 13226 which is set aside for the purpose of "Historical and Community" and managed by the Shire of Chapman Valley with power to lease (or licence) for any term not exceeding 10 years subject to the consent of the Minister for Lands.

In accordance with section 18 of the *Land Administration Act 1997* (LAA) the Minister for Lands approval has been considered and approval cannot be granted at this time for the following reasons;

- Clause 4.12 (Subletting, Assignment or Hire) of the Licence should include 'without the prior approval of the Minister for Lands'; and
- Item 3 of the Schedule reflects the Licence as having a total term of 40 years (20 plus 20), however the Management Order M587516 specifically states that the Shire are only permitted to Lease/Licence for a term of 10 years;

The Licence documentation (in triplicate) is returned to you for reconsideration as to the points above. Please note when amending the attached licences, that the Department of Lands (DoL) are unable to provide retrospective approval.

Should you have any enquiries please contact me on (08) 6552 4584 quoting the above reference number.

Yours faithfully

**Jamie-lee King**  
**Senior State Land Officer**  
**Delivery**

21 February 2017

Gordon Stephenson House, 140 William Street Perth Western Australia 6000 PO Box 1221 West Perth Western Australia 6872  
Telephone (08) 6552 4400 Facsimile (08) 6552 4417 Freecall: 1800 735 784 (Country only)  
Email: info@lands.wa.gov.au Website: www.lands.wa.gov.au  
ABN: 68 565 723 484

**13.0 DELEGATES REPORTS**

Cr Collingwood advised the CEO had attended the Northern Country Zone meeting in Mingenew and discussed operational issues that are time consuming to Local Governments and invited the CEO to explain this matter to Council.

The CEO expanded upon the meeting and the process being considered to promote the issue of legislative burdens on local government authorities.

**14.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

Nil

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

Nil

**16.0 CLOSURE**

The Chairman thanked the Elected Members and Staff for their attendance and closed the meeting at 1.54pm