



SHIRE OF

Chapman Valley

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ORDINARY COUNCIL MEETING

Notice is hereby given that an Ordinary Meeting
of Council will be held on Wednesday 19 July 2017
at the Shire Chambers Nabawa, commencing at 9:00am.

Maurice Battilana
CHIEF EXECUTIVE OFFICER

CONFIRMED MINUTES

JULY 2017

DISCLAIMER



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

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

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

A handwritten signature in black ink, appearing to read "Maurice Battilana", is written over a large, faint, circular watermark or background mark.

Maurice Battilana
CHIEF EXECUTIVE OFFICER

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6.0 DISCLOSURE OF INTEREST

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

Section 5.60A:

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

Section 5.60B:

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

Regulation 34C (Impartiality):

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

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

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Nil

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ORDER OF BUSINESS:

1.0 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS

The Chairman, Cr Farrell welcomed Elected Members and Staff and declared the meeting open at 9.00am.

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

c. Visitors

Name	
Jim Dillon (Midwest Financial Services)	Kevin & Esther Hall
Earl O'Donnell	George Barnetson
Marion Newman	

Apologies

Name	
Cr John Collingwood	North East Ward

3.2 Previously Approved Leave of Absence

Name	

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

Cr Warr requested a Leave of Absence for the Special Council meeting to adopt budget.

6.0 DISCLOSURE OF INTEREST

Item No.	Member/Officers	Type of Interest	Nature of Interest
10.2.1	Cr Anthony Farrell	Financial	Financial Interest in creditors payments
15.1	Mr Maurice Battilana	Financial	CEO's Performance and Remuneration Review

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 FORRESTER

SECONDED: CR HUMPHREY

8.1 Ordinary Meeting of Council held on Wednesday 21 June 2017

That the minutes of the Ordinary Meeting of Council held Wednesday 21 June 2017 be confirmed as a true and accurate record.

Voting 6/0

CARRIED

Minute Reference 07/17-1

9.0 ITEMS TO BE DEALT WITH EN BLOC

Nil

10.0 OFFICERS REPORTS

10.1 Manager of Planning July 2017

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10.1 AGENDA ITEMS

10.1.1 Former Nabawa Railway Siding

AGENDA ITEM:	10.1.1
SUBJECT:	FORMER NABAWA RAILWAY SIDING
PROPONENT:	A KALAZICH
SITE:	RESERVE 31509 CHAPMAN VALLEY ROAD, NABAWA
FILE REFERENCE:	R31509
PREVIOUS REFERENCE:	05/16-4
DATE:	4 JULY 2017
AUTHOR:	SIMON LANCASTER

SUPPORTING DOCUMENT:

Ref	Title	Attached to Report	Under Separate Cover
10.1.1(a)	Correspondence received from applicant		√
10.1.1(b)	Extract from Shire of Chapman Valley Heritage Inventory	√	

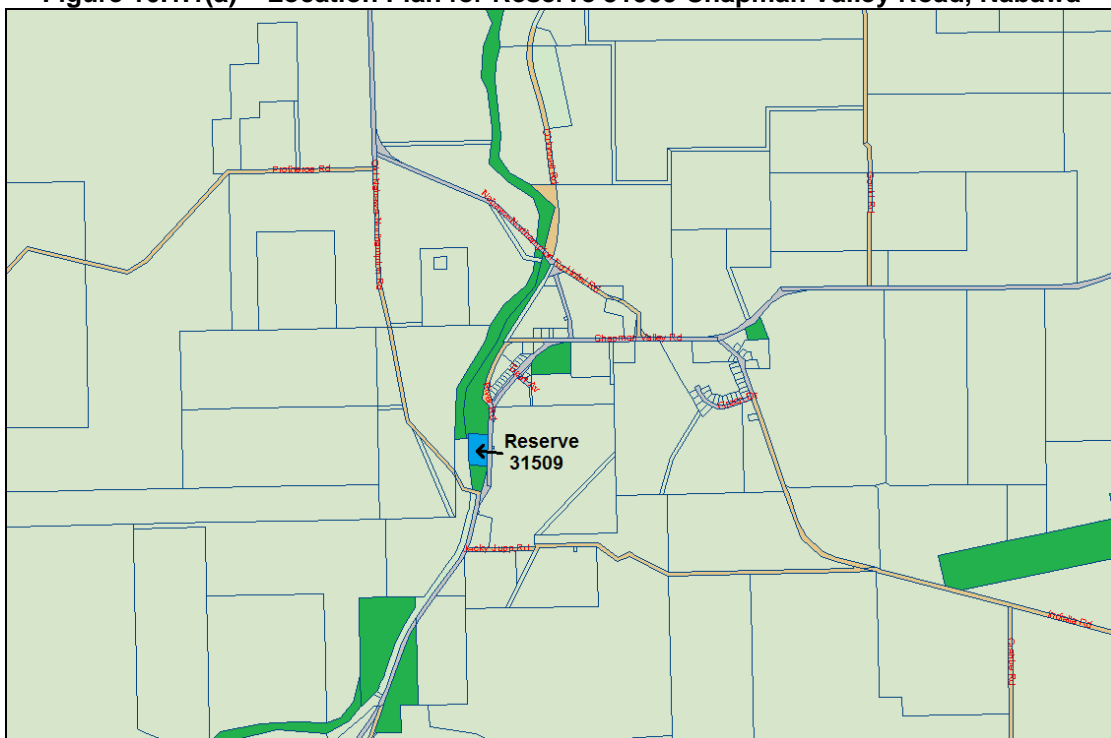
DISCLOSURE OF INTEREST

A related party to the author has signed the applicant’s submitted petition.

BACKGROUND

The Shire has been approached by Anthea Kalazich with a proposal to develop the former Nabawa railway siding with interpretative works to promote the site’s heritage. A copy of the received information has been provided as **Attachment 10.1.1(a)**. This report recommends that Council undertake a site survey of the former Nabawa railway siding to establish on-ground the location of the original infrastructure, to inform the development of a masterplan for the site and guide future on-ground works.

Figure 10.1.1(a) – Location Plan for Reserve 31509 Chapman Valley Road, Nabawa



COMMENT

The former Nabawa railway siding is contained within Reserve 31509 which is a 1.6199ha property located south of the Nabawa townsite that has a management order dating back to 1972 issued to the Shire of Chapman Valley for the purpose of 'Weighbridge Site'.

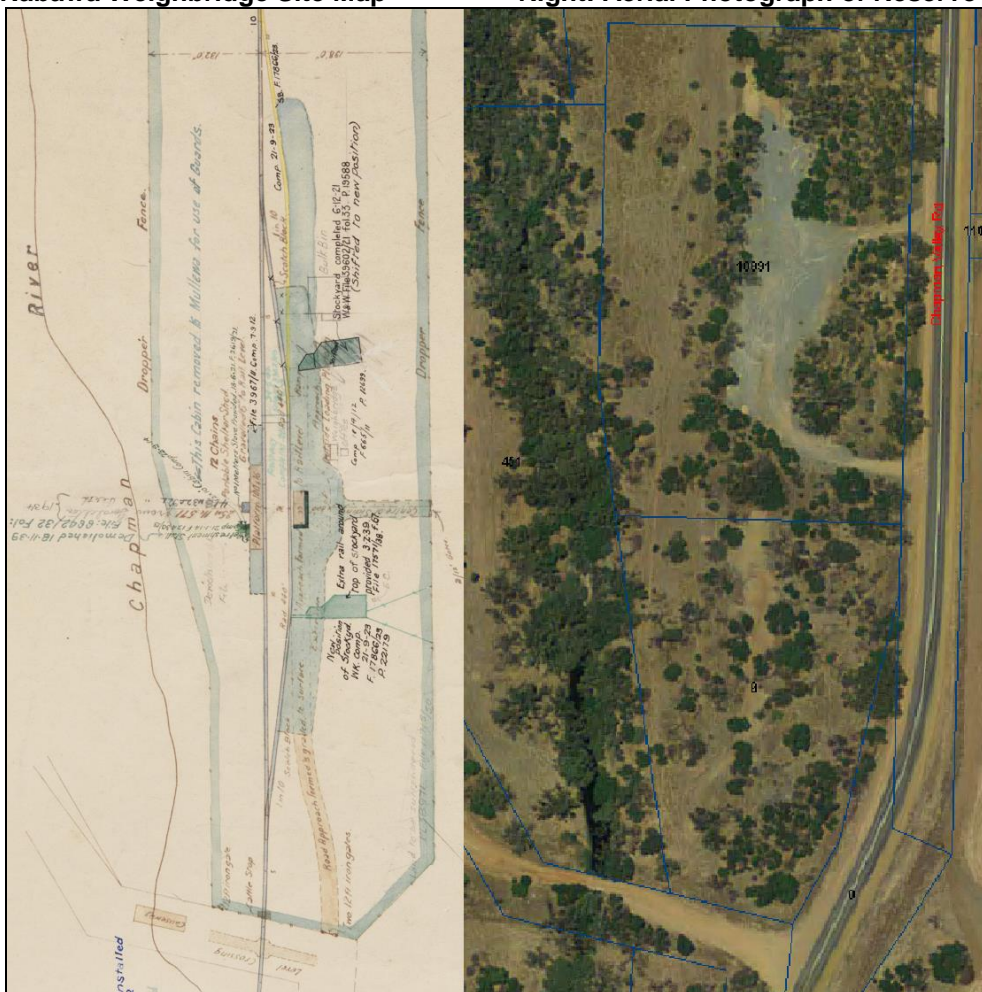
Reserve 31509 was the site of the former Nabawa railway siding and associated tearooms, Cooperative Bulk Handling site and weighbridge. Much of the rail infrastructure (with the exception of the weighbridge shed) was removed following the closing of the railway.

The western portion of Reserve 31509 is fenced off to enable stock to move between the two portions of Reserve 43025, which is the 11.5521ha property located north and south of Reserve 31509 which is leased for the purposes of grazing and has been formally leased to the current lessee since 1994, and prior to this lease there was an unofficial arrangement made between the lessee and the Shire for the use and maintenance of this land that dates back to the 1970's. Council resolved at its 17 February 2016 meeting to extend the lease for Reserve 43025 for a further 5 years and the current lease agreement is due to expire on 30 June 2021.

The applicant is seeking Council support for interpretative signage at the former Nabawa railway siding to develop the site as a focal point of interest. The applicant is also seeking to develop a 2km walking trail along the former rail alignment from the Nabawa townsite to the Nabawa cemetery, which would pass through Reserve 31509.

The comments section and recommendations of this report are confined to the development of Reserve 31509, should Council wish to give consideration to the rail trail project as a subsequent stage it may resolve to direct staff to prepare a subsequent report and costings for its further consideration.

Figure 10.1.1(b) - (Note: neither images to scale)
Left: Nabawa Weighbridge Site Map **Right: Aerial Photograph of Reserve 31509**



The Department of Lands have some information relating to the railway infrastructure and improvements that used to exist upon Reserve 31509, however, to accurately locate on-ground the site of each of these former structures the services of a surveyor are required to be engaged.

The identification on-ground of the former Nabawa railway siding elements could then inform Shire discussions with the lessee to the north and south of Reserve 31509 to ascertain whether there is the ability to realign the fence some metres to the west to reach a compromise that benefits all users of the site by enabling public access to all the former railway features (and the placement of interpretative signage at these features) whilst still enabling the movement of stock off-road between both portions of Reserve 43025 that are north and south of Reserve 31509.

The continuation of a (potentially narrower) fenced strip of land that is used for stock movement and grazing purposes, that runs between the public access area to the east and the Chapman River to the west would be of benefit in discouraging public access to this section of the river, as the section of river adjoining Reserve 31509 is under private ownership and is not public reserve.

The engagement of a surveyor by the Shire would also enable the preparation of a basic digital site survey of the site. This plan would then be able to be used as the basis for the undertaking of a master plan exercise for the former Nabawa railway siding.

The master plan process could be undertaken in consultation with the community and explore potential future elements for the site including location (and style) of interpretative signage, location of other potential heritage improvements, location for potential planting areas, management of vehicle access and manoeuvring within the site, location of potential supporting improvements e.g. gazebo, seating, information board about the site and other natural/heritage/tourism attractions in Chapman Valley.

Council did previously give some consideration to the development of a roadside rest area upon Reserve 31509, similar to the facility at Fig Tree Crossing, in its early drafts of the Nabawa Townsite Revitalisation Plan. This concept was not pursued in the final version of the Revitalisation Plan as the owner of the Valley Tavern at the time was giving consideration to the development of short stay accommodation to the rear of the tavern and Council did not want to undermine/compete with their commercial opportunities. However, given that this private venture has not eventuated, Council may also wish to consider whether the master plan process should explore the development of low-key overnight stay facilities similar to those at Fig Tree Crossing.

It is suggested that a draft former Nabawa railway siding master plan should be prepared in consultation with the community and presented to Council at a later date for its consideration.

STATUTORY ENVIRONMENT

Reserve 31509 is zoned 'Recreation' under the Shire of Chapman Valley Local Planning Scheme No.2, and has a management order issued to Council for the purpose of 'Weighbridge Site'. Should Council wish to consider developing Reserve 31509 for short stay purposes of longer than 24 hours/roadside rest area it would need to approach the Department of Lands to expand the management order purpose of the reserve.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The Shire has obtained quotes and the cost of engaging a surveyor to undertake site identification works and digital base mapping is approximately \$2,000 and could be accommodated within Account 7052 – Surveying & Land Expenses.

The cost of engaging a locally based draftsman/landscape architect to produce a master plan in digital format, based on the community feedback and Council direction, could be accommodated within Account 1992 – Planning Consultancy Expenses.

The development of on-ground works, as identified in the master plan, could be undertaken in partnership with the community and the Greenough Regional Prison. Community groups may wish to apply for consideration through Council's Community Growth Funding round to leverage their in-kind works and other financial contributions.

It is noted that the Chapman Valley Historical Society applied for funding to the 2016 round of the Community Growth Fund for 3 historical interpretative signs at the Nanson rail bridge, Nanson weighbridge and Nabawa weighbridge. The Community Growth Fund Advisory Group, and subsequently Council at its 19 October 2016 meeting approved funding for the 2 Nanson sites, noting that the 2016 round had been oversubscribed and that not all proposals could be funded, but that the Nabawa site could be considered when access was improved. It might be considered that with the community's undertaking of some site clean-up, and a master plan being undertaken that managed vehicle access and movement, that this previously identified shortcoming could be addressed.

- **Long Term Financial Plan:**

The Shire of Chapman Valley Long Term Financial Plan was received by Council at its 18 September 2013 meeting, the consideration of this matter by Council in relation to the Long Term Financial Plan is discussed in the Strategic Implications section of this report.

STRATEGIC IMPLICATIONS

The Shire of Chapman Valley Heritage Inventory entry relevant to Reserve 31509 is included as **Attachment 10.1.1(b)**.

The Shire of Chapman Valley Heritage Inventory notes the following in relation to the railway:

"One of the most important developments for the Chapman Valley district was the construction of the Wokarena Naraling branch line in 1910 and the extension of the line to Yuna in 1913. Not only did it encourage further settlement but it also eased the burdens of isolation for many. It had a significant impact on the mining industry, alleviating the time consuming cartage of ore to the port. Contractors for the construction of the railway were Messrs Hill and Rennie. The travelling ganger was Frank O'Meara while John Maher, who had been associated with the Kalgoorlie water scheme, was in charge of the bridge building (Geraldton Guardian, March 8, 1969).

The line was officially opened at Naraling on 8 October 1910 by the State Governor Sir Gerald Strickland. A special train with a large crowd on board ran from Geraldton to Naraling, which was at the time, 'the head of the line'. Flags of all types and colours were flown along the train's route for the celebrations. The running of the first train was not without incident with an aggrieved farmer, Mr Drew, attempting to hold up the train with a shotgun (Palmer, E.S. 1986, p2).

The line branched from the Geraldton-Northampton line eight miles north of Geraldton at the Wokarena junction siding near White Peak. It passed through Yetna, Nanson, Nabawa, and Naraling and was eventually extended to Yuna in 1913. The extension of the line to Yuna further encouraged the opening up of country around and beyond the rail head.

Two trains a week ran on the line carrying passengers and goods with the train arriving in Yuna in the afternoon before returning to Geraldton the following morning. After passengers had completed their business in town the train would leave Geraldton at 5:00pm for their return trip. There was a railway refreshment room at Nabawa which was removed some years ago.

There were problems associated with both lines, including trains colliding with cattle that had wandered onto the line as well as occasional derailments. In addition, there was the danger of bushfires caused by emissions from the locomotives, especially during the summer months. For example, in January 1880 a major fire burnt out a large area of pasture and threatened farm buildings near the 17 mile peg of the Northampton line (D. Whiteford, 1979, "The Northern Railway - the first six months", Western Rails, Vol 3, No 1, Winter, pp13-14).

With the advent of the railway the small townsites along the route including Nanson, Naraling and Yuna, expanded and developed. The town of Nanson especially thrived after the opening of the railway with shops, banks and schools opening to serve the increased population.

The extension of the railway from Naraling to Yuna resulted in the development of a townsite at the end of the rail head. It also provided for much easier and quicker transportation of crops to the port in Geraldton and facilitated convenient delivery of goods to local residents.” (pages 20-21)

“The branch railway line from the Wokarena Junction to Yuna was closed in 1956. There was considerable anger and resentment from within the Chapman Valley community over this decision, especially given that only a year before the closure much money had been spent on upgrading the line. At the time the trains were running three times a week providing the locals with a very valuable service which was especially felt by those north of Naraling where there were no bitumen roads, only rough gravel tracks. Locals feared that these roads would be unable to cope with the heavy traffic that would result from the closure of the railway and the Government promised to improve the road service when the railway service was suspended (Geraldton Guardian - See 1956 issues).

Local farmers bought the iron rails for 11 pounds per tonne and the wooden sleepers for 1 shilling each. There are still some visible signs of the railway, including bridges (Place 13), a weigh bridge, railway sidings (Places 24, 37 & 67) and the raised mounds along which the line ran. These mounds are especially evident near the Yuna townsite (Source: Mr and Mrs Cant, Yuna).

The following year the Geraldton-Ajana Railway was also closed amid much controversy and local resentment with the sleepers and rails similarly sold off to farmers. With the closure of both railway lines came the end of an era in transportation throughout the region. The Chapman Valley population, already suffering the effects of mechanisation, was further impacted upon, with some residents leaving the area for good.” (pages 24-25)

The Nabawa Townsite Revitalisation Plan identifies Reserve 31509 for the development of historical signage. The Plan also lists the following community driven action with a medium timeframe for delivery:

“Construction of a heritage walk/cycle trail between Nanson and Nabawa along the abandoned railway line - Potential to encourage associated businesses like bike rentals or fitness café’. Shire of Chapman Valley to develop management plan to ensure maintenance cost and ongoing risks. This initiative was also raised in the Shire of Chapman Valley Corporate Business Plan: “a walking-riding trail along the railway line between Moresby Range and Yuna” (page 17)

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

The Shire of Chapman Valley Strategic Community Plan 2013-2023 was adopted by Council at its 19 June 2013, and reviewed and approved by Council at its 16 March 2016 meeting. The development of Reserve 31509 with historical signage has the ability to meet the following economic objectives of the Strategic Community Plan:

Objective	Strategy	Outcome	Partners
We want to be able to spend our money locally and encourage others to do the same	Ensure planning and procedures are in place to promote and develop tourism in the Shire, including cottage industries, caravan park and events	Showcasing our attractions increases the number of people visiting the area	Chapman Valley business community Shire of Chapman Valley
	Ensure planning and procedures are in place to promote and develop short-term and overnight accommodation options across the Shire	Visitors stay longer in our community Short-term employees can reside in the Shire	Chapman Valley business community Chapman Valley farming community Shire of Chapman Valley

The Strategic Community Plan is the overarching planning document for the community that is implemented through the development of a four year Corporate Business Plan.

The Corporate Business Plan provides a set of priorities and actions that directly relate to the goals and strategies in the Strategic Community Plan. The Corporate Business Plan identifies the roles of the Shire and if any additional resources will be required. The Corporate Business Plan was initially by adopted Council at its 19 June 2013 meeting, and reviewed by Council at its 16 March 2016 and 19 October 2017 meetings. The Corporate Business Plan identifies the following as a Future Priority for Consideration:

“development of a walking and riding trail along the old railway line between the Moresby Range and Yuna to provide a recreational and tourism feature and to highlight the tourism attractions of the Chapman Valley, Nabawa and Nanson”

The project’s identification in the Future Priority section of the Corporate Business Plan, reflects its status as very much a long-term strategic visionary item (a project status similar to that given to the formation on-ground of White Peak Road through the Moresby Range to better link the coastal and valley communities, or the creation of a recreation node at Buller Rivermouth). It is not a project that has been identified for funding, or given a specific timeframe to pursue its development.

The creation of a walking/hiking/riding trail along the former Geraldton-Yuna railway alignment could ultimately be promoted as a recreational and tourism asset for the Shire of Chapman Valley, with the opportunity to showcase it through promotional material and events e.g. mountain bike race, competitive marathon, hike for charity etc. Landowners along the trail may be encouraged to develop farm stay chalet or nature based camping that might cater for hikers/riders along the trail (with it passing in vicinity to several potential tourism nodes at Nukara, Nanson, Nabawa, Yuna) along with other tourism related ventures e.g. galleries, eating places, function facilities, experiential uses, Monsignor Hawes Trail, Wildflower trails etc.

The identification of the trail project as a long-term strategic goal recognises that whilst the former Geraldton-Yuna railway alignment is already under public ownership as Crown Reserve, it would take a significant capital cost to survey, fence and construct the track and an ongoing maintenance cost.

It must also be recognised that during the planning stage there will be a significant level of landowner consultation required as much of the alignment appears on-ground to form part of farmers’ paddocks and has been farmed as such for many years. This would require extensive consultation work to be undertaken to allay landowners’ fears about what issues the trail may present to them in terms of fire risk, litter, theft, invasive species etc. brought about by the creation and use of the track.

It is also noted that some sections of the former alignment are in close proximity to landowner’s residences and sheds and to address concerns over security, privacy and amenity it may be reasonable to consider realigning the trail to provide improved separation in some instances.

The trail project, being such a large undertaking, would not be achievable without external funding assistance (e.g. Department of Sport & Recreation, Lotterywest, Mid West Development Commission) and through other potential sources if interpretive signage forms part of the trail (e.g. Aboriginal heritage, European heritage, railway heritage, flora, fauna).

The applicant has suggested that a 2km rail trail from the Nabawa townsite to the Nabawa Cemetery would be of benefit to the community and visitors. Reserve 31509 would comprise a 160m section of this trail length and the development of the site with interpretative signage, would be consistent with this strategic vision.

The Shire of Chapman Valley Long Term Financial Plan accompanies the Strategic Community Plan and Corporate Business Plan, and was received by Council at its 18 September 2013 meeting and is updated annually. The Long Term Financial Plan notes that there is an increasing demand on Council for services, community expectations must be managed within a confined fiscal envelope, and that Council will continue to explore ways to improve its capacity to fund its recurrent operations and renew critical infrastructure.

Figure 10.1.1(c) - Map illustrating the landowners, leaseholders, Crown Reserves and Unallocated Crown Land along the former rail alignment between the Nabawa townsite and cemetery

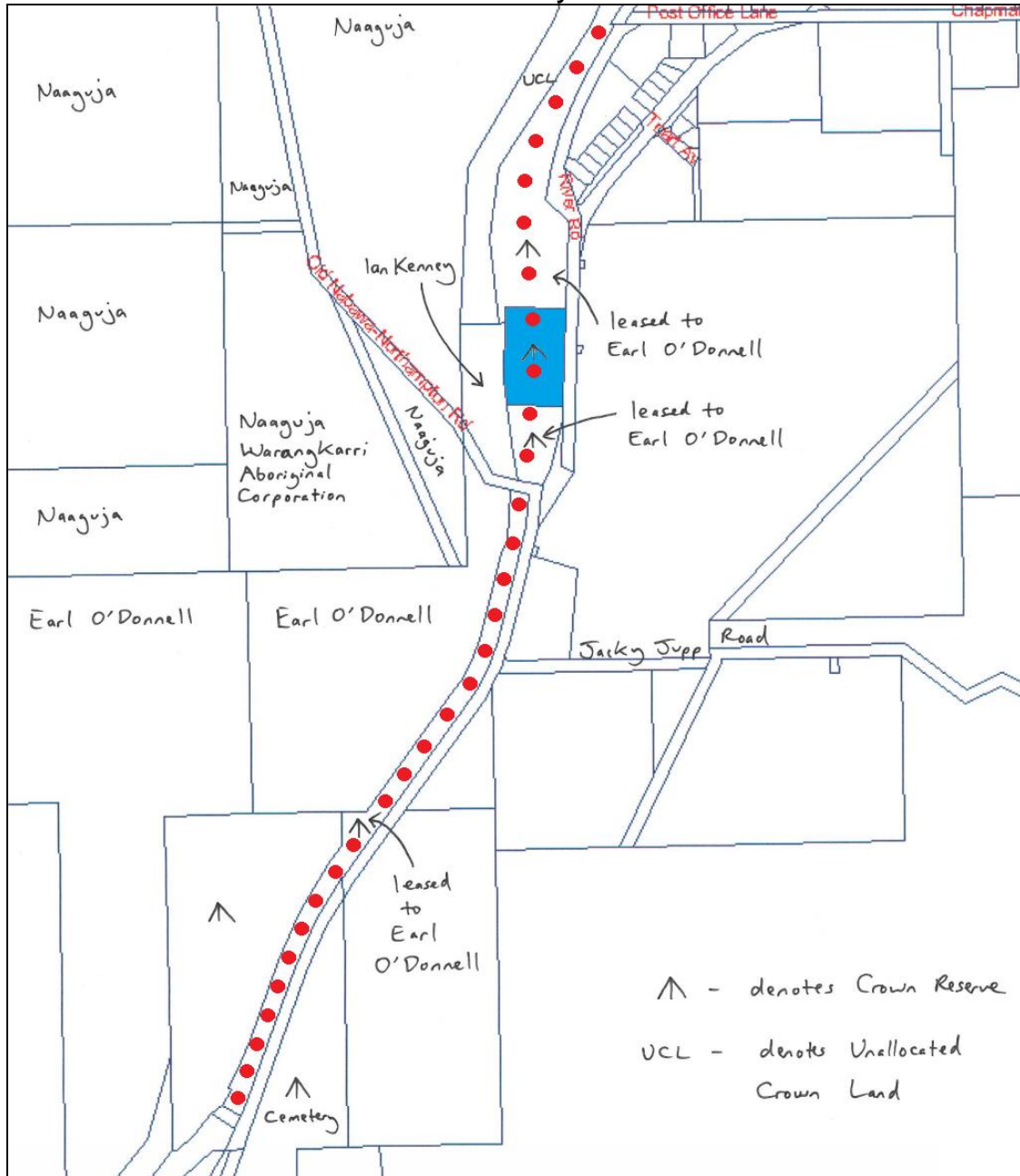


Figure 10.1.1(d) - Aerial photo of former rail alignment between Nabawa and cemetery



CONSULTATION

The applicant has undertaken considerable prior consultation in relation to their proposal, including a door knock, attending a meeting of the Men’s Shed, meeting with the Mid West Development Commission and Lotterywest, meeting with landowners and lessees, and obtaining signatures on a petition. The applicant has expanded upon their consultation work in their submission which has been provided as a **separate Attachment 10.1.1(a)** due to its size.

Should Council wish to prepare a master plan for the former Nabawa railway siding to guide future on-ground works it is suggested that this be prepared in consultation with the community and presented as a draft concept plan for later Council consideration.

RISK ASSESMENT

Rating 3 (Moderate) Measures of Consequence – Risk Assessment and Acceptance Criteria

VOTING REQUIREMENTS

Simple Majority required.

COUNCIL RESOLUTION / STAFF RECOMMENDATION

MOVED: CR HUMPHREY

SECONDED: CR FORRESTER

That Council:

- 1 Engage the services of a surveyor to mark out on-site the former rail infrastructure/improvements upon Reserve 31509 Chapman Valley Road, Nabawa (former Nabawa railway siding) and prepare a site survey of the site to inform the master plan process.
- 2 Engage the services of a draftsman/landscape architect to prepare a draft concept master plan for the site drawing upon community input, for the later consideration of Council on means to develop the site as an asset to the community and visitors. The master plan is to give consideration to items including the location and style of interpretative signage to promote the site's heritage value, location and type of potential heritage improvements, location of potential planting areas, location and style of potential supporting features such as a gazebo, seating and information board (about the site and other natural/heritage/tourism attractions in Chapman Valley), management of vehicle access, and the realignment of the fencing further west to enable visitor access to the heritage features whilst still enabling stock access between the separate parcels of Reserve 43025.
- 3 Advise the applicant that they may wish to consider preparing an application for Council's Community Growth Funding round for the development of interpretative signage upon Reserve 31509, noting that under the guidelines for the funding round an application is required to be received from a non-profit organisation.

**Voting 5/1
CARRIED
Minute Reference 07/17-2**

PLACE NUMBER 37
NABAWA RAILWAY SIDING

PLACE DETAILS

Place Number: 37
Management Category: 3
Name: Nabawa Railway Siding
Other Name: -
Type of Place: Railway Siding
Street Address: Lot 10991 Chapman Valley Road, Nabawa

PHOTOGRAPH



Description: Weighbridge Shed as viewed through vegetation.

Date of Photo: 22/11/2010

SITE DETAILS

Lot/Location:	10991	Street Number:	N/A
Street Name:	Chapman Valley Road	Locality Name:	Nabawa
Diagram/Plan:	P173415	Volume/Folio:	LR3006-907
Reserve No/Vesting:	R31509	Purpose:	Weighbridge Site
Assess No:	N/A	HCWA No:	6383
GPS Coordinates:	28 50 41(s), 114 78 75(e)	Area of Site:	1.61ha
Occupied:	No	Public Access:	Open



OTHER LISTINGS

Nil.

SUPPORTING INFORMATION / REFERENCES

Chapman Valley Heritage Trail Brochure

Assessment Date: Not viewed

Last Revision Date: 17/10/2012

ADDITIONAL PHOTOGRAPHS

Description: Alternative view of weighbridge shed

Date of Photo: 22/11/2010



10.2 Finance July 2017

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10.2 AGENDA ITEMS

10.2.1 Financial Reports for June 2017

Cr Farrell declared a financial interest in this item and vacated Chambers at 9.09am. Cr Forrester took the Chair.

Mr O'Donnell, Mr Barnettson, Mr & Mrs Hall left Chambers at 9.09am

AGENDA ITEM:	10.2.1
SUBJECT:	FINANCIAL REPORTS FOR JUNE 2017
PROPONENT:	SHIRE OF CHAPMAN VALLEY
SITE:	SHIRE OF CHAPMAN VALLEY
FILE REFERENCE:	307.04
PREVIOUS REFERENCE:	N/A
DATE:	19 JULY 2017
AUTHOR:	DIANNE RAYMOND, MANAGER FINANCE & CORPORATE SERVICES

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.2.1	Merged Financial Reports		√

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 June 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

There are no policy implications

FINANCIAL IMPLICATIONS

As presented in June 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. The Risk Rating is Level 1 Insignificant.

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

VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION / STAFF RECOMMENDATION

MOVED: CR WARR

SECONDED: CR MALUISH

That Council receives the financial report supplied under separate attachment for the month of June 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 5/0
CARRIED
Minute Reference 07/17-3**

Cr Farrell re-entered Chambers and took the Chair at 9.21am

10.3 Chief Executive Officer July 2017

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10.3 AGENDA ITEMS

10.3.1 Review of Long Term Financial Plan & Asset Management Plan

10.3.2 Attendance at Council Meeting by Instantaneous Communication

AGENDA ITEM:	10.3.1
SUBJECT:	REVIEW OF LONG TERM FINANCIAL PLAN & ASSET MANAGEMENT PLAN
PROPONENT:	SHIRE OF CHAPMAN VALLEY
SITE:	SHIRE OF CHAPMAN VALLEY
FILE REFERENCE:	313.00
PREVIOUS REFERENCE:	MINUTE REFERENCE 9/13-5 & 11/13-9
DATE:	19th JULY 2017
AUTHOR:	MAURICE BATTILANA, CHIEF EXECUTIVE OFFICER

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.3.1(a)	Draft Long Term Financial Plan		√
10.3.1(b)	Draft Asset Management Plan		√

DISCLOSURE OF INTEREST

Nil.

BACKGROUND

The Shire of Chapman Valley Long Term Financial Plan (LTFP) and Workforce Plan (WP) were presented to Council's September 2013 OCM with the following resolved:

MOVED: CR ROYCE SECONDED: CR HUMPHREY

"That Council:9/13-5

- 1 Receive the Shire of Chapman Valley Long Term Financial Plan (subject to modification to section 8.2) and Shire of Chapman Valley Workforce Plan and forward the documents to the Department of Local Government; &*
- 2 Advise the Department of Local Government that the Asset Management Plan will be presented to the October meeting of Council and submitted thereafter.*

*Voting 8/0
CARRIED
Minute Reference 9/13-5"*

The Shire of Chapman Valley Asset Management Plan (AMP) was presented to the November 2013 OCM with the following being resolved:

"That Council:

- 1 Receive the Shire of Chapman Valley Asset Management Plan in its current format and forward the documents to the Department of Local Government; &*
- 2 Advise the Department of Local Government the Asset Management Plan may be subject to on-going review until Council is comfortable with its content.*

*Voting 7/0
CARRIED
Minute Reference 11/13-9"*

Staff have been working on improvements to the LTFP and AMP since the original adoption of these plans to try and make these more integrated, encompassing of all asset areas, cognisant of past actual expenditures incurred and revenues received and hopefully easier to follow and update annually.

The draft revised LTFP was presented to the May 2017 Concept Forum by staff and financial consultant Jim Dillon (Mid West Financial). The LTFP has now been fine tuned to better reflect past and future expenditure and revenue of the organisation. However; it must be understood these Plans will continue to evolve.

COMMENT

As Councillors will be aware the Shire has commenced the process to review the Strategic Community Plan (SCP) and Corporate Business Plan (CBP) in accordance with legislative requirements (with the assistance of Marg Hemsley from LG People). The LTFP and AMP will be amended again to accommodate anything which may come out of the community consultation and possible amendment to the SCP and CBP. This will ensure there is a true integration and recognition of aspects across all the plans for the future.

It must also be understood the draft LTFP & AMP presented here are based on the 16/17 Budget and do not incorporate variations to programs Council has endorsed for inclusion and consideration into the draft 17/18 Budget (e.g. Plant Replacement, Road Works, Building programs). The intention is the LTFP and AMP will be easily updated annually when Council formally adopts the 17/18 Budget, which will incorporate aspects identified in this budget and future planning programs supporting the development of this and future budgets

The Integrated Planning and Reporting Framework is intended to integrate asset, service and financial plans to ensure local government resource capabilities are matched to their community's needs.

STATUTORY ENVIRONMENT

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

"5.56 Planning for the Future

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

Section 19C of the *Local Government (Administration) Regulations 1996* addresses the Shire's requirements in relation to the Strategic Community Plan and Section 19D the requirements in relation to the Corporate Business Plan.

POLICY IMPLICATIONS

Various Council policies and procedures have an effect on the Shire's integrated strategic planning e.g.

- 10 Year Road Works Program;
- Road Hierarchy;
- Plant Replacement Program;
- Building Capital Upgrade & Maintenance Programs;
- Workforce Plan;
- Disability Access & Inclusion Plan
- Town Planning Policies, Procedures, Strategies, etc.

FINANCIAL IMPLICATIONS

The Strategic Community Plan should be used as a guiding tool in the preparation of Council's ongoing Annual Budgets, and inform the Shire's Corporate Business Plan, Long-Term Financial Plan, Asset Management Plan and Workforce Plan. However, the identification of a project within the Strategic Community Plan does not guarantee it will be completed in any given year as circumstances change.

It is considered essential Council remains flexible in its approach to ensure community expectation is balanced with financial responsibility and to achieve this the Strategic Community Plan should be reviewed on a 2 to 4 yearly basis in accordance with Section 19C(4) of the *Local Government*

(Administration) Regulations 1996, and the Corporate Business Plan, Long Term Financial Plan, Asset Management Plan be reviewed on an annual rolling basis during the budget preparation phase.

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

STRATEGIC IMPLICATIONS

See below.

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

The Corporate Business Plan, Long-Term Financial Plan and Asset Management Plan are intended to reflect the strategic direction set by the Strategic Community Plan and outline the Shire’s 4 year operational and service delivery program.

CONSULTATION

Ongoing consultation has occurred with:

- Elected Members;
- Staff
- Financial Consultants

RISK ASSESSMENT

It is a legislative requirement to have a Strategic Community Plan and a Corporate Business Plan. These Plans are expected to be supported by working documents such as LTFP, AMP & Workforce Plans. We are slowly bringing the plans & working documents to a level where they are integrated and hopefully making more sense, therefore providing the organisation with a clearer indication of the future direction of the shire. However; it must be understood these are forecast documents and many unknown factors may vary the predictions and figures.

Based the forecast figure within the LTFP & AMP presented the risk is considered *insignificant* at this stage 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

MOVED: CR FORRESTER

SECONDED: CR WARR

Those Standing Orders be suspended.

**Voting 6/0
CARRIED
Minute Reference 07/17-4**

COUNCIL RESOLUTION

MOVED: CR FORRESTER

SECONDED: CR WARR

That Standing Order be reinstated.

**Voting 6/0
CARRIED
Minute Reference 07/17-5**

COUNCIL RESOLUTION / STAFF RECOMMENDATION

MOVED: CR MALUISH

SECONDED: CR HUMPHREY

Council endorse the reviewed Long Term Financial Plan and Asset Management Plan as presented, with the understanding these Plans are to be reviewed again by Council to reflect:

- i. Outcomes of the current review being undertaken of the Shire's Strategic Community Plan and Corporate Business Plan; and
- ii. Variations to the 2016/2017 endorsed Capital Works Programs (e.g. Roadworks, Plant and Building) as these have and will occur in the future.

**Voting 5/1
CARRIED
Minute Reference 07/17-6**

AGENDA ITEM:	10.3.2
SUBJECT:	ATTENDANCE AT COUNCIL MEETING BY INSTANTANEOUS COMMUNICATION
PROPONENT:	CR JOHN COLLINGWOOD
SITE:	21a CAMPION CRESCENT, ATTADALE WA 6156
FILE REFERENCE:	401.00
PREVIOUS REFERENCE:	NIL
DATE:	19th JULY 2017
AUTHOR:	MAURICE BATTILANA, CHIEF EXECUTIVE OFFICER

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
	NIL		

DISCLOSURE OF INTEREST

Nil

BACKGROUND

An application has been received from Cr John Collingwood to attend the Special Meeting of Council scheduled for 26th July 2017 to consider adopting the 2017/2018 budget by instantaneous communication.

The basis of Cr Collingwood's request is he will be in Perth at the time for medical reasons, therefore it is not practical for him to physically attend the meeting at Nabawa.

COMMENT

Provisions exist within the Local Government (Administration) Regulations, 1996 to support the Local Government Act, 1995, in determining circumstances where an elected member can attend a meeting of the Council by means of instantaneous communication. In order to take advantage of these provisions, the Council needs to approve of the arrangements and also approve of the place from which the elected member will undertake the instantaneous communication.

STATUTORY ENVIRONMENT

The Council may determine this request in accordance with Section 5.25(1)(ba) of the Local Government Act, 1995 and Regulations 14A or 14B of the Local Government (Administration) Regulations 1996, which states:

Regulation 14A - Attendance at Meetings by means of Instantaneous Communication

- (1) *A person who is not physically present at a meeting of a council or committee is to be taken to be present at the meeting if -*
 - (a) *the person is simultaneously in audio contact, by telephone or other means of instantaneous communication, with each other person present at the meeting;*
 - (b) *the person is in a suitable place; and*
 - (c) *the council has approved* of the arrangement.*
- (2) *A council cannot give approval under sub-regulation (1)(c) if to do so would mean that at more than half of the meetings of the council, or committee, as the case may be, in that financial year, a person who was not physically present was taken to be present in accordance with this regulation.*
- (3) *A person referred to in this regulation is no longer to be taken to be present at a meeting if the person ceases to be in instantaneous communication with each other person present at the meeting.*
- (4) *In this regulation –*

“suitable place” means a place that the council has approved* as a suitable place for the purpose of this regulation and that is located –
 (a) in a townsite or other residential area; and
 (b) 150km or further from the place at which the meeting is to be held under regulation 12, measured along the shortest road route ordinarily used for travelling; **“townsite”** has the same meaning given to that term in the Land Administration Act 1997 section 3(1).

*** Absolute Majority Required.**

Regulation 14B – Attendance at Meetings by Means of Instantaneous Communication after Natural Emergency provides for the following –

- (1) If a council member is prevented from being physically present at a meeting of the council because of fire, flood, lightening, movement of land, storm or any other natural disaster the member is to be taken to be present at the meeting if -
 - (a) the member is simultaneously in audio contact, by telephone or other means of instantaneous communication, with each other person present at the meeting; and
 - (b) the member is authorised to be present by –
 - (i) the Mayor;
 - (ii) the President; or
 - (iii) the council
- (2) A person referred to in this regulation is no longer to be taken to be present at a meeting if the person ceases to be in instantaneous communication with each other person present at the meeting.
- (3) A place where a person referred to in this regulation is physically present during a meeting is not a place that is open to members of the public under section 5.23(1).
- (4) In this regulation -
“person referred to in this regulation” in respect of a meeting means a council member who is prevented from being physically present at that meeting.

The difference between Regulations 14A and 14B is in the case of 14A approval in advance is required to be given by the Council under absolute majority. Whereas, under Regulation 14B the nature of the natural emergency would dictate the approval, whilst needed to be given in advance, need only be given by the President or the Council under simple majority and there is no restriction or qualification on the place from which the instantaneous communication of the respondent is occurring.

POLICY/PROCEDURE IMPLICATIONS

There are no policy or procedure implications applicable to this matter.

FINANCIAL IMPLICATIONS

There are no financial implications applicable to this matter.

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

Nil effect.

STRATEGIC IMPLICATIONS

It is strategically advantageous to maximise attendance at Council and Committee meetings.

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

Objective	Strategy
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

CONSULTATION

The Chief Executive Officer has been in discussions with and provided advice to Cr Collingwood.

RISK ASSESSMENT

The risk in this instance is considered *insignificant* i.e.

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

VOTING REQUIREMENTS

Absolute Majority

COUNCIL RESOLUTION / STAFF RECOMMENDATION

MOVED: CR ROYCE

SECONDED: CR WARR

Council grant approval in accordance with *Regulation 14A of the Local Government (Administration) Regulations 1996 under Section 5.25(1)(ba) of the Local Government Act, 1995*, for Councillor John Collingwood to attend the Special Meeting of Council scheduled for the 26th July 2017 by means of instantaneous communication from the following suitable place:

- 21a Campion Crescent, Attadale, WA 6156

**Voting 6/0
CARRIED
Minute Reference 07/17-7**

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

Nil

13.0 DELEGATES REPORTS

Nil

14.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

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

COUNCIL RESOLUTION

MOVED: CR WARR

SECONDED: CR HUMPHREY

Council close the meeting to the public at xx am for the following Agenda Item 15.1 in accordance with the Local Government Act, 1995 Section 5.23(2)(a) as it is considered matters affecting an employee.

**Voting 6/0
CARRIED**

Minute Reference 07/17-8

Mr Dillon, Mrs Raymond, Mr Lancaster and Mrs McKay left Chambers at 10.08am

15.1 CEO Performance Review

AGENDA ITEM:	15.1
SUBJECT:	CONFIDENTIAL ITEM - CEO ANNUAL PERFORMANCE REVIEW
PROPONENT:	SHIRE OF CHAPMAN VALLEY
SITE:	NABAWA
FILE REFERENCE:	PERSONAL FILE
PREVIOUS REFERENCE:	N/A
DATE:	19th JULY 2017
AUTHOR:	MAURICE BATTILANA

COUNCIL RESOLUTION / STAFF RECOMMENDATION

MOVED: CR FARRELL

SECONDED: CR MALUISH

Council:

1. Appoints the Shire President, Deputy Shire President and Councillors Forrester and Warr to undertake the Chief Executive Officer Annual Performance Appraisal and Remuneration Review for 2017 and bring this back to Council for consideration.
2. Provide the Chief Executive Officer written notice of his Annual Performance Appraisal and Remuneration Review to be undertaken and requesting a waiver of condition 5.3.1 regarding the use of an independent party to facilitate the performance review in this instances.

**Voting 6/0
CARRIED**

Minute Reference 07/17-9

COUNCIL RESOLUTION

MOVED: CR FORRESTER

SECONDED: CR MALUISH

That the meeting be re-opened to the public at 10.16am.

**Voting 6/0
CARRIED
Minute Reference 07/17-10**

16.0 CLOSURE

The Chairman thanked the Elected Members and Staff for their attendance and closed the meeting at 10.16am.