

ORDINARY COUNCIL MEETING

CONFIRMED MINUTES

9:00am Wednesday
16 March 2022
Council Chambers

MARCH 2022

SHIRE OF CHAPMAN VALLEY
Jamie Criddle
CHIEF EXECUTIVE OFFICER

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



SHIRE OF
Chapman Valley
love the rural life!

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

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

A handwritten signature in black ink, appearing to read 'Jamie Criddle', is positioned above the printed name and title.

Jamie Criddle
CHIEF EXECUTIVE OFFICER

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ORDER OF BUSINESS

1.0 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS

The Shire President welcomed Elected Members, Staff and Visitors declaring the meeting open at 9.04am

2.0 ACKNOWLEDGEMENT OF COUNTRY

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

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

3.1 Attendees

Elected Members	In	Out
Cr Kirrilee Warr (President)	9:04am	12.09pm
Cr Darrell Forth (Deputy President)	9:04am	12.09pm
Cr Nicole Batten	9:04am	12.09pm
Cr Beverley Davidson	9:04am	12.09pm
Cr Elizabeth Elliott-Lockhart	9:04am	12.09pm
Cr Peter Humphrey	9:04am	12.09pm
Cr Trevor Royce	9:04am	12.09pm
Cr Catherine Low	9:04am	12.09pm

Officers	In	Out
Jamie Criddle, Chief Executive Officer	9:04am	12.09pm
Simon Lancaster, Deputy Chief Executive Officer	9:04am	12.09pm
Dianne Raymond, Manager Finance & Corporate Services	9:04am	12.09pm
Beau Raymond, Minute Taker	9:04am	12.09pm

3.2 Apologies

Elected Members
Nil

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

Nil

4.0 PUBLIC QUESTION TIME

4.1 Response to Previous Public Questions on Notice

Nil

4.2 Public Question Time

Nil

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

MOVED: Cr Forth

SECONDED: Cr Elliott-Lockhart

Cr Batten – July OCM Council resolves to approve Councilor Batten’s leave of absence for July 2022 Ordinary Council Meeting.

Voting F8/A0

CARRIED

Minute Reference: 03/22-01

6.0 DISCLOSURE OF INTEREST

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

Section 5.60A:

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

Section 5.60B:

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

(a) a proposed change to a planning scheme affecting land that adjoins the person’s land; or

(b) a proposed change to the zoning or use of land that adjoins the person’s land; or

(c) a proposed development (as defined in section 5.63(5)) of land that adjoins the person’s land.”

Regulation 34C (Impartiality):

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

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

7.0 PETITIONS/DEPUTATIONS/PRESENTATIONS

7.1 Petitions

Nil

7.2 Presentations

7.3 Deputations
Nil

8.0 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

MOVED: Cr Batten

SECONDED: Cr Low

8.1 Ordinary Meeting of Council held on Wednesday 16 February 2022

That the Minutes of the Ordinary Meeting of Council held Wednesday 16 February 2022 be confirmed as true and accurate.

Voting F8/A0

CARRIED

Minute Reference: 03/22-02

9.0 ITEMS TO BE DEALT WITH EN BLOC

MOVED: Cr Batten

SECONDED: Cr Davidson

Council resolves to move the following items En bloc:
10.3.2, 10.3.3 and 10.3.4

Voting 8/0

CARRIED

Minute Reference: 03/22-03

10.0 OFFICERS REPORTS

10.2

Manger of Finance & Corporate Services

10.2 AGENDA ITEMS

10.1.1 Financial Management Reports

10.1.2 Annual Budget Review

10.2.1

Financial Management Report

PROPONENT:	Shire of Chapman Valley
SITE:	Shire of Chapman Valley
FILE REFERENCE:	307.00
PREVIOUS REFERENCE:	Nil
DATE:	16 March 2022
AUTHOR:	Dianne Raymond, Manager Finance & Corporate Services

SUPPORTING DOCUMENTS:

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

DISCLOSURE OF INTEREST

Nil

BACKGROUND

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

COMMENT

The financial position at the end of February 2022 are detailed in the monthly management report provided as a separate attachment for Council's review.

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 6.4

Local Government (Financial Management) Regulations 1996 Section 34

POLICY/PROCEDURE IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

As presented in the Financial Management Report for February 2022

Long Term Financial Plan (LTFP):

No significant effect on the LTFP

STRATEGIC IMPLICATIONS

Nil

Strategic Community Plan/Corporate Business Plan:

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

CONSULTATION

Not applicable

RISK ASSESSMENT

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

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

VOTING REQUIREMENTS

Simple Majority

MOVED: Cr Batten

SECONDED: Cr Forth

COUNCIL RESOLUTION/STAFF RECOMMENDATION

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

Statement of Financial Activities with notes

Note 1 – Net Current Assets

Note 2 – Cash & Financial Assets

Note 3 – Receivables

Note 4 – Other Current Assets

Note 5 – Payables

Note 6 – Rate Revenue

Note 7 – Disposal of Assets

Note 8 – Capital Acquisitions

Note 9 – Borrowings

Note 10 – Lease Liabilities

Note 11 – Cash Reserves

Note 12 – Other Current Liabilities

Note 13 – Operating Grants and Contributions

Note 14 – Non Operating Grants and Contributions

Note 15 - Trust Funds

Note 16 - Explanation of Material Variances

Additional Information

Budget by Program

Summary of Payments

Bank Reconciliation

Credit Card Statement

Voting F8/A0

CARRIED

Minute Reference: 03/22-04

10.2.2

Annual Budget Review 2021/2022

PROPONENT:	Chief Executive Officer
SITE:	Shire of Chapman Valley
FILE REFERENCE:	306.13
PREVIOUS REFERENCE:	Nil
DATE:	16 March 2022
AUTHOR:	Dianne Raymond, Manager Finance & Corporate Services

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.2.2(a)	Budget Review Report		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

The Local Government Act and Regulations require a local government to review its annual budget between 1st January and 31st March in each year. Regulation 33A of the Local Government (Financial Management) Regulations 1996 states:

“33A Review of budget

- (1) Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the Council.
- (3) A Council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.
* Absolute Majority required
- (4) Within 30 days after a Council has made a determination, a copy of the review and determination is to be provided to the Department.”

COMMENT

Prudent management of the Shire's Annual Budget includes a full review of the Shire's progress part way through the financial year. This review process has been undertaken having regard for:

- actual revenues and expenditures for the first six (6) months of the financial year,
 - forecast revenue and expenditure levels for the remaining six (6) months of the year,
- the more significant (in dollar terms) variances to budget rather than the minor 'under & over's' which will generally balance out

Council's adopted budget, at times will need variations made, to reflect changes which occur after the original budget has been adopted. There are several amendments identified in the review document (Budget Review Report) which accommodate unforeseen situations and reallocation revenue and expenditure since the Original Budget was adopted.

The items listed in the Attachment 10.2.2(a) Budget Review Report have been identified as variations required to the Annual Budget yet having a nil overall effect on the 2020/2021 Adopted Budget.

The Budget Review Report provides information on the identified revenue and expenditure expectations for the full year and is based on the review period 1 July 2021 to 31 January 2022. The report identifies amendments and provides explanations for these variances. The financial statements are provided as a guidance to reflect a general revised full year budget based on the proposed amendments being adopted with no further changes to the budget for the remaining year.

The original 2021/2022 budget as adopted by Council forecast a closing position of \$1,339,356; after the annual financial audit, the actual audited closing position is \$1,779,565 increasing the carried forward surplus by an amount of \$440,209. The change in position is due generally to the estimating of 30 June 2021 creditors paid in July 2021,

along with the retrospective adjustment in accounting provisions for movement in long term employee benefits .
(Refer Note 18(a) and Note 27 of the 2020/2021 Annual Financial report).

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 6.4

Local Government (Financial Management) Regulations 1996 Section 34

POLICY/PROCEDURE IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

As presented in the Financial Management Report for February 2021

Long Term Financial Plan (LTFP):

No significant effect on the LTFP

STRATEGIC IMPLICATIONS

Nil

Strategic Community Plan/Corporate Business Plan:

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

CONSULTATION

Senior Staff have been consulted to determine the various proposed budget amendments requested.

RISK ASSESSMENT

Risk Rating Level 1 - Insignificant is appropriate as associated risk would be a failure to comply with relevant Financial Management Regulations requiring local governments to review their annual budget. The proposed changes to the 2020/2021 Adopted Budget does not have a financial impact, simply a NIL affect overall. The proposed increase adjustments to expenditures are offset by reducing expenditure allocations elsewhere in the budget; increase to income not previously allocated and additional opening surplus, with the view to ensuring a budget outcome for the year achieves or delivers an improved overall result than the original budget

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

MOVED: Cr Davidson

SECONDED: Cr Forth

COUNCIL RESOLUTION/STAFF RECOMMENDATION

That Council adopts the 2021/2022 Statutory Budget Review, which includes all amendments listed in the Budget Review Report attached.

Voting F8/A0

CARRIED

Minute Reference: 03/22-05

10.3

Chief Executive Officer

10.3 AGENDA ITEMS

10.3.1 Policy and Procedures Review

10.3.2 Roads Infrastructure Committee

10.3.3 Building and Disability Committee

10.3.4 Review of Delegations Register

10.3.5 Tourism Events AG

10.3.6 Review of Meeting Dates and Venue

10.3.1 Review of Council Policies and Procedures

PROPONENT:	Shire of Chapman Valley
SITE:	Whole of Shire
FILE REFERENCE:	411.01
PREVIOUS REFERENCE:	Minute Reference: 03/21-10
DATE:	16 MARCH 2022
AUTHOR:	Jamie Criddle, Chief Executive Officer

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.3.1(a)	Building & Projects Policy, Procedures & Guidelines Manual		✓
10.3.1(b)	Finance Policy, Procedures & Guidelines Manual		✓
10.3.1(c)	Governance and Policy Manual		✓
10.3.1(d)	HR Induction & Guidelines Manual		✓
10.3.1(e)	Organisational Corporate Policy, Procedure & Guidelines Manual		✓
10.3.1(f)	Planning & Development Policy, Procedures & Guidelines Manual		✓
10.3.1(g)	Works & Services Policy, Procedures & Guidelines Manual		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

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

At the March 2021 OCM the following was resolved:

Council endorse amendments, deletions and additions to the following Shire of Chapman Valley Policies & Management Procedures as presented.

Building & Projects Policy, Procedures & Guidelines Manual

- (i) CMP-010 – Building & Facility Hire Conditions with the additional amendment to include all School P&C's being listed as exempt from paying hire charges for the annual events:

- Annual Christmas Tree
- Annual Quiz Night
- School Presentation Night

- (ii) CMP-014 Sports Ground move from Building & Projects to Works & Services Policy, Procedures & Guidelines Manual

Finance Policy, Procedures & Guidelines Manual

- (i) CP-024 - Purchasing
- (ii) CMP-006 - Use of Electronic Signature
- (iii) CMP-039 - COVID-19 Financial Hardship to be brought back to Council July 21
- (iv) CMP-045 - Staff Payment of Expenses
- (v) CMP-046 - Relocation Expenses
- (vi) CMP-047 – Superannuation
- (vii) CMP-048 – Salary Sacrifice Arrangements & variation of Cash Component
- (viii) CMP-067 - Community Growth Fund Operational Section 10 Evaluation and Acquittal – Financial Report – amend wording to “For Grants \$10,000 and over an independent audit may be required as determined by the Chief Executive Officer”

HR Induction & Guidelines Manual

- (i) CMP-042 – Annual Leave
- (ii) CMP-043 – Hours of Work
- (iii) CMP-044 – Motor Vehicles – Usage of
- (iv) CMP-051 – Pre-Placement Medical Certificate Appointments
- (v) CMP-053 – Staff Attraction, Incentive & Retention Allowances & Conditions
- (vi) CMP-054 – Working From Home
- (vii) CMP-057 – Chapman Valley Attractions & Retention Procedure
- (viii) CMP-060 – Recruitment and Selection Procedure
- (ix) CMP-063 – Information Technology Usage
- (x) CMP-069 – Probationary Period of Employment

Works & Services Policy, Procedures & Guidelines Manual

- (i) CMP-002 – Stock on Roads
- (ii) IMP-023 – Gravel Acquisitions

Voting F7/A0

CARRIED

Minute Reference: 03/21-10

COMMENT

Council undertook an extensive review of all policies and procedures during 2018 with the result being an up to date, segregated manual, which has categorised policies and procedures into specific organisation responsibility areas. This has ensured there are specified areas of responsibility and a defined process on how the policies & procedures are communicated to Elected Members & Staff.

The Policies & Procedures are categories in the following areas, which will have separate Manuals for each area of responsibility i.e.

Building
Finance
Governance
HR Induction
Organisational Corporate
Planning & Development
Works & Services

Each Manual has a designated *Responsible Officer* who is required for ensuring the policies & procedures relevant to their areas are communicated to staff under their management and to present recommended updates, amendments, additions, etc. to the CEO for consideration as required.

The *Elected Members Governance & Policy Manual* has been provided to all Elected Members and will be CEO's responsibility to present to Council any recommended updates, amendments, additions, etc. for consideration.

All staff proposed Policy & Procedures adjustments presented will have the recommended amendments, adoption or deletion tracked and shown in colored text to assist Council with clearly identifying any proposed changes to the existing policies & procedures.

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 existing policies & procedures are reviewed annually by Senior Staff, with those being recommended for amendments, adoption or deletion presented to Council for consideration.

FINANCIAL IMPLICATIONS

No effect on financial operations of the Shire.

Long Term Financial Plan (LTFP):

No effect 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 for these to be accessible to the Elected Members, Staff and the community to ensure all ambiguity are removed regarding how the Shire operates.

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

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

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

CONSULTATION

All *Responsible Staff* members have been given to opportunity to recommend to the CEO any amendments, deletions and additions to the existing policies & procedures, which forms the basis of the Staff Recommendation presented for Council consideration.

RISK ASSESSMENT

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

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

VOTING REQUIREMENTS

Simple Majority

MOVED: Cr Batten

SECONDED: Cr Humphrey

9.15am Suspend standing orders.

Voting 8/0

CARRIED

Minute Reference: 03/22-06

Discussion was undertaken on the item.

MOVED: Cr Batten

SECONDED: Cr Low

10.19am Reinstate standing orders.

Voting 8/0

CARRIED

Minute Reference: 03/22-07

MOVED: Cr Low

SECONDED: Cr Elliott-Lockhart

COUNCIL RESOLUTION/STAFF RECOMMENDATION

Council endorse amendments, deletions and additions to the following Shire of Chapman Valley Policies & Management Procedures as presented i.e.

Organisational Corporate Policy, Procedure & Guidelines Manual

- i. CP-003 – Complaints Handling System – Insert at 1(f) Due to FOI restrictions, the register will be located at the Shire administration building and not released on the Shire’s website.’
- ii. CP-002 – Objections & Appeals – Insert at ADDITIONAL EXPLANATORY NOTES – Appropriate staff will ensure that All Objections & Appeals will be dealt with in accordance with the relevant legislative requirements pertaining to the timing of the response.

Elected Members Governance and Policy Manual

- iii. Elected Member Governance & Policy Manual Preface 2.1 Insert at Informing Strategies – ‘Public Health Plan’

Building & Projects Policy, Procedures & Guidelines Manual

- iv. CMP-010 - Building & Facility Hire Conditions – Insert at note 11. To include the Yuna Hall/Community Centre.

Works & Services Policy, Procedure & Guidelines Manual

- v. IMP-006 – Sale of Used Grader Blades delete ‘be allowed to remain with the Shire Staff Social Group’ and insert ‘to be used for health & wellbeing purposes within the staff social group.

Voting F8/A0

CARRIED

Minute Reference: 03/22-08

Reason for deviation from the original recommendation being that Councillors identified some additional minor changes to existing policies, discussed and resolved at the meeting.

MOVED: Cr Forth

SECONDED: Cr Batten

10.29am Resolve to adjourn the meeting to conduct a citizenship ceremony in the Council Chambers.

Voting 8/0

CARRIED

Minute Reference: 03/22-09

MOVED: Cr Batten

SECONDED: Cr Davidson

11.12am Resolve to resume the meeting.

Voting 8/0

CARRIED

Minute Reference: 03/22-10

10.3.2

Roads Infrastructure Committee Meeting

PROPONENT:	Roads Infrastructure Committee
SITE:	Shire of Chapman Valley
FILE REFERENCE:	403.03
PREVIOUS REFERENCE:	NA
DATE:	16 th MARCH 2022
AUTHOR:	Jamie Criddle, Chief Executive Officer

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.3.2(a)	Roads Infrastructure Committee Meeting Minutes		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

The Road Infrastructure Committee met on the 21st February 2022 to review the following:

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

The Unconfirmed Minutes of the meeting have been provided under separate cover for Council reference and information (see **Attachment 10.3.2(a)**).

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 considered 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 2022/2023 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 will be more detailed 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 is maintained.

• Strategic Community Plan/Corporate Business Plan:

Ref	Objective	Strategy	Action
4.2	Manage and maintain roads, drainage and other essential infrastructure	Capital Road Works Programs	Review Road Hierarchy and Ten-Year Road Works Program
		Plant Replacement Programs	Review Plant Replacement Program

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

There is a risk associated with limited resources not being allocated to the roads in most need, 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 because of the *"squeaky wheel receiving the most oil"* concept.

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.

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

VOTING REQUIREMENTS

Simple Majority

MOVED: Cr Batten

SECONDED: Cr Davidson

COUNCIL RESOLUTION/COMMITTEE RECOMMENDATION

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

1. **Minute Reference RIC 02/22-2**

The Road Infrastructure Committee recommends Council endorses the *Road Hierarchy Procedure (IMP-025)* as presented at **Attachment 9.1(a)** without change.

2. **Minute Reference RIC 02/22-5**

The Road Infrastructure Committee recommends Council endorse the 10 Year Road Works Program 2022/23 to 2031/2032 as presented at **Attachment 9.2(a)** with the following changes and this Program be used as a basis for resource allocation into the Draft 2022/2023 Budget:

- 1- Include gravel sheeting of Nanson Showground internal track to Chapman Valley Agricultural Society
- 2- Include gravel sheeting of Wandana and Newmarracarra Roads
- 3- Include Nanson Showgrounds access track within Minor Maintenance Program

3. **Minute Reference RIC 02/22-6**

The Road Infrastructure Committee recommends Council endorses the *Management Procedure (IMP-025) – Heavy Haulage Vehicle Permits* as presented without change.

4. **Minute Reference RIC 02/22-9**

The Road Infrastructure Committee recommends Council endorses the *Proposed Plant Replacement Program* as presented at **Attachment 9.4(a)** with the following changes and request the Chief Executive Officer use this Program as a basis for resources to be allocated in the forthcoming budget

1. Include a quote on catchers for mowers
2. Include Traffic Management Lights
3. Increase the value of purchase for the Prime Mover by \$40,000

**Council En Bloc
Voting F8/A0
CARRIED
Minute Reference: 03/22-03**

10.3.3 Building and Disability Services Committee Meeting

PROPONENT:	Chief Executive Officer
SITE:	Various Sites
FILE REFERENCE:	801.00
PREVIOUS REFERENCE:	NIL
DATE:	16 th MARCH 2022
AUTHOR:	Jamie Criddle, Chief Executive Officer

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.3.3(a)	Building & Disability Services Committee Meeting Unconfirmed Minutes		✓
10.3.3(b)	Operating Building Maintenance Program & Capital Building Works Program		✓
10.3.3(c)	Disability Access Inclusion Plan		✓
10.3.3(d)	List of Items		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

The Shire of Chapman Valley Building & Disability Services Committee met on the 22nd February 2022 to review:

- Buildings Capital Works Program;
- Buildings Maintenance Works Program; and
- Disability Access & Inclusion Plan

The Unconfirmed Minutes of the meeting have been provided under separate cover for Council reference and information (see **Attachment 10.3.3(a)**).

COMMENT

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

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

Various Policies & Procedures are referred to and considered as part of the Committee process.

FINANCIAL IMPLICATIONS

Recommendations from the Committee are 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 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:**

Ref	Objective	Strategy	Action
4.1	Develop, manage and maintain built infrastructure	Asset Management Plan	Review Asset Management Plan regularly and maintain integration with other Strategic Plans within the Shire

CONSULTATION

Council staff continually monitors buildings and facilities owned/controlled by the Shire. Staff also continually liaises with 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/facilities. However; in this instance, I believe the risk is currently **Minor** i.e.

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

VOTING REQUIREMENTS

Simple Majority

MOVED: Cr Batten

SECONDED: Cr Davidson

COUNCIL RESOLUTION/COMMITTEE RECOMMENDATION

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

1. Minute Reference: BDSC 02/22-4

The Committee recommends Council consider the draft “*Operating & Capital Building Programs*” **Attachment 10.3.3(b)** as presented with the following amendments and this be used as a basis to develop the Draft 2022/2023 Budget:

2. Minute Reference: BDSC 02/21-5

Council request staff undertake an in-house, desk-top review of the Plan and if necessary, recommending any amendments to Council for consideration.

Council En Bloc
Voting F8/A0
CARRIED
Minute Reference: 03/22-03

10.3.4

Review of Delegation Register

PROPONENT:	Chief Executive Officer
SITE:	Whole of Shire
FILE REFERENCE:	411.03
PREVIOUS REFERENCE:	Minute Reference: 03/21-3
DATE:	16 th MARCH 2021
AUTHOR:	Jamie Criddle, Chief Executive Officer

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.3.4(a)	Existing Delegation Register		✓
10.3.4(b)	Dept. Local Government – Delegations Guidelines		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

The purpose of this Agenda Item is to allow Council to review the current Delegations Register for delegations given to the Chief Executive Officer as required by the Local Government Act 1995:

s5.46 - *'Register of, and records relevant to, delegations to CEO's and employees':*

s5.46(2) - *At least once every financial year, delegations made under this Division are to be reviewed by the delegator.'*

The Shire of Chapman Valley has the following power under the Local Government Act 1995:

5.42. Delegation of some powers and duties to CEO

- (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —
 - (a) this Act other than those referred to in section 5.43; or
 - (b) the Planning and Development Act 2005 section 214(2), (3) or (5).
- * Absolute majority required.
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

The Act also allows the Chief Executive Officer to sub-delegate any of his/her powers to any employee; such sub-delegation must be done in writing. The Chief Executive Officer is permitted under the Act to place conditions on any sub-delegation passed onto another employee.

Council last undertook a full review of the Delegations Register at the March 2021 OCM i.e.

Council endorse the current Delegations Register as presented with the following changes:

1. Add the following wording to the LEGISLATIVE POWER heading for Delegation 1006:

"..Local Government Act 1995, Litter Act 1979, Bushfire Act 1954, Dog Act 1976, Cat Act 2011, Control of Vehicles (Off Road Areas) Act 1978, Caravan Parks & Camping Grounds Act 1995 and any other relevant legislation as determined by the CEO"

2. Amend wording in Delegation 3010 to read:

“Unless otherwise specified, the CEO is delegated authority to accept a tender when the consideration involved does not exceed the legislated threshold provided appropriate provision is made in Council’s Budget.”

*Council En Bloc Resolution
Voting F6/A0
CARRIED
Minute Reference: 03/21-03*

COMMENT

The Chief Executive Officer and staff have reviewed the current Delegations Register (see **Attachment 10.3.4(a)**) with the continued emphasis bringing on this document remaining relevant, integrated and cross-referenced with all relevant Policies and Procedures.

The Policy & Procedures Manual has also continued to be cross-reference with all relevant Delegations.

Provided under separate cover for Council information is a copy of the Department of Local Governments Delegations Guidelines (**Attachment 10.3.4(b)**).

As the existing delegations appear to be working satisfactorily the Staff Recommendation is to endorse the current Delegations Register as presented with only minor changes i.e.

~~DELEGATION NUMBER 1016~~

Delete. This is a designation by the CEO according to s 23(1)(a) of the PID Act 2003, not a delegation. To be recorded in a separate register.

~~LEGISLATIVE POWER Public Interest Disclosure Act 2003~~

~~DELEGATION SUBJECT Appointment of Public Interest Disclosure (PID) Officer~~

~~DELEGATE CHIEF EXECUTIVE OFFICER~~

~~RELEVANT POLICY/PROCEDURE Nil~~

~~Under Section 23(1)(a) of the Public Interest Disclosure Act 2003, the CEO is authorised to appoint a Public Interest Disclosure Officer for receiving and responding to disclosures of public interest information.~~

~~DELEGATION NUMBER 1017~~

Delete. This is not a delegation. According to s145 (2) (h) of the EEO Act 1984, the CEO is responsible for administrative operations and ensuring that the Shire has an EEO Management Plan for employees and that it is implemented.

~~LEGISLATIVE POWER Equal Opportunity Act 1984~~

~~DELEGATION SUBJECT Appointment of Equal Employment Opportunity (EEO) Implementation Officer~~

~~DELEGATE CHIEF EXECUTIVE OFFICER~~

~~RELEVANT POLICY/PROCEDURE CP-015~~

~~Under section 145(2)(h) of the Equal Opportunity Act 1984 the CEO is authorised to appoint an officer to have responsibility for implementing the provisions of the Equal Opportunity Act 1984 and Council’s Equal Opportunity Employment Policy.~~

~~Refer to relevant Policy/Procedure when exercising this delegation.~~

~~DELEGATION NUMBER 1020~~

Delete. This is a designation by the CEO. To be recorded in a separate register as per s5.120 of the Local Government Act 1995.

~~LEGISLATIVE POWER~~ ~~Local Government Act 1995 (Section 5.120(1))~~
~~Code of Conduct – Complaints Officer~~

~~DELEGATION SUBJECT~~ ~~Complaints Officer~~

~~DELEGATE~~ ~~CHIEF EXECUTIVE OFFICER~~

~~RELEVANT POLICY/PROCEDURE~~ ~~CP-003~~

~~The CEO is designated as the Council's Complaints Officer for receiving, investigation and, if deemed valid, registering and reporting Elected Member breaches or Alleged breaches of the Council's Code of Conduct or Rules of Conduct.~~

~~Refer to relevant Policy/Procedure when exercising this delegation.~~

STATUTORY IMPLICATIONS / REQUIREMENTS

Local Government Act 1995 – Section 5.42, 5.43, 5.44, 5.45 and 5.46.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

No Impact

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

No Impact

STRATEGIC IMPLICATIONS

It is essential for the smooth operations of the organisation to have appropriate delegation provided to the Chief Executive Officer. Such delegation need to be reviewed at least annually in accordance with legislation.

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

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

CONSULTATION

The legislative process to review the Delegation Register requires discussion and consultation at a Council and Staff level, which is the basis of this Agenda Item.

RISK ASSESSMENT

It is important the Delegations Register is relevant and regularly reviewed to ensure efficiencies are in place for the operations of the organisation. There is a risk of the *day to day* operations being slowed and cumbersome if delegations

are not in place and minor operational activities are continually taken back to Council for determination. With the current delegations 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

Absolute Majority – If Changes made i.e.

Section 5.46 (2) states Council must review the Delegation Register annually, however, if no amendments are made to the existing register a simple majority may accept it without amendment.

Section 5.42 (1) states that any decision to amend or revoke a delegation by a Local Government is to be by an Absolute Majority.

MOVED: Cr Batten

SECONDED: Cr Davidson

COUNCIL RESOLUTION/COMMITTEE RECOMMENDATION (Absolute Majority Required)

Council endorse the current Delegations Register as presented with the following changes:

- 1) Delete Delegation 1016** as it is a designation by the CEO according to s23(1)(a) of the PID Act 2003.
- 2) Delete Delegation 1017** as it is a designation by the CEO according to s145 (2) (h) of the EEO Act 1984.
- 3) Delete Delegation 1020** as it is a designation by the CEO according to s5.120 of the Local Government Act 1995.

Council En Bloc
Voting F8/A0
CARRIED
Minute Reference: 03/22-03

10.3.5 Tourism & Events Advisory Group

PROPOSERS:	Tourism & Events Advisory Group
SITE:	Shire of Chapman Valley
FILE REFERENCE:	403.04
PREVIOUS REFERENCE:	Nil
DATE:	16 March 2022
AUTHOR:	Jamie Criddle, Chief Executive Officer

SUPPORTING DOCUMENTS:

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

DISCLOSURE OF INTEREST

Nil

BACKGROUND

The Tourism & Events Advisory Group met on 18 March 2020 to discuss potential budget items for Council consideration in the 2020/2021 Draft Budget and set future priorities within the tourism and events focus.

COMMENT

The Shire of Chapman Valley Tourism & Events Advisory Group comprises of the following Council appointed representatives:

Cr Liz Elliott-Lockhart (Presiding Member)

Cr Nicole Batten

Cr Darrell Forth

Chief Executive Officer

Deputy Chief Executive Officer

Community Development Officer

The TEAG met to discuss:

The purpose of the Advisory Group is as follows:

- Australia Day- Community function- feedback
- 2021-22 Budget – Signage
- 2021-22 Budget – Entry Statements/Art Installations
- Corporate Business Plan – Annual Community Event
- Discussion points submitted by Cr Elliott-Lockhart
- Discussion points submitted by Cr Batten

A large amount of discussion was held around funding for planned and impromptu community events such as the listed CPB -Annual Community event as well as the numerous one-off events (particularly post Seroja) which the Community Development Officer struggles to attract funding or co-funding for. An Annual budget allocation under strict “Terms of Reference” controls could be administered by the CEO & CDO once meeting the pre-determined criteria.

Additional discussion was held around the Art Installation/Entry Statement projects and was felt the two projects should be treated separately to ensure their individual success. We were simply asking too much of Jane Barndon with the initial budget and have therefore increased to reflect the true cost of the project. The additional funds requested to start the Entry Statement project is to again have a clear design for future works and then work on each site year by year, until complete.

There are also a number of Concept Forum discussion points that arose from the meeting.

A copy of the Unconfirmed Briefing Notes of the Tourism & Events Advisory Group held on the 18th March 2020 is provided at **Attachment 10.3.5(a)**.

STATUTORY ENVIRONMENT

Not applicable.

POLICY/PROCEDURE IMPLICATIONS

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

Shire of Chapman Valley Australia Day Awards and Function

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

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

The Council Appointed Working Group shall:

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

FINANCIAL IMPLICATIONS

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

Potential Budget implications on approval of TEAG recommendations

Long Term Financial Plan (LTFP):

No adverse effect of the LTFP envisaged.

STRATEGIC IMPLICATIONS

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

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

CONSULTATION

Nil.

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 RESOLUTION /ADVISORY GROUP RECOMMENDATIONS – TEAG 02/22-2

The Tourism & Events Advisory Group recommend that Council consider:

-
- 1 Increasing the 2021/2022 budget for the concept design art installation project by \$2,500.
 - 2 The listing of a continued budget line item over the next three years of \$10,000 per year for community enhancement projects and promotion with an associated terms of reference be brought to a future Concept Forum for discussion.
 - 3 The listing of \$10,000 in the 2022/2023 draft budget for entry statement design be brought to a future Concept Forum for discussion.
 - 4 The listing of a continued budget line item over the next three years of \$10,000 per year for entry statement projects be brought to a future Concept Forum for discussion.

ADVISORY GROUP RECOMMENDATION - TEAG 02/22-3

The Tourism & Events Advisory Group recommend that Council consider the engagement of external consultants/contractors to activate the events calendar and a communication/social media plan and platforms; and list in the 2022/2023 draft budget an amount of \$6,000.

MOVED: Cr Warr

SECONDED: Cr Elliott-Lockhart

ALTERNATIVE RESOLUTION/COUNCIL RESOLUTION

1. Council confirms the minutes of the Tourism & Events Advisory Group held in February 2022 are true and correct.

ADVISORY GROUP RECOMMENDATIONS – TEAG 02/22-2

2. The Tourism & Events Advisory Group recommend that Council consider:
 - i. Increasing the 2021/2022 budget for the concept design art installation project by \$2,500.
 - ii. The listing of a continued budget line item over the next three years of \$10,000 per year for community enhancement projects and promotion with an associated terms of reference be brought to a future Concept Forum for discussion.
 - iii. The listing of \$10,000 in the 2022/2023 draft budget for entry statement design be brought to a future Concept Forum for discussion.
 - iv. The listing of a continued budget line item over the next three years of \$10,000 per year for entry statement projects be brought to a future Concept Forum for discussion.

ADVISORY GROUP RECOMMENDATION - TEAG 02/22-3

3. The Tourism & Events Advisory Group recommend that Council consider the engagement of external consultants/contractors to activate the events calendar and a communication/social media plan and platforms; and list in the 2022/2023 draft budget an amount of \$6,000.

Voting F8/A0

CARRIED

Minute Reference: 03/22-11

10.3.6

Review of Council Meeting Dates and Venue 2022

PROPONENT:	Chief Executive Officer
SITE:	Shire of Chapman Valley
FILE REFERENCE:	401.09
PREVIOUS REFERENCE:	NA
DATE:	16 th March 2022
AUTHOR:	Jamie Criddle, Chief Executive Officer

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
	NIL		

DISCLOSURE OF INTEREST

Nil

BACKGROUND

Council is required under the Local Government Act 1995 to at least once a year set and advertise meeting dates, times and venues for Ordinary Council meetings for the next 12 month period.

Council has previously resolved to reach out to the community, with one of the proposals being to move the Ordinary Monthly Council Meeting(s) around the shire. In 2021 Council held two of its OCM away from the Nabawa Administration Building i.e.

- March 2021 OCM – Bill Hemsley Park Community Centre; &
- August 2021 OCM - Yuna Multipurpose Community Centre

Council resolution at the August 2021 meeting follows:

Council Ordinary Meeting time, dates and locations for the next Calendar Year as listed below be adopted and advertised in accordance with the Local Government (Administration) Regulations:

DATE	MEETING LOCATION
16 February	Nabawa Chambers
16 March	Nabawa Chambers
20 April	Nabawa Chambers
18 May	Nabawa Chambers
15 June	Nabawa Chambers
20 July	Nabawa Chambers
17 August	Nabawa Chambers
21 September	Nabawa Chambers
19 October	Nabawa Chambers
16 November	Nabawa Chambers
14 December	Nabawa Chambers

Note: All Ordinary Council Meetings are to commence at 9am.

Voting F5/A1

CARRIED

Minute Reference: 08/21-10

Reason for Deviation from Staff Recommendation: Council felt over past years the practice of holding meeting away from Nabawa to encourage residents to attend the Council Meetings was not a success.

Council meetings are usually held at Nabawa on the third Wednesday of the month, commencing at 9:00am, with the exception of January when no Ordinary Council Meeting is held.

COMMENT

Since that meeting, various discussions were held at Concept Forums in December and February resulting in Councillors being surveyed as to their appetite for change. The survey results will be included in this agenda item.

As a side issue, a motion was raised at the Annual Electors meeting in relation to holding a meeting at Bill Hemsley Community Centre.

ELECTORS MOTION

MOVED: John Collingwood

SECONDED: Delphine Williams

That one (1) Ordinary Meeting of Council a year be held at Bill Hemsley Park Community Center

Voting F20/A1

CARRIED

Minute Reference: AEM 02/22-03

In order to resolve a motion that is contrary to an existing motion, the Council must:

- (1) If a decision has been made at a council or a committee meeting then any motion to revoke or change the decision must be supported —
 - (a) in the case where an attempt to revoke or change the decision had been made within the previous 3 months but had failed, by an absolute majority; or
 - (b) in any other case, by at least 1/3 of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.
- (1a) Notice of a motion to revoke or change a decision referred to in subregulation (1) is to be signed by members of the council or committee numbering at least 1/3 of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.
- (2) If a decision has been made at a council or a committee meeting then any decision to revoke or change the first-mentioned decision must be made —
 - (a) in the case where the decision to be revoked or changed was required to be made by an absolute majority or by a special majority, by that kind of majority; or
 - (b) in any other case, by an absolute majority.
- (3) This regulation does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different.

Council are now required to determine a position on the following issues:

- **Meeting Day and start time (currently 3rd Wednesday of the month);**
- **Location of the existing or proposed meetings.**

STATUTORY ENVIRONMENT

Local Government (Administration) Regulations 1996 Clause 12 (1) states: Public notice of Council or Committee meetings – s 5.25(G)

At least once each year a local government is to give local public notice:

1. Of the dates, time and place of the ordinary council meetings;
2. The committee meetings that are required under the Act to be open to the members of the public or that are proposed to be open to members of the public are to be held in the next 12 months.

Local Government (Administration) Regulations 1996 Reg 10. Revoking or changing decisions (Act s. 5.25(1)(e))

- (1) If a decision has been made at a council or a committee meeting then any motion to revoke or change the decision must be supported —
 - (a) in the case where an attempt to revoke or change the decision had been made within the previous 3 months but had failed, by an absolute majority; or
 - (b) in any other case, by at least 1/3 of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.

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

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

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

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

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

POLICY/PROCEDURE IMPLICATIONS

No Policy or Procedure affected.

FINANCIAL IMPLICATIONS

No additional costs envisaged.

Long Term Financial Plan (LTFP):

No effect on the LTFP is envisaged.

STRATEGIC IMPLICATIONS

It is important for Council to include and engage all sectors of our community and the concept of structuring meeting times, dates and location to reach out to the community is one means of improving this.

Strategic Community Plan/Corporate Business Plan:

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

CONSULTATION

The practice of relocating the Council Meetings has previously been discussed in the past and I believe this has proven to be successful as it portrays a clear indication Council will continue to reach out to the community.

RISK ASSESSMENT

There is a risk of Council being perceived as not engaging the community by insisting OCMs are always held at Nabawa.

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.

In accordance with Local Government (Administration) Regulations 1996 Reg 10 (1) (b). Revoking or changing decisions (Act s. 5.25(1)(e)) a show of hands all eight (8) Councillors approved the process of revoking resolutions.

MOVED: Cr Elliott-Lockhart

SECONDED: Cr Royce

The Notice of Motion is "That Council:

ELECTED MEMBER RECOMMENDATION 1 (Absolute Majority)

1 REVOKES Council resolution OCM08/21-10 made at the Ordinary Council Meeting on 18 August 2021;

**Voting F8/A0
CARRIED BY ABSOLUTE MAJORITY
Minute Reference: 03/22-12**

MOVED: Cr Elliott-Lockhart

SECONDED: Cr Forth

ELECTED MEMBER RECOMMENDATION 2 (Simple Majority)

2. That Council hold Ordinary Council Meetings & Concept Forums for the remainder of 2022 on the third Thursday of the month and give public notice as per s 5.25(G) of the Local Government Act 1995.

**Voting F6/A2
CARRIED
Minute Reference: 03/22-13**

MOVED: Cr Elliott-Lockhart

SECONDED: Cr Batten

ELECTED MEMBER RECOMMENDATION 3 (Simple Majority)

3. That Council commence the Ordinary Council Meeting at 8.30am with the Concept Forum to follow for the remainder of 2022 and give public notice as per s 5.25(G) of the Local Government Act 1995.

**Voting F6/A2
CARRIED
Minute Reference: 03/22-14**

MOVED: Cr Warr

SECONDED: Cr Low

ALTERNATIVE COUNCIL RESOLUTION/STAFF RECOMMENDATION 4 (Simple Majority)

4. One meeting this year be held at the Bill Hemsley Community Centre in the month of August and give public notice as per s 5.25(G) of the Local Government Act 1995 .

**Voting F8/A0
CARRIED
Minute Reference: 03/22-15**

MOVED: Cr Humphrey

SECONDED: Cr Royce

FORESHADOWED MOTION

That Council hold Ordinary Council Meetings & Concept Forums for the remainder of 2022 on the third Wednesday of the month and give public notice as per s 5.25(G) of the Local Government Act 1995.

MOTION LAPSED

11 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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

13 DELEGATES REPORTS

Councillor	
Cr Royce	Presidents Dinner Function, Cyclone Recovery Workshop
Cr Low	Presidents Dinner Function
Cr Humphrey	BLEMC Meeting
Cr Forth	Presidents Dinner Function, CV AG Society Meeting
Cr Elliott-Lockhart	Presidents Dinner Function
Cr Davidson	Presidents Dinner Function
Cr Batten	Presidents Dinner Function
Cr Warr	Presidents Dinner Function, Cyclone Recovery Workshop, Regional Road Group Meeting, Midwest Road Group Meeting (Sub-Group), Minister Dawson Meeting, CV Primary School and Yuna Primary School Meetings

14 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

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

16 CLOSURE

The President thanked Elected Members and Staff for their attendance and closed the meeting at 12.09pm.