

ORDINARY COUNCIL MEETING

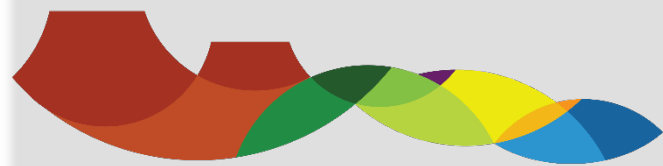
CONFIRMED MINUTES

8:30am Thursday
21 April 2022
Council Chambers

APRIL 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!

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 "Jamie Criddle", is positioned above the printed name and title.

Jamie Criddle
CHIEF EXECUTIVE OFFICER

Table of Contents

1.0	DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS	4
2.0	ANNOUNCEMENTS FROM THE PRESIDING MEMBER	4
3.0	RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED).....	4
3.1	Attendees	4
3.2	Apologies.....	4
3.3	Previously Approved Leave of Absence (By Resolution of Council).....	4
4.0	PUBLIC QUESTION TIME	4
4.1	Response to Previous Public Questions on Notice	4
4.2	Public Question Time	5
5.0	APPLICATIONS FOR LEAVE OF ABSENCE (by Resolution of Council)	5
6.0	DISCLOSURE OF INTEREST	5
7.0	PETITIONS/DEPUTATIONS/PRESENTATIONS	6
7.1	Petitions	6
7.2	Presentations.....	6
7.3	Deputations.....	6
8.0	CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS	6
8.1	Ordinary Meeting of Council held on Long Date	6
9.0	ITEMS TO BE DEALT WITH EN BLOC.....	7
10.0	OFFICERS REPORTS.....	7
10.2	Manager of Finance & Corporate Services.....	8
10.2.1	Financial Management Report.....	9
10.2.2	Community Growth Fund Applications	11
10.2.3	Elected Members Budget Request 2022/2023	13
10.3	Chief Executive Officer	17
10.3.1	Chapman Valley Bushfire Brigades Advisory Group	18
11.0	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	21
12.0	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING	21
13.0	DELEGATES REPORTS.....	21
14.0	ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION	21
15.0	MATTERS FOR WHICH MEETING TO BE CLOSED TO MEMBERS OF THE PUBLIC	21
16.0	CLOSURE.....	21

ORDER OF BUSINESS

1.0 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS

The Shire President welcomed Elected Members, Staff and Visitors and declared the meeting open at 8:31am.

2.0 ANNOUNCEMENTS FROM THE PRESIDING MEMBER

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)	8:31am	10:00am
Cr Darrell Forth (Deputy President)	8:31am	10:00am
Cr Nicole Batten	8:31am	10:00am
Cr Beverley Davidson	8:31am	10:00am
Cr Elizabeth Elliott-Lockhart	8:31am	10:00am
Cr Peter Humphrey	8:31am	10:00am
Cr Trevor Royce	8:31am	10:00am
Cr Catherine Low (Remote Access)	8:31am	10:00am

Officers	In	Out
Jamie Criddle, Chief Executive Officer (Remote Access)	8:31am	10:00am
Simon Lancaster, Deputy Chief Executive Officer	8:31am	10:00am
Beau Raymond, Minute Taker	8:31am	10:00am

Visitors	In	Out
Janine Smeulders	8:31am	10:00am
Michelle Giles	8:31am	10:00am
Andrew Ramsden	8:31am	10:00am

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

Q. Michelle Giles and Andrew Ramsden of 24 Pitchford Crest, White Peak raised the issue of roadside and property stormwater drainage along Pitchford Crest and asked when will the Shire be reinstating the damage to their property, and has their complaint and supporting evidence (video) been circulated to Councillors?

A. The Shire President thanked Michelle and Andrew for their question and personal time to attend, expressed empathy for what has occurred, and advised the meeting that the Shire President, CEO and Manager of Work & Services met with the landowner on-site to review the issue, and a commitment was pledged by Executive and President to have open and ongoing communication on the matter. It was also advised that Shire roads crew have undertaken some maintenance works.

Further to this the CEO and Manager of works has engaged an engineer to review this, and other, drainage issues in the surrounding estate/area and this will be presented to Council when completed for further consideration and discussion. The President also indicated that the Council financial consideration and budget processes were explained to the complainants at the site visit. On this basis a definite timeframe or scope of works cannot be provided at this time.

In regard to the formal complaint, and evidence being circulated to Councillors, the President and Deputy CEO advised the complaint becomes an operational matter once lodged and internal processes commence. Due to the Privacy Act the information contained in the complaint is privileged unless permission is given by the complainants to be shared. The President extended an offer for a copy of the current complaints policy and procedure could be made available if desired/requested.

The President also acknowledged that each Councillor had personally received an email from the complainant's highlighting the matter, along with updates via email correspondence from the President and CEO.

Q. Janine Smeulders of 32 Pitchford Crest: Can the complaints form be updated with a check/tick box so that the complainants' consent to share the information contained within a formal complaint be considered by shire executive/officers?

A. President thanked Jan for the suggestion, and would forward to CEO for consideration and any future review of the named specific policy.

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

Nil

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
10.2.2	Cr Batten	Impartiality	Member of Yuna CWA and Chapman Valley Museum.
10.2.2	Cr Davidson	Impartiality	Member of Chapman Valley Museum.
10.2.2	Cr Elliott-Lockhart	Impartiality	Member of FABCV.
10.2.2	Cr Forth	Impartiality	Member of Chapman Valley Agricultural Society.
10.2.2	Cr Warr	Impartiality	Financial member of Yuna CWA, FABCV and Chapman Valley Agricultural Society.

7.0 PETITIONS/DEPUTATIONS/PRESENTATIONS

7.1 Petitions

Nil

7.2 Presentations

Janine Smeulders of 32 Pitchford Crest, White Peak raised the issue of roadside and property stormwater drainage along Pitchford Crest, and in the wider Parkfalls Estate, and presented correspondence and photographs of where there were stormwater runoff issues and where previous stormwater management issues had been successful.

The Shire President thanked Janine for her information and requested that it be noted as having been tabled at the meeting.

7.3 Deputations

Nil

8.0 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

MOVED: Cr Batten

SECONDED: Cr Elliott-Lockhart

8.1 Ordinary Meeting of Council held on 16 March 2022.

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

**Voting F8/A0
CARRIED
Minute Reference: 04/22-01**

9.0 ITEMS TO BE DEALT WITH EN BLOC

MOVED: Cr Batten

SECONDED: Cr Forth

Council resolves to move the following items En Bloc:
10.2.1 & 10.3.1

**Voting F8/A0
CARRIED
Minute Reference: 04/22-02**

10.0 OFFICERS REPORTS

10.2

Manger of Finance & Corporate Services

10.2 AGENDA ITEMS

10.2.1 Financial Reports for March 2022

10.2.2 Community Growth Fund Applications

10.2.3 Elected Members Budget Request 2022/2023

10.2.1 Financial Management Report

PROPONENT:	Shire of Chapman Valley
SITE:	Shire of Chapman Valley
FILE REFERENCE:	307.00
PREVIOUS REFERENCE:	Nil
DATE:	21 April 2022
AUTHOR:	Dianne Raymond, Manager Finance & Corporate Services

SUPPORTING DOCUMENTS:

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

**Council En Bloc
Voting F8/A0
CARRIED
Minute Reference: 04/22-02**

10.2.2 Community Growth Fund Applications

PROPONENT:	Various Applications
SITE:	Shire of Chapman Valley
FILE REFERENCE:	403.10
PREVIOUS REFERENCE:	Not Applicable
DATE:	21 April 2022
AUTHOR:	Dianne Raymond, Manager of Finance & Corporate Services

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.2.2 (a)	Unconfirmed Minutes Community Growth Fund Advisory Group		✓
10.2.2 (b)	Community Growth Fund Operational Procedure		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

Council has in previous budgets set an amount aside of \$30,000 for Community Growth Fund (CGF) applications. Prior to COVID-19 Pandemic discussion was had for any unused portion to be transferred to a reserve fund. This reserve transfer has never eventuated with budget constraints not allowing to grow these funds. Applications opened 14 February 2022 and closed 18 March 2022 with the Community Growth Fund Advisory Group meeting held on 29 March 2022 for evaluation of all applications in readiness for Council determination.

COMMENT

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

Cr Kirrilee Warr (Presiding Member)
Cr Bev Davidson
Cr Royce
Cr Low
Chief Executive Officer
Manager Finance & Corporate Services
Community Development Officer

The purpose of the Advisory Group is as follows:

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

A copy of the Unconfirmed Minutes of the CGF Advisory Group held on the 29 March 2022 is provided at **Attachment 10.2.1(a)**.

- Total of all Submissions received - \$31,000

STATUTORY ENVIRONMENT

Nil

POLICY/PROCEDURE IMPLICATIONS

Council has approved the CGF Operational Procedures (see Attachment 10.2.2(b)) and this was the basis upon which the Group evaluated the applications received.

FINANCIAL IMPLICATIONS

The CGF Advisory Group recommendations will affect the 2022/2023 Draft Budget; however, will have similar impact to the financial position as previous years.

Long Term Financial Plan (LTFP):

No affect envisaged on Council's LTFP

STRATEGIC IMPLICATIONS

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

Strategic Community Plan/Corporate Business Plan:

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

CONSULTATION

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

RISK ASSESSMENT

Low impact, minor risk rating as below:

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 Royce

SECONDED: Cr Humphrey

COUNCIL RESOLUTION/ADVISORY GROUP RECOMMENDATION

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

Council receives the minutes from the 29 March 2022 Community Growth Fund Advisory Group meeting and endorses the following funding allocation under the Shire of Chapman Valley's Community Growth Funds for 2022/2023 budget consideration:

Chapman Valley Agricultural Society	What Does the Chapman Valley Show mean to you? (Banner project)	\$5,000
Yuna CWA	Yuna CWA buildings restoration	\$10,000
Chapman Valley Historical Society	Bush Timber & Iron Lean-To Structure Over Gas Barbecue	\$2,500
		\$17,500

Voting F8/A0

CARRIED

Minute Reference: 04/22-03

10.2.3 Elected Members Budget Request 2022/2023

PROPONENT:	Elected Members
SITE:	Shire Of Chapman Valley
FILE REFERENCE:	306.00
PREVIOUS REFERENCE:	Not Applicable
DATE:	21 April 2022
AUTHOR:	Dianne Raymond, Manager of Finance & Corporate Services

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.2.3 (a)	Cr Humphrey Budget Request		✓
10.2.3 (b)	Works & Services Policy, Procedures & Guidelines		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

Councillors are invited to submit any budget requests for the forthcoming draft budget by the 1st April each year. Also, users of Shire owned/controlled facilities were encouraged to put items forward for the Building & Disability Services Committee to consider, which have subsequently been recommended to Council at the March 2022 OCM for budget consideration.

COMMENT

Elected Members budget requests have been received from Cr Humphrey (**Attachment 10.2.3(a)**) of which a summary of the original request has been inserted below (numbered for reference only and not to be considered as being in any order of priority). Note these requests have not previously been before any relevant Committee to date. Additional Shire Own (employee) resources for these items will have an impact on future budgets.

1	Reinstatement Shire Infrastructure	Shire to clear excess sand, dead wattles and rabbit warrens from bridle trails and reinstate them to their original condition	Shire own Resources	\$20,000	No quotes provided, elected member estimate only
2	Reinstatement Shire Infrastructure	Fertilize area and seed with an appropriate ground cover to prevent further wind erosion preferably couch grass	Contractor Resources	\$10,000	No quotes provided, elected member estimate only
3	Reinstatement Shire Infrastructure	Checks need to be done over a certain time to ascertain growth and refertilize and reseed if required.	Contractor Resources	\$5,000	No quotes provided, elected member estimate only
4	Reinstatement Shire Infrastructure	Regular mowing during growth sessions	Shire own Resources	\$10,000	No quotes provided, elected member estimate only
5	Under Road Drainage Problems Parkfalls Estate	Regular cleaning and flushing of these pipes wherever required during the month of March for them to be clean prior to winter rains	Contractor Resources	\$5,000	No quotes provided, elected member estimate only
6	Pest Management	Shire of Chapman Valley to accept responsibility for what land is theirs and to work in conjunction with landholders and all other relevant agencies.		\$50,000 22/23 \$50,000 23/24 \$50,000 24/25	No quotes provided, elected member estimate only

		To obtain advice and determine course of action required to achieve the outcomes which were identified in the Community Strategic Plan. Objective is to eradicate rabbits and pest plants from residential area some of which are toxic to ruminant animals. Request that the shire budget an amount of \$50,000 each year for the next 3 years to complete the above program			
7	Road Replacement Western Regions	Allocate \$100,000 each year into an account specifically quarantined for the purpose of the replacement of roads within the rural / residential estates controlled by the shire		Ongoing \$100,000	No quotes provided, elected member estimate only

STATUTORY ENVIRONMENT

Council adopts the Annual Budget in accordance with the Local Government Act and associated Regulations at which time all items listed in the Draft Budget are considered.

Local Government Act 1995 Local Government (Financial Management) Regulations 1996

7. Separate ward accounts not to be kept etc.

A local government is to have regard to the needs of the inhabitants of the district as a whole and is not to —

(a) keep separate ward accounts; or

(b) determine expenditure on the basis of revenue from a ward.

While Council do not operate a ward system, the purpose of the regulation still applies in this case. Council would be treading on dangerous ground in quarantining funds which could contradict a number of existing Council Policies and regulations.

POLICY/PROCEDURE IMPLICATIONS

IMP – 014 Drains & Culverts

IMP – 017 Road Work Funding Allocation Process

IMP – 020 MWRRG – Significant Road

IMP – 025 Road Hierarchy

There is a Policy in place dealing with request No. 5 (IMP – 014 Drains & Culverts) and an existing maintenance expenditure item.

There are also a number of Council Policies dealing with the process of funding for road projects, request No. 7 (IMP – 017 Road Work Funding Allocation Process, IMP – 020 MWRRG – Significant Road, IMP – 025 Road Hierarchy) to take into consideration.

FINANCIAL IMPLICATIONS

The 2022/2023 Draft Budget allocations will be set as per the Council Resolution; however, these can be altered either at this meeting or the meeting when Council considers adopting the 2022/2023 Budget. All elected members items will have an effect on the 2022/2023 Draft Budget with some large capital expenditure items, staff have not had the opportunity to obtain estimate costs for any of the items.

Long Term Financial Plan (LTFP):

Additional staff resources will have an effect on the LTFP

STRATEGIC IMPLICATIONS

The current Strategic Community Plan review has yet to be endorsed by council, of which some items refer.

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 Budget process includes Committee meetings (e.g. Buildings, Infrastructure Roads) and consultation with Elected Members, users of Shire owned/controlled facilities & staff to establish a Draft Budget for Council consideration. The budget process also needs to consider the Integrated Planning & Reporting (IPR) documents to ensure the draft presented identifies existing items and any alteration to the long-term planning for the Shire. Any new items in the Corporate Business Plan will need to be noted in the Annual Financial Reporting.

RISK ASSESSMENT

The risk rating varies from Minor to Major dependent on the estimated costs for each item

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
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
Major (4)	Lost time injury	\$50,001 - \$150,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies

VOTING REQUIREMENTS

Simple Majority

(Note: There was no Staff Recommendation provided as this is considered a matter for Elected Member deliberation and determination)

MOVED: Cr Humphrey

SECONDED: Cr Low

COUNCIL RESOLUTION/COUNCILLOR RECOMMENDATION

That Council:

1 Endorses the following items presented for further consideration to be included in the 2022/2023 Draft Budget:

1	Reinstatement Shire Infrastructure	Shire to clear excess sand, dead wattles and rabbit warrens from bridle trails	Shire own Resources	\$20,000	No quotes provided,
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		and reinstate them to their original condition			elected member estimate only
2	Reinstatement Shire Infrastructure	Fertilize area and seed with an appropriate ground cover to prevent further wind erosion preferably couch grass	Contractor Resources	\$10,000	No quotes provided, elected member estimate only
3	Reinstatement Shire Infrastructure	Checks need to be done over a certain time to ascertain growth and refertilize and reseed if required.	Contractor Resources	\$5,000	No quotes provided, elected member estimate only
4	Reinstatement Shire Infrastructure	Regular mowing during growth sessions	Shire own Resources	\$10,000	No quotes provided, elected member estimate only
5	Under Road Drainage Problems Parkfalls Estate	Regular cleaning and flushing of these pipes wherever required during the month of March for them to be clean prior to winter rains	Contractor Resources	\$5,000	No quotes provided, elected member estimate only
6	Pest Management	Shire of Chapman Valley to accept responsibility for what land is theirs and to work in conjunction with landholders and all other relevant agencies. To obtain advice and determine course of action required to achieve the outcomes which were identified in the Community Strategic Plan. Objective is to eradicate rabbits and pest plants from residential area some of which are toxic to ruminant animals. Request that the shire budget an amount of \$50,000 each year for the next 3 years to complete the above program		\$50,000 22/23 \$50,000 23/24 \$50,000 24/25	No quotes provided, elected member estimate only
7	Road Replacement Western Regions	Allocate \$100,000 each year into an account specifically quarantined for the purpose of the replacement of roads within the rural / residential estates controlled by the shire		Ongoing \$100,000	No quotes provided, elected member estimate only

2 Request staff to review costings for each individual item prior to the draft budget workshop.

**Voting F7/A1
CARRIED
Minute Reference: 04/22-04**

MOVED: Cr Royce

FORESHADOWED MOTION

That item lay on table until draft budget workshop.

MOTION LAPSED

10.3

Chief Executive Officer

10.3 AGENDA ITEMS

10.3.1 Chapman Valley Bushfire Brigades Advisory Group

10.3.1

Chapman Valley Bushfire Brigades Advisory Group

PROPONENT:	Shire Of Chapman Valley
SITE:	Shire Of Chapman Valley
FILE REFERENCE:	601.08
PREVIOUS REFERENCE:	NA
DATE:	21 st April 2022
AUTHOR:	Jamie Criddle, Chief Executive Officer

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.3.1(a)	Chapman Valley Bushfire Brigades Group Management Advisory Committee Minutes – 5 th April 2022		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

The Chapman Valley Bushfire Brigades Group Management Advisory Committee met at the Shire of on the 5th April 2022.

COMMENT

Rather than repeat information I refer Councillors to the Minutes at **Attachment 10.3.1(a)**

STATUTORY IMPLICATIONS / REQUIREMENTS

- *Local Government Act 1995 & associated Regulations;*
- *Bushfire Act, 1954*

POLICY IMPLICATIONS

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

MANAGEMENT PROCEDURE No.	EMP-005
MANAGEMENT PROCEDURE	FIRE CONTROL OFFICER APPOINTMENTS
RESPONSIBLE DIRECTORATE	ADMINISTRATION
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	3.90
RELEVANT DELEGATIONS	

OBJECTIVES:

This Operational Procedure provides the eligibility criteria for a person to be appointed as a Bush Fire Control Officer with the following objectives:

1. *To ensure that a person has the relevant qualifications necessary to hold the position of Bush Fire Control Officer (BFCO); and*
2. *To ensure that these qualifications are maintained by the appointed Bush Fire Control Officer (BFCO).*

MANAGEMENT PROCEDURE STATEMENT/S:

1. *To be eligible for appointment as a Bush Fire Control Officer, a person must have completed the Bush Fire Control Officer Training Program not more than ten (10) years prior to appointment.*
2. *Notwithstanding Item 1 above, a person will be eligible for appointment as a Bush Fire Control Office if they complete the Bush Fire Control Officer Training within six (6) months of appointment.*

3. For a person to continue as a Bush Fire Control Officer, they must complete the Bush Fire Control Officer's Course or a refresher course at intervals of no more than every ten (10) years.
4. Nominations from Brigades shall be submitted to a Bush Fire Brigades Group Management Advisory Committee for recommendation to Council by 1 October, where applicable.
5. An appointment shall be for a period of one (1) year, unless revoked by Council. Bush Fire Control
6. Officers will be eligible for reappointment unless their appointment was revoked by Council.

FINANCIAL IMPLICATIONS

No foreseen effect on Council's general finances.

Long Term Financial Plan (LTFP):

No foreseen effect on Council Long Term Financial Plan.

STRATEGIC IMPLICATIONS

Having an ongoing structured arrangement for bushfire control and prevention is essential.

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

President (Presiding Member) and 2 x Councillors

Cr Warr (President)
 Cr Royce
 Cr Humphrey
 CBFCO
 DCBFCO
 All Brigade FCOs
 Chief Executive Officer
 Senior Ranger

Observers

1 x DFES Rep.
 1 x DBCA Rep.

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

RISK ASSESSMENT

Based on the compliance alone I believe the risk in this instance **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 Forth

COUNCIL RESOLUTION/STAFF RECOMMENDATION

Council endorse:

1. BFB 4/21-02 - Election of Officers – All One Year Terms

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

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

2. BFB 4/21-03 - Appointments of Bushfire Control Officers

- Darryl Burton – Durawah/Valentine Brigade
- Calvin Royce – Howatharra Brigade
- Neil Kupsch – Nabawa Brigade
- Craig Mincherton – Naraling Brigade
- Jason Stokes – Yetna Brigade
- Shaun Earl – Yuna Brigade

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

3. BFB 4/21-04 - Fire Break Notice

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

4. BFB 4/21-05 - Annual Inspections

The Annual Fire Break Inspection procedures remain the same.

Council En Bloc
Voting F8/A0
CARRIED
Minute Reference: 04/22-02

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

Councillors advised that they had attended the following meetings and provided summaries:

Delegate	Reports
Cr Royce	Community Growth Fund 29/3/22 Bushfire Brigade Meeting (as Chair) 5/4/22
Cr Humphrey	Bushfire Brigade Meeting 5/4/22
Cr Forth	Remote Engagement Program 22/3/22 & 7/4/22 Chapman Valley FARM Meeting 24/3/22 Chapman Valley Agricultural Society 28/3/22
Cr Elliott-Lockhart	Chapman Valley Agricultural Society 28/3/22
Cr Davidson	Community Growth Fund 29/3/22
Cr Batten	Yuna Connect Meeting 24/3/22 Midwest Drought Resilience 7/4/22
Cr Low	Community Growth Fund 28/3/22
Cr Warr	Yuna Connect 24/3/22 Community Growth Fund 28/3/22 Department Sport & Recreation 28/3/22 Member for Agricultural Region Hon. Steve Martin MLC 28/3/22 Western Power & Minister for Power Hon Bill Johnston MLA 4/4/22 DFES Cyclone Recovery Meeting 19/4/22

14.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

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

Nil

16.0 CLOSURE

The President thanked Elected Members and Staff for their attendance and closed the meeting at 10:00am.